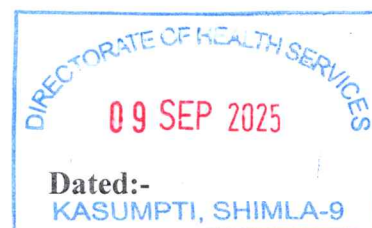


**Health & Family Welfare Department
Himachal Pradesh**



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 : -

Officer-In-Charge	Nodal Authority	Officer In - charge	Attached Officer	Responsibilities / Programmes
Additional Director Health Services	Joint Director Health Services -I (Dr. Dharam Singh Verma)	Dr. Ramesh Kumar Dogra, Deputy Director Health Services (Link Officer: - Dr. Poonam Sandhu)	Superintendent Grade- I / II	<ul style="list-style-type: none"> Establishment of Nursing staff & Para Medical Staff, their leaves and R&P Rules. (Med-I) All the matters related to Associations of above mentioned categories (Med-I) Seniority of Nursing & Para Medical Staff (Med-VI) e-Samadhan, Mukhya Mantri Sewa Sankalp - (Med-V) Legal matters related to Med-I RKSK, MHP (Med-VI) Maternal Health FP & other related matters
			Dr.Sarita Sharma (OSD)	<ul style="list-style-type: none"> Natural Calamities & Disaster Management Programme. (Med-VI) National Programme on Climate Change & Human Health (Med-VI)
			Dr.Anupama Upadhyay (OSD)	<ul style="list-style-type: none"> Pharmacy and Allied Services council Nursing Council, Nursing Cell and matter related to Nurses. (Med-I)

Additional Director Health Services	Joint Director Health Services- II (Dr. Sonam Negi)	Dr. Daleep Tekta Deputy Director Health Services (Link Officer: - Dr. Anita Negi)	Superintendent Grade- I / II	<ul style="list-style-type: none"> • Policies & Acts related to health including Result Framed Documents (Med-VI) • Medical reimbursement & medical treatment and outside of state Permission etc. • Cases of treatment outside states, through MM Schemes (Med-III). • Statistical Branch, ALBR & Civil Registration System • Statutory matters like of Public Grievances Redressal, Public Service Guarantee Act, Citizen Charter etc (Med-VI) • Up gradation of Health Institutions (Med-IV) • Transport.(Med-III) • 102 & 108 Ambulances (State owned and donated ones) (Med-III).
			Dr.Sarita Sharma (OSD)	<ul style="list-style-type: none"> • Trauma, Burn Unit (Med-VI) • Mental Health & matter related to HHMH & Rehabilitation, De-Addiction etc. (Med-VI) • Road Safety, Ambulance, i-RAD -e-DAR • Estate Officer
		Dr. Ashok Kumar Chauhan Deputy Director Health Services (Link Officer: - Dr. Virende Thakur	Superintendent Grade- I / II	<ul style="list-style-type: none"> • Vidhan Sabha, Lok Sabha, Rajya Sabha matters including Vidhan Sabha Assurances. (Med-VI) • Disability & Rehabilitation (Med.-V) • Matter related to Social Justice and ESOMSA (Med-V) • Free Diagnostics , CT Scan, X-Ray (Med-III) • Community Health, Community Process • Trainings (HIPA and other Training proposals) (Med-VI) • All the matters related to procurement(MED-III) • RTI (Med-VI)
			DC(F&A)/ AC(F&A)	<ul style="list-style-type: none"> • Condemnation of stores • House allotment (Med-III) • Outsourcing of Services e.g. Diet, Sanitation , Security etc (Med-III)
			Dr.Anupama Jpadhayay, OSD	<ul style="list-style-type: none"> • Jan Aushadhi Kendras, (Med-III). • Him Pragati Portal (Med-IV)

Additional Director Health Services		Dr. Sarita Sharma (OSD)	<ul style="list-style-type: none"> • RKS & JAS (Med-V) • Adarsh Swasthya Sansthan (Med-IV). • Programme linked with Rural Development & Panchayati Raj (Med-VI) • Free Drug/Medicine, DVDMS, Purchase related matters. • Prescription Audit (Med-III) • HPSACS related matters • Blood Bank and Blood related programmes.
	Dr Poonam Sandhu Deputy Director Health Services (Link Officer: - Dr. Ramesh Dogra)	Superintendent Grade- I / II	<ul style="list-style-type: none"> • Establishment of Class-IV and Drivers. (Med-II) • All matter related to Associations of MHW/FHW/MHS/FHS/ Class-IV and Drivers. (Med-II) • All Boards- e.g.Gaddi / Labana / Gujjar/ Gorkha/OBC Kalyan Board etc . • Civil Works , Creation of infra-structure, opening of new Health Institutions (Med-IV) • CM Announcements • Creation of posts (Med-V) • Legal Matter related to Med.-II
		Dr. Sarita Sharma (OSD)	<ul style="list-style-type: none"> • NOC's for PG/ DNB courses • Permission for Conference and Research etc (MED-I) • CM Dash Board (Med-IV) • HIMCARE/SAHARA AB-PMJAY/RSBYetc. (Med-IV) • IPHS Standards & SOP's for health institution related issues (Med-IV) • Quality assurance, Mera Asptal (Med-IV) • HWC's (Med-VI) • Matter related to SDG, NITI Ayog and planning etc. • Matter related to MedLEaPR.

Additional Director Health Services	Joint Director Health Services-I	Dr. Anita Negi Deputy Director Health Services (Link Officer: - Dr. Daleep Tekta)	Superintendent Grade- 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) • General matters and all general correspondences (Med-VI) • BMW and e- waste (Med -V)
			Dr. Anupama Upadhyay (OSD)	<ul style="list-style-type: none"> • e-Health, e –office • PMIS Section, all other technology related matters (Med-V) • NPCB, NPCDCS, NPHCE , NIDDCP Dialysis , Telemedicine (Med-VI) & other related programme, • NCD (Med-VI)
		Dr. Virender Thakur Deputy Director Health Services	Supdt. Gr-I& II (Med-I)	<ul style="list-style-type: none"> • Establishment of Doctor & Ministerial staff along with seniority (Med-I) • ACR's of MO's (PS to DHS Branch) • Matters related to Association of MO's (Med-I)
			Dr. Anupama Upadhyay OSD	<ul style="list-style-type: none"> • COVID related matter, Oxygen demands and supply issues, including PSA Plants, Ventilators (Med-III) • PM Garib-Kalyan Package (Med-VI) • IEC , Press & News Cuttings • Red - Cross & NGO etc. • Child health, Immunization • Poshan Abhiyan, RBSK & Anaemia Mukat Bharat (Med-VI) • HOTA SOTA NOTA (Med-VI)
		Sh. B.R. Tolta DC(F&A)	Superintendent Grade- 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) • GPF/CPF Sanctions etc (Med-III) • XVth Finance Commission, PM ABHIM (Med-III) • Establishment matter of Class-I&II

Additional Director Health Services		Sh. Rohit Thakur AC (F&A)	Superintendent Grade- I / II	<ul style="list-style-type: none"> • Pay fixation (Med-I&II) • Medical Reimbursement (Med-III) • Time Barred Claims (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 officers and all staff • ACR of MO's in Coordination with PMIS Section.

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. Ramesh Kumar	Shimla & Hamirpur
2	Dr. Dalip Tekta	Sirmour & Solan
3	Dr. Poonam Sandhu	Una & Kangra
4	Dr. Ashok Chauhan	Bilaspur & Mandi
5	Dr. Anita Negi	Lahual & Spiti and Kinnaur
6	Dr. Virender Thakur	Kullu & 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 /branch level 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).


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, 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.


Director Health Services
Himachal Pradesh