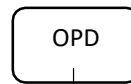
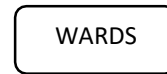
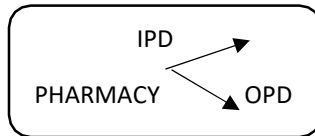
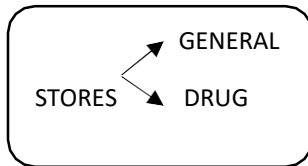


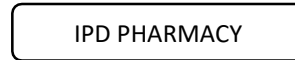
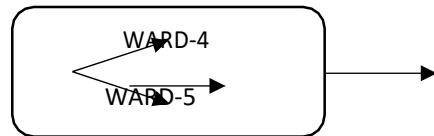
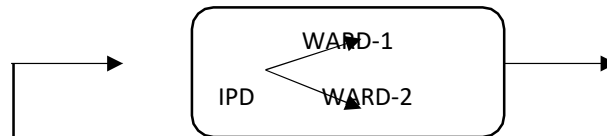
Administrative Services

MEDICAL SUPERINTENDENT OFFICE

HA-SECTION
ACCOUNT SECTION
STATIONERY SECTION
ESTABLISHMENT



INPATIENT DEPARTMENT



M/L WARD

FAMILY WARD

<p>Central Stores</p>	<p>General Stores</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Supply to all sections</p> <p>Drug stores</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">IPD Pharmacy /OPD Pharmacy</p>
<p>Medical Record</p>	<p>Ticket Section → Registration → Consultation</p> <p>Investigation fee deposits →</p> <p>DC/LAMA Admission →</p> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"> • Separate Record for Medico Legal files.
<p>Diet</p>	<ul style="list-style-type: none"> • The hospital kitchen is run by the Contractor approved by RCC,GMC. • Patients are provided the below mentioned meals <ul style="list-style-type: none"> • Breakfast • Lunch • Afternoon Tea • Dinner <p>Special Diet is provided on the two Eid festivals.</p>
<p>Establishment</p>	<p><u>Main Office</u></p> <p>Establishment section is functioning under the supervision of Head Assistant who is in turn answerable to Medical Superintendent.</p>
<p>Laundry</p>	<ul style="list-style-type: none"> • One Laundry Operator • The hospital is provided with a 15kg washing machine without driers. It needs to be upgraded to 2 machines of 40kg capacity including a Tumble drier for which process has already been initiated.
<p>Pharmacy</p>	<ul style="list-style-type: none"> • The Hospital has indoor and outdoor pharmacies where free medicine is provided to the patients (both admitted and OPD patients). <p style="text-align: center;"><u>Pharmacy Staff</u></p> <ul style="list-style-type: none"> • Head Pharmacist supervises the work of senior/Junior Pharmacists who manage the indoor/outdoor dispensaries. • OPD patients are provided free medicine for a minimum of 15 days. Patients from remote areas are provided medicine for 1 month or more as per need. • AB-PMJAY beneficiaries are provided free medicine during admission and for 15 days after discharge from hospital.
<p>Nursing Department</p>	<p style="text-align: center;">Assistant Matron</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">N. Supervisors</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Sr. Grade Nurses</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Jr. Grade Nurses</p> <p style="text-align: center;">↓</p>

	ANM ↓ Nursing Orderlies Sanitation Staff
Procurement	Procurement is through Jammu Kashmir Medical Supplies Corporation Ltd. (JKMSCL) and RCC approval
Transport	<p>The Hospital has 4 ambulances and one staff transport Bus.</p> <ul style="list-style-type: none"> • Eco Van • Maruti Van • Tata 407 • Winger • Bus <p>The ambulances are used for patient referral and also for conveying chronic patients after discharge to their places of residence as they have no attendants.</p>
Telephone Exchange	Defunct.
Security	Security services are outsourced to United Placement Ltd. (Rajbagh) as per RCC approval (GMC) 30 Security personnel are evenly deputed by the Agency for duties in IMHANS and CGHC, SMHS Complex.
6. Monthly Work done	Sent to Planning department every month as per format given below
1. OPD Schedule	6 days a week in IMHANS and CGHU in SMHS Complex. Emergency Services= 24*7 both hospitals
2. Inpatient Services	<ul style="list-style-type: none"> • Admission for patients along with attendants (open ward). • Admission without attendant's (closed ward). • Free medicine to patient. • Free basic medical investigations. • Clothes and food. • Maintenance of patient hygiene. • Proper heating arrangements during winter including indigenous hamam. • Free transport services for referral and conveying patients without attendant's home after discharge from hospital. • Free admission for AB-PMJAY Beneficiaries.
3. Hospital Charges (Test Charges etc)	<ul style="list-style-type: none"> • CBC=30 Rs. • LFT=60 Rs. • KFT=30 Rs. • B.SUGAR=15 Rs. • URE=10 Rs. • ECG=30 Rs. • LIPID PROFILE=30 Rs. • ECT=60 Rs.

	<ul style="list-style-type: none"> • EEG=300 Rs. • K+=20 Rs. • Na+=20 Rs. • HIV=10 Rs. • HCV=10 Rs. • Hbsag=60 Rs. • ADMISSION=20 Rs. • REGISTRATION=20 Rs. • M.BOARD FEE.=30 Rs. • ATTENDENT PASS=05 Rs. • TICKET=10 Rs
4. Visitor Information	Visiting Hours—2-4 P.M exceptions are made for visitors from remote areas. Sunday visiting hours—10:00AM onwards.
a) Visiting Hours	
b) Visiting Pass	Visiting Pass – valid for one week (cost 5 Rs.)
c) Admission Procedure	<p>OPD consultation → Advised admission By doctor → Registration</p> <p>↓</p> <p>issued → CHRONIC WARD Registration No ISOLATION WARD</p> <p>Types of Admission Relatives</p> <ul style="list-style-type: none"> Voluntary Involuntary <p>Social Services</p> <p>↓</p> <p>Reception Order, (Magistrate)</p> <p>↓</p> <p>Police (Medico Legal)</p>
d) Discharge Procedure	Patients discharged on advice of consulting Doctor.
e) Meals and Snacks	Meals (Breakfast,Lunch,afternoon tea, Dinner) provided free to admitted patients.
f) Paid Wards	As of now IMHANS, CGHU has no facility of paid wards.
Citizen Charter	Photo Appended.
1. Research	
RTI	No. of applications received 2020-2021 =42 No. of applications disposed off = 42

Gallery



Contact us

Medical Superintendent : 9419002526
Head, Deptt. Of Psychiatry: 9697477779

**Messages by Ms
and Dy. Ms**