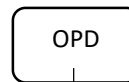
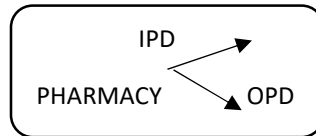
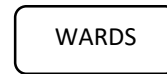
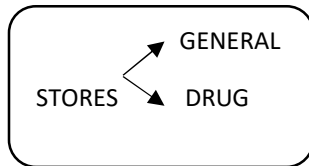


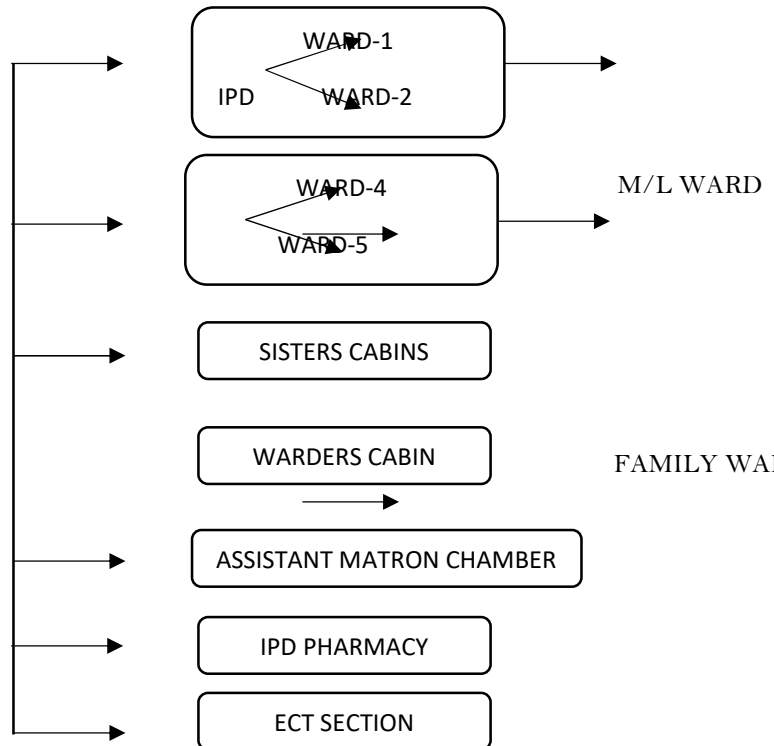
**Administrative Services**

**MEDICAL SUPERINTENDENT OFFICE**

HA-SECTION  
ACCOUNT SECTION  
STATIONERY SECTION  
ESTABLISHMENT



**INPATIENT DEPARTMENT**



<p><b>Central Stores</b></p>	<p><b>General Stores</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Supply to all sections</p> <p><b>Drug stores</b></p> <p style="text-align: center;">↓</p> <p style="text-align: center;">IPD Pharmacy /OPD Pharmacy</p>
<p><b>Medical Record</b></p>	<p><b>Ticket Section</b> → <b>Registration</b> → <b>Consultation</b></p> <p><b>Investigation fee deposits</b> →</p> <p><b>DC/LAMA</b>      <b>Admission</b> →</p> <p style="text-align: center;">↓</p> <ul style="list-style-type: none"> <li>• Separate Record for Medico Legal files.</li> </ul>
<p><b>Diet</b></p>	<ul style="list-style-type: none"> <li>• The hospital kitchen is run by the Contractor approved by RCC,GMC.</li> <li>• Patients are provided the below mentioned meals <ul style="list-style-type: none"> <li>•Breakfast</li> <li>•Lunch</li> <li>•Afternoon Tea</li> <li>•Dinner</li> </ul> </li> </ul> <p>Special Diet is provided on the two Eid festivals.</p>
<p><b>Establishment</b></p>	<p><b><u>Main Office</u></b></p> <p>Establishment section is functioning under the supervision of Head Assistant who is in turn answerable to Medical Superintendent.</p>
<p><b>Laundry</b></p>	<ul style="list-style-type: none"> <li>• One Laundry Operator</li> <li>• 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.</li> </ul>
<p><b>Pharmacy</b></p>	<ul style="list-style-type: none"> <li>• The Hospital has indoor and outdoor pharmacies where free medicine is provided to the patients (both admitted and OPD patients).</li> </ul> <p style="text-align: center;"><b><u>Pharmacy Staff</u></b></p> <ul style="list-style-type: none"> <li>• Head Pharmacist supervises the work of senior/Junior Pharmacists who manage the indoor/outdoor dispensaries.</li> <li>• 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.</li> <li>• AB-PMJAY beneficiaries are provided free medicine during admission and for 15 days after discharge from hospital.</li> </ul>
<p><b>Nursing Department</b></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>

	<p>ANM</p> <p>↓</p> <p>Nursing Orderlies</p> <p>↓</p> <p>Sanitation Staff</p>
<b>Procurement</b>	Procurement is through Jammu Kashmir Medical Supplies Corporation Ltd. (JKMSCL) and RCC approval
<b>Transport</b>	<p>The Hospital has 4 ambulances and one staff transport Bus.</p> <ul style="list-style-type: none"> <li>• Eco Van</li> <li>• Maruti Van</li> <li>• Tata 407</li> <li>• Winger</li> <li>• Bus</li> </ul> <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>
<b>Telephone Exchange</b>	Defunct.
<b>Security</b>	<p>Security services are outsourced to United Placement Ltd. (Rajbagh) as per RCC approval (GMC)</p> <p>30 Security personnel are evenly deputed by the Agency for duties in IMHANS and CGHC, SMHS Complex.</p>
<b>6. Monthly Work done</b>	Sent to Planning department every month as per format given below
<b>1. OPD Schedule</b>	<p>6 days a week in IMHANS and CGHU in SMHS Complex.</p> <p>Emergency Services= 24*7 both hospitals</p>
<b>2. Inpatient Services</b>	<ul style="list-style-type: none"> <li>• Admission for patients along with attendants (open ward).</li> <li>• Admission without attendant's (closed ward).</li> <li>• Free medicine to patient.</li> <li>• Free basic medical investigations.</li> <li>• Clothes and food.</li> <li>• Maintenance of patient hygiene.</li> <li>• Proper heating arrangements during winter including indigenous hamam.</li> <li>• Free transport services for referral and conveying patients without attendant's home after discharge from hospital.</li> <li>• Free admission for AB-PMJAY Beneficiaries.</li> </ul>
<b>3. Hospital Charges (Test Charges etc)</b>	<ul style="list-style-type: none"> <li>• CBC=30 Rs.</li> <li>• LFT=60 Rs.</li> <li>• KFT=30 Rs.</li> <li>• B.SUGAR=15 Rs.</li> <li>• URE=10 Rs.</li> <li>• ECG=30 Rs.</li> <li>• LIPID PROFILE=30 Rs.</li> <li>• ECT=60 Rs.</li> </ul>

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

**Gallery**



**Contact us**

Medical Superintendent : 9419002526  
Head, Deptt. Of Psychiatry: 7889818196

**Messages by Ms  
and Dy. Ms**