

HOSPITAL ADMINISTRATION BRANCH-II

CIRCULAR

In supersession to earlier circular No.GMCH-HAII-EA3(15B)-2015/22587-96 dated 24.08.2015, it is brought to the notice of all concerned that the video conferencing facility has been started in the Institute at I T Centre and is presently running successfully with all District Courts in the States of Punjab and Haryana having proper connectivity with the facility at this Institute. The following SOPs for Evidence in Courts through Tele-conferencing (video-conferencing) [VC] is being followed: -

1. Presently, this facility will be available for the courts outside the tri-city in the states of Punjab & Haryana.
2. Summons received in the MRD will be forwarded to the HOD concerned, as has been in the practice earlier. It will be the responsibility of the HOD to ensure its delivery to the summoned doctor.
3. On receipt of the summons, the summoned doctor will inform the MRD, GMCH, Chandigarh at **2118/2119 (0172-2601023-24/2118/2119)** for organizing the tele-evidencing (video-conferencing) along with the copy of the summons either as a hard/soft copy through email at **vcmrd@gmch.gov.in**
4. The Medical Records Department will upload the received summons for VC on **Wednesday of every week**, for the summoned court appearances due for the following week (eg. For week starting 17th to 22nd May 2015, the summons will be uploaded on 13th May 2015.) Accordingly, the concerned summoned doctors/officials should ensure that they send the requests to the MRD well in time.
5. The summoned **Doctor/Medical Experts** will also need to forward self-attested statement/document, either scanned or original through email to the concerned court through the MRD describing the essential particulars of the case for which they have been asked to appear and confirming their appearance through video-conferencing so that the statements are available to the counsel for the parties before the date fixed for video-conferencing.
6. The MRD will inform the summoned **Doctor/Medical Experts** when the confirmation for tele-conferencing is received and scheduled time is uploaded by the concerned court. For this the summoned **Doctor/Medical Experts** must inform his/her contact number and email ID to the MRD requesting for tele-conferencing.
7. If no information is received by the summoned doctor/official one day prior to the scheduled date of court hearing, the said **Doctor/Medical Experts** must contact the MRD himself/herself to confirm the same.
8. **The coordinating person in the Video Conference Room: Mr. Ram Kumar, Medical Social Worker.**
9. It will be the responsibility of the summoned **Doctor/Medical Experts** to reach the tele-conferencing/video-conferencing room **situated presently in the IT Center** well in time and before the time given to the Judge to avoid any contempt of court or such proceedings.
10. The video-conferencing will be through the department of telecommunications and all the officials of the IT Center will help in the smooth functioning of the said facility.
11. In case the summoned **Doctor/Medical Experts** wants the date of hearing to be changed/deferred, he/she can directly contact the concerned court official whose contact number/email ID will be available with the MRD/IT center. No such requests will be entertained by the MRD or the IT center.
12. In case of any problems, the concerned **Doctor/Medical Experts** can contact the Nodal Officer video-conferencing, Prof. Dasari Harish, Head, Department of Forensic Medicine & Toxicology at (0172-2601023-24/1064 or +91-9646121551).


Director Principal

28328-41

Dated, 9 AUG 2018

A copy is forwarded to the System Analyst with the request to e-circulate/email the same to the following for information & necessary action:-

1. All Heads of Department, GMCH, Chandigarh.
2. The Chairman, Emergency Services, GMCH, Chandigarh.
3. The Head, Information Technology Centre, GMCH-32, Chandigarh – he is requested to upload the above said facility on the website of the Institution for awareness of this facility to all.
4. The JMS, GMCH-32, Chandigarh.
5. The DMS-II & DMS-III, GMCH-32, Chandigarh.
6. The Head, MRD Department, GMCH-32, Chandigarh.
7. The HOD/ Security, Department of Psychiatry, GMCH-32, Chandigarh.
8. The Emergency Medical Officer, GMCH-32, Chandigarh.
9. All Office Superintendent of GMCH, Chandigarh.
10. The Dispensary Superintendent, GMCH-32, Chandigarh.
11. The Nursing Superintendent / Asstt. Nursing Superintendent, GMCH-32, Chandigarh.
12. PS to DP for kind information of DP please.
13. PA to ADA/MS for kind information of ADA/MS please



Director Principal

