

Annexure 'B'

Sl.N o.	Designation	Staff in position	Name of the Officer/ Officials.
01.	Director (CGHS)	01	1. Dr. P.K. Pukhan
02.	Director Admn.	01	1. Sh. K.K.Mittal (KKM)
03.	Section Officer	01	1. Sh. S. R. Meena
04	Assistant	01	1. Smt. Veena Batra
05	UDC	02	1. Sh. P.K. Datta 2. Sh. S. Kannan
06.	LDC	01	1. Sh. Man Mohan Singh
07.	Datrery	1/2	1. Sh. Sukh Dav
08.	Peon	1/2	1. Sh. Kapoor Singh

Directorate General of Health Services

**Allocation of work in the CGHS Division to
the Directorate General of Health Services.
(CGHS-II Section)**

01. Creation of Group C and D Non-Plan posts in respect of all CGHS Units.
02. Continuation of Group C and D temporary posts in respect of all CGHS Units.
03. Conversion of Group C and D temporary posts of all CGHS Units into permanent ones.
04. All establishment matters pertaining to Group-B (Non-Gazetted) Group C and D posts in respect of all CGHS Units.
05. All Matters relating to Non-Plan Budget, including Performance Budget, Notes on Demands, Parliamentary Standing on Budget etc.
06. Matters relating to purchase/maintenance of Equipments, other than medical Equipments and purchase/maintenance of vehicles.
07. Parliamentary matters concerning the items of work allotted.
08. Court cases/ matters relating to the items of work allotted.
09. All references received from VIPs, including Public Grievances, pertaining to items of work allotted.
10. All matters relating to audit paras/ audit objections related to the work allotted.
11. Associations, JCM, Departmental Council matters related to the work allotted.

12. All periodicals Reports and Returns pertaining to the work allotted.
13. All matters relating to reservation for SCs/ STs/ OBCs etc. pertaining to work allotted.
14. Any other matters incidental or related to the work allotted.

ANNEXURE 'C'

PUBLIC INFORMATION OFFICER- CGHS-II SECTION

1. Name of CPIO Shri Sunil Garg
(Central Public information Officer) Deputy
Director Administration (SG) Services
Dte. General of Health
Room No. 653 "A" Wing
Nirman Bhavan, New Delhi-
110011. Tel. No. 23062192

2. Appellate Authority Dr. P.K. Phukan
Director (CGHS)
Dte. General of Health
Services
Room No. 545 "A" Wing
Nirman Bhavan, New Delhi-
110011. Tel. No. 23062649.

A	(i) Particulars of the organization (ii) functions and duties	(i) CGHS-II Division , Dte.GHS (HQ) (ii) As per Annexure 'A'
B	The powers & duties of its employees/officers	Powers delegated under DFPR Rules and or orders issued by Admn-III Section, Dte.GHS, Sectt. Staff assists the officers.
C	The procedure followed in decision making process including channels of supervision and accountability.	Since establishment matters are dealt with relevant files Regulations containing of publications, such as fundamental Rules, Supplementary Rules, CCS (CCA) Rules etc, are followed. Channel of submission, supervision and accountability, As per the channel of Submission i.e. S.O. (CGHS-II)/ Director Admn. (KKM)/ Director (CGHS)/ Addl. DG 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 power delegated to him. The cases beyond this are sent to the Ministry 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 document that are held by it or under its control.	Except ACRs, Unclassified
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	Not applicable

	of 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 or 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 regulation	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

F.NO.A.14011/7/2005-CGHS.II
Directorate General of Health Services
C.G.H.S. Division

Nirman Bhawan, New
Delhi

Dated :

June, 2006

Subject: - Furnishing of information under Right to Information Act to be posted in CGHS Website

The undersigned is directed to furnish information concerning CGHS under Right to Information Act to be posted in CGHS Website in a 3.5" floppy disk (file name CGHS INFORMATION in Word Format). A true copy of the information is also enclosed.

System In-charge, NIC is therefore requested to do the needful.

(S.R. MEENA)
Section

Officer

Encl: - As above

TO

1. The System In-charge, NIC, Room No.145- A Wing, Nirman Bhawan, NEW DELHI.
2. The Director (A&V), Dte.G.H.S,
3. The Section Officer, RTI Section

