

Information about medical officers and their Duty List Medical Department
Jaipur Division.

Sr. No.	Name of Doctor	Duty to be performed.
1	Dr. S. R. Bunker, ACMS-JP is looking after the work of CMS JP till further orders.	Overall in- charge of Medical Department of JP Division.
2	Dr. S. R. Bunker ACMS (Adm.& Health)	He is in-charge of Health and Sanitation of the division. He is the Accepting authority for sanitation tenders up-to his powers.
3		Reimbursement: - Reimbursement of non-referred medical claims & referred medical claims of Jaipur division and of Retd. Employees registered in CH/JP and Payment of investigation bills.
4		Coordinating Medical Committee and Medical Boards.
5		Monitoring of MCDO, narrative reports, and performance report, Implementation/compliance of minutes /instructions of CMD's Conference Railway Board GM/DRM's inspections and its feedback. Make arrangement of VIP movement.
6		CMS Office supervision, Punctuality, Proper maintenance of files, records, matters. All establishment matters, Promotion/reversion, transfers, PNM's meeting and DAR of Medical & Health /Sanitations staff. Monitoring vacancies and relief arrangements, recruitment, Man-power planning, Human Resource Development and Training, TA, Contingent & other allowances of staff. Making relief arrangement of Doctors proceeding on leave, duty, deputation, training or sick leave for JP and health units/SDH.
7		COVID-19 Related all work and Monitoring Jaipur Division.
8		OPD services and monitoring of long Sickness cases by random check of OPD papers weekly. Monitor all long sickness cases both IOD & Gen. Sickness of employees over division.
9		Court Cases related to JP division, work of Hony. Consultants/hony. Visiting Consultants at sub divisional hospitals.
10		All above work assigned as and when required. In his/her absence work will be looked after by Dr. Neetu Meena DMO/JP.
11	Dr. Neetu Meena	Supervision of Medical Store:- Medical Cash Imprest/ control of expenditure, local purchase, Division Budget planning, monitoring of funds availability, Annual indent of drugs and equipment's, Timely submission of indents for medicines and other stores, Consolidation of divisional demands, Procurement monitoring, inventory management and ensuring timely supplies to peripheral units.
12		All works related to M&P & PWP, submission of proposals and monitoring of works in progress. Monitoring/coordinating Civil Engg., Electrical, S&T, Stores works in division.

13	Dr. Neetu Meena	Procurement of Hearing Aid on regular basis. Bipap and other equipment.
14		Coordinate prompt reply of PNM, PREM, and BOM etc. Raj-bhasha implementation and meeting, Passenger amenities, SBF meeting etc. Monitoring Stock-sheets.
15		Monitoring of sick/fit and duty certificate.
16		Works related to Budgetary planning cash imprest, spot purchases, tenders, contracts etc. and their proper monitoring.
17		Staff/ Patients grievance re-dressal. Nominated doctor for Senior Citizens RELHS.
18		Family welfare :- Administrative work of family welfare Department and to organize and coordinate MCH and immunization services, promote FW services with emphasis on reversible methods like IUD, Oral Pills & Condom use, Participate in IEC & Health promotional activities, and health checkup camps. Also participate in health checkup camps which are being organized at various SDH/health units and stations. COVID-19 immunization management and monitoring.
19		Parliament questions, RTI Act, replies of references of MP/MLA, CA (iii) reference and other statutory obligations, Audit Para.
20		Coordinate Visiting Committees, Management Committee, Infection Control Committee, Medical Audit Committee, Mortality Committee etc.
21		Other Miscellaneous office and establishment related matters routed through ACMS-JP.
22		Vendor examination.
23		Passing Bills.
24		PME & Candidate medical examination Aye One.
25		All administrative work assigned as and when required. In his absence work will be looked after by Dr. S. R. Bunker ACMS (Adm. & Health)- JP.
26	Dr. Priyadarshini	Disaster management :- Overall in charge of disaster management i) Supervision of ARME/POMKA/First –AID boxes of Jaipur division ii) Monthly inspection of ARME/POMKA. iii) Updating of disaster plan. iv) Quarterly inspection/ Mock drills with other department. v) Responsible for recouped / purchase of medicines for ARME as per IRMM 2000.

27		Coordination and organizing all repairs & maintenance, condemnation and disposal of T&P stores (Medical equipment's, office equipment's, furniture& fixtures of the division, Maintenance of RMV/Ambulance of JP Division, including AMC & repairs of costly equipment's. Outsourcing of lab investigation facilities.
28		PME & Candidate medical examination Aye Two & below.
29		All administrative work assigned as and when required. In his/her absence work will be looked after by Dr. Neetu Meena DMO-JP.
SDH-RE		
1	Dr. Keshav Gupta ADMO-RE	Overall in- charge of SDH-RE
2	Dr. Arushi Singh ADMO-RE	Mange OPD and Emergency services.
3	Dr. Iendarveer Singh ADMO-RE	Mange OPD and Emergency services.
SDH-BKI		
1	Dr. Jithin Kumar ADMO-BKI	Overall in- charge of SDH-BKI
HU-AWR		
1	Dr. Mukul GDMO-AWR	Overall in- charge of HU-AWR
HU-GTJT		
1	Dr. S.C. Meena Sr. DMO-GTJT	Overall in- charge of HU-GTJT
HU-HQ-JP		
1	Dr. Anju Bharti DMO-HQ-JP	Overall in- charge of HU-GTJT
HU-FL		
1	Dr. Anand Tanwar ACMS-FL	Overall in- charge of HU-FL
HU-SIKAR		
1	Dr. Subahana Nazir ADMO-SIKAR	Overall in- charge of HU-SIKAR
HU- RGS		
1	Dr. Dinesh Kumar	Overall in- charge of HU-RGS.