

**OFFICE OF THE MEDICAL SUPERINTENDENT  
ATTAR SAIN JAIN EYE & GENERAL HOSPITAL  
GOVT. OF NCT OF DELHI  
LAWRENCE ROAD, NEW DELHI-110035  
Phone No.: 011-27188342, Fax No.: 27106441  
Email: [msajsh.delhi@delhi.gov.in](mailto:msajsh.delhi@delhi.gov.in)**

No. F.1 (38)/2021/Estt./ASJH/1207-1218

Date: 05-6-25

**OFFICE ORDER**

In supersession of the Office Order vide No. F.1 (38)/2021/Estt./ASJH/1024-1023 dated 10.05.2025 regarding charge assignment to the officers and officials of this hospital for various committees, the following Officers and Officials alongwith dealing assistants of this hospital as mentioned below are hereby deputed as per details as under: -

S.No.	Name of the Committee	Name of the Officer/Official	Name of the Dealing Assistant
1	Inspection Committee	Dr. Pankaj Kumar, CMO (Chairperson)	Mrs. Parmila, Nursing Officer
		I/C User Department	
		Dr. Sukriti Tuteja, Spl. (Eye)	
		Dr. Gagan, GDMO	
2	DGEHS Committee	Dr. Pankaj Sharma, HoD (Eye) (Chairperson)	Smt. Indu Chandna, PPS
		Sh. Subhash Chand, Section Officer	
		Sh. Manish Kumar Jain, AAO	
2	Sexual Harassment Committee	Dr. Sumita Kulshrestha, HOO (Chairperson)	Smt. Manjeet Ahlawat, Nursing Officer and Mrs. Neelam, Refractionist
		Dr. Sukriti Tuteja, Spl. (Eye)	
		Sh. Subhash Chand, Section Officer	
4	Hospital Infection Control Committee	Dr. Sumita Kulshrestha, HOO (Chairperson)	Mrs. Parmila, Nursing Officer
		Dr. Gagan, GDMO	
		Ms. Sarika, Nursing Officer	
5	Procurement Committee+ Purchase Committee (Dr Sumita Kulshrestha shall be Link Officer to chairperson)	Dr. Pankaj Sharma, HoD (Eye) (Chairperson)	Sh. Kaisher Singh, Sr. Pharmacy Officer
		Dr. Sukriti Tuteja, Spl. (Eye)	
		Dr. Lakshay Saini, GDMO	
		Sh. Manish Kumar Jain, AAO	
6	Condemnation Committee	Dr. Sukriti Tuteja, Spl. (Eye) (Chairperson)	Mrs. Pooja Nagpal, Nursing Officer
		Dr. Gagan, GDMO	
		Sh. Subhash Chand, Section Officer	
		Sh. Manish Kumar Jain, AAO	
7	Disaster Management Committee	Dr. Sumita Kulshrestha, HOO (Chairperson)	Mrs. Deepti Kakkar, Nursing Officer
		Dr. Pankaj Sharma, HoD (Eye)	
		Dr. Pankaj Kumar, CMO	
		Mrs. Saroj Mawar, Sr. Nursing Officer	
8	Grievances Committee and PGMS	Dr. Pankaj Kumar, CMO	Smt. Saroj Mawar, Sr. Nursing Officer
		Dr. Gagan, GDMO	

9	Tender Committee	Dr. Pankaj Sharma, HoD (Eye) (Chairperson)	Sh. Kaisher Singh, Sr. Pharmacy Officer
		Dr. Sukriti Tuteja, Spl. (Eye)	
		Sh. Subhash Chand, Section Officer	
		Sh. Kaisher Singh, Sr. Pharmacy Officer	
		Sh. Manish Kumar Jain, AAO	

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*Sumita Kulshrestha*  
Attar Sain Jain Eye & General Hospital  
Govt. of NCT of Delhi

Further, in addition to the above, the following Officers are hereby assigned the portfolios alongwith respective Dealing Assistants of the following as mentioned below: -

S.No.	Portfolio	Name and Designation of Officer Incharge	Name of Dealing Assistant
1	Pharmacy	Dr. Pankaj Kumar, CMO	Sh. Parmod Kumar Babbar, Pharmacy Officer
2	RTI	Dr. Pankaj Kumar, CMO	Smt. Indu Chandna, PPS
3	R&M+AMC+E-Waste	Dr. Lakshay Saini, GDMO	Sh. Parmod Kumar Babbar, Pharmacy Officer
4	Lab	Dr. Lakshay Saini, GDMO	Smt. Rashmi Verma, Lab Technician
5	Outsource	Dr. Pankaj Kumar, CMO & Sh. Subhash Chand, S.O	Sh. Taslim Arif, Pharmacy Officer and Mrs. Anjana Yadav, Nursing Officer
6	DGEHS	Dr. Lakshay Saini, GDMO	Smt. Indu Chandna, PPS
7	CME + Academics	Dr. Pankaj Kumar, CMO	Ms. Sarika, Nursing Officer
8	HMIS	Dr. Lakshay Saini, GDMO	Smt Renuka Angelo, Nursing Officer, Nandini Lab Tech.
9	SPO	Dr. Pankaj Sharma, HoD (Eye)	Sh. Kaisher Singh, Pharmacy Officer
10	EWS, I/C DAK, E-Office, IT related matters	Dr. Lakshay Saini, GDMO	Sh. Mayank Sharma, Sr. Asstt.
12	PWD matters	Dr. Pankaj Kumar, CMO & Sh. Subhash Chand, S.O	Sh. Taslim Arif, Pharmacy Officer
13	BMW	Dr. Gagan, GDMO	Ms. Sarika, Nursing Officer
14	Laundry		Smt. Sangeeta, Nursing Officer
15	Sanitation/Housekeeping	Smt. Saroj Mawar, Sr. Nursing Officer	Mrs. Deepti Kakkar, Nursing Officer
16	Security Guards	Smt. Saroj Mawar, Sr. Nursing Officer	Smt. Madhubala, Nursing Officer
17	Nursing Orderly	Smt. Manjeet Ahlawat, Nursing Officer	Smt. Anita, Nursing Officer
18	O.T.	Dr. Pankaj Sharma, HoD (Eye)	Smt Manjeet Ahlawat, Nursing Officer
19	OPD Registration	Dr. Pankaj Kumar, CMO	Ms. Pooja Nagpal, Nursing Officer
20	OPD	Dr. Pankaj Kumar, CMO	Smt. Madhubala, Nursing Officer
21	Ward	Dr. Pankaj Sharma, HoD (Eye)	Mrs. Anita, Nursing Officer
22	Injection Room	Dr. Pankaj Kumar, CMO	Mrs. Sarla Dalal, Nursing Officer
23	Ayushman Bharat Yojna	Dr. Sukriti Tuteja, Spl. (Eye)	Mrs. Sarla Dalal, Nursing Officer
24	HMIS	Dr. Lakshay Saini, GDMO	Smt Renuka Angelo, Nursing Officer
25	Anti-Tobacco Drive	Dr. Pankaj Kumar, CMO	Ms. Sarika, Nursing Officer
26	Hospital Infection Control Committee	Dr. Sumita Kulshrestha, HOO	Mrs. Parmila, Nursing Officer
27	Fire Safety	Dr. Lakshay Saini, GDMO	Mrs. Deepti Kakkar, Nursing Officer
28	Accounts Branch	Sh. Manish Kumar Jain, AAO	Mrs. Anjana Yadav, Nursing Officer
29	Injection Room	Dr. Pankaj Kumar, CMO	Mrs. Anjana Yadav, Nursing Officer(reliever)
30	Kayakalp	Dr. Lakshay Saini, GDMO	Rashmi Verma, Lab Technician


The above shall come in force with immediate effect. This issues with prior approval of the Competent Authority i.e. M.S. ASJH.

  
(Dr. Sumita Kulshrestha)  
Head of Office  
ASJ Hospital, GNCTD

No. F.1 (38)/2021/Estt./ASJH/

Copy to: -

1. PPS to MS, ASJH
2. All Officers/Officials concerned, ASJH
3. HOD (Eye), ASJH
4. HOD (Medicine), ASJH
5. Sr. Nursing Officer, ASJH
6. I/C (Pharmacy), ASJH
7. I/C Lab, ASJH

Date:   
Attar Sain Jain Eye & General Hospital  
Govt. of NCT of Delhi  
Lawrence Road, Delhi-35

8. I/C OT, ASJH

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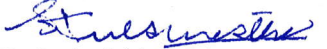
9. SPO, ASJH

10. AAO, ASJH

11. SO (Estt.). ASJH

12. Guard File

Date: 05-6-25

  
(Dr. Sumita Kulshrestha)  
Head of Office  
ASJ Hospital, GNCTD

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