

उत्तर रेलवे

कार्यालय प्रमुख मुख्य चिकित्सा निदेशक,
उत्तर रेलवे, बड़ौदा हाउस,
नई दिल्ली।

No. 7-Med/E/Pt.5

Date:19-5-2026

कार्यालय आदेश

Sub.:- Duties of JS/SS Officers posted in Medical Department, Headquarters Office, Baroda House, New Delhi.

In supersession to all earlier orders on the subject, following orders are issued with immediate effects regarding the distribution of office work amongst JS/SS Officers working in Medical Department Headquarters office, Baroda House, New Delhi.

S. N.	Name & Designation	Office Duties Assigned
1.	Sh. Satyapal Assistant Health Education Officer/NR/HQ	- Organize, monitor and supervise health education and family welfare activities at zonal level. - Ensure procurement and distribution of Health education material. - Organize health education & training of staff of FW Department activities in training schools, institutes and workshops of Railways - Compile health education material for in house publications - Assist in coordinating all FW activities and policy matters, programme planning, organization and monitoring of special programmes like Birth Rate studies, Pulse Polio immunization campaigns, death complication enquiries etc. - Narrative reports and periodical returns of Health & Family Welfare. - Analysis of reports and activities of field units received at HQ. - Coordinate with State/Central authorities and assist in implementation of various National Health Programmes like National Aids Control Programme, National TB elimination Programme etc. (except NVBDCP). - Assistance to CPIO and appointed as DPIO under sub section (4) and (5) of section 5 of RTI act 2005. - Maintain Data of Annual wellness awareness Camps being conducted over Northern Railway. - Ensure prompt disposal of grievances received on CPGRAMS. - Coordination and arrangement for online Training/CME's of Officers and Paramedics. - Maintain a record of all legal cases of Medical Deptt.

		- And any other duties as assigned administration from time to time. In absence work will be looked after by Sh. Tej Karan Meena, AHO/NR/HQ in addition to existing work & vice versa.
2.	Dr. Anup Singh Thakur, A.Ph.O/NR/HQ (Looking after work Tuesday & Thursday)	- In-charge of procurement cell for medicine and consumables. - Assistance to ACMD/MS in scrutiny of papes related to registration of firms. Monitoring drugs sample analysis. - Maintain Data of surplus drugs and ensure their disposal. - Plan and organization of pharmacy services. - Monitoring of system of receipt, storage, issue and accountal of drugs in different units over Northern Railway. - Organize training of Pharmacists over Northern Railway. - Assistance to ACMD/MS in preparation and timely submission of Annual and supplementary indents. - Coordinate with store department for monitoring and timely supply of drugs. - Coordinate with Divisions for payment of bills for medicines and consumables. - Plan and implement computerization of inventory management wherever not available. - And any other duties as assigned administration from time to time.
3.	Sh. Adesh Kumar, Designated Officer/Food Safety Cell/NDLS under HQ Office	- To issue or cancel licence of food business operators; - To prohibit the sale of any article of food which is in contravention of the provisions of Food Safety & Standards Act, 2006 and rules and regulations made there under; - FSO training as conducted by FSSAI. - To receive report and samples of article of foods from Food Safety Officer under his jurisdiction and get them analysed; - To make recommendations to the Commissioner of Food Safety for sanction to launch prosecutions in case of contraventions punishable with imprisonment; - To sanction or launch prosecutions in cases of contraventions punishable with fine. - To maintain record of all inspections made by Food Safety Officers and action taken by them in the performance of their duties; - To get investigated any complaint which may be made in writing in respect of any contravention of the provisions of this Act and the rules and regulations made there under; - To investigate any complaint which may be made in writing against the Food Safety Officer,

		and ; - To perform such other duties as may be entrusted by the Commissioner of Food Safety. - SOP revision, complaints, representations grievances & court cases related to above subject. - And any other duties as assigned administration from time to time.
4.	Sh. H.R.Meena, PS/PCMD/NR	- Managing appointments and phone calls for PCMD/NR. Maintain personal and official/confidential file work of PCMD/NR. Maintaining all confidential files/letters. Dealing with all confidential matters. Timely disposal of official correspondence. APAR of group 'A' & 'B' officers of Medical Department. - And any other duties as assigned administration from time to time. In absence work will be looked after by Sh. Sushil Kumar, Steno, Sh. Pawan Kumar, Steno & Ms. Monika, Steno in addition to existing work.
5.	Sh. Tej Karan Meena, AHO/NR/HQ	- Issues related to Services and sanitation works matter, Health & Sanitation. - Issues related to Water Quality monitoring and returns. - Perform overall supervision of Health Activities related to sanitation with emphasis on Community participation. Supervision of sanitation matter of PCMD Office. Colony Sanitation:- a. Organization of Community based health activities like PPI, Birth rate studies, multiple purpose health drive, National Health programmes related to National Vector Borne Disease Control Programme. b. Disease: surveillance, colony census, Control of epidemics, working of health counseling clinics, industrial health administrative control, supervision & development of subordinate staff. - Health education aimed at positive health, monitoring of food & water quality, education of sanitation staff, disease surveillance, colony census, control of epidemics, working of health counselling clinics, industrial health administrative control, supervision & development of subordinate staff. - Regular monitoring of colony care committee meetings held over Northern Railway points pertaining to medical department - Processing the cases sent to PCMD office for approval of special terms and conditions and similar nature of work for Contracts & Tenders. - Assisting in human resource planning, management in various festival such /Mela etc.

		• All protocol duties related to all higher officials. • Deal with the grievances related to sanitation and water supply. • Supervision of data of ARME scale I and Scale II over Northern Railway. • Coordinate with State/Central authorities and assist in implementation of National Vector Borne Disease Control Programme • And any other duties as assigned administration from time to time. • In absence, work will be looked after by Sh. Satya Pal, AHEO/NR/HQ, in addition to existing work
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This has the approval of Pr.CMD/NR.

22/04/2026

(Dr. Rakhi Jain)

अपर मुख्य चिकित्सा निदेशक/टी एंड ए
Addl. Chief Medical Director/T&A

Copy for kind information and n/a to:-

1. Secy to GM for kind information of GM.
2. Secy to AGM for kind information of AGM.
3. Secy to PCMD for kind information of PCMD.
4. All Officers of Medical Department/HQ/NDBH.