

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

No.F.37(Circular)2010-Estt.(Hosp.)

Date: 6.8.2012

**Subject: Modified guidelines for New Private Ward booking/registration & allotment in AIIMS Main Hospital.**

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With a view to ensure vacant possession of old pvt. ward block by 20/8/2012 and its consequent demolition; it has become necessary to amend the guidelines on the above noted subject. Accordingly, in partial modification of memo. of even number dated 10.2.2010, the following system will be implemented with effect from 10.8.2012 (Friday):-

1. Keeping in view severely restricted number of available vacant new pvt. ward rooms; confirmed booking will be done for 2 patients on any given working day.
2. Ante-natal patients who cannot be booked/ registered for a confirmed date, will be given provisional booking for the desired date, which will be in addition to the two confirmed booking.
3. In case a patient requires booking on a particular date and there is no confirmed booking slot available on that day, this will be informed to the patient; giving him/her the choice of another available date; or consulting the treating faculty member for admission in the general ward. Efforts will be made to transfer the hospitalized patient to new private ward, subject to availability of vacant rooms.
4. Allotment of new private wards rooms will be done between 12:00 noon to 1:30 p.m., on all working days.
5. On any given day, patients who have been earlier given confirmed dates, will be given preference in allotment of rooms.
6. Preferential allotment will be done for EHS & Student Health Scheme (SHS) beneficiaries of AIIMS, as per their entitlement in the new private ward.
7. Due priority will also be given to Hon'ble Union Ministers, Hon'ble Justice of Supreme Court & High Courts, MP's & Senior Government Officers when they are advised admission in New Private Wards, subject to availability of vacant rooms.
8. All clinical faculty are requested not to advise admission of serious/ critical patients in the new private wards, which are not equipped with Centralized manifold system. Such patients should be admitted in general ward/ HDU's.

The inconvenience caused due to severely restricted availability of new pvt. ward rooms is regretted; and the co-operation of all is solicited to tide over this crisis.

  
(Dr. D.K. Sharma)  
Medical Superintendent

Distribution: