

OFFICE OF THE DIRECTOR
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029

F. No.40-30/2022-Estt.-I(DO)

Dated: 01st May, 2023

OFFICE MEMORANDUM

Subject: Increased Vigilance & Transparency through Dashboards for Accommodation Allotment, Booking of Venues and Guest Houses.


It has come to the notice of the Undersigned that the proper system of Institute Accommodation Allotment, booking of various Venues in the Institute, booking of Guest Houses of the institute is not in place and there is lack of communication/coordination between sections.

As the institute is committed to promoting good governance in its policies and functioning and to bring in transparency in the system of booking accommodation and handling logistics, it is proposed that a dashboard should be created for the following purposes:

1. **Dashboard for Institutional Accommodation Allotment:** A dashboard is proposed which will have the details of the total number and types of houses, the remaining life of the quarters, date of allotment to concerned personnel, date of occupancy and allotment duration, vacancy status, vacation report and any other relevant details.
2. **Dashboard for booking of various Venues in the Institute:** The dashboard for the same will have real time information about the vacant status of the venues (i.e. Jawaharlal Auditorium, Conference Hall, Lecture Theatres, Dr. Ramalingaswami Board Room etc.), which can be booked for academic/research activities by the concerned personnel.
3. **Dashboard for Guest Houses:** This dashboard will contain real time availability of the rooms in the various Guest Houses, which can be booked digitally.

The Prof. Incharge Computer Facility, Superintending Engineer & A.O. Estate are directed to develop these dashboards within 01 month for optimal use of the resources.

Action: Sr. F.A., PICF, Supdt. Engineer, A.O. Estate

 1/5/2023
(Prof. M Srinivas)
Director

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