

No. 7-Med/E/Pt.5

Dated: -28.04.2023

OFFICE ORDERS

Sub:- Revised Duties of Ministerial Staff at Medical Department/HQ Office/BH w.e.f. 28/04/2023.

In supersession to all earlier orders on the subject, following office orders are issued for Ministerial Staff of Medical /HQ/NDBH , w.e.f. 28/04/2023.

S.N.	Name & Designation	Office Duties assigned
1.	Sh. Sanjay Malik, Ch. OS/ Medical In- arge	<ul style="list-style-type: none"> PCMD office management including supervision of all procurement related activities of NR for PCMD's office. Establishment of PCMD's office -Gazetted & Non-Gazetted including TADK. PCMD office staffs leave/transfer/posting. Master files of Policy & SOP matters, Office Orders. Maintenance of official vehicle of Pr.CMD at HQ office. Policy Matters, System Improvement, IRMM D&R cases, Awards. Audit Accounts related issues. TA bills of Gazetted & Non-Gazetted staff of Medical/HQ and Misc. matters. Phone and Internet Bills of the Officers. SOP revision, complaints, representations Grievances related to above subject Any other duty as assigned by administration from time to time. <p>In his absence, work allotted to him will be looked after by Sh. R.P Meena, Ch. OS in addition to existing work & vice versa.</p>
2	Sh. R.P. Meena, Ch.OS/ Medical	<ul style="list-style-type: none"> Advance payment, Post facto sanction, referral of patients to Non-Railway Hospitals related to NRCH and DLI Division. Medical Reimbursement of Cases related to NRCH and DLI. SOP revision, complaints, representations Grievances related to above subject Any other duty as assigned by administration from time to time in addition to his own work. <p>In his absence, work allotted to him will be ni looked after by Sh. Sanjay Malik, Ch.OS in addition to existing work & vice versa</p>
3	Smt. Bharti Chhabra, Ch.OS/Medical	<ul style="list-style-type: none"> Gazetted Cadre, CMPs, Sr. Residents, Jr. Residents, Interns and DNBs, Part-Time doctors, HVS, Case to Case basis Specialists. Establishment of non-Gazetted cadre & other related activities. TADK of NRCH/Divisions. Manpower Planning. SOP revision, complaints, representations Grievances related to above subject And any other duties as assigned by administration from time to time. <p>In her absence, work allotted to him will be looked after by Smt. Manju Walia, OS in addition to existing work & vice versa.</p>
4	Sh. Satisr Vashistha, Ch.OS/Medical	<ul style="list-style-type: none"> Disaster management, First Aid Boxes, ARME and related issues. Medical /nursing college including creation of DNB/PG seats. 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 related to above subject. Any other duty as assigned by administration from time to time in addition to his own work. <p>In his absence, work allotted to him will be looked after by Sh. Sanjay Mishra, OS in addition to existing work & vice versa</p>
5	Smt. Manju Walia,	<ul style="list-style-type: none"> Medical Boards, Medical Examination PME and related issues.

	OS/Medical	<ul style="list-style-type: none"> • Recognition of Pvt. Hospitals/Lab centers. Out sourcing of Path. Lab. • SOP revision, complaints, representations Grievances related to above subject • And any other duties as assigned by administration from time to time. <p>In her absence, work allotted to her will be looked after by Smt. Bharti Chhabra, Ch. OS in addition to existing work & vice versa.</p>
6	Sh. Vinod Kumar, OS/Medical	<ul style="list-style-type: none"> • Issue of Pass/PTO. • Advance payment, Post facto sanction, referral of patients to Non-Railway Hospitals related to UMB, FZR, LKO, MB Divisions and EDH/JUDW. • Medical Reimbursement of Cases related to UMB, FZR, LKO, MB Divisions and EDH/JUDW. • Complaints, SOP revision, representations, Grievances related to above subject. • Any other duties as assigned by administration from time to time. <p>In his absence, work allotted to him will be looked after by Sh. Rahul, OS/Medical, in addition to existing work & vice versa.</p>
7	Sh Sanjay Mishra, OS/ Medical	<ul style="list-style-type: none"> • Ministers Budget Announcements. Budget. • RTI cases, Nodal Officers for multipoint representations and grievances. • Parliament Questions, MP MLA references. • Nodal dealer for centralized monitoring for all court cases and LIMBS including return regarding cases of NRCH and Delhi Division. • Any other duties as assigned by administration from time to time. <p>In his absence, work allotted to him will be looked after by Sh. Satish Vashistha, Ch.OS/Medical, in addition to existing work & vice versa</p>
8	i.Pradeep Kalsi, OS/ Medical	<ul style="list-style-type: none"> • 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. • Audit of Referral cases to NR empanelled hospital representations, Grievances related to above subject. • SOP revision, complaints, representations Grievances related to above subject • Any other duties as assigned by administration from time to time. <p>In his absence, work allotted to him will be looked after by Ms Akshaya B, Clerk in addition to existing work & vice versa.</p>
9	Naveen Tanti, OS/Medical	<ul style="list-style-type: none"> • MCDO, PCDO and all other narrative reports and returns except that of Health & Family Welfare. • Union memorandums, Inspection and Inspection notes. • Medical attendance, Medical Facilities and treatment related issues. • POM, PREM, PNM and other union related issues, ZRUCC. • SOP revision, complaints, representations Grievances related to above subject • And any other duties as assigned administration from time to time. <p>In his absence, work allotted to him will be looked after Smt. Sonia Rehani, OS in addition to existing work & vice versa</p> <p><i>Pradeep 28-4-2023</i></p>
10	Smt. Kanta Ekka OS/Medical	<ul style="list-style-type: none"> • Receipt & Dispatch related work. <p>In her absence, work allotted to her will be looked after by Md. Arif OS / Mr.Mahesh/Clerk in addition existing work & vice versa.</p>
11	Smt. Khushboo, OS/Medical	<ul style="list-style-type: none"> • Uniforms, Linens Diet Kitchen and related issues. • First Aid Training, St. John Ambulance Brigade, Bharat Scouts and Guides and Civil Defence etc. • Mahila Samiti, Hospital Visiting Committee. • Matters pertaining Technical Library and Private Security of hospitals. • Ayushman Bharat, CTSE and related issues, Smart card scheme <u>Annual wellness camps</u> and related issues. • SOP revision, complaints, representations Grievances related to above subject • And any other duties as assigned by administration from time to time. <p>In her-absence, work allotted to her will be looked after by Sh. Mahesh Kumar, Clerk/Medical,in addition to existing work & vice versa.</p> <p><i>Khushboo 13/5/23</i></p>
12	Sh. Rahul, OS/Medical	<ul style="list-style-type: none"> • M&P, T&P items for Medical Department office. • AMC & repair vehicle and its outsourcing. • IT related issues.IRPSM, IMMS, IREPS. • Phones including CUG and related issues. • SBF and related activities. • GM Conference, PCMD Conference, CMS Conference, PCMD inspections. • Administrator for E-Office including creation/Deletion of IDs for staff and Officer's. • SOP revision, complaints, representations Grievances 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. Vinod Kumar, OS/Medical, in addition to existing work & Vice versa
13	Smt. Sonia Rehani, OS/ Medical	<ul style="list-style-type: none"> • HMIS. • Housing policy, House retention and related issues. • Rajbhasha. • Will assist Sanjay Malik in maintenance of Office Imprest. • SOP revision, complaints, representations Grievances related to above subject <p>In her absence, work allotted to her will be looked after by Sh. Naveen Tanti, OS in addition to existing work & vice versa</p>
14	Sh. Mohd Arif, OS/Medical	<ul style="list-style-type: none"> • Assisting Receipt & Dispatch section. <p>In his absence, work allotted to him will be looked after by Smt. Kanta Ekka OS in addition to existing work & vice versa.</p>
15	Sh. Pankaj Kumar Mandal, CHI/Medical	<ul style="list-style-type: none"> • Dealing work related to H&FW. • 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. <p>In his absence, work allotted to him will be looked after by Harkesh, Sr. Dist. Ex. Educator in addition to existing work & vice versa.</p>
16	Sh. Harkesh , Kumar Sr. Dist. Ex. Educator	<ul style="list-style-type: none"> • Dealing work related to H&FW. • Covid • <u>Annual wellness camps</u> 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. <p>In his absence, work allotted to him will be looked after by Pankaj Mandal, CHI in addition to existing work & vice versa.</p>
17	Km. Akshya .B Clerk, Medical	<ul style="list-style-type: none"> • 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. <p>In her absence, work allotted to her will be looked after by Sh. Pradeep Kalsi, OS/ Medical, in addition to existing work & vice versa.</p>
18	Sh. Mahesh kumar, Clerk/Medical	<ul style="list-style-type: none"> • Reimbursement cases-work with Mr.R.P. Meena, Ch.OS. • Any other duties as assigned by administration from time to time. <p>In his absence, work allotted to him will be looked after by Smt. Khushboo, OS/Medical, in addition to existing work & vice versa.</p>
19	Sh. Ashish Rawat, Clerk/Medical	<ul style="list-style-type: none"> • Disaster management, First Aid Boxes, ARME and related issues-assist Mr. Satish • FSSAI related work with Mr. Dinesh • Any other duties as assigned by administration from time to time.

This has the approval of PCMD/NR.

28/04/23
(Dr. Rakhi Jain)

(डा० राखी जैन)

Addl.CMD/T&A/HQ

अपर मुख्य चिकित्सा निदेशक / टी०एण्ड ए०/प्र०कार्या०

Copy to:-

- 1 PS to PCMD, CHD, Addl.CMD/T&A/HQ. Addl.CMD/MS, DMO/H&FW/HQ, AHEO, APHO, DO/FSC for kind information
- 2 All Ministerial staff Medical/HQ/NDBH.