

Duty list of H.Q. Medical Officers.			
ACMD (T&A)		ACMD (H&FW)	
1	Procurement of drugs & other non medicinal items - Annual & Supplementary indents.	1	Health & Sanitation.
2	Drug Analysis.	2	Supervision of DO & FSOs work, Implementation of FSS Act. in Railways.
3	CMP & House Surgeon.	3	Registration of firms for drugs & non medical items.
4	Honorary Visiting Specialists.	4	Reimbursement of medical cases.
5	Meeting at HQ office – CMSs & other meeting.	5	Returns – Like MCDO & PCDO etc.
6	M&P programme, Works Programme.	6	Procurement & Maintenance - T&P items of HQ office.
7	Inspection notes of Railway Board officers – GM & CMD of NWR zone.	7	ARME, Disaster Management & Railway Accidents.
8	Audit & Account para reply.	8	UIP, AIDS prevention control programme & T.B. seals.
9	RTI cases.	9	Comprehensive health shield & CMD level award function.
10	Maintenance & updating of medical website.	10	Family Welfare Programme & SJAB.
11	Medical Board & Appeal cases.	11	Health Education & Health Checkups camps.
12	Diet Charge Revision.	12	MP, MLA, CA-iii ref. etc.
13	GM Conference & Meetings.	13	Gazetted & non-gazetted staff matters.
14	POM & PREM Meeting.	14	Meeting with trade Unions & Association.
15	Stationery & Consumables items.	15	Court Cases & Arbitration cases.
16	ZRUCC, Press release / Conference.	16	SOP.
17	Library and books procurement.	17	Imprest & other financial matters.
		18	Protocol duties, VIP visits & Preparation of Brochure.
		19	RELHS – CTSE & empanelment of hospital.
		20	Hearing Aids.
		21	Information technology Implementation in CH/DH/SDH&HU of NWR.
		22	Budget and expenditure control.
		23	Record retention schedule of medical department.
		24	Rajbhasha.

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