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भारत सरकार / GOVERNMENT OF INDIA  
डॉ राम मनोहर लोहिया अस्पताल,  
अटल बिहारी वाजपयी आयुर्विज्ञान संस्थान, नई दिल्ली  
DR. RAM MANOHAR LOHIA HOSPITAL,



ATAL BIHARI VAJPAYEE INSTITUTE OF MEDICAL SCIENCES, NEW DELHI - 110001

File No.: eGov-13/3/2024-E-Gov. Dept.-Dr. RMLH/04

Dated: 04.12.2024

**Circular**


**Subject: Request for Comprehensive Departmental Data Submission for updating new website-regarding.**

In order to update and streamline our records and to update new website, all Heads of Departments are hereby requested to kindly provide the following detailed information regarding their respective departments:

1. **Department Overview** – A brief description of the department and its role within the organization, any vision or mission of the Department and year it was established
2. **Scope of Services** – A comprehensive list of all services provided by the department.
3. **Number of Units** – The total number of units within the department.
4. **Unit-wise Faculty Details** – Name of Unit Head. A list of faculty members in each unit, including their designations, office room address, extension number and email id.
5. **Unit-wise OPD Days** – The days on which each unit conducts OPD services, along with the specific location (building and room number).
6. **Emergency Days and services** – The days when the department provides emergency services, along with the specific scope of services offered during those times.
7. **CGHS OPD Days (if applicable)** – The days when the department provides services under CGHS (Central Government Health Scheme), if applicable.
8. **Procedure/Operation Days** – The days when the department conducts surgical operations or any other procedure. The name and site of OT/ Procedure Room.
9. **Special Clinic Details** – Information about any special clinics operated by the department, including Faculty In-charge, clinic names, scope of services, and timing & days on which they are held, room no.
10. **Ongoing Health Programmes** – Details regarding any health programs currently being carried out by the department, including program names, objectives, and schedule of activities.
11. **Academic activities** - Information on the academic activities and educational programs being carried out in the department, including any workshops, training sessions, or conferences.

**Please submit the requested data in Word Document format by 20 December to email address: serverroom.incharge@rmlh.nic.in.**

Timely submission of this information will be highly appreciated and will greatly assist in the efficient management and planning of our departmental activities and to update new website. If you have any questions or need further clarification regarding the data requested, please feel free to reach out to provide email address.

  
(Dr. Sameek Bhattachariya)

Director Professor  
HOD (B & P Surgery) &  
Chairman, E-Governance Department

**To**

1. All Heads of the Department

**Copy to:**

PS to the Director/Medical Superintendent, ABVIMS, Dr. RML Hospital, New Delhi.