

## GENERAL SECTION

a) The particulars of its Organisation, functions and duties	Director General of Health Services – General Section Functions and Duties as per Annexure-I
b) The powers and duties of its officers and employees;	As per GFR-2005, Delegation of Financial Power Rules, FR&SR, CCS(Pension) Rules and other Service Rules.
c) The procedure followed in the decision making process, including channels of supervision and accountability;	SO(G)-DDA(G)-DA(HQ), DDG(M) As per aforesaid rules.
d) The norms set by it for the discharge of its functions;	As per aforesaid Service Rules
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 Section works with General Rules, regulation etc. issued by Department of Personnel and Training & Ministry of Finance.
f) A statement of the categories of documents that are held by it or under its control;	Category 'C' – which are recorded/weeded out as per retention schedule prescribed in the Manual of Office Procedure
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) House Keeping Committee and Purchase Screening Committee for recommendation regarding office requirements.  Departmental Promotion Committee and Screening Committee for recommendation regarding promotion and grant of ACP to eligible employees. These are internal committees
i) A directory of its officers and employees;	i) As per Annexure-II
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) The Budget allocation for 2005-06 is Rs.113.40 lakh under OE Non Plan and Rs. 150 lakhs under OE-PLAN.
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 Housekeeping work, staff car, office equipments relating to Dte.GHS.
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

ANNEXURE II

DIRECTORY OF OFFICERS/EMPLOYEES OF GENERAL SECTION WITH THEIR  
BASIC PAY

Sl. No.	Name	Post	Basic Pay	Residential Address.
1.	Sh. D.P. Majhi.	Section Officer.	Rs.8550/-	A-602, Lovely Home Apartments, Sector-5, Dwarka, New Delhi-110075.
2.	Sh. Darbara Singh.	Assistant.	Rs.7250/-	C-738, Sarojini Nagar, New Delhi-110023.
3.	Sh. Ipe Thomas	Assistant.	Rs.5675/-	13-C, MIG Flats, Motia Khan, New Delhi-110055.
4.	Sh. P. Bhattacharyaji.	Assistant.	Rs.5675/-	67-A, DDA Janata Flats, Mangla Puri, New Delhi-45.
5.	Sh. A.A. Sreekanth.	UDC	Rs.5000/-	24-C, DDA LIG Flats, Pocket-R, Dilshad Garden, Delhi-95.
6.	Sh. Johnson	UDC	Rs.4900/-	RZK 23/A West Sagarpur, , New Delhi.
7.	Sh. Dharmesh Kumar.	LDC	Rs.3650/-	M.B-85, Shakarpur, Delhi.
8.	Sh. Ram Avatar Ram.	Daftary.	Rs.3650/-	RZ264/B, West Kailash Puri, Gali No.9C, Palam Colony, New Delhi-45.
9.	Sh. Subhash Chander	Messenger.	Rs.3160/-	Village & P.O Nahri Distt. Sonpet, Haryana, Near Narela.

## **WORK ALLOTTED TO GENERAL SECTION**

1. **All Administrative & Establishment matters pertaining to Gr. “D” staff** – appointment, leave, discipline and control, pay fixation, promotion, transfer, seniority, grant of ACP, confirmation, retirement, pension, Recruitment Rules, Washing Allowance, Medical Claims, HBA, Scooter Advance etc.
2. **Supply of uniform to Gr. “C” & “D” staff** :- purchase, stitching, issue of livery items etc.
3. **Govt residential accommodations** :- allotment/ change/ cancellation of Quarters to officers of all grades.
4. **Office accommodation/Seating Arrangement for all the officers / staff for this Directorate.**
5. **Maintenance of cleanliness and hygienic conditions in the Directorate.**
6. **Liason with CPWD for maintenance / addition/ alternation/ renovation** of building under this Directorate.
7. **Liason with MTNL for installation, transfer, cancellation of office telephones** including misuse and damage, issue of Telephone Directory, deployment of staff for telephone exchange duty at Vigyan Bhavan.
8. **Hotline Communication to VVIP Enclosures**, Rajpath, Vijay Chowk and all the important hospital i.e. Dr.RML Hospital, AIIMS, SJ Hospital etc. during Republic Day parade and Beating Retreat Functions.
9. **Issue of security passes.** :- Liason with M.H.A. for issue of security passes for various Ministries/ Deptt., passes for Independence / Republic Day parade, Daily passes , temporary pass and passes to the pensioners.
10. **Hospitality and Protocol, entertainment at conferences, ceremonials and functions.**
11. **Booking of Air Tickets** :- confirmation, cancellation obtaining credit notes , maintenance of bill register, payment and recovery of cancellation charges.
12. **Management of Staff Car** :-procurement, control, maintenance, deployment, condemnation, auction etc. Processing of OTA Claims, Emergency duty in EMR division, control room duty during national/ natural calamities, Republic Day & Independence Day parade.
13. **Establishment of Control Room for Emergency Medical Relief** :-posting of staff and providing logistic support, duty roster of Peons, Frash, Staff Car Drivers etc.
14. **Issue of CGHS Cards to all Gr. “C” & “D” staff.**

15. **Issue of No Demand Certificate to retiring and officers on transfer.**
16. **Forwarding applications for issue of Car Parking Labels to Min. of Urban Development.**
17. **Arrangement of Winter / Summer seasons :-** Fixation of ACs , Desert Coolers, Water Coolers, Room Heater, Blower, Hot Box, etc
18. **Monitoring of C.R. Section :-** Delivery of Dak, Change of address, designation, treatment of confidential/ secret correspondence, services/ postal notices, verification of Telegrams bills, Stamp Accounts, Franking Machines etc.
19. Monitoring of Central Photocopying Unit.
20. **Procurement / issue / management of Store/** Stationery items including sanitary items for toilets/ bathroom/offices
21. **Procurement and Maintenance of Office equipments :-** Computer, Fax, Photocopier machines, Risograph , Typewriter, Projector, A.C., Cooler etc.
22. **Condemnation and auction of obsolete office equipments.**
23. **Timely processing and finalisation of Annual Maintenance Contract** of office equipments and services
24. **Procurement and Maintenance of Office furniture.**
25. **Maintenance of 3 digit telephone exchange and KTS installed in the Dte.**
26. **Engagement of Casual workers and preparation of their Muster Roll.**
27. **Supervision of day to day administration of departmental canteen.**
28. **Return relating to reservation of S.C. , S.T. and OBC & Ex-Servicemen etc.**
29. **Parliament Question, Court Cases, VIP References.**
30. **Weekly, Monthly, Quarterly Activities Report and Annual Reports concerned quarters.**
31. **Issue and Fixation of Name Plates, Rubber Stamps etc.**
32. **Timely processing of various bills for payment.**
33. **Reimbursement of News Paper bills.**
34. **Deployment of Security Staff for Record Room at Pushpa Bhawan.**
35. **Maintenance of Record Room.**

36. **Providing all logistic support including supply of Gen. Set deployment of Security Personal at Counseling Venue for the allotment of PG/UG Medical/Dental Seat to all India Quota Candidates.**
37. **Processing of cases referred by NML, MSO, and CHEB relating to administrative matters, purchase matters etc.**
38. **Correspondence with nodal Ministries viz. DOPT, Finance, DGSD, KB etc. seeking clarifications.**
39. **Dealing with Sub-letting Case of Govt. Residential Accommodation.**