

**OFFICE OF THE MEDICAL DIRECTOR  
DEEN DAYAL UPADHAYAY HOSPITAL  
HARI NAGAR , NEW DELHI – 110064.**

Manual 8

**A statement of boards, councils, committees and other bodies constituted**

**(Section 4(1)(b) (viii)**

S. No	Name and Address	Main functions of the body	Constitution of the body	Date of Constitution	Date up to which valid	whether meetings open to public	whether minutes are accessible	Frequency of meeting	Remarks
1	Purchase Committee	To assess the justification / reasonability of items being procured and to ensure that all codal formalities are followed	Senior doctor is the Chairman, account functionary and others as members	Committee is in existence since beginning		No	May be provided on demand	as and when required	
2	Inspection Committee	For Technical approval of specification of items for procurement and for inspection of goods received in the hospital	Three expert doctors	Committee is in existence since beginning	Till the approval of items	No	May be provided on demand	as and when required	
3	Medical Audit Committee	To review the case sheets / records of patients admitted for various diseases/ in various department and inspection of the treatment given at random at regular intervals	AMS Chairperson, HOD concerned & MRO	Committee is in existence since beginning				Every Month	
4	Hospital Infection Control Committee	a. To see various measures taken for control of infection in OTs/ Wards and other Sterile areas. b. Proper disposal /transportation of biomedical waste. c. To investigate cases of hospital acquire infection. d. Preventive measures for HIV/ Hepatitis B etc.	M D Chairperson, Surgeons, Anaesthetits, Pathologist, ANS, Sister Incharge , Ots, Nursery, Labour Room, OPD, MRO <b>M.O I/C BMW Microbiologist ( Member Secretary)</b>	Committee is in existence since beginning				Once in every two months	

7	Quarter Allotment Committee	For allotment of vacant accommodations in the hospital campus to the applicant as per their eligibility.	A.O., AMS, AAO	Committee is in existence since beginning					as and when required
9.	Grievances Redressal Mechanism	To look into the public complaints on day to day basis.	AMS, PGRO						
10.	Sexual Harassment Committee	To look into the complaints of sexual harassments by working women employees	AMS Chairperson, one doctor & one staff two senior lady officers and one male member, one female member of NGO			No	No		On receipt of a complaint and as and when required
11	Maintenance & Repair Committee	To look into the repair & maintenance of Hospital Equipments/ AMC etc.	1. Incharge doctor 2. AAO. 3 others						Weekly or as & when required
12	Drug Therapeutic Committee	<ul style="list-style-type: none"> <li>To look into the availability/ procurement of various CPA/ Non-CPA Medicines &amp; their requirement</li> <li>Periodic Revision &amp; Review of Hospital Drug Formulary.</li> <li>To look into the rational use of drugs in the hospital.</li> </ul>	H.O.D (Medicine) Chairman H.O.D (Surgery), H.O.D (Anaesthesia) All other deptts & ANS						As & when required