



Sanjay Gandhi Post Graduate Institute of Med. Sciences,
Raibareli Road, Lucknow- 226 014 (U.P.), INDIA
Phones:0522-2668004-8,2668700-800-900,Fax:91-0522-2668017,2668719

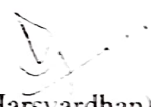
Ref: PGI/HA/ 31 /19

Dt.28-01-2019

TO WHOMSOEVER IT MAY CONCERN

This is for your kind information that Mr. Dhikhil C.D., Staff Nurse Gr. II has joined in Quality Cell, under Department of Hospital Administration, as Quality Nurse Coordinator and at present has been assigned with the responsibility of obtaining required data /documents as is required for NABH Accreditation of SGPGIMS, after the approval from Director, SGPGIMS, Lucknow.

You are requested to kindly cooperate with him, as and when he meets you to obtain data/ information for NABH Accreditation of SGPGIMS from your department/section.


(Dr. Rajesh Harsvardhan)
Head
Dept. of Hosp. Administration



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Priority Requested

Ref : PGI/46A/2019

Date : 26-02-2019

From : Dr. R. Harsvardhan, Nodal Officer, Sanitation Services, SGPGIMS

To : Mr. M.N. Shukla, A.E., Mechanical Cell, SGPGIMS

Sub. : Painting of Decommissioned water head tank in Green color, reg.

With regard to the subject mentioned as above this is to inform you that under Vibrant Campus Initiative an effort for segregation and collection of dry waste is being initiated. To ensure collection of dry waste, decommissioned water tanks have been identified to fulfill the said purpose, so you are requested to paint these water tanks in green color with instructions as enclosed. Water tanks have been already delivered to your office.

Enclosure: Instructions to be written on water tank

(Dr. R. Harsvardhan)

Nodal Officer, Sanitation Services &
Head, Hosp. Admin.
SGPGIMS

Distribution :

- C.M.S., SGPGIMS
- M.S., SGPGIMS
- Prof. Banani Poddar, CCM, SGPGIMS

Copy :

- Dr. Gaurav Gupta, , PG-HA

(Dr. R. Harsvardhan)

Nodal Officer, Sanitation Services &
Head, Hosp. Admin.
SGPGIMS

Instructions to be Painted on Water tank

To be written in both English and Hindi on water tank in white color on green Background

Bin for

Municipal Solid, Non-Biodegradable & Dry Waste

ठोस कचरे के लिए बिन

कृपया अपने घर का सूखा कूड़ा इस बिन में डालें

(Dr. R. Harsvardhan)

Nodal Officer, Sanitation Services &
Head Hospital Administration
SGPGIMS



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



**Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of
Medical Sciences
Raibareli Road, Lucknow, U.P**

Letter No: PGI / HA/ QC//65/2019

Date: 09-04-2019

CIRCULAR

Sub. : Meeting for NABH Accreditation with HRF Representatives of SGPGIMS, reg.

With regard to the subject mentioned as above, a meeting has been convened in the office of HRF, to deliberate upon the issues mentioned in agenda placed overleaf.


The schedule of the meeting is as follows:

- **Date :10-04-2019**
- **Time :11:00 AM**
- **Venue : Office of Main HRF, Old OPD Building, SGPGIMS**

The HRF Team is requested to kindly make it convenient to be available for the same, as per the schedule mentioned vide supra:

1. Prof. Amit Gupta
2. Mr. Ram Avtar Yadav
3. Mr. Abhay Mehrotra
4. Mr. Arvind Agarwal
5. Mr. S.K Srivastava
6. Mr. U. C. Pandey
7. Mr. Sanjay Dua

Chairman, HRF
Senior Store Purchase Officer
Store Purchase Officer
Store Purchase Officer
Assistant Store Purchase Officer
Senior Account Officer
Assistant Account Officer


(Dr. R. Harshvardhan)
Member Secretary, IAC &
Head, Hosp. Admn,
SGPGIMS



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Distribution:

- **Prof. Amit Gupta, Chirman, HRF**
- **Dr. Zainab Zaidi, NABH Consultant, SGPGIMS**
- All Members, as above

Copy to:

- Dr. Saurabh Singh, Senior Resident, Hospital Administration
- Dr. Shweta Kumari, Resident In-charge
- Dr. Ruchi Kushwaha, Dr. Tanvi Arora, PG-HA Hospital Administration
- Mr. Dhikhil C.D., Quality Coordinator, Hospital Administration
- O/o of Head Hospital Administration


(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hosp. Admn,
SGPGIMS

Agenda-

- 1) To discuss Policies of HRF
- 2) Material management system/ Software in HRF
- 3) Register/Documents maintained by HRF
- 4) Procurement & Inventory management system of HRF and relevant documents pertaining the same.
- 5) Internal Audits carried out by HRF & Internal Reports of last 2 years.
- 6) Stock maintenance process of HRF
- 7) Role of HRF in Drug & Therapeutic Committee.
- 8) Department wise drug formulary list.
- 9) List of Chemicals and their Material Safety Data Sheet.
- 10) Process of Procurement, issue & return of Implants.


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow, U.P
Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

PGI/HA/NOS/7619

Date: 15 April 2019

Office Order

Sub. Prohibition on use of Plastic carry bag at Community Center, SGPGIMS, reg.


With reference to the subject mentioned as above and in compliance with Government **Notification no.3306/parya/15-27/(parya)/15, Dated-22-12- 2015** following directions are to be complied forthwith

- No person including a shopkeeper, vendor, wholesaler or retailer, trader, hawker or rehriwala, shall sell or store or use any kind of plastic carry bags for storing or dispensing of any eatable or non-eatable goods or material.
- No person shall manufacture, import, store, sell or transport any kinds of plastic carry bag (including that of polypropylene, non-woven fabric type carry bags) within community center.
- No person shall use any kind of plastic cover or plastic sheet or plastic film or plastic tube to pack or cover any book including magazine.

Exception-

The directions issued under this notification shall not affect the use of plastic carry bag as specified under Bio-Medical Waste Management (Rules 2016) & amendments thereof.

This order is being issued after approval from Director on Note sheet (01/08) of RSD File No 3679/19 Dated 02-04-2019 and will come into force with immediate effect.


(Dr. Rajesh Harsvardhan)
Nodal Officer, Sanitation Services
& Head, Hospital Administration
SGPGIMS

Distribution: For compliance

- Mr. Bharat Singh, CAO & In-charge Security, SGPGIMS
- Mr. B.P. Sharma, SSO, SGPGIMS
- Mr. Om Prakash, S.O., SGPGIMS
- Mr. S.K. Padam, Sanitary Inspector, SGPGIMS
- All Supervisor, Sanitation, SGPGIMS
- All Shopkeepers, Community Centre, SGPGIMS
- Convener, Vibrant Campus Initiative, SGPGIMS
- Dr. Gaurav Gupta, PG-HA, SGPGIMS

Copy: For information

- C.M.S., SGPGIMS
- M.S., SGPGIMS
- O/o Head, Hospital Administration, SGPGIMS


(Dr. Rajesh Harsvardhan)
Nodal Officer, Sanitation Services
& Head, Hospital Administration
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



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Ref No: SGPGI/HA/QC/164 / 2019

Date: 11.04.2019

From : Dr. R. Harsvardhan, Nodal Officer, Member Secretary, IAC & Head, Hospital Administration

To : Mr. Bharat Singh, CAO

Sub. : Request to detail 01x Data Entry Operator for Quality Cell, Deptt. of Hospital Administration, reg.

With regard to the subject mentioned as above, this is to bring to your kind notice that, in order to avail NABH Accreditation, the Accreditation Committee was constituted at Institute level. Further the Quality Cell was established under Deptt. of Hospital Administration. The Institute is in pre assessment phase and Quality cell is collecting data from entire institute. The data thus collected has to be entered in the Excel data sheets. The Quality Cell is maintaining 26 Excel data sheets, which will increase in future. Hence, the Quality Cell needs 01 x Data Entry Operator to ensure regular entry of all relevant data collected from various areas of the hospital. The requirement of 01 x Data Entry Operator has been sanctioned vide Note sheet no. 8 of RSD file no. 1923/18 dated 07.03.2018 (copy attached as an enclosure to this letter).

In view of the above, you are requested to detail 01 x Data Entry Operator for Quality Cell, Deptt. of Hospital Administration at the earliest.

Thanking you in anticipation.

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration

Enclosure: As above

Copy to: for information

- Director
- CMS
- MS
- Dr. Saurabh Singh, SR, DoHA
- Dr. Shweta Kumari, Dr. Ruchi Kushwaha, Dr. Tanvi Arora, PG - HA, DoHA
- Mr. Dikhil CD, Quality Cell Nurse, DoHA
- O/o Head, Hospital Administration

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



दिनांक: 15 अप्रैल 2019

पत्र सं० पी० जी० आई / एचए / नोअस / 176 / 19

कार्यालय आदेश

विषय: कम्युनिटी सेन्टर, एसजीपीजीआई, लखनऊ में प्लास्टिक कैरी बैग के उपयोग पर प्रतिबन्ध के सम्बन्ध में।

उपरोक्त लिखे विषय के संदर्भ में और शासन की आज्ञा नोटिफिकेशन संख्या: 3306/प्रया/15-27/प्रया/15, लखनऊ दिनांक: दिसम्बर 22, 2015 का अनुपालन करते हुए ये निर्देशित किया जाता है:-

-कोई भी व्यक्ति जिसमें दुकानदार, थोक-विक्रेता, लघु-विक्रेता व्यापारी, फेरी वाला, रेहरी वाला शामिल है, किसी भी प्रकार की प्लास्टिक कैरी बैग की न तो बिक्री करेगा और न ही उसका भण्डारण करेगा, न ही उसका उपयोग किसी भी प्रकार की खाद्य और अखाद्य वस्तु का वितरण करने में करेगा।

-कोई भी व्यक्ति प्लास्टिक बैग न तो बनायेगा, न आयात करेगा, न बेचेगा व न उसकी दुलाई करेगा।

-कोई भी व्यक्ति किसी प्रकार की प्लास्टिक कवर/जिल्द का इस्तेमाल नहीं करेगा, किसी पुस्तक या अन्य मैगजीन को कवर करने में।

अपवाद

ये निर्देश जैव-चिकित्सा प्लास्टिक कैरी बैग व सामान्य कचरे के भण्डारण वाले प्लास्टिक कैरी बैग पर लागू नहीं होंगे। उक्त आदेश निदेशक महोदय के अनुमोदन के पश्चात् जारी किया गया है (आरएसडी पत्रावली संख्या: 3679/19 पेज: 01/08, दिनांक: 02.04.2019.)

उक्त आदेश तत्काल रूप से प्रभावी होगा।

(डा० राजेश हर्षवर्धन)
 नोडल अधिकारी स्वच्छता विभाग एवं
 विभागाध्यक्ष अस्प० प्रशासन विभाग
 एस.जी.पी.जी.आई.

वितरण: आवश्यक कार्यवाही हेतु

1. प्रभारी सुरक्षा एसजीपीजीआई।
2. वरि० स्वच्छता अधिकारी, एसजीपीजीआई।
3. स्वच्छता अधिकारी, एसजीपीजीआई।
4. स्वच्छता निरीक्षक, एसजीपीजीआई।
5. समस्त सुपरवाइजर-स्वच्छता विभाग, एसजीपीजीआई।
6. समस्त दुकानदार-कम्युनिटी सेन्टर, एसजीपीजीआई।
7. संयोजक, वीसीआई, एसजीपीजीआई।
8. डा० गौरव गुप्ता, पीजी-एचए, एसजीपीजीआई।

प्रतिलिपि:- सूचनार्थ

1. मुख्य चिकित्सा अधीक्षक, एसजीपीजीआई।
2. चिकित्सा अधीक्षक, एसजीपीजीआई।
3. कार्यालय आदेश पत्रावली।

(डा० राजेश हर्षवर्धन)
 नोडल अधिकारी स्वच्छता विभाग एवं
 विभागाध्यक्ष अस्प० प्रशासन विभाग
 एस.जी.पी.जी.आई.

Lt Col Varun Bajpai VSM
 Executive Registrar
 SSGPIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
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Ref. No./ PG / HA / 202 / 2019

Date: 23rd April, 2019

From : Dr. R. Harsvardhan, Head, Hospital Administration
To : Mr. G.S. Gupta, In-charge, Education Foundation (X)
Sub. : **To print 1000 sets of Assessment Proforma for the Best Nurse Award in SGPGIMS, reg.**

With regard to subject as mentioned above, I would like to bring to your notice that the Institute is going to **celebrate the International Nurses Day 2019 on 12th May, 2019 by instituting the Best Nurse Award** aimed to recognize the immense contribution of Nursing Staff in Healthcare delivery.

Subsequently, as suggested by Prof. Amit Agarwal, Chief Medical Superintendent, this award will be an annual exercise with winners to be selected from the final scores obtained in Assessment Proforma.

In view of above, you are requested to print 1000 sets of the Assessment Proforma and send to the undersigned at the earliest. The invoice is to be raised in the name of C.N.O., SGPGIMS.

Please find attached a sample set of Assessment Proforma as an enclosure to this letter, which is **to be printed back to back.**

(Dr. R. Harsvardhan)

Head, Hospital Administration

Enclosure:

- Assessment Proforma for the Best Nurse Award

Distribution:

- ~~All S Nursing Superintendents~~

Copy to:

- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A.K. Bhatt, Medical Superintendent
- Ms. L. Kalib, C.N.O.
- O/o Head, Hospital Administration

(Dr. R. Harsvardhan)

Head, Hospital Administration



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PROFORMA FOR ASSESSMENT FOR BEST NURSE IN VARIOUS PATIENT CARE AREAS OF SGPGIMS, LUCKNOW

Nursing Peer Review is a critical component to address the variations and inadequacies in the quality of nursing care. It encourages good performers and motivates others towards the same. The three dimensions of Peer Review are:

- Quality & Safety
- Role Actualization
- Practice Advancement

We have tried to cover them all with respect to the domain of Nursing Practices.

GENERAL COMMENTS:

It is important that you are open and honest in your answers. The accuracy and completeness of your responses will be critical in helping us get a true picture of your Peer Assessment.

The following should be considered prior to taking the survey:

- Your participation is voluntary and you can choose not to answer any of the following Questions
- Your responses will be held **STRICTLY CONFIDENTIAL** and will not be shared in a way that will identify you
- Select the three nurses of your department whom you feel the best other than you and write their name in the concerned column
- Assign appropriate marks for the predetermined criteria in a **five point scale as given below:**

Fair (1) Good (2) Very Good (3) Excellent (4) Outstanding(5)

- **Calculate the total marks** for each Nursing Staff
- **Hand it over to your Sister In-charge**
- You may contact us with any questions you have about this assessment.

Thank you for your participation.

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



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Sl. No.	Evaluation Parameters	Nurse 1 Name:	Nurse 2 Name:	Nurse 3 Name:
		Designation:	Designation:	Designation:
		Area/Ward:	Area/Ward:	Area/Ward:
	[Scoring: Fair (1), Good (2) Very Good (3), Excellent (4) Outstanding (5)]			
I	NURSING DUTIES			
1.	Nursing Skills/ Patient Care			
2.	Professionalism			
3.	Using WHO Identifiers for Patient Identification (C.R. No., Patient's name, Age of patient/ Date of Birth)			
4.	Adherence to Standard Precautions during Patient Care			
5.	Practicing Hand Hygiene as recommended by WHO (7 steps & 5 moments)			
6.	Appropriate Care While Medication Preparation & Administration			
7.	Correct knowledge how to discard drugs			
8.	Timely & appropriate reporting of Patient related events (ex. Allergies, Adverse Drug Reactions, etc.)			
9.	Knowledge of Bio Medical Rules 2016 {Amendment 2018 & 2019} (mainly Segregation at Source)			
10.	Compliance to Segregation at Source of BMW in accordance with BMW Rules 2016 {Amendment 2018 & 2019}			
11.	Knowledge of blood and mercury spill management			
12.	To ensure cleanliness and hygiene of work area			
13.	Appropriate Care of Medical Devices/Equipment			



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14.	Record Keeping			
II	CONDUCT			
15.	Punctuality			
16.	Integrity			
17.	Initiative			
18.	Discipline			
19.	Availability in Work Area			
20.	Personal Hygiene & Dress Code			
21.	Communication & Soft Skills (With Colleagues and With Patient/Attendants)			
22.	Alertness			
23.	Readiness to accept errors			
24.	Enthusiasm Towards Learning			
25.	Team Spirit			
TOTAL SCORE(Max. Score = 125)		/ 125	/ 125	/ 125

Any feedback/s.....

.....

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
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Ref. No./ PG / HA / 207 / 2019

Date: 24th April, 2019

From : Dr. R. Harsvardhan, Head, Hospital Administration

To : Shri R. D. Sharma, B.E., Civil Engineering

Sub. : To provide necessary documents under Water Act, 1974, reg.

With regard to subject as mentioned above, I would like to bring to your notice that the Institute is applying online for Consent to Operate (CTO) the Bio Medical Waste Plant.

As part of application process, necessary documents under the Water Act, 1974 has to be uploaded by the undersigned on the Nivesh Mitra Web portal. The list of required documents is mentioned vide infra:

- Water Consumption details of SGPGIMS Campus
- Water Effluent Generation details
- Test of Waste Water details
- Expected Waste Water quantity
- Source of Outlet/Discharge

In view of the above, you are requested to provide the list of documents mentioned wide supra by 1700 hours of 25th April, 2019.

(Dr. R. Harsvardhan)

Head, Hospital Administration

Copy:

- Director
- C.M.S.
- M.S.
- O/o Head, Hospital Administration for record

(Dr. R. Harsvardhan)

Head, Hospital Administration

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
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Ref. No./ PG / HA / 220 / 2019

Date: 30th April, 2019

From : Dr. R. Harsvardhan, Head, Hospital Administration

To : Mr. G.S. Gupta, In-charge, Education Foundation

Sub. : To print 50 copies each of Letter of Commendation & Certificate for the Best Nurse Award in SGPGIMS, reg.

With regard to subject as mentioned above, I would like to bring to your notice that the Institute is going to **celebrate the International Nurses Day 2019 on 12th May, 2019 by instituting the Best Nurse Award** aimed to recognize the immense contribution of Nursing Staff in Healthcare delivery. The best nurse from each area will be given a Letter of Commendation & Certificate as an award.

In view of above, you are requested to ***print 50 copies each of Letter of Commendation & Certificate as per format attached as an enclosure to this letter**, to be given for Best Nurse Award and send it to the undersigned at earliest. The invoice is to be raised in the name of C.N.O., SGPGIMS.

Thanking you in anticipation.

* PS show proof of final design

(Dr. R. Harsvardhan)
Head, Hospital Administration

Enclosure:

- Format for Letter of Commendation & Certificate for the Best Nurse Award

Copy to:

- Prof. Amit Agarwal, Chief Medical Superintendent
- Prof. A.K. Bhatt, Medical Superintendent
- Ms. L. Kalib, C.N.O.
- O/o Head, Hospital Administration

[Handwritten signature]
01/05/19

[Handwritten signature]
Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)
Head, Hospital Administration



Department of Hospital Administration
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Ref: SGPGI/HA/QC/511 /2019

Date: 19-09-2019

From: Dr. R. Harsvardhan, Member Secretary, IAC & Head, Hospital Administration, SGPGIMS

To : Head, Department of Nuclear Medicine, SGPGIMS

Sub : Request to provide the information for the completion of Departmental Manual, reg.

With regard to subject mentioned as above, this is to bring to your kind notice that, SGPGIMS will be applying for Pre-Entry Level NABH Accreditation. As a prerequisite to the accreditation process a copy of the Departmental Manual (Format attached as enclosure) will be attached along with the form to be submitted to NABH.

In view of the above, you are requested to kindly provide the information in the prescribed format for the completion of Departmental Manual.

Thanking you in anticipation.

(Dr. R. Harsvardhan)

Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Copy:

- Director, SGPGIMS
- Chief Medical Superintendent, SGPGIMS
- Medical Superintendent, SGPGIMS
- Dr. Saurabh Singh, SR Dept. Hosp. Admin., SGPGIMS
- Dr. Tanvi Arora, PG-HA, Dept. of Hosp. Admin., SGPGIMS
- O/o Head, Hospital Administration, SGPGIMS

Enclosure:

- Format for Departmental Manual


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(Dr. R. Harsvardhan)

Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Departmental Details Of

a. Info Page 1

- Location of Department :
- Head of the Department :
- Contact No :
- Fax :
- Email :

b. Info page 10

- ❖ Department :
- ❖ Departmental Setup :
- ❖ Location :
- ❖ Head/Incharge :
- ❖ Total No of Beds :
- ❖ Total General Beds :
- ❖ Total ICU Beds :
- ❖ No of OTs(whether Individual or shared) :
- ❖ NO of Laboratories (individual or Shared) :
- ❖ NO of Imaging centers :
- ❖ (individual /Shared) :
- ❖ Reporting to :
- ❖ Statutory Approvals(any if required) :

c. Info page 11

- Chief Clinical Services



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

- Clinical Support Departments/Cross reference with other Departments

➤ Diagnostic and other Support Departments.

➤ Services/Surgeries/Facilities not in Scope.

d. Info page 12

➤ 10 Chief Diagnosis

1
2
3
4
5
6
7
8
9
10

➤ 10 chief surgeries

1
2
3
4
5
6
7
8
9
10



Lt Col Varun Bajpai VSM
Executive Registrar
SCPGIMS, Lucknow

c. Info Page 14

- Independent operational committees of the department
- ❖ Composition, Terms of Reference and Frequency and quorum for departmental committees as formatted below.

Designation

scope of committee

frequency

f. Info page 15

Training and teaching facilities

Course	Affiliated from	duration	No of seats	Faculty strength	Remarks



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



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Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

Letter No: SGPGI/HA/ 5224 2019

Date: 20-09-2019

From : Dr. R. Harsvardhan, HoD, Hospital Administration, SGPGIMS
To : Dr. R. P. Singh, Chief Medical Social Service Officer, SGPGIMS *Samyukt mail 21/9/19*
Sub. : Request to provide details of Number of Surgeries performed by each department in SGPGIMS in the year April 2018 to March 2019, reg.

With regards to the subject mentioned as above, it is to bring to your kind attention that, The Best Hospital Survey is an annual exercise to identify the best hospitals in India and provides guidance to the healthcare consumers. The study is conducted by **THE WEEK**, an English weekly news magazine published by **Malayala Manorama Group**, in association with **Hansa research Group Pvt. Ltd.**

The prime agenda is to rank the best hospital and the ranking based on the survey will be published in **THE WEEK**, magazine. The ranking parameters comprises of "Hospital Profile & services", "Patient care & staffing", "Tertiary care services & information technology", "Medical education", "Medical events & conferences organized by the hospital" and "Scientific Research Publication". **SGPGIMS**, intend to apply itself for **THE WEEK**, survey.

In view of the above you are requested to provide details of **Number of surgeries performed by each department in SGPGIMS in the year April 2018 to March 2019** at the earliest in the format mentioned vide infra:

Sl.no	Department	Number of Surgeries performed

Thanking you in anticipation.

[Signature]
(Dr. R. Harsvardhan)
HoD, Hospital Administration:
SGPGIMS

Copy: for information

- 21/09/19*
1. Chief Medical Superintendent, SGPGIMS
 2. Medical Superintendent, SGPGIMS
 3. Dr. Kumar Dharmendra, SR, Hospital Administration, SGPGIMS *[initials]*
 4. Dr. Lata Tripathi, Dr. Arushi Jaiswal, PG-HA, SGPGIMS
 5. O/o HoD, Hospital Administration, SGPGIMS

[Signature]
(Dr. R. Harsvardhan)
HoD, Hospital Administration
SGPGIMS

[Signature]
Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department Of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

dc

Letter No: SGPGI/HA/523 / 2019

Date: 20/09/2019

From : Dr. R. Harsvardhan, HoD, Hospital Administration, SGPGIMS
To : Dr. R. P. Singh, Chief Medical Social Service Officer, SGPGIMS *Sanjay Mali 21/9/19*
Sub. : Request to provide Average Length of Stay (ALOS) of the Hospital from April 2018 to March 2019, reg.

With regards to the subject mentioned as above, it is to bring to your kind attention that, **The Best Hospital Survey** is an annual exercise to identify the best hospitals in India and provides guidance to the healthcare consumers. The survey is conducted by **THE WEEK**, an English weekly news magazine published by **Malayala Manorama Group**, in association with **Hansa Research Group Pvt. Ltd.**

The prime agenda is to rank the best hospital in the country. The ranking based on the survey will be published in **THE WEEK**, magazine. The ranking parameters comprises of "Hospital Profile & Services", "Patient Care & Staffing", "Tertiary Care Services & Information Technology", "Medical Education", "Medical Events & Conferences Organized by the Hospital" and "Scientific Research Publication". **SGPGIMS**, intends to apply for said survey.

In view of the above, you are requested to **provide Average Length of Stay (ALOS) of Hospital from April 2018 to March 2019** at the earliest .

Thanking you in anticipation.

(Dr. R. Harsvardhan)
HoD, Hospital Administration
SGPGIMS

Copy: For information

1. Chief Medical Superintendent, SGPGIMS
2. Medical Superintendent, SGPGIMS
3. Dr. Kumar Dharmendra, SR, Hospital Administration, SGPGIMS
4. Dr. Lata Tripathi, Dr. Arushi Jaiswal, PG-HA, SGPGIMS
5. O/o HoD, Hospital Administration, SGPGIMS

*Lata 1.
23-9-19*

*Arushi
23/9/19*

*(+) X Harsvardhan
23-9-19*

(Dr. R. Harsvardhan)
HoD, Hospital Administration
SGPGIMS

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U. P.
Phone: 0522-2495061, 2494062 Fax: 91-0522-2668017

Ref: PGI /HA / 583 /2019

Date: 04-10-2019

76

Sub.: Posting roster of the PG-HA 2019 Batch

Span: 11.10.2019 to 13.04.2020

Posting Hours: 11:00 am to 1:00pm

Sl. NO.	Posting Area	Dr.Pallavi Mehra	Dr. Arushi Jaiswal	Dr. Bhavini Bajpai	Dr. Preeti Verma	Dr.Adeeba Khan	Dr. Sanjula Srivastava
I.	CSSD	16.3.2020 to 13.04.2020	15.02.2020 to 15.03.2020	14.01.2020 to 14.02.2020	13.12.2019 to 13.01.2020	12.11.2019 to 12.12.2019	11.10.2019 to 11.11.2019
II.	Laundry	11.10.2019 to 11.11.2019	16.3.2020 to 13.04.2020	15.02.2020 to 15.03.2020	14.01.2020 to 14.02.2020	13.12.2019 to 13.01.2020	12.11.2019 to 12.12.2019
III.	Dietary	12.11.2019 to 12.12.2019	11.10.2019 to 11.11.2019	16.3.2020 to 13.04.2020	15.02.2020 to 15.03.2020	14.01.2020 to 14.02.2020	13.12.2019 to 13.01.2020
IV.	RTI Cell	13.12.2019 to 13.01.2020	12.11.2019 to 12.12.2019	11.10.2019 to 11.11.2019	16.3.2020 to 13.04.2020	15.02.2020 to 15.03.2020	14.01.2020 to 14.02.2020
V.	Engineering Services	14.01.2020 to 14.02.2020	13.12.2019 to 13.01.2020	12.11.2019 to 12.12.2019	11.10.2019 to 11.11.2019	16.3.2020 to 13.04.2020	15.02.2020 to 15.03.2020
VI.	HRF/IRF	15.02.2020 to 15.03.2020	13.12.2019 to 13.01.2020	13.12.2019 to 13.01.2020	12.11.2019 to 12.12.2019	11.10.2019 to 11.11.2019	16.3.2020 to 13.04.2020

Through this task rotation schedule, it is expected from PG-HA-2019 to observe and understand work pattern of all the cell/program. PG-HA-2019 will assist the respective in-charges, PG-HA-2018, in all administrative task as needed. This rotation is in addition to the task assigned to them by undersigned as per order number. PGI/HA/378/2019, dated 29.07.2019.

This order will be implemented with effect from 10.9.2019 to 08.03.2020.

(Dr. R. Harsvardhan)

Head, Hospital Administration
SGPGIMS

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U. P.
Phone: 0522-2495061, 2494062 Fax: 91-0522-2668017

Enclosure: Performance Report Format

Distribution:

- All MHA PG-HA, Batch 2019 for compliance

Copy:

- Prof. Amit Agarwal, C.M.S., SGPGIMS
- Prof. A.K. Bhatt, M.S., SGPGIMS
- Dr. Saurabh Singh, Dr. Kumar Dharmendra Singh, SRs, Hospital Administration, SGPGIMS
- Department Notice Board
- O/o Head, Hospital Administration for record
- Guard File


(Dr. R. Harsvardhan)

Head, Hospital Administration
SGPGIMS



Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



संजय गांधी स्नातकोत्तर आयुर्विज्ञान संस्थान, लखनऊ
Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow .

Raebareli Road,
Lucknow - 226 014, India
Ph +91-522-2668700 - 800
Fax no. +91-522-2668017

पत्रांक संख्या: पी.जी.आई/नो.अ.स्व./584 /2019

दिनांक: 15/अक्टूबर/2019

17

सेवा में,

मेसर्स ए.एन. कपूर (जनितर्स) प्राइवेट लिमिटेड
बी-104/8, निराला नगर,
लखनऊ - 226020.

महोदय,

अवगत कराना है कि मुख्य चिकित्सा अधीक्षक द्वारा दिनांक 13.10.2019 को इण्डोसर्जरी वार्ड में भ्रमण किया जा रहा था। वहाँ पर बिना साइनेज बोर्ड रखे, सफाई कर्मियों द्वारा फर्श की मजारी का कार्य किया जा रहा था जो कि अनुचित है।

अतः उक्त अनुचित कार्य हेतु रुपया 1000.00 (रु. एक हजार) का आर्थिक दण्ड आप द्वारा देय होगा।

(डॉ राजेश हर्षवर्धन)

नोडल अधिकारी स्वच्छता

प्रतिलिपि निम्नलिखित को सादर सूचनार्थ:-

1. मुख्य चिकित्सा अधीक्षक
2. चिकित्सा अधीक्षक
3. वरिष्ठ स्वच्छता अधिकारी

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

(डॉ राजेश हर्षवर्धन)

नोडल अधिकारी स्वच्छता

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow, U.P.
Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

Ref : SGPGI/HA/QC/597/2019

Date : 24-10 -2019

From: Dr. R. Harsvardhan, Member Secretary, IAC & Head, Hospital Administration, SGPGIMS

To : Prof. Uttam Singh, Jt. Director (Admin), SGPGIMS

Sub : Request to provide details of Administrative & Supportive staff to Quality Cell, reg.


With regard to subject mentioned as above, this is to bring to your kind notice that, SGPGIMS will be applying for Pre-Entry Level NABH Accreditation. As a prerequisite to the accreditation details of Administrative & Supportive staff working in the institute will be attached along with the form to be submitted to NABH. The format of details of Administrative & supportive staff required is mentioned below :

Details of all Administrative and supportive staff (includes HODs/ In-charges/ Nodal Officer from all the Clinical and Non-clinical departments & services) in the format mentioned below :

Name of the staff	Designation	Qualification	Date of joining	Area/ working department
-------------------	-------------	---------------	-----------------	--------------------------


In view of the above, you are requested to provide the details as per the given format, maintained by your office to the undersigned at the earliest.

Thanking you in anticipation.


(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Copy:

- Director, SGPGIMS
- Chief Medical Superintendent, SGPGIMS
- Medical Superintendent, SGPGIMS
- Dr. Saurabh Singh, SR Dept. Hosp. Admin., SGPGIMS
- Dr. Tanvi Arora, PG-HA, Dept. of Hosp. Admin., SGPGIMS
- O/o Head, Hospital Administration, SGPGIMS


(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Ref : SGPGI/HA/QC/603/2019

Date 25-10-2019

From: Dr. R. Harsvardhan, Member Secretary, IAC & Head, Hospital Administration, SGPGIMS

To : Dr. Richa Mishra, Additional Professor, Microbiology, SGPGIMS

Sub : Request to provide the details of Quality Indicators to Quality Cell, reg.

With regard to subject mentioned as above, this is to bring to your kind notice that, SGPGIMS will be applying for Pre-Entry Level NABH Accreditation. As a prerequisite to the accreditation details of below mentioned Quality Indicators will be attached along with the form to be submitted to NABH.

The Quality Indicators required are mentioned below :

- Ventilator Associated Pneumonia (VAP) data for last 3 months
- Central Line Associated Bloodstream Infection (CLABSI) data for last 3 months
- Catheter Associated Urinary Tract Infections (CAUTI) data for last 3 months
- Hand Hygiene (HH) compliance data for last 3 months

In view of the above, you are requested to provide the above mentioned details of Quality Indicators maintained by your office to the undersigned at the earliest.

Thanking you in anticipation.

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Copy:

- Director, SGPGIMS
- Chief Medical Superintendent, SGPGIMS
- Medical Superintendent, SGPGIMS
- Dr. Saurabh Singh, SR Dept. Hosp. Admin., SGPGIMS
- Dr. Tanvi Arora PG-HA, Dept. of Hosp. Admin., SGPGIMS
- O/o Head, Hospital Administration, SGPGIMS

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow, U.P.
Phone: 0522-2495363, 2495365 Fax: 91-0522-2668017

Ref: SGPGI/HA/QC/604/2019

Date 25-10-2019

From: Dr. R. Harsvardhan, Member Secretary, IAC & Head, Hospital Administration, SGPGIMS

To : Prof. V. K. Saraswat, Head, Gastroenterology, SGPGIMS

Sub : Request to provide the records of pre and post exposure prophylaxis to Quality Cell, reg.

With regard to subject mentioned as above, this is to bring to your kind notice that, SGPGIMS will be applying for Pre-Entry Level NABH Accreditation. As a prerequisite to the accreditation a copy of records of pre and post exposure prophylaxis provided to staff will be attached along with the form to be submitted to NABH.

In view of the above, you are requested to provide the copy of records of pre and post exposure prophylaxis provided to staff, maintained by your office to the undersigned at the earliest.

Thanking you in anticipation.

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Copy:

- Director, SGPGIMS
- Chief Medical Superintendent, SGPGIMS
- Medical Superintendent, SGPGIMS
- Dr. Saurabh Singh, SR Dept. Hosp. Admin., SGPGIMS
- Dr. Tanvi Arora PG-HA, Dept. of Hosp. Admin., SGPGIMS
- O/o Head, Hospital Administration, SGPGIMS

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Ref : SGPGI/HA/QC/605 /2019

Date: 25-10-2019

From: Dr. R. Harsvardhan, Member Secretary, IAC & Head, Hospital Administration, SGPGIMS

To : Prof. Anil Aggarwal, Head, Anesthesiology, SGPGIMS

Sub : Request to provide the records of adverse anaesthesia event to Quality Cell, reg.

With regard to subject mentioned as above, this is to bring to your kind notice that, SGPGIMS will be applying for Pre-Entry Level NABH Accreditation. As a prerequisite to the accreditation a copy of records of adverse anaesthesia event in the last 3 months will be attached along with the form to be submitted to NABH.

In view of the above, you are requested to provide the copy of records of adverse anaesthesia event in the past 3 months, maintained by your office to the undersigned at the earliest.

Thanking you in anticipation.

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS

Copy:

- Director, SGPGIMS
- Chief Medical Superintendent, SGPGIMS
- Medical Superintendent, SGPGIMS
- Dr. Saurabh Singh, SR Dept. Hosp. Admin., SGPGIMS
- Dr. Tanvi Arora, PG-HA, Dept. of Hosp. Admin., SGPGIMS
- O/o Head, Hospital Administration, SGPGIMS

(Dr. R. Harsvardhan)
Member Secretary, IAC &
Head, Hospital Administration
SGPGIMS


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

SGPGI/HA/687/2019

Date: 02.12.2019

From: Dr. R. Harsvardhan, HoD, Hospital Administration
To : Shri R.D. Sharma, AE (Civil)
Sub. : **Request for repair and maintenance in Deptt. of Nuclear Medicine, Doctor's Cafeteria & Staff Cafeteria, SGPGIMS, reg.**

With regard to the subject mentioned as above, it is to bring to your notice that, an administrative round was done by Dr. Saurabh Singh, SR(HS) & Dr. Bhavini, PG-HA, Deptt. of Hospital Administration, SGPGIMS on 29.11.2019 vide Circular bearing number SGPGI/HA/654/2019 dated 14.11.2019, to identify administrative/managerial issues in Deptt. of Nuclear Medicine, Doctor's Cafeteria & Staff Cafeteria, SGPGIMS. Details of the observations made during the administrative round are attached as an enclosure to this letter.

In view of the above, you are requested to initiate the repair and maintenance at the earliest.

Thanking you.

(Dr. R. Harsvardhan)
HoD, Hospital Administration

Enclosure: As above

Copy: For information — (with enclosure)

- Director
- CMS
- MS
- Prof. Sanjay Gambhir, HoD, Nuclear Medicine
- Dr. Saurabh Singh, SR, DoHA
- Dr. Bhavini, PG-HA, DoHA
- O/o HoD, Hospital Administration

(Dr. R. Harsvardhan)
HoD, Hospital Administration

Li Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

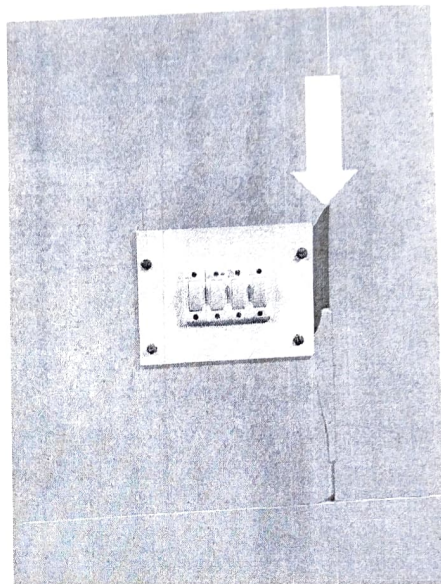
**REPORT ON ADMINISTRATIVE ROUND OF DEPTT. OF NUCLEAR MEDICINE,
DOCTOR'S CAFETERIA & STAFF CAFETERIA, SGPGIMS**

An administrative round was done by Dr. Saurabh Singh, SR (HS) & Dr. Bhavini, PG-HA, Deptt. of Hospital Administration, SGPGIMS on 29.11.2019. The details of the observations made are mentioned vide infra:

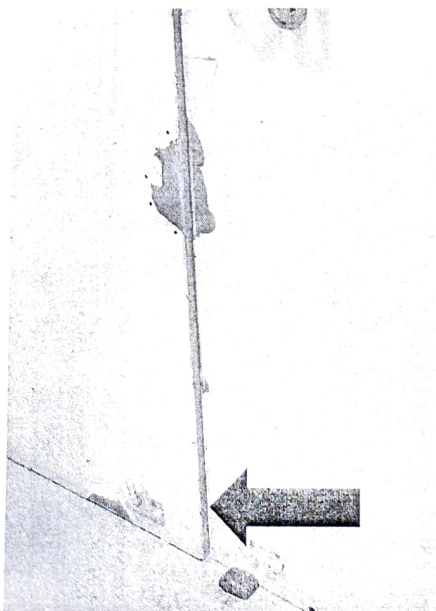
DEPTT. OF NUCLEAR MEDICINE



Queue stands are required to be installed so as to maintain queue discipline



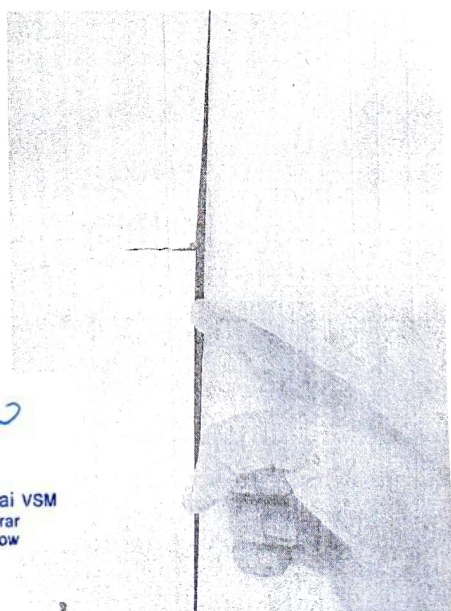
The tile is broken and needs to be replaced



The door of SPECT room has gaps when closed completely and needs repair

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

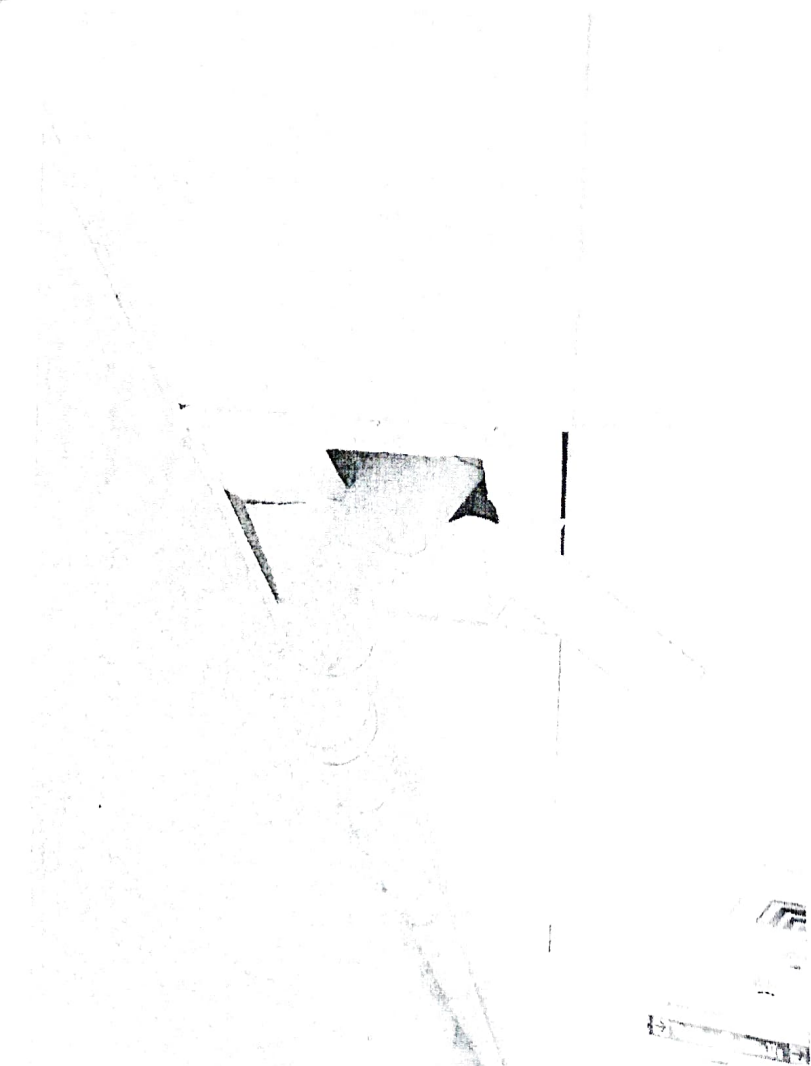


The sunmica cover of the door of SPECT room is cracked and needs repair

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017



There is accumulation of dust around AC vents at several locations in the department and it requires cleaning.



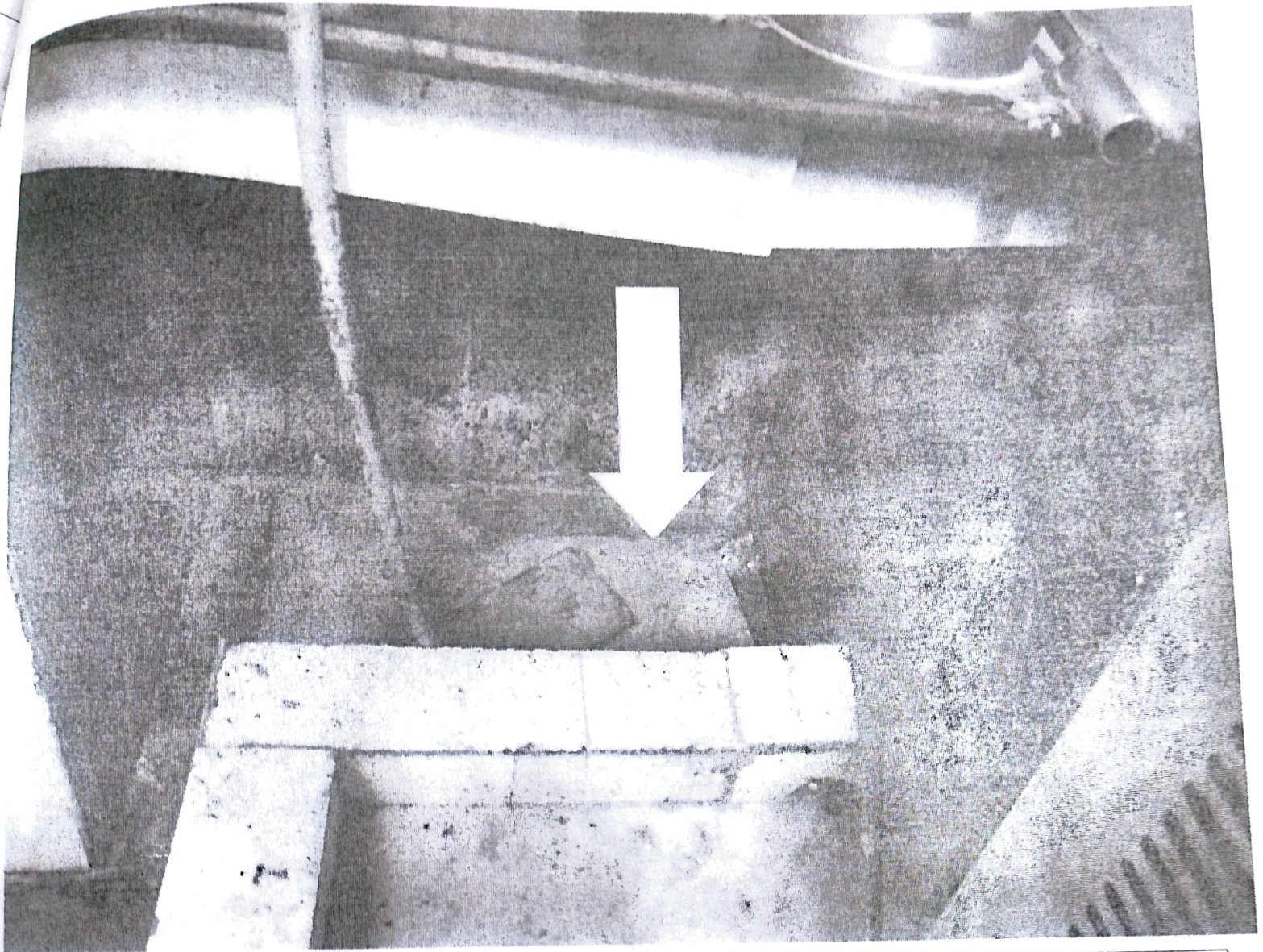
The false ceiling tile through which PTS is passing is broken and needs to be replaced.

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

STAFF CAFETERIA



The drains in the staff cafeteria are full of food matter and grease and needs to be cleaned

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

Letter No./ PGI / HA / 699 / 2019

Date: 04 Dec. 2019

From : Dr. R. Harsvardhan, HoD, Hospital Administration
To : Shri R. D. Sharma, AE (Civil)
Sub. : **Request for repair and maintenance at Apex Trauma Centre, SGPGI, reg.**

With regards to the subject mentioned as above, it is to bring to your notice that, inspection of Apex Trauma Centre was done by Dr. Kumar Dharmendra Singh, SR(HS), Deptt of Hospital Administration, on 03.12.19. During the inspection, it was observed that, there is a requirement of repair and maintenance at Apex Trauma Centre, SGPGI, detail of which are attached as enclosure to this letter

In view of above, you are requested to initiate the repair and maintenance at Apex Trauma Centre, SGPGI at the earliest

Thanking You

(Dr. R. Harsvardhan)
HoD, Hospital Administration

Enclosure: As Above (4 pages)

Copy: For information

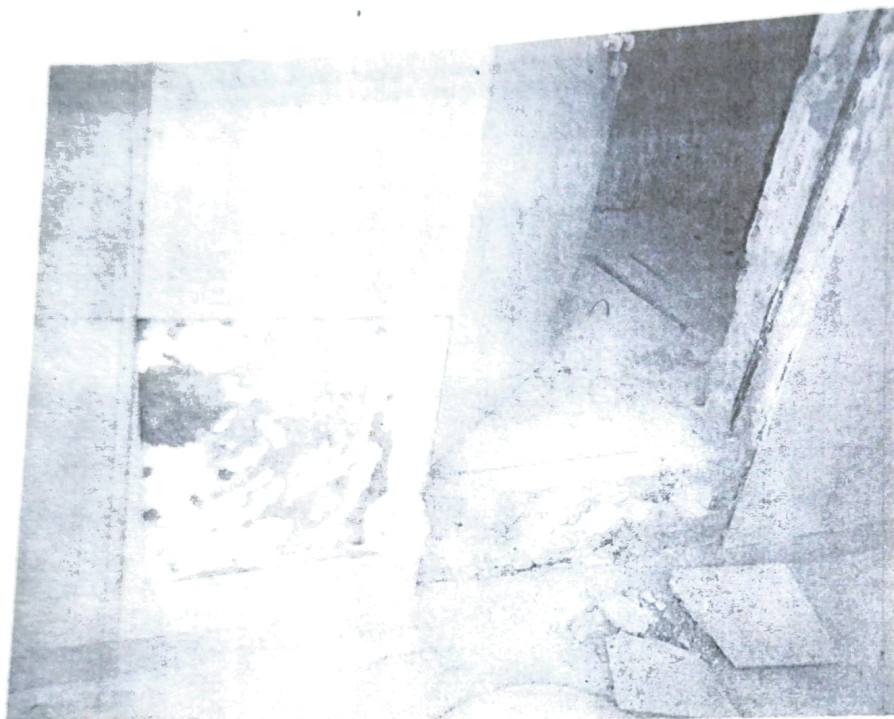
- Director . CMS
- MS
- Dr. R. Harsvardhan. HoD, Hospital Administration
- Dr. Kumar Dharmendra, Senior Residents, DoHA
- O/o, HoD Hospital Administration


Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

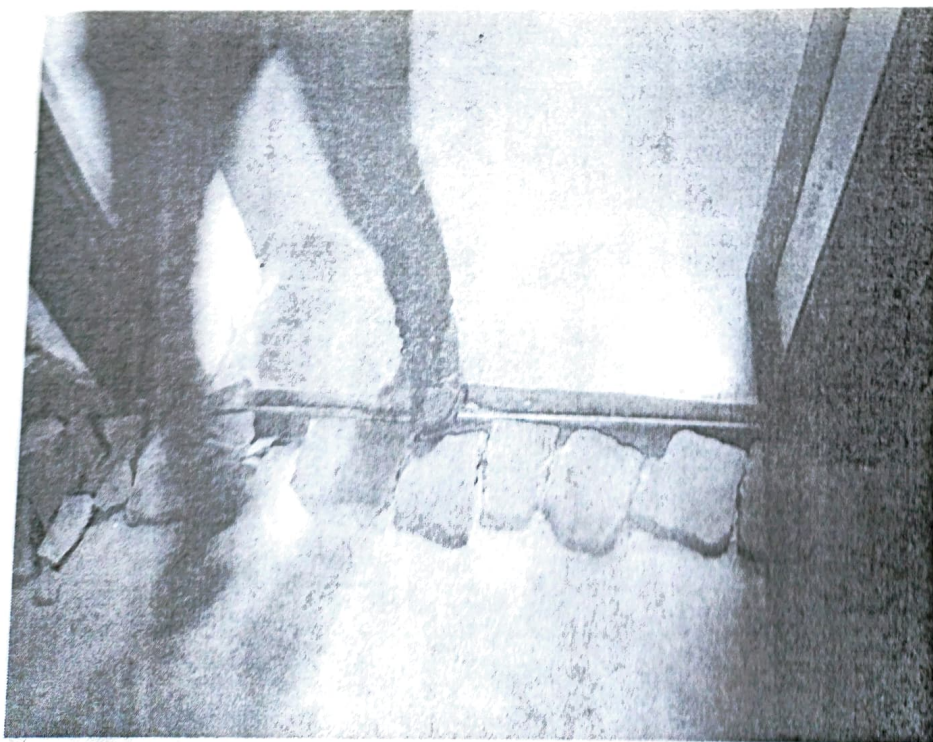
(Dr. R. Harsvardhan)
HoD, Hospital Administration



Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017



The tiles are broken at multiple locations at the back side of building of ATC



Step ramp was Broken at the entry gate to hospital building from basement side (parking area)

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017

UP 32 DN 6542

Broken slab found near
entrance of ATC building

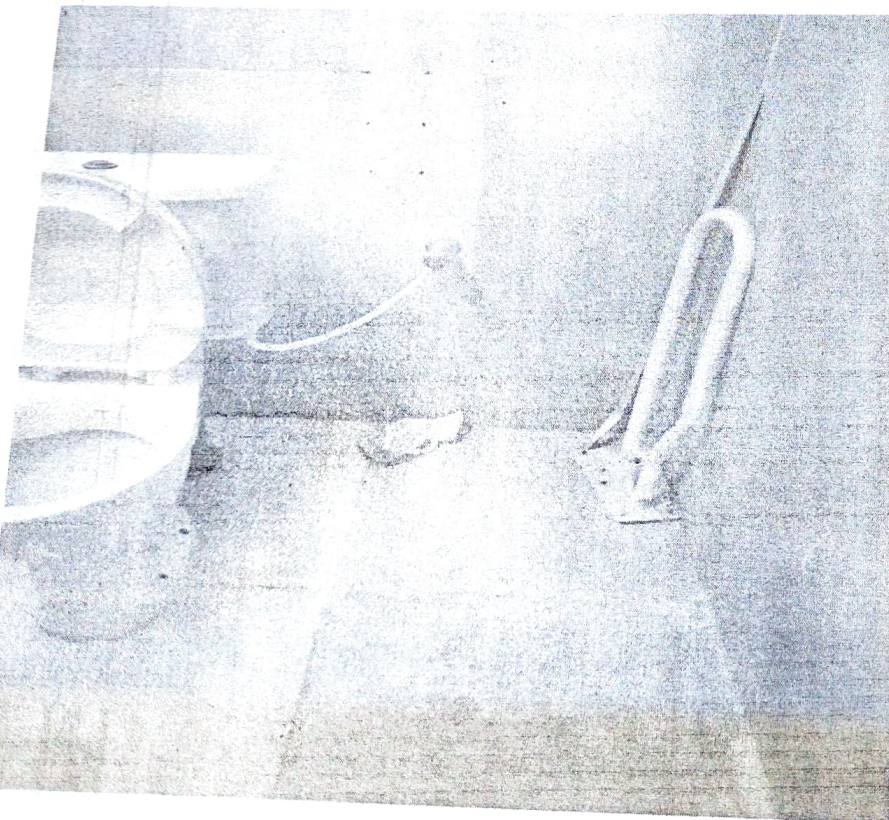
Broken tile found near
emergency gate to Trauma
Centre

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow



**Broken tile found near entry
of basement parking area**



**Continuously water leakage,
flush of toilet not in working
condition and grab bar was
not mounted in wall inside
differently abled toilet**

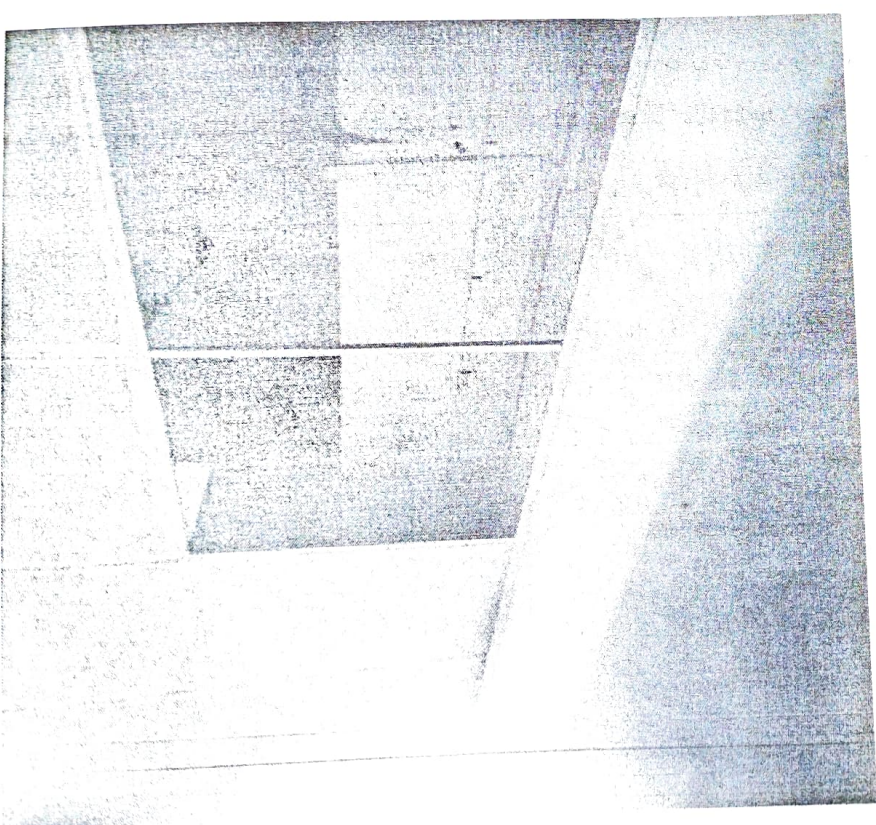
Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

Department of Hospital Administration
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raebareli Road, Lucknow U.P.
Phone: 0522-2495365, 2495361 Fax: 91-0522-2668017



Cemented wall chip off near
back side of building near
entry kitchen gate



False ceiling was not fully
cover (Tiles) in basement
area of trauma center

Varun Bajpai

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow