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**Office of the Medical Superintendent
VMMC and Safdarjung Hospital**

Circular

Date: 21.10.2025

Subject: SOP of Safdarjung Hospital for Attendance of Prison Inmates

1. This is to inform you that all patients brought by the police from prison for specialist opinion or investigations *must undergo the standard hospital registration procedure* without exception.
2. While it is important to ensure timely cooperation with police personnel, the departments *should not bypass routine registration protocols.*
3. *Escorting officers must present official documentation of medical referral* (e.g. referral letter, prison medical officer's note, court order, etc.).
4. For sake of operational efficiency and cooperation with law enforcement agencies, *such patients may be given priority in the queue wherever feasible*, without unduly compromising the hospital's regular procedural integrity and functioning.
5. *Escorting police must always remain with the inmate* during hospital visits, except where medical privacy is necessary.
6. *A summary report or prescription should be duly handed over to the police* for submission to the prison medical officer.
7. *Dr. Pankaj Ranjan will be Nodal Officer* for prison inmates. He will earmark the space for inmates to be seated while waiting.
8. *Regarding investigations* – A faculty member of Pay Level 12 or above should verify and recommend the lab/ radiology investigation to be done for the prisoner/ under-trial patient. Such investigation can then be done free of cost. No further administrative approval shall be needed.
9. All Heads of Departments are requested to ensure adherence to this SOP.

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Medical Superintendent

Copy to:

1. E-Office Notice Board
2. OIC-IT - for publishing the circular on hospital website
3. Dr. Pankaj Ranjan – OIC OPD