

Duty list of HQ Officers

DR. INDRANIL BHATTACHARYA, ACMD (H)	DR. NISHA SINGH, ACMD (TA)	DR. SHANKAR DAYAL, ACMD (IH)
<ul style="list-style-type: none"> • AMI (Medical) & TS of Medicine above 5 lakhs. • Hospital Infection Control and Biomedical Waste management & Audit. • Audit & Gap analysis • Establishment matters related to Gazetted Officers, • HVS, CMP, Part-time Dental Surgeon, Case to case basis specialists and other Ex-cadre posts. • Matters related to DNB, Senior residents, junior residents, Interns, DNB & CPS 	<ul style="list-style-type: none"> • Management of HQ Office, HQ staff • Establishment matters of Non Gazetted Cadre including staff on contract, • Rajbhasha. • Reimbursement and related issues. • IVF permission & reimbursement 	<ul style="list-style-type: none"> • Matters related to RELHS/CTSE • Recognition & Empanelment of Hospitals and Diagnostic Centres. • Work charge post. • Budget • Diet, Kitchen and related issues. • Uniform & Linen • National / Health Days observation.
<ul style="list-style-type: none"> • Duties of Joint Food Safety Commissioner. • Food Safety & FSSAI related training 	<ul style="list-style-type: none"> • MCDO, • MOU KPI • PCDO and other narrative reports and returns. • Awards and nominations - all levels 	<ul style="list-style-type: none"> • Medical Examination, Medical Boards, appeals and invalidation cases. • CPGRAM, Rail Madad. • All complains & grievances.
<ul style="list-style-type: none"> • Health & Family welfare related • Colony Cleaning & Contracts. • National HIV / AIDS Control Programme • Family Planning and Pulse Polio. • Health Camps TB & TB Seals Fairs • Festivals and fair Kumbh Mela etc. – related matters 	<ul style="list-style-type: none"> • Confidential letters with PS • Inspection notes of Hon. MR, MoSR, MLP / MP, DGRHS, GM and other officers and its compliance. 	<ul style="list-style-type: none"> • Advance payments & costly treatment • Referral to Non-Railway Institutions. • Cochlear implants, etc. • Sanction of Hearing aids and related issues.
<ul style="list-style-type: none"> • DAR and appeal cases of Gazetted officers & Non Gazetted staff. • Unauthorized absent of Doctors 	<ul style="list-style-type: none"> • PIO Medical for RTI • Man power planning • Work study 	<ul style="list-style-type: none"> • Training and Teaching programmes of Doctors, Staff, DNB/ Lab/ Xray/ Nursing, etc.
<ul style="list-style-type: none"> • Vigilance cases • Google sheets update • Court cases / CAT /Labour commission • CA iii references, • Parliament questions • Update of Brochure and PPT presentations 	<ul style="list-style-type: none"> • Trade union related issues. • PNM, POM & PREM • Staff Benefit Fund • Mahila Samiti related issues. 	<ul style="list-style-type: none"> • Disaster Management, Fire safety • ARME, Medical Box & First Aid boxes and related issues. • St. John's Ambulance Brigade, Bharat Scouts & Guides, Civil Defence
<ul style="list-style-type: none"> • HQ Nodal officer for COVID related activities & update of COVID related expenses 	<ul style="list-style-type: none"> • Procurement and management of T&P • M&P equipments, • repairs of medical equipments, AMC / CAMC 	<ul style="list-style-type: none"> • Matters related to Passenger amenities & ZRUCC. • EMR related issues
<ul style="list-style-type: none"> • Procurement Policy - Nodal Officer. 	<ul style="list-style-type: none"> • T & P of headquarters including Computers, 	<ul style="list-style-type: none"> • Capacity building of Railway Institutions - New

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<ul style="list-style-type: none"> • Factory Inspection • Railway Board registration of Firms • Cyber security 	<ul style="list-style-type: none"> • electronic equipment, • AMC / CAMC and repairs. • DS8ed items. 	<p>expansions</p> <ul style="list-style-type: none"> • PPP Projects and Works Programme
<ul style="list-style-type: none"> • Nodal officer for vehicles - HQ • Ambulances – procurement and hiring 	<ul style="list-style-type: none"> • PRCL related issue • Mission Karmyogi • Quarter/ Housing and Hostel related • HMIS 	<ul style="list-style-type: none"> • CMS Conferences, etc. • AGM coordination meeting
<ul style="list-style-type: none"> • Nodal Officer SOP revisions, E office, Ayushman Bharat. 	<ul style="list-style-type: none"> • Procurement of Stationery and General Items. • Nodal officer for TADK on contract • Bills clearance in IPAS 	<ul style="list-style-type: none"> • AMI (Surgical, Orthopaedics, CVTS, Laboratory items) and related consumables.
<ul style="list-style-type: none"> • Any other work assigned by PCMD 	<ul style="list-style-type: none"> • Any other duty as assigned by PCMD 	<ul style="list-style-type: none"> • Any other work assigned by PCMD