

OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER: EAST DISTRICT
DTE. OF HEALTH SERVICES; GOVT. OF NCT OF DELHI
SURAJ MAL VIHAR DISPY. BLDG., A-BLOCK, SURAJ MAL VIHAR, DELHI-110092

Telephone: 011-22374791 Email: cdmo.eastdelhi@gov.in

No. F.5 / (2) RIA/2018 - 19/DGHS/ESTT/ED/ 4797

Dated: 21-1-2020

To,
Incharge computer cell,
DHS,
F-17, Karkardooma, Delhi-110032

Sub: Submission of 17 manuals as prescribed under RTI act-2005 for uploading on website of Department of Health and Family Welfare reg.

Sir,

Please find enclosed herewith the data/details of CDMO-ED as mentioned above for uploading on website



(Dr.Rekha Rawat)
Public Information Officer
Chief District Medical Officer
East District

Encl as detailed above:

No. F.5 / (2) RIA/2018 - 19/DGHS/ESTT/ED/

Copy to for information :

1. PIO DHS

Dated:-



(Dr.Rekha Rawat)
Public Information Officer
Chief District Medical Officer
East District

GOVT. OF N. C.T. OF DELHI
OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER
DIRECTORATE OF HEALTH SERVICES
FF, DGD BUILDING A, BLOCK SURAJMAL VIHAR,
Delhi-110092

MANUAL-1
PARTICULARS OF ORGANISATION, FUNCTION & DUTIES
[SECTION 4 (1)(b)(i)]

1. Aims & Objective of the organization.

- Provision of free comprehensive health care to the people of East Delhi
- To improve Health Status of the Community.
- To reduce Morbidity & Mortality in the community.
- To increase health awareness in the Community.

2. Mission /Vision.

Office of the CDMO-ED is Providing health care facilities at primary and secondary level to the citizens of East Delhi through various types of health outlets spread all over East Delhi viz., 16 Dispensaries, 03 PUHC and Aam Aadmi Mohalla Clinics around 46 Doctors and Empanelled doctors are working in this regard

3. Allocation of Business

- Various functions of CDMO-ED include.
 - Supervision of DGDs and M.O./C s within the jurisdiction of district who are responsible for all functions and dispensaries .
 - Supervision of activities of SPUHCS who are responsible for all health related activities.
 - Supervision of Aam AADMI Mohalla Clinics.
 - Supervision and monitoring of various Programmes and scheme

The various subordinate offices/branches/cells of the CDMO-ED are :-

- There is No subordinate office under CDMO-ED only DGDs and SPUHC are comes under the administrative control.

6. Duties to be performed to achieve the mission

All the officers and staff employed under CDMO-ED have been assigned duties for improving the health status of the population.

7. Details of services rendered

- Through dispensaries :
 - Provision of comprehensive medical care to the public
 - Antenatal services & Maternal and child care,
 - Family welfare services,
 - Immunization services,
 - laboratory services
 - implementation of public health programmes like Family Welfare, Pulse Polio Programme,, National Leprosy Control Programme, National TB control programme, distribution of chlorine tablets and ORS Packets,
 - Health Education

- Implementation of PNDT Act, Delhi Nursing Home Registration Act 1953, MTP Act, Anti Tobacco Act, Public Health Programmes, and Anti quackery Activities etc.
- Implementation of various health programmes and schemes in East Delhi
- Public grievances are dealt with in the allocated time period satisfactorily.

08. Citizens Interaction

CDMO-ED IS available for interaction with the public regard to any of the services rendered by this Directorate , institution.

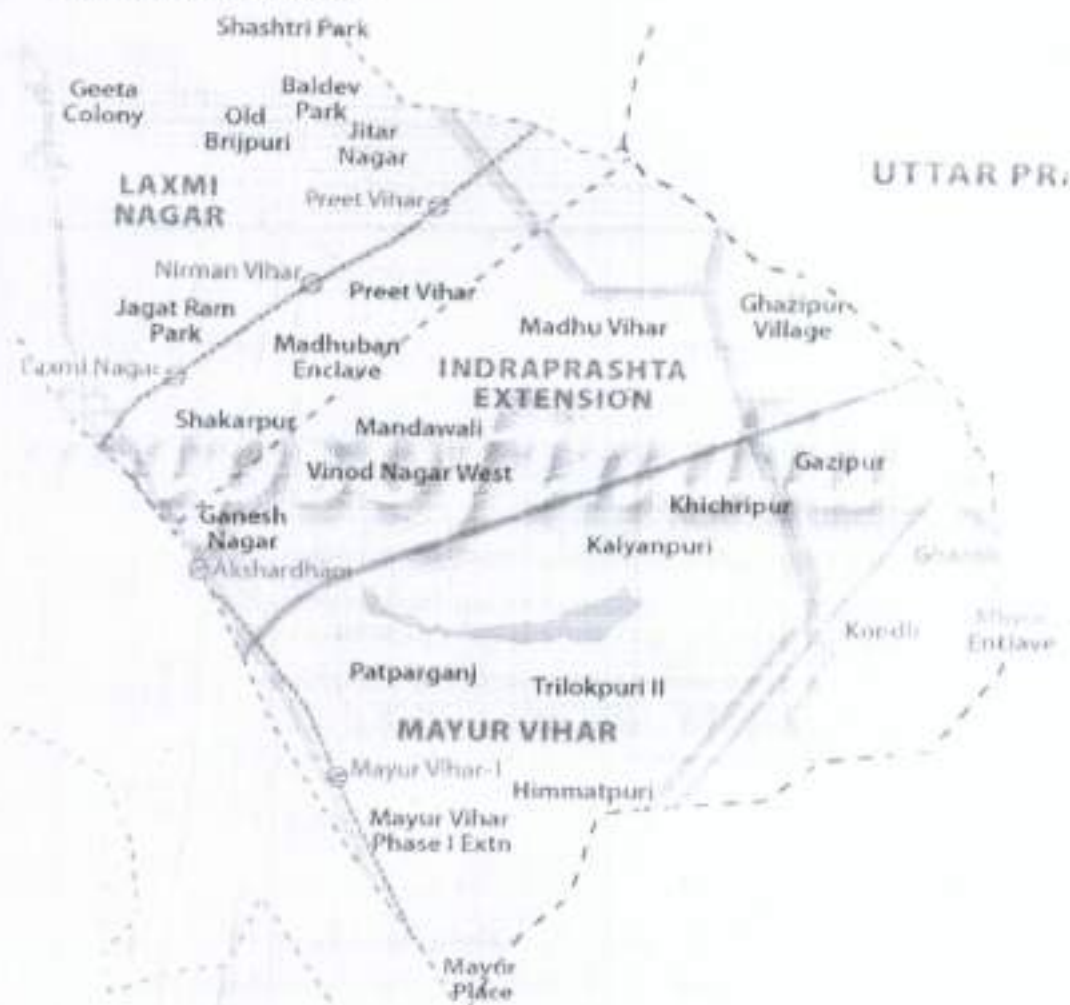
09. Address of Office,

OFFICE OF THE CHIEF DISTRICT MEDICAL OFFICER
 DIRECTORATE OF HEALTH SERVICES
 FF, DGD BUILDING A, BLOCK SURAJMAL VIHAR,
 Delhi-110092

Phone no. : 011-22374791

Email.ID : cdmo.eastdelhi@gov.in

10. Map of the District East



11. Working Hours for Office and Public.

For Office: 9.30 AM to 6 PM.

For Public: 10 AM to 11 AM

Dispensary Working Hours :

Dispensary : 8.00 AM to 2.00 PM

Single Shift AAMC : 7.00 AM to 1.00 PM

Two Shift AAMC s : 7.00 AM to 7.00 PM

Evening : 1.00 PM to 7.00 PM

12 Public Interaction

CDMO-ED is available on working days between 10 am to 11am for interaction with the public with regard to any of the services rendered by this office

13 Grievances Redressal Mechanism

RTI Act under RTI Act 2005 goes to the PIO(CDMO-ED, APIO/Nodal officer) then reply sent to the Applicant.

Grievances other than to RTI goes to CDMO-ED as Asstt.Grievance Redressal officer for action and reply is given within 7 to 10 days to the party.

Under the RTI Act Rs. 10 is deposited along with the application form and time bound information's are delivered to the party.

MANUAL 2

- (i) Chief District Medical Officer is the Head of Office .
- (ii) Various programme implementation officers/DPOs/Nodal Officers of the schemes are responsible for day to day functioning of their respective schemes/cells.

MANUAL 3

All the routine decisions are taken by H.O.O. and only the cases which required approval as Head of the department are sent to DHS.

MANUAL 4

CDMO is committed to provide basic/primary health facilities to the general public and the DGEHS beneficiaries through its dispensaries.

Cases of major ailments of EWS and General patients are referred to either Govt. Hospitals or DGEHS empanelled Hospitals.

The offices follow the norms as prescribed for other government offices in its day to day functioning.

LIST OF DGDs AND SPUHCs

S. N.	Name of Delhi Govt. Dispensary/ Seed PUHC	Address	Contact No.
1	DGD Bank Enclave	Bank Enclave, Opp. H.No.-75, Near Park, Delhi-92	22423023
2	DGD Chander Nagar	C-50, New Gobind Pura (Ground floor), Street No.10, Delhi-51	22421841
3	DGD Geeta Colony	12/113, Geeta Colony, Delhi-31	22104157
4	DGD Himmat Puri	Block-32, Himmat Puri, Delhi-91	22711407
5	DGD I.P. Extension	Behind Hasan Pur DTC Bus Depot, Opp. Sidh Apartment, Indraprastha Extension, Delhi-91	22254321
6	DGD Jagat Puri	H.No. 276, Gagan Vihar (ground floor), Delhi-33	22458580
7	DGD Kalyan Puri	1/1, Khichri Pur, Kalyan Puri, Delhi-91	22111543
8	DGD Laxmi Nagar	L-102, Jagat Ram Park, Laxmi Nagar (first floor), Delhi-92	2210752
9	DGD Mandawali Fazalpur	Mandawali Fazal Pur, Delhi-92	22476176
10	DGD Mayur Vihar, Ph-I	436A, 437 A & B, MIG flats, Mayur Vihar Ph-I, Delhi-91	22752593
11	DGD Mayur Vihar, PH-III (Kondli)	Mayur Vihar, Ph-III, Kondli, Delhi-96	22611102
12	DGD New Lahore Shastri Nagar	New Lahore Shastri Nagar, Near office of the District Magistrate (East), Delhi-31	22044006
13	DGD Pandav Nagar	B-28, Pandav Nagar, Delhi-92	2246494
14	DGD Shashi Garden	Basti Vikas Kendra, Pt. Bismil camp, Shashi Garden, Delhi-91	22794111
15	DGD Trilok Puri	Block-5, Near Chand Cinema, Trilok Puri, Delhi-91	22782815
16	DGD Vasundhara Enclave	Vasundhara Enclave, near Marwa P.S. (4th Floor), Delhi-92	2246494
17	Seed PUHC Ghazipur	C-19, Gazipur Village, Delhi	DR. SUNITA THROTT (9810969024)
18	Seed PUHC New Ashok Nagar	C-II/57, New Ashok Nagar, Delhi	DR. RAJKUMAR (9810335173)
19	Seed PUHC Rajbir Colony	B-277, Gali No.2, Rajbeer Colony, Gharoli Extn., Delhi-91	

MANUAL 5

All the Service Rules applicable to Central Govt. are generally applicable in this office CDMO-ED of DGHS, Delhi Govt.

All the DGEHS Medical Rules applicable in this office CDMO-ED of DGHS, Delhi Govt.

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A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL
A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

S.No	Nature of Record	Details of information available	Unit/ section where available
1.	List Of DGDs and SPUHCs under East district (This is available on DHS website.)	Address and facilities available	OFFICE OF CDMO-ED , officer/official concerned
2	List Of Registered Nursing Homes under East district (This is available on DHS website.)	Address and facilities available	OFFICE OF CDMO-ED , officer/official concerned
3	List Of AAMCs under East district (This is available on DHS website.)	Address and facilities available	OFFICE OF CDMO-ED , officer/official concerned
4	List Of DGEHS Empanelled /Hospitals, Nursing Homes under East district (This is available on DHS website.)	Address and facilities available	OFFICE OF CDMO-ED , officer/official concerned

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Particulars of any arrangement that exists for consultation

DETAILS OF CONSULATATIVE COMMITTEES AND OTHER BODIES WITH WHICH CONSULTATION ARE HELD

S.NO	Name and address of the Consultative Committees/Bodies	Constitution of the Committee/body	Role and responsibility	Frequency of meetings
	<u>Committees at the CDMO District Level ;</u>	1. Chairman 2. Members.		As and when required
1.	PNDT Advisory committee		To advise Appropriate Authority on PNDT matters.	As and when required
2.	MTP Committee.		Grant of approval for MTP centers. Suspend/ Cancel certificate of MTP Centers.	As and when required
3.	Condemnation Board.		Relating to any Condemnation subjects.	As and when required
4.	Sexual Harassment Committee.		To attend to any Sexual Harassment Complaint.	As and when required
5.	District level Biomedical waste management committee (DLMC)		For BMW management	As and when required

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A STATEMENT OF BOARDS, COUNCIL, COMMITTEES OTHER BODIES CONSTITUTED.

S.No.	Name address of the body	Main function of the body	Constitution of the body	Date up to which valid	Whether meeting open to public	Where minutes accessible to public	Frequency of meetings
1.	Public Grievances Redressal	Public Grievances Redressal	With in the staff members	Till further orders	NO	NO, but can be obtained under RTI ACT	As when required
2.	Sexual Harassment committee	Look after the grievances of the ladies	With in the staff members and NGO	Till further orders	NO	NO, but can be obtained under RTI ACT	As when required
3.	District MTP committee	Responsible for implementation of MTP Act at different centers.	With in the staff members	Till further orders	NO	NO, but can be obtained under RTI ACT	As when required
4.	PNDT Advisory committee	Responsible for implementation of PNDT Act at different	DM ,NGO, and others.	Till further orders	NO	NO, but can be obtained under RTI ACT	As when required

		centers.					
5.	District level Biomedical waste management committee (DLMC)	For BMW management	With in the staff members	Till further orders	NO	NO, but can be obtained under RTI ACT	As when required

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DIRECTORY OF OFFICERS/Medical officers

Name of Medical officers	Contact Number
Dr. R. K. Ahuja, SMO	9810286364
Dr. Neera Bhardana, MO	9568599351
Dr. Anju Gupta	9810516260
Dr. Grijesh Kumar SMO	9911160787
Dr. Pratibha Meena, MO	9013001212
Dr. Shivani Mehta	9868822288
Dr. Chitra Agrawal	9818514718
Dr. Sebita MD	9654738240
Dr. B.M. Doley, SMO	9711249609
Dr. Meenal Sharma	9810423466
Dr. Seema Gool	9810560565
Dr. Namita Khatar, SMO	9858375347
Dr. Reema Sehgal	9910408524
Dr. Anuradha Singh, SMO	9013272281
Dr. Geeta Yadav	9810953430
Dr. Archana Prakash SMO	8800264848
Dr. Rashmi	9871093731
Dr. Sumesh, Rathi, SMO	9818355124
Dr. Abha Rani, SMO	9868109035
Dr. Manisha Dja	9968124405
Dr. Praveen Chadda	9910924618
Dr. Sonal Sharma, SMO	8860882406
Dr. Kavita Chaudhary, SMO	9873270545
Dr. Deepti Martolia	9971664678
Dr. Sudesh, Babu Gautam, CMO	9711921337
Dr. Deepali Mathur	9858491693
Dr. Harleen Kaur, SMO	9810694345
Dr. Richna Pandey	9891237831
Dr. Renu Jain, SMO	9810349961
Dr. Karuna Singh, SMO	9899745900
Dr. Poonam Singh	9968511323
Dr. Sarika Bansal	9891622785
Dr. Deepti, MO	9650482632
Dr. Meenalakshi Bhardwaj, SMO	9811455772
Dr. Jyotirmayee Swain	9971536414
Dr. Ahisad Nadeem Lari, MO	8377054496

Dr. Rupali goyal, SMO	9953259189
Dr. Ruby Sinha, CMO	9871008869
Dr. Prakash Chandra MO	9873799525
Dr. Rekha Rawat, (CDMO)	8745011395
Dr. Indu Sarna, SMO (ACDMO)	8745011341
Dr. Veena Verma, SMO	9311234702
Dr. Sushila Verma	9873034284
Dr. Sunita Tikoo	9810969024
Dr. Rajkumar	9810315173

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MONTHLY REMUNERATION OF OFFICERS /EMPLOYEES

NAME OF OFFICER/EMPLOYEE	DESIGNATION	BASIC PAY
MAHENDER SINGH BIST	AAO	58600
Dr SUDESH BABU GAUTAM	CMO	94100
Dr RUBY SINHA	CMO (NFSG)	155900
Dr LILY GANGMEI	CMO (NFSG)	165400
Dr AMITA RAJOT	CMO (NFSG)	155900
Dr SURENDER PAL	CMO (NFSG)	163650
Dr DEEPAK KUMAR SINGH	CMO (SAG)	182700
Dr DALJIT KAUR	CMO (SAG)	218200
Dr SANJAY AGRAWAL	CMO (SAG)	218200
Dr REKHA RAWAT, CDMO	CMO (SAG)	188200
Dr PRATIBHA MEENA	MO	71100
Dr RASHMI SHARMA	MO	69000
Dr RITU YADAV	MO	69000
Dr SABITA	MO	71100
Dr PRAKASH CHANDRA	MO	71100
Dr NEERA BHADANA	MO	71100
Dr AHMAD NADEEM LARI	MO	71100
Dr BABY M DOLEY	MO	95500
Dr SHALINI KELKAR	MO	94100
Dr INDU SARNA, ACDMO	SMO	108800
Dr ABHA RANI	SMO	122600
Dr ANURADHA SINGH	SMO	115500
Dr ARCHANA PRAKASH	SMO	115500
Dr DEEP NARAYAN SINGH TOLIA	SMO	108800
Dr GRIJESH KUMAR	SMO	126300
Dr KAVITA CHOUDHARY	SMO	115500
Dr MEENAKSHI BHARDWAJ	SMO	112100
Dr MONALISA BORAH	SMO	115500
Dr RAKESH KARTAR AHUJA	SMO	115500
Dr RENU JAIN	SMO	126300
Dr SANDEEP AGARWAL	SMO	108800
Dr SONAL SHARMA	SMO	108800
Dr VEENAVERMA	SMO	108800
Dr VIRENDER KUMAR	SMO	108800
Dr RUPALI GOYAL CHOPRA	SMO	108800
Dr DEEPTI	SMO	96900

Dr HARLEEN KAUR	SMO	108800
Dr IMTEYAZUL HAQUE	SMO	108800
Dr KARUNA SINGH	SMO	112100
Dr NAMITA KHATTAR	SMO	108800
Dr NEERAJ GUPTA	SMO	115500
Dr SUMESH RATHI	SMO	108800
Dr VINAY KUMAR	SMO	102500

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Budget 2019-2020

BUDGET 2019-2020

HEAD	SUB-HEAD	BUDGET ESTIMATE
221001001980001	SALARY	9000000
221001001980002	DTE	50000
Government dispensaries		
221001110900001	Salary	17000000
221001110900002	wages	8500000
221001110900003	OTA	0
221001110900006	MT	3500000
221001110900011	DTE	100000
221001110900013	OE	18000000
221001110900014	RRT	3000000
HEALTH CENTRES(SCSP)		
221001789980001	Salary	55000000
221001789980002	wages	1000000
221001789980006	MT	800000
221001789980013	OE	700000
221001789980014	RRT	0
221006800850013	BMW	50000
221001104990013	MSD (OE)	300000
221001789980050	MSD (OC)	300000

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NO SUBSIDY BASED PROGRAMMES ARE UNDERTAKEN BY THIS OFFICE

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NO SUBSIDY BASED PROGRAMMES ARE UNDERTAKEN BY THIS OFFICE,
THEREFORE NO SUCH LIST OF RECEIPIENTS ARE COMPILED

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INFORMATION AVAILABLE IN AN ELECTRONIC FORM

DETAILS OF INFORMATION

S.NO	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website
1.	LIST OF NURSING HOMES REGISTERED UNDER EAST DELHI GOVT. ON DHS WEBSITE	list of nursing homes in Delhi registered by DHS under DNHR Act.	YES	YES
2	LIST OF DGDs and SPUHCs UNDER EAST DELHI ON DHS WEBSITE.	NAME , ADDRESS	YES	YES
3.	LIST OF EMPANELLED HOSPITALS AND NURSING HOMES UNDER DELHI EMPLOYEES HEALTH SCHEME ON DHS WEBSITE	List of empanelled health facilities for DGEHS beneficiaries NAME AND ADDRESS	YES	
4.	LIST AAMCs ON DHS WEBSITE	List of AAMCs NAME AND ADDRESS	YES	YES

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PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

FACILITIES AVAILABLE FOR OBTAINING INFORMATION

S.NO	Facility available	Nature of information available	Working hours
1.	Information Counter	a).Functioning department and officer Heading individual unit. b).Grievance Office c).Tender enquiry. d) Any Public Activity.	Office of CDMO : 9.30AM TO 6.00 PM DISP : 8.00 AM TO 2.00 PM
2.	Website (DHS DELHI GOVT. HEALTH)	a) About individual department. b) Activities & achievements. c) Tender Documents. d) Formats of various applications.	24 Hours
3	Notice Board	Departmental information. Tender Inquiry. ANY OTHERB DEPARTMENT RELATED INFORMATION	Office of CDMO : 9.30AM TO 6.00 PM DISP : 8.00 AM TO 2.00 PM

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PARTICULARS OF PIOs List of Public Information Officers

S No.	Designation	Address	Telephone	Email Address	Demarcation of Area / Activities, if more than one PIO is there
1	C.D.M.O (EAST DISTRICT)	Delhi Govt Dispensary Building, A-Block, Near Jain Mandir, Surajmal Vihar, Delhi - 92	22374842, 22374791	Cdmo.eastdelhi@gov.in	ALL MATTERS PERTAINING TO EAST DISTRICT

List of Assistant Public Information Officers

S No.	Designation	Address	Telephone	Email Address
4	ADDL. CDMO (EAST DISTRICT)	CHIEF DISTRICT MEDICAL OFFICER (EAST DISTRICT), SURAJMAL VIHAR, DELHI	223747991, 22374842	Cdmo.eastdelhi@gov.in

First Appellate Authority with in the department

S No.	Designation	Address	Telephone	Email Address	Demarcation of Area / Activities, if more than one appellate authority is there
1	ADDL. DIRECTOR (MEDICAL)	1st FLOOR, DIRECTORATE OF HEALTH SERVICES, F-17, KARKARDOOMA, DELHI- 110032	011-22306239	hospitalcoordinationdhs123@gmail.com	District Health

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OTHER INFORMATION

LIST OF DISTRICT PROGRAM MANAGEMENT UNIT (DPMU) OFFICIALS

S.N.	Name of Official	Designation	Contact Number
1	Mr. Praveen Prakash	Distict Program Manager (DPM)	9868601899
2	Dr. Naveen Kumar	District Quality Assurance Coordinator (DQAC)	9871812669
3	Mr. Tribuwan Bhatt	District Accounts Manager (DAM)	9911192898
4	Mr. Pradeep Dangi	BCC Officer	7893705486
5	Mr. Deepak Chaurasia	MIS Expert	7838474701
6	Ms. Santosh	District Asha Coordinator (DAC)	8595446949
7	Dr. Shambhavi	District Consultant (NTCP)	8447009297
8	Ms. Nishi	Establishment Clerk	9717663435
9	Ms. Ritika	Account Assisteant	9205503716
10	Mr. Rakesh Kumar	Social Worker (NTCP)	8384067085
11	Mr. A. K. Sinha	NMS (NLEP)	9958256736

LIST OF AAMC IN EAST DISTRICT

S.NO.	ADDRESS OF AAMC	TYPE OF AAMC
1	Block 19 Kalyanpuri ward 213 (AC-56 Kondli)	Porta Cabin
2	B-5 Khichripur Ward No. 214 (AC-56 Kondli)	Porta Cabin
3	In the stilt Old DGD Building Sakarpur (CATS Office) site-III (AC-58 Laxmi Nagar)	Porta Cabin
4	Vasndhra Enclave Main Raod Dallapura, Near persona Elitegyn (AC-56 Kondli)	Porta Cabin
5	Gharoli Dairy Farm, Mayur Vihar phase-3 (AC-56 Kondli)	Porta Cabin
6	In Front of Prachin Shiv Mandir, in Swastha Vihar, Mayur Vihar, Phase-III, Pragati marg Near Bharti Public School (AC-56 Kondli)	Porta Cabin
7	Shashtri Mohalla, Shashi Garden	Porta Cabin
8	Dallapura Village Harijan Basti Near Samudaya Bhawan, Kondli, Delhi	Rented
9	Pratap Chowk, Dallapura, Kondli, Delhi	Rented
10	H.No. 52, Purani Anarkali, Krishna Nagar	Rented
11	D-55, Gali No. 11 West Vinod Nagar, Delhi	Rented
12	H No. 12/170, Trilokpuri Delhi-91	Rented
13	C-95 A, Ganesh Nagar Complex, Delhi-92	Rented
14	Pusta Road Geeta Colony Flyover(kailash nagar site)	Porta Cabin
15	DJB site, oppsite Ras Vihar	Porta Cabin
16	DJB site, BD block, Mayur vihar ph-II	Porta Cabin
17	PORTA CABIN 25 BLOCK DUSIB LAND SANT NIRANKARIN SAMAGAM	Porta Cabin
18	PORTA CABIN 25 BLOCK DUSIB LAND SANT NIRANKARIN SAMAGAM	Porta Cabin
19	Shashtri Mohalla, Shashi Garden	Porta Cabin
20	35 Extra, Trilokpuri, Near DSID Market	Porta Cabin
21	Block-2, JJ Camp, Trilok puri	
22	9-Block, Trilok Puri	Porta Cabin
23	Block 6 Khichripur	Porta Cabin
24	PWD site road foothpath site at Chander vihar Mandawali	Porta Cabin
25	DDA FLAT, GHAZIPUR	Porta Cabin
26	GAZIPUR SUBZIMANDI	Porta Cabin
27	PWD site road foothpath site ,near mohammad -e-chowk opposite Sadbhawana appartment.	Porta Cabin
28	H. No-87, Gali No 10, Dhiraj Block, South Ganesh Nagar	Rented
29	H.No-34, Near Sai Madir, Chilla Gaon, Sdelhi	Rented