

SPEED POST



No D-2-3/2017/CGHS/KNP/276

GOVT OF INDIA

MINISTRY OF HEALTH & FAMILY WELFARE

CENTRAL GOVT HEALTH SCHEME

PLOT NO 8-11 RATANLAL NAGAR KANPUR-208022

DATE: 02/01/2018

To,

Dr. V.K. Dhiman
Nodal officer, MCTC,
Kali bari dispensary, Gole Market, New Delhi.

SUBJECT: RTI Act 2005 Section 4 (i-b) - Regarding.

On the above noted subject, please enclosed find herewith attached file regarding RTI Act 2005 Section 4(i.b) for uploading on NIC Kanpur Website.

Thanks,

Encl:-As mentioned


(Dr. P.K. Pachori)
Additional Director,
CGHS Kanpur

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

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

Central Government Health Scheme was introduced during 1954 in Delhi and gradually extended with remarkable success to other areas and at present covers following 29 cities.

- | | |
|--------------------|------------------------|
| 1. Ahmadabad | 16. Jaipur |
| 2. Allahabad | 17. Jammu |
| 3. Bangalore | 18. Kanpur |
| 4. Bhopal | 19. Kolkata |
| 5. Bhubaneswar | 20. Lucknow |
| 6. Chandigarh | 21. Meerut |
| 7. Chennai | 22. Mumbai |
| 8. Dehradun | 23. Nagpur |
| 9. Delhi/New Delhi | 24. Noida |
| 10. Faridabad | 25. Patna |
| 11. Ghaziabad | 26. Pune |
| 12. Gurgaon | 27. Ranchi |
| 13. Guwahati | 28. Shillong |
| 14. Hyderabad | 29. Thiruvananthapuram |
| 15. Jabalpur | |

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 Kanpur on 11 April 1972.

Allopathic wellness centers	----- 9
Ayurvedic wellness center	----- 1
Homoeopathic wellness centers	----- 2
Dental unit	----- 1
Polyclinic	----- 1

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

DUTIES OF DOCTORS & STAFF WORKING IN WELLNESS CENTRES (DISPENSARIES)

Medical Officer In charge

Administration

1. Medical Officer In charge will take round daily to observe whether all staff is in their respective place of duty, cleanliness and sanitation. He can spare 2 hours for having two medical officers in a Wellness Centre and with the addition of every additional doctor 15 minutes to be added. He should also make surprise round in between to ensure smooth functioning of the Wellness Centre.
2. He will ensure that all staff is in position to start work at the scheduled time. He will maintain an attendance register for his staff, which he will place on his table and he will ensure that all members of the Wellness Centre staff note down the time of arrival and departure in the attendance register. He will countersign the register daily which will be in his personal custody and which he will remove from his table half an hour after the opening hour of the Wellness Centre. He 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 will be responsible for maintenance of discipline and order in the Wellness Centre including use of prescribed uniform by the Wellness Centre staff.
4. He will arrange for duty of staff during the non-working hours of the Wellness Centre.
5. He will ensure as far as possible, patients load is equally distributed among Medical officers posted to his Wellness Centre. He will adjust his own patient's load keeping in view his additional duties.
6. He will arrange a Group 'D' staff to take over the charge from the Chowkidar in the morning session as to hand over the charge to the Chowkidar in the evening.
7. Accounting of Stores
 - a. He 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 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 Medical officer in charge. For the recoupment of Dhobi bill, conveyance charges and other petty charges paid up voucher duly certified to be sent to Additional Director Office.

✓ 8. Area Welfare Officer

There is a Co-ordination Committee of the officers in which C.M.O. is a member of the High Power 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 Medical Officer In charge will form Area Welfare Committee in consultation with Area Welfare Officer and hold meetings regularly to solve any problems of the Wellness Centre. The Medical Officer Incharge with the help of Area Welfare Committee members will 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 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 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 can also grant station leave permission.

11. Punctuality

He will ensure punctuality and debits $\frac{1}{2}$ 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 is 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. Deptt. Of Health dated 17th July, 1975.

12. He will maintain a daily diary and record all the important incidents occurring in the Wellness Centre.

13. Family Welfare Programme & MCH

He will be overall incharge of family welfare programme 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 will organise Preventive and Prophylactic treatment to the beneficiaries. The various immunisation Programme and antenatal check-up should be organised in the Wellness Centre.

15. Health Education

The Health Education Programme should be organised 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.

17. Uniform

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

18. Safai Work in Absence of Safaiwala

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

19. Sharing of Patients

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

20. Evaluation of Serious Patients

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

21. The 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 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 will prepare a list of articles in quadruplicate to be handed over to the relieving officer, one copy to the Additional Director Office. And 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 check 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 should ensure sealing of stores in both with brass seal and the brass seal should be in his 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.
2. He will also scrutinise 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 will restrict himself to general list of the formulary. But in case he has to prescribe any specialist item, he should take prior concurrence from Medical Officer In charge. He will not write of his 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 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 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 will arrange to keep stores in a neat and orderly manner and ensure that all containers, bottles, packages, etc. are properly labelled.
3. He 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 will follow meticulously, all indenting procedures circulated from time to time.
4. He 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 shall bring to the notice of the Medical Officer In charge the items running short and prepare supplementary indents for submission to the Medical Stores Depot.
5. He will bring to the notice of the 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 Medical Officer In charge before submission as per instructions issued from time to time. He 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 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 will check that the quantities are correct and that the stores are in good condition. He will immediately bring to the notice of Medical Officer In charge anything found to the contrary before the stores accepted. He will otherwise be responsible for any defect detected at a subsequent occasion.
8. He will bring to the notice of the 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 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 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 countersignature of the entries in the registers by Medical Officer In charge. He will make all entries clear, legible handwritings, cuttings/overwriting must be avoided as far as possible.
10. He 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 shall issue to Pharmacists, etc., stores under his custody only on the authorization of the 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 will pay special attention to the short-life items and maintain the record in the short life register and put this up to the Medical Officer In charge at the beginning of each month pointing out such preparations which are likely to expire in three months' time. He should ask for specific orders of the 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 Medical Officer In charge and his orders obtain in writing.
14. He will be responsible for the issue of local purchase medicines received from the authorised chemists after obtaining the signatures of the beneficiaries concerned or their representatives.
15. He 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 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 should prepare a Triplicate list of stock 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 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

- I. Details of old register and files handed over.

17. He will assist in dispensing work whenever so required by the Medical Officer In charge of the Wellness Centre.
18. He 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 Medical Officer In charge.
19. Opening of New Ledger/register

He 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.
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 taken 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.
12. The Wellness Centre clerk shall perform any other duty as may be assigned to him by the 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 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 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 Laboratory Technician

The Laboratory has the responsibility for carrying out all examinations required of it and keeping complete records of work done to enable reports both for administrative and technical purposes, and

for prompt and accurate reporting of the examination results. The Laboratory Technician will be responsible for the above functions and his duties are:—

1. He will establish a point of reception of all specimen and will be responsible for labelling them suitably for accurate identification by the recording the name of the patient and his/her identify card number/and any other particulars necessary.
2. He will ensure that all specimens are accompanied by a requisition slips filled and signed by the requisitioning Medical Officer.
3. He will give each specimen a laboratory serial number and he will enter the same in the register maintained for this purpose. The columns of the register shall be :—

Date S.No. T. No. Name of patients Wellness Centre to which he/she belongs. Nature of specimen.

Type of Exam Result

4. He will be responsible for the proper maintenance of the equipment, reagents etc. under his charge and will indent and ensure their replacement as and when required.
5. He will maintain a proper register for breakages and will be responsible for their proper administrative disposal.
6. He will be responsible for compiling data for the annual reports and or any other reports required.
7. He will prepare the specimens for examination by the Medical Officer, conduct them himself and report on the same or/and supervise routine examination conducted by his juniors. When in doubt he will refer his findings to the Medical Officer for his examination and confirmation of his findings, Random findings shall also be counter checked by the Medical Officer In charge or other Medical Officer authorised by him.
8. He will supervise and be responsible for the correct disposal of specimens by the concerned safaiwala after completion of necessary examination.
9. He will perform such other duties as may be assigned to him from time to time by the Medical Officer In charge.

Duties of Laboratory Assistant

1. He will label them properly and arrange them serially.

2. He will assist the Laboratory Technician in all his/her work.

He will perform such other duty as may be assigned to him by the Laboratory Technician/Medical Officer In charge.

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.
- 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.

At additional Director Office;

S. No.	Category of Post (S)	Duties
1.	Administrative officer	All administrative work.
2.	Office Supdt.	Looking after all administrative work of all sections of establishment/accounts of CGHS, Kanpur.
3.	UDC	Looking after all Administrative work relating to C&D Staff, Kanpur. Appointment/Promotions, Leave, 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 Programs, VII 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/cheque right weekly/monthly expenditure report preparation of budget LOC/LOP. Looking after of all issuing pensioner Card, G.P.F. sanction, Kanpur in Hospitalization cases. Looking after of all the work of Gazetted Staff, Local Chemist, Hospitals and diagnostic Centers, Court cases etc RTI. Purchase Section. M.R.C. Bill of Pensioner & staff of CGHS. Govt. Hospital/Private Recognized Hospital/ Nursing Home, Bill Ayurvedic/ Homoeopathic Bills 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 totaling 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 adv bill/LTC bills/ HBA bills/ SCA/MCA preparation of budget misc. work.
4.	LDC	Looking after temporary authorities, Outside Sanction/permission CGHS, Kanpur in Hospitalization cases. Looking work of Building, dispatch section, correspondence and typing work.
5.	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. • 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. 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.
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III. 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 of by these Officers in term of delegated powers and beyond this the files are submitted to DGHS for final approval.

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

Accountability:

Wellness Centers : CMO In charge & Staff.

Administrative Office : Additional Director, Other Officers and Staff.

IV. The norms set by it for the discharge of its functions: As per Government norms.

V. 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 (CCS) 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 of Suspension and Reinstatement
21. Compilation of Overtime Allowance Rules
22. Compilation of Contributory Provident Fund Rules
23. Compilation of 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. FR & SR and Service Rules

VI. 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. Purchase of Ayurvedic Medicines
3. Purchase of homoeopathic Medicines
4. Chemist Bill Committee
5. Technical Committee for Local chemist
6. Inspection Committee for Local chemist
7. Building Committee
8. Monitoring of Private hospital/ Diagnostic Centers Committee
9. Bill Committee
10. Allopathic Medicines Committee
11. Advisory Committee.

Status of Group A officers posted in CGHS Kanpur

Sr. No.	Name	Designation	Date of Birth	Qualification	Contact No.
1	Dr P. K Pachori	SAG	1/12/1957	M.B.B.S.	2283499
2	Dr Chandra Bhushan	SAG	15/04/1957	M.B.B.S.	2618122
3	Dr Manjul Kumari	SAG	17/05/1958	M.B.B.S.	2283399
4	Dr Bachan Singh	SAG	7/1/1960	M.B.B.S.	2283499
5	Dr Sirish Ku Gupta	CMO(NFSG)	26/08/1956	M.B.B.S.,	2560272
6	Dr Vinod Kumar Gupta	SAG	20/09/1956	M.B.B.S.	2217339
7	Dr Pankaj Sethi	SAG	26/07/1957	M.B.B.S.,	2666240
8	Dr Sushma Kumari	SAG	23/02/1959	M.B.B.S.	2306876
9	Dr S M Shukla	CMO(NFSG)	21/02/1957	M.B.B.S.,	2542379
10	Dr OP Narain	CMO(NFSG)	1/1/1960	M.B.B.S.	2283499
11	Dr Hari Singh	CMO(NFSG)	1/12/1963	M.B.B.S.,	2217339
12	Dr Ragini	CMO(NFSG)	10/8/1972	M.B.B.S.,	2424311
13	Dr Sangita Sikarwar	CMO(NFSG)	25/03/1967	M.B.B.S. ,	2322924
14	Dr Ritesh Chaudhary	CMO	8/6/1973	M.B.B.S.,	2542379
15	Dr Akhilesh Kumar	SMO	9/1/1973	M.B.B.S.	2322924
16	Dr Hemant Agarwal	SMO	6/7/1978	M.B.B.S.	2306876
17	Dr Richa Tondon	SMO	17/01/1979	M.B.B.S.	2217339
18	Dr Smita Srivastav	SMO	21/12/1979	M.B.B.S.	2666240
19	Dr Rekha Kumari	MO	8/3/1979	M.B.B.S.,	2283399
20	Dr Smita	MO	10/7/1981	M.B.B.S. ,	2542379
21	Dr. Astha Singh	MO	1/11/1983	M.B.B.S.,	2560272
22	Dr. Rohan Bajpai	MO	21/07/1988	M.B.B.S.	2618122
23	Dr. Amit Singh	MO	27/04/1991	M.B.B.S.	2424311
24	Dr. Divya Yadav	MO	29/08/1990	M.B.B.S.	2618122
25	Dr A C Agarwal	SpecialistGr-I (Med.)	12/4/1954	M.B.B.S.,	2306876
26	Dr Arun Krishna	Specialist Gr-II(Med.)	19/09/1967	M.B.B.S.,	2283399
27	Dr J J Tambe	M. Spl. (pediatrics)	1/8/1976	M.B.B.S.,	2283399
28	Dr S K Mandal	MO(Homeo)	29/12/1976	B.H.M.S., M.D.(HOM)	2283399
29	Dr Tapeswar Ku Yadav	MO(Homeo)	25/01/1981	B.H.M.S.	2306876
30	Dr Arvind Kumar Shakya	SMO(Ayur)		B.A.M.S.,	2283399
31	Dr Rajesh Arora	MO(Ayur)	8/7/1975	B.A.M.S.,	2283399
32	Sh. Asha Ram	Admin. Officer	6/1/1958		2280260

List of Staff as on 01-01-2018 under CGHS Kanpur

S. No.	Name	Designation	Date of Birth	Date of appointment
1.	Mrs. Dora M. Lartius	Nursing Officer	20.06.58	05-11-1986
2.	Km. Madhumita Chatuervedi	Nursing Officer	01.07.86	31-7-2013
3.	Smt. Rubby Kumari	Nursing Officer	10.12.76	31-07-2013
4.	Km. Savita Bansal	Nursing Officer	02-09-1986	30-12-1014
5.	Mrs. Neelam	Nursing Officer	12-02-1981	24-12-2014
6.	Km. Nitya Gupta	Nursing Officer	22-06-1989	22-01-2014
7.	Shri R.P. Mishra	Sr. Pharmacy officer (NFG)	06.03.58	01.05.82
8.	Shri D.R. Singh	Sr. Pharmacy officer (NFG)	14.11.59	22.09.86
9.	Shri M.K. Awasthi	Sr. Pharmacy officer (NFG)	12.10.62	14.10.86
10.	Shri Rajendra Prasad	Sr. Pharmacy officer (NFG)	04.01.60	02.06.86
11.	Shri A.K. Pandey	Sr. Pharmacy officer (NFG)	30.06.62	06.11.86
12.	Shri Vishwa Pradeep	Sr. Pharmacy officer (NFG)	01.07.60	07.11.86
13.	Shri Narendra Kumar	Sr. Pharmacy officer (NFG)	07-01-65	23.04.91
14.	Mrs. Rekha Pandey	Sr. Pharmacy officer (NFG)	01.01.61	10.12.1985
15.	Shri Ved Prakash Verma	Pharmacy officer (NFG)	02.10.69	30-10-1996
16.	Mrs. Archana Singh	Pharmacy officer (NFG)	23.08.69	01.10.1997
17.	Mrs. Poonam Dubey	Pharmacy officer (NFG)	22.12.75	26.02.1999
18.	Shri Pratap Gaurav	Sr. Pharmacist(NFG)	22.07.79	12.12.2014
19.	Sh. Manish Kumar Sharma	Sr. Pharmacist(NFG)	17.12.83	12.12.2014
20.	Shri Ashutosh Singh	Sr. Pharmacist(NFG)	06.09.87	24.12.2014
21.	Shri Vipul Pratap Singh	Sr. Pharmacist(NFG)	24.04.84	12.12.2014
22.	Smt. Shalini Verma	Sr. Pharmacist(NFG)	18.06.86	12.12.2014
23.	Shri Pradeep Singh Yadav	Sr. Pharmacist(NFG)	15.04.88	14.12.2014
24.	Smt Sarita Verma	Sr. Pharmacist(NFG)	05.07.78	12.12.2014
25.	Shri Shailendra Kumar	Sr. Pharmacist(NFG)	07.07.82	24.12.2014
26.	Shri Vivek Kumar	Sr. Pharmacist(NFG)	01.07.84	24.12.2014
27.	Shri Jailendra	Sr. Pharmacist(NFG)	25-03-1993	31-12-2014
28.	Km. Vibha Bajpai	Sr. Pharmacist(NFG)	04-12-1990	23-12-2014
29.	Shri Prateek Dixit	Sr. Pharmacist(NFG)	26-12-1988	30-12-2014
30.	Shri Bheem Sen	Sr. Pharmacist(NFG)	21-04-1987	31-12-2014
31.	Shri Himanshu Sonkar	Sr. Pharmacist(NFG)	15-02-1989	26-12-2014
32.	Sh. Sushil Kumar Shukla	Office Supdt. (Suspended)	15-06-1959	21-09-1981
33.	Sh. Umesh Kumar Sharma	Office Supdt.	03-07-19 62	23-01-1981
34.	Sh. Kamlesh Kumar Shukla	Office Supdt.	10-07-1964	30.06.1989
35.	Sh. Anoop Kumar Srivastava	U.D.C.	08-10-1968	23.04.1990
36.	Sh. Kusumakar Mishra	U.D.C	08-07- 1976	23.10.1991
37.	Smt. Rekha Mishra	U.D.C.	9-10-1972	10-11-1997
38.	Smt. Neha Shah	U.D.C.	16-08-1987	20-10-2010
39.	Sh. Dharmendra Kumar	U.D.C.	22-08-1975	27-11-1998
40.	Sh. Sunil Singh	U.D.C.	12-03-1975	1-09-2000
41.	Sh. Yaduvendra Singh	U.D.C	10-07-1980	6-01-2009
42.	Sh. Alok Kumar	U.D.C.	5-06-1990	16-07-2012
43.	Smt. Asha Srivastava	L.D.C.	10-10-1959	16-08-1991
44.	Sh. Ved Prakash	L.D.C.	09-09-1983	22-10-2010
45.	Sh. Aapurti Dwivedi	L.D.C.	25-06-1991	20-03-2015
46.	Sh. Mayank Yadav	L.D.C.	21-08-1991	18-12-2017
47.	Km. Vaishnav	L.D.C.	03-07-1994	18-12-2017
48.	Sh. Piyush Shukla	L.D.C.	28-07-1995	18-12-2017
49.	Sh. Himanshu Swarnkar	L.D.C.	09-10-1992	26-12-2017
50.	Km. Jyoti Rastogi	L.D.C.	16-02-1992	18-12-2017
51.	Km. Arti Kumari	L.D.C.	01-01-1990	22-12-2017
52.	Sh Abhiraj	L.D.C.	30-01-1991	26-12-2017
53.	Sh. Shatrughan	Driver	05-08-1964	15-09-1986
54.	Sh. Amit Kumar	Dental Technician	03-10-1985	29-11-2011
55.	Sh. Kanhaiya Yadav	Sr. Pharmacist(NFG)	12-12-1983	21-12-2011

		(Homeo.)		
56	Shri Awadh Ram	Sr. Pharmacist(NFG) (Homeo.)	15-01-1990	29-12-2014
57	Sh. Pinku	Sr. Pharmacist(NFG) (Ayur.)	06-12-1984	21-12-2011
58	Sh. Hari Om Verma	Lab. Technician	11-03-1982	01-12-2011
59	Sh. Raju Kumar	Lab. Technician	10-02-1983	22-11-2011
60	Sh. Praveen Kumar	Lab. Technician	01-07-1979	17-11-2011
61	Sh. Sanjeev Bounthiyal	Lab. Assistant	04-02-1991	17-11-2011
62	Sh. Nilesh	Lab. Assistant	10-12-1986	17-11-2011
63	Sh. Ravi Kumar	Lab. Assistant	12-05-1988	22-11-2011
64	Sh. Girish Chandra Tiwari	Junior Hindi Translator	28-12-1958	17-7-1987
65	Smt. Madhuri Devi	Lady Medical Attendant (MTS)	11-09-1961	05-02-1991
66	Smt. Usha Kumari	Lady Medical Attendant (MTS)	19-01-1964	24-07-1991
67	Sh. Charan Lal	Medical Attendant (MTS)	07-07-1958	02-02-1981
68	Sh. Promod Kumar nigam	Medical Attendant (MTS)	23-12-1959	04-01-1982
69	Sh. Rajendra Kumar	Medical Attendant (MTS)	05-02-1967	01-07-1986
70	Sh. Mool Chand	Medical Attendant (MTS)	19-01-1963	03-07-1986
71	Sh. Moti Lal Paras	Medical Attendant (MTS)	17-07-1962	25-09-1986
72	Sh. Naresh Babu	Medical Attendant (MTS)	12-07-1959	29-09-1986
73	Sh. Suresh Kumar	Medical Attendant (MTS)	12-08-1960	28-10-1986
74	Sh. Vijay Anand	Medical Attendant (MTS)	15-09-1962	13-07-1987
75	Sh. Sunil Kumar	Medical Attendant (MTS)	01-07-1966	18-08-1989
76	Sh. R. S. Shukla	Medical Attendant (MTS)	01-07-1965	25-09-1990
77	Sh. Mahesh Kumar	Medical Attendant (MTS)	20-07-1970	12-07-1996
78	Sh. Rakeshwar Ram Tiwari	MTS	17-06-1958	08-02-1980
79	Sh. Maheshwari Prasad	MTS	16-10-1957	28-03-1979
80	Sh. Ram Lal	MTS	13-05-1959	09-04-1979
81	Sh. Raj Kumar Singh	MTS	01-09-1957	22-03-1980
82	Sh. Harish Chandra Singh	MTS	01-01-1960	22-03-1980
83	Sh. Lakhan lal	MTS	15-07-1962	15-09-1986
84	Sh. Ram Ashre	MTS	13-05-1962	23-09-1986
85	Sh. Chander	MTS	02-09-1960	29-09-1986
86	Sh. Dilip Kumar	MTS	01-07-1962	08-06-1987
87	Sh. Vijay Kumar	MTS	01-04-1962	30-04-1991
88	Sh. Anil Kumar-I	MTS	20-02-1969	15-10-1996
89	Smt. Kalpana Devi	MTS	01-04-1978	31-08-2012
90	Km. Shivangi Gautam	MTS	25-02-1998	5-5-2017

**Budget Expenditure 2016-17 under Non-plan & MH 2071 –PORB Budget of CGHS
Kanpur (Rupees in thousands)**

Salary	Wages	OTA	DTE	OE	RR&T	S & M	M & E	OC
1	2	3	4	5	6	7	8	9
13800	650	0	3500	4600	3280	39700	1000	20

POL	Minor Work	MT	MV	OE(IT)	PPSS	TOTAL	PORB	GrandTotal
10	11	12	13	14	15	16	17	18
380	1500	650	-	650	10250	79980	449680	529660