MANUAL-8

GOVT. OF N.C.T.OF DELHI NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL B-BLOCK, DEFENCE COLONY NEW DELHI -110024

(Administration Branch).

No. F.1(475)/Estt./NHMC/Vol.V/Pt.File/ 230 -235

OFFICE ORDER

Date:

The following officers of this institute are hereby designated as Nodal Grievance Resolution Officer (NGRO) & Nodal Appellate Authority (NAA) to look after the matters related to redressal of Public Grievance (CPGRAMS) students grievance and employee grievance in this institute, with immediate effect:-

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NEHRU HOMOEOPAT	HIC MEDICAL COLLEGE & HOSPITAL
	and the same of th
GOVT. OF N.C.T.OF D	ELHI, NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL,
B-BLOCK, DEFENCE CO	OLONY NEW DELHI -110024
NODAL GRIEVANCE R	ESOLUTION OFFICER (NGRO)
Name of Nodal	Dr. Vandana Chopra
GRO:	
Designation:	Professor
Office Address:	NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL, B-
	BLOCK, DEFENCE COLONY NEW DELHI -110024
Mobile No.:	9868396620
Office Contact No.:	11- 24334225
NODAL APPELLATE A	UTHORITY (NAA)
Name of Appellate	Dr.Rakesh Ramanbhai Thakkar
Authority:	·
Designation:	Professor
Office Address:	NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL, B-
	BLOCK, DEFENCE COLONY NEW DELHI -110024
Mobile No.:	9868396622
Office Contact No.:	11- 24334225
	NEHRU HOMOEOPAT GOVT. OF N.C.T.OF D B-BLOCK, DEFENCE CO NODAL GRIEVANCE R Name of Nodal GRO: Designation: Office Address: Mobile No.: Office Contact No.: NODAL APPELLATE A Name of Appellate Authority: Designation: Office Address:

This issues with immediate effect and in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

Principal/Head of Deptt.

Date:

No. F.1(475)/Estt./NHMC/Vol.V/Pt.File/

Copy forwarded for information and necessary action to the following:

- 1. PS to Director (AYUSH), Directorate of AYUSH, Govt. of NCT of Delhi, A&U Tibbia College Campus, Aimal Khan Road, Karol Bagh, New Delhi-110005.
- 2. PS to Principal, NHMC&H.
- 3. Head of Office, NHMC&H.
- 4. Deputy Medical Superintendent, NHMC&H.
- 5. All Incharges/Officers concerned.
- 6. Notice Board.

Dr.Seema Rai Principal/Head of Deptt.

(475)/Estt/NHMC/Vol-VIII/ 4552-56

OFFICE ORDER

Dated: 25/11/24

The following committee has been re-constituted for the smooth and efficient functioning

3. No.	Committee/ Branch Intern Management Committee	Members Dr. Mohit Mathur, Professor (Incharge) Dr. George Mathew, Professor (Member) Dr. George Mathew, Professor (Member)
		Dr. Parul G. Walder of the Control o

This in addition to their usual duties as assigned earlier and no extra remuneration for

same will be paid to them.

o.F1 (475)/Estt/NHMC/Vol-VIII/

1. PS to Principal/HOD, NHMC&H. opy to: -

2. A.O., NHMC&H.

3. Officer Concerned.

4. Notice Board.

5. Guard file.

Dated:

NHMC&H



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mated 15/16/24

OFFICE ORDER

in supersession of previous order, Dr. Chander Mohan Arya CMO (SAG) is hereby deputed as Nodal officer.

This issues with immediate effect and in addition to his already assigned duties. No extra remuneration will be paid to him.

(PROF.) DR. SEEMA RAI HOD/PRINCIPAL

F.No. 1(475)/Estt/NHMC/Vol.V/Pt.File/

Copy for information & compliance to:

PA to Principal/HOD, NHMC&H

- 2) HOO, NHMC&H
- 3) DMS, NHMC&H
- Concerned officer
- 5) Guard file

Dated:

No.F1 (475)/Estt/NHMC/Vol-VIII/ 4391-95

Dated:14/11/24

OFFICE ORDER

The following committee has been re-constituted for the smooth and efficient functioning of this Hospital with immediate effect:-

	Committee/Branch	Members Dr Parul G. Wadhwani, Professor (Incharge/Noda
S. No.	Committee	Dr Parul G. Wadhwani, Professor (mens)
1.	Security Committee	Officer) Dr Sapna Gupta, Professor (Member) Sh. Manish Yadav, I/C, PWD (Co-ordinator) Smt. Babita Divakar, ANS Sh. Rohit, Jr. Assistant (DA)

Further Ms. Ayushi, Pharmacist (H), is hereby directed to look after daily work of Procurement Cell (General & Medical Store & Caretaking Branch) as an interim measure in the absence of Sh. Ishan Pandit, Junior Assistant as he is on Election Duty.

This in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

> (Dr. Seema Rai Prinicpal/HOD NHMC&H

No.F1 (475)/Estt/NHMC/Vol-VIII/ Copy to: -

1. PS to Principal/HOD, NHMC&H.

- 2. A.O., NHMC&H.
- 3. Officer Concerned.
- 4. Notice Board.
- 5. Guard file.

Dated:

(Dr. Seema Rai)

NAMC&H

No.F1 (475)/Est/NHMC/Vol-VIII/ 4291-95

Dated: 08/11/24

OFFICE ORDER

The following committee has been re-constituted for the smooth and efficient functioning of this Hospital with immediate effect:-

S. No.	Committee/Branch	Members
1-0-1-1	Welfare of Other	Dr. Meena Pal, Professor (Chairperson)
\ '`	Backward Class	Shri Ram Hans Meena, A.O (Admn.) (Liaison Officer)
1.	Committee	Sh. Rohit, Jr. Assistant (DA)

This in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

> Prinicpal/HOD NHMC&H

No.F1 (475)/Estt/NHMC/Vol-VIII/ Copy to: -

- 1. PS to Principal/HOD, NHMC&H.
- 2. A.O., NHMC&H.
- 3. Officer Concerned.
- 4. Notice Board.
- 5. Guard file.

Dated:

NHMC&H

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Vo.F1 (475)/EsIVNHMC/Vol-VIII/ 4197-104201

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Dated: 01/11/24

OFFICE ORDER

In supersession of previous orders the following committees have been re-constituted for the smooth and efficient functioning of this institution with immediate effect:-

S. No.	Committee/Branch	Members
1. Procurement Cell		Dr. Rakesh Thakkar, Professor (Chairperson)
••	(General & Medical	Dr. Abdul Motin Molla, Professor (Member)
	Store & Caretaking	Dr. Dhananjay Shukla, Professor (Member)
	Branch)	Dr. Dhananjay Kumar Azad, AAO (Member)
ļ		Shri Ram Hans Meena, A.O(Admn.) (Member)
1		Sh. Ishan Pandit, Jr. Assistant (DA)
$\frac{1}{2}$	Technical Committee	Dr. Rekha Thomas, Professor (Chairperson)
		Dr. Annapurna Sarangi, Professor (Member)
1	\ \	Dr. Meena Pal, Professor (Member)
		Sh. Kunjumon K Joseph, Sr. Radiographer (DA)

This in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

(Dr. Seema Rai) Prinicpal/HOD NHMC&H

No.F1 (475)/Estt/NHMC/Vol-VIII/ Copy to: -

- 1. PS to Principal/HOD, NHMC&H.
- 2. A.O., NHMC&H.
- 3. Officer Concerned.
- 4. Notice Board.
- 5. Guard file.

Dated:

(Dr. Seema Rai)
Prinicpal/HOD
NHMC&H

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GOVT. OF N.C.T.OF DELHI NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL B-BLOCK, DEFENCE COLONY NEW DELHI -110024.

No.F1 (475)/Est/NHMC/Vol-VIII/ 4118-24

Dated: 26/10/24

OFFICE ORDER

In supersession of previous orders the following committees have been re-constituted for the smooth and efficient functioning of this institution with immediate effect:-

Committee/Branch EHRMS Committee	Members Dr. Bipin Jethani, HOO (Nodal Officer) Dr. Chander Mohan Arya, CMO(SAG) (Co-ordinator) Sh. Chandal Lal, ASO (DA) Sh. Ishan Pandit, Jr. Assistant (DA)
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This in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

(Dr. Seema Rai) Prinicpal/HOD NHMC&H

No.F1 (475)/EstVNHMC/Vol-VII/

Copy to: -

1. PS to Principal/HOD, NHMC&H.

- 2. All Departments/Branch Incharge.
- A.O., NHMC&H.
- 4. Officer Concerned.
- 5. Sr. Account Officer/DDO, NHMC&H.
- 6. Notice Board.
- J/Guard file.

Dated:

(Dr. Seema Rai) Prinicpal/HOD NHMC&H

MEHRU HOMOEOPATHIC MEE. SLLEGE & HOSPITAL B-BLOCK, DEFENCE COLONY NEW DELHI -110024.



No.F1 (475)/EstUNHMC/Vol-VII/ 4018 -23

OFFICE ORDER

Dated: 21/10 24

The following committees have been re-constituted for the smooth and efficient functioning of this Hospital with immediate effect:-

S. No.	Committee/Branch	Members
1.	Quality Core Committee	Dr. Mohit Mathur, Chairperson Dr. Priya Malhotra, Nodal Officer Dr. S.K. Mishra, Member Dr. Dhananjay Shukla, Member Dr. Parul G. Wadhwani, Member, Dr. Sapna Gupta, Member
		Sister Renu Khanna, Member Sister, Manju Bala, Member
2.	MRD Committee	Dr. S.K. Mishra, Incharge Dr. Parul G. Wadhwani, Member Sister Sunita Devi, Member Sister Joyeeta Datta, Member Sister Renu Khanna, Member
3.	Hospital Grievance Redressal Committee	Dr. Priya Malhotra, Incharge Dr. George Mathew, Member Dr. Abdul Motin Molla, Member Dr. Akansha Maurya, SR Smt. Babita Diwakar, ANS

(Dr. Seema Rei) Prinicpal/HOD NHMC&H

Dated:

No.F1 (475)/Estt/NHMC/Vol-VII/

Copy to: -

1., PA to Principal/HOD, NHMC&H.

2. All Departments/Branch Incharge.

3. A.O., NHMC&H.

4. Officer Concerned.

5. Sr. Account Officer/DDO, NHMC&H.

6. Notice Board.

7. Guard file.

(Dr. Seema Rai) Prinicpal/HOD NHMC&H

No.F1 (475)/Estt/NHMC/Vol-VII/ 3399-3405.

OFFICE ORDER

Dated:) 0-9-24

In supersession of previous orders the following committees have been reconstituted for the smooth and efficient functioning of this institution with immediate effect:-

S. No.	Committee/Branch	Members
1.	General Store	Dr. Vandana Chopra, I/C General Store Dr. Sapna Gupta, Assistant I/C General Store Ms. Rajeena Morrison, MLT (DA) Mohd. Jamal Aktar, JMLT (DA)
2.	Medical Store	Dr. Sapna Gupta, I/C Medical Store Dr. Vandana Chopra, Assistant I/C Medical Store Ms. Bharati, JMLT(DA) Ms. Vandana, JMLT (DA)

Dr. Vandana Chopra and Dr. Sapna Gupta shall be link officer to each other for smooth and efficient functioning of General and Medical store.

This issues with immediate effect and in addition to their already assigned duties, No remuneration will be paid to them.

(Dr. Seema Rai) Prinicpal/HOD NHMC&H

No.F1 (475)/Estt/NHMC/Vol-VII/ Copy to: -

1. P& to Principal/HOD, NHMC&H.

2. All Departments/Branch Incharge.

3. A.O., NHMC&H.

4. Officer Concerned.

5. Sr. Account Officer/DDO, NHMC&H.

6. Notice Board.

LT. Guard file.

Dated:

(Dr. Seema Rai) Printcpal/HOD NHMC&H

GOVI. **JELHI** NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL

B-BLOCK, DEFENCE COLONY, NEW DELHI-110024

No.F1 (475)/Estt./NHMC/Vol.-IV/ 3361-3363

Dated: 06-9-24

OFFICE ORDER

In supersession of previous orders, the Biomedical Waste Management committee has been reconstituted with following members:

SI. No.	Name	Designated as
1	Dr Priya Malhotra (Gynaecologist)	I/C Nodal Officer
2	Dr. Abdul Motin Molla (Professor)	Link Officer
3	Dr. Mohit Mathur (Professor	Member
4	Dr. Sapna Gupta (Professor)	Member
5	Mrs Babita Diwakar(ANS)	Member
6	Mrs Sunita Devi (Nursing Officer)	Sister I/C BMW
7	Ms Joyeeta Dutta (Nursing Officer)	LINK OFFICER to Sister I/C BMW
8	Mr Jamal Akhtar	Member

Sister I/C BMW will take charge of collection of waste and report the nodal officer / link officer BMW for any violation of guidelines or any noncompliance observed.

This issue is with immediate effect and in addition to their usual duties as assigned and no extra remuneration for the same will be paid.

> (Dr. Seema Rail Principal

Dated:

No. F1(475)/Estt./NHMC/Vol.IV/

Copy for Information:-

- 1. Pg to Principal/HOD, NHMC&H
- 2. Officers/Officials concerned
- 3. Guard file

(Dr. Seema Rai) Principal

NEHRU HOMOEOPATH B-BLOCK, DEFENCE

DELHI COLLEGE & HOSPITAL EW DELHI -110024.

No.F1 (475)/Est/NHMC/Vol-VII/ 2638-2644
OFFICE ORDER

Dated: 25-7-24

In supersession of previous orders the following committees have been reconstituted for the smooth and efficient functioning of this institution with immediate effect:-

constituted for the smooth and efficient functioning of this institution with immediate effect:-			
S. No.	Committee/Branch	Members	
1.	General Store	Dr. Vandana Chopra, I/C General Store Dr. Sapna Gupta, Assistant I/C General Store Ms. Vandana, JMLT(DA) Ms. Rajeena Morrison, MLT(link officer Ms. Bharati)	
2.	Medical Store	Dr. Sapna Gupta, I/C Medical Store Dr. Vandana Chopra, Assistant I/C Medical Store Ms. Bharati, JMLT(DA) Mohd. Jamal Aktar, JMLT(link offcer of Ms. Vandana)	
3.	Procurement Cell(General & Medical Store & Caretaking Branch)	Dr. Rakesh Thakkar, Chairperson Dr. Chander Mohan, Member Dr. Dhananjay Shukla, Member Sh. Dhananjay Kumar Azad, Member Sh. Ram Hans Meena, A.O(Admn.), Member Sh. Ishan Pandit, (DA)	

Dr. Vandana Chopra and Dr. Sapna Gupta shall be link officer to each other for smooth and efficient functioning of General and Medical store.

Sh. Sushil Kumar, Pharmacist, is posted in OPD Pharmacy as Head Pharmacist. This in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

> (Dr. Seema Rai) Prinicpal/HOD NHMC&H

No.F1 (475)/Estt/NHMC/Vol-VII/

Copy to: -

1. PA to Principal/HOD, NHMC&H.

2. All Departments/Branch Incharge

3. A.O., NHMC&H.

4. Officer Concerned. منظم 5. Sr. Account Officer/DDO, NHMC&H.

6. Notice Board.

7. Guard file.

Dated:

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GOVT OF NCT OF DELHI NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL B-BLOCK, DEFENCE COLONY, NEW DELHI-110024

No. F1(475)/Estt/NHMC/Vol.-VII/ 2320-2322

Dated: 28-6-24

OFFICE ORDER

In supersession of earlier office order and to streamline the functioning the office, work allocation of officers of NHMC&H is modified as under:-

SI. No.	Name	Designated as
1	Dr. Parul G. Wadhwani	In-Charge Security
2	Dr. Chander Mohan	PIO
3	Dr. Vandana	APIO

This order shall come into force with effect from 01.07.2024.

This issue with prior approval of competent authority i.e. Principal /HOD.

(Dr Bipin Jethani) HOO, NHMC&H

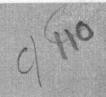
No. F1(475)/Estt/NHMC/Vol.-VII/

Copy for information:-

- · 1. PA to Principal/HOD, NHMC&H
 - 2. Officers/Official concernd.
 - 3. Guard file.

Dated

(Dr Sipin Jethani) HOO, NHMC&H



No. F1(475)/Estt/NHMC/Vol.-V/Pt. File/ 1932-1934

Dated: 24-5-24

OFFICE ORDER

In supersession of previous orders, Sexual Harassment/ Internal Complaint Committee has been reconstituted for the smooth and efficient functioning of this institution with immediate effect:

1.	Dr. Priya Malhotra	Gynecologist)	Chairperson
		(Professor)	Member
3.	Dr. Abdul Motin Molla		Member
		(Nursing Officer)	Member
	Mr. Ram Hans Meena		Member
	Dr. Vaishali Jangid	(Student Representative)	Member
	Ms. Prinsi Sharma	(Student Representative)	Member
/.	MS. Philisi Sharina	(Student Representative)	Member
		(NGO)	Member (External)
9	Ms. Suman		

This issues with immediate effect and in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

(Dr. Seema Bai)
Principal/HOD

No. F1(475)/Estt/NHMC/Vol.-V/Pt. File/

Dated:

Copy for information:-

1. PA to Principal/HOD, NHMC&H

2. Officers/Official concernd.

3/ Guard file.

(Dr. Seema Rai) Principal/HOD

01409

(Estt. Branch)

No. F.1(475)/Estt./NHMC&H/Vol.VI/Pt. File/13-50

Dated: 06-5-24

OFFICE ORDER

In supersession to the previous order, the "Hospital Patient and Staff Safety committee" of Nehru Homoeopathic Medical College& Hospital is reconstituted with following members.

- 1. (Prof.) Dr. Seema Rai- Chairperson
- 2. (Prof.) Dr. Abdul Motin Nodal officer
- 3. Dr. Priya Malhotra link officer to nodal officer
- 4. (Prof.) Dr. George Mathews- member
- 5. (Prof.) Dr. Parul G. Wadhwani- member
- 6. (Prof.) Dr. Sapna Gupta- member
- 7. (Prof.) Dr. Dhananjay- member
- 8. Sister Babita Diwaker (ANS)
- 9. In-Charge Caretaking
- 10. Assistant Engineer (Civil)
- 11. Assistant Engineer (Electrical)

This issues with immediate effect and in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

(Dr. Sema Rai) Principal/HOD

No. F.1(475)/Estt./NHMC&H/Vol.VI/Pt. File/

Dated:

Copy for information:

- 1. PA to Principal/HOD, NHMC&H.
- 2. DMS, NHMC&H
- 3. OPD & IPD Incharge, NHMC&H.
- 4. Officers/Official concerned
- 5. Guard file.

(Dr. Seema Rai) Principal/HOD

0/108

(Estt. Branch)

No. F.1(475)/Estt./NHMC&H/Vol.VI/Pt. File/ 1749

Dated: 06-5-24

OFFICE ORDER

In supersession to the previous order, the Quality Core Team of NHMC & Hospital is reconstituted for implementation of NQAS standards in the Nehru Homoeopathic Medical College& Hospital. The team comprises of following officers:

- 1. (Prof.) Dr. Seema Rai- Chairperson
- 2. (Prof.) Dr. Mohit Mathur Nodal officer
- 3. Dr. Priya Malhotra link officer to nodal officer
- 4. (Prof.) Dr. George Mathews- member
- 5. (Prof.) Dr. Parul G. Wadhwani- member
- 6. (Prof.) Dr. Sapna Gupta- member
- 7. (Prof.) Dr. Dhananjay- member
- 8. Sister Renu Khanna (Sr. Nursing officer)

This issues with immediate effect and in addition to their usual duties as assigned earlier and no extra remuneration for the same will be paid to them.

(Dr. Seema Rai) Principal/HOD

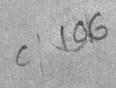
No. F.1(475)/Estt./NHMC&H/Vol.VI/Pt. File/

Dated:

Copy for information:

- 1. PA to Principal/HOD, NHMC&H.
- 2. DMS, NHMC&H
- 3. OPD & IPD Incharge, NHMC&H.
- 4. Officers/Official concerned.
- 5. Guard file.

Dr. Seema Rai) Principal/HOD



No. F1(475)/Estt/NHMC/Vol.-IV/Pt. File/1362-1364

Dated: 10-4-24

OFFICE ORDER

In supersession of previous orders, the Biomedical Waste Management committee has been reconstituted with following members:

1. Dr. Priya Malhotra (Gynaccologist)

I/C / Nodal Officer

2. Dr. Abdul Motin Molla (Professor.)

Link Officer

3. Dr. Mohit Mathur (Professor.)

Member

4. Mrs. Sunita Devi (Nursing Officer)

Member

5. Ms. Ruby (N. O.)

This issues with immediate effect and in addition to her usual duties as assigned earlier and no extra remuneration for the same will be paid to her.

> (Dr. Seema Rai) Principal/HOD

No. F1(475)/Estt/NHMC/Vol.-IV/Pt. File/

Dated:

Copy for information:-

1. PA to Principal/HOD, NHMC&H

2. Officers/Official concernd.

8. Guard file.

Principal/HOD

GOVT. OF N.C.T.OF DELHI NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL

B-BLOCK, DEFENCE COLONY NEW DELHI -110024

(Administration Branch)

No.F.1(475)/Estt./NHMC/Vol.VI/Pt.File/1450-1457 Date: 19-4-24

OFFICE ORDER

The following complaints committee is hereby constituted for looking after various complaints (other than sexual harassment cases) in respect of NHMC&H staff with immediate effect:-

S.N.	Name of Officer	Designated as:
1.	Dr. Rekha Thomas, Professor	Chairperson
2.	Dr. Parul G. Wadhwani, Professor	Member
3.	Dr. Abdul Motin Molla, Professor	Member
4.	Sh.Ram Hans Meena, Administrative Officer	Member

This is in addition to their duties as assigned earlier and no extra remuneration for the same will be paid to them.

(Dr. Seema Rai)

Principal/Head of Department

No.F.1(475)/Estt./NHMC/Vol.VI/Pt.File/

Copy for information and necessary actions to:-

- 1. PA to Principal, NHMC&H.
- 2. Head of Office, NHMC&H.
- 3, Deputy Medical Superintendent, NHMC&H.
- 4. Incharge (Library), NHMC&H.
 - 5. AAO/DDO/Bill Clerk, NHMC&H.
 - 6. Officer concerned.
 - 7. Notice Board

8. Guard file.

(Dr. Jeema Rai) Principal/Head of Department