

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

(Estt. Branch)

No. F1(475)/Estt/NHMC/Vol.IX/ 29-33

Dated 3/1/2026

OFFICE ORDER

In supersession of previous order, the following committees have been re-constituted for smooth and efficient functioning of the hospital:-

S.NO.	Name of the Committee	Constitution of Committee
1.	Academic Branch UG/PG (Only Academic matters)	Academic Head- Dr Seema Rai, Principal/HOD Dr Thankaraj B, Academic I/C Dr Rekha Thomas, Asst Academic I/C Dr Abdul Motin Molla, Asst Academic I/C Dr Anu Rajesh, Asst Academic I/C Dr Azizul Islam Khadim - Member Dr Aiswarya M A - Member Dr Faiza Khan- Member Dr Radhika Agarwal - Member Mr. Gulam Mudesser -Dealing Asst Mr. Sandeep Kumar - Dealing Asst Mrs. Manju - Dealing Asst
2.	Class I/C	I BHMS Jr- Dr Vandana Chopra I BHMS Sr - Dr Annapurna Sarangi II BHMS - Dr Sapna Gupta III BHMS - Dr Parul Wadhvani IV BHMS- Dr Meena Pal

3	Batch coordinators	BHMS Batch - 2024- Dr Jyotsna kumari BHMS Batch – 2023- Dr Pooja BHMS Batch – 2022- Dr Rita BHMS Batch – 2021- Dr Kanchan BHMS Batch – 2020 - Dr. Kapil
4	General Store	Dr Vandana , I/ C General Store Dr. Sandhya Kashyap, Asst Store I/C Medical College Ms Rajeena, Storekeeper General store Mr R P Rana – Member
5	Medical Store	Dr Sapna , I/C Medical Store Dr Sudheer , Asst Store I/C Medical Store Sh Bharti , Storekeeper Medical Mr R P Rana – Member
6	IPD	Dr Parul, IPD I/C Dr Annapurna, Asst IPD I/C & Link officer Dr. Kapil Das- Member Dr. Pooja kumari - Member Dr Priyanka - Member Sister I/C Male and Female ward- Member
7	OPD	Dr George Mathew , OPD I/C Dr Anu Rajesh, Link officer to Dr George Mathew Dr S K Mishra, Asst OPD I/C Dr. Lalit Tyagi Dr. Kanchan Dr Ashima Dr Vandana Sister I/C OPD- Member
8	CCL committee	Dr Rekha Thomas, Chairperson SO Planning Member

		Sh. Chandan Lal, ASO - Member Mrs Babita Diwakar, ANS - Member
9.	Hospital Patient and Staff Safety Committee	Dr Seema Rai- Chairperson Dr Abdul Motin Molla- Nodal Officer Dr Parul Wadhvani- Member Dr Sandhya Kashyap - Member Dr Sudheer Kumar- Member Dr Lalit Tyagi- Member Ms Babita Diwakar, ANS- Member
10.	Sports committee	Dr Mohit Mathur- I/C Dr S K Mishra- Member Dr Vandana Chopra, Asst Prof – Member Mr Gulam Mudesser - DA
11.	Students Attendance Monitoring Committee	Dr Rekha Thomas – Chairperson Dr Sapna Gupta– Member Dr Abdul Motin Molla - Member All Class in charges and Batch coordinators – Members
12.	Intern management committee	Dr Mohit Mathur I/C Dr George Mathew - Member Dr Parul Wadhvani- Member Dr Annapurna Sarangi – Member Dr Pooja Kumari - Member Mr Gulam Mudesser – DA
13.	Grievances of Northeast Students	Dr Annapurna Sarangi– Nodal officer Dr Faiza Khan- Member Dr Kapil Das – Member

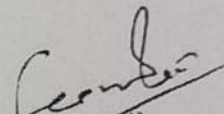
14.	Students counseling committee	Dr Anu Rajesh- Chairperson Dr Annapurna Sarangi – Member Dr Abdul Motin Motin Molla– Member Dr Falza Khan- Member
15.	Election committee	Dr Rekha Thomas- Chairperson Dr Annapurna Sarangi – Member Dr Azizul Islam Khadim - Member Mr Gulam Mudesser – DA
16.	Technical Committee	Dr Rekha Thomas – Chairperson Dr Annapurna Sarangi- Link officer to chairperson Dr Sudheer Kumar – Member Dr Kapil Das- Member Store Keeper- Medical store Store Keeper- General Store Mr R P Rana – Member
17.	Computerization Committee	Dr George Mathew - Chairperson Dr Dhananjay Kumar Shukla - Member Dr S K Mishra- Member Dr Sudheer Kumar- Member Dr Vandana Chopra - Member Sr Accounts Officer- Member Sh Ishan Pandit- Dealing Assistant
18.	Kitchen and Dietary quality control	Dr Annapurna Sarangi - I/C Dr Sandhya Kashyap - Link officer Dietitian - Member Ms Babita Diwakar ANS- Member

		Sister in charges of IPD Male and Female wards- Member
19..	Vector Borne diseases control	Dr Abdul Motin Molla - Nodal Officer Dr Ashima Khullar – Member Dr Nisha Sehrawat - Member Mr Kunjumon Joseph- Member
20.	Linen items and related matters	Dr Mohit Mathur – I/C Dr Anu Rajesh- Link officer Dr B K Tripathi – Member Ms Babita Diwakar, ANS- Member
21.	Environment management group	Dr Meena Pal- Nodal Officer Dr Ashima Khullar - Member Dr Modesty Tyngkan- Member
22.	Parliament Questions	Dr Vandana Chopra- I/C Dr Heema- Member Dr Modesty Tyngkan- Member AO Admin- Member Ms Ruby- Member
23.	Disaster management committee	Dr Abdul Motin Molla – Chairperson Dr Heema -Nodal officer Dr Kanchan Singh- Link officer Dr Mohit Mathur – Member Dr Parul Wadhwani- Member Dr George Mathew- Member Dr Priya Verma- Member I/C PWD- Member Mr Satender- Member Sh Ram Jeevan, Security officer- Member

24.	Condemnation committee	Dr Rekha Thomas- Chairperson Dr S K Mishra- Nodal Officer Dr Lalit Tyagi- Member Dr B K Tripathi - Member Sr Accounts Officer - Member Section officer, Admn. - Member Sh Vikas Bhatia - Dealing Asst Store keepers of Medical and General stores - Member
25.	PGMS	Dr Anu Rajesh – I/C Dr Vandana Chopra – Link officer to I/C , PGMS Dr Pooja Kumari – Member Dr Jyotsana Kumari- Member Ms Ruby- Member
26.	Horticulture	Dr Vandana Chopra – Nodal Officer Dr Heema – Member Dr Modesty Tyngkan- Member
27.	Matters pertaining to Nursing orderlies	Dr Abdul Motin Molla – Chairperson Dr Lalit Tyagi Member Dr B K Tripathi- Member S O Admin- Nodal Officer Senior Accounts Officer- Member
28.	Social media committee	Dr Rekha Thomas– Chairperson Dr Thankaraj B- Member Dr Radhika Agarwal- Member Dr Ashima Khullar - Member Dr Lalit Tyagi- Member
29.	Delhi Mitra App	Dr Anu Rajesh -Nodal officer

		Dr Vanadna Chopra- Link officer
30.	E HRMS	Dr Bipin Jethani - HOO - Nodal officer Dr Chander Mohan Arya (Coordinator) Dr Anu Rajesh - Member Mr Chandan Lal -DA Mr Ishan Pandit -DA
31.	STUDENT SCHOLARSHIP MATTERS	Dr Abdul Motin Molla - Chairperson Dr Sudheer Kumar - Nodal officer Mr Gulam Mudasser - DA

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.

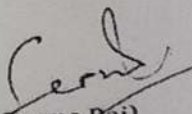

(Dr. Seema Rai)
Principal/HOD
NHMC&H

Dated

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2. HOO, NHMC&H.
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(Dr. Seema Rai)
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OFFICE ORDER FOR ADDITIONAL DUTIES OF NHMC & HOSPITAL STAFF

In partial modification of previous order, the following committees have been re constituted for the smooth and efficient functioning of this institution-

So no	Committee /Barnch	Member	Remarks
1	EXAMINATION Committee (UG & PG)	Dr Anu Rajesh, Supdt Exam Dr Annapurna Sarangi, Dy Supdt Exam Dr Vandana Chopra, Member Dr Priyanka Verma, Member Sh. Vikas Bhatia, Member Sh. Ishan Pandit, Dealing Assistant Sh. Gulam Ali Mudassir, Dealing Assistant Sh. Sumit, N.O.	Mr. Ishan Pandit and Mr. Gulam Ali Mudassir shall be Link Official to each other
2	PROCUREMENT	Dr Dhananjay Shukla ,Nodal Officer Dr Abdul Motin Molla , Link Officer Dr Balkrishana Tripathi ,Member Dr Kapil Das ,Member Sh. Ishan Pandit, Dealing Assistant Sh. Sandeep Kumar, Dealing Assistant Sh. Rahul, N.O.	Mr. Sandeep Kumar will look after the work of dealing assistant in absence of Mr. Ishan Pandit.
3	CPA coordination	Dr Sapna Gupta, Cordinator Dr Sudheer Kumar, Link Officer Mr R.P. Rana , Member Mr Sushil Kumar, Member Sh. Rajesh, N.O.	Mr. R.P. Rana will look after the work of dealing Assistant
4	LIBRARY	Dr George Mathew, Incharge Dr Rakesh Thakkar, Advisor Dr Lalit Tyagi, Member Dr Rita, Member Dr Heema, Member Sh. Vikas Bhatia, Member Sh. Ishan Pandit, Dealing Assistant Smt. Krishna, N.O.	

5	Biometric Attendance (Regular staff) Faculty/Paramedical/Ministerial Staff)	Dr Bipin Jethani, Nodal Officer Dr Sandhya Kashyap, Member Dr Azizul Islam Khadim, Member Dr. B.K. Tripathi, Member Smt. Renu Bhatia, Member	Ms Renu Bhatia will coordinate with all the Nodal Officers of biometric committees and put up biometric attendance on monthly basis to each committee and will maintain the records.
6	Biometric Attendance (JR & SR And Intern) (Guest Faculty)	Dr Thankaraj B., Nodal Officer Dr Mohit Mathur, Link Officer Dr Kanchan Singh, Member Dr Sarita Gola, Member Dr. Pooja Gautam, Member Smt. Renu Bhatia, Member	
7	Biometric Attendance (Outsourced Staff)	Dr Abdul Motin Molla, Nodal Officer Dr Pooja Kumari, Member Dr. Modesty, Member Dr. Ashima Khullar, Member Smt. Renu Bhatia, Member	

The above work is in addition to their own duties and no financial or any other benefit for the above work shall be admissible.

(Dr. Neeraj Gupta)
Principal/HOD
NHMC&H

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(Dr. Neeraj Gupta)
Principal/HOD
NHMC&H