

No. Med/G/317/HMIS

MD/CH/JP

CMS/AII, BKN, JP & JU

Sub:- Duty List of ACMD (H&FM) and ACMD (T&A).

Ref:- Gazetted OO No. 53/2022 dated 29.04.2022

With the posting Dr. S.K. Saha on the post of ACMD (T&A)/HQ office, the duty list of ACMD(H&FW) and ACMD(T&A) is revised as under:-

S.No.	ACMD/T&A	S.N.	ACMD/H&FW
1.	Procurement of drugs & other non medical items i.e. Annual & Supplementary indents. Drug analysis, Registration of firms for drugs & non medical items.	1.	Health and Sanitation, Health Education, Health checkup camps.
2.	Preparation of meeting at HQ office, CMSs meetings & other meetings.	2.	Designated Officer and FSOs work implementation of FSS Act over NWR.
3.	GM's, Railway Board's conference & meetings.	3.	Reimbursement of medical cases.
4.	M & P Program, Works Program	4.	Returns - Like MCDO, PCDO etc.
5.	Ensuring compliance of Inspection notes of Railway Board's officers, GM, PCMD and others Branch officers of HQ officers.	5.	Procurement and Maintenance of T&P Items of Medical department HQ office.
6.	Audit and Account Para.	6.	ARME, Disaster management & Railway accidents.
7.	RTI cases & SOP.	7.	UIP, AIDS control program & T.B. Seals.
8.	Ensuring timely Maintenance & Updating of medical website.	8.	Correspondence related Comprehensive shields, GM/PCMD level award.
9.	Medical Boards and Appeal cases.	9.	Matters related to CMP & HVS
10.	PNM meetings with Trade Unions & Associations, POM & PREM Meetings etc.	10.	Family welfare program & SJAB.
11.	ZRUCC, Press release/ Conference.	11.	MP, MLA, CA-iii references.
12.	All matters related to upgradation of Hospitals, HMIS, PPP, ABPMJ, ADM and any other new technology items.	12.	Court cases and Arbitration cases.
13.	All new items regarding implementation of Information Technology in Medical department.	13.	Imprest and other financial matters.
14.	Budget and Expenditure control.	14.	Correspondence related to Gazetted staff.
15.	All matters related to Non Gazetted staff of Medical department including grievances.	15.	RELHS-CTSE & empanelment of Hospitals.
16.	Protocol duties, VIP visits & Preparation of Brochure.	16.	Hearing Aids.
17.	Any other duty assigned by PCMD	17.	Record retention schedule of medical department
		18.	Rajbhasha.
		19.	Any other duty assigned by PCMD

(Dr. P. K. Samantaray)
PCMD/NWR
02/05/2022

Copy to:

Secy. to GM for kind information please.