

Particulars – Family Welfare Department of CGHS is the premier body for prevention of disease/morbidity, continuous training and education of CGHS officers & beneficiaries on various topics related to family Welfare and important medical subjects, life style diseases as well as socio cultural issues.

(A) Powers & Duties of Officers & Employees.

ADDITIONAL DIRECTOR : Family Welfare organization of CGHS is headed by the Additional Director (Family welfare) Present Head –Dr. Leema Prema Minz CMO (SAG)

Power & Duties

- I. Overall supervision of the organization of Family Welfare for smooth functioning in various aspects .
- II. Assisting the CGHS authorities (CGHS HQ & Directorate) on various administrative matters including APAR reporting, financial management and Hindi Cell Activities
- III. Work of empanelment for Health Care Organization and Authorized Local Chemist through committee member. All correspondence with CGHS Empanelled Hospitals & ALC has been done by AD.
- IV. Issue of Permission letter for unlisted Investigation & procedure to Pensioner beneficiaries.
- V. Scrutiny of all MRC bills, PP & LSM bill & all other bills. PFMS online bills & Supervision in EIS for Salary bill. Preparation of budget & reconciliation with PAO.
- VI. As there is no post of Administrative Officer & non filling of recently created Office Superintendent post as per eligibility , all types of Administrative work & DDO has been performed by AD. There is no helping hands to daily disposal of allotted work in due time and so on.
- VII. Distribution of work as and when required to maintain smooth functioning, as well as misc. purchase, Local purchases & purchase through GeM as payer.
- VIII. Liaoning with public agencies eg. CPWD, Housekeeping agency etc. for smooth functioning.
- IX. Supervision in recruitment process of different group C posts & MACP through committee members.
- X. Monitoring the reply of Parliament Question & Grievances of beneficiaries & Hospitals.

ADMINISTRATIVE STAFF:

1. Accountant- Shashi Bhushan Pandey- Preparing & scrutinizing various types of bill & assisting the Hindi Adhikari. Helping in preparation of Budget.
2. Upper Division clerk-(Hridesh Kumar)- Establishment section.
3. Lower division clerk- Chandra Bhushan Prasad- Card section (Pensioner) & Subodh Tiwari (OA) Service holder card.
4. Multi Taksing Staff: Shri Suresh Lohra - Hindi Typing , diary & dispatch of Dak from this office to all related offices.

MEDICAL OFFICER : Dr. Aleck Mukut Kachhap (CMO SAG)

- I. Performing all duties of CMO I/C of WC.
- II. during the leave period of Additional Director performing the work of AD & scrutiny of MRC bill only.
- III. Active participation on Hindi Diwas.
- IV. Appointed as Nodal officer for RTI & CP GRAM.
- V. Nominated as Vigilance officer from HQ for Ranchi.

MEDICAL OFFICER : Dr. Arun kumar Singh (CMO NFSG)

- A) Performing all duties of CMO I/C of WC.
- B) Performing purchase of official/ Dispensary items through Gem-as purchaser
- C) E-tendering of ALC-Doing independently.
- D) Recruitment Committee Member
- E) MACP Committee Member
- F) As Nodal Officer for Sparrow

MEDICAL OFFICER Dr Himalaya kumar Jha (CMO NFSG)

- A) Scrutiny of UTI-TSL Bill
- B) Hindi Adhikari
- C) Member of Recruitment & MACP Committee
- D) In Gems- performing as Reciever

NURSING OFFICERS : Smt. Sashi Lakra & Gangotri Singh

- I. Assisting Lady Medical Officer & CMO I/C , doing ECG, maintain the ledger of dispensary equipment.
- II. Maintain the Data of ANC & Family Welfare activities at Wellness Center.
- III. Linen and Dhobi
- IV. Cleanliness and maintenance of WC.
- V. Supervision of Surgical Dressing, giving I.M / I.V./ S.C./I.D injection.
- VI. Making duty roster of subordinate staff .

PHARMACIST: Ashok Kumar, Shailendra Kumar, Sunil Kumar, Ashok Kumar Saha, Bikash Mandal, Chhaya Singh, Gaurav Kumar

1 Store Keeper cum Pharmacist-Ashok Kumar

2 Indent, Distribution & storage of medicine is done by other Pharmacist.

MULTI TAKSING STAFF(Posted in WC-I): Shri kalicharan Lohra ,Sukra Lohra, B.M.Ram
B.N.Tiwari,P.Ganguli & Anjani Kumari

- 1.works as dresser- Kalicharan Lohra
2. works as Male Attendant & helps to scrutiny of MRC bill- -Sukra Lohra
3. Works as Laboratory Attendant –B.M.Ram
- 4.works in sub store- P. Ganguli.
- 5.Works in main store-B.N.Tiwari
6. works as female attendant- Anjani Kumari

OUTSOURCED HOUSEKEEPING STAFF: Santosh Minz & Anita Tirkey & Kartik Ram
(permenant staff)

- i. Maintain cleanliness and sanitation of WC- II,III & I & AD Office
- ii. Complete cleaning of office Equipments, furniture and following any other instructions from the head of office

**OUTSOURCED NIGHT GUARD STAFF- Raj Kumar Ram & Raj Deo Singh (permanent)
&Rajesh Toppo**

Works as chowkidar in WC-I ,III & WC-II.

(B) 1.Procedure followed in 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 (AD {HQ} & Director CGHS)
2. Norms set for discharge of functions :-
As per laid out guidelines of CGHS compendium Central Health Services rules and those given on CGHS website, set norms are being followed.
3. As per CGHS compendium, guidelines on CGHS website
CGHS Conduct rules and office procedures booklets standard guidelines from supervisory authorities.
4. **Categories of documents maintained at CGHS Family Welfare Office:**
- Office administration
 - RTI
 - 100% Physical Verification
 - Personal Files
 - Circular Files
 - Dispensary visit Files for all CGHS W.C. – I, II & III Ranchi
 - Files of CGHS Ranchi.
 - Imp rest , Telephone & diesel Money
 - Maintenance of Office equipments

- Hindi Work File
- Guard file

Arrangement which exists for consultation with one representation by the members of the public in relation to the formulation of policy or implementation thereof.

Ans: Circulars and informations are posted through email and hard copies to all the administrative officers and wellness Centers relating to various activities/trainings/workshop/policies and programmes being undertaken in the department.

There are public domains which can access the information through CGHS website. The beneficiaries can directly also communicate with the department through emails/telephone or CGHS site.

5. Additional Director (Head of organization) is the designated nodal officer for all public administrative platform and can also depute any other officer from the FW Office/CGHS wellness centers to coordinate with the state/central/public organization for any such meetings/platform. The related issues are published through media whenever required in the interest of the public. Minutes of all the meeting are posted on the website of directorate of Family Welfare (Delhi State) as well as informed to CGHS authorities on regular basis.
 6. Monthly remuneration-salary slip may be obtain from O/o cash & Accounts Section (DDO) CGHS Ranchi-834002.
 7. Budget allocated – details may be obtained from O/o DDO CGHS CGHS Ranchi 834002.
 8. Details are given below:-
 - Allotted Imp rest money for Office is Rs.2000/- & for each WC. Rs.5000/-
 - For training & official work TA /DA is provided.
 9. Details:-Through RTI platform, any RTI we receive is to be treated as most urgent and disposed of by nodal officer in due time.
 10. Names, designation and other particulars of CPIO's – Dr. Aleck Mukut Kachhap, Sr.(CMO SAG) at present CMO I/C CGHS W.C. – II, Kantatoli, Ranchi- 834001.
- The information is available on the CGHS website. – www.cghs.mohfw.nic.in

Yours faithfully

Additional Director

CGHS, Ranchi