



ALL INDIA INSTITUTE OF MEDICAL SCIENCES
INSTITUTE SPACE COMMITTEE

F. No. 1-4/Space/24-25

Dated: 05 July 2024

OFFICE MEMORANDUM

This is to inform you that all space-related correspondences are to be made through the designated email. The proposals/ applications are to be submitted through the e-office in the prescribed formats, as enclosed with this circular.

- Email: spaceallot@aiims.gov.in
- e-office: MEMBER SECRETARY SPACE COMM

For queries on space allocation, please contact Mr. Sunil Kumar Kaushik, AAO, and Ms. Rohini Kaushal, PA, Academic Section.


Prof. Girija Prasad Rath
Registrar & Member Secretary
Institute Space Committee

Copy To:-

1. Chairman and Members, Institute Space Committee
 2. Chief of Centre, HoDs, & Unit/Division Heads
 3. PPS/PS to Director/ADA/MS/ SFA/SE/CSO
 4. PA to Member-Secretary, Institute Space Committee
 5. All Unions/Associations
 6. PIC, CF -to circulate the above information through content provider/upload on the AIIMS website.
- for kind information please

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi 110029, India

Institute Space Committee

Application Form for Space Requirement

- 1. Name of the Department/ Centre _____
- 2. Name & Designation of Faculty _____
Date of joining as Faculty _____
Mobile number/ Internal phone & Email _____
- 3. Space required (area/ rooms) _____
(with detailed justification)
- 4. Space already Occupied/ Allotted (details) _____
- 5. Space required for & Duration: Office _____
/ Patient Care/ Equipment & sample storage _____
(specify in details)
- 6. Space required by the Departmental/ _____
Individual/ Research Project/Others _____
- 7. Details / Options of vacant space in the same _____
Department/ Unit _____
- 8. Details of approval granted previously _____
- 9. Whether the requirement of space projected _____
while buying equipments _____
- 10. Enclosure: _____
Previous request/ communication _____
(attach the copy) _____

Signature of applicant faculty
Date:

Forwarding (with comments) from Unit /Division
Head/HoD/ Chief of Centre

For Office Use Only

Fire Clearance

Engineering Service department (ESD) Clearance