भारत सरकार / GOVERNMENT OF INDIA
डॉ राम मनोहर लोहिया अस्पताल,
अटल बिहारी वाजपेयी आयुर्विज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL,
ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001
उपचर्या अनुभाग/**NURSING SECTION**

File No: NS-11013/2/2024-Nursing Section-Dr. RMLH/30086 **Dated: 19.11.2025**
Computer Number: 22193

OFFICE ORDER

In reference to this hospital Office Order **No. NS-11013/2/2024-Nursing Section-Dr. RMLH/3307 dated 18.11.2025**, and in continuation of the administrative requirement to ensure the smooth functioning of Nursing Services, the interim work allocation is hereby issued after following Administrative Justification:

a. The **new Recruitment Rules (RRs)** for the post of Nursing Superintendent (NS) have **not yet been finalized**.

b. The existing RRs, notified in **2000**, have become outdated due to major changes in cadre structure and qualification requirements.

c. The **Diploma in Nursing Education & Administration (DNEA)** course—previously a key eligibility qualification—has been discontinued in many Government Nursing Colleges.

d. Earlier, the basic nursing qualification was **GNM diploma**, but the cadre structure has evolved significantly.

e. The posts of **Assistant Nursing Superintendent (ANS)** and **Deputy Nursing Superintendent (DNS)** were **merged into Level-10**, and the **DNS post no longer exists** in Dr. RML Hospital.

f. As a result, the **feeder cadre for promotion to NS** has changed, and **regular DPC cannot be conducted** until new RRs are finalized.

g. Therefore, to maintain continuity and uniformity in Nursing Administration, an **interim officiating arrangement** is essential.

h. The officiating charge is **purely temporary** and will **not confer any financial benefits**.

2. The following **eight (08) ANSs are assigned officiating charges of Nursing Superintendent** with specific work allocations:

S.No.	Name & Designation	Work Allocation / Building In-Charge	Link Officer	Full Duties & Responsibilities
1.	**Ms. Urmil Jaiswal** **ANS** (Senior-most)	Officiating NS Office; In-Charge Nursing Home	Ms. Sharda Shammi	• Overall supervision of all nursing services. • Participate in policy formulation & implementation. • Deployment & rotation of nursing personnel. • Investigate complaints & recommend disciplinary action. • Conduct regular & surprise rounds. • Write APARs of ANS; review APARs of SNO/NO. • Maintain leave roster of ANS. • Forward CCL > 15 days, maternity/abortion leave, absence reports. • Recommend LTC/NOC (post, study, conference, abroad). • Analyze daily census. • Participate in Committees/DPC. • Maintain nursing records, grievances, census books. • Provide counseling & maintain discipline. • Any duty assigned by Competent Authority.
2	**Ms. Kanta Sagar**	In-Charge Trauma Building	Ms. Sunita Bhatia	• Maintain ANS duty roster. • Generate e-Office IDs for ANS & above. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/CCL > 15 days to Senior NS. • Write APARs of ANS; review SNO/NO. • Organize nursing care activities. • Conduct regular & surprise rounds. • Prepare staff rotation plan. • Report exceptional circumstances. • Maintain discipline & punctuality. • Monitor sanitation. • Investigate complaints. • Conduct performance appraisal. • Participate in orientation/in-

				service programs. • Any other duty assigned.
3	**Ms. Sharda Shammi**	In-Charge X-Ray Building (Seating: New Block + NS Office)	Ms. Sheela K. Singh	• Recommend transfer/posting of nursing personnel. • Coordinate VIP, Haj & Nursing College duties. • Recommend training & conference nominations. • Supervise CNE programs. • Participate in professional/community activities. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/long CCL to Senior NS. • Write APARs & review SNO/NO. • Conduct rounds. • Prepare rotation plan. • Maintain discipline & sanitation. • Investigate complaints. • Conduct performance appraisal. • Participate in orientation/training programs.
4	**Ms. Lajwanti**	In-Charge OPD Block + Old Emergency	Ms. Bibiana	• Assign relieving duties. • Custodian of APAR records. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/long CCL to Senior NS. • Manage APAR writing/review. • Conduct rounds. • Prepare rotation plan. • Report exceptional circumstances. • Monitor discipline & sanitation. • Investigate complaints. • Performance appraisal. • Participate in education/training.
5	**Ms. Mamta Singh**	In-Charge Old Building &	Ms. Lajwanti	• Manage schedule & administrative coordination for Senior NS. • Member of Condemnation Committee. • Support CNE Cell. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/long CCL. • APAR work.

		Psychiatric Block		• Conduct rounds & supervise nursing care. • Prepare rotation plan. • Monitor punctuality, conduct & sanitation. • Investigate complaints. • Performance appraisal. • Participate in in-service programs.
6	**Ms. Sunita Bhatia**	In-Charge ECS Building (Seating: Trauma Building)	Ms. Kanta Sagar	• Handle RTI matters. • Maintain FR56(J) review registers (50/55 yrs & 30-yr service). • Supervise NABH compliance. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/long CCL. • Write & review APARs. • Conduct rounds. • Prepare rotation plan. • Monitor sanitation & discipline. • Investigate complaints. • Conduct performance appraisal. • Participate in training programs.
7	**Ms. Sheela K. Singh**	In-Charge New Block	Ms. Sharda Shammi	• Maintain contractual nursing staff attendance. • Forward records for salary disbursement. • Recommend special pay cases. • Maintain leave roster. • Forward LTC/NOC/long CCL. • APAR writing/review. • Conduct rounds. • Prepare rotation plan. • Monitor sanitation & discipline. • Investigate complaints. • Performance appraisal. • Participate in training/orientation.
8	**Ms. Bibiana**	In-Charge Old Emergency Building	Ms. Lajwanti	• Participate in hospital/intra-hospital meetings. • Participate in community/professional activities. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/long CCL. • APAR writing/review. • Conduct rounds. • Prepare rotation plan.

				• Monitor sanitation & discipline. • Investigate complaints. • Performance appraisal. • Participate in orientation/training. • Any other assigned duty.

3. GENERAL INSTRUCTIONS:

a. If the **Senior-most Officiating Nursing Superintendent** is on leave, the **link officer** shall act as the signatory authority.

b. All building in-charges must conduct **regular and surprise rounds**.

c. All ANSs shall remain present in their designated buildings during duty hours.

d. **Biometric attendance** is mandatory; late-coming/early-leaving will be monitored.

e. Only the **senior-most SNO** will handle administrative duties along with ward supervision.

f. All other SNOs must remain at nursing stations until 12 noon.

g. Nursing Officers must be physically present in wards with assigned patients.

h. All ANS & SNO must maintain NABH, BMW, HIC, teaching and leave records.

4. This interim arrangement shall remain in force **until new RRs are notified and regular appointment of Nursing Superintendent is made**, or until further orders, whichever is earlier.

5. This issues with the approval of the Director.

Digitally signed by
IGNATIUS EKKA
Date: 19-11-2025
16:09:35
(Ignatius Ekka)
Administrative Officer

Copy for Information & Necessary Action to:

1. All Concerned above.
2. PS to Director.
3. PS to MS.
4. Addl. MS (KKT).
5. Deputy Director (Admn).
6. Sr. Accounts Officer.
7. I/c Nursing Section
8. E-Governance Section – for updating e-Office & Hospital Website.
9. Nursing Superintendent Office.
10. Central Diary & Dispatch.
11. Record File.