

**OFFICE OF THE MEDICAL SUPERINTENDENT
ACHARYASHREE BHIKSHU GOVERNMENT HOSPITAL
MOTI NAGAR, NEW DELHI – 15.**

Manual 8

**A statement of boards, councils, committees and other bodies constituted
(Section 4(1)(b) (viii))**

| S. No | Name and Address | Main functions of the body | Constitution of the body | Date of Constitution | Date upto which valid | whether meetings open to public | whether minutes are accessible | Frequency of meeting | Remarks |
|-------|---------------------------|--|--|---|--|---------------------------------|--------------------------------|---|---------|
| 1. | Rogi Kalyan Samiti, ABGH. | 1.The main function of the committee is to make all possible efforts for improving the services in the large interest of patient care. 2. To bridge the existing gap in services. | 7official members and 16 non official members. 1.MLA ,Moti Nagar- Chairman 2. DC (West) – Wise Chairman 3. MS- Member Secretary 4. DMS(A)- Treasurer 5. DC, MCD- Official Member 6. CDMO (West)- Official Member 7. Distt. Welfare Officer- Official Member | 09.07.2010 | Official Members(fixed) Non-Official for two years. | Yes | Yes | Every three Months or as when required. | |
| 2 | Purchase Committee | To assess the justification / reasonability of items being procured and to ensure that all codal formalities are followed | DMS (M) is the Chairman, PO, account functionary and heads of departments. | Committee is in existence since beginning | | No | No | as and when required | |
| 3 | Inspection Committee | For Technical approval of specification of items for procurement and for inspection of goods received in the hospital | Three expert doctors of four A-Medical Stores- 1.Dr. Harsh Gupta,2. Dr. Prem Chaudhary 3. Demanding Officer 4. Store Officer. B-Surgical Store- 1. Dr. Ashutosh Kumar, 2. Dr. Biswajeet Das 3. Demanding Officer 4. Store Officer | Committee is in existence since beginning | Till the approval of items | No | No | as and when required | |

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| 4 | Academic Committee | For approval of conference / CME to be attended by the officers / officials concerned as per rule for improvement in services/ Training for Hospital Staff | 03 doctors 1.Dr. Rashmi Gandhi, Chairperson 2. Dr. Diwakar, CMO(NFSG) 3. Dr. Rajiv Dhawan, Spl. (ENT) | Committee is in existence since beginning | | | | as and when required | |
| 5 | Medical Audit Committee | To review the case sheets / records of patients admitted for various diseases/ in various department and inspection of the treatment given at random at regular intervals | Dr. Rashmi Gandhi- Chairperson, DMS (A), HOD concerned & MRO | Committee is in existence since beginning | | | | Every Month | |
| 6 | Hospital Infection Control Committee | a. To see various measures taken for control of infection in OTs/ Wards and other Sterile areas. b. Proper disposal /transportation of biomedical waste. c. To investigate cases of hospital acquire infection. d. Preventive measures for HIV/ Hepatitis B etc. | Dr. Anju Gupta, HOD (Surgery)-Chairperson , Dr. Raminder Kaur, Spl. (Anaesthetist)-Member Secretary, Pathologist, Anaesthetist, ANS, Sister Incharge , Ots, Nursery, Labour Room, OPD, MRO M.O I/C BMW | Committee is in existence since beginning | | | | Once in every two months | |
| 7 | SDF Committee | To review the Special Drugs Forms issued for selected essential drugs/ their rational use/ dosage schedule/ consumption pattern etc. | Two Doctors 1.Dr. Renuka Walia, Chairman 2. Dr. S.K. Kaakran, Member | Committee is in existence since beginning | | | | Every Month | |
| 8 | Quarter Allotment Committee | For allotment of vacant accommodations in the hospital campus to the applicant as per their eligibility. | DMS, AAO, I/C CT | Committee is in existence since beginning | | | | as and when required | |

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| 9 | RCH Monitoring Committee | To scrutinise/supervise various family welfare programmes i.e. tubectomy / vasectomy/procedures followed and any complication reported. | DMS(M&MCH)) Incharge RCH, ANS, Labour Room, Sister Incharge | | | | | | |
| 10. | Grievances Redressal Mechanism | To look into the public complaints on day to day basis. | HOD (Paeds)/DMS(M), DMS(A), M.S.(MCH), MS | | | | | | |
| 11. | Sexual Harassment Committee | To look into the complaints of sexual harassments by working women employees | Dr. Raka Bharti- Chairperson, Dr. Renuka Walia-Member Secretary, Dr. V.K.Mittal and ANS-Member Two other members one doctor & one staff | 06.12.2010 | | No | No | On receipt of a complaint and as and when required | |
| 12 | Maintenance & Repair Committee | To look into the repair & maintenance of Hospital Equipments/ AMC etc. | Chairperson-Dr. V.K. Mittal, H.O.D (Anaesthesia), A.A.O, CT, H.O.D (Concerned) | | | | | Weekly or as & when required | |
| 13 | Drug Therapeutic Committee | <ul style="list-style-type: none"> To look into the availability/ procurement of various CPA/ Non-CPA Medicines & their requirement Periodic Revision & Review of Hospital Drug Formulary. To look into the rational use of drugs in the hospital. | H.O.D (Eye) Chairman H.O.D (Medicine), H.O.D (Surgery), H.O.D (Anaesthesia) | | | | | As & when required | |
| 14 | O.T Management Committee | To look after & streamlining the working of O.Ts in the Hospital, to setup & revise the protocols | Dr. Raka Bharti- Chairperson, Dr. Anju Gupta,HOD (Surgery)- Member Secretary. Incharge Emergency OT- Specialist (Anaesthesia), HOD (Surgery), I/C LR(Spl. O&G) H.O.D (Pathology),HOD(Anaesthesia), HOD (Ortho) | | | | | Monthly or as & when required | |

