



ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Saket Nagar, Bhopal (M.P.) – 462020

No. AIIMS_BPL/Admin./2018/ 1632

Dated 10 July 2018

OFFICE MEMORANDUM

In order to redress the grievances of existing students, faculty members, officers and other sections of employees (Regular/Contractual) as well as partners (including service providers and material suppliers), it has been decided to hold **Director's Grievance Redressal Hearing on the 5th of every month**. In case, if it happens to be holiday on this date, the hearings will be held on the next working day.

Any aggrieved bonafide student(s), faculty member(s), officer(s), other employees and partners as stated above can register their grievances on the Email ID i.e. director.grh@aiimsbhopal.edu.in at least seven days prior to the next date of the hearing with the specific heading of grievance viz. relating to Hospital, Academic, Student Welfare, General Administration, Finance, Stores & Purchase, Engineering section etc.

The aggrieved person(s) will also carbon copy the same email to the alleged partner (exception will be confidential nature of allegation). The aggrieved person(s) shall also mention the name of their representative, who he/she would like to accompany during the hearing in the format (**copy enclosed**). In case, the name of representative is not mentioned in the original case registration format, the aggrieved person will not be allowed to accompany such person during the time of hearing. After hearing of the case from both the parties, the Director will personally look into the nature of grievance for its amicable redressal within the purview of rules and regulations of the Institute/Govt. of India. After registering the grievance, all aggrieved person(s) are advised to wait for their turn, which they will receive the confirmation email along with date and time of hearing.

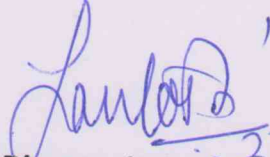
Service related issues or any other matter which is *sub-judice* in any Court of Law for adjudication shall not be entertained in the hearing.

The details of the hearing shall be as follows: -

- **Day: 5th of every Month**
- **Venue : Medical College Building, LT-1 (Ground Floor)**
- **Time : 4.00 pm to 6.00 pm**

This is issued with the approval of the competent authority.

- **Enclosure: As above.**


Deputy Director (Admin.) 20/7/18

Copy to:

1. All Deans/Associate Deans
2. All HoDs/Faculty members/Principal, College of Nursing
3. MS/FA/SE
4. All Officers/Employees
5. All Students
6. I/c Officer, AIIMS Bhopal website: for uploading
7. P.A. to Director, AIIMS Bhopal
8. All Notice Boards
9. Guard file