

OFFICE ORDER

The summer timings in BPS Govt. Medical College for Women, Khanpur Kalan (Dongpac) were disrupted w.e.f. 16.4.2012 to 28.4.2012, hence the winter timings are to be observed w.e.f. 01-9-2012 to 15-4-2013.

1. **Basic and Clinical Departments:**

From 8:00 A.M. TO 4:00 P.M.

Lunch : (i) For Basic Depts. 1:00 P.M. to 2:00 P.M.

(ii) For Clinical Depts. & Sample Collection Centers 2:00 P.M. to 3:00 P.M.

2. **OPD:-**

From 9:00 A.M. to 2:00 P.M. (The timings of registration of Patients will be from 8:00 A.M. to 1:30 P.M. but the concerned OPD will continue to be kept open for completing the work, giving advice on treatment to the patients registered during the regular OPD hours.) The Academic & Administrative jobs may be adjusted during 3:00 P.M. to 4:00 P.M.

3. **Operation Theatres :-**

From 9:00 A.M. to 3:00 P.M. (The O.T. Tables must starts by 9:00 A.M. sharp.)

Mess:-

- (i) All Class-III employees are required to work for 7 hours daily. Their timings will be fixed by the Head of Deptt. concerned.
- (ii) All the Class-IV employees are required to work for 8 hours daily. Their timings will be fixed by the Head of the Deptt. concerned.
- (iii) There will be lunch break from 1:00 P.M. to 2 P.M.
- (iv) The circular for timings/duty hours for various Deptts. of the Hospital shall be issued separately by the Medical Superintendent.


DIRECTOR 1/9/12

Enclt. No.PA/BPSGMC/2012/_____

Dated: 1/9/12

1. The Medical Superintendent, BPS GMC for Women, Khanpur Kalan.
2. All Heads of the Departments, BPS GMC for Women, Khanpur Kalan.
3. All Wardens of all hostels.
4. Officer Incharge, Kitchen/Mess.
5. Officer Incharge, Transport.
6. Sr. Account Officer.
7. DMS


DIRECTOR 1/9/12

OFFICE ORDER

The summer holiday in WFO-Gov. Medical College for Women, Changsaikai (Hongkong) will be observed as follows (H.K. TIME IN CHINA TIME) as under:

1. **ONLY PATIENTS' EXAMINATIONS: 8:00 AM, 10:00 AM, 12:00 PM, 2:00 PM TO 5:00 PM**

However, the concerned DPOs will continue to be kept open for completing the work, giving advice and treatment to the patients registered during regular DPO hours. The consulting staff including laboratory personnel should furthermore ensure that any handling of work of patients waiting to be examined are not affected. Attention is also drawn to the fact that necessary consultation advice investigations etc. are specifically limited out for those who have come from outside Kowloon especially from Hong Kong.

Note: (1) DPO Reception/Inquiry and Registration counters (staff open at 7:00 A.M. and registration of patients) shall continue till 1:00 P.M.

(2) Clinical laboratories will function from 8:00 A.M. to 10:00 P.M. and the samples shall be accepted until 1:00 P.M.

(3) As per past practice, the summer holiday for Class II & Class IV employees of various departments of Hospital side will be fixed by the Medical Superintendent as per Departmental requirement.

2. **OPERATION HOURS: 8:00 A.M. to 1:00 P.M. (Monday to Saturday)**

Class II Staff (Nursing Staff/Order Phrases Staff) 1:30 A.M. to 1:30 P.M.

Class IV 1:00 A.M. to 1:00 P.M.

3. **CLINICAL AND X-RAY EXAMINATIONS: 1:00 A.M. to 1:00 P.M. (Monday to Saturday)**

Note: - **Teaching time** Teaching time table both for Clinical and Non-Clinical teaching of students of MBBS/BDS students should be got suitably arranged or revised wherever necessary. It should be ensured that no theory classes are allotted to the teachers' consultants who are slated for DPO work on any given day. Theory classes for clinical departments will be held from 1:00 A.M. to 1:00 A.M. as usual.

4. **WORKING HOURS IN GENERAL OF VARIOUS CATEGORIES OF STAFF SHALL BE AS UNDER:-**

(1) **Class II officers' consultants** of all departments and clinical departments 8:00 A.M. to 1:00 P.M. (Monday to Saturday) However, consultants working in the Clinical Departments will be required to make their evening rounds as usual and those allotted theory classes from 1:00 A.M. to 1:00 A.M. will have the same as per schedule.

(2) **Class II employees** They are required to work for 7 hours daily i.e. 1:00 A.M. to 1:00 P.M. However, the employees working in the Clinical laboratories will work from 8:00 A.M. to 1:00 P.M. those in O.T.s from 1:30 A.M. to 1:00 P.M. and the others as per orders of the Medical Superintendent.

(3) **Class IV employees** They are required to work for 8 hours daily and their holiday will be fixed by the Medical Superintendent or the Head of the Department as the case may be.

5. **EMPLOYEES' CONTRACTS, ETC.** The working hours will be as per Departmental office i.e. 8:00 A.M. to 1:00 P.M. (Monday to Friday) will have to be fixed from 1:00 P.M. to 1:00 P.M. However, student staff will be available in the M.S. office and Director office in the Main Hospital and College functioning on Saturdays and Sundays holidays up to 1:00 P.M.

6. **CLASS OF EMPLOYEES - OFFICE AND TEACHING STAFF**
Monday to Saturday 1:00 A.M. to 1:00 P.M. (the work fixed)

The summer holiday for Class II and III employees of various departments of Hospital side will be fixed and issued by the Medical Superintendent as per departmental requirement.

Signature
1/1/11

DATE: 10/1/11

1/1/11

1. To the Medical Superintendent, WFO-GOV for Women, Changsaikai.
2. All Heads of the Departments, WFO-GOV for Women, Changsaikai.
3. All Members of all Branches.
4. Office Incharge, Kowloon/Hong Kong.

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