

**MUNICIPAL CORPORATION OF GREATER MUMBAI**Email ID : stenodeanl@gmail.com, dean.ltmg@mcgm.gov.in Tel.No.:022 24063001/02**LOKMANYA TILAK MUNICIPAL GENERAL HOSPITAL &
MEDICAL COLLEGE SION, MUMBAI 400 022.****No. LTH/243/ Dean Date : 11.08.2026****CIRCULAR****Subject: OPD Registration and Consultation Timings**

All concerned are hereby informed that the following timings shall be observed for Out-Patient Department (OPD) registration and consultations in the hospital:

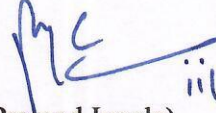
Session	Registration Timings	OPD Timings
Morning OPD	7:30 a.m. to 11:00 a.m.	8:00 a.m. to 12:30 p.m.
Afternoon OPD	12:30 p.m. to 2:00 p.m.	1:30 p.m. to 3:30 p.m.

All concerned personnel including the Deputy Dean, Assistant Deans, Heads of Departments, OPD AMO, AMOs, Matron, Medical Records Officer (MRO), and Time Keeper (TK) shall take note of the above timings and ensure strict compliance.

The Medical Records Officer (MRO) is directed to make the necessary changes in all relevant records, documents, formats, and software systems pertaining to OPD registration and patient management.

Further, the Assistant Engineer (M&E) is instructed to prepare and install appropriate display boards, directional signage's, and information boards at all prominent locations in the hospital to ensure that patients and visitors are adequately informed of the OPD timings.

All concerned are requested to extend their utmost cooperation for the smooth implementation of the above arrangements in the interest of patient care and efficient hospital administration.


(Dr. Pramod Ingale)
DEAN

LTMMC & LTMG Hospital, Sion.**Copy to**

1. Deputy Deans
2. All Heads of Departments
3. All Assistant Deans & All AMOs
4. Assistant Engineer (M&E)
5. Matron
6. Medical Records Officer (MRO)
7. Time Keeper (TK)
8. Notice Board / Hospital Website for information and necessary action.