

## RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES

### I. PARTICULARS OF ORGANIZATION

**NAME OF ORGANIZATION:** CENTRAL GOVERNMENT HEALTH SCHEME

**ADDRESS:** Office of Additional Director

2<sup>nd</sup> Floor, Swasthya Sadan, Mukund Nagar, Pune-411037 Tel: 020-

24262831; 020-24269461 (FAX)

E-mail: [ad.pu@cghs.nic.in](mailto:ad.pu@cghs.nic.in) Website: <http://cghspune.gov.in> Office Hours: 9:30

AM to 6:00 PM (1.30 PM to 2:00 PM Lunch Break)

Additional Director: Anuradha R. Sondur (+91 9371595603)

#### **Functions of Office of Additional Director:**

**Medical Store Depot** (Contact: 020-24269519) – Procurement of Medicines from GMSD. Life-saving medicines as per demand from Wellness Centers.

**Accounts Section** (Contact: 020-24269617) – Payment of Employee Salary, advances, claims, Medical Reimbursement Claims, Hospital Bills Payment, etc.

**Establishment** (Contact: 020-24262831) – Maintain records of employees, complaints/grievances, RTI information, carrying out day to day administrative work. Administrative matters relating to Wellness Centers.

**Card Section** (Contact: 020-24265608): Preparation & issue of CGHS Cards, all matters relating to CGHS Cards.

#### **Functions of Office of Wellness Centers:**

The details of Name, address & location, contact details of In-charges including mobile number and e-mail address are mentioned on <http://cghspune.gov.in> under [Wellness Centers](#).

#### **Display in Wellness Center:**

- 1) Wellness Center timings
- 2) Names of Medical Officers
- 3) Names and contact details of Advisory Committee members
- 4) Name & address of Authorised Local Chemists
- 5) Name & contact details of CPIO & Appellate Authority
- 6) Name & Contact details of Director, CGHS
- 7) Helpline Number
- 8) List of Empanelled hospitals
- 9) Directions for submission of Medical Reimbursement claims.
- 10) Suggestion box with lock and key at prominent location
- 11) Complaint Register to be made available with in-charge

- 12) Sexual Harassment Committee Members – Names and details
- 13) Name & Contact details of Area Welfare Officer
- 14) Display map of Wellness center with room numbers

## **II POWERS & DUTIES OF OFFICERS & EMPLOYEES:**

### **Duties of Additional Director:**

- 1) Overall supervisory role in the administration of CGHS Pune
- 2) Co-ordinating between empaneled hospitals under CGHS and Ministry/CGHS Wellness Centers.
- 3) Report to Director CGHS for all Administrative matters.

### **Duties of In-charges of Wellness Centers:**

- 1) To look after OPD patients
- 2) Issue reference memos, admission memos, placing order for local purchase of medicines and rate-contract medicines and verification of same.
- 3) TO manage day-to-day administrative work of Wellness Center

### **Duties of Medical Officer:**

- 1) To see OPD patients and assist CMO in-charge in all tasks/duties assigned to CMO in-charge

### **Duties of Other Staff:**

- 1) As per compendium and as assigned by CMO In-charge

## **III. DECISION MAKING, CHANNELS OF SUPERVISION & ACCOUNTABILITY:**

- 1) Policy making and guidelines governed by Ministry of Health & Family Welfare
- 2) Local supervision and implementation of policies and guidelines by Additional Director
- 3) Additional Director reports to Director of CGHS, New Delhi

## **IV. NORMS:**

- 1) OPD patients are seen on the same day
- 2) Local Purchase medicines procured through ALC and supplied by next day
- 3) Life-saving medicines procured through Medical Store Depot Office of Additional Director within 15 days depending on availability in market.
- 4) Other guidelines as provided from time to time by Dte. of CGHS

**V. Circulars & compendium** issued by MOHFW, local circulars issued by Additional Director for implementation of guidelines.

**VI. Documents held** in respect of all sections of the office, viz. Cards Section, Accounts Section, Medical Store Depot, General Store, Establishment, Wellness Centers, etc.

**VII. Advisory committee** meetings of all Wellness Centers held regularly at monthly intervals. Complaint and suggestion Box, complaint register held with in-charge of wellness center.

**VIII. Minutes of Meeting** of advisory committee available at wellness center and also communicated to Additional Director.

IX, X, XI: ***Attached as annexures.***

**PAY PARTICULARS OF CGHS PUNE EMPLOYEES**

| Sl. No. | Employee Name                    | Designation                            | Pay Level |
|---------|----------------------------------|----------------------------------------|-----------|
| 1.      | Anuradha Rajeev Sondur           | Additional Director (cghs)             | 14        |
| 2.      | Meena Murli Rawtani              | C M O ( S A G )                        | 14        |
| 3.      | Shivanand Vishnu Shinde          | C M O ( S A G )                        | 14        |
| 4.      | Sujata Bhushan Khadilkar         | C M O ( S A G )                        | 14        |
| 5.      | Jayshree Madhusudan Kumbhare     | C M O ( S A G )                        | 14        |
| 6.      | Nirmala Pillai                   | C M O ( S A G )                        | 14        |
| 7.      | Pinaki Sengupta                  | C M O ( S A G )                        | 14        |
| 8.      | Rayappa Sidhram Katke            | C M O ( S A G )                        | 14        |
| 9.      | Gautam Abarao Motghare           | C M O ( S A G )                        | 14        |
| 10.     | Kalpamoy Biswas                  | C M O ( S A G )                        | 14        |
| 11.     | Nareshkumar Sundarlalji Sayalwar | C M O ( S A G )                        | 14        |
| 12.     | Vijay Yashwant Paradkar          | C M O ( S A G )                        | 14        |
| 13.     | Vijayshri Machhindranath Parkale | Consultant in Obst And Gynae           | 14        |
| 14.     | Sanjay Muralidhar Chakranarayan  | Consultant in Radiodiagnosis           | 14        |
| 15.     | Vandana Raghunandan Jogaikar     | Consultant of Paediatrics              | 14        |
| 16.     | Balaprasad Rameshwar Badayale    | Chief Medical Officer ( Ayu.)          | 12        |
| 17.     | Bidhan Rana                      | Chief Medical Officer ( Homeo)         | 12        |
| 18.     | Sheetal Bhimashankar Tapake      | Chief Medical Officer                  | 12        |
| 19.     | Chandra Prakash Choudhary        | Chief Medical Officer (NFSG)           | 13        |
| 20.     | Nagesh Dattatraya Dhadge         | Chief Medical Officer (NFSG)           | 13        |
| 21.     | Ramrao Dadasaheb Patil           | Chief Medical Officer, NFSG ( Ayu.)    | 13        |
| 22.     | Vaijayanti Vandan Nagarkar       | Chief Medical Officer, NFSG ( Homoeo ) | 13        |
| 23.     | Kameshwar Rao Punyamurtula       | Chief Medical Officer, NFSG ( Homoeo ) | 13        |
| 24.     | Sushma Vasant Ranaware           | Chief Medical Officer (NFSG)           | 13        |
| 25.     | Ashwini Machhindra Kshirsagar    | Senior Medical Officer                 | 11        |
| 26.     | Rajendra Kishanrao More          | Senior Medical Officer                 | 11        |
| 27.     | Sanjeev Tukaram Kendre           | Senior Medical Officer                 | 11        |
| 28.     | Sarita Pravin Sakpal             | Senior Medical Officer                 | 11        |
| 29.     | Trupti Ashokrao Bhagat           | Senior Medical Officer                 | 11        |
| 30.     | Anil Narayan Khatke              | Senior Medical Officer (Homeo)         | 11        |
| 31.     | Shrikant Bajirao Dhiwar          | Medical Officer                        | 10        |
| 32.     | Suhrud Prabhakar Vaidya          | Medical Officer                        | 10        |
| 33.     | Vikas Dadarao Rangari            | Medical Officer                        | 10        |
| 34.     | Abhijeet Anil Bhavsar            | Medical Officer                        | 10        |
| 35.     | Chandan Rashmikant Lahoti        | Medical Officer                        | 10        |
| 36.     | Dhavalkumar Shivram Bansode      | Medical Officer                        | 10        |
| 37.     | Kalpesh Kishor Katariya          | Medical Officer                        | 10        |
| 38.     | Kunal Manoharrao Tatte           | Medical Officer                        | 10        |

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| Sl. No. | Employee Name                    | Designation                         | Pay Level |
|---------|----------------------------------|-------------------------------------|-----------|
| 39.     | Murali Mohan B                   | Medical Officer                     | 10        |
| 40.     | Omprakash Laxmanrao Bodke        | Medical Officer                     | 10        |
| 41.     | Rahul Garibdas Ganakwar          | Medical Officer                     | 10        |
| 42.     | Ravi Bhagwat Kamble              | Medical Officer                     | 10        |
| 43.     | Lohit Malik                      | Staff Surgeon                       | 10        |
| 44.     | Amareshwar Appasaheb Salagundi   | Radiographer                        | 8         |
| 45.     | Mayuri Prabhakar Midge           | Senior Pharmacy Officer ( N F G )   | 8         |
| 46.     | Shirishkumar Bhimrao Kamble      | Senior Pharmacy Officer ( N F G )   | 8         |
| 47.     | Vaishali Mukund Nathi            | Senior Pharmacy Officer ( N F G )   | 8         |
| 48.     | Vithal Ishwarappa Jamadar        | Senior Pharmacy Officer ( N F G )   | 7         |
| 49.     | Ajay Balasaheb Patil             | Senior Pharmacy Officer ( N F G )   | 8         |
| 50.     | Rajendra Bhikoo Mhetre           | Senior Pharmacy Officer ( N F G )   | 8         |
| 51.     | Sanjay Madhavrao Tilekar         | Senior Pharmacy Officer ( N F G )   | 8         |
| 52.     | Mohan Mahadev Mali               | Pharmacy Officer ( N F G )          | 7         |
| 53.     | Shirish Nivrutti Rite            | Pharmacy Officer ( N F G )          | 7         |
| 54.     | Vinayak Vishnupant Muddebihalkar | Pharmacy Officer ( N F G )          | 7         |
| 55.     | Chandrakant Vilasrao Chidrewar   | Pharmacy Officer ( N F G )          | 7         |
| 56.     | Mangesh Shankarrao Butle         | Senior Pharmacist ( N F G )         | 6         |
| 57.     | Mayur Dilip Patil                | Senior Pharmacist ( N F G )         | 6         |
| 58.     | Senthilraj Ramaraj               | Senior Pharmacist ( N F G )         | 6         |
| 59.     | Shubham Rushi Seth               | Senior Pharmacist ( N F G )         | 6         |
| 60.     | Ajay Vasanttrao Lodam            | Senior Pharmacist ( N F G )         | 6         |
| 61.     | Apoorva Sehgal                   | Senior Pharmacist ( N F G )         | 6         |
| 62.     | Bharat Kumar                     | Senior Pharmacist ( N F G )         | 6         |
| 63.     | Dnyaneshwar Vishnu Mali          | Senior Pharmacist ( N F G )         | 6         |
| 64.     | Ganesh Parshuram Raut            | Senior Pharmacist ( N F G )         | 6         |
| 65.     | Nagesh Harishchandra Palmate     | Senior Pharmacist ( N F G )         | 6         |
| 66.     | Prashant Naganath Kumbhar        | Senior Pharmacist ( N F G )         | 6         |
| 67.     | Pravin Sahebrao Telgote          | Senior Pharmacist ( N F G )         | 6         |
| 68.     | Rajesh Bhanudas Kale             | Senior Pharmacist ( N F G )         | 6         |
| 69.     | Raviraj Munjaji Panchal          | Senior Pharmacist ( N F G )         | 6         |
| 70.     | Somnath Ghosh                    | Senior Pharmacist, Ayurveda (NFG)   | 6         |
| 71.     | Mousam Alif Molla                | Senior Pharmacist, Homeopathy (NFG) | 6         |
| 72.     | Chandrabhushan Singh             | Pharmacist                          | 6         |
| 73.     | Shalini Vijay Adbol              | Nursing Officer                     | 8         |
| 74.     | Sheetal Manojkumar Bhosale       | Nursing Officer                     | 7         |
| 75.     | Teresa Mojes Sawant              | Nursing Officer                     | 7         |
| 76.     | Veerendra Kumar                  | Nursing Officer                     | 7         |
| 77.     | Aneesha Mohan                    | Nursing Officer                     | 7         |

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| Sl. No. | Employee Name                  | Designation           | Pay Level |
|---------|--------------------------------|-----------------------|-----------|
| 78.     | Anuradha Sanjay Gaikwad        | Nursing Officer       | 7         |
| 79.     | Deepa Nilesh Magar             | Nursing Officer       | 8         |
| 80.     | Hemant Parashar                | Nursing Officer       | 7         |
| 81.     | Narendra Singh Bhati           | Nursing Officer       | 7         |
| 82.     | Rupali Prashant Satkar         | Nursing Officer       | 7         |
| 83.     | Santosh Indrajeet Ingle        | Dental Technician     | 8         |
| 84.     | Vandana Mahesh Shelke          | Eeg- Ecg Tech.        | 7         |
| 85.     | Advaita Abhijeet Gosavi        | Lab Assistant         | 5         |
| 86.     | Lakshmanaswamy Narindi         | Lab Technician        | 6         |
| 87.     | Sarita Dagadu Chavan           | Lab Technician        | 6         |
| 88.     | Seema Nilesh Gogawale          | Lab Technician        | 6         |
| 89.     | Sujata Milind Jagtap           | Lab Technician        | 8         |
| 90.     | Sunita Satish Mulay            | Lab Technician        | 9         |
| 91.     | Sarang Shriram Padole          | Lab Technician        | 6         |
| 92.     | Manikandan Nair                | Office Superintendent | 9         |
| 93.     | Ankit Kumar                    | Stenographer          | 4         |
| 94.     | Manisha Uday Kemkar            | Upper Division Clerk  | 6         |
| 95.     | Mohini Susheel Saware          | Upper Division Clerk  | 6         |
| 96.     | Seema Vilas Patil              | Upper Division Clerk  | 6         |
| 97.     | Smita Chandrashekhar Kulkarni  | Upper Division Clerk  | 7         |
| 98.     | Anjali Chandrashekhar Devdikar | Upper Division Clerk  | 6         |
| 99.     | Francis Clement Ellis          | Upper Division Clerk  | 7         |
| 100.    | Mahipal                        | Lower Division Clerk  | 2         |
| 101.    | Saurabh Chandra Gupta          | Lower Division Clerk  | 2         |
| 102.    | Abhishek Kumar                 | Lower Division Clerk  | 2         |
| 103.    | Avinash Sharma                 | Lower Division Clerk  | 2         |
| 104.    | Deepanshu                      | Lower Division Clerk  | 2         |
| 105.    | Krishan                        | Lower Division Clerk  | 2         |
| 106.    | Prajakta Sudam Badgujar        | Lower Division Clerk  | 2         |
| 107.    | Pravesh Laxman Waghmare        | Lower Division Clerk  | 4         |
| 108.    | Manisha                        | Multi Tasking Staff   | 1         |
| 109.    | Mausami Meena                  | Multi Tasking Staff   | 1         |
| 110.    | Shaila Dattatraya Bomble       | Multi Tasking Staff   | 4         |
| 111.    | Sham Puran Sarsar              | Multi Tasking Staff   | 3         |
| 112.    | Shraddha Devidas Bhandari      | Multi Tasking Staff   | 1         |
| 113.    | Shrikant Kalyanrao Kale        | Multi Tasking Staff   | 1         |
| 114.    | Sunil Kumar Sharma             | Multi Tasking Staff   | 1         |
| 115.    | Suraj Dattatrya Waghmare       | Multi Tasking Staff   | 1         |
| 116.    | Suvarna Gangaram Satpute       | Multi Tasking Staff   | 1         |

**PAY PARTICULARS OF CGHS PUNE EMPLOYEES**

| <b>Sl. No.</b> | <b>Employee Name</b>          | <b>Designation</b>                    | <b>Pay Level</b> |
|----------------|-------------------------------|---------------------------------------|------------------|
| 117.           | Tarachand Gyansingh Lot       | Multi Tasking Staff                   | 4                |
| 118.           | Tarungiri Krishnugiri Goswami | Multi Tasking Staff                   | 1                |
| 119.           | Vaibhavi Vivekanand Bandekar  | Multi Tasking Staff                   | 1                |
| 120.           | Vrishhali Vilas Temkar        | Multi Tasking Staff                   | 1                |
| 121.           | Abhishek Mittal               | Multi Tasking Staff                   | 1                |
| 122.           | Aniket Dilip Kadam            | Multi Tasking Staff                   | 1                |
| 123.           | Ashish Manikrao Bade          | Multi Tasking Staff                   | 1                |
| 124.           | Ashwini Balasaheb Chavan      | Multi Tasking Staff                   | 1                |
| 125.           | Balaso Pandurang Jadhav       | Multi Tasking Staff                   | 1                |
| 126.           | Chetan Sharma                 | Multi Tasking Staff                   | 1                |
| 127.           | Dinesh Vasant Gavande         | Multi Tasking Staff                   | 1                |
| 128.           | Dipak Ramchandra Bhole        | Multi Tasking Staff                   | 3                |
| 129.           | Bhupendra R. Chatole          | Multi Tasking Staff                   | 3                |
| 130.           | Pandit M. Rasal               | Multi Tasking Staff                   | 4                |
| 131.           | Dipak Sadashiv Karande        | Multi Tasking Staff                   | 4                |
| 132.           | Gajendra Yadav                | Multi Tasking Staff                   | 1                |
| 133.           | Kailas Jaiprakash Kamble      | Multi Tasking Staff                   | 4                |
| 134.           | Khem Raj Meena                | Multi Tasking Staff                   | 1                |
| 135.           | Kuldeep Kumar                 | Multi Tasking Staff                   | 1                |
| 136.           | Naresh Vasant Sonawane        | Multi Tasking Staff                   | 3                |
| 137.           | Pooja Ninad Karnik            | Multi Tasking Staff                   | 1                |
| 138.           | Pradip Bhaurao Wagh           | Multi Tasking Staff                   | 1                |
| 139.           | Pravin Prabhu Kolle           | Multi Tasking Staff                   | 1                |
| 140.           | Priyanka Vasant Ibhad         | Multi Tasking Staff                   | 1                |
| 141.           | Punam Babaji Panmand          | Multi Tasking Staff                   | 1                |
| 142.           | Rajesh Satish Kale            | Multi Tasking Staff                   | 3                |
| 143.           | Ramdas Chhagan Waghel         | Multi Tasking Staff                   | 5                |
| 144.           | Rohit Kumar                   | Multi Tasking Staff                   | 1                |
| 145.           | Sampada Sakharam Bandekar     | Multi Tasking Staff                   | 1                |
| 146.           | Tarak Kumar                   | Multi Tasking Staff ( Non-technical ) | 1                |
| 147.           | Kesab Paul                    | Multi Tasking Staff ( Non-technical ) | 1                |
| 148.           | Rohit Kumar                   | Multi Tasking Staff ( Non-technical ) | 1                |
| 149.           | Sanjeev Kumar                 | Multi Tasking Staff ( Non-technical ) | 1                |

| ALLOCATION IN BUDGET ESTIMATES 2020-21 (IN '000) |        |        |        |        |        |        |        |        |        |        |        |
|--------------------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| CGHS – PUNE                                      |        |        |        |        |        |        |        |        |        |        |        |
| SALARIES                                         | WAGES  | MT     | DTE    | OE     | RRT    | S&M    | PPSS   | OC     | SAP-OC | IT(OE) | PORB   |
| 240101                                           | 240102 | 240106 | 240111 | 240113 | 240114 | 240121 | 240128 | 240150 | 249950 | 249913 | MH2071 |
| 210000                                           | 100    | 4200   | 1000   | 4500   | 2000   | 45000  | 7000   | 405    | 140    | 900    | 700000 |