

Organization Chart/Rolls & Responsibility

Dr. Ram Manohar Lohia Hospital, New Delhi

<b><u>Medical Superintendent/Director</u></b>			
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<b><u>Addl. Medical Superintendents (4)</u></b>	<b><u>HOD's</u></b> (Clinically Head of Concerned Department)		<b><u>Registrar</u></b>
			<b><u>Dy.Registrar</u></b>
			<b><u>CoE</u></b>
			<b><u>Dy.CoE</u></b>
<b><u>Sr.Admin.Off./Sr. Accounts Officer</u></b>			
<b><u>Addl. Medical Superintendent-1</u></b> 1.GDMO's 2.Residency Programme, SR's/PG's & doctors Hostels 3.Nursing Service, College of Nursing, and Nursing Hostel 4.Accident and Emergency Services 5. OPD Services including Seminar Hall 6. Library 7.PNDT/Medical Audit 8.any other work assigned by the M.S.	<b><u>Addl. Medical Superintendent-2</u></b> 1.Chairperson- Specification & Bid evaluation Committee 2.Kitchen Services 3. Telephone Exchange 4. Free Sanctions of Hospital investigations 5. CGHS referrals 6. Ambulance Service and other vehicles 7. Administrative matters related to all categories of staff as Head of Office 8. Disability Certificate/2 <sup>nd</sup> Medical Examination 9. Republic Day/Independence Day/VIP Movements/Roster of VVIP Duties and Ex.P.M Cell 10. Fixation of pay and implementation of MACPs 11. any other work assigned by the M.S.	<b><u>Addl. Medical Superintendent-3</u></b> 1.Complaint & Grievances 2. Sanitation and House Keeping System 3. Parliament Questions 4. Stores/Purchase/Local Purchases 5. Supervision of employment and deployment of all Group C Staff 6.Reimbursement of conveyance allowance to hospital employees 7. Chairperson, Court Case Committee 8. All matters related to Accounts/ Budget 9. Any other work assigned by the M.S	<b><u>Addl. Medical Superintendent-4</u></b> 1.Condemnation Board for Consumable and Non Consumable Articles and Auction work 2.Laundry Service, CSSD and Mortury 3. Ethical Committee 4.Dengue/Meningococemia Monitoring/H1N1-Surveillace of communicable diseases 5.Medical Reimbursement cases 6.Medical Records Department 7.Maintenance of Machines and Equipments(TEMD) 8.CPWD related matters 9. Security Services 10.Departmental Canteen 11.Waste Management 12 any other work assigned by the M.S

**Dy. Director(Administration)**

All administrative work, Establishment like Recruitments(Except CHS Officers), RR's, Pay fixation, Leave of the Officers/Employees & all service matters related to CHS Officers, Nurses, Technical Staff, Ministerial Staff, Erstwhile Gp-D Staff, Contractual Staff Etc.

**Accounts Officer(1)**

All matters related to Accounts and budget/funds

**Administrative Officer(2)**

Supervision of all work related to Establishment like Recruitments(Except CHS Officers), RR's, Pay fixation, Leave of the Officers/Employees & all service matters related to CHS Officers, Nurses, Technical Staff, Ministerial Staff, Erstwhile Gp-D Staff, Contractual Staff Etc.