

मिसिल संख्या A.22013/1/2016-प्रशासन-I
भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
स्वास्थ्य सेवा महानिदेशालय
(प्रशासन अनुभाग-I)

निर्माण भवन, नई दिल्ली
दिनांक 30 जुलाई, 2025

OFFICE ORDER

In supersession of all previous Office Orders, it has been decided to allocate the administrative work amongst following Directors in Dte.GHS (HQ) with immediate effect and until further orders:-

S. No	Name of Officer at Director Level	Work allocated	Reporting Officer
1.	Sh. Atul Kumar Singh, Dir (AKS)	1. Dte.GHS (HQ) Administration 2. FRSL Ghaziabad (Residual matters) 3. Administrative Vigilance/ACR Cell 4. Official Language 5. PH (IH) 6. MSO (Administrative matters)	Shri Rajendra Singh, JS (RS)
2.	Sh. Yoginder Kumar, Dir (YK)	1. Cash-I & Cash-II Section (including budget) 2. NML 3. RD Cell 4. General Section (including CR, Record Room, Departmental Canteen & I.T) 5. CBHI (Administrative matters)	Shri Rajendra Singh, JS (RS)
		6. Administrative matters of Technical Sections (SAS-I, II, III)	Concerned Technical Officer
		7. Leprosy Section	Dr. Sunil Vilasrao Gitte, DDG (L)
3.	Sh. Ajay Kumar Singh, Dir (AS)	1. EPI (BCG/CRI/Institute of Serology, Kolkata) 2. O&M, Coord (including RTI, Office Council, JCM, SC/ST Cell, Public Grievances) 3. PH (CDL) (NCDC/NCVBDC)	Shri Rajendra Singh, JS (RS)
		4. Nursing Section	Dr. Amita Bali, DDG (P)
		5. MG Section	Dr. Anil Kumar, <u>Director (NOTD)</u>
4.	Sh. Harish Chandra Verma, Dir (HCV)	1. MH-I Section (Dr. RML & Safdarjung Hospital) 2. MH-II Section (LHMC &SSKH, KSCH and RHTC, Najafgarh Recruitment Rules) and matters related to Hospital Administration	Dr. Amita Bali, DDG (P)

31. 7/2025

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		3. CHEB	Shri Rajendra Singh, JS (RS)
		4. ME Section (AIIPMR, Mumbai, CIP Ranchi and AII&PH, Kolkata)	Dr. Anju Nanda, DDG (AN)
		5. Medical Examination Cell (only administrative matters)	Dr. B Srinivas, DDG (M)

2. The role of concerned Director shall be limited to looking after administrative and financial matters of Hospitals/Institutes/Organizations, wherever applicable.

3. This issues with the approval of DGHS.

उप-निदेशक
प्रशासन

(अरिंदम बनर्जी)
उप-निदेशक (प्रशासन)
दूरभाष (011) 23063539

Copy to:

The concerned Officers.

Copy for information to:-

1. PPS to DGHS
2. Sr. PPS/PPS/PS/PA to Addl DGs
3. PS to JS (RS)
4. PS to DDGs and other CHS officers
5. Director (NCDC/NCVBDC/NML/CBHI/CHEB/RHTC)
6. PA to All Directors / Deputy Directors, Dte.GHS
7. The Under Secretary, Establishment Division, MoHFW.
8. DD (General), Dte.GHS (HQ) for uploading on e-office Notice Board.
9. Technical Officer (Ms. Priyanka Gera) for updating Dte.GHS website.
10. All Sections of Dte. GHS (HQ).
11. Pay & Account Officer, Dte.GHS.
12. Cash-I/Cash-II/General Section/AV&ACR Cell/Hindi Section, Dte.GHS
13. Office Order Register