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**ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Mangalagiri, Andhra Pradesh**

F.No: AIIMS/MG/AO/02/07

Dated: 02.12.2020

OFFICE MEMORANDUM

Sub: Unauthorized Communication / Transmission of Official Institute Information / Documents.

It has come to the notice of the competent authority, certain instances where in institute employees have unauthorisedly communicating/transmitting official information/documents to the persons who are not affiliated to the institute without taking due permission from the competent authority.

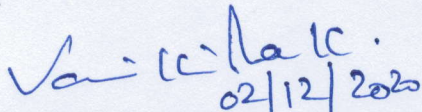
In this regard attention of all the faculty/residents/tutors/officers/staff is invited to **Rule 11 of the CCS (Conduct) Rules, 1964** that provide as under:-

“No Government servant shall, except in accordance with any general or special order of the government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or information to any Government servant or any other person to whom he is not authorized to communicate such document or information.

Explanation: - Quotation by a government servant (in his representation to the Head of Office, or head of Department or President) of or from any letter, circular or office memorandum or from the notes on any file, to which he is not authorized to have access, or which he is not authorized to keep in his personal custody or from personal purposes, shall amount to unauthorised communication of information within the meaning of this rules.”

It is also informed that violation of the provisions of Conduct Rules and other corresponding provisions amounts to serious misconduct and it is advised to exercise restraint from resorting to such unfair means. All Heads of the departments/sections/units/offices are therefore requested to kindly bring the contents of this OM to the notice of all the staff working under their control for information and strict compliance.

This issues with the approval of Director, AIIMS Mangalagiri.


(Dr.K.Vamsi Krishna Reddy)
Administrative Officer (I/c)

Copy for information to:

1. The Director, AIIMS, Mangalagiri.
2. Dean/MS/DDA/FA/All HOD's AIIMS, Mangalagiri.
3. IT cell, AIIMS, Mangalagiri with a request to upload on the institute website.
4. Guard file.

**Administrative Officer
AIIMS, Mangalagiri**