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भारत सरकार / GOVERNMENT OF INDIA
डॉ राम मनोहर लोहिया अस्पताल,
अटल बिहारी वाजपयी आयुर्विज्ञान संस्थान, नई दिल्ली
DR. RAM MANOHAR LOHIA HOSPITAL,



ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001

उपचर्या अनुभाग/NURSING SECTION

Email:- nursing.section@rmlh.nic.in

File No: NS-11024/8/2026-Nursing Section-Dr. RMLH/562

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Dated, the 23/05/2026

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 - b. The existing RR, notified in **2000**, have become outdated due to major changes in cadre structure and qualification requirements.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 RR 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
				<ul style="list-style-type: none">• Overall supervision of all nursing services.• Participate in policy formulation & implementation.• Deployment & rotation of nursing

PTO

1.	Ms. Sharda Shami (Senior-most)	Officiating NS Office; In-Charge Nursing Home	Ms. Lajwanti	personnel. <ul style="list-style-type: none"> • 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. Lajwanti	In-Charge OPD Block	Ms. Mamta Singh	<ul style="list-style-type: none"> • Assign relieving duties. • Recommend transfer/posting of nursing personnel with consultation of senior most NS. • Support CNE Cell. • Maintain ANS duty roster • Maintain the master duty register • Custodian of APAR/relevant documents record.. • 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.
3	Ms. Mamta Singh	In-Charge Old Building & Psychiatric Block	Ms. Lajwanti	<ul style="list-style-type: none"> • Manage schedule & administrative coordination for Senior NS. • Member of Condemnation Committee. • Supervise of CNE Programme. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/long CCL. • APAR work. • Conduct rounds & supervise nursing care. • Prepare rotation plan. • Monitor punctuality, conduct &

			<ul style="list-style-type: none"> sanitation. Investigate complaints. Conduct Performance appraisal. Maintain the master duty register Participate in in-service programs.
4	Ms. Sunita Bhatia	In-Charge ECS Building (Seating: Trauma Building)	<p>Ms. Geeta Singh</p> <ul style="list-style-type: none"> Handle RII matters. Maintain FR 56(J) review registers (50/55 yrs & 30-yr service). Supervise NABH compliance. Maintain leave roster (EL/CCL \leq 15 days). Forward LTC/NOC/long CCL. Write & review APARs. Conduct rounds. Prepare rotation plan. Monitor sanitation & discipline. Investigate complaints. Conduct performance appraisal. Maintain the master duty register Participate in training programs.
5	Ms. Sheela K. Singh	In-Charge X-Ray Building	<p>Ms. Suman Singh</p> <ul style="list-style-type: none"> Maintain leave roster. Forward LTC/NOC/long CCL. APAR writing/review. Conduct rounds. Prepare rotation plan. Monitor sanitation & discipline. Investigate complaints. Performance appraisal. Maintain the master duty register Participate in training/orientation.
6	Ms. Geeta Singh	In-Charge, Old Emergency Building	<p>Ms. Sushma Alfred</p> <ul style="list-style-type: none"> Recommend training & conference nominations. Coordinate VIP, Hajj & Nursing College duties. Participate in professional/community activities. Participate in hospital/intra-hospital meeting. Maintain leave roster (EL/CCL \leq 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 orientation/ training programs. Maintain the master duty register. Any other duties assigned by senior most.
			<ul style="list-style-type: none"> Generate e-Office IDs for ANS & above. Maintain leave roster (EL/CCL \leq 15

7	Ms. Sushma Alfred	In-Charge Trauma Building	Ms. Sunita Bhatia	<p>days).</p> <ul style="list-style-type: none"> • Forward LTC/NOC/long CCL. • Write & review APARs. • Conduct rounds. • Prepare staff rotation plan. • Monitor sanitation & discipline. • Organize nursing care activities. • Conduct regular & surprise rounds. • Report exceptional circumstances. • Maintain discipline and punctuality. • Investigate complaints. • Conduct performance appraisal. • Participate in orientation/in-service training programs. • Maintain the master duty register • Any other duties assigned by senior most.
8	Ms. Suman Singh	In-Charge New Block	Ms. Sheela K. Singh	<ul style="list-style-type: none"> • Maintain contractual nursing staff attendance. • Forward records for salary disbursement. • Recommend special pay cases. • Support NABH Compliance. • Maintain Bio Medical Waste. • Participate in community/professional activities. • Maintain leave roster (EL/CCL ≤ 15 days). • Forward LTC/NOC/long CCL. • Write APARS & review of SNO/NO. • Conduct rounds. • Prepare rotation plan. • Monitor sanitation & discipline. • Investigate complaints. • Performance appraisal. • Participate in orientation/training programme. • Maintain the master duty register. • Supervise the Nursing Care. • Any other duty assigned by senior most.

3. GENERAL INSTRUCTIONS:

- a. N. S. (Officiating) as mentioned from S. No. 3 to 8 will sit in their respective building. They will report to Nursing Superintendent Office as and when required by the senior most in-charge.
- b. All N.S. (Officiating) will perform their assigned duties & responsibilities as mentioned against each beside the role of Link Officer. They will communicate all official communications to the senior most Nursing Superintendent.
- c. If the **Senior-most Officiating Nursing Superintendent** is on leave, the **link officer** shall act as the signatory authority.
- d. All building in-charges must conduct **regular and surprise rounds**.

- e. All ANSs shall remain present in their designated buildings during duty hours.
 - f. **Biometric attendance** is mandatory; late-coming/early-leaving will be monitored.
 - g. Only the **senior-most SNO** will handle administrative duties along with ward supervision.
 - h. All other SNOs must remain at nursing stations until 12 noon.
 - i. Nursing Officers must be physically present in wards with assigned patients.
 - j. 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.

(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.

Digitally signed by
IGNATIUS EKKA
Date: 23-05-2026
12:55:45