

DUTY LIST OF MEDICAL OFFICERS OF HEADQUARTER OFFICE

Dr. Meena Sekhar, CHD

1. Matters related to RELHS, CTSE, Recognition / Empanelment of private hospitals.
2. Capacity building of Railway institutions- New/Expansion.
3. Medical Examination, Reimbursement, Medical Board, PME and Appeals.
4. PPP Projects. GM, PCMD, CMS Conferences.
5. Establishment matters of Gazetted cadre, CMPs. Part time doctors, PT Dental Surgeons, HVS, Case-to-Case Basis Specialists, Sr.Residents, Jr.Residents, Interns, CPS and DNBs and ex-cadre posts.
6. Procurement of AMI items and related issues Surgical, CVTS, Cath lab, X- Ray, Orthopedic implants, IOL and of Lab items, registration and renewal of registration of firms.
7. Advance payments, referral to Non-Railway institutions.
8. Updating Sharing folder of PCMD.
9. Sexual Harassment of Women at Workplace.
10. Sanction of hearing aids and related issues. Nodal Officer for vehicles – procurement and hiring.
11. Housing policy, Railway Quarters and related issues.
12. Nodal Officer SOP revisions, E-Office, HMIS, Ayushman Bharat, Training and teaching programmes of officers.
13. RTI – CPIO

Dr. I. Bhattacharya, ACMD (IH)

1. Procurement of AMI(Medicine) items, Hospital Infection Control, Bio-Medical Waste Management.
2. Disaster Management, Fire Safety, ARME First Aid Boxes and related issues.
3. Civil Defence , St. John Ambulance brigade, Bharat Scout and Guide.
4. DAR and Appeal Cases of Gazetted Officers.
5. Duties of Joint Food safety commissioner
6. Procurement Policy Nodal Officer. Factory Inspection and registration.
7. Training and teaching programmes of doctors, staff and DNB/CPS/Lab/X-Ray/ Nursing students.
8. Court / CAT / Labor commission cases and complaints, representations, grievances and inspection notes related to above subject.

Dr. C.K. PATEL, Addl. CMD/MS

1. **Designated Officer (FSSAI)- Food Safety**
2. Health including cleanliness, National HIV/AIDS, Family Planning and Pulse Polio Programme, Health Camps, TB & TB Seals, Fairs and Festival related items.
3. Works Programme, Matters related to passenger amenities, EMR related issues, Colony Cleaning,/Sanitary contracts etc.
4. HQ Nodal Officer for COVID related activities & update of COVID related expenses.
5. Training Programme of Staff in co-ordination with Personnel Department.
6. Update of brochure and PPT presentations as and when required.
7. CA iii reference and Parliament Questions.

Dr. Nisha Singh, Addl. CMD/TA

1. Office Management – HQ Office, HQ staff, TADK, DAR and appeal cases of Non-Gazetted staff, Establishment matters of Non-Gazetted Staff, Cadre including staff on contract, Rajbhasha.
2. MCDO, PCDO and other Narrative reports and returns. Awards and nomination – All level.
3. Inspection notes, confidential letters, Audit, Accounts Reports & Compliance. Inspection notes of Hon. MR, MoSR, MLA/MP, GM and other offices and its compliance.
4. Nodal Officer for RTI- PIO Medical.
5. Trade union related matters. PNM, POM & ZRUCC, SBF, Mahila Samiti etc. related issues.
6. Procurement and management of T & P items including computers, electronic equipments, AMC/CAMC d repairs. Procurement of Stationery and General items.
7. Budget, Diet, Uniform, Linen, kitchen and related issues.

AHEO (Vacant)

1. All duties as prescribed by Railway Board.
2. Wellness Programme
3. 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
6. Nodal officer for RTI
7. Nodal officer for Disciplinary action against Staff of HQs
