

DEPTT. OF BURN & PLASTIC SURGERY LSL BUILDING PT B.D. SHARMA PGIMS ROHTAK.

No. BPS/22/ 441

Dated: 27-07-2022

To

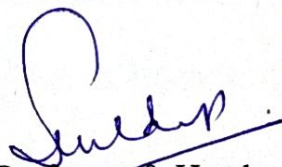
The Professor I/c Telemedicine
Pt. B. D. Sharma PGIMS Rohtak.

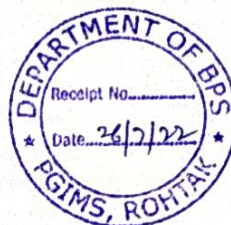
Subject:- Implementation of Pro-active disclosure under section-4 of RTI Act 2005.

This is in reference to letter No. SPIO/PGIMS/2022/4943-58 dated 22.07.2022 on the subject noted above.

Please find enclosed herewith the information in PDF format as Soft copy (through e-mail) and hard copy of department of Burn& Plastic Surgery after getting it approved from SPIO PGIMS Rohtak for uploading/updating on the website of the institute for Implementation of Pro-active disclosure under section-4 of RTI Act 2005.

Encl: as above


Sr. Professor & Head
Deptt. of Burn& Plastic Surgery
Pt. B. D. Sharma PGIMS, Rohtak.



Most Urgent

PT. B.D.SHARMA POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES, ROHTAK

No. SPIO/PGIMS/2022/ 4943-58

Dated: - 26.07.2022

To

1. The Principal, Swami Dayanand Post Graduate Institute of Pharmaceutical Sciences, UHS, Rohtak vide letter No. PGIPS/2022/610, dated 06.07.2022.
2. The PIO-cum-DMS I/c Boiler Section, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. Boiler/22/133, dated 13.07.2022.
3. The PIO-cum-DMS I/c Laundry, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. Laundry/2022/557, dated 05.07.2022.
4. The PIO-cum-DMS I/c Kitchen, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. Kitchen/22/426, dated 05.07.2022.
5. The PIO-cum-DMS I/c CSSD, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. CSSD/22/187, dated 04.07.2022.
6. The PIO-cum-DMS I/c Telephone Exchange, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Telephone Exchange/22/607, dated 11.07.2022
7. The Nodal Officer-cum-PIO, PMBJK, PGIMS, Rohtak vide letter No. PGIMS/PMBJK/22/214, dated 04.07.2022.
8. The Sr. Prof. & Head, Deptt. of Surgery, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Surg./22/1604, dated 04.07.2022.
9. The Sr. Prof. & Head, Deptt. of Pediatrics, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Ped./22/1702, dated 04.07.2022.
10. The Sr. Prof. & Head, Deptt. of Neurology, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Neuro/22/682, dated 04.07.2022.
11. The PIO-cum- Sr. Prof., Deptt. of Oncology, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Onco/22/172, dated 05.07.2022.
12. The Sr. Prof. & Head, Deptt. of Pediatric Surgery, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Paed. Surg/2022/260-61, dated 05.07.2022
13. The Sr. Prof. & Head, Deptt. of Burns & Plastic Surgery, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. BPS/22/396, dated 05.07.2022.
14. The Sr. Prof. & Head, Deptt. of Anesthesiology, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Anaesth/2022/RTI/2597, dated 01.07.2022.
15. The Sr. Prof. & Head, Deptt. of Forensic Medicine, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. FMD/2022/862, dated 04.07.2022.
16. The Warden Doctor Hostel, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. DH/2022/67, dated 07.07.2022.

Sub:- Implementation of Pro-active disclosure under section-4 of RTI Act 2005.

The information related to implementation of Pro-active disclosure under section-4 of RTI Act 2005, sent by you to the worthy Director, Pt. B. D. Sharma, PGIMS, Rohtak, for approval the same from the First Appellate Authority-cum-Director, Pt. B. D. Sharma, PGIMS, Rohtak.

The same is returned in original with the request to kindly send the information to the Prof. I/c Telemedicine, Pt. B. D. Sharma, PGIMS, Rohtak in **PDF format as Soft copy and Hard copy, so that the same can be uploaded/updated on the website of the institute** for implementation of Pro-active disclosure under section-4 of RTI Act 2005.

It may be treated as utmost urgent.

Encls. As above

Endst. No. SPIO/PGIMS/2022/

Copy of the above is forwarded to the First Appellate Authority-cum-Director, Pt. B. D. Sharma, PGIMS, Rohtak for information.

State Public Information Officer

Dated: 1 / 2022

State Public Information Officer

DEPARTMENT OF BURNS & PLASTIC SURGERY PTB.D.SHARMA PGIMS ROHTAK

No. BPS/22/ 396

Dated: 05-07- 2022

84
7/7/22
3: PM

To

The Director,
Pt. B.D.Sharma PGIMS, Rohtak

Sub: Request for approval of Implementation of pro-active disclosure under section-4 of RTI Act 2005-Issue of guidelines regarding.

Sir,

In reference to letter No. SPIO/PGIMS/2022/4094-4132 dated 23.06.2022, point wise information pertaining to the Burns & Plastic Surgery Department was sent vide this office letter No.BPS/2020/416 dated 28.10.2020(copy attached), also please find updated information as under (in bold).

- i) Burns & Plastic Surgery department is a single unit and is involved in patient care, teaching, research (Annexure-I & II attached).
- ii) The administrative powers rest with the Director, Medical Superintendent and Head of Department:-
 - Staff Nurses are involved in Nursing care and record maintenance.
 - Office staff maintains office and record.
 - Dressers/OT Assistants help in dressing of patients.
 - Class-IV employees assist officers in above mentioned work.
 - House Surgeons & M.Ch residents are responsible for patient care, maintaining and deposition of the patient files in Medical Record Department.
 - Patients are seen and evaluated in OPD by consultants **alongwith senior residents**. Decision regarding admission and surgery are taken by consultants in consultation with Head of the Department (HOD).
 - Emergency patient care is provided by **Senior Residents** on call duty. **Consultation with consultant is done, if required.**
 - **Teaching of M.Ch student is done as per the roster.**
 - Teaching of MS students or of other disciplines is done in collaboration of HOD of that department.
- iii) Regarding admission- **Patient is admitted by the consultant.**

- Regarding Surgery: Patient is operated by on duty consultant and full responsibility regarding surgery point of view lies with that consultant.
- Patient is seen, records prepared and care is provided by the **Senior Residents & House Surgeons** in consultation with the Consultant in the ward.

iv) As above i.e. point No. III.

v) The duties are discharged as per the circulars issued from the office of Director, Dean, Medical Superintendent (M.S.), HOD.

vi) Record of student (M.Ch.) is maintained by the HOD office.

➤ Record and duties of Consultants/ **Sr. Residents**/House Surgeons is done by HOD office.

➤ Duties of Nursing Sisters/Staff is decided and done by office of Nursing Superintendent under office of Medical Superintendent (M.S.Office).

➤ Duties of other Staff like OTA/Dresser is decided and done by HOD in consultation of M.S.Office.

➤ Patient records are maintained by **Senior Residents**/ House Surgeons and Nursing Staff.

vii) None.

viii) None.

ix) Directory of Officers is maintained by Director's Office.

x) This information is maintained by Director's Office.

xi) This information is maintained by Director's Office.

xii) Details of subsidiary programme or schemes like Ayushman Bharat are kept by M.S.Office.

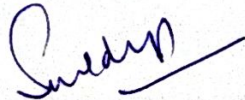
xiii) None.

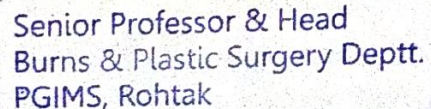
xiv) None.

xv) None.

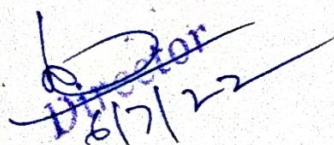
xvi) Lies with Director's office.

xvii) Done by Incharge I.T. department.


Sr. Professor & Head
Burns & Plastic Surgery Deptt.
PGIMS, Rohtak


Senior Professor & Head
Burns & Plastic Surgery Deptt.
PGIMS, Rohtak

SP10


Director
6/7/22



1625/
07/7/2022

ANNEXURE-I

Information pertaining to the Department of Burns & Plastic Surgery is as under:-

FACULTY

1. Dr. Kuldeep Singh
Sr. Professor & Head
2. Dr. Abhishek Sharma
Assistant Professor

SENIOR RESIDENT

1. Dr. Abhinav Singh
2. Dr. Meenu Beniwal
3. Dr. Irin Saha

HOUSE SURGEON

1. Dr. Navdeep Sharma
2. Dr. Mohit Jagga
3. Dr. Jaspreet Singh
4. Dr. Diksha Jangra

OPD

1. Room No. 208-211 (Ch. Ranbir Singh OPD block).
2. Tuesday/Thursday/Saturday

OT (Modular OT Complex)

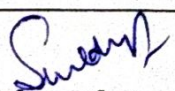
Monday/Thursday/Friday

EMERGENCY DUTY

Annexure- II attached

WARD (Senior Residents)

Dr. Irin Saha	All OPD's/OT's (Monday & Friday) after ward work.
Dr. Meenu Beniwal -	Ward- Monday, Wednesday & Saturday OPD- Tuesday OT- Thursday & Friday
Dr. Abhinav Singh	Ward- Tuesday, Wednesday & Friday OPD- Thursday/Saturday OT- Monday


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PGIMS, Rohtak
Senior Professor & Head
Burns & Plastic Surgery Deptt.
PGIMS, Rohtak

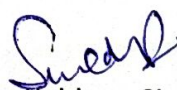
ANNEXURE-II

On call (Emergency) duty roster of Senior Residents/Consultant in the department of Burns & Plastic Surgery.

EMERGENCY DUTY ROSTER OF SR. RESIDENTS

Monday	Dr. Irin Saha & Dr. Abhinav Singh
Tuesday	Dr. Irin Saha & Dr. Meenu Beniwal
Wednesday	Dr. Meenu Beniwal
Thursday	Dr. Irin Saha & Dr. Abhinav Singh
Friday	Dr. Irin Saha & Dr. Meenu Beniwal
Saturday	Dr. Abhinav Singh
Sunday	Dr. Abhinav Singh - 1 st & 3 rd Sunday Dr. Meenu Beniwal - 2 nd , 4 th Sunday & 5 th Sunday if any

- * Dr. Abhishek Sharma, Asstt. Professor - 1st on call
- * Dr. Kuldeep Singh, Sr. Professor & Head- 2nd on call


(Dr. Kuldeep Singh)
Sr. Professor & Head
Burns & Plastic Surgery Deptt.
PGIMS, Rohtak
Senior Professor & Head
Burns & Plastic Surgery Deptt.
PGIMS, Rohtak