



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LOK NAYAK HOSPITAL, NEW DELHI-110002
OFFICE OF THE MEDICAL DIRECTOR
(MEDICAL RECORD DEPARTMENT)

F.7 (3)(6)/MRD/LNH/2025-26/ 1077

Dated 23/07/25

CIRCULAR

**Sub:- Lifting the old record for weeding out purpose from Medical Record Department,
Lok Nayak Hospital, Delhi.**

This is in reference of previous circular vide No.7(3)(6)/MRD/LNH/2025-26/968 dated 14/07/2025. All departments is being informed that the Non MLC record (01.01.2014 to 31.12.2014) will be lifted out by Khadi & Village Industries Commission, ZMDTC, Rajgat, Delhi on 25.07.2025 (Friday) at 10:00AM. The Vehicle for lifting the record will be available on that day at MRD Block, LNH.

It is also requested that all respective departments may directly handover their records to be weed out if any as per record retention policy to authorized representative of KVIC.


(Dr. S. N. Basna)
MOI/C


Medical Record Department
Lok Nayak Hospital, New Delhi

Dated

F.7 (3)(6)/MRD/LNH/2025-26/

Copy To:-

1. PA to Medical Director (For information to MD)
2. MOI/C (IT) with request to upload on LNH website and Delhi Govt. website.
3. AMS(A), LNH.
4. Director (Admin), LNH.
5. All HODs, LNH.
6. Nursing Superintendent, LNH.
7. SPIO, LNH.
8. Notice Board of MRD, Branch Guard File.


(Dr. S. N. Basna)
MOI/C

Medical Record Department
Lok Nayak Hospital, New Delhi