

CGHS/ESTT/RTI/1497**Dt 26/10/2020****Information, under Section 4 of RTI Act 2005. CGHS Shillong****(i) The particulars of organisation, functions and duties;**

CGHS Shillong is a Subordinate office to CGHS Directorate headed by Additional Secretary and Director CGHS. The main objective is to provide comprehensive health care facilities for Central Govt. Employees and pensioners enrolled under the Scheme.

Functions of the organization

- a. OPD treatment including issue of medicines.
- b. General consultation at CGHS Empanelled/Govt. Hospital.
- c. Indoor treatment at Government and CGHS Empanelled Private Hospitals.
- d. Reimbursement of expenses for emergency treatment availed in Govt./Private Hospitals, Hearing aid, artificial limb prosthesis etc purchased with prior permission.
- e. Medical consultation and dispensing of medicines in Indian /Systems of Medicine including Indoor treatment at Empanelled Hospitals.

(ii) The powers and duties of its officers and employees in O/o the Additional Director, CGHS Shillong.

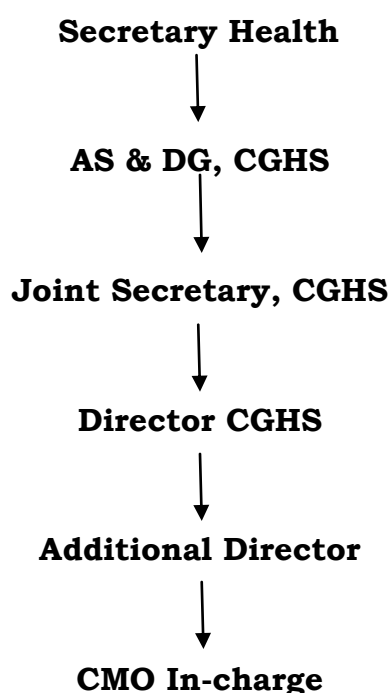
Admn. Section	
Dr. L. Somorendra Singh	Head of Office, CGHS Shillong, Agartala and Imphal, DDO, CPIO & Appellate Authority of RTI, of the CGHS Shillong, Agartala & Imphal.
Shri Marc Ferdinand Khongwar Pharmacy Officer	Admn. Section, Procurement of Life Saving medicines, purchase of Stationary items & computer related items etc.
Shri Mukesh Kumar- I, LDC	Estt. Section, CGHS Card Section MRC Section, Hindi Section, Hospital Cell etc.
Shri Avinash Kumar, LDC	RTI matter, Receipt/Despatched Section.
Shri Mukesh Kumar- II, LDC	MRC Section/Hospital Bills (UTIITSL) & others.
Store Section	
Shri Marc Ferdinand Khongwar Pharmacy Officer	Medicines Store In-charge, Supply of costly medicines, Indenting & Procurement & distribution of Allopathic medicines from GMSD etc.
Accounts Section	
Shri Shyamal Chandra Sutradhar	Accounts –Pay & Allowances, Income Tax, MRC Bills and other accounts related matters etc.

WCs Under CGHS Shillong	
Dr. (Mrs) Sally R Rumthao	CMO In-charge, CGHS WC No.2, Opp. Raj Bhawan.
Dr. P.Lengen	CMO In-charge, CGHS WC No.1, Laitumkhrah, Shillong.
Dr. Shyamal Baran Das	CMO In-charge WC Agartala.
Dr. Lawrence	CMO In-charge WC Imphal.

Duties of all the Medical Officer/ Staff in Wellness Centres like Nursing officer, Pharmacists, MTS(MA), (LMA), Lab Technicians etc., are assigned as per compendium and as per the instructions of Wellness Centre In-charge.

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

(a) Channels of decision making



(b) All procedures in communion with standard laid out Central Services conduct rules/office procedures being followed.

(iv) Private Doctor Prescriptions are not normally honoured. It is at the discretion of the treating Doctor at the Wellness Centre.

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

As per compendium and are displayed in website

- a. Rules and regulations pertaining to Office and Establishment, Financial Management, Disciplinary Proceedings, Medical reimbursement as needed for day to day functioning of office, CCS conduct rule, leave rules, LTC rules, Service conditions, Procurement.
- b. Circulars, Orders, Memoranda and such other communications received from the Ministry and the CGHS Directorate from time to time.

(vi) A statement of the categories of documents held or under control;

- a. Service records of Individual staff and officers as are needed for routine Administration.
- b. Personal files of Individual staff beneficiary files
- c. Medical leave and Fitness Certificates
- d. Accounts and pay bills for various expenditure incurred by the office on account of salaries, pay arrears, payments to vendors, firms, hospitals, Medical reimbursement claims, Authorized local Chemist etc.
- e. Payrolls, Attendance registers, Index cards, Store stock registers.
- f. Attendance registers.
- g. Miscellaneous records.

(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 policy or implementation thereof.

- a. Advisory Committee Meeting with CMO I/C once a month.
 - (i) The complaints and suggestions received.
 - (ii) The functioning of the unit is reviewed.
 - (iii) Suggestions for improvement are forwarded to Additional Director.
 - (iv) Suggestions within the power of AD are examined and suitable decisions are implemented.
 - (v) Rest forwarded to CGHS Directorate.
- b. Pensioners association meeting twice a year and whenever necessary with Additional Director Shillong.

(viii) The norms set for the discharge of function;

- a. The norms are set as per laid out guidelines of CGHS compendium, Central Health Services rules and those given on CGHS website.

- b. The Beneficiaries are examined at the Wellness Centres on first come first serve basis. Requested to cooperate.
- (i) Wherever the beneficiaries and their families present together, efforts will be made to see such cases so that they are seen as a family, unless as desired by the beneficiary or the circumstances so dictate.
 - (ii) Preference shall also be given to Senior Citizens (80+) and Pers and issue of medicines.ons with Disabilities for an out of turn consultation.
 - (iii) The 80+ seniors are requested to respect the privacy of the ongoing consultation and wait till the person completes his/her consultation before entering the consulting room.
 - (iv) However, when more than one senior citizen is awaiting their turn then they shall be seen as per their position in the queue, as it would be difficult to set norms for determining their inter seniority in the time frame available for consultation. Further, in the morning hours priority would be given to school children in uniform needing to go to school after the consultation; As also Serving Employees needing their fitness certificates for reporting for duty on expiry of Medical Leave.
 - (v) For patients who have taken online appointment, the time slot allotted is only the reporting time and not the consultation time.
 - (vi) Issue of Medical certificate is at the discretion of treating Medical officer based.
 - (vii) Referral letters are not issued to patients who are already admitted.
 - (viii) **A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as part or for the purpose of advice, and as to whether meetings of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;**

Purchase Committee		
1 . Dr. (Mrs) S. R. Rumthao, Sr. CMO (SAG)	-	Chairman
2. Dr. (Mrs) Apoorva D, Sr. CMO (SMO)	-	Member
3. Dr. Atiqur Rahman, Medical Officer	-	Member
4. Dr. Jenny Ningombam, Medical Officer	-	Member
5. Dr. D. Heijulang - I Rymbai, MO (Homeo)	-	Member

1 . Dr. (Mrs) S. R. Rumthao, Sr. CMO (SAG)	-	Chairman
2. Dr. (Mrs) Apoorva D, Sr. CMO (SMO)	-	Member
3. Dr. Atiqur Rahman, Medical Officer	-	Member
4. Dr. Jenny Ningombam, Medical Officer	-	Member
5. Dr. D. Heijulang - I Rymbai, MO (Homeo)	-	Member

Drug Provisioning committee

As per CGHS Guidelines, as and when required committee is form.

Condemnation Committee

As per CGHS Guidelines, as and when required committee is form.

Building Committee

As per CGHS Guidelines, as and when required committee is form.

Transfer Committee for Group C in CGHS Shillong

As per CGHS Guidelines, as and when required committee is form.

Departmental Promotion Committee

Dr. (Mrs) S. R. Rumthao	Sr. CMO (SAG)	Chairman
Dr. (Mrs) Apoorva D	SMO	Member
Dr. Atiqur Rahman	Medical Officer	Member

Technical Screening Committee for MRC

As per CGHS Guidelines

Empanelment of HCO

Dr. (Mrs) S. R. Rumthao	Sr. CMO (SAG)	Chairman
Dr. Apoorva D	Senior Medical Officer	Member
Dr. Atiqur Rahman,	Medical Officer	Member
Dr. Jenny Ningombam,	Medical Officer	Member

Sexual Harassment Committee at work place committee

Dr. (Mrs) S. R. Rumthao	Sr. CMO (SAG)	Chairman
Mrs. Aitihun Marbaniang	Nursing Officer	Member
Shri Bankitborlang Myllemngap	Nursing Officer	Member
Miss Chhaya Shukla	Sr.Pharmacist	Member

Bio-Medical Waste Management Committee

As per CGHS Guidelines, as and when required committee is form.

Screening Committee for MACP

1. Dr. (Mrs) S. R. Rumthao	Sr. CMO (SAG)	Chairman
2. Dr. (Mrs) Apoorva D	SMO	Member
3. Dr. Atiqur Rahman	Medical Officer	Member

Committee for recommendation of Oxygen Concentrator

Dr. L. Somorendra Singh	Additional Director	Chairman
Dr. K. G. Lynrah	Assoc. Prof, NEIGRIHMS (Medical Specialist)	Member
Dr. Monaliza Lyngdoh,	Asst. Prof, NEIGRIHMS (Medical Specialist)	Member

Advisory Committees in Wellness Centers

- | | |
|-------------------------|------------|
| 1. CMO In-charge | - Chairman |
| 2. Area Welfare Officer | - Member |
| 3. External members | - 2 |
| 4. Pensioners members | - 2 |

(ix) A directory of its officers and employees;

Dr. L. Somorendra Singh, Addl. Director	0364-2520626
Dr. (Mrs) S. R. Rumthao, SAG	0364-2504451
Dr P Lengen, Sr.CMO(SAG)	0364-2501569
Dr. Shyamal Baran Das, Sr. CMO (SAG)	0381-2410222
Dr. Lawrence, Chief Medical Officer	0385-2442104
Dr. (Mrs) Apoorva D, SMO	0364-2501569
Dr. Atiqur Rahman, Medical Officer	0364-2951173
Dr. Joseph Sapriina, Medical Officer	0385-2442104
Dr. Jenny Ningombam, Medical Officer	0364-2504451
Dr. D. Heijulang -I Rymbai, MO (Homeo)	0364-2504451
Smti Aitihun Marbaniang, Nursing Officer	0364-2501569
Mrs Sektak MoiremKim	0385-2442104
Shri Bankitborlang Myllemngap, Nursing Officer	0364-2504451
Miss Phiwabansuk Lyndem, Nursing Officer	0381-2410222
Shri Marc Ferdinand Khongwar, Pharmacy Officer	0364-2951469
Smti Jayalakshmi Deori, Pharmacy Pharmacist	0364-2501569
Shri Atmanand Upadhyay, Sr. Pharmacist	0364-2501569
Miss Chhaya Shukla, Sr. Pharmacist	0364-2501533
Md. Safdar Ali Sr. Pharmacist	0364-2501533
Shri Kaunik Paul, Sr. Pharmacist	0381-2410222
Smti Sneha Bhattacharjee, Sr. Pharmacist	0381-2410222
Shri Gourab Deb, Sr. Pharmacist	0385-2442104
Shri Mukesh Kumar, LDC	0364-2522029
Shri Avinash Kumar, LDC	0364-2522029
Shri Mukesh Kumar, LDC	0364-2522029
Shri Shyamal Chandra Sutradhar, LDC	0364-2520652
Smti Manjit Kaur, MTS	0364-2504451
Smti Sektak Moiremkim, Nursing Officer	0385-2442104

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

Sr. No.	Employee Name	Pay Scale
1.	Dr. L. Somorendra Singh	2,18,200/- + Admissible allowance
2.	Dr. (Mrs) S. R. Rumthao	2,18,200/-+ Admissible allowance
3.	Dr. Shyamal Baran Das	2,18,200/-+ Admissible allowance
4.	Dr P Lengen	2,11,800/-+ Admissible allowance
5.	Dr. Lawrence	96,600/-+ Admissible allowance
6.	Dr. (Mrs) Apoorva D	93,800/- /+ Admissible allowance
7.	Dr. Atiqur Rahman	73,200/-+ Admissible allowance
8.	Dr. D. Heijuhlang – I Rymbai	61,300/-+ Admissible allowance
9.	Dr Joseph Sapriina	61,300/-+ Admissible allowance
10.	Dr. Jenny Ningombam	57,800/-+ Admissible allowance
11.	Smti Aitihun Marbaniang	66,000/-+ Admissible allowance
12.	Smti Sektak Moiremkim	56,900/-+ Admissible allowance
13.	Shri Bankitborlang Myllemngap	50,500/-+ Admissible allowance
14.	Miss Phibawansuk Lyndem	49,000/-+ Admissible allowance
15.	Shri Marc Ferdinand Khongwar	49,000/-+ Admissible allowance
16.	Smti Jayalakshmi Deori	49,000/-+ Admissible allowance
17.	Shri Atmanand Upadhyay	36,500/-+ Admissible allowance
18.	Md Safder Ali	36,500/-+ Admissible allowance
19.	Miss Chhaya Shukla	36,500/-+ Admissible allowance
20.	Shri Kaunik Paul	36,500/-+ Admissible allowance

21.	Shri Sneha Bhattacharjee	36,500/-+ Admissible allowance
22.	Shri Gourab Deb	36,500/-+ Admissible allowance
23.	Shri Mukesh Kumar	23,800/-+ Admissible allowance
24.	Shri Avinash Kumar	23,100/-+ Admissible allowance
25.	Shri Shyamal Chandra Sutradhar	27,600/-+ Admissible allowance
26.	Shri Mukesh Kumar	21,100/-+ Admissible allowance
27.	Smti Manjit Kaur	36,100/-+ Admissible allowance

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

FY 2020-21, Rupees in thousands:

Salary	Wages	MT	D.T.E	O&E	S&M	RRT	OC	PPSS	OTA	M&E	IT(OE)	PORB	SAP (OC)
36355	1600	600	1400	1700	48915	1900	30	5000	0	200	800	8500	20

TOTAL MH 4210 : 200
MH 2071 PORB : 8500

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

Not Applicable

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

Not Applicable

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

Patient treatment information is the bulk of the information and is digitalized.

(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;

Reading room, Notice Board etc. available

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

Dr. L. Somorendra Singh, Additional Director	Appellate Authority RTI	0364-2520626
Dr. (Mrs) S. R. Rumthao, Sr. CMO (SAG)	PIO, CGHS WC No.2, Opp. Raj Bhawan, Shillong	0364-2504451
Dr. P.Lengen, Sr. CMO (SAG)	PIO, CGHS WC No.1, Laitumkhrah, Shillong	0364-2501569
Dr. Shyamal Baran Das, Sr. CMO (SAG)	PIO, CGHS WC Agartala	0381-2410222
Dr. Lawrence, CMO	PIO, CGHS WC Imphal	0385-2442104

Placed: Shillong

Dated : 26-10-2020

Sd/-

(Dr L Somorendra Singh)

**Addl. Director,
CGHS Shillong**