

**Medical Hospital Section  
Directorate General of Health Services  
Nirman Bhawan, New Delhi.**

**RIGHT TO INFORMATION ACT, 2005**

(A) **Functions of Medical Hospital Section**

**Administrative matter**

1. Over administrative works like creation revival, filling up the post, continues posts, implementation ACP scheme.
2. Revision of pay scale, Anomalies in pay.
3. Re-structuring of cadre & re-designation of post.
4. Court cases of Administrative nature.
5. Compassion of appointment
6. House Building Advance/Motor Car/Scooter Advance
7. grant of P>G> Allowance and Study Leave
8. Voluntary Retirement and Resignation
9. Departmental Council item and setting up of Office Council
10. Framing/Amendment of Recruitment Rules of posts
11. Counting of past service in respect of employees.

**Technical Matter**

1. Budget proposals, Annual Plan, Five year plan & Audit Paras in r/o Safdarjang Hospital, Dr.R.M.L. Hospital,AIIPM&R Mumbai & Institute of Serology.
2. Medical examination/setting up of medical board.
3. National Advisory Committee for the education of handicapped.
4. National Programme for medical rehabilitation, PWD Act.
5. Setting up of services/up-gradation of services/Deptt. in Safdarjung Hospital, Dr.RML Hospital, AIIPM&R Mumbai & Institute of Serology.
6. Court cases on technical matter, Parliament Question and Assurance in respect of Safdarjang Hospital, Dr. RML Hospital, AIIPM&R Mumbai & Institute of Serology.
7. Hospital waste Management, World Bank Assistance for Hospital/Medical Colleges.
8. Monitoring of non-functional equipments and Bio Medical waste Management in r/o Safdarjang Hospital, Dr. RML Hospital, AIIPM&R Mumbai & Institute of Serology.
9. Forwarding of application in respect of Foreign.
10. VIP reference.
11. Training courses, visit abroad, forwarding of application for higher posts.
12. Write of losses , condemnation of old vehicles and purchase of new vehicles construction of building purchase of equipments in r/o Safdarjang Hospital, Dr. RML Hospital, AIIPM&R Mumbai & Institute of Serology.
13. Placement of funds to DAVP/CPWD.
14. Complaints and press clippings, public grievances, citizen charter NHRC, PMO and VIPs.
15. Setting up of services/up-gradation of services/Deptt. in r/o Safdarjang Hospital, Dr. RML Hospital, AIIPM&R Mumbai & Institute of Serology.

16. Union matter.
17. Misc. technical matters for other Deptt./Organization.

**Subordinate Offices under Dte.G.H.S.**

1. Vardhman Mahavir Medical college & Safdarjang Hospital, New Delhi.
2. Dr. Ram Manohar Lohia Hospital, New Delhi.
3. All India Institute of Physical Medicine Rehabilitation, Mumbai.
4. Institute of Serology, 3, KYD Street, Kolkata.

**(B) Channel of submission of files.**

<b><u>Administrative files:</u></b>	Section Officer – Deputy Director Administration-Director Administration-Deputy Director General(P)—Addl.DG –DGHS –HMFV.
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**Technical files:**

For Safdarjung Hospital, AIIM&R Mumbai, NHRC matters, Public Grievances, PMO reference	Section Officer – CMO(HA) Deputy Director General (P) Addl.Director General – Director General of Health services
For Institute of Serology, Kolkata	Section Officer – Assistant Director General(M) – Deputy Director General (P) Addl. Director General – director General of Health Services
For Dr. Ram Manohar Lohia Hospital	Section Officer – CMO(BRS) – Deputy Director General (P) – Addl. Director General – Director General of Health Services.

**Name of Public information officer**

For Technical matter	Dr. A.N.Sinha, CMO(HA), Room No.556-A Tel.No.23061978,27191502 Dr. P. Ravindran, ADG(M) Room No.555-A, Tel. No.23061302 four digit No.2672, 3 digit No.508 Dr. Beena R. Shawany, CMO Room No.441-A., Te. No.23061869, 3 digit No.425
For Administration matter	Shri Laxmi Narayan, DDA(LN), Room No.757-A, Tel.No.23061935, 4digit No.2603 three digit No.608.
Name of Appellate Authority	Dr. R.L..Ichhpujani, DDP(P), Room No.441-A, Tel.No.23061871, 4 digit

