

ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
Ansari Nagar, New Delhi- 110029

No.: F.18/OPD/2017-Entt.(M.)


Dated: 23.02.2017

**Sub: Closing of OPD Card Registration facility in Media & Protocol Division reg. & inter-alia opening of an additional counter in RAK OPD reg.**

It has been decided to close down the OPD Card Registration facility (new & old) from the Media & Protocol Division & inter-alia also withdraw the rights for making OPD Cards from the Media & Protocol Division w.e.f. 1<sup>st</sup> March 2017. The staff posted in Media & Protocol Division shall henceforth only facilitate the OPD card registration process and the slips for making the cards shall be signed by the respective authority at AIIMS to whom the VIP reference has been referred to viz. Director, MS, DDA, Sr. FA, OSD, etc and their OPD cards shall be made at the special counters in RAK OPD (counter nos. 26, 27). In case of any direct references to the Media & Protocol Division, the OPD slips shall be accompanied with the said reference & shall be duly countersigned by Chairperson / Faculty I/c Media & Protocol Division.

In order to address the concerns of OSD to President AIIMS and to streamline the OPD registration (new & follow-up) of patients recommended by the OSD to President AIIMS & Hon'ble Members of Parliament, an additional counter shall be opened w.e.f. 1<sup>st</sup> March 2017 - adjacent to the Special Counters in RAK OPD thereby increasing the number of special counters to 3 instead of existing 2. This new counter will cater exclusively to the patients recommended by the OSD to President AIIMS & VIP references from Hon'ble MP's etc. after being duly forwarded by the authority in AIIMS they have been marked to.

This issues with the approval of Director, AIIMS.

  
Dr. D.K Sharma  
Medical Superintendent

**Distribution:**

- Prof. Neerja Bhatla, Chairperson, Media & Protocol Division
- ✓ - Prof. Deepak Agarwal, Prof I/c Computer Facility, AIIMS
- Dr. Sarvesh Tondon, OSD to President, AIIMS
- Mr. S P Pandey, Sr. Warden, Protocol Division, AIIMS

**CC:**

- Director, AIIMS
- Dy. Director, AIIMS

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