

Manuals under RTI act

(RIGHT TO INFORMATION ACT, 2005)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
BHAGWAN MAHAVIR HOSPITAL
H-4/5, PITAMPURA, DELHI-110034

RIGHT TO INFORMATION ACT, 2005

MANUAL 1

Particulars of Organization, functions and duties [Section 4(1) (b)(i)]

1. Aims & Objectives of the Organization

- To provide primary, secondary level of treatment.
- To Act as referral center to various Dispensaries/Health Centers in the near by area.
- To provide free medical facilities.
- To provide MCH & Family Welfare services including Immunization, participation in National Health Programme, surveillance and control of communicable and Non-communicable diseases.
- To provide/conduct basic Health Education, in-service training to Doctors, Nursing staff, Paramedical staffs and other staff.

2. Mission /Visions, Brief History and background for its establishment.

The vision of the hospital is to provide quality health services in all the specialties in a harmonious atmosphere to every section of society especially the under privileged through this 250 bedded multi specialty hospital, whereby quality to be ensured by close monitoring, constant feedback from the people and regular CMEs for the staff, well equipped library & yoga work outs.

The patients have rights at par with any other medical institution, to get best possible treatment in the hospital and to get information regarding his ailment. He has a right for privacy / confidentiality about his disease to be maintained.

The hospital is responsible for providing quality medical services to people in its catchment area and ensuring that basic amenities listed below are available :

- Clean and hygienic environment
- Potable water
- Clean toilets
- Comfortable sitting arrangement
- Adequate illumination
- Proper signage system
- IEC activates for patients and visitors through all possible means
- Above all the courteous behavior of staff is very important

Bhagwan Mahavir Hospital was inaugurated on 25th September, 2003 with OPD services in basic branches i.e. Medicine, Surgery & O&G and other major specialties like ENT, Skin, Ortho, Eye, Dental, Paediatrics were added over a period of time.

Round the clock casualty services including emergency operative facility, laboratory, x-ray investigations, Maternity (Labour room) and New Born Care (Nursery) services and operative delivery services are available.

All kinds of major surgeries e.g. lap cholecystectomy, renal surgery, spine surgeries, arthroscopic surgeries, knee and hip replacements, all trauma surgeries, Eye & ENT surgeries, gynaecological surgery e.g. hysterectomies are conducted in the hospital. Blood Storage Unit is operational round the clock.

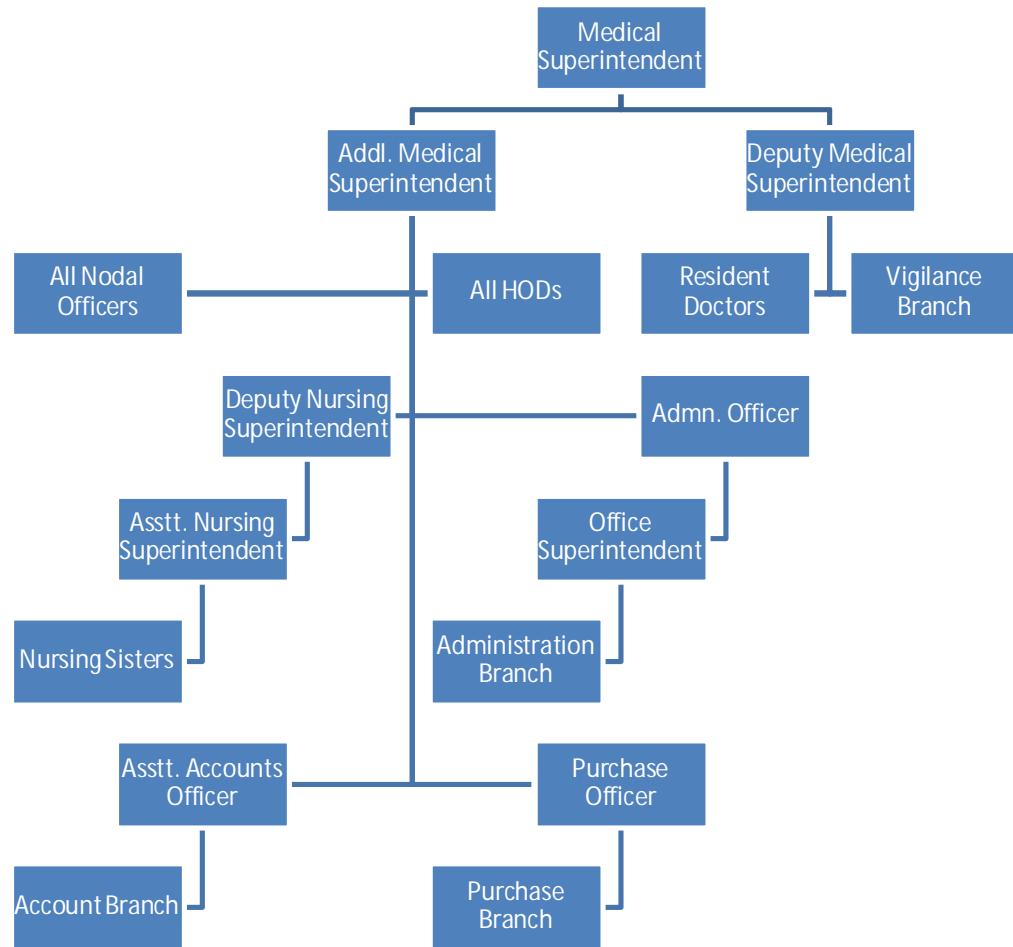
Homeopathic and Ayurvedic OPDs are functioning since December, 2007 and Unani OPD has been started in this hospital in the year 2010.

Indoor services with facility of 60 beds were started on 5th September, 2005 which was extended to 130 beds in 2007-08, 170 beds in 2009-10. Presently, total bed strength of the hospital is 250. Private ward having 20 beds has also been started w.e.f. 9th December, 2011. Bed strength in casualty has been extended to 30 in December, 2011. 10 bedded I.C.U. and Post operative Ward with 20 beds is functional.

AVAILABLE SERVICES

Bhagwan Mahavir Hospital is 250 bedded multispeciality secondary level hospital providing quality preventive, promotive and curative & palliative health services to the adjoining and distant areas of Delhi and NCT. The hospital besides providing outdoor consultation and dispensing, has indoor facility for 250 patients. It is 24 hours casualty services including emergency operative facility, laboratory and x-ray investigations. The maternity (Labour room) and new born care (Nursery) services and operative delivery services are also available round the clock. For critically ill patients, the hospital has a well equipped and well managed I.C.U.. Post surgery patients are managed in 20 bedded Post Operative Ward.

All kinds of major surgeries e.g. lap cholecystectomy, renal surgery, spine surgeries, arthroscopic surgeries, knee and hip replacements, all trauma surgeries, Eye & ENT surgeries, gynaecological surgery e.g. hysterectomies are conducted in this hospital. Blood Storage Unit is operational round the clock.



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**MANUAL 2
POWER AND DUTIES OF OFFICERS AND EMPLOYEES**

S.No	Name of Post	Sanctioned	Power			Duties attached
			Administrative	Financial	Statutory	
1	Med. Superintendent (SAG)	01	YES	H.O.D		Head of the Institution/overall Incharge of the hospital
2	Addl. Medical Supdt.	01	YES	H.O.O.		As Addl. Medical Supdt. / HOO
3	Dy. Medical Supdt.	01	YES			As. Dy. Medical Superintendent
4	Specialist	25				Clinical works in their respective specialty in the form of patient care services
5	Medical Officer	17				Clinical Working in different departments/sections
6	CAS(Dental)	02				Clinical Working in their respective specialties
7	Senior Resident	49				Directly responsible for supervision of patient care in their respective Deptt. Under concerned specialties
8	Junior Resident	38				In Collaboration with senior resident and emergency duty in casualty and Deptt.
9	Statistical Officer	02	YES			Detailed to Ministry of H& FW, Delhi Sectt.
10	AAO	01	YES			Budget and Other Financial matters.
11	Office Supdt.	01	YES			Work related to Establishment Branch
12	Head Clerk	01				In Collaboration with Office Superintendent. Mainly establishment related work
13	Stat. Asstt.	03				Hospital Statistic and records, Planning etc. Duties assigned to Medical Record

					Department.
14	Stenographer (Gr. I/II/III)	03			Personal Branch of Medical Superintendent, Drafting, Correlations and other works assigned by Med. Supdt.
15	UDC	03			Duties assigned in Cash, Establishment and Account Branch
16	LDC	06			In Collaboration with JAO, HC and Other fields like care taking, Diary & Dispatch etc.
17	A.N.S	02			Nursing Care service & managements of nursing department.
18	Nursing Sister	17			Ward management and general supervision of nursing & group –'D'
19	Staff Nurse	116			General & Nursing care of the patients in the Department
20	Radiographer	01			Duties assigned to Radiology Deptt. As per their designation i.e. taking diagnosis, X-Ray films etc. and work assigned by Incharge of radiology Deptt.
21	Jr. Radiographer	07			In Collaboration with Sr. Radiographer
22	O.T Tech	02			Supervision of maintenance of O.T & assisting concerned specialist and other duties as assigned by Incharge of the Deptt.
23	O.T Asstt	07			In Collaboration with O.T Tech.
24	CSSD Tech	02			Supervision of Maintain of CSSD, records keeping, and duties as assigned by Incharge of Deptt.
25	CSSD Asstt	01			In Collaboration with CSSD Asstt.
26	CSSD Attendant	01			In Collaboration with CSSD Asstt. And CSSD Tech.
27	Lab. Tech	04			Duties assigned according to their designation i.e. processing of the procedure & reporting etc. helping the concerned Specialist and work assigned by the Incharge of the Deptt.
28	Lab. Asstt	10			In Collaboration with lab Tech
29	Pharmacist	12			Distribution of Medicine, maintain store & supply, other work as and when assigned.
30	E.C.G Tech	02			Handling and Maintains of ECG M/C, Maintains Records etc.
31	Audiometric Asstt.	01			Duties assigned according to their designation and work assigned by the Incharge of the ENT Deptt.
32	Refractionist	01			Duties assigned according to their designation and work assigned by the Incharge of the Eye Deptt.
33	Physiotherapist	02			Duties assigned according to their designation.
34	Occupational Therapist	01			Duties assigned according to their designation.
35	Asstt. Dietician	01			Management of Dietary Deptt. Standardization of recipes' & supervision of cooking
36	Dental Hygienist	01			Duties assigned according to their designation and work assigned by the Incharge of the Dental Deptt.
37	Ambulance Driver (outsorce)	05			Work as per their designation and Maintenance of Ambulance.
38	Driver (01 outsorce)	02			Work as per their designation and maintenance of ambulance
39	Ambulance Attendant (outsorce)	03			Assisting the Driver
40	Nursing Orderly(incl outsorce 14)	79			Duties assigned in the branch, wards and assist the nursing staff and senior staff in respective field.
41	Dresser (incl outsorce 01)	03			Assigned work as per designation
42	Security Cum Sanitation officer (outsorce)	01			Supervision of out sourcing services
43	Store &Purchase Officer	01			To make procurement according to GFR Rules
44	Dark Room Assistant	04			To develop x-rays taken in the Deptt. Of Radiology
45	Orthopist	01			For testing the weakness of ocular musdes
46	Postmortum Tech. / Mortuary Tech	01			To assist postmortem examination
47	Mortuary Assistant	01			To keep the bodies in mortuary cabinet under controlled conditions
48	Plaster Room Attendant (outsorce)	02			To help giving the POP to the fractured cases
49	Mortuary Attendant (outsorce)	03			Helper in Mortuary
50	Data Entry Operator(outsorce)	03			Computer work in Establishment, Accounts or other areas
	Total	454			

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MANUAL -3

[Section 4(1) (b) (iii)]

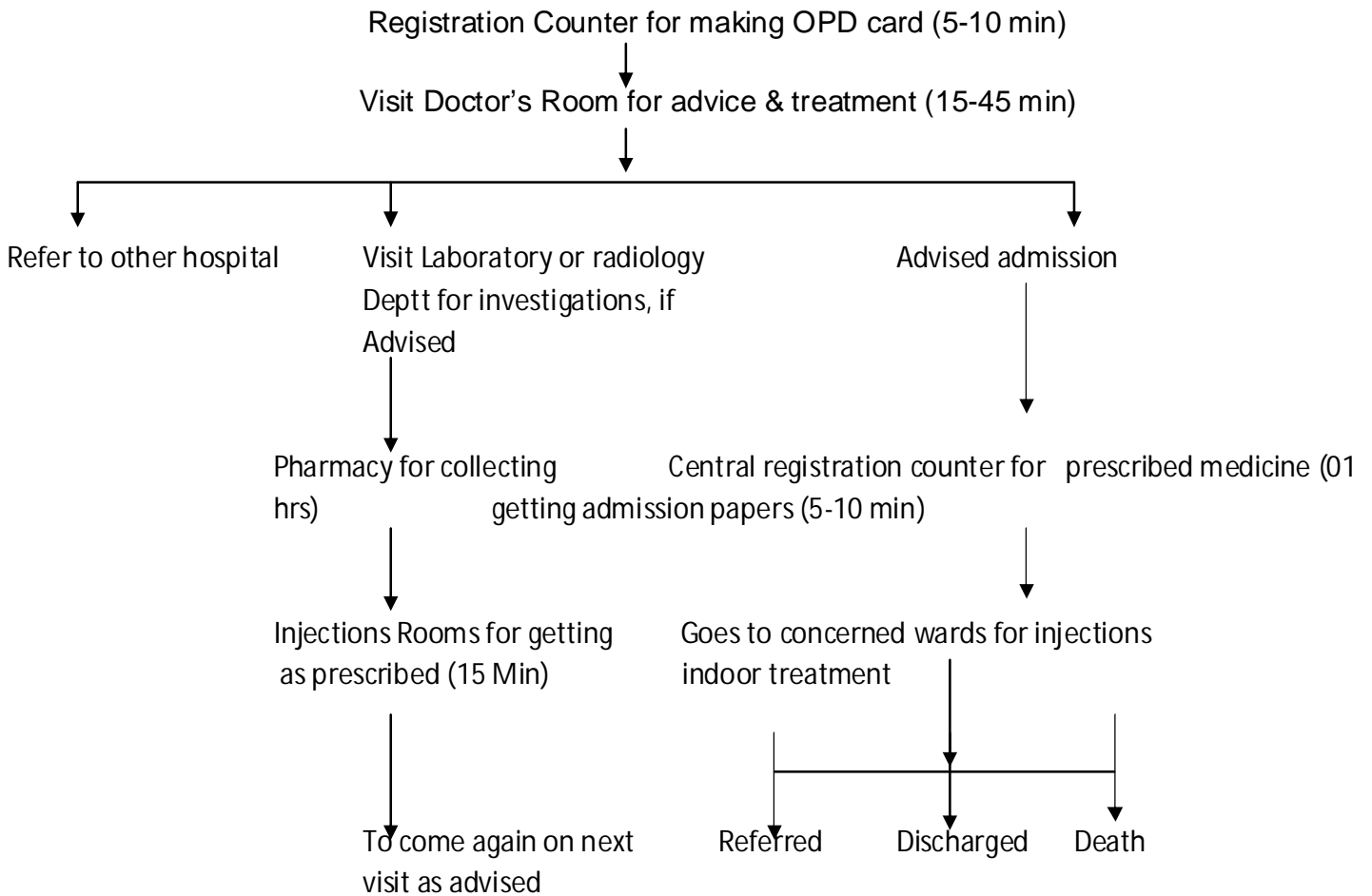
Procedure of Patients

For OPD and Specialty Clinic

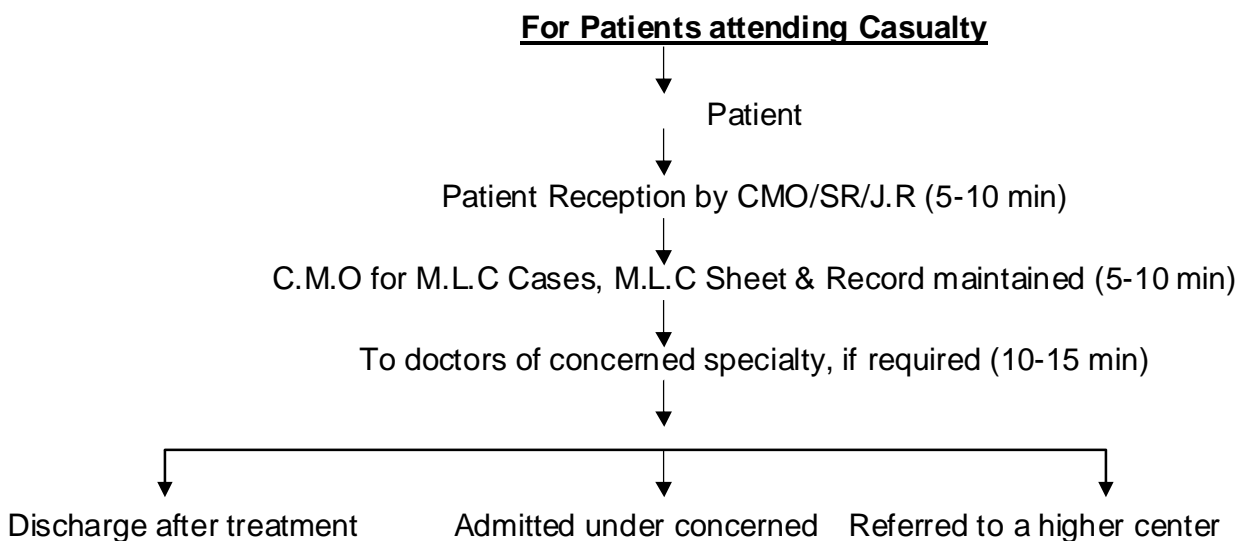


Patient





1. In case of any difficulty faced by the patients, the same is solved by the Incharge OPD, Grievance Officer, DMS, AMS
2. Medical Superintendent Is the Final Authority in case the problem is not solved at above mentioned level.



or first aid

Specialty & treated

for super specialty

Consultation & treatment

1. In case of any difficulty faced by the patients, the same is solved by the CMO, CCMO, Grievance Officer, DMS, AMS)
2. Medical Superintendent Is the Final Authority in case the problem is not solved at above mentioned level.

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MANUAL - 4

[Section 4(1) (b) (iv)]

Norms set for discharge of functions

1. Patient examination, investigation and treatment as per standard protocols laid down in medical text books.
2. Purchase: As per the rules laid down in GFR.
3. Planning: As per the requirements.
4. Audit: As per the rules laid down by GNCTD.
5. Clinical Meeting: All interesting and rare cases are being discussed among the specialists/faculty members including resident doctors. CME, Seminar, Training Session as organized in a regular interval.

6. HUMAN RESOURCE DEVELOPMENT

Medical science has considerably advanced in the field of diagnosis, treatment and research. To increase the efficiency and update knowledge, efficient effective delivery of health programmes and development and application of appropriate technology, the CME and reorientation programmes are regularly conducted for in service medical and paramedical

staffs and other associated ancillary staffs. All the staff members (Doctors, Paramedics, Nurses, Ministerial and Group D Staff) are B.L.S. (Basic Life Support) trained.

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MANUAL NO – 5

Rules, Regulations, Manuals & Records for discharging functions:-

Section 4(1) (b) (v)

List of regulations, manual and records.

S.No.	Name of act, rules, regulations, etc.	Brief gist of the contents.	Ref. No. if any	Price in case of priced publication.
1.	A Hand Book on Medical Examination	Rules for Medical Exam & Re-exam	----	----
	Rules Regulation issued by, Govt. of NCT of Delhi from time to time			
2	The gazette of India Extra Ordinary.	Regulations relating to the Physical Examination of candidates.		-----
3	----do----	Guidelines for evaluation of various disabilities and procedure for certification.	No. 154	
4	MTP Act 1971 Revised 2002	Guidelines for Revised approval (Form Act 2002 A&B) Consent Form C&I		
5.	PNTD Act			
7.	BMWM & H Rules, 1998			
8.	Non Smokers Health Protection Act			

Service Matters

S.No.	Name of act, rules, regulations, etc.	Brief gist of the contents.	Ref. No. if any	Price in case of priced publication.

1.	Swamy' s Manual	Service Rules		
2.	General Financial Rules	Financial Matter		Swamy's Manual
3.	Hospital Manual			Published by Govt. of India
4.	Bureau of Indian Standards	For specifications		

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MANUAL -6

A Statement of the Categories of documents held by it for under its control
[Section 4(1)(b)(vi)]

S.No	Nature of Record	Details of information available	Unit/section where available	Retention period where available
1	Hospital Statistic Hospital Records	Available	M.R.D	M.R.D
2	Establishment Matters Health Programme Public Grievances Right to information	Available	Establishment Branch	
3	Building Matters Transport Bio-Medical Waste Management Record of House keeping, Kitchen & Dietary, Security , Parking & Canteen etc	Available	Concerned Nodal Officers	
4.	Store & Distribution of Hospital items including medicines, equipments etc	Available	Store	

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MANUAL 7

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation

[Section 4(1)(b)(vii)]

S.No	Name of	Constituted/ yet to be	Role and	Frequency
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	Committee/Board	Constituted	Responsibility	of meeting
1	Rogi Kalyan Samiti	The Samiti has been constituted under the chairmanship of local M.L.A. (Shakur Basti) with Dy. Commissioner (Revenue) North West, Dy. Commissioner (MCD) Rohini, Distt. Social Welfare Officer (North West), C.D.M.O. (North West), Medical Supdt., BMH, DMS-BMH and three Non Official members.	The main function of the Samiti is to make all efforts to provide best possible services to outdoor and indoor patients and to improve the facilities in the hospital	Quarterly

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MANUAL 8

[Section 4(1) (b) (viii)]

Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

S.N	Name and Address of the body	Main function of the body	Constitution of the body	Date of Constitution	Date Up to which Valid	Whether meeting open to public	Whether minutes accessible to public	Frequency of meeting
1	2	3	4	5	6	7	8	9
1.	Purchase Committee / Demand Estimation Committee, Committee for Repair and maintenance	Procurement of stores for the hospital Repair and Maintenance of equipment	Yes	03.04.2013	Onward	No	Yes as and when sought	As and when required
2.	Hospital Supplies Verification Committee	To check the quality and quantity of hospital supplies	Yes	03.04.2013	Onward	No	Yes as and when sought	As and when required
3.	Disaster Preparedness Committee	To train the hospital staff for managing casualties in event of disaster	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in two months, as and when required
4.	Bio Medical Waste Monitoring committee	Management of BMW as per rules	Yes	03.04.2013	Onward	No	Yes as and when sought	Monthly
5.	Infection Control committee	Surveillance of hospital of infection & antibiotic resistance are likely to be found & ensure good infection control	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in a month, as and when required
6.	House Allotment committee	To allot the accommodation available in hospital campus	Yes	03.04.2013	Onward	No	Yes as and when sought	As and when required
7.	PWD Works Inspection Committee	To monitor the works done by PWD authorities	Yes	03.04.2013	Onward	No	Yes as and when sought	As and when required

8.	SDF & Empty Vial Verification Committee	To check and reconcile the distribution of drugs and injections to patients	Yes	03.04.2013	Onward	No	Yes as and when sought	Weekly, as and when required
9.	Sexual Harassment Prevention Committee	To mitigate and investigate the matters relating to sexual harassment	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in two months, as and when required
10.	Condemnation Committee	To Write off and dispose the unserviceable equipments and instruments and other items	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in a month, as and when required
11.	Committee for monitoring of Punctuality	For maintaining punctuality in hospital	Yes	03.04.2013	Onward	No	Yes as and when sought	As and when required
12.	Committee for monitoring of housekeeping services	To monitor the housekeeping services, cleanliness and sanitation in the hospital	Yes	03.04.2013	Onward	No	Yes as and when sought	As and when required
13.	Committee for preparation of tender documents	To prepare the tender documents for hospital	Yes	03.04.2013	Onward	No	Yes as and when sought	As and when required
14.	Committee of Hospital Information Management system/ Computerization	To monitor the computerization of hospital services/work	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in 03 months, as and when required
15.	Environment Management Group	Safeguarding the environment, Implementing steps to prevent air, water, noise pollution	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in 03 months, as and when required
16.	OT Committee	To ensure the smooth functioning of OT services For coordination of various specialties	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in 03 months, as and when required
17.	Hospital Transfusion Committee	To monitor the practices of Blood transfusion and prevent/investigate adverse reactions	Yes	03.04.2013	Onward	No	Yes as and when sought	Once in 03 months, as and when required
18.	Central Coordination Committee	Coordination, monitoring facilitation of various committees/Nodal officers: preparation and monitoring of annual action plans	Yes	03.04.2013	Onward	No	Yes as and when sought	Once a month, as and when required

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**MANUAL – 9
[SECTION 4(1) (B) (IX)]**

DIRECTORY OF OFFICER AND EMPLOYEES

(EPBX Board Telephone No. 2703 4538/ 2703 4539)
(Casualty: 27034537, I/com: 3999)

S. No	Name	Designation	Mobile	I.Co m	Office
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1.	Dr. R K Gupta	Medical Supdt	9868679702	3131	27034535
2.		PA to MS		3444	27033948 (F) 27034535 27034540 (F)
3.	Dr. Narendra Verma	CMO SAG	9717293232	3130	
4.	Dr. Suman Kumari	Addl Med. Supdt.	9717293536		27033943
5.	Dr. G. P. Kaushal	DMS/VO	9717290207	3133	27034547
6.					
7.	Dr. Daljeet Kaur	Sr. Spl ENT	9650393339	489	
8.	Dr. Krishna Nandan	Spl Gr. II Surgery	9650397989	3108	
9.	Dr. Manoj	Jr. Spl Surgery	9650384333	3108	
10.	Dr. Y. Gupta	Spl Gr. III Med	9810338663	3018	
11.	Dr. Pankaj Gupta	Spl Gr. III Med	9650398181	3021	
12.	Dr. Alpana Chugh	Jr. Spl Med	9650398007	3019	
13.	Dr. Shailja Rani	Spl Gr II Obs & Gynae	9717293512	4934	
14.	Dr. C.D. Jassal	Jr. Spl Obs & Gynae	9868345046 9650476789	3224	
15.	Dr. Aparna Dutt	Spl Gr. III Eye	9717293502	3128	
16.	Dr. Ashish Goyal	Spl Gr. III Ortho	9810564564	3130	
17.	Dr. Navneet Goel	Spl Gr. III Ortho	9811033407	3002	
18.	Dr. Sundeep Khurana	Spl Gr. III Skin	9717293511	3103	
19.	Dr. Annu Gosain	Spl Gr. III Microbiology	9650398002	4148	
20.	Dr. Seema Grover	Spl Gr. III Pathology	9717293515	4147	
21.	Dr. Ruma Pahwa	Spl Gr. III Pathology	9717730004	4147	
22.	Dr. Anil Mittal	CAS Dental	9650397979	3117	
23.	Dr. Lalit Madan	Spl Gr. III Anesthesia	9718502012 9650399755		
24.	Dr. Jaishree Doval	Spl Gr. III Anesthesia	9650399788		
25.	Dr. Rajni Mandhyan	Spl Gr. III Anesthesia	9650399889		
26.	Dr. Rekha Sehgal	Spl Gr. III Anesthesia			
27.	Dr. Sudesh Kumari	Jr. Spl Anesthesia	9560301302		
28.	Dr. Aman Pratap Singh	Spl Gr. III Pediatrics	9717293510	3202	
29.	Dr. Nidhi Chopra	Spl Gr. III Pediatrics	9650398003	3212	
30.	Dr. Suman Singal	CMO (NFSG)	9717293535	3022	
31.	Dr. Prachi Arora	SMO	9717293530		
32.	Dr. Sheetal Yadav	SMO	9717293531	3023	
33.	Dr. Bhawna Gupta	SMO	9717293526	3023	
34.	Dr. Soma Roy	SMO	9650391515		
35.	Dr. Mamta Verma	Medical Officer	9717293527	3021	
36.	Dr. Ajay Dalal	Medical Officer	9717293525	3022	

37.	Dr. N. K. Kaushal	Medical Officer	9650398006	3022	
38.	Dr. Manideepa	Medical Officer	9717293528	3021	
39.	Dr. Pankaj Shah	Medical Officer	9717293529	3021	
40.	Dr. Florence Admeida	Medical Officer/ Purchase Officer	9650397770	3137	27033946
41.	Dr. Anil Ranjan	Medical Officer	9717294003		
42.	Dr. Parul Talwar	Medical Officer	9650397373		
43.	Dr. N.K. Nagar	Medical Officer	9650908844	4162	
44.	Dr. Nikunj Agrawal	Medical Officer	9910708585	3002	
45.	Mr. Ajay Gupta	AAO	9811534395 8800334395	3138	27033945
46.	Ms. Meena Bareja	MRO/SO	9910163316	3036	
47.	Mr. Jagdish	Stat Officer	9990623111	3135	
48.	Mrs. Poonam Tuteja	Sr. PA	9868161108	3135	
49.	Mrs. Veena Bhatia	Head Clerk		3135	
50.	Mrs. Rita Bhandula	Stat Asstt	9717291910	3135	
51.	Mr. Mukul Khulbe	S.A.	9717296633	3036	
52.	Mr. Puneet Jain	UDC	9717296868	3135	
53.	Mrs. Geeta Sharma	UDC/Cashier	9650388077	3134	
54.	Mr. Aakash Sagar	LDC	9711057564	3135	
55.	Mr. Mukesh Kumar	LDC	9811242557	3138	
56.	Mr. Pramod Gupta	Pharmacist	9650075838	3015	
57.	Mr. B.K. Behl	Pharmacist	9650379944	3030	
58.	Mr. Amit Agrawal	Pharmacist	9650829944	3140	27033946
59.	Mr. Dinesh	Pharmacist	9650557474	3030	
60.	Mr. Vipin Garg	Pharmacist	9868620698	3030	27033947
61.	Mr. Shyam Dass	Pharmacist		3030	
62.	Mr. Virender Kaushik	Pharmacist		3030	
63.	Mr. Kuldeep Dabas	Pharmacist	9717293542	3010	
64.	Mr. R.R. Dhruv	Pharmacist	9717293541	3010	
65.	Mr. Ajay Kaushik	Pharmacist			
66.	Mr. Lalit Kumar	Pharmacist			
67.	Mr. Rajinder Prasad	Refractionsit			
68.	Ms. Sweta	ECG Technician			
69.	Mr. Ramish	ECG Technician			
70.	Mrs. Usha	Sr. Radiographer			
71.	Mr. S.K. Anand	Jr. Radiographer			
72.	Mrs. Gunjan	Jr. Radiographer			
73.	Mr. Ankur	Jr. Radiographer			
74.	Mr. Vineet Kr.	Jr. Radiographer			
75.	Mr. Sandeep	Jr. Radiographer			
76.	Mr. Harish Kr	Jr. Radiographer			
77.	Mr. Ruchi Yadav	Jr. Radiographer			
78.	Ms. Suchita	Audiometric Asstt			
79.	Ms. Sandhya Bansal	Lab Tech	9910415353	4932	
80.	Ms. Vinita Chopra	Lab Tech	9868810830		

81.	Ms. Harjinder Kaur	Lab Tech	9650393338		
82.	Ms. Manjeet Kaur	Lab Tech	9968264523		
83.	Mr. Satpal	Lab Asstt	9868596578	4156	
84.	Mr. Sameer	Lab Asstt			
85.	Mr. Ravinder	Lab Asstt			
86.	Mr. Sandeep	Lab Asstt			
87.	Ms. Seema	Lab Asstt			
88.	Mr. Manjeet Shokeen	Lab Asstt			
89.	Ms. Baljeet Kaur	Lab Asstt			
90.	Ms. Jyoti Ahelawat	Lab Asstt			
91.	Mr. Hitesh	Lab Asstt			
92.	Mr. Arun Kumar	OT Tech			
93.	Mr. Anil Kumar	OT Tech			
94.	Mr. Satyawan Singh	CSSD/O.T.Tech.			
95.	Mr. Lalit Kr. Vimal	CSSD/O.T.Tech.			
96.	Mr. Surender Kumar	OT Asstt			
97.	Mr. Tarun Kumar	OT Asstt			
98.	Mr. Anand Prakash	OT Asstt			
99.	Ms. Urmila	OT Asstt			
100.	Ms. Renu	OT Asstt			
101.	Mr. Rajeev Malhotra	Dark Room Asstt.			
102.	Mr. Rajesh Kumar	Dark Room Asstt			
103.	Mr. Suresh Chand	Dark Room Asstt			
104.	Mr. Hari Narain	Dental Hygienist			
105.	Mr. Mukesh Kumar	Orthopist			
106.	Ms. Arti Chohan	Asstt. Dietician			
107.	Ms. Kavita Shah	Occupational Therapist	9868188613	3239	
108.	Mr. Sameer Chikara	Physiotherapist	9891737665	3239	
109.	Ms. Raj Kumari Sood	DNS	9717293520	3120	
110.	Ms. Dalbir Narula	Nursing Sister	9650398012	3120	
111.	Ms. Catherine	Nursing Sister	9717293521	3246	
112.	Ms. Shakuntala Lakra	Nursing Sister	9650394443	3246	
113.	Ms. Mitter Sheela	Nursing Sister	9717293522	3040	
114.	Ms. Seema Walia	Nursing Sister	9717293523	3057	
115.	Ms. Kiran Dumdung	Nursing Sister	9650398015	3331	
116.	Ms. Sumita Minz	Nursing Sister	9650398013	3298	
117.	Ms. Neelam Devi Singh	Nursing Sister	9650393337	3271	
118.	Ms. Nirmla Singh	Nursing Sister	9650393399	3271	
119.	Ms. Kamlesh Chanana	Nursing Sister	9717296611	3029	
120.	Ms. E Chanda	Nursing Sister	9650398014	4171	
121.	Ms. Kamlesh Chopra	Nursing Sister	9650395553	4171	
122.	Ms. Renu Sehgal	Nursing Sister	9650398016	3431	
123.	Ms. Sunita	Nursing Sister		3057	
124.	Ms. Sushma Bhatia	Nursing Sister	9650399022	3057	

125	Ms. Molly Vaid	Nursing Sister	9650398019	3260	
126	Ms. Pushpa Zarial	Nursing Sister	9650698989	4823 4824	
127	Anil Punia	Staff Nurse			
128	Anita	Staff Nurse			
129	Amit Kumar Trivedi	Staff Nurse			
130	Anupama Yadav	Staff Nurse			
131	Anju	Staff Nurse			
132	Anuradha Yadav	Staff Nurse			
133	Asha Singh	Staff Nurse			
134	Ashish	Staff Nurse			
135	Babita Katarya	Staff Nurse			
136	Bhawna	Staff Nurse			
137	Deepti Sharma	Staff Nurse			
138	Giji Sajan	Staff Nurse			
139	Harshna	Staff Nurse			
140	Heera Lal	Staff Nurse			
141	Hema	Staff Nurse			
142	Hoshiyar Singh	Staff Nurse			
143	Indu Sharma	Staff Nurse			
144	Jain Joseph	Staff Nurse			
145	Jency George	Staff Nurse			
146	Kaisa K	Staff Nurse			
147	Kamla Devi	Staff Nurse			
148	Kavita Sharma	Staff Nurse			
149	Kimneimoi	Staff Nurse			
150	Lalita Devi Patlan	Staff Nurse			
151	Mahesh Kumar	Staff Nurse			
152	Mamta	Staff Nurse			
153	Manish Kumar	Staff Nurse			
154	Manisha	Staff Nurse			
155	Manisha Katewa	Staff Nurse			
156	Manju	Staff Nurse			
157	Manju Biswas	Staff Nurse			
158	Manju Kumari	Staff Nurse			
159	Manjuli Kumari	Staff Nurse			
160	Manoj Kumar Parmar	Staff Nurse			
161	Mercy Augustine	Staff Nurse			
162	Meenu	Staff Nurse			
163	Monika	Staff Nurse			
164	Monika w/o Sunil	Staff Nurse			
165	Mukesh	Staff Nurse			
166	Namita Nagoria	Staff Nurse			
167	Neelam Lamba	Staff Nurse			
168	Neeraj Gupta	Staff Nurse			
169	Neetu Chowdhary	Staff Nurse			

170	Neetu Singh	Staff Nurse			
171	Neetu Vats	Staff Nurse			
172	Nisha	Staff Nurse			
173	Parveen	Staff Nurse			
174	Pinki	Staff Nurse			
175	Pramila Kumari	Staff Nurse			
176	Prem Kumari	Staff Nurse			
177	Priya Shangh	Staff Nurse			
178	Priyanka	Staff Nurse			
179	Pushp Lata	Staff Nurse			
180	Raj Kumari Etoraiy	Staff Nurse			
181	Rajendra Singh Charan	Staff Nurse			
182	Rajni	Staff Nurse			
183	Rajvinder Kaur	Staff Nurse			
184	Rashmi Verma	Staff Nurse			
185	Rathymol R.	Staff Nurse			
186	Reena	Staff Nurse			
187	Reena Kaur	Staff Nurse			
188	Reena (142528)	Staff Nurse			
189	Rekha	Staff Nurse			
190	Renu	Staff Nurse			
191	Renu Yadav	Staff Nurse			
192	Rita Devi	Staff Nurse			
193	Sajjana Devi	Staff Nurse			
194	Sangeeta	Staff Nurse			
195	Sarita singh	Staff Nurse			
196	Saroj	Staff Nurse			
197	Seema	Staff Nurse			
198	Seema Yadav	Staff Nurse			
199	Shakuntla	Staff Nurse			
200	Shashi Kaushik	Staff Nurse			
201	Shashi Prabha	Staff Nurse			
202	Sheesh Ram	Staff Nurse			
203	Soumya PM	Staff Nurse			
204	Subey Singh Yadav	Staff Nurse			
205	Sudesh Kumari	Staff Nurse			
206	Suman	Staff Nurse			
207	Suman Lata (110480)	Staff Nurse			
208	Suman Lata (110481)	Staff Nurse			
209	Sunita	Staff Nurse			
210	Sunita Rani	Staff Nurse			
211	Supriya Dabas	Staff Nurse			
212	Surekha Sharma	Staff Nurse			
213	Swapna Biju	Staff Nurse			
214	Sunil Kumar Sharma	Staff Nurse			

215	Tejinder Kaur	Staff Nurse			
216	Thang Rebac	Staff Nurse			
217	Udita	Staff Nurse			
218	V Amutha	Staff Nurse			
219	Vandana Rani	Staff Nurse			
220	Vijay Kumari	Staff Nurse			
221	Vimpla Punia	Staff Nurse			
222	Alka	Staff Nurse			
223	Anu Bala	Staff Nurse			
224	Basti Ram	Staff Nurse			
225	Dharam Singh	Staff Nurse			
226	Gaytri Devi	Staff Nurse			
227	Jagesh	Staff Nurse			
228	Kanta Rani	Staff Nurse			
229	Mahender Kr. Yadav	Staff Nurse			
230	Monika Arora	Staff Nurse			
231	Mool Chand	Staff Nurse			
232	Prakash Yadav	Staff Nurse			
233	Priyanka Malik	Staff Nurse			
234	Punima Rout	Staff Nurse			
235	Pushpa Sinha	Staff Nurse			
236	Rajesh Singh Sekhawat	Staff Nurse			
237	Sargeet Singh	Staff Nurse			
238	Surender Singh	Staff Nurse			
239	Suresh Chand Yadav	Staff Nurse			
240	Surinder Kumar Dayal	Staff Nurse			
241	Vikas Yadav	Staff Nurse			
242	Vinod Kumari	Staff Nurse			
243	Mr. Sachin Kumar	Driver			
244	Mr. Atul Juneja	NO	9650397999	3140	
245	Mr. Bishan	NO	9650894242	3135	
246	Ms. Kailash	NO	9818658200	3036	
247	Ms. Bhagwati Devi	NO			
248	Ms. Sunita	NO			
249	Ms. Radha Devi	NO			
250	Mr. Mohd Javad	NO			
251	Mr. Khurshid Alam	NO			
252	Mr. Deep Kumar	NO			
253	Mr. Vijay Kumar	NO			
254	Mr. Girish	Dresser			
255	Mr. Dalip Kumar	Dresser			

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
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H-4/5, PITAMPURA, DELHI-110034

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A Statement of monthly remuneration of various Categories of staffs
[Section 4(1) (b) (x)]

S.No	Name of the Post	Pay Band	Grade pay	NO of Posts
1	Med. Supdt.(SAG)	37000-67000	10000	1
2	Addl Med. Supdt	37000-67000	8700	1
2	Dy. Med. Supdt.	37000-67000	8700	1
3	Specialist	15600-39100	6600	25
4	GDMO/CMO/MO	15600-39100	5400	17
5	CAS (Dental)	15600-39100	5400	2
6	Senior Resident	15600-39100	6600	49
7	Junior Resident	15600-39100	5400	38
8	A. N. S.	9300-34800	5400	2
9	Nursing Sister	9300-34800	4800	17
10	Staff Nurse	9300-34800	4600	116
11	Store and Purchase Officer	9300-34800	4200	1
12	Radiographer	5200-20200	2800	1
13	Jr. Radiographer	5200-20200	2400	7
14	Physiotherapist	9300-34800	4200	2
15	Occupational Therapist	9300-34800	4200	1
16	Asstt. Dietician	9300-34800	4200	1
17	Refractionist	5200-20200	2800	1
18	Dental Hygienist	5200-20200	2800	1
19	CSSD Tech.	5200-20200	2800	2
20	Pharmacist	9300-34800	4200	12
21	Lab. Tech.	5200-20200	2800	4
22	Lab. Asstt.	5200-20200	2400	10
23	O.T. Tech.	5200-20200	2800	2
24	E.C.G. Tech.	5200-20200	2800	2
25	Audiometry Asstt.	5200-20200	2800	1
26	Orthopist	5200-20200	1900	1
27	O.T. Asstt.	5200-20200	1900	7
28	CSSD Asst.	5200-20200	1900	1
29	Post Mortem Tech/Mortuary Tech	5200-20200	2400	1
30	Mortuary Asstt	5200-20200	1900	1
31	Dark Room Asstt	5200-20200	1900	4
32	Statistical Officer	9300-34800	4600	2
33	AAO	9300-34800	4800	1

34	Office Supdt.	9300-34800	4800	1
35	Head clerk	9300-34800	4200	1
36	Stat. Asstt.	9300-34800	4200	3
37	Sr. PA/Steno Gr I	9300-34800	4800	1
38	Stenographer Gr. II	9300-34800	4200	1
39	Stenographer Gr. III	5200-20200	2400	1
40	UDC/Cashier	5200-20200	2400	3
41	LDC	5200-20200	1900	6
42	Driver	5200-20200	1900	1
43	Nursing Orderly	5200-20200	1800	65
44	Dresser	5200-20200	1800	2
45	CSSD Attendant	5200-20200	1900	1
46	Nursing Orderly	Outsource		14
47	Ambulance Attendant	Outsource		3
48	Plaster Room Attendant	Outsource		2
49	Dresser	Outsource		1
50	Ambulance Driver	Outsource		5
51	Driver	Outsource		1
52	Mortuary Attendant	Outsource		3
53	Security cum Sanitation Officer	Outsource		1
54	DEO	Outsource		3
				454

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
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H-4/5, PITAMPURA, DELHI-110034**

**MANUAL 11
[Section 1(1)(b)(xi)]**

The budget allocated to the Ministry, plans, expenditures, disbursements made etc.

[A] Non-Plan Budget [2013-2014]

Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last years
MH 2210					
VI (1)(1)(1)(1)	Salary		17000000		122878816
VI (1)(1)(1)(11)	Med. Treatment		500000		308721
VI (1)(1)(1)(4)	O.E		9000000		63309
VI (1)(1)(1)(6)	M&S		10000000		6245106
VI (1)(1)(1)(5)	M&E		2000000		182154

[B] Plan Budget [2013-2014]

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date of Completion	Amount Sanctioned	Amount disbursed/spent last year
MH 2210		01-01-2013	31-03-2014		
VI (1)(1)(1)(1)	Salary			83200000	77793524
VI (1)(1)(1)(2)	OTA			10000	----
VI (1)(1)(1)(3)	DTE			100000	46135
VI (1)(1)(1)(4)	OE			45000000	44393047
VI (1)(1)(1)(5)	M&E			15400000	4441117
AF(1)(1)(1)(6)	M&S			53500000	43215817
AF(1)(1)(1)(7)	MV			400000	368900
AF(1)(1)(1)(8)	Adv & Pub			300000	---
AF(1)(1)(1)(10)	POL			100000	72412
AF(1)(1)(1)(11)	Med. Treatment			2000000	1973657

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
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Subsidies

[Section 4(1) (b) (xii)]

- Medical Superintendent has no powers to grant any subsidy.
- However, Medical Superintendent can allow the following concessions:
Free ultrasounds to freedom fighters, journalists, DGEHS Card holder & hospital staff, deserving poor patients, MLCs, unknown, unconscious patients not accompanied by any attendants,
- Disburses incentives money to eligible acceptors of permanent methods of Family Planning on behalf of Govt. of India.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
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Information on Electronic Media.

[Section 4(1) (b) (xiv)]

1. Citizen Charter of the Hospital is available on the Website of Govt. of Delhi.

www.health.delhigovt.nic.in

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
BHAGWAN MAHAVIR HOSPITAL
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Facilities available to citizens for obtaining information
[Section 4(1) (b) (xv)]

- Citizen Charter.
- Notice boards including the services available and room numbers.
- Signages.
- Enquiry Counter.
- Right to Information.
- Page board [electronic].
- Website of Govt. of NCT of Delhi

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

BHAGWAN MAHAVIR HOSPITAL
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PARTICULARS OF PIOs

List of Public Information Officers

S No.	Designation	Address	Telephone	Email Address	Demarcation of Area / Activities, if more than one PIO is there
1	CMO (NFSG)	Government of National Capital Territory of Delhi, Bhagwan Mahavir Hospital , H4/5 Pitampura, Delhi - 110034	011-27034536	msbmh-dhs-delhi@nic.in	

List of Assistant Public Information Officers

S No.	Designation	Address	Telephone	Email Address
1	Admn Officer	Government of National Capital Territory of Delhi, Bhagwan Mahavir Hospital , H4/5 Pitampura, Delhi - 110034	011-27054536	

First Appellate Authority with in the department

S No.	Designation	Address	Telephone	Email Address	Demarcation of Area / Activities, if more than one appellate authority is there
1	Medical Superintendent	Government of National Capital Territory of Delhi, Bhagwan Mahavir Hospital , H4/5 Pitampura, Delhi - 110034	011-27034535	msbmh-dhs-delhi@nic.in	

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
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[SECTION 4(1) (B) (IX)]**

Other information as may be prescribed

NIL

