


Z.18025/03/2017-Admn.I  
Government of India  
Ministry of Health and Family Welfare  
Directorate General of Health Services  
(Administration-I Section)

Nirman Bhawan, New Delhi.  
Dated the 26 December, 2019.

**OFFICE ORDER**

In supersession of earlier orders of work allocation of CHS officers upto the level of DDG and JS (RM), the updated allocation of work amongst these officers in this Directorate is circulated herewith as per Annexure.

Encl.: As above.

  
(Jitender Singh)

Dy. Director (Admn.)  
T. No. 011- 23062814.

To,

1. Sr. PPS to Secretary (HFW).
2. Sr. PPS to DGHS.
3. Sr. PPS/PPS to Principal Consultants/ Principal Advisor.
4. PPS to SS&DG (CGHS)/SS (AS)/AS&FA/AS &MD (NHM)
5. PS to JS (RM)/DDG (P)
6. All DDGs/Advisors/Addl. DDGs/Consultant/ADGs/DADGs/CMOs in the Dte.GHS.
7. DCG(I), FDA Bhawan, New Delhi.
8. All Directors/Deputy Directors
9. A&V Section/ACR Cell / O&M Section/RTI Section.
10. Deputy Director (G), Dte. GHS for uploading on DGHS website.
11. E. Office/Guard file/Spare copies.

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Annexure to Office Order No. Z.18025/03/2017-Admn.I dated December, 2019.

**Work allocation upto DDGs and JS (RM) in Dte.GHS (HQ)**

SI. No	Name and Designation of the Officer	Allocation of Work	Addl. DDGs/Directors/CMO/ DADG
1.	Dr. Inder Prakash, Advisor (PH)	1. Regional Directors.	Dr. Tanu Jain, ADG (TJ) ↑ Dr. Sunny Swarnkar, Spl. Gr.III
		2. Environment Health, Climate change, Patients Safety Initiatives, Bio-medical waste management. Occupational Health	Dr. Sunny Swarnkar, Spl. Gr.III
		3. NCDC, NVBDCP.	Dealt in PH (CDL) Section
		4. IVC Chengalpattu, Non I rogramme Vaccine. Misc. PH Issues. BCG Guindy, CRI, PII Coonoor, Institute of Serology [ EPI Section, MH-II Section]	Dr. Gowri N Sengupta (for technical work) [on loan basis from CHEB]
		5. National Programme for Health care for The Elderly.	Dr. Gowri N Sengupta
		6. Neglected Tropical Disease	PH (CDL)
		7. Snake Bite (Medicine)	
2.	Dr. Anil Manaktala, DDG (P)	1. Administration of all Central Government Hospitals/institutes including Dr. RML Hospital & Safdarjang Hospital	Dr. S K S Kushwaha, Addl. DDG (SKSK)
		2. Improving the functioning of all the three Central Government Hospitals (including associated hospital)	
		3. Redevelopment plan of Dr.RML Hospital, Safdarjang Hospital LHMC and Associate Hospitals	
		4. Procurement Cell.	Dr. S K S Kushwaha, Addl. DDG (SKSK)
		5. Complaints (Medico only) related to treatment of patients in all the Central Government Hospitals.	
		6. SJH, RML and other Hospital care related Issues including Sports Injury Centre at SJH, constitution of Medical Boards, Medical Services including Treatment abroad, constitution of specification and procurement committees.	
		7. Matters related to Rare Disease	

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			(Jt. Director-NCDC )
		8. CS (MA) & Reimbursement of medical claims (HQ)	Dr. Pradeep Saxena, Addl. DDG (PS)
		9. Capacity Building for developing Trauma care facilities in Govt. Hospitals in national highways 10. National Programme for prevention and management of burn injuries.	Dr. Tanu Jain, ADG (TJ) ↑ Dr. Sunny Swarnkar, Spl. Gr.III
		11. Telemedicine, Policy issues including Union/JCM issues and health budget.	Dr. Alok Mathur, Addl. DDG (AM)
		12. All Administrative matters of Dte. GHS	Concerned Directors in Administrative channel.
3.	Dr. Manju Bala, DDG (M)	1. Medical Education, E-curriculum, Various Councils, Bachelor of Rural Health Care, AIHH&PH Kolkata, CIP Ranchi, NML. 2. All India Entrance Examination for Admission of UG (MBBS/BDS)/PG Courses. 3. ME Matters related to VMMC, LHMC & KSCH, JIPMER, PGIMER, RIMS, NEIGRIMS, RIPANS, AIIMS, PMSSY, NIMHANS, New Capacity Building Schemes of M.E. 4. Para Medical Education & Services.	Dr. B. Srinivas, ADG (ME) [on loan basis from Safdarjung Hospital]
		5. Custom Duty Exemption Certificate (CDEC)	Dr. B. R. Sawhney, Addl. DDG (BRS) [on loan basis from NCDC]
		6. NML/FRSL matters	Director NML & Director FRSL

4.	Dr. Neeraj Dhingra (Addl. Charge in addition to Director, NVBDCP)	1. National Leprosy Eradication Programme (NLEP), Leprosy Institutes - CLTRI, RLTRIs, Deformity Correction of Polio & Leprosy. 2. National Urban Health Mission (NUHM), National Rural Health Mission (NRHM)/Population stabilisation.	Dr. (Smt.) Megha Praveen Khobragade, ADG (Leprosy)  Dr. Rupali Roy, DADG [on loan basis from RLTRI]
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	3. Scheme for 'Up gradation of PMR Deptts. in Medical Colleges. PWD Act, RCI, National Trust & Disability Issues.	Dr. S K S Kushwaha, Addl. DDG (SKSK)
	4. AIIPM & R, Mumbai.	

5.	DDG (NCD) now work allocated to Dr. Sudhir Gupta, Addl. DDG (SG)	1. National Tobacco Control Programme (NTCP) 2. Drug de-addiction 3. National Oral Health Programme (NOHP) 4. NCD Integration projects with AYUSH Department	Dr. L. Swasticharan, CMO (NFSG)
		1. NPCDCS, Diabetes including PIPs 2. Cancer including TCCC Scheme 3. Population-based NCD Screening 4. M&E and Training 5. Health & Wellness Centres	Dr. Pradeep Khasnobis, CMO (PK)
		1. NPCDCS including PIPs along with CMO (PK) 2. Heart Diseases including Hypertension and RHD 3. Stroke and Neurological diseases 4. National Dialysis Programme and Kidney related matters	Dr. Manas Pratim Roy, DADG (MPR)
		1. Chronic Obstructive Pulmonary Disease (COPD) 2. Blood Disorders (Hemoglobinopathies) except Rare Diseases 3. National Multi-sectoral Action Plan for NCDs 4. IEC (Health Education) for NCDs 5. Other NCDs including Obesity 6. Air and water Pollution in India specifically in Delhi	Dr. Sunny Swarnkar, Spl. Gr.III

6	Dr. Anil Kumar, DDG (AK)	1. National Programme for Prevention and Control of Deafness	Dr. Manas Pratim Roy, DADG(MPR)
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7.	Dr. P K Sen DDG(MH&IH)	1. International Health Regulation, Cooperation, Nomination Abroad. Haj. Medical Tourism incl.Spa/Resorts, IPR/WTO.	Dr. Pradeep Khasnobis, CMO (PK)
		2. Airports/Seaports(APHOs/PHOs)	
		3. National Mental Health Programme.	Dr. Alok Mathur, Addl. DDG (AM)
8.	Shri Ajay Baksi, DDG (S)	1. Statistical matters including matters in CBHI	CBHI Officials
9.	Dr. Madhu Raikwar, Director, CBHI	1. Central Bureau of Health Intelligence (CBHI) 2. National Portal/website, National Knowledge Commission	CBHI Officials
10.	Dr. P. Ravindran, Addl.DDG/ Director, EMR	1. Emergency Medical Relief 2. Snake Bite (except medicine)	Dr. U.B. Das, CMO Dr. Yogesh, SMO
11.	Dr. P. Saxena Addl. DDG (PS)	1. National Micro Nutrient Programme including fluorosis & IDD. 2. CS(MA) matters and Dte.GHS medical reimbursement cases	Ms. Kumkum Marwah, Consultant. Ms. P. N. Padmini, RO
12.	Dr. Alok Mathur, Addl. DDG (AM)	1. National Prog. For Palliative Care 2. National Mental Health Programme.	(reports to DGHS) (reports to DDG (MH&IH))
13.	Dr. Anil Kumar Addl DDG (AK)	1. Transplantation of Human Organs & Tissues Act. 2. National Organ Transplant Programme 3. NOTTO, ROTTO, SOTTO matters 4. Indian Public Health Standards (IPHS) 5. Clinical Establishment Act & National Council for Clinical Establishment matters 6. NSDA matters, BIS matters.	Dr. Manas Pratim Roy, DADG [MPR]
14.	Dr. B. R. Sawhney, Addl. DDG (BRS) [on loan basis from NCDC]	1. Rashtriya Arogya Nidhi (RAN) & HMDG	Reports directly to Principal Consultant (RV)
15	Dr. Indu Grewal, CMO (IG)	1. Matters related to Ophthalmology 2. National Programme for Palliative Care (NPCC). 3. National Mental Health Programme	Reports directly to Principal Consultant (PG) Reports to Dr Alok Mathur, Addl. DDG (AM)

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1.	JS (RM)	1. MH-II Section -RRs, AIIPMR, Mumbai Institute of Serology, Kolkata.	Sh. C S Prasad, Director (CSP)
		2. RHTC, Najafgarh	
		3. O&M, Coord. ( including RTI, Office Council, JCM & SC/ST Cell) & Court Cases Coordination	Sh. C S Prasad, Director (CSP)
		4. AV Section including ACR Cell 5. RoHFW; RD Cell(Including RDs being dealt in PH/CDL) 6. PH (CDL) Section (NCDC, NVBDCP) (Administrative Matters) 7. PH (IH) (Administrative Matters) 8. ME Cell/ME Section(LHMC &SSKH, KSH, 9. CIP Ranchi, 10. AIIH&PH	Sh. Ghulam Mustafa, Director (GM)

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