

**RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES ( REQUIRED UNDER SECTION 4 OF RTI ACT 2005)CGHS PATNA.**

**I. The Particular of organisation, functions and duties:-**

➤ **PARTICULARS OF ORGANIZATION AT PATNA :-CENTRAL GOVERNMENT HEALTH SCHEME, PATNA**

➤ **ADDRESS:-**

Office of the Additional Director  
54, south Chhajjubag Patna-800001

Tel:- 0612-2221819, 2223712

E-mail id:- [ad.pa@cghs.nic.in](mailto:ad.pa@cghs.nic.in)

Office hour:- 9:30 AM to 06.00PM (1:30 to 02.00pm lunch break)

Additional Director:- Dr. Mridula Sinha (9334080245)

➤ **Overall function:-** To provide comprehensive health services to its beneficiaries.

**Functions of Office of the Additional Director:-**

**Accounts Section:-** Payment of Employee Salary, Advances, Claims, Medical Reimbursement Claims, Hospital Bills Payment, etc.

**Establishment:-** Maintain record of employees, Complaints/Grievances, RTI, Carrying out day to day administrative work, Administrative matters relating to Wellness Centres, Empanelment of private HCOs.

**Card Section:-** Preparation & issue of CGHS Cards, All matters relating to CGHS Cards.

**Medical Store Depot( contact No. ):-** Procurement of Medicines from GMSD, Life Saving medicines as per demand from Wellness Centre, maintenance & Distribution of Dead Stock etc

**Function of Wellness Centres:-**

1. Carrying out OPD
2. Provide medicines/Local purchase medicines to the beneficiaries

The details of Name, Address & Location, contact details of In-charges including mobile number and e-mail address are mentioned at Wellness Centres.

**Display in Wellness Centre;**

1. Wellness Centre timing
2. Name of Medical Officers
3. Name 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 Claim
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-Name and details
13. Display map of Wellness Centre with room numbers.

**II. THE POWERS & DUTIES OF OFFICERS & EMPLOYEES:-**

**Duties of Additional Director:-**

1. Overall Supervisory role in the administration of CGHS Patna.
2. Co-ordinating between CGHS patna office with empanelled hospitals under CGHS and Ministry/CGHS Wellness Centres
3. Report to the Director CGHS for all administrative matters.

**Duties of In-charges of Wellness Centre:-**

1. Supervise Wellness Centre function.
2. Placing order for local purchase of medicines and rate-contract medicines and verification of same.

3. Issue referral/ Permission for Investigation/treatment.
4. Forwarding of MRC and other issues related to beneficiaries to AD office
5. Carrying out Advisory committee meeting every month.

#### **Duties of medical officers posted in Wellness Centre & Head Office;-**

1. To see OPD patients and assist CMO-in-Charge in all tasks/Duties assigned by CMO in-Charge.
2. To Assist Additional Director in Head office.

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

1. As per compendium and as assigned by Additional Director/CMOI/c.

### **III. PROCEDURE FOLLOWED IN DECISION MAKING, CHANNELS OF SUPERVISION & ACCOUNTABILITY**

1. Decision making is based on guidelines provided by Ministry of Health & Family Welfare
2. Local supervision and implementation of policies and guidelines by Additional Director/CMOI/C.
3. The Additional Director reports to the Director, CGHS, and New Delhi.
4. The CMOI/c reports to the Additional Director.
5. Surprise visit of Additional Director to Wellness Centres.

### **IV. NORMS SET FOR THE DISCHARGE OF FUNCTIONS;**

#### **At Wellness Centres :-**

1. OPD during 7:30 to 02 pm, all registered patients are seen same day
2. The CMOI/c runs the Wellness Centre as per the rules laid down and performs his duties accordingly.
3. MRC:- After verification forwarded to AD office
4. Medicines are dispensed same day, those not available are given next day.
5. Senior Citizens, differently abled persons are dealt at priority basis. Complaints/Grievances are resolved at CMOI/C level and some are sent to AD office depending upon the case.
6. Local purchase medicines procured through ALC and supplied next day.
7. Life saving medicines procured through Medical Store Depot, office of the Additional Director within 15 days depending on availability in market.
8. Other Guidelines as provided from time to time by Dte. of CGHS/Additional Director.

#### **At AD office**

1. Bills/MRC/Grievances RTI, Court Cases, etc are settled within specific time as directed by MOHFW.
2. Function as per the guideline of MOHFW

### **V. THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD OR USED BY EMPLOYEES FOR DISCHARGING FUNCTIONS;**

Issued by MOHFW, Local Circulars/Advisory are issued by Additional Director for implementation of Guidelines.

### **VI. A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD OR UNDER CONTROL:-**

in respect of all sections of the office, viz Cards Section, Accounts Section, Medical Store Depot, General Store, establishment, Wellness Centres etc.

VII. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF:-

- **Advisory Committee**:- Meetings of all Wellness Centres held regularly at monthly intervals, Complaint and suggestion box, Complaint register held with In-charge of Wellness Centre.

VIII. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted a part or for the purpose of advice, and as to whether meeting of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:-

- **Minutes of Meeting**:- Minutes of Meeting of Advisory committee available at Wellness Centre and also communicated to Additional Director.

IX, X, XI: Attached as Annexures.

- **Name of CPIO**:- Dr. Syed Rashid Anwar, CMO(NFSG)
- **Name of Appellate Authority**:- Dr. Mridula Sinha, Additional Director

( DR. Mridula Sinha)

Additional Director

CGHS, Patna.

अपर निदेशक  
Additional Director  
के. ए. ए. स्वास्थ्य केंद्र  
Central Health Scheme  
पटना / Patna

Sl. No.	Name of Employees	Designation	Basic Pay and Pay Level
1.	Smt. Shobha Devi	LMA (M.T.S.)	39800= Level-4
2.	Smt. Rita Devi	LMA (M.T.S.)	37200= Level-3
3.	Shri Yamuna Paswan	M.A. (M.T.S.)	35000= Level-3
4.	Shri Ravi Shankar	M.A. (M.T.S.)	34000= Level-3
5.	Shri Vikash	M.A. (M.T.S.)	33000= Level-3
6.	Shri Girija Chaudhary	M.A. (M.T.S.)	43500= Level-4
7.	Shri Sudeshwar Chaudh.	M.T.S.	42200= Level-4
8.	Shri Sunil Kr. Chaudhry	M.T.S.	36100= Level-3
9.	Shri Narendra	M.T.S.	41000= Level-4
10.	Shri Omprakash	M.T.S.	39800= Level-4
11.	Shri Awadhesh Kumar	M.T.S.	36100= Level-3
12.	Shri Raj Kapoor	M.T.S.	36100= Level-3
13.	Smt. Sunaina Devi	M.T.S.	34000= Level-3
14.	Shri Rambabu Chaudh.	M.T.S.	36100= Level-3
15.	Shri Mahesh Prasad	M.T.S.	33000= Level-3
16.	Shri Umesh Kr. Anand	M.T.S.	33000= Level-3
17.	Smt. Kundan Devi	M.T.S.	22800= Level-1
18.	Shri Dheeraj Kumar	M.T.S.	22100= Level-1
19.	Shri Pravesh Kumar	M.T.S.	22100= Level-1
20.	Shri Lalan Kumar	M.T.S.	22100= Level-1
21.	Shri Vivek Kumar	M.T.S.	22100= Level-1
22.	Shri Vivek Kr. Singh	M.T.S.	22100= Level-1
23.	Shri Mithun Kumar	M.T.S.	22100= Level-1
24.	Shri Girish Kr. Thakur	M.T.S.	22100= Level-1
25.	Shri Kirti Nivash	M.T.S.	22100= Level-1
26.	Shri Sugendra kr. Singh	M.T.S.	22100= Level-1
27.	Shri Shintu Kumar	M.T.S.	22100= Level-1
28.	Shri Ramit Kumar	M.T.S.	20900= Level-1
29.	Smt. Rajni Devi	M.T.S.	20900= Level-1
30.	Sh. Sunil kumar	M.T.S.	19100= Level-1
31.	Sh. Ankit Yadav	M.A. (M.T.S.)	18000- Level-1
32.	Sh. Akhilesh Yadav	M.A. (M.T.S.)	18000- Level-1
33.	Sh. Sonu kumar	M.A. (M.T.S.)	18000- Level-1
34.	Sh. Harsh Bhardwaj	M.A. (M.T.S.)	18000- Level-1
35.	Sh. Roshan Lal Meena	M.A. (M.T.S.)	18000- Level-1
36.	Sh. Krashn Dev Raj Somvanshi	M.A. (M.T.S.)	18000- Level-1
37.	Sh. Anuj kumar	M.A. (M.T.S.)	18000- Level-1
38.	Sh. Samay Singh Jat	M.A. (M.T.S.)	18000- Level-1
39.	Sh. Anand Jha	M.A. (M.T.S.)	18000- Level-1
40.	Sh. Mohit	M.A. (M.T.S.)	18000- Level-1

Sl. No.	Name of Employees	Designation	B. P. & Pay Level
1.	Shri Sunil Kumar	O.S.	49000= Level-6
2.	Shri Anil Kumar Sinha	L.D.C.	33000= Level-2
3.	Shri Devendra Kr. Pathak	L.D.C.	33000= Level-3
4.	Shri Bablu Kumar	L.D.C.	23100= Level-2
5.	Shri Prabhakar Kumar	L.D.C.	23100= Level-2
6.	Shri Rajesh Kr. Mahto	L.D.C.	36100= Level-2
7.	Shri Ravi Kumar-I	L.D.C.	26000= Level-2
8.	Sh. Ravi Kumar	L.D.C.	33000= Level-3
9.	Sh. Akhilesh Kumar	L.D.C.	29300= Level-3
10.	Shri Anjay Kr. Paswan	L.D.C.	26000= Level-2
11.	Shri Nikesh Kumar	L.D.C.	26800= Level-2
12.	Shri Pintu Kumar	L.D.C.	26000= Level-2
13.	Shri Vikash Kr. Sinha	L.D.C.	27600= Level-2
14.	Shri Prem Kumar	L.D.C.	26000= Level-2
15.	Shri Raj Kumar	L.D.C.	20500= Level-2
16.	Shri Avinash Kumar	Stenographaer	26300= Level-4
17.	Smt. Shyama Kumari	Nursing Officer	73400= Level-9
18.	Smt. Mariya G. Ekka	Nursing Officer	73400= Level-9
19.	Smt. Girja Kumari	Nursing Officer	64100= Level-8
20.	Rinku Kumari	Nursing Officer	66000= Level-8
21.	Putul Kumari	Nursing Officer	64100= Level-8
22.	Smt. Rajni Manjhi	Nursing Officer	53600= Level-7
23.	Smt. Sunita Kumari	Nursing Officer	55200= Level-7
24.	Smt. Rubby Kumari	Nursing Officer	55200= Level-7
25.	Shri Subodh Kr. Gupta	Sr.Pharm offcr(NFG)	72100= Level-8
26.	Shri S. P. Chaudhary	Sr. Pharmacist(NFG)	60400= Level-7
27.	Shri Viresh Nath	Sr. Pharmacist(NFG)	47600= Level-6
28.	Md. Ali Ahmad Rayeeni	Sr. Pharmacist(NFG)	42300= Level-6
29.	Md. Naushad Alam	Sr. Pharmacist(NFG)	42300= Level-6
30.	Shri Saikat Debnath	Sr. Pharmacist(NFG)	42300= Level-6
31.	Miss Priti Upadhyay	Sr. Pharmacist(NFG)	41100= Level-6
32.	Shri Sunil Kumar	Sr. Pharmacist(NFG)	41100= Level-6
33.	Shri Amit Ranjan	Sr. Pharmacist(NFG)	42300= Level-6
34.	Shri Raushan Kumar	Sr. Pharmacist(NFG)	39900= Level-6
35.	Sh. Jasbir	Pharmacist	29200= Level-5
36.	Sh. Shubham Gutpa	Pharmacist	29200= Level-5
37.	Sh. Mayank Tanwar	Pharmacist	29200= Level-5
38.	Sh. Sarwati kumara	Pharmacist	29200= Level-5
39.	Sh. Rakesh Roushan	Pharmacist	29200= Level-5
40.	Shri Vikash Kumar	Med. Lab. Tech.	41100= Level-6
41.	Sh. Pradeep Kumar	Med. Lab. Tech.	46200= Level-6
42.	Sh. Abid Ali Shah	Med. Lab. Tech.	46200= Level-6
43.	Smt. Ritika Kumari	Jr. Med. Lab. Tech.	33900= Level-5
44.	Shri Amit Kumar	Dental Tech.	34900= Level-5
45.	Shri Arun Kr. Ojha	Driver Gr.	23800= Level-2

S. No	Name & Designation of the Officer	Pay	Level
1	Dr.Mridula Sinha SAG/Additional Director	211800/-	level 14
2.	Dr. S.K. Pandey, SAG	218200/-	level 14
3.	Dr. T. A. K. Singh, SAG	193800/-	Level 14
4.	Dr. Sanjoy Kumar,CMO(NFSG)	165400/-	level 13
5.	Dr.Peeyush Priy, CMO(NFSG)	134500/-	level 13
6.	Dr. Chandrajeet Roy, CMO(NFSG)	160600/-	level 13
7.	Dr. Neelam Kumari, Pathologist( Gr-1)	160600/-	level 13
8.	Dr.Poonam Sinha ,CMO(NFSG)	165400/-	level 13
9.	Dr. Pradeep Kumar, CMO(NFSG)	126800/-	Level 13
10.	Dr. S.R. Anwar, CMO(NFSG)	130600/-	Level 13
11.	Dr. Ravi Kumar, Spl Gr-1(Bio-chemsitry)	165400/-	Level 13
12.	Dr. Kumari Priyam, SMO	85800/-	Level 11
13.	Dr. Dherandra Kumar, Dental Surgeon	88400/-	Level 11
14	Dr. Leela Parsad ,SMO	91100/-	Level 11
15.	Dr. Rashmi Ratan, CMO	96900/-	Level 12
16.	Dr. Ashok KUMAR Thakur , CMO(NFSG)	109100/-	Level 12
17.	Dr. Ashish Kumar, MO	66000	Level 10
18.	Dr. Shashank Shekhar, Skin Spl.Gr-1	155900/-	Level 13
19.	Dr. Anju Kumari, SMO	85800/-	Level 11
20.	Dr. Rakesh Kumar, Med Spl Grade II	88700/-	Level 12
21.	Dr. Chandra Prakash, CMO	96600	Level 11
22	Dr. Pradyumn Kr, Singh, MO	71100/-	Level 10
23.	Dr. Navita Kumari, MO	57800/-	Level 10
24	Dr. Kumari Shweta, MO	57800/-	Level 10
25	Dr. Poonam Kumari, MO	57800/-	Level 10
26	Dr. Abhisek Kr. Srivastava, MO	63100/-	Level 10
27	Dr. Cahndan Kumar Hazra, CMO(HOMOEO)	96900,	Level 12
28	Dr. Rakeh Gupta, CMO(AYUR)	94100,	Level 12
29	Dr. Santosh Kuamr, SMO(HOMOEO)	74000/-	Level 11
30	Dr. Ashish Kr. Jaiswal, SMO(AYUR)	76200/	Level 11

\*Other admissible allowances are given as per Govt. of India order.

Central Government Health Scheme  
Budget Estimates 2020-21 (Unit Wise) - Dated 23.03.2020

2210.01.103 - Central Government Health Scheme

(Rs. in Thousand)

S. No.	CGHS UNITS	SALARY		WAGES -		O.T.A -		M.T. -		D.T.E. -		O.E. -		R.R.T. -		S & M -		P.O.L. -		MINOR WORKS -		Professional Services -		O.C. -		SAP-OC -		O.E.(D) -		2071.01.118 -		4210.01.103 -				
		240101	240102	240103	240106	240111	240113	240114	240121	240124	240127	240128	240130	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150	240150			
1	ANJNEGARAD	135600	1000	0	1800	1100	3500	5070	55000	220	500	13300	40	30	180	1400	250000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
2	ALLAHABAD	120000	500	0	1660	600	4200	5000	45000	15	50	15000	20	20	100	1500	250000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
3	BANGALORE	220000	0	0	5360	1700	8500	15000	280000	0	50	1600	130	100	150	1500	450000	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100		
4	BEHUPAL	34000	1000	0	1490	500	900	400	45000	0	30	1050	80	40	200	200	90000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
5	BHUBANESWAR	45000	500	0	1030	400	1800	0	45000	0	100	950	70	20	180	1800	150000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	CHANDIGARH	55000	50	0	200	100	2412	150	35000	0	100	2500	170	600	450	4500	550000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
7	CHENNAI	254100	50	0	3000	1100	6000	8000	200000	10	30	20000	170	600	450	4500	550000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
8	DEHRADUN	25000	0	0	200	100	700	0	60000	0	30	1230	50	34	700	700	300000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
9	DELHI	2755000	100	20	50000	12000	192705	40050	2560000	2265	34650	358000	700	150	230	109500	860000	3400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10	HYDERABAD	320000	800	0	9850	3300	9000	4000	170000	160	500	33500	150	600	500	5000	800000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	LABALPUR	70000	500	10	500	200	1800	2800	14000	10	30	9000	10	50	50	200	550000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
12	LAMPUR	200000	300	20	2500	900	4500	3700	2800	10	100	6500	110	800	1500	15500	45000	45	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20		
13	KANPUR	145000	700	10	3500	700	6000	6500	46000	100	800	15500	14	50	300	3000	1200000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
14	KOLKATA	420000	2727	0	5000	8000	2300	6000	110000	10	7000	3300	50	243500	0	5000	243500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
15	LUCKNOW	260000	700	10	1800	800	10000	6000	110000	120	200	9500	200	100	100	1200	200000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	MERUT	130000	400	0	1800	500	3815	1500	100000	10	1500	32000	357	100	100	1000	500000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	MUMBAI	490000	0	0	6700	2300	9000	3000	200000	10	10	15000	200	100	100	1000	450000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	PATNA	210000	700	0	2400	1600	6000	2500	80000	0	400	13500	20	50	900	9000	150000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
19	PATNA	127000	2000	10	900	300	3500	2500	46000	10	100	13500	403	140	2000	2000	70000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20	RAJSHI	210000	100	0	4200	1000	4500	2000	45000	20	400	2600	24	10	250	250	50000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
21	RANCHI	400000	600	10	800	300	1000	180	12000	10	1500	700	30	40	150	1500	100000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	TRIVENDRUM	60000	600	10	1510	500	2170	1500	146710	10	1500	700	30	20	800	800	3500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
23	GUWAHATI																																			
Total Allocation to Cities		6315100	12587	100	105000	32300	290000	117200	4434710	3000	49000	885000	700	8000	150000	17001700	3500	25000																		
NER(2552,00,285)																																				
1	GUWAHATI	96000	800	0	1000	1300	5300	2100	80000	0	1000	12000	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
2	SHILLONG	36335	1200	0	600	1400	1700	1900	48915	0	0	5000	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Allocation to Cities		132335	2000	0	1600	2700	10000	4000	128915	0	1000	17000	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

  
 (Dr. Manoj Kumar)  
 Add. DDCG(HQ)