



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़)  
All India Institute of Medical Sciences, Raipur (Chhattisgarh)  
Tatibandh, GE Road,  
Raipur-492 099 (CG)  
[www.aiimsraipur.edu.in](http://www.aiimsraipur.edu.in)

No. Admin./Working Hrs./2015-AIIMS.RPR

Raipur, Dated 02<sup>nd</sup> June 2015

**OFFICE ORDER**

Sub.: - Information on office working hours -reg.

Ref: - letter no. Z-20025/1/2014-Adm.I dated 24/11/2014.

DoP&T vide their OM No. 13/2/2014-JCA-2 dated 5/11/2014 has requested to Ministries/Departments to post/upload "Working Hours", Holidays List and Public dealing hours, if any, on the Home page of their Websites.

2. In AIIMS, Raipur, the working hours of all the Administrative Offices is as under:-

On Weekdays:-

Reporting Time: 10.00 Hrs

Relieving Time: 18.00 Hrs

(Lunch hours of ½ an hour from 13.30 Hrs to 14.00 Hrs on all days except Saturday, Sunday & Gazetted Holidays)


On Saturdays:-

Reporting Time: 10.00 Hrs

Relieving Time: 13.30 Hrs

3. The Office Management and Discipline to be followed in AIIMS, Raipur is also attached herewith. All the officials/staff are required to follow these guidelines and working hours strictly.

Encl.: - As above.

  
Deputy Director (Administration)  
AIIMS, Raipur (C.G.)

**Copy to:**

1. All the Project Cell Officers and Faculty Members, AIIMS, Raipur.
2. FCAO, AIIMS, Raipur.
3. Account Officer, AIIMS, Raipur.
4. Store Officer, AIIMS, Raipur.
5. Notice Boards.