



KERALA MEDICAL SERVICES CORPORATION LTD
(A Government Of Kerala Undertaking)
Thycaud.P.O., Thiruvananthapuram-14.
Tele Fax No. 0471-2945647
0471-2945646, 0471-2945600
E-mail id : admin.kmscl@kerala.gov.in
CIN : U24233KL2007SGC021616
GSTIN: 32AADCK4029M1ZK

Administration Division

www.kmscl.kerala.gov.in

No: KMSCL/ADMN/30/2016

Dated: 06.08.2026

CIRCULAR

Sub:- KMSCL - Visiting time for Company Representatives and other Visitors - reg

Ref:- Even dated Circular dated : 01.03.2022

1. Representatives of companies shall be permitted to meet the Managing Director/General Manager of KMSCL only between 3.00 PM and 5.00 PM on working days from Monday to Friday
2. All such meetings shall be strictly after obtaining prior appointment from the MD/GM via email.
3. 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.
4. The representative shall come to the premises of KMSCL only after getting a confirmed appointment from the official email of MD/GM.
5. Also, it is to be particularly noted that such Company 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 organization/regional office, and the concerned staff at KMSCL shall seek permission from the MD before allowing such meeting.
6. For matters relating to long pending payments and related issues, KMSCL is conducting a Grievance Redressal Meeting on the second Friday and fourth Saturday of every month. Company representatives may attend the meeting with prior appointment.
7. Heads of the company seeking appointment shall send an e-mail request to md.kmscl@kerala.gov.in & gm.kmscl@kerala.gov.in 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 authorized to give any appointment.
9. For the Grievance Redressal meeting Administration section will give the email communication.
10. Any person/representative seeking appointment or visiting the KMSCL premises in

contravention of these rules shall be denied appointment immediately.

11. Representatives waiting to meet officials after 5.00 PM shall be entertained only after confirmation from the PA to MD or CA to GM. Security staff shall ensure compliance with this instruction.
12. Company representatives are not allowed to enter beyond Lobby area without any written permission from the Authorities.
13. Company Representatives / Visitors can directly call to the concerned section from 3.00 pm to 3.30 pm from the reception, if needed.
14. Personal visitors intending to meet employees and other Officers of the Corporation shall report to the Security Personnel upon arrival. Entry to the office lobby shall be permitted only after the Security Personnel obtains confirmation from the concerned employee. Visitors shall be permitted to meet employees only between 10.00 AM and 5.00 PM, and the duration of each visit shall ordinarily be restricted to a maximum of 15 minutes.
15. Security personnel at KMSCL shall have full freedom to take stringent action to implement these directions.
16. 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. Renu Raj IAS
Managing Director

To

All Concerned

Copy

to:-

1. The General Manager
2. PA to MD & CA to GM
3. Security staffs
4. Website
- 5 All staffs



Approved for Issue

Administrative Officer