

No. 824 /20-21/CGHS/RTI/8-13
GOVERNMENT OF INDIA
CENTRAL GOVERNMENT HEALTH SCHEME A19,
1-Raipur Road Survey Chowk Dehradun

Dated: 19.10.20

To,

DR. RANGANATH A R
CMO, MCTC, CGHS
Monitoring Computerization and Training Cell
1ST FLOOR, CGHS Wellness Center Building
DIZ AREA, KALIBARI, NEW DELHI-110001

Subject - REG -UPDATION OF INFORMATION UNDER RTI LINK OF CGHS
WEBSITE (ALSO CPIOs/ APPELLATE AUTHORITIES).

Sir/Madam,

Please refer to the subject mentioned above, the information is being sought by you in r/o CGHS Dehradun is being furnished in given annexure is herewith attached for your ready reference and the name of CPIO & Appellate Authority is as under :-

First Appellate Authority

Dr. K S Rana
Additional Director & First Appellate Authority
CGHS Dehradun

CPIO

Dr. Janki Jangpangi
CMO (HAG) & CPIO
CGHS Dehradun

Encl:- As above.


(Dr. K S Rana)
Additional Director
CGHS Dehradun
अतिरिक्त निदेशक
केन्द्रीय सरकार स्वास्थ्य योजना
C.G.H.S. Dehra Dun

I. The Particulars of its Organisation, functions and duties:

Central Government Health Scheme (CGHS) is Subordinate Origination of Directorate General of Central Government Health Scheme, New Delhi.

Central Government Health Scheme was established in Dehradun (Uttarakhand) in 2004 and fully came into work in 2005 with one Allopathic wellness center.

Functions and duties of CGHS:

To provide the comprehensive health care facilities mainly to its beneficiaries through the vast network of own Wellness Centres and to facilitate treatment of diseases which require hospitalization through recognized private Hospitals /Government hospital in an efficient, cost effective, timely manner so as to achieve the goal of highest satisfaction of the beneficiaries at the optimum cost with available resources.

CGHS was started in Dehradun in 2005 with one Allopathic wellness centers -----01

II. The powers and duties of its officers and employees:

DUTIES OF DOCTORS & STAFF WORKING IN WELLNESS CENTRE (DISPENSARY)

Chief Medical Officer In charge

Administration

1. Chief Medical Officer In charge will take round daily to observe whether all staff is in their respective place of duty, cleanliness and sanitation. He/she can spare 2 hours for having surprise round in between to ensure smooth functioning of the Wellness Centre.
2. He/she will ensure that all staff is in position to start work at the scheduled time. He/she will maintain an attendance register for his/her staff, which he will place on his table and he/she will ensure that all members of the Wellness Centre staff note down the time of arrival and departure in the attendance register. He/she will countersign the register daily which will be in his/her personal custody and which he/she will remove from his/her table half an hour after the opening hour of the Wellness Centre. He/she will record absence or leave, late arrival etc appropriately in red and take suitable action and/or report on defaulters to the competent authority.
3. He/she will be responsible for maintenance of discipline and order in the Wellness Centre including wearing of prescribed uniform by the staff of wellness center..
4. He/she will arrange for duty of staff during the non-working hours of the Wellness Centre.
5. He/she will ensure as far as possible, patients load is equally distributed among Medical Officers posted to his/her Wellness Centre. He/she will adjust his/her own patient's load keeping in view his additional duties.
6. He/she will ensure that the Chowkidar coming in the morning session should take over the charge from the Chowkidar of the night shift.
7. **Accounting of Stores.**
 - a-He/she will scrutinize and counter sign the expenditure of drugs from the stock ledgers of medicines issued by the stock-keeper to various units of the Wellness Centre as per demand register.

- b. He/she will countersign all the entries in receipt column of medicines as per vouchers of regular indent/Supplementary indent etc.
- c. Imprest money**
One imprest money register will be maintained by the Office Superintendant in for the recoupment of Dhobi bill, conveyance charges and other petty charges paid up voucher duly verified by the in-charge & sent to the Additional Director for sanction.
8. **Welfare Officer**
There is a Co-ordination Committee of the officers in which C.M.O. I/C is Chairman of Committee, where-in matters relating to CGHS other than Policy matters are being discussed. Necessary action is being taken whenever suggested by the Committee. The CMO I/C will hold meetings regularly and try to settle any complaint against the Wellness Centre/ Staff. The minutes of the meeting should be recorded and forwarded to the Additional Director Office.
9. **Residential address of staff**
The Chief Medical Officer In charge will maintain the record of residential addresses of the Medical Officers and other staff along-with Telephone numbers if any.
10. **Casual Leave/Compensatory Off/Station Leave**
He/she will maintain the casual leave record and grant casual leave and compensatory off to all staff working in the Wellness Centre other than himself/herself. He/she can also forward for grant of station leave permission to the Additional Director Office..
11. **Punctuality**
He/she will ensure punctuality and debits ½ days casual leave from casual leave account for late coming, for each late attendance. But late attendance up to an hour, on not more than two occasions in a month may be condoned by the competent authority, if he/she are satisfied that it is due to unavoidable reasons. In case such a course does not ensure punctual attendance, suitable disciplinary action may be taken against the Govt. servant concerned in addition to debiting half a day's casual leave to his casual leave account of each occasion of such late Attendance (See order No. A. 19012/1/75-Estt. II, Govt. of India, Ministry of Health and Family Planning. Department of Health dated 17th July, 1975.
12. He/she will maintain a daily diary and record of all the important incidents occurring in the Wellness Centre.
13. **Family Welfare Programme & MCH**
He/she will be overall in-charge of family welfare programmed with the help of other Medical Officers and Para Medical Staff to conduct and supervise the Family Welfare Programme target is achieved successfully.
14. **Preventive / Prophylactic Treatment**
He/she will organize Preventive and Prophylactic treatment to the beneficiaries. The various immunization Programme and antenatal check-up should be organized in the Wellness Centre.
15. **Health Education**
The Health Education Programme should be organized in the Wellness Centre.
16. **Weeding out of Old Records**
The Medical Officer In charge will undertake the weeding out of old records as per circular No. 2-1/78/CGHS/MSD/PSM/210/22338 dated 30-1-80 as per directions of Additional Director CGHS.


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17. **Uniform**

The Chief Medical Officer In charge should ensure that all staff wears the prescribed uniform while on duty.

18. **Safai Work in Absence of Safaiwala**

The Chief Medical Officer In charge is authorized to engage one safai wala in the absence of regular safaiwala as per order No. 7-95/80/CGHS/Estt. IV dated 29-10-1980.

19. **Sharing of Patients**

The Chief Medical Officer In charge will also share patients load in the Wellness Centre adjusting his/her administration work.

20. **Evaluation of Serious Patients**

The Chief Medical Officer In charge or attending medical officer should ensure safe evacuation of serious patient by calling the ambulance from the hospital.

21. The Chief Medical Officer In charge will maintain the guard file and all important circulars should be filed serially with page mark and keep the file in his personal custody.

22. **Handing Over of Charge**

The Chief Medical Officer In charge while proceeding on leave/transfer will hand over the charge of the Wellness Centre to the Senior most Medical Officer of the Wellness Centre if the name of specific Medical Officer is not mentioned by the competent authority. He/she will prepare a list of articles in quadruplicate to be handed over to the relieving officer, one copy to the Additional Director Office & third copy will be kept by the relieved officer and 4th copy will be in Wellness Centre file.

The following articles must be handed over to the relieving officer.

i) Duplicate keys.

ii) Guard file.

iii) Compendium.

iv) Imprest Ledger.

v) Inspection Book.

vi) Complaint Book.

Vii) Surprise checks register.

viii) Attendance registers.

ix) Casual leave register.

x) Compensatory off register.

xi) Confidential files.

xii) He should obtain "No Demand Certificate" from the store keeper of the Wellness Centre duly countersigned by the relieving Medical Officer In charge.

One copy of no demand certificate should be forwarded to the Additional Director Office.

xiii) Any other important records, files and articles.

23. **Brass Seal**

He/she should ensure sealing of stores with brass seal and the brass seal should be in his/her personal custody.

Medical Officers of CGHS Wellness Centre.

1. The Medical Officer will provide comprehensive medical treatment including preventive and curative, Family Welfare & MCH and Education Health to the beneficiaries.


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2. He/she will also scrutinize the CGHS token number before providing treatment. As per rules, production of card is necessary at the time of each visit, whether new case or old.
3. He/she will restrict himself/herself to general list of the formulary. But in case he/she has to prescribe any specialist item, he/she should take prior concurrence from Chief Medical Officer In charge. He/she will not write of his/her own, any medicine meant for consultants.
4. **Domiciliary Visit**
He/she should undertake domiciliary visit as per instructions issued from time to time and should not avoid the same, even by implication, beneficiaries must not be asked to provide transport.
5. **Family Welfare Programme MCH & Health Education**
All Medical Officers must take active interest to promote the Family Welfare Programme, MCH & Health Education.
6. He/she should help Chief Medical Officer In charge in maintaining cleanliness of the Wellness Centre, supervision of the work at dressing room, injections room and checking of various Wellness Centre accounts and general administration, as desired by the Medical Officer In charge.
7. **Specialist Consultation**
The Medical Officer may refer a case to a specialist according to the instructions already laid down.
8. The Medical Officer will keep the medical certificate/fitness certificate books under his/her safe custody and under no circumstances this will be handled by any other staff.
9. The Medical Officer will perform such other duties as may be assigned to him by the Medical Officer In charge/Additional Director Office or Directorate from time to time.

Storekeeper

1. The storekeeper will be responsible to the Chief Medical Officer In charge and the Medical Officer entrusted with the supervision of Wellness Centre stores for the safe, storing, protection from loss, damage or deterioration in the condition of stocks entrusted to his charge.
2. He/she will arrange to keep stores in a neat and orderly manner and ensure that all containers, bottles, packages, etc. are properly labeled.
3. He/she will prepare and submit regular indents to the Medical Stores Depot in accordance with the delivery programme issued by the Depot from time to time. He/she will follow meticulously, all indenting procedures circulated from time to time.
4. He/she will take necessary steps to replenish stocks well in time to avoid any difficulty in supply on account of any item to avoid any item going out of stock. He/she shall bring to the notice of the Chief Medical Officer In charge the items running short and prepare supplementary indents for submission to the Medical Stores Depot.
5. He/she will bring to the notice of the Chief Medical Officer In charge and submit urgent demands within time when the stock require replenishment to allow replacement to be made before actual depletion occur i.e., before the stocks become 'NIL'. He will ensure that a buffer stock of a minimum of seven days is always available in respect of listed items.

6. The Storekeeper will duly initial the indent on each page and thereafter have it countersigned by the Chief Medical Officer In charge before submission as per instructions issued from time to time. He/she will also initial all cuttings/overwriting/alteration made in the indent. Proper care should be taken to ensure that such occasions are rare.
7. He/she will examine, count, measure or weigh as the case may be before the stores received in the Wellness Centre. At the time of the receipt he/she will check that the quantities are correct and that the stores are in good condition. He/she will immediately bring to the notice of Chief Medical Officer In charge anything found to the contrary before the stores accepted. He/she will otherwise be responsible for any defect detected at a subsequent occasion.
8. He/she will bring to the notice of the Chief Medical Officer In charge stocks of such preparations which are accumulating in the Wellness Centre store beyond the need of the Wellness Centre and contact the M.S. Depot for their liquidation. Such action must be started six months in advance of the date of expiry, if any.
9. He/she will be responsible for correct accounting of all stores and for maintaining stock and issue registers and inventories in respect of both consumable stores and dead stocks. He/she shall make entries in the registers and file the vouchers in serial order and produce the same for checking/inspection at the time of verification of stores cum counter. Signature of the entries in the registers by Chief Medical Officer In charge. He/she will make all entries clear, legible handwritings, cuttings/overwriting must be avoided as far as possible.
10. He/she will initial all entries in the stock ledger pertaining to the receipts and issue of the stores. Receipt entries will be made in red ink and issue entries in blue ink.
11. He/she shall issue to Pharmacists, etc., stores under his custody only on the authorization of the Chief Medical Officer In charge.
12. The Storekeeper will be responsible for obtaining written acknowledgement from the persons to whom the items are issued from the stores. These should be maintained in a register.
13. He/she will pay special attention to the short-life items and maintain the record in the short life register and put this up to the Chief Medical Officer In charge at the beginning of each month pointing out such preparations which are likely to expire in three months' time.
14. He/she should ask for specific orders of the Chief Medical Officer In charge for their disposal. A list of all such items and their quantity must be put up in a register to the Chief Medical Officer In charge and his orders obtain in writing.
15. He/she will be responsible for the issue of local purchase medicines received from the authorized chemists after obtaining the signatures of the beneficiaries concerned or their representatives. He/she will comply with all instructions regarding store custody and accounting procedure issued by the Directorate/M.S. Depot from time to time or prescribed order of the **General Financial Rule.**
16. On transfer or while proceeding on leave he will hand over the charge of the store to his successor and furnish a handing over and taking over charge to the Medical Officer In charge. He/she should prepare a Triplicate list of stock


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ledgers/file etc. as follows and hand over the same to the relieving store-keeper a copy of which should be handed over to the Chief Medical Officer In charge duly signed by both the relieving and relieved storekeeper.

A. Current

- I. Stock Ledgers of medicines Vol. I, II, III etc.
- II. Stock Ledger of Dead Stock Item.
- III. Local purchases register.
- IV. Demand file of various counters.
- V. Receipt vouchers of M.S.D. & others.
- VI. Register showing indents placed to M.S.D. and other.
- VII. Register showing inventory of Dead Stock Item.
- VIII. Life Expiry date register.
- IX. Daily Store Information file etc.

B. Old

Details of old register and files handed over.

17. He/she will assist in dispensing work whenever so required by the Chief Medical Officer In charge of the Wellness Centre.
18. He/she will prepare the no demand certificate to the staff transferred from the Wellness Centre after verifying his records. The no demand certificate should be signed by Chief Medical Officer In charge.
19. Opening of New Ledger/register. He/she will follow the instruction as already laid down for opening of new ledger/register. While opening a new stock ledger for consumable items, sufficient space must be left for each item, depending upon its consumption pattern so that the same ledger can last for maximum possible period. A new stock ledger *need not be started every year*, as this is only a waste of stationery and does not serve any useful purpose. A new stock ledger should be started, as far as possible only on the 1st of April of the year concerned. While opening a new ledger, balances in the old ledger must be carried forward correctly, giving the cross reference in both the old as well as the new ledgers.
20. He will carry out any other duty assigned to him by the Medical Officer In charge.

Staff Nurse

1. She will be responsible for the efficient functioning of the injection room.
2. She will ensure that syringes, needles etc. are maintained properly in aseptic condition ready for administration of injection.

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3. She will keep ready at all times a spare syringe and requisite injections to combat anaphylactic shock.
4. She will check the condition of ampoule, its contents, and the date of expiry etc., before administering an injection.
5. She will specifically enquire from the patients about any adverse reaction to an injection any time previously.
6. The staff Nurse will not administer intravenous injections.
7. In the event of a reaction to an injection she will immediately call the Medical Officer and render all possible help that may be necessary. She will make all entries in the drug reaction register.
8. She will maintain a record including summary in a register of the injectable received and administer by her. The register shall be checked by the Medical Officer periodically, at least once a week.
9. She will be in uniform when on duty.
10. She will maintain demand register as per instruction laid down.
11. She will maintain a register of all injections administered in the Wellness Centre daily. The column shall be Date, SI No. Name of injection. Separate register shall be maintained for new and old Cases. The registration check shall add the number of old cases in the daily attendance as shown in the O.P.D. register for the purpose of statistic.
12. She will be responsible for proper functioning of Oxygen Cylinder.
13. She will keep up to date account of expenditure and balance of injections received from store.
14. She will perform such other duties as may be assigned to her by the Medical Officer In charge.

Duties of the Wellness Centre Clerk

The Wellness Centre clerk will be at his seat 15 minutes before the opening of the Wellness Centre and will not leave the counter after closing time till all the patients seen by the Medical Officers have been registered.

His duties inter-alia will include:—

1. Issue of priority token to patients as per instructions issued on the subject.
2. Registration of old and new cases reporting to the Wellness Centre.
3. Work relating to birth registration, addition and deletion from family transfer of Wellness Centre, etc.
4. Receipt and dispatch of Wellness Centre dak.
5. Work relating to the maintenance of index cards.
6. Work relating to compilation and preparation of various statistical reports and administrative returns.
7. Maintenance of up-to-date list of index cards and number of beneficiaries attached to the Wellness Centre.
8. Maintenance of casual leave account of the Wellness Centre staff.
9. Assist the Medical Officers in the administrative work of the Wellness Centre.
10. Filling of standing orders and instructions and their circulation to all Medical Officers on regular duty.
11. Circulation and posting of important communications among all members of Wellness Centre staff.


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12. The Wellness Centre clerk shall perform any other duty as may be assigned to him by the Chief Medical Officer In-charge From time to time.

Duties of Pharmacist

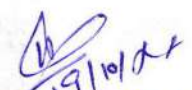
1. The Pharmacist will be personally responsible for the correct dispensing as per prescriptions issued by the Medical Officer and for the safe custody of the stores received by him. He will issue medicines, mixtures, etc. in accordance with the instructions issued by the Directorate/Medical Stores Depot/Medical Officer In charge from time to time.
2. The Pharmacist will at all times be courteous and helpful in dealing with the patients and under no circumstances enter into arguments, whatsoever, with a beneficiary but report the matter to the Chief Medical Officer In charge.
3. He will be in position at the Wellness Centre 15 minutes before the opening time to ensure cleanliness of the dispensing room, replenishment of stocks, arranging of the medicines etc.
4. He will be personally responsible to see that the dispensing room is kept absolutely clean all the time, bottles are properly corked and well dusted.
5. He will dispense stock mixtures and medicines properly. He will issue an original packing to a beneficiary **only after breaking the seal.**
6. The Pharmacist will write the name of the medicines with details of the doses on the mixture bottle, container, and envelope and also explain the doses verbally, where required. If medicines are issued in plastic (PVC) envelope small slips shall also be put inside giving the name of medicines and its dosage.
7. The Pharmacist (s) will remain on duty to clear the patient at the end of Wellness Centre hours and shall leave the dispensing room only after taking permission of the Chief Medical Officer in charge.
8. The Pharmacist will maintain proper account of the items issued to him, dispensed by him and the balance in stock with him.
9. The Pharmacist will immediately comply with the instructions and arrange for the stocks with him to be checked of any time by the Medical Officer In charge or other Medical Officers and any other officer deputed by the Additional Director Office.
10. In the temporary absence of storekeeper, the Pharmacist will perform the duties of the storekeeper whenever required by the Medical Officer In charge.
11. The Pharmacist will wear a white coat while on duty.
12. The Pharmacist will prepare daily summary of expenditure of medicines in a register and obtain countersign of Medical Officer In charge.
13. He will draw all non-restricted medicines in demand register as per instruction laid down.
14. He will paste the Inventory list on the pigeon hole Table and insure its corrections and see that the list is kept up to date.
15. The Pharmacist will perform such other duties as may be assigned to him by the Directorate/Medical Officer In charge from time to time.

Duties of Multi Tasking Staff (MTS)

DoPT vide its OM No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 has issued the following duties &

Responsibilities of the M.T.S:-

- Physical maintenance of records of section.


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- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Assisting in routine office work like diary, dispatch etc. including on computer.
- Delivering of Dak (inside & outside the building)
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixture etc.
- Work related to his ITI qualification, if it exists
- Driving of vehicles, if in possession of valid driving license
- Upkeep of parks, lawns, potted plants etc.
- Any other work assigned by superior authority.

The above list of duties is only illustrative and not exhaustive. Deptt. is free to add to the list, duties of similar nature ordinarily performed by officials at this level. All the field offices of the organization may use it and take necessary action in the matter.

Additional Director Office:

S.No.	Category of Post (s)	Duties of staff
1.	LDC	Looking after all administrative work of all sections of establishment/accounts of CGHS, Dehradun. Looking after all Administrative work relating to C&D Staff, Dehradun. Appointment/Promotions, Leave, Duty for Chowkidar, Work pertaining to Association and Office Council, Strike, Pay Fixation, Transfer, Pension, Earn Leave, Casual Leave, H.B.A. Audit, Statistical report, Disciplinary proceedings, Service Books, Increments, O.T.A., Tour Programme, VI CPC Recommendations implementation, RTI, Library maintenance, Seniority List, A.P.A.Rs. Group Insurance scheme, Parliament Questions, complaints, Hindi Bhasha, Govt. Accommodation, service verification, S.I.U. Vigilance etc. Handling of cash/rent bills/ electrical bills/ telephone bills/Impress money bill/T.A. bill/ maintain liability register/cheque ,weekly/ monthly expenditure report, preparation of budget LOC/LOP. Looking after issuing pensioner Card, Temporary authorities, G.P.F. sanction outside Sanction/permission


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		CGHS, Dehradun in-Hospitalization cases, Looking after of all the work of Gazetted Staff, Building, Local Chemist, Hospitals and Diagnostic Centres, Court cases etc RTI. Dispatch Section. Purchase Section and Correspondence and Typing work. M.R.C. Bill of Pensioner & staff of CGHS. Govt. Hospital/Private Recognized Hospital /Nursing Home Bill Other Misc. work relating to rate inquiry of Bills from other department. All work related to Hindi section. Work relating to Issuance CGHS Card and Granting permission. Pay Bill Group A,B,C Income tax calculation of All staff & recognized centre /issued TDS certificate totalling of local chemist bills all misc. work related/ chemist bills to accounts section preparation of budget. Pay bill group D maintains GPF ledger & board sheet of group d staff all kinds of bill, retirement work employees totaling or local purchase, GPF advance bill/LTC bills/HBA bills/SCA/MCA preparation of budget misc. work.
6.	M.T.S.	Physical maintenance of records of section. General cleanliness & upkeep of the Section/Unit. Carrying of files & other papers within the building. Photocopying, sending of FAX etc. Other non-clerical work in the Sections/Unit. Assisting in routine office work like diary, dispatch etc. including on computer. Delivering of Dak (inside & outside the building) Watch & ward duties. Opening & closing of rooms. Cleaning of rooms. Dusting of furniture etc. Cleaning of building, fixture etc. Upkeep of parks, lawns, potted plants etc. Any other work assigned by superior authority. The above list of duties is only illustrative and not exhaustive. Add Director is free to add to the list, duties of similar nature ordinarily performed by officials at this level. All the field offices of the organization may use it and take necessary action in the matter.

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

Establishment matters are dealt with relevant rules, regulations containing or publications such as Fundamental Rules and Supplementary Rules, General Financial Rules, CCS (CCA) Rules etc.

Channels of supervision:

Administrative Office: Dealing hand/ Office Superintendent/ Additional Director The files are disposed off by these Officers in term of delegated powers and beyond this the files are submitted to DGHS for final approval.


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Wellness Centers: Dealing hand/ Any authorized Officer/ CMO I/C /Additional Director.

Accountability:

Wellness Centres: *CMO In charge & Staff.*

Administrative Office : *Additional Director, Other Officers and Staff.*

The norms set by it for the discharge of its functions:

As per Government norms.

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

1. Fundamental Rules and supplementary Rules
2. General Rules.
3. T.A. Rules
4. Central Civil Services (Leave) Rules.
5. Dearness Allowance, Dearness Relief
6. HRA and CCA
7. Pension Compilation incorporating CCS (Pension) Rules
8. Compilation of CCS (Commutation of Pension) Rules
9. CCS (Extraordinary Pension) Rules
10. Compilation on Central Govt. Employees Group Insurance Scheme
11. Medical Attendance Rules
12. Compilation of CXCS (CCA) Rules
13. Compilation of CCS (Conduct) Rules
14. Compilation of General Provident Fund Rules
15. Compilation of Leave Travel Concession Rules
16. Compilation of Children's Education Assistance
17. Compilation of General Financial Rules
18. Compilation of Delegation of Financial Power Rules
19. Compilation of House Building Advance Rules
20. Compilation on Suspension and Reinstatement
21. Compilation of Overtime Allowance Rules
22. Compilation of Contributory Provident Fund Rules
23. Compilation on Advances to Central Govt. Staff
24. Compilation on Seniority and Promotion in Central Govt. Service
25. Compilation on Reservations and Concessions for SC's and ST's, OBC (Mandal Commission), etc
26. Compilation on Confidential Reports
27. Compilation on Uniforms for Groups 'C' and 'D' Employees
28. Compilation of New Pension Scheme
29. Compilation of Allotment and License Fee of Government Residences
30. Manual on Disciplinary Proceeding
31. Complete Manual on Establishment
32. Manual on Office Procedure
33. Leaves Rules Made Easy
34. Pay Rules Made Easy
35. FR & SR and Service Rules


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A statement of the categories of documents that are held by it or under its control:

1. Service Books
2. Personal Files
3. Leave Records
4. Pensioner's Card
5. Service Employees Cards
6. Permission
7. Pay and Allowances
8. Bills
9. G.P.F.
10. Immovable Property

VII. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy and implementation thereof:

- *Not Applicable*

VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its 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:

Councils

1. Office Council

Committees:

1. General Purchase Committee
2. chemist Bill committee
3. Technical committee for Local chemist
4. Inspection committee for Local chemist
5. Building committee
6. Monitoring of Private hospital/Diagnostic Centers committee
7. Bill committee
8. Allopathic Medicines Committee
9. Advisory Committee

IX. A directory of its officers and its employees:

LIST OF DOCTORS (STATUS AS ON 19.10.2020)

DOCTORS ON REGULAR BASIS at CGHS, DEHRADUN UNIT

S. N o	Name & Designation of the Officer	Designation MO/SMO/ CMO(NFSG)/ SAG/HAG	Qualification	Date of birth	Date since working in present unit	Telephone numbers
1.	Dr. K S Rana	Addl. Director	MBBS,	20.05.1960	31.01.2019	8506000323
2.	Dr. B S Rawat	CMO (HAG)	MBBS	22.04.1958	05.04.2018	8126612147
3.	Dr. Janki Jangpangi	CMO (HAG)	MBBS	03.03.1963	01.09.2015	9717322533
4.	Dr. Kiran Singh	CMO (NFSG)	MBBS	05.04.1968	30.11.2005	9410140539

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5.	Dr. Shivani Sharma	MO	MBBS	22.11.1981	25.08.2020	9410986710
6.	Dr. Smita Rawat	MO	MBBS	25.08.1985	17.05.2017	7895657272
7.	Dr. T P Lakshmi	MO	MBBS	06.05.1994	12.06.2018	9701762189
8.	Dr. Hemanth K C A	MO	MBBS	05.03.1990	10.08.2018	9995788025
9.	Dr. Sakthivel G	MO	MBBS	15.06.1991	25.08.2020	9802270310

X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations as on 31.12.2017:

Sl.No.	Name of Doctors	Designation	Basic Pay (Rs)
1	Dr. K S Rana	Addl. Director	224100.00
2	Dr. B S Rawat	CMO (HAG) I/C DD-I	224100.00
3	Dr. Janki Jangpangi	CMO (SAG) I/C DD-II	224100.00
4	Dr. Kiran Singh	CMO (NFSG) I/C DD-III	211800.00
5	Dr. Shivani Sharma	MO DD-I	73200.00
6	Dr. Smita Rawat	MO DD-II	73200.00
7	Dr. T P Lakshmi	MO DD-II	59500
8	Dr. Hemanth K C A	MO DD-II	59500
9	Dr. Sakthivel G	MO DD-III	56100
10	Mr. Hansraj Dhakar	Nursing Officer (Male), DD-I	47600
11	Mr. Ajay Kumar	Pharmacy Officer, DD-I	72100.00
12	Mr. B.S. Panwar	Pharmacy Officer, DD-II	72100.00
13	Mrs. Vaishali Agarwal	Pharmacy Officer, DD-III	66000
14	Mr. Manoj Kumar	Sr. Pharmacist, DD-III	37600
15	Mr. Himanshu Bisht	Pharmacist, DD-II	30100
16	Mr. Sandeep Kumar	MTS (MA), DD-II	19100.00
17	Mr. Umender Kumar	MTS (MA), DD-I	19100.00
18	Mr. Ajay Kumar	MTS (MA), AD Office	19100.00
19	Mr. Akshya Kumar	MTS (MA), DD-III	19100.00
20	Mr. Ravinder Singh	MTS (MA), DD-I	19100.00
21	Ms. Devyani	MTS (LMA), DD-III	19100.00
22	Ms. Preeti	MTS (LMA), DD-I	19100.00

XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:


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Budget Expenditure 2020-2021 Under Plan & MH 2071- PORB Budget of CGHS, Dehradun Unit (Rupees in thousands)- Annexure-I herewith enclosed.

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:

There are no subsidy programmes.

XIII. Particulars of recipients of concessions, permits and authorizations granted by it:

A nominal monthly CGHS contribution is charged from the beneficiaries of this scheme.

The Central Govt. Health Scheme is applicable to the following categories of people residing in CGHS covered cities:

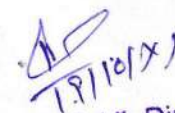
1. All Central Govt. Servants paid from Civil Estimates (other than those employed in Railway Services and those employed under Delhi Administration except members of Delhi Police Force).
2. Pensioners drawing pension from Civil Estimates and their family members (Pensioner residing in non- CGHS areas also may obtain CGHS Card from nearest CGHS covered City)
3. Hon'ble Members of Parliament
4. Hon'ble Judges of Supreme Court of India
5. Ex- Members of Parliament
6. Employees & Pensioners of Autonomous Bodies covered under CGHS (Delhi)
7. Ex- Governors and Ex-Vice Presidents
8. Former Prime Ministers
9. Former Judges of Hon'ble Supreme Court of India and Hon'ble High Courts
10. Freedom Fighters

XIV. Details of information, available to or held by it, reduced in electronic form:
Salary details of all employees.

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

Not Available

XVI. The names designations and other particulars of the Public Information Officers:
As on 01.01.2017


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**APPELLATE AUTHORITY - ADDITIONAL DIRECTOR
C.P.I.O Wellness Centres - INCHARGES OF CONCERNED
UNIT ADMINISTRATIVE OFFICE**

Tel: 0135-2652605,

Address:

1-Raipur Road,
Survey Chowk,
Dehradun
(Uttarakhand)

NAME OF CPIO, ADDRESS AND TELEPHONE NUMBERS

S.No. Name of Unit Name of CPIO Designation Address Tel No. Appellate
Authority

Sl. No.	Name of unit	Name of CPIO	Designation	Address & Tel	Appellate
1.	CGHS, Dehradun	Dr. Janki Jangpangi	CMO I/C (HAG) & CPIO CGHS WC DDII	P & T Colony Chukhuwala, Chakrata, Dehradun 0135-2659773	Dr. K S Rana, Addl. Director

XVII. Such other information as may be prescribed. (Section 4(1) (b) (xvii) of RTI Act, 2005) Nil.


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Obligations of public authorities under Section 4 of RTI Act 2005

4. Obligations of public authorities

(1) Every public authority shall

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

(b) publish within one hundred and twenty days from the enactment of this Act

(i) The particulars of its organisation, functions and duties;

(ii) The powers and duties of its officers and employees;

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

(iv) The norms set by it for the discharge of its functions;

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

(vi) A statement of the categories of documents that are held by it or under its control;

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

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its 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;

(ix) A directory of its officers and employees;

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

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

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

(xiii) Particulars of recipients of concessions, permits or authorisations granted by it;


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(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;
(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

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

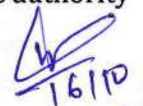
(xvii) such other information as may be prescribed; and thereafter update these publications every year; (c) publish all relevant facts while formulating important policies or announcing the decisions which affect public;

(d) Provide reasons for its administrative or quasi-judicial decisions to affected persons.

(2) It shall be a constant endeavour of every public authority to take steps in accordance with the requirements of clause (b) of sub-section (1) to provide as much information suo motu to the public at regular intervals through various means of communications, including internet so that the public have minimum resort to the use of this Act to obtain information.

(3) For the purposes of sub-section (1), every information shall be disseminated widely and in such form and manner which is easily accessible to the public.

(4) All materials shall be disseminated taking into consideration the cost effectiveness, local language and the most effective method of communication in that local area and the information should be easily accessible to the extent possible in electronic format with the Central Public Information Officer or State Public Information Officer as the case may be, available free or at such cost of the medium or the print cost price as may be prescribed. Explanation.-For the purposes of sub-sections (3) and (4), "disseminated" means making known or communicated the information to the public through notice boards, newspapers, public announcements, media broadcasts, the internet or any other means, including inspection of offices of any public authority


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DDO WISE ALLOCATION

Annexure-1
Page no. 1 of 3

Financial Year:	2020-2021
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Amount									
DDO :	CGHS, DEHRADUN [221204]								
FUNCTION HEAD :									300,000,000.00
OBJECT HEAD :	PORB(MEDICAL TREATMENT) [06]								
CATEGORY :	VOTED [5]								
									300,000,000.00
FUNCTION HEAD :	CGHS DISPENSARIES [2210011032401]								98,580,000.00
OBJECT HEAD :	DOMESTIC TRAVEL EXPENSES [11]								
CATEGORY :	VOTED [5]								
									100,000.00
OBJECT HEAD :	MEDICAL TREATMENT [06]								
CATEGORY :	VOTED [5]								
									200,000.00
OBJECT HEAD :	MINOR WORKS [27]								
CATEGORY :	VOTED [5]								
									30,000.00
OBJECT HEAD :	OFFICE EXPENSES [13]								
CATEGORY :	VOTED [5]								

FORWARDED


 Addl. Director / Addl. Director
 CGHS, Dehra Dun.

DDO WISE ALLOCATION

[illegible]

DDO WISE ALLOCATION

OBJECT HEAD :	MACHINERY AND EQUIPMENT [52]										
CATEGORY :	VOTED [5]										
											100,000.00
FUNCTION HEAD :	SWACHTA ACTION PLAN [2210011032496]										34,000.00
OBJECT HEAD :	OTHER CHARGES [50]										
CATEGORY :	VOTED [5]										
											34,000.00


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