

# **CGHS CHANDIGARH**

## **INFORMATION UNDER SECTION 4 OF RTI ACT 2005**

### **(I) THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES:**

The Central Government Health Scheme is providing comprehensive medical care to the Central Govt. employees and pensioners enrolled under the scheme.

#### **ORGANIZATION**

<b>SR</b>	<b>NAME OF THE OFFICER</b>	<b>DESIGNATION</b>
1.	Dr.Ahwani Kumar Seniaray	Additional Director/Vigilance Officer
2.	Dr.Sunita Choudhary, SAG	CMO I/c CGHS W.C.,Chandigarh
3.	Dr.Shivali Sharma, M.O.	Incharge CGHS W.C. Jammu
4.	Dr.T.S.Negi, SAG	Incharge CGHS W.C., Shimla
5.	Dr.Jagdish Chander, SAG	Incharge CGHS W.C., Ambala
6.	Dr.Ravinder Ahluwalia, SAG	Incharge CGHS W.C., Jalandhar
7.	Dr.Amandeep Singh, M.O.	Incharge CGHS W.C., Amritsar
8.	Dr.Rukhsana(Retd)(Contractual)	Incharge CGHS W.C., Srinagar

#### **Functions and duties**

1. OPD treatment including issue of medicines
2. Specialist consultation at Govt. Hospitals/HCOs empanelled private hospitals
3. Indoor Treatment at Govt. hospital/ HCOs empanelled private hospitals
4. Lab Tests/Investigations at Govt. hospital/ HCOs empanelled private hospitals
5. Cashless facilities at Govt. hospital/ empanelled private hospitals for pensioners/identified beneficiaries.
6. Reimbursement of medical claims for treatment taken at Govt. Hospitals/ Govt. hospital/empanelled private hospitals under emergency.
7. Reimbursement of expenses incurred for purchase of hearing aids, artificial limbs, appliances etc. as specified.
8. Family Welfare, Maternity and Child Health Services.

**(ii) The Powers and duties of its Officers and Employees :**

**Duties of Medical Officers**

To provide comprehensive Health Care including

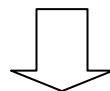
- a. Health Promotions
- b. Specific Protection
- c. Early diagnosis and treatment
- d. Health education
- e. Rehabilitation

**Duties of Other Employees**

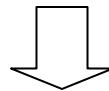
As assigned by the competent authority.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability:**

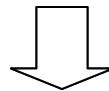
**SECRETARY HEALTH**



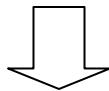
**AS & DG**



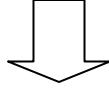
**DIRECTOR CGHS**



**ADDG**



**ADDITIONAL DIRECTOR**



**CMO Incharge**

**(iv) The norms set for the discharge of function :**

1. The beneficiaries are taken up for consultation on first come first serve basis.
2. However, beneficiaries who are very sick or being carried to the unit of consultation, the infirm or attending in an Ambulance or any other priority basis when brought to the notice of the Medical Officer.
3. Where ever the Beneficiaries and their families present together, efforts will be made to see such cases so that they are seen as a family, unless as desired by the beneficiary or the circumstances so dictate.
4. Preference shall also be given to Senior Citizens and Physically Challenged Persons for an out of turn consultation.
5. However when more than one senior citizen is awaiting a turn then they shall be seen as per their position in the queue, as it would be difficult to set norms for determining their inter seniority in the time frame available for consultation.
6. Further, in the morning hour priority would be given to school children in uniform needing to go to school after the consultation.
7. As also Serving Employees needing their fitness certificates for reporting for duty on expiry of Medical Leave.
8. The 80+ senior citizens are attended on priority without line and their health is being monitored by calling them on phone.

**(V) The rules, regulations, instructions, manual and records held or used by employees for discharging functions:**

1. Rules and regulations pertaining to Office and Establishment as needed for day to day functioning of the office.
2. Rules and regulations pertaining to Financial Management as needed for day to day functioning of the office.
3. Rules and regulations pertaining to Disciplinary Proceedings as needed for day to day functioning of the office.
4. Rules and regulations pertaining to CCS Leave Rules as needed for day to day functioning of the office.
5. Rules and regulations pertaining to Leave Travel Concession & TA, DA, as needed for day to day functioning of the office.
6. Rules and regulations pertaining to Service Condition as needed for day to day functioning of the office.
7. Rules and regulations pertaining to Store Management as needed for day to day functioning of the office.
8. Rules and regulations pertaining to Purchase and procuremen as needed for day to day functioning of the office.
9. Circulars, Orders, Memoranda and such other communication received from the Ministry and the CGHS Directorate from time to time.
10. Service records of Individual staff and officers as are needed for routine Administration.

11. Personal files of individuals.
12. Accounts and pay bills for various expenditure incurred by the office on account of salaries, pay arrears, payments to vendors, firms, hospitals, Medical reimbursement claims, Authorized Local Chemist etc.
13. Payrolls.
14. Attendance registers.
15. Dealing Assistants, Diaries.
16. Index Cards of cards issued to Beneficiaries – Freedom Fighters, Past Presidents, Former Governors, Mps & Ex MPs, Judiciary, staff, pensioners and all those eligible for getting enrolled to the CGHS system, and who have done so.
17. Stores stock registers and distribution registers to the extent not computerized.
18. In those units where the operations have been computerized the stocks register is maintained online at the Headquarters Office Servers as updated by the units on a day to day basis.
19. Miscellaneous records.

**(vi) A Statement of the categories of documents held or under control :**

1. OPD attendance registers where computerization has not yet been done.
2. Medical Leave & Fitness certificates.
3. Muster Roll.
4. Staff Attendance Registers.
5. Stock registers where the computerization has not yet been implemented.
6. Pharmacy – issue, summary, stock registers.
7. Sectional registers.
8. Copies of some of the important circulars received from HQ regarding day to day operations.
9. Staff posting orders.
10. Index cards of all the beneficiaries attached to the center.
11. Files relevant to the renewal and issue of Pensioner's cards.
12. Miscellaneous registers for various day to day activities of the Center.

The documents preservation and weeding out, is as per the norms set by the MoH&FW & CGHS as given in the Compendium of CGHS, as amended from time to time.

**(vii) The Particular of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof:**

1. Advisory Committee Meeting with CMO I/C once in a month every second Saturday.
  - (a) The complaints and suggestions received are reviewed.
  - (b) The functioning of the unit is reviewed.
  - (c) The Authorized Local Chemist Functioning is reviewed.

(d) Suggestions for improvement are recorded and forwarded to the Additional Director for redressed if deemed fit.

2. Pensioner Association Meeting with Additional Director every three months once.

(viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as part or for the purpose of advice, and as to whether meetings of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

1. Purchase Committee.
2. Transfer Committee.
3. Drug Provisional Committee.
4. DPC Committee.
5. MRC and Special Permission Committee.
6. Sexual Harassment Committee.

(ix) **A directory of its officers and employees:**

SR. No.	Name of the Officer	Designation
1	Dr.Ashwani Kumar	Additional Director CGHS Chandigarh
2	Dr.Ravinder Ahluwalia	SAG
3	Dr.Sunita Choudhary	SAG
4	Dr.T.S.Negi	SAG
5	Dr.Jagdish Chander	SAG
6	Dr.M.A.Chandola	SAG
7	Dr.Sawinder Singh	CMO(NFSG)
8	Dr.Sonia Ghuman	CMO(NFSG)
9	Dr.Priyanka Gupta	CMO(NFSG)
10	Dr.Rajneesh Singhal	CMO(NFSG)
11	Dr.Savita Goyal	CMO(NFSG)
12	Dr.Suman	SMO
13	Dr.Preeti Garg	SMO
14	Dr.Amandeep Singh	MO
15	Dr.Ruhi Minhas	MO
16	Dr.Shivali Sharma	MO
17	Dr.Lavleen Kaur	MO
18	Dr.Busimi Pratima	MO
19	Dr.Avitesh Kumar	MO(unauthorized absence)
20	Dr.Shahid Amin	MO(Under Suspension)
21	Mrs.Meenakshi Tomar	Nursing Officer

22	Mrs.Manjeet Kaur Arora	Nursing Officer
23	Sh.Rajiv Bhanot	Sr.Pharmacy Officer
24	Sh.Mandeep Bangar	Sr.Pharmacist
25	Mrs.Anupama	Sr.Pharmacist
26	Smt.Manraj Kaur Randhawa	Sr.Pharmacist
27	Smt.Gurinderjit Kaur	Sr.Pharmacist
28	Smt.Ravinderjit Kaur	Sr.Pharmacist
29	Sh.Gurteg Singh	LDC
30	Sh.Rajinder Kumar Mota	LDC
31	Ms.Sonika	LDC
32	Sh.Rajpal Singh	MTS(CC)
33	Sh.Deepak Chandra	MTS(CC)
34	Sh.George Peter	MTS(CC)
35	Sh.Karnail Singh	MTS(CC)
36	Sh.Surinder Kumar	MTS(CC)
37	Sh.Surinder Paul	MTS(CC)
38	Sh.Mohan Singh	MTS(MA)
39	Smt.Nirmla Devi	LMA
40	Smt.Santosh	LMA

**(x) The Monthly remuneration received by each of officers and employees, including the system of compensation as provided in regulations:**

**Gazetted (Group A & B Officers )**

SR. No.	Name & Designation	Designation	Remuneration (Rs)
1	Dr.Ashwani Kumar	Additional Director CGHS Chandigarh	318349
2	Dr.Ravinder Ahluwalia	SAG	319293
3	Dr.Sunita Choudhary	SAG	317981
4	Dr.T.S.Negi	SAG	300893
5	Dr.Jagdish Chander	SAG	318349
6	Dr.M.A.Chandola	SAG	317325
7	Dr.Sawinder Singh	CMO(NFSG)	280044
8	Dr.Sonia Ghuman	CMO(NFSG)	267398
9	Dr.Priyanka Gupta	CMO(NFSG)	231044

10	Dr.Rajneesh Singhal	CMO(NFSG)	268492
11	Dr.Savita Goyal	CMO(NFSG)	300709
12	Dr.Suman	SMO	151192
13	Dr.Preeti Garg	SMO	136616
14	Dr.Amandeep Singh	MO	104250
15	Dr.Ruhi Minhas	MO	101435
16	Dr.Shivali Sharma	MO	99111
17	Dr.Lavleen Kaur	MO	98620
18	Dr.Busimi Pratima	MO	116762
19	Dr.Avitesh Kumar	MO(Unauthorized leave)	0000
20	Dr.Shahid Amin	MO(Under Suspension)	41594

### Group C Staff

SR. No.	Name	Designation	Remuneration (Rs)
1	Mrs.Meenakshi Tomar	Nursing Officer	86103
2	Mrs.Manjeet Kaur Arora	Nursing Officer	93606
3	Sh.Rajiv Bhanot	Sr.Pharmacy Officer	105025
4	Sh.Mandeep Bangar	Sr.Pharmacist	67652
5	Mrs.Anupama	Sr.Pharmacist	60260
6	Smt.Manraj Kaur Randhawa	Sr.Pharmacist	102099
7	Smt.Gurinderjit Kaur	Sr.Pharmacist	102099
8	Smt.Ravinderjit Kaur	Sr.Pharmacist	102099
9	Sh.Gurteg Singh	LDC	36807
10	Sh.Rajinder Kumar Mota	LDC	32999
11	Ms.Sonika	LDC	29138
12	Sh.Rajpal Singh	MTS(CC)	33206
13	Sh.Deepak Chandra	MTS(CC)	29606
14	Sh.George Peter	MTS(CC)	50096
15	Sh.Karnail Singh	MTS(CC)	48766
16	Sh.Surinder Kumar	MTS(CC)	33206
17	Sh.Surinder Paul	MTS(CC)	52756
18	Sh.Mohan Singh	MTS(MA)	33206
19	Smt.Nirmla Devi	LMA	91438
20	Smt.Santosh	LMA	45081

## **MTS Staff**

1	Sh.Rajpal Singh	MTS(CC)	33206
2	Sh.Deepak Chandra	MTS(CC)	29606
3	Sh.George Peter	MTS(CC)	50096
4	Sh.Karnail Singh	MTS(CC)	48766
5	Sh.Surinder Kumar	MTS(CC)	33206
6	Sh.Surinder Paul	MTS(CC)	52756
7	Sh.Mohan Singh	MTS(MA)	33206
8	Smt.Nirmala Devi	LMA	91438
9	Smt.Santosh	LMA	45081

**(xi) The budget allocated to each agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made:**

### **REVENUE BUDGET 2020-21**

Rupees in Thousands :

Salaries	Wages	M T	D T	O E	R R T	S & M	P P S S	O C	IT (O E)	TOTAL	PORB
55000	1300	200	200	2412	150	35000	4700	00	1600	100562	300000

**Under Capital Works : NIL (In Thousands )**

**(xii) The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmers :**  
N. A.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted :**  
N. A.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form :

N. A.

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use :

NIL

(xvi) The names, designations and other particulars of the Public Information Officers:

SR. No.	Name of the Officer	Designation
1	Dr.Ashwani Kumar	Ist Appellate Authority
2	Dr.T.S.Negi, SAG	CPIO CGHS Shimla
3	Dr.Sawinder Singh, CMO(NFSG)	CPIO CGHS Jalandhar
4	Dr.Priyanka Gupta, CMO(NFSG)	CPIO CGHS Ambala
5	Dr.Rajneesh Singhal,CMO(NFSG)	CPIO CGHS Chandigarh
6	Dr.Amandeep Singh, MO	CPIO CGHS Amritsar
7	Dr.Shivali Sharma,MO	CPIO CGHS Jammu
8	Dr.Rukhsana,(Contratual)	CPIO CGHS Srinagar