भारत सरकार
GOVERNMENT OF INDIA
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
MINISTRY OF HEALTH & FAMILY WELFARE
स्वास्थ्य सेवा महानिदेशालय
DIRECTORATE GENERAL OF HEALTH SERVICES
लेडी हार्डिंग मेडिकल कॉलेज और श्रीमती एस .के .अस्पताल, नई दिल्ली
LADY HARDINGE MEDICAL COLLEGE & SMT. S K HOSPITAL, NEW DELHI

सत्यमेव जयते

F. No. DD(A)/LHMC/2026/420 Dated: 29.05.2026

OFFICE MEMORENDUM

Subject: Compliance with Office Memorandum dated 08.12.2025, 16.12.2025, 24.12.2025, 12.01.2026 and 28.03.2026 regarding delegation of financial powers and movement of files

In pursuance of Office Memorandum No. Z-28015/22/2023-H-I (Part-2) (FTS: 8279841) dated 08.12.2025 issued by the Ministry of Health & Family Welfare regarding distribution of functional powers, delegation of financial powers and demarcation of roles and responsibilities in Central Government Hospitals, the following instructions are hereby issued for strict compliance by all concerned.

1. Alignment of Internal Processes

After necessary internal administrative review, the file-submission channels, approval hierarchies and financial workflows of Lady Hardinge Medical College & Associated Hospitals have been aligned with the revised delegation framework, as per the Office Memorandum No. Z-28015/22/2023-H-I (Part-2) (FTS: 8279841) dated 08.12.2025 and in continuation to LHMC Office Memorandum No.D/26/2025-DDAOFC (E-21013)/269 dated 24.12.2025.

2. Role of Director

2.1 The Director shall function as the Head of the Institution, including Hospital and College, and shall oversee:

i. Clinical, Administrative and Academic operations
ii. Infrastructure management, Procurement, and Operations & Maintenance (O&M)
iii. Accounts, Budget, Reports to Ministry
iv. Coordination with Ministry, Government agencies, media, NGOs and Corporate Social Responsibility (CSR) initiatives

2.2 All policy matters and new initiatives shall require approval of the Director. All Single Tender / Proprietary procurement cases, including Annual Maintenance Contracts (AMC), Comprehensive Maintenance Contracts (CMC), consumables involving propriety items irrespective of cost, shall be approved by the Director.

2.3 Director may convene monthly Budget Review meetings with the Medical Superintendent, Principal, Administrative Officers and other concerned officials.

3. Role of Medical Superintendent (MS), Principal, Joint Director (JD), Dy. Director (Administration) & Estate Officer

These officers shall discharge their duties strictly in accordance with the Office Memorandum dated 08.12.2025.

i. **Medical Superintendent**: Overall in-charge of all clinical activities associated with patient care services.
ii. **Principal**: Academic and institutional administrative matters of the College, with administrative approval of the Director
iii. **Joint Director (JD)**: Shall supervise and monitor administrative, establishment, estate, and infrastructure-related matters, including operation and maintenance (O&M) of infrastructure, as well as all information technology systems, both hardware and software.



iv. **Dy. Director (Administration) & Estate Officer**: Shall oversee administrative, establishment, estate, and infrastructure-related matters, including operations and maintenance (O&M) of infrastructure, and all information technology systems (hardware and software).

4. **Stores**

4.1 Two separate stores shall function **(Annexure-I):**

i. **Clinical Store**
ii. **Non-Clinical Store**

5. Assignment of Duties post 62 years of age

No doctor above 62 years of age shall be assigned non-clinical duties. Such officers shall be utilised only for clinical and academic responsibilities.

6. **Delegation of Financial Powers**

6.1 Medical Superintendent

i. Goods (Open/Limited/GeM Tender): Up to ₹0.50 Crore
ii. Single Tender / Proprietary: NIL
iii. Consultancy & Non-Consultancy Services: NIL

6.2 Principal

i. Goods (Open/Limited/GeM Tender): Up to ₹0.10 Crore (including Library procurement) with administrative approval of the Director.
ii. Single Tender / Proprietary: NIL
iii. Consultancy & Non-Consultancy Services: NIL

Conditions Applicable:

i. Splitting of demand is strictly prohibited.
ii. All procurements shall comply with **General Financial Rules (GFR) 2017** (as amended), **Delegation of Financial Powers Rules (DFPR) 2024**, and all applicable guidelines issued by the Ministry of Finance.

7. All files shall be processed strictly in accordance with the provisions contained in Annexure–II.

(Vinay Kumar)
Dy. Director (Admn.)

To:

Standard Distribution

विनय कुमार / Vinay Kumar
उप-निदेशक (प्रशासन) / Deputy Director (Admn.)
लेडी हार्डिंग मेडिकल कॉलेज एवं [illegible] अस्पताल
Lady Hardinge Medical Coll[illegible] Hospital
नई दिल्ली-110001 / New Delhi-110001

Copy for information to:

1. DGHS, Kartavya Bhawan-I, New Delhi.
2. Under Secretary (Hospital-I), M/o Health & Family Welfare, A-Wing, First Floor, Kartavya Bhawan-I, New Delhi
3. PA to Director, LHMC & Associated Hospitals.
4. PA to Medical Superintendent, SSKH
5. PA to Principal, LHMC.
6. PA to Deputy Director (Administration), LHMC & SSKH.

Non-Clinical Matters for Store

i. All matters related to IT infrastructure, including hardware, software, laptops, printers, scanners, printer cartridges, and allied accessories.
ii. All matters related to office stationery, printing materials, paper, and other office consumables.
iii. All matters related to installation, operation, and maintenance of CCTV systems and surveillance equipment.
iv. All matters related to electrical and office appliances, including refrigerators, air conditioners, heaters, air purifiers, and similar items.
v. All matters related to supply of drinking water bottles/cans and maintenance of water dispensers.
vi. All matters related to office furniture and allied items, including steel racks, almirahs, locks and chains, bedsheets, slippers, and furniture repair works.
vii. All matters related to catering and hospitality arrangements for meetings, conferences, and official events.
viii. All matters related to boards, banners, signages, display materials, and allied items for meetings and events.
ix. All matters related to nameplates, official seals, and stamps for officers and offices.
x. All matters related to outsourced services, including photocopying and other support services.
xi. All matters related to transport services, including deployment of vehicles and drivers.
xii. Any other matters related to non-clinical stores, consumables, equipment, and support services.

Clinical Matters for Store

i. All matters related to surgical items, instruments, implants, and consumables.
ii. All matters related to medicines, drugs, pharmaceuticals, and allied medical supplies.
iii. All matters related to medical equipment, instruments, accessories, spare parts, and their consumables.
iv. All matters related to diagnostic kits, laboratory reagents, chemicals, and allied materials.
v. All matters related to hospital care and patient-support items, including wheelchairs, stretchers, trolleys, hospital beds, and similar equipment.
vi. Any other matters related to clinical stores, medical consumables, equipment, and patient care services.

SSKH						
Subject Matter	**Level-I**	**Level-II**	**Level-III**	**Level-IV**	**Level-V**	**Level-VI**
OPD	ANS	HOU	HOD	AMS, SH-II	MS	Director
OPD Sample Collection & Report Distribution	ANS	Junior Faculty Lab Incharge all three in rotation	Dr. Dharmender Basu, Professor	AMS, SH-II	MS	Director
OPD Registration	Dealing Hand		Dr. Preeti Chauhan, Professor	AMS, SH-II	MS	Director
Pharmacy	Sr. Pharmacist	Dr. Tushar Sharma, Specialist/ Dr. Ambili K T, GDMO	HOD Pharmacology	AMS, SH-III	MS	Director
IPD	ANS	HOU	HOD	AMS, SH-II	MS	Director
LAB(Biochemistry, Pathology, Microbilogy)	Respective Junior Faculty Incharge	Respective Senior Faculty Lab Incharge	Respective HOD	AMS, SH-II	MS	Director
Clinical Procurement	Dealing Hand of Purchase	Store Officer	AMS, SH-III	AMS, SH-I	MS (As per the Financial Delegation order No. Z-28015/22/2023-H-I (Part-2) dated 08.12.2025.	Director (Those beyond Financial Delegation to MS) Director
Clinical Store	Respective Store incharge/Store Keeper	Store Officer		AMS, SH-III		

Non- Clinical Store	Respective Store incharge/Store Keeper/User Department	Store Officer	AMS, SH-III	DDA	JD	Director
Repair Maintenance (Clinical)	Dealing Hand/SNO	HOD	Store officer	AMS, SH-I	MS (As per the Financial Delegation order No. Z-28015/22/2023-H-I (Part-2) dated 08.12.2025	Director
Repair Maintenance (Non-Clinical)	Dealing Hand	User department	Store officer	DDA	JD	Director
Condemnation (Clinical)	Dealing Hand/SNO	HOD	Store officer	AMS, SH-I	MS	Director
Condemnation (Non-Clinical)	Dealing Hand	User department	Store officer	DDA	JD	Director
Budget Matters	Dealing Hand	Assistant Account officer	Account Officer	JD	MS/Principal as per subject and as per the Financial Delegation order No. Z-28015/22/2023-H-I (Part-2) dated 08.12.2025	Director
College Matter	Dealing Hand	Deputy Registrar	HOD	Faculty	Principal	Director
All Administrative Matters of (GR. A/B/C)	Dealing Hand	AAO		DDA	JD	Director
Estate Matters	Dealing Hand	AAO		DDA	JD	Director
IT (Infra/Hardware Matters)	Dealing Hand	AAO		DDA	JD	Director
IT (Software Matters)	Dealing Hand	DDA	JD		MS/Principal with committee	Director