

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Ansari Nagar, New Delhi - 110029

No.F-18/OPD/2017-Estt. (H.)

Dated: 29.03.2017

A letter dated 29.03.2017 received from Dr. Arti Kapil, Professor, Department of Microbiology, AIIMS duly forwarded by the Prof. & Head, Department of Microbiology, AIIMS, is endorsed herewith to All Chief(s) of Centre, All Head of clinical Departments/units, Prof. I/c Computer Facility, Chairperson Computerization Committee, All Faculty of Hosp. Admn., All Hospital Officers, Chief MRO (Hosp.), for information & necessary action at their end.

(DR. D.K. SHARMA)

MEDICAL SUPERINTENDENT

C.C.: Director } - for information pl.

DEPARTMENT OF MICROBIOLOGY  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

No. 09/AK/MICRO/2017

Dated: 29.03.2017

To,  
The Medical Superintendent  
AIIMS, New Delhi

Through Proper Channel

Subject: Timings for receiving samples in the R.No. 24, Dept. of Microbiology, 2<sup>nd</sup> floor,  
Emergency Lab

Sir,

This is for your kind information that the Dept. of Microbiology receives samples from all wards and OPDs from 9.30 am to 11.30 am from Monday to Friday and 9.30 am to 11.00 am on Saturdays. However it has been recently noticed that majority of the samples are now sent to the lab after 2.00 pm. This delays the processing and reporting of the results.

This is to reiterate that the routine samples sent after the collection time will be returned back.

We will however receive the samples collected in the OTs, procedure rooms or evening clinics that are collected after 11.30 am till 5.00 pm.

All the samples should have bar codes for proper identification in routine and emergency along with time of collection of specimen.

Thanking you,

*akapil*  
(Dr. Arti Kapil)  
Professor

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*11/4/17*