

No. 5-14/2015-RCI
REHABILITATION COUNCIL OF INDIA
(A Statutory Body under the Ministry of Social Justice & Empowerment,
Department of Empowerment of Persons with Disabilities)
B-22, QUTAB INSTITUTIONAL AREA
NEW DELHI-110016

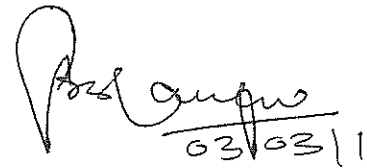
Dated: 3rd March, 2017

C I R C U L A R

Reference is invited to circular of even number dated 26th February, 2016 wherein it was provided for all visitors should meet Member Secretary or Chairperson only but it has been noticed that this circular is being misinterpreted. The intention to restrict the entry of visitors to MS and Chairperson would ensure easy access to heads of the institution. Hence, following amended instructions are re-iterated for strict compliance by all concerned:

All the visitors coming to RCI for official work would be facilitated to meet the Member Secretary/Chairperson, RCI. In case of absence of these two officers in the Council or in case of their need, they may meet the concerned officer but will not be denied to meet officers, under any circumstances. The officer concerned is supposed to entertain the visitor humbly and respond to his/her problem/grievance seriously. Any visitor coming to meet any official for personal work, may meet the concerned official at Reception only and would not be allowed to visit the office rooms. The visitors shall not be permitted to enter into the rooms of officer with any kind of goods/luggage. The Council shall not be responsible for safety of their belongings.

Above instructions be followed strictly.



(S.K. Srivastava)
Member Secretary

To

1. All Officers/Employees of RCI

Copy for information to:

1. PA to Chairperson, RCI for information of CP Sir.
2. PS to Member Secretary, RCI
3. RCI website