

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ESTATE SECTION
ANSARI NAGAR, NEW DELHI-110029

No.Estate/Misc/2017


Dated:

CIRCULAR

- 4 SEP 2017

Subject:- **Regarding Booking of Shimla Guest House and Institute Guest House Delhi.**

This is to inform to all AIIMS employees, Faculty and Nursing Staff that for any allotment of Institute Guest House AIIMS, Delhi or Shimla Guest House (RKAK) requisition Form must be submitted before 15 days of booking date. Cash Receipt after confirmation of availability of suite/s must be submitted to Estate Section within two days after submission of requisition forms for smooth and proper process of files till approval of competent authority.


(Pallav Kr. Chitnej)
Admn. Officer (Estate)

Distribution:-

1. All Chief of Centres
2. All Head of Department/Sections/Units
3. All Administrative Officer
4. All Establishment Section-(DO)/Hospital/RPC/CNC/Dr. BRAIRCH/JPNA/Trauma Centre/NDDTC Ghaziabad.
5. Prof. In-charge C.F. (With request to upload above circular on institute website)

✓ C.C. 1. PPS to Director & Chairman, Joint Consultative Machinery, AIIMS.
2. PS/PA to Dean (Academic)/Dean (Research Sec) Dean
(Exam) /M.S./DDA/Dy. Secretary/Sr. F.A./CAO/Registrar/A.O. (DO)

Sayed / 10
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