

Manuals under RTI act  
( RIGHT TO INFORMATION ACT, 2005)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI , NEW DELHI-110086  
**RIGHT TO INFORMATION ACT, 2005**  
**MANUAL 1**

Particulars of Organization, functions and duties  
[Section 4(1) (b)(i)]

1. Name and address :-  
of the organization  
SANJAY GANDHI MEMORIAL HOSPITAL  
S- Block, MANGOL PURI ,  
NEW DELHI-110086
2. Head of the Organization :-  
Medical Superintendent
3. Vision :-
  - a. To emerge as an institution of excellence in the field of health care.
  - b. Commitment to develop and promote highest level of standard and practices in the field of health care.
4. Mission :-
  - a. To maintain the leadership role in consistently providing accessible free and comprehensive health care services to all with focus on under privileged.
  - b. To consistently strive for academic excellence through education and training
  - c. To contribute to reduce the maternal and neonatal mortality of our nation and participate actively in all national health programme.
5. Key Objectives:-
  - To provide primary, secondary level of treatment.
  - To Act as referral centre to various Dispensaries/Health Centres in the nearby area.
  - To provide free medical facilities in Multi Speciality Department of Hospital.
  - To Provide specialized health care facilities in various department like Medicine, Surgery, Eye & ENT, Orthopedics, Skin and Dental.
  - To provide MCH & Family Welfare services including Immunization, participation in National Health Programme, Surveillance and control of communicable and Noncommunicable diseases.
  - To provide free diagnostics services like X-Ray, USG, Laboratory services, HIV Diagnostic and TB diagnostic services.
  - To Provide preventive health services under the umbrella of various National Health Programmes.
  - To provide/conduct basic Health Education, in-service training to Doctors, Nursing staff, Paramedical staffs and other staff.
  - The hospital aims to provide quality outdoor and indoor services free of cost on the minimum assured services set by Indian Public Health Standards, Government of India.

## Duties / Responsibilities

### Medical Superintendent

- Head of the institution/overall incharge of the Hospital.

### Deputy Medical Superintendent (A) (H.O.O)

- All work related to administration Branch
- All work related to accounts branch.
- All work related to purchase branch.
- PIO under RTI Act.
- Supervising the work of complaints and departmental Enquiries
- Any other work allocated by Medical Supdt.

### Deputy Medical Superintendent (B)

- Overall in-charge of Caretaking Branch
- Outsource services
- Medical Board
- Disability Board
- Medical Record Department
- Recruitment of JRs and SRs.
- Any other work allocated by Medical Supdt.

### Deputy Medical Superintendent (IT)

- All work related to IT
- Recruitment fo SR & JR

### Deputy Medical Superintendent (A&E)

- All work related to Accident and Emergency department

### Specialists and GDMOs

- Patient care in respective discipline.
- Any other work assigned by MS/HOD

### Pharmacist

- Distribution and procurement of Medicines
- Managing surgical, General and Medical Stores

### Deputy Nursing Superintendent

- To manage the HR of Nursing staff
- Duties as assigned by MS from time to time.

### Nursing Officer

- Nursing care of patient at the place of deployment.

### Ministerial Staff :-

#### Administration/ Establishment Branch:-

- To deal with service matter of all categories of staff & Misc. Work as assigned from time to time.

#### Account Branch:-

- To manage the financial matter of hospital.

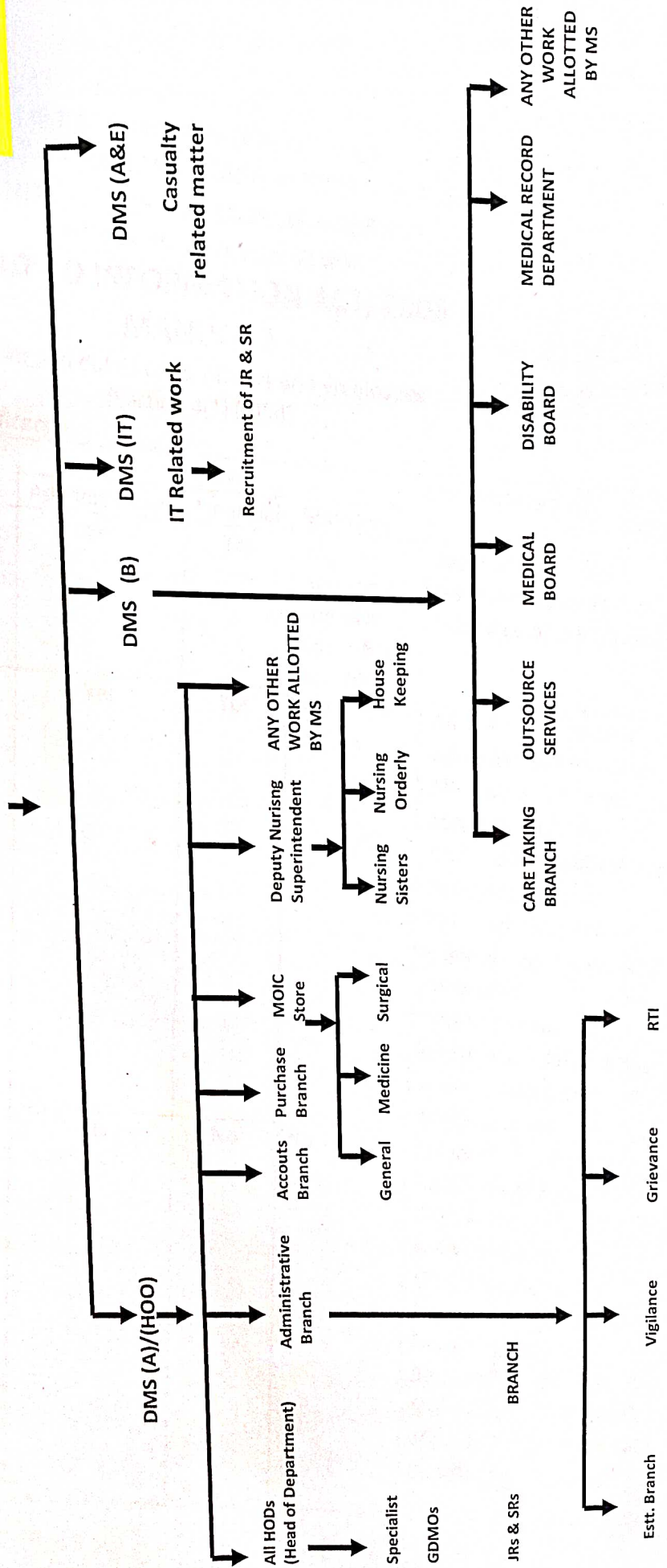
#### MRD Branch:

- Supervision of records maintainence of the hospital.



Organization Chart

**MEDICAL SUPERINTENDENT**  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI, NEW DELHI-110086  
ORGANISATION CHART



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**RIGHT TO INFORMATION ACT, 2005**  
**MANUAL 2**

Power and duties of its officers and employees  
[Section 4(1) (b)(ii)]

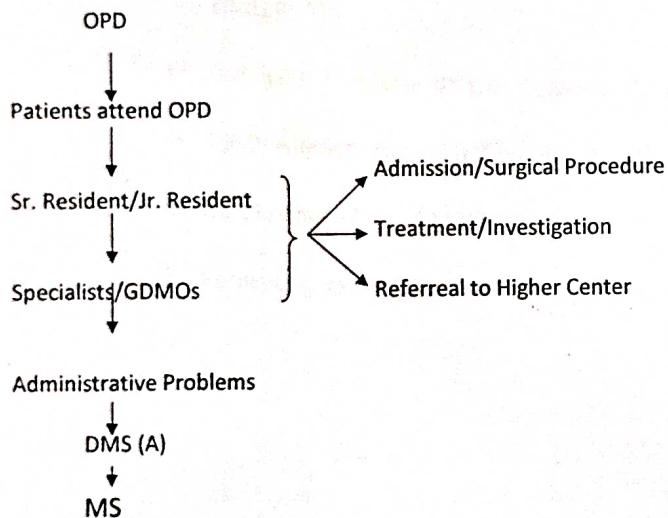
**Power and duties of officers :-**

Sl.No.	Name of Post	Power			Duties attached.
		Administrative	Financial	Statutory	
1.	Medical Superintendent	Yes	Yes	1 <sup>st</sup> Appellant authority under RTI Act. 2005	Head of the Institution/overall In-charge of the Hospital.
2.	Dy. Medical Superintendent (A) (HOO)	Yes	Yes	PIO under RTI Act.	All work related to administration Branch All work related to accounts branch. All work related to purchase branch. PIO under RTI Act. Supervising the work of complaints and departmental Enquiries. Any other work allocated by Medical Supdt.
3.	Dy. Medical Superintendent (B)	Yes	No	No	Overall in-charge of Caretaking Branch Outsource services Medical Board Disability Board Medical Record Department Recruitment of JRs & SRs. Any other work allocated by Medical Supdt.



4.	Dy. Medical Superintendent (IT)	Yes	No	No	All work related to IT. Recruitment of JR & SR Any other work allocated by Medical Supdt.
5.	Dy. Medical Superintendent (A&E)	No	No	No	All work related to Accident & Emergency Deptt. Any other work allocated by Medical Supdt.
6.	Specialists /GDMOs	-	-	-	Patient care in respective discipline and duties as assigned by MS from time to time.
7.	Sr. Accounts Office	No	No	No	To manage the financial matter of hospital.
8.	Administrative Officer	Yes	No	No	To look after the establishment aspect and duties as assigned by MS of hospital from time to time.
9.	DNS	Yes	No	No	To manage the HR of Nursing staff and duties as assigned by MS from time to time.
10.	MRO	Yes	No	No	Supervision of records maintenance of the hospital
11.	Nursing Officer	No	No	No	Nursing care of patient of department
12.	SR/JR	No	No	No	Management of patient care round the clock in their respective department.
13.	Ministrial Staff	No	No	No	To deal with service matter of all categories of staff & Misc. Work as assigned from time to time.

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**MANUAL 3**  
**Procedure followed in decision making process**  
Section 4(1) (b)(iii)]



Emergency

MO (Casualty)+JR

Patients attend emergency

Patient requiring speciality care

Admission/Surgical Procedure

Treatment/ Investigation

Referreal to Higher Center

Specialists → Supervision/consultation/guidance

HOD/CCMO



Administrative Problems

## **Supervision and accountability**

- ❖ Clinical – Senior Resident /Junior Resident – Specialist /GDMO- concerned HOD
- ❖ Administration- Section Officer- Admin. Officer- DMS(A)- MS
- ❖ Accounts. –Sr. Account Officer- Assistant Accounts Officer- DMS(A)-MS
- ❖ Purchase- Purchase Officer- Purchase Committee- DMS(A)- MS
- ❖ MRD- Medical Record Officer- MOIC MRD- DMS(B)- MS
- ❖ Caretaking- MOIC- DMS(B)- MS
- ❖ Public Grievance Redressal – MOIC(Greivance) –DMS(A)- MS

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**MANUAL 4**  
Norms for discharge of function  
[Section 4(1) (b)(iv)]

**Norms for discharge of function**

1. Patient examination, investigation and treatment as per standard protocols laid down in medical text books.
2. Purchase: As per the rules laid down in GFR.
3. Accounts : As per the rules laid down in GFR.
4. Financial Audit: As per the rules laid down by CAG Guidelines..
5. Clinical Meeting: All interesting and rare cases are being discussed among the specialists/faculty members including resident doctors. CME, Seminar, Training Session as organized in a regular interval.

**HUMAN RESOURCE DEVELOPMENT**

Medical science has considerably advanced in the field of diagnosis, treatment and research. To increase the efficiency and update knowledge, efficient effective delivery of health programmes and development and application of appropriate technology, the CME and reorientation programmes are regularly conducted for in service medical and paramedical staffs and other associated ancillary staffs.



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**MANUAL 5**

Rules, regulations, instructions manual and records for discharging functions.  
[Section 4(1) (b)(v)]

S.No	Name of act, rules, regulations, etc.	Brief list of the contents.	Ref. No. if any
1	A Hand Book on Medical Examination	Rules for Medical Exam & Re-Exam	-
2	MTP Act 1971 Revised 2002	Guidelines for Revised approval (Form Act 2002 A&B) Consent Form C& I	-
3	PCPNDT Act.	Prevention of pre natal sex determination	-
4	BMWM & H Rules,1998	Disposal of Bio-medical waste	-
5	Rules, Regulations issued by Govt. of NCT of Delhi from time to time.	-	-
6	Non Smoker, Health Protection Act.	-	-

**Service Matter.**

S.No.	Name of act, rules, regulations, etc	Brief List of the contents	Ref. if any.
1	Swamy' s Manual	Service Rules	-
2	General Financial Rules	Financial Matter	-
3	Bureau of Indian Standards	-	-

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

**A Statement of the Categories of documents held by it for under  
its control**

S. No.	Nature of Record	Details of information available	Unit/Section where available
1	OPD/IPD patients record	data regarding number of patients attending OPD and IPD	MRD
2	IPD case sheet	Details of patients admission/treatment/Surgical Procedures	MRD
3	MLC Registers & X-Rays	Details of injuries / Referral/ Admission	MRD
4	Birth & Death Registration	Details of Births & Deaths taken place in this hospital	MRD
5	Cash Book	Cash Book	Accounts Branch
6	Contingent Expenditure	Contingent Expr.	Accounts Branch
7	Arrears Claim	Arrear Claim PBR	Accounts Branch
8	Final Withdrawal from GPF	GPF Book/PBR	Accounts Branch
9	TA/Transfer TA claim	TA Bill/Register	Accounts Branch
10	Pay Bill Register	PBR	Accounts Branch
11	Pay bill copies	Pay bills	Accounts Branch
12	Bill Register	Bill Register	Accounts Branch
13	Public Grievances	Online Portal & Misc. Complaints	Establishment Branch
14	Right to Information	Online & Offline RTIs	Establishment Branch
15	Service Records	Personal Files & Service Books	Establishment Branch
16	Outsources Services	Tenders File etc.	Caretaking Branch



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**MANUAL 7**

The particulars of any arrangement for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation

**[Section 4(1)(b)(vii)]**

S. No	Name of Committee/Board	Constituted/ yet to be Constituted	Role and Responsibility	Frequency of meeting
1.	Rogi Kalyan Samiti	The Samiti has been constituted under the chairmanship of Hon'ble Dy. Speaker Delhi Vidhan Sabha, M.L.A. (Mangol Puri) with Dy. Commissioner (Revenue) North West, Dy. Comm. (MCD Rohini Zone), Distt. Social Welfare Officer (North West), C.D.M.O. (North West), Medical Supdt., SGMH, DNS SGMH, MCD Counsellor Mangol Puri Ward 49 & 50, Representatives of CM, MLA.	The main function of the Samiti is to make all efforts to provide best possible services to outdoor and indoor patients and to improve the facilities in the hospital	Quarterly

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**MANUAL 8**

[Section 4(1) (b) (viii)]

Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Sl. No.	Name and Address of the body	Main function of the body	Constitution of the body	Date of updated Committee	Date upto which valid	Whether meeting open for public	Whether minutes assessable for public	Frequency of meeting
1	Hospital Purchase Committee	Procurement of stores for the hospital.	Yes	10.08.22	Onwards	No	Yes as and when sought	As and when required
2	Committee for Repair and maintenance	Repair Maintenance of equipment of hospital	Yes	01.03.23	Onwards	No	Yes as and when sought	As and when required
3	Condemnation committee	Condemnation of equipment beyond repairable.	Yes	01.03.23	Onwards	No	Yes as and when sought	As and when required
4.	Quality core committee	Develop and approve organization wide quality improvement program, policy, manual.	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
5.	Drug and therapeutic committee	To ensure that policy and procedure related to medication management are consistently being followed throughout the hospital.	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
6	Code Blue committee	To ensure that policies and procedures related CPR are consistently followed throughout the hospital.	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
7.	Code Pink Committee	To make policies to prevent child abduction from any part of organization	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required



8.	Blood transfusion committee	To monitor the practices of blood transfusion and prevent /investigate adverse reaction	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
9.	Medical Record Committee	To maintain standard, guidelines and policies for medical record and maintenance	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
10	Bio-medical waste committee	Management of BMW as per rule.	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
11	Hospital infection control committee	Surveillance of hospital for infection and antibiotic resistance	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
12	Hospital Grievance Redressal Committee	Develop guidelines for implementing grievance redressal mechanism.	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
13	Quality Training committee	Develop guidelines for training for hospital staff as per quality guidelines.	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
14	Hospital Staff and patient safety committee	To ensure patient/staff safety	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
15	Death audit team	To conduct death audit for the hospital	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
16	Medical audit committee	To conduct medical audit for the hospital	Yes	01.03.23	Onwards	No	Yes as and when sought	Quarterly / As and when required
17	Internal Complaint Committee	To look into the complaint of sexual harassment of working women employees.	Yes	-	Onwards	No	Yes as and when sought	As and when required

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**RIGHT TO INFORMATION ACT, 2005**  
**MANUAL 9**

[SECTION 4(1) (B) (IX)]

DIRECTORY OF OFFICER AND EMPLOYEES

As per List attached.



## OTHER CONTACT PERSON

Sl.no.	Name of the Officer	In-Charge/HOD
1.	Dr. S.K. Kaakraan	Medical Superintendent
2.	Dr. Mrigendra Das	Deputy Medical Superitendent (A)
3.	Dr. Poonam Joon	Deputy Medical Superitendent (B) & (O&G)
4.	Dr. Brijesh Kumar	Deputy Medical Superitendent (IT)
5.	Dr. Bina	Deputy Medical Superitendent ( A&E)
6.	Dr. Sumita Saha Kanwar	Medicine & Chest
7.	Dr. Sanjay Sharma	Surgery
8.	Dr. Meenakshi Mehra	ENT & Skin
9.	Dr. Vijay Kumar	EYE
10.	Dr. Indermeet Singh	Peadiatrics
11.	Dr. Divpreet Sahani	Dental
12.	Dr. Anju Bhatia	Radiology
13.	Dr. P.C. Prabhakar	Pathology
14.	Dr. Munish Wadhawan	Forensic medicine
15.	Dr. Nymphia Kaul	Anesthesia
16.	Dr. Jitendera Kumar	Orthopedics
17.	Sh. Satish	Sr. Account Officer
18.	Smt. Neeru Madaan	Medical Record Officer
19.	Smt. Neelam Satija	Section Officer (Admin.)

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**MANUAL 10**  
**[Section 4(1) (b) (x)]**

**A Statement of monthly remuneration of various Categories of staffs**

As per List attached.



S.No	NAME OF THE POST	Pay Matrix & Level
1	MEDICAL SUPDT	144200-218200/Level 14
2	DY. MEDICAL SUPDT	118500-214100/Level 13
3	<b>SPECIALISTS</b>	
	MEDICINE	67700-208700/Level 11
	SURGERY	67700-208700/Level 11
	ORTHOPAEDICS	67700-208700/Level 11
	PEADIATRICS	67700-208700/Level 11
	OBST. & GYNAE	67700-208700/Level 11
	EYE	67700-208700/Level 11
	ENT	67700-208700/Level 11
	PATHOLOGY	67700-208700/Level 11
	RADIOLOGY	67700-208700/Level 11
	SKIN	67700-208700/Level 11
	ANAESTHESIA	67700-208700/Level 11
	MICROBIOLOGY	67700-208700/Level 11
	FORENSIC	67700-208700/Level 11
4	GDMO/MO	56100-177500/Level 10
5	DENTAL SURGEON	56100-177500/Level 10
6	S.R.	67700-208700/Level 11
7	J.R.	56100-177500/Level 10
8	S.R.(DENTAL)	67700-208700/Level 11
9	J.R. (DENTAL)	56100-177500/Level 10
10	DEPUTY NURSING SUPTD	56100- 177500/Level 10
11	ASST.NURSING SUPTD	56100- 177500/Level 10
12	NURSING SISTER/Sr.Nur.Officer	47600- 151100/Level 8
13	STAFF NURSE/Nursing Officer	44900- 142400/Level 7
	<b>TOTAL</b>	
	<b>PARAMEDICAL STAFF</b>	



14.	-ASST. DIETICIAN	35400-112400/Level 6
15.	OCCUPATIONAL THERAPIST	35400-112400/Level 6
16	SPEECH THERAPIST /PATHOL-OGIST	35400-112400/Level 6
17	PHYSIOTHERAPIST	35400-112400/Level 6
18	TECHNICAL ASSTT. O.T./CSSD	29200-92300/ Level 5
19	O.T./CSSD TECHNICIAN.	25500-81100/ Level 4
20	O.T. / CSSD ASSTT.	19900-63200/ Level 2
21	AUDIOMETRY ASSTT	19900-63200/ Level 2
22	E.C.G. TECH.	29200-92300/ Level 5
23	TECHNICAL ASSTT. LAB	29200-92300/ Level 5
24	LAB TECH. (GR-IV)	29200-92300/ Level 5
25	LAB. ASSTT. (GR-IV)	25500-81100/ Level 4
26	PHARMACIST	29200-9 2300/ Level 5
27	TECHNICAL SUPERVISOR RADIOLOGY	29200-92300/ Level 5
28	SR. RADIOGRAPHER	29200-92300/ Level 5
29	RADIOGRAPHER	25500-81100/ Level 4
30	DARK ROOM ASSTT.	19900-63200/ Level 2
31	DENTAL HYGENIST	25500-81100/ Level 4
32	DENTAL MACHANIC.	25500-81100/ Level 4
33	REFRACTIONIST	25500-81100/ Level 4
34	POST MORTEM ASST.	19900-63200/ Level 2
35	POST MORTEM TECH.	25500-81100/ Level 4
36	PLASTER ROOM ASSTT.	19900-63200/ Level 2
37	TECH. SUPERVISOR (Blood Bank)	35400-112400/Level 6

38	ACCOUNTS OFFICER	53100-167800/ Level 9
39	ASSISTANT ACCOUNTS OFFICER	47600-151100/ Level 8
40	ADMN. OFFICER	47600-151100/ Level 8
41	OFFICE SUPDT	47600-151100/ Level 8
42	P.R.O.	44900-142400/ Level 7
43	SR. P.A.	47600-151100/ Level 8
44	M.R.O./SO	44900-142400/ Level 7
45	S.P.S.	44900-142400/ Level 7
	<b>Total</b>	
	<b>MINISTERIAL STAFF</b>	
46	HEAD CLERK	44900-142400/ Level 7
47	STATISTICAL ASSTT	35400-112400/ Level 6
48	HOSPITAL MANAGER	44900-142400/ Level 8
49	STENOGRAPHER GR-II	44900-142400/ Level 7
50	U.D.C.	25500-81100/ Level 4
51	L.D.C.	19900-63200/ Level 2
52	DATA ENTRY OPERATOR	OUTSOURCED
53	DRIVER	19900-63200/ Level 2
	<b>Total</b>	
54	DRESSER	18000-56900/ Level 1
55	MORTUARY ATTENDENT	18000-56900/ Level 1
56	AMBULANCE ATTENDENT	18000-56900/ Level 1
57	CS&D ATTENDENT	18000-56900/ Level 1

58	DAFTARY	18000-56900/ Level 1
59	LAB ATTENDENT	18000-56900/ Level 1
60	MALI	18000- 56900/Level 1
61	MATE SERVANT	18000-56900/ Level 1
62	MESS SERVANT	18000-56900/ Level 1
63	PEON	18000-56900/ Level 1
64	CHOWKIDAR	18000-56900/ Level 1



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**MANUAL 11 [Section 4(1)(b)(xi)]**  
**Budget Allocation for the Current Financial Year 2023-24**

Sl. No. and head of account	Sub Head	Budget Estimate
22100111062000.....	Revenue Head (2210 15)	Amt. in Rs.
221001110620001	Salaries	80,00,000,00
221001110620002	Wages	16,00,000,00
221001110620003	OTA	0
221001110620005	Rewards	20,00,000
221001110620006	Medical Treatment	160,00,000
221001110620007	Allowances	60,00,000,00
221001110620008	LTC	80,00,000
221001110620009	Training Expenses	1,00,000,00
2210011106200011	DTE	3,00,000
2210011106200013	Office Expenses	155100000
2210011106200013	OE Charged	10,00,000
2210011106200016	Printing Stationary	1,00,000,00
2210011106200019	Digital Equipment	3,00,000
2210011106200021	M&S	100,000,000
2210011106200024	Fuel Lubricants	3,00,000
2210011106200028	Professional Services	20,00,000
2210011106200029	Repair & Maintenance	2,00,000,00
2210011106200049	Other Revenue expenditure	50,00,000



SANJAY GANDHI MEMORIAL HOSPITAL

S-BLOCK, MANGOL PURI

DE/11-110082

DDO CODE 053001

F.Y 2023-24

Dated 15/05/2023

April 2023

FILE NO: 11/543/Accounts Branch/sgmh/Reconciliation /2021-22/ ACCOUNT BRANCH.

TO:

PAY & ACCOUNTS OFFICE VII,

GNCT DELHI, DTC DEPOT PEERAGRAH, DELHI

SUB: STATEMENT OF RECONCILIATION FOR THE MONTH OF April 2023

S/P: With reference to your email forwarding therewith VOUCHER DETAIL and PROGRESSIVE EXPENDITURE for the month of April 2023, the receipt and expenditure details have been reconciled with the information available in record and accordingly the statement of reconciliation in details is as under:-

S.NO	16 DIGIT HEAD OF ACCOUNTS	NAME OF THE HEAD OF ACCOUNT/NAME OF SCHEME	TOTAL BUDGET ALLOTTED UNDER THE HEAD	BILL NUMBERS PREFERRED IN PAO UNDER THE HEAD DURING THE CURRENT MONTH/EXP. UPTO PREVIOUS MONTH	CURRENT MONTH EXPENDITURE UNDER THE HEAD OF ACCOUNT	PROGRESSIVE EXPENDITURE UNDER THE HEAD OF ACCOUNT	PROGRESSIVE EXPENDITURE BOOKED BY PAO UNDER THE HEAD OF ACCOUNT	DIFFERENCE	Balance of Budget
1	221001110620001	SALARY	8000000	0	86968751	86968751	86968751	0	
2	221001110620002	wages	160000000	0	10120201	10120201	10120201	0	
3	221001110620003	OTA	0	0	0	0	0	0	
4	221001110620005	REWARDS	2000000	0	0	0	0	0	
5	221001110620006	MEDICAL TREATMENT	16000000	0	174147	174147	174147	0	
	221001110620007	ALLOWANCES	600000000	0	29242136	29242136	29242136	0	
6	221001110620008	LTC	8000000	0	8390	8390	8390	0	
7	221001110620009	TRAINING EXPENSES	10000000	0	5516255	5516255	5516255	0	
8	221001110620011	DTE	300000	0	5079887	5079887	5079887	0	
9	221001110620013	OFFICE EXPENSES	155100000	0	0	0	0	0	
10	221001110620013	OE CHARGED	10000000	0	0	0	0	0	
11	221001110620016	PRINTING STATIONARY	10000000	0	0	0	0	0	
12	221001110620019	DIGITAL EQUIPMENT	3000000	0	3377029	3377029	3377029	0	
13	221001110620021	M&S	100000000	0	0	0	0	0	
14	221001110620024	FUEL LUBRICANTS	300000	0	0	0	0	0	
15	221001110620028	PROFESSIONAL SERVICES	20000000	0	0	0	0	0	
16	221001110620029	REPAIR MAINTENANCE	50000000	0	0	0	0	0	
17	221001110620049	OTHER REVENUE EXPENDITURE			140486796	111218270	140486796	29268576	
	TOTAL				15732500	15732500	15732500	0	
	LITAX								

DDO  
G.M.H.  
GNCTD  
M.Puri, Delhi.



Manuals under RTI act.  
(RIGHT TO INFORMATION ACT, 2005)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI , NEW DELHI-110086  
**RIGHT TO INFORMATION ACT, 2005**  
**MANUAL 12**  
**Manner of execution of subsidy program**  
**[Section 4(1) (b) (xii)]**

**Not applicable.**



Manuals under RTI act.  
(RIGHT TO INFORMATION ACT, 2005)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI , NEW DELHI-110086

**RIGHT TO INFORMATION ACT, 2005**  
**MANUAL 13**

**Particular of recipients of concession, permit of authorization  
granted by public authorities**

**[Section 4(1) (b) (xiii)]**

**Not applicable.**

Manuals under RTI act.  
(RIGHT TO INFORMATION ACT, 2005)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI, NEW DELHI-110086  
**RIGHT TO INFORMATION ACT, 2005**  
**MANUAL 14**  
**Information on Electronic Media.**  
**[Section 4(1) (b) (xiv)]**

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with Public	Is available on website or being used as back and data base ?
1	Website of hospital	Details of services	Yes	Yes
2	Death and Birth Registration	Particulars of Births & Deaths	No	No
3	Notice inviting Tenders for Outsource Services and Procurement of stores	Tender documents containing terms and conditions	Yes	Yes
4	Pay Roll and GPF	Details of salaries and GPF of each employees	No	No
5	RTI Monthly/Quarterly reports	Details of RTI received/disposed	Yes	Yes
6	Information about the Hospital & Services under section 4(1)(b) of RTI Act, (17 Manuals)	Details of Information related Hospital & Services	Yes	Yes
7	CPA orders/indent for Drugs, Stock Position, Supply Orders etc	Details of procurement of Drugs & Surgical consumable's through CPA under DHS & Stock position	No	No
8	Details of SR/JR Interviews & their results	SR/ JR Vacancies, Interview details	Yes	Yes
9	MIS	Details of HR	-	Yes
10	PGMIS	Online Grievance Redressal System	Yes	Yes
11	Online Registration through official website of GNCT of Delhi	Online OPD Registration	Yes	Yes
12	Expenditure details and functional status	List of equipment's and the details then function status	-	Yes

Manuals under RTI act.  
(RIGHT TO INFORMATION ACT, 2005)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI , NEW DELHI-110086

**RIGHT TO INFORMATION ACT, 2005**  
**MANUAL 15**

**Facilities available to citizens for obtaining information**  
**[Section 4(1) (b) (xv)]**

- Citizen Charter.
- Notice boards including the services available and room numbers.
- Signage's.
- Enquiry Counter.
- Right to Information.
- Website of Govt. of NCT of Delhi.



Manuals under RTI act.  
(RIGHT TO INFORMATION ACT, 2005)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
**SANJAY GANDHI MEMORIAL HOSPITAL**  
MANGOL PURI, NEW DELHI-110086

**RIGHT TO INFORMATION ACT, 2005**

**MANUAL 16**

**[Section 4(1) (b) (xvi)]**

**PARTICULARS OF PIOs**

**List of Public Information Officers**

S No.	Name & Designation	Address	Telephone	Email Address
1.	Dr. Mrigendra Das	Administrative Block, 3 <sup>rd</sup> Floor, SGMH Hospital	20873053	<u>mssgmh@rediffmail.com</u>

**First Appellate Authority within the department**

S No.	Name & Designation	Address	Telephone	Email Address
1.	Dr. S.K. Kaakraan	Administrative Block, 3 <sup>rd</sup> Floor, SGMH Hospital	20873051	<u>mssgmh@rediffmail.com</u>

Manuals under  
(RIGHT TO INFORMATION ACT, 2005)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SANJAY GANDHI MEMORIAL HOSPITAL  
MANGOL PURI, NEW DELHI

## RIGHT TO INFORMATION ACT, 2005

### MANUAL 17

[Section 4(1) (b) (xvii)]

Other information as may be prescribed under section.

#### Grievance Redresal

Public Grievance & Complaints	Dr. Divpreet Sahani , MOIC, Ph. No.20873051. Dr. Rohit Kumar, (Link officer)
Staff Grievance & Complaints.	Dr. Lakhwinder Kaur, MOIC, Ph. No.20873051. Dr. Rohit Kumar, (Link officer)
1031 Helpline	Dr. Swati Girdhar, mobile no. 8447734408. Dr. Suhit Savalia, Link Officer.
If no relief from above :-	Dr. S.K. Kaakraan, Medical Superintendent Ph. 20873051



### New Initiative During Financial Year 2022-23

1. **Mandatory Thalassemia Screening** for all pregnant women since 30.04.2022  
This is mandatory guidelines of GNCTD to prevent birth of Thalassemia major child. There were not becoming implemented and has been started w.e.f. 30.04.2022
2. **Daily OPD in all Department since 14.05.2022**  
Since the inception of hospital 36 years back some of the Department OPDs were not functional on daily basis Eye, ENT, Antenatal OPDs were running for 4 days of week & Gynae OPD for 2 days of week. Now all these OPDs in FY 2022-23 have been made daily & patients are very happy with this.
3. **Strengthening of ICU services since 19.05.2022**  
To strengthen critical care services ICU bed strength was enhanced from 6 beds to 8 beds in this FY 2022-23 w.e.f. 19.05.2022
4. **OPD Registration** timings preponed to 7.30 am instead of 8.00 am earlier and doctor OPD timings preponed to 8.00 am from 9.00 am earlier since 20.05.2022.
5. **Senior Residents** of Medicine Surgery and Orthopedics Department have been stationed in causality round the clock instead of being on call duty since 25.05.2022. This initiative has reduced the incidents of violence among doctors and public to almost zero.
6. **Daily Geriatric Clinic with attached Physiotherapy unit and designated indoor beds for senior citizens since 31.05.2022.** In the financial year 2022-23 daily Geriatric Clinic has been started with attached Physiotherapy Centre in the same block for the convenience of senior citizens. Moreover 12 beds have been kept reserved for senior citizens w.e.f. 31.05.2022.
7. **Tobacco cessations Centre since 31.05.2022**  
In the financial year 2022-23 Tobacco Cessation Centre started as the catchment area of SGM Hospital has large no. of tobacco users and tobacco is the leading cause of highest Mortality/Morbidity through these services started w.e.f. 31.05.2022.
8. **Mission Clean since 05.06.2022**  
On the occasion of World Environment Day, 5th June 2022 Worthy Medical Superintendent has launched Project 'Mission Clean'. Under this project SGM Hospital has adopted 200 meters radius area around the Hospital and with the association and coordination of different agency will work on the following parameters. –

1. General Cleanliness - Swachhta Abhiyan
2. Greenery - Protect the environment
3. Cleanliness from illnesses - Health Promotions
4. Cleanliness from Tobacco - Tobacco free status
5. Cleanliness from illiteracy - Education Promotions.

This is being done to create a clean, educated tobacco free healthy society in this 200 meters of radius area round SGM Hospital and stress is given on these parameters that directly or indirectly create impact on the health. By working on these parameters we can effectively work on preventive mode and bring change in the society to develop an Educated, Healthy & Tobacco free Society.

9. **Laboratory counter** for pregnant women for their mandatory screening tests shifted to room no. 64 where they first report for weight and BP check up for their convenience since 10.06.2022.



10. Triage Area & Helpdesk in Emergency Department since 22.09.2022.  
To strengthen the Accident & Emergency Department SGM Hospital and to make it further Quality assured in the interest of Patient Care, a Triage area and Helpdesk have been created in the Casualty Block in front of Registration Counter, which will be manned by a Nursing Officer round the clock, in which depending upon the condition Patient will be categorized in to three zones namely Red, Yellow and Green, so that Patient treatment can be prioritized on the basis of their seriousness. To decongest the already existing casualty block, a green zone area has been created separately for less priority patients with minor illness reporting to casualty.
11. Sunday Clinic for Senior Citizen since 20.11.022  
Sunday clinic for Senior Citizens have been made functional after a gap of 3 years. Therefore now the OPD for Sr. Citizens run on all 7 days of week.
12. First Prize in KAYAKALP Programme in Delhi  
Worthy Dy. Chief Minister Sh. Manish Sisodia has facilitated Sanjay Gandhi Memorial Hospital for receiving 1st prize in KAYAKALP Programme in the category of 250-500 beds category in a function held in the Secretariat on 25th July 2022. SGMH has received Rs. 20,00,000/- Lakhs as prize money. Kayakalp Awards are given for maintaining standard and protocols and providing quality service to the patients.
13. Russian Govt. delegation visited SGMH on 13.12.2022 to see our good practice.  
This year we got opportunity to showcase our good practices with focus on emergency and Triage services to Russian Govt delegation of Doctors (Specialist and Super Specialist) and Paramedical. The Delegation visited only two Govt Hospitals in India (AIIMS and SGMH). The delegation appreciated our efforts and work to strengthen emergency and critical care services.
14. New Trauma Block  
Construction of 362 bedded Trauma Block has started in 2019 and PWD has stated that the construction will be completed by June 2023. This will be the biggest trauma facility in Delhi NCR, which will cater to serious trauma patients (requiring multi- specialty and super specialty care) not only in Delhi NCR region, but also referred trauma cases from nearby states. Process for creation of 2693 posts for NEW TRAUMA BLOCK is initiated and all efforts are being done to start these services at the earliest