



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
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Date ०७/११/ 2021

Office Order

Director has accorded approval on the recommendations/points of OPD Management Committee (OMC) meeting held on 19.12.2020 with respect to increase of patients /timing of OPD and appointment for follow-up patients etc. The points in detail are stated herein, which shall be effective from 11.01.2021:

1. Timing of OPD will be increased up to 4 PM Monday to Friday & Saturday 12.00 noon.
2. Number of cases will be increased up to old 40 patients & new 20 patients.
3. Those patients coming to OPD without RT-PCR or True Nat, they may go to public Relation Officer (PRO) counter at main building for getting the True Nat/RT-PCR test that will be done up to 1.00 PM only.
4. After True Nat report, patient will be seen in OPD after 1.00 PM to till 4 PM.
5. It has been decided that one data entry operator (DEO) will assist Senior Resident for e-OPD.
6. One DEO will be on counter for physical appointment in OPD.
7. In view of restricted number of Senior Residents in OPD, it has been decided that the appointment for follow-up patients should be given by the DEO in routine cases.
8. Departments are requested to increase Senior Residents in OPD for EOPD, as well as physical OPD separately.
9. Due to increase of the patient load, it has been decided that the departments may resume faculty OPD roster.
10. The helpdesk will be created at the entrance of New OPD with one DEO with HIS facility to check the RT-PCR/True Nat report, as well as to co-ordinate with registration desk & individual OPD Bay DEO.

(Prof. Amit Agarwal)
CMS

Copy to the following for information and necessary action:

1. Director.
2. Additional Director.
3. Dean.
4. Executive Registrar.
5. All HODs.
6. Dr. Sushil Gupta, Chairman, New OPD Magt. Committee.
7. Medical Superintendent.
8. HOD, BHI- with the request to upload the office order on Institute's website.
9. Chairman, HRF & IRF.
10. Chairman/Nodal Officer, Security.
11. Dr. R.P. Singh, CMSSO/ Nodal Officer, OPD.
12. PRO for press release.
13. Ex. En, Telecom/Engg.
14. Sri P.K. Agarwal, AE (Civil)
15. Nodal Officer, Sanitation.

(Prof. Amit Agarwal)
CMS