

Dated, the 03/12/2018

Inter Office Note

Subject: Insertion of information on the official website of Dr. RMLH – Regarding.

Duties & Responsibilities attached to the post of Junior Photographer of Forensic Medicine Department of Dr. RML Hospital have been formulated, copy of the same is annexed.

It is requested that the annexed **Duties & Responsibilities** attached to the post of Junior Photographer be uploaded on the official website of Dr. RMLH, under the heading **“Recruitment Rules / Duties & Responsibilities”**.

Uploading of the same be communicated to the undersigned.

Encl. as above

AM
30/11/18

(Dibakar Mishra)
Deputy Director (Admn.)

To

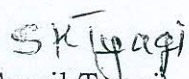
1. Dr. Harmeet Singh, I/c Computer Room, Dr. Ram Manohar Lohia Hospital, New Delhi.

Copy for information to :

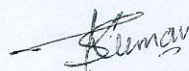
2. O/o the Director & Medical Superintendent, Dr. RML Hospital, New Delhi.
3. O/o the Addl. M.S.(Admn.)(PK), Dr. RML Hospital, New Delhi.
4. O/o the Vigilance Officer, Dr. RML Hospital, New Delhi.
5. O/o the HOD(Forensic Medicine), Dr. RML Hospital, New Delhi.
6. O/o the Office Superintendent (Technical Section), Dr. RML Hospital, New Delhi
8. The President, Dr. RML Hospital Karamchari, Dr. RML Hospital, New Delhi.

Duties & Responsibilities of the post Junior Photographer

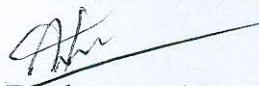
1. Take Still Photography of relevant sites of Forensic and Pathological Importance under the guidance of the Autopsy Surgeon.
2. Take Video of autopsy procedure including dissection of vital organs under the guidance of Autopsy Surgeon.
3. Visit the crime scene and take essential still photographs and videos under the guidance of the faculty.
4. Take relevant photographs of the Medico Legal Cases that will be part of the Post Mortem Report, under the Guidance of Autopsy Surgeon.
5. **Under no circumstance take/transfer pictures/videos out from the Departmental designated computer and from electronic gazettes available within the department to third party as all the picutres and videos have Medico Legal Significance and will have direct bearing to the outcome of law and justice.**
6. Take relevant photographs, develop them for the purpose of Research and Article publication in reputed National and International Peer reviewed journals, under the Guidance of Autopsy Surgeon.
7. Being well versed in Adobe Photoshop should produce high quality photographs for the purpose of Research and article publication in reputed National and International Peer reviewed Journals.
8. Upkeep / maintenance of electronic gazettes available in the Department and always keep them in ready to use mode.
9. Keep / maintain records of all relevant data / gazettes properly, under the guidance of I/c Forensic Department.
10. Any other duty / work assigned by any Doctor of the Department, from time to time; either in "Public Interest" or in the interest of upkeep / development of the Department / Institution.

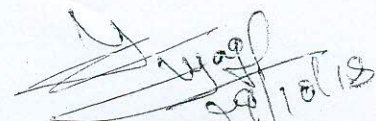

(Sunil Tyagi)


Bearer RMLH Union

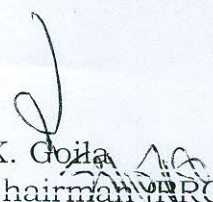

(Satish)

Gen. Secretary RMLH Union

for 
(G.A. Raghuvanshi)
Deputy Director (Admn.)


Dr. Yogesh Tyagi
Prof. & HOD(Forensic Medicine)


Dr. R.C. Vashishtha
Vigilance Officer


Dr. A.K. Goila
Addl. M.S. & Chairman (RRC)

Approved by :


Dr. V.K. Tiwari
Medical Superintendent & Director

Dated, October, 2018