

GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN: DELHI - 110095
(Establishment-I Branch)

File no. F.1(197).MO/GTBH/E-I/14/PF/

Dated:

C I R C U L A R

It has been observed that some Dealing Assistant(s) do not place all the annexure(s) received with Dak/Paper Under Consideration and do page numbering before initiating proposals on file. Such inaction/approach on the part of Dealing Assistant(s) amounts to irregularity in case of routine DAK and has the potential to be viewed as gross irregularity in case of sensitive matters/DAK.

In view of the position stated above, all Dealing Assistant(s) of Hospital are hereby directed to ensure that all the annexure(s) received with all PUCs/DAK have been placed in file & page numbering has been done properly while putting up the same.

Supervisory Officers/Section Officers/MO I/cs are also directed to thoroughly check the above aspects too before submitting the file to Higher Authorities-GTBH.

This issues with the approval of the MD-GTBH.

SK

HEAD OF OFFICE (GTBH)

To

1. All Section Officers/MO I/cs for compliance at their respective end with the request to bring the contents of this circular to the Dealing Assistant(s) under their control.

File no. F.1(197).MO/GTBH/E-I/14/PF/ 5814-18

Dated: 28/01/25

Copy for information to:

1. PA to MD-GTBH.
2. HOO-GTBH.
3. All AMS(s)/ DMS(A/Vig.)/ COA-GTBH.
4. DPA to upload on website of GTBH.

SK

HEAD OF OFFICE (GTBH)