



F. No.MD/GTBH/2023-24/22
Government of NCT of Delhi
Office of Medical Director, Guru Teg Bahadur Hospital
Dilshad Garden, Delhi – 110095



OFFICE ORDER

Dated: 21/8/2025

In supersession of all previous order regarding work distribution, the work allocation among the following officers is hereby ordered with immediate effect:-

S. No.	Name of the Officer/Official with Designation	Work allocation	Link Officers	File Routine
1.	Sh. Pardeep Kumar, Sr. A.O.	<ol style="list-style-type: none"> DDO-related work – bill preparation & submission to PAO-VIII Preparation of Form 16. Files related to Purchase, EDP, EMO and E-IV. Payment to outsourced staff (Security, Sanitation, etc.), Electricity, water and Gas bills. Rogi Kalyan Samiti (with Cash Book). Court case-related files pertaining to above work. 	Sh. Mohinder Singh Bist, A.O.	AAO → Sr.A.O. →DCA →COA
2.	Sh. Mohinder Singh Bist, A.O.	<ol style="list-style-type: none"> Admin Branch files – LTC, Tuition fees, retirement/pension files & pay fixation (Admin Branch) Medical bills Audit-related work ICMR and similar projects with Canara Bank cash book. PWD Court case files related to above work 	Sh. Pardeep Kumar, Sr. A.O.	A.O. → DCA→COA
3.	Sh. G. Victor Babu, AAO	<ol style="list-style-type: none"> Files related Purchase Branch, EDP & EMO Payment files of outsourced staff, E-IV files. Salary bills of SRs/JRs, GPF book pre-check. RTI and PGMS replies. Court case files related to above work. 	Sh. Mohinder Singh Bist, A.O.	AAO → Sr.A.O. →DCA →COA
		<ol style="list-style-type: none"> Pension/Retirement and Pay fixation files. 	Sh. Mohinder Singh Bist, A.O.	AAO → AO → DCA → COA

In addition to above, any other work as assigned by higher authority.

(Dr. Vinod Kumar)
Medical Director, GTBH

Copy to:

- PS to Medical Director, GTB Hospital
- HOO, GTBH
- All AMSs, DMS(A), All MOI/Cs, GTBH
- COA/DCA/DDO, GTBH
- Officers/Officials concerned
- EDP Cell for uploading on the official website of GTB Hospital

(Dr. Vinod Kumar)
Medical Director, GTBH