

RESPONSIBILITIES ALLOTTED AT CMD'S OFFICE

CHIEF HEALTH DIRECTOR

Srl. No.	Subject
01.	Acceptance of tender above 1 lakh to below 10 lakhs along with other TAA (SAG).
02.	Registration of firms for supplying of Medicine and Surgical items.
03.	Procurement of all articles in relation to ARME & POMKA.
04.	Establishment of CT Scan & MRI on PPP Model/Tie-up.
05.	Budget, Accounts, SOP & Audit.
06.	MPP, Deployment of Para-medical staff.
07.	Establishment Matter (Gazetted & Non-Gazetted including contractual).
08.	Parliament Question, CA-iii, EDPG(MR) Ref.
09.	Monitoring of MR's project including MR's budget speech.
10.	Arrangement of meetings.
11.	CMD's Conference, GM's Conference.
12.	Nomination of Medical Officers for conference, training at NAIR and other institutions.
13.	Training of Para-medical staff.
14.	Engagement of HVSSs, CMPs etc.
15.	Grievances – Staff, Patient & Public.
16.	Court cases.
17.	GM's MCDO, DG's MCDO & CRB's update.
18.	Annual Narrative Reports.
19.	Brief of Medical Dept.
20.	Awards-Railway Board, GM, PHOD & Spot etc.
21.	Computerization of CMD's Office, Central Hospital & Divisions.
22.	Procurement of computers and IT related items.
23.	Overall control of CMD's office and staff matters.
24.	SJAB including First Aid Training-Monitoring of Augmented First Aid Boxes and activities.
25.	Staff Benefit Fund
26.	PNM & PREM.

ADDL. CHIEF MEDICAL DIRECTOR (MS)

Srl. No.	Subject
01.	Procurement of Medicine – Annual Indent, Emergency & Supplementary indent.
02.	Procurement of Pacemaker, Hearing Aid etc.
03.	Procurement of all stock Surgical Items, (a) Stock Equipments (b) T&P Items (c) Ortho implants and (d) Non-stock surgical & non-stock equipments (from revenue).
04.	Stores and inventory management.
05.	AMC of Medical & Surgical Equipments.
06.	CMD's Office Maintenance, T&P register, Condemnation etc.
07.	CMD's Official vehicle.

ADDL. CHIEF MEDICAL DIRECTOR (H&FW, IH)

Srl. No.	Subject
01.	Occupational Health & Safety.
02.	Cleanliness and Sanitation.
03.	Monitoring of food and water quality.
04.	Family Welfare Programme.
05.	HPCs & FAGs.
06.	Establishment matter of H&FW.
07.	Railway Accidents, Disaster Management, Rescue and Relief Measures.
08.	First Aid Training-Monitoring of Augmented First Aid Boxes and activities.
09.	RTI
10.	T.B, HIV & National Health Programmes.
11.	RELHS
12.	M&P Programme.
13.	Works Programme & related procurement in connection with upgradation of hospital.
14.	Recognition of Hospital/Institutions for investigation and treatment.
15.	Referring of patients to other hospitals.
16.	Ambulance services to Central Hospital & Divisions.
17.	Raj Bhasa.
18.	Re-imburement.
19.	Medical Board, Medical Examination.
20.	Jt. Food Safety Commissioner, FSSA.

Concerned Dealing Personnel (Ch. OS/ OS)

Srl. No.	Subject	Name of Dealing Personnel
01.	Medical (Tie-up & Referral)	Sri. D. Roy
02.	Stores & Procurement	Sri. S. N. Pal, Sri. B. N. Banerjee, Sri. A. Ganguly, Sri. S. Kumar, Md. Islam
03.	M&P & Works Prog/Accounts/Audit	Sri. S. Saha
04.	Medical Re-imburement, Rajbhasa & RTI	Md. Quayam
05.	Office Maintenance, AMC, T&P etc.	Sri Asish Guha
06.	General Section (Grivance, Law, Deputation & Other Estt. Matters)	Sri. G. C. Mishra & Sri S. Sarjkar
07.	Despatch & Receipt Section	Sri. Kishore Patra