

**INDIRA GANDHI GOVERNMENT MEDICAL COLLEGE AND
HOSPITAL, NAGPUR.**

CITIZENS CHARTER/नागरिकांची सनद

For college and employees

s.no.	Name of the service	Documents required	Time required	Officer responsible	Supervisor officer responsible
1	Bonafide certificate	Application with academic details	7 days	AO	Dean,(UG&PG), Vice Dean
2	Leaving certificate	As per rules	7 days	AO	Dean, Vice Dean
3	Attempt certificate	As per rules	7days	AO	Dean, Vice Dean
4	Character certificate	As per rules	7days	AO	Dean, Vice Dean
5	Internship completion certificate	As per rules	7days	AO	Dean, Vice Dean
6	Hostel living/ Accommodation certificate	Application and allotment letter	7days	Hostel warden	Dean, Vice Dean
7	No dues certificate	Application to all the departments	7days	Through all concerned departments	Dean, Vice Dean
8	Experience certificate	Application and all the work orders	7days	AO	Dean/MS
9	No objection certificate	After collection of no dues certificate from all the departments	7days	AO	Dean/MS
10	Relieving order	Order from the authorities	7days	AO	Dean/MS

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रुग्णालयीन कामकाज/Hospital work

s. no.	Name of the service/ सेवेचे नाव	Documents required/ कागदपत्र	Time required (in days)/ वेळ (दिवसात)	Officer responsible/ जबाबदार अधिकारी	Supervisor officer responsible / पर्यवेक्षी अधिकारी
1	Medical certificate (sickness & fitness)/ रुग्णतपासणी व स्वास्थ्य प्रमाणपत्र	OPD paper, discharge card with sign. and stamp of the treating doctor./	1day/ १दिवस	Medical superintendent(MS)/ वैधकीय अधीक्षक, Dy. Medical superintendent(Dy. MS)/ उप वैधकीय अधीक्षक.	Dean/ अधिष्ठाता
2	Birth record/ जन्माचा अभिलेख	Application with available documents/ अर्ज व सोबत उपलब्ध असलेले कागदपत्र	3days/ ३दिवस	Medical officer(record room) (वैधकीय अभिलेखा विभाग)/MS/Dy.MS	Dean
3	Death record/ मृत्युचा अभिलेख	Application with available documents/ अर्ज व सोबत उपलब्ध असलेले कागदपत्र	3days/ ३दिवस	Medical officer(record room)/वैधकीय अभिलेखा विभाग/MS/Dy.MS	Dean
4	Age certificate/ वयाचा दाखला	Adhar card, voter ID. Other	1day/ १दिवस	Medical officer/ वैधकीय अधिकारी	MS

		documents required for the purpose/ आधार कार्ड, मतदान कार्ड व ज्या योजनेसाठी दाखला लागत आहे ते कागदपत्र			
5	Injury certificate	Casualty paper/bed head ticket/indoor papers	1day/ १दिवस	Casualty medical officer (अपघात विभाग वैधकीय अधिकारी) / lecturer medical jurisprudence(LMJ)	Dean/MS/ Dy.MS
6	RTI/ माहितीचा अधिकार	Application in correct format with necessary documents if available/ अर्ज व सोबत उपलब्ध असलेले कागदपत्र	As per RTI rule/ माहिती अधिकार प्रमाणे	Office of the MS/Dy.MS/Dean	Dean/MS
7	Complaints/ Grievance redressal/ गाऱ्हाणी दूर करणे	Application/ अर्ज	Depends on the nature of the complaint/ तक्रार प्रमाणे	MS/Dy.MS	Dean/MS
8	Medical Reimbursement/ वैधकीय खर्चाची प्रतिपूर्ती	Application with all documents and treatment record of this hospital only.	10days/ १०दिवस	Through concerned department and unit in-charge./ विभागा मार्फत	Dean/MS/ Dy.MS

- : जेष्ठ नागरिकांना मोफत नोंदणी, चाचणी, व औषधोपचार सेवा .
- : बी.पी.एल. कार्ड धारकांना मोफत, चाचणी, व औषधोपचार सेवा .
- : गरोदर मातांना मोफत चाचणी व औषधोपचार सेवा .
- Patients under national programme(राष्ट्रीय कार्यक्रमा अंतर्गत येणारा रुग्ण)-Revised national tuberculosis programme, JSSK, National programme for control of blindness(NPCB), Sickle Cell Disease programme(SCD), National rural health mission, Cancer patients - मोफत नोंदणी, चाचणी, व औषधोपचार सेवा .
- : अपघात विभाग सेवा- २४ तास X ७
- : रुग्ण शुल्क आकारणी: शासन निर्णया प्रमाणे .(displayed in OPD/MMK/Casualty.)
- : अपंगत्व प्रमाणपत्र (नागपूर ग्रामीणसाठी) : अपंगत्व वैधकीय मंडळा मार्फत .
- Physical fitness certificate- Through medical board (वैधकीय मंडळा मार्फत) & office of the medical superintendent.
- Patient enrolled under Rajeev Gandhi Jeevandayi Arogya Yojna are treated free of cost.
- Speciality clinics- everyday of different speciality.
- Hemodialysis- in collaboration with German renal care.
- : नागरिकांची सनद IGMC च्या वेबसाईट वर उपलब्ध आहे
www.igmc.org
- : नागरिकांची सनदची एक प्रत माहिती मदत केंद्र व अपघात विभागात संदर्भासाठी उपलब्ध आहे .