

To  
First Appellate Authority-cum-Director,  
Pt. BD Sharma PGIMS, Rohtak.

Sub:- Implementation of pro-active disclosure under Section-4 of RTI Act 2005-issue of guidelines regarding.

Please refer to office letter no. SPIO/PGIMS/2022/4094-4132 dated 23/6/22.

The point wise desired information in respect of Surgery department is as under:-

- i) The department of Surgery is consisting of 7 units and is involved in teaching, research, training and patient care. (Details are given in Annexure I & II)
- ii) The administrative powers rest with the Head of the department/ Medical Superintendent and the Director.

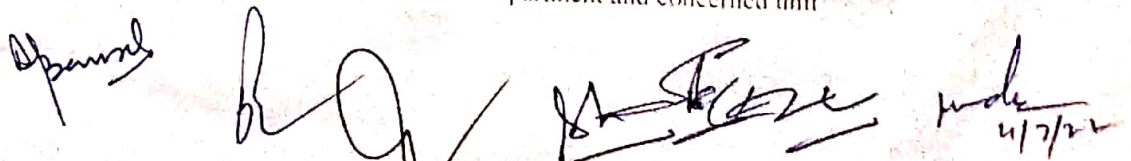
Duties of the officers as per column I above are as below:-

- Staff Nurses are fully responsible for nursing care of patients and maintenance of record.
  - Ministerial staff of the department maintains the office & records
  - Class-IV employees assist the officers in above mentioned work of the department.
  - Resident doctors are fully responsible for total patient care alongwith completing and depositing the records of patients.
  - Emergency patient care is done by various surgical units on rotation basis.
  - Sr. Resident of a particular unit along with junior residents on emergency duty is responsible for executing patient care in emergency under supervision of Assistant Professor/Associate Professor/ Professor of that unit on emergency duty.
  - The operation lists are prepared by Head of the unit in consultation with other consultants of unit.
  - The consultant on a particular operation table is fully responsible for all the cases on his table e.g their surgery, postponement etc.
- iii) The decision regarding treatment of patient in OPD is done by consultant/ resident doctors whosoever has seen the patient.  
The decision regarding admission of the patient is taken by Head of the unit in consultation with other consultants of the unit.  
After admission patients are seen by Junior Residents, Senior Resident and Consultants and are given treatment.
  - iv) As above.
  - v) No manual is available with regard to this. However the duties are discharged according to various circulars issued by the office of the Director, Dean, Medical Superintendent & HOD and Unit head from time to time.

The schedule regarding U.G teaching is prepared by Dean's office & is executed by various surgical units under supervision of Head of the deptt. and Head of the units. For attendance & teaching, the concerned resident/consultant doctor who has taken the class are responsible.

The schedule for P.G teaching, training & research is prepared by head of the units in consultation with head of department. Thesis/dissertation/research projects are prepared by the concerned candidate under the guidance of concerned P.G teacher within a fixed time frame. All such projects are discussed by a committee consisting of all the unit heads ~~and then to P.G board~~ & then to P.G board of studies in surgery & allied sciences for approval as per protocol of the University of Health Sciences.

Records of students are maintained by office of Head of department and concerned unit



Posting of consultants senior residents resident interns is done by Head of deptt  
Posting of Nursing staff is done by office of Medical Superintendent. The working of staff nurses & nursing sisters posted in ward/OPD/O.T is supervised by Nursing Superintendent office working under control of Medical Superintendent Office.

Posting & supervision of class III & IV employees is done by M.S./Director office.

All documents related to the patient care are maintained by the resident doctor of respective surgical units till patient remains admitted and then deposited by them in the Medical Record office under control of Medical Superintendent.


Record of U.G/P.G exam are maintained by office of HOD.

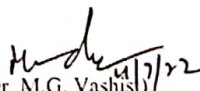
The internal examiners of U.G & P.G are decided as per MCI/University of Health Science guidelines. The panel of external examiner is prepared by HOD & sent to PG board of studies for approval. The panel of examiner for thesis is prepared by concerned PG teacher (Supervisor) and sent to PGBOS through HOD for approval. The theory exams (UG & PG) are conducted by University.


The practical exams of U.G are conducted by the department under overall supervision of HOD with university guidelines and practical exams of P.G are conducted by examiners appointed by the University on rotation basis.


- vii) None
- viii) None
- ix) Yes, the directory of officers is maintained by the office of the Director.
- x) No system exists w.r.t financial remuneration and compensation. Salary details are kept by Director office.
- xi) Maintained by Director office.
- xii) Details of Ayushman Bharat Scheme are kept by Medical Superintendent office.
- xiii) None
- xiv) None
- xv) None
- xvi) Lies with Director office.
- xvii) Done by Professor I/c I.T

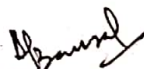
Kindly give necessary approval for further necessary action please.


  
(Dr. Anoop Garg)  
Sr. Prof. & Unit Head Surg-II  
& Offg. Head


  
(Dr. M.G. Vashist)  
Sr. Prof. & Unit Head Surg-III

  
(Dr. Sanjay Marwaha)  
Sr. Prof. & Unit Head Surg-IV

  
(Dr. Hanraj Ranga)  
Sr. Prof. & Unit Head Surg-V

  
(Dr. A.R. Bansal)  
Sr. Prof. & Unit Head Surg-VI


  
(Dr. Satish Kumar)  
Sr. Prof. & Unit Head Surg-VII

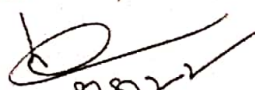
  
(Dr. Rajesh Godara)  
Sr. Prof. & Offg. Unit Head Surg-I

Endst. No. Surg. I/22/ 1604  
Copy to :-

Dated: 4/7/22

State Public Information Officer Pt. BD Sharma PGIMS, Rohtak w.r.t his office letter no. SPIO/PGIMS/2022/4094-4132 dated 23/6/2022 for kind information.

  
Sr. Prof. & Offg. Head  
Department of Surgery  
Pt. BD Sharma PGIMS  
Rohtak

Approved  
  
8/8/22