

84  
4/7/22

DEPARTMENT OF UROLOGY, L.S.L. SUPERSPECIALITY CENTRE, PT. BDS PGIMS ROHTAK.  
No. Uro/22/ (111)  
To

Dated: 7-7-2022

164331  
11/7/22

The Director,  
Pt. BDS PGIMS, Rohtak.

Sub Implementations 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 23.6.2022 on the subject noted above.

Please find below the information related to Urology Department for approval :

- i) Urology Department is a single unit department is involved in patient care ( OPD & OT) teaching of residents and research work (Annexure 1)
- ii) The administrative power rests with the Director, Medical Superintendent and Head of respective Department.
  - Patient are seen and examined in the OPD by the consultants and residents. Admission and surgery decisions are taken by the consultants in supervision of HOD and emergency service is given to the patients by the residents & consultants as and when required.
  - Residents helps/assists to the consultants in patient care and in surgeries ( major & minor).
  - House surgeons helps in patient care of ward & OPD and are responsible for maintaining and deposition of patient files in MRD Department.
  - Sr. Nursing Officers and Nursing officers are involved in Nursing care and record maintenance of patients.
  - Ministerial staff maintains the office record.

SPIO

Director  
8/7/22

Secy  
W

- Paramedical staff helps in patient care like OTM helps in surgery and OTA helps in dressing of patients.
  - C-IV employees assists officers & officials for the patient care and office work.
  - Emergency patient's care is provided by MCh. Residents on call duty and if required consultation is done with the consultant.
  - Teaching of MCh. is done as per roster
- iii) In the Department decision making process is done by the HOD with the permission of higher authorities and patient admission/surgery are done by the consultants in supervision of HOD. Ward patient care is done by residents and house surgeons in supervision of consultants and HOD.
- iv) As in point no. iii
- v) Rules, regulations, instructions, manuals and records held by the department are followed by the HOD/consultants/residents/employees ( as mentioned above) in the department with the permission/control of higher authorities as issued to departments by circulars or office orders.
- vi) MCh. Residents works under HOD and record is maintained in the department and also in Director's office. Duties of Nursing staff is decided by the Nursing superintendent office. Other hospital staff like OTA by the Medical Superintendent.
- Vii) Pertain to Director's office/MS office.
- Viii) -do-
- ix) Directory of its officers and employees is maintained by Director/MS office.
- x) This information is maintained by Accounts Office ( Director Office)
- xi) This information maintained by Budget Planning/Accounts office ( Director office)
- xii) Details of Subsidiary programmes or schemes ( Ayushman Bharat Scheme) are done by the MS office.
- xiii) Pertain to higher authorities( Director/MS).
- xiv) Pertain to IT/Telemedicine department.

)

Pertain to Director office.

xvi)

-do-

xvii)

Updating the information on websites are done by the IT department.

  
Sr. Professor & Head  
Urology Department