

## **DUTY LIST OF MEDICAL OFFICERS OF HEADQUARTER OFFICE ( ACMD MS & ACMD/H) vacant**

### **Dr.Meena Sekhar, CHD**

1. MCDO, PCDO and other Narrative reports and returns
2. Reimbursement
3. Procurement of AMI items and related issues Surgical, CVTS, Cath lab, Xray, Orthopedic implants, IOL and of Lab items, registration and renewal of firms
4. Establishment matters of Gazette cadre, CMPs. Part time doctors, HVS, case to case basis specialists, Sr. Residents, Jr. Residents, House Surgeon (plain post), Interns and DNBs.
5. Conferences & Training (All group A)
6. Nodal officer for matters related to vehicles and ambulances – procurement and hiring including Road Mobile Vans.
7. Nodal officer for RTI – PIO Medical.
8. Nodal officer for implementation of Ayushman Bharat, e- office, UMID, HMIS
9. Update of DGRHS dashboard, MR dashboard, GM dashboard GM conferences, CMD's conference, CMS Conferences
10. Bharat Scouts & Guides.
11. Sending required information /data to Railway Board as asked by railway Board from time to time
12. Technical Library, Hospital Visiting Committee
13. Any other work assigned by PCMD.
14. Medical examination – Medical Boards, PME, costly treatment and related issues
15. Referral of patients to non-railway hospitals, advance payment, post facto sanction
16. Special investigations, CT, MRI, and PET scan, Bi- Pap, C-Pap and other artificial
17. Medical attendance and treatment related issues including RELHS etc.
18. Recognition of Non Railway Hospitals

### **Dr I. Bhattacharya, ACMD (IH)**

1. POM & ZRUCC etc, Nodal Officer for multi subjects, representations/complaints/grievances and related issues including reports etc.
2. Confidential letters, CA iii references, Parliament questions
3. Nodal Officer of Disaster Management, Civil Defense, St. John Ambulance brigade, First aid box, FA training and related issues including reports etc.
4. Joint Food safety commissioner
5. Fire safety officers of Medical department at HQ
6. Matter related to DAR and appeal cases of the Zone.
7. Matter related to passenger amenities.
8. Court / CAT / Labor commission cases and complaints, representations, grievances and inspection notes related to above subject.
9. Nodal officers for court cases except FSSA
10. registration of firms and other related matters ( medical items)
11. Nodal officer for SOP revisions
12. Uniform, linens, diet, kitchen, Diet Charges and related issues

13. Budget of Medical Department
14. Audit and Accounts Reports, Housing Policy, references regarding Railway quarters.
15. Rail Minister's Budget announcement and compliance.

**Dr. C.K. PATEL, Addl. CMD/T&A**

1. **Designated Officer- Food Safety**
2. Office Management - HQ
3. Procurement and management of T & P items including computers, electronic equipments, AMC/CAMC and repairs and other equipment through revenue funds
4. Brochures on VIP visits etc.
5. ProjectSaksham, Highlights, innovations, Good work portal
6. M&P, Works Programme, New Railway hospitals/Health Units, Expansion of existing ones, Rail Minister's budget announcements, Medical college & Nursing College etc.
7. Establishment of Group C and D staff including TADK and Manpower planning of zone including HQ.
8. Reports and Returns pertaining to Health & Family welfare
9. Health including cleanliness- Health drives Health camps, National Health Programme and related returns, HIV, AIDs and related issues and returns FSSA implementation
10. Family Welfare including pulse polio and related issues.
11. Fairs related matters
12. FSSA(JFSC)
13. TB & TB Seals
14. M&P, AMC and repairs of hospital items for the zone (except Headquarter office).
15. PREM, PNM, 'Informals' and other Union related issues.
16. Recognition of Non Railway Hospitals
17. Nodal officer for RELHS Smart card scheme
18. Inspection notes of various authorities
19. Rajbhasha

**AHEO (Vacant )**

1. All duties as prescribed by Railway Board.
2. Nodal officer for RTI
3. Nodal officer for Disciplinary action against Staff of HQs
4. Wellness programme
5. Immunization programme

**Shri Rahul Balvir, APHO CCG**

1. All duties as prescribed by Railway Board
2. Nodal officer for Telephones & CUG.
3. Policy matters, System improvements & IRMM
4. Office management
5. Shramik Kalyan portal update

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