

**OFFICE OF THE MEDICAL DIRECTOR
GURU TEG BAHADUR HOSPITAL
DILSHAD GARDEN: DELHI-95
(E-I BRANCH)**

F.No. 1-5(12)/E-I/SR/GTBH/2026/

Dated:

ADDENDUM/CORRIGENDUM

In continuation of "Office Memorandum" vide reference no. 1-5(12)/E-I/SR/GTBH/2026/133517 dated 29.01.2026 regarding offer of appointment on regular basis, the following addition/amendments have been made:

- i) Name of Dr. Srishti Arora, UR Category in Psychiatry Department has been included at s.no. 104.
- ii) At s.no. 61, the category of Dr. Kiran Rani may be read as 'SC' instead of 'ST'.

The rest of the contents of the said Office Order will remain same.

This issues with the prior approval of Medical Director, GTBH.

**Digitally signed by
Anil Kumar Yadav
Date: 05-02-2026
09:24:07**

**AMS (Admn.)
GTB Hospital**

Copy forwarded for information/necessary action to:

1. All concerned HODs, GTBH, directed to allow Senior Resident to join the duty only after receiving photocopy of joining letter of candidate from E-I Branch & to send a joint attendance report of all Senior Residents before 5th of every month, directly to accounts Branch with a copy to Establishment – I, Room No. 331, Administrative Block, GTB Hospital.
2. Doctor Concerned with the direction to fulfill the following points for releasing their salary:
 - a) Enter his/her full details in the Master Register available with MOI/c Summon Cell & submit a set of photocopies of all the certificates as mentioned above, for record (R.No. 305, 3rd Floor), on the date of joining the hospital.
 - b) Formal joining letter may be given to the concerned HOD in legible handwriting on the date of joining the hospital.
 - c) Appear before Accounts Section for submission of necessary papers, required for preparation of salary (R.No. 320, 3rd floor)
3. MOI/c Summon Cell, Room No. 305, 3rd Floor, GTBH, Delhi, with the direction to maintain a master register to record full details of Senior Resident on joining & while giving NO DUES to a Senior Resident his/her up-to-date details may be up-dated in the Master Register, so that the same may be used while dealing with the court summons etc.
- 4. Staff Physician (Room No.139), 1st floor, with the request to send medical examination report of concerned doctor on same day to E-I Branch, GTBH.**
5. Sr. Accounts Officer, GTBH with the direction to release the salary of the above mentioned Senior Residents upto the period of extension only after receiving monthly joint attendance report from the concerned departments.
6. Security Deposit: This hospital may withhold salary of 30 days as security in r/o Residents Doctors working on regular Basis in this hospital.
7. Warden SRD Hostel, GTBH. With the direction to send a copy of allotment letter of the concerned doctor who has allotted hostel accommodation.
8. EDP Cell, Room No. 131, 1st Floor, GTBH, Delhi.
9. MOI/c BMW, GTBH, Delhi (Room No. 322)
10. MOI/c Bio-metric, Room No. 307, 3rd Floor, GTBH, Delhi.
11. MOI/c planning, Room No. 318, 3rd Floor, GTBH, Delhi
12. Sr. P.A. to Medical Director, GTBH, Delhi.
13. P.A. to AMS (A), GTBH, Delhi.
14. P/F of doctor concerned/Guard file.