



DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity
(A group of autonomous institutions under the Govt. of NCT of Delhi)

EAST: DILSHAD GARDEN, DELHI 110095

EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505

WEST: C-2/B, JANAK PURI, NEW DELHI 110058

EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999

Website: www.dsci.nic.in E-mail: director.dsci@nic.in

NIN ID: DSCI (East) – 1112313380 & DSCI (West) - 1115545855



IT Branch

File No: DSCI-P011/3/2023-IT(DSCI)-DSCI//

Date: __/__/2023

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Directory of Officers and Employees Under Section 4 (1) (b) (ix) of RTI Act, 2005

1. Director Office				
S No	Name of Officer/Employee	Designation & Deptt.	Official Contact Number/Intercom	Email
1.	Dr Vatsala Aggarwal	Director	011-22135200 22135700 Extn 2002	director.dsci@nic.in
2.	Dr Ravinder Singh	Joint Director	011-22135200 22135700 Extn 2004	drravinder.singh@gov.in
3.	Ms Shakshi Arora	PA to the Director (LDC)	011-22135200 22135700 Extn 2002	sarora.41@nic.in
4.	Ms Mamata	PA to the Director (LDC)	011-22135200 22135700 Extn 2002	mamta.41@gov.in
2. Faculty				
S No.	Name of Officer/Employee	Designation & Deptt.	Official Contact Number/Intercom	Email
1.	Prof. Satendra Sharma	Consultant in Pathology	011-22135200 22135700 Extn 2082	dr.satendrasharma@gmail.com
2.	Dr Pankaj Tyagi	Associate Professor in Gastroenterology	011-22110303	ptyagi.41@gov.in
3.	Dr Pragya Shukla	Assistant Professor in Clinical Oncology (RT)	9560390107 011-22135200 22135700 Extn 2088	pshukla.41@gov.in
4.	Dr Monica Gupta	Assistant Professor in Onco-Pathology	9560390110 011-22135200 22135700	mgupta.41@gov.in



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			Extn 2091	
5.	Dr Vinita Kumar Jaggi	Assistant Professor in Onco-Surgery	9560390112 011-22135200 22135700 Extn 2022	vkjaggi.41@gov.in
6.	Dr Surendra Kumar	Assistant Professor in Anaesthesia	8800190660 011-22135200 22135700 Extn 2059	skumar.41@gov.in
7.	Dr Dhruv Jain	Assistant Professor in Onco-Pathology	9560390108 011-22135200 22135700 Extn 2091	djain.41@gov.in

3. Accounts

S No.	Name of Officer/Employee	Designation & Deptt.	Official Contact Number/Intercom	Email
1.	Sh Gulzari Lal	Deputy Controller of Accounts	011-22135200 22135700 Extn 2090	--
2.	Sh Praver Kumar Goyal	Accounts Officer	011-22135200 22135700 Extn 2011	pgoyal.41@delhi.gov.in
3.	Sh Manoj Damodar	Assistant Accounts Officer	8800190656 011-22135200 22135700 Extn 2015	manoj.damodar68@gov.in ddodsci.delhi@nic.in
4.	Ms Devika Bisht	Hospital Executive-II/UDC	011-22110303	dbisht.41@gov.in
5.	Sh Vijay Narayan Tripathi	Hospital Executive-III/LDC	011-22110303	vntripathi.41@gov.in
6.	Sh Arun Kumar	Hospital Executive-III/LDC	011-22110303	akumar.41@gov.in
7.	Sh Naved Khan	Hospital Executive-III/LDC	011-22110303	mshabab.41@gov.in
8.	Mr Gaurav Duggal	Hospital Executive-III/LDC	011-22110303	gdukkal.41@gov.in
9.	Mr Gaurav	Data Entry Operator	011-22110303	gs6437600@gmail.com



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4. Public Relation Executive

S No.	Name of Officer/Employee	Designation & Deptt.	Official Contact Number/Intercom	Email
1.	Ms Ranjana Kumari	Public Relation Executive	8800190644 8800190659 011-22135200 22135700 Extn 2113	rkumari.41@gov.in

5. Administration/HR

S No.	Name of Officer/Employee	Designation & Deptt.	Official Contact Number/Intercom	Email
1.	Dr Surendra Kumar	Admin Incharge	011-22135200 22135700 Extn 2059	skumar.41@gov.in
2.	Sh Vinu S Pillai	Head Clerk/HE-I	011-22135200 22135700 Extn 2063	vspillai.41@gov.in
3.	Sh Rishi Kumar	Hospital Executive-III/LDC	011-22135200 22135700 Extn 2063	riskumar.41@gov.in
4.	Sh Amit Kumar	Hospital Executive-III/LDC	011-22135200 22135700 Extn 2063	amkumar.41@nic.in
5.	Ms Manju Bhatt	Hospital Executive-III/LDC	011-22135200 22135700 Extn 2013	mbhatt.41@gov.in
6.	Ms Megha	Hospital Executive-III/LDC	011-22135200 22135700 Extn 2013	megha.41@nic.in
7.	Ms Ranjana Tiwari	Data Entry Operator	011-22135200 22135700 Extn 2013	rtiwari.41@nic.in
8.	Mr Sushil Kumar	Data Entry Operator	011-22135200 22135700 Extn 2063	sushilkumar.41@nic.in

Vinu S Pillai
Head Clerk

DIRECTORY OF OFFICERS AND EMPLOYEES

[Section 4 (1) (B) (ii)]

The Dietary department has been in existence since 12th May 2008. The aim is to provide diet to all admitted patients. Beginning with only limited beds, it has now been extended to 165 beds. This includes 100 beds in General Ward, 41 beds in Private Ward, 06 beds in Post-Operative/ ICU. Extension ward (includes 20 beds) had been established in the general ward as well as another extension ward (including 24 beds) had been established in the private ward both in the year 2018. Diet is provided to all the patients admitted in general wards as well private ward and post-operative wards on all 365 days. Till July 2010, there was only Chief Dietician to manage the Dietary Department and its services. Subsequently in the following months, 03 Assistant Dieticians were recruited, as the indoor facility was to be started by July 2010. And other kitchen staff (semi-skilled) were recruited as and when required and are being regularly trained for their job responsibilities. At present we have 20 workers including the housekeeping staff. At present we have 01 Senior dietary Executive and 02 Junior Dietary Executives.

SL. NO.	NAME OF THE OFFICIAL	DESIGNATION & DEPARTMENT	OFFICIAL CONTACT NUMBER/ ITERCOM	E-mail ID
1.	Dr Monica Gupta	Office In-charge (Dietary Department)	011-22110303	mgupta.41@gov.in
1.	Ms. Deepti Lahoti	Senior Dietary Executive	011-22110303 011-22135700 011-22135200 Extn. No.: 2010	dlahoti.41@gov.in
2.	Ms. Anjuman	Junior Dietary Executive	011-22110303 011-22135700 011-22135200 Extn. No.: 2009 & 2056	anjuman.41@gov.in

3.	Ms. Simple Matharu	Junior Dietary Executive	011-22110303 011-22135700 011-22135200 Extn. No.: 2009 & 2056	smatharu.41@gov.in
4.	Ms. Jyoti Malhotra	Hospital Executive	011-22110303 011-22135700 011-22135200 Extn. No.: 2068	jmalhotra.41@gov.in
5.	Ms. Meenu Rawat	Data Entry Operator (from ICSIL)	011-22110303 011-22135700 011-22135200 Extn. No.: 2068	meenu.41@delhi.gov.in

The Dietary Department of DSCI is responsible for the following activities:

a) Nutritional care of patients:

- Nutritional assessment.
- Planning of diets.
- Ensuring provision of adequate diets to patients.
- Diet counseling.
- Effectiveness of dietary management in patient care.
- Education of patients.
- Providing additional supplements as per the patient's requirement through NGO.

b) Food Service Management:

- Menu planning.
- Food procurement of non-perishable items through GeM and perishable items through government authorized company M/s NAFED on annual contract basis.
- Maintenance of safe food storage practices.
- Financial control of dietary department-budget, records etc.
- Human Resource Management and training for safety and hygiene.

c) Indoor Services:

- Meals for general ward patients (six meals per day), meals for private ward patients and their attendants (eight meals per day).
- Supply of tea to all staff members twice/ single on a duty shifts.
- Special Menu on festive occasions.

d) Dharamshala Services:

- Meals for inmates patient and their attendants.

Future Vision of Dietary Department:

- Nutritional assessment of patients suffering from Cancer in order to determine their nutritional status and the score according to the PG-SGA.
- Nutritional intervention on the basis of score derived from PG-SGA i.e. to determine plan of action for improvement of nutritional status followed by monitoring and evaluation.
- Establishment of kitchen in Dharamshala area in order to provide IPD patients and patient staying in Dharamshala hygienically prepared modified diet according to their medical condition.
- Education of the nursing staff about the importance of nutrition and diet consultation for motivating patients for regular visits.
- To conduct a period and pilot study in order to determine the effectiveness of Nutritional intervention or nutrition status of patients'.

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Directory of Officer and Employees

Section 4(1)(b)(IX)

S.no	Name	Designation and Department	Office Phone No	Email ID
1	Neeraj Kumar	Statistical Officer (Planning)	8383930305	neerajkumardelhigovt1979@gmail.com
2.	Anil Rawat	HE-III (Planning)	--	arawat.41@gov.in
3.	Mohd Shavab	HE-III (Planning)	8459527425	mshabab.41@delhi.gov.in
4.	Praveen Kumar	HE-III (Planning)	9899300138	pkumar.41@nic.in

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Directory of Officer and Employees Section 4(1)(b)(IX)

STORE DEPARTMENT

S.No	Name	Designation and Department	Office Phone No	Email ID
1.	Neeraj Kumar	Store Officer (Store)	8383930305	neeraj.kumar1979@delhi.gov.in
2.	Rakesh Kumar	Senior Store Keeper (Store)	9560390140	rakkumar.41@gov.in
3.	Pramod	Senior Store Keeper (Store)	9953972208	psharma.41@gov.in
4.	Vipin Kumar	Junior Pharmacy Executive (Store)	9711010584	vikumar.41@gov.in
5.	Vinay Kumar	HE-III (Store)	9971901119	vkumar.41@gov.in
6.	Mukesh Kumar	HE-III (Store)	9560680741	mkumar.41@nic.in
7.	Dinesh Bisht	HE-III (Store)	9716933475	dibisht.41@nic.in

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Directory of Officer and Employees
Section 4(1) (b) (IX)

S. No.	Name	Designation & Department	Office Phone No.	Email Id
1	Dr PankajTyagi	Purchase Officer	011-22135700 011-22135200	ptyagi.41@gov.in
2	Ms. Chander Asha Trilok	Asstt. Purchase Officer	011-22135700 011-2213520	catrilok.41@gov.in
3	Ms. Shilpa Bakshi	Junior Pharmacy Executive	011-22135700 011-22135200	bakshishilpa21@gmail.com
4	Mr. Rafat	Junior Pharmacy Executive	011-22135700 011-22135200	rhkhan.41.dsci@gmail.com
5	Mr. Shabab	Hospital Executive -III	011-22135700 011-22135200	mshabab.41@gov.in
6	Ms Shweta	Data Entry Operator	011-22135700 011-22135200	skaushik.41@gov.in
7	Mr. Sonpal	Data Entry Operator	011-22135700 011-22135200	sonpal274@gmail.com
8	Mr. Shobhit	Nursing Orderly	011-22135700 011-22135200	: