

कार्यालय आदेश

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मुख्य स्वास्थ्य निदेशक व उप मुख्य चिकित्सा निदेशक निम्नानुसार अपने कार्य का सम्पादन करेंगे तथा एक अधिकारी की अनुपस्थिति में दूसरे अधिकारी उनका कार्य देखेंगे।

मुख्य स्वास्थ्य निदेशक

1. MCDO, all Returns, Annual Narrative Report and dealing as regards Medical Manual, SOPGEN and SOPEST.
2. Gazatted cadre - Manpower planning, Establishment, Vigilance, DAR, Training, Conferences and Seminar.
3. Sanitation of stations and colonies and their inspection and co-ordination with respective officers.
4. Tie up of Non-Railway hospital and references to non-Railway institution.
5. Parliament Question, RTI, Public Grievances and dealing with complaints of all natures.
6. Medical Board, Invalidation, Appeal, Commutation of pension, Loss of earning capacity.
7. Railway Week awards, Court cases, Visit of VIP and Inspection, CA-iii references, MP/MLA letters briefs.
8. Honorary Consultant, HVS, Contract Medical Practitioners and House surgeon.
9. PNM & other meetings.
10. Co-ordination with MD, CMSs, Railway Board and Professor/RSC.
11. Any other work allotted by CMD.

उप मुख्य चिकित्सा निदेशक

1. Administrative control of CMD office
2. Non-Gazatted cadre - Manpower planning, Establishment, Vigilance, DAR, Training, Conferences and Seminar.
3. Procurement of Medical Stores, M&P programmes item of value less than 1 lakh, AMC.
4. Medical reimbursement
5. Budget
6. Works Programme
7. राजभाषा, Audit and Account inspection.
8. Accident Preparedness, ARMEs and inspection of ARMEs.
9. SJABs, IIIMS and computerization.
10. Works related to Diet, allotment of quarters.
11. Industrial health, Health & Family Welfare, National Control Programmes including Malaria control.
12. Any other works allotted by CMD.

मुख्य चिकित्सा निदेशक

गोरखपुर, दिनांक 30.11.11

संख्या- 2011/मेड/563/2

ASSISTANT HEALTH EDUCATION OFFICER

A. Administration Control

Dy. Chief Medical Director (H&FW)

&

Chief Medical Director in the Headquarters Office.

B. Duties & Responsibilities

1. **Professional-** Monitor and supervise Health Education and Family Welfare activities at Zonal level with special emphasis on the following areas:-

- Health Education, Procurement and distribution of H.E. Material.
- Organisation of Health Education Activities in all training schools of Railways.
- Co-ordinating Health Education Material for in house publications.
- Assisting Dy. C.M.D (H&FW) in co-ordinating all F.W. activities and policy matters, Programme planning.
- Organisation and monitoring of special programmes like B.R. Studies, PPI, death complication enquiries.
- Supervising monthly returns field by DEE at Hqr.
- Analysis of reports and activities.

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Administrative

- Control, Supervision & Development of Subordinate staff
- Establishment matters
- Manpower management including training of staff of F.W. department.
- Co-ordination with state Health Authorities.

C. Training Needs

1. **Administrative-** Group 'B' Foundation Programme of 4 weeks duration organised by RSC/BRC.

2 Professional

- Revisiting Mission Statement
- Disease surveillance
- Assessing Community Health needs
- Community participation & Satisfaction
- National Health Programme.
- Sample surveys & statistical Analysis
- Health Education
- I.E.C. Activities.

Intersectoral co-operation & co-ordination

The training can be organised in any institute in the locality which follows the above curriculum or in the Zonal Headquarters.

ASSISTANT HEALTH OFFICER

A. Administrative Control

- Dy. Chief Medical Director (Health & FW)
Chief Medical Director in the Hqrs. Office
- Medical Officer (H&FW) & CMS/MS incharge in the divisions.

B. Duties & Responsibilities

1. Professional

Over all supervision of Health activities with emphasis on the following items.

- Community Participation
- Organisation of Community based health activities like PPI, Birth Rate studies, FW camp, Multipurpose health drive
- NHP particularly Malaria, TB, AIDS, Diarrhoeal disease etc.
- HE aimed at positive health
- Monitoring of food & water quality
- Education of food handlers
- Disease surveillance
- Colony census
- Control of epidemics
- Working of Health counselling clinics
- Industrial Health

2. Administrative

- Control, Supervision & Development of subordinate staff
- Procurement of stores
- Manpower planning & management including training
- Establishment matters
- Colony care committee
- Contracts & Tenders
- Any other duties & responsibilities entrusted by administration

C. Training Needs

1. Administrative - Group 'B' foundation programme of 4 wks. duration organised by RSC/BRC.
2. Professional -
 - a). In Zonal Hqrs or any institute available in nearby places

which imparts training as per curriculum mentioned below.

b) Professional training curriculum

- Revisiting Mission Statement
- Disease surveillance
- Assessment of community health needs
- Community participation & satisfaction
- Principles of sample surveys and statistical analysis of data
- Ecological improvement
- National Health Programmes
- Hospital waste management.
- Principles of IEC activities
- Principles of disease causation and their prevention
- Planning, monitoring and evaluation of community based Health Programme.
- Intersectoral cooperation & co-ordination.

c) Duration
5 Days (35 hours).

ASSISTANT PHARMACY OFFICER

A. Administrative Control

- Dy Chief Medical Director (Medical Services)
&
- Chief Medical Director in the Hqrs. Office
- Sr. Divl. Medical Officer (General)
- MD/CMS/MS in -charge in the Central hospitals & divisions.

B. Duties & Responsibilities

1. Professional & Administrative

- Planning organisation of pharmacy service and its monitoring
- Preparation and timely submission of annual & supplementary drug indent
- Supervision of system of receipt, Storage, issue and accountal of drugs including introduction of computerization
- Formulation of proposals & procurement of equipment under M&P Programme and Revenue grants
- Drug & equipment procurement in emergency & local purchase from imprest
- Monitoring timely supply of drugs, speedy payment of bills
- Repair, maintenance & condemnation of equipment
- Manpower planning, management & training.
- Establishment matters
- Any other duties & responsibilities entrusted by Railway administration.

C. Training Needs

1. **Administrative-** Group 'B' Foundation programme of 4 weeks duration organised by RSC/BRC.
2. **Professional**
 - a) In Zonal HQrs.
 - b) Resource persons for training will be senior Rly. medical officers, Officers from stores department & experts from Drug Control Authorities.
 - c) Professional training curriculum
 - Management of Hospital Pharmacy Service including inventory & quality control

- Schedule of Powers
 - Management of First Aid & other equipment used during accidents
 - Medical certification of staff
 - Equipment & material -
 - (1) procurement
 - (2) maintenance & repairs
 - (3) condemnation
 - Patient Satisfaction
- d) Duration 5 days(35 hour)