



Letter No.....MHA/RIMS, Ranchi/Date.....

### **OFFICE ORDER**

In the wake of imminent recommissioning of Integrated Control Room (ICR) of Institute in the sake of resolving and ensuring appropriate operational management of non clinical/ administrative challenges etc. concurrent related with execution/ delivering of health care services of the Institution, Integrated Control Room (ICR) has been established earlier near old Emergency of Main Hospital. The Integrated Control Room (ICR) will be managed by the PG-MHA Students (Hospital Management) of RIMS under the supervision of Addl. Medical Superintendent (ICR Nodal) and they will work as Duty Officer. The Duty Officer will ensure the smooth operation of Integrated Control Room (ICR) situated in old Emergency and will liaise with Casualty Medical Officer (CMO) and Senior/Junior Resident available Round-O-Clock for duties in Integrated Resident Room situated at the Ground Floor of Trauma & Central Emergency (NTC) for the seamless operation of managerial issues of non-clinical/ administration/ securities etc. and other non health care challenges. Theses Duty Officers (PG-MHA Hospital Administration) will perform their duty on rotation basis within the ambit of delegated/assigned w.e.f 01.09.2024 obligations by the appropriate RIMS authorities of the Institute. The Duty Officers (PG-MHA Hospital Administration) with Mobile No. **9263614358** follow 24 X 7 Duty Roster in Integrated Control Room (ICR), as given below:

### **DUTY ROSTER: INTERGRATED CONTROL ROOM**

**Duty Officer Mobile No:-9263614358**

| Date       | Day                   | Name of Duty Officer                     | Duty Timing                        |
|------------|-----------------------|--|------------------------------------|
| 01.09.2024 | Sunday<br>(Holoday)   | Dr.Mukesh Kumar Mahato<br>Jaya Baraik    | 09:00 am to 09:00 am<br>(Next Day) |
| 02.09.2024 | Monday                | Mr.Rishab Kumar<br>Dr.Surabhi            | 09:00 am to 09:00 am<br>(Next Day) |
| 03.09.2024 | Tuesday               | Dr.Sahil Sinha<br>Dr.Sanchya Vibhuti     | 09:00 am to 09:00 am<br>(Next Day) |
| 04.09.2024 | Wednesday             | Dr.Mukesh Kumar Mahato<br>Jaya Baraik    | 09:00 am to 09:00 am<br>(Next Day) |
| 05.09.2024 | Thursday              | Mr.Rishab Kumar<br>Dr.Sanchya Vibhuti    | 09:00 am to 09:00 am<br>(Next Day) |
| 06.09.2024 | Friday                | Dr.Surabhi<br>Dr.Sahil Sinha             | 09:00 am to 09:00 am<br>(Next Day) |
| 07.09.2024 | Saturday<br>(Holiday) | Dr.Mukesh Kumar Mahato<br>Jaya Baraik    | 09:00 am to 09:00 am<br>(Next Day) |
| 08.09.2024 | Sunday<br>(Holiday)   | Mr.Rishab Kumar<br>Dr.Sanchya Vibhuti    | 09:00 am to 09:00 am<br>(Next Day) |
| 09.09.2024 | Monday                | Dr.Sahil Sinha<br>Dr.Mukesh Kumar Mahato | 09:00 am to 09:00 am<br>(Next Day) |
| 10.09.2024 | Tuesday               | Dr.Surabhi<br>Dr.Sanchya Vibhuti         | 09:00 am to 09:00 am<br>(Next Day) |

|            |                       |  |                                    |
|------------|-----------------------|--|------------------------------------|
| 11.09.2024 | Wednesday             | Mr.Rishab Kumar<br>Dr.Mukesh Kumar Mahato    | 09:00 am to 09:00 am<br>(Next Day) |
| 12.09.2024 | Thursday              | Dr.Sanchya Vibhuti<br>Dr.Jaya Baraik         | 09:00 am to 09:00 am<br>(Next Day) |
| 13.09.2024 | Friday                | Dr.Sahil Sinha<br>Dr.Surabhi                 | 09:00 am to 09:00 am<br>(Next Day) |
| 14.09.2024 | Saturday<br>(Holiday) | Mr.Rishab Kumar<br>Dr.Sanchya Vibhuti        | 09:00 am to 09:00 am<br>(Next Day) |
| 15.09.2024 | Sunday<br>(Holiday)   | Dr.Mukesh Kumar Mahato<br>Dr.Surabhi         | 09:00 am to 09:00 am<br>(Next Day) |
| 16.09.2024 | Monday<br>(Holiday)   | Dr.Sahil Sinha<br>Dr.Jaya Baraik             | 09:00 am to 09:00 am<br>(Next Day) |
| 17.09.2024 | Tuesday<br>(Holiday)  | Mr.Rishab Kumar<br>Dr.Surabhi                | 09:00 am to 09:00 am<br>(Next Day) |
| 18.09.2024 | Wednesday             | Dr.Sahil Sinha<br>Sanchya Vibhuti            | 09:00 am to 09:00 am<br>(Next Day) |
| 19.09.2024 | Thursday              | Dr.Mukesh Kumar Mahato<br>Jaya Baraik        | 09:00 am to 09:00 am<br>(Next Day) |
| 20.09.2024 | Friday                | Mr.Rishab Kumar<br>Dr.Sahil Sinha            | 09:00 am to 09:00 am<br>(Next Day) |
| 21.09.2024 | Saturday<br>(Holiday) | Dr.Surabhi<br>Dr.Jaya Baraik                 | 09:00 am to 09:00 am<br>(Next Day) |
| 22.09.2024 | Sunday<br>(Holiday)   | Dr.Mukesh Kumar Mahato<br>Dr.Sanchya Vibhuti | 09:00 am to 09:00 am<br>(Next Day) |
| 23.09.2024 | Monday                | Mr.Rishab Kumar<br>Dr.Jaya Baraik            | 09:00 am to 09:00 am<br>(Next Day) |
| 24.09.2024 | Tuesday               | Dr.Sahil Sinha<br>Dr.Mukesh Kumar Mahato     | 09:00 am to 09:00 am<br>(Next Day) |
| 25.09.2024 | Wednesday             | Dr.Surabhi<br>Sanchya Vibhuti                | 09:00 am to 09:00 am<br>(Next Day) |
| 26.09.2024 | Thursday              | Mr.Rishab Kumar<br>Dr.Mukesh Kumar Mahato    | 09:00 am to 09:00 am<br>(Next Day) |
| 27.09.2024 | Friday                | Dr.Sanchya Vibhuti<br>Dr.Jaya Baraik         | 09:00 am to 09:00 am<br>(Next Day) |
| 28.09.2024 | Saturday<br>(Holiday) | Dr.Sahil Sinha<br>Dr.Surabhi                 | 09:00 am to 09:00 am<br>(Next Day) |
| 29.09.2024 | Sunday<br>(Holiday)   | Mr.Rishab Kumar<br>Dr.Sanchya Vibhuti        | 09:00 am to 09:00 am<br>(Next Day) |
| 30.09.2024 | Monday                | Dr.Mukesh Kumar Mahato<br>Dr.Surabhi         | 09:00 am to 09:00 am<br>(Next Day) |

The Duty Officer will take help of following with Mobile No. given below:-

| 24 X 7 SERVICES HELP LINE NUMBER |   |                                      |
|----------------------------------|---|--------------------------------------|
| 1                                | INTEGRATED CONTROL ROOM                   | 9431938646                           |
| 2                                | CMO ON DUTY / INTREGATED RESIDENT ROOM    | 8967760529                           |
| 3                                | SECURITY / EMERGENCY QRT                  | 9931038955                           |
| 4                                | NURSING SUPERVISOR                        | 9470519298                           |
| 5                                | HELP DESK / PRO                           | 9431508110                           |
| 6                                | HOUSE KEEPING                             | 9955697154                           |
| 7                                | HEAD MATE                                 | 8789788304 / 9973739905              |
| 8                                | RIMS ENGINEERING CELL                     | 9470135534                           |
| 9                                | MAINTENCE CELL ELECTRICITY / GENERATOR    | 9905191089 / 6205877691 / 9905100532 |
| 10                               | MAINTENCE CELL PWD                        | 7909088943                           |
| 11                               | MAINTENCE CELL PHED / DW & S              | 9304611355/ 9973079086               |
| 12                               | BIOMEDICAL WASTE                          | 9973050321 / 7352074858              |
| 13                               | KITCHEN & DIETARY SERVICES                | 8580228848                           |
| 14                               | TROLLY, WHELL CHAIR / WARD BOY SUPERVISOR | 8986828444 / 8409508872              |
| 15                               | BLOOD BANK                                | 2540565                              |
| 16                               | MOKSH VAHAN / AMBU'LANCE                  | 7870422257                           |
| 17                               | FIRE                                      | 9608560862 / 9326764474              |
| 18                               | MANIFOLD SERVICE / MEDICAL GAS            | 8084961985                           |
| 19                               | VENTILATOR TECH.                          | 9534227750 / 9955586415              |
| 20                               | LIFT SUPER VISOR                          | 6205877691 / 6299708609              |
| 21                               | RIMS POLICE                               | 7717781427 / 9431335022 / 9097118249 |
| 22                               | SHO BARIATU                               | 9431706161                           |

Sd/-

Addl. Medical Superintendent

Rajendra Institute of Medical Sciences, Ranchi

Memo No.: 1092.....RIMS, Ranchi/Date: 04/09/2024

Copy to :-

1. All PG-MHA Student, Hospital Administration, RIMS, Ranchi for compliance.
2. Director/Add. Director (Adm.)/Medical Superintendent/Dy. Medical Superintendent (01 & 02)/All H.O.D/Incharge Trauma & Central Emergency/Principal Dental College/Estate Officer/Administrative Officer/Law Officer/IFA/Account Officer/Office Superintendent/M.O. Store (Miscellaneous, Chemical, Medicine )/Matron, RIMS, Ranchi for information.
3. Integrated Control Room, Integrated Resident Room (CMO on Duty), All Services Concerned authorities for information & compliance.
4. IT Cell & Website Incharge for information & Upload RIMS Website.

Addl. Medical Superintendent

Rajendra Institute of Medical Sciences, Ranchi