User Manual to apply for Accommodation at AIIMS campuses
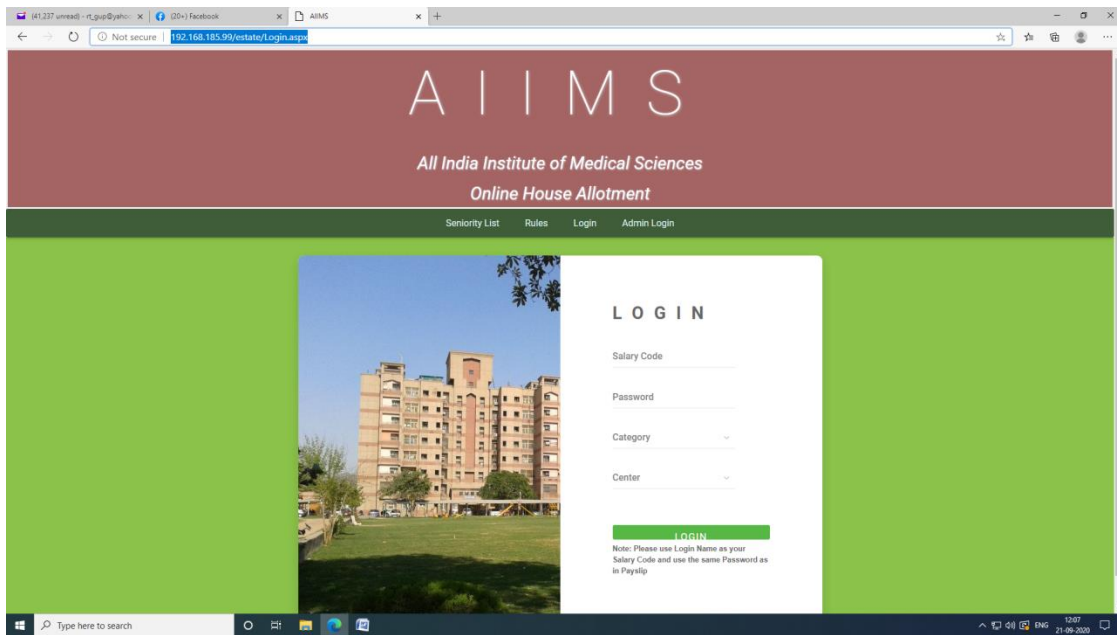
For Faculty

Step 1 For Logging in

Please type www.aiims.edu . Go to Employee and select the option Check Status of House Online

OR

type http://14.139.245.45//estate/Login.aspx

Use your **Salary code** as the **Login**.
The **Password** is the same as the one for viewing/printing your Salary Slip.
Enter the **Category** and **Centre**. Click on Login.

The Dashboard now appears where the following can be viewed:
1. Waiting list number for type of quarter applied
2. Waiting list of different types of quarters
3. Occupancy list
4. Vacation Form

It also has an application form. This can be completed at any time. However, waiting lists will be generated twice a year, January and July every year

A logout button is also available.

Step 2 For Applying for a house

Click on **Apply for House**. A form will open with your details.

Please check the Date of birth, Date of Joining in various faculty positions such as Assistant Professor, Associate Professor, Additional Professor and Professor.
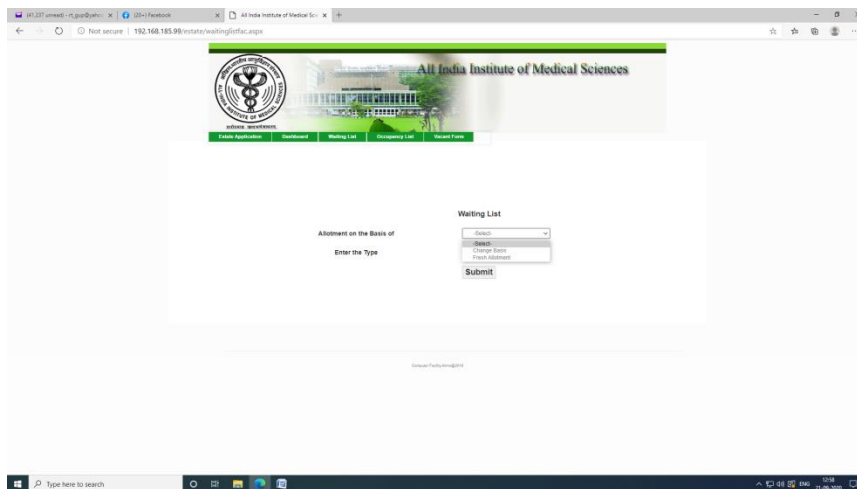
Please note: On this page some fields will be pre-filled and cannot be changed. If you feel there is an error in any of these fields please email the Estate section at aiims.ao.estate@gmail.com. You should also contact the concerned Establishment Section as the information has to be verified by them before any change is made.

Please check your mobile number and email that is displayed. In case these are incorrect please correct these. There is an OTP based method of correction available.

All communications/alerts will be sent to the mobile/email. Any change can also be viewed after login.

Step 3 To Check the Waiting List

Click on Waiting List in the Menu Bar.
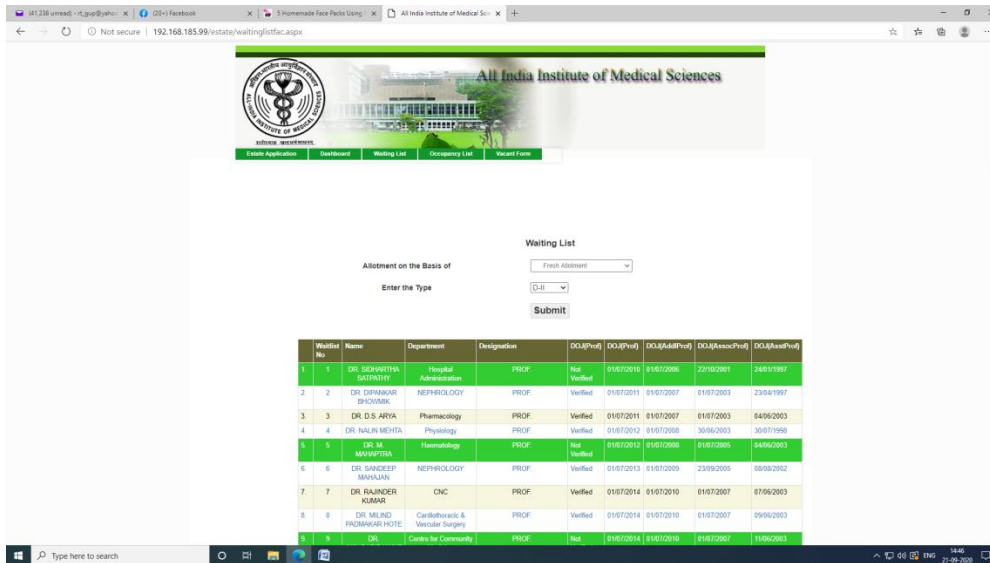

Click on Allotment on the basis of options available

a) Change Basis (within a category of residence such as floor or campus change)
b) Fresh Allotment (from a lower to a higher category)

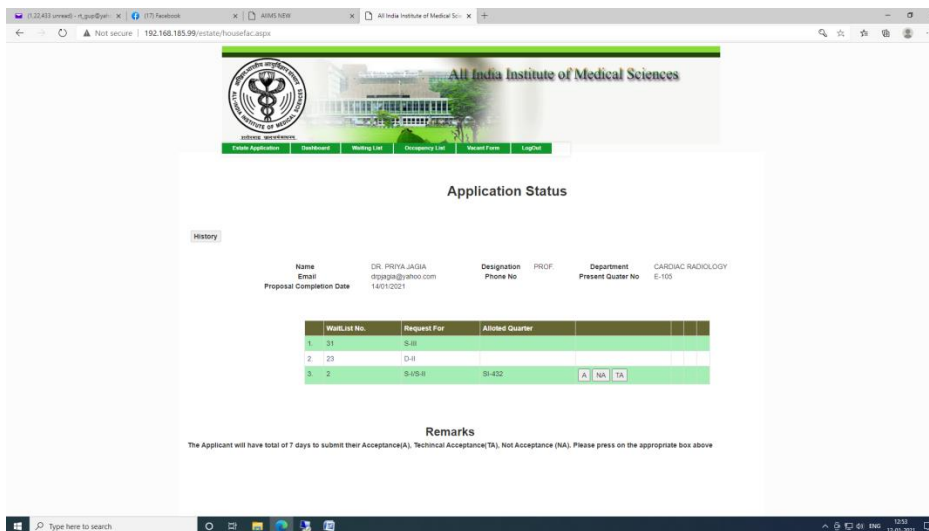**Currently Waiting List for Fresh Allotment is available online.**

Click on Fresh Allotment and select the type: D-II/E/F/FTA/IV/S-I/S-II/S-III/IV.

Click on Submit

Waiting List of the particular house type is displayed.

Step 4 When a Quarter is proposed in your favour

Three options are seen on your dashboard A (Accept), NA (Not Accept), TA (Technically Accept).
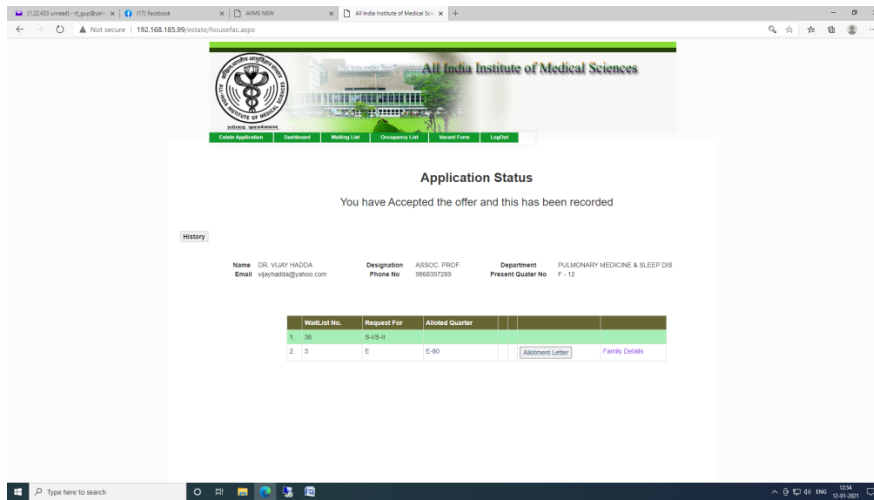
a) If you wish to Accept the offer click on (A) Accept.
b) If you do not wish to accept the offer click on NA (Not Accept). You will be debarred for two years from that particular category of house. The debarment period will start from the date of Not Accepting the offer.

c) If you press on TA (Technical Accept) then your name will be added to the ground floor change list for the respective house type. **Please note:** TA is for upper floor houses only. No TA is available for S-III. Also for houses with multiple floors (Type IV, FTA) please send an email to aiims.ao.estate@gmail.com with your preference of floor, if for any other than ground floor.

Step 5 Proposal

You will be given 7 days (including the date of proposal) to accept, not accept or technically accept the proposal. At the end of this period (10 pm of the last date), if you have not made a choice the proposal will be cancelled automatically.

If you have accepted the house, then usually within the 24-48 hours following completion of the 7 day period (or even during the 7 day period), the house will be allotted to you.

You will receive an email and SMS intimating the house allotted and will also receive an allotment letter in your email.

The allotment letter and family details form can also be downloaded from your Online House allotment dashboard. (**Check Status of House Allotment**).

You need to Accept the allotment online and then within 7 days visit the concerned Enquiry of the Engineering Department to accept possession of the house.
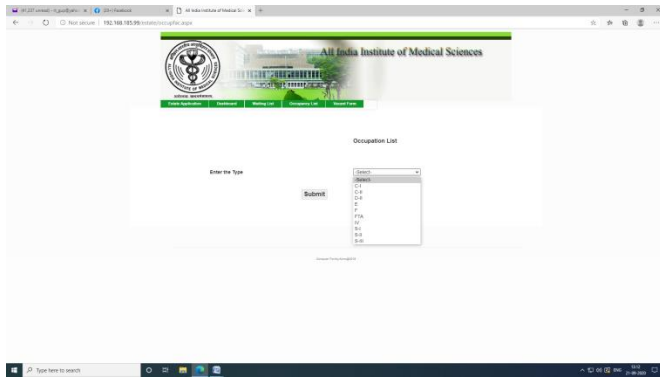
Step 6 Submission of acceptance letter to the concerned junior engineer.

The acceptance letter and family details form duly filled up are to be submitted to the concerned engineer of the respective area, i.e. if the house allotted is in the Eastern Campus (Ansari Nagar) acceptance letter and family details form are to be submitted to the JE of Eastern Campus.
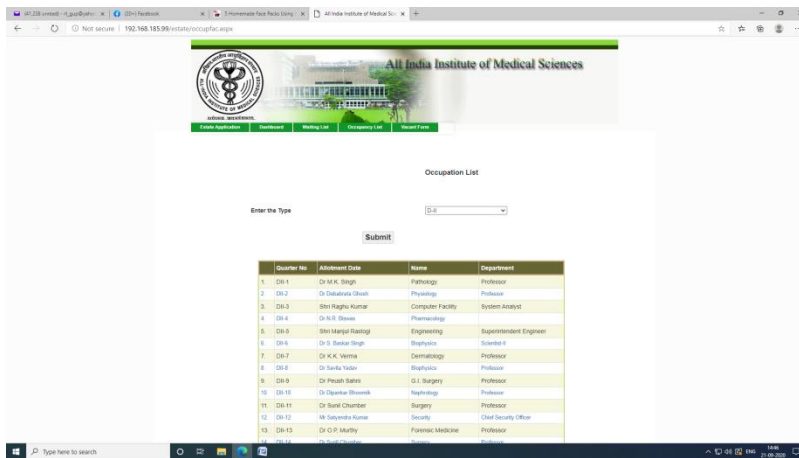
Possession date of the quarter allotted is entered by the respective JE.

Step 7 For checking Occupancy List

Click on Occupancy List in the Menu Bar.

Select the type, i.e. C-I/C-II/D-II/E/F/FTA/IV/S-I/S-II/S-III/IV

and click on submit

Occupancy List of the respective house type is displayed.

Step 8   For Vacating Quarter

Click on Vacant Form in the Menu Bar

Your details will be displayed

You have to upload following documents for vacating the Quarter

    i)   NOC of IGL
    ii)   NOC of Electricity

The NOCs of IGL, NDMC/BSES should be in PDF format. After uploading the documents click on Submit.

You will receive a message on the Dashboard and your data will be forwarded to JE Civil of the respective area for Verification and completing the process of vacation of the Quarter.

You will need to submit the keys to the concerned enquiry office

Location of Houses

		Type	House No.
Main AIIMS Campus	Ansari Nagar East	C-I	All Houses
	Ansari Nagar East	C-II	All Houses
	Ansari Nagar East	D-II	29-52
	Ansari Nagar East	E	53-110
	Ansari Nagar West	D-II	1-28
	Ansari Nagar West	E	1-52
	Ansari Nagar West	F	All Houses
Asian Games Village	Hawa Singh block	S-I and S-II	Equivalent to Type V
	Hawa Singh block	S-III	Equivalent to Type VI
Ayurvigyan Nagar		Type IV	All Houses
		FTA	All Houses

Please note: No fresh allotments of C-I, C-II and D-II houses are being made