MANUAL 1

Particulars of Organization, Functions and Duties

(Section 4(1)(b)(i))

1. **Aims and Objectives of the Organization:**

The Aims and Objectives of GNEC is to provide holistic healthcare and emergency needs and promote the well being of the citizens of Delhi. This hospital is designated to provide state of the art tertiary level patient care facilities to its patients FREE of COST.

Guru Nanak Eye Centre, being an associated hospital of Maulana Azad Medical College, provides training to undergraduate and post graduate students of MAMC

The hospital also implements national and state health programs of Govt. of Delhi and Central Government.

2. Mission/Vision:

The hospital will achieve its objectives by providing super specialty eye Care services to the patients, which includes the following: Diagnosis, Treatment, Follow-up, Rehabilitation, Health education, Health promotion and Medical training

- Super Specialty Clinics
- Retina Clinics
- Cornea clinic
- Oculoplasty clinic
- Glaucoma Clinic

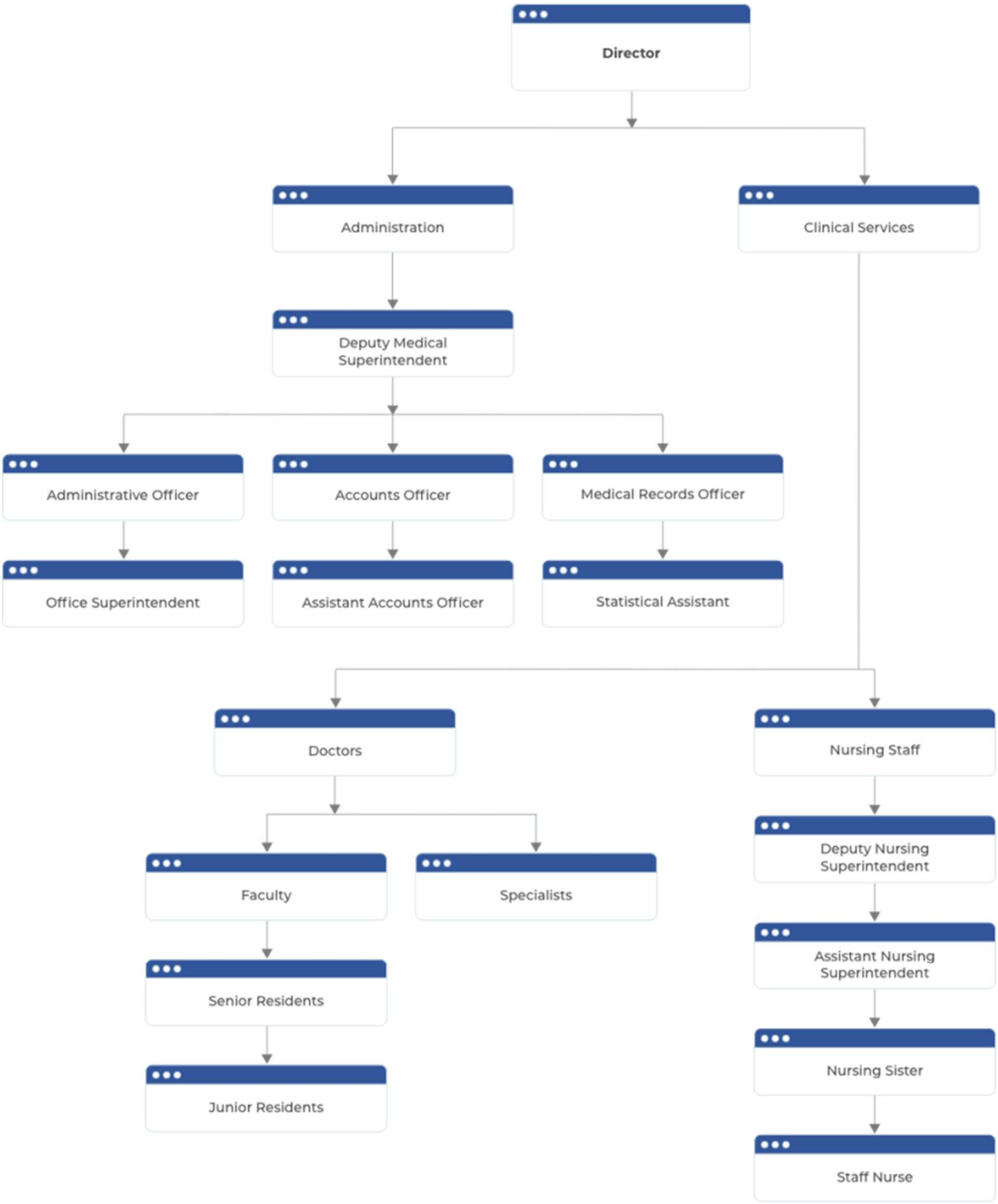
- Squint clinic
- Contact lens clinic
- Neuro-Ophthalmology
- Pediatric Ophthalmology

3. Brief History and Background

Guru Nanak Eye Centre is a Premier institute in the capital of India providing comprehensive eye care services to the residents of Delhi and its outskirts it was conceived in 1971 and its first wing the OPD Block became operational in 1977.

NOTE: Details can be seen on the hospital website.

4.**Organization Chart**


Director
Administration
Clinical Services
Deputy Medical Superintendent
Administrative Officer
Accounts Officer
Medical Records Officer
Office Superintendent
Assistant Accounts Officer
Statistical Assistant
Doctors
Nursing Staff
Faculty
Specialists
Deputy Nursing Superintendent
Senior Residents
Assistant Nursing Superintendent
Junior Residents
Nursing Sister
Staff Nurse

1.	Unit In-charge	Faculty Members	Senior Resident	Junior Resident (PG)	Interns
2.	Administrative Officer	Office Supdt.	Sr. Assistant	Jr. Assistant	Peons
3.	Sr. Accounts Officer	Assistant Accounts Officer	Cashier	Jr. Assistant	Peons
4.	Purchase and Store	M.O. Store in charge	Pharmacist/ Sr. Assistant/Jr. Assistant		
5.	Deputy Nursing Supdt.	Assistant Nursing Superintendent	Nursing sister	Staff Nurse	Nursing orderly and Safai karamacharies

5. Allocation of Business

1. Director, Guru Nanak Eye Hospitals, as Head of Deptt. of Ophthalmology

- Head of Department of Ophthalmology of MAMC
- Supervision of all Hospital activities.
- Implementation of Govt. Policies like PMJAY, Public Health Programmes, Swasthya and Health melas, Stri Shakti Programmes, Disaster management activities
- Human Resource planning and management
- Financial planning and management
- Monitoring of all health care delivery facilities

2. Deputy Medical Superintendent /HOO

- To assist Director in smooth functioning of the hospital
- Head of Office
- Service matters of all staff except teaching specialties and junior Resident PG.
- PIO RTI (Delhi Act 2001 & 2005) Plan and Budget, creation of posts & RTC, Repair and Maintenance.
- Parliament and Assembly questions, court (legal) cases & LG Listening Post
- Court matters
- Public grievance

3. Administrative officer

(In absence of DMS, Administrative Officer looks after the charge of DMS)

- In charge of establishment matters
- ASPIO
- Vigilance Officer
- Nodal officer of Tobacco Control Programme
- Nodal officer for MIS

4. Office Superintendent

- Supervision of Establishment matters
- Execution of instructions given by M.S. and DMS, Admn. Officer
- In charge General Store

5. Sr. Accounts Officer

- In charge of Accounts Branch
- DDO of Guru Nanak eye Centre.
- Supervises salary and contingency Expenditure
- Monitors maintenance and purchase and ensures observance of financial rules codal formalities
- Planning budget

6. Heads of the Units

- Responsible for overall management of their respective Unit
- Effective and efficient utilization of all resources including human and material. Planning of services offered by their respective Unit

7. Duties to be performed to achieve the mission

- To provide holistic health care and this includes physical, emotional and psychological needs and promote the well being of Delhi citizens.
- In order to perform its mission the hospital offers out patient, in patient and emergency (round the clock services)
- The OPD registration is from 8.30 am to 11.30 am on all week days but from 8.30 am to 11.00 am on Saturday.
- The timing of sample intake from laboratory is from 9.00 am to 11.30 am on all week days and from 9.00 am to 11.00 am on Saturday
- The emergency functions round the clock on all 365 days of the year.

Detailed process of utilizing these services is as follows:

- Out-patient and in patient registration is done by outsourced data entry operator
- Consultation given by doctors of relevant units
- Medicines issued from pharmacy during OPD hours i.e. 9.00 am to 4.00 pm
- Intervention procedures if required given in various operation theatres with team of surgeon, anesthetist, staff nurse, OT technician, OT Assistant and Nursing orderly, etc.
- Eye investigation like OCT, ultrasound of Eye, Field of vision, VEP etc are done in investigation lab from 9.00 AM to 4.00 PM
- Emergency services are provided round the clock and 365 days a year
- Laboratory facilities are available during 9.00 am to 1.00 pm with sample intake from 9.00 am to 11.30 am

Administrative functions include:

- Human Resource Management
- Maintenance of building
- Available of Medicines and other consumables
- Provision and maintenance of equipments and instruments
- Management of additional work deputed from time to time such as medical examination by medical boards and provision of disability certificates

8. Details of services retendered

Following super specialties are available in this hospital under Ophthalmology Super Specialty Clinics

- Retina Clinics
- Cornea clinic
- Oculoplasty clinic
- Glaucoma Clinic

- Squint clinic
- Contact lens clinic
- Neuro-Ophthalmology
- Pediatric Ophthalmology

9. Facilities available in the hospital

- Out-patient department
- Indoor treatment (Patients are admitted from OPD or casualty)
- Investigative services like Pathology, Biochemistry, Ultrasonography, Ultrabiomicroscopy, Optical coherence tomography (posterior and anterior segment), Visual field analysis, Orbscan,
- Pharmacy for issue of medicines
- Operative facilities
- Specialty clinics

10. Working hours both for office and public

Monday to Friday

1, Office: 9.00 am to 4.00 pm
2. OPD (Registration) 8.30 am to 11.30 am
3. Laboratory 9.00 am to 11.30 am (sample collection)

Saturday

Office:9 A.M. to 1 PM

OPD (Reg.) 8.30 A.M. to 11 A.M.
Laboratory 9.00 A.M. to 11.00 A.M.(sample collection)

Causality ---Open 24 hours

Sunday and gazetted Holiday

Office O.P.D. and main Laboratory Investigation Lab closed on Sunday and Gazetted Holiday

11. Public Interaction, If any:

This Organization is totally oriented to provide services to the general public.

12 Grievance redress mechanism:

Telephone Number-011-23235145, 23234622

Different avenues for redress of grievances are as follows

if any member of public has any problem in getting treatment, he/she can approach the following:

OPD	**Indoor & Causality**
Public Relation Officer/Nodal Officer Grievance – Room No. 1, OPD Block	Concern Head of Units
Concern Heads of OPD Units	DNS/ANS, DNS Office, Room No. 134, 1st floor Ward No.2
Deputy Medical Supdt., Room No. 62	Dy. Medical Supdt. Room No. 62
Medical Supdt./Director, Room No. 55	Medical Supdt./Director, Room No. 55

Manual 2

Powers and duties of officers and employees

(Section 4(1)(b)(iii)

Powers and duties of officers and staff

S.No	Designation of post	Administrative powers	Financial	Statutory	Others	Duties
1.	Director/ medical Supdt.	HOD	HOD	HOD		Overall supervision of hospital working
2.	Head of office	HOO	HOO	HOO		Supervision of powers by M.S
3.	Dy. Medical supdt.	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S
4.	DDO	DDO	DDO	DDO	Finance department nominee	Preparation of salary of contingency bills. Treasurer of RKS
5.	Head of the unit				Supervision of clinical work	Patient management to patient's satisfaction & supervision of the department
6.	Teaching specialist					Patient management and supervision of the department

						teaching of under graduate and post graduate medical students
7	Administrative officer				Overall incharge of establishment branch – APIO Vigilance officer	To control the ministerial staff establishment matters of all staff of GNEC-APIO of GNEC
8	Office superintendent				Control of ministerial staff	Control of ministerial staff implementation of orders from director & DMS
9	Deputy Nursing superintendent				Control of staff nurses & group D	Posting & control of staff nurses and group D
10	A.N.S					Astt. DNS
11	Nursing sister				Check staff nurse and keep charge of store	Checking of staff nurses performance and maintain ward store
12	Staff nurse					Patient care
13	Sr. A/Cs officer				DDO incharge of accounts branch	DDO to provide expert administration on account matter
14	AA Officer					To assist Sr. accounts officer in

						account matters
15	Senior resident					Patient management
16	Junior resident					Patient management
17	Stenographer					Take dictations & work typing work
18	Statistical					Compile data for statistics
19	Upper Division clerk					Maintains personal files and puts up notes for decision
20	Lower decision clerk					Puts up notes and registration etc.
21	Pharmacist				Check & manage drug store	Distribution of medicine
22	Eye refractionist				--	Refraction for spectacle
23	O.T Technician					Operate OT, machines
24	O.T assistant					Cleanliness of O.T machines
25	CSSD technician					Operates sterilization machines (Autoclave)
26	CSSD Attendant					Cleaning & packing of

						surgical
27	Lab technician					Performs laboratory test
28	Lab Assistant					Collection of samples and cleanliness of machine
29	Dietician				Incharge of kitchen	Advice suitable diet to the patient
30	Driver					To carry the patient in ambulance to drive staff car for M.S
31	Ward boy/ NO					To carry the patient from one place of another in the hospital
32	Sweeper					Look after he cleanliness and sweeping of the hospital
33	Assistant security officer					Supervision of the security personnel

Manual 3

Procedure followed in decision making process

(section 4(1)(b)(iii))

Flow process chart for decision making

There are various sorts of decision making process involved in the hospital

1. Related to patient
2. Related to complaints received
3. Related to letters or orders received
4. Related to requirement and purchase of Drugs, surgical material of equipment's for patients care
5. Related to maintenance of hospital buildings .

1. Flow process of patient treatment

S. No.	Activity	Level of action
1.	To get registration and treatment card prepared: Either in OPD or casualty (for urgent attention)	Registration clerk
2.	Consult doctor	Doctor JR, SR or specialist
3.	Get medicine	Pharmacist
4	If needed advised investigation	Doctor

5.	Collection of sample (during collection hours)	Lab asstt.
6.	Performance of investigation (test on sample)	Lab tech checked by pathologist
7.	Report of blood or urine test	Lab Asstt.
8.	Patient requires expert opinion	Specialist
9.	Dressing	SR/ JR
10.	Advised operation	Surgical specialist
11.	Pre anesthetic check up	Anesthetist
12.	Admission	Registration clerk
13.	Discharge from hospital	SR

Flow process related to requirement and purchase of drugs, surgical material or equipment for patents' care.

S. No.	Activity	Level of action
1.	Receiving of requirement of material from doctors or other sections.	Diary clerk
2.	Scrutiny of documents and making to purchase branch	Doctors/ medial superintendent
3.	Marking to specific stores	Purchase officer
4.	Dispatch to specific stores caretaker/ pharmacist	Diary dispatch clerk
5	Receiving by stores caretaker	Clerk/ Pharmacist
6.	Checking of stoke position and calculating previous years consumption	Pharmacist

7.	Checking if approved rates are available which can be either of these hospital or DHS or any other hospital of Govt. of NCT if yes, then go step no. 10	Clerk/Pharmacist
8.	If no, rates are available then check urgency from concerned person and take permission of medical supdt. For step No.	Clerk / Pharmacist
9.	Urgent requirement to be procured through local purchase value up to Rs. 15000/- with certification by competent authority each occasion or through limited tender for items costing value upto Rs. 25 lakh	Clerk/ pharmacist
10.	Putting up note for procurement	Clerk/ pharmacist
11.	Checking note for factual accuracy	MOI/c of concerned stores
12.	Checking need of requirement	Requirement assessment committee/ purchase committee
13.	Checking decision of requirement assessment committee	MOI/c of concerned stores
14.	Overall checking of requirement and rates etc.	Purchase officer
15.	Checking for full observance of codal formalities for	Accounts officer (nominee of finance)

Flow process related to complaints received

S. No.	Activity	Level of actin
1.	Receiving of complaint at diary counter or complaint box	Diary clerk

2.	Scrutiny of documents and marking to respective branch	Director/ medical superintendent
3.	Marking too specific dealing assistant	DMS admn. officer
4	Dispatch to dealing asstt. & receiving by dealing astt.	Dealing assistant
5	Dealing with matter and putting up note for decision	Dealing assistant
6	Asking explanation from respondent	Vigilance officer
7	Receiving explanation	Respondent
8	Decision making	Director / medical suptd.
9	Preparing of letter to communicate the decision taken concerned	Dealing asst.
10	Signature on letters/ order	DMS
11	Dispatch of order	Diary dispatch clerk

Flow process related to letters or orders received

S. no.	Activity	Level of action
1.	Receiving of letters at diary counter	Diary clerk
2.	Scrutiny of documents and marking to respective branch	Director/ Medical superintendent
3.	Marking to specific dealing assistant	DMS
4.	Dispatch to dealing assistant	Diary/ Dispatch clerk
5	Receiving by dealing asstt.	Clerk
6	Dealing with matter and putting up note	Dealing assistant

	for decision	
7.	Checking note for factual accuracy	Admin. Officer
8.	Suggesting appropriate action	DMS
9	Agreeing with decision or discussing alternate action	Director/ Medical suptd.
10.	Preparing of letter to communicate the decision taken concerned	Dealing asstt.
11	Signature on letters/ orders	Dealing dispatch clerk
12	Dispatch of order	Diary dispatch clerk
13	Expenditure from govt. found and availability	Department
14	Administrative approval and expenditure sanction for purchase of required item	Director/ medical supdt.
15.	Preparing of supply order to firm	Clerk / pharmacist
16	Signature on Supply Order	Purchase officer
17	Dispatch of Order	Diary/ Dispatch Clerk
18	Receiving of material supply in stores	Clerk / Pharmacist
19	Verifying that material is as per supply order	MOIC stores with help of Technical committee and requisitioning doctor
20	Entering material in stock Register	Clerk / pharmacist
21	Verifying on body of bill	MOIC of concerned stores
22	Put up for expenditure Sanction	Clerk / pharmacist
23	Check all entries	MOIC of concerned stores

24	Cross check from finance angle	Accounts Officers
25	Grant of Expenditure sanction	Director / Medical Supt
26	Preparation of Contingency Bill	Accounts officer (DDO)
27	Submission to Pay and Accounts office for preparation of Cheque	Cashier
28	Receiving of Cheque from PAO	Cashier
29	Issue of cheque to supplier	Cashier

Process related to maintenance of hospital Building

S.No	Activity	Level of Action
1	Receiving of demand for repair or Addition or alteration in building from various In-charge	Diary Clerk
2	Marking of respective MoI/c	Director/Medical supdt.
3	Marking to caretaker or clerk dealing with PWD of Hospital;	MOIC PWD
4	Puts up on file with Note	Clerk
5	Takes decision for type of work required	MOIC PWD
6	Approval and sanction of the work	Director/Medical supdt.
7	Sanction order for work execution is prepared	Clerk
8	Order is signed	Director/Medical supdt.
9	Dispatch of AE PWD Elect. Or. Civil	Dispatch clerk

Manual -4

Norms set for discharge of functions

Section 4 (1) (b) (iv)

Details of norms and standards set out can be given in respect of various activities

Some of the norms are indicated below.

S. No	Activity	Time frame /Norm
1	Diary of letter	Same day
2	Dispatch of letter	Same day
3	Registration of Patient	2 minutes/pt.
4	Admission of patient	10 to 15 minutes/pt.
5	Patient Examination	Average 10 minutes per patient
6	Blood collection	Average 5 minutes per patient
7	Ultra-sonography	10 to 30 minutes
8	Operation	30 to 180 minutes
9	Refraction	10-20 minutes/pt.

Manual 5

Rules, regulations, instructions, manuals and records for discharging functions

(Section 4 (1) (b) (iv)

List of Regulations, instructions, manual and records

S.No	Name of the act, rules Regulation etc	Brief gist of the contents	Reference No. if any	Price in case of priced Publication
1	Ccs (CCA) Rules	For disciplinary control over staff	CCS (CCA) Rules, 1965	N.A.
2	Medical Attendance Rules	Control Medical Facilities of staff	CS (MA) Rules, 1994	N.A.
3	FR & SR Rules (Part-I)	Control financial expenditure of the Govt.	FR & SR 1922	N.A.
4	FR & SR Rules (Part-II)	Control financial expenditure of Govt.	FR & SR 1922	N.A.
5	FR & SR Rules (Part-III)	Leave Rules	FR & SR 1922	N.A.

6	FR & SR Rules (Part-IV)	DA, HRA & CCA	FR & SR 1922	N.A.
7	FR & SR Rules (Part-V)	HRA & CCA	FR & SR 1922	N.A.
8	General Provident Fund	Control contribution and Advance & withdrawal	GPF (Central Service Rules 1960	N.A.
9	LTC	Disposal of LTC cases	LTC Rules	N.A.
10	O.T. Allowance	Regulates payment for overtime work		N.A.
11	Group Insurance Scheme	Cover Rules for employee insurance	CGE GIS, 1980	N.A.
12	Children's Education Assistance	Provide assistance for children education		N.A.
13	CCS (Pension) Rules	Governs payment of pension	CCS Pension Rules, 1972	N.A.
14	MCI Rules			N.A.

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A Statement of the categories of documents that are held by it or under its control

[Section 4 (1)(b)/ VI]

Details of the records may be made in a Statement from ward wise, unit wise, branch wise and it may be Got tabulated, indexed and catalogued.

S.No	**Nature of record**	**Details of information available**	**Unit / Section** **Which is available**
1	OPD Registration register	Name, age, and sex of the patient	MRD
2	Lab report register	Investigation report	Pathology Lab (Eye)
3	Ultrasound report register	Ultrasound report	Investigation Lab (Eye)
4	Case Sheet	Details of patients treatment & daily progress report	MRD
5	Causality Register	Name/ Age/ Sex / address where available / MLC or not	MRD
6	Court Summon Register	Name of doctor, MLC No./FIR No. Date/Court/Court room No.	MRD
7	Tender documents	Rates quoted by firms	Purchase
8	Supply order	Cost & quantity of items orders	Purchase
9	Comparative statement	Compares relative rate	Purchase
10	History sheet of the equipment	Details of repair expenditure on equipment	Purchase, R&M Department

11	Stock Register	Entry of all items received in hospital with price	Store (general medical and surgical)
12	Receipt voucher	Details of issue of items for use in various sections	Store
13	Salary bills	Details of salary paid	Accounts branch
14	Contingency bills	Details of payments for purchase	Accounts branch
15	Miscellaneous bills	OT, Medical, Phone, conveyance etc.	Accounts branch
16	Personal files	Personal details of each employee from the date of joining till retirement / transfer	Establishment branch
17	Service book	All details of employee service including leaves	Establishment branch
18	Guard file	All orders, issued in the department	Establishment branch
19	Vigilance files	All complaints their enquiries and results	Vigilance branch
20	Post sanctioned file	All posts sanctioned in the hospital	Planning branch

Manual 7

Section 4(1)(b)(viii)

Details of consultative committees and other bodies

Manual – 8

Section 4 (1)(b)(viii)

Boards Councils, Committees and other bodies

A.	**AUCTION COMMITTEE**	
1.	Specialist, Biochem	(I/C) Convener
2.	Sr. Account Officer	Member (Link Officer)
3.	Admin Officer	Member
4.	Pharamcist	Member

B.	**BOOK VALUE ASSESSMENT COMMITTEE**	
1.	Dir Professor	Convener
2.	Sr. Account Officer	Member (Link Officer)
3.	Section Officer	Member
4.	Pharmacist	Member

C.	**CANTEEN COMMITTEE**	
1.	Spl. Bio Chem.	Convener
2.	Spl. Pathalogy	Member (Link Officer)
3.	Admin Officer	Member
4.	Sr. Accounts Officer	Member

D.	**CONDEMNATION COMMITTEE**	
1.	Asst. Professor	(I/C)Convener
2.	Asst. Professor	Member (Link Officer)
3.	Sr. Account Officer	Member
4.	M.O.I/C concerned store	Member
5.	Sr. Asst. Store incharge	Member

E.	**DEPARTMENTAL COMMITTEE FOR GRIEVANCE REDRESSAL AND PREVENTION OF SEXUAL HARRASMENT**	
1.	Asst. Professor	Convener
2.	Asst Professor	Member (Link Officer)
3.	Section Officer	Member
4.	DEO	for clerical and filing work

F.	DEPARTMENTAL COMMITTEE FOR GRIEVANCE PERTAINS TO DISABILITY	
1.	Assistant. Professor	Convener
2.	Assistant Professor	Member (Link Officer)
3.	AO	Member
4.	DEO	for clerical and filing work

G.	GENERAL STORE & LINEN STORE	
1.	Asst. Professor	Convener
2.	Spl. Bio-Chem	Member (Link Officer)
3.	S.O	Member

H.	HICC (Hospital Infection Control Committee)	
1.	Associate Professor	Convener
2.	Assistant Professor	Member (Link Officer)
3.	Prof. Microbiology, MAMC/ Asst Professor Microbiology, MAMC	Member
4.	Sr. Nursing Officer (OT)	Member
5.	Nursing Officer	Member
6.	Nursing Officer (OT)	Member
7.	Pharmacist	Member

I.	HIMS (Hospital Information Management System)	
1.	St.Officer/MRO	Convener
2.	Spl. Path Lab	Member (Link Officer)
3.	Sr. Nursing Officer	Member
4.	Statistical Assistant	Member

J.	Hospital Cleanliness Committee	
1.	Spl Bio Chem	Convener
2.	Associate Professor	Member (Link Officer)
3.	Assistant Professor	Member
4.	Assistant Professor	Member
5.	Assistant Professor	Member
6.	MOI/c Sanitation	Member
7.	ANS	Member
8.	ICN & BMW officer	Member
9.	Sanitary Guide, GNEC	Member
10.	Sanitation Incharge	Member

K.	KITCHEN	
1.	Asst. Professor	Convener
2.	Spl Bio Chem.	Member (Link Officer)
3.	PS	Member
4.	Assistant Nursing Superintendent	Member

L.	MACP (Modified Assured Career Promotion Committee)	
1.	Dir. Prof.	Convener
2.	Asst. Professor	Member (Link Officer)
3.	Admin Officer	Member
4.	Office Supdt.	Member

M.	MEDICAL EQUIPMENT STORE	
1.	Asst. Professor	Convener
2.	Asst. Professor	Member (Link Officer)
3.	Spl. Gr I Pathology	Member
4.	Professor Anesthesia	Member

N.	MEDICINE/SURGICAL CONSUMABLES & LAB CHEMICAL	
1.	Asst. Professor	Convener
2.	Asst. Professor	Member (Link Officer)
3.	Spl. Gr. I Pathology	Member

O.	NQAS (National Quality Assurance Standards)	
1.	Spl. Biochem.	Nodal Officer
2	Spl. Path.	Member (Link Officer)
3.	Asst Prof	Member
4.	PPS , MRO	Member
5.	ANS	Member
6.	Nursing officer	Member

P.	PROCUREMENT EXPERTS FOR COMPILATION OF DEMANDS COMMITEEE	
1.	Associate Prof	Nodal Officer
2	Associate Prof.	Member (Link Officer)
3.	Spl. Biochem.	Member
4.	Assistant Professor	Member
5.	Sr. Account Officer	Member

Q.	REPAIR OF HOSPITAL FURNITURE & GENERAL REPAIR	
1.	Spl. Path.	Convenor
2.	Spl Biochemist	Member(Link Officer)
3.	Sr. Account Officer	Member

R.	REPAIR OF MEDICAL/EQUIPMENT	
1.	Dir Prof.	Convener
2.	Associate Prof.	Member (Link Officer)
3.	Sr. Account Officer	Member

S.	TENDER OPENING COMMITTEE	
1.	Assoc. Prof	Convener
2.	Admin Officer	Member (Link Officer)
3.	Sr. Account Officer	Member
4.	MOI/c Store/Dept. concerned	Member

T.	TENDER EVALUATION COMMITTEE	
1.	Assoc. Prof	Convener
2.	Asst Prof	Member (Link Officer)
3.	Sr.A.O./AAO on joining	Member
4.	S.O.	Member

U.	WASTE MANAGEMENT, POLLUTION CONTROL & CARBON IMPRINT REDUCTION	
1.	Asst. Prof	Convener
2.	Asst. Prof	Member (Link Officer)
3.	SR	Member
4.	PA	Member
5	Nursing officer	Member
6.	Sr Nursing officer	Member

V.	WEEDING OUT OF OLD DOCUMENTS/ RECORD	
1.	Asst. Professor	Convener
2.	Asst. Professor	Member (Link Officer)
3.	PPS	Member
4.	Pharmacist	Member
5.	(Personal Assistant) Stenographer	Member

W.	WET WASTE COMMITTEE including Composting	
1.	Dietician GNEC	Nodal Officer
2.	Nursing Officer for Horticulture	Member (Link Officer)

Manual -9

Directory of Officers and Employees of GNEC
(Section 4(1)(b)(ix)

S.NO	Name & Designation	Office Telephone No	E-mail Address
1	Director Branch	23236931	gnecdir@gmail.com
2	Admin-Officer & DMS	23234955	
3	Senior Account officer	23236745	
4	Medical Record Officer	23219419	
5	Record Room	23219410	
6	Purchase Branch	23219410	
7	Emergency Room	23235145 23234622	

MANUAL 10

[Section 4(1)(b)(x)]

Monthly remuneration of officers/employees

SrNo.	Empname	Designations	PayLevel
1	RENU SHARMA	Senior Personal Assistant	9
2	JYOTI BHOLA	SECTION OFFICER	10
3	DR. NALINI JAYASWAL	Pathologist, Spl, Gr-II	13
4	AJAY CHATURVEDI	Administration Officer	11
5	SHIVANI KUMARI	SR (Opthalmology)	11
6	DEEPANSHU	SR (Opthalmology)	11
7	RUCHI GUPTA	SR (Opthalmology)	11
8	SAKSHAM MATHUR	SR (Anaesthesia)	11
9	SHREYANGSHI DIPTA	SR (Opthalmology)	11
10	OBINAM MUANG	SR (Opthalmology)	11
11	Yashi Gupta	SR (Opthalmology)	11
12	ALKA YADAV	SR (Anaesthesia)	11
13	ANSHIKA	SR (Opthalmology)	11
14	Anam Ansari	SR (Opthalmology)	11
15	CHITRA	SR (Opthalmology)	11
16	SAMAPIKA PRIYADARSINI TRIPATHY	SR (Anaesthesia)	11
17	VIRENDRA KUMAR BAGRANIYA	SR (Opthalmology)	11
18	KRITI NAUSARAN	SR (Opthalmology)	11
19	Aarushi Saini	SR (Opthalmology)	11
20	PURVA VERMA	SR (Opthalmology)	11
21	Mittali Khurana	SR (Opthalmology)	11
22	RICHA ASTHANA	SR (Opthalmology)	11
23	ADITHYA R NATH	SR (Opthalmology)	11
24	NEELAM	MEDICAL LABORATORY TECHNOLOGIST	7
25	NEERAJ KUMAR ANAND	Pharmacist	7
26	KISHORI LAL	O.T.TECHNICIAN	4
27	P.D. MEENA	JUNIOR MEDICAL LAB. TECHNOLOGIST	5

28	ABDUL HAFIZ	O.T.ASSTT.	3
29	DEVENDER SINGH	MEDICAL LABORATORY TECHNOLOGIST	6
30	SANJEEV KUMAR	Driver	3
31	GANESH SINGH	SENIOR ASSISTANT	4
32	PRITI AGGARWAL	Personal Assistant	7
33	MRIDULA MAHNA	DIETICIAN	8
34	MUKESH	MEDICAL LABORATORY TECHNOLOGIST	7
35	Dharm vir singh	O.T.TECHNICIAN	4
36	RIDDHIMA JUNEJA	SR (Opthalmology)	11
37	LAXMAN MOOLCHANDANI	JR (Non-PG)	10
38	LAVANYA JARET	JR (Non-PG)	10
39	AWAIS PERVAIZ	JR (Non-PG)	10
40	PRITY KUMARI	JR (Non-PG)	10
41	Hemant Kumar Raina	SR (Opthalmology)	11
42	Arun Mehta	SR (Opthalmology)	11
43	ELINE MARY	JR (Non-PG)	10
44	CASINO SUGUNAN SUNITHA	JR (Non-PG)	10
45	PANKAJ KUMAR	JR (Non-PG)	10
46	KAMAR HASAN KHAN	JR (Non-PG)	10
47	DR. DHRAM PAL YADAV	JR (Non-PG)	10
48	UDDESHYA	SR (Opthalmology)	11
49	KRITIKA BAKSHI	JR (Non-PG)	10
50	ALKESH	JUNIOR ASSISTANT	2
51	SANJANA YADAV	JUNIOR ASSISTANT	2
52	VIRENDER YADAV	Pharmacist	6
53	NEERAJ KUMAR	Technician (Contact lens)	7
54	VIKRAM SINGH	O.T.ASSTT.	3
55	UMESH KUMAR VERMA	SENIOR ASSISTANT	6
56	VISHAL MEENA	Statistical Assistant	6
57	SUNIL KUMAR	JUNIOR ASSISTANT	2
58	RAHUL SINGH	JUNIOR MEDICAL LAB. TECHNOLOGIST	5
59	DHARAMVEER	JUNIOR ASSISTANT	2
60	Pawan Dabas	SENIOR ASSISTANT	4
61	VYAS CHANDER SHARMA	JUNIOR ASSISTANT	2

62	Rishabh Kumar	SENIOR ASSISTANT	4
63	MOHD VASEEM	O.T.TECHNICIAN	4
64	ANIL KUMAR	O.T.ASSTT.	3
65	MAN SINGH MEENA	Statistical Assistant	6
66	NARENDRA DUTT	Pharmacist	6
67	SAGAR	SENIOR ASSISTANT	4
68	PRANJAL	JUNIOR ASSISTANT	2
69	Akeel Ahmed Khan	Pharmacist	7
70	RAJESH KUMAR	Tech. Asst. (Contact lens)	6
71	SACHIN PAL	Pharmacist	7
72	DEEPAK DHIMAN	SENIOR ASSISTANT	4
73	RUPESH ROSHAN	Tech. Asst, (Opthalmology)	6
74	NAVIN KUMAR SHARMA	SENIOR ASSISTANT	4
75	DEV KUMAR KALWAR	JUNIOR ASSISTANT	2
76	RICHA GUPTA	Bio-Chemist, Jr. Specialist	14
77	SNEH LATA	MEDICAL RECORD OFFICER	7
78	FARHEEN SHAKEEL KHAN	STAFF NURSE	9
79	SIMMI KATHURIA	STAFF NURSE	9
80	JOLLY SAJU	STAFF NURSE	9
81	SHAMBHU DAYAL YADAV	STAFF NURSE	9
82	POOJA KALIA	STAFF NURSE	8
83	LALITA	STAFF NURSE	9
84	REETA RANI	NURSING SISTER	9
85	SABEENA BIJU	STAFF NURSE	9
86	DEEPA STEPHEN	STAFF NURSE	9
87	KALPANA BHATI	STAFF NURSE	9
88	RENU WADHWA	STAFF NURSE	9
89	SUNITHA C. BABU	STAFF NURSE	9
90	CLARIS JOJY	STAFF NURSE	9
91	VANDANA SRIVASTAVA	STAFF NURSE	9
92	Sunita Prity Singh	STAFF NURSE	9
93	ANJU SINGH	ASSTT. NURSING SUPDT.	10
94	LOUNI LUCY RAIMAI	STAFF NURSE	8
95	SHAINY TOMY CYRIAC	STAFF NURSE	9
96	NISHA VALSAN	STAFF NURSE	8

97	LIGENT ANTONY	STAFF NURSE	9
98	SARIKA JOHNSON	STAFF NURSE	8
99	PROMILA BASRA	NURSING SISTER	10
100	BEENA JOSEPH	STAFF NURSE	9
101	SREENIVAS N.V.	STAFF NURSE	8
102	ROSILY SUNIL	STAFF NURSE	9
103	POONAM RANI	STAFF NURSE	8
104	RANJANA KUMARI	STAFF NURSE	9
105	NARESH KUMAR BAYAL	STAFF NURSE	8
106	KUNTI PRASAD SHIVSHANKAR	STAFF NURSE	8
107	Manju Biju	STAFF NURSE	8
108	RAJESHWARI	STAFF NURSE	9
109	SUSAN SUNNY	STAFF NURSE	9
110	CHAITALI	STAFF NURSE	9
111	INDRA RAWAT	STAFF NURSE	8
112	MANJEET KAUR	STAFF NURSE	8
113	SOSAMMA RAJI	STAFF NURSE	9
114	MANISH MEENA	STAFF NURSE	7
115	ATUL KUMAR	NURSING SISTER	7
116	DOLLY UPPAL	STAFF NURSE	7
117	RUCHI SHARMA	STAFF NURSE	8
118	RITU	STAFF NURSE	7
119	POURNIMA DHARMENDRA TEMBHURNE	STAFF NURSE	7
120	SUNIL KUMAR GUPTA	STAFF NURSE	8
121	ASHOK KUMAR BAIRWA	NURSING SISTER	7
122	JYOTI	NURSING SISTER	7
123	Neha Rathore	STAFF NURSE	7
124	NEELAM	STAFF NURSE	7
125	PARVEEN	STAFF NURSE	7
126	SHUBHAM CHHIMWAL	NURSING SISTER	7
127	SHELMOINGAM KHALING	STAFF NURSE	7
128	NARESH KUMAR SURELA	STAFF NURSE	7
129	SANDHYA	STAFF NURSE	7
130	ANIL KUMAR JAIN	STAFF NURSE	8
131	POONAM	NURSING SISTER	7
132	TRIPTI YADAV	STAFF NURSE	7

133	MONA CHAUHAN	STAFF NURSE	8
134	MONIKA DHANKHAR	STAFF NURSE	7
135	POONAM TYAGI	STAFF NURSE	8
136	POONAM	STAFF NURSE	7
137	HUKUM SINGH MEENA	STAFF NURSE	7
138	AKANKSHA RANI	STAFF NURSE	7
139	VANDNA TANWAR	STAFF NURSE	7
140	ALKA MADHURI TOPPO	STAFF NURSE	8
141	ARCHANA RANI	STAFF NURSE	8
142	Balveer singh meena	STAFF NURSE	8
143	M.KAVITHA	STAFF NURSE	8
144	ANITA SUDHI	STAFF NURSE	7
145	DEEPA	STAFF NURSE	7
146	DEEPIKA SRIVASTAVA	STAFF NURSE	7
147	Vineeta	STAFF NURSE	7
148	NELSY DANIEL	STAFF NURSE	8
149	SANDHYA J MOHAN	STAFF NURSE	7
150	SUNITA KUMARI	STAFF NURSE	7
151	PRERNA SINGH	NURSING SISTER	7
152	VERSHA SACHDEVA	STAFF NURSE	8
153	RAMESH KUMAR	STAFF NURSE	8
154	MUSKAN	NURSING SISTER	7
155	AAYUSH KUMAR BANSAL	NURSING SISTER	7
156	AKANSHA CHAUDHARY	STAFF NURSE	7
157	NATASHA SHARMA	STAFF NURSE	7
158	NIMMY DOMINIC	STAFF NURSE	7
159	DEEPENDRA SINGH	NURSING SISTER	7
160	DINESH KUMAR KHARADI	STAFF NURSE	8
161	POOJA RANI	STAFF NURSE	7
162	VIVEK	NURSING SISTER	7
163	SAJENDRA SINGH YADAV	STAFF NURSE	8
164	SHAMA BI	STAFF NURSE	7
165	RITIKA SHARMA	STAFF NURSE	7
166	SIJI VARGHESE	STAFF NURSE	7
167	BHARTI DEVI	STAFF NURSE	8
168	SANTOSH KUMARI	STAFF NURSE	8
169	ANITA YADAV	STAFF NURSE	7
170	POONAM	NURSING SISTER	7
171	MADHU SONI	STAFF NURSE	7

172	RAJENDER KUMAR	STAFF NURSE	8
173	AJAY SINGH NARUKA	STAFF NURSE	8
174	ANSH PANCHAL	STAFF NURSE	7
175	SUMAN	STAFF NURSE	7
176	NIDHI CHAHAL	STAFF NURSE	7
177	DEBORA NGAIROUKIM	NURSING SISTER	7
178	DAYA DHAR	Mate Bearer	4
179	JAI NARAYAN	Sweeper	3
180	NAFE SINGH	N.O.	4
181	P. Subramanian	Mate Bearer	4
182	SACHDEV	Sweeper	4
183	NANAK CHAND	Sweeper	3
184	MAHINDER KUMAR	N.O.	4
185	JASVIR SINGH	Chowkidar	3
186	SHYAM LAL	Sweeper	3
187	MUNSHI LAL	Sweeper	4
188	SUNITA	N.O.	1
189	NITIN KUMAR	N.O.	1
190	MOHAN	N.O.	2
191	BHUPENDER	N.O.	1
192	ANIL KUMAR	N.O.	2
193	SANDHYA KUMARI	N.O.	2
194	BIMLA II	Sweeper	2
195	ANJU	N.O.	2
196	JAI PRAKASH	N.O.	2
197	YAKUB ALI	N.O.	2
198	PANKAJ	N.O.	2
199	VIJAY	N.O.	1
200	SARITA	Sweeper	1
201	MAMTA	N.O.	2
202	MANOJ KUMAR SINGH	N.O.	2
203	RAVI PAL	N.O.	1
204	ANKUR SINGH	N.O.	2
205	SARIKA	Sweeper	1
206	AKASH RATHI	N.O.	2
207	MANISH KUMAR	N.O.	2
208	BALA	N.O.	1

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[Section 4(1)(b)(xi)]

The Budget allocated to each agency

(Rs. In Thousand)

Demand No. 7						Budget Estimates 2025-26	Revised Estimates 2025-26
				GURU NANAK EYE CENTRE			
				REVENUE SECTION :			
				MAJOR HEAD "2210"			
2210				Medical & Public Health (Major head)			
2210	01			Urban Health Services-Allopathy (Sub Major Head)			
2210	01	110		Hospital & Dispensaries (Minor Head)			
2210	01	110	97	Guru Nanak Eye Centre (Sub Head)			
	97	00	01	Salaries	Voted	198000	198000
					Charged	500	500
						8500	7500
	97	00	02	Wages		1450	1500
	97	00	05	Rewards		7500	6500
	97	00	06	Medical Treatment		200000	200000
	97	00	07	Allowances		800	850
	97	00	08	Leave Travel Concession		300	300
	97	00	11	Domestic Travel Expenses		80000	80000
	97	00	13	Office Expenses		2000	2500
	97	00	16	Printing and Publication		200	1190
	97	00	19	Digital Equipment		80000	80000
	97	00	21	Materials and Supplies		500	500
	97	00	24	Fuel and Lubricants		150	200
	97	00	28	Professional Services		11000	12000
	97	00	29	Repairs and Maintenance		50	60
	97	00	49	Other Revenue Expenditure		590950	591600
2210	01	110	97	Total - Guru Nanak Eye Centre (Sub Head)	Voted	590450	591100
					Charged	500	500
2210	01	110	09	Amblyopical Free Delhi (Sub Head)			
	09	00	49	Other Revenue Expenditure		0	4112
2210	01	110	09	Total - Amblyopical Free Delhi (Sub Head)		0	4112
2210	01	110	08	Eye Donation Camp (Sub Head)			
	08	00	49	Other Revenue Expenditure		1000	1000
2210	01	110	08	Total - Eye Donation Camp (Sub Head)		1000	1000
2210	01	110	07	Annual Scientific Programme (Sub Head)			
	07	00	49	Other Revenue Expenditure		0	200
2210	01	110	07	Total - Annual Scientific Programme (Sub Head)		0	200
2210	01	110	06	Eye Donation Project (Sub Head)			
	06	00	49	Other Revenue Expenditure		500	500
2210	01	110	06	Total - Eye Donation Project (Sub Head)		500	500
2210	01	110	05	Training/ CME (Sub Head)			
	05	00	09	Training Expenses		2000	500
2210	01	110	05	Total - Training/ CME (Sub Head)		2000	500
2210	01	110	03	New Courses/ Units (Sub Head)			
	03	00	49	Other Revenue Expenditure		1500	3000
2210	01	110	03	Total - New Courses/ Units (Sub Head)		1500	3000
2210	01	110		Total - Hospitals & Dispensaries (Minor Head)		595950	600912
					Voted	595450	600412
					Charged	500	500
2210	01			Total - Urban Health Services-Allopathy (Sub Major Head)		595950	600912
					Voted	595450	600412
					Charged	500	500
2210				TOTAL - MAJOR HEAD"2210"		595950	600912
					Voted	595450	600412
					Charged	500	500
				TOTAL - REVENUE SECTION		595950	600912

Demand No. 7					Budget Estimates 2025-26	(Rs. In Thousand) Revised Estimates 2025-26
				Voted	595450	600412
				Charged	500	500
				CAPITAL SECTION :		
				MAJOR HEAD "4210"		
4210				**Capital Outlay on Medical and Public Health (Major Head)**		
4210	01			**Urban Health Services-Allopathy (Sub Major Head)**		
4210	01	110		**Hospitals & Dispensaries (Minor Head)**		
4210	01	110	92	**Guru Nanak Eye Centre (Sub Head)**		
	92	00	52	Machinery & Equipment	100	100
	92	00	71	Information, Computer, Telecommunications (ICT) Equipment	800	2000
4210	01	110	92	**Total - Guru Nanak Eye Centre (Sub Head)**	900	2100
4210	01	110		**Total - Hospitals & Dispensaries (Minor Head)**	900	2100
4210	01			**Total - Urban Health Services-Allopathy (Sub Major Head)**	900	2100
4210				**TOTAL - MAJOR HEAD"4210"**	900	2100
				TOTAL - CAPITAL SECTION	900	2100
				TOTAL - GURU NANAK EYE CENTRE	596850	603012
				Voted	596350	602512
				Charged	500	500

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[Section 4(i)(b)(xii)]

The manner of execution of subsidy programme

NO SUBSIDY PROGRAMMES ARE EXECUTED BY GURU NANAK EYE CENTRE.

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Particulars of recipients of concessions, permits or authorizations granted

[Section 4(1)(b)(xiii)]

NO CONCESSIONS, PERMITS OR AUTHORISATIONS ARE GRANTED BY GURU NANAK EYE CENTRE AS ON DATE.

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INFORMATION AVAILABLE IN ELECTRONIC FORM
[Section 4(1)(b)(xiv)

Details of Information

S.No.	Activities for which electronic data available	Can it be shared with public	Is it available on website or is being used as backend data base
1.	Introduction	Yes	Available in website at **https://gnec.delhi.gov.in/**
2.	Organizational Setup	Yes	
3.	General Information-Bus Route Information	Yes	
4.	Doctors List	Yes	
5.	Services Provided	Yes	
6.	Census	Yes	
7.	Patient Counselling Service	Yes	
8.	Annual Report	Yes	
9.	Public Grievances	Yes	
10.	Circular and Order	Yes	
11.	Recruitment	Yes	
12.	Results	Yes	
13.	Photo Gallery	Yes	
14.	Media Gallery	Yes	
15.	RTI Manuals	Yes	

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Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)

Facilities available for obtaining information

S.No.	Facility available	Nature of Information available	Working hours
1.	Available in website at	Introduction	**Round the Clock**
2.	**https://gnec.delhi.gov.in/**	Organizational Setup	
3.		General Information-Bus Route Information	
4.		Doctors List	
5.		Services Provided	
6.		Census	
7.		Patient Counselling Service	
8.		Annual Report	
9.		Public Grievances	
10.		Circular and Order	
11.		Recruitment	
12.		Results	
13.		Photo Gallery	
14.		Media Gallery	
15.		RTI Manuals	

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Particulars of PIOs

List of Public information Officers

S.No.	Designation	Address	Phone No.
1.	Administrative Officer	Room No. 62	23231955

List of Assistant Public information Officers

S.No.	Designation	Address	Phone No.
1.	Section Officer, Admin	Room No. 55	23231955
2.	Statistical Officer, MRO	Room No. 8	23219419
3.	Sr. Account Officer	Room No. 58	23236745
4.	Purchase Officer	Room No. 59	23219410

List of First Appellate Authority

S.No.	Designation	Address	Phone No.
1.	Head of Department	Room No. 55	23236931

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Other information as may be prescribed (Section 4(1) (b) (xvii)

Available on Website

Replies to questions asked in Parliament in 2025-26 is as under

Guru Nanak Eye Centre,

Government of NCT of Delhi

Maharaj Ranjit Singh Marg, New Delhi-110002

F.1.(25)/GNEC/Estt./2009/ 2025-26 Dated

4.7 replies to questions asked in the Parliament (Section 4 (1) (b) (xvii).

4.7.1 Details of questions asked and replies given.

Parliament Questions Year 2025-26

Question No	Subject	Reply
Assurance No. 3 & 4	Regarding fulfilment of the assurance No. 3 & 4 given by the ministers during the second session of eighth legislative assembly session (budget session) 2025.	Yes
Q. Dy. No 756	Seeking inputs on Raja-Sabha Unstarred admitted Question Dy. No 756 for 22.07.2025.	Yes
Question Dy. No 3192	Lok-Sabha Provisionally admitted unstarred question Dy. No 3192 for 25.07.2025 regarding " Functioning of Organ and Tissue Banks".	Yes
Question Dy no 2729	Lok-sabha provisionally admitted unstarred Question Dy .no 2729 for 25.07.2025 regarding "kidney Transplant".	Yes
Question Dy no. 3044	Request for inputs on Lok Sabha Adimitted starred Question (Dy no. 3044)Dated 25.07.2025.	Yes
Question No. 1092	Urgent Parliament matter: Request for inputs on Rajya Sabha admitted Unstarred Question No. 1092(Dy. No. 2014) (Fire Safety Audits in Healthcare Facilities) due for 29.07.2025-reg.	Yes
Question No 3346	Seeking inputs on Lok-Sabha Unstarred Question No 3346 for 08.08.2025.	Yes
Question No. 10385	Request for inputs on Lok Sabha provisionally admitted Starred Question No. 10385 (Fire Safety Audits in Healthcare Facilities) due for 08.08.2025 -reg.	Yes
Question No. 1858	Rajya Sabha admitted Unstarred Question No. 1858 for 05.08.2025.	Yes
Question No. 3346	Seeking inputs on Lok Sabha Unstarred Question No. 3346 for the 08.08.2025.	Yes
Qn Dy. No 1226	Rajya Sabha Provisional Qn Dy No 1226 due for answer on 02.12.20235 regarding 'Correlation between Air Pollution and Respiratory Diseases'.	Yes
Question Dy. No. 7538	Lok Sabha Unstarred Question D. No. 7538 for Shortage of Medical Staffs in Govrnment Hospitals in Metro Cities dated12.12.2025.	Yes
Question No. 54	Starred Question No. 54 asked by Hon'ble MLA Smt. Atishi, Eighth Legislative Assembly, Winter Session-2026.	Yes

Starred Dy. No 8/4/150	सरकारी अस्पतालों, आयुष्मान मंदिरों व मोहल्ला क्लीनिकों में अनिवार्य दवाओं की कमी.	Yes
Question No. 182	Unstarred Question No. 182 asked by Hon'ble MLA Dr. Anil Goyal Legislative Assembly, Winter Session-2026.	Yes
Question No. 329	Unstarred Question No. 329 from Delhi Assembly.	Yes
Question No. 115	Unstarred Question No. 115 (Dr.Ajay Dutt, Ambeddkar nagar).	Yes
Question Dy. No. 260	Unstarred Question Dy. No. 260 (Hon'ble MLA Dr. Anil Goyal, Krishna Nagar).	Yes
Question Dy. No. 15010	Lok Sabha Provisionally Admitted Unstarred Question Dy. No. 15010 for 20.03.2026 regarding Delay in Appointment Dates for Various Medical Test.	Yes

21/08/2026