

**OFFICE OF THE MEDICAL DIRECTOR
DEEN DAYAL UPADHAYAY HOSPITAL
HARI NAGAR , NEW DELHI – 110064.**

MANUAL – 15

FACILITIES AVAILABLE FOR OBTAINING INFORMATION TO THE CITIZENS

Section 4 (1)(b)(xv)

S. No.	Facilities available	Nature of obtaining Information	Working Hours
1	Information/Admission Counter	Available	24 hours
2	Website	Available	24 hours
3	Library	Available for staff only	9:00 a.m. to 4:00 p.m.
4	Notice Board	Available	9:00 a.m. to 4:00 p.m.
5	Sr. Citizen Help Desk	Available	9:00 a.m. to 1:00 p.m.
6	OPD Registration	For registration of patients	8:30 a.m. to 12:00 p.m. (Monday to Friday) 8:30 a.m. to 11:00 a.m. (Saturday)
7	Evening Clinics	For registration of patients	2:00 p.m. to 3:00 p.m.
8	Sample Collection	For diagnostic facilities	8:30 a.m. to 11:00 a.m.