

Information (required under Section 4 of RTI Act 2005) to be compiled for uploading on CGHS Website

(i) The particulars of organization, functions and duties;

*CGHS is an organization which provides Comprehensive Health Care Services to its beneficiaries who are- Serving and retired Central Government Employees ,autonomous bodies, Ex Governors and their families, Parliament members and their families, Ex members of parliament and their families Freedom Fighters and their family members ,PIB Accredited Journalists in Delhi etc .*

**Functions and duties**

- OPD Treatment at CGHS wellness centers including issue of medicines prescribed by doctors at Government or Private empanelled Hospitals.
- Specialist Consultation at Govt. Hospitals & Private empanelled Hospitals.
- Indoor Treatment (Elective & Emergency) at Government and Empanelled Hospitals.
- Investigations at Government and Empanelled Diagnostic centers.
- Cashless facility available for treatment in empanelled hospitals and diagnostic centers for Pensioners and Serving employees of Ministry of Health and Family Welfare, CGHS & DGHS.
- Reimbursement of expenses for treatment availed in Govt. /Private Hospitals under emergency.
- Reimbursement of expenses incurred for purchase of hearing aid, hip/knee joint implants, artificial limbs, pace makers, ICD/ Combo device, CPAP, Bi-PAP, Oxygen Concentrator etc., as per the CGHS ceiling rates and guidelines.
- Family Welfare, Maternity and Child Health Services.
- Medical consultation and dispensing of medicines in Ayurveda, Homeopathy, Unani and SiddhaSystem of medicines (AYUSH).
- The beneficiaries can go to any CGHS Wellness Centre in the country.

(ii) The powers and duties of its officers and employees;

**Duties:-** to provide comprehensive health care including preventive, promotive and curative health care services to its bonafide beneficiaries through daily opd at CGHS wellness centers and by referral to Empanelled hospitals for specialized treatment. Latest instructions given by the ministry through various orders and O.M's available on CGHS website are implemented.

- (iii) The procedure followed in the decision making process, including channels of supervision and accountability;

<p><b><u>The Hierarchy is as under: –</u></b></p> <ul style="list-style-type: none"> <li>• Secretary Health</li> <li>• AS &amp; DG</li> <li>• Director CGHS</li> <li>• ADDG --→ AD of all Cities</li> <li>• AD(HQ) (Delhi)---→ AD(SZ) AD(CZ) AD(EZ) AD(NZ) AD(MSD)</li> </ul>	=>	<p><b><u>At Zonal Level</u></b></p> <ul style="list-style-type: none"> <li>• Addl. Director, CGHS (SZ)</li> <li>• CMO(Admn)/CMO (R&amp;H)/DDO</li> <li>• Dealing Assistant</li> </ul>
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- (iv) The norms set for the discharge of functions;

As per the prevailing guidelines issued by competent authorities through OMs and circulars from time to time.

- (v) The rules, regulations, instructions, manuals and records held or used by employees for discharging functions;

CCS rules, OMs, circulars and guidelines issued from time to time by the competent authorities of MOHFW are followed for discharging functions.

- (vi) A statement of the categories of documents held or under control;

- Attendance Register.
- Online Biometric Records.
- Service Records of Employees.
- Pay Book Register of Employees.
- Bills pertaining to reimbursement of Medical Claims, and other services including ALC bills, Dental Bills, etc.

- (vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.

Regular meetings with the Residential Welfare Associations of each Wellness Centre are held regularly for feedback and suggestions for improvement of services

- (viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as part or for the purpose of advice, and as to whether meetings of those boards; councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Departmental Promotion committees, Inspection committees, Purchase committees, Condemnation committees etc. are constituted from time to time as per requirement of the organization. These meetings are not open to general public.

- (ix) A directory of its officers and employees;

As per Annexure- A

- (x) The monthly remuneration received by each of officers and employees, including the system of compensation as provided in regulations;

As per Central Government Salary Structure (7<sup>th</sup> CPC) and as per respective pay scale applicable to the post held.

- (xi) The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

As per Annexure- B

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

NA to CGHS SZ.

- (xiii) Particulars of recipients of concessions, permits or authorisations granted;

NA to CGHS SZ.

- (xiv) Details in respect of the information, available to or held by it, reduced in an electronic form; (xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

The information is available on the CGHS Website.

- (xv) The names, designations and other particulars of the Public Information Officers;

As per Annexure- C

<b>Annexure- A</b>			
<b>CGHS, SOUTH ZONE OFFICE - OFFICERS</b>			
<b>S.No</b>	<b>Officer</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Dr. Manoj Jain	AD(SZ)	26197906 20900150
2.	Dr.Roopinder Kaur	Technical Officer	20900145
3.	Dr. Mohd. Mustaquim	Technical Officer	20900189
4.	Dr. Vatsala Sharma	Technical Officer)	20900164
5.	Dr. Anil Kumar Kandpal	Technical Officer)	20900145

<b>CGHS, SOUTH ZONE OFFICE- Employees</b>		
<b>S.No.</b>	<b>Name</b>	<b>Designation</b>
<b>Establishment Section</b>		
1	B.L.Meena	OS
2	K.C.Rana	OS
3	Gurmeet Singh	UDC
4	Neeru Seth	UDC
5	Chandan Kumar	UDC
6	Poonam Rastogi	UDC
7	Rashmi Pasbola	UDC
8	Manoj Kumari Singh	UDC
9	Atul Kumar	LDC
10	Manish Kumar	LDC
11	Vijendra Kumar Meena	LDC
12	Janybiva Xess	LDC
13	Mahesh Kumar	MTS
14	Rekha	MTS
15	Sumendra Suchit Kujur	MTS
16	Virendra Kumar	MTS

<b>Cash &amp; Accounts Section</b>		
1	Dharmender Kumar	UDC
2	Manoj Meena	UDC
3	Satpal Pahuja	UDC
4	Sanjeev Kumar Singh	UDC
5	Ranveer Kumar	UDC
6	Rambalak Kumar	LDC
7	Dipak Kumar	LDC
8	Suman Devi	LDC
9	Sunny Gulia	LDC

10	Pradeep Kumar Yadav	LDC
11	Khimanand Balodi	MTS
12	Ramvilas Chauhan	MTS

R& H Section		
1	Geeta Rani	OS
2	Narendra Singh Thapliyal	UDC
3	Kumar Shallav	LDC
4	Sonu Yadav	LDC
5	Deepak Kumar	LDC
6	Kedar Prasad Meena	LDC
7	Nemneithem Lhovum	LDC
8	Girdhar Singh	MTS
9	Prem Nath Jha	MTS

**Annexure-B****Budget details in r/o CGHS, South Zone for the financial year 2020-21.**

S.No.	Sub-Heads	Allocated Funds
	1	2
1.	Salary-240001	700000
2.	Wages-240002	20
3.	M.T-240012	2000
4.	D.T.Exp.-240011	2100
5.	Office Exp.-240013	40000
6.	R.R.T-240014	15000
7.	M & S-240021	450000
8.	MH-2071- PORB	600000
9.	PPSS-240028	90000
10.	M.W	4000
11.	O.C	100
12.	IT (OE)	3000
13.	SAP (OE)	400

**\*Amount in Rupees in Thousands**

Annexure- C

List of CPIO under CGHS SZ, Delhi			
S.No	Wellness centers	CPIO (CMOI/C)	Contact No
1.	Vasant Kunj (D-91)	Dr Sujata Chandra	26123790
2.	R.K. Puram –V,Sec.-12 D-57	Dr Darshana Devi	26170472
3.	Hauz Khas (D-47)	Dr.Sadhana Rajvanshi	26567844
4.	Andrews Ganj (D-39)	Dr Poonam Puri	26257628
5.	Munirka (D-71)	Dr Neena Ahuja	26741983
6.	Jungpura (D-40)	Dr.Dharambir	24312213
7.	Kasturba Nagar-II (D-72)	Dr.Raj Lata Agarwal	24622736
8.	Kasturba Nagar-I (D-24)	Dr.Rahul Tewari	24622867
9.	Laj pat Nagar (D-11)	Dr Mrs Neelam Himtani	29816439
10.	Sarita Vihar(D-90)	Dr Promila Chakarborty	26940651
11.	Sriniwas Puri (D-37)	Dr Manju Srivastva	26910251
12.	Faridabad-II( D-104)	Dr.BB Batra	0129-2987500
13.	Faridabad (D-70)	Dr Bharti Jaiswal	0129-2412729
14.	M.B. Road (D-65)	Dr V R Meena	29564988
15.	Pushp Vihar (D-78)	Dr Vandana Ckaravatry	29563193
16.	Sadiq Nagar (D-63)	Dr Rita Chadha	26255516
17.	Malviya Nagar (D-41)	Dr.B.C. Das	26671494
18.	Laxmi Bai Nagar (D-15)	Dr R S Pal	26874643
19.	Kalkaji – II (D-75)	Dr Rashmi Bhatnagar	26028746
20.	Netaji Nagar (D-21)	Dr Anita Jain	20863362
21.	Moti Bagh (D-16)	Dr T Rizwana	24670333
22.	Nanak Pura (D-29)	Dr D Mardi	24670444
23.	Kalkaji – I (D-42)	Dr. Uma Passi	26430851
24.	Sarojini Nagar–I, (D-13)	Dr Renu Vasudeva	24670555
25.	C.B.I. Colony (D-50A)	Dr Samir Das	26141978
26.	R.K. Puram –VI,Sec.-3(D-69)	Dr Kiran Kashyap	26173911
27.	R.K. Puram –IV,Sec.-8(D-52)	Dr Narender Kaur	26173988
28.	R.K. Puram –III,Sec.-6(D-50)	Dr Rumi Devi	26175490
29.	R.K. Puram –II,Sec.2(D-46)	Dr Rekha Sangal	26175323
30.	R.K. Puram –I,Sec.-4(D-43)	Dr Seema Choudhary	26175132
31.	Vasant Vihar (D-96)	Dr S R Singh	26146573
32.	Gurgaon, Sector-55 (D-92)	Dr.Poonam Trehan	0124-2578235
33.	Gurgaon sec5 (D-73)	Dr.Poornima Wanchoo	0124-4064496
34.	M&G Hospital	Dr.Suresh Khurana	26174490 26174693

35.	RK Puram V,sec-12 HO57	Dr.Anita Puri	26172222
36.	RK Puram VI,Sect 3,HO69	Dr Seema Mangla	26173911
37.	Kasturba Nagar-I HO24	Dr Ranjit Kumar	24693551
38.	Pushp Vihar HO78	Dr Suman Chandran	29563193
39.	Kalkaji-I HO42	Dr Saurabh Biswas	26430851
40.	Sadiq Nagar AY63	Dr V K Yadav	24623767
41.	R.K.Puram-V(Sec-12) AY57	Dr.S.Deepa	26175146
42.	Jungpura AY40	Dr Archana Jain	24312213
43.	M.B.Road AY65	Dr Ankana Upreti	29564988
44.	Gurgoan AY73	Dr.D.R.Singh	0124- 4064496
45.	Sarojini Nagar Unani UN13	Dr Abdul Qayum	24673551
46.	Kidwai Nagar	Dr.Cassia Marandi	
47.	South Zone Office	Dr.Anil Kumar Kandpal	20900145