



F. No. MD/GTBH/2023-24/ 31
Government of NCT of Delhi
Office of Medical Director, Guru Teg Bahadur Hospital
Dilshad Garden, Delhi – 110095



Dated: 01.09.2023

OFFICE ORDER

In continuation of all previous order regarding work allocation among various officers of GTB Hospital, the following Branch re-organization (AMS, DMS-A & MOI/C level) & work allocation shall come into force with immediate effect:

S. NO	Name of the Officer	Designated as	Work assigned	Link Officer
1.	Dr. Anil Kumar Yadav	AMS-A /V.O.	Vigilance Officer, Any other work not assigned to any other AMS except hospital services	Dr. Ravinder Singh (1 st Link)
			DMS(A)/ HOO HR, Estt. I, II, III, Coordination Branch (Sending of information/combined report of Administration Branch to Secretariat), MBR, Vigilance Branch, e-APAR & e-Sparrow, Planning, Florence Nightingale College of Nursing (FNCON), Parliamentary/ Vidhan Sabha matters. FnB, DnB, Union Matters, R&I, e-HRM, Biometric Attendance System, Monitoring of attendance & punctuality, Internal Grievance Committee for complaints from GTB Hospital employees. Estate Officer, Welfare Officer Any other work assigned by AMS (A).	Dr. Pratima Prasad (2 nd Link)
			Staff Physician Civil Surgeon/Staff Physician, All matters related to staff physician.	
			Officer I/C -Training & Schemes Rogi Kalyan Samiti (RKS), Delhi Arogya Kosh (DAK), Ayushman Bhava & Ayushman Bharat, NHM, EWS referrals, Training, Performance Audit, PGO (For complaints from outside GTBH)/PGC/PIO branches, Persons with Disabilities (PwD)/Nodal Officer, e-Office, Nodal Officer for NextGen e-Hospital. Any other work assigned by AMS (A).	

	Name of the Officer	Designated as	Work assigned		Link Officer
2.	Dr. Parveen Kumar	AMS (HS-I)	Spokesperson, Nodal Officer District Residence Programme (DRP), Lab Services Hospital & Outsource, Blood Bank, Plasma Transfusion Therapy, Any other work of hospital services not already specified.		Dr. Ravinder Singh (1 st Link)
			CCMO	Accident & Emergency block, Ward Block (Old building), Ward & OT Block I/C (Old Building), CMO help desk, May I help you and coordination centre, All Covid related activities, 1031 Helpline complaints, Any other work assigned by AMS (HS-I).	Dr. Pratima Prasad (2 nd Link)
			Officer I/C -OPD & Data	OPD, MSW, DSHM, IDHS, Mandoli Jail, MRD and Mortuary, Pharmacy and Data Management, HIMS, HMIS, Vector Bone Disease (VBD), H1N1, Swine Flu, Tobacco Free and No Smoking campaign, ART, O&M branch except manpower. Pulse Polio Immunization Programme (PPIP), Thalessemia / haemophilia (Paeds & Adult), Paediatric Oncology, Polio Vaccination for foreign travelers, Cancer Control Programme, PC-PNDT, non-Communicable Disease, COVID-19 Testing, All Polyclinics etc., Telecom, Transport, Staff Ward, Climate Change. Any other work assigned by AMS (HS-I).	
			Officer I/C - PWD & Legal	PWD, Fire Safety, Lift Management, Legal, Summon Cell (including e-Court MLC related matters), NHRC Any other work assigned by AMS (HS-I).	
3.	Dr. Ravinder Singh	AMS (HS-II) (Functional)	First Appellate Authority of RTI, JSSK.		Dr. Pratima Prasad (1 st Link)
			Officer I/C -FMS	Facility Management Services (FMS) of hospital i.e. Security, Nursing Orderly, Sanitation/house-keeping, Kitchen, Laundry & OSD to Medical Director, GTBH Any other work assigned by AMS (HS-II).	Dr. Parveen Kumar (2 nd Link)
			Dr. PK Sahu	Warden SRD	Dr. Gurbachan Singh
			Dr. Gurbachan Singh	Warden JRD	Dr. PK Sahu
5.	Dr. Pratima Prasad	AMS (HS-III) (Functional)	Complaint Officer (HIV/AIDS), Nodal Officer Kayakalp, Quality Assurance Matter (QA Cell), Hospital Infection Control Committee (HICC), BMWM, Nodal Officer (New Hospital Building, Central Play Ground)		Dr. Ravinder Singh (1 st Link)
			Officer I/C- General Store & EMO	EMO branch, Condemnation Cell, Workshop, General & Equipment Store, Any other work assigned by AMS (HS-III).	Dr. Parveen

	Name of the Officer	Designated as	Work assigned		Link Officer
			Officer I/C- Drug & Chemical Store	Drugs Store, Linen Store, Chemical Store, Stationary Store. Any other work assigned by AMS (HS-III).	Kumar (2 nd Link)
			DMS (A)	E-IV Branch, Estate Branch, EDP Cell	
7.	Dr. Prabin Kumar Phukan	Procurement Officer	Officer I/C -Purchase	All Procurement related matter (including tender matters related to drugs etc.)	Dr. Pratima Prasad
8.	Sh. N.G. Sudheesh	COA	Accounts Branch	Financial Audit & Accounts Branch	DCA

The following Officers/Medical Officers are nominated as DMS (A)/HOO & MOI/C & Link Officers :-

Branch Name	Officer Designated	Link
HOO	Sh. Sandip Dutta, DMS(A)	AMS (A)
DMS (A)	Sh. Sandip Dutta, DMS(A)	Officer I/C-Training & Schemes
Staff Physician	Dr. Seema Prakash, Sr. Specialist	Officer I/C -Training & Schemes
CCMO	Dr. P. Ram, C.M.O.	Officer I/C -OPD & Data
Officer I/C -Training & Schemes	Dr. Abhishek Mishra, S.M.O.	DMS (A)/HOO
Officer I/C -FMS	Dr. Sharad Verma, S.M.O.	Officer I/C - General Store & EMO
Officer I/C -OPD & Data	Dr. Sandeep, S.M.O.	CCMO
Officer I/C -General Store & EMO	Dr. Vinay kumar, S.M.O.	Officer I/C -Drug & Chemical Store
Officer I/C -Drug & Chemical Store	Dr. Sushil Bansotra, S.M.O.	Officer I/C -General Store & EMO
Officer I/C - PWD & Legal	Dr. Lakshay Beriwal, M.O.	Officer I/C -General Store & EMO
Officer I/C - Purchase	Dr. Harsh Bhardwaj, M.O.	Officer I/C - PWD & Legal
DDO	Sh. Pradeep Kumar	Mr. M.S. Bist, A.O.

1. Dr. Rajat Jhamb, Director Professor (Medicine) is hereby posted in Department of Medicine, GTBH.

[Signature]
01/9/25
(Dr. Vinod Kumar)
Medical Director, GTB Hospital

Copy to:

1. Principal, UCMS
2. All AMSs
3. All HODs
4. All DMSs / CCMO/ MOICs / Branch In-charges
5. DMA (A)/A.O.
6. COA/DCA/DDO
7. All officers concerned
8. Nursing Superintendent
9. Principal, FNCON
10. DPA is directed to upload this order on the official website of GTB Hospital.
11. Guard file

[Signature]
01/9/25
(Dr. Vinod Kumar)
Medical Director, GTB Hospital