



GOVERNMENT OF INDIA  
DR. RAM MANOHAR LOHIA HOSPITAL, NEW DELHI

File No. 17-13(43)(Circular)/2016-RMLH (HA-I)/ 2684

Dated: 25-04-2019

CIRCULAR

Sub: Regarding e-Office implementation at Dr. Ram Manohar Lohia Hospital

A letter has been received from Ministry of Health & Family Welfare regarding implementation of e-Office at Dr.RML Hospital, for which information from all Doctors/AO/AAO/OS/HC/UDC/Storekeeper/LDC appointed on regular basis is required in the following format:-

Dr./ Sh./ Smt./ Ms./ Mrs.	First Name	Middle Name	Last Name	Date of Birth	Designation	Employee Code	NIC email ID* only	Contact No.	Deptt.	Signature of the employee

\*Employees not having NIC email ID can contact server room later on for generation of their email IDs.

All are requested to provide above information with his signature to the undersigned within 07 days of issuance of this circular.

  
24/4/19  
(Pankaj Kumar Sinha)  
Dy. Director (Admn.)  


To:

- 1) All Addl. M.Ss
- 2) All HODs with the request to circulate the same to all officers working under them.
- 3) All Administrative sections (HA-I, HA-II, Nursing, Technical, E-II, Accts.-I, Accts.-II, RR Cell, Hindi Section, College of Nursing, TEMD, Library, ACR Cell, Medical Record Section, Estate Office, Nursing Supdt. Office, Medical Exam-I, Medical Exam-II, CSMB, M.S. Office, Transport Deptt., Stores, Purchase Section, MSSW, Registrar PGIMER, Sr. AO, PGIMER)
- 4) Incharges (Nursing Home, Blood Bank, Departmental Canteen, Dispensary, Family Welfare Deptt., Physiotherapy, PMR, Laundry)
- 5) Dy. Labour Welfare Commissioner
- 6) CMO (Sanitation)
- 7) CMO (Security)
- 8) CPWD (Electrical)
- 9) CPWD (Civil)
- 10) Head (Accident & Emergency)
- 11) DD (Admn.) Office
- 12) Admn. Officer Office
- 13) P.S. to M.S.
- 14) Incharge, Telephone Exchange with the request to arrange to remind to all concerned for timely furnishing of above information.