

GENERAL SECTION





GENERAL SECTION IS RESPONSIBLE FOR:-

- Supply of uniform to Gr. 'C' & 'D' staff- purchase, stitching, issue of livery items etc.
- Govt. Residential Accommodation, allotment/change/cancellation of quarters to officers of all grades.
- Officers Accommodation/Seating arrangement for all the officers/staff for this Dte.GHS.
- Maintenance of cleanliness and hygienic conditions in the Dte.GHS.
- Liaison with CPWD for maintenance/addition/alternation/renovation of building under this Directorate.
- Liaison with MTNL for installation, transfer, cancellation of office telephones including and damage, issue of Telephone Directory.
- Hotline communication to VVIP Enclosures, Rajpath, Vijay chowk and all the important hospital i.e. Dr. RML Hospital, AIIMS, S. J. Hospital etc. During republic day parade and deating retreat function.
- Issue of security passes: - Liaison with M.H.A. for issue of security passes for various ministers/Deptt. Passes for independence/republic day parade, daily passes, temporary pass and passes to the pensioners.
- Hospitality & Protocol, entertainment at conferences, ceremonials & functions,
- Booking of Air Tickets, confirmation, cancellation obtaining credit notes, maintenance of bill register, payment and recovery of cancellation charges.
- Management of staff car. Procurement, control, maintenance, deployment, condemnation, auction, etc. Processing of OTA claims, emergency duty in EMR.
- Setting up of control room for emergency medical relief, providing logistic support, duty roster of staff car drivers etc.
- Issue of No Demands Certificate to retiring and officers on transfer.
- Forwarding application for issue of Car/2 and 4 wheeler parking Labels to Min. of Urban Development.
- Arrangement of Winter/Summer seasons, fixation of Acs, Desert Coolers, Water coolers, Room Heater, Blower, Hot Box etc.
- Monitoring of C. R. Section, Delivery of Dak, change of address, designation, treatment of confidential/secret correspondence, services/postal notices.
- Monitoring of Central Photocopier Unit.
- Procurement /Issue/management of store/Stationery items including sanitary items for toilets/bathroom/offices
- Procurement and maintenance of office equipment's, computer, fax, photocopy paper machines, risograph, video conferencing unit (VCU), Projector, A. C..., Cooler etc.
- Condemnation and auction of obsolete office equipment's
- Timely processing and finalization of Annual Maintenance contract of office equipment's and services.
- Engagement Casual Workers through Tender

- Supervision of day to day Administration of Department Canteen.
- Issue and fixation of name plates, rubber stamps, etc.
- Maintenance of record room.

✚ CHANNEL OF SUBMISSION:-`



Section Officer/Consultant	Sh. R. K. Dhar (Consultant)	 - 011-23061320
Deputy Director	Sh. U. S. Mehta	 - 011-23063539
Director (HQ)	Sh. M. Arshad Khan	 : 011-23061869
DDG (Admn.)	Dr. Mohammad Shoukat Usta	 - 011-23063247