

REDISTRIBUTION OF WORK AMONGST MEDICAL OFFICERS OF HEADQUARTER OFFICE

I. Dr (Mrs) Mohua Halder, ACMD (TA)

1. Recognition of Non Railway Hospitals
 2. Medical examination – Medical Boards, PME and related issues.
 3. PREM, PNM, 'Informals' and other Union related issues.
 4. Audit and Accounts Reports, Housing Policy, references regarding Railway quarters.
 5. Medical attendance and treatment related issues including RELHS etc.
 6. Uniform, linens, diet, kitchen and related issues.
 7. Reimbursement, referral of patients to non railway hospitals, advance payment, post facto sanction, hearing aid etc
 8. Special investigations, CT, MRI, PET Scan, hearing aid, denture, Bi- Pap, CABG, C-Pap and other artificial appliances or any item costing beyond SOP of CMS / MD
 9. CMD office management including awards at all level.
 10. Rail Minister's Budget announcement and compliance.
 11. Staff Benefit Fund and Mahila Samiti
 12. Any other work assigned by CMD.
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II. Dr S K Mitra ACMD (IH)

1. GM conferences, CMD's conference, CMS Conferences, POM & ZRUCC etc. Nodal Officer for multi subjects, representations/complaints/grievances, Inspection notes of various authorities
 2. Disaster management, ARME, First aid boxes and related issues including reports etc.
 3. Conferences & Training (All)
 4. Matter related to DAR and appeal cases of the Zone.
 5. Confidential letters, CA iii references, Parliament questions, court / CAT / Labor commission cases and complaints, representations, grievances and inspection notes related to above subject.
 6. Nodal officers for court cases except FSSA
 7. Establishment of Group C and D staff including TADK and Manpower planning of zone including HQ.
 8. Procurement of surgical and orthopaedic items including registration of firms and other related matters.
 9. Matter related to passenger amenities.
 10. Works programme, New Railway hospitals/Health Units, Expansion of existing ones, Rail Minister's budget announcements, Medical college & Nursing College etc.
 11. Procurement and management of T & P items and other equipment through revenue funds.
 12. Nodal officer for RTI – PIO Medical.
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III. Dr Meena Sekhar, ACMD (MS)

1. MCDO, PCDO and other narrative reports and returns
 2. St. John Ambulance brigade, Bharat Scouts & Guides and Civil Defence, First aid training and hiring of vehicles.
 3. Rajbhasha, Technical Library, Hospital Visiting Committee.
 4. Establishment of Gazetted cadre, CMPs. Part time doctors, HVS, case to case basis specialists, Sr. Residents, Jr. Residents, Interns, DNBs and other teaching / training and academic programmes.
 5. Hospital Infection control & BWM.
 6. Nodal officer for matters related to vehicles and ambulances – procurement and hiring.
 7. Nodal officer for Inspection notes of various authorities, VIP visits, brochures etc.
 8. Any other work assigned by CMD.
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IV. Dr Ramesh J Kumar ACMD (H) CCG

1. Reports and Returns pertaining to Health & Family welfare
 2. Health including cleanliness- Health drives, Health camps, National Health Programme and related returns, HIV, AIDs and related issues and returns FSSA implementation.
 3. Family Welfare including pulse polio and related issues.
 4. TB & TB Seals
 5. T&P of Headquarter office including photo copier and AMC/CMC/Repair
 6. Stationery
 7. FSSA & related court cases
 8. Fairs related matters.
 9. Budget of Medical Department.
 10. Nodal officer for SOP revisions
 11. Procurement of Pathology items (Group A & B) registration and renewal of firms related to it.
 12. Nodal officer for procurement policy
 13. Procurement of AMI items and related issues, registration and renewal of firms related to these procurements. (except Surgical & Orthopaedic items)
 14. M&P, AMC and repairs of hospital items for the zone (except Headquarter office).
 15. Nodal officer for HMIS & Telemedicine & IT officer for medical department of HQs office.
 16. Nodal officer for RELHS Smart card scheme
 17. Any other work assigned by CMD.
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V. Smt Shoba C. PS/CMD

1. Management of Confidential section
 2. Monitoring of UPSC medical boards
 3. Compliance meeting with General Administration AS(G)
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VI. Shri A. J. G. Patel, AHEO

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
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VII. Shri V. G. Ganvir, APHO CCG

1. All duties as prescribed by Railway Board
 2. Nodal officer for Telephones & CUG.
 3. Policy matters, System improvements & IRMM
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Note: The leave management for the officers of HQs is as below.

1. Dr (Mrs) M Halder, vice Dr Ramesh J. Kumar
2. Dr Ramesh J. Kumar vice Dr (Mrs) Meena Sekhar
3. Dr. (Mrs) Meena Sekhar vice Dr SK Mitra
4. Dr SK Mitra vice Dr (Mrs) M Halder.
5. Shri V.G.Ganvir will work as PIO in the absence of Shri A.G.J.Patel