

F. No.: GA-16/1/2025-GA SEC (12643)
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BHUBANESWAR
(A Statutory Body under the aegis of Ministry of H & F.W., Govt. of India)
GENERAL ADMINISTRATION

Room No.: 331, 3rd Floor,
Academic Building, Bhubaneswar
Dated the December, 2025

CIRCULAR

Sub: Preparation of Waiting List for Allotment of Institute Type-II, Type-III, Type-IV and Type-V Quarters to the Faculty/Officials/Staff for the year 2026: Reg.

1. This is brought to the notice of all concerned that vacant Type-II, Type-III, Type-IV and Type-V Quarters as and when available will be allotted to the interested eligible employee of the Institute.
2. Interested Officials may **apply online** through the link mentioned in the annexure along with the attached proforma and latest payslip (joining office order in case of new joinee only) for allotment of the same as per their entitlement **within one month** of issue of this Circular.
3. An applicant may also be permitted to apply for accommodation that is one type below their entitlement; this must be indicated in the designated column of the prescribed form as well as apply online separately.
4. **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 2026.**
5. Interested occupants of Type-II, Type-III, Type-IV and Type-V 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, an 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.

6. 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 2026 and no application will be entertained during the intervening period of the allotment year except in fresh appointment/promotion cases i.e. those employees who are applying for the first time after joining the AIIMS, Bhubaneswar.
7. All HoDs are requested to bring this information to all the staff under them
8. Detailed guidelines are enumerated in the attached annexure.

This issues with the approval of the Competent Authority.

Enclosure: Quarter Form & Annexure

(Md. Salim Golder)
Administrative Officer
AIIMS Bhubaneswar

To:

All Faculties/ Officers/ Staffs

Copy to:

1. PPS to Executive Director
2. PA to Dean (A,E&R), MS (I/C), DD(A), SE, EE (Civil), EE (Elect)
3. All HoDs
4. All Departments
5. IT Cell

Annexure**Entitlement for Types of accommodation**

Type of Residence	Level in the pay matrix
II	5 and below
III	6,7,8
IV	9,10,11
V	12 and above

Those who are entitled to Type II, III & IV are allowed to bid one type lower accommodation than the type of their eligibility.

Links for online application

1. Type II: <https://forms.gle/NB7BFMKBQLwX6DSP6>
2. Type III: <https://forms.gle/qMvdRBGpAkG79zuk6>
3. Type IV: <https://forms.gle/TujTzLdMqFntpRKt9>
4. Type V: <https://forms.gle/Xt2TAoPeBwoLZFh18>

Please copy & paste the links in the web browser in case of any issue.

Procedure & Conditions for applying online

1. **Only employees with aiimsbhubaneswar.edu.in shall be able to apply.**
Employees without such email ID shall contact the IT Cell immediately.
2. Application is **restricted to only one per employee.**
3. No changes shall be allowed after application is submitted.
4. Using the departmental email ID is not allowed.
5. Uploading the scanned copy of prescribed format duly forwarded by the HoD is mandatory.
6. Online application for two types of quarter is required to be applied separately. However, the physical format can have both the types mentioned in the serial no. 12 and hence, no need for separate physical application.
7. Uploading of latest pay slip is mandatory. In the case of new joinee, where pay slip has not been generated yet, they may attach the joining office order.
8. After applying, **no need to send any hardcopy.** Applicants are, however, advised to retain the application for future needs.