

DEPARTMENT OF RECEPTION, PT. B D SHARMA PGIMS, ROHTAK

Dated: 23/4/19

No. Recp/19/26

To

✓ The Prof I/c IT and Telemedicine
PGIMS, Rohtak


Subject: - Regarding the implementation of Proactive disclosure of Section 4 of the RTI act 2005.

Sir,

This is in reference to letter No. PGIMS/C-I/19/2393 dated 11/4/19 on the subject cited above. The detail related to Main Reception department to be disclosed under section 4 of the RTI act 2005 is as under:

1. The Main Reception Department is working under DMS I/c Reception, and under the overall supervision of Medical Superintendent and is located on the Ground floor near Emergency department.
2. Dr. Sukhbir Singh is DMS I/c of Reception department.
3. The Deputy Medical Superintendent I/c Reception is the PIO of Main Reception.
4. The Reception section is working round the clock in 3 shifts 24 x 7 and deals with outdoor patients and enquiries of the Hospital etc.
5. The phone numbers of PBX PGIMS Rtk are 01262 – 281300, 281301, 281303, 282643, 282644, 282645, 282646, 282648, 282650. Extension number of Main Reception is 2222.

Sr. No.	Name	Designation	Mobile No.	Internal Number
1	Dr. Sukhbir Singh	DMS		2416
2	Sh. Kripal Singh	Receptionist		2222
3	Mrs. Neelam	Receptionist		2222



DMS I/c Reception
PGIMS, Rohtak

Dated:

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Copy of the above is forwarded to the following for information and necessary action:

1. The SPIO, PGIMS, Rohtak.
2. PA to Director for kind information of Worthy Director, PGIMS, Rohtak.
3. PA to MS for kind information of Medical Superintendent, PGIMS, Rohtak.


DMS I/c Reception
PGIMS, Rohtak