



Office of the Director
Sanjay Gandhi Post Graduate Institute of Medical Sciences
Raibareli Road, Lucknow U.P.
Phone: 0522-2494001, 2494003, 2494004

SGPGI/Dir/ 218 / 2020

Date: 22-04-2020

OFFICE ORDER
(Commissioning of Central Control Room)

Central Control Room for operational management of non-clinical/administrative concerns related with execution/delivery of healthcare services of the Institute is being established w.e.f. 23-04-2020 under the Department of Hospital Administration. The Central Control Room will be manned by the PG Students/Junior/Senior Residents of the Deptt. of Hospital Administration, who will be designated as "Duty Officers", as is prevalent at AIIMS, New Delhi or, PGIMER, Chandigarh. They will perform their duty round the clock, on rotation basis within the ambit of delegated/assigned obligations by the appropriate authorities of the Institute. The office of Duty Officer will be situated in identified Room on the Ground Floor of RCH/ATC till Covid 19 epidemic and will be shifted thereafter to the Department of Hospital Administration, 4th Floor, Central Library Building, SGPGIMS.

The duties which will be exercised by Duty Officers, are broadly being enlisted below, which will not be limited to this only:

- Operational management of non-clinical/administrative concerns related with execution/delivery of healthcare services of the Institute, as & when requested of the same, over phone, 24 x 7 x 365.
- To begin with their responsibilities will be limited to all areas/all works, that relates to RCH/Quarantine areas & any activities related with COVID-19 Management.
- They will primarily will be responsible for inter-sectoral coordination between different service verticals
- For all or any concern related to non-clinical/administrative/operational management of RCH/Quarantine areas, there will be one common nodal centre known as Central Control Room (CCR).
- One copy of all circulars/rosters/office orders/memorandums/govt. communications related with COVID-19 management will be marked to Central Control Room to ensure smooth inter-sectoral coordination & as point source of ready reference.
- Any other duty being assigned by HoD, Hospital Administration, as delegated by MS/CMS.
- In case of emergency following reporting matrix schedule will be resorted to – Officer on call/duty for concerned service/Faculty-HA/ HoD-HA/MS/CMS/Director.

Lt Col Varun Bajpai VSM
Executive Registrar
SGPGIMS, Lucknow

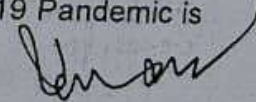
In order to meet infrastructural requirements, following arrangements are being made:



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- Telecom deptt. will provide 02 x Landlines, wherein one will have "0" dial facility and one CUG number for the Central Control Room.
 - Action: Mr. P.C. Gupta (EE)
- BHI deptt. will provide one computer with internet, one printer cum scanner along with HIS access for the Central Control Room.
 - Action: Prof. Uttam Singh
- Security services will provide one security guard/shift for the Central Control Room, as female residents will also be on duty.
 - Action: Mr Bharat Singh
- Nodal officer, Sanitation Services will provide one sanitation worker/shift for the Central Control Room.
 - Action: Dr R Harsvardhan

The control room will continue to function even after COVID-19 Pandemic is over.

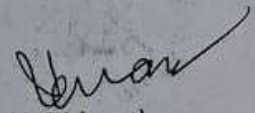

(Prof. R.K. Dhiman)
Director

Distribution:

- All Heads of the Department
- All Nodal Officers
- All Specialists, General Hospital
- Chairman, HRF/IRF
- Nodal Officers, Covid19
- Nodal Officer, HIS/BHI
- CNO
- All EMOs
- All Engineers
- All Sister In charges
- PROs/APROs
- Nodal Officer, Security Services
- All PGs/Residents of Deptt. of Hospital Administration
- All Notice Boards
- E.E., Telecom
- Others: Specify
-

Copy: For information

- Director/Dean
- CMS/MS
- FO/JD-MM
- JD (Admin.)/CAO
- Dr. R.K. Singh, Nodal Officer, COVID-19 & HoD, Emergency Medicine
- Dr. Alok Nath, Co-nodal Officer, COVID-19 & HoD, Pulmonary Medicine
- Dr. R. Harsvardhan, HoD, Hospital Administration
- O/o HoD, Hospital Administration


(Prof. R.K. Dhiman)
Director