

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
ARUNA ASAF ALI GOVT HOSPITAL
5, RAJPUR ROAD DELHI-54**

F. No. 1(126)/MSO/AAAGH/2010/13432-34

Dated: 19/01/2013

OFFICE ORDER

It has been decided in the interest of patient care that an imprest money of Rs. 1000/- (Rs. One Thousand only) may be kept at the disposal of casualty medical officer on duty for the procurement of essential/lifesaving/urgently required drugs/items for the casualty and hospital in case of non-availability/urgency of drug/items during:

Monday to Friday	After 4:00PM to 9:00AM next day
Saturday	After 1:00PM to 9:00AM next day
Holidays & Sundays	09:00 AM to 09:00 AM next day

Casualty medical officer on duty is directed to maintain day to day entry in a separate register for the record. The verified bills along with the duly filled format (enclosed) should be forwarded on next working day to the personal branch of Medical Superintendent for approval and after approval the amount spent may be collected from the account branch.

At first instance, Sister I/C must ensure the availability all essential/lifesaving/items drugs in their department and the same must be indented from the store/hospital before hand.

It should be seen that the imprest money is used judiciously and in emergent situations only.

**Dr. ASHOK JAISWAL
MEDICAL SUPERINTENDENT
Dated: 19/01/2013**

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Copy to:

1. All HOD, AAAGH
2. CCMO, A&E
3. DDO/Account Branch
4. ANS & Sister Incharges
5. Guard File

**Dr. ASHOK JAISWAL
MEDICAL SUPERINTENDENT**