



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छ.ग.)
All India Institute of Medical Sciences, Raipur (Chhattisgarh)

Tatibandh, GE Road,
Raipur-492099 (CG)

No/AIIMS/Raipur/23/1/19/ ५१३

Date- 31-10-2019

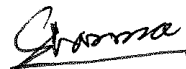
Circular

The following procedure has been approved by the competent authority for allotment of Quarters at AIIMS Residential Complex Raipur, with immediate effect –

- a) A list of vacant quarters in each category will be disclosed on website of institute to allow applicants to indicate 3 preferences. The applicants may visit the residential premise to see the location etc. of the quarter before applying. The applicants will be considered only against the quarters opted by them as per the prescribed criterion. The applicants who are willing to accept any of the available quarters may give 'no preference' in which case they will be considered for all available quarters. Refusal of allotted quarter on any ground will not be permitted.
- b) PwD applicants who are within the zone of allotment as per prescribed criterion will be given preference in allotment of ground/lower floor quarters irrespective of seniority.
- c) Since applicants have been given an option to give preference for quarters, any applicant refusing allotment shall be barred for two years from applying for AIIMS quarter.
- d) There will be a lock in period of allotment of 12 months, except in case of death or resignation of the allottee.
- e) Applications presently pending with administration as on date will be treated as cancelled and all officials shall apply afresh.
- f) A waiting list of applicants who are not allotted quarter will be maintained here onwards and they will not need to apply again.
- g) New applicants whose application is received by 10th of a month will be added to the waiting list according to the prescribed criterion and they will be eligible to participate in allotment process from that month itself.
- h) New applications received after 10th of the month will be included in the waiting list from succeeding month only.
- i) The list of quarters proposed for allotment in any month will be displayed on the AIIMS website by 5th of the next month. No circular etc. will be issued for the same. Waiting list applicants will be required to continuously check the website and submit their preference to administration by 15th of the month (next working day in case of 15th being a holiday).
- j) Intimation of allotment will be given by 23rd of the month and the allottee will be required to submit his acceptance latest by last working day of the month failing which the allottee will be deemed to have refused the allotment.

- k) In case of allottee submitting his acceptance the quarter will be deemed to have been occupied by him w.e.f. 1st of next month, or the date of acceptance of keys whichever is earlier.
- l) In case of refusal of allotment the quarter will be offered to next person in the waiting list.
- m) In case of re-allotment due to refusal of allotment by the initial allottee, the period for which the quarter remains vacant i.e. from 1st of the month to the date it is actually occupied by next allottee, the quarter will be deemed to have been occupied by the initial allottee and he will not be entitled to draw HRA for this period. In addition to this the allottee will also be debarred from applying for quarter for two years.
- n) In case of an allottee vacating the quarter before expiry of the lock in period of 12 months the same principle of deemed occupancy till the date of re-occupation will apply and the vacator of the flat will not be allowed to draw HRA for the intervening period.
- o) Since Type 3A is presently being used as hostel, the entitled officials may apply for one below type i.e. 2A & 2B. Full HRA will be deducted in case of officials applying for one below type also. License fee will be applicable as per the quarter type.
- p) Eligibility list for a quarter types will be prepared according to pay levels and within pay levels on the basis of date of joining in AIIMS Raipur. For example for Type 4 quarters official in pay level 10 to 13 are eligible, Therefore, in the eligibility list of Type 4, applicants in pay level 13 will be placed above the application of level 12, 11 and 10 and within pay level 13, the applicants will be assigned seniority on the basis of their date of joining in AIIMS Raipur. However, in case of officers coming on deputation, the date on which they were appointed to the relevant pay level in their service will be taken as the date of assigning seniority in the eligibility list.
- q) Director AIIMS Raipur may make allotment in relaxation of the above criterion, at his discretion, on the basis of exigencies of work or on compassionate ground or otherwise in public interest.
- r) The proforma of Application form, Possession Report, Change of quarter and Vacation Report is attached here for your reference.

Hindi version will follow.


Deputy Director (Admin)
AIIMS Raipur (CG)

Copy to information:

1. Director, AIIMS Raipur.
2. MS, AIIMS Raipur.
3. Dean, AIIMS Raipur.
4. All Officer's /Faculty Member's /Staff Working in Regular Basis at AIIMS Raipur.
5. AO (H) circulation to all Hospital Staff working in Regular Basis at AIIMS Raipur.
6. All Notice Boards, AIIMS Raipur.