



अखिल भारतीय आयुर्विज्ञान संस्थान, भुवनेश्वर
All India Institute of Medical Sciences, Bhubaneswar
सिजुआ, पोस्ट: डुमुदुमा, भुवनेश्वर - 751019
Sijua, Post: Dumuduma, Bhubaneswar - 751019

AIIMS/BBSR/Admin/ Quarter/613

14560

Dt: 20.12.2023

CIRCULAR

Sub: Preparation of Waiting List for Allotment of Institute Type-II, Type-III and Type-IV Quarters to the Officials/Staff for the year 2024: Reg.

This is brought to the notice of all concerned that vacant Type-II, Type-III and Type-IV Quarters as and when available will be allotted to the interested eligible employee of the Institute. Hence, interested Officials/Staff may apply in the attached proforma for allotment of the same as per their entitlement which should reach the Administration **within 10 days of the issue of the Circular**. Those who had applied prior to the issue of this Circular are also requested to apply afresh once again to get themselves enlisted in the waiting list of the eligible type of quarters for the year 2024.

Further, interested residents of Type-II, Type-III and Type-IV Quarter may also apply in the prescribed proforma for a change to the same type of accommodation. Approval of request for the change of accommodation subject to availability of vacant quarters in the interested floor/quarter. Besides, change of accommodation shall be entertained in the same type only and only one change is permissible in a particular type of accommodation. Therefore, allottee whose request for change has been approved earlier and to whom a changed accommodation has been allotted, shall not be eligible to submit their request for a change of accommodation.

After receipt of applications, a unified waiting list for allotment and change of quarters for each type will be prepared from amongst staff members those who have submitted the applications. On the basis of the waiting list, allotment of the quarter to eligible Officials/Staff will be made as and when available. Thus, the waiting list so prepared will be valid up to 31st December 2024 and no application will be entertained during the intervening period of the allotment year except in fresh appointment cases i.e. those employees who are applying for the 1st time after joining the AIIMS, Bhubaneswar service.

All HoDs/OICs of the Departments/Sections are requested to disseminate the contents of the Circular to the benefit of their Staff Members. No representations will be entertained from the Staff Members after the closing day on the Grounds that they have not seen the circular or were on leave, away on temporary duty, unaware of the rules, etc.

This issue is with the approval of the Executive Director.

(रश्मी रंजन सेठी / Rasmi Ranjan Sethy)
वरिष्ठ प्रशासनिक अधिकारी / Sr. Administrative Officer
एम्स भुवनेश्वर / AIIMS Bhubaneswar

Enclosure: As above

Copy to :

1. PS to Executive Director for kind information of the Executive Director.
2. Dean (Academic), MS, DD(A) I/C, FA I/C, Professor-cum-Principal, CoN, SEI/C, EE(Civil), E.E. (Elect), Registrar I/C, AOs (Admin & Accounts) and AAOs (Admin, Accounts & Hospital) for kind information.
3. All HODs & OICs of Departments/Sections for kind information with a request to circulate this

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circular amongst Staff of their respective Departments/Branch for kind information and necessary action.

4. All Departments for information and necessary action.
5. IT Cell for information with a request to upload in the Institute website.
6. All Officials/Staff concerned for information.
7. Copy to File No. AIIMS/BBSR/Admin/Cir/91.
8. Notice Boards (Administration, Academic & Hospital).



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Form of Application for allotment of residence in the AIIMS, Bhubaneswar Residential Campus.

Sl. No.	Particulars
1.	Name in Block Letters
2.	Designation
3.	Name of Father/Spouse (If Spouse employed in AIIMS, Bhubaneswar.
4.	Service Status (Permanent/Temporary)
5.	Office Address viz Name of Section and Department
6.	Whether he/she belongs to SC/ST/PwD/OBC/EWS
7.	Pay Particulars (Please attach proof as Appointment Order or Promotion Order and Pay Slip for verification):- (a) Pay Band/Pay Scale (Rs). (b) Present Pay 7 th CPC (Rs.). (c) Level as per Pay Matrix. (d) Date of Promotion and its Grade Pay.
8.	Previous Grade Pay continuously drawing from
9.	Date of joining in AIIMS, Bhubaneswar
10.	Date of Birth
11.	Date of Retirement on Superannuation
12.	Application made against the type of accommodation according to Grade Pay
13.	Sex
14.	Marital Status
15.	Are you/your Spouse occupying accommodation allotted by/from any Departmental Pool/State Government Pool or the Local Administration? If yes, please give details.
16.	Particulars of residential accommodation provided, if any, in the past.
17.	Do you/your Spouse/your dependent Children own a house within the jurisdiction of Local Municipality or any adjoining municipality?

18.	Are you refused the allotment of AIIMS, Bhubaneswar Quarters earlier or debarred from allotment of Govt. residence?	
19.	Permanent/Home Town Address	
20.	Contact Number/e-mail i.d. of the Applicant	
21.	Special Request/Preference, if any	
22.	If the applicant has a family, details of the Members of family including self should be given as below:-	

Details of Family members:

Sl.No.	Name	Age	Relationship	Whether entirely Dependent on the applicant

I agree to abide by the Allotment of Government Residences Rules prescribed by MoUD and time to time or relevant allotment rules as applicable.

I am aware of the penalties, which can be imposed in the event of refusal of acceptance of allotment of accommodation of the entitled type under SR-317-B-10 or furnishing of false information, subletting/misuse of the premises under SR-317-B-21.

I certify that I have read the rules governing the allotment of quarters and declare that the particulars given by me above are correct and that the allotment to be made to me or already made shall be subject these rules and subsequent amendments, if any, thereto.

I further undertake that neither I nor any member of my family residing with me, would engage in any unwanted act that would disturb the peaceful ambience of the Residential Complex of the Institute.

Dated:

Signature of Applicant

Signature of the Forwarding Officer



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Application for Change of residence for the year-2023 in the AIIMS, Bhubaneswar Residential Campus.

Sl. No.	Particulars	
1.	Name in Block Letters	
2.	Designation	
3.	Date of joining AIIMS, Bhubaneswar	
4.	Date of Birth	
5.	Office Address viz Name of Section and Department	
6.	Accommodation currently occupied	
7.	Date of Occupation	
8.	Pay Details (Please attach proof as Pay Slip for verification):- Pay Matrix Level. Present Pay (Rs.)	
9.	Reasons for change	
10.	The choice for Change of Accommodation according to Present Pay Level.	
11.	Have you refused the Offer of a change of quarters earlier?	
12.	Have you cleared the Electricity Bill till date? Please enclose the latest proforma bill and receipt issued by Electrical Division.	
13.	Contact Number/e-mail id. of the Applicant	
14.	Special Request if any:	

Certify that:-

I have not availed of a change of residence earlier in the type of accommodation presently occupied by me.

This is the first application for such a change.

Dated : _____

signature of Allottee

Note:-

(a) If the applicant fails to accept a change of residence offered within five days of the issuing of the offer of allotment, the Staff Member shall not be considered again for a change of residence for that type of quarter.

(b) If Staff Member has vacated the quarters on resignation/transfer or change of residence and vacated the quarters on his/her own request in the middle of a calendar month, it is the responsibility of the Staff vacating quarters to pay the electricity bill on floating the proforma invoice by electricity Department during the first week of the following the month of vacation of quarters and after payment of the bill, copy of the bill has to be submitted to General Administration/Accounts for records.

Signature of the forwarding Officer