

**Dr. Ram Manohar Lohia Hospital, New Delhi**

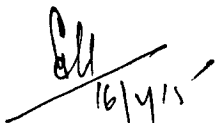
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**Duties and Responsibilities for the post of  
Haveldar**

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- To perform duty at Lock & Key Issue / Deposit Counter.
- To check personally that all the doors of rooms and halls / OPDs have been closed properly after the duty hours.
- To give report of any eventuality to senior officers.
- To handle the patients / Attendants on respective place of posting.
- To maintain hospital decorum in all respects.
- To check and inform senior officers / police post , Dr.RMLH about any anti-social elements amongst visiting people.
- Any other duty assigned by Senior Officials.

  
I/c CMO

  
Deputy Director (Admn.)

  
Medical Superintendent