

# ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi-29  
(ESTABLISHMENT SECTION (DO))

15 SEP 2017

F.No. 20-15/2017-Estt.-I

Dated the

## MEMORANDUM

**Subject: Representation from the Employees of the Institute on service matter - reg.**

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It has been observed that a number of representations are being received on service matters from the employees of the institute directly addressed to the Prime Minister/Minister/Members of Parliament and other officers outside the Institute. Such representations directly to other authorities by-passing the Institute's authorities has been viewed seriously.

In this connection, attention is invited to the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting Government servants from bringing outside influence in respect of matter pertaining to his/her service matter/s/ Representations by relatives of Government servant will also be construed as outside influence.

All officials of the Institute are hereby informed that if any one wishes to make a representation with regard to any claim or to seek any redressal of a grievance related to service rights or conditions, they should submit the same to the concerned officer/ Dy. Director (Admn.)/Director of the Institute.

Accordingly, all officials are hereby advised that submission of such representations by any means (including email/.public grievance portal etc.) directly to outside authorities, by -passing the institute authorities would be treated as an unbecoming conduct, thereby attracting the provisions of Rule 3 (1) (iii) of CCS (Conduct) Rules, 1964 and appropriate disciplinary action would be taken against those who violate these instructions.

*Sm*  
( DR. SANJAY KUMAR ARYA )  
CHIEF ADMINISTRATIVE OFFICER (ACTG.)

### Distribution:

1. All the Chief/HOD of Centres
2. The Medical Superintendent (Hospital/Dr.R.P.Centre),  
AIIMS, New Delhi
3. The Chief Nursing Officer, AIIMS, New Delhi
4. All the Sr. Administrative Officer/ Administrative Officer  
/ Asstt. Admin. Officer, AIIMS, New Delhi
5. The Superintending Engineer/Financial Advisor,  
AIIMS, New Delhi.

With request to circulate among  
all employees working under  
concerned Deptt./Sections etc.

6. The Professor In-charge, Computer Facility - With the request to upload the same on AIIMS website.

### Copy to:

1. The PPS to Director, AIIMS, New Delhi
2. The PS to Dy. Director (Admn.)/Sr. Financial Advisor/  
Dy. Secy/CAO, AIIMS, New Delhi

for information please.

*AIIMS  
CONTENT PROVIDED  
15/9*  
*Sanjay K*  
*15/9*