

MOST URGENT/OUT TODAY

**GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE ADDL MEDICAL SUPERINTENDENT (ADMN.)
LOK NAYAK HOSPITAL: NEW DELHI-110002**

No. PA/AMS(A)/LNH/130/2023/105

Dated: 23/04/2024

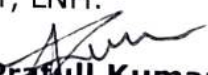
OFFICE ORDER

For effective implementation of e-HRMS/e-Office in Lok Nayak Hospital, all the Section Officers of Establishment Branches, LNH are hereby directed to complete the service records/leave records (in all respects) and submit a certificate in this regard to the undersigned by 11 am on 02.05.2026 (Saturday). The leave records shall, thereafter, be uploaded in e-HRMS account of all respective employees and in future leaves of all kinds shall be applied and granted through e-HRMS only.

Further all the **employees of Lok Nayak Hospital are also directed to inspect their service books between 2:30 pm to 3:30 pm on any working day** and inform the undersigned regarding any kind of deficiency/ or any other issue pertaining to their service record.

This must be given Top Priority. Non compliance will be viewed seriously.

This issues with the prior approval of Medical Director, LNH.


(Dr. Prafull Kumar)
AMS(A)/H.O.O

No. PA/AMS(A)/LNH/130/2023/

Dated:

Copy to :

1. PS to MD, LNH for kind information please.
2. All HODs/MOI/cs for wide circulation among the subordinate staff
3. All Section Officers, LNH.
4. Technical Officer, IT Branch, LNH with direction to upload on the official website.
5. All Notice Boards of LNH
6. Guard File


(Dr. Prafull Kumar)
AMS(A)/H.O.O