

STATEMENT OF MAIN FUNCTION
(Section-wise)

Name of Office: O/o the Additional Director, CGHS, Jaipur

S. No.	Section	Function (in brief)
1.	Estt. Section (Attached with A.D.Office)	<ol style="list-style-type: none"> 1. All matter relating to Group 'C & D' service book. From appointment of ending of service. Group A, all service record. a) Posting & Transfer of Group A, C & D under CGHS, Jaipur. b) Study leaves, Earned leave, Commuted leave, CCL, EOL. c) Sanction of LTC d) Grant of conveyance allowance of officers. e) Grant of permission to visit aboard. f) Sale/Purchase of immovable/ movable property of officers and staff. g) Annual property returns of Group 'A' officers. h) N.O.C. for passport. i) MACP of Group C & D j) Leave sanction and maintain of Group A, C & D. k) Annual Increment, Pay fixation. l) Superannuation/ Vol. retirement/ Death Cases m) Pension fixation. 2. Circulars related to Group A, C & D. 3. Parliament Question. 4. Annual Appraisal performance Report in r/o Group 'A' & 'C'. 5. Inspection Report 6. Statistical Data, 7. Correspondence regarding strike 8. Grievance Removal committee 9. Top Clean 10. Matter related to Meeting with representatives of AICGHSEA 11. 100% Physical verification 12. Audit 13. CGHS dispensary – Rent 14. AMC of office equipments 15. Purchase of office equipments for office and Wellness Centre under CGHS Jaipur 16. RTI – Dealing of application, Appeal Ist and submission of quarterly and annual report. 17. Court Case 18. Rajbhasha work 19. Independence day & Republic day celebration made in own building. 20. Complaints received from beneficiaries and action thereof. 21. VIP referrals.

		<p>22. Store & Stationery</p> <p>23. Meeting with CMO I/c meeting with pensioner beneficiaries, Office Council, Hospital as per schedule monthly / quarterly.</p> <p>24. All matters related to CGHS dispensaries working under Jaipur</p> <p>25. All type of sanction of Staff.</p> <p>26. Permission for treatment, Expost Facto Sanction.</p> <p>27. Diary & Dispatch.</p> <p>28. Issue of CGHS Card at Jaipur.</p> <p>29. Dealing with empanelment of hospital sign MOA kept Bank Guarantee.</p> <p>30. Disposal of grievances received through CPGRAMS Portal.</p>
2.	A/c Section (Attached with AD Office)	<p>1. Salary Bills in r/o Group 'A', 'C' & 'D'.</p> <p>2. All work related to Cash, Imprest Money.</p> <p>3. GPF – Withdrawal, maintenance of GPF Pass Book in r/o Group 'D'.</p> <p>4. LTC – Scrutiny and payment.</p> <p>5. All misc. work of cash</p> <p>6. Telephone Bills – individual and official</p> <p>7. Water & Electricity bill</p> <p>8. Local Purchase Bill.</p> <p>9. Payment of Hospital Bill to UTI/TSL</p> <p>10. All type of payment.</p> <p>11. Pensioner reimbursement claim – maintenance of records, dispersal of information regarding the MRC bills and other miscellaneous work.</p>
3.	M.S.D. (Attached with AD Office)	<p>1. Procurement of medicine and supply to concerned dispensary according to monthly requirement.</p> <p>2. Appointment of local chemist.</p> <p>3. Maintenance of Office Vehicle.</p> <p>4. Non Drug items viz. X-Ray Films, Reagents etc.</p>
4.	Wellness Centres	<p>1. Procurement of medicines through online procurement and through local chemist.</p> <p>2. Distribution of medicines.</p> <p>3. Issue of sanction for treatment / Investigation within Jaipur city.</p>
5.	Polyclinic	Provide Specialist services through available specialist. Pathological Test X-Ray and Sonography.
6.	Units	Provide Dental, Ayurvedic and Homeopathic treatment.
7.	Miscellaneous	Provide comprehensive medical facilities in OPD services to Central Government Servants, Pensioners, Freedom Fighters, Ex.MPs, retired High Court and Supreme Court judges, retired IAS, IPS etc.