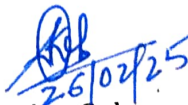


**Information about Medical Officers and their duty list in the
Medical Department of Jaipur Division (W.E.F-12-02.2025.)**

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| 1. | Dr. Sanjay Saha, CMS/ Jaipur Division is overseeing the work of CMS/ JP. |
| 2. | Dr. Neetu Meena, Sr. DMO/A&G. |
| i | She is in charge of all administrative work for the Medical Department in the Jaipur Division |
| ii | Supervision of Medical Store: Medical Cash Imprest, control of expenditure, local purchases, division budget planning, monitoring of fund availability, annual indenting of drugs and equipment, timely submission of indents for medicines and other stores, consolidation of divisional demands, procurement monitoring, and inventory management." |
| iii | All work related to M&P and PWP, submission of proposals, and monitoring of works in progress. Monitoring and coordinating Civil Engineering, Electrical, S&T, and Stores works in the division. |
| iv | She will be in-charge of Health and Sanitation of the division. She is the Accepting authority for sanitation tenders up-to her powers. |
| v | 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. |
| vi | 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. |
| vii | 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. |
| viii | Passing of Bills of SIKR, RGS & RE. |
| ix | 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. |
| x | Court Cases related to JP division, work of Hony. Consultants/hony. Visiting Consultants at sub divisional hospitals. |

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| xi | Procurement of Hearing Aid on regular basis. BIPAP and other equipments. |
| xii | Coordinate prompt reply of PNM, PREM, and BOM etc. Raj-bhasha implementation and meeting, Passenger amenities, SBF meeting etc. Monitoring Stock-sheets. |
| xiii | Works related to Budgetary planning cash imprest, spot purchases, tenders, contracts etc. and their proper monitoring. |
| xiv | Staff/ Patients grievance redressal. Nominated doctor for Senior Citizens RELHS. |
| xv | Coordinating Medical Committee and Medical Boards. |
| xvi | Parliament questions, RTI Act, replies of references of MP/MLA, CA (iii) Reference and other statutory obligations, Audit Para. |
| xvii | Coordinate Visiting Committees, Management Committee, Infection Control Committee, Medical Audit Committee, Mortality Committee etc. |
| xviii | Work related to Monitoring & supervision of CMPs, Monitoring of HMIS and Bio Medical waste management related work etc., If require. |
| xix | Other Miscellaneous office and establishment related matters routed through ACMS-JP. |
| xx | All above work assigned as and when required. In her absence work will be looked after by Dr. Anjali, ADMO/ Jaipur Division. |
| 3. | Dr. Anjali, ADMO/ Jaipur Division. |
| i | Disaster management: - Overall in charge of disaster management Supervision of ARME/POMKA/First -AID boxes of Jaipur division, Monthly inspection of ARME/POMKA. i) Updating of disaster plan. ii) Quarterly inspection/ Mock drills with other department. iii) Responsible for recouped / purchase of medicines for ARME as per IRMM 2000. |
| ii | 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 |
| iii | She will be look after the work related to empanelment of Private Hospitals & Diagnostic centers of Jaipur Division. |
| iv | COVID-19 Related all work and Monitoring Jaipur Division. |
| v | Coordination and organizing all repairs & maintenance, condemnation and disposal of |

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| | 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. | | |
| vi | PME & Candidate medical examination Aye Two & below. | | |
| vii | Passing of Bills of FL, BKI & AWR. | | |
| viii | Vendor examination. | | |
| ix | All administrative work assigned as and when required. In her absence work will be looked after by Dr. Neetu Meena , Sr. DMO (A&G)- JP. | | |
| 5. | SDRH/REWARI | Dr. Anand Tanwar ACMS/RE | Overall in- charge of SDH-RE |
| 6. | SDRH/BANDIKUI | Dr. Indarveer Singh ADMO-BKI | Overall in- charge of SDH-BKI |
| 7. | Health Unit/FL | Dr. Deepak, ADMO/FL | Overall in- charge of Health Unit/FL |
| Health Unit/AWR, RGS & SIKR have been managed by CMPs; therefore, the specific work is managed according to instructions offered by the CMS/Jaipur. | | | |


 Dr. Sanjay Saha,
 CMS/Jaipur Division