

DR.BABA SAHEB AMBEDKAR HOSPITAL  
(GOVT.OF NCT OF DELHI)  
SEC-6, ROHINI, DELHI

No. F.1 (4)/2013/BSAH/

Dated:-

**OFFICE ORDER**

In continuation of this office order no. F. 1(46)/2013/BSAH/DNS/T&P/15275, dated: 06-06-2016, regarding the transfer / posting of the Nursing Sisters, for proper utilization of the available human resource, management of critical care areas and periodic rotation of nursing personnel from stressful areas, following transfer policy is to be observed;-

1. Nursing Sister will be rotated in a phased manner and at an interval of 2 to 5 years or earlier on administrative grounds, from critical areas – OT/ICU/Labour Room / Casualty & Emergency Wards / Nursery to comparatively lesser critical areas .
2. Nursing sister / officiating nursing sister and senior most Staff Nurse in a designated area will not be transferred / changed simultaneously.
3. The order issued on 06<sup>th</sup> June 2016 is the first step for implementing the above said policy. The DNS will ensure the rotation posting of the concerned nursing staff as per the order.
4. Any deviation from the above will be considered on the recommendation of the committee constituted for this purpose. A committee of following has been constituted as under:
  - MS (Surgical & Allied),
  - DMS (A)
  - Anita (ANS),officiating DNS
5. Representation, if any, may be submitted up to 22/06/2016 to the PS to Medical Director (Mrs. Inderjeet Suri & Mrs. Sunita Sareen). The representation received shall be handed over to the MS (Surgical & Allied) by 23/06/2016
6. The representation will be reviewed by the committee on 23<sup>rd</sup> / 24th June 2016 and submit its recommendation to the Medical Director.
7. After review, if any amendment is required, then it shall be done. The final decision rests with the Director.
8. Handing over of the charge should be initiated immediately unless delayed because of representation. However, all nursing personnel transferred shall resume their duties at place of new posting by 1st July, 2016.

**SD/-**  
**(DR. J.S.MARTOLIA)**  
**DY. MEDICALSUPERINTENDENT (A)**

No. F.1 (4)/2013/BSAH/

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Copy for information and necessary action to :

1. MSs (Surgery & Allied) / (Medicine & Allied) / (MCH) and (A & E).
2. Addl. MS (A) / (M) / (P) / (OPD)
3. Dy. MDs (A) / (S)
4. DNS
5. Acs. Officer / MRO / Admn. Officer/ Superintendents
6. Guard File
7. Notice Boards
8. Programmer for up loading on hospital web site.

**SD/-**  
**(DR. J.S.MARTOLIA)**  
**DY. MEDICAL SUPERINTENDENT(A)**