

NORTHERN RAILWAY

**Medical Department,
HQ Office, Baroda House,
New Delhi.**

No. Med/E/Office Order/Part-IV

Dated: 18.06.2023

OFFICE ORDER

**Sub.: Duties of Medical Officer's in Medical Department, Headquarters Office
Baroda House, New Delhi.**

In partial modification of office order even no. dated 13-01-2021, following orders are issued with immediate effect regarding the distribution of various subject including looking after of HQ office work amongst medical officers working in Medical Department Headquarters Office, Baroda House New Delhi.

A) CHIEF HEALTH DIRECTOR/NR

1. Recognition of Non Railway Hospitals.
 2. Medical examinations- Medical Boards, PME and related issues.
 3. Establishment-TADK's, CMP's Part-time Doctor's, HVS, case to case basis specialist, Sr. Residents, Jr. Residents, Interns, DNBs.
 4. Nodal Officer for FSSAI and HMIS for NR
 5. Works programme, New railway Hospital/ Health Units, Expansion and development of exiting Hospital/ Health Units, Minister's Budget Announcement.
 6. Medical/nursing college including creation of DNB/PG seats.
 7. Nodal Officer of Medial Services on PPP Model.
 8. Manpower planning & Awards.
 9. Policy Matters, IRMM, System improvement.
 10. SIG Inspections.
 11. SOP revision, confidential letters, CA-iii References, Parliament questions Court Cases and complaint Representation. Grievances and Inspection notes related to the above subjects.
 12. Any other duty assigned from time to time from Competent Authority.
- In absence of CHD/NR, work will be looked after by Addl. CMD/MS in addition to his own work.

B) Addl. CHIEF MEDICAL DIRECTOR/T&A

1. Nodal Officer for M&P.

2. Establishment of Gazetted/Non-Gazetted, Establishment and management of staff including confidential section & assignment of duties of Group "C" and "D" staff of Pr.CMD Office.
 3. Disciplinary Authority for Group "C" and "D" staff Pr.CMD office.
 4. Nodal officer of CPGRAM from Medical department for Northern Railway.
 5. GM Conferences, PCMD Conferences, CMS Conferences, SBF and related activities.
 6. Nodal Officer for Multi Subjects, Representations, Grievances,-Inspection Notes of Various Authorities.
 7. Hiring of vehicles, Ambulances services and Official vehicles, Operation and Maintenances of the official vehicle of Pr.CMD at HQ Office.
 8. Nodal officer for court cases pertaining to the Medical Department.
 9. Nodal officer for issues related to services and works matters tenders.
 10. IT Officer for Medical Department of Headquarters Office including nodal officer for phones including CUG.
 11. Pr.CMD inspections.
 12. MCDO of medical department.
 1. SOP revision, confidential letters CA-iii References, Parliament questions, Court cases and complaints, Representations, Grievances and inspection notes related to the above subject.
 2. Any other duty assigned from time to time from competent Authority.
- In absence of Addl. CMD/T&A, work will be looked after by DMO/H&FW in addition to his/her own work.

C) Addl. CHIEF MEDICAL DIRECTOR/MS

1. Reimbursement of Medical expenses, Referral of Patient to Non-Railway Hospitals- Advance payment and post-facto sanction etc.
 2. Nodal officer for procurement of Medical stores T&P, AMC/CMC and repair of hospital items including headquarters office as well as Nodal Officer for other matters pertaining to procurement.
 3. Outsourcing of pathology Lab reagent on Rental.
 4. Special investigations like CT scan/MRI/PET scan, Hearing Aid, Denture Bi-pap, C- Pap and other artificial appliances.
 5. RTI as Appellate Authority of Medical Department.
 6. SIG inspection team member from medical department.
 7. Member & Convener of NR Zonal committee for Audit of referral cases to NR empanelled Private Hospitals as nominated by competent authority from time to time.
 8. Appellate authority for group 'C' and 'D' Staff of PCMD Office, Medical HQ.
 9. SAG officer nominated for ministering of Audit cases of PCMD Office.
 10. SOP revision, confidential letters CA-iii References, Parliament questions, Court cases and complaints Representations, Grievances and inspection notes related to the above subject.
 11. Any other duty assigned from time to time from competent Authority.
- In absence of Addl. CMD/MS, work will be looked after by Addl. CMD/T&A in addition to his/her own work.

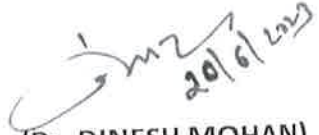
D) DMO/H&FW

1. Medical attendance, Medical facility and treatment related issues including RELHS, Annual Wellness check-up.
2. Work up of all HMIS related activities .
3. CPIO from medical department for RTI cases.
4. Nodal officer for Ayushman Bharat, CTSE and related issues, smart card scheme etc.
5. POM, PNM, PREM, and other union related issues, ZRUCC etc.
6. Audit and accounts reports, Budget, Housing, Policy, Reference, regarding railway quarter.
7. Nodal Officer for St. John Ambulance brigade, Matters pertaining to Rajbhasha, Matters pertaining to technical library.
8. Private security of Hospitals.
9. Uniforms, dress, Lenin, Diet Kitchen and related issues.
10. Health Authority of Medical Department including Monitoring of quality of water supply, Family welfare including pulse Polio and related returns.
11. Nodal Officer for Disaster Management, ARME, First Aid Boxes, and related issues, First and Training.
12. Hospital visiting committee Bharat scout and Guides and Civil Defense etc.
13. PCDO and other narrative reports and returns.
14. Work up of Medical Board & Medical Examination cases.
15. Any other duty assigned from time to time from a competent Authority.

Note: In absence of DMO/H&FW work will be looked after by Addl. CMD/T&A, in addition to his/her own work.

When both Addl. CMD/T&A & DMO/H&FW are not available in the HQ office, their work will be looked after by Addl. CMD/MS in addition to his own work.

This is issued with the approval of PCMD/NR.


(Dr. DINESH MOHAN)
Chief Health Director/NR

Copy to the following for kind information:-

1. Director General (RHS) Railway Board, New Delhi.
2. Secy. to GM/NR for kind information of GM.
3. Secy. to AGM for kind information of AGM.
4. All PHODs of NR/HQ.
5. PS-I to PCMD for kind information of PCMD.
6. All DRMs/NR & CWM/JUDW /NR
7. MD/NRCH.
8. CMSs of all Divisions and EDH/JUDW/NR.
9. All Medical Officers /Concerned Officers at HQ Office.
10. ChOS/In charge Medical Department for information of all office staff of Medical Branch HQ office/New Delhi.
11. CMOs RDSO/LKO, DLW/PTA & RCF/KXH.
12. Dy. CPO/Gaz/NDBH