



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
Sanjay Gandhi Post Graduate Institute of Med. Sciences,
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Ref: No. PGI/CMS/ 3318 /2023, File RSD no.1963/21

Date' 22 11.2023

Office Order

A **Welfare Cell** to co-ordinate for treatment of the illness of superannuated employees, officers and faculty members and their dependents is hereby constituted under the control of Medical Superintendent/Chief Medical Superintendent.

Sri Bhupendra Pratap Singh, MSSO Grade-2 shall attend the call of superannuated employees, officers and faculty members and their dependents on his CUG/Mobile No. 8004904401 between 09:30 AM and 05:00 PM and thereafter that CUG/Mobile shall be handed over by him to the PRO/APRO/MSSO on duty in the PRO counter of the Institute, who shall attend the phone calls between 5.00 PM and 9.30 AM and shall ensure the following:-

- MSSO/PRO/APRO on duty shall ONLY coordinate for treatment of the illness of superannuated (सेवानिवृत्त) faculty members, officers, employees and their dependents, who contact the Welfare Cell through phone call and/or in person.
- On receiving patients and/or their phone calls, the MSSO/PRO/APRO on duty shall contact the concerned doctor, wherever consultation/admission is required and after fixing the date & time, he shall inform to the patient/caller. He shall also to coordinate with concerned lab in-charge to get the investigation done, as soon as possible, wherever investigation is required, so that patient can get hassle free treatment.
- MSSO/PRO/APRO on duty shall make records in this regard either on computer or register.

In case of any difficulty, the PRO/APRO/MSSO on duty shall bring it to the notice of Chief Medical Superintendent/Medical Superintendent, who shall ensure necessary help in the regard. This Cell shall run round the clock (24X7).

HoDs, faculty members and lab in-charges are requested to ensure helping in this regard, as soon as they receive calls from PRO/APRO/ MSSO on duty.

This order is being issued after approval of the Director.

(Prof. Sanjay Dhiraj)
Chief Medical Supdt.

Copy to the following for information and necessary action:

- The Director
- Additional Director
- Joint Director (Admin)
- Finance Officer
- Joint Director (MM)
- All HoDs/Lab In-charges
- HOD, BHI to kindly upload this order in the Institute's website
- All employees, officers and faculty members through Institute's website
- PRO/APRO
- Sri Bhupendra Pratap Singh, MSSO Grade-2

(Prof. Sanjay Dhiraj)
Chief Medical Supdt.