

Updated information pertaining to CGHS, MSD in r/o Section 4(1) (b) of the RTI Act 2005.

i	i) Particulars of Organization ii) Function and duties	i) CGHS Medical Store Depot, DIZ Area, Sec-II, Udyan Marg, Gole Market, New Delhi-110001. ii) As per Annexure 'A'
ii	The powers and duties of its officers and employees	As per CCS (CCA), GFR-2017, DFPR-1978 & Existing Govt. rules.
iii	The procedure followed in decision making process including channels of supervision and accountability	Procedure is followed as per Govt. rules, regulations and orders in decision making process as per prescribed channel of submission, supervision and accountability. As per the channel of submission i.e. clerks-CMO(P)/CMO(D)/DDO-AD(MSD), the files are disposed of by these officers in terms of delegated powers and beyond this, the files are submitted to AD(HQ), CGHS for final approval in respect of powers delegated. The cases beyond this are sent to the Director (CGHS)/Ministry. <pre> graph TD A[SECRETARY HEALTH] --> B[AS & DG] B --> C[DIRECTOR CGHS] C --> D[ADDG] C --> E[AD (HQ) DELHI] E --> F["-AD (MSD) -AD (EZ) -AD (NZ) -AD (CZ) -AD (SZ)"] </pre>
iv	The norms set by it for the discharge of its functions.	As per Govt. norms.
v	The rules, regulations, instructions, manuals and records, held by it or under its control or used by it employees for discharging its functions.	CCS rules, OMs, Circular and guidelines issued by Competent Authorities of MOH&FW are followed for discharging functions.
vi	A statement of the categories of documents that are held by it or under its control.	1. Service records of personnel deputed in MSD. 2. Documents, Files related to procurement, tender, distribution of medicines & Non Drugs & Services.

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	Pre-Bid meetings are held with Vendor in relation to e-Tenders (Ongoing).
viii	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'	Duly approved by the Competent Authority Committees are constituted related to tenders, purchases and other procurement activities.
ix	A directory of its officers and employees	As per annexure 'B'
x	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	As per Central Govt. Salary Structure applicable to post held.
xi	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursement made	As per annexure 'C'
xii	The manners 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 authorizations granted by it.	Not applicable
xiv	Details in respect of the information, available to or held by it, reduced in an electronic form.	Procurement related material i.e. Tender Notice & Tender documents etc. are placed on Ministries/CGHS website from time to time.
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 applicable
xvi	The names, designation and other particulars of the Public Information Officers.	As per Annexure 'D'
xvii	Such other information as may be prescribed any thereafter updates these publications every year.	Not applicable

ANNEXURE 'A'

Updated information pertaining to CGHS, MSD in r/o Section 4(1) (b) of the RTI Act 2005.

Functions and duties of CGHS (MSD), Gole Market, New Delhi.

1. Preparation of Guidelines for the procurement of Allopathic Medicine.
2. Preparation of Tender Documents to procure Allopathic Medicine & Services & non drugs.
3. Convene various committees meeting related to processing of tenders and procurement activities.
4. Finalization & conclusion of various Rate Contracts.
5. Provisioning of Medicines required for the Financial Year.
6. Placement of Supply Orders as and when required.
7. Receiving the supply as per procedure.
8. Convene the meeting of CGHS Medicine/Non drug Inspection Term.
9. Submission of Random Samples for Drug Testing from Government Laboratory.
10. Preparation of the Inspection Notes of medicines.
11. Online stock entry of fresh arrival.
12. Supply of medicines to various Wellness Center as per the online indent received.
13. Inventory Management of article & Ledger maintenance/supply of the Offline items.
14. Verification and processing of bills of firms for payment.
15. Budget Estimation & Budget consumption.
16. Administrative matters related to Medical Store Depot.
17. Dealing with RTI Matters.
18. Dealing with Parliament Questions.
19. Correspondence with various CGHS, AD Offices, Director, Wellness Center etc.
20. Correspondence with the Dealing Firms & Suppliers.
21. Attending various meetings in different Offices/Ministry related to procurement related matters/Administrative issues.

ANNEXURE-B**Directory of the Officers and Employees at CGHS (MSD), Gole Market**

Sr. No.	Designation	Staff in position	Vacant Position	Name	Phone no.	E-mail Id
1	AD(MSD)	01	-	Dr. Alka Ahuja	23342124	admsd.dl@cghs.nic.in
2	Nodal Officer (Procurement)	01	-	Dr. Ritu Mathur		
3	CMO(D)	02	-	1. Dr. VinayKumar Omar 2. Dr. Jagmohan Lal	23360481	cmodmsd.dl@cghs.nic.in
4	CMO(P)	01	-	Dr. Preeti Wadhawan	23347611	cmopmsd.dl@cghs.nic.in
5	DDO(MSD)	01	-	Dr. Vishakha Siddiqui	23744852	cmoddmsd.dl@cghs.nic.in
6	ALO	01	-	Sh. R.K. Batra	23362089	rkbaldmsd.dl@cghs.nic.in
7	Sr. Pharmacy Officer	12		1. Arun Kumar Aggrawal		arunkumar.dl@cghs.nic.in
8	Pharmacist (NFG)			2. Sh. Ram ChanderJat		ramchandrajat@cghs.nic.in
9	Pharmacist (NFG)			3. Sh. Rajender Kumar		Rajenderkumar.dl@cghs.nic.in
10	Pharmacist (NFG)			4. Sh. Mohit Kumar Verma		Mohitkumar.dl@cghs.nic.in
11	Pharmacist (NFG)			5. Mrs. Rajani		Rajanimsd.dl@cghs.nic.in
12	Pharmacist (NFG)			6. Kamlesh Saini		Kamleshsaini.dl@cghs.nic.in
13	Pharmacist			7. Miss. Deepika Panwar		Deepikapanwar.dl@cghs.nic.in
14	Pharmacist			8. Miss. Diksha Kumari		Deepikapanwar.dl@cghs.nic.in
15	Pharmacist			9. Sh. Guddu Chavan		Guddubansilal.dl@cghs.nic.in
16	Pharmacist			10. Sh. Parteek		Prateekmsd.dl@cghs.nic.in
17	Pharmacist			11. Sh. Venkat Pattewad		Venkatpattewad.dl@cghs.nic.in
18	Pharmacist			12. Sanskar Jain		sanskarjain@cghs.nic.in

19	O.S.	1		1. Mr. M.S.Guite	ms.guite@cghs.nic.in
20	UDC	2		1. Mr. Rajesh Kumar	rajeshkumar.dl@cghs.nic.in
21	UDC			2. Mr. Avtar Singh	avtar.singh.cghs@nic.in
22	LDC	12		1. Mr. Rajesh Bharti	rajesh.bharti76@cghs.nic.in
23	LDC			2. Mr. Vipin	vipin.92@cghs.nic.in
24	LDC			3. Mr. Tarkeshwar Prasad	tarkeshwar.p@cghs.nic.in
25	LDC			4. Mr. Manoj -I	manoj.dubey@cghs.nic.in
26	LDC			5. Mr. Manoj- II	manoj.dahiya@cghs.nic.in
27	LDC			6. Mr. Anuvash	anuvash.dl@cghs.nic.in
28	LDC			7. Mr. Parveen Sharma	parveen.cghs.ka@gov.in
29	LDC			8. Mr. Jasbinder Singh	jasbindersingh.dl@cghs.nic.in
30	LDC			9. Mr. Sandeep Kumar	sandeep.kumar@cghs.nic.in
31	LDC			10. Pushpender	pushpender.rao@cghs.nic.in
32	LDC			11. Mr. Lekh Ram	lekh.ram89@cghs.nic.in
33	LDC			12. Mr.Amit	amit.nayak@cghs.nic.in

34	Driver	18		1. Sh. PunitKaushik 2. Sh. Girish Chand 3. Sh. BhimSingh 4. Sh.Tilakraj 5. Sh. Ranbir Singh Rana 6. Sh.Harish Chander 7. Sh. Govind Ram 8. Sh. Raj Singh II 9. Sh. Rupesh Parsad 10. Sh. D.K. Sharma 11. Sh. SureshKumar 12. Sh. Manmohan 13. Sh. Darshan Singh 14. Sh. Randhir Singh 15. Sh. Pramod Kumar 16. Jai Kishan 17. Raj Kumar-III 18. Jagrup Singh		
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35	Peon (MTS)	04	-	1. Sh. Binteshwar Prasad 2. Sh. RajSingh 3. Sh. Suresh Kumar 4. Sh. Shashi Kant		
36	Packer (MTS)	05	-	1. Sh. Ashok Kumar 2. Sh. Satinder Kumar 3. Sh.V.S. Negi 4. Sh. Randhir Singh 5. Sh. BudhRam		
37	Chowkidar (MTS)	02	-	1. Sh. Ram ShankarShah 2. Sh. Surender Pal		
38	Cleaner (MTS)	03	-	1. Sh.Surender Kumar 2. Sh.Jagdish 3. Sh. Sumer Singh		

CGHS Medical Store Depot

**Revised Estimated 2019-20 and Budget Estimates 2020-21
Demand No. 42 Major Head-2210, Major Head-2071 & Capital Work 4210**

Sr. No.	Sub Head	B.E.2019-20	Revised Estimates 2019-20	Budget Estimates 2020-21
1.	Salary (Voted)	50000000	55000000	65000000
2.	Wages (Voted)	50000	50000	100000
3.	OTA (Voted)	605000	605000	200000
4.	M T (Voted)	500000	1000000	500000
5.	DTE (Voted)	800000	800000	100000
6.	O E (Voted)	27000000	27000000	27000000
7.	M & S (Voted)	1250000000	970000000	1350000000
8.	POL	2930000	2930000	2000000
9.	MW (Voted)	1000000	1000000	0
10.	Other Charges (Voted)	100000	100000	200000
11.	M V (Voted)	4350000	4350000	4500000
12.	M & E (Voted)	9010000	9010000	10000000
13.	P & ORB	1100000000	1750000000	1900000000
14.	PP & SS	15000000	17500000	20000000
15.	OE (IT) Voted	35000000	35000000	10000000

ANNEXURE-D

Name, Designation and other particulars of Public information Officer.

Sr. no.	Name	Designation	Other particulars	E-mail ID
1	Dr. Vinay Kumar Omar CPIO For Drug matters	CMO(SAG)	CGHS(MSD), DIZ Area, Sec-II, Udyan Marg, Gole Market, New Delhi-110001 PH.23347611	cmodmsd.dl@cghs.nic.in
2	DR. Preeti Wadhawan CPIO for Non-Drug matters	CMO(SAG)	CGHS(MSD), DIZ Area, Sec-II, Udyan Marg, Gole Market, New Delhi-110001 PH.23360481	cmopmsd.dl@cghs.nic.in

Appellate Authority:

Dr. Alka Ahuja
Additional Director (MSD),
CGHS Medical Store Depot,
DIZ Area, Sec-II, Udyan
Marg,
Gole Market, New Delhi-110001.