

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI**

**OFFICE OF DIRECTOR**

F.No. 40-30/2022-Estt.I

02.06.2023

**OFFICE MEMORANDUM**

**Sub: Punctuality at CRHSP Ballabgarh reg.**

Undersigned has taken rounds of OPD & other areas at CRHSP Ballabgarh and it has been noted that some employees are not punctual for duty. This has been viewed very seriously and all employees posted at CRHSP Ballabgarh are required to start their office, OPD, OTs, etc. on time as per their duty schedule.

If any employee is found to be late on a regular basis, the respective Head of the Department/Unit/Division shall also be held accountable along with the said employee.

 26/2023

**Prof. M Srinivas**

Director

**Distribution** (with a request to also circulate it to all officials under their control)

1. Dean/s (Academic, Research, Examination)
2. Addl. Director (Admin)
3. Medical Superintendent (AIIMS)
4. Chiefs' of all Centres / Head, NCI Jhajjar
5. Heads' of all Departments
6. Sr. Financial Advisor