

आई आई टी गुवाहाटी अस्पताल
भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

• IIT Guwahati Hospital, IIT Guwahati



IIT Guwahati Hospital

Indian Institute of Technology Guwahati

• Ph: +91361258 2100/2986 email: medsec@iitg.ernet.in

Ref.: IITG/MED/N&C/VOL-II/02/2015-16/140

Date: 02nd August, 2022

अधिसूचना/ Notification

Pursuant upon the duties assigned to the doctors and officials of IIT Guwahati Hospital for accomplishing patient care objectives and administrative works the delegation of responsibilities have been revised and enclosed herewith for necessary information.

All concerned hereby are advised to abide and act accordingly as notified in the enclosure given below.

This has the approval of the Competent Authority of the Institute.

प्रमुख चिकित्सा अनुभाग/HOS, Medical Section

Copy to for information and necessary action:

- (1) Director's Office/Deputy Director's Office/Registrar's Office
- (2) All Doctors, IIT Guwahati Hospital
- (3) All office staff
- (4) IITG Hospital Notice Board
- (5) Intranet

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DELEGATION OF RESPONSIBILITIES
IIT Guwahati Hospital

1. **Emergency-room and Emergency preparedness:** Dr. S. Majumdar and Dr. Palash Bortamuly, in co-ordination with outsourced GDMOs.
 2. **IIT Guwahati Covid 19 Isolation facility and Covid 19 testing center:** Dr. Pallabi Sarmah in co-ordination with outsourced GDMOs.
 3. **Outsourced & contractual man-power management including Pharmacy:** Dr. Leena Barua.
 4. **GMIS:** Dr. S. Majumdar.
 5. **Maternity and Female health:** Dr. Leena Barua.
 6. **Immunization and Child health:** Dr. S. Majumdar.
 7. **Hospital infection control, Bio-medical waste disposal:** HoS Medical section.
 8. **Hospital automation and Tele-medicine service:** Dr. Palash Bortamuly
 9. **Ambulance:** Mrs. Ila Das and Mr. Mohan Ch. Nath in consultation with Dr. Pallabi Sarmah and Dr. Palash Bortamuly
- All the above mentioned officials should look after the fields assigned to them and co-ordinate with other hospital/office staff including outsourced man-power when necessary.
 - Whenever someone goes on leave, please hand over the responsibilities or any ongoing work to another official
 - Regarding any issue or problem the beneficiaries should report to our office and then it should be processed through the respective officials.
 - All the communications to be done in writing or through e-mails.

Palash