

REMINDER-IV

HEALTH & FAMILY WELFARE DEPARTMENT
(HR - PARAMEDICAL BRANCH)
9th LEVEL, A-WING, DELHI SECRETARIAT, NEW DELHI - 110002.

Dated: 1/11/2023

No.F.1 (916)/HR-PARA/H&FW/2023/ 4818-51
To

All HODs of Hospitals/ Society Hospitals/Medical Institutions/DHS/ All CDMO
Govt. of NCT of Delhi.
Delhi/New Delhi.

Subject: Inclusion of name in the Eligibility-cum- Seniority list of Nursing Orderlies/OT Attendants (having 05 years experience in OT/CSSD/CTS/Neurosurgery/Gastrosurgery/Anaesthesia/Gas Plant/ Anaesthesia workshop/ICU Surgical/ Resuscitation) working in various Hospitals/Medical Institutions under Govt. of NCT of Delhi

Madam/Sir,

Please refer to this department's letter of even number dated 31.05.2023 and subsequent **Reminder-I dated 07.07.2023, Reminder -II dated 16.08.2023 & REMINDER-III dated 11.09.2023** on the above mentioned subject. The requisite information is still awaited from most of the Hospitals.

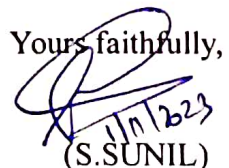
Further, the name list of all Nursing Orderly (as Annexure- 'B') and OT Attendant (as Annexure- 'C') working on regular basis, has been prepared and enclosed herewith. All concerned HODs of Hospitals/Medical Institution have been requested to check the details of the officials and bring into the notice of all concerned OT Attendant/Nursing Orderly under your control who were having 05 years regular service in OT/ CSSD/ CTS/ Neurosurgery/Gastrosurgery /Anaesthesia/Gas-Plant/ Anaesthesia-workshop /ICU Surgical/ Resuscitation and Education Qualification Matriculation with Science and willing for promotion to the post of Assistant (OT/CSSD).

It is therefore, once again requested to all Hospitals/Medical Institutions provide requisite information in r/o all Nursing Orderly and OT Attendant working (list attached as Annexure 'B' & 'C') on regular basis to fill up the information as prescribed formats (Annexure 'A' & Annexure 'D') alongwith all relevant documents (with sign & stamp) to this office within 03 days from the issue of this letter positively through special messenger and also send the copy of all relevant documents to this email i.e dataforhrparamedicalbranch@gmail.com, failing which the concerned MD/MS/HOD shall be held responsible to give explanation/reason.

It may be ensured that name of any eligible NO/OT Attendant may not left out at Hospital/Medical Institution Level, If any court case arise against the Seniority list of NO/OT Attendant in future, the concerned Hospitals/Medical Institutions will be liable for this at their own level.

Encl: As above

Yours faithfully,


(S.SUNIL)

DY.SECRETARY (HR-PARA)

Copy to:

1.. The S.A(IT), H& FW Department, Govt of NCT of Delhi with request to upload the letter on the website of the Department.

Annexure-A

1.	Name of the official (in Capital Letters)	:	
2.	Designation	:	
3.	Date of Birth (Please provide attested copies of first two pages of Service Book)	:	
4	Category (Gen/SC/ST)	:	
5	Whether belongs to PH Category, If yes, specify the details(HH/VH/OH) (Please provide attested copy)	:	
6	Date of appointment as N.O/Attendant (OT/CSSD) (Please provide attested copies of appointment order)	:	
7	Education Qualification (Please provide attested copies, certificate & marksheet of Matriculation)	:	
8	Period of regular service rendered as N.O/Attendant (OT/CSSD)	:	
9	Experience working in OT/CSSD/CTS/Neurosurgery/Gastrosurgery/Anaesthesia/G as Plant/ Anaesthesia workshop/ICU Surgical/ Resuscitation (Please provide Experience Certificate)	:	From _____ To _____ Place of posting- _____
10	Name and Designation of certifying experience	:	Name- _____ Designation- _____ Department- _____
11	Willingness for promotion to the post of Assistant(OT/CSSD) in the Pay Level '2'(Please provide certificate if Yes or No)		
11	Mobile Number	:	
12	Present Residential Address	:	
13	Any other information if relevant	:	

(SIGNATURE OF OFFICIAL)

Certified that:-

1. The Particulars furnished by the above named official have been checked and verified from office record.

Signature of Head of Office
Name of HOO with seal

Annexure-D

It is certified that the all OT Attendant/Nursing Orderly working under control on regular basis, having 05 years regular service in OT/CSSD/CTS/ Neurosurgery (Gastrosurgery/Anaesthesia/ Gas-Plant/ Anaesthesia- workshop/ICU Surgical/ Resuscitation) with education qualification Matriculation/Hr. Sec./Sr. Sec. (10 plus 2) with Science has been informed about the promotion to the post of Assistant (OT/CSSD). The following N.O./OT Attendant are eligible but not willing for the promotion to the post of Assistant(OT/CSSD) in pay level '2'.

S	Name of the N.O/OT attendant	DOB	Reason of unwillingness for promotion , if any

Signature of Head of Office
Name of HOO with seal