

ANNEXURE-I

a.	<p>i) Particulars of organization</p> <p>ii) Functions and duties</p>	<p>i) Cash Section, Room No. 742 'A' wing, Nirman Bhawan, New Delhi</p> <p>ii) As per Annexure 'A'</p>
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	<p>Procedure is followed as per Govt. rules, regulations and orders in decision making process as per prescribed channel of submission/supervision and accountability.</p> <p>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.</p>
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 the minutes of such meeting are accessible for public;	Not Applicable

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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	As per Annexure 'A'
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’

Functions

1. Preparation of pay bills in respect of all staff posted in Dte. GHS(Hq) and maintenance of Pay Bill Registers.
2. Arrear bills in respect of all staff.
3. Income-tax calculation, issue of Form-16 and submission of Annual Income-tax Returns.
4. Reimbursement of tuition fees cases and bills.
5. Preparation of all kinds of reimbursement/ advance bills.
6. Preparation of OTA bills/ night duty allowance bills/ honorarium bills.
7. Preparation of Acquittance Rolls.
8. Processing of GPF advance/withdrawal Pt. final/ Final of Group ‘B’ non-gazetted, Group ‘C’ & ‘D’.
9. Maintenance of GPF of Group ‘D’ employees.
10. Processing of LTC advance/ Final and TA/DA cases.
11. Maintenance of service books of Group ‘B’, ‘C’ & ‘D’ officers/ officials.
12. Processing of Telephone bills.
13. Processing of conveyance bills.
14. Disbursement of salary on salary day.
15. Disbursement of salary and other cheques.
16. Maintenance of Monthly Expenditure Returns.
17. Maintenance of contingent bills received from General Section/ Leprosy Division/ T.B.Division.
18. Preparation of salary bills of daily wagers, contractual staff of TB Division/ Leprosy Division.
19. Issue and Receipt of LPCs and drawn statement.
20. Calculation of interest on HBA, scooter advance, car advance and computer advance.

ANNEXURE-‘B’

Sl. No.	Name & Designation of the Officer/Officials	Staff in position	Residential Address	Monthly Pay (Rs.)
1.	Smt. Sarojini Rawat Section Officer	1	B-2676, Netaji Nagar New Delhi-110023.	9910
2.	Shri H.C.Gulati Assistant	4	BD-915, Sarojini Nager, New Delhi-23.	6969
	Smt. Usha Rani Tageja Assistant		E6/10, Malviya Nagar, New Delhi-110017.	10327
	Smt. Pushpa Bhutani Assistant		2/20 Ashok Nagar, Sonepat.	10852
	Shri P.G.Bhat , Assistant		75/13, Sector-I, Pushp Vihar, M.B.Road, New Delhi-110017.	7857
3.	Shri Vir Vikram UDC	3	S-515-A, School Block, (Near Old Shiv Mandir) Shakar Pur, Delhi-92	8809
	Shri Roshan Lal UDC		G-368, Srinivas Puri New Delhi-110065.	7094
	Smt. Roma UDC		933, Sector-IV, R.K.Puram, New Delhi- 22.	7108
4.	Smt. Meenakshi Kapoor LDC	4	362, Indra Vihar Delhi-110009.	8149
	Shri Narender Singh LDC		H-28, Garhwali Mohalla, Laxmi Nagar, Delhi.	5826
	Shri Brahm Prakash LDC		C/o Sh. Hari Om, RZ-504, Gali No. 16, Kailash Puri Extn., New Delhi-45	5964
	Shri Dheeraj LDC		G-106, Nauroji Nagar, New Delhi-110029.	4940
5.	Shri Sukhbir, Daftry	1	Village & P.O. Maidan Garhi, New Delhi-68.	6209
6.	Shri Vinod , Peon	1	H.N. 273 Mohd. Pur Govt. Quarters, R.K.Puram, New Delhi.	3184

ANNEXURE-‘C’**PUBLIC INFORMATION OFFICER – CASH 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**
