



**Most Urgent**

**PT. B.D.SHARMA POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES, ROHTAK**  
No. SPIO/PGIMS/2022/4943-58  
Dated: - 12.07.2022

- To
1. The Principal, Swami Dayanand Post Graduate Institute of Pharmaceutical Sciences, UHS, Rohtak vide letter No. PGIPS/2022/610, dated 06.07.2022.
  2. The PIO-cum-DMS I/c Boiler Section, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. Boiler/22/133, dated 13.07.2022.
  3. The PIO-cum-DMS I/c Laundry, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. Laundry/2022/557, dated 05.07.2022.
  4. The PIO-cum-DMS I/c Kitchen, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. Kitchen/22/426, dated 05.07.2022.
  5. The PIO-cum-DMS I/c CSSD, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. CSSD/22/187, dated 04.07.2022.
  6. The PIO-cum-DMS I/c Telephone Exchange, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Telephone Exchange/22/607, dated 11.07.2022.
  7. The Nodal Officer-cum-PIO, PMBJK, PGIMS, Rohtak vide letter No. PGIMS/PMBJK/22/214, dated 04.07.2022.
  8. The Sr. Prof. & Head, Deptt. of Surgery, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Surg./22/1604, dated 04.07.2022.
  9. The Sr. Prof. & Head, Deptt. of Pediatrics, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Ped./22/1702, dated 04.07.2022.
  10. The Sr. Prof. & Head, Deptt. of Neurology, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Neuro/22/682, dated 04.07.2022.
  11. The PIO-cum- Sr. Prof., Deptt. of Oncology, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Onco/22/172, dated 05.07.2022.
  12. The Sr. Prof. & Head, Deptt. of Pediatric Surgery, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Paed. Surg/2022/260-61, dated 05.07.2022.
  13. The Sr. Prof. & Head, Deptt. of Burns & Plastic Surgery, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. BPS/22/396, dated 05.07.2022.
  14. The Sr. Prof. & Head, Deptt. of Anesthesiology, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. Anaesth/2022/RTI/2597, dated 01.07.2022.
  15. The Sr. Prof. & Head, Deptt. of Forensic Medicine, Pt. B. D. Sharma, PGIMS, Rohtak vide office letter No. FMD/2022/862, dated 04.07.2022.
  16. The Warden Doctor Hostel, Pt. B. D. Sharma, PGIMS, Rohtak vide letter No. DH/2022/67, dated 07.07.2022.

**Sub:- Implementation of Pro-active disclosure under section-4 of RTI Act 2005.**

The information related to implementation of Pro-active disclosure under section-4 of RTI Act 2005, sent by you to the worthy Director, Pt. B. D. Sharma, PGIMS, Rohtak, for approval the same from the First Appellate Authority-cum-Director, Pt. B. D. Sharma, PGIMS, Rohtak.

The same is returned in original with the request to kindly send the information to the Prof. I/c Telemedicine, Pt. B. D. Sharma, PGIMS, Rohtak in **PDF format as Soft copy and Hard copy, so that the same can be uploaded/updated on the website of the institute** for implementation of Pro-active disclosure under section-4 of RTI Act 2005.

**It may be treated as utmost urgent.**

**Encls. As above**

**Endst. No. SPIO/PGIMS/2022/**

Copy of the above is forwarded to the First Appellate Authority-cum-Director, Pt. B. D. Sharma, PGIMS, Rohtak for information.

**State Public Information Officer**  
Dated: 1 / 7/2022

**State Public Information Officer**

Paed. Surg. / 22 / 333  
Oct. 26-7-22

A handwritten signature in blue ink, consisting of a stylized 'L' shape followed by a long horizontal stroke.

Dr. H. J. ...  
Professor, Paed. Surg. ...  
F.R.C.S. (Ed.), F.R.C.S. (Lond.)

**DEPARTMENT OF PEDIATRIC SURGERY: PT.B.D.SHARMA PGIMS ROHTAK**

No. Paed. Surg/2022/ 266

Dated: 5-7-22

To

The Telemedicine  
Pt.BDS PGIMS Rohtak

Subject:- Request for approval for the information to be sent to department of Telemedicine with ref. office letter No. SPIO/PGIMS/2022/4094-4132 dated: 23.06.2022 on the subject cited above.

Please reference to your office letter No. SPIO/PGIMS/2022/4094-4132 dated: 23.06.2022 on the subject cited above.

**The Point wise desired information in respect of Paediatric Surgery Department, PGIMS Rohtak are as under:-**

- I. Paediatric Surgery department is a single unit with the faculty of strength 04 and is involved in teaching research, training and patient care.
- II. The administrative powers rest with the Head of the department, Medical Superintendent and the Director:-
  - Duties of the officers are as per column I above.
  - Staff Nurses are fully responsible for nursing care of patients and maintenance of record.
  - Ministerial staff of the department maintains the office and records.
  - Class-IV employees assist the officers in above mentioned work of the department
  - Resident doctors are fully responsible for total patient care along with completing and depositing the records of patients.
  - Emergency patient care is done by Senior Resident and Consultant on rotation basis.
  - The Operation lists are prepared by Head and other consultant (earmarked for the same)
  - The consultant on a particular operation table is fully responsible for all the cases on his table of their surgery, postponement etc.
- III. The decision regarding treatment of patient in OPD is done by consultant Incharge/ Senior Resident whosoever has seen the patient.  
The decision regarding admission of the patient is taken by respective consultant Incharge After admission patients are seen by junior Residents, Senior Resident and Consultants and accordingly.
- IV. As above i.e. point No.III
- V. No manual is available with regard to this. However the duties are discharged according to various circulars issued by the office of the Director, Dean, Medical Superintendent and HOD  
The schedule regarding U.G. teaching is prepared by Dean's Office and is executed by the department. For attendance & teaching, the concerned consultant doctor who has taken the class is responsible.  
The schedule for P.G.(M.S.) teaching training & research is collaborated with surgery department from time to time. Thesis/dissertation / (M.S.) research projects of the M.Ch student are prepared by the concerned candidate under the guidance of concerned PG teacher within a fixed time frame. All such projects are discussed by a committee consisting of all the Head & PG teachers & then sent to P.G. board of studies in super surgical specialities for approval as per protocol of the University of Health Sciences.
- VI. Records of students are maintained by office of Head of department. Posting of Consultants/Senior Residents/Resident/House Surgeons is done by Head of Department. Posting of Nursing Staff is done by office of Medical Superintendent. The working of staff nurses and nursing sisters posted in ward/OPD/OT is supervised by Nursing Superintendent office working under control of Medical Superintendent Office. Posting & Supervision of

*(Signature)*  
H. Professor & Head,  
Paediatric Surgery Deptt.,  
Pt. B.D.S. P.G.I.M.S. Rohtak



class III & IV employees is done by Director/ M.S. office. All documents related to the patient care are maintained by the resident doctor of ward including NSICU.

- M.Ch exam decided as per MCI/University of Health Sciences guidelines. The panel of external examiner is prepared by HOD & sent to PG board of super specialities studies for approval. The panel of examiner for thesis is prepared by concerned PG teacher (Supervisor) and sent to PG BOS through HOD for approval. The theory exams (M.Ch) are conducted by University.
- The M.Ch Practical exams are conducted by the department under overall supervision of HOD with university guidelines.

- 8h  
7/7/22  
3:1 pm
- VII. None  
VIII. None  
IX. Yes, the directory of officers is maintained by the office of the Director.  
X. No system exists w.r.t. financial remuneration and compensation. Salary details are kept by Director Office  
XI. Maintained by Director Office.  
XII. Details of Ayushman Bharat Scheme are kept by Medical Superintendent Office.  
XIII. None.  
XIV. None.  
XV. None.  
XVI. Lies with Director Office.  
XVII. Done by Professor I/C IT.
- 16253  
7/7/2022

This is for further necessary action.

No. Paed. Surg/2022./260 - 61

Dt. 5-7-22

Copy of above is forwarded to the PA to Worthy Director of the Institute --for information & n action:-

Senior Professor & Head-cum-PIO  
Department of Paediatric Surgery

**Sr. Professor & Head,  
Paediatric Surgery Deptt.  
Pt. B.D.S. P.G.I.M.S. Rohtak**

Approved  
SPIO

Director  
4/7/22

Secy  
Wd