

Administration Section – I of DGHS

ANNEXURE-I

a.	i) Particulars of organization ii) Functions and duties	i) Administration-I Section, Room No. 553 'A' wing, Nirman Bhawan, New Delhi ii) As per Annexure 'A'
b.	The powers & duties of its officers & employees	Powers delegated under DFPR Rules Helping staff assists the officers.
c.	The procedure followed in decision making process including channels of supervision and accountability	Procedure is followed as per Govt. rules, regulations and orders in decision making process as per prescribed channel of submission/supervision and accountability. As per the channel of submission i.e. SO(Admn.)/DDA (ML)/Director Admn.(HQ)/DDG (M), the files are disposed off by these officers in term of delegated powers and beyond this, the files are submitted to HOD (DGHS) for final approval in respect of powers delegated to him. The cases beyond this, are sent to the Ministry of Health & Family Welfare and if necessary, further sent to the nodal Ministries/Departments, such as Ministry of Finance and DOP&T etc.
d.	The norms set by it for the discharge of its functions	As per Government norms
e.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Not applicable
f.	A statement of the categories of documents that are held by it or under its control,	Un-classified documents of routine nature only are handled by it
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,	Not Applicable
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	Not Applicable

	the minutes of such meeting are accessible for public;	
i.	A directory of its officers and employees	As per Annexure 'B'
j.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	Information is available with Cash Section
k.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Not Applicable
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, 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, designations and other particulars of the Public Information Officers;	As per Annexure 'C'
q.	Such other information as may be prescribed and thereafter update these publications every year.	Organisation Chart in respect of the Dte. GHS is printed in the Annual Report of the Ministry of Health & Family Welfare and is updated every year.

ANNEXURE 'A'

1. All Establishment matters in respect of with posts in Dte.GHS (HQ), such as (i) CHS posts;(ii) Group 'A' Non-Ministerial posts;(iii) Group 'A','B' and 'C' Ministerial posts and (iv) Group 'B' Gazetted Non-Ministerial posts;
2. Framing/amendment of recruitment rules in respect of Gr. 'A' & 'B' Non-Ministerial posts.
3. Continuation of temporary posts/, revival of posts.
4. Filling up of Group 'A' & Group 'B' (non-Ministerial) posts including forwarding of cases for compassionate appointments to the Ministry of Health & FW.
5. Matters relating to temporary work arrangement among offices while on leave/on tour.
6. Matters relating to transfer/posting of Officers/officials.
7. Preparation of Seniority Lists in respect of various non-Ministerial posts.
8. Maintenance of Reservation Rosters/Recruitment Rosters in respect of Gr.B Gaz Non-Ministerial posts in the Dte.GHS(HQ)
9. Maintenance of Service Books of Group 'A' Officers.
10. Maintenance of Annual Property Returns in respect of all concerned officers/staff.
11. Sanction of leave of all kinds in respect of all above categories of officers/staff.
12. Matters relating to fellowships/deputation transfer/higher study/various types of NOCs/Certificates etc.
13. Matters relating to Medical Reimbursement Claims/ grant of permission etc. in respect of all concerned officers/staff.
14. Periodical returns regarding SCs/STs etc.
15. Matters relating to Parliament work.
16. Court Cases and matters connected therewith.
17. Processing of requests for grant of various types of advances i.e. HBA/ computer / motorcar /Motor cycle/grant of advances/ Withdrawal from GPF.
18. Matters pertaining to audit objection/audit paras.
19. Issue of CGHS cards including addition/alterations.
20. Cases relating to pay fixation, release of Annual Increments/Stagnation increments/personal pay etc.
21. All matters relating to grant of pensionary benefits, including revision of pension/counting of past service etc.
22. Nomination of officers on various Committees.
23. Issue of orders for grant of honorarium.
24. Any other item incidental to establishment matters pertaining to above categories not mentioned above.

ANNEXURE-‘B’

Sl. No.	Designation	Staff in position	Name of the Officer/Officials
1.	Deputy Director General	1	Dr. S. Badrinath
2.	Director Administration (HQ)	1	Shri K.K. Mittal
3.	Deputy Director Administration	1	Shri Mohan Lal
4.	Section Officer	1	Ms. Indira Banerji
5.	Assistant	4	Smt. Geeta Bose Smt. Vinod Kumari Shri P.K. Saxena Shri Satbir Singh
5.	UDC	2	Shri M.K. Bibhuti Shri K.C. Joshi
6.	LDC	4	Shri Uttam Kumar Srivastava Shri C.S. Arya Shri Anuj Kumar Choudhary Dev Raj
7.	Daftry	1(on sharing basis)	Shri Kamal Giri
8.	Peon	1 (on sharing basis)	Shri Rameshwar Ram

ANNEXURE-‘C’

PUBLIC INFORMATION OFFICER – ADMINISTRATION-I SECTION

1. Name of Officer : **Shri Mohan Lal,**
2. Designation : **Deputy Director Administration (ML)**
3. Address : **Room No. 557, ‘A’ Wing, Nirman Bhawan,
New Delhi-110011.
Phone No.23061031**