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भारत सरकार / GOVERNMENT OF INDIA
डॉ राम मनोहर लोहिया अस्पताल,
अटल बिहारी वाजपयी आर्युर्विज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL,
ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001



File No. Addl. MS (RKM)/2024/ 02

Dated 08.07.2024

OFFICE ORDER

This is to bring to your attention an important security matter regarding the management of keys for rooms allotted to doctors, nurses, and staff members within the various wards and OPDs of our facility

It has brought to the notice of the undersigned that many individuals are keeping the keys of their allotted rooms in their possession. This practice poses a significant concern in emergency situations, such as fires or other critical incidents, where immediate access to these rooms may be necessary for patient care or evacuation purposes. The delay caused by the unavailability of keys could potentially compromise the safety and well-being of patients and staff.

To mitigate this risk and ensure swift access to all rooms during emergencies, all keys to the rooms allotted to doctors, nurses, and staff members should be deposited with the security office (Key Board) at the end of each working day. This centralized key management approach will enable security personnel to promptly access any room as needed during emergencies, without relying on individuals to be present or available to unlock doors.

All the HODs/Officer In-charges should ensure compliance of above by their staff. This is issued with approval of Medical Superintendent.

Dr. R. K. Modi
Additional Medical Superintendent

Copy to:-

1. PS to MS, Dr. RMLH/ PA to Director, ABVIMS
2. All Addl. MS
3. All HODs for compliance
4. All Officer In-charge
4. Chairman E-governance – to upload in hospital website
5. Office In-charge Security to ensure the above from all Departments
6. Registrar, ABVIMS
7. Dy. Director (Admin)
8. Nursing Superintendent – Circulate among all Senior Nursing Officer In-charge