

PARADIP PORT TRUST

**Medical Department
Paradip-754142**

No. CMO-GL-B-7/2012/1028

Dated: 26-06-2015

OFFICE ORDER

For smooth management of Port Trust Hospital, the following distribution of work is hereby made among the Doctors/officers of the hospital in addition to their normal duty.

Sl. No.	Name of Doctors/ Officers	Work assigned.
01.	Dr. R. K. Mallick, Sr.Dy.CMO.	1. Recommending leave to the Doctors (Except Sr.Dy.CMOs). 2. Emergency Duty Distribution to Doctors. 3. I/C of Hospital (Indoor) including supervision of works of Doctors and other staffs. 4. Referral of the patients to the Higher Centers. 5. To initiate request to other departments for Repair & Maintenance works of the hospital. 6. Medical Examination of patients, requested by other Departments/First entry. 7. Citizen's Charter.
02.	Dr. B.B. Das, Sr. Dy. CMO.	1. I/C of CGHS Cell. 2. Scrutinizing and recommending all MR claims 3. Sanctioning C.L. to all the Class III and IV employees of Hospital after recommendation of their Section Heads. 4. Referral of patients to Higher Centers, in absence of Dr. R.K.Mallick, Sr.Dy.CMO.
03.	Dr. S.S. Acharya, Dy.CMO.	I/C of OPD including the Reception Section and Physiotherapy Unit.
04.	Dr.(Mrs.) Pratima Behera, Dy.CMO.	I/c. of Operation Theater.
05.	Dr. K. K Mallick, Sr.MO.	Environment and Hygiene.
06.	Dr. L. Padhuria, Sr.MO	I/c ISO Cell, Biomedical Waste Management, Supervision of Sanitary Section. Occupational Health Check up.
07.	Dr. Mayarani Devi, MO-cum-AS.	I/C of Security persons Development of Garden.
08.	Dr. (Mrs) Shelly Priya, MO	DOTS Diet Management.

09.	Dr.M.A. Khan, M.O.	I/C of Casualty; Ambulance; First Aid Training; Other Training activities.
10.	Dr.D.P. Sethy, MO	I/C of Medical Store , Dispensary and Purchase Section . Allowing leave to the Staffs working under him.
11.	Dr.Badal Singh, MO	I/C Control of HIV/AIDS. Liaison with NACO.
12.	Dr. Runu Singh, MO	Immunization.
13.	Sri. A.K.Behera, PA to CMO	1. Keeping in safe custody documents like title deeds, indemnity bonds, insurance policies of assets, RC books of vehicles, confidential files, Log Book signing of CMO's Car and ACRs. 2. DDO of the Department. 3. Allowing CL to the Office Staffs. 4. Leave record of Doctors.

It will have immediate effect.

Handwritten signature
26/6/15
Chief Medical Officer,
Paradip Port Trust.

Copy to :

- 1) All Officers concerned for information and necessary action.
- 2) PS to Chairman/Sr.PS to Dy.Chairman for kind information of Chairman & Dy.Chairman,PPT.
- 3) All HODs for information.
- 4) CVO, PPT.
- 5) All Section head of Medical Deptt. for information & necessary action.
- 6) Office Order Guard File.

PARADIP PORT TRUST
MEDICAL DEPARTMENT

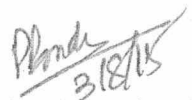
No: CMO/GL/B-52/2010(Pt.I)/ 1339

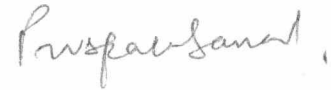
Date: 03/08/15

CIRCULAR

Dr. Puspak Samal, consultant (Orthopedic) will attend the OPD of PPT Hospital from 09.00 AM to 02.00 PM on every Wednesday. This is for information and wide circulation among the employees of PPT.

It has the approval of the Competent Authority.


Chief Medical Officer
Paradip Port Trust



Copy to:-

1. Dr. Puspak Samal, consultant (Orthopedic), IMS & SUM Hospital, Kalinganagar, Bhubaneswar.
2. All HoDs for information and wide circulation..
3. PS to Chairman / PS to Dy. Chairman, PPT for kind information of Chairman & Dy. Chairman.
4. All Doctors/ Section heads of PPT Hospital for information.
5. H.A/ Bill Clerk of PPT Hospital.
6. Office Order Guard File.

Paradip Port Trust

No. CMO/G/L/B-52/2010(LPH)/1169

Medical Department

Paradip, 09.07.015

CIRCULAR

Cardiology service with facility of ECHO is going to be started from 10.07.2015 in the Paradip Port Trust Hospital in collaboration with the Kalinga Institute of Medical Science (Medical College), Bhubaneswar, after approval of the Honourable Chairman, PPPT.

Consultant Cardiologist will be available in the OPD (Up Stairs) from 09.00 AM to 02.00 PM on second and fourth Friday of each month. This arrangement will facilitate treatment of heart diseases as well as follow up of post-operative cardiac cases in the PPTH itself with ECHO/DOPPLER test wherever required.

All in the need of such treatment may avail the facility.


Chief Medical Officer

CC

To all the Doctors of PPTH

Dr. B. B. Das, Sr. Dy. CMO with a request to facilitate ECHO for him

Sr. PS the Chairman PPT for kind information of the Chairman

PS the Dy. Chairman PPT for kind information of the Dy. Chairman

All HoDs/CVO/Commandant CISF for information with a request for wide circulation

Reception Section for proper arrangement

Asst. Matron, PPT Hospital for necessary action

Notice Board

OO guard file

PARADIP PORT TRUST
MEDICAL DEPARTMENT

No: CMO/GL/B/52/2010(Pt.I)/817

Date: 25.05.2015

To


All visited consultants

Sub: Attend the OPD from 9.00 AM to 2.00 PM as a consultant.

Sir,

As per the terms and conditions for engaging consultants in PPT Hospital, you are requested to please arrive in OPD of PPT Hospital at 9.00 AM in the schedule day of visit and remain up to 2.00 PM to see the patients to avoid discontent among the beneficiaries of the PPT Hospital.


Chief Medical Officer
Paradip Port Trust


22/05/15

PARADIP PORT TRUST
MEDICAL DEPARTMENT

NO:CMO/GL-B-212/2010/1327

Date:
31/07/2015

CIRCULAR

Paradip port Trust Hospital is going to re-start the Upper G.I. Endoscopy from 01.08.2015 . It will be conducted on each Monday & Friday at 9 Am in routine cases; as & when required in emergency cases in the Endoscopy room of PPT Hospital (Ground floor, OPD).

The patient requiring upper G.I. endoscopy are informed to attend surgery O.P.D. for the same.


Chief Medical Officer,
Paradip Port Trust.

Copy to:-

- 1) All HODs for invoice circulation among the employee.
- 2) All Doctors & all sectional heads of PPT Hospital for information.
- 3) PS to Chairman, for kind information of Chairman, PPT
- 4) PS .to Dy.Chairman. for kind information of Dy.Chairman, PPT