

GOVERNMENT OF INDIA ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES DR. RAM MANOHAR LOHIA HOSPITAL NEW DELHI-110001



Telephone Exchange Department Dr. RML Hospital, New Delhi

13-09/2020-RMLH (Phones)

Dt. 25.07.2024

CIRCULAR

Sub: Regarding Printing of updated Telephone Directory.

As per the requirement of the hospital, and direction from the Medical Superintendent it is proposed to print the new telephone directory updating for the year 2024 in chart and booklet form.

The updated information of the clinical departments, laboratories, administrative sections, logistic areas are required for the compilation of the same.

For the convenience of the user and difficulty in establishing seniority, only the HOD, HOU, INCHARGES of section will be put at the TOP and all others will be listed in the alphabetical order according to their first name. The same will be mentioned in the chart / booklet.

All the HODs, Departments, Sections and Wards including OTs & ICUs are requested to provide the name in alphabetical order of first name, designation, residential and official address, email (preferably official if allotted) with Mobile Number, residential phone number, official direct phone number & official Extension Number in the following format under the signature of HOD, HOU, INCHARGES of section (Authorised signatory)

5	·	Authorised					
	Nan	ne of Departr	nent /sectio	n /ward /0	OT/ICU		
S. No .*	Name	Designatio n	Address		Email (Preferenti ally official Id)	Mobile No. And Resident ial landline	Official Extensi on no. & direct MTNL No.
			Residenti al	Room number with Name of building in hospital			
							17

*HOD , HOU, INCHARGES of section will be put at the TOP and all others will be listed in the alphabetical order according to their first name from A to Z.

You are requested to send a soft copy in word or excel format through email hemlata189@yahoo.com. & signed PDF file through E-office.

You are requested to send the information within 10 Days of issue of the letter so that process of compilation and printing is done at the earliest.

Officer I/C Telephone exchange

Friradha

Copy to:-

- 1) PS to MS
- 2) All Addl. MS's/HOD's/HOU's/Doctor's/Office Superintendent / Nursing Superintendent/ Sanitary Superintendent.
- 3) PS to Dy.DD (Admin).
- 4) All Officers & Staff of ABVIMS & Hospital / Sections/ Departments.
- 5) PS to Director ABVIMS.
- 6) PA to Dean ABVIMS
- 7) Registrar, ABVIMS.
- 8) Chairman e governance with request to upload on the Website
- 9) Dr Neera Sharma to post in HOD group on whatsapp.