



फाइल संख्या निदेशक/ SB/AMS/Work Dist. /2024/ 484

भारत सरकार

स्वास्थ्य सेवा महानिदेशालय

लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

तारीख :28.11.2024

In supersession of all previous orders, the reallocated work distributions is as under:

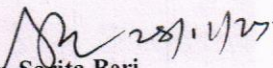
These are in addition to their own routine duties & responsibilities without any extra remuneration /honorarium).

S.no	Name of the officers	Designation AMS/Chairman/Co-Chairman/Member Secretary	Work Assigned	Link Officer Co-Chairperson /Member Secretary
1	Dr. Banarsi 9582500348	AMS (SH-III)	1. Procurement of all equipment's of college & hospital & their repair and maintenance. 2. Procurement of Consumable medicine and Surgical. 3.KPI 4. Coordinator for Parliament Question reply of LHMC & SSKH & KSCH 5. Coordination RTI 6. HMIS(Hospital Management Information System)/ E-hospital 7. Chairperson, online Public Grievance and PMO PG- 8. Signing of all bills received from DDO, SSKH 9. Coordination with IEM for Equipment 10. Additional work assign IGot, New IPD Building, A&E and FIR Reporting etc. 11. Any additional work	Dr. Alka Agarwal AMS(SH-II) 8826998304
2	Dr. Praveen Mittal/Dr. Minati Acharya 9868301519	AMS(SH-1)	1. In-charge of all stores including drugs, surgical stores, general stores, chemical stores, equipment stores, consumable stores, linen stores etc. 2. Functioning of all categories of Nursing personnel in wards (ANSs & Below). 3.Nodal officer for referral of Poor Patients(BPL) category to Private Hospital & National Illness Assistance Fund for Poor Patients' assistance. 4. Nodal officer for looking after Senior Citizen/MPs./VVIPs./Foreign National for admission in Smt. S.K. Hospital. 5. Citizens' Charter. 6. Nodal officer for Medical Board for examination of Shri Amarnath ji Yatra Pilgrims. 7. Supervision of work of Medical Social Officer. 8. Golf cart in OPD Management. 9. Rashtriya Arogya Nidhi. 10. Coordination in OPD's for alternative Medicine.	Dr. Banarsi AMS(SH-III) 9582500348



			11. Chairperson and Implementation of PMJAY. 12. Supervision of sample collection. 13. Contingency plan of Republic Day/Independence Day/Haj/IIFT/Diwali etc. 14. ABDM 15. IPD old building 15. Any additional work	
3	Dr. Alka Agarwal 8826998304	AMS(SH-II)	1. Coordinator, SUGAMYA BHARAT. 2. In-charge Hospital Kitchen. 3. In-charge, Disability Certificate. 4. In-charge, Central Workshop. 5. In-charge MRD. 6. In-charge Laundry. 7. In-charge Telephone exchange. 8. Court Cases, Summons in MRD then sending to Forensic Medicine for further management in allocation in coordination with MRD. 9. Management of Dogs and Animals Menace in Institution. 10. Any additional work	Dr. Praveen Mittal/Dr. Minati Acharya  AMS(SH-I) 9868301519
4.	HOD A&E		1. In-charge Control room. 2. In-charge Emergency and Ambulance. 3. In-charge fire safety and related work 4. Uploading IDSP Information. 5. Disaster Management.	
Kayakalp and Bio-Medical Waste Management will be chaired by Dr. Manoj Jais, Director Professor & Head, Department of Microbiology and Dr. Mukta Rani, Director Professor & Head of Department of Forensic Medicine, would be the Nodal Officer for Managing Court summon and MLC Cases.				

This issues with the approval of the Director.

  
Dr. Sarita Beri  
(Director)

निदेशक / Director

लेडी हार्डिंग मेडिकल कॉलेज एवं सह-अस्पताल  
Lady Hardinge Medical College & Assoc. Hospitals  
नई दिल्ली-११०००१ / New Delhi-110001

To.

All concerned

Copy for information to:

As Per R&I List





फाइल संख्या निदेशक / SG /31123/Work Dist. /2023/143

भारत सरकार

स्वास्थ्य सेवा महानिदेशालय

लेडी हार्डिंग मेडिकल कॉलेज और सम्बंधित अस्पताल, नई दिल्ली

14/03/2023

In supersession of all previous orders, the reallocated work distribution in respect of LHMC & SSK Hospital is as under:

These are in addition to their own routine duties & responsibilities without any extra remuneration /honorarium).

S.no	Name of the officers	Designated as	Work Assigned	Link Officer Co-Chairperson /Member Secretary
1	Dr. Amrit Bhatia AMS 9810947542	Head of Office (HOO) & Incharge ( Procurement Cell ) of LHMC & SSKH	Procurement of all equipment's of college & hospital & their repair and maintenance Incharge Nursing College Nodal Officer for Digital Payments KPI Coordinator for Parliament Question Reply of LHMC & SSKH & KSCH) Coordination RTI — HMIS (Hospital Management Information System) / E-hospital Chairperson, online Public Grievance and PMO PG — Signing of all bills received from DDO, SSKH	Dr. Alka Agarwal AMS 8826998304
2	Dr. Praveen Mittal AMS 9810120742  (Dr. Priyanka Kundra, SMO will report to AMS (H) & will work as associate officer) 9873928275	AMS (Hospital) SSKH	Incharge of all stores including drugs, surgical stores, general stores, chemical stores, equipment stores consumable stores, linen stores etc Supervision of Laundry for SSKH Functioning of Telephone Exchange OPD/Reception Management Functioning of all categories of Nursing personnel in wards (ANSs & Below) Nodal Officer for referral of Poor Patients (BPL) category to Private Hospitals & National Illness Assistance Fund for Poor Patients' assistance. Nodal Officer for looking after Senior Citizen/MPs./VVIPs./Foreign National for admission in Smt.S.K. Hospital Citizens' Charter Incharge, Emergency & Ambulances Nodal Officer, Swine Flu (H <sub>1</sub> N <sub>1</sub> ) Incharge Dispensary Supervision of Medical Record Department Nodal Officer for Medical Board for examination of Shri Amarnath ji Yatra Pilgrims Supervision of work of Medical Social Officers. All MLC Cases /Court Summons /Warrant (Link Officer: Sh. Pooran Singh, MRO 8810568765) Incharge Control Room	Dr. Amrit Bhatia AMS 9810947542



9811016652

Signature



			Implementation of National Surveillance Programme for Communicable Disease. Rashtriya Arogya Nidhi Coordination in OPDs for alternative Medicine. Chairperson & Implementation of PMJAY ✓ Supervision of sample collection Contingency plan of Republic Day/Independence Day/Haj/IIFT/Diwali etc.	
3	Dr. Alka Agarwal AMS  8826998304	AMS	Coordinator for Clean Hospital Campaign KAYAKALP for SSKH. Coordinator, SUGAMYA BHARAT Hospital Waste Management Incharge Hospital Kitchen Incharge, Disability Certificate Incharge, Sanitation (To be assisted by Labour Cell) Incharge Labour Cell Incharge, Central Workshop	Dr. Praveen Mittal  AMS  9810120742
4	Dr. Anil Gurtoo Dir. Prof. of Medicine  9810255153	Chairperson	Resident Doctors Welfare Committee Sports Committee	Dr. Harish Pemde Dir. Prof. Paed Medicine Member
		Chairman	Media Cell Committee	Dr. Sunita Mondal, Dir. Prof. & HOD Physiology (CoChairperson) 9312363298
5.	Dr. S.K Rasania Vice Principal	Chairperson	Parking Committee	Dr. Praveen Mittal AMS (Member) 9810120742
			Disciplinary Resource committee	Dr. Sunita Sharma HOD Pathology (Member)
			Anti-Ragging Committee	Dr. Sunita Mondal, Dir. Prof. & HOD Physiology (Co-Chairperson) 9312363298
			Posting of interns at District Level Hospital (LBS Hospital)	Dr. Sunita Mondal, Dir. Prof. & HOD Physiology (Mem. Secy.) 9312363298
			Core Committee for NTEP (National TB Elimination Programm)	Dr. Tanmay Talukdar, Dir. Prof. & HOD TB & CD (Nodal Officer) 9654166237



			Website Committee	Dr. Pravesh Mehra, Dir. Prof. & HOD Dental & Oral Surgery (Co-Chairperson) 9968091458
			Assaults of Doctors	Dr. Anju Seth HOD Paed. Med. (Member)
			IT Committee	Dr. Parvesh Mehra HOD Dentistry Co-Chairperson
		CoChairperson	Revision of Hospital Manual	Dr. Anup Mohta, HOD Surgery (Nodal Officer) 9810478187
			Skill Lab Committee (to Setup Skill Lab in the New academic block)	Dr. Gyan Saurabh, Prof. of Surgery (Mem. Secy.) 9873298420
			Institutional Scientific Committee	Dr. Bhavuk Garg, Prof. of Psychiatry-Member Secretary 9899824651
6	Dr. Sunita Sharma Dir. Prof. & HOD Pathology 9811125193		Special Days (Shapath) /Celebration of Independence Day/Republic Day/Gandhi Jayanti etc. / Various event of MoHFW	Shri Gaurav Agarwal Assistant Registrar (Academic)
		Chairman	Institutional Death Review Committee & Monthly Death Review Committee	Dr. Harmeet Rehan, HOD Pharmacology/Member Secretary 9811694040
		Chairperson	Bill verification committee for DEO, Multipurpose Hospital Worker (MHW), O.T. Technician & Others.	Dr. Shammi J Tigga, DLWC (Member.)
		CoChairperson	Stem Cell Transplant coordination Committee	Dr. Sangeeta Pahuja, HOD Blood Bank (Mem. Secy.) 9818359888
7.	Dr. Sunita Mondal Dir. Prof. & HOD Physiology 9312363298	Chairperson	Public Grievance Committee	Dr. Manish Kurnar Goel, Prof. of PSM (Convenor)
			Committee to supervise the work performance of DEO (Data Entry Operator & MTS)	DLWC To verify the Attendance 8408822550
			UG Hostel Committee	



			Sports Committee	
			Examination Cell	
			Department of Physiology in collaboration with CCRYN (Under Min of Auyush) is responsible for providing Yoga and Naturopathy OPD & lifestyle intervention since 2005-06 .There are Naturopath, yoga therapist also posted.The department provides the services to patients, staff and students of LHMC.The same was provided in physiology department and now the OPD is functioning from 8th floor new OPD block.	
8.	Dr. Sarita Beri Dir. Prof. & HOD Ophthalmology  9871406064	Chairperson	Workshop Committee (for looking into the re-organization of the Committee)	
			Committee for financial evaluation of the outsourced agency	
			CCTV Committee	Dr. Praveen Kumar, Dir. Prof. of Paediatrics (Co-Chairperson) 9868579672
9	Dr. Anju Seth Dir. Prof. & HOD Paediatric Medicine  9868206390	Chairperson	Annual Report Committee	AR Academic
10	Dr. Anup Mohta, Dir. Prof. & HOD Surgery  9810478187	Chairperson	Antibiotic Stewardship Committee	Dr. Sameer Gulati, Prof. of Medicine (Secretary) 9873082208
		Chairperson	Standing Medical Board	
11	Dr. Sunil Kumar, Dir. Prof. & HOD ENT  9968246796	Chairperson	Fire Safety Committee	Dr. Anju Seth HOD Paed Medicine Member
			Law & Order Committee	Dy. Dir. Admin. (Mem. Secy) 9718347525
12	Dr. Madhur Yadav Dir. Prof. of Medicine	Chairperson	Space Allocation Committee: IPD, OPD & A& E Block (Revisit & allocation of space)	Dr. Anupam Prakash, HOD, A&E (Mem. Secy.) 8588885305
			Committee for smooth shifting OPD from the existing facility	Dr. Anupam Prakash, HOD, A&E (Mem. Secy.) 8588885305
13	Dr. Manoj Jais Dir. Prof. & HOD Microbiology 9868961269	Chairperson	Kayakalp committee	AMS (AB)SSKH Dr. Basab Gupta CMO(SAG) KSCH
			Bio Medical Waste Management & Solid Waste	



14	Dr. Jyoti Khandekar Dir. Prof. & HOD Community Medicine 9810812608	Chairperson	Transport Committee	Sh. Mithlesh Kumar, Store Officer (Mem. Secy.) 9728257476
15	Dr. H. S Rehan Dir. Prof. & HOD Pharmacology 9811694040	Chairperson	Auditorium Committee & Library Committee	Dr. Neeraj Verma, Prof. of Physiology (Mem. Secy.) 9871194876
		Chairperson	To prepare Drug Formulary for both OPD & IPD setting of LHMC & Assoc. Hospitals for the year 2022-23.	Dr. Anup Mohta HOD Surgery Member
		Member Secretary	Institutional Ethics Committee & Death Review Committee	
16	Dr. Sushma Nangia, Dir. Prof. & HOD Neonatology 9810838181	Chairperson	Complaint of harassment in workplace including sexual Harassment of women	Dr. Sunita Mondal, Dir. Prof. & HOD Physiology, (Co-Chairperson) 9312363298
17	Dr. Ritu Singh Dir. Prof. & HOD Bio-Chemistry 9811173213	Chairperson	Archival Committee	Dr. Mary Vibha Lakra, Prof. of Physiology (Mem. Secy.) 9709132548
			Coordinator of MEU Committee	Co-coordinators:  Dr. Manish Kumar, Prof. of Com. Med. 9416538815  & Dr. Madhulika Monga Prof. of Physiology 9811123237
			Primary Custodian of APAR	
			Cultural Head of UG Students	
18	Dr. Dinesh Kataria Dir. Prof. & HOD Psychiatry 9868403522	Chairman	Liaison Cell for SC & ST	
19	Dr. Rajiv Bandhu Dir. Prof. Physiology	Chairman	Security Committee	Dr. Ravinder Kumar Sah Professor of Pharmacology
	Dr. Sukhdeep Singh, Prof. Forensic Medicine	Chairman	Bill verification for security / Sanitation	Dr. Om Sai Ramesh Prof. of Psychiatry



	Dr. Shiv Prasad, Prof. of Psychiatry	Chairman	Bills verification for NDMC Electricity Bill , Water Bill & Other Misc. Bills	Assistant Engineer Member , CPWD Civil & Electrical SSKH Division (Member)
20	Dr. Anupam Prakash  Dir. Prof. of Medicine & HOD A & E  8588885305	Incharge	Emergency Medicine  One Stop Centre, Minor OT, ECG room.	Dr. Vivek Suman Prof of Medicine  Dr. Vivek Suman Professor of Medicine
		Nodal Officer	Disaster Management Committee, LHMC & Assoc. Hospitals	Dr. Alok Sud Dir. Prof. Ortho
			National Injury Surveillance Trauma Centre (NISC), LHMC & SSKH	Dr. Alok Sud Dir. Prof. Ortho
		Member Secretary	PIB Committee: CRP of LHMC Phase Member  PTC Vishram Sadan : Core Committee	Dr. Anup Mohta HOD Surgery (Member)
21	Dr. Shruti Patel Assoc. Prof. & HOD Plastic Surgery 9821888566	Chairperson,	Skin Retrieval and Transplant Coordination Committee	Dr. Sheetal Joshi, Prof. of Anatomy (Mem. Secy.) 9711933704
22	Dr. Vikrant Kaushal HOD, Radiation Oncology 9592457199	Nodal Officer	Patient Safety Committee  NIC E mail	Dr. Priyanka Kundra Member secretary 9873928275
		Member Secretary	PMJAY (Pradhan Mantri Jan Arogya Yojna)	Dr. Priyanka Kundra Med. Coordinator, PMJAY  9873928275
23	Dr. Madhur Yadav  Dir. Prof. of Medicine  9810113091	Chairperson	Medical Reimbursement Committee (MRC)	Dr. Sukhdeep Singh Prof of FMT (Member)
24	Dr. S. Roy Chaudhary Dir. Prof. of Paed. Surgery 9810386626	Chairperson	Kidney Transplant Coordination Committee	Dr. Ashish Kumar Arsia, Prof. of Surgery (Mem. Secy.) 9810283361
25	Dr. Alok Sud Dir. Prof. of Orthopaedics 9810218382	Chairperson	CRP : Task Force Committee	Dr. Anupam Prakash, HOD A&E Member Secretary 8588885305
26	Dr. Harish Pemde 9868549681 Chairperson	Dir. Prof. of Paediatric Medicine	Horticulture Committee for (LHMC & Associated Hospitals)	Co-chairperson Dr. Arvind Kumar Prof. of FMT
27	Dr. Ranju Singh	Chairperson	To look after the Work performance	Dr. Anuradha Singh,

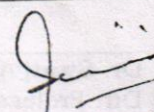
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	Dir. Prof. of Anaesthesia 9811151285		of OT Technician (Contractual/Outsourced)	Obst. & Gynae (Mem. Secy) 9868830233
28	Dr. Sharda Patra Dir. Prof. of Obst. & Gynae 8800166952	Warden	Committee for RMO Hostel	Dr. Pawan Kumar, Surgery 8826475476
29	Dr. Manish Kumar, Dir. Prof. of Obst. & Gynae 9818014887	Nodal Officer	PC: PNDT	Dr. Aishwarya Kapoor Assoc. Professor of OBG
30	Dr. Swati Aggarwal Dir. Professor of Obst. & Gynae 9810181964	Nodal Officer	JSSK	Dr. Kanika Chopra Obst. & Gynae, Link Officer 9958121123
31	Dr. Anuradha Singh Dir. Prof. of Obst. & Gynae 9868830323	Nodal Officer	One Stop Centre	Dr. Pikee Saxena Director Professor of OBG
32	Dr. Ghanshyam Pangtey, Professor of Medicine 9868732822	Chairperson	Operation & Maintenance	Dr. Shiv Prasad, Prof. of Psychiatry Co-Chairperson (for SSKH) 9810488067 Dr. Sharmila Mukherjee, Dir. Prof. of Paediatrics, Co-Chairperson (for KSCH) 9818158699
33	Dr. A.K Singh Dir. Professor of TB&CD 9013083150	Chairperson	Sanitation Committee (To supervise the functioning of Sulabh worker of the College & Hospital)	DLWC To verify the Attendance 8408822550
	Dr. Preeti Chauhan Professor of Biochemistry	Nodal Officer	E-Hospital HMIS (Hospital Management Information System)	Dr. Amrit Bhatia AMS
34	Dr. Madhulika Monga Prof. of Physiology 9811123237	Mem. Secy.	Intellectual Property Right Committee	Mr. Gaurav Aggarwal, Academic Registrar (Convener) 9971020587
		Nodal Officer	NIC E office	



35	Ms. Chandan Kashyap	Principal Tutor	Nursing College	Ms. Anniaman Kumar Tutor
36	Sh. Kumar Saurabh	DDA & Estate Officer	Incharge Establishment /HR/ Branch/Administrative including Court Cell. Incharge Pvt. Security Incharge of All Outsource Agency	AMS (A.B)
37	Dr. Lalit Kumar Gupta, Dir. Prof. of Pharmacology	Vigilance Officer	Vigilance Cell	
38	Dr. Sheetal B Joshi, Professor of Anatomy 9711933704	Nodal Officer	NOTTO	
39	Dr.S.Roychoudhury Director Prof. of Paed. Surgery	Chairperson	Rental Transplant Committee	Dr. Abhijeet Saha Prof. of Paed. Medicine

  
(Director) 14/03/23

Distribution: To all concerned

Copy for information to:  
Vice Principal  
All HODs (LHMC & KSCH)  
All AMSs (LHMC & KSCH)  
Deputy Director (Admn)

DDO (LHMC & KSCH)  
D.L.W.C (Central)  
C.N.O (officiating )  
Principal Tutor, CON  
Assistant Registrar  
PA to Director.

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