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

F.No.1-5(13)/E-I/SR/GTBH/2026/ **Dated:**

CORRIGENDUM

In continuation of "Office Memorandum" vide reference no. 1-5(13)/E-I/SR/GTBH/2026/177525 dated 03.09.2026 regarding offer letter for engagement to the post of Senior Residents on ad-hoc basis for 44 days, the following amendment have been made:

"In pathology department result, Dr. Komal Arunkumar Kela' is now in selected list and Dr. Monita Yadav is shifted to Waiting list".

Therefore, Dr. Komal Arunkumar Kela is directed to appear before staff physician for medical examination **within 02 days** after dispatch this corrigendum. She should report to office of Staff Physician (Room No. 139), 1st floor, GTB Hospital before 09:00 A.M. with overnight fasting with four photographs.

The rest of the contents of the said Office Memorandum sill remain same.

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

AMS (Admn.)

F.No.1-5(13)/E-I/SR/GTBH/2026/ **Dated:**

Copy forwarded for information/necessary action to:

1. HOD (Pathology), 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 staff physician, Room No. 139, 1st Floor, for medical examination (R.No. 139, 1st Floor)
   d) Appear before MOI/c BMWM, Medical Officer for a training in waste management (R.No. 355, 3rd Floor)
   e) Appear before MOI/c Bio-metric for attendance system (R.No. 304, 3rd floor)
   f) 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 15 days as security in r/o Residents Doctors working on Adhoc- 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. MOI/c EDP Cell, Room No. 131, 1st Floor, GTBH, Delhi.
9. PAO-VIII, GTBH Campus, Shahdara, Delhi.
10. MOI/c Telecom, Room No. 36, Ground Floor, GTBH, Delhi.
11. MOI/c BMWM, GTBH, Delhi (Room No. 322)
12. MOI/c Bio-metric, Room No. 307, 3rd Floor, GTBH, Delhi.
13. MOIC/c General Branch, Room No. 324, 3rd Floor, GTBH, Delhi.
14. MOI/c planning, Room No. 318, 3rd Floor, GTBH, Delhi
15. Sr. P.A. to Medical Director, GTBH, Delhi.
16. P.A. to AMS (A), GTBH, Delhi.
17. P/F of doctor concerned/Guard file.

Digitally signed by
Parveen Kumar
Date: 07-09-2026
14:39:01