



KERALA MEDICAL SERVICES CORPORATION LTD  
(A Government Of Kerala Undertaking)  
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GSTIN: 32AADCK4029M1ZK

ADMIN Division

[www.kmscl.kerala.gov.in](http://www.kmscl.kerala.gov.in)

No: KMSCL/ADMN/30/2016

Dated: 01.03.2022

### CIRCULAR

**Sub:-** KMSCL - Visiting time for Company Representatives - reg

Rules and regulations for representatives wanting to meet staff of KMSCL:

1. Representatives of the companies are allowed to visit the Managing Director / General Manager of KMSCL at 3 pm to 5 pm on Tuesday, Wednesday and Thursday only.
2. Only representatives of five companies are allowed to visit the officers, on a given day.
3. All such meetings shall be strictly after obtaining prior appointment from the MD via email.
4. All such emails seeking appointment shall be sent from the official email address of the head of the company/head of its regional office. These email requests shall clearly mention the name and official designation of the representative seeking appointment.
5. The representative shall come to the premises of KMSCL only after getting a confirmed appointment from the official email of MD.
6. Also, it is to be particularly noted that such representatives shall not meet any other staff of KMSCL, except in exceptional circumstances. Such circumstance shall be explained in a detailed email from the official email address of the head of the organisation/regional office, and the concerned staff at KMSCL shall seek permission from the MD before allowing such meeting.
7. Heads of the company seeking appointment shall send an e-mail request to [kmsclmd@gmail.com](mailto:kmsclmd@gmail.com) showing the details of the meeting and the expected date of arrival. Confirmed date and time will be sent to the companies by email from the official email of the MD.
8. All email communication and appointment fixation shall be done directly by the office of the MD, KMSCL, and no other staff/office of KMSCL is authorised to give any appointment.
9. Any person/representative seeking appointment or visiting the KMSCL premises in contravention of these rules shall be denied appointment immediately.
10. Security personnel at KMSCL shall have full freedom to take stringent action to implement these directions.
11. The Administrative Officer shall oversee the strict and complete implementation of these rules and regulations, and appraise the MD directly every week about the effectiveness of such implementation.

These orders are issued for immediate and complete compliance.



**Dr Sriram V IAS**  
Managing Director

**Dr. SRIRAM VENKITARAMAN IAS**  
Managing Director  
**Kerala Medical Services Corporation Ltd.**  
**Thycaud. P.O, Thiruvananthapuram -14**

**To**

All Concerned

**Copy**

**to:-**

1. The General Manager
2. Website