



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

F. NO: LNM/MD/PS/2025/316-324

Dated: 08/10/2025

OFFICE ORDER

Time and again, it is being observed that whenever an order, either for vacation or allotting a room to officers/branch is issued, the concerned officer/branch also shifted the materials like furniture, IT related equipments etc. without proper handing/taking over the inventory, which is not a good practice.

In this context, it hereby directed that in future, no furniture & IT related equipments, except the record management, shall be shifted by the officers/concerned branch until and unless the proper handing/taking over of the inventory of a particular room for which order has been issued for smooth functioning of office.

This order should be complied with in letter and spirit.

(Dr. B. L. Chaudhary)
Medical Director

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Copy to:-

Dated: 08/10/2025

1. All HODs/HOD (A&E), LNH
2. PS to AMS (Medical)
3. PS to AMS (Admin/HOO)/Director (Admin)
4. DMS (STC)/DMS(A), LNH
5. All MOI/Cs and Store In-charges
6. Nursing Superintendent, LNH
7. Technical Officer (IT) for uploading the same on website of LNH.
8. Public Relationship Officer, LNH
9. Guard File

(Dr. B. L. Chaudhary)
Medical Director