



अखिल भारतीय आयुर्विज्ञान संस्थान

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

साकेत नगर भोपाल (मध्यप्रदेश) – 462020

Saket Nagar, Bhopal (M.P.) – 462020

No.11/36/2019/Admin-AIIMS/BPL/ 427

Dated: 30/01/2020

**OFFICE MEMORANDUM**

**Sub: Working days and duty timings for all the Administrative Offices and employees of AIIMS Bhopal**

In supersession of all previous orders, Director, AIIMS, Bhopal is pleased to align the working days and duty timings of all its Administrative Offices and employees at par with the working days and duty timings of the Central Govt. Offices/ other AIIMS, as under:

1. **Total Working days Per Week - Six days from Monday to Saturday**

2. **Duty Timings:**

[a] Monday to Friday - **9:30 AM to 5:15 PM**  
(With Lunch break from 1:30 PM to 2:00 PM)

[b] Saturday - **9:30 AM to 1:15 PM**

The aforesaid timings shall come into force w.e.f. **01<sup>st</sup> February, 2020.**

All HoDs/In-charges are requested to communicate this matter to staff working under them.

Deputy Director (Admin.)  
AIIMS, Bhopal

**Copy to:**

1. All Deans/Associate Deans and Principal, College of Nursing
2. MS/FA/SE
3. All HoDs/In-charges
4. All Faculty Members/Officers
5. PPS to Director – for kind information of the Director
6. All Employees
7. I/c IT Cell – For information to all through info mail.
8. Guard File