

Z.28021/1/2005-Admn-II
Directorate General of Health Services
(Admn.II Section)

'Right to information' Act,2005

ANNEXURE-II

**DIRECTORATE GENERAL OF LHEALTH SERVICES
(ADMN-II SECTION)**

**INFORMATION IN RESPECT OF THE ADMN-II SECTION AND THE
EMPLOYEES POSTED IN THE SECTION.**

SL.No.	Points	Reply
a.	The particulars of Organization, functions and duties	Admn-II Section of Dte.GHS deals with all the establishment /administrative matters of Group'B' & 'C' (Technical) employees working under the administrative control of Dte. G H S (HQ).which includes recruitment, promotion, grant of leave, increment, sanctioning of various advances, pensionary benefits etc.
b.	The powers and duties of officers and employees.	No specific powers have been assigned to the Section Officer and the employees posted in the Section. Cases are examined by the dealing hands as per distribution of work amongst them and then put-up to Section Officer who after necessary scrutiny submit the files to higher authorities for decision making. The distribution of work amongst the dealing hands is at Annexure-III
c.	The procedure followed in the decision making process, including channels of supervision and accountability.	No decision is to be taken at Section level in any case. As stated above, the file/ case is to be processed by the concerned dealing hand and submitted to the Section Officer who in turn sends the same to the concerned Director

		Administration for taking necessary decision with the approval of DDG(M)/DG wherever necessary.
d.	The norms set by it for the discharge of its function	No specific norms has been set up for discharging the duties/function of the section. The work/duties is to be done as per normal office norms/procedure.
e.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	The recruitment rules pertaining to the technical posts to be filled by the Section, manual and other necessary books relating to service rules and regulations to be used by the staff of the section for discharging their duties are held in the Section.
f	A statement of the categories of documents that are held by it or under its control	No classified document (s) except 'ACRs' of the incumbent technical staff under the administrative control of Dte.GHS(HQ) are held in the Section. Files relating to grant of 'HBA' to the said staff are also held in the Section.
g.	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.	No policy matter or work related thereto is being dealt with in Admn-II section.
h	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public , or the minutes of such meeting are accessible for public.	Not applicable
i	A directory of its officers and employees	List of officials and their address etc posted in Admn- II section annexed at Annexure-III.
j	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.	At Annexure-III.
k	The budget allocated to each of its	Not applicable

	agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	
l	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable
m	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable
n	Details in respect of the information, available to or held by it m, reduced in an electronic form.	Not applicable
o	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Not applicable
p	The names, designation and other particulars of the Public Information Officers; and	In so far Admn-II Section is concerned, Shri Shiv Bhagwan, Director Admn(SB) has been appointed as Central Public Information Officer. Ph. No. 230611 64.
q	Such other information as may be prescribed and thereafter update these publications every year.	Nil

ANNEXDURE-III

Directory of the officer and employees posted in Admn-II Section

Sl. No.	Name & designation	Present Address	Duties/work assigned	Monthly remuneration received
1.	Sh. O.P. Sehwat, Section Officer	Q.No. 337, Sector- 4, R.K. Purem, New Delhi-110 022 Ph. 26176927	Supervision of the Section and marking of the receipts to the concerned dealing hands and to check /scrutinizing the case/papers submitted by the dealing hand and thereafter to put up the same to the Director Administration for taking decision in the matter.	Rs. 15969/-
2.	Mrs Suresh Khosla, Assistant	C-501, Sarita Vihar, New Delhi Ph.29940643	Dealing with the work of JCM including recognition of Unions/Association and establishment matters pertaining to Staff Car Driver, Accountant & TA (Store)	Rs.16387/-
3.	Sh.K.R. Sinha, Assistant	D-590,DIZ Area, Mandir Marg, New Delhi. Ph.23797432	Establishment/administrative work of Statistical Staff and Library Staff like filling up the vacant posts and to see the day to day administrative matters of the incumbent staff.	Rs 10360/-
4.	Shri Sunder Lal, Assistant	Q.42, Sec.12, Noida (UP). Ph.95120- 2550031	Establishment/administrative work of the staff under PFA,IDD& Nutrition Division and Dte.GHS Canteen like filling up the vacant posts in the cadre and to see the day to day administrative matters of the incumbent staff. Apart from this, other miscellaneous work and Parliament Questions	Rs. 12914/-

5.	Sh. Sushil Chandra Lal, Assistant	Block –G-5/102,Sec-16, Rohini, Delhi-85. Ph. 27851322	Establishment/administrative work of the staff in the cadre of Computers/Data Entry Operators/Telephone Operators and grant of scooter/Moter cycle/HBA advance and medical re-imburement/permission cases of non gaszatted technical Staff & maintanace of their ACRs.	Rs.12914/-
6	Sh. P.P. Singh, UDC.	H.No.264,Main Road Mandawali Delhi-92 Ph. 22479899	Establishment/administrative work of the staff under Central ``Design and issue of CGHS Cards to the technical staff working under Dte.GHS(HQ). Apart from this, the case pertain to sanction of leave and matters relating to Pension are being looked after.	Rs. 11646/-
7.	Sh. Shyam Kumar Choudhry, LDC	WZ-296-A, Palam Village,New Delhi-45 Ph.	Diary Dispatch, maintenance of Guard file, Movement of files and preparation of weekly and monthly arrears statement and typing work sanction of leave other than staff of CDB, Statistics.& Hindi Section	Rs. 8018/-
8.	Sh. Narinder Singh, Daftry	D-291, Moti Bagh-I, new Delhi. Ph.	Maintenance of Record/files and stationery in the Section.	Rs.6736/-
9.	Sh. Mahesh Kumar, Peon.	D-247, Moti Bagh-I, New Delhi. Ph.24107504	Deliver the Dak/letters & file of the section.	Rs.5795/-