



दक्षिण पूर्व मध्य रेलवे



कार्यालय
मुख्य चिकित्सा निदेशक/बिलासपुर
दिनांक 13.10.2017

No.Med/HQ/GAZ/Duty list/ 2237

Sub: - Duties & Responsibilities of CHD & ACMD/SECR.

The duties and responsibilities of CHD & ACMD will be as follows. In the absence of one of the officer, the other officer will look after his work. The orders will be implemented with immediate effect.

1)	Chief Health Director:
1.	MCDO, Monthly Return & Annual Narrative Report.
2.	Gazetted Cadre – Man Power Planning, DAR, Vigilance, establishment matters Training, Conferences, Seminar etc.
3.	Procurement of Medical stores of the zone & CMD office.
4.	Budget, Imprest, Officers Vehicle & Works programme.
5.	Recognition, extension & other matters pertaining to Non-Railway, Tie-up hospital & Honorary Consultant, Contract Medical practitioner & House Surgeon.
6.	Public Grievances & Dealing with complaints of all natures.
7.	CA-III Reference, MP/MLA Letters, Visit of VIP & Inspection, Briefs & POM.
8.	Parliament Question.
9.	Co-ordination with MD, CMS, Railway Board & Sr. Professor (Medical) RSC.
10.	Inspection of ARMEs of Divisions and drug stores of divisions.
11.	Overall supervision of station & colony sanitation of SECR zone.
12.	To look after the work of CMD in his absence.
13.	Any other work assigned by CMD.
2)	ACMD:
1.	Administrative Control of CMD office.
2.	Non-Gazetted Cadre – Man Power Planning, DAR, Vigilance, establishment matters, Training, Conference, Seminar, Work studies by Vigilance Org. Etc.
3.	Medical Reimbursement.
4.	M&P Programme & Items of value less than 1 Lakh, AMC
5.	Raj Bhasha, Medical Library, Public relations activity & ZPNM.
6.	Audit & Account Inspection Report & RTI
7.	Accident preparedness, Accidents & Disaster Management.
8.	Medical Board, Invalidation, Appeal Cases & Commutation of pension
9.	St.John's Ambulance Brigade, Civil Defence & Scout.
10.	HeMIS & Computerization of department.
11.	Health & Family Welfare, Industrial Health, FSSI, Malaria Control
12.	Court Cases
13.	Inspection of ARMEs of Divisions and drug stores of divisions.
14.	Any other work assigned by CMD.

(डॉ. सी एन. पिपरीकर)
मुख्य चिकित्सा निदेशक
द.पू.म.रेलवे/बिलासपुर

C/- CHD & ACMD,

All dealers



दक्षिण पूर्व मध्य रेलवे

AHO's copy

कार्यालय

मुख्य चिकित्सा निदेशक,
Bilaspur, dated: 18-May-11

NO: MED/HQ/GAZ/Duty list/ 878A

SUB: DUTIES & RESPONSIBILITIES OF AHO & APHO.

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The duties and responsibilities of AHO & APHO will be as follows. They will be under administrative control of DY.CMD, CHD & CMD/SECR. The orders will be implemented with immediate effect. This has the approval of CMD/SECR.

1)	ASSISTANT HEALTH OFFICER:
1.	He will be over all In-charge of all the health activities of the zone.
2.	Inspection of colonies of headquarters as well as divisions regarding maintenance of sanitation, cleanliness of drains & nallas & joint inspection with engineering department, supervision of spraying & fogging in the zone to control the mosquito menace.
3.	Colony care committee, School health, Committee participation for various National health programmes like Malaria, TB, AIDS etc. and Health education of Medical personnel & general public aimed at positive health.
4.	Procurement of stores for health & sanitation.
5.	Man power planning, Training and supervision of sub-ordinate staff of public health department.
6.	Periodic inspection of Pantry cars, Monitoring of food for quality & PFA and water for bacteriological testing & residual Chlorine.
7.	Monitoring of community based health activities like Pulse polio programme, birth rate studies, Family welfare camps & Multi purpose health drives.
8.	Industrial health
9.	Tenders & contracts related to public health department.
10.	Disease surveillance & control of epidemics.
11.	Any other work or responsibility assigned by Railway Administration.
2)	ASSISTANT PHARMACY OFFICER:
1.	He will be overall In-charge of Pharmacy services of the zone.
2.	Preparation, timely submission & procurement of Annual & Supplementary drug indents, monitoring timely supply of drugs, payment of bills.
3.	Supervision of system of receipt, storage, issue & accountal of drugs.
4.	Man power planning, management & training of pharmacy unit.
5.	Drug analysis
6.	Monitoring of community based health activities like Pulse polio programme, birth rate studies, Family welfare camps & Multi purpose health drives.
7.	Industrial health
8.	Participation in various National health programmes like Malaria, TB, AIDS etc. and Health education of Medical personnel & general public aimed at positive health.
9.	Inspection of drug stores of headquarters & divisions.
10.	Any other work or responsibility assigned by Railway Administration.

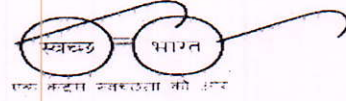
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मुख्य स्वास्थ्य निदेशक, बिलासपुर

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दक्षिण पूर्व मध्य रेलवे



No: MED/HQ/GAZ/Duty List/1681

कार्यालय
मुख्य चिकित्सा निदेशक,
बिलासपुर, दिनांक : 09.10.2015

Sub : Duties & responsibilities of Sri R. Appal Raju, Private Secretary-I
to CMD/SECR/BSP.

The duties & responsibilities now assigned to Sri R. Appal Raju,
Private Secretary-I to CMD/SECR/BSP is as follows.

Sl.No.	Duties & responsibilities assigned
1.	Preparation & maintenance of APARs (both GAZ & non-GAZ)
2.	Preparation of Tour programme of CMD.
3.	Dealing with correspondence of Vigilance matters (both GAZ & non-GAZ)
4.	Dealing with correspondence of D&A cases (Gazetted only)
5.	Preparation of Power-point presentation.
6.	Preparation & compilation of awards at Railway Board/G.M/PHOD level.
7.	Preparation & compliances of Inspection Notes.
8.	Any other work assigned by CMD/SECR.

This supercedes the earlier orders issued vide this office letter
No.MED/HQ/SECR/DUTY LIST/93 dt.18.08.2015. The above orders will be
implemented with immediate effect.

(डॉ. बी. पन्डा/Dr. B. Panda) 09.10.15

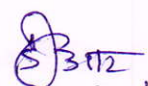
मुख्य चिकित्सा निदेशक/Chief Medical Director
द.पू.म.रे/बिलासपुर/S.E.C. Railway/BILASPUR

Circulation : 1) CHD/SECR for information.
2) ACMD(HQ)/SECR for information.
3) Officer concerned.

Duty List of Ministerial staff of CMD's office.

Sr	Design	Incumbent	Entrusted works	Remarks
1	Ch OS	P.Biswas <u>Assistant-</u> (D.K. Rajan, will assist to Ch OS in all issues dealt by him & work independently in his absence)	All IRMS Gaz cadre including Estt matters. All CMPs/ incl. Dental Surgeon, engagement. All outside IRMS doctors engagement matters. All HVSS Engagement matters etc. Record Retention & weeding off file process. Acquisition/disposal of immovable property Study leave (Gaz & non Gaz) Policy matters files. All correspondences with CH/Divn & Board.	Any other work assigned by officers.
1.1	Jr Clerk	Dinesh Kr Rajan	All Tie-up of hospitals RTI matters (<i>under supervision of Abid /OS</i>). All Conference & Training (Gaz). All referral cases need approval etc. Miscellaneous matters.(like strike/ UB etc) Tour Programme & ORH Booking. Receipt 2 (confidential dak). Medical Library matters.	Any other work assigned by Ch OS , OS & officers.
2	OS	Rajesh Gedam <u>Assistant-</u> Aditya Namdeo- will assist OS (R Gedam) in all issues dealt by him & independently dealt the issues in his absence	Budget, Liability Register ,Imprest /pay order etc MCDO/PCDO matters etc CMD's vehicle, ANR & Data maintain. All audit/account matters, Duty pass All Sanitation & related tenders(Stn & Colony) All Official stationary items. All FSSA related matters. All DIC & POM meeting etc Rly Bd's CA iii ref/ PQ etc ICD/ICF & Hospital diet matters All Family welfare matters	Any other work assigned by Ch OS & officers.
2.1	Jr Clerk	Aditya Namdeo	Lap-top & Computer peripherals } under supervision Stock /Non Stock items proc. } of Abid K. All Non Gaz cadre updating/ maintaining (with Usha) All Phones related matters incl CUG Dead stock (T&P) maintenance. AMC of all PCs & HMIS/IT related matters. Staff Benefit Fund. Scout & Guide matters. SJAB & First Aid Trg matters	Any other work assigned by Ch OS ,OS & officers.
3	OS	Abid Khan <u>Assistant-</u> Gulshan Kumar will assist OS(A Khan) all issues dealt by him & independently dealt the issues in his absence	All re-imbursement & all adv. payment cases. M&P programme (Including AMC /repair). Works Programme/LAW Book. All RTI matters. All NG court matters RELHS & pensioners matters Lap-top & Computer peripherals. Stock /Non Stock items procurement. } With Adi/Rakesh.	Any other work assigned by Ch OS & officers.
3.1	Jr Clerk	Gulshan Kumar	Receipt 1 &Dispatch works (with confidential dak). ZPNM Meeting ,PREM & ZRUCC meeting etc Preparation of Muster Roll of staff. NG staff Leave Record & encashment of leave ARMV/Road Mobile van /AFA box . All Disaster Management & accident matters CPGRMS matters, compliant & redressal. Complaint /Grievances of Rly Employees (NG)	Any other work assigned by Ch OS, OS & officers.

4	Sr. Steno	Sri Rakesh Ranjan Kumar	He will be available from 09.30 am to 11.00 a.m everyday at Headquarters and thereafter report to MD/CH/BSP. All Rajbhasa related matters. Maintenance of computer/FAX & purchase of accessories other IT matters. Stores (Stock & Non-Stock).	Any other work given by CMD/CHD/ACMD.
5	Sr Clerk	Usha Kalyani	All Medical Boards cases (employee & candidate) All appeal cases (employees & candidates) M. Examination of RRB/RRC candidates. All Non Gaz cadre maintaining (incl MPP) . All NG staff matters like Promotion, Transfer etc All Training of Non Gaz s taff. Territorial Army matters. Works study matters.	Any other work assigned by Ch OS & officers.
6	Office Peon	Uma Maheswari	Receipt & Dispatch (while sr No.3.1 on leave etc) Distribution /Filing of dak to relevant file. SECRWWO matters & SECROA.	Any other work assigned by Ch OS , OS & officer.
7	Pharmacist	Rajesh kumar Poddar & Minu Chacko	All work related to procurement of Medical Stores, headed by APhO/SECR.	All works Co-ordinated and assigned by APhO/SECR
*	Note: (i) In absence of Ch OS , next available Senior most OS will look after his/section's work.			


 03.11.17
 (डॉ. डी. रामा राव)
 मुख्य स्वास्थ्य निदेशक
 कृते मुख्य चिकित्सा निदेशक
 द.पू.म.रेलवे/बिलासपुर

No.Med/HQ/SECR/Duty list/93/2339

Date 03.11.17

C/- All dealers.