Duty list of HQ Medical Officers

DR. INDRANIL BHATTACHARYA, ACMD (H)	DR. NISHA SINGH, ACMD (TA)	DR. SHANKAR DAYAL, ACMD (IH)
• AMI (Surgical, Orthopedics, CVTS, Laboratory items) and related consumables • Hospital Infection Control and • Biomedical Waste management & Audit. • Audit & Gap analysis • 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 • DAR and appeal cases of Non-Gaz	• Management of HQ Office HQ Staff Establishment matters of Non -Gazetted Cadre including staff on contract, • Rajbhasha. • Reimbursement and related issues. • IVF permission & reimbursement • Matters related to RELHS/ CTSE • MCDO, MOU KPI • PCDO and other narrative reports and returns. • Awards and nominations – all levels	• AMI (Medical) & TS of Medicine above 5 lakhs. • Medical Examination, Medical Boards, appeals and invalidation cases. • Advance payments & costly treatment • Referral to Non-Railway Institutions • Procurement Policy – No dal Officer • Factory Inspection • Railway Board registration of Firms • Disaster Management, Fire safety • ARME, Medical Box & First Aid boxes and related issues • EMR related issues
• Duties of Joint Food Safety Commissioner. • Food Safety Court cases / CAT /Labour Commission & FSSAI related training • Training and Teaching programmes of Doctors, Staff, DNB/ Lab/ X-ray/ Nursing, etc.	• Confidential letters with PS • Inspection notes of Hon. MR, MoSR, MLP / MP, DGRHS, GM and other officers and its compliance. • Nodal officer for vehicles – HQ • Ambulances – procurement and hiring	• St. John's Ambulance Brigade, Bharat Scouts & Guides, Civil Defence • Recognition & Empanelment of Hospitals and Diagnostic Centers. • Nodal Officer SOP revisions, E office, Ayushman Bharat
• 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 Cochlear implants, etc. • Sanction of Hearing aids and related issue • Work charge post. • Budget • Diet, Kitchen and related issues. • Uniform & Linen • National / Health Days observation	• CPGRAM, Rail Madad • Trade union related issues. • PNM, POM & PREM • Staff Benefit Fund • Mahila Samiti related issues Procurement and management of T&P • M&P equipments, • repairs of medical equipments, AMC / CAMC • T & P of headquarters including Computers, • electronic equipment, • AMC / CAMC and repairs. DS8ed items. • PRCL related issue • Mission Karmyogi • Quarter/ Housing and Hostel Related HMIS	

DR. INDRANIL BHATTACHARYA, ACMD (H)	DR. NISHA SINGH, ACMD (TA)	DR. SHANKAR DAYAL, ACMD (IH)
• Vigilance cases Update of Brochure and PPT presentation • HQ Nodal officer for COVID related & update of COVID related expenses Cyber security	• Procurement of Stationery and General Items. Bills clearance in IPAS • Man power planning • Work study	
• Nodal Officer SOP revisions, E office, Ayushman Bharat. • PIO Medical for RTI	• Capacity building of Railway Institute, New expansion. • PPP Project & Works Programme	
• Establishment matters related to Gazetted Officers, • DAR and appeal cases of Gazetted officers • Unauthorized absent of doctors/ Study leave/EOL etc. • Google sheet update related to Railway Board and GM • Daily posting data in groups e.g. OT data etc.	• Matter related to passenger amenities & ZRUCC. • All complaints & grievances • CA iii references • CMS Conferences, etc. • AGM coordination meeting • Parliament questions	
Any other work assigned by PCMD	**Any other duty as assigned by PCMD**	**Any other work assigned by PCMD**