

काशी हिन्दू  
विश्वविद्यालय



BANARAS HINDU  
UNIVERSITY

All Institutions of Higher Education Established by an Act of Parliament

ट्रॉमा सेंटर एवं सुपरस्पेशलिटी हॉस्पिटल  
चिकित्सा विज्ञान संस्थान

Trauma Centre & Superspecialty Hospital  
Institute of Medical Sciences

No. IMS-TC/2026-27/287

06<sup>th</sup> May, 2026

### NOTICE


It has been observed that **Incompletely filled Census Formats** are being submitted to the Medical Record Department (MRD) from various wards and ICU/HDU. Such incomplete documentation hampers accurate record maintenance, data compilation, and administrative functioning of the hospital.

All concerned are hereby directed to ensure that the Census Format is duly filled in all respects before submission to MRD. Incomplete formats will not be accepted henceforth and may be returned for correction, leading to unnecessary delays and accountability issues.

The responsibility for ensuring completeness and accuracy of the Census Format lies with the concerned nursing staff. Therefore, all the concerned are instructed to strictly adhere to the following:


- Ensure all required fields in the Census Format are properly filled.
- Verify the accuracy of patient details before submission.
- Avoid overwriting or ambiguous entries.
- Submit the completed format within the stipulated time.

Strict-compliance is mandatory.

  
Prof. Saurabh Singh  
Professor In-charge  
Trauma Centre, IMS, BHU

#### Copy to:

1. Dy. Medical Superintendent, TC *Del Hand*
  2. Dy. Nursing Superintendent, TC *Del Hand*
  3. All Asst. Nursing Superintendent, TC *Del Hand*
  4. Medical Officer In-charge, MRD, TC *Del Hand*
  5. All Sr. Nursing officers (For wide circulation among staff) *P.T.O*
- Sabin / 7.5.26 @ 3.20pm.*  
*Del Hand*  
*101-05-26 @ 4PM*

  
Prof. Saurabh Singh  
Professor In-charge  
Trauma Centre, IMS, BHU



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