

194/C

**GOVERNMENT OF NCT OF DELHI
ARUNA ASAF ALI GOVT. HOSPITAL
5, RAJPUR ROAD, DELHI-110054.**

No.F.8 (107)/2016/PA to MS/AAAGH/Pt.file-V/12-14

Dated:- 13/01/2025

Office Order

To streamline the hospital work, the following job responsibilities are hereby assigned to the officers as mentioned against their names with immediate effect:-

Sl. No.	Name of Doctor	Incharge/Holding charges of	Nodal Officer
1.	Dr.Sarita Kumari, CMO(NFSG)	1. DMS 2. DGEHS/AMA 3.General & Surgical store 4.Link Officer to Head of office	1.Face Recognition Attendance Monitoring System 2.Election related matter 3. Link Officer to Nodal Officer (PIO/ PGMS/ CPGRAM/ parliament / Assembly Question, L.G listening post portal/E-sparrow)
2.	Sh.Subhash Chand, Admn.Officer	1. Head of Office 2. Link Officer to Dr.Sarita Kumari, Incharge(DGEHS /AMA)	PIO/ PGMS/ CPGRAM/ parliament / Assembly Question, L.G listening post portal/E-sparrow/Court Case
3.	Dr.V.S.Rawat, Spl(Medicine)	1. Medicine Deptt. 2. OPD services 3.Link Officer to Dr.Javed, Spl (Medicine) 4. Link Officer to I/C(Medical Board)	1. Vector Borne Disease/Monkey Pox disease 2. National Programme for DM/HT/ Stroke/ Cancer/ Senior Citizen Clinic 3.ARI/ Pollution Control Programme/ NPCCHH 4. Polyclinic, Timarpur 5. Covid-19 vaccination program 6. O2 Portal 7.Nodal Officer for "No Smoking Policy" 8. Geriatric Clinic 9. Covid-19/ Swine Flu/ NTBEP(TB) 10.Hepatitis Control Programme
4.	Dr.Javed Salam, Spl(Medicine)	Link Officer to Incharge(Medicine)	Link Officer to Nodal Officer(. Vector Borne Disease/Monkey Pox disease/ National Programme for DM/HT/ Stroke/ Cancer/ Senior Citizen Clinic/.ARI/ Pollution Control Programme/ NPCCHH/ Polyclinic, Timarpur/. Covid-19 vaccination program/O2 Portal/No Smoking Policy/ Geriatric Clinic/ Covid-19/ Swine Flu/ NTBEP(TB)/Hepatitis Control Programme
5.	Dr.Shakuntla Rani, CMO(NFSG)	1. PWD 2. Link Officer to DMS 4. Link Officer to Vigilance Officer 4.Link Officer of I/C(Fire safety) 5. Link Officer to I/C(Radiology/Dental) 6. 1 st Link Officer to I/C(Lab services/blood storage/out source lab services	1. 1 st Link Officer to Nodal Officer(BMW) 2. Link Officer to Nodal Officer ABDM) 3. 1st Link Officer to Nodal Officer for face recognition attendance monitoring system 4. Link Officer to Nodal Officer(DAK /EWS/ Training
6.	Dr.Rajendra Kr. CMO(NFSG)	1. Medical Board 2. Pharmacy 3. Radiology & Dental (Admn.Purpose) 4. Link Officer to Incharge(Ortho)	
7.	Dr.Yogender Kr., Spl(Anes)	1.Purchase Officer 2. Anaesthesia Deptt. 3. Ist Link officer to Dr.Surender, P.O 4. Link Officer to Dr.Sanjivini, Spl(Anes) 5. Link office to I/C(Medical Gas/ MGPS/ PSA/ library)	Link Officer to Nodal Officer(Oxygen/HICC/ TOT(Training of Trainers)

8.	Dr.Sanjay Yadav, Spl(Ortho)	1. Ortho Deptt.	1. Disability Board/ UDID/ CRA/ PWO 2. Chairperson (Disaster Management)
9.	Dr.Ritu Chopra, Spl(Paed)	1. Paeds Deptt. 2. Link officer to Pulse polio 3.immunization	1. .Covid-19 vaccination programme 2.AFP and vaccine preventable diseases 3.RI and U-WIN
10.	Dr.Sanjivini Gupta, Spl(Anes)	1. Link Officer to Incharge(Anes) 2.Medical Gas/ MGPS/ PSA/ Library	2. Oxygen/HICC/ TOT(Training of Trainers) 3.Link officer to Nodal officer (NQAS/ Kayakalap)
11.	Dr.Solomi Vio, CMO(NFSG)	1.IT 2.1 st Link Officer to I/C(Auction) 3.1 st Link Officer to I/C(Condemnation) 4.1 st Link Officer to I/C(MRD) 5. Link Officer to I/C(R&M)	1.e HRMS/.e-office EMD Manager 2.Link officer to Nodal Officer(weed out the old records)
12.	Dr.Deepshikha, Spl(O&G)	1. Obs.and Gyane Deptt. 2. Family planning Deptt.	1.One Stop Centre 2. Laqshya Programme 3. JSY 4.C.S.Audit/Referral Audit/MM Audit 5. Verification of JSSK bills
13.	Dr.Chetna, Spl(O&G)	1.Link Officer to Incharge(O&G)	1. JSSK 2. Link Officer of Nodal Officer(OSC/ Laqshya Programme/JSY/C.S.Audit/Referral Audit/MM Audit
14.	Dr.Ritesh Ranjan Spl(Surgery)	1. Surgery Deptt./ Minor O.T 2. Ist Link officer to I/C(IPD services) 3. Link Officer to Incharge(ENT)	1.Drug verification committee related matters 2. Link Officer to Nodal Officer(RKS)
15.	Dr.Nazhat Perveen, CMO(NFSG)	1. MRD 2. KayaKalap/ NQAS 3. Fire Safety Officer 4.Telecom 5. Link Officer of Incharge(IT) 6. 2 nd Link officer to I/C(PWD)	1. HIMS(new) 2. Weed out the old records 3. E-waste 4. 1 st Link officer to Nodal Officer(e-office)
16.	Dr.Anubha Parekh, CNO(NFSG)	1. Out sources Services(Securty/N.O/IPD/OPD registration/KIOSK/Sanitation /Kitchen/ Transport/Pest Control /Laundry services 3. 1st Link Officer to I/C(PWD) 4. 2 nd Link Officer to I/(IT) 5. 2 nd Link Officer to Incharge(Casualty)	1. 2 nd Link officer to Nodal Officer(e-office)
17.	Dr.Mamta Varma, CMO(NFSG)	1. Vigilance Officer 2.Condemnation 3.Auction 4. Link Officer to IC(Pharmacy)	1. DAK/EWS 2. Training of students in all clinical deptt
18.	Dr.Sangita Kumari, CMO(NFSG)	2 nd Link Officer to Out sources Services(Securty/N.O/IPD&OPD registration/KIOSK/Sanitation /Kitchen/ Transport/Pest Control /Laundry services)	1. HMIS/ABDM 2. Internet connection from NRHM fund 3. Link Officer to Dr.Chetna, Nodal Officer(JSSK)
19.	Dr.Ruby, CMO(NFSG)	1. Casualty/ ECG/ IPD Services 2.Link Officer (Medicine & Surgical Store) 3. Link Officer to Incharge(Surgery) 4.2nd Link Officer to Incharge(MRD) 5.Master Trainter for training /orientation to all the residents & other staff of hospital	1. Disaster Management/ Kanwar Services/Urs 2. Delhi Vidhan Sabha Medical Services 3. L.G.House 4. Good Samirtan Yojna 5. Casualty Registration Services

193/L

20.	Dr.Girish Prabhat CMO(NFSG)	1. R&M 2. Medicine Store 3. 1 st Link officer to I/C(Out sources Services(Security/N.O/IPD/OPD registration/KIOSK/Sanitation /Kitchen/ Transport/Pest Control /Laundry services)	1. RKS 2. Vehicle Scrapping Policy
21.	Dr.Rekha Luthra, Spl(Paeds)	1. Link officer to Incharge(Paeds)	1. Pulse Polio
22.	Dr.Kamini Singhal, CMO(NFSG)	1. Eye Deptt. 2. 2 nd Link Officer of Purchase Officers 3. 2 nd Link Officer to I/C Lab services/Blood storage/out source lab services	1. Water Cooler (R.O.System)
23.	Dr.Dhanashree Meshram, Specialist (ENT)	1.Incharge(ENT) 2. Link Officer to Incharge(Eye)	1. Link Officer to Dr.Kamini Singhal, Nodal Officer (Water Cooler/R.O.System)
24.	Dr.SurenderKr., CMO(NFSG)	Purchase Officer 1 st Link Officer to Dr.Yogendra Kr.,P.O	
25.	Dr.Vaibhav Chowdhary, SMO	Link Officer to Incharge(Casualty)	Link Officer to Nodal Officer(Disaster Management / Kanwar Services/Urs/ Delhi Vidhan Sabha Medical Services/ L.G.House/ Good Samirtan Yojna/ Casualty Registration Services
26.	Dr.Krushit Patel, MO		1 Link Officer to Nodal Officer for Disability Board/ UDID/ CRA/ PWO. 2. 1 st Link Officer to Nodal Officer(e-waste) 3. 1 st Link Officer to Nodal Officer(BMW) 4. 1 st Link Officer to Nodal Officer(e-sanjivini)
27.	Dr.Fathima, NTS(Path)	1..Lab services/Blood storage 2..out source lab services	BMW
28.	Dr.Ram Kumar, NTS(Surgery)	1. Link Officer to I/C(OPD Services)	1. 2 nd Link Officer to Nodal Officer(BMW)
29.	Dr.Pranav Mishra MO		1 E-Sanjivini 2..Link Officer to Nodal Officer(E-waste) 3. 2ndLink Officer to Nodal Officer(BMW)
30.	Ms.Shailja Madaan, Section Officer	Section Officer(Admn)	1.Nodal Officer for Jan Aushdhi Kendra matters 2.Linik Officer of Nodal Officer(Court Case)
30.	Sh.Bharat Kumar, Statiscal Officer	1. S.O(MRD) 2. Link Officer to S.O (Admn.)	

All othe duties/charge alredy assigned and not mentioned in the above orders will remain same and the officers will continue to look after the job as before till further orders.

13 Jan 2025
(DR.SUNITA MEENA)
MEDICAL SUPERINTENDENT
Dated:- 13/01/2025

No.F.8 (107)/2016/PA to MS/AAAGH/Pt.file-V/ 12-14
Copy to:-

1. HOO/DMS.
2. All HODs/Incharges, AAAGH
3. Accont Officer/S.O/DNS

(DR.SUNITA MEENA)
MEDICAL SUPERINTENDENT