

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF DIRECTOR(ADMINISTRATION), LOK NAYAK HOSPITAL
JAWAHAR LAL NEHRU MARG, NEW DELHI-110002**

PA/DIR(A)/LNH/151/2025-26/185

Dated: 25/09/2025

WORK ALLOCATION ORDER

In supersession of all previous orders in this regard, the work distribution amongst all the Additional Medical 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, AMS(A)/H.O.O.	• 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 dated 19.03.2025 • All work related to Medical Reimbursement Cell, General Branch, • 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 from time to time. • Further, 1st & 2nd Link officers of AMS(A)/HOO shall be AMS(M) & Director (Admin) respectively.
2.	Dr. J.K. Basu AMS(M)	• All matters related to Patient Care, Accounts and Audit. • Grievance Redressal Officer, PGMS • First Appellate Authority under RTI Act, 2005. • Auction & Condemnation • NABH, NQAS, Kayakalp, HICC and other Quality Programs. • Subzi Mandi Mortuary • All types of Outsource Services i.e. Sanitation, Security, Nursing Orderly, Data Entry Operator, OPD, Paramedical & Technical Staff etc. • PWD, Horticulture & Gopinath Dharamshala • Planning Branch, MRD Branch. • 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 from time to time • Further, 1st & 2nd Link officers of AMS (M) shall be

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		AMS(A)/HOO & Director (Admin) respectively.
3.	Dr. Monika Chaudhary, Director (Admin.)	• Purchase, Repair and Maintenance • All data related to OPD (Heat Related Illness/Respiratory data/Vector Borne Diseases/ NOTTO etc.) • ART Clinic • All Training related work. • Matters related to Estate • Administrative round of the Hospital on Thursday • Any miscellaneous work assigned from time to time • Further, 1st & 2nd Link officers of Director (Admin) shall be AMS (M) & AMS(A)/HOO respectively.
4.	Dr. Ravinder Kumar, DMS (STC)	• 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 HOD (A&E) • Any miscellaneous work assigned from time to time • DMS (A) shall be the link Officer of DMS (STC)
5.	Dr. Amit Gupta DMS(A)	• 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, Biometric Attendance of all employees. • Outreach Programme & CSR (Corporate Social Responsibility) • Administrative round of the Hospital on Wednesday & Friday. • Any Miscellaneous work assigned time to time. • Further, 1st & 2nd Link officers of DMS (A) shall be Director (Admin) & AMS (M) respectively.

Note :

1. All the above mentioned officers will directly report to the Medical Director, LNH.
2. All the files, as per allocation of work, should mandatorily be routed through the above mentioned officers for necessary action/approval of Medical Director, LNH.



(Dr. B.L. Chaudhary)
Medical Director,
Lok Nayak Hospital

Dated:

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1. All HODs, LNH.
2. Officers Concerned.
3. COA & DCA, Accounts Branch, LNH
4. All Section Officers, LNH/PRO, LNH
5. MOI/C (IT) with directions to upload on official website.
6. Guard File.



(Dr. B.L. Chaudhary)
Medical Director,
Lok Nayak Hospital