

काशी हिन्दू  
विश्वविद्यालय



BANARAS HINDU  
UNIVERSITY

ट्रामा सेन्टर एवं सुपर स्पेशियलिटी चिकित्सालय  
चिकित्सा विज्ञान संस्थान  
Trauma Centre & Superspecialty Hospital  
Institute of Medical Sciences

An Institution of National Importance established by an Act of Parliament

No. IMS-TC/2026-27/44C

May 12, 2026

**NOTICE**

It has been observed that Clinical Record Files of patients admitted to the ICU through various wards are not being received back by the respective Ward In-Charges after discharge/death/LAMA. This practice creates medicolegal concerns, disrupts hospital workflow, and may lead to inconvenience and grievances for patients and their attendants.

Therefore, in order to streamline the process, all respective Ward In-Charges are hereby instructed to receive the patient files from the ICU in a timely manner. Further, the ICU In-Charge shall ensure that essential details, including the number of pages, OT details, and other relevant information, are clearly mentioned on the front page of the patient file before handover.

This order shall come into force with immediate effect.

  
Professor In-Charge  
Trauma Centre, IMS, BHU

**Copy to:**

1. The Deputy Medical Superintendent, Trauma Centre
2. The Deputy Nursing Superintendents, Trauma Centre – to ensure circulation to all NOs & SNOs
3. All Assistant Nursing Superintendents, Trauma Centre
4. PS to Professor In-Charge, Trauma Centre
5. MRD section, Trauma Centre

  
Professor In-Charge  
Trauma Centre, IMS, BHU



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