

**Estt.-II Section ( Phones : 23404263, 23404635)**

Establishment-II Section is an important part of Hospital Administration, dealing with all service matters of Group- "D" staff like their recruitment, appointment, promotion, , transfer/posting, leave, increment, fixation of pay, court cases, disciplinary proceedings, orders for NOC, retirements and pension. The following categories of posts are sanctioned as group "D" staff.

<b>Sl. No.</b>	<b>Name of the post</b>	<b>Pay Scale(Pre-Revised) /Method of Recruitment (DR :direct recruitment PRM.: by promotion)</b>	<b>No. of Sanctioned posts</b>
1	Nursing Attendant	2550-3200 DR	205
2	Safaikaramchari	2550-3200 DR	305
3	Peon	2550-3200 DR	25
4	Aya	2550-3200 DR	25
5	Stretcher Bearer	2550-3200 DR	32
6	Chowkidar	2550-3200 DR	36
7	Store Khalasi+Khalasi	2550-3200 DR	9
8	Library Attendant	2750-4400 DR	1
9	Khidmatgar	2550-3200 DR	13
10	Bhistie	2550-3200 DR	4
11	Masalchi	2550-3200 DR	8
12	Kahar	2550-3200 DR	5
13	Cook-Mate	2550-3200 DR	10
14	Helper (Laundry)	2550-3200 DR	8
15	Tailor	2550-3200 DR	2
16	Cook	2610-4000 DR	17
17	Bearer	2550-3200 DR	19
18	Orderly	2550-3200 DR	3
19	Security Guard	2550-3200 DR	6
20	Gate Orderly	2550-3200 DR	2
21	Chowkidar-Cum-Cleaner	2550-3200 DR	1
22	Ward Attendant/Ward Boy	2550-3200 DR	11
23	Dressing Orderly	2550-3200 DR	1
24	Theatre Orderly	2550-3200 DR	33
25	Jr. Female Attendant	2550-3200 DR	2
26	Cleaner	2550-3200 DR	2
27	Helper	2550-3200 DR	25
28	V.D.Male Visitor	2550-3200 DR	1
29	Animal Attendant	2550-3200 DR	1
30	Safaiwala-Cum-Chowkidar	2550-3200 DR	3
31	Theatre Attendant	2550-3200 DR	2
32	Safaikaramchari Cleaner)	2550-3200 DR	5
33	Janitor	2550-3200 DR	1
34	Dresser	2610-4000 PRM.	20
35	Laboratory Attendant	2610-4000 PRM.	21
36	Head Cook	2610-4000 PRM.	3
37	Sr. Female Attendant	2610-4000 PRM.	1
38	Supervisor	2610-4000 PRM.	14

39	Gestetner Operator	2610-4000 PRM.	1
40	Daftary	2610-4000 PRM.	3
41	Head Security Guard	2610-4000 PRM.	1
42	Laundry Operator	2610-4000 PRM.	11
43	Butler	2610-4000 PRM.	1
44	E.C.G. Attendant	2610-4000 PRM.	1
45	Dark Room Attendant	2610-4000 PRM.	1
46	Neuro Lab. Attendant	2610-4000 PRM.	1
47	Plaster Room Attendant	2610-4000 PRM.	2
	<b>TOTAL</b>		<b>904</b>

In the E-II Section, the following staffs are deputed:

Sl.No	Name of the Official	Designation	Work assigned	Address & Phone No.
1.	Shri P. Tirkey	Office Superintendent	Section Incharge	124A, Sector-4, Pushp Vihar, New Delhi-17 Contact No.: 9968095019
2.	Smt. Raj Bala Jain	U.D.C,	All administrative work except appointment cases ACP & confirmation	C-281, Sector-18, Rohini, Delhi-85  Contact No.:9968265124
3.	Shri Prem Prakash Kalra	U.D.C.	All administrative work except appointment cases ACP & confirmation	30 Bannu Enclave, Pitam Pura, New Delhi-34.  Contact No.: 9968276660
4.	Shri Devi Das	U.D.C.	Appointments (DR), Promotions, appointments on Compassionate Grounds, parliament questions, VIP references, preparation of information related to SC/ST/OBC- backlog. Works of Ethical Committee etc. .	17C-306, Vasundhra, Ghaziabad (Uttar Pradesh)
5.	Shri Suraj Prakash	L.D.C.	All administrative work except appointment. Court cases, ACP cases and confirmation work, pay fixation, Monthly bill of Daily-Wagers and other work assigned by my Seniors/Superiors	2N/28, N.I.T., Faridabad-121001

			from time to time.	
6.	Shri Meer Singh	L.D.C,	All administrative work except recruitment	537, Bijwasan, New Delhi-61
7.	Shri Pardeep Kumar	L.D.C.	All administrative work except appointment cases ACP & confirmation	488/1, Vikas Nagar, Ghirkare Road, Charkhi Dadri, Bhiwani (Haryana)
8.	Shri Venu Gopalan K	Chowkidar	Diary & Dispatch	H.No.430, LIG, DDA Flat, Pocket-13, Mangala Puri, New Delhi-45.
9.	Shri Jai Prakash	Peon	Opening and closing the section and distribution of daks in hospital premises	H.No.K-142, Kali Bari Marg, DIZ Area, New Delhi-1
10.	Shri Satbir Singh	Nursing Attendant	Opening and closing the section and working as Daftary like maintain the records of files and service books	495, Kair Pur, Kotla Mubarak Pur, New Delhi-110003.