



अखिल भारतीय आयुर्विज्ञान संस्थान, बीबीनगर, हैदराबाद

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BIBINAGAR, HYDERABAD

"An INI under the aegis of Ministry of Health & Family Welfare, Govt. of India"

हैदराबाद मेट्रोपोलिटन क्षेत्र (एचएमआर), तेलंगाना - 508126, भारत

Hyderabad Metropolitan Region (HMR), Telangana - 508126, India

संख्या/File : AIIMS/BBN/REGISTRAR/2026/ 2238

दिनांक/Date: 24.10.2026

CIRCULAR

Subject: Regulation of Visits and Communication by Senior Residents and Junior Residents with the Registrar's Office/Dean's Office-reg.

- It has been observed that Senior Residents and Junior Residents frequently visit the Registrar's Office/Dean's Office during working hours to seek clarification or discuss various academic, administrative and service-related matters. Such visits during OPD hours may disrupt the smooth functioning of the offices and, more importantly, adversely affect patient care services.
- It has also been observed that officers/officials are contacted through personal mobile numbers, telephone calls and WhatsApp messages for various queries and follow-ups. Such practices are discouraged in the interest of maintaining proper administrative channels and ensuring the uninterrupted discharge of official duties.
- In order to ensure the smooth functioning of hospital services and maintain administrative discipline, the following instructions shall be observed with immediate effect:

1. Visits to the Registrar's Office/Dean's Office:

All Senior Residents and Junior Residents shall ensure that visits to the Registrar's Office/Dean's Office are made only after OPD hours, so as not to disturb or interfere with patient care services. Any such visit shall be made only with the prior permission of the concerned Faculty/Head of Department, as applicable.

2. Communication through Official Channels:

Telephone calls and WhatsApp messages to the Registrar, Dean or other concerned officials/dealing hands regarding routine queries, clarifications or follow-ups are strictly discouraged. All communications shall be made through the prescribed official channels.

3. Submission of Queries :

For any academic, administrative, service-related or other official queries, Senior Residents and Junior Residents are advised to communicate through email at registrar@aiimsbibinagar.edu.in , with a copy (CC) to pg.desk@aiimsbibinagar.edu.in . The email shall clearly mention the subject and relevant details to facilitate appropriate examination and timely response.

4. Maintenance of Discipline and Decorum:

All Senior Residents and Junior Residents are expected to maintain courtesy, discipline and decorum while interacting with faculty members and administrative staff. Any conduct that disrupts official functioning or interferes with patient care services shall be viewed seriously and dealt with as per the applicable rules.

All Senior Residents and Junior Residents are hereby directed to adhere strictly to the above instructions in the interest of uninterrupted patient care services, administrative efficiency and orderly functioning of the institution.

This order shall come into force with immediate effect.

This is issued with the approval of the Competent Authority.

अतीकुर रहमान /Ateequr Rahman
कुलसचिव/Registrar
एम्स बीबीनगर/AIIMS, Bibinagar

Copy for information to :-

1. PA to Executive Director.
2. Dean (Academic)
3. Medical Superintendent.
4. All HoD's
5. Senior/Junior Residents
6. IT cell to upload in Institute website

