



**GOVT. OF NCT OF DELHI  
OFFICE OF THE MEDICAL SUPERINTENDENT  
LOK NAYAK HOSPITAL: NEW DELHI-110002**

No.PA To AMS (A)/LNH/2012/ 361

Dated: 30.04.2012

**CIRCULAR**

In continuation of Circular No. MS/PS/LNH/2012/203 dated 30.04.2012 regarding shifting to manual registration, it is hereby informed that manual registration of OPD/IPD/Casualty patients would be done w.e.f. 1<sup>st</sup> May, 2012 at the respective places/counters mentioned below:

(a) In the existing registration hall.

Counter No. 1	Enquiry
Counter No. 2, 3, 4	Medicine
Counter No. 5	Peds Surgery and Burns Plastic
Counter No. 6	General Surgery
Counter No. 7	Peds Medicine
Counter No. 8	Skin
Counter No. 9	ENT

(b) Gynae/ ANC/ Female Family Planning registration would be done in the Gynae OPD with centralized manpower.

(c) Orthopedic registration would be done in the ortho OPD with centralized manpower.

(d) With respect to OPD of Chest, Panchkarma, ART, Radiotherapy, Male Family Planning and PAC, manual registration would be done by the individual departments as was the practice before computerized registration.

(e) Casualty slips would be made by CMO at the time of examination and registration number would be given simultaneously. The admission card would be made from the existing counters in A&E Department manually round the clock.

*Manjhu*  
30.4.12  
(DR. MANJU MEHRA)  
ADDL. MS (ADMN.)

Copy to

1. AMS (A & E OPD)/ DMS (OPD)/CCMO/PA to MS
2. All HODs/Head of Units/OI/cs/Branch Incharges
3. Director (A)
4. V.P. ABCON
5. Sr. AO.
6. AD (Plg)
7. Nursing Superintendent
8. Guard File

*NOT → AP to upload*  
*Sirder*  
1/5/12