

DIRECTORATE GENERAL OF HEALTH SERVICES  
(M.G.-II Section)

**Right To Information Act, 2005**

**ANNEXURE 'A'**

**Functions and Duties**

1. Processing of Medical Reimbursement claims in respect of Central Govt. Employees and dependent member of their families covered under CS (MA) Rules, 1944 received from different Ministries/ Deptts./ Offices of Govt. of India for clarification, Technical opinion of relaxation of CS(MA) Rules. Expost- facto sanction in consultation with Deptt. of Health. Technical comments to Deptt. of Health regarding recognition of Pvt. Hospitals/ Diagnostic Centers under CS (MA ) Rules-1944 for area uncovered by CGHS.
2. Implementation of Transplantation of Human Organ Act 1994 and Rules 1995 in the Union Territories including NCT Delhi and all matters related to it. Parliament Questions and Court matters related to THOA Act in collaboration with Deptt. of Health.

**ANNEXURE-I**

a.	i) Particulars of the organization  ii) Functions and duties	i) M.G.-II Section, D.G.H.S Room No.652'A' wing Nirman Bhawan, New Delhi  ii) As per Annexure 'A'
b.	The powers & duties of its officers & employees	No specific powers have been assigned to the Section Officer and the employees posted in the Section. Cases are examined by the dealing hands and then put up to Section officer who after necessary scrutiny submit the files to higher authorities for making decision. The distribution of work amongst the dealing hands is at Annexure- I
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. <b>(1)</b> SO (M.G.-II Section)/CMO (SRA) /Addl.DDG(M) / DDG (M) in r/o CS (MA) Rules 1944. <b>( 2 )</b> in the case of registration of hospitals under Transplantation of Human Organ Act -1994 and Rules- 1995 (THOA) the Channel of submission is SO(MG-II Section)/CMO(BRS)/CMO (NCD)/DDG(P)/Addl.D.G.(VKA). 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.
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.
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;	Not Applicable
q.	Such other information as may be prescribed and thereafter update these publications every year	Nil

**Annexure-B****Directory of the officer and employees posted in M.G.-II Section.**

Sl. No.	Name & Designation	Present Address	Duties/ Work assigned
1.	Sh. Karan Singh, S.O	275/S-4 R.K. Puram, New Delhi 110022	Supervision of the Section and marking of the receipts to the concerned dealing hands and to check/ scrutinizing the case/ papers submitted by the dealing hand and thereafter to put up the same to the Branch Officer.
2.	Sh. Chatter Pal , S.O	S-II /124 , Sadiq Nagar, New Delhi	Supervision of the Section and marking of the receipts to the concerned dealing hands and to check/ scrutinizing the case/ papers submitted by the dealing hand and thereafter to put up the same to the Branch Officer.
3.	Smt. Lata, Asstt.	29/916, DDA Flats, Madangir, New Delhi-11062	Registration of hospitals for Transplantation of Human Organ Act 1994 (THOA) and Rules-1995 covered all Union Territories including of Delhi. Apart from this, other miscellaneous work including of Court cases and Parliament Questions.

4.	Kum. Sharmila K.Devi, UDC	94, S-12, R.K.Puram, New Delhi-110022	Processing of Medical Reimbursement claims in respect of Central Govt. Employees and dependent member of their families covered under CS (MA) Rules -1944 received from different Ministries/ Deptts./ Offices of Govt. of India for clarification, Expost- facto sanction in consultation with Deptt. of Health. Apart from this, other miscellaneous work including of Court cases and Parliament Questions.
5.	Shri Ashok Kumar, Daftry	16/185 Panchkuian Road, New Delhi	Maintenance of Record/file and stationery in the section.
6.	Shri Kishan Lal, Peon	H.No. 87, Village & post Punjabkhar, Delhi -110081	Deliver the Dak/ letters and file of the section.