

## **Information (required under Section 4 of RTI Act 2005) to be compiled for uploading on CGHS Website**

### **(i) The particulars of organisation, functions and duties;**

Central Government Health Scheme, Allahabad is a department of Ministry of Health & Family Welfare and provides the comprehensive medical care to its beneficiaries (Central Government Employees, Central Government pensioners, Ex-MPs, Freedom Fighters, Judges of High Court & Supreme Court, Accredited Journalists, Ex-Governors / Ex-President of India along with their dependent family members,) such as OPD in its 07 Wellness Centers, 01 Polyclinic, 01 Ayurvedic and 01 Homoeopathic Unit and indoor treatment facility in the various empanelled hospitals of the city. Settlement of medical claims of its pensioner beneficiaries.

### **(ii) The powers and duties of its officers and employees;**

**Additional Director:-** (i) Supervision of all the Wellness Centers, Polyclinic & Ayush Unit.

ii. Disposal of grievance by holding regular meetings with Co-ordination Committee, In-charges of the Wellness Centers, AICGHS Employee Association, Sexual Harassment Committee and complaints received on on-line complaint portal.

iii. Online billing of UTI, MRC & other bills pertaining to CGHS, Allahabad were ensured for payment in time.

iv. Disposal of RTI Appeal being First Appellate Authority and supervision of court cases pending in various courts.

v. Management of Wellness Centers and other units.

vi. Effective implementation of Government Orders/Circulars.

vii. Looking after the recruitment process of various Group 'C' Posts.

**GDMOs / AYUSH Doctors posted at the Wellness Centers:-** i. Supervision of the Wellness Centers.

ii. Looking after the Medical Store.

iii. Maintenance of the building of the Wellness Center.

iv. Maintenance of the records (both manual & computerized) at the Wellness Centers.

v. Issuing of referral to the patients / Providing OPD treatment to the beneficiary.

**Specialists :** i. Providing of OPD treatment to the beneficiary referred from the Wellness Centers.

ii. Issuance of referrals to the beneficiaries.

**Radiologist:** i. Maintenance of Color Doppler Machine.

ii. Performing USG of the CGHS beneficiaries.

**Pathologist :** i. Looking after the work of Pathology Unit.

ii. Performing all the test available in the pathology unit.

iii. Maintenance of records of pathology Unit.

iv. Supervision of all the pathology reports.

v. Maintenance of all the laboratory machines.

**Administrative Officer:-** i. Maintenance of office records / infrastructure of the Office & Wellness Centers, Equipment, Building & accessories etc.

ii. Proper record maintenance (both computerized and manual).

iii. Dealing with financial matters being Drawing & Disbursing Officer.

iv. Looking after the work of establishment Section / Accounts Section / Office MSD.

v. Dealing with Court cases pending in various courts.

vi. Preparation of Annual budget and sending the same to the Directorate.

**Office Superintendent:** i. Supervision of Establishment Section.

ii. Maintenance of records of Establishment Section.

iii. Proper record maintenance (both computerized and manual).

iv. Maintenance of office records / infrastructure of the Office & Wellness Centers, Equipment, Building & accessories etc.

v. Procurement of stationary and other essential items required for smooth functioning of the office / WCs

**Accountant:** i. Supervision of Accounts Section.

ii. Dealing with financial matters of CGHS, Allahabad.

iii. looking after the payment to various firms.

iv. Preparation of Salary of officers and employees

**Upper Division Clerks:** i. Maintenance of office records.

ii. Preparation of CGHS Cards.

- iii. Preparation of Salary of officers and employees.
- iv. Making payment to various firms.
- v. Dealing with the service matters of the officers / employees.
- v. Dealing with the bills of MRC / UTI and various firms.

**Pharmacy Officers:** i. Maintenance of Medical Stores of the Wellness Centers.

- ii. Procurement of the medicines and distribution of medicines to the beneficiaries.
- iii. Receiving of indent medicines and distribution of the same.

**Nursing Officers:** i. Maintenance of Injection Room.

- ii. Maintenance of emergency medicines kit.
- iii. Maintenance of oxygen cylinder, BP instrument & Nebulizer.
- iv. Making of all referrals.
- v. All types of injections are given to the patients.

**Stenographer:** i. Taking of Dictation.

- ii. Looking after the files of RTI, Grievance, Court cases.
- iii. Helping in holding meetings of In-charges, Co-ordination Committee and various unions.

**Lower Division Clerks:** i. Maintenance of office records.

- ii. Preparation of CGHS Cards.
- iii. Preparation of Salary of officers and employees.
- iv. Making payment to various firms.
- v. Dealing with the service matters of the officers / employees.
- v. Dealing with the bills of MRC / UTI and various firms.
- vi. Registration work at the Wellness Centers.
- vii. Dealing with the dak / dispatch.
- viii. Procurement of stationary and other items.
- ix. Preparation of letters and orders.

x. Dealing all the files of Establishment / Accounts / MSD Sections.

**Lab Technician:** Looking after the work of Pathology Unit.

ii. Performing all the test available in the pathology unit.

iii. Maintenance of records of pathology Unit.

iv. Collection of Blood Samples.

v. Maintenance of all the laboratory machines.

**ANM :** Maintenance of Injection Room.

ii. Maintenance of emergency medicines kit.

iii. Maintenance of oxygen cylinder, BP instrument & Nebulizer.

iv. Making of all referrals.

v. All types of injections are given to the patients

**Lab Assistant :** i. Collection of blood samples.

ii. Maintenance of records of pathology Unit.

iii. Providing assistance to Lab Technician.

**Driver :** i. Maintenance of Ambulance.

ii. Maintenance of Log Book relating to Ambulance.

**ECG Technician :** i. Maintenance of ECG Machine

ii. Performing ECG Test of CGHS Beneficiaries.

**Multi-Tasking Staff:** i. Effective communication, delivery of Dak from Wellness Center to Office and from Office to Wellness Centers.

ii. Providing assistance to the officers /employees of the wellness centers and office.

iii. Looking after the work of registration.

**Out-sourced Safaiwala / chowkidar staff:** i. Maintain cleanliness and sanitation at the Office and Wellness Centers.

ii. Providing watch and ward duty of the office and Wellness Centers

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

- i. All procedures in communion with standard laid out Central Services conduct rules/office procedures being followed.
- ii. Decision making process by the head of organization in direct supervision with CGHS authorities (Director CGHS & ADDG (HQ))

**(iv) The norms set for the discharge of functions;**

As per the guidelines laid down in compendium of Central Health Services rules and those given on CGHS website, set norms are being followed.

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

AS per CGHS compendium / guidelines available on CGHS website.

CGHS Conduct rules and office procedure booklets standard guidelines from supervisory authorities.

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

- i. Office administration
- RTI
- 100% Physical Verification
- Personal Files of officers and staff
- Service books of officers and staff
- Circular Files
- Dispensary visit Files
- Imprest Money files
- Maintenance of Office equipments files
- Hindi Work File
- Grievance file
- Documents related to the medicines
- Documents related to Accounts.
- Hospital Empanelment File.
- Building Files of Wellness Center / Office.
- Procurement Files.

**(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.**

Circulars and information are being circulated in the Wellness Centers and other units.

The beneficiaries can directly contact the officers through e-mail or telephones.

- (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;**

Additional Director (Head of the Office) is the designated nodal officer for all public administrative platform and can also depute any other officer from the Office/CGHS wellness centers to coordinate with the central organization / unions for any such meetings/platform. The minutes of such meetings are being provided to the unions.

- (ix) A directory of its officers and employees;**

Dr. S. K. Chawdhary, Additional Director	: 0532-2561310
Dr. Shobhana Varma, In-charge W.C. No. 1	: 0532-2468188
Dr. Gulab Chand, In-charge W.C. No. 2	: 532-2624435
Dr. Uma Tandon, In-charge W.C. No. 3	: 0532-2242530
Dr. P. K. Tiwari, In-charge W.C. No. 4	: 0532-2642457
Dr. Rabindra Nath, In-charge W.C. No. 5	: 0532-2232652
Dr. Ritu Agarwal, In-charge W.C. No. 6	: 0532-2403822
Dr. N. K. Sinha, In-charge W.C. No. 7	: 0532-2697132

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

Salary slips of officers and staff are enclosed.

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

Total Budget Allocated for the F.Y. 2017-18 : Rs.29,69,00,000/-

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

There is no such subsidy programmes are executed at our level.

- (xiii) Particulars of recipients of concessions, permits or authorizations granted;**

Nil

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

The information held by this office are being provided to the citizens through RTI platforms and the same is also available on CGHS Allahabad website. The citizens can also contact the officers personally or by telephone or by correspondence.

- (xv) The names, designations and other particulars of the Public Information Officers;

Dr. V. K. Gupta, HAG (Pathologist), CPIO :- 0532-2560065  
Dr. Shobhana Varma, In-charge W.C. No. 1, PIO : 0532-2468188  
Dr. Gulab Chand, In-charge W.C. No. 2, PIO : 532-2624435  
Dr. Uma Tandon, In-charge W.C. No. 3, PIO : 0532-2242530  
Dr. P. K. Tiwari, In-charge W.C. No. 4, PIO : 0532-2642457  
Dr. Rabindra Nath, In-charge W.C. No. 5, PIO : 0532-2232652  
Dr. Ritu Agarwal, In-charge W.C. No. 6, PIO : 0532-2403822  
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29/12/17  
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आर० निदेशक  
के० ए० ए० जी०  
अलाहाबाद