

**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**

No. F.1 (38)/2021/Estt./ASJH/ 1368-1377

Date: 9/10/2025

OFFICE ORDER

In supersession of all the previous order 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	
3	Procurement Committee + Purchase Committee (Dr. Pankaj Sharma shall be Link Officer to chairperson)	Dr. Sumita Kulshrestha, HOO (Chairperson)	Sh. Parmod Kumar Babbar, Pharmacy Officer
		Dr. Lakshay Saini, GDMO	
		Sh. Manish Kumar Jain, AAO	
		Sh. Subhash Chand, Section Officer	
4	Condemnation Committee	Dr. Pankaj Kumar, CMO (Chairperson)	Sh. Parmod Kumar Babbar, Pharmacy Officer, Link Officer: Taslim Arif, Pharmacy Officer
		Dr. Gagan, GDMO	
		Sh. Subhash Chand, Section Officer	
		Sh. Manish Kumar Jain, AAO	
5	Disaster Management Committee	Dr. Sumita Kulshrestha, HOO (Chairperson)	Ms. Deepti Kakkar, Nursing Officer
		Dr. Pankaj Sharma, HoD (Eye)	
		Dr. Pankaj Kumar, CMO	
		Mrs. Saroj Mawar, Sr. Nursing Officer	
6	Grievances Committee and PGMS	Dr. Pankaj Kumar, CMO	Smt. Saroj Mawar, Sr. Nursing Officer
		Dr. Gagan, GDMO	
		Dr. Sukriti Tuteja, Spl. (Eye)	
7	Tender Committee	Dr. Pankaj Sharma, HoD (Eye) (Chairperson)	Sh. Parmod Kumar Babbar, Pharmacy Officer
		Dr. Sumita Kulshrestha, HOO	
		Sh. Subhash Chand, Section Officer	
		Sh. Manish Kumar Jain, AAO	
8	Audit Para Committee	Dr. Sumita Kulshrestha HOO (Chairperson)	DA Concerned
		Sh. Manish Kumar Jain, AAO (Nodal Officer)	
		Dr. Pankaj Sharma, HoD (Eye) (Member)	
		Sh. Subhash Chand, Section Officer (Member)	

Further, in addition to the above, the following Officers are hereby assigned the portfolios of the following as mentioned below:

S.No.	Portfolio	Name and Designation of Officer	Name of Dealing Assistant
1.	Pharmacy Incharge	Dr. Pankaj Kumar, CMO	Sh. Taslim Arif, Pharmacy Officer
2.	Incharge RTI	Dr. Pankaj Kumar, CMO	Smt. Indu Chandna, PPS
3.	Incharge R&M+E-Waste+ AMC of Hospital Equipment	Dr. Lakshay Saini, GDMO	Sh. Parmod Kumar Babbar, Pharmacy Officer

Sumita Kulshrestha

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4.	Lab Incharge	Dr. Sukriti Tuteja, Spl. (Eye)	Smt. Rashmi Verma, Lab Technician
5.	Incharge Outsource	Sh. Subhash Chand, Section Officer	Sh. Rajeev, Statistical Assistant
6.	DGEHS Incharge	Dr. Pankaj Kumar, CMO	Smt. Indu Chandna, PPS
7.	Incharge CME + Academics	Dr. Pankaj Kumar, CMO	Ms. Sarika, Nursing Officer
8.	Incharge HMIS	Dr. Lakshay Saini, GDMO	Ms. Renuka Angelo, Nursing Officer, & Ms. Nandani, Lab Technician
9.	SPO	Dr. Pankaj Sharma, HoD (Eye)	Sh. Parmod Kumar Babbar, Pharmacy Officer
10.	Incharge EWS, I/C DAK, E-Office, IT related matters	Dr. Lakshay Saini, GDMO	Sh. Mayank Sharma, Sr. Asstt.
11.	Incharge PWD matters	Dr. Pankaj Kumar, CMO	Sh. Taslim Arif, Pharmacy Officer
12.	Incharge BMW	Dr. Gagan, GDMO	Ms. Sarika, Nursing Officer
13.	Incharge Laundry	Dr. Gagan, GDMO	Sh. Parmod Kumar Babbar, Pharmacy Officer
14.	Sanitation/Housekeeping	Ms. Saroj Mawar, Sr. Nursing Officer	Ms. Deepti Kakkar, Nursing Officer
15.	Security Gaurds	Ms. Saroj Mawar, Sr. Nursing Officer	Ms. Madhubala, Nursing Officer
16.	Nursing Orderly	Ms. Manjeet Ahlawat, Nursing Officer	Ms. Anita, Nursing Officer
17.	Incharge UDID	Dr. Pankaj Sharma, HoD (Eye)	Ms. Neelam Singh, Refractionist
18.	Incharge eHRMS	Dr. Pankaj Sharma, HoD (Eye)	Sh. Mayank Sharma, Sr. Asstt.
19.	Incharge Kayakalp	Dr. Lakshay Saini, GDMO	Ms. Sarika, Nursing Officer & Ms. Rashmi Verma, Lab Technician
20.	Incharge Vigilance	Sh. Subhash Chand, Section Officer	Sh. Mayank Sharma, Sr. Asstt.
21.	Incharge OT	Dr. Pankaj Sharma, HoD (Eye)	Ms. Manjeet Ahlawat, Nursing Officer
22.	Incharge OPD	Dr. Pankaj Kumar, CMO	Ms. Madhubala, Nursing Officer
23.	OPD Registration	Dr. Pankaj Kumar, CMO	Ms. Pooja Nagpal, Nursing Officer
24.	Ward	Dr. Pankaj Sharma, HoD (Eye)	Ms. Anita, Nursing Officer
25.	Injection Room	Dr. Pankaj Kumar, CMO	Ms. Sarla Dalal, Nursing Officer
26.	Anti- Tobacco Drive & Anti-Smoking	Dr. Pankaj Kumar, CMO	Ms. Sarika, Nursing Officer
27.	Ayushman Bharat Yojna	Dr. Sukriti Tuteja, Spl. (Eye)	Ms. Sarla Dalal, Nursing Officer
28.	Fire Safety	Dr. Lakshay Saini, GDMO	Ms. Nandini, Lab Technician
29.	Accounts Branch	Sh. Manish Kumar Jain, AAO	Mrs. Anjana Yadav, Nursing Officer
30.	Cyber Security	Dr. Lakshay Saini, GDMO	Sh. Rajeev, Statistical Assistant
31.	Care Taking	Dr. Lakshay Saini, GDMO	Sh. Parmod Kumar Babbar, Pharmacy Officer
32.	Out of the Boundary Cleanliness	Ms. Nandini, Lab Technician	
33.	NPHCE	Dr. Gagan, GDMO (Incharge)	

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

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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
8. I/C OT, ASJH
9. SPO, ASJH
10. Guard File

(Signature)
(Dr. Sumita Kulshrestha)

Head of Office
ASJ Hospital, GNCTD

Date: 9/10/2025

(Signature)
(Dr. Sumita Kulshrestha)

Head of Office
ASJ Hospital, GNCTD