

NORTHERN RAILWAY

Medical Department,
Headquarter Office,
Baroda House,
New Delhi.

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

Dated: 04.04.2024

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 20-02-2024, 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 Medical Services on PPP Model.
 8. Manpower planning & Awards.
 9. Policy Matters, IRMM, System improvement.
 10. SIG inspections.
 11. Inspection of firm manufacturing unit for registration.
 12. SOP revision, confidential letters, CA-iii References, Parliament questions, Court Cases and complaint Representation. Grievances and Inspection notes related to the above subjects.
 13. Any other duty assigned from time to time from Competent Authority.
- In absence of CHD/NR, work will be looked after by CHD-II/NR in addition to her own work.

B) CHIEF HEALTH DIRECTOR-II/NR

1. Nodal Officers for Audit of AEMG cases of Divisions.
2. Nodal Officers for Medical Audit of referred case to empanelled hospital for other Zonal Railway.
3. Nodal Officers for Medical Audit of refereed case to empanelled hospital for Central Hospital, Divisional Hospitals & Extra Divisional Hospital of NR.

4. Supervision of Dy.CMD/H&FW in POM, PNM, PREM, and other union related Issues, ZRUCC etc.
5. All files by Dy. CMD/H&FW to Pr.CMD/NR will be routed through CHD-II.
6. Appellate authority for group 'C' and 'D' Staff of PCMD Office, Medical HQ.
7. SIG inspections.
8. SOP revision, confidential letters, CA-iii References, Parliament questions, Court Cases and complaint Representation. Grievances and Inspection notes related to the above subjects.
9. Any other duty assigned from time to time from Competent Authority.

In absence of CHD-II/NR, work will be looked after by CHD/NR in addition to his own work.

C) 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. SIG Inspection team member from medical department SOP revision, confidential letters CA-iii References, Parliament questions, Court cases and complaints, Representations, Grievances and inspection notes related to the above subject.
13. Any other duty assigned from time to time from competent Authority.

In absence of Addl. CMD/T&A, work will be looked after by Addl.CMD/MS in addition to his own work.

D) 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. Work up of all HMIS related activities.
8. SAG officer nominated for ministering of Audit cases of PCMD Office.
9. SOP revision, confidential letters CA-iii References, Parliament questions, Court cases and complaints Representations, Grievances and inspection notes related to the above subject.
10. Any other duty assigned from time to time from competent Authority. In absence of Addl.CMD/MS, work will be looked after by Dy. CMD/H&FW addition to her own work.

E) Dy. CHIEF MEDICAL DIRECTOR/H&FW

1. Medical attendance, medical facility and treatment related issues including RELHS, Annual Wellness check-up.
2. CPIO from medical department for RTI cases.
3. Nodal officer for Ayushman Bharat, CTSE and related issues, smart card scheme, POM, PNM, PREM, and other union related Issues, ZRUCC etc.
4. Audit and account reports, Budget, Housing, Policy, Reference, regarding railway quarter.
5. Nodal Officer for St. John Ambulance brigade, Matters pertaining to Raj-bhasha, Matters pertaining to technical library.
6. Private security of Hospitals, Uniforms, dress, Lenin, Diet Kitchen and related issues.
7. Health Authority of Medical Department including Monitoring of quality of water supply, Family welfare including pulse Polio and related returns.
8. Nodal Officer for Disaster Management, ARME, First Aid Boxes, and related issues, First and Training.
9. Hospital visiting committee Bharat scout and Guides and Civil Defence etc.
10. MCDO, PCDO and other narrative reports and returns.
11. All files by Dy.CMD/H&FW to PCMD/NR will be routed through CHD-II.
12. SOP revision, confidential letters, CA-iii References, Parliament questions Court Cases and complaint Representation, Grievances and Inspection notes related to the above subjects.
13. Any other duty assigned from time to time from a competent Authority. In absence of Dy.CMD/H&FW work will be looked after by Addl. CMD/MS, in addition to his own work.

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

This is issued with the approval of Pr.CMD/NR.

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8/4/2024

(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. Ch.OS/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.

