

Dated :03.02.2025

**Sub : Drugs & Therapeutics Committee.**

In supersession of all previous orders on the subject cited above, the Drugs & Therapeutic Committee with respect to LHMC & Smt. Sucheta Kriplani Hospital, New Delhi is being constituted as under with immediate effect :-

S. No.	Name and Designation	Role
1.	Dr. L. H. Ghotekar, Medical Superintendent, SSKH	Chairperson
2.	Dr.Lalit Kumar Gupta, Director Professor & HOD Pharmacology	Co-Chairperson
3.	Dr.Minati Acharjya, Addl. MS, (SH-I)	Member
4.	Dr. Manoj Jais, Director Professor & HOD Microbiology	Member
5.	Dr. Sanjay Kumar, Professor & HOD, A & E.	Member
6.	Dr.Ravinder Kumar Sah, Professor, Pharmacology.	Member Secretary
7.	Ms. KusumLata, CNO, SSKH.	Member
8.	Sh. Nagender Bhati, Pharmacist, Store Keeper, SSKH	Member
9.	Invitee Members- HODs from concerned clinical Departments.	Member

**Goals of DTC :-**

- To develop and implement an efficient and cost-effective formulary system which includes consistent standard treatment protocols, a formulary list and formulary manual
- To ensure that only efficacious, safe, cost-effective and good quality medicines are used
- To ensure the best possible drug safety through monitoring, evaluating and thereby preventing, as far as possible, adverse drug reactions (ADRs) and medication errors
- To develop and implement interventions to improve medicine use by prescribers, dispensers and patients; this will require the investigation and monitoring of medicine use.

**Functions of DTC :-**

1. Evaluating and selecting medicines for the formulary list – Essential Drug List
2. Development of drug policies
3. Advisory committee to medical staff, administration and pharmacy
4. Developing standard treatment guidelines
5. Assessing medicine use to identify problems
6. Managing Adverse drug reactions
7. Managing Medication error
8. Information dissemination and transparency
9. Disposal of expired medicines as per BMW guidelines

Dr. Sarita Beri  
Director.

**Distribution:**

- All Concerned, as per R & I List.
- PA to Director.
- PA to DDA.







फाइल संख्या निदेशक/ SB/ Kayakalp Committee/2025/ 82

भारत सरकार

स्वास्थ्य सेवा महानिदेशालय

लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

February 28, 2025

A meeting of Extended Kayakalp Committee will be held on March 03, 2025 (Monday) at 10 am in the office of the undersigned.

All the members of above Committee are requested to make it convenient to attend the same.

1. Dr. L.H. Ghotekar, Medical Superintendent, SSKH
2. Dr. Harish Kumar Pemde, Medical Superintendent, KSCH
3. Dr. Manoj K. Jais, Director Professor & Head, Microbiology
4. D. Rajiv Bandhu, Director Professor & Head, Physiology
5. Dr. Ashok Kumar Singh, Director Professor & Head, TB & CD
6. Dr. Nitin Hayaran, Director Professor, Anaesthesia
7. Dr. Minati Acharjya, AMS (SH-I)
8. Dr. Alka Aggarwal, AMS (SH-II)
9. Dr. Banarsi, AMS (SH-III)
10. Dr. Sandeep Kumar, AMS (KH-I)
11. Dr. Arvind Kumar, Professor, Forensic Medicine
12. Dr. Sanjib Gogoi, Professor, Microbiology
13. Dr., Preeti Thakur, Professor, Microbiology
14. Dr. Meenakshi Aggarwal, Microbiologist Specialist
15. Dr. Karthik K. Raman, SMO, A&E
16. Dr. Jyotsna Pandey, Medical Officer
17. Sh. Gian Singh Thakran, Senior Administrative Officer
18. CNO or her representative
19. Sh. Atul Garg, Purchase Section, KSCH

(Dr. Sarita Beri)  
Director

28/2/25

To,

- All concerned
- PA to Director







फाइल संख्या निदेशक/SB/Auditorium Committee/2025-87

भारत सरकार

स्वास्थ्य सेवा महानिदेशालय

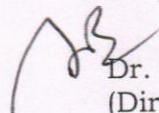
लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

March 01, 2025

**Auditorium Committee**

In supersession of earlier order No./SB/LHMC/Auditorium Committee/2024-456 dated 29<sup>th</sup> October, 2024, The Auditorium Committee is being reconstituted as under:


S.N o.	Name & Designation	
1.	Dr. Banarsi, AMS(SH-III)	Chairperson
2.	Dr. Ravinder Kumar Sah, Professor of Pharmacology	Member
3.	Dr. Mary Vibha Lakra, Professor of Physiology	Member
4.	Dr. Sukhdeep Singh, Professor of Forensic Medicine	Member
5.	Dr. Ravitanya Sodani, Associate Professor of Paediatrics	Member
6.	Shri Gaurav Agarwal, Assistant Registrar(Academics)	Member
7.	Shri Avanish Singh, Stores Officer	Member
8.	Shri Mukesh Kumar, Caretaker	Member

  
Dr. Sarita Beri  
(Director)

To,

- All concerned
- PA to Director
- PA to DDA



  
File





फाइल संख्या निदेशक/SB/Joint Security Committee/2025- 89

भारत सरकार

स्वास्थ्य सेवा महानिदेशालय

लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

March 01, 2025

**JOINT SECURITY COMMITTEE**

A Committee is being re-constituted regarding Joint Security Committee in respect of LHMC, SSKH & KSCH.

S.N o.	Name & Designation	
1.	Dr. Harish Pemde, MS KSCH	Chairperson
2.	Dr. L H Ghotekar, MS SSKH	Member
3.	Dr. Minati Acharya, AMS(SH-I)	Member
4.	Dr. Praveen Mittal, Sr. SMO	Member
5.	Dr. Alka Aggarwal, AMS(SH-II)	Member
6.	Dr. Banarsi, AMS(SH-III)	Member
7.	Dr. Sandeep Kumar, AMS(KH-II)	Member
8.	Dr. Rajeev Bandhu, Director Professor & Head, Physiology	Member
09.	Dr. Ravinder Sah, Professor, Department of Pharmacology	Member
10.	Dr. Shalu Gupta, Director Professor, Department of Paediatrics	Member
11.	Dr. Dharmendra Basu, Assoc. Professor, Deptt. of Physiology	Member
12.	Dr. Pankaj Kumar Keshri, Assoc. Professor of Physiology	Member
13.	Dr. Jyotsna Pandey, Medical Officer	Member Secretary

To,

- All concerned
- PA to Director
- PA to DDA



Dr. Sarita Beri  
(Director)





फाइल संख्या निदेशक/SB/IT & CYBER SECURITY/2025- 98

भारत सरकार

स्वास्थ्य सेवा महानिदेशालय

लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

March 04, 2025

**IT COMMITTEE & CYBER SECURITY COMMITTEE**

In supersession of all previous orders on the subject, the IT Committee & Cyber Security of LHMC & Associated Hospitals is being re-constituted as under :-

No.	Name and Designation		Allocated Work
1.	Dr.L H Ghotekar, MS SSKH	Chairperson	To Facilitate, Coordinate & Monitor
2.	Dr. Ravinder Kaur, Director Professor, Department of Microbiology	Co-Chairperson	Telemedicine & Liaison with the Ministry of Health, Cyber Security
3.	Dr. Manoj Jais Director Professor, & Head, Department of Microbiology	Member	Co-ordination with HSCC
4.	Dr. Praveen Mittal, Sr. CMO	Member	ABDM
5.	Dr. Banarsi, AMS(SH-III)	Member	IT Hardware & E-Hospital, Network, LAN, IT Infrastructure of Lecture theater, Biometric Attendance
5.	Dr. Arvind Kumar, Professor of FMT	Member	Implementation of a Learning Management System
7.	Dr. Kamal Kumar Singhal, Professor, Department of Paediatrics	Member	Implementation of E-Hospital in KSCH
8.	Dr. Anita Pawar, Professor, Department of Physiology	Member Secretary	Enterprise Resource Planning System for Students and teaching staff.
9.	Dr. Gyan Saurabh, Professor, Department of Surgery	Member	E-Classes, E-Education
10.	Dr. Madhulika Monga, Professor, Department of Physiology	Member Secretary	E-office, Learning Management System, E-classes & E-Education, ABDM, Cyber Security, ERP
11.	Dr. Preeti Chauhan, Professor, Department of Bio-Chemistry	Member Secretary & Nodal officer	Implementation of E-hospital Services & ABDM, eHRMS, Cyber Security
12.	Dr. Sheetal Joshi, Professor, Department of Anatomy	Member Secretary	E-APAR
13.	Dr. P Lalita Jyotsna, Professor, Department of Pathology	Member	E-Classes, & E-Education, ERP
14.	Dr. Piali Mondal, Professor, Department of Paediatrics	Member	ABDM
15.	Dr. Shikha Bhardwaj, Professor, Department of PMR	Member	ABDM
16.	Dr. Indranil Banerjee, Professor, Department of Pharmacology	Member	Website
17.	Dr. Vikrant Kaushal, Associate Professor & Head, Department of Radiation Oncology	Member	E-Office Implementation, Establishment of Web/IT Directory & Website Development, NIC-email
18.	Dr. Bhavuk Garg, Associate Professor of Psychiatry	Member	Website, Cyber Security
19.	Dr. Nazish Rasheed, Associate Professor, Department of Community Medicine	Member	LMS, E-classes
20.	Dr. Kavita Gaur, Assistant Professor, Department of Pathology	Member	ABDM
21.	DD(A)	Member	E-Office & Administrative Inputs
22.	DDO, LHMC	Member	Financial Inputs
23.	Mr.Gaurav Aggarwal, Assistant Registrar (Academic)	Member & Webmaster	Implementation of an Enterprise Resource Planning (ERP) System, Website, IT infrastructure of Lecture Theater, Biometric attendance
24.	Mr. Mithlesh, Store Officer	Member	Procurement
25.	Dr. Pratip Jana, Senior Resident, Department of Biochemsitry	Member	Only for ABDM
26.	Dr. Pallavi Mohan, Senior Resident, Department of Paediatrics	Member	Only for ABDM
27.	Dr. Ravi, PG 2 <sup>nd</sup> Year, Department of Psychiatry	Member	Only for ABDM
28.	All Available Technical Staff	Associate Members	



Dr. Sarita Beri  
Director





फाइल संख्या निदेशक/SB/Workplace Harassment Committee /2025/ 96  
लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

Dt.04.03.2025

**SUB: WORK PLACE HARASSMENT COMMITTEE**

**OFFICE ORDER**

In supersession of all previous orders on the subject, committees to look into workplace harassment or any other complaints by the faculty, residents and employees of the Institute is being constituted to examine, scrutinize the complaints and submit the report to Director, LHMC. The constitution of the Committee is as follows:-

The MS (SSKH) & MS (KSCH) will be heading the committee.

**A. For Faculty /Residents/ other Gazetted Officers.**

S.No	Name & Designation	
1.	Dr. Anju Seth, Principal	Chairperson
2.	Dr Anup Mohta, Director Professor, Department of Surgery	Co-Chairperson
3.	Dr. Manoj B Jais, Director Professor & HOD Microbiology	Member
4.	Dr. Praveen Kumar, Director Professor, Head, Department of Paediatrics	Member
5.	Dr. Sudipta Saha, Professor, Surgery	Member
6.	Dr. Sandeep Singh Chouhan, Professor, Physiology	Member Secretary
7.	Dr. Mamta , Associate Professor, Department of Community Medicine	Member

**B. For Nursing Personnel and Technical Staff.**

S.No	Name & Designation	
1.	Dr. Alka Aggarwal, AMS (SH-II)	Chairperson
2.	Dr. Minati Acharya, AMS (SH-I)	Co Chairperson
3.	Dr. Ratna Biswas , Director Professor, Obst. & Gynae.	Member
4.	Dr. Vikas Choudhary, Professor, Radio diagnosis	Member
5.	Dr. Sajjadur Rehman, Specialist, Psychiatry	Member
6.	Mrs. Kusum Lata, CNO	Member
7.	Ms. Margarita C Sen, ANS	Member
8.	Ms. Susy Sarah John, Tutor, College of Nursing	Member Secretary

**C. For other Staff including Outsourced Staff.**

S.No	Name & Designation	
1.	Dr. Praveen Mittal, Sr. CMO	Chairperson
2.	Dr. Sandeep Kumar, AMS (KH-II)	Co Chairperson
3.	Dr. R D Chandne, Professor, Pharmacology	Member
4.	Dr. Mukesh Meena, Professor, Biochemistry	Member
5.	Dr. Jyotsana Pandey, CMO	Member
6.	Mr. O P Narang, Administrative Officer, KSCH	Member Secretary



*File*



( Dr. Sarita Beri )  
Director.

P.T.O.

-2-

**Distribution :**

- All Concerned.
- Medical Superintendent, SSKH, New Delhi.
- Medical Superintendent, KSCH, New Delhi.
- ✓ All AMSs.
- All HODs.
- CNO (Offg.), SSKH, New Delhi.
- CNO (Offg.), KSCH, New Delhi.
- PS to Director, LHMC & Associated Hospitals.
- PS to Dy. Director, LHMC & SSKH.

02 MAR 2025





फाइल संख्या निदेशक/SB/Evaluation of DEO/2025/ 99  
लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

तारीख: 04/03/2025

**Sub : Committee for evaluation of performance/attendance of DEO**

**OFFICE ORDER**

In supersession of all previous orders on the subject cited above. The Committee is being re-constituted for Evaluation of performance/attendance of DEO. The constitution of the Committee is as follows:

S.NO.	NAME & DESIGNATION	
1	Dr. Manoj B Jais, Director Professor & HOD, Department of Microbiology	Chairperson
2	Dr. Dinesh Kataria, Director Professor, Department of Psychiatry	Member
3	Dr. Arvind Kumar, Professor, Department of FMT	Member
4	Dr. P.K. Dass, Professor, Department of Anatomy	Member
5.	Dr Nishtha Jaiswal, Professor, Department of OBGY	Member
6.	Dr. Viswas Chhapola, Professor, Department of Paediatrics	Member

(Dr. Sarita Beri)  
Director

To:

1. All concerned.
2. Principal, LHMC.
3. All MSs
4. All HODs ( LHMC, SSKH & KSCH ).
5. All AMSs
6. DD(A)







लेडी हार्डिंग मेडिकल कॉलेज

Lady Hardinge Medical College

श्रीमती सुचेता कृपलानी अस्पताल एवं कलावती सरन बाल अस्पताल

Smt Sucheta Kriplani Hospital & Kalawati Saran Children's Hospital

नई दिल्ली - ११०००१

New Delhi-110001

स्वास्थ्य सेवा महा निदेशालय और स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

दिल्ली विश्वविद्यालय, दिल्ली से सम्बंधित

Directorate General of Health Services & Ministry of Health & Family Welfare, Govt. of India

Dated: 20.03.2025

Ref. No/ARO/2025/225

**OFFICE ORDER**

This is in reference to the constitution of Disciplinary Committee to facilitate maintaining Discipline in this institution. The members of the committee as follows:

S.No.	Name & Designation	Designation
1	Dr. Anju Seth, Principal	Chairperson
2	Dr. Anita S. Acharya, Director Professor, Community Medicine	Co- Chairperson
3	Dr. Ritu Singh, Director Professor & HOD, Bio-Chemistry	Member
4	Dr. Sujata Gautam, Director Professor, Physiology	Member
5	Dr. Arvind Kumar, Professor, Forensic Medicine	Member
6	Dr. Sameer Gulati, Professor, Medicine	Member
7	Dr. Prerna Kukreti, Professor, Psychiatry	Member
8	Sh. Gaurav Agrawal, Assistant Registrar (Academic)	Member

This issues with the approval of Competent Authorities.

  
20.03.2025  
**Assistant Registrar (Academic)**  
सहायक कुलसचिव (शैक्षणिक) / Assistant Registrar (Academic)  
लेडी हार्डिंग मेडिकल कॉलेज एवं  
श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली-110001  
Lady Hardinge Medical College &  
Smt Sucheta Kriplani Hospital, New Delhi-110001

Copy to:

- Members Concerned.
- All HODs - LHMC, SSKH & KSCH.
- PA to Director.
- PA to Principal





लेडी हार्डिंग मेडिकल कॉलेज

Lady Hardinge Medical College

श्रीमती सुचेता कृपलानी अस्पताल एवं कलावती सरन बाल अस्पताल

Smt Sucheta Kriplani Hospital & Kalawati Saran Children's Hospital

नई दिल्ली - ११०००१

New Delhi-110001

स्वास्थ्य सेवा महा निदेशालय और स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

दिल्ली विश्वविद्यालय, दिल्ली से सम्बंधित

Directorate General of Health Services & Ministry of Health & Family Welfare, Govt. of India

Dated: 20.03.2025


Ref. No/ARO/2025/226

**OFFICE ORDER**

This is in reference to the constitution of PG thesis and Protocol evaluation committee for academic session 2024-25, to facilitate issues pertaining to Thesis & Protocol Presentation of PG (MD/MS/MDS/DNB) Students of this Institution. The members of the committee as follows:

S.No.	Name & Designation	Designation
1	Dr. Anju Seth, Principal	Chairperson
2	Dr. S. K. Rasania, Director Professor, Community Medicine	Co- Chairperson
3	Dr. Preeti Chauhan, Professor, Bio-Chemistry	Member
4	Dr. Parijat Gogoi, Professor, Bio-Chemistry	Member
5	Dr. Meenakshi Malhotra, Professor, Anatomy	Member
6	Dr. Mamta, Associate Professor, Community Medicine	Member

This issues with the approval of Competent Authorities.

  
20.03.2025  
Assistant Registrar (Academic)  
लेडी हार्डिंग मेडिकल कॉलेज एवं  
श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली-110001  
Lady Hardinge Medical College &  
Smt Sucheta Kriplani Hospital, New Delhi-110001

- Members Concerned.
- All HODs - LHMC, SSKH & KSCH.
- PA to Director.
- PA to Principal





लेडी हार्डिंग मेडिकल कॉलेज

Lady Hardinge Medical College

श्रीमती सुचेता कृपलानी अस्पताल एवं कलावती सरन बाल अस्पताल

Smt Sucheta Kriplani Hospital & Kalawati Saran Children's Hospital

नई दिल्ली - ११०००१

New Delhi-110001

स्वास्थ्य सेवा महा निदेशालय और स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

दिल्ली विश्वविद्यालय, दिल्ली से सम्बंधित

Directorate General of Health Services & Ministry of Health & Family Welfare, Govt. of India

Dated: 20.03.2025


Ref. No/ARO/2025/229

**OFFICE ORDER**

This is in reference to the constitution of Quality Improvement in Undergraduate Medical Training Committee. The members of the committee as follows:

S.No.	Name & Designation	Designation
1	Dr. Anju Seth, Principal	Chairperson
2	Dr. Anup Mohta, Director Professor, Surgery	Co-Chairperson
3	Dr. Srikant Basu, Director Professor, Pediatrics	Member
4	Dr. Madulika Monga, Professor, Physiology	Member Secretary
5	Dr. Manish Kumar Goel, Professor, Community Medicine	Member
6	Dr. Minakshi Malhotra, Professor, Anatomy	Member
7	Dr. Shivali Sehgal, Assistant Professor, Pathology	Member
8	Dr. Preeti Thakur, Assistant Professor, Microbiology	Member
9	Dr. Soumya Tiwari, Professor, Pediatrics	Member
10	Dr. Saumya Sagar, Assistant Professor, Medicine	Member
11	Dr. Apoorva, Assistant Professor, OBG	Member
12	Dr. Vineet Dabas, Professor, Orthopedics	Member
13	Two representative students from each phase	

This issues with the approval of Competent Authorities.

  
सहायक कृपलानी (अकादमिक) / Assistant Registrar (Academic)  
श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली-110001  
Lady Hardinge Medical College &  
Smt. Sucheta Kriplani Hospital, New Delhi-110001

Copy to:

- Members Concerned.
- All HODs - LHMC, SSKH & KSCH.
- PA to Director.
- PA to Principal





लेडी हार्डिंग मेडिकल कॉलेज

**Lady Hardinge Medical College**

श्रीमती सुचेता कृपलानी अस्पताल एवं कलावती सरन बाल अस्पताल

**Smt Sucheta Kriplani Hospital & Kalawati Saran Children's Hospital**

नई दिल्ली - ११०००१

**New Delhi-110001**

स्वास्थ्य सेवा महानिदेशालय और स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

दिल्ली विश्वविद्यालय, दिल्ली से सम्बंधित

**Directorate General of Health Services & Ministry of Health & Family Welfare, Govt. of India**

**Affiliated to University of Delhi, Delhi**

शैक्षणिक अनुभाग/ACADEMIC SECTION

Ref.No/ARO/2025/227

Dated: 20.03.2025

**OFFICE ORDER**

This is in reference to the constitution of Academic Leaves & Matters related to conferences Committee to facilitate issues pertaining to Academic Leaves & Matters related to conferences of this Institution. The members of the committee are as follows:

S.No.	Name & Designation	Designation
1	Dr. Anju Seth, Principal	Chairperson
2	Dr. Sangeeta Pahuja, Director Professor, Pathology	Co- Chairperson
3	Dr. Sheetal Joshi, Professor, Anatomy	Member
4	Dr. Deepti Rawat, Professor, Microbiology	Member
5	Dr. Nazish Rasheed, Associate Professor, Community Medicine	Member
6	Dr. Pankaj Keshari, Associate Professor, Physiology	Member

This issues with the approval of Competent Authorities.

  
20.03.2025  
Assistant Registrar (Academic)  
लेडी हार्डिंग मेडिकल कॉलेज एवं  
श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली-110001  
Lady Hardinge Medical College &  
Smt. Sucheta Kriplani Hospital, New Delhi-110001

Copy to:

1. All Concerned Members
2. All HoDs
3. PA to Principal
4. PA to Director





लेडी हार्डिंग मेडिकल कॉलेज

Lady Hardinge Medical College

श्रीमती सुचेता कृपलानी अस्पताल एवं कलावती सरन बाल अस्पताल

Smt Sucheta Kriplani Hospital & Kalawati Saran Children's Hospital

नई दिल्ली - ११०००१

New Delhi-110001

स्वास्थ्य सेवा महा निदेशालय और स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

दिल्ली विश्वविद्यालय, दिल्ली से सम्बंधित

Directorate General of Health Services & Ministry of Health & Family Welfare, Govt. of India

Ref. No/ARO/2025/313

Dated: 11.04.2025

**CORRIGENDUM**

In suppression of previous order, No/ARO/2025/230 dated 21.03.2025, Anti-Ragging Committee to facilitate issues pertaining to Ragging of UG & PG students of this Institution, is constituted with the following members:

S.No.	Name & Designation	Designation
1	Dr. Anju Seth, Principal	Chairperson
2	Dr. Sujata Gautam, Director Professor, Physiology	Co- Chairperson
3	Dr. Anita Pawar, Director Professor, Physiology	Member
4	Dr. Smita Tripathi, Director Professor, Bio-Chemistry	Member
5	Dr. Sudipta Saha, Director Professor, Surgery	Member
6	Dr. Ritika Sud, Professor, Medicine	Member
7	Dr. Anjoo Yadav, Professor & HOD, Anatomy	Member
8	Dr. Sanjib Gogoi, Professor, Microbiology	Member
9	Dr. Lalita Jyotsna Prakhya, Professor, Pathology	Member
10	Dr. Nazish Rasheed, Associate Professor, Community Medicine	Member
11	Sh. Amit Kumar, SHO, Mandir Marg Thana	External Member
12	Sh. Gaurav Agrawal, Assistant Registrar (Academic)	Member Secretary

This issues with the approval of Competent Authorities.

11.04.2025

Assistant Registrar (Academic)

लेडी हार्डिंग मेडिकल कॉलेज एवं  
श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली-110001

Copy to: Lady Hardinge Medical College &  
Smt. Sucheta Kriplani Hospital, New Delhi-110001

- Members Concerned.
- All HODs - LHMC, SSKH & KSCH.
- PA to Director





फाइलसंख्यानिदेशक SB/JC/Annual Report / 2025/

**GOVT OF INDIA**

भारतसरकार

स्वास्थ्यसेवामहानिदेशालय

लेडी हार्डिंग मेडिकल कॉलेज और एमोसिएटेड अस्पतालों नई दिल्ली

Dated: \_\_\_\_\_

**Revised Committee for Annual Report**

A Committee consisting of the following faculty members is being constituted to oversee the Annual Report for the calendar year 2025 of this Institution with immediate effect:

	Departments	Name of the Coordinator(s)	Name of the Chairperson		
Preclinical	1. Anatomy 2. Biochemistry 3. Central Library 4. Academic Registrar	Dr. Anjoo Yadav Professor & Head of Anatomy (dr.ayadav@gmail.com)	Dr. Sharda Patra, Dir. Professor Department of Obstetrics &Gynaecology <u>Shardapatra81@gmail.com</u>  <b>Name of the Co-chairperson</b> Dr. Viswas Chhapola Professor of Paediatric Medicine (viswaschhapola@gmail.com)		
	5. Physiology 6. Medical Record Deptt (SSKH) 7. College of Nursing 8. Warden, UG Hostel 9. MEU 10. Physical education	Dr. Anita Pawar Professor of Physiology (dranitapawar@gmail.com)			
	Para Clinical	11. Community Medicine 12. Forensic Medicine 13. Pharmacology		Dr. Anita S Acharya, Director-Professor of PSM (anitaacharya29@gmail.com)	
		14. Pathology 15. Blood Bank & Transfusion Medicine 16. Microbiology 17. Chief Nursing Office, SSKH 18. CNO, KSCH		Dr. Manish Kumar Goel Professor of PSM ( <u>drmanishgoel2000@yahoo.co.in</u> )	
		Surgical		19. Surgery 20. Paed. Surgery 21. Orthopaedics	Dr Kusum Meena Director professor Dept of Surgery Kusum.meena@gmail.com
				22. Ophthalmology 23. Anaesthesiology 24. Obstt. & Gynae	Dr. Shilpi Nain, Professor of Obstt. & Gynae. (shilpinain@yahoo.com)
				25. ENT 26. Dentistry 27. Accident & Emergency 28. PMR	Dr. Prerna Kukreti Professor of Psychiatry dr.pernakukreti@gmail.com
				Clinical	29. Medicine 30. TB&CD 31. Dermatology 32. Neurology 33. Radiology
	34. Paediatrics Medicine 35. Psychiatry 36. Neonatology 37. Radiotherapy 38. Medical Record Deptt. (KSCH)	Dr. Taru Garg Director-Professor of Dermatology (tarugarg4@yahoo.co.in)			

- All Heads of the department will send their departmental Annual Report in the enclosed Proforma (in the form of both soft copy by email and hard copy) to their respective Coordinators **latest by** 20 May 2025
- The coordinator(s) will send their report to the Chief Coordinators.

**Encl: Proforma (see overleaf)**



**Dr. Sarita Beri**  
Director



1. All concerned (in the committee)
2. All Heads of the Department (LHMC & SSKH & KSCH)
3. Principal
4. MS SSKH & KSCH
5. All Addl.M.S. ( LHMC & SSKH & KSCH)
6. Registrar (Academic)
7. Asstt. Registrar (Academic)
8. CMO I/c. Casualty
9. CNO (Offg.)
10. Principal Tutor College of Nursing
11. LIO
12. MRO
13. Ms. Sarabjeet Kaur, PA to HOD Paed.Medicine (Th: HOD)

**See Overleaf (Performa)**





फाइल संख्या निदेशक/ SB/Office Order/CCTV Committee/2025-138.  
लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

तारीख . 15.04.2025

**OFFICE ORDER**

**SUBJECT : CCTV COMMITTEE, LPMC & SSKH, NEW DELHI.**

In supersession of all previous orders on the subject cited above, the CCTV Committee with respect to LPMC & Associated Hospitals, New Delhi is being re-constituted as under with immediate effect :-

S.No.	Name & Designation of Officer.	Designated as.
1.	Dr. L.H.Ghotekar, Medical Supdt., SSK Hospital.	Chairperson.
2.	Dr. Harish Kumar Pemde, MS, KSCH.	Co-Chairperson.
3.	Dr. Sandeep Kumar, AMS (KH-II) KSC Hospital	Member.
4.	Dr. Sunil Kumar, Director Professor of ENT.	Member.
5.	Dr. Ghan Shyam Pangtey, Dir. Prof. of Medicine.	Member.
6.	Shri Rajeshwar Lal, DDA, LPMC.	Member.
7.	Shri Mithilesh, Stores Officer, LPMC & SSKH.	Member Secretary.

(Dr. Sarita Beri) 1125  
Director.

To,

- All concerned.
- Principal, LPMC.
- Medical Superintendent, SSKH.
- Medical Superintendent, KSCH.
- All HODs.
- All AMSS.
- PA to Director.
- PA to DDA.







फाइल संख्या निदेशक/SB/Sports Committee/2025/139.  
लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

तारीख: 15/04/2025

**Sub :Sports Committee.**

**OFFICE ORDER**

In supersession of all previous orders on the subject cited above. The Committee is being re-constituted for Sports. The constitution of the Committee is as follows:

S.NO.	NAME & DESIGNATION	
1.	Dr Lalit Kumar Gupta, Director Professor & Head, Department of Pharmacology	Chairperson
2.	Dr Banarsi, AMS SH-III	Co-Chairperson
3.	Dr Alok Sud, Director Professor & Head, Department of Orthopaedics	Member
4.	Dr Sujata Gautam, Director Professor, Department of Physiology	Member
5.	Dr Ghanshyam Pangtey, Director Professor, Department of Medicine	Member
6.	Dr Sanjay Kumar, Professor, & Head, Department of Emergency Medicine	Member
7.	Smt. Anita Sharma, Physical Instructor, LHMC	Member Secretary

To:

1. All concerned.
2. Principal, LHMC.
3. All MSs
4. All HODs ( LHMC, SSKH & KSCH ).
5. All AMSs
6. DD(A)

(Dr. Sarita Beri  
Director

15/4/25







**Government of India**  
**Ministry of Health & Family Welfare**  
**LADY HARDINGE MEDICAL COLLEGE & SMT. S.K. HOSPITAL: NEW DELHI**

F.No. SB/Dir/New Academic Block/2025/154

Dated: 29/04/2025

In supersession of all earlier Orders the New Academic Block & Auditorium Complex and Old Lecture Theatre Committee is reconstituted as follows;

1. Dr. H.S. Rehan, Dir. Prof. Pharmacology	Chairperson
2. Dr. Madhulika Monga, Dir. Prof., Physiology	Co-chairperson
3. Dr. Vandana Puri, Prof., Pathology	Member
4. Dr. Sheikh Yasir Islam, Prof., Medicine	Member
5. Dr. Sheetal Joshi, Prof. Anatomy	Member
6. Dr. Tarun Arora, Prof., Pharmacology	Member
7. Dr. P. Rahul, Prof. Surgery	Member
8. Dr. Mukesh Meena, Asso. Prof., Biochemistry	Member
9. Dr. Gurmeet Kaur, Assit. Prof., Community Medicine	Member
10. Dr. Banarsi, AMS SH-III	Member Secretary

*29/4/25*  
DR. SARITA BERI,  
DIRECTOR.

Distribution:

To All Concerned.

Copy to: As per R& I List.



*File*  
*ben*





भारत सरकार  
स्वास्थ्य सेवा महानिदेशालय  
लेडी हार्डिंग मेडिकल कॉलेज एवं श्रीमती सुचेता कपलानी अस्पताल, नई दिल्ली  
अपर चिकित्सा अधीक्षक कार्यालय

**[OFFICE OF ADDITIONAL MEDICAL SUPERINTENDENT]**

F.No./LHMC/A.M.S.(HS-III)/2025/446/162

Date: -05.05.2025

**OFFICE ORDER**

A core Committee consisting of following member is being constituted to work towards the overall improvement of quality care for the patient and to get NABH Accreditation.

The constitution of the committee is as follows:-

S.No.	Name & Designation	
1	Dr. Sarita Beri, Director	Chairperson
2	Dr. L.H. Ghotekar, Med. Supdt. LHMC & SSKH	Co-chairperson
3	Dr. Anju Seth, Principal, LHMC & SSKH	Co-chairperson
4	Dr. H. Pemde, Med.Supdt. LHMC & KSCH	Co-chairperson
5	Dr. Anup Mohta, Dir.Professor, Surgery	Member Secretary/Nodal Officer
6	Dr.Praveen Mittal, Sr.CMO (HAG)	Member
7	Dr. Minati Acharjya, A.M.S.(HS-I), LHMC	Member
8	Dr.Alka Aggarwal, A.M.S.(HS-II), LHMC	Member
9	Dr. Banarsi, A.M.S.(HS-III), LHMC & SSKH	Member
10	Dr. Vimal Arya, A.M.S. , KSCH	Member
11	Dr. Sandeep Kumar, A.M.S. , KSCH	Member
12	Dr. Sanjib Gogoi, Professor, Microbiology	Member
13	Dr. Jyotsana Pandey, M.O.	Member
14	Mrs. Kala Vivekananda, SNO	Member

(Dr. Banarsi)  
A.M.S.(HS-III)  
LHMC & SSKH  
New Delhi-110001

To,

- All Concerned
- Principal, LHMC
- All MS's (LHMC & KSCH)
- All HOD's (LHMC, SSKH & KSCH)
- All A.M.S.'s (LHMC & KSCH)
- DD(A)







फाइल संख्या निदेशक/SB/Parking Committee/2025/177

भारत सरकार

स्वास्थ्य सेवा महानिदेशालय

लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

May 15, 2025

### PARKING COMMITTEE

In supersession of all previous order, parking committee of LHMC & Associated Hospitals is being re-constituted with immediate effect.

The constitution of the Committee is as follows:

S.No.	Name & Designation	
1.	Dr. Banarsi, Additional Medical Superintendent(SH-III)	Chairperson
2.	Dr. Minati Acharjya, Additional Medical Superintendent (SH-I)	Co-Chairperson
3.	Dr. Rajiv Bandhu, Director Professor & HOD, Physiology & Chairperson, Security Committee	Member
4.	Dr. Sharda Patra, Director Professor, Obst. & Gynae	Member
5.	Dr. Shiv Prasad, Director Professor & HOD, Psychiatry	Member
6.	Dr. Nitin Hayaran, Director Professor, Anaesthesia	Member
7.	Dr. Aishwarya Kapur, Associate Professor, Obst. & Gynae	Member
8.	Sh. Rajeshwar Lal, Deputy Director (Administration)	Member
9.	Sh. O.P. Narang, Administrative Officer, KSCH	Member
10.	Representative of Chief Nursing Officer	Member
11.	President, RDA	Member

Terms of reference of the Committee for both Hospitals (LHMC, SSKH & KSCH)

- To look after the parking issues.
- Streamline the parking in the OPD, IPD & A & E basement area.

(Dr. Sarita Beri)  
Director

To,

- All concerned
- All HODs
- All Additional Medical Superintendents







फाइल संख्या निदेशक/SB/ICC for POSH/Committee/2025-176.  
लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

May 15, 2025

**ICC FOR POSH COMMITTEE**

In supersession of all previous Orders on the subject, the ICC for POSH Committee of LPMC & Associated Hospitals is re-constituted as under :-

S.N o.	Name & Designation	
1.	Dr. Ritu Singh, Dir. Professor of Biochemistry.	Chairperson.
2.	Dr. Kiran Aggarwal, Dir. Professor of OBG	Member.
3.	Dr. Sheetal Joshi, Professor of Anatomy.	Member Secretary
4.	Dr. Prerna Kukreti, Professor of Psychiatry.	Member
5.	Dr. Anuradha Singh, Professor of OBG.	Member
6.	Dr. Srikant Basu, Dir. Professor of Pediatrics.	Member
7.	Dr. Gurmeet Kaur, Assistant Professor of PSM.	Member
8.	Dr. Arvind Kumar, Professor of FMT.	Member
9.	Ms. Kiran Singh, Legal Advisor, MARG.	External Member
10.	President, RDA & President Students' Union. <b>(In case of complaints pertaining to Residents and Students, the following to be co-opted).</b>	Members.

Dr. Sarita Beri  
(Director)

To,

- All concerned.
- Principal, LPMC.
- All MSs.
- All AMSs.
- All HODs.
- PA to Director
- PA to DDA





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 एवं सह अस्पताल, नई दिल्ली-११०००१

Lady Hardinge Medical College & Associated Hospital, New Delhi-110001

Ref.No. ARO/2024/806

Dated: 20.05.2024

**MEETING NOTICE**

A meeting will be held under the Chairmanship of Vice-Principal, LPMC on 22.05.2024 i.e. Wednesday at 02:30 PM in the office of Vice-Principal to discuss NMC PG curriculum. Following members are requested to make it convenient to attend the meeting.

S.No.	Name	Designation
1.	Dr. Sunita Mondal	Vice-Principal, LPMC
2.	Dr. Sunita Sharma	Director Professor, Dept. of Pathology
3.	Dr. Shailja Shukla	Director Professor, Dept. of Pathology
4.	Dr. Manoj Andley	Director Professor & HOD, Dept. of Surgery
5.	Dr. Manisha Kumar	Director Professor, Dept. of OBG
6.	Dr. Shrikant Basu	Director Professor, Dept. of Pediatrics
7.	Dr. Vivek Jangira	Professor, Dept. of Orthopedics
8.	Dr. Vivek Suman	Professor, Dept. of Medicine
9.	Dr. Nitin Hayaran	Professor, Dept. of Anaesthesia
10.	Dr. Madhulika Monga	Professor, Dept. of Physiology

  
20.05.2024  
Assistant Registrar (Academic)  
सह-कुलसचिव (शैक्षणिक)

लेडी हार्डिंग मेडिकल कॉलेज एवं श्रीमती सु कु अस्पताल  
Lady Hardinge Medical College & Smt. S.K. Hospital  
नई दिल्ली-110001 / New Delhi-110001

CC:

- Members concerned
- PA to Director
- PA to Vice-Principal



**F.NO.A-53/436/2025-Reim/5422**  
**GOVERNMENT OF INDIA**  
**DIRECTORATE GENERAL OF HEALTH SERVICES**  
**LADY HARDINGE MEDICAL COLLEGE &**  
**SMT.S.K.HOSPITAL:**

**Dated: 27/5/2025**  
**OFFICE ORDER**

**Subject:** Re-constitution of committee for examining cases of Medical Reimbursement Claims.

In partial modification of the earlier office order No. F.No.A-53/436/2024-Reim/5225, the committee has been, re-constituted by Director, LHMC & SSKH for examining the medical cases more than Rs. 50000/- with the following constitution:-

S. No.	Name & Designation	Chairman/ Member
1.	Dr. Sukhdeep Singh, Prof of Forensic Medicine	Chairman
2.	Dr. Saroj Chaudhary, Asstt. Prof of Biochemistry	Member
3.	Dr. Gurmeet Kaur, Asstt. Prof of Community Medicine	Member
4.	Mr. Pawan Kumar, Drawing & Disbursing Officer	Member

This issues with the approval of the Director, LHMC & SSKH.

Digitally signed by  
GIAN SINGH THAKRAN  
Date: 29.05.2025  
09:42:06  
Gian Singh

**Thakran**

**SENIOR ADMINISTRATIVE OFFICER**

To,

1. All concerned (Th: Concerned HOD) LHMC & SSKH.
2. All HODs, LHMC & SSKH
3. All Addl. M.S., LHMC & SSKH
4. Pay & Accounts Officer, LHMC & SSKH
5. P.S. to the Director/DDA
6. Dr. Vivek Suman, Prof of Medicine. ( It is requested to clear all the pending e-files regarding medical claims in his e-office at the earliest.)







सत्यमेव जयते



लेडी हार्डिंग मेडिकल कॉलेज एव श्रीमति सुचेता कृपलानी अस्पताल, नई दिल्ली  
LADY HARDINGE MEDICAL COLLEGE & S.S.K. HOSPITAL, NEW DELHI.  
[अपर चिकित्सा अधीक्षक कार्यालय]  
[OFFICE OF ADDITIONAL MEDICAL SUPERINTENDENT]

मिसिल संख्या: अ.चि.अधी/एस.एस.के.एच/25/532 / 195

दिनांक : 27.05.2025

**OFFICE ORDER**

**Subject: Constitution of Hospital Signage Committee**

With the approval of the Competent Authority, a committee for Signages for Lady Hardinge Medical College & Associated Hospitals is being constituted. The members of the committee are as under:

S.No.	Name & Designation	
01.	Dr. L. H. Ghotekar, Medical Sup.	Chairperson
02.	Dr. Anup Mohta, Dir. Prof., Surgery	Co-Chairperson
03.	Dr. Praveen Mittal, Senior CMO, HAG NFU	Member
04.	Dr. Minati Acharjya, AMS (SH-I)	Member
05.	Dr. Banarsi, AMS (SH-III)	Member
06.	Dr. Karthik S Raman, SMO, A&E	Member
07.	Dr. Jyotsana Pandey, MO	Member



The Terms of Reference (TOR) of the committee- Roles and Responsibilities of the Hospital Signage Committee

**1. Planning and Strategy:**

- Assess the signage needs of the hospital (clinical, non-clinical, safety, and directional signs).
- Develop a signage policy aligned with hospital standards and regulations.
- Define objectives for clear navigation, safety, accessibility, and patient communication.

**2. Design and Standardization:**

- Approve designs, colors, fonts, symbols, and language for all signs.
- Ensure signage is consistent with branding, readable, and multilingual if required.
- Incorporate accessibility standards (e.g., Braille, large fonts for visually impaired individuals).

**3. Compliance and Safety:**

- Ensure all signs comply with government regulations, healthcare norms (like NABH/JCI), and safety standards.
- Include infection control signs (e.g., "Do Not Spit", "Hand Hygiene", "Isolation Area") where needed.

**4. Placement and Visibility:**

- Identify strategic locations for sign installation (entrances, wards, emergency areas, elevators, etc.).

*Baran*



-Ensure signs are visible, well-lit, and not obstructed.

5. Coordination and Execution:

-Coordinate with facility, maintenance, and administration departments for implementation.

-Oversee installation, replacement, and repair of signage.

6. Monitoring and Evaluation:

-Regularly inspect signage for wear, damage, or outdated information.

-Collect feedback from patients and staff to improve clarity and effectiveness.

-Plan periodic reviews and updates based on hospital changes (e.g., renovations, relocations).

-Oversee vendor selection and procurement of signage materials.

*Banarsi*  
Dr. Banarsi  
AMS(SH-III)

Copy to:

1. PS to Director, LHMC
2. PS to Principal, LHMC
3. All HODs (as per R&I List)
4. All members concerned

to

Dr. Banarsi

Call me by either on Saturday 31/5/25  
or Monday 2/6/25 @ 11 am



*BG*  
चिकित्सा अधीक्षक / Medical Superintendent  
श्रीमती सु.कृ. अस्पताल एवं लेडी हार्डिंग मेडिकल कॉलेज  
Smt. S.K. Hospital & Lady Hardinge Medical College  
नई दिल्ली-110001 / New Delhi-110001





फाइल संख्या निदेशक /SB/Procurement Drugs & Medicines/2025-202  
लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

तारीख. 02.06.2025

### OFFICE ORDER

The Committee for the Procurement of Drugs & Medicines has been reconstituted as below:

- |     |   |                  |
|-----|---|------------------|
| 1.  | Dr. Sudipta Saha, Dir.Prof. Surgery             | : Chairperson    |
| 2.  | Dr. Ritika Sud, Prof. Medicine                  | : Co-chairperson |
| 3.  | Dr. Shubha Laxmi, Prof. Medicine                | : Member         |
| 4.  | Dr. Swati Agarwal, Prof..Obstt&Gynae            | : Member         |
| 5.  | Dr. R. D. Chandane, Prof., Pharmacology         | : Member         |
| 6.  | Dr. Sumit Rana Prof. Psychiatry                 | : Member         |
| 7.  | Dr. Pushpendra Kr. Verma, Assoc. Prof., TB & CD | : Member         |
| 8.  | Dr. Sumit Gupta, Assoc. Prof. Orthopaedics      | : Member         |
| 9.  | Dr. Alvee Saluja, Assoc. Prof. Neurology        | : Member         |
| 10. | Dr. Sonali Gupta, Asstt. Prof. Ophthalmology    | : Member         |
| 11. | Chief Nursing Officer                           | : Member         |
| 12. | Stores Officer                                  | : Convener       |

The above committee will do the following work:

1. The above committee will supervise the tender process (Drafting the Tender Documents, Scrutiny of Tender/ Bids received, evaluation of Technical Bids & Evaluation of Price Bids & conclusion of Rate Contract)
2. The above committee will furnish recommendations regarding Purchase of Drugs & Medicines.
3. Any other recommendations related to the Procurement of Drugs & Medicines for the Hospital.

*[Signature]* 21/6/25  
Dr. Sarita Beri  
Director

#### Distribution:

All above concerned through Concerned HOD with directions that in case of un-availability of any official, the concerned HOD will nominate/ sent a suitable faculty/ officer to attend the meeting)

#### Copy for Information;

1. AMS (Stores) LHMC
2. P.S. to Director LHMC
3. Committee File







लेडी हार्डिंग मेडिकल कॉलेज

**Lady Hardinge Medical College**

श्रीमती सुचेता कृपलानी अस्पताल एवं कलावती सरन बाल अस्पताल

**Smt Sucheta Kriplani Hospital & Kalawati Saran Children's Hospital**

नई दिल्ली - ११०००१

**New Delhi-110001**

स्वास्थ्य सेवा महा निदेशालय और स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार

दिल्ली विश्वविद्यालय, दिल्ली से सम्बंधित

**Directorate General of Health Services & Ministry of Health & Family Welfare, Govt. of India**

Ref. No/ARO/2025/539


**Dated: 05.06.2025**

**CORRIGENDUM**

In suppression of previous order, No/ARO/2025/273 dated 01.04.2025, The Academic Cell for PG teaching & evaluation is reconstituted with the following members:

S.No.	Name & Designation	Designation
1	Dr. Anju Seth, Principal	Chairperson
2	Dr. Jyoti Khandekar, Director Professor, Community Medicine	Co- Chairperson
3	Dr. Shailja Shukla, Director Professor, Pathology	Member
4	Dr. Manoj Andley, Director Professor & HOD, Surgery	Member
5	Dr. Manisha Kumar, Director Professor, OBG	Member
6	Dr. Kamal Singhal, Director Professor, Paediatrics	Member
7	Dr. Vivek Jangira, Professor, Orthopaedics	Member
8	Dr. Ramesh Agarwal, Professor, Medicine	Member
9	Dr. Nitin Hayaran, Professor, Anaesthesia	Member
10	Dr. Neeraj Verma, Professor, Physiology (Nodal officer DRP I G Hospital)	Member
11	Dr. Sheetal Joshi, Professor, Anatomy	Member Secretary
12	Dr. Ananya Ray Laskar, Associate Professor, Community Medicine (Nodal officer DRP DDU Hospital)	Member

This issues with the approval of Competent Authorities.

  
05.06.2025  
**Assistant Registrar (Academic)**  
लेडी हार्डिंग मेडिकल कॉलेज एवं  
श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली-110001  
Lady Hardinge Medical College &  
Smt. Sucheta Kriplani Hospital, New Delhi-110001

- Copy to**
- Members Concerned.
  - All HODs - LHMC, SSKH & KSCH.
  - PA to Director.
  - PA to Principal



F. No. M/250/2025-STR/CN-17502/ 8447



भारत सरकार

Govt. of India

स्वास्थ्य सेवा महानिदेशालय

Dte. General Health Services

लेडी हार्डिंग मेडिकल कॉलेज एव श्रीमति सुचेता कृपलानी अस्पताल, नई दिल्ली

LADY HARDINGE MEDICAL COLLEGE &amp; S.S.K. HOSPITAL, NEW DELHI-110001

Dated : 10.06.2025

**TECHNICAL EVALUATION COMMITTEE**

A Technical Committee has been constituted for Procurement of **Fully Automated HPLC based Analyzer for quantification of HbA1c** for department of Biochemistry Qty.01 No., LHMC & Smt. S.K. Hospital through GeM. The name of the committee members are as follows:-

1. Dr. Ritu Singh, Dir. Prof. & HOD of Biochemistry, LHMC & SSKH.
2. Dr. Smita Tripathi, Prof. of Biochemistry, LHMC & SSKH.
3. Dr. Rajeev Goyal, Professor Biochemistry, LHMC & SSKH.
4. Dr. Parul Goyal, Professor of Biochemistry, RML Hospital, New Delhi.
5. Dr. Smita Kaushik, Dir. Professor of Biochemistry, Maulana Azad Medical College.

This issue with the approval of the Competent Authority.

Digitally signed by

MITHLESH KUMAR

Date: 10-06-2025

15:49:27

Mithlesh Kumar

(Stores Officer)

LHMC &amp; Smt. S. K. Hospital, New Delhi

Distribution: All concerned (Th: HoD)

Copy to:

1. Dr. Banarsi, AMS, LHMC & SSKH
2. PA to Director, LHMC & SSKH.





लेडी हार्डिंग मेडिकल कॉलेज एव श्रीमति सुचेता कृपलानी अस्पताल, नई दिल्ली  
LADY HARDINGE MEDICAL COLLEGE & S.S.K. HOSPITAL, NEW DELHI.  
[अपर चिकित्सा अधीक्षक कार्यालय]  
[OFFICE OF ADDITIONAL MEDICAL SUPERINTENDENT]

मिसिल संख्या: अ.चि.अधी/एस.एस.के.एच/25/08/239

दिनांक: 25.06.2025

OFFICE ORDER

**Subject: Documents Control Committee for LHMC & SSKH**

**With the approval of Competent Authority and in continuation to ensure the quality services to the patients and to improve the work culture the Documents Control Committee has been constituted.**

**Terms of Reference (ToR) of the Documents Control Committee are as under:**

**1. Purpose**

The purpose of the Documents Control Committee (DCC) is to oversee the development, approval, implementation, review, revision, and archival of all documents related to hospital policies, procedures, guidelines, and forms to ensure consistency, compliance, and quality across the organization.

**2. Objectives**

- To ensure all documents are current, accurate, and meet regulatory and accreditation standards.
- To maintain a centralized and controlled documentation system.
- To oversee document life cycle management, including creation, revision, and obsolescence.
- To promote staff awareness and compliance with hospital documentation standards.

**3. Scope**

The committee shall have authority over all clinical and administrative documents that form part of the hospital's documented information system, including:

- Policies and procedures
- Guidelines
- Standard operating procedures (SOPs)
- Forms and templates
- Manuals and protocols

**4. Membership**

The DCC shall comprise representatives from key departments, including but not limited to:

- Dr. L. H. Ghotekar, Medical Superintendent, (Chairperson)
- Dr. Anup Mohta, Director Professor Surgery, (Member Secretary)
- Dr. Praveen Mittal, Sr. CMO, HAG, NFU, (Member)
- All AMSs of SSKH (Member)
- All HODs (Member)
- Mrs. Kusum Lata, CNO (Member)

**Ad hoc members** may be invited based on agenda topics.

**5. Roles and Responsibilities**



#### Chairperson:

- Lead committee meetings.
- Approve final versions of documents.
- Escalate unresolved issues to the executive management.

#### Committee Members:

- Review and provide feedback on new or revised documents.
- Ensure departmental compliance with documentation standards.
- Serve as departmental liaisons for document control issues.

#### Secretary (usually from Quality/Documentation Unit):

- Schedule meetings and record minutes.
- Maintain the document master list.
- Ensure timely distribution and archiving of approved documents.

### 6. Meeting Frequency

- Regular meetings shall be held **monthly**.
- **Extraordinary meetings** may be called as needed to address urgent documentation issues.

### 7. Quorum

A minimum of 50% of committee members must be present to constitute a quorum for decision-making.

### 8. Document Control Process

The DCC is responsible for:

- Reviewing new and revised documents for relevance, clarity, and alignment with policies.
- Assigning document codes and version numbers.
- Approving document templates and format standards.
- Ensuring obsolete documents are removed from circulation and archived.

### 9. Reporting

The DCC shall submit a quarterly report to the Hospital Quality and Safety Committee or relevant executive body, summarizing activities, issues, and improvement opportunities.

### 10. Review of Terms of Reference

This ToR shall be reviewed **annually** or as needed to ensure relevance and effectiveness.

*Banarsi*  
Dr. Banarsi 25/6/20  
AMS (SH-III)

Copy to: 1.Principal, LHMC

2.All MS (LHMC & SSKH)

3.All AMS (LHMC & SSKH)

4.All HOD (As per R&I List)

5.PA to Director

6.PA to DDA

7.Concerned members