



अखिल भारतीय आयुर्विज्ञान संस्थान, राजकोट, गुजरात - ३६० ११०

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All India Institute of Medical Sciences, Rajkot, Gujarat – 360 110

A Central Autonomous Body under PMSSY, MoH&FW

Government of India www.aiimsrajkot.edu.in



AIIMS/Rajkot/Admin/2024-25/ २०५२

Date: 26.03.2025

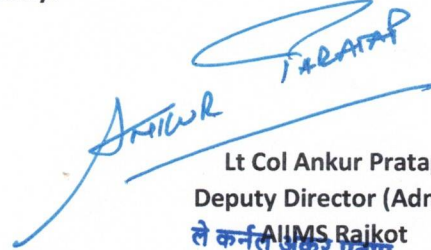
OM No. 142 of 2025

Subject: Guidelines for Channel of Communication – reg.

- (1) This is to draw attention of all Faculty and Staff of AIIMS, Rajkot to use proper laid down official channels of communication through their respective Departmental Heads/concerned Deans to reach the administrative authorities of the Institute.
- (2) It has been observed that few faculties are making use of personal e-mail Ids to communicate directly with the Administrative authorities of Institute which is not in order.
- (3) All are advised to use only the official channels of communication through letters in writing on file through proper channels only.
- (4) Henceforth, any correspondence received through personal mail Ids will not be entertained. **Hence, all concerned are advised to strictly adhere to above directions.**

This is issued with the approval of the Competent Authority.




Lt Col Ankur Pratap
Deputy Director (Admin)
ले कर्नल अंकुर प्रताप,
Lt Col Ankur Pratap,
उप निदेशक (प्रशा.)/Deputy Director (Admin),
एम्स राजकोट (गुजरात)- ३६०११०
AIIMS, Rajkot (Gujarat)- 360110

Copy to:

- (1) PA to Executive Director, AIIMS Rajkot
- (2) All Faculty Members, AIIMS Rajkot
- (3) Administrative/Accounts Officer, AIIMS Rajkot
- (4) All Deputy Medical Superintendent, AIIMS Rajkot
- (5) I/C It Cell, AIIMS Rajkot – for uploading the same on official website of AIIMS Rajkot