

MOST IMMEDIATE/OUT TODAY

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE DIRECTOR (ADMN)
LOK NAYAK HOSPITAL: NEW DELHI-110 002**

No. F.PA/Dir(A)/LNH/130/2023/123

Dated: 04/12/2023

OFFICE MEMORANDUM

Sub: Unilateral Surrender of officials – instructions regarding

It is seen that various Wards, OPDs, Wards and other Units/Departments of this Hospital are frequently and unilaterally surrendering/relieving the officials particularly the Nursing Orderlies, Safai Karamcharies (S/Ks)- (Group 'C', erstwhile Group 'D' employees) and para-medical to the Office of Director (Admn) on various grounds viz., services of the officials are no more required, long absent by the employees, misbehave by the employees and/or for many other administrative reasons etc., without any justification.

It is brought to the notice of all concerned that this is totally unacceptable situation as the jurisdiction for the transfer/posting of an employee completely an administrative issue hence come under the purview of the Competent Authority i.e., HOD, LNH and/or Director (Admn). As such all such officials cannot be surrendered or relieved without the formal orders of the Competent Authority.

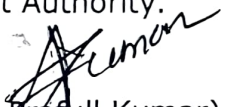
If any Wards, Branches, OPDs and other Departments of this hospital is of the view that an official/officer is not performing his/her duties diligently or his/her conduct is found not satisfactory, the Head of the Unit or MO/IC where such employee is working can personally meet Director (Admn), alongwith his/her written grievance/submission and accordingly appropriate disciplinary action as per rule shall be initiated against such employee by the administration and if the Unit/Ward Incharge is of the view that the continuance of the said officer/official is against the interest of that Unit/Ward/Department, a proposal for transfer/posting of such official/officer with proper justification shall be submitted to the Director (Admn) through the MO/IC or Head of the Unit concerned for further necessary action.



If any Unit/Ward/Department of the Hospital resort to unilateral surrender/relieving of the official/officer on contravention of the aforesaid instructions, it shall be presumed that there is no requirement of staff posting of such category of officials/officers in the said Unit/Ward in future and it would be deemed to be a surrender of official once for all without any replacement.

These instructions shall be complied with strictly and scrupulously. MO/IC or Unit Incharge shall personally be held responsible for non-adherence of the above instructions and no substitute will be provided in future to the Branch/Ward concerned against any unilateral surrender of officer/official.

This issues with the prior approval of MD, LNH – the Competent Authority.

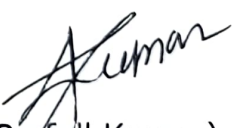

(Dr. Prafull Kumar)
Director (Admn)

No. F.PA/Dir(A)/LNH/2022-23/

Dated:

Copy for information and n/a

1. AMS (A),
2. Admn Officer, LNH, MRD Block, for strict compliance
3. All MO/ICs/Unit Incharges/OPD Incarges etc
4. DMS, STC
5. Asst. Programmer, IT Cell for uploading the Circular on the Hospital's Website
6. Section Officers – E-1/E—II/E-III/E-IV/E-V
7. PS to Medical Director for information of MD
8. Guard File


(Dr. Prafull Kumar)
Director (Admn)