



GOVT. OF N.C.T. OF DELHI
OFFICE OF MEDICAL DIRECTOR
LOK NAYAK HOSPITAL, NEW DELHI-110002

F.No./LNH/PS/2025/99

Dated : 23/05/2025

WORK ALLOCATION ORDER

In supersession of all previous orders in this regard, the work distribution amongst all the Additional Superintendents, Director (Admin) & Deputy Medical Superintendents, in Lok Nayak Hospital, is hereby ordered with immediate effect :

S.No.	Name and Designation	Work assigned.
1.	Dr. Prafull Kumar, Director(A)/H.O.O.	<ul style="list-style-type: none">• Link officer of AMS(A)• All Establishment Matters• Head of Office for all purposes including sanction of Electricity, CUG, Telephone, Transport, Water & PNG bills etc.• All the work assigned as per Delegation of Powers orders issued vide F. No. LNH/MD/PS/2025/47 dt : 19.03.2025• All work related to Medical Reimbursement Cell, General Branch, Planning Branch, MRD Branch.• Purchase, Repair and Maintenance.• Biometric Attendance of Regular & Contractual Employees.• AMA-DGEHS beneficiary matters, approval of health bills.• SPARROW Portal & all APAR related matters• Administrative round of the Hospital on Monday.• Any miscellaneous work assigned time to time.
2.	Dr. J.K. Basu AMS(A)	<ul style="list-style-type: none">• Link officer to H.O.O./Dir(A) and AMS(STC)• All matters related to Accounts and Audit.• Grievance Redressal Officer• All Training related work.• First Appellate Authority under RTI Act, 2005.• Auction & Condemnation.• NABH, NQAS, Kayakalp, HICC and other Quality Programs.• Subzi Mandi Mortuary• Outsource Services, Sanitation & Security, Nursing Orderly, Data Entry Operator, OPD, Paramedical/ Technical Staff etc• PWD & Horticulture• All Employees Union Related Matters• Court Cases, Litigation, Police Verification, Summons & Warrants, Cases pertaining to Jail/Police matters etc.• Outsource Laboratory Services• All matters of Kitchen, Parking, Laundry, Polyclinic & Kiosk• Authorized signatory for Bank Account of Departmental Canteen• Data Compilation and onward submission to H&FW, Dept. (other than Establishment/OPD matters)• ABCON (other than establishment matters)• Administrative round of the Hospital on Tuesday.• Any Miscellaneous work assigned time to time
3.	Dr. Sudha Rani, AMS (STC)	<ul style="list-style-type: none">• All work related to Sushruta Trauma Centre (STC).• Nodal Officer for Comprehensive Trauma Care Plan and related work• Disaster Management (STC)• All work related to VIP Protocol for STC in coordination with

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New Delhi-110002

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		HOD (A&E)
4.	Dr. Amit Gupta DMS(A)	<ul style="list-style-type: none"> Any miscellaneous work assigned time to time Link Officer to DMS (M). JR/SR section. IT Branch, E-Office, E-HRMS, HIMS etc. Nodal Officer AB-PMJAY/ ABHA etc. EWS/DAK OPD/IPD Registration and related work. Outreach Programme & CSR (Corporate Social Responsibility) Administrative round of the Hospital on Wednesday & Friday . Any Miscellaneous work assigned time to time.
5.	Dr. Ravinder Kumar, DMS(M)	<ul style="list-style-type: none"> Link Officer to DMS(A) All data related to OPD (Heat Related Illness/ Respiratory data/ Vector Borne Diseases/ NOTTO etc. ART Clinic Gopinath Dharamshala Matters related to Estate Administrative round of the Hospital on Thursday Any miscellaneous work assigned time to time

Note :

1. All the above mentioned officers will directly report to the Medical Director, LNH.
2. All the files related to allocated work shall mandatorily be routed through the above mentioned officers for action/approval of Medical Director, LNH.

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1. All HODs, LNH.
2. Officers Concerned.
3. DCA, Accounts Branch, LNH/All Section Officers, LNH
4. Guard File.

[Signature]
23/5/25
Dr. B.L. Chaudhary,
Medical Director,
Lok Nayak Hospital
LOK NAYAK HOSPITAL
(Govt. of NCT of Delhi)
Dated : Delhi-110002
23/05/25

[Signature]
23/5/25
Dr. B.L. Chaudhary,
Medical Director,
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