

DR. RAJENDRA PRASAD CENTRE FOR OPHTHALMIC SCIENCES
ALL INDIA INSTITUTE OF MEDICAL SCIENCES

No. F-3-46/08-RPC

Ansari Nagar, New Delhi-29

Dated the: 23 DEC 2021

MEMORANDUM

Subject: - Additional Duties of Faculty Members of Dr. Rajendra Prasad Centre for Ophthalmic Sciences during the winter vacation, 2021.

During First Half Winter vacation from 23rd Dec 2021 to 31st Dec 2021

S. No.	Name of the Faculty Members	Additional duty Assigned
1.	Dr. S.K. Khokhar Professor of Ophthalmology	Officer In-Charge- Faculty Guest Lectures & Invitations
2.	Dr. Shorya Vardhan Azad Assoc. Prof. of Ophthalmology	Officer In-Charge- Electrophysiology Lab (ERG) 124; Multifocal ERG 143; Retina Lab 140; Refraction Serices;
3.	Dr. Rebika, Asstt. Prof. of Ophthalmology	Officer In-Charge- TSEC for purchase of Medical Stores items (finalization of specification and evaluation of samples and bids);
4.	Dr. Parijat Chandra, Prof. of Ophthalmology	Officer In-Charge – Ultrasound Lab (136); Laser Lab (58); Standing Medical Board (including Visual Handicap Issues);
5.	Dr. Tanuj Dada, Prof. of Ophthalmology	Officer In-Charge- Research;
6.	Dr. Bhavna Chawla, Prof. of Ophthalmology	Officer In-Charge- B.Sc.(H) Optom. Training & Education
7.	Dr. Nabanita Halder, Addl. Prof. of Ocular Pharmacology	Officer In-Charge- Ph.D; Medical Store;

During Second Half Winter Vacation from 2nd Jan to 10th Jan 2022.

S. No.	Name of the Faculty Members	Additional duty Assigned
1.	Dr. Pradeep Venkatesh, Prof. of Ophthalmology	Officer In-Charge Academic & Teaching Program PG (JR) and SR discipline/punctuality JR's; Surgical Store; Operation Theatre Committee (Main OT & Day Care); Infection Surveillance & Monitoring Committee; Vitreo Retina Services (Reporting Officer); Departmental Infection Control Committee (DICC);
2.	Dr. Swati Phuljhele Aalok, Addl. Prof. of Ophthalmology	Officer In-Charge- TSEC for purchase of Surgical items (finalization of specification and evaluation of samples and bids);
3.	Dr. Rohan Chawla, Addl. Prof. of Ophthalmology	Officer In-Charge- Stationary Store; Computer Facility, Audio Visual, Photography, ID Cards, RPC Website & Telemedicine; PHDU-IV A Ward & ROP Lab;
4.	Dr. Shikha Gupta, Assoc. Prof. of Ophthalmology	Officer In-Charge-UG teaching program; National Surgical Skill Development Centre;
5.	Dr. Vinod Kumar, Addl. Prof. of Ophthalmology	Officer In-Charge- Inspection Committee for Surgical Store;
6.	Dr. Dewang Angmo, Assoc. Prof. of Ophthalmology	Officer In-Charge- Senior and Junior Resident Counselling;
7.	Dr. Prafulla Kumar Maharana, Assoc. Prof. of Ophthalmology	Officer In-Charge- Inspection Committee for Medical Store; TSEC for purchase of General, Linen and Stationary Items (finalization of specification and evaluation of samples and bids);

8.	Dr. Rachna Meel, Addl. Prof. of Ophthalmology	Officer In-Charge- General & Linen Store; Oculoplasty Services;
9.	Dr. M. Vanathi Prof. of Ophthalmology	Officer In-Charge- Emergency and Casualty Services; Store Purchase and Negotiation Committee for purchase of routine Surgical, General, Linen, Stationary and Drug items; Internal Store Review Committee; Cornea/Refractive Surgery Services (Reporting Officer); Cornea Lab (45); Contact Lens Lab (106); Refractive Surgery Lab (102); Refractive Surgery OT; Glaucoma Services (Reporting Officer); Glaucoma Research Lab (6 th Floor); Perimetry Lab (105); Vision Training & LVA Lab Services (144); Ocular Oncology Services;
10.	Dr. T. Velpandian, Professor of Ocular Pharmacology	Officer In-Charge- Annual Report; Eye Banking & Eye Donation; Main Negotiation Committee (Store Purchase Committee);
11.	Dr. Senjam Suraj Singh, Addl. Professor of Community Ophth.	Officer In-Charge- Vehicle Committee; Inspection Committee for General & Linen Store and Stationary Store;
12.	Dr. Dilip R. Shende, Prof. of Anaesthesia	Officer In-Charge-Main Store Purchase Committee;
13.	Dr. Sanjay Sharma, Prof. of Radio-Diagnosis	Officer In-Charge- Main Technical Specification & Evaluation Committee for purchase of machinery and equipment;
14.	Dr. Seema Kashyap, Prof. of Ocular Pathology	Officer In-Charge- Condemnation Committee for condemnation and disposal of condemned items;

Dr. Madhusudhan K.S, Addl. Prof. of Radiology will look after the work of Dr. Sanjay Sharma, Prof. of Radio-diagnosis during his absence from duty.

As per office order No.F.5-10/RPC-2007 (2011) dated 14.10.2016, during the vacation, next senior most person in committee would automatically take over the functions of chairperson along with the Member Secretary.

Anil Kumar
[ANIL KUMAR]

ASSTT. ADMINISTRATIVE OFFICER

DISTRIBUTION:

1. All the concerned Faculty Members
2. The Medical Superintendent, Dr. RPC
3. The H.O.D Anesthesiology, AIIMS
4. The H.O.D Radio-Diagnosis, AIIMS
5. The Account Officer, Dr. R.P Centre
6. The Account Section, -II
7. Officer-in-charge OPD/Wards/O.T, Dr. RPC
8. The Sr. Stores Officer, Dr. RPC
9. The Nursing Superintendent, Dr. RPC
10. The Medical Record Officer, Dr. RPC
11. Officer-in-charge Vehicle, Dr. RPC
12. Officer In-Charge, Clinical and Investigative Labs, Dr. RPC
13. Orthoptics Section, Dr. RPC
14. Statistical Unit, RPC
15. Computer Facility, AIIMS, for uploading on website.
16. Faculty Cell, AIIMS
17. Academic Section, AIIMS
18. Personal file of the Person concerned

C.C to:

1. P.P.S to the Director, AIIMS
2. P.S to Dean, AIIMS
3. P.S to DDA, AIIMS
4. P.S to Chief, Dr. RPC



Smt. Anurag
Dr. Anurag

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