

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
SRI AUROBINDO MARG, ANSARI NAGAR EAST, ESTATE SECTION  
(RAJKUMARI AMRIT KAUR BHAWAN, SHIMLA)**

F.No. 5-2/2019/Estate/Pt (eFile 3267163)

Date:

**CIRCULAR**

The Competent Authority has approved the opening of Rajkumari Amrit Kaur Bhawan, Shimla for booking of 05 rooms (double bedded) and one dormitory (twelve single beds) wherein other remaining room (Room no. 1) is reserved for Director(AIIMS). The charges for booking, as approved by the Competent Authority, are as follows:

<b>Facility (1)</b>	<b>Institute Employee &amp; Dependents (2)</b>	<b>Others (3)</b>
Room	Rs 600 per day	Rs 900 per day
Dormitory	Rs 300 per day	Rs 300 per day

2. Following are the terms and conditions:

- i. Request of booking shall be made atleast 15 days in advance from the booking date (but not later than 365 days) to Estate Section in the prescribed form (enclosed) alongwith advance payment. No booking shall be valid without issue of formal sanction letter.
- ii. To ensure optimal use of scarce facility under high demand, advance payment once made for any booking is non-refundable under any circumstances except for force majeure. Therefore, cancellation of booking shall not result to refund of booking amount.
- iii. Payment shall be made at Cash Section by obtaining a challan form from Estate Section.
- iv. **Booking request shall soon be made online through a web portal under development and till that time, booking request shall be made at Estate Section in the manner prescribed above.**
- v. All bookings are subject to availability and confirmed payment, including its extension/postponement/advancement and are on **FIRST COME FIRST SERVE BASIS ONLY.**
- vi. Room No. 1 is not available for booking and therefore its booking shall not be requested/insisted for.
- vii. Requirement of document as specified in the prescribed form are mandatory in nature and its non-furnishing shall result in cancellation of booking without intimation.
- viii. Director(AIIMS) reserves the right to cancel any/all booking and for any duration without specifying its reason.
- ix. The Check In, Check Out time is respectively 12 noon and 11:00 AM and any extension beyond the prescribed Check In-Check Out time shall be charged for one full day each and shall be subject to availability.
- x. Due to association of Rajkumari Amrit Kaur Bhawan with Hon'ble Mahatma Gandhi Ji, smoking, consumption of alcoholic beverages, PAN, Gutka, Tobacco and other band/contraband substances alongwith consumption of non-vegetarian food items (including eggs) are prohibited within the campus (including Bhawan's building structures) of Rajkumari Amrit Kaur Bhawan



and any violation shall be liable for immediate cancellation of booking, immediate eviction from Raj Kumari Amrit Kaur Bhawan, forfeiture of booking amount and shall be subjected to subsequent strict disciplinary action under relevant rules.

- xi. Entry of individuals under inebriated condition is barred and anyone found inebriated within the campus of Rajkumari Amrit Kaur Bhawan (including Bhawan's building structures) shall be liable for treatments as specified at above point (x).
- xii. All bookings are to be made against valid ID card of AIIMS's **REGULAR AND SERVING EMPLOYEE ONLY**. Booking for non-AIIMS employee/dependent is not permissible without the AIIMS's employee (whose ID card is used) mandatorily staying alongwith at Rajkumari Amrit Kaur Bhawan for the entire booking period.
- xiii. One person may book maximum of EITHER two rooms OR 06 beds of dormitory OR combination of one room and 03 beds of dormitory.
- xiv. Charges mentioned at column 3 of the table at para 1 of the Circular shall be levied **ADDITIONALLY** for each of the Guests that are non-AIIMS Employee/Dependent.
- xv. Boarding charges are payable at Rajkumari Amrit Kaur Bhawan only as per the meals/drinks availed in a prescribed invoice (sample enclosed). In case the charges are not paid, same shall be recovered from the salary of AIIMS Employee whose ID card was used for booking.
- xvi. Damage (including defacing) to property shall be liable for (any of or all) immediate cancellation of booking, forfeiture of booking amount, permanent debarment from future booking and recovery of damage cost (at initial purchase price) from the individual whose ID card has been used for booking.
- xvii. Since the parking facility is very limited, the Institute does not guarantee providing space for parking of vehicle/s at Rajkumari Amrit Kaur Bhawan, Shimla.
- xviii. Considering logistic difficulties, prior intimation given to Caretaker/Staff at Rajkumari Amrit Bhawan about boarding requirements is mandatorily chargeable whenever not availed subsequently.
- xix. One room may accommodate maximum 02 adults (> 10 years of age) and 01 child (<= 10 years of age). Further, since dormitory has single beds, it may accommodate as many adult/child as number of beds. Institute does not guarantee providing additional beds/mattresses and other associated items. Therefore, applicant may make booking accordingly.

Digitally signed by  
Pawan Kumar  
Date: 2025.05.15 15:05:25  
14/3/15

**Encl: As above**

Administrative Officer (Estate Section/ Legal Cell)

To (for information and wide circulation):

- i. Office of Director/Deans/ADA/Sr. FA/MS/SE/CAO
- ii. Chief of Centres/HoDs
- iii. PIC(CF) with request to upload it on AIIMS Website and circulate through CP

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1. Name of regular serving employee :
2. Designation :
3. Centre/Department/Section/Cell :
4. ID Card Number<sup>\$</sup> :
5. Duration of stay (mention date): From 12 Noon of \_\_\_\_\_ to  
11:00 AM of \_\_\_\_\_
6. Duration of stay beyond point 5 above :  
(Mention date and time. Are subject to availability)

7. (a) Details of Guest/s

S. No.	Name of Guest <sup>%</sup>	Age	Gender	Relation <sup># @</sup>
i				<b>SELF</b>
ii				
iii				
iv				
v				
vi				

(b) Facilities required:

- (i) Number of Room/s: \_\_\_\_\_ (ii) Number of Bed/s in Dormitory: \_\_\_\_\_  
(Max. 02 rooms OR max. 06 dormitory beds OR max. combination of 01 room and 03 dormitory beds)

8. Advance intimation of choice of Meals to be taken: (i) Breakfast (iii) Dinner  
(tick as appropriate) (ii) Lunch (iv) Supper  
(final confirmation to be given at RAK Bhawan) (v) ALL

9. Details of vehicle/s being taken (if) :

- (i) \_\_\_\_\_ (Model Name) & \_\_\_\_\_ (Vehicle Number)  
(ii) \_\_\_\_\_ (Model Name) & \_\_\_\_\_ (Vehicle Number)



10. Declaration

- i. I/We declare that the particulars/details provided above are correct and true to the best of my/our knowledge. I/We acknowledge that the details (provided) if found false, shall be liable for action as deemed appropriate including cancellation of booking, forfeiture of booking amount and debarment from future booking.
- ii. I/We accept that non-providing copy of valid ID Card of AIIMS (regular and serving), proof of dependency and/or public ID card (wherever applicable) with matching particulars shall result in cancellation of booking without intimation.
- iii. I/We accept that non-compliance of terms and conditions specified in the Circular 5-2/2019/Estate/Pt. dated 15.05.2025 (as amended from time to time) shall result in actions as mentioned therein.

Place: \_\_\_\_\_

(Signature)

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\$ Provide copy of valid ID Card of AIIMS

# Provide proof of dependency (EHS Token Card OR copy of excerpts from service book showing dependent family members, whichever is applicable)

@ Provide valid public ID Card of non-dependent

% Particulars entered should match with the dependency proof and public ID card wherever applicable

(\$#@% are **MANDATORY**)

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**BOARDING INVOICE**

**Invoice Number:** \_\_\_\_\_ / 202\_\_

**Date:** \_\_\_\_\_

**Check-In Date & Time:** \_\_\_\_\_

**Check-Out Date & Time:** \_\_\_\_\_

1. Breakfast (total number): \_\_\_\_\_ Total Amount (in Rs.): \_\_\_\_\_  
(@ \_\_\_\_\_)

2. Lunch (total number) : \_\_\_\_\_ Total Amount (in Rs.): \_\_\_\_\_  
(@ \_\_\_\_\_)

3. Supper (total number) : \_\_\_\_\_ Total Amount (in Rs.): \_\_\_\_\_  
(@ \_\_\_\_\_)

4. Dinner (total number) : \_\_\_\_\_ Total Amount (in Rs.): \_\_\_\_\_  
(@ \_\_\_\_\_)

5. Extras

S. No	Item	Total Quantity	Rate (in Rs.)	Total Amount (in Rs.)
i				
ii				
iii				
iv				
v				
vi				
vii				

6. Grand Total (1 + 2 + 3 + 4 + 5) : (in Rs.) \_\_\_\_\_

Place : \_\_\_\_\_ (Signature of Staff at RAK Bhawan)

Date: \_\_\_\_\_ Name: \_\_\_\_\_