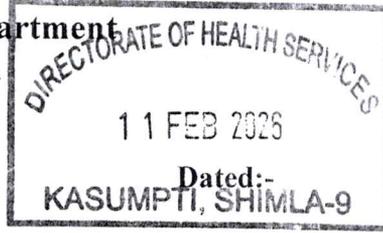


Health & Family Welfare Department  
Himachal Pradesh



No. PS/DHS/2020-21-

**OFFICE ORDER**

In supersession to all the previous orders, following works / programmes are being distributed among Joint Directors, Deputy Directors & OSDs in the Directorate of Health & Family Welfare, Swasthya Sadan, SDA Complex, Kasumpti Shimla :-

Designated Incharge	Joint DHS	Dy. DHS /OSD	Responsibilities / Programmes
Joint Director Health Services (Admin)	Joint DHS-I Dr. Dharam Singh Verma	Deputy DHS Dr. Rajesh Rana	<ul style="list-style-type: none"> <li>• Ministerial staff along with seniority (Med-I)</li> <li>• -Establishment of Nursing staff &amp; Para Medical Staff,</li> <li>• All the matters related to Associations of above mentioned categories (Med-I)</li> <li>• Council(Pharmacy, Nursing, Allied Services)</li> <li>• Legal matters related to Med-I</li> <li>• RKS &amp; JAS (Med-V) e-Samadhan, Mukhya Mantri Sewa Sankalp - (Med-V)</li> <li>• Statutory matters like of Public Grievances Redressal, Public Service Guarantee Act, Citizen Charter etc (Med-VI)</li> </ul>
		Dr. Virender Thakur	<ul style="list-style-type: none"> <li>• Establishment of Medical Officer(Med-I)</li> <li>• ACR's of MO's ( PS to DHS Branch)</li> <li>• Matters related to Association of MO's (Med-I)</li> <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>• General matters and all general correspondences ( Med-VI )</li> <li>• BMW and e- waste ( Med -V)</li> </ul>

*Sub. Dir.*

*[Signature]*

Joint Director Health Services (Admin)	Joint Director Health Services –II	Deputy DHS Dr. Daleep Tekta	<ul style="list-style-type: none"> <li>• Transport.(Med-III)</li> </ul>
		Dr. Daleep Tekta  Dr. Sarita Sharma OSD	<ul style="list-style-type: none"> <li>• Policies &amp; Acts related to health (Med-VI)</li> <li>• Medical reimbursement &amp; medical treatment and outside of state Permission etc.</li> <li>• Cases of treatment outside states, through MM Schemes (Med-III).</li> <li>• Trauma, Burn Unit (Med-VI)</li> <li>• Mental Health &amp; matter related to HHMH &amp; Rehabilitation,</li> <li>• De- Addiction.</li> <li>• Road Safety, Ambulance,</li> <li>• i-RAD –e-DAR,</li> <li>• MedLEaPR</li> </ul>
		Deputy DHS Dr Poonam Sandhu  Dr.Anupuma Upadhaya OSD	<ul style="list-style-type: none"> <li>• Establishment of Class-IV and Drivers. (Med-II)</li> <li>• All matter related to Associations of MHW/FHW/MHS/FHS/ Class-IV and Drivers. (Med-II)</li> <li>• All Boards-e.g. Gaddi / Labana / Gujjar/ Gorkha/OBC Kalyan Board etc .</li> <li>• Civil Works, Creation of infra-structure, opening of new Health Institutions (Med-IV)</li> <li>• CM Announcements</li> <li>• Creation of posts (Med-V)</li> <li>• Legal Matter related to Med.-II</li> <li>• PM Garib-Kalyan Package (Med-VI)</li> <li>• Red - Cross &amp; NGO etc.</li> </ul>
		Deputy DHS Dr. Ashok Kumar Chauhan  Dr.Sarita Sharma	<ul style="list-style-type: none"> <li>• Vidhan Sabha, Lok Sabha, Rajya Sabha matters including Vidhan Sabha Assurances. (Med-VI)</li> <li>• Disability &amp; Rehabilitation (Med.-V)</li> <li>• Matter related to Social Justice and ESOMSA (Med-V)</li> <li>• Condemnation of stores.</li> <li>• House allotment (Med-III).</li> <li>• Outsourcing of Services e.g. Diet, Sanitation, Security etc. (Med-III)</li> </ul>

			<ul style="list-style-type: none"> <li>• Adarsh Swasthya Sansthan (Med-IV).</li> <li>• Programme linked with Rural Development &amp; Panchayati Raj (Med-VI)</li> </ul>
Joint DHS Services-I Dr. D.S. Verma	Dr. Rajesh Kumar Rana, Deputy Director Health Services		<ul style="list-style-type: none"> <li>• RKSK, MHP (MED-VI)</li> <li>• Maternal Health</li> <li>• FP &amp; other related matters.</li> <li>• Palliative and elderly care, NPHC.</li> <li>• Natural Calamities &amp; Disaster Management Programme. (Med-VI)</li> <li>• National Programme on Climate Change &amp; Human Health (Med-VI)</li> </ul>
	Dr. Anupama Upadhyay (OSD)		
	Deputy DHS Dr. Virender Thakur		<ul style="list-style-type: none"> <li>• Poshan Abhiyan, RBSK &amp; Anaemia Mukat Bharat (Med-VI)</li> <li>• Child Health &amp; immunization.</li> <li>• NPCB, NPCDCS, NIDDCP Dialysis, Telemedicine (Med-VI) &amp; other related programme, NCD (Med-VI)</li> <li>• Child health, Immunization</li> <li>• HOTA SOTA NOTA (Med-VI)</li> <li>• COVID related matter, Oxygen demands and supply issues, including PSA Plants, Ventilators (Med-III)</li> <li>• IEC, Press and news cutting.</li> </ul>
Joint Director Health Services -II (Dr. Sonam G Negi)	Deputy DHS Dr. Ashok Kumar Chauhan		<ul style="list-style-type: none"> <li>• RTI (Med-VI)</li> </ul>
	Deputy DHS Dr. Ashok Kumar Chauhan  Dr. Sarita Sharma		<ul style="list-style-type: none"> <li>• Free Diagnostics, CT Scan, X-Ray (Med-III)</li> <li>• (HIPA and other Training proposals) (Med-VI)</li> <li>• All the matters, related to procurement (MED-III)</li> <li>• Free Drug/Medicine, DVDMS, Purchase related matters procurement.</li> <li>• Jan Aushadhi Kendras, (Med-III).</li> <li>• Prescription Audit (Med-III)</li> <li>• HPSACS related matters</li> <li>• -Blood Bank and Blood related programmes.</li> </ul>
	Deputy DHS Dr. Daleep Tekta		<ul style="list-style-type: none"> <li>• 102 &amp; 108 Ambulances (State owned and donated ones) (Med-III).</li> <li>• Estate Officer</li> </ul>

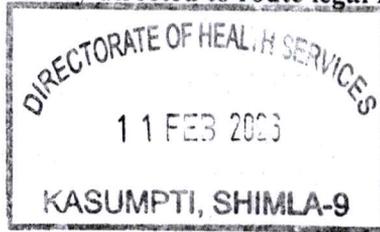


		<p><b>Deputy DHS</b> <b>Dr. Daleep Tekta</b></p> <p><b>Assistant Director-</b> <b>( Death and Birth )</b></p>	<ul style="list-style-type: none"> <li>• Statistical branch .</li> <li>• Birth &amp; Death /ALBR , Civil Registration System.</li> </ul>
		<p><b>Deputy DHS</b> <b>Dr. Poonam Sandhu</b></p> <p><b>Dr. Sarita Sharma</b> <b>(OSD)</b></p>	<ul style="list-style-type: none"> <li>• NOC's for PG/ DNB courses</li> <li>• Permission for Conference and Research etc. (MED-I)</li> <li>• CM Dash Board (Med-IV)</li> <li>• Him Pragati Portal, e-office, e-Health-IT/PMIS Section.</li> <li>• HIMCARE/SAHARA</li> <li>• AB-PMJAY/RSBY etc. (Med-IV)</li> <li>• IPHS Standards &amp; SOP's for health institution related issues, ASS.(Med-IV)</li> <li>• Quality assurance, Mera Asptal (Med-IV)</li> <li>• HWC's (Med-VI)</li> <li>• Matter related to SDG, NITI Aayog and planning etc.</li> </ul>
<b>Joint Director Health Services (Admin)</b>	<b>Sh. B.R. Tolta</b> <b>DC(F&amp;A)</b>	<b>Superintendent</b> <b>Grade-I / II</b>	<ul style="list-style-type: none"> <li>• DDO Power (Med-III)</li> <li>• Budget &amp; Sanctions (Med-IV)</li> <li>• Audit-CAG,PAG,MVS (Med-III)</li> <li>• XVth Finance Commission, PM ABHIM (Med-III)</li> <li>• Service matters of Class-I&amp;II</li> </ul>
	<b>Sh. Rohit Thakur,</b> <b>AC(F&amp;A)</b>	<b>Superintendent</b> <b>Grade-I / II</b>	<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>• Loans &amp; Advance (Med-III)</li> <li>• Service matters of Class-III &amp;IV.</li> </ul>
	<b>Private Secretary to DHS</b>	<b>PA/Steno</b>	<p><b>Diary &amp; Dispatch Section</b></p> <ul style="list-style-type: none"> <li>• Causal leave of Jt. DHS/Dy. DHS/CMOs/MS/OSDs/ADCR/Dy(F&amp;A)A C(F&amp;A) &amp; other Directorate officers and all staff.</li> <li>• ACR of MO's in Coordination with PMIS Section.</li> </ul>

In order to ensure better coordination and smooth functioning, following Deputy Directors of Health Services shall monitor/inspect/coordinate with the Districts mentioned against their names:-

Sr.No.	Name of Deputy DHS	Name of District / Districts
1	Dr. Rajesh Rana (Link Officer- Dr. Poonam Sandhu)	Shimla , Kinnaur
2	Dr. Dalip Tekta, (Link Officer- Dr. Virender Thakur)	Sirmour , Solan & Bilaspur
3	Dr. Poonam Sandhu, (Link Officer-Dr. Rajesh Rana)	Una & Kangra
4	Dr. Ashok Chauhan, (Link Officer-Dr. Virender Thakur)	Mandi & Lahaul-Spiti
5	Dr. Virender Thakur, (Link Officer-Dr. Ashok Chauhan)	Kullu . Hamirpur , Chamba

- 1) As a measure of decentralization all files which doesn't involve financial, legal and urgent establishment decisions and are general in nature which include taking and giving information and report from the sub offices which are already approved/decided and vice versa should be dealt and conveyed at designated incharge / nodal officer without being sent to Director/HOD in order to promote layering and efficiency.
- 2) In addition to the above any other duties/responsibilities can be assigned to any office / officials by Director Health Services.
- 3) All Office Superintendents are advised to direct all dealing assistants of respective branches to route all files through the office.
- 4) All the Officer/Officials are directed to put their movement in the movement register, which is maintained by the Pvt. Secy./PA to DHS.
- 5) All Superintendent/Officers are hereby directed to route finance related files through DC (F&A)/AC (F&A).
- 6) All Superintendent/Officers are hereby directed to route legal files through Dy. Director (Legal).



*[Signature]*  
 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, Kusumpti 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. All the CMO's/MS's for information and further necessary action. They are requested to coordinate with the respective incharges for various activities and issues pertaining to their Districts.
7. All the Superintendents, Department of H&FW HP Shimla for information and necessary action with the direction to route the files through concerned officers without breach.

*[Signature]*  
 Director Health Services  
 Himachal Pradesh