

C.G.H.S. JABALPUR

1	i) Particulars of organization ii) Functions and duties	C.G.H.S. , 1544/A-Napier Town, Opp. Ashish Hospital, Jabalpur Attached as Annexure – A
2	The powers & duties of its officers & employees	As per Central Govt. rules
3	The procedure followed in decision making process including channels of supervision and accountability	As per Central Govt. rules
4	The norms set by it for the discharge of its functions.	As per Central Govt. norms.
5	The rules, regulations instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	As per guidelines.
6	A statement of the categories of documents that are held by it or under its control,	Unclassified Documents, Personal records of staff, Pensioners, bills etc.
7	The particulars of any arrangement that exists for consultation by the members of the public in relation to the formulation of its policy or implementation thereof,	Not Applicable
8	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of 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 meeting are accessible for public:	<ol style="list-style-type: none"> 1. Purchase Committee 2. Condemnation Committee 3. Hindi Committee 4. Committee for Inspection of WC
9	A directory of its officers and employees	Attached as Annexure-B
10	The monthly remuneration received by each of its officers and employees including the system of compensation as provide in its regulations	Attached as Annexure-C, D & E Separately for Group A, C & D
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Not Applicable.

12	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not Applicable
13	Particulars of recipients of concessions, permits or authorization granted by it.	Not Applicable
14	Details in respect of the information, available to or held by it, reduced in an electronic form:	Nil
15	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	Nil
16	The names, designations and other particulars of the Public Information Officer:	Attached as Annexure-F
17	Such other information as may be prescribed and thereafter update these publications every year.	Not Applicable

ANNEXURE - 'A'

STATEMENT OF MAIN FUNCTIONS (Section-wise)

1.Estt. Section

1. All matter relating to Group 'A, C &D' service book.
2. Posting & Transfer of Group A, C & D within city, Recruitment of C & D
3. Study leaves, Earned leave, Commuted leave, CCL, EOL.
4. Sanction of LTC along with encashment of E.L.
5. Grant of conveyance allowance to Medical officers.
6. Sanction of Residential Telephone reimbursement bills to CMOs & above level Officers.
7. Sale/ Purchase of immovable/ movable property of officers and staff.
8. Annual property returns of Group 'A' officers.
9. N.O.C. for passport.
10. Sanction of HBA/Festival Advance/Car/MC Advance etc. to Group A,C & D
11. Grant of ACP/MACP & Promotions
12. Reimbursement of Tuition Fees & Hostel Subsidy to Group A, C & D .
13. Annual Increment, Pay fixation on MACP/Promotion.
14. Superannuation/ Vol. retirement/ Death Cases
15. Pension fixation.
16. Circulars related to Group A, C & D.
17. Parliament Questions.
18. Annual Appraisal Performance Report in r/o Group 'A' & 'C'.
19. Inspection Reports
20. Statistical Data,
21. Correspondence with Ministry/Directorate & various C.G. Offices
22. Submission of Quarterly, Half yearly & Yearly Reports & Returns to various Offices.
23. Grievance Redressal Committee
24. Matter related to Meeting with representatives of AICGHSEA & Pensioners Associations
25. 100% Physical verification of all W.Cs. & MSD
26. Audit matters
27. CGHS dispensary – Sanction of Rent
28. RTI -Dealing of applications, Appeals, submission of qtrly. and annual report.
29. Various Court Cases
30. Hindi work
31. Complaints received from beneficiaries and action thereof.
32. VIP referrals.
33. Meeting with CMO I/c.
34. All matters related to CGHS dispensaries working under CGHS Jabalpur.
35. Empanelment of various private hospitals & correspondence with empanelled Centres.

2. Dispatch-Diary Section

1. Registration of all inward receipts & Dispatch of outward letters.
2. Maintenance of Postage Stamp.

2. Accounts Section

1. Salary Bills in r/o Group 'A', 'B', 'C' & 'D'.
2. All work related to Cash, Imprest Money, Cash Book.
3. GPF – Billing of Advances, Withdrawals, maintenance of GPF Pass Book in r/o Group 'D'.
4. LTC & EL Encashment- Billing and payment.
5. Payment Pensionary Benefits.
6. Telephone Bills - individual and official.
7. Rent & Electricity bills of Office & Dispensary Buildings.
8. Local Purchase Bills, Bills of Pilot Project, Life Saving Drugs & GMSD supply.
9. M.R.Cs. received from various Pensioner Beneficiaries.
10. Clearance of Hospital bills received through UTI-TSL
11. Correspondence regarding M.R.Claims received from various C.G. Deptts.
12. Income Tax Calculation- its deductions & issue of TDS certificates to Officers & Staff
13. Income Tax Calculation- its deductions & issue of TDS certificates to Hospitals/ L.Chemist & various other firms.
14. Professional Tax calculation & its deduction.
15. Recoupment of Imprest amount through billing.

3. Card Section

1. Dealing with Pensioners regarding Preparation of Pensioners Cards.
2. All matters relating to Cards- Issue of Duplicate Card, Addition/Deletion in Pensioner Cards etc
3. Issue of Referrals to other CGHS Cities to all Serving & Retired Card holders.
4. Maintenance of records of Cardholders.
5. Handling of D/Drafts & IPOs, received from Pensioners for new/duplicate Cards

4. Purchase Section

1. AMC of various office equipments
2. Purchase of office equipments for office and all W.Cs. under CGHS Jabalpur.
3. Purchase of Dead Stock, stationery & consumable items for office & all W.Cs.

5. Medical Stores Depot

1. Preparation of Annual/Half yearly Indent of Medicines & its submission to GMSD Mumbai
2. Receipt & recording of received medicines
3. Issue of medicines to all W.Cs. as per their demand
4. Indenting of Life Saving Medicines from authorized dealer against patients.
5. Checking of bills of Local Chemist/Pilot Project/GMSD etc.
6. Receipt-Issue & Record of all Dead-stock items, Stationery & consumables.

ANNEXURE - 'B'

Directory of All Officers/Employees(Group A,B & C) Dispensary-wise

Name of the Institution :- **C.G.H.S. JABALPUR**

Place of posting:- Addl. Director Office, 1544/A-Napier Town, Jabalpur Tel. 0761-2405205,2411890(F)

Sl no	Name	Native Place	Present Post	Dt.of Birth	Education Quali.	Gr.
1	Dr. R.P. Rawat	Jabalpur (M.P.)	CMO(SAG)/ Addl. Director	12.11.67	MBBS, MD	A
2	Dr. Praveen Belwalkar	BHOPAL	Medical Officer	15.08.87	MBBS	A
3	Dr. Jyoti Singh	SATBA (M.P.)	Medical Officer(Ayu)	26.06.86	BAMS, MD	A
4	Shri Shiv Lal	Mathura (U.P.)	Office Supdt.	02.02.62	B.Com	C
5	Shri A.V.Choudhary	Jabalpur (M.P.)	UDC	27.04.68	M.Com	C
6	Shri T.K.Bhatt	Khandwa (M.P.)	UDC	03.09.69	M.A.	C
7	Shri Suresh Kumar TA	Distt. Ernakulam (Kerala)	UDC	31.05.70	M.A.	C
8	Shri P.M.Gujele	Distt. Rajnand gaon (C.G.)	UDC	01.04.63	Higher Sec.	C
9	Shri Avinash K.Yadav	Jabalpur (M.P.)	LDC	18.08.67	Higher Sc.	C
10	Shri R.R.Ravi	Jabalpur	UDC	02.07.65	M.Com	C
11	Shri Sandip Ghosh	Sarguja (M.P.)	Pharmacy Officer	05.09.66	Dip.Pharmacy	C
12	Shri S.P. Khare	Jabalpur(M.P.)	Pharmacy Officer	01.07.67	D.Pharma	C
13	Shri Rakesh Roshan	Distt. Nalanda (Bihar)	Steno Gr.II	25.11.73	10+2	C
14	Shri Rambali Yadav	Jabalpur (M.P.)	MTS	05.04.67	Higher Sc.	C
15	Shri Sujeet K. Saman	Jabalpur(M.P.)	MTS	31.12.68	10+2	C
16	Shri Govind Prasad	Jabalpur (M.P.)	MTS	10.06.66	12 th	C
17	Shri Rajesh	Jabalpur (M.P.)	MTS	01.07.65	8 th	C
18	Shri Suresh K.Dumar	Jabalpur (M.P.)	MTS	01.04.77	9 th	C

Place of Posting :- CGHS Wellness Centre NO. 1- 1544/A- Napier Town, Jabalpur Tel. 0761-2410681

Sl no	Name	Native Place	Present Post	Dt. of Birth	Education Qualification	Gr
1	Dr.V.K.Jharia	Jabalpur (M.P.)	Sr CMO S.A.G.	16.07.59	MBBS	A
2	Dr. C. Sai Kiran	Hyderabad	M.O.	10.05.1986	MBBS	A
3	Smt. Sarita Raut	Jabalpur (M.P.)	Pharmacy Officer	03.02.1967	Dip. Pharma	C
4	Shri S.N.Kolhatkar	Nagpur (M.S.)	Pharmacy Officer	19.04.72	Diploma in Pharmacy	C
5	Shri Inayat Ulla Khan	Burhanpur (M.P.)	Lab.Techn.	01.07.70	Dip. M.L.T.	C
6	Shri Vinod Raut	Nagpur (M.S.)	Med. Attnndt (MTS)	11.07.1969	B.Com	C
7	Smt. Gracemani Hansda	Dhanbad Bihar	Lady Med. Attendent	10.03.66	8 th	C
8	Shri Shankerlal Sahu	Jabalpur (MP)	Medical Attendent	04.04.69	10 th	C
9	Shri Anand Kumar	Jabalpur (MP)	MTS	06.07.75	8 th	C
10	Shri Ram Kumar	Jabalpur (MP)	Medical Attendent	18.11.69	11 th	C
11	Shri Jhalkan Ram	Jabalpur MP	MTS	01.07.67	11 th	C
12	Smt. Lekha Yadav	Jabalpur (MP)	MTS	25.12.75	10 th	C
13	Shri Mannu Lal	Jabalpur (MP)	Medical Attendent	05.10.61	11 th	C

**Place of Posting:- C.G.H.S. Wellness Centre NO. 2, I.B.M. Colony, Kamla Nehru Nagar, Garha Road
Jabalpur**

Tel. No. 0761-2416805

Sl no	Name	Native Place	Present Post	Dt.of Birth	Education Qualification	Gr.
1	Dr. Smt. M. Manwatkar	JABALPUR	Sr.CMO(SAG)	22.12.56	MBBS	A
2	Dr. Mrs. M. V. Dubey	Baitul M.P.	Sr.CMO(SAG)	29.06.61	MBBS	A
3	Shri Bakul Shah	Burhanpur (M.P.)	Pharmacy Officer	11.05.65	Diploma in Pharmacy	C
4	Shri Gopal Pd. Patel	Damoh (M.P.)	Pharmacy Officer	04.07.66	Diploma in Pharmacy	C
5	Smt. Aruna Choudhary	Jabalpur (M.P.)	Nursing Officer	25.05.65	Diploma in Gen.Nursing	C
6	Smt. Poonam	Mathura (U.P.)	Lady Med. Attendent	12.12.66	8 th	C
7	Shri Ramkishan	Jabalpur (M.P.)	Medical Attendant	25.10.65	8 th	C
8	Shri Chandra Kumar	Jabalpur(MP)	Medical Attendant	27.06.70	5 th	C
9	Shri Gullan	Jabalpur (MP)	MTS	07.02.71	5 th	C
10	Shri Ram Singh	Jabalpur MP	MTS	08.04.68	5 th	C

Place of Posting:- CGHS Wellness Centre NO.3, Vaidyanathan Nagar, Ranjhi Road Jabalpur.

Tel: 0761-2602021

Sl No	Name	Native Place	Present Post	Dt.of Birth	Education Qualification	Gr.
1	Dr. Pankaj K. Patil	Nagpur	SMO	29.06.79	MBBS (DA)	A
2	Dr.Dhwani Manwatkar	Jabalpur (M.P.)	Medical Officer	06.12.1988	MBBS	A
3	Dr. Priyank Yadav	Tikamgarh M. P.	M.O.	24.09.91	MBBS (Foreign Medical)	A
4	Shri A.K.Sonwane	Jabalpur (M.P.)	LDC	09.08.1970	Higher Sec.	C
5	Shri Rajesh K. Ojha	Jabalpur (M.P.)	Pharmacy Officer	07.07.67	Dip.Pharmacy	C
6	Shri R.K.Shayalwar	Jabalpur (M.P.)	Pharmacy Officer	04.09.62	D.Pharma	C
7	Smt. Beena Das	Jabalpur (M.P.)	Nursing Officer	05.10.64	Dip.Nurs.	C
8	Shri Sheikh Shamim	Jabalpur (M.P.)	Medical Attendent	20.05.67	Matric	C
9	Smt.Saraswati	Jabalpur (M.P.)	Lady Med. Attendant	10.06.1968	Higher Sec.	C
10	Shri Surendra Kumar	Jabalpur (MP)	Med.Attn dt (MTS)	12.06.1962	Higher Sec.	C
11	Shri R.K.Bajpai	Katni (M.P.)	MTS	12.05.74	B.Com	C
12	Shri Rajesh Kumar	Jabalpur (MP)	MTS	01.07.1966	5 th	C

Place of Posting :- CGHS Wellness NO. 4- Head Post Office Campus, Jabalpur Tel. 0761-2629460

Sl no	Name	Native Place	Present Post	Dt.of Birth	Education Qualification	Gr
1	Dr.A.K.Sudhansu	Distt.Nalanda Bihar	CMO (NFSG)	10.01.68	MBBS MD(Anae)	A
2.	Dr. Shilja O.	Palakkad (Kerala)	MO	14.01.93	MBBS	A
3	Shri Manoj Kumar	Vaishali (Bihar)	Pharmacy Officer	02.06.70	Diploma in Pharmacy	C
4	Smt. Celina Verghese	Trichur(Kerala)	Lab. Techn.	25.01.61	DMLT	C
5	Smt. Premlata Sahu	Narsinghpur	Lab. Techn.	02.11.64	DMLT	C
6	Smt. Laxmi Bai Soni	Jabalpur	Lady Med. Attendant	15.07.61	6 th Pass	C
7	Shri Ravi Kumar Dahayat	Jabalpur	MTS	12.06.72	10 th	C

Place of Posting :- CGHS Wellness NO.5- MT/2 Type-V Westland Khamria, Jabalpur

Tel. 0761-2430018

Sl no	Name	Native Place	Present Post	Dt.of Birth	Education Qualification	Gr
1.	Dr. Snehanshu Ranjan	Purnia Bihar	M.O.	12.01.90	MBBS	A
2	Smt.Sajni D'Souza	Ernakulam (Kerala)	Nursing Officer	07.02.68	Dip.Nursing	C
3	Shri Mohd. Rafique	Akola (M.S.)	Sr.Pharmacy Officer	28.06.1962	Dip. Pharma	C
4	Shri Summera Prasad	Jabalpur (MP)	MTS	01.07.1971	8 th	C
5	Shri Bheem Rao	Jabalpur (MP)	MTS	25.03.1966	8th	C

ANNEXURE - 'C', 'D' & 'E'

Salary details of Gr, A, & C incl. D. staff under CGHS Jabalpur as on 30.09.2020

Sl.	Name	Design.	Level	Pay
1	DR. VIJAY KUMAR JHARIA	SR. CMO(SAG)	14	224100+NPA
2	DR. Mrs. M. MANWATKAR	SR. CMO(SAG)	14	218200+NPA
3	DR. RAJENDRA PRASAD RAWAT	Addl. Director	13	193800+NPA
4	DR. MRS. M. V. DUBEY	SR. CMO(SAG)	14	218200+NPA
5	DR. ASWANI KUMAR SUDHANSU	CMO(NFSG)	13	160600+NPA
6	DR. P. K. PATIL	SMO	11	102500+NPA
7	DR. DHWANI MANWATKAR	MEDICAL OFFICER	10	73200+NPA
8	DR. PRAVEEN BELWALKAR	MEDICAL OFFICER	10	63100+NPA
9	DR. SNEHANSHU RANJAN	MEDICAL OFFICER	10	63100+NPA
10	DR. PRIYANK YADAV	MEDICAL OFFICER	10	56100+NPA
11	DR. SHILJA O'	MEDICAL OFFICER	10	56100+NPA
12	DR. JYOTI SINGH	MO(AJU)	10	59500+NPA
13	SHIV LAL	OFFICE SUPERINTENDENT	6	49000
14	RAKESH ROSHAN	STENO GR. II	7	68000
15	SMT BEENA DAS	Nursing Officer	9	77900
16	SMT. ARUNA CHOUDHARY	Nursing Officer	9	77900
17	SMT. SAJANI D'SOUZA	Nursing Officer	9	75600
18	R.K. SHAYALWAR	Pharmacy Officer	7	72100
19	BAKUL SHAH	Pharmacy Officer	7	72100
20	SMT. SARITA RAUT	Pharmacy Officer	7	68000
21	GOPAL PRASAD PATEL	Pharmacy Officer	7	68000
22	SANDIP GHOSH	Pharmacy Officer	7	68000
23	RAJESH KUMAR OJHA	Pharmacy Officer	7	68000
24	S.P. KHARE	Pharmacy Officer	7	68000
25	MOHD. RAFIQUE	Sr. Pharmacy Officer	8	74300
26	S.N. KOLHATKAR	Pharmacy Officer	7	66000
27	MANOJ KUMAR	Pharmacy Officer	7	66000
28	INAYAT U. KHAN	LAB. TECHNICIAN	7	66000
29	SMT. CELINA VERGHESE	LAB. TECHNICIAN	8	71300
30	SMT. PREMLATA SAHU	LAB. TECHNICIAN	7	62200
31	ATUL V. CHOUDHARY	U.D.C.	5	45400
32	T.K. BHATT	U.D.C.	5	45400
33	R.R. RAVI	U.D.C.	5	45400
34	A.K. SONWANE	L.D.C.	4	27900
35	P.M. GUJELE	U.D.C.	5	42800
36	SURESH KUMAR T.A.	U.D.C.	5	44100
37	AVINASH KUMAR YADAV	L.D.C.	3	39800
38	SHALINI KUMARI	L.D.C.	2	21100

39	DEWANAND KUMAR	L.D.C.	2	21100
40	AKASH KUMAR	L.D.C.	2	21100
41	KUNDAN KUMAR	L.D.C.	2	21100
42	VIRENDER SINGH	L.D.C.	2	21100
43	VINOD RAUT	Medical Attendant (MTS)	2	36100
44	RAM KISHAN	Medical Attendant (MTS)	3	35000
45	SHEIKH SHAMIM	Medical Attendant (MTS)	3	35000
46	SMT. POONAM KUNTAL	Lady Medical Attendant (MTS)	3	36100
47	SMT. SARASWATI	Lady Medical Attendant (MTS)	3	36100
48	SMT. GRACEMANI HANSDA	Lady Medical Attendant (MTS)	3	36100
49	SMT. LAKSHMI BAI	Lady Medical Attendant (MTS)	4	38600
50	SHANKER LAL SAHU	Medical Attendant (MTS)	3	35000
51	SURENDRA KUMAR	Medical Attendant (MTS)	3	35000
52	RAM KUMAR	Medical Attendant (MTS)	3	35000
53	MANNU LAL	Medical Attendant (MTS)	3	35000
54	CHANDRA KUMAR	Medical Attendant (MTS)	3	35000
55	RAM BALI YADAV	M.T.S.	3	36100
56	SUJEET KUMAR SAMAN	M.T.S.	3	36100
57	GOVIND PRASAD GOND	M.T.S.	3	35000
58	SUMMERA PRASAD	M.T.S.	3	34000
59	RAJESH	M.T.S.	3	35000
60	SMT. LEKHA YADAV	M.T.S.	2	32000
61	RAVINDRA KUMAR BAJPAI	M.T.S.	2	34000
62	RAVI SHANKER DAHIYA	M.T.S.	2	34000
63	JHALKAN RAM	M.T.S.	3	35000
64	BHEEM RAO	M.T.S.	3	35000
65	RAM SINGH	M.T.S.	3	35000
66	GULLAN	M.T.S.	2	23800
67	RAJESH KUMAR	M.T.S.	3	35000
68	SURESH KUMAR DUMAR	M.T.S.	2	34000
69	ANAND KUMAR	M.T.S.	2	34000

Annexure-‘F’

Name Designation & Telephone No.s of CPIOs:-

Dr. R.P. Rawat, Addl. Director – Appellate Authority CGHS Jabalpur

Sl.No.	Name of Unit	Name of CPIO	Telephone No.
01.	Addl. Director Office Napier Town Jabalpur	Dr. Praveen Belwalkar MO	0761-2431721/2405205
02.	CGHS Wellness Centre No. 01 NAPIER TOWN	Dr. V.K.Jharia, Sr. CMO (S.A.G.)	0761-2410681
03.	CGHS Wellness Centre No. 02 Kamla Nehru Nagar	Dr. Mrs. M. Manwatkar, CMO(NFSG)	0761-2416805
04.	CGHS Wellness Centre No. 03 Vaidyanathan Nagar	Dr. P.K. Patil, SMO	0761-2431721
05.	CGHS Wellness Centre No. 04 Head post Office Campus	Dr. A.K. Sudhansu, CMO(NFSG)	0761-2629460
06.	CGHS Wellness Centre No. 05 Westland Khamria	Dr. Snehanshu Ranjan Medical Officer	0761-2430018
