

C.R. SECTION

a) The particulars of its Organisation, functions and duties	a) Director General of Health Services – CR Section Functions and Duties as per Annexure-I
b) The powers and duties of its officers and employees;	b) To oversee the work relating to receipt and dispatch of Dak through various modes i.e. ordinary post/Registered Post/Speed Post/Telegram and use of franking machine and postal stamps.
c) The procedure followed in the decision making process, including channels of supervision and accountability;	C Gen. rules for receipt and dispatch.
d) The norms set by it for the discharge of its functions;	d) Speedy movement of receipt and dispatch of various categories like Court Cases, Parliamentary references, VIP references, Most Immediate/Urgent Dak. The communications addressed by names are received directly by the officer concerned.
e) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	e) General Rules prescribed by postal authorities for delivery of dak.
f) A statement of the categories of documents that are held by it or under its control;	f) Category 'C' – which are recorded/weeded out as per retention schedule.
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;	g) 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 the minutes of such meeting are accessible for public;	h) Nil
i) A directory of its officers and	i) As per Annexure-II

employees;	
j) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	j) As per Annexure-II
k) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made;	k) There is no separate Budget allocation. The expenditure on postage/ telegram etc. is met from the Budget provided to Dte.GHS(HQ) under Office Expenses (OE) for the particular year.
l) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	l) Not applicable
m) Particulars of recipients of concessions permits or authorizations granted by it;	m) Nil
n) Details in respect of the information, available to or held by it, reduced in an electronic form;	n) Information relating to receipt and dispatch..
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;	o) Not applicable
p) The names designations and other particulars of the Public Information Officers;	p) Shri K.K. Mittal, Director Administration (HQ) Room No.450-A Wing, Tel.No.23061389 Shri B.N. Prasad. Deputy Director Administration (General) Room No.749-A Wing, Tel.No.23061428

**DTE. GENERAL OF HEALTH SERVICES
(C.R. SECTION)**

It has been decided that the work allotment of the staff of the section be changed. This is being done with the view to facilitate smooth functioning of the section. All the staff of the section shall to look-after the work assigned to them as below :-

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| 1. Shri V.B. Mishra,
I/c CR Section | (i) Supervision of CR Section
(ii) To look after the all administrative work relating to CR Section.
(iii) In case of absence off dealing hand of any seat, I shall to look the seat.
(iv) All matters regarding franking Machine, speed post and Telegram, I have to visit GPO & CTO. |
| 2. Shri Balraj Singh, UDC | (i) To makes the Envelopes of the all ordinary letters received from the sections and officers of the Dte. G.H.S. |
| 3. Shri. Devi Singh, UDC | (i) To receive the all type of ordinary dak.
(ii) To diarised all ordinary letters. |
| 4. Shri Omkar, UDC. | (i) All type of circular to issue (all sub office & PHO, APHO & CGHS etc.)
(ii) Registered post dak
(iii) Registered parcel dak.
(iv) Entry of local dak in the proper peon book. |
| 5. Shri. Ajit Singh, UDC. | (i) Shorting of all received dak.
Night duty clerk. |
| 6. Shri. A.P. Gaur, UDC. | - do - |
| 7. Shri. Hari Prasad, UDC. | - do - |
| 8. Shri. O.P. Bhatt, LDC | (i) Speed post dak.
(ii) Telegram
(iii) Telegrams & Speed post bills. |
| 9. Shri. A.K. Shrivastava,
LDC | (i) Computer Diary work |
| 10. Shri. Kishore Kumar,
LDC. | (i) - do - |
| 11. Shri. Ram Lal, LDC. | (i) - do - |

(V.B. MISHRA)
I/c CR Section

