

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI – 110029

F.No.Estate/7-43/2015.

Dated: 16 NOV 2022

OFFICE MEMORANDUM

Subject: Request for Allotment of accommodation under Essential Category.

It has been decided in the House Allotment Advisory Committee to revise the essential category slots for the purpose of house allotment.

You are kindly requested to pursue the essential category slot for your department/centre and give comments for addition or deletion of slots for the personnel falling in the category. The current list is attached along-with.

Further, it is also informed that as per essential category guidelines, no such staff working in shift duty is eligible for essential category accommodation.

A quick response by 30th November 2022 is desired. In the event of no response, already available slots for the department/centre will be treated as final.

Thanking you,

Shiv
16.11.2022
(Shiv Shankar Singh)
Asstt Admin Officer (Estate)

Distributions:-

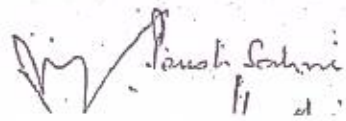
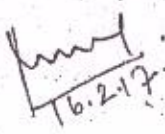


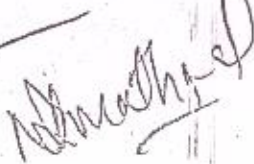
1. Director
2. All the Chief of the Centre
3. Additional Director (Admin)
4. All Head of the Departments
5. Deputy Secretary, AIIMS, New Delhi
6. Professor In charge Computer Facility with the request to upload the same on AIIMS website.

All India Institute of Medical Sciences, New Delhi

Minutes of meetings of subcommittee of HACC for reviewing guidelines for posts to be declared essential for purposes of allotment of accommodation and to review the present list of essential posts

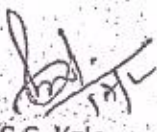
The first meeting of the subcommittee was held on 04.01.2017. In this meeting the existing guidelines were reviewed and an assessment was made of the existing posts declared as essential. The next meeting was held on 10.01.2017 and after reviewing the posts categorized as essential for purposes of house allotment, it was decided to request various Administrative Heads to provide information/clarification regarding the essential posts under their administrative charge. These letters were issued on 16.01.2017 (copies enclosed) and the final meeting of the subcommittee was held on 10.02.2017. The guidelines were reviewed once again and finalized and so also the changes in the list of posts declared as essential were finalized. The attendees at these meetings were most of the members of the sub-committee. Dr Ajoy Roy Choudhury was co-opted for the first two meeting as Dr V.K. Mohan was on vacation (attendance sheets for all 3 meetings enclosed). The changes in the list and guidelines are as follows:

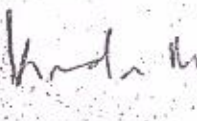
1. A sentence was added in the guidelines that the contact details and telephone number of all the essential staff who are allotted accommodation must be made available on the AIIMS website so that they may be contacted at any time. No other changes were made. The revised guidelines are enclosed as Annexure 1.
2. The post of P & PRO should not be considered essential.
3. The post of Estate Manager has been designated as AO (Estate) and this should be changed in the list.
4. All posts of AE, JE (Civil) should be merged to provide for 9 posts in total as essential. Similarly for AE, JE (Elect/AC/Telephone) all posts should be merged to provide for a total of 10 posts as essential. Superintending Engineer would decide based on functional needs the AE/JE to be allotted accommodation on essential basis from among these posts.
5. The post of Transport Supervisor should be modified to Transport Supervisor/Senior Driver working in supervisory role.
6. Under Finance division the entry should be modified to Senior Financial Advisor/Financial Advisor.

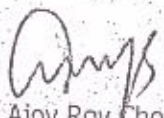
 Parash Chakraborty
 P. K. Singh
16.2.17
 B. D. Singh
17/2
 S. K. Singh
 Anurag Singh

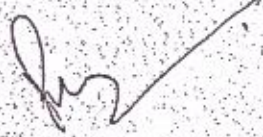
7. The physiotherapy post under PMR should no longer will be considered as essential (Refer reply of Prof U. Singh).
8. Under the category of Pharmacy the post of Chief/HOD and Pharmacist should no longer be considered as essential (Refer reply of Medical Superintendent).
9. Under Computer Facility the post should be changed to Senior Programmer/Programmer and the number should be increased to two.
10. Under the Examination section one post of office attendant should be considered as essential (Refer Dean Examinations letter).

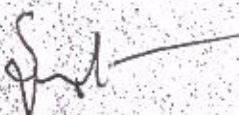
The final guidelines and essential list of declared posts under essential category are attached (Annexures I and II).



Dr S.S. Kale
(Neurosurgery)

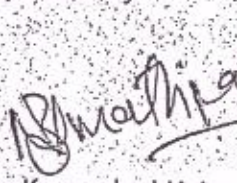

Dr V.K. Mohan
(Anaesthesiology)

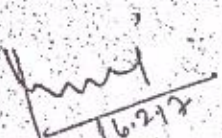

Dr Ajoy Roy Choudhury
(CDER)

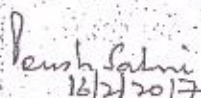

Dr Parveen Vashisht
(Rep. FAIIMS)


Mr Sanjay Gupta
(Rep. Officers Assoc.)


Rep. of Nurses Assoc


Rep. Karamchari Union


Sh. Pallav Kumar Chittej
AO (Estate)


Dr Peush Sahni
(Chairman)

Guidelines for declaration of the post under Essential Category as reviewed and recommended by HAC in its meeting held on 23rd May, 2nd June & 14th June, 2011.

Reviewed again in meetings held on 4 January, 10 January and 10 February 2017

1. All faculty members and resident doctors are to be treated as essential as their services are necessary for patient care, research and teaching at AIIMS.
2. The following criteria are to be fulfilled before a staff position is declared as essential.
 - ✓ a. The services of the staff member working on the post are required frequently outside his/her usual working hours.
 - ✓ b. The functioning of the Institute will be seriously affected if the services of the staff members are not immediately available at any time of day or night.
 - ✓ c. The services cannot be undertaken by another staff member who is already allotted accommodation under the essential category.
 - ✗ d. In areas where essential staff is already provided, more posts should be declared essential only after verifying that the actual demand is not met with the existing essential staff.
 - e. The Head of the Deptt./Unit/Section must certify in writing the following:
 - ✓ i. That in the previous six months the services of the staff members were required outside her/his usual working hours frequently. The log book or other written record must be submitted.
 - ii. The way in which the services of the Institute would be seriously affected if the staff member is not immediately available.
 - ✓ iii. Any post which entails shift duties should not be considered in the "Essential Category". This rule should be applied to fresh requests as well as to already existing posts declared "Essential".
 - iv. The allotment of a house in "Essential Category" will be co-terminus with the post, i.e. if any employee who has been allotted accommodation under Essential Category, is transferred to a non-essential post prior to completing five years in the "Essential" post, she/he will have to vacate the

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accommodation within two months of transfer. This should be mentioned in the letter of allotment as well as a separate letter mentioning this provision should be sent to the head of the concerned department/section with clear responsibility of informing the Estate Section in case the allottee is transferred prior to completing five years in a post declared "Essential". A copy of the letter may also be sent to the Establishment Section/Chief Administrative Officer to enable them to keep this in mind while proposing transfers of various employees.

3. No additional administrative post should be declared essential.
4. These guidelines should be reviewed after five years and no posts should be considered for declaration in the "Essential" category for a period of five years except those that are created in relation to a new centre or facility.
5. If any employee superannuates or is relieved of the "Essential" post then if under these guidelines the post is no longer considered "Essential" no fresh allotment may be made.
6. All Essential category staff/contact details/telephone numbers should be made available preferably on the AIIMS website so that they can be contacted whenever required.

Parash Sahni
16/2/2017

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S. Mathpal
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List of "Essential" posts for purposes of allotment of accommodation

S.N o.	Department	Post	No. of posts
1.		All members of the teaching faculty	
2.	Administration	Deputy Director (Administration) ✓	One
		Personal staff of Director/Dean/DDA/ Senior FA/Medical Supdt (Main Hospital)/Chiefs of Centre (personal staff includes PS, PA, Steno, Driver, Attendant)	One each (Two for Director office)
		Chief Admn. Officer	One
		Senior Admin Officer/Admin Officer	1 each AIIMS, Centres & Hosp.
		Security Officer	Two
	?	AO (Estate)	One
		HC/UD/LDC (Establishment)	One
		Hosp. Administration (Head Clerk/UDC/LDC)	One
		Estate Section (Head Clerk/UDC/LDC)	One
		General Section (Steno/UDC/LDC)	One
		Security-cum-fire guard	Five
3.	Academic Section	Registrar (Academic)	One
4.	Finance Division	Sr. FA/FA	One
		HC/UDC/LDC (Cash-LTC-TA/DA)	One
		HC/UDC/LDC (Budget)	One
		HC/UDC/LDC (Audit Section Group A & B)	One
		Cashier	One
5.	Examination Section	Examination Section (LDC)	One
		Office Attndt.	One
6.	Engineering	Superintending Engineer	One
		Exec. Engineer (Civil)	One
		Exec. Engineer (Elect)	One
		AE/IE (Civil) including all locations	Nine
		AE/IE (Elect./A.C/Tele) including all locations	Ten
		Sewerman	Four
		Carpenter	One
		Electrician/Wireman/Asstt. Wireman	Six
		A/C Technician	One
		Plumber/Fitter	Three
		Tractor driver	One
		Pump operator	One
7.	Blood Bank	Blood Transfusion Officer ✓	One (Main Hospital Blood Bank)
		Blood Transfusion Technician ✓	One each for Main hospital, CTVS and Trauma Centre
8.	CTVS	Perfusionists	Six
9.	Lab. Medicine	Biochemist	One

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		Biochemistry Tech.	Two
		Hematology Tech.	Two
		Microbiology Tech.	Two
10.	IRCH	Hospital Attdt.	One
	Medical oncology	Lab. Technician	One
	Onco-Anesthesia	Technician	One
	Radiotherapy	Technician	One
11.	Anatomy	Lab. Technician	One
12.	Neurology	Lab. Technician	One
13.	Neurosurgery	Lab. Technician	One
14.	Pathology	Lab. Assistant	One
15.	Eye Bank (Dr R.P. Centre)	Lab. Staff	One
16.	Nephrology	Lab. Staff (Dialysis & Renal Unit)	One
17.	Casualty	Lab. Attdt.	One
18.	Forensic medicine	Morgue Attdt.	Two
19.	Trauma Centre	Morgue Attdt	One
20.	Radiodiagnosis	Radiographers	1 for each centre, 2 for AIIMS & 1 floating
		Sr. Technical Officer	One
21.	MRI Facility	Radiographer	One
22.	Stores	Store Keeper	One each for AIIMS, CNC, RPC & IRCH
		Store Keeper, Deptt. Of Anaesthesiology	One
		Store Keeper, Store Section (CSD)	One
23.	Transport department	Transport supervisor/Senior driver in supervisory role	One each for AIIMS, RPC & Main Hospital
	Driver	AIIMS	Two
		All centres	One each
		National Eye Bank	One
		CCM	One
		DDA's office	One
		Transport office	One
24.	Nursing Deptt.	Nursing Superintendent	One each for AIIMS and Centres
25.	Telephone Exchange	Telephone Operator	Two
		Lineman (Telephones)	Two
26.	Sanitation Div.	Sr. Sanitation Officer	One
22.	O.T. Staff	TA/Tech.OT/OTA	Hospital: 23 CTVS: 5 NSC: 3 IRCH: 1 RPC: 3 Total: 35
27.	C.S.S.D.	CSSD Gr. I	Two

Santhi Subini
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		Boiler Operator	One
		Boiler Mechanic	One
28.	Library	Chief of Library	One
		Librarian Gr. II/III	One
29.	Computer Facility	Sr. Programmer/Programmer	Two
30.	Manifold	Manifold operator	One
31.	Cafeteria	Cafeteria (Supervisor/LDC)	One
		Bearer	Three
32.	Kitchen	Head Cook	One
		Cook	One
		Bearer	Two
33.	Experimental Animal Facility	Sr. Veterinary Officer	One

The posts having shift-wise duty will not be taken into consideration for allotment on Essential Basis as per the new guidelines.

The posts which are created for Centres, the norms will automatically be applicable in respect of Centres to be created in future

Peishu Saloni
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