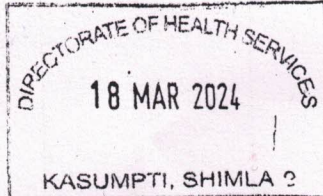


**Health & Family Welfare Department**  
**Himachal Pradesh**

No. PS/DHS/2020-21-

Dated



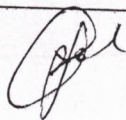
**OFFICE ORDER**

In supersession of all previous orders, the following works / programmes are being re-distributed at this directorate level due to the Superannuation/relieving/ joining of Joint Directors, Deputy Directors & OSDs in Health & Family Welfare Directorate till further orders:-

Group	Name and Designation of Controlling Officer	Name and Designation of Officer In charge ( Dy. DHS)	Name and Designation of the Officers attached with (OSD/Office r)	Responsibilities
1	Sh. Tashi Sandup Add. Director (HAS)	Dr. Devender K. Sharma	DC(F&A)/ AC(F&A)	<ul style="list-style-type: none"><li>• Procurement (General) (Med-III)</li><li>• Procurement &amp; Store of Directorate with Dy. Controller (F&amp;A) (Med-III)</li><li>• House allotment (Med-III)</li><li>• CM Announcements/Budget announcement (Med-IV)</li><li>• Out sourcing of Services Diet, Sanitation , Security (Med-III)</li></ul>
		Dr. Poonam Sandhu	Supdt. Gr-I / II	<ul style="list-style-type: none"><li>• All commission SC/ST/BC/OBC/Human rights/Human Welfare commission (Med-V)</li><li>• All Committee/ Samities – Manav Vikas Samiti/Estimate/Welfare/Tribal advisory /Privilege/ Freedom Fighter board Welfare/Animal Welfare Committee etc. (Med-V)</li><li>• All Boards-Gaddi/ Labana/ Gujjar/Gorkha/OBC Kalyan Board etc .</li><li>• All matter related to Association of (Med-V)</li><li>• Nursing Staff &amp; Paramedical staff etc (Med-V)</li><li>• Establishment of Class-IV, Drivers. (Med-II)</li><li>• Tribal Advisory Council (Med-V)</li><li>• Civil Works, Creation of Infrastructure opening of New Health institutions and related matters &amp; creation of posts etc.</li></ul>



		(Med-V) • Legal Matter (Med.-II)
Dr. Daleep Tekta	Supdt. Gr-I / II	<ul style="list-style-type: none"> <li>• RTI (Med-VI)</li> <li>• Statutory matter like RPG, redressal of Public Guarantee, Citizen Charter, Public Service Guarantee Act (Med-VI)</li> <li>• RFD ( Result frame documents), Health Policy etc &amp; various Acts like ART etc (Med-VI)</li> <li>• Updation of Health Institutions state &amp; staff Position</li> <li>• Vidhan Sabha, Lok Sabha, Rajya Sabha matters including Vidhan Sabha Assurances. (Med-VI)</li> <li>• All General Correspondence (Med-VI)</li> </ul>
DR. Ramesh Dogra	Supdt. Gr-I / II	<ul style="list-style-type: none"> <li>• Establishment of Nursing, Paramedical staff ( leave, Recruitment, Promotions Rules, Seniority, Promotion &amp; Court cases. (med-I&amp;II)</li> <li>• Seniority of Nursing &amp; Paramedical staff (Med-VI)</li> <li>• E-samadhan, Mukhya Mantri Seva Sankalp , Him Pragrti Potal (Med-V)</li> <li>• Disability &amp; Rehabilitation and vaccines matter linked with SJE and ESOMSA (Med-V)</li> <li>• Legal matter of (Med-I)</li> </ul>
Dr. Yash Pal Ranta	Supdt. Gr-I / II	<ul style="list-style-type: none"> <li>• Seniority of MO's (Med-I)</li> <li>• PM Garib Kalyan Package (Med-VI)</li> <li>• NITI Ayog &amp; Planning, SDG's (Med-IV)</li> <li>• Medical rembusment &amp; medical treatment and outside of state Permission etc.</li> </ul>





	Sh. D.R. Tolta DC(F&A)	Supdt. Gr-I / II	<ul style="list-style-type: none"> <li>• DDO Power (Med-III)</li> <li>• Budget &amp; Sanctions (Med-IV)</li> <li>• Tenders (Med-III)</li> <li>• Audit, CAG, PAC, MVS (Med-III)</li> <li>• Procurement &amp; Store of Directorate alongwith Dy. DHS (Med-III)</li> <li>• ECRP-I &amp; II (Med-III)</li> <li>• XVFC, PM ABHIM ( Finance Commission) (Med-IV)</li> <li>• Establishment matter of Class-I&amp;II</li> </ul>
	Sh. Rohit Thkaur (F&A)	Supdt. Gr-I / II	<ul style="list-style-type: none"> <li>• Pay fixation (Med-I&amp;II)</li> <li>• Medical Reimbursement (Med-III)</li> <li>• Time Bound claims (Med-III)</li> <li>• GPF/CPF sanctions etc (Med-III)</li> <li>• Loans &amp; advance (Med-III)</li> <li>• Establishment matter of Class-III&amp; IV)</li> </ul>
	Private Secretary To DHS	PA/Steno	<ul style="list-style-type: none"> <li>• Diary &amp; Dispatch Section</li> <li>• Causal leave of Jt DHS/Dy. DHS/CMOs/MS./OSDs/ADCR/Dy(F&amp;A)AC(F&amp;A) &amp; other Directorate offices and all staff</li> <li>• ACRs of MO's in Coordination with PMIS Section.</li> </ul>
Dr. Ambika Chauhan Jt. DHS	Dr. Devender K. Sharma	Dr. Sarita Sharma	<ul style="list-style-type: none"> <li>• National Climates &amp; Disaster (Med-VI)</li> <li>• NPCC&amp;HH (Med-VI)</li> <li>• NOC's for PG cases, DNB, Conference permission, Research permission etc. (Med-I)</li> <li>• Cases of Treatment outside states, on through MM schemes (Med-III)</li> </ul>
	Dr. Dafeep Tekta	Dr. Sarita Sharma	<ul style="list-style-type: none"> <li>• Transport &amp; Road Safety matters (Med-III)</li> <li>• Pharmacy &amp; other Paramedical councils (Med-I&amp;V)</li> <li>• Red Cross, NGO's (Med-V)</li> <li>• Statistical Branch , ACBR &amp; on registration of B&amp;D, Hospital States</li> <li>• IPHS Standards &amp; SOP's for health institution related issues (Med-IV)</li> <li>• HIMCARE/SHAHARA &amp; AB-PMJAY (Med-IV)</li> </ul>
	Dr. Ashok K. Chauhan	Dr. Sarita Sharma	<ul style="list-style-type: none"> <li>• RKS &amp; JAS (Med-V)</li> <li>• Programme linked with Rural development &amp; Panchayati Raj (Med-V)</li> <li>• Prescription Audit (Med-III)</li> <li>• HPSACS related matter Blood Bank</li> </ul>



	Dr. D.D. Sharma Jt. DHS	Dr. Ramesh Dogra	Dr. Anupama Upadhaya	and Blood related programmes <ul style="list-style-type: none"> <li>• Environment and Biotechnology climate change (Med-VI)</li> <li>• ACR's of Medical &amp; Paramedical Staff (Med-I&amp;II)</li> <li>• Nursing Council, Nursing Cell and matter related to Nurses. (Med-I)</li> <li>• Mental Health &amp; matter related to HHMH&amp; Rehabilitation, De Addiction etc. (Med-VI)</li> <li>• Adarsh Swasthya Sansthan (Med-IV)</li> </ul>
		Dr. Yash Pal Ranta	Dr. Anupama Upadhaya	<ul style="list-style-type: none"> <li>• ACR's of MO's ( PS to DHS Branch)</li> <li>• Matters related to Association of MO's up dates of (Med-I)</li> <li>• COVID related matter, Oxygen demands and supply issues, including PSA Plants, with concentrator, Ventilators(Med-III)</li> <li>• Trainings (HIPA and other Training proposals) (Med-VI)</li> <li>• IEC Press &amp; News cuttings</li> <li>• E- Health, E office, PMIS Section &amp; all other technology related matter (Med-V)</li> <li>• HOTA, SOTA, NOTA (Med-VI)</li> </ul>
	<b>National Health Mission Programme</b>			
	Dr. Ambika Chauhan Jt. DHS			<ul style="list-style-type: none"> <li>• NPCC&amp;HH (Med-VI)</li> <li>• Maternal Health , FP &amp; other related matters</li> </ul>
	Dr. D.D. Sharma Jt DHS			<ul style="list-style-type: none"> <li>• COVID related matter, Oxygen demands and supply issues, including PSA Plants, with concentrator, Ventilators(Med-III)</li> </ul>
	Dr. Poonam Sandhu Dy. DHS			<ul style="list-style-type: none"> <li>• 102 &amp; 108 Ambulances and state owned and donated ambulances (Med-III)</li> <li>• Quality assurance, Mera Asptal (Med-IV)</li> </ul>
	Dr. Daleep Tekta Dy. DHS			<ul style="list-style-type: none"> <li>• Child health, Immunization , Poshan Abhiyan, RBSK &amp; Anaemia Mukat Bharat (Med-VI)</li> </ul>
	Dr. Ashok Kumar Chauhan Dy. DHS			<ul style="list-style-type: none"> <li>• Free Diagnostics , CT Scan, X-Ray (Med-III)</li> <li>• Free drugs, Medicine purchase matters of Jan Aushadhi Kendras , DVDMS , (Med-III)</li> <li>• Community Health, Community Process</li> </ul>



			<ul style="list-style-type: none"> <li>• NTEP/NLEP (Med-VI)</li> <li>• HWC's (Med-VI)</li> <li>• NCD (Med-VI)</li> </ul>
	Dr. Yash Pal Ranta Dy. DHS		<ul style="list-style-type: none"> <li>• IDSP &amp; NVBDCP, &amp; related Programme (Med-VI)</li> <li>• NPCB, NPCDCS, NPHCE, NIDDCP Dialysis, Telemedicine (Med-VI) &amp; other related programme</li> </ul>
	Dr. Ramesh Dogra Dy. DHS		<ul style="list-style-type: none"> <li>• RKSK, MHP (Med-VI)</li> <li>• Mental Health &amp; matter related to HHMH&amp; Rehabilitation, De Addiction etc. (Med-VI)</li> <li>• Adarsh Swasthya Sansthan (Med-IV)</li> </ul>

Note:

- 1) In addition to the above any other duties can be assigned to any officer/Officials
- 2) All the Officers/Officials are directed to put their movement in the movement register, which is maintained by the Pvt. Secy./PA to DHS.
- 3) All Office Superintendent are hereby directed to direct dealing Assistant to put all files through the office.
- 4) All Superintendent/Officers are hereby directed to route financial/establishment files through DC(F&A)/AC(F&A) of this Directorate.
- 5) General informatory type correspondence may be dealt & cleared at the level of Controlling Officer

**Director Health Services  
Himachal Pradesh**

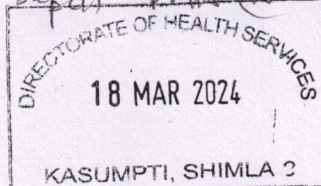
Dated the:

Endst. No. As above

Copy to:

1. The Secretary (Health) to the Govt. Of HP for kind information please.
2. The Mission Director, NHM, Kasumpti Shimla for information please.
3. The Additional Director Health Services, HP for information and necessary action.
4. All Joint DHS, Dy. DHS/ADCR/Dy. DHS (Legal) OSD's in Department of H&FW HP Shimla-9 for information and necessary action.
5. The Dy. Controller (F&A) & AC (F&A) Department of H&FW HP Shimla-for information and necessary action.
6. The CMO's/MS's for information and further necessary action.
7. The All Superintendents, Department of H&FW HP Shimla for information and necessary action with the direction to route the files through concerned officers immediately.

2. *supar para copy for file*



**Director Health Services  
Himachal Pradesh**