

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES**  
**Ansari Nagar, New Delhi - 110029**

F.No.Estate/5-1/2019

Dated: 9/4/2020

**Circular**

Temporary accommodation has been arranged for the doctors/staff deputed for duty in the COVID-19 specified area. The Proforma of application for allotment of the temporary accommodation alongwith terms and conditions and undertaking to be signed by the concerned doctor/staff is enclosed herewith. To avail the facility of temporary accommodation, the application form in prescribed Proforma at annexure-1 may be submitted at the reception of the Power Grid Vishram Sadan located near JPNATC as mentioned in the enclosed terms & conditions at annexure-2.



**(Deo Nath Sah)**  
**Chief Admin Officer**

Encl: as above

**Distributions:-**

1. Dr. Maneesh Singhal, HOD, Deptt of Burn & Plastic Surgery & Professor Incharge of temporary accommodation
2. All Chiefs/HODs/ Incharge of COVID-19 specified areas
3. Manager Power Grid Vishram Sadan

**Copy to:-**

1. PPS to Director
2. PS to DDA/Sr. FA/FA/DS/CAO
3. Incharge Computer Facility with the request to upload the same on website.

**Annexure - 1**

**Proforma for allotment of temporary accommodation to the Doctor/Staff deputed in Covid 19 area of AIIMS, New Delhi.**

I have been deputed for duty in the Covid 19 specified area. It is requested that a bed may be allotted from \_\_\_\_\_ to \_\_\_\_\_ (days\_\_\_\_) in the temporary accommodation arranged for the doctor/staff deputed in such areas specified for Covid 19 patients.

I have read the terms & conditions and signed the undertaking for allotment of bed (Annexure -1)

Name of the applicant \_\_\_\_\_

(Male/Female)

Designation \_\_\_\_\_

Department \_\_\_\_\_

Mobile No:- \_\_\_\_\_

Area of Covid 19 duty \_\_\_\_\_

Counter signature of Covid area Incharge

**Authorisation**

One bed is allotted in Room No. \_\_\_\_\_ at Power Grid Vishram Sadan/  
\_\_\_\_\_.

(Dr. Maneesh Singhal)  
HOD (Burn & Plastic Surgery)  
and Professor Incharge temporary accommodation

**Terms & conditions for allotment of temporary accommodation during COVID-19 duty**

- The accommodation is arranged for doctors/staff who have inconvenience in going back to their home/residence during duty period. This is not for quarantine purpose.
- All doctors/staff concerned are advised to go back to their personal accommodation as far as feasible
- Those unable to do so would be provided temporary accommodation subject to availability
- The application form alongwith guidelines are available at the reception counter of Power Grid as well as on the website of AIIMS.
- For allotment of temporary accommodation, the **Accommodation Request Form along with Undertaking** must be signed by the duty personnel and countersigned by the COVID-19 area Incharge
- The above- mentioned forms are to be deposited at the Reception of Power Grid Vishram Sadan for allotment of rooms
- Due to resource constraint, accommodation can only be allotted to those individuals on active duty.
- Please bring all items of your personal daily needs (Clothes, mobiles, chargers, slippers, medicines, lock and key, etc)
- There will be arrangement for breakfast/lunch/dinner for the occupants of the temporary accommodation.
- Social distance will be maintained at all times during the staying in the guest house.
- The occupant is required to inform in advance if he is to vacate the accommodation before the actual date of check out as per his application.

**The accommodation will be allotted based on availability on next working day between 11:00 AM to 12:00 AM.**

**UNDERTAKING**

- ✓ I certify that I do not have an independent room at my home where I can safely isolate myself without jeopardizing the safety of my family members
- ✓ I am aware of the following rules that I am to follow during my stay at my designated accommodation:
  - Not to come out of room except for going to and back from duty
  - Not to have any visitor or friend/ visit common areas
  - Not to misuse any facility
  - Will be provided with main meals (breakfast, lunch and dinner) at fixed timings.
  - No cleaning staff will be provided for daily room maintenance for safety concerns

Signature\_\_\_\_\_

Date and Place\_\_\_\_\_