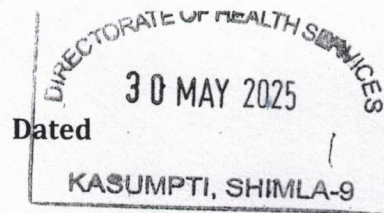


**Health & Family Welfare Department
Himachal Pradesh**

No. PS/DHS/2020-21-

5550

OFFICE ORDER



In continuation of all previous orders, the following revised 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:

Name and Designation of Controlling Officer	Name and Designation of Nodal Responsible Authority	Name and Designation of Officer In charge (Dy. DHS)	Name and Designation of the Officers attached OSD/Officer's	Responsibilities
Add. Director (HAS)	Jt. DHS-I	Dr. Ramesh Kumar	Supdt. Gr-I / II	<ul style="list-style-type: none"> Establishment of Nursing, Paramedical staff leaves, R&P Rules. (Med-I) All matters related to Nursing Association/Paramedical Association (Med-I) Seniority of Nursing & Paramedical staff (Med-VI) E-samadhan, Mukhya Mantri Seva Sankalp , (Med-V) Legal matter of (Med-I)
		Dr. Daleep Tekta	Supdt. Gr-I / II	<ul style="list-style-type: none"> Transport.(Med-III) Statistical Branch , ACBR & on registration of B&D, Hospital States. Statutory matter like redressal of Public Grievances, Citizen Charter, Public Service Guarantee Act(Med-VI) RFD (Result frame documents), Health Policy etc & various Acts like ART etc (Med-VI) Updation of Health Institutions of state & staff Position.
		Dr. Ashok Kumar Chauhan	Supdt. Gr-I / II	<ul style="list-style-type: none"> VidhanSabha, LokSabha, RajyaSabha matters including VidhanSabha Assurances. (Med-VI) Disability & Rehabilitation, (Med.-V) Matter linked with Social justice and ESOMSA (Med-V)
		Dr. Poonam Sandhu	Supdt. Gr-I / II	<ul style="list-style-type: none"> All commission SC /ST /BC/ OBC/Human rights/Human Welfare commission(Med-V) All Committee/ Samities – Manav Vikas Samiti/ Estimate/ Welfare/ Tribal advisory /Privilege/ Freedom Fighter board Welfare/Animal Welfare Committee etc.(Med-V)

			<ul style="list-style-type: none"> • All Boards-Gaddi / Labana / Gujjar/ Gorkha/OBC Kalyan Board etc . • All matter related to Associations of Class-IV, Drivers. (Med-II) • Establishment of Class-IV, Drivers. (Med-II) • Civil Works creation of infra structure, opening of new health institution. (Med-IV) • CM. Announcement • Creation of posts (Med-V) • IPHS Standards & SOP's for health institution related issues (Med-IV) • Legal Matter (Med.-II)
	Dr. Anita Negi	Supdt. Gr-I / II	<ul style="list-style-type: none"> • RTI (Med-VI) • General Matters & All general correspondence. (Med.VI)
	8-Dr.Virender Thakur	Supdt. Gr-I / II	<ul style="list-style-type: none"> • Procurement (General) (Med-III) • Procurement & Condemnation Store of Directorate with Dy. Controller (F&A) (Med-III) • Mental Health and matter related to HHMH & Rehabilitation , de-addiction etc. • HOTA, SOTA, NOTA (Med-VI)
	Dr. Omesh Bharti	Supdt. Gr-I / II	<ul style="list-style-type: none"> • Establishment of Doctor & Ministerial staff along with seniority. • Medical reimbursement & medical treatment and outside of state Permission etc. • Cases of treatment outside states, through MM Schemes (Med-III). • ACR's of MO's (PS to DHS Branch) • Matters related to Association of MO's (Med-I) • MEDLIPAR
		DC(F&A)/ AC(F&A)	<ul style="list-style-type: none"> • House allotment (Med-III) • Outsourcing of Services Diet, Sanitation , Security (Med-III)
	Sh. B.R. Tolta DC(F&A)	Supdt.Gr-I/II	<ul style="list-style-type: none"> • DDO Power (Med-III) • Budget & Sanctions (Med-IV) • Tenders (Med-III) • Audit-CAG,PAG,MVS (Med-III) • Procurement & Store of Directorate along with Dy. DHS (Med-III) • XV Finance Commission PM ABHIM (Finance Commission)(Med-III) • Establishment matter of Class-I&II
	Sh. Rohit Thakur (F&A)	Supdt. Gr-I / II	<ul style="list-style-type: none"> • Pay fixation (Med-I&II) • Medical Reimbursement (Med-III) • Time Bound claims (Med-III) • GPF/CPF sanctions etc (Med-III) • Loans & advance (Med-III) • Establishment matter of Class-III& IV)

	Private Secretary To DHS	PA/Steno	<ul style="list-style-type: none"> • Diary & Dispatch Section • Causal leave of Jt. DHS/Dy. DHS/CMOs/MS/OSDs/ADCR/Dy(F&A)AC(F&A) & other Directorate offices and all staff • ACR of MO's in Coordination with PMIS Section.
Jt. DHS-II	Dr. Ramesh Kumar	Dr. Sarita Sharma	<ul style="list-style-type: none"> • Natural Calamities & Disaster Management Programme. (Med-VI) • National Programme on Climate Change & Human Health (Med-VI)
		Dr. Anupama Upadhaya	<ul style="list-style-type: none"> • ACR of Paramedical Staff (Med-I) • Nursing Council, Nursing Cell and matter related to Nurses. (Med-I) • Pharmacy and other paramedical council
	Dr. Daleep Tekta	Dr. Sarita Sharma	<ul style="list-style-type: none"> • Trauma, Burn Unit (Med-VI) • and Road safety matters & ambulance. i-RAD –e-DAR
	Dr. Ashok Kumar Chauhan	Dr. Sarita Sharma	<ul style="list-style-type: none"> • RKS & JAS (Med-V) • Programme linked with Rural development & Panchayati Raj (Med-VI) • Prescription Audit (Med-III) • Free Drug/Medicine Purchase matter of Jan Aushadhi Kendras, DVDMS (Med-III). • HPSACS related matter Blood Bank and Blood related programmes
	Dr. Poonam Sandhu	Dr. Sarita Sharma	<ul style="list-style-type: none"> • NOC's for PG cases, DNB, Conference permission, Research Permission (MED-I) • NITI Ayog & Planning (Med-IV) • CM's Budget Assurance (Med-IV) • Him Pragati Portal (Med-IV) • CM Dash Board (Med-IV) • HIMCARE/SAHARA & AB-PMJAY/RSBY (Med-IV)
	Dr. Avinash	Dr. Anupama Upadhaya	<ul style="list-style-type: none"> • COVID related matter, Oxygen demands and supply issues, including PSA Plants, with concentrator, Ventilators (Med-III) • PM Garib-Kalyan Package (Med-VI) • Trainings (HIPA and other Training proposals) (Med-VI) • IEC Press & News cuttings • Red cross & NGO
	Dr. Anita Negi	Dr. Anupama Upadhaya	<ul style="list-style-type: none"> • E- Health, E office, PMIS Section & all other technology related matter (Med-V)

National Health Mission Programme

1-Dr. Ramesh Kumar Dy. DHS		<ul style="list-style-type: none"> • RKSK, MHP (Med-VI)
2-Dr. Omesh Bharti Dy. DHS		<ul style="list-style-type: none"> • IDSP & NVBDCP, & related Programme (Med-VI)
3-Dr. Daleep Tekta Dy. DHS		<ul style="list-style-type: none"> • 102 & 108 Ambulances and state owned and donated ambulances (Med-III). • Adarsh Swasthya Sansthan (Med-IV).
4-Dr. Virender Thakur Dy. DHS		<ul style="list-style-type: none"> • Maternal Health, FP & Other related matters. • Child health, Immunization, Poshan Abhiyan, RBSK & Anaemia Mukat Bharat (Med-VI) • Mental Health & matter related to HHMH & Rehabilitation, De Addiction etc. (Med-VI)
5-Dr. Ashok Kumar Chauhan Dy. DHS		<ul style="list-style-type: none"> • Free Diagnostics, CT Scan, X-Ray (Med-III) • Free drugs, Medicine purchase matters of Jan Aushadhi Kendras, DVDMS, (Med-III) • Community Health, Community Process
6-Dr. Poonam Sandhu Dy. DHS		<ul style="list-style-type: none"> • Quality assurance, MeraAsptal (Med-IV)
7. Dr. Anita Negi		<ul style="list-style-type: none"> • NPCB, NPCDCS, NPHCE, NIDDCP Dialysis, Telemedicine (Med-VI) & other related programme, BMW and e-waste
8. Dr. Avinash		<ul style="list-style-type: none"> • NTEP/NLEP (Med-VI) • HWC's (Med-VI) • NCD (Med-VI) • COVID related matter, Oxygen demands and supply issues, including PSA Plants, with concentrator, Ventilators (Med-III)

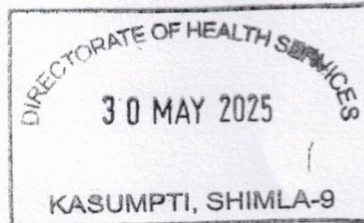
Note:-

- 1- In order to ensure better coordination and smooth running of Health activities, the following Dy. Directors of Health Services shall monitor/inspect/coordinate the Districts as mentioned against their name:

1.	Dr. Dalip Tekta	Shimla
2.	Dr. Ashok Chauhan	Bilaspur/ Solan
3.	Dr. Omesh Bharti	Kangra
4.	Dr. Ramesh Kumar	Una/ Sirmour
5.	Dr. Poonam Sandhu	Hamirpur/
6.	Dr. Anita Negi	Lahual & Spiti / Kinnaur

7	Dr. Virender Thakur	Mandi / kullu
8	Dr. Avinash	Chamba

- 1) As a measure of decentralization all files which doesn't involve financial, administrative, 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 /branch level without being sent to Director/HOD in order to promoted layering and efficiency.
- 2) In addition to the above any other duties can be assigned to any officer/Officials.
- 3) All Office Superintendents are advised to direct all dealing assistants of respective branches to route all files through e office only.
- 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 financial/establishment files through DC (F&A)/AC (F&A) of this Directorate as notified above.



**Director Health Services
Himachal Pradesh**

Endst. No. As above

Dated the:

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. They are requested to coordinate with the respective incharges for various activities and issues pertaining to their Districts.
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 without breach.

Handwritten signature and date 30.5.25
**Director Health Services
Himachal Pradesh**

Support this to upload pte.