

**BAHADUR HOSPITAL  
DILSHAD GARDEN, SHAHDARA  
GOVT. OF NCT OF DELHI  
(RTI BRANCH ROOM NO. 317)**

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F.2/RTI/PIO/GTBH/ /2022/ 3738 .

Dated: 23.../12.../2023.

To,

The AMS (EDP, Cell), GTBH,  
Dilshad Garden, Delhi-110095.

Sub: Regarding update / upload the RTI details on the website of GTBH.

Sir,

Kindly update/upload the enclosed information received from MD (GTBH), Accounts Branch, GTBH, and MOI/c (Telecom), GTBH on the website of GTBH under section 4 of RTI Act-2005.

Apart from enclosed information kindly upload the RTI Act-2005 also.

This updation is time bound, so do the needful as early as possible.

Encls. - As above.

*Ash*  
*12/12/23*  
**PUBLIC INFORMATION OFFICER  
GTB HOSPITAL**

*1051/AMS(AS-II)  
29/12/2023*

*Signed as per to  
AMS(AS-II)  
on 29/12-23  
MOI/EDP  
DPA for n.a.  
by 13/01/24*

**Suo-motu disclosure under RTI**  
**Details of PIO**

Sr. No.	Name & Designation	Period
1.	Dr. Ravinder Singh, DMS	05.08.2016 to 21.05.2019
2.	Dr. Abhishek Mishra, CMO	22.05.2019 to 29.09.2019
3.	Dr. Krishan Dev, DMS	30.09.2019 to 20.04.2022
4.	Dr. Vikram Bhaskar, Professor	21.04.2022 to 10.12.2022
5.	Dr. Ashim Banerjee, DMS	11.12.2022 to 05.09.2023
6.	Dr. Abhishek Mishra, CMO	06.09.2023 to continuing till date

**Details of First Appellate Authority**

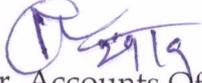
Sr. No.	Name & Designation	Period
1.	Dr. Rajesh Kalra, AMS	16.05.2016 to 04.08.2016
2.	Dr. R.K.B. Chaudhary, AMS	05.08.2016 to 14.09.2016
3.	Dr. Rajesh Kalra, AMS	15.09.2016 to 07.03.2017
4.	Dr. P. K. Malik, AMS	08.03.2017 to 22.06.2017
5.	Dr. Rajesh Kalra, AMS	23.06.2017 to <del>04.08.2016</del> 14-06-2022
6.	Dr. Banarsi	15.06.2022 to 10.07.2023
7.	Dr. Sanjay Agarwal, AMS	11.07.2023 to continuing till date

OFFICE OF THE MEDICAL DIRECTOR  
GURU TEG BAHADUR HOSPITAL  
ACCOUNTS BRANCH  
GOVT. OF NCT OF DELHI  
DILSHAD GARDEN: DELHI-95

Sub:- Requisition of information/copies of documents for supplying to the PIO  
under RTI ACT 2005.

Reply of letter. No. F2/RTI/PIO/GTBH/2022/1835 dated 22/09/2023 is  
as under:

Copy of Budget details in r/o GTB Hospital for the F.Y. 2022-23 is attached.

  
(Sr. Accounts Officer)  
GTB Hospital

PIO  
F.No.7/RTI/TECH/Accounts/ 4514

Date: 29/9/23



(₹ हजार)  
(₹ IN THOUSANI  
बजट अनुमान  
BUDGET ESTIMA  
2023-2024  
जोड़  
TOTAL

वास्तविक  
ACTUALS  
2021-2022  
जोड़  
TOTAL

बजट अनुमान  
BUDGET ESTIMATES  
2022-2023  
जोड़  
TOTAL

संशोधित अनुमान  
REVISED ESTIMATES  
2022-2023  
जोड़  
TOTAL

3(	Information, Computer, Telecommunications (ICT) Equipment	94	00	71	3(
11(	Total - Deen Dayal Upadhayay Hospital (Sub Head)	4210	01	110	94
11(	Total - Hospitals & Dispensaries (Minor Head)	4210	01	110	110
11(	Total - Urban Health Services-Allopathy (Sub Major Head)	4210	01	01	110
11(	TOTAL - MAJOR HEAD "4210"	4210			110
11(	TOTAL - CAPITAL SECTION				110
3523	TOTAL - DEEN DAYAL UPADHAYAY HOSPITAL				3523
3522	Voted				3522
1	Charged				1

**GURU TEG BAHADUR MEDICAL COLLEGE AND HOSPITAL**

**REVENUE SECTION : MAJOR HEAD "2210"**

2210	Medical & Public Health (Major head)	2210	01	01	53	00	01	Salaries	53	00	02	Wages	53	00	03	O.T.A.	53	00	05	Rewards	53	00	06	Medical Treatment	53	00	07	Allowances							
2210	Urban Health Services-Allopathy (Sub major head)	2210	01	110	2210	01	110	Hospital & Dispensaries (Minor Head)	2210	01	110	53	00	01	Salaries	53	00	02	Wages	53	00	03	O.T.A.	53	00	05	Rewards	53	00	06	Medical Treatment	53	00	07	Allowances
2210	Guru Teg Bahadur Medical College and Hospital (Sub Head)	2210	01	110	2210	01	110	Hospital (Sub Head)	2210	01	110	53	00	01	Salaries	53	00	02	Wages	53	00	03	O.T.A.	53	00	05	Rewards	53	00	06	Medical Treatment	53	00	07	Allowances

गुरु तेग बहादुर मेडिकल कालेज तथा अस्पताल

राजस्व भाग :

मुख्य शीर्ष "2210"

चिकित्सा एवं जन स्वास्थ्य (मुख्य शीर्ष)

शहरी स्वास्थ्य सेवाएँ-एलोपैथी (उप मुख्य शीर्ष)

अस्पताल तथा औषधालय (लघु शीर्ष)

गुरु तेग बहादुर मेडिकल कालेज एवं अस्पताल (उप शीर्ष)

वेतन

मजदूरी

समयापारि भत्ता

पुरस्कार

चिकित्सा उपचार

भत्ते

1660  
643  
129  
451  
1322

101/1

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S. No	Phone No	First Name	Last Name	Designation
1	9625900722	Dr. Richa	Aggarwal	Assistant Professor
2	9625900557	Dr. Shweta	Prasad	Specialist
3	9625900514	Dr. Alpana	Singh	Professor
4	9625900736	Dr. Jagriti	Bhogra	
5	9625900728	Dr. Amita	Suneja	Professor
6	9625900559	Dr. Vipin	Arora	Reader
7	9625900554	Dr. Nilima	Gupta	Professor
8	9625900551	Dr. Rekha	Yadav	Asstt. Prof.
9	9625900550	Dr. Arvind		CMO/Helphine
10	9625900754	Dr. V.N.V	Satish	Civil Assistant
11	9625900511	Dr. Harpreet	Grewal	Professor
12	9625900719	Dr. Rishi	Tyagi	Reader
13	9625900718	Dr. Amit	Khatri	Lecturer
14	9625900597	Dr. Pratima	Prasad	Civil Assistant
15	9625900812	Dr. Chander	Grover	Lecturer
16	9625900594	Dr. Deepika	Pandhi	Professor
17	9625900590	Dr. Archana	Singhal	Professor
18	9625900587	Dr. Vijay	Gandhi	Professor
19	9625900788	Dr. Ashim	Banerjee	Specialist
20	9625900588	Dr. S.K.	Verma	Professor
21	9625900580	Dr. N. K.	Agarwal	Professor
22	9625900515	Dr. Balkesh	Rathi	Consultant, O & G
23	9625900824	Dr. Sruti	Bhaskaran	Assistant Professor
24	9625900822	Dr. Rashmi		Assistant Professor
25	9625900816	Dr. Anshuja	Singla	Assistant Professor
26	9625900798	Dr. Bindiya	Gupta	Assistant Professor
27	9625900750	Dr. Ankur	Singh	Assistant Professor
28	9625900749	Dr. Seema	Prakash	Specialist
29	9625900748	Dr. Bhanu	Priya	Assistant Professor
30	9625900747	Dr. Richa	Sharma	Lecturer
31	9625900738	Dr. Himsweta	Srivastav	Lecturer
32	9625900737	Dr. Archana	Choudhary	Specialist
33	9625900734	Dr. Sandhya	Jain	Lecturer
34	9625900730	Dr. Kiran	Guleria	Professor
35	9625900727	Dr. Abha	Sharma	Medical Superintendent (MCH)
36	9625900726	Dr. A.G.	Radhika	Specialist
37	9625900725	Mr. Itender	Kumar	Executive - Help Line - 1031
38	9625900729	Dr. Upsana	Verma	
39	9625900724	Dr. Rachna	Agarwal	Associate Professor
40	9625900541	Dr. Kumari	Sweta	Medical Officer (A & E)
41	9625900540	Dr. Susheel	Bansotra	Medical Officer (A & E)
42	9625900537	Dr. Sandeep	Kumar	Medical Officer (A & E)
43	9625900529	Dr. Chukka Praveen	Kumar	Medical Officer (A & E)
44	9625900518	Dr. Arvind Kr.	Gautam	Medical Officer (A & E)

45	9625900509	Dr. Nadeem	Aktar	Medical Officer (A & E)
46	9625900503	Dr. Pranita	Sahay	Asstt. Prof.
47	9625900826	Dr. Parveen	Kumar	Dy. Medical Superintendent
48	9625900781	Dr. Atul	Bhargava	Special Administrative Grade
49	9625900742	Dr. Deepak	Patel	Medical Officer - Thalasemia
50	9625900666	Dr. Swati	Jain	Specialist Gr-III
51	9625900561	Dr. Ravinder	Singh	Dy. Medical Superintendent (Legal)
52	9625900535	Dr. Rajesh	Kalra	Addl. Medical Superintendent (HS3)
53	9625900524	Dr. R.K.	Chopra	In Charge - General Store
54	9625900523	Dr. Sanjeeta	Behra	Medical Officer
55	9625900519	Dr. Parmeshwar	Ram	In charge - OPD
56	9625900516	Dr. P	Ram	CCMO/Control Room
57	9625900508	Dr. Devender	Kumar	Dy. Medical Superintendent (T)
58	9625900500	Dr. Sharad	Verma	
59	9625900505	Dr. Sushma	Kumari	Dy. Medical Superintendent
60	9625900502	Dr. Siddharth	Madan	Asstt. Prof.
61	9625900501	Dr. Sanju	Kohli	Special Administrative Grade
62	9625900761	Dr. Chhavi S.	Sharma	Specialist
63	9625900782	Dr. Geetanjali	Tolia	Associate Professor
64	9625900732	Mr. Rajendra	Singh	Technician
65	9625900715	Dr. Deepti	Agarwal	Specialist
66	9625900713	Dr. Asha	Tyagi	Professor
67	9625900704	Dr. Mamta	Luckwal	Specialist
68	9625900703	Dr. Lakshay	Beriwal	MOI/c
69	9625900699	Dr. R.S.	Rautella	Professor
70	9625900626	Dr. Medha	Mohta	Professor
71	9625900625	Dr. Richa	Pangtey	Specialist
72	9625900620	Dr. Jitendra	Singh	Specialist
73	9625900542	Dr. Vinay	Kumar	Medical Officer (A & E)
74	9625900543	Dr. Shivesh	Pandey	Medical Officer (A & E)
75	9625900545	Dr. Reena	Jain	Medical Officer (A & E)
76	9625900589	Dr. Madhusudan	Verma	Medical Officer (A & E)
77	9625900617	Dr. Irshad	Alam	Medical Officer (A & E)
78	9625900701	Dr. Saurabh	Uniyal	Medical Officer (A & E)
79	9625900831	Mr. G.K.	Grover	Assistant Account Officer
80	9625900637	Dr. Dhirendra	Suman	Specialist
81	9625900677	Dr. Dhananjay	Kumar	Assistant Professor
82	9625900700	Dr. Rajeshwari	Kumari	CMO
83	9625900568	Mr. K. P	Singh	Cashier
84	9625900539	Dr. Ruchi	Kapoor	
85	9625900532	Dr. Navneet	Kaur	Professor
86	9625900531	Baksho	Jassy	DNS



87	9625900579	Fever Clinic		
88	9625900576	Data Management		
89	9625900575	Dr. Anupama	Iandon	Professor
90	9625900574	Dr. Vinita	Rathi	Professor
91	9625900573	Dr. Shuchi	Bhatt	Professor
92	9625900571	Fever Clinic		
93	9625900570	Ruchika	Garg	Sr. Radiographer
94	9625900558	Dr. Natasha	Gupta	Specialist
95				
96	9625900583	Dr. Shruti	Srivastav	Lecturer
97	9625900578	Dr. Sanjay	Agrawal	Professor
98	9625900582	Dr. M.S.	Bhatia	Professor
99	9625900564	Dr. VimlaKumari	Nag	
100	9625900562	Dr. Aradhana		Assistant Professor
101	9625900560	Dr. Ravi	Sachan	Assistant Professor
102	9625900644	Mrs.Sunita	Rani	Trauma Nurse Coordinator
103	9625900639	Dr. Sweta		CMO
104	9625900638	Mr. Rattan	Lal	Driver
105	9625900635	Mr. Manoj	Kumar	Driver
106	9625900633	Mr.Nirmal Kr.	Koli	Driver
107	9625900630	Mr. Devender	Kumar	Driver
108	9625900565	Mr. Janesh	Kumar	OT Assistant
109	9625900717	Mr. Dinesh	Kumar	Executive
110	9625900548	Mr. Anil	Kumar	Sanitary Inspector
111	9625900530	Ms.T.S.	Hameed	Vice Principal, FNCON
112	9625900678	Dr. Kavita	Kumari	CMO
113	9625900599	Mr.Vipin	Tomar	Section Officer
114	9625900805	Mrs.Anajna	Dhall	Principal Tutor
115	9625900549	Babar Pur Polyclinic		
116	9625900797	Mr.Pradeep Kr.	Sharma	Mortuary Attendant
117	9625900796	Fever Clinic		
118	9625900585	Mr.Pushp Raj	Yadav	Legal Assistant
119	9625900829	Dr. Manish	Narang	Assistant Professor
120	9625900745	Dr. Prerna	Batra	Professor
121	9625900667	Dr. Gurubachan	Singh	Specialist
122	9625900808	Dr. Amit Kr.	Verma	Lecturer
123	9625900821	Dr. Kuldeep	Kumar	Assistant Professor
124	9625900771	Mr.Dushyant	Kr. Garg	Technical In-charge
125	9625900676	Ms.Pushpa	Rana	Section Officer
126	9625900612	Dr. Shiva	Narang	Assistant Professor
127	9625900608	Dr. Gajender	SinghRanga	Professor
128	9625900606	Fever Clinic		
129	9625900605	Dr. Alpana	Raizada	Lecturer
130	9625900603	Dr. Nimita	Kabra	HOD (Dental)

131	9625900602	Dr. Ashish	Goel	Assoc. Professor
132	9625900556	Dr. Rajat	Jhamb	Assistant Professor
133	9625900593	Dr. Nishesh	Jain	Assistant Professor
134	9625900592	Dr. Nishant	Raizada	Assistant Professor
135	9625900520	Dr. P.	Ram	CCMO/Control Room
136	9625900828	Dr. Anubhav	Singh	GDMO
137	9625900803	Dr. Dinesh	Puri	Professor
138	9625900598	Mr. Moolchand	-	Nr. Officer
139	9625900595	Dr. Preeti	Diwaker	Assistant Professor
140	9625900512	Dr. Dinesh	Kumar	Specialist
141	9625900659	Dr. Sushil	Srivastava	Assistant Professor
142	9625900645	Dr. Deepika	Harit	Assistant Professor
143	9625900643	Dr. Pooja	Diwan	Lecturer
144	9625900642	Dr. Anju	Agarwal	Lecturer
145	9625900641	Dr. Piyush	Gupta	Professor
146	9625900616	Dr. Mukesh	Yadav	Specialist
147	9625900779	Dr. P. K.	Sahu	Assistant Professor
148	9625900777	Dr. GopalKrishan	Das	Professor
149	9625900648	Dr. Jolly	Rohatgi	Professor
150	9625900795	Dr. Richa	Gupta	
151	9625900698	Dr. Ish	Dhani	Specialist
152	9625900691	Dr. AdityaNath	Agarwal	Reader
153	9625900690	Dr. Manish	Chadha	Reader
154	9625900563	Dr. Kavita	Goel	
155	9625900566			Nodal Officer, Polyclinic Jwala Nagar
156	9625900741	In Charge		Vaccination
157	9625900739	Dr. Rashmi	Salhotra	Assoc. Professor
158	8595948038	B.	Verma	Sr. Nursing Officer
159	8595948040	Dr. Pratima	Prasad	MOI/c(BMWM)(data entry for Rapid Antigen Test in the registration counter)
160	8595948042	Suman	Luthra	Sr. Nursing Officer
161	8595948047	Ward-13		
162	8595948048	Saroj	Kashyap	Sr. Nursing Officer
163	8595948049	Harpal	Kaur	Sr. Nursing Officer
164	8595948051	Ward-11		
165	8595948061	Shyam Sunder	Meena	Nursing Officer
166	8595948012	Muanching	Tungdim	Sr. Nursing Officer
167	8595948013	Call centre		
168	8595948014	Call centre		
169	8595948017	Sushma	Bhola	Sr. Nursing Officer
170	8595948018	Cathirna	Aid	Sr. Nursing Officer
171	8595948019	Call Centre		
172	8595948020	Vandana	Arora	Senior Dietician

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173	8595948022	MCH 3rd Floor	(Covid Ward)	
174	8595948023	Gynae	Dept-I	Gynae. Dept.
175	8595948026	Call Centre		
176	8595948027	Call Centre		
177	8595948032	Muanching	Tungdim	Sr. Nursing Officer
178	8595948035	Sashi	P Narayan	Sr. Nursing Officer
179	8595948036	Trauma ICU		
180	8595948025	Ward-16		
181	8595948029	Ward-15		
182	8595948043	Dr. Pratima	Prasad	MOI/c(BMWM)(data entry for Rapid Antigen Test in the registration counter)
183	8595288398	Mr. H.P.	Mishra	Sanitation
184	8595288468	EDP Cell		
185	8595288531	MCH 7 <sup>th</sup> Floor		
186	8595288579	Anil Kumar	Tyagi	Sanitation
187	8595288624	NS Office		
188	8595288697	Dr. Harsh	Bhardwaj	Medical Officer
189	8595288975	Dr. Anil	Yadav	AMS
190	8595289024	Dr. Manish	-	CMO
191	8595289135	Ward-20		
192	8595289246	Main Casualty		
193	8595289397	Ortho Em.55		
194	8595289420	CLR-II		
195	8595289475	DEM ICU+ Ward		
196	8595289670	Saroj Nagar	DNS	
197	8595289753	NS Office		
198	8595289850	Peds Casualty (R.No.1104)		
199	8595289879	Neurosurgery (R.N.-375)		
200	8595290204	Dr. Suchi	Bhatt	HOD, Radiology
201	8595290420	MCH 5th Floor		
202	8595290468	MCH 2nd Floor		
203	8595286427	149 (ICU)		
204	8595286429	Casualty Covid (Room No. 51)		
205	8595286642	Data Management		
206	8595286753	Casualty Covid (Room No. 53)		
207	8595286975	Main ICU		
208	8595287066	Medicine Em. 259B		
209	8595287086	Ward-21		

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210	8595287238	ICU 380/Nuerosurgery ward		
211	8595287246	MCH 2nd Floor		
212	8595287285	Data management	Room No.310	
213	8595287357	NSICU		
214	8595287395	Ward-14		
215	8595287465	GTBH (Security)		
216	8595287468	GTBH (Security)		
217	8595287531	Sh. Pradeep Kumar	Sr. Account Officer	
218	8595287724	Radiology Department (X-ray R.No.35)		
219	8595287740	MCH 5th Floor		
220	8595288086	Dr. Neelima	Gupta	HOD, ENT
221	8595288246	MCH 1st Floor (O.T.)LR O.T.		
222	8595288253	MCH 1st Floor (ICU)		
223	8595288354	Dr. Deepak	Khandelwal	Assistint Prof. Dentistry
224	8920491435	A & E		
225	8920492051	A & E		

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**GURU TEG BAHADUR HOSPITAL**  
**Govt. of NCT of DELHI**  
**DILSHAD GARDEN : DELHI – 95**

**Manuals**  
**under**  
**Right Information Act, 2005**  
**Chapter – 2**  
**Section 4(1)(b)**

**Manual -1**  
**Section 4(1)(b)(i)**

**GURU TEG BAHADUR HOSPITAL, DILSHAD GARDEN, DELHI - 95**  
**GOVERNMENT OF NCT OF DELHI**

1. **Aims and objectives :**

**AIM** : *To provide Standard, optimum and latest medical care free of cost to all in need irrespective of social and economic status of the patient.*

**OBJECTIVES**

1. *Promote* Patient Care:- To provide Preventive, Curative, Rehabilitative & Referral services.
2. Teaching, Training & Research - Teaching & training programs for Under Graduate, Post Graduate medical students, Nursing Students and other paramedical staff.
3. To provide Logistics technical know how for public health programmes e.g. Pulse Polio program, DOTS, MCH programs

2. **Mission /Vision:**

- *To provide integrated healthcare to the citizens.*
- *To provide medical healthcare at par with corporate hospitals.*
- *To transform the work culture and strive towards a paperless and film less hospital by introducing and adopting the available technology for the benefits of the patients and administration.*

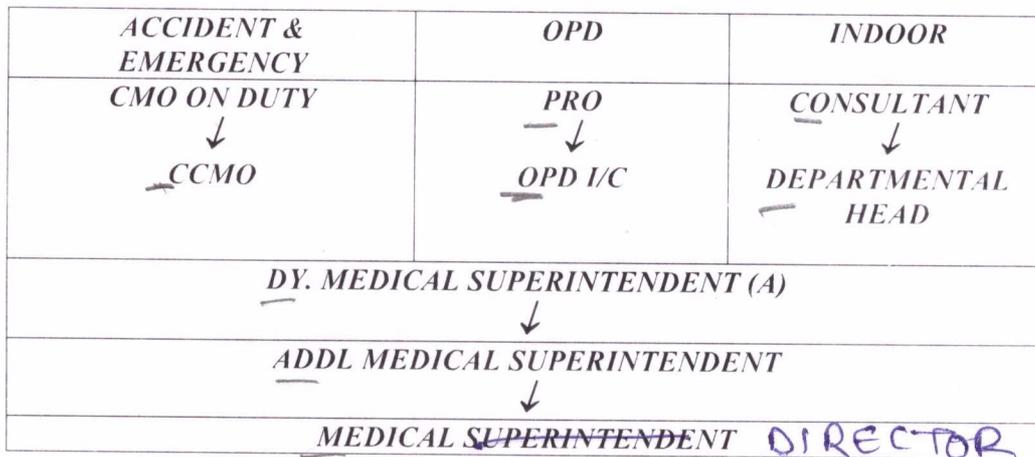
3. **Brief history and background for its establishment:**

**Milestones**

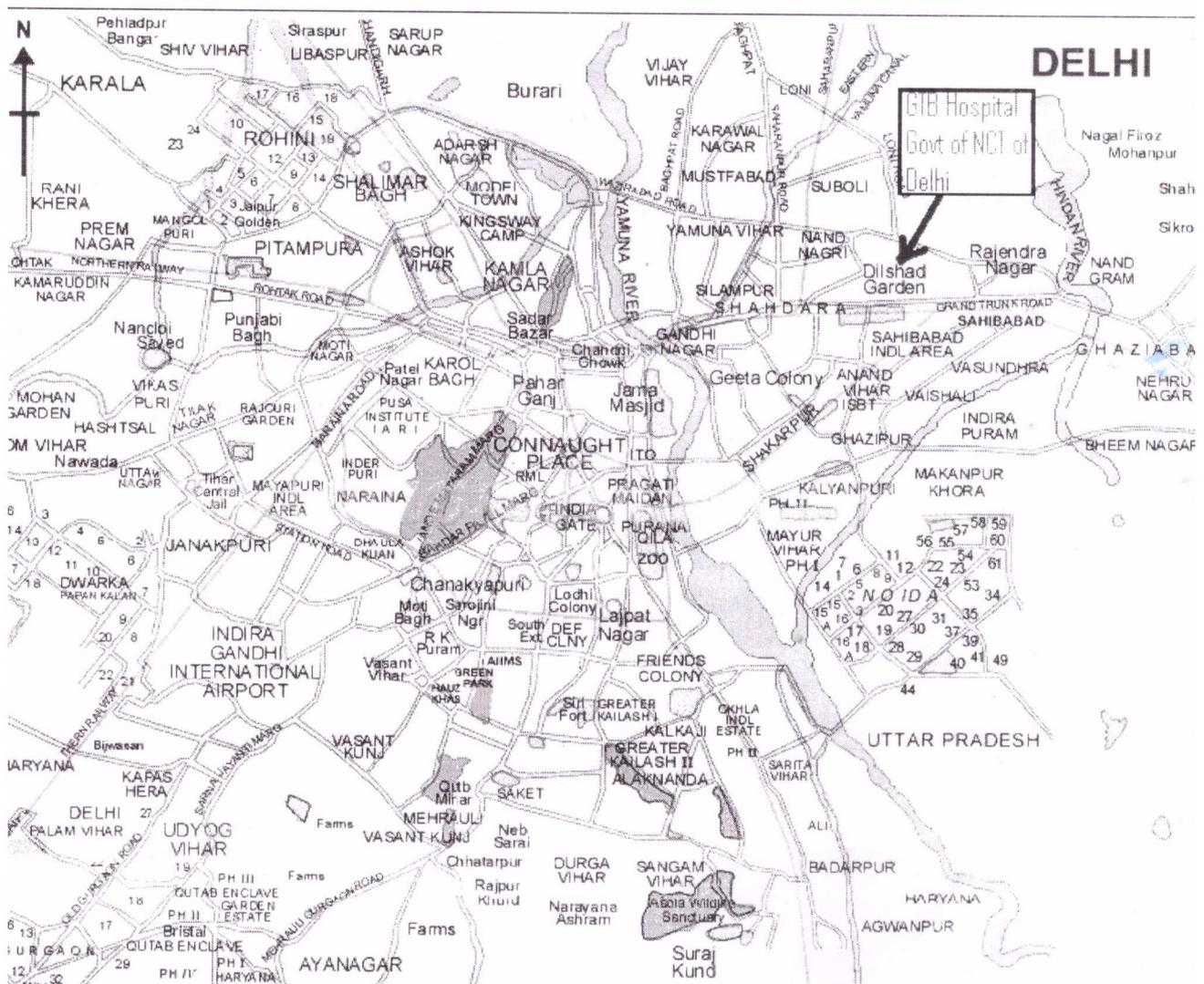
Hospital OPD Service Commissioned w.e.f.	3/11/1985
Indoor Patient Service Started	15/6/1987
Casualty & Emergency Service started	10/8/1987
No. of Beds	1512 ? NS
	<i>Fixed 1439 } 1571</i> <i>Flooding - 132 }</i>



Grievance redressal mechanism: To deal with various complaints received from different areas. Following mechanism is followed –



**Map of office location**





**MANUAL -2**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**SECTION 4(1) (b) (ii)**

Designation	Medical Director & RDHS	AMS (A)/HOO	AMS (HS) II	MS (Casualty) AMS HS III
Power	Administrative and Financial powers for running the hospitals as per delegations of financial and Administrative powers.	HOO As per delegation of financial and administrative powers of H.O.O.	1. Supervision of indoors services. 2. Supervision of Kitchen/ Laundry and Mortuary. 3. Co chairman DNB academic Program	As per Govt. manual.  PIO Stores Security & Sanitation
Duties		1. Head of Office 2. Chairman of Procurement Committee. 3. Chairman of Equipments, Repair & Maintenance Committee.	1. HOD (Obst. & Gynae) Administrative Clinical, Teaching & Research 2. Chairman of Biomedical Waste Management Committee. 3. Chairman of committee for Sexual Harassments of women at place of work.	
Finance Powers	All financial powers granted to Head of the department	Financial powers upto Rs.1000/-		-

Designation	Unit Incharge / HODs	NS	AO	DCA	DMS Planning & PWD
Power	Control & supervision of Unit /Department Activities	Service matter related to Nursing staff.	1. Overall supervision of All establishment branches. 2. R & I	All matter related to Financial approval and audit matters.	Hospital manual.
Duties	Clinical, Teaching, Research in the department.	Supervision of Nursing Care patients in Indoors, OTs, ICUs, Outdoor.			To prepare draft plan proposals related to various activities in the hospital (e.g. Creation & Sanction of posts under plan & non-plan schemes and PWD related to capital works.

Designation	MRO	PRO	CMO (EDP Cell)	Principal School of Nursing
Duties	Maintenance of records matter related to patient care (eg. Total no. of patient attending various deptt. and record of indoor patient treatment Birth & Death, Medical Legal Cases and Weeding out of records, etc.	Enquiries and facilitation to the public.	Nodal Officer for matter related to Software, Hardware installed in the hospital.	Administrative and supervision of teaching activities.

Designation	MOI/C(Drug Store)	DMS(General, Linen Store, Equipment Store.	AMS (Laundry, Sanitation, Mortuary)	DMS( OPD & Pharmacy)
Duties	Preparation of demands receipt, stocking and distribution of items to user deptt.	Preparation of demands receipt, stocking and distribution of items to user deptt.	Supervision of functioning of Laundry, Sanitation & Mortuary.	Supervision of OPDs and Distribution of medicine to the patient.

Designation	EMO	MOIC (Kitchen)	OS (I)	OS (II)	OS(III)
Duties	Matter related to Repair & Maintenance of equipment of the hospital	Supervision of matters related to distribution of meals of indoor patients.	Service Matter related to Group A & B and all ministerial staff - Vigilance cases & ACRs	Service matters related to Technical Staff, Staff Nurses, all group C employees Drivers All assistants MACP of Group C & nursing staff.	Service matters related to all Group D staff. Recruitment of Group D staff and MACP

**Manual 4**  
**Section 4(1)(b)(iv)**

**Norms set for the discharge of function**

S.No.	Activity	Time frame/Norms	Remarks
1	<b>Investigation Report</b>	After 3-4 days on subsequent visit of the patient	computerized reporting
2	<b>Medicine dispensing in Pharmacy</b>	For 3-4 days for Acute illness. For 1-2 weeks for chronic illness	Special drug slips are countersigned by MOI/C pharmacy for medicine more than 7 days
3	<b>Allotment of Private Rooms</b>  <b>Room Allotment</b>  <b>Discharge request is accepted in the office of caretaker</b>	Applications are received Up to 2:00 p.m. (mon-fri) & up to 12:00 noon (Sat)  At 2:30 pm (Mon-Fri) At 1:00 pm (Sat)  Check out time Up to 12:00 Noon	To be countersigned by Head of Units.  <b>Charges: - ?</b> Pvt room – Rs. 1100/- per day Semi Pvt. – Rs. 850/- per day Diet – Rs. 100/- per day (Optional) All drugs, procedures and tests will be charged as per govt. list. Calculation of amount due takes 15 – 45 minutes.

S.No.	Activity	Time frame/Norms	Remarks
<b>Patient Related Activity</b>			
1.	<b>OPD Consultation</b>	9.00 a.m. to 1.00 p.m	
	<b>OPD Investigation</b> (a) Blood (b) X-ray (c) CT Scan (d) USG	<b>Tests</b> Samples taken on Same /Next day Samples taken on Same /Next day By Appointment By Appointment	<b>Report</b> By next visit By next visit 1-2 days Same day
2.	<b>Indoor investigation</b>	Samples taken on day of order /Next day.	Same/Next day
3.	<b>Rounds</b>	Every morning & further as per requirement of the patient.	
4.	<b>Operation Theater</b>	As per Schedule	
<b>Service Matter</b>			
1.	1. Routine matter	7 days	

	<b>2. Urgent matter</b>	3days	
	<b>3. Immediate matter</b>	same day	

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Manual 4 (5) Same as (4)  
Section 4(1)(b)(iv)

**Norms set for the discharge of function**

S.No.	Activity	Time frame/Norms	Remarks
1	Investigation Report	After 3-4 days on subsequent visit of the patient	computerized reporting
2	Medicine dispensing in Pharmacy	For 3-4 days for Acute illness. For 1-2 weeks for chronic illness	Special drug slips are countersigned by MOI/C pharmacy for medicine more than 7 days
3	<p>→ Allotment of Private Rooms Staff</p> <p>Room Allotment</p> <p>Discharge request is accepted in the office of caretaker</p>	<p>Applications are received Up to 2:00 p.m. (mon-fri) &amp; up to 12:00 noon (Sat)</p> <p>At 2:30 pm (Mon-Fri) At 1:00 pm (Sat)</p> <p>Check out time Up to 12:00 Noon</p>	<p>To be countersigned by Head of Units.</p> <p><b>Charges:</b> - Nil Pvt room – Rs. 1100/- per day Semi Pvt. – Rs. 850/- per day Diet – Rs. 100/- per day (Optional) All drugs, procedures and tests will be charged as per govt. list. Calculation of amount due takes 15 – 45 minutes.</p>

S.No.	Activity	Time frame/Norms	Remarks
<b>Patient Related Activity</b>			
1.	<b>OPD Consultation</b>	9.00 a.m. to 1.00 p.m	
	<b>OPD Investigation</b> (a) Blood (b) X-ray (c) CT Scan (d) USG	<p><b>Tests</b> Samples taken on Same /Next day Samples taken on Same /Next day By Appointment By Appointment</p>	<p><b>Report</b> By next visit By next visit 1-2 days Same day</p>
2.	<b>Indoor investigation</b>	Samples taken on day of order /Next day.	Same/Next day
3.	<b>Rounds</b>	Every morning & further as per requirement of the patient.	
4.	<b>Operation Theater</b>	As per Schedule	
<b>Service Matter</b>			
1.	1. Routine matter	7 days	

	<b>2. Urgent matter</b>	3days	
	<b>3. Immediate matter</b>	same day	

**MANUAL 6**  
**Section 4(1)(b)(vi)**

A statement of the categories of documents that are held by it for under its control

A statement of the categories of documents held.

S.No.	Name of record	Details of information available	Unit/Section where available	Retention period.
1	OPD Attendance records	Name ,Age, Sex & address of patients	I/C OPD	Computerized. Retained since Sept. 2000.
2	A&E	Attendance Records	A & E	Computerized Retained since Sept. 2000.
3	A&E	MLC cases	MRD	Permanent 2000.
4	Admission	Details / particulars of the patient and Treatment and conditional discharge Records.	MRD	Computerized Retained since Sept. 2001.
5.	Birth Register	Details of births in the Hospital	MRD	Permanent
6.	Death Register	Details of treatment given and cause of death	MRD	Permanent
7.	Lab Report Register/ Computerized information.	Details of information available about of the investigation	Lab Medicine	Computerized information available since 2001.
8.	X-ray / Ultrasound/ C.T. report register	Reports given by consultant	Radiology Deptt.	Ten Years
9.	Post Mortem Report Register	Post Mortem Report of dead MLC cases	Forensic Medicine	Permanent
<b>Staff physician</b>				
1	Medical Examination & Re-examination forms.	Physical examination & laboratory findings.	Branch Office, Staff Physician.	05 years
2	Physical Disability forms.	Details of Physical & Radiological Examination.	----do---	----do---
<b>Family welfare department</b>				
3	Services	OPD Room No.	Tel No.	Timings
	MTP	712/713	22692131	9.00 to 1.00 PM

	STERILIZATION	712/713	22692131	9.00 to 1.00 PM
	CU-T	712/713	22692131	9.00 to 1.00 PM
<b>Account section</b>				
4	Record related account section	Cash Book, P.B.R., Bill Register, Contingent Register, GPF ledgers of Group D staff, Acqu- instance Rolls, BE/RE, Expenditure statements, Office copies of various Categories of the bills	Accounts Section	As provided in appendix-13 to GFR, 1963
5.	Service Book	Details of Service of the Official.	Concerned Estt.	Till retirement of the official

#### Retention schedule of Hospital record

Sl. No.	Nature of Record	Unit/Section where available	Retention period, when available
1	Report Book	Wards	3 years
2	Treatment Book	Wards	3 years
3	Poison Book	Wards	3 years
4	Injection Book	Wards	5 years
5	Special Drug Account Book	Wards	3 years
6	Stock Book of consumable items	Wards	3 years
7	Sponge Book	Wards	1 years
8	Census Book	Wards	1 years
9	Diet Book	Wards	1 years
10	Roll Call Book	Wards	1 years
11	Indent Book(Anti-Biotics)	Wards	3 years
12	Death Records	Wards/MRD	5 years
13	Taking over/handling over book	Wards	1 years
14	CSSD Book	CSSD	1 years
15	Condemnation Book	Wards	3 years
16	Indent Book of non-consumable items	Wards	5 years
17	Dhoti Book	Wards	1 years
18	Admission/Discharge Register	Wards/MRD	5 years
19	Operation Record Book	Wards	8 years
20	X-Ray Films	Radiology Deptt.	5 years
21	In patients(Med) Records(i.e.)case sheets and registers	MRD	10 years
22	OPD Registers	OPD	8 years
23	Paper relating to important litigation or 'causes celebres' in which the administration was	MRD	Permanent



	involved ( MLC Records)		
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Personal file of temporary nurses other staff to serve for 1 to 2 year and then resign /  
leave for abroad Three years

Identity cards of the staff who have resigned/left to be destroyed

Gazette of India, Permanent

Rate contract circular of DGS & D Operative for  
1-2 year Years

**MANUAL 7**  
**Section 4(1)(b)(vii)**

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

Sr. No	Name and address of the consultative committees / bodies	Constitution of the committee / body	Role and responsibility	Frequency of meetings
1	Hospital Advisory committee  RKS	Chairperson of the committee is Local MLA. It includes Delhi Metropolitan councilors, local leaders, Dy. Commissioner, Assistant commissioner of police, press personnel, and top officers of hospital administration	Discusses the problems of public and suggests possible solutions to the problems. Where ever required, every possible help is extended by the members in public interest.	Normally once in three months.

**MANUAL 8**  
**Section 4(1)(b)(viii)**

**A statement of boards, council, committees and other bodies constituted**

**List of Constituted Boards.**

**A. Physical disability Certification Board.**

S.No.	Name & Address of the body	Main functions of the body	Constitution of the body	Date of constitution.
1.	Medical Board for Disability Certification.	Certification of Locomotor disabled.	1 consultant + 2 SRs	05.01.05
2.	-----do----	Certification of Visually disabled.	2 Consultants + 1 SR	---do---
3.	-----do---	Certification of Hearing disabled.	1 Consultant + 2 SRs	---do---

**B. Medical Board for medical examination of candidates of Civil Services Examination.**

S.No.	Name & Address of the body	Main functions of the body	Constitution of the body	Date of constitution.
1.	Medical Board CSE, GTBH.	As in (B)	7 consultants + 1 Co-ordinator + 1 Chairman	18.03.05 (Annual)

**C. Other Medical Boards constituted on request/direction of various offices/courts as per need/request/direction.**

**D. Selection committee**

S.No.	Name & Address of the body	Main functions of the body	Constitution of the body	Date of constitution.
1	Staff selection	Recommending	Addl. Med. Supdt.,	As per

	<b>committee</b>	names of the selected candidates.	Administrative officer, SC/ST Member, Member from Minority community	requirement.
2	<b>Selection committee for selection of Nursing Students</b>	Recommending names of the selected candidates.	Committee constituted by Medical Supdt., under chairmanship of Principal School of Nursing.	As per requirement.

### **E. Procurement committee**

S.No.	Name & Address of the body	Main functions of the body	Constitution of the body	Date of constitution.
1	<b>Procurement committee</b>	Scrutiny and recommendation of demands submitted by stores for purchase	Addl. Medical supdt., DMS (M), Accounts officer, I/C of concerned store & Member from user department.	

### **F. Purchase & Equipment maintenance committee**

S.No.	Name & Address of the body	Main functions of the body	Constitution of the body	Date of constitution.
1	<b>Purchase committee</b>	As per scanned copy of Purchase Officer enclosed.		
2	<b>Equipment &amp; Maintenance Committee</b>	To discuss the proposal for repairs & maintenance and give recommendations	Chairman Equipment Maintenance Committee, Dy. Controller of Accounts, EMO & HODs,	

### MANUAL 9 AND 10

As per scanned copy enclosed ( assignment list issued by Medical Director dated 16/05/2016 and scanned copies on Dr. Kalra's computer by OSE-I/II/III by( Dr.Shilpi)

MANUAL 11

As per scanned copy enclosed by the Accounts Officer

MANUAL 12

Not applicable.

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## MANUAL 10 (Section 4(1)(b)(ix) Monthly Remuneration of Officers &amp; Employees

S. No	Nomenclature of Posts	Pay Band	Grade Pay
	(Doctors & Admn.)		
1	Medical Superintendent	37400-67000	10000
2	Additional Medical Superintendent	37400-67000	10000
3	Professor	37400-67000	8700
4	Specialist (Gr-I) (Anaesth)	37400-67000	8700
5	Specialist (Gr-I) (Neurosurgery)	37400-67000	8700
6	Specialist (Gr-I) (Burn & Plastic)	15600-39100	8700
7	Specialist (Gr-II) (Burn & Plastic)	15600-39100	6600
8	Specialist (Gr-II) (Neurosurgery)	15600-39100	6600
9	Specialist (Gr-II) (Anaesth)	15600-39100	6600
10	Associate Professor	15600-39100	7600
11	Assistant Professor	15600-39100	6600
12	Medical Officer/Senior Medical Officer	15600-39100	5400
13	DMS (M)	15600-39100	5400
14	DMS (A)	15600-39100	5400
15	DCA	15600-39100	5400
16	Nursing Supdt	15600-39100	6600

17	Principal Tutor	15600-39100	6600	
18	Dental Surgeons	15600-39100	5400	
19	Senior Dietician	15600-39100	5400	
20	Accounts Officer	15600-39100	5400	
21	Dy. Nursing Supdt	9300-34800	5400	
22	Senior Tutor	9300-34800	5400	
23	Administrative Officer	9300-34800	5400	
24	Office Supdt.	9300-34800	4800	
25	MRO/statistical Officer	9300-34800	4600	
26	Statistical Officer (Planning)	9300-34800	4600	
27	PRO	9300-34800	4600	
28	AAO	9300-34800	4600	
29	Security Officer	9300-34800	4600	
30	SPS/PO	9300-34800	4600	
31	RO/office Supdt. Record	9300-34800	4600	
32	Sr. PA	9300-34800	4600	
33	Asstt. Programmer	9300-34800	4200	
34	Jr. Accounts Officers	9300-34800	4800	
35	Sr. Resident	15600-39100	6600	
36	Jr. Resident	15600-39100	<del>6600</del> 5400	
37	Head Clerk & Store Keeper	9300-34800	4200	
38	UDC	5200-20200	2400	
39	LDC	5200-20200	1900	
40	Stenographer Gr.-II	9300-34800	4200	
41	Stenographer Gr.-III	5200-20200	2400	

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(Para-Medical Staff)

1	Staff Nurse	9300-34800	4600	
2	Nursing Sister	9300-34800	4800	
3	Asstt. Nursing Sister	15600-39100	5400	
4	Tech. Supervisor	15600-39100	5400	
5	Technical Asst.	5200-20200	2800	
6	(Gr-III&IV)	5200-20200	2800	
7	Lab Tech.(Gr III&IV)	5200-20200	2800	
8	Lab Asstt.	5200-20200	2400	
9	O.T Supervisor	9300-34800	4800	
10	Tech. Asstt. Gr-II(O.T/CSSSD)	5200-20200	2800	
11	Technician(OT/CSSSD)	5200-20200	2400	
12	O.T. Asstt.	9300-34800	4200	
13	Asstt. (O.T/CSSD)	5200-20200	1900	
14	Lab Tech Gr-iii/ECG Tech.	5200-20200	2800	
15	Sr. Radiographer	9300-34800	4600	
16	Jr. Radiographer	5200-20200	2400	
17	DRA	5200-20200	1900	
18	Audiometric Asstt.	5200-20200	2800	
19	Speech Therapist	5200-20200	2800	
20	Refractionist	5200-20200	2800	
21	Dental Mechanic	5200-20200	2400	
22	Dental Hygienist	5200-20200	2800	
23	Chair Side Asstt.	5200-20200	1900	



24	Physiotherapist	9300-34800	4200	
25	Occupational therapist	9300-34800	4200	
26	Plaster Asstt.	5255 5200-20200	1900	
27	Laundry Spvor.	9300-34800	4200	
28	Pharmacist	5200-20200	2800	
29	Dietician	9300-34800	4200	
30	Astt. Dietician	9300-34800	4200	
31	Telephone Supervisor	5200-20200	2800	
32	Telephone Operator	5200-20200	1900	
33	Sanitary Inspector	5200-20200	2400	
34	Insinuators Tech.	5200-20200	2800	
35	Postmortem Asstt.	5200-20200	2000	
36	Astt. Security officer	5200-20200	2800	
37	Hawaladar	5200-20200	1900	
38	Librarian information Astt.	9300-34800	4600	
39	Medical Social Worker	9300-34800	4200	
40	Driver	5200-20200	1900	
41	Statistical Asstt.	9300-34800	4200	
42	Painter	5200-20200	1900	
43	Blacksmith Cum Carpenter	5200-20200	1900	
44	Electrician	5200-20200	1900	
45	Legal Asstt.	9300-34800	4200	

(Teachning Nursing Personnel)

1	"Principal, School of Nursing"	15600-39100	7600	
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2	"Vice- Principal, School of Nursing"	15600-39100	6600
3	Sister Tutor	15600-39100	5400
4	Clinical Instructor	9300-34800	4800

(Group 'D' Employees)

	Nursing Orderly	5200-20200	1800
	Safai Karamchari	5200-20200	1800
	Peon	5200-20200	1800
	Lab Attdt.	5200-20200	1800
	OT/GPL/CSSD Attdt.	5200-20200	1800
	Chowkidar	5200-20200	1800
	Gestner Operator	5200-20200	1800
	Head Cook	5200-20200	1800
	Dresser	5200-20200	1800
	Mortuary Attdt.	5200-20200	1800
	Dark Room Attdt.	5200-20200	1800
	Washerman	5200-20200	1800
	Class-IV	5200-20200	1800
	Barber	5200-20200	1800
	Cleaner	5200-20200	1800
	Mate	5200-20200	1800
	Masalchi	5200-20200	1800
	Bearer	5200-20200	1800
	Cook	5200-20200	1800
	Plaster Cutter	5200-20200	1800

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Medical Record Attdt. 5200-20200 1800

Ambulance Attdt. 5200-20200 1800

Manual 11 and 12 are sur

57/1

Manual No. 12 – Not Applicable

**Manual No. 13**  
**Particulars of recipients of concessions**

Sr. No.	Nature of concession provided			
1	Free C.T. Scan facility	To All		
2	Free ultrasound facility	To All		
3	Free private rooms <i>All Delhi Govt Employees</i>	(a) DGEHS Employees and GTBH Staff having Basic Pay above Rs13,800/- upto 19,900/- for semi pvt room and above Rs 19,900/- for single pvt. Room. (b) Freedom Fighters		
4	Dental procedures	?		

55/c

**MANUAL 14**  
**INFORMATION AVAILABLE IN AN ELECTRONIC FORM**  
**Section 4(1) (b)(xi)**

Sr. no.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end database
1	<b>Payroll application</b>	Salary related	No	No
2.	<b>OPD registration data</b>	Demographic details of patients	No	No, being used as backend database
3	<b>IPD registration data</b>	Detailed info of patients	No	No, being used as backend database
4	<b>Investigation entry and test reporting</b>	Details of investigations raised and test results	No	No, being used as backend database
5	<b>Medical Record Data</b>	Birth & death data Admission & discharges	No	No, being used as backend database
6	<b>e-Govt project details</b>	Informative in nature	Yes	Yes, Already exists on the website
7	<b>Blood bank management application</b>	-Stock availability status of blood and its components -	Yes (The sharable information is put on the website)	Yes (Selective information is available on the public domain and rest exists as backend database)
8	<b>Academic activity data</b>	-Admission Notices -Result declaration etc	Yes	Yes, (Selective information is made available thru hospital website)
9	<b>Hospital Tenders</b>	Govt. of Delhi web site www.delhigovt.nic.in	Yes	Yes.

Plus Scanned copy by Purchase Officer enclosed.

Manuscript 15 & 16 Size Same

## MANUAL 16

### Public Information Officer

Sr. No.	Name & Designation	Room No.	Telephone Number	Email
1	Dr. Krishan Dev (DMS) Information Officer	322	9625900666	msgtbh.nic.in

Dr. Abhishek Kumar Mishra 312 9990683836 Pgo

### First Appellate Authority (FAA)

Sr. No.	Name & Designation	Room No.	Telephone Number	Email
1	Dr. Rajesh Kalra (AMS) Appellate Authority (FAA)	310	9625900535	amshs3gtbh@gmail.com

Dr. Sangay Aggarwal 324 9625900