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उत्तर रेलवे

प्रधान कार्यालय,
चिकित्सा विभाग,
बडौदा हाऊस ,नई दिल्ली,
दिनांक :- 24/07/2024.

7-Med/E/Pt.5

कार्यालय आदेश

Sub.: Duties of Medical Staff in Medical Department, Headquarters Office,
Baroda House, New Delhi.

Ref:- This office orders dated:- 03/07/2024.

In partial modification of office orders issued vide letter of even no. dated 03.07.2024, following orders are issued with immediate effects regarding the distribution of office work amongst medical staffs working in Medical Department Headquarters Office, Baroda House New Delhi, office duties of rest of the staff issued vide office order dt. 03.07.2024 remains the same:-

S.No	Name & Designation	Office Duties Assigned
1	Smt. Manju Walia, Chief Ch.OS/Medical	- Medical Boards, Medical Examination PME and related issues. - Recognition of Pvt. Hospitals Lab centres, Out sourcing of Path.Lab. - SOP revision, complaints, representations Grievances & court cases related to above subject. - And any other duties as assigned by administration from time to time In her absence, work allotted to her will be looked after by Sh. Sanjay Kumar Mishra, Ch.OS in addition to existing work & vice versa.
2	Sh. Vinod Kumar, OS/Medical- he will be assisted in this work by:- 1. Arun Yadav,OS (Personnel Br.) 3. Manoj Tiwari, Clerk-cum-typist.	- Nodal dealer for all reimbursement cases over NR, Advance payment, Post facto sanction, referral of patients to Non-Railway Hospitals related to NRCH,DLI, UMB, FZR, LKO, MB Divisions and EDH/JUDW. - Complaints, SOP revision, representations, Grievances & court cases related to above subject. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Sh. Manoj Tiwari, Clerk & Arun Yadav , OS/Medical, in addition to existing work & vice versa.
3	Sh.Rahul, OS/Medical	- M&P, T&P items for Medical Department office. - Vehicle hiring / Repairing and its outsourcing. - IT related issues. IRPSM, IMMS, IREP. - Office administrator for E-Office including creation/Deletion of IDs for staff and Officer's. - SOP revision, complaints, representations Grievances & court cases related to above subject. - And any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Sh. Aman Kumar, Sr. Clerk/Medical in addition to existing work & Vice versa
4	Smt. Sonia Rehani, OS/Medical	- HMIS. - PCMD Meetings.

		- Housing policy, House retention and related issues - First Aid Training, St. John Ambulance Brigade, Bharat Scouts and Guides and Civil Defence etc. - Audit of Referral cases to NR empanelled hospital representations, Grievances related to above subject. - Rajbhasha. - Will assist in maintenance of General Office Imprest. - Phones bills including CUG and related issues. - SBF and related activities - SOP revision, complaints, representations Grievances, Court cases related to above subjects. In her absence, work allotted to her will be looked after by Sh. Navin Tanti, Ch.OS/Medical in addition to existing work & vice versa.
5	Sh. Aman Kumar, Sr. Clerk	- All Establishment matters (Non Gazetted). - Issue of Pass/PTO. - Works Program, Umbrella Works, - TA bills of Gazetted & Non-Gazetted staff of Medical/HQ & related issues. - AMC/Photocopy machines & other equipments. - Complaints, SOP revision, representations, Grievances, Court cases related to above subject. - Will assist Sh. Manoj Tiwari, Clerk cum typist in Reimbursement section till 14.07.2024 in addition to his existing duties. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Sh. Ashish Rawat, Clerk/Medical in addition to existing work & vice versa.
6	Sh. Mahesh Chandra	- All Miscellaneous matters. - PM-JAY, AYUSH Facilities, Ayushman Bharat, CTSE, RELHS, UMID and related issues. - Medical attendance, Medical Facilities and treatment related issues. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Smt. Khushbu, OS/Medical, in addition to existing work & vice versa.
7	Sh. Ashish Rawat, Clerk/ Medical	- Disaster management, First Aid Boxes, ARME and related issues - Medical/nursing college, Medical services on PPP Basis. - New Railway Hospital/Health Units, Expansion and development of existing hospitals/health units. - SOP revision, complaints, representations Grievances & court cases related to above subject - Any other duty as assigned by administration from time to time in addition to his own work. In his absence, work allotted to him will be looked after by Sh. Aman Kumar, OS/Medical in addition to existing work & vice versa.

This has the approval of PCMD/NR.

(Dr. Rakhi Jain)
Addl.CMD/T&A/HQ

Copy to the following for kind information: -

- All Medical Officers at HQ Office.
- Ch.OS/Medical for compliance & ensuring handing taking over of work.
- All concerned staff.



उत्तर रेलवे

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प्रधान कार्यालय,
चिकित्सा विभाग,
बडौदा हाऊस ,नई दिल्ली,
दिनांक :- 03/07/2024

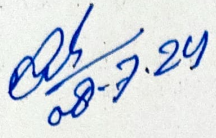
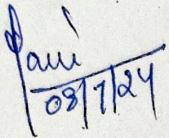
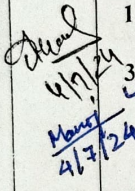
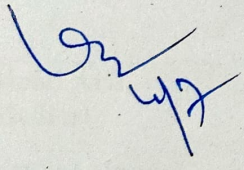
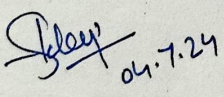
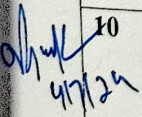
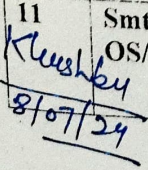
7-Med/E/Pt.5

कार्यालय आदेश

Sub.: Duties of Medical Staff in Medical Department, Headquarters Office, Baroda House, New Delhi.

In partial modification of office order issued vide letter of even no. dated 28.04.2023, following orders are issued with immediate effects regarding the distribution of office work amongst medical staffs working in Medical Department Headquarters Office, Baroda House New Delhi:-

S.No	Name & Designation	Office Duties Assigned
1	Sh. Sanjay Malik Ch.OS/Medical Incharge <i>Sanjay Malik</i> 04/07/24	- PCMD office management including supervision of all procurement related activities of NR for PCMD's office. - Establishment of PCMD's office –Gazetted. - TADK matters of HQ & NRCH. - Master files of Policy & SOP matters. - All Audit matters. - Office Orders (Duties of Medical/HQ officers & staff, other related issues) - Policy Matters, System Improvement, IRMM, - D&AR issues of HQ. - e-APAR. - Awards & related matters. - General Office Imprest. - SOP revision, complaints, representations Grievances, court cases related to above subjects. - Any other duty as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Smt. Bharti Chhabra Ch.OS in addition to existing work & vice versa.
2	Smt. Bharti Chhabra, Ch.OS/Medical <i>Bharti Chhabra</i> 04/7/2024	- Gazetted Cadre, CMPs, Sr. Residents, Jr. Residents, Interns and DNBs, Part-Time doctors, HVS, Case to Case basis Specialists. - MPP, Creation of DNB/PG seats. - Establishment of non-gazetted cadre (paramedical) & other related activities. - SOP revision, complaints, representations Grievances & court cases related to above subject - And any other duties as assigned by administration from time to time. In her absence, work allotted to hrt will be looked after by Sh. Sanjay Malik, Ch.OS in addition to existing work & vice versa.

3	Sh. Navin Tanti, Chief OS/Medical 	- MCDO, PCDO and all other narrative reports and returns except that of Health & Family Welfare. - Union memorandums & related inspection and Inspection notes. - Comprehensive Health Care Shield data compilation. - POM, PREM, PNM and other union related issues, ZRUCC. - SOP revision, complaints, representations Grievances & court cases related to above subject - And any other duties as assigned administration from time to time. In his absence, work allotted to him will be looked after Smt. Manju Walia, Ch.OS in addition to existing work & Vice Versa.
4	Smt. Manju Walia, Chief Ch.OS/Medical 	- Medical Boards, Medical Examination PME and related issues. - SOP revision, complaints, representations Grievances & court cases related to above subject. - And any other duties as assigned by administration from time to time In her absence, work allotted to her will be looked after by Sh. Navin Tanti, Ch.OS in addition to existing work & vice versa.
6	Sh. Vinod Kumar OS/Medical- he will be assisted in this work by:- 1. Arun Yadav, OS (Personnel Br.) 3. Manoj Tiwari, Clerk-cum-typist. 	- Nodal dealer for all reimbursement cases over NR, Advance payment, Post facto sanction, referral of patients to Non-Railway Hospitals related to NRCH, DLI, UMB, FZR, LKO, MB Divisions and EDH/JUDW. - Issue of Pass/PTO. - Complaints, SOP revision, representations, Grievances & court cases related to above subject. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Sh. Manoj Tiwari, Clerk & Arun Yadav, OS/Medical, in addition to existing work & vice versa.
7	Sh. Sanjay Mishra, OS/Medical 	- Ministers Budget Announcements, Budget & related issues. - RTI cases. - Nodal dealer for multipoint representations and grievances. - Parliament Questions, MP, MLA references. - Nodal dealer for centralized monitoring for all court cases and LIMBS including returns regarding cases of NRCH and Delhi Division. - Complaints, SOP revision, representations, Grievances & court cases related to above subject. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Sh. Rahul, OS/Medical, in addition to existing work & vice versa
8	Sh. Pradeep Kalsi, OS/Medical Motcal 	- All activities related to Registration of Firms & Inspection of manufacturing units over jurisdiction of NR and other related activities as per Drug of procurement policy. - Compilation of AMI's etc. - SOP revision, complaints, representations Grievances related to above subject - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Ms Akshaya B, Clerk in addition to existing work & Vice Versa.
10	Sh. Vijay Kumar, Sr.Clerk/Medical 	- Receipt & Dispatch related work. - Uniforms, Linens, Diet Kitchen and related issues. In his absence, work allotted to him will be looked after by Md. Arif OS in addition to existing work & vice versa.
11	Smt. Khushboo, OS/Medical 	- Mahila Samiti, Hospital Visiting Committee. - Matters pertaining Technical Library and Private Security of hospitals. - SOP revision, complaints, representations Grievances related

		to above subject - Any other duties as assigned by administration from time to time. - SOP revision, complaints, representations Grievances related to above subject - And any other duties as assigned by administration from time to time. In her absence, work allotted to her will be looked after by Sh. Mahesh Chandra/Clerk cum typist in addition to existing work & vice versa.
12	Sh.Rahul, OS/Medical <i>Noted</i> <i>Rahul</i> <i>04/07/24</i>	- M&P, T&P items for Medical Department office. - AMC/Photocopy machines & other equipments. - Vehicle hiring / Repairing and its outsourcing. - IT related issues. IRPSM, IMMS, IREP. - Office administrator for E-Office including creation/Deletion of IDs for staff and Officer's. - SOP revision, complaints, representations Grievances & court cases related to above subject. - And any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Sh. Sanjay Mishra, OS/Medical in addition to existing work & Vice versa
13	Smt. Sonia Rehani, OS/Medical <i>Sonia Rehani</i>	- HMIS. - Recognition of Pvt. Hospitals Lab centres. - Out sourcing of Path.Lab. - Housing policy, House retention and related issues - First Aid Training, St. John Ambulance Brigade, Bharat Scouts and Guides and Civil Defence etc. - Audit of Referral cases to NR empanelled hospital representations, Grievances related to above subject. - Rajbhasha. - Will assist in maintenance of General Office Imprest. - Phones bills including CUG and related issues. - SBF and related activities - SOP revision, complaints, representations Grievances, Court cases related to above subjects. In her absence, work allotted to her will be looked after by Sh. Aman Kumar, Sr.Clerk/Medical in addition to existing work & vice versa.
14	Sh. Mohd Arif, OS/Medical	Assisting Receipt & Dispatch section & HRMS. In his absence, work allotted to him will be looked after by Sh. Vijay Kumar, Sr.Clerk/Sh. Mahesh, Clerk in addition to their existing work.
15	Sh. Pankaj Mandal, CHI/Medical <i>Noted</i> <i>Sh 8ms</i> <i>04/07/24</i>	- Sanitation/Cleanliness of Medical dept./HQ/NDBH. - Dealing work related to H&FW & Sanitation. - Issues related to services and works matter. - SOP revision, complaints, representations Grievances related to above subject - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Harkesh, Sr. Dist. Ex. Educator in addition to existing work & vice versa.
16	Sh. Harkesh Kumar, Sr. Dist. Ex. Educator <i>Noted</i> <i>He</i> <i>04/07/24</i>	- Dealing work related to H&FW & Covid related issues. - Annual wellness camps and related issues, multipurpose health check up camps, Health education, Immunization and positive health programmes. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Pankaj Mandal, CHI in addition to existing work & vice versa.

17	Sh. Aman Kumar, Sr. Clerk <i>Noted Aman Kumar 04.07.2024</i>	- All Establishment matters (Non Gazetted). - TA bills of Gazetted & Non-Gazetted staff of Medical/HQ & related issues. - Complaints, SOP revision, representations, Grievances, Court cases related to above subject. - Will assist Sh. Manoj Tiwari, Clerk cum typist in Reimbursement section till 14.07.2024 in addition to his existing duties. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Smt. Sonia Rehani, OS/Medical, in addition to existing work & vice versa. He will also look after work in absence of Ashish Rawat, Clerk/Medical.
18	Km. Akshaya B, Clerk/Medical <i>Noted BA 04.07.2024</i>	- All activities pertaining to procurement items of Medical Store as per Drug procurement policy and T&P items. - AMC/CMC and repair of hospital items including that of HQ office & other related activities. - Registration of firms & related issues-Part-II. - SOP revision, complaints, representations Grievances related to above subject - Any other duties as assigned by administration from time to Time. In her absence, work allotted to her will be looked after by Sh. Pradeep Kalsi, OS/ Medical, in addition to existing work & vice versa.
19	Sh. Mahesh Chandra <i>M 08/24/24</i>	- PCMD Meetings . - All Miscellaneous matters, - PM-JAY, AYUSH Facilities, Ayushman Bharat, CTSE, RELHS, UMID and related issues. - Medical attendance, Medical Facilities and treatment related issues. - Any other duties as assigned by administration from time to time. In his absence, work allotted to him will be looked after by Smt. Khushbu, OS/Medical, in addition to existing work & vice versa.
20	Sh. Ashish Rawat, Clerk/ Medical <i>Ashish 8/07/24</i>	- Disaster management, First Aid Boxes, ARME and related issues - Medical/nursing college , Medical services on PPP Basis. - Works Program, Umbrella Works, New Railway Hospital/Health Units, Expansion and development of existing hospitals/health units. PMJAY. - SOP revision, complaints, representations Grievances & court cases related to above subject - Any other duty as assigned by administration from time to time in addition to his own work. In his absence, work allotted to him will be looked after by Sh. Aman Kumar, Sr. Clerk /Medical in addition to existing work & vice versa.

This has the approval of PCMD/NR.

08/7/24
(Dr. Rakhi Jain)
Addl.CMD/T&A/HQ

Copy to the following for kind information: -

1. All Medical Officers at HQ Office.
2. Ch.OS/Medical for compliance & ensuring handing taking over of work.
3. All concerned staff.