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**WORKING ARRANGEMENT OF ADMINISTRATIVE SECTION OF  
HEAD OFFICE**

<b><u>Sl No.</u></b>	<b><u>NAME &amp; DESIGNATION</u></b>	<b><u>RESPONSIBILITIES/WORKING ARRANGEMENT</u></b>
1.	Mr. V.B Pathak, IAS Commissioner-cum Secretary	Head of Department.
2.	Mr. Tempo Gyamtso, SCS Joint Secretary	Section Incharge of Administration /General Administration and Establishment matter. Co-ordination of in-service training, Development of Human Resource and Capacity Building Programme. Assistant Public Information Officer under RTI ACT/Conveyer of financial Sanction orders, Circulars, Office orders Formulation Of Information Management System/ Planning.
3.	Mrs. Bineeta Rai, SCS Deputy Secretary.	General Administrative work/ Cases relating to Appointment , Promotion, Transfer. Nodal Officer- Fourth Pay Commission.
4.	Miss Rohini Pradhan, SCS Under Secretary	General Administrative Work/ Cases relating to Appointment, Promotion & Transfer of employees.
5.	Mrs. Suprina Chettri, Office Superintendent.	General Administrative work/ Overall supervision of Office and Office Staff/ Furnishing of inputs to higher officers regarding all the matters relating to postings, retirement. Custodian of files pertaining to various policies of the Department and correspondence with the Govt. of India etc. Maintains of record of Casual Leave of Officers and Staff.
6.	Mr. John Gurung, Head Assistant	General Administrative work/ Maintenance and process of case Files relating to RTI

ACT/Appointments. Maintenance of stationary. Examination and recommendation of cases relating to continuation of service beyond 50 years of age.

7. Mrs. Rosy Lepcha,  
Upper Division Clerk  
Maintenance of record of personal files of Gr. C & D Employees of Head Office, Birth and Death Cells, CHSO, Engineering cell and all correspondence files Policy files and correspondence files of the Department. Processing of cases relating to appointments, transfer as well as letters of correspondence/  
Maintenance of record of Telephone connection and payment of Telephone bills/Implementation File Tracking System.
8. Mr. Bishal Subba,  
Upper Division Clerk  
Maintenance and process of case files relating to Promotion, transfer, Posting, Leave, ACRs of group A & B Officers of the Department. Custodian of all files related to Group A & B Officers.
9. Mrs. Meena Rasaily,  
Upper Division Clerk  
Office Typist.
10. Mr. Brinda Mohan,  
StenographerSteno to Principal Director Health Services.
11. Mrs. Sunita Gurung  
StenographerSteno to Commissioner cum Secretary.
12. Mrs. Durga Mala Rai,  
Stenographer, Steno to Director, HS.
13. Mrs. Urma Lama,  
Lower Division ClerkP.A to Secretary.
14. Mrs. Bhumula Singh

- |  |  |
|--|--|
| Lower Division Clerk   | Process of Leave, increments, leave encashment of Group C & D Staff of Head Office, Births and Deaths Cell, Engineering Cell, Drug Cell and C.H.S.O. |
| 15. Miss Bindu Rai,<br>Lower Division Clerk                                  | Maintenance and process of case files relating to Advancement Grade of Gr. C & D Employees of the department.  |
| 16. Mrs Sabina Tamang,<br>Lower Division Clerk<br>Despatcher                 |  |
| 17. Mrs. Rupa Thapa,   |  |
| 18. Lower Division Clerk<br>Diarist  |  |
| 19. Mr. Megh Bdr Rai, Peon.<br>Peon to General Section of Head Office        |  |
| 20. Mr. Kharga Bdr Thapa,<br>Peon. Peon cum office runner of General Section |  |
| 21. Mr. Sandeep Tamang,<br>Peon Peon to Joint Secretary                      |  |
| 22. Mrs. Santa Darjee Sunam Peon<br>Peon of General Section                  |  |
| 23. Mr. Singa Bdr Thapa, Peon<br>Peon to Commissioner cum Secretary.         |  |
| 24. Mr. Passang Wangdi Bhutia, Peon<br>Peon to Secretary                     |  |
| 25. Mr. Man Bdr Rai, Peon<br>Peon to Director, Health Services               |  |
| 26. Mr. Karma Bhutia, Peon<br>Peon to Principal Director, HS.                |  |
| 27. Mrs. Pintso Ongmu Bhutia, Peon<br>Peon to Addl Director, HS.             |  |

**Job Responsibilities (Technical)**

**Commissioner-cum-Secretary/Chairman,Executive Committee  
(State Health Society & SACS)**

**Director General**

**Principal Director**

**Director, Health Services**

**Medical Reimbursement Treatment outside Sikkim,  
Drugs & Cosmetics, Clinical Establishment,  
PME,  
Health Cadre,  
Right to Information,  
Telemedicine,  
Court cases,  
General Administration, Hospitals & Hospital Adm.,  
PFA, Biomedical Waste Management,  
SMIMS,  
Births & Deaths,  
VIP Protocol & References,  
Correspondences with GoI & State,  
Transfers & Postings of Health Personnel,  
Parliamentary & Assembly Questions,  
Audit Replies,  
Engineering Cell (State Budget & NEC),  
NLCPR & NEC  
Finance Commission  
Drugs  
Medicines & medical equipments**

**Director (FW)**

**FW  
Non Communicable Diseases  
Cancer Control Prog.  
Tobacco Control Prog.  
Mental Health Prog.  
State Health illness  
Health Insurances Scheme  
Tribal & SC Sub plans  
Capacity Building Scheme  
Human Resource Development  
Blood Transfusion Council  
Nursing Council & Schools  
IEC (State Budget)  
Adm. & Management Training of Health Personnel  
CME  
RSVY/BRGF  
Research  
Mechanical Workshop  
RIMS and RIPANS**

**Director (CHSO)**

Procurement (Medicines & Medical Equipments)  
Maintenance (Medical Equipments)

**Mission Director (NRHM)**

RCH/NRHM  
Urban Health Mission  
School Health  
Hepatitis B Vaccination  
Inter-Sectoral Convergence  
Decentralization  
Trauma & Disaster Management  
Prev. & Control of Deafness  
BADP

**ADHS (I)**

**(Dr. S.P.Sharma)**

Medical Reimbursement  
Treatment outside Sikkim  
Drugs & Cosmetics  
Clinical Establishment  
PME  
Health Cadre  
Right to Information  
Telemedicine  
Court Cases  
General Administration  
Hospitals & Hospital Adm.  
SMIMS  
VIP Protocol & References  
Correspondences with GoI & State  
Parliamentary & Assembly Qs.  
Audit Replies  
Engineering Cell (State Bud. & NEC)  
NLCPR & NEC  
Finance Commission  
Drugs  
Medicines & Medical Equipments (Receiving & Checking)

**ADHS (II)**

**(Dr. L.D.Lepcha)**

NRHM (Files relating to FW & RCH to be routed through Director (FW))  
Urban Health Mission  
School Health  
Hepatitis –B Vaccination  
Inter Sectoral Convergence  
Decentralization  
Prevention & Control of Deafness  
BADP

**Trauma & Disaster Management**

**ADHS(III)**  
**(Dr. T.Yethenpa )**

**Non-Communicable Diseases**  
**Cancer Control Prog.**  
**Tobacco Control Prog.**  
**Mental Health Prog.**  
**State Health Illness**  
**Health Insurance Scheme**  
**Tribal & SC Sub-Plans**  
**Capacity Building Scheme**  
**Human Resource Development**  
**IEC(State Budget)**  
**CME**  
**Research**  
**RSVY/BRGF**  
**Mechanical Workshop**  
**Adm. & Management Training of Health Personnel**  
**RIMS & RIPANS**

**Dr. R.Dorjee**  
**(JD-cum-STO)**

**RNTCP**  
**State Medical Council**  
**Research**

**Dr. P.M.Pradhan**  
**(State Health Officer)**

**Environmental Health/ Sanitation**  
**Non-communicable Diseases**  
**Cancer Control Prog.**  
**Tobacco Control Prog.**  
**Parliamentary & Assembly Questions**  
**Clinical Establishment**

**Dr.C.Yethenpa**  
**(J. D.-School Health & RCH)**

**FW & RCH**  
**School Health**  
**RSVY/BRGF**

**Dr. C. Zangmo**  
**(JD/PO-NLEP)**

**NLEP  
Mental Health Prog.  
Human Resource Development  
NIDDCP  
CME**

**Dr. S. Pradhan  
(JD-cum-SIO)**

**National Immunization Prog.  
Hepatitis-B Vaccination  
TSP & SCSP (Technical)  
Medical Reimbursement  
Treatment outside Sikkim**

**Dr.K.J.Tobgay  
(JD – NRHM)**

**NRHM (Nodal Officer)  
All other programmes which are under MD (NRHM)**

**Dr. P. Giri  
(JD/PO – NVBDCP)**

**NVBDCP  
State Illness Fund  
IDSP  
Prevention & Control of Deafness  
Anti-Drug Act**

**Dr. B.P.Dhakal  
(PO-NPCB)**

**NPCB**

**Dr. Sarita Lama  
(JD (AIDS))**

**National AIDS Control Prog.**

**Mr. S.T.Lepcha  
JD (IEC)**

**IEC**

**Mr. S.Subba  
JD (PME)**

**Planning , Monitoring & Evaluation**

TSP & SCSP (Survey, Monitoring, Evaluation & Database)  
Right to Information  
Condemnation of Hospital and Office Equipments & other miscellaneous items  
Research (Database)

**Mr. B.B.Rai**  
**(CFI)**

PFA

**Mr. T. Gyamtso**  
**(JS)**

General Administration  
Hospitals & Hospital Administration  
Capacity Building  
WIP/VIP Protocol  
Court Cases  
SMIMS  
RIMS & Ripans

**Mr. S.W.Barfungpa**  
**(CAO)**

Accounts (Plan & Non-plan)  
Five Year Plan  
Finance Commission  
NEC  
NLCPR  
BADP  
FW Budget, etc.

**Mr. Y. Sharma**  
**(SE – Mechanical Workshop)**

State Health Mechanical Workshop  
Telemedicine

**Mrs. Y. LEPCHA**  
**(Joint Director, Nursing)**

Nursing Council & Nursing Schools  
Transfers & Postings of Nurses & ANMs  
RIPANS

### **PME Division**

1. **Shri S.Subba, Jt. Director shall be responsible and accountable to the overall supervision of the Officers and Staff of the PME Division. He shall route all the files/papers through the Addl. Director (Health).**

- 2. Shri C.Khewa, Dy. Director shall look after monitoring, evaluation of all the Health Programmes (excluding RCH Programmes), collection and compilation of Annual Reports from various Programme Officers, identification of training needs of Health workers of South and West districts on improvement of quality data, organize training in the South and West districts, conduct system study in the District Hospitals of South and West district, suggest ways and means to improve hospital indices. Further, he shall attend to any other job that will be entrusted to him from time to time. He is also to attend to works pertaining to manpower planning of South and West districts.**
- 3. Shri T.T.Tamang, AD shall be responsible for monitoring of RCH & FW programmes, data analysis of RCH programme, StateLevelAction (RCH) Hospital indices of STNM Hospital, CHC North and East districts, Preparation of Health Bulletins, Rural Health statistics, quarterly report on TPP, computerization of manpower data of North, East and STNM hospital, training needs of North and East Health workers on improvement of quality of data. Further to this, he shall attend to any other job as entrusted to him from time to time.**
- 4. Mrs. P. Chettri, SO (I) shall assist AD in discharge of all the responsibilities as assigned to AD. In addition to this, SO (I) shall supervise the work of MRT. She shall route all files/papers through AD.**
- 5. Miss M.Tamang, SO (II) shall assist DD in discharge of all the responsibilities as assigned to DD. Further, she shall supervise the work of MRT (D). She shall route all the files/papers through DD.**
- 6. Shri C.Norbu Bhutia, MRT, shall be responsible for collection and compilation of all data on communicable diseases and Hospital indices of North and East District. He shall prepare bar diagrams of diseases and indices of the last 5 years with the help of Jr. Programmer and maintain data in registers. While collecting the required data he may undertake tours in the district Hospitals for authentication of data/information. He shall route all files/papers through the SO (I).**
- 7. Shri Deepak Subba, MRT (D), shall be responsible for collection and compilation of data on communicable diseases and Hospital indices of South and West districts. He shall prepare bar diagrams of diseases and indices of the last 5 years with the help of the Jr.Programmer and maintain data in registers. While collecting the required data he may undertake tours in the district Hospitals for authentication of data/information. He shall route all files/papers through the SO (II).**
- 8. Shri B.Thapa, Jr. Programmer shall be responsible for data entry, tabulation, preparation of bar charts/ diagrams in the computer. He shall be responsible for maintenance of manpower data of the department. He shall report to the DD and AD.**
- 9. Mrs. Lakpa Doma Sherpa, LDA shall be responsible for typing, dispatch and receipt of papers/files in the PME Division. She shall**

**maintain postage accounts and all stock registers of stationeries, issue stationeries to Officers, maintenance of all file records.**

**Accounts Section, Head Office**

**The List of Officers/Staffs of Accounts Section under the Health Care, Human Services and Family Welfare Department.**

<b>Sl</b>	<b>Name</b>	<b>Designation</b>	<b>Gross</b>	<b>Duties as per the Working</b>
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No			Salary per month	Arrangement
1	Shri S W Barfungpa	Chief Accounts Officer	35217/-	Head of the Section and overall supervision.
2	Smt Chewang Lachungpa	Senior Accounts Officer	27864/-	Preparation of Budget Estimate, Audit reports and supervision of all files of the Department including Engineering Cell.
3	Smt Nirmala Gurung	Accounts Officer	29090/-	She works as drawing and Disbursing Officer
4	Shri Jayant Thapa	Sr. Accountant	16899/-	Preparation of Budget Estimates, Audit, Resource Allocation Supervision of monthly accounts including reconciliation with A.G.
5	Shri Dorjee Nima	Accountant	20511/-	Files and Transactions relating to Engineering Cell including stores under Non-Plan expenditure and processing of all Non-Plan files. Reconciliation with A G.
6	Shri Thupden Bhutia	Accountant	20511/-	All accounts work of Family Welfare and Centrally Sponsored Schemes. Re-conciliation with A G.
7	Smt Sangeyla Bhutia	Accountant	16899/-	Files and Transactions relating to Engineering Cell including stores under Plan expenditure and processing of all Plan files including files relating to Treatment Outside Sikkim. Reconciliation with AG.
8	Smt Laxmi Tamang	Accountant	15790/-	All files relating to NVBDCP, NLCP, PFA, Drugs Cell, Health Education and all files relating to Departmental Vehicles. Reconciliation with A G.
9	Smt Nirmala Gurung	Jr. Accountant	15790/-	Cashier pertaining to Engineering Cell including processing of all C.S.S files.
10	Smt Samden	Jr.	13932/-	Cashier for general

	Lepcha	Accountant		section both Plan and Non-Plan.
11	Smt Laila Rai	Jr. Accountant	14745/-	Cashier pertaining to Family Welfare (2211) and processing of medical claims within Sikkim.
12	Smt Hemlata Tamang	Jr. Accountant	11610/-	Preparation of salary, contingent, advance, stipend bills under the Plan Sector.
13	Shri Nima Lama	Accounts Clerk	12642/-	Preparation of salary, contingent, advance, stipend bills under the Non- Plan Sector.
14	Smt Glory Rai	Stenographer	11739	Attached to C.A.O and also attend to other typing works of Accounts
15	Smt Kamala Kharga	Typist	12642/-	Attached to Sr A O and A O and also typing of Sanction Schedule
16	Shri S L Pandey	L D C	13158/-	Preparation of salary bill of Family Welfare and also processing and scrutiny of medical reimbursement claims pertaining to all departments within Sikkim
17	Smt Pratima Diyali	Accounts Clerk	10965/-	Processing of all bills and preparation of sanction schedule and bills of NVBDCP.
18	Miss Chungta Bhutia	L D C	12642/-	Processing of all bills and preparation of sanction schedule and bills of Family Welfare..
19	Smt Nirmala Subba	L D C	12642/-	Maintenance of records of receipt and issue of all files and correspondence routed in and from Accounts Section.
20	Shri Dawa Bhutia	Peon	10578/-	Attend to CAO, Sr.AO, A.O and Accounts Section including Family Welfare.
21	Shri Pem Tshering Bhutia	Peon(Muster Roll)	3000/-	Attend to CAO, Sr AO, AO and Accounts Section and also attend outdoor Dak on Emergency.
22	Shri Sonam Pintso	Peon	9856/-	Attend to Pay and Accounts Office and outdoor Dak.

		<b>TOTAL</b>	<b>348722/-</b>	
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**RCH Section**

<b>Sl. No.</b>	<b>Name</b>	<b>Role &amp; responsibility</b>
<b>1.</b>	<b>Dr. Uma Pradhan, Director FW</b>	
<b>2.</b>	<b>Dr. L.D. Lepcha, Addl. Director</b>	<b>Overall incharge of Reproductive and Child health Programme. Planning, preparing and</b>

	<b>RCH</b>	<b>monitoring of programme. Nodal officer for JSY and Training under RCH, State appropriate authority for Pre conceptional, Preantinal Diagnostic ACT</b>
<b>3.</b>	<b>Dr. Rinzing Dorjee</b>	
<b>4.</b>	<b>Dr. T.Yamphel</b>	
<b>5.</b>	<b>Dr. K.J.Topgay</b>	
<b>6.</b>	<b>Bhaichung Shenga Head Assistant</b>	<b>Overall in charge of Personal files of family welfare staff. PNDT registration of clinics</b>
<b>7.</b>	<b>Chamjo Doma Bhutia UDC</b>	<b>Incharge of green card and also personal files</b>
<b>8.</b>	<b>Purnima Tamang stenographer</b>	<b>Assist Director Family Welfare in miscellaneous official letters and office order.</b>
<b>9.</b>	<b>Y.T.Namcho Finance Manager</b>	<b>Management of the society funds, including disbursement, observance of accounting procedures, preparation of SoE, Development of Operational manuals for management of funds in the State Health Society, District health society, budget analysis for the health sector and development of proposal.</b>
<b>10.</b>	<b>C.B.Chettri, State Account Manager</b>	<b>Report to Manager (finance) &amp; supporting him with financial management matters. Maintaining the records of the Society Accounts. Disbursement of the funds to implementing agencies, preparation of statements of Expenditure (SoE), and arranging audit as per the society bye-laws.</b>
<b>11.</b>	<b>Srijana Chettri, State Programme Manager</b>	<b>Assisting the Department/State Programme Management Unit in policy development &amp; in the formulation of State action plans Designing proposals for alternative service delivery system &amp; developing operational framework for piloting the proposals. Designing system &amp; procedures for independent feedback mechanism for assessing to &amp; quality of services inc. creation &amp; updation of data bank. Participate in development of policy/operational framework for public pvt. Partnership (PPP) and/or NGO participation in service delivery, including operational framework performance assessment &amp; evaluation of technical interventions. Mobilizing technical assistant inputs for the directorate and district administration, including preparation and in facilitating recruitment etc. Undertake such other assignment which may be assigned by the executive director/co-chairperson of the executive committee of the state health society or mission director (NRHM) from time to time.</b>
<b>12.</b>	<b>Pinkila Bhutia, Statistical</b>	<b>Compilation of the district report, preparation of FMR, Maintaining all RCH file.</b>

	<b>Assistant</b>	
<b>13.</b>	<b>S.B.Gurung Accounts Assistant</b>	<b>Billing, Assist financial manager, maintaining cash book, file put up, maintain accounts register.</b>
<b>14.</b>	<b>Rajen chettri, SDO</b>	<b>Preparing the report, assisting others in computer related data, maintaining system for better management of data.</b>

### **Nursing officials**

- 1. Joint Director (Nursing) – Looks after the administration of all nursing personnel like appointment, transfer, training, correspondence to Government of India, Conducting routine supervisory visit to different PHCs and PHSCs and District Hospitals in connection with the administrative matter.**
- 2. Assistant Director (Nursing) I – She is looking after the administration of nursing personnel in North & East District. Prepares a Data bank of all nursing personnel working within her district. Conducts extensive tours within her jurisdiction.**

3. **Assistant Director (Nursing) I – Same as above. She is looking after the administration of nursing personnel in South and West District. They shall inspect and maintain records and registers relating to survey of the locality, immunization and child care. Home visit, statistics of eligible couples, clinical and sanitation aspects of the village, matters relating to family welfare and MCH and any other document in the PHCs and PHSCs.**

### **District Hospital Singtam**

- 4(I) **Record of all the programme activities are maintained in the registers with index number.**
- B(i) **Since District Hospital Singtam is a govt. institution, the functions and duties are as per govt. rules and regulations.**
- (ii) **As per Govt. rules.**
- (iii), (iv), (v) **As per govt. rules and regulations.**
- (vi) **All the documents pertaining to official matters are kept in the office of respective officials.**

- (vii) **Depends on Departmental directives.**
- (viii) **(1)Advisory Committee in PNDT Act – 1994.  
(2)District Health Society (East).  
(3)Rogi Kalyan Samittee.  
(4)Village Health & Sanitation Committee.  
Meetings were held regularly.**
- (ix) **List of staff working under each health institution are available.**
- (x) **Records are maintained and available.**
- (xi) **Yes**
- (xii) **Nil**
- (xiii) **Nil**
- (xiv) **Nil**
- (xv) **Nil**
- (xvi) **CMO (East), District Hospital Singtam, East Sikkim.**
- (xvii) **Yes**
- C. Yes**
- D. Yes**

### **STNM Hospital, Gangtok**

- 4(1) (a) We have been maintaining all the official records in proper way however, the system of functioning the office has not been computerized because of the paucity of the resources and lack of trained manpower. Nevertheless the old system of keeping our records is still being continued.**
- (b)(i) The particulars of the organization and functions in the office are preexisting.**
- (ii) The duties, responsibility and powers of the officers and employees have been indicated to them.**
- (iii) The procedure for decision making and the accountability of different employees has been clarified to them.**

- (iv) There are clear norms and policies as far as the discharge of duties and functions are concerned.**
- (v) Department has clear cut rules and regulations under which each employee is expected to discharge its functions.**
- (vi) Not relevant to this office.**
- (vii) Government generally prepares the policy frame work for discharging various duties.**
- (viii) Almost all the meeting of the government officials, Boards and the Councils are open to all provided they are conducted at the interest of the public.**
- (ix) We do have the list of the officers and the employees prepared.**
- (x) The government employees are paid their salaries at monthly basis and as per the norms of the government.**
- (xi) We do have proper accounting system in budget allocation vis-a vis the expenditure incurred against the allocated budget for the corresponding year.**
- (xii) There is no such programme which mentions any subsidy being provided to the public as far as the STNM Hospital is concerned.**
- (xiii) Poor patients are provided medicines free of cost and all patients are given ancillary health care services. Government bears the total cost of the treatment of all patients who are referred for Treatment outside Sikkim.**
- (xiv) We have not introduced the electronic form of information system on full scale basis at STNM Hospital.**
- (xv) We do not have such waiting room, library or reading room for public use as of now but provision may be kept in the new master plan.**
- (xvi) Director cum medical superintendent of the STNM Hospital, Gangtok.**
- (xvii) Not relevant.**
- (c) Shall comply with.**
- (d) Shall comply with.**

### **Central Health Store Organisation**

- 1. Mr. K.P.Subba, Director.**
- 2. Mr. T.Thendup Bhutia, Sr. Medical Store Officer.**
- 3. Mr. G.D.Sharma, Compounder (Grade –I), Store Section.**
  - i. Projection of annual requirements of medicines/emergency etc.**
  - ii. Supervision of issue/receipt of medicines**
  - iii. To maintain FIFO system**
  - iv. Constant checking of expiry dates of medicine.**
  - v. Compilation of utilization report submitted by Hospitals, PHCs & PHSCs**
  - vi. To supervise the entry section.**
  - vii. To deal with the payment file of medicines.**

2. **Mrs. Lakila Dorjee, Store Inspector – II (attached to Uniforms Stores & Printing.)**
  - i. **Projection of annual requirements of Uniforms, patient linens**
  - ii. **Receipt/Issue & maintenance of stock ledgers of respective items.**
  - iii. **Projection of annual requirement of medical forms, case sheets stock ledgers etc. & maintenance of stock ledgers.**
  - iv. **Bill verification & to deal with respective payment files.**
  
3. **Mr. M.P.Sharma, LDC (attached to medicines Store)**
  - i. **Issue of medicines as per the indents submitted by Hospitals, PHCs & PHSCs.**
  - ii. **To maintain Bin Cards.**
  - iii. **To complete physical stock with Bin Card.**
  
4. **Mrs. Reeta Koirala, Jr. S.K. (attached to entry section of medicines)**
  - i. **To maintain stock ledger of Tablets & Capsules.**
  - ii. **Verification of bills.**
  - iii. **To put up payment files of medicines (all the file should be routed through Jr. Acctt. – III)**
  
5. **Mrs. Sabina Gurung, Jr. Acctt. – III (attached to Entry Section)**
  - i. **To maintain stock ledgers of syrup, Tincture Dressings items and Disinfectants. Also to deal with payments files of medicines. All the files should be routed through SI.**
  
6. **Mr. Bharat Khatiwara, Store Inspector (Temporary) (attached to Entry Section)**
  - i. **To maintain the stock ledgers of Major Injectable items.**
  - ii. **To maintain stock ledgers of Pulves.**
  
7. **Mr. Jigme Shenga, Accounts Clerk (attached to Entry Section)**
  - i. **To maintain stock ledgers of minor Injectable items.**
  - ii. **To maintain stock emergency cylinders, issue/receipt/refilling.**
  
8. **Mr. Orion Sada, Jr.S.K. (attached to Non-Expendable Store Section, X-Ray films, Bio-reagents, Lab chemicals.)**
  - i. **Projection of annual requirement of Instruments/equipments/Basic items & maintenance of relevant stock ledgers Issue/receipt of store.**
  - ii. **To maintain stock ledgers, issue ,receipt of X-ray Films/Chemicals Bio-Reagents, Lab chemicals etc.**
  - iii. **To deal with all above proposal and payment files. All the files of Instruments/Equipments should be routed through Jr.Acctt. – II & X-Ray, Chemicals, Reagents through Jr. Acctt. – III.**
  
9. **Mr.Prashant Pradhan, Jr.Acctt. – II (attached to Computer Section.)**
  - i. **To feed all the datas of issue/receipt, balance of medicines/Instruments/equipments/Uniforms/Patient linen/X-ray films, lab chemicals, reagents etc. in the computer.**
  - ii. **Formatting the annual requirements of Exp. & Non-exp. Items.**
  - iii. **Should handle all matters relating to computers i.e. AMC, repair, requisition, etc.**
  - iv. **To deal with purchase & payment file of Instruments/equipments.**
  - v. **To deal with payment files POL/HSD, electricity bill, Telephone bill & other payment files.**

- vi. **Supervise the entire accounts of CHSO**
  - vii. **Preparation of Budget,**
  - viii. **To maintain up-to-date expenditure**
  - ix. **All the files relating to proposal payment needs to deal with.**
10. **Mr.C.P.Pradhan, LDC.**
    - i. **To deal with payment files of POL/HSD, Electricity bill, Telephone bill & other payment files.**
    - ii. **To maintain stock ledger of oxygen Cylinders, issue receipt and refilling & preparation of Salaries (Regular/MR),**
    - iii. **Entire typing of letters, purchase orders etc.**
    - iv. **To initiate payment files also.**
  11. **Mrs. Bindya Lepcha, Accounts clerk.**
    - i. **Despatch of all letter/files.**
    - ii. **To keep all the files of office under safe custody.**
    - iii. **To maintain stock ledger of stationeries, projection of requirement, receipt & issue.**
    - iv. **To put up the payment files of Telephone bills, Electricity bills, Stationeries, printing, Uniforms patient linens/liveries etc.**
  12. **Mr. Norbu Bhutia, Packer, Mr.Rapzing T.Lepcha, Packer & Mr. Wangchuk Bhutia, Store Helper (MR) are attached to medicines stores.**
  13. **Mr. Karma Bhutia, Carpenter is attached to Lab Chemical Store.**
  14. **Mr. Arjun Giri, Peon**  
**Delivery of files/letters to Head office. Pay & Accounts duty for encashing the POL, HSD. Electricity bill, AMC bills etc. & will also receive the cheques.**
  15. **He is attached to FW and RCH stores. He is entrusted for receipt/issue of FW & RCH, contraceptives, Medicine inst. /equip. Mr. Sujit Lama and Mr. Dhan bir Subba (MR), Store helpers also attached to FW stores.**
  16. **Mr. Ritesh Rai, Store Helper (MR) resigned on 19.08.2007 and in his place Miss Tenzing Densa was appointed on MR basis as Store Helper.**
  17. **Mr.Deo Kumar Ruchal, Peon and Mrs. Munna Sunam, Store helper is attached to the office.**
  18. **Mr. Sherap Zangpo Bhutia, Driver of TATA attached to CHSO.**
  19. **Mr. Nakchung Bhutia, Driver attached to Sr. MSO(CHSO).**
  20. **Mr. Arjun Basnett, Driver attached to Sr. MSO (CHSO)**
  21. **Mr. Deepen Sundas, Safai Karmachari.**
  22. **Mr. Dhurba Tamang, Night chowkidar.**

## **State Health Mechanical Workshop**

### **Introduction**

The state Health Mechanical Workshop was established during the year 1990. Utilizing the services of an already existing CCO it was established with a bare minimum manpower required for a workshop. UNICEF under the Universal Immunization Programme provided most of the equipments and training facilities. The workshop at Convoy Ground has been constructed to provide better and additional facilities.

### **Aims and Objectives**

The mechanical workshop was established with the following objectives:

1. Repair and maintenance of the entire fleet of vehicles of the department.
2. Disposal of condemned vehicles and replacement.
3. Repair and maintenance of Cold Chain Equipments.
4. Repair and maintenance of Hospital equipments.
5. Re-conditioning and re-furnishing of Hospital furniture.
6. Storing of equipments.

Although established with basic objective to undertake repairs and maintenance of vehicles as well as equipments, its operations were limited mostly to repair of vehicles only. Repair of equipments were not undertaken in regular and full fledged manner. This was due to lack of budget provision.

### **Administrative Set up**

Divisional Engineer (Mechanical) heads the cell. Under him are two Assistant Engineers (Mechanical) cum Cold Chain Officer, two Junior Engineers (Mechanical). There are one LDCs on MR and two peons one on regular and one on MR to handle the office and correspondence works.

### **The Automobile Workshop**

The Workshop caters to the repair and maintenance of the entire fleet of vehicles of the department. When it started in 1990 there was a fleet of 93 vehicles. Now the fleet strength is 179 vehicles.

Initially all other staff and mechanics were appointed on Work Charge and Muster Roll. They are still serving in WC and MR capacities.

### **Powers and Duties**

The workshop is run as per appendix 3A of the Sikkim Finance rule. In order to expedite repairs and avoid long break down, the Divisional Engineer is empowered to purchase spares worth Rs. 5000/- per vehicle at a time and not exceeding Rs. 20000/- per vehicle per annum.

The assistant engineer is the sole indenting authority of the workshop and is allowed to indent spares after prior approval.

The junior engineer is the sole receiving and inspecting officer.

### **Procedure Followed**

All vehicles belonging to the HC, HS & FW department are repaired at the workshop on request by the officer in-charge of the vehicle.

Technical report is prepared and submitted to the competent authority for approval.

The file movement is as follows.

JE to AE to DE

The DE forwards the file to Head office through the accounts section for approval and sanction. The head of department as declared from time to time is the competent sanctioning officer.

All spares are purchased from enlisted supplier chosen through state wide tender and approved as per the Sikkim Finance rules.

### **List of employees.**

<b>Sl.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Establishment</b>
<b>1.</b>	<b>Y.Sharma</b>	<b>DE (mech.)</b>	<b>Regular</b>
<b>2.</b>	<b>Y.K.Rai</b>	<b>AE(mech.)</b>	<b>Regular</b>
<b>3.</b>	<b>R.Gurung</b>	<b>AE(mech.)</b>	<b>Regular</b>
<b>4.</b>	<b>Kesang Bhutia</b>	<b>JE(mech.)</b>	<b>Regular</b>
<b>5.</b>	<b>T.Bhutia</b>	<b>JE(mech.)</b>	<b>Regular</b>
<b>6.</b>	<b>Pema Sherpa</b>	<b>Peon</b>	<b>Regular</b>
<b>7.</b>	<b>Balu Halder</b>	<b>Welder</b>	<b>Work charged</b>
<b>8.</b>	<b>Nimoi Halder</b>	<b>Welder</b>	<b>Workcharged</b>
<b>9.</b>	<b>DK Gurung</b>	<b>Mechanic</b>	<b>Workcharged</b>
<b>10.</b>	<b>JB Thapa</b>	<b>Mechanic</b>	<b>Workcharged</b>
<b>11.</b>	<b>NB Magrati</b>	<b>Electrician</b>	<b>Workcharged</b>
<b>12.</b>	<b>ST Bhutia</b>	<b>Mechanic</b>	<b>Workcharged</b>
<b>13.</b>	<b>JB Roka</b>	<b>Painter</b>	<b>Workcharged</b>
<b>14.</b>	<b>Kumar Diyali</b>	<b>Mechanic</b>	<b>Workcharged</b>
<b>15.</b>	<b>Sailesh Bhagat</b>	<b>Welder</b>	<b>Workcharged</b>
<b>16.</b>	<b>Gautam Rai</b>	<b>Welder</b>	<b>Workcharged</b>
<b>17.</b>	<b>S Palmoo Sherpa</b>	<b>LDC</b>	<b>Muster roll</b>
<b>18.</b>	<b>Man Bdr. Gurung</b>	<b>Helper</b>	<b>Muster roll</b>
<b>19.</b>	<b>M Singh Tamang</b>	<b>Helper</b>	<b>Muster roll</b>
<b>20.</b>	<b>Shyam Chettri</b>	<b>Helper</b>	<b>Muster roll</b>
<b>21.</b>	<b>Suraj Sharma</b>	<b>Helper</b>	<b>Muster roll</b>
<b>22.</b>	<b>Ganesh Lepcha</b>	<b>Helper</b>	<b>Muster roll</b>
<b>23.</b>	<b>Tashi Bhutia</b>	<b>Chowkidar</b>	<b>Muster roll</b>
<b>24.</b>	<b>Nirmal Kr. Sharma</b>	<b>HV Driver</b>	<b>Muster roll</b>
<b>25.</b>	<b>Mar Ts Lepcha</b>	<b>Helper</b>	<b>Muster roll</b>
<b>26.</b>	<b>Sonam Lepcha</b>	<b>Helper</b>	<b>Muster roll</b>
<b>27.</b>	<b>Ongyal Lepcha</b>	<b>Helper</b>	<b>Muster roll</b>
<b>28.</b>	<b>Deepak Chettri</b>	<b>Driver</b>	<b>Muster roll</b>
<b>29.</b>	<b>Phul maya Gurung</b>	<b>Peon</b>	<b>Muster roll</b>

### National Aids Control Programme

<b>Sl.No.</b>	<b>Post</b>	<b>Function/duty</b>
1.	<b>Project Director</b>	<b>Over all in charge of the Society</b>
2.	<b>Deputy Director (STD)</b>	<b>Implementation of STD control Programme &amp; Training &amp; all activities connected with the programme</b>
3.	<b>Deputy Director(Surveillance)</b>	<b>Implementation of ICTC programme sentinel surveillance &amp; all activities connected with the programme.</b>
4.	<b>Deputy Director (Blood safety)</b>	<b>Implementation of Blood safety Programme &amp; all activities connected with the programme.</b>
5.	<b>Deputy Director (IEC)</b>	<b>Implementation of IEC programme &amp; all activities connected with the programme</b>
6.	<b>Finance Officer</b>	<b>Management of Finance and Accounts of the society according to the guidelines Prescribed in the programme and all activities connected with the programme.</b>
7.	<b>Procurement Officer</b>	<b>Procurement of works, goods and services In accordance with the procurement guidelines provided in the</b>

		programmes.
8.	Drugs Inspector	Assist the Dy. Director (Blood Safety) In the implementation of Blood safety programme in the state as per guidelines Provided in the programme and all activities connected with the programme.
9.	NGO Advisor	Implementation of the targeted Intervention programme among High Risk groups & other all activities connected with the programme.
10	Monitoring & Evaluation Officer	Monitoring & Evaluation of the programme preparing reports, compiling the data & managing CMIS
11.	Assistants (Seven)	To assist all the officers in their day to day activities.
12.	Peons (Four)	
13.	Drivers (three)	

### Births and Deaths Registration Cell

Sl. No.	Name of the Post	No. of post	Duties/job responsibilities
1.	Addl. Chief Registrar(B&D)	1	Head of the section for the whole state who works under the directives of the Principal Secretary and the Chief Registrar of Births & Deaths for government of Sikkim for the implementation of programmes, RGI policies, administration and the rules & regulations of B&D registrations.
2.	Nosologist (Deputy Chief Registrar grade)	1	Looks after the works of registrations of Deaths, educates people about importance of Death registrations for the country, looks after the Medical Certification of Cause of Death, data entries and the compilations, organizes the trainings for the doctors, MRTs and other

			functionaries, inspects the B&D registration centres for checking the MCCD forms and the registers.
3.	Asstt. Director cum Registrar (B&D) H.O.	1	Registrar of B&D for this HO centre, assists the Additional Chief Registrar in administrative works, attends the court for the cases related to B&D registrations, is involved in the publicity & training works of people, panchayats, the new BDOs, AWWs goes to registration centres for inspections & attending the registration works problems.
4.	Statistical Officer, B&D office, Kazi Rd.	1	Scrutinizes & compiles monthly returns, prepares current status of Birth, Death, infant deaths, Sex ratios and the maternal deaths of district as & when required.
5.	Statistical Officer B&D offices, STNM	1	Looks after the works of all institutional births & the deaths that occur in the STNM hospital and other required and the regular Births & Deaths registration works including submission of monthly returns by 10 <sup>th</sup> of every month & collection of MCCD forms & submitting to the HO.
6.	Statistical Investigator	1	Looks after the current non institutional events of births & death as well as delayed death registrations falling under Gangtok registration centre.
7.	LDC I	1	Prepares the births & death registration certificates vide sl.No.6 after scrutinizing the relevant documents, checking the informations in the registers before issuing the certificates.
8.	Typist	1	Does all types of typing works, assists the SI in issuing births & deaths certificates.
9.	Field Assistant	1	Handles the works of computerizations of Birth & Death records, correspondence works. Makes

			lists containing names of the deceased persons as per the prescribed formats for submission to the Chief Electoral Officer for deletion from the electoral rolls. Deals with the status of the AWWs & their works assigned by higher authorities.
10.	LDC II	1	Deals with the maintenance of the legal records, documents and the registers kept in the HO, looks after the stock positions of the birth & death report forms, certificate forms and issuance to the registration centres if the districts.
11.	Jr. Accountant	1	Looks after all the works of accounts section, disburses honorarium of birth & death to all the registration centres, supervises and monitors the stock positions of stationeries, forms, certificates etc. and maintain the stock registers.
12.	Drivers	2	1 driver each for the vehicles of Nosologist on muster roll and 1 for Asstt. Director on regular appointment.
13.	Peons	2	1 for daily pay & accounts duty and 1 for office works on regular appointments.
14.	Helper	1	To help the SO in STNM Birth & Death registration centre on muster roll basis.

## **Drugs & Cosmetics Cell**

### **I. Functions & Duties:-**

- i. Implementation and enforcement of the Drugs & Cosmetics Act 1940 and Rules 1945**
- ii. Trafficking of drugs**
- iii. Medical re-imburement**
  
- II. Deputy Drug Controller is the head of the cell, who is also a Licensing Authority for the grant of all licenses. Chief Drug Inspector and Drug Inspectors are the inspecting authorities in r/o retail/wholesale outlets and manufacturing units. Lower Division Clerk is looking after the clerical works.**
  
- III. The authority of decision making lies with the Deputy Drugs Controller**
  
- IV. As per the act.**
  
- V. As per the act.**
  
- VI. Documents of the license, maintained in an individual file.**
  
- VII. NA**

- VIII. NA
- IX. Dr. T.K. Rai, DDC-9933295575  
Shri C.N.Sharma, CDI-9434031318  
Shri S.S.Pradhan, DI-9832017070  
Shri L.M.Targain, DI-9434103376  
Smt. K.D.Bhutia,LDC-9474058622  
Shri Hari C.Manger, Office Helper-9934360344
- X. Dr. T.K. Rai-Rs. 30125/-  
Shri C.N.Sharma- Rs. 26146/-  
Shri S.S.Pradhan-Rs. 13571/-  
Shri L.M.Targain-Rs. 13571/-  
Smt. K.D.Bhutia-Rs. 11454/-  
Shri Hari C.Manger-Rs. 9462/-
- XI. Rs. 1460000/-Salary  
Rs. 150000Travel expenses  
Rs. 200000/-Office expenses  
Rs. 200000/-Office expenses  
Rs. 300000/-Motor vehicle.  
Total Rs. 2310000/-
- XII. NA
- XIII. NA
- XIV. NA
- XV. NA
- XVI. Shri B.P.Gautam (Jt. Secretary) as Assistant Public Information Officer
- XVII. NA

### Sanitation Cell

- 1.(a). **Sanitation Cell, Department of Health Care, Human Service & Family Welfare, Govt. of Sikkim.**
- (b). **Sanitation Cell deals with the preventive aspect of health, supervision and monitoring of hotels and eating establishments. Inspection of Video parlors, cinema halls, meat shops and saloons. Hygiene and sanitation certification for the renewal of PFA license. The Bio-Medical Programme is also dealt by the Sanitation Cell.**
- 2.(a) **The cell is managed by the one State Health Officer, one Deputy Director and four Sanitation Inspector posted in each district.**
- (b). **The duties of Inspectors is to conduct regular and routine inspections to ensure sanitation and hygiene and to submit monthly report to the head office. The State Health Officer and Deputy Director monitor all the areas concerning to Sanitation Cell.**
3. **The Inspectors has to inspect the entire establishment concerning to Sanitation Cell on regular and routine basis and submits monthly reports to head office. The State Health Officer and Deputy Director supervise and monitor the entire Sanitation Programme.**
4. **Inspection and submission of monthly report by the Inspectors and monitoring and supervision and the information to the office by the State Health Officer and Deputy Director.**
5. (i). **Bio Medical Waste (Management & Handling) Rules, 1998.**

**(ii). Circular of Inspection by the Sanitation Cell, 2007.**

**6. No.**

**7. No.**

**8. No.**

**9. Separate budget is not allocated to Sanitation Cell.**

**10.**

<b>Designation</b>	<b>Remuneration (Salaries)</b>
<b>State Health Officer</b>	<b>47,088.00</b>
<b>Deputy Director</b>	<b>26,316.00</b>
<b>Inspector, East</b>	<b>15,233.00</b>
<b>Inspector, South</b>	<b>14,061.00</b>
<b>Inspector, West</b>	<b>14,061.00</b>
<b>Inspector, North</b>	<b>14,061.00</b>

**11. No.**

**12. No**

**13. No.**

## **District Hospital Mangan**

### **1. Functions -**

- Preventive
- Curative
- Promotive
- Emergency Services
- Registration of Birth & Death and medico logical
- Medical Legal Autopsy
- Training, implementation of health programme

### **2. Powers and functions of officials –**

#### **Chief Medical Officer -**

- Head of the office
- Financial Power as laid down in the SFR as well as in the District Health Society by laws
- Supervision & implementation of National Health programme
- District Registers Birth & death
- Local health Authority under PFA
- Vice-chairman, District Health Society etc.
- Nodal Officer IDSP
- Preparation of DHAP

#### **DMO, District Medical Superintendent**

- Routine affairs of District Hospital

- Any other programme entrusted

**Programme Officials –**

- Implementation of National Health Programme as per guidelines.
- Training of MOs & paramedical staff.
- Preparation of DHAP

**Other Officials –**

A.O. (Accounts Officer) – Accounts matter as laid down in SFR, preparation of salaries, bills, preparation of nominal rolls, budget etc.

**Dy. HEO/HEO – Health Education Officer**

- B.C.C.
- Awareness generations
- Training
- Survey

**M.O. (Medical Officer) – Preventive Curative, Promotive emergency services and administrative in case of M.O. I/C PHC.**

**Para-Medical staff-Enclosed**

**Administrative staff-Processing of files, routine administrative matter of grade III & IV staff of District.**

**3. Decision making –**

**PHC meeting – District meeting – District Health Society  
District Health Mission - State  
Supervision – LHV – MO I/C, CHO – Programme Officer - CMO  
The Job description for both MPHWF and MPHWM**

- Children and pregnant women – largely at the village visit and camps, but supplemented by immunization at the sub centre.**
- Motivation and facilitation for all methods of contraception**
- Training and support to ASHA and local woman’s health committees.**
- Regular house visit, such that every household is visited once every month (or two months in different areas) for a set of case detection, follow up and counseling activities along with for contact curative care where required. (This includes all national programmer related activities)**
- Focused group discussion/health education sessions/health camps.**
- Curative care during field visits on three days and at sub-centers on two days**
- Response ton epidemic using a graded epidemic response protocol.**
- Interaction with panchayats and with local leaders for facilitation of health programme.**

In addition to the above, the MPHW (M) would have the following tasks:

- Addressing male youth on adolescent problems and STDs control. In addition to the above, the MPHW(F) shall have the following tasks:
- Assistance at child birth
- IUD insert
- Ante natal care and post partum care at sub centre with visits to those pregnant women unable/unwilling to come.

**Engineering cell**  
**Chapter 2**  
**Organization, functions and duties**  
**[Section 4(1) (b) (b) (i)]**

**2.1 Particulars of the organization, functions and duties:**

Sl. No.	Name of Organization	Address	Function	Duties
1.	Deptt. of HC, HS & FW (Engineering cell)	Health Secretariat Tashiling, Gangtok, East Sikkim, 737101	To take up construction, maintenance or repair of health centre under the control of Deptt of HC, HS and FW department.	<ol style="list-style-type: none"> <li>1. Execution and management of all works within the division.</li> <li>2. Financial regulatory of the transaction of the division and maintenance of accounts correctly as per rules.</li> <li>3. Acquisition of stores, their custody and distribution according to the requirement of works, recovery and credit to stock and disposal of stock or surplus.</li> <li>4. Preserve and maintain all Government building and lands and to keep accurate plan and register of all buildings.</li> </ol>

**Chapter 3**  
**Powers and duties of officers and employees**  
**[Section 4(1) (b) (ii)]**

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Sl. No.	Name of officer/employee	Designation	Duties allotted	Power
1.	Mr. Damber Chettri	Div. Engineer (Civil)	Head of Engineering cell, HC, HS & FW deptt. Technical Sanction of Detailed Estimate call of Tender Acceptance of tender grant of time extension	As laid down by the Public works deptt.  Upto 50 lakhs Upto 50 lakhs Upto 50 lakhs  Subject to the condition in General condition of contract in respect of agreement concluded by them.
2.	Basant Paudyal	Assist. Engineer (N/E)	Assist Divisional Engineer in execution of civil works in the subdivision.  Preparation and submission of initial accounts returns.  Call of Tender	Upto 20 lakhs
3.	Jigme Wangyal Bhutia	Assist. Engineer (S/W)	-do-	
4.	B.K.Rai	Assist. Engineer (Elect.)	-do-	
5.		Junior Engineers	Work within the jurisdiction of Assistant Engineer Preparation of detailed estimate & plans.	

			<b>Execution of works. Record detailed measurement of work done and supplies.</b>	
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**Chapter 4**  
**Procedure followed in decision making process**  
**[Section 4 (1) (b) (iii & iv)]**

**4.1 Describe the procedure followed in decision making including Channel**

<b>Activity</b>	<b>Description</b>	<b>Decision making process</b>	<b>Designation of final decision making authority</b>
<b>Estimating</b>	<b>Consisting detailed plan and drawing, specification of work, statement of tentative measurement, quantities and rate along with report about the work showing the total estimated cost.</b>	<b>Processed in the file for sanction and forwarded to the secretary of the deptt. for approval.</b>	<b>Minister in-charge for the deptt.cabinet.</b>
<b>Technical Sanction</b>	<b>Properly detailed estimate of the cost of construction or repair.</b>	<b>Approved/ Sanctioned estimates, after technical verification</b>	<b>In compliance to the power delegated by Finance, Revenue &amp; Expenditure deptt. (Upto 50 lakhs Divisional Engineer, upto 10 crores Superintending Engineer, above 10 crore additional chief/chief engineer/Head of deptt.)</b>
<b>Call of tender</b>		<b>Through Notice inviting tender</b>	<b>1. Upto 10 lakhs – Through Gram Panchayat through Gram Sabha 2. 10 lakhs – 20 lakhs – Block Development Office/Assistant Engineer 3. 20 lakhs – 50 lakhs – Subdivisional Magistrate/Divisional Engineer</b>

<p><b>Opening of Tender</b></p>		<p><b>Committee constituted by Health deptt.</b></p>	<p><b>4. 50 lakhs – 1 crore Director Health Service/Superintending Engineer.</b></p> <p><b>1. (Upto 10 lacks)- Majority of Gram Panchayat.</b></p> <p><b>2. (10-20 lakhs) Divisional Engineer, Assistant Engineer &amp; Accounts Officer</b></p> <p><b>3. (20-50) lakhs- Divisional Engineer, Chief Accounts Officer, Assistant Engineer Concerned</b></p> <p><b>4. (50 Lakhs- 1 crore) Director Health Service, Chief Accounts Officer/Representative, Divisional Engineer, Assistant Engineer concerned.</b></p> <p><b>5. (Above 1 crore)- Chief/Additional Chief Engineer Superintending Engineer, Representative of Finance Revenue &amp; Expdt. Deptt.</b></p>
<p><b>Acceptance of Tender</b></p>	<p><b>Upto at par works where no additional financial implication is required.</b></p>		<p><b>1. Upto 20 lakhs- Block Development officer</b></p> <p><b>2. Upto 50 lakhs- subdivisional Magistrate/Div. Engineer.</b></p> <p><b>3. Upto 10 crore-District Collector/Superintending Engineer</b></p> <p><b>Above 10 crore-PCE cum Secretary/Head of deptt.</b></p>
<p><b>Agreement of work</b></p>	<p><b>General Principals and</b></p>		<p><b>As empowered in the Public works code and manual</b></p>

	<p>guidelines observed by the authorities empowered into contract with contractor/supplier.</p>		
<b>Execution of work</b>	<p>All works should be done in accordance to the specification laid down in the estimate, and specification laid down by Sikkim public works deptt.</p>	<p>In direct supervision of Junior Engineer, Assistant Engineer and Divisional Engineer where</p>	
<b>Measurement of work</b>	<p>The detailed measurement of work done should be recorded by Juniorengineer/Assistant Engineer on spot in the Measurement book for the work.</p>	<p>Check measurement of 50% by AE, and 10% check measurement by DE before passing payment. Bills there after submitted to Accounts cell.</p>	

**Chapter 5**  
**Rules, Regulation, instruction manuals and records for discharging functions**  
**[Section 4(1) (b) (v,vi)]**

**4.1. v,vi provide information about the official documents held by the public authority or under its control**

- 1. Sikkim Public works Code**
- 2. Sikkim Public works Manual**
- 3. Schedule of Rates of Public works deptt.**
- 4. Financial Rules as per Sikkim Finance Rule**
- 5. Administration as per the rule book of the Government**

**Chapter 6**  
**Arrangement for Consultation with, or Representation by, the**  
**Members of the public in relation to the Formulation of policy or**  
**implementation thereof**  
**[Section 4 (1) (b) vii]**

N/A

**Chapter 7**  
**Boards, Councils, Committees and other Bodies**  
**Constituted as part of Public Authority**  
**[Section 4(1)(b)v(iii)]**

N/A

**Chapter 8**  
**Directory of Officers and Employees**  
**[Section 4 (1) (b) v (ix)]**

Name of office/administrative unit	Name, Designation & officer/Employee	Telephone & Fax office tel.	Email
<b>Health Care, Human Services &amp; Family Welfare Department/ Engineering Cell</b>	<b>Mr. Damber Chettri/Divisional Engineer (Civil)</b>		
	<b>Mr. Basant Paudyal Assistant Engineer (North/East) Civil</b>		
	<b>Mr. Jigmee W.Bhutia Assistant Engineer (South/West) Civil</b>		
	<b>Mr. B.K.Rai Assistant Engineer (Electrical)</b>		

**Chapter 9**  
**Monthly Remuneration received by officers and Employees,**  
**including the System of Compensation as provided in regulations**  
**[Section 4(1) (b) (x)]**

9.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

Sl. No.	Designation	Monthly Remuneration including its	System of compensation to determine

		<b>composition</b>	<b>Remuneration as given in regulation.</b>
1.	<b>Divisional Engineer</b>	<b>9000-300-13800</b>	<b>Regular Government Servant</b>
2.	<b>Assistant Engineer</b>	<b>7000-225-11500</b>	<b>Regular Government Servant</b>
3.	<b>Junior Engineer</b>	<b>5000-175-8000</b>	<b>Regular Government Servant</b>
4.	<b>Accountant</b>	<b>5500-175-9000</b>	<b>Regular Government Servant</b>
5.	<b>Accounts clerk</b>	<b>3400-85-5100</b>	<b>Regular Government Servant</b>

**Chapter 10**  
**Budget Allocated to each Agency including Plant etc.**  
**[Section 4 (1) (b) xi]**

**10.1 Provide information about the details of the plant, programmes and schemes undertaken by the public authority for each agency**

<b>Agency</b>	<b>Plans/programs /schemes projects/activity /purpose for which budget is allocated</b>	<b>Proposed expenditure</b>	<b>Expected outcomes</b>	<b>Report disbursement made or whereas such detail are available (website, reports notice board etc.</b>

**10.2 Provide information on the budget allocated for different activities under different schemes/programmes/project etc. in the given format.**

**The Details of budget allocation can be furnished from the Accounts cell of the Department.**

**Chapter 11**  
**Manner of Execution of Subsidy Programmes**  
**[Section 4(1) (b) xii]**

**11.1 Describe the activities/Programmes/Schemes being implemented by the public authority for which subsidy is provided.**

**11.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.**

Name of programmes/activity	Nature/scale of subsidy eligibility	Criteria for grant of subsidy	Designation of officer to grant subsidy

## Chapter 12

### Particulars of Recipient of the concession, Permits or Authorization Grant by the Public Authority [Section 4(1)(b)xiii)]

12.1 Provide the names and addresses of the recipient of benefit under each programmes/schemes separately in the following format

#### Institutional beneficiaries

Name of Programmes/Scheme				
Sl. No.	Name and the address of the recipient institutions	Nature/quantum of Benefit granted	Date of grant	Name & Designation of granting authority

#### Individual beneficiaries

Sl. No.	Name and the address of the recipient Beneficiaries	Nature/quantum of Benefit granted	Date of grant	Name & Designation of granting authority

## Chapter 13

### Information Available in Electronic Form [Section 4(1) (b) x (iv)]

- 13.1 Please provide the details of information related to the various schemes of the department are available in electronic formats (Floppy, CD, VCD, Web Site, Internet etc.)
- 13.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records/documents is made available to the public.

**Chapter 14**  
**Particulars of facilities available to citizens for obtaining information**

[Section 4(1) (b) xv]

- 14.1 Describe the particulars of information dissemination mechanisms in place/facilities to the public for accessing of information:

Facility Description	(Location of facility/Name etc.)	Details of information made available
Notice Board	“	Government Circulars, Departmental Notices etc.
News Paper Reports	“	Press releases

**Chapter 15**  
**Names, Designations and other particulars of public information officers**

[Section 4 (1) (b) xvi]

- 15.1 Please provide contact information about the Public information officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officers for the public authority in the following format.

**Assistant Public Information Officer(s)**

Sl. No.	Name of office/administrative unit	Name & designation of APIO	Office Tel: Residence Tel No: Fax	E mail:
1.	Health Care, Human Services & Family Welfare Department/ Engineering Cell	Mr. Damber Chettri/ Div.Engineer.		
2.	“	Mr. B.K.Rai. Assistant Engineer (Electrical)		

### **Prevention of Food Adulteration Cell**

- 1. Our prevention of Food Adulteration Cell looks after the enforcement of the Prevention of Food Adulteration Act 1954 and Rules made there under.**
- 2. The powers of the officers and staff of the PFA cell is discharged as provided by the Prevention of Food Adulteration Act and Rules made there under.**
- 3. All the decision and instruction emanates from the Food (Health) Authority who is assisted by Coordinator cum Chief Food Inspector.**
- 4. The norms set for discharge of function is as per norms in Prevention of Food Adulteration Act 1954 and Rules made there under.**
- 5. Employees discharge function as given in the Prevention of Food Adulteration Act 1954 and Rules made there under.**
- 6. Statement of the Name and Address of the PFA License Holders and Amount of money they have deposited for renewal of license and Analysis Report of the Samples of Food Articles are held under the PFA Cell.**
- 7. No Board, councils, committees or other bodies has been constituted for advice, however the Ministry of Health and Family Welfare, Government of India have such committees at New Delhi which reviews the PFA Act 1954, and Rules made there under.**
- 8. Directory of its officer is as given in the annexure I.**
- 9. Budget allocation to the PFA Cell for the year 2008-2009 is Rs. 25, 50,000/-**
- 10. The Details of the remuneration received by each of officers and employees are available with the accounts section, HC, HS & FW Deptt., Tashiling, as all the account works are carried out by the accounts cell.**
- 11. N.A.**
- 12. N.A.**

**13. The information has not been digitized or is in an electronic form.**

**ANNEXURE – I**

**Food (Health) Authority -Director Health Services**

**Local (Health) Authority -Additional Director Health Services  
Gangtok Town**

**Local (Health) Authority-Chief Medical Officer (East)  
East District**

**Local (Health) Authority-Chief Medical Officer (South)  
South District**

**Local (Health) Authority-Chief Medical Officer (West)  
West District**

**Chief Food Inspector cum Coordinator**

**Public Analyst**

**Food Inspector (S/W & Gangtok Town)**

**Food Inspector (N/E & Gangtok Town)**

**Laboratory Assistant**

**Lower Division Clerk**

### District Hospital Gyalshing

<b>Sl.No.</b>	<b>Designation</b>	<b>Function Duties</b>
<b>1.</b>	<b>C.M.O.</b>	<b>HOD for West District who works under the directives of Health Secretary. Overall in charge of administration as well the health programmes being implemented in West District. He supervises all the national programmes/schemes which are directly managed by the programme officer/nodal officer for individual national programme and schemes.</b>
<b>2.</b>	<b>D.M.S.</b>	<b>Overall in-charge of the District Hospital Gyalshing. She is the birth &amp; death registrar also.</b>
<b>3.</b>	<b>DRCHO</b>	<b>Is the over all in charge of RCH programme being implemented in the district.</b>
<b>4.</b>	<b>DTO</b>	<b>Is the over all in charge of RNTCP programme being implemented in the district and also looks after administrative work related to Tuberculosis Programme.</b>
<b>5.</b>	<b>DLO</b>	<b>DLO is also the over all in charge of Leprosy Control Programme being implemented in the district and also looks after administrative work related to Leprosy Programme.</b>
<b>6.</b>	<b>Sr.Medical Officer</b>	<b>Besides attending OPD, IPD &amp; Emergency duties, he is also the District Nodal Officer for IDSP/NVBDCP and handles all official works related to the programme.</b>
<b>7.</b>	<b>Gynaecologist</b>	<b>Attends ANC, OPD on every Monday, attends RCH camps, and other obstetric emergencies. She is attached to STNM Hospital, Gangtok.</b>
<b>8.</b>	<b>Medical Officer</b>	<b>Attends OPD, IPD, Emergency OPD, are the ward in charge and also gives health coverage during festivals, sports event, VIP tours etc.</b>
<b>9.</b>	<b>Dental Surgeon</b>	<b>Is in charge of Dental Section. Attends Dental OPD and dental emergencies. Also visits schools for dental health check-up.</b>
<b>10.</b>	<b>DHEO</b>	<b>She is in charge of IEC cell. She is also the nodal officer for ASHA and MSS. All IEC activities of RCH are managed by her. She</b>

		compiles the information/performance of all the Sub-centres and has taken the responsibility of preparing health action plan. She is also the PHC supervisor for Dentam and Rinchenpong. She also looks after School Health Programme and monitors functioning of MSS.
11.	Sr. DPHNO	She is the Nodal Officer for JSY and is also the area supervisor for Yuksom and Tashiding PHC. She also helps in organizing RCH camps.
12.	Asstt.Nursing Supdt.	She is over all in charge of the indoor section. She supervises the duty of the nursing staff, attendants and other indoor staff and overall management of the wards including minor and emergency OT.
13.	Staff Nurse/ANM	Indoor & emergency duties, ANC, School Health and overall nursing care of the patients.
14.	Ward Master	Supervise and arrange the duties of the attendants and also looks after the wards.
15.	Sanitary Inspector	Incharge of waste management of the hospital as well as supervise the eateries and hotels of West District.
16.	Lab Technician	Conduct and prepare the result of tests being conducted at District Hospital Laboratory.
17.	OT Technician	Looks after the OT and helps in dressing and assist during Lap Ligation, NSV, Cataract camp etc.
18.	X-ray technician	In charge of X ray section.
19.	Physiotherapist	Helps the patient with physiotherapy as and when required.
20.	Dental Assistant	Helps in assisting the Dental Surgeon and also looks after the dental section.
21.	Dental Hygienist	Advises the patient on dental hygiene and also attend school health check-up for dental care and hygiene.
22.	ECG Technician	Conduct the ECG of the patients.
23.	Jr. Store Keeper	Manages and maintain all the medicines and stock register. Collects medicine from CHSO Gangtok as and when required.
24.	MPHW – I	Looks after the birth and death registration of Gyalshing jurisdiction.
25.	MPHW – II	Helps in dispensing medicines for outdoor patients.
26.	Registration clerk	Does the registration of OPD patients and maintain the OPD register including the revenue collection register.
27.	Electrician	Operates the incinerator, generator, and maintain the electricity of the District Hospital and time to time visits PHC and PHSC for minor repair works.

28.	Cooks	Prepare and distribute the food everyday to the patients and maintain the food stock and the register.
29.	Ward Attendants	Prepare patients beds, helps the indoor patients, helps the nursing staff, helps in OPD section, helps the OT technician and also looks after the cleanliness of the wards.
30.	Safai Karmacharis	Maintain the cleanliness of the hospital and waste disposal.
31.	Dhobi	Responsible for washing the linens of the wards as well as other sections.
32.	MRT	Maintain the inpatient and outpatient's register, prepare reports and helps in the accounts section.
33.	Stats. Assistant	Looks after the accounts work of TB section.
34.	Treat. Organizer	Monitor patients treatment including issuing of TB drugs and supervision of the patients.
35.	Mali	Maintain the gardening work and keeps the hospital complex clean.
36.	Security Officer	Overall security in-charge.
37.	Security guards	Responsible for maintaining the security of the District Hospital.
38.	Drivers	Ambulance duty and duty of the Officers.
39.	Deputy Secretary	Overall in charge of administrative works.
40.	Head Assistants	In charge of the administrative section, maintenance of files and other official work.
41.	Jr. Accounts clerk	Maintains the account works like preparation of bills, prepare the budget, dealing of the cheques, and all other accounting works.
42.	LDC	Looks after the maintenance of the files, helps in processing the files, maintains the records and handles other official papers. Also maintain the stock registers of the administrative section and account section.
43.	Typist	Helps in typing and office works.
44.	Peons	Accounts, administrative duties, duty of CMO & Deputy Secretary, Submission of bills and collection of files from head office. Collection of indent items from the suppliers and are responsible for maintenance of the administrative section.
45.	District Prog. Manager	Over all in charge of DPMU. Assists CMO, DRCHO, and DHEO and supervise and attends all the programmes under NRHM. He is also the nodal officer for VHWNSC.
46.	Distt. Acctts. Manager	Looks after all the accounting work under NRHM including management of all the accounts register and processing of files. Also helps in budget planning.

<b>47.</b>	<b>Data Entry Officer</b>	<b>Helps in maintaining of the data.</b>
<b>48.</b>	<b>Computer Assistant</b>	<b>Helps CMO, DRCHO, and DHEO with the computer work. Also helps in submission of files and reports to head office.</b>
<b>49.</b>	<b>Dy. Director IEC</b>	<b>Overall supervision of health centres, programmes &amp; performances.</b>
<b>50.</b>	<b>Oph. Assistant</b>	<b>Manage eye OPD, vision testing, school health check-up, screening and other related activities.</b>
<b>51.</b>	<b>Lab Tech. HIV/AIDS</b>	<b>Helps in the laboratory and conduct the tests for HIV patients.</b>
<b>52.</b>	<b>IDSP staff</b>	<b>Looks after the accounts and helps in managing the records and programme.</b>
<b>53.</b>	<b>Counsellor HIV/AIDS</b>	<b>Helps in counseling the patients with RTI/STI and HIV/AIDS patient.</b>
<b>54.</b>	<b>RNTCP staff</b>	<b>Data and record maintenance, supervision of the patients and drug intake, supervision of the microscope centres of West District.</b>
<b>55.</b>	<b>Medical Officers of PHCs</b>	<b>Overall in-charge of Primary Health Centres. Supervise and helps in conducting all the National Programmes, prepare action plan of PHC and PHSCs. Also looks after the administrative and accounting works of PHC.</b>

## **State Information Education & Communication Bureau**

IEC Bureau is the heart of all health programme which propogates the preventive, promotive health message to the community through education, motivation supplemented by literatures, electronic media etc.

### **Main Objective**

1. To motivate people so that they can bring change in their behaviour & practice healthy behaviour.
2. Help people achieve sound health by their own efforts.
3. Assist people to shoulder the responsibility for community health.
4. Obtain peoples active participation, co-operative and support for public programme.
5. Encourage people to fully utilize the available free health service.
6. Aware people more on preventive aspect to lead a healthy life.

### **Specific Objective**

1. Collection of baseline data of the prevailing pattern of healthy habits, attitudes, beliefs, values etc.
2. Evaluate methods and media for health education.
3. Provide in service training on health to IEC & allied functionaries, health workers M/F, Mahila Swasthya Sangs etc.
4. Include health education preservices training of health personnel, teachers and village level workers.
5. Produce suitable effective health education materials.

### **Approaches**

Educational approach is a major means today for achieving health practice and recognition of health needs. It involves motivation, communication and decision making. The result although slow are permanent and enduring.

### **Functions**

1. Planning, organizing, directing statewide health education activities as integral part of all health programme.
2. Provide consultation, technical assistance, supervision and guidance to health education methods and media to the Governmental agencies.
3. Conducting studies regarding the health education needs, channels of Communication, the attitude of people and technique related to their respective activities.
4. Training the personnel to health services, social welfare community development and teachers.

5. **Organising workshop, seminars, conference, meetings, group discussion, health camps etc.**
6. **Producing, purchasing and supplying health education materials and technical electronic equipments to different health programmes of the state.**
7. **Building good rapport with voluntary agencies, media and health personnel.**
8. **Interpreting Government Health Programme and Policies to the different units of population.**
9. **Disseminating scientific information about health to the people and maintaining upto date service.**
10. **Co-ordination of health activities within the state and providing health education leadership in the field of health education.**

1. **The Powers duties of each Officers and Staff**

1. **Health Education Officer (Media Unit/School Health)**

**Media unit, Formation of Mahila Swasthya Sangs, Training, Maintenance. Procuring/Purchasing of Audio Visual & Electronic equipments.**

**All mass media programme like Training, Drama, Essay, Quiz O.T.C., Seminar, Folk songs Workshop, Film show, Exhibition.**

- **Co-ordination with AIR/TV/Cable and papers.**
- **Assisting in the entire health programme.**
- **Attend meeting & conference.**
- **Audio visual & electronic equipments.**

**School Health**

**Health check up, Dental check up, Immunization, Organizing and conducting School Health Camp, Teachers training, Clinic days during vacation/ Saturdays at STNM Hospital.**

2. **Health Education Officer (Pakyong)**

- (a) **Planning, Printing of posters, handbills etc.**
- (b) **Advertisement to local papers, magazines etc.**
- (c) **Hoarding, Tin Plates etc.**
- (d) **Co-ordination with Deputy Director & Chief Medical Officer (East) and Organizing Health Camps at East District i.e. Pakyong, Rongli, Rhenock.**
- (e) **Observation of National & International Health Days.**
- (f) **Attend monthly meeting at Singtam.**

3. **Editor**

1. **Preparing/Translating/Editing matters on health for printing posters, leaflets, Press release, advertisement in TV/AIR/Local papers/ Magazine/Hoardings/Tin plates etc.**

2. Processing proposal for observation of National & International Health Days.
3. Preparing Annual IEC Activities Report.
4. Distribution of Printed materials to District.
5. Rapport with press/local papers.

4. **Artist**

1. Designing of posters, leaflets, hoardings, tin plates etc.
2. Preparing maps for different section.
3. Preparing art work for exhibitions in state and outside state.
4. Assist in shooting video spot.
5. Operating LCD/Lap Top.

5. **Project Operator**

1. Shooting, Editing, Preparing video spot, Zingles & Broadcast/ Telecast through AIR/Cable.
2. Computer designing for posters/ Advertisement/Hoarding/Tin Plates etc.
3. Operating LCD/Lap Top
4. Video coverage, Photography in meeting, workshops, seminars, Health camps, exhibition, VIPs visit to District Hospitals etc.

6. **Projectionist**

1. Photography, Videography of Health Programme.
2. Operating projector, LCD in health programme.

7. **Programme Assistant (School Health)**

1. Assist in health programmes such as School Health, Exhibition, Health camps etc.
2. Operating Computers & Typing.
3. Entering file movement & dispatching letters.
4. Distributing printed materials of school health.

8. **Junior Accountant**

1. Prepares Salary, Increment, Medical Bills, Traveling Allowances bill, Stationeries for office.
2. Process file for monthly quota, petrol for tour programme, repair of vehicle etc.
3. Clears Pay & Accounts Objection, Audit query & attends A.G. Reconciliation.

9. **LDC**

1. Types all the official proposals/letters/matters of publication, articles etc.

10. **Peon**

1. Takes all the official files, bills, cheques to head office/IPR/Banks/LICs etc.
2. Draws cash from bank for all the official cheques.
3. Keeps all the records of files and letters.
4. Attends all the officers/staffs.

The procedure followed in the decision making including channels of supervision & accountability.

All the proposals are jointly discussed for the financial accounting year & processed for approval. If approved the programme will be implemented under the supervision of IEC Bureau. Overall the discussion of any IEC programme lies with the head of the Bureau (Joint Director)

### **III The Norms set for discharge of its Function.**

If any health camp, workshop, orientation, programme, counseling camp, bench drama, social mobilization, interactive group session. Programme – Concept conceive, capacity Building is approved the norms set up will be as follows.

1. Camps/Programme for every district should be organized and completed within stipulated time.
2. The expenses incurred for the programme should be submitted immediately to the Head Quarter supported by correct voucher, photograph, signature of the participants/Resource person/NGOs/Panchayat/Teachers with countersigned of Chief medical officer affixing revenue stamp.
3. Quarterly/Monthly Report should be submitted to the Head Quarter.
4. The programmes in Gangtok are mostly attended by the higher authority as Chief Guest.
5. If possible the video coverage/press releases of the programme are given to AIR/Cable/Local Papers.
6. The officers/Deputy Director/Health Educator should attend the Review meeting in Head Quarter for follow up & grievances.
7. Joint Director (IEC) will monitor the programme.

### **Budget Allocation indicating details of plans, proposed Expenditure and Reports on Reimbursement.**

Budgets under RCH II NRHM are released by Central Govt. & the budgets for salary, MV Advertisement, School Health are released by State Government.

Budget Allocation under RCH II NRHM for the year 2006-07 was received during April 2007, so this budget was utilized during 2007-08. Budget received Rs. 45, 00,000 (Forty five lakh). Vide Demand Draft No. 026677 dt. 03.04.2007.

**Statement of Target, Expenditure report under RCH II NRHM 2007-08  
conducted from the 2006-2007 budgets.**

Sl No	Programme	Physical Target	Financial Target	Achievement	Financial involvement
1.	Counselling camp	201	5000x201= 10,05,000/-	201	10,05,000/-
2.	Interactive group session	44	3500x44= 1,54,000/-	44	1,54,000/-
3.	Programme concept conceive	28	5500x28= 1,54,000/-	29	1,59,500/-
4.	Orientation of Traditional Healer	37	7000x37= 2,59,000/-	35	2,45,000/-
5.	Workshop	33	8100x33= 2,67,300/-	33	2,67,300/-
6.	Bench Drama	30	6000x30= 1,80,000/-	32	1,92,000/-
7.	Social Mobilization	39	3000x39= 1,17,000/-	36	1,08,000/-
8.	World Population Day	28	3000x28= 84,000/-	28	84,000/-
9.	Capacity Building	29	7600x29= 2,20,400/-	29	2,20,400/-
10.	O.T.C.	345	500x345= 1,72,500/-	345	1,72,500/-
11.	Awareness/Sensitization camp	80	3500x80= 2,80,000/-	74	2,80,000/-
12.	Tin Plates	24	3000x24= 72,000/-	24	72,000/-
13.	Printing of posters	1,60,000 Nos.	160000x3.75 =6,00,000/-	1,60,000	6,24,000/-
14.	Printing of Pamphlets	3,20,000 Nos.	320000x0.80p =2,56,000/-	3,20,000	2,80,051/-
15.	Cable/Video spot	60	3000x60= 1,80,000/-	59	1,75,000/-
16.	Zingles/AIR	184	1,25,000/-		1,25,000/-
17.	Repairing of AV equipments.	10	2000x10= 20,000/-	6	8,000/-
18.	Advertisements.	8	2,00,000/-	6	1,60,000/-
19.	Exhibition	4	1,00,000/-	4	1,10,000/-
20.	Mobility	90	1,00,000/-	68	42,000/-
			45,46,200/-		44,62,751/-

**Monthly Remuneration received by each officer/Staff**

**SCALE**

1. Mr. S.T.Lepcha (Jt. Director)11700-17250
2. Mrs. Diki Lhamu Lepcha (HEO) Media7000-11500
3. Mr. Santosh Kr. Rai (HEO) Pakyong7000-11500
4. Miss Reeta Devi Rasaily (Editor)5000-7000
5. Mr. Ujjal Baraily (Artist)4300-6800
6. Mr. Biren Kr. Chettri5000-7000
7. Mr. Palchen Lepcha (Project Operator)4000-6000
8. Mr. Richard Lepcha (Projectionist)4000-6000
9. Mrs. P.M. Bhutia (Junior Accountant)4000-6000

10. Mrs. Bindu Tamang (Programme Asstt.)4000-6000
11. Mrs. Meera Bhandari (LDC)4000-6000
12. Mr. Dawazong Lepcha (Peon)2850-4170
13. Mr. Karma Bhutia (Driver)4000-6000

#### School Health Unit

1. Dr. Shashi Pradhan (Technical Officer)9000-13000
2. Dr. Sarita Gurung (Dental Surgeon)9000-13000
3. Mrs. Radha Devi Pradhan (ANM)4000-6000
4. Mrs. Drowpadi Ghimirey (Dental Asstt.)4000-6000

#### Muster Roll Employee

1. Mr. Nim Tsh. Bhutia (Computer Operator)@ 130/- = 3900/-
2. Mr. Dhan Kr. Gurung (Driver)@ 130/- = 3900/-
3. Mr. Tek Bhadur Rai (Driver)@ 130/- = 3900/-
4. Mr. Dinesh Gurung (Driver)@ 130/- = 3900/-

#### Districts

##### East

1. Mrs. Urmila Prahan (Dy. Dir.) Singtam9000-13000
2. Mr. Kishore Thapa (Health Educator)5000-7000
3. Mr. Trilochan Kapoor (Health Edn. Officer)7000-11500
4. Mr. Gyanima Lepcha (Health Edn. Officer)7000-11500

##### West

1. Mr. Parsuram Sharma (Dy. Dir.)9000-13000
2. Mrs. Chitra Pradhan (Health Edn. Officer)7000-11500
3. Mr. Ratan Pega (Health Edn. Officer)7000-11500
4. Mr. M.S.Subba (Health Edn. Officer)7000-11500

##### South

1. Mr. Tara Poudyal (Dy. Director)9000-13000
2. Mr. Subash Rai (Health Edn. Officer)7000-11500

##### North

1. Mrs. Indra Shova Thapa (Dy. Director)9000-13000
2. Mr. Manubhai Sharma (Health Edn. Officer)7000-11500
3. Mrs. Parim Linzerpa (Health Edn. Officer)7000-11500

#### Urban Unit (Gangtok)

**1. Mrs. Tshering Uden Bhutia (HEO)7000-11500**

**The Bureau grants financial assistance to Registered Association for displaying banners/festoons for conveying health message in their programme. The amount of assistance varies from Rs. 5000 to Rs. 20,000 depending upon their programme and impact.**

**Mass awareness & publicity campaign on any epidemic are also covered by the Bureau.**

**DISTT. HOSPITAL NAMCHI, SOUTH**

**(b)(i) Particulars of Organization:**

Health Care, Human Services & Family Welfare, South District, Sikkim.

**Functions & Duties:**

To provide comprehensive Primary and Secondary Health Care Services to the people through District Hospital, Primary Health Centre and Primary Health Sub-Centre in the district.

The above health care services are provided in the South District through the following institutions:

1. District Hospital located at Namchi.
2. Primary Health Centre (Six numbers in the district)
3. Primary Health Sub-centre (Thirty Nine)

**A. District Hospital:**

The function of district hospital is as follows:

1. It provides curative (including specialist services), preventive and promotive health care services for the people of South District, part of West District and also adjoining places of West Bengal.
2. This hospital functions as a secondary level referral centre for the Primary Health Centres (PHC) & Primary Health Sub-Centres (PHSC).
3. Provides wide range of technical, administrative support, health education and training for primary health care.

**Services:**

1. **Essential services:** The services include OPD, Indoor and Emergency services.
2. **Consultation services with following specialists:**
  - i) General Medicine
  - ii) General Surgery
  - iii) Obstetrics & Gynecology
  - iv) Paediatrics
  - v) Emergency Casualty
  - vi) Anesthesia
  - vii) Orthopedics
  - viii) Radiology
  - ix) Dental Care
  - x) Public Health Management
  - xi) Psychiatric.
3. **Para Clinical Services:**
  - a) Laboratory services

- b) X-ray Facility
- c) Ultrasound facility
- d) ECG facility
- e) Blood transfusion and storage facilities
- f) Physiotherapy
- g) Dental hygiene,
- h) Drugs distribution and pharmacy,
- i) Minor surgical procedures,
- j) Labour Room

4. Support Services:

- a) Medico-legal/postmortem
- b) Ambulance services
- c) Dietary services
- d) Laundry services
- e) Security services
- f) Counseling services for HIV/AIDS/STI/RTI/ICTC
- g) Waste Management (including hospital cleanliness)
- h) Store
- i) Maintenance & repair
- j) Electric supply (generator & stabilizer)
- k) Water supply
- l) Heating & air conditioning (OT)
- m) Transport
- n) Communication
- o) Nursing services
- p) Sterilization and Disinfection

5. Administrative Services:

- a) Medical Records
- b) Record of Vital Events and Reporting
- c) Procurement
- d) Personnel
- e) House keeping & Sanitation
- g) Inventory Management
- f) Education & Training
- g) Inventory Management
- h) Establishment Section
- i) Accounts Section

6. Financial Powers:

Chief Medical Officer (South) is authorized to incur and expenditure as per the Sikkim Financial Rule, Guidelines of District Health Society and Hospital Management committee or Rogi Kalyan Samiti (RKS).

7. Services under various National Health and Family Welfare Programmes.

- a) Under National Health Mission

- i) **Reproductive Child Health Programme**
- ii) **Revised National Tuberculosis Control Programme**
- iii) **National Leprosy Eradication Programme**
- iv) **National Programme for control of Blindness**
- v) **National Vector Borne Disease Control Programme**
- vi) **Integrated Disease Surveillance Project**
- vii) **AYUSH**
- viii) **Natioal IDD Control Programme**
- ix) **Immunization Strengthening Programme**
- x) **IEC/BCC Programmes**
- xi) **NRHM Additional ties**
  - **ASHA Scheme**
  - **MNGO/FNGO Scheme**
  - **Interestrol Convergence at District and Block level**
  - **Village Health Nutrition and Sanitation Committee at Village level**
  - **Rogi Kalyan Samiti at District Hospital and PHC level.**
- xii) **National AIDS Control Programme**
- xiii) **National Cancer Control Programme**
- xiv) **Epidemic Control and Disaster preparedness.**

**B. Primary Health Centres:**

There are six Primary Health Centres located at Ravangla, Yangyang, Temi, Jorethang, Namthang and Melli in this district.

**Functions & Duties:**

**1. Medical Care:**

- a) **OPD Services on all working days excluding Sundays and Gazetted holidays**
- b) **24 hours emergency services**
- c) **Referral Services**
- d) **In-patient Services.**

**2. Maternal and Child Health Care including Family Planning:**

- a) **Antenatal Care**
- b) **Intra-natal Care (24 hours delivery service)**
- c) **Post natal Care**
- d) **New born Care**
- e) **Provision of Janani Suraksha Yojana (JSY)**
- f) **Care of the child**
- g) **Family Planning**

**3. Management of Reproductive Tract Infections/Sexually Transmitted Infection:**

**4. Nutrition services in coordination with ICDS**

**5. School Health**

6. **Adolescent Health Care**
7. **Promotion of safe drinking water and basic sanitation**
8. **Prevention and control of locally endemic diseases like Malaria, IDD, dengue, diarrhea etc.**
9. **Disease surveillance and control of epidemic**
10. **Collection and reporting of vital events (Birth & Death etc.)**
11. **Education about health/behaviour change communication**
12. **All National Health Programme as mentioned in the District Hospital**
13. **Training of health workers ASHA, ANM etc.**
14. **Basic laboratory services like routine urine, stool, blood test, sputum examination and HCG etc.**
15. **Monitoring and supervision of the Sub-Centres and ASHAs.**
16. **Functional linkages with Sub-centees.**
17. **Minor Surgical procedures**
18. **Rehabilitation Programmes**
19. **Holding Camps for vasectomy, laparoscopic tubectomy etc.**

**C. Primary Health Sub-Centre:**

**There are thirty nine (39) Primary Health Sub-Centres in the district.**

**Functions & Duties:**

**The Sub-Centre provides promotive, preventive and few curative primary health care services.**

**1. Maternal and Child Health:**

- a) **Antenatal Care**
- b) **Intra-natal Care like promotion of institutional deliveries, skilled attendance at home deliveries when called for and appropriate and prompt referral.**
- c) **Post natal care**

- d) **Provision of untied fund to the Sub-centre (currently Rs. 10,000/- per Sub-centre under NRHM for facilitating the service management at the sub-centre.)**
- e) **Provision of facilities under Janani Suraksha Yojana**

**2. Child Health**

- a) **Essential New Born Care**
  - b) **Promotion of exclusive breast feeding for six months**
  - c) **Full immunization of all infants and children as per GOI guidelines**
  - d) **Vitamin A prophylaxis**
  - e) **Prevention and control of childhood diseases like malnutrition, infections, ARI, diarrhea, fever etc.**
  - f) **Family Planning and contraception:**
  - g) **Adolescent Health Care**
  - h) **Assistance to School Health Services**
  - i) **Control of local endemic diseases**
  - j) **Disease surveillance**
  - k) **Promotion of Sanitation including use of toilets and appropriate garbage disposal**
  - l) **Field visits**
  - m) **Community needs assessments**
  - n) **Curative services**
- i) **Provision of minor treatment including first aid, fever, diarrhea, ARI, home infestation.**
  - ii) **Appropriate and prompt referral**
  - iii) **Organizing Village Health and Nutrition Day and other programmes.**

**3. Training coordination and monitoring**

**4. Record of vital events and reporting.**

**5. National Health Programmes**

- a) **National Aids Control Programme**
- b) **National Vector Borne Disease Control Programme**
- c) **National Leprosy Eradication Programme**
- d) **Integrate Disease Surveillance Project**
- e) **Revised National TB Control Programme**
- f) **National Blindness Control Programme**
- g) **Non-communicable disease and Cancer Control Programme**

**(b)(ii). Powers and duties of Officers and Employees:**

**1. Chief Medical Officer (South):**

- a) **Overall district administrative head,**
- b) **He is also the Head of Office of South District**
- c) **ASPIO under Right to Information Act, 2005**
- d) **District Registrar for Death & Birth of South District,**

- e) **Chairman, District Advisory Committee of south district under PNDT Act, 1994**
- f) **Vice-chairperson, District Health Society, South Sikkim.**
- g) **Member Secretary, Hospital Management Society, District Hospital Namchi, South District.**
- h) **Co-Chairman, District Level District Surveillance Committee,**
- i) **Co-Chairman, District Level Inter Sectoral Convergence Committee,**
- j) **Vice-Chairman, District Core Group, South District for District Health Action Plan.**
- k) **Vice-chairman, District Quality Assurance Committee**
- l) **Vice-chairman, District TB/HIV Co-ordination Committee,**
- m) **Member, District Consumer Protection Council, South,**
- n) **Member, State Health Emergency and Management Committee,**
- o) **District Nodal Officer, NPPCD**
- p) **Authority for countersignature of all medical certificates and issue Age certificate for the senior citizens.**

## **2. District Medical Superintendent (South):**

- a) **Overall administrative supervision and in charge of District Hospital Namchi,**
- b) **Ensure punctuality and allotment of duties to the ancillary staff to ensure smooth functioning of the hospital,**
- c) **Preparation of duty roster of General Duty Medical Officers,**
- d) **Ensures general cleanliness, supervises inventory & stock register of all the equipment and medicines.**
- e) **Periodical and timely indents of drugs, instruments and other logistics & supplies,**
- f) **Maintenance of transport and equipments, water supply, electricity etc.**
- g) **Monitoring and supervision of dietary items, laundry and other related items,**
- h) **Maintenance of local purchase of medicines, reagents and other consumables,**
- i) **Scrutinize medical reimbursement claims,**
- j) **Additional duties as Nodal Officer for all accounts purposes in the district,**
- k) **Member Secretary, National Cancer Control Programme, South District,**
- l) **Member Secretary, Executive body of Hospital Management Society, District Hospital, Namchi, South District,**
- m) **Member,**
- n) **Authority for countersignature of all medical certificate and issue Age certificate for the senior citizens.**
- o) **Takes over the charge of Chief Medical officer as required.**

## **3. Consultant Surgeon:**

- a) **OPD and Inpatient Management,**
- b) **General surgical operations,**
- c) **Endoscopy procedures,**
- d) **Holding NSV camps as and when required,**
- e) **24 hours emergency on call for surgical cases.**

4. **Medical Specialist:**
  - a)OPD and In-patient Management
  - b)24 hours emergency on call for medical cases.
  
5. **Gynaecologist:**
  - a)Antenatal Care
  - b)Intra natal care including normal delivery, assisted delivery and caesarean deliveries
  - c)Post natal care
  - d)24 hours emergency on call for Obstetrics cases
  - e)Gynecological disease management
  - f)Gynecological cancer screening
  - g)RTI/STI management
  - h)Resource person for training of health personnel and NGOs
  - i)Attending camps under various National health programmes
  - j)OPD and In-patient case management,
  - k)Dr. Rebecca Lama is also designated as Registrar, Birth & Death under District Hospital Namchi.
  - l)Member, District Advisory Committee of PNDT Act, 1995
  
6. **Pediatrician:**
  - a)OPD and in patient management,
  - b)24 hours emergency on call for pediatric and cesarian cases,
  - c)Attending Health camps as and when required
  - d)Resource person during training of various categories of health and para-medical personnel,
  - e)Member, District Advisory Committee, PNDT Act, 1995.
  
7. **Anaesthetist:**
  - a)Daily routine and emergency cases,
  - b)24 hours emergency on call for all surgical procedures requiring anaesthesia.
  
8. **Orthopaedic Surgeon:**
  - a)OPD and inpatient management,
  - b)24 hours emergency on call for orthopaedic cases,
  - c)Minor deformities correction,
  - d)Trauma care like closed fracture treatment, open reduction and fixation of fractures, close and open dislocation reduction.
  
9. **Radiologist:**
  - a)Daily reporting of X- rays
  - b)Ultra sonography for OPD and indoor patient
  - c)Reporting of X-rays and Ultrasound for general and medical legal cases.
  - d)Maintenance of records under PNDT Act, 1994
  - e)24 hours emergency on call for X-ray reporting and Ultrasound.

**10. Dental Surgeon:**

- a) Examination of patient and treatment for dental problems
- b) Preparation of different classes of cavities and restoration
- c) Extraction of exposed carious tooth, impacted tooth and Transalveolar extraction
- d) Removal of simple cyst
- e) Dressing of dry socket
- f) Dental school health programme as and when required

**11. Psychiatrist:**

- a) OPD and inpatient case management
- b) Attending Health Education Camps
- c) Identified as Trainers in mental health
- d) Counseling for family, crisis intervention, suicide prevention, career counselor.

**12. General Duty Medical Officers:**

- a) All the Medical Officers are designated as In charge of different wards attached to them on rotation basis,
- b) OPD and emergency duties as per the duty roster,
- c) Attends all medico legal cases and performs postmortem as per their duties hours,
- d) Attends National Health Programme as and when required,
- e) Attends VIPs and other duties as per requirement.

**13. Senior Blood Bank Officer:**

- a) Overall supervision of Blood Bank including administrative work,
- b) Supervision of all the function like donor selection, grouping & cross matching
- c) Ensure blood safety measures,
- d) Indent reagents, glassware, equipments and other items required in the Blood Bank.
- e) Ensure proper maintenance of records and reports and timely submission to the head office.
- f) Ensure proper licensing of the Blood Bank
- g) Organise voluntary blood donation camps,
- h) Designated as Manager in charge of ICTC,
- i) Identified as a Nodal Officer for HIV/AIDS and STI/RTI

**14. Senior Technical Officer Lab Services:**

- a) Overall supervision and in charge of pathological lab

- b) Ensure punctuality of staffs and maintenance of duty roster of Lab technicians
- c) Monitoring and supervision of the quality laboratory services
- d) Verification of lab reports
- e) Indent for supplies for the laboratory reagents and other logistics and ensure safe storage of materials received.

15. **Lab Technicians:**

- a) Carry out collection of blood specimen and specimens for routine a special pathology and bio-chemistry test for blood, urine and stools samples
- b) 24 hours emergency on call duty,
- c) Maintain cleanliness and safety of the laboratory
- d) Ensure that the glassware and equipments are kept clean,
- e) Sterilize the equipments as required and dispose of specimens and infected material in a safe manner
- f) Maintain necessary records of investigations done,
- g) Carry out all such investigations as required from time to time.

16. **X-ray Technicians:**

- a) Routine and emergency X-rays
- b) 24 hours emergency on call duty
- c) Ensure indents of X-ray plates and other accessories
- d) Maintenance of cleanliness, equipments,
- e) Maintain necessary records and reports
- f) Report to DMS for break down X-ray machine on time.

17. **ECG Technician:**

- a) Routine ECG
- b) 24 hours emergency on call duty,
- c) Maintenance and cleanliness of equipments,
- d) Indents of items required,
- e) Maintain records and reports.

18. **Dental Hygienist:**

- a) Motivation of patient regarding oral hygiene
- b) Imparting prophylactic treatment to the patient including scaling of teeth and gums
- c) School health programme for motivation of school health children
- d) Restoration of cavity.

19. **Dental Hygienist:**

- a) Proper sterilization of instruments
- b) Assist doctors during extraction
- c) Maintenance of cleanliness of equipments.

20. **Medical Officer, AYUSH (Homeopathy):**

- a)General health check up and basic treatment of the patient,
- b)Preparation and distribution of homeopathic medicine.
- c)Referral of the patient as and when required
- d)Counseling of the patient.
- e)Maintenance of case records and reports.
- f)Maintenance of medicine records.]
- g)Awareness generation on homoepathy medicine among the general public.

21. **Deputy Nursing Superintendent:**

- a)Assist Medical Superintendent for management of nursing personnel in the hospital
- b)Assign duties of all categories of nursing personnel
- c)Supervise for the cleanliness of the hospital premises.
- d)Direct and monitor the job description of her ancillary staff.
- e)Arrange re-orientation and continuous medical education of Nursing personnel.
- f)Ensure patient care in the ward of the hospital
- g)Evaluation and over all administrative head of nursing staff.

22. **Assistant Nursing Superintendent:**

- a)Assist Deputy Nursing Superintendent in her day today administrative and other jobs.
- b)Maintain all records, reports, inventory and other logistics of their particular ward, clinic,
- c)OT etc.
- d)Supervise the work of ancillary staff under her
- e)Ensure maintenance of inter personal relationship among the staff, patient etc.
- f)Allot work to the different categories of staff under her.
- g)Maintain punctuality of the staff.

24. **Nursing Staff:**

- a)Maintenance of patient records and reports and case sheets etc.
- b)Ensure medicines and other requirements as per the advice of the doctor in charge.
- c)Overall patient care.
- d)Assist duty doctors investigations required by the patient.
- e)Attend health camps and other field activities conducted by the department including
- f)VIP visits.
- g)Participate in all National Health Programmes implemented in the district.
- h)Participate in all National Health Programmes implemented in the district

i) Proper utilization of equipments and other ancillary items under her care.

25. **Physiotherapist:**

- a) Out patient and in patient management.
- b) Counseling for the home programmes for the patient
- c) Review of the patient
- d) Maintenance of records and registered of the patient.

26. **Store Inspector:**

- a) Monthly visit to PHC and PHSC for supervision and monitoring for stores management
- b) Record keeping of furniture, condemnation articles etc.
- c) Maintenance of records of uniform of nursing staffs, doctors and other category staff.

27. **Store Keeper:**

- a) Maintain and update stock registers of all items.
- b) Regular and timely indent of medicine and other required articles.
- c) Collection of oxygen cylinder from Siliguri.
- d) Submission of quarterly utilization report.
- e) Any other works as entrusted for store purpose.

28. **Medical Record Technician:**

- a) Maintain and proper filing of medical records of the indoor patient.
- b) Retrieval of medical record of the patient on re-admission.
- c) Preparation and submission of monthly OPD and IPD record
- d) Supervision and maintenance of records and report of PHC and PHSC.
- e) Prepare monthly reports for South District on communicable, non communicable, dog bites and snake bites diseases.
- f) Dealing with Medico Legal Cases report to the Police.
- g) Prepared and develop charts and graphs of the performance of the hospital.
- h) Tabulate and calculate statistical data record by the department.

29. **Sanitation Inspector:**

- a) Inspection of hospital premises and other health institutions, hotels, canteen, sweet shops, fast shop, meat and fish shops, Tea stalls of South District.
- b) Verification and issue NOC to hotels, canteen, sweet shops, fast food, meat and fish shops, and tea stall.
- c) Attends health awareness programmes.
- d) Maintain and submit timely records and reports.
- e) Recommends for the renewal of license after proper verification.

f)Verification and issue of sanitation clearance required by the private school.

30. **Generator Operator:**

- a)Maintenance of electricity in the hospital buildings.
- b)Ensure proper functioning of generator and incinerator.
- c)Regular indent and maintenance of fuel and other accessories to run the generator and incinerator.
- d)Ensure continuous electricity in the hospital.

31. **Ward Master:**

- a)Maintain and supervise the day to day of ward Attendants, Safaikarmachari, Dhobi and chowkidar.
- b)Keep leave account of the ancillary staff.
- c)Daily Morning and evening round in the hospital.

32. **Ward Attendants: (Male and Female):**

- a)Assists nurses on duty in their respective wards,
- b)Provide patient bed care,
- c)Transport specimens to the laboratory and collection of reports, help collection of medicines and other required items from the stores.
- d)Maintain cleanliness of their respective wards and comply any other work as deemed necessary during the course of their duties.

33. **Dhobi:**

- a)Ensure linen washing of the hospital and ironing in the different wards.
- b)Maintain linen records of the respective wards.

34. **Safaikarmachari:**

- a)Maintain cleanliness of the wards, clinics, toilets of the hospital and also hospital compounds.
- b)Ensure proper drainage system.

35. **Chowkidar:**

- a)Crowd control in the main gate.
- b)Visitors control in the wards.
- c)Assist driver on duty during emergency call of doctors and other related officials.

36. **Security guard:**

- a)General security of the hospital premises.
- b)Visitors control.
- c)Maintenance and the control of parking places.
- d)Assist emergency patient for guidance.
- e)Assist driver on duty during emergency call.

37. **Driver:**

- a)Vehicle driving
- b)Maintain cleanliness of vehicle
- c)Maintenance of log book
- d)Routine repairs and report to the higher authority during the break down period.

38. **Peon:**

- a)Ensure regular office maintenance and cleanliness.
- b)Transport of files, letters and other official documents to the respective heads.
- c)Responsible for reaching daks to the other departments.
- d)Assign any other work as deemed necessary.

39. **Mali:**

- a)Maintain cleanliness and gardening of the hospital premises.

40. **Cook:**

- a)Maintain cleanliness of kitchen premises and utensils.
- b)Ensure regular supply of water, electricity and LPG gas in the kitchen.
- c)Regular Maintenance of cooking gas stove.
- d)Cooking and distribution of dietary items to the indoor patient.

41. **OT Technician:**

- a)Assist Anaesthetist during operations,
- b)Maintenance and take care of the OT equipments and other articles,
- c)Ensure anaesthetic drugs required for the anaesthesia.
- d)Maintain sterilization of equipments and fumigation,
- e)Assist anaesthetist for post operation cases.

42. **Orthopaedic Assistant:**

- a)Provide first AID to the trauma patients.
- b)Assist orthopedic surgeon in closed reduction of fracture & dislocation.
- c)Apply POP casts/slabs as per the doctors advised,
- d)Assist doctors & nurses in Minor OT
- e)Assist OPD and emergency.
- f)Maintain equipments and other articles required in the Orthopaedic department.

**43. District RCH Officer:**

- a) Implementation of RCH and immunization programme in the district.
- b) Planning, monitoring and Evaluation of RCH and immunization programme.
- c) Supervisory visits to PHC and PHSC.
- d) Conducting and providing training to Medical officers, ANMs MPHWs and ASHAs.
- e) Ensure RCH camps, couple counseling camp, Lap ligation and NSV camps.
- f) Regular and timely reporting.
- g) Conduct monthly and quarterly meetings
- h) Allot duties to the different category of ancillary staff.
- i) Conduct any special National Programmes like PPI etc.
- j) Ensure timely reporting of AFP cases,
- k) Coordinate with other departments for the national programmes and liaise with NGOs for their participation in the implementation of National Health Programmes.
- l) Member Secretary of District Health Society,
- m) Vice chairman, Rogi Kalyan Samittee of all PHC
- n) Ensure regular supply of equipments, vaccines, records, registers and drugs etc.
- o) Provide technical and administrative support to the other staff.

**44. Sr. DPHNO/DPHNO:**

- a) Assist District RCH Officer in planning, implementing and evaluating in RCH and immunization programme.
- b) Supervise the work of LHV, ANM, MPHw and other field staff.
- c) Coordinate with IEC and other district staff.
- d) Help in organization of health camps, RCH camps and couple counseling camps.
- e) Promote Health & Nutrition Education activities.
- f) Assist in school health programmes and other IEC programmes.
- g) Ensure maintenance of regular supply of vaccines, equipments, records, registers in the PHC and PHSC.
- h) Ensure maintenance of prescribed records and submission of periodical returns.
- i) Review monthly progress report of PHC and PHSC.
- j) To give technical guidance and training to support staff
- k) Review ACR of field staff.
- l) Investigate into complaints against paramedical personnel in the district and submit the reports accordingly.
- m) Provide continue education for ANMs and MPHws (M/F).
- n) To work together with the functionaries to the other department like ICDs, RMDD, Education etc.
- o) To coordinate RCH/immunization activities undertaken through voluntary organization.
- p) To conduct tours for supervision of PHC and PHSC.

**45. Community Health Officer:**

- a) Supervision of PHC and PHSC
- b) Designated as a link person of the department with the BDO office,

c) Assist District RCH Officer in NRHM programme.

46. Assistant Director, Nursing:

a) Maintenance of data bank of Nursing personnel.

b) Conducting tours, coordination with Panchayat Raj institutions and liaison for the proper functioning of Health Workers and ANMs in the PHC.

c) Inspection and maintenance of records and registers, immunization, child care, home visits, eligible couples and other related matters.

d) Submit the findings of the tours to the CMO and MO I/C of the PHC.

47. Joint Secretary (South):

a) Assist overall district administrative matters to CMO.

b) Supervision of the administrative work of the district hospital, PHC and PHSC.

c) Dealing with personal files of all health staff of the district.

d) Responsible for the administrative and other correspondences with the head office and liaison with the other departments.

e) Represent the department during the meeting with the other line departments.

f) Designated as guardian officer of Damthang GPU under Panchayat Raj institution.

g) Ensure punctuality of the staff in the department.

48. Head Assistant:

a) Supervision of ancillary staff

b) Dealing with personal files

c) Maintain personal directory of staff of the district.

49. UDC:

a) Dealing with personal files and records processed by the LDC

b) Supervision of the work of LDC

50. LDC:

a) Deals with personal file for leave, increment, promotion, dispatch, update of personal files, typing work and all other related assignments to him/her.

51. Accounts Officer:

a) Adherence and implementation of financial rule for all purposes

b) Assist CMO and other District Officer of the department for all financial matters.

- c)Supervise the work of ancillary staff
- d)Maintain punctuality of his/her staff.
- e)Designated as a Drawing and Disbursing Officer.
- f)Maintain all records and reports required for future references.
- g)Ensure proper accounting and auditing.

52. **Accountant:**

- a)Dealing with accounts matter like cash book, preparation of contingent bill, submission of monthly statement report and reconciliation with AG office.
- b)Assist the work of Accounts Officer.
- c)Any other work as assign to him/her regarding financial matters.

53. **Accounts clerk:**

- a)Salary bill preparation
- b)Maintenance of expenditure
- c)Assist accountant

54. **Runner Field Worker:**

- a)Attend Head Office
- b)Transportation of Blood slide to Namthang & Jorethang PHC
- c)Indent from Singtam Hospital
- d)Other official work assigned from time to time.

55. **Medical Officer In-charge of PHC**

- a)Overall incharge of the PHC and PHSC under his/her jurisdiction,
- b)Attend OPD and inpatient
- c>Allot duties to the ancillary staff to ensure smooth running of the OPD and indoor patient
- d)Attend emergency and referred cases by health workers, ANMs, School teachers in the treatment of minor ailments
- e)Referral of cases needing specialist services
- f)Provide guidance to health assistance, health workers, ANMs, School teachers in the treatment of minor ailments
- g)Coordinate with other institutions for providing medical care services facilities in their jurisdiction
- h)Visit sub centre at least once a month in his/her jurisdiction
- i)Ensure all the members of his/her health team are fully conversant with the various national health programmes,
- j)Prepare operational plans and ensure effective implementation of National Health Programmes
- k)Coordinate with PRIs in his/her jurisdiction
- l)Keep close liaison with Block Development Officers
- m)Field investigation of locally endemic diseases
- n)Implement all National Health Programmes under NRHM.

- Reproductive and Child Health
- Immunization strengthening programme
- National Vector Borne Disease Control Programme
- Control of communicable diseases
- Leprosy

- Tuberculosis
- Integrated Diseases Surveillance Project
- Responsible for epidemic control and disaster preparedness
- Sexually transmitted diseases
- Control of blindness

**o) School Health Programme**

**p) Conduct training of MPHW, ANM, ASHA etc.**

**q) Designated as Registrar for Death & Birth**

**r) Member Secretary of Rogi Kalyan Samithi of PHC**

**s) Supervise the work of staff working under him/her**

**t) Ensure general maintenance of equipments and other logistic items**

**u) Ensure proper maintenance of equipments and other logistic items**

**v) Ensure up to date inventory and stock registers of all the stores and equipments**

**w) Timely indent for drugs, equipment, vaccines and other items required for the PHCs**

**x) Proper maintenance of the transport**

**y) Scrutinize and accord prior approval of the programmes of staff under him/her**

**z) Hold monthly meeting of peripheral staff**

**aa) Prepare and display charts about geographical areas and other related statistics.**

**bb) Ensure regular supply of medicines and disbursement of cash assistance like JSY etc.**

**cc) Ensure maintenance of prescribed records at PHC level**

**dd) Receive reports from the periphery, compile and submit them regularly to the District**

**ee) Keep notes of his/her visits to the area and submit every month to the CMO**

**ff) Discharge financial duties entrusted to him**

**gg) Discharge the day to day administrative duties and other duties pertaining to new schemes.**

**56.a) Supervise and guide Health Worker (M/F), ANM, ASHA**

**b) Regular update knowledge and skills to Health Worker (M/F), ANM, ASHA**

**c) Help and guide for improving skills, planning and organizing the activities of Health Worker (M/F), ANM, ASHA**

**d) Regular and concurrent visit to each subcentre as per his/her tour programme**

**e) Assess the progress of work of Health Worker (M/F), ANM, ASHA and submit the report to the Medical Officer**

**f) Carry out supervisory home visits**

**g) Supervisory referral system**

**h) Ensure team work**

**i) Supervise, monitor and ensure supplies of drugs, equipments, vaccines, registers**

**j) Scrutinize the maintenance of records by Health Worker (M/F), ANM, ASHA**

**k) Review reports received from the Health Worker (M/F), ANM, ASHA**

**l) Organize the conduct training of ASHA with the assistance of Health Worker (M/F)**

- m) Assist the Medical Officer for conducting training programme and implementation of all national health programme**
- i) Maternal and Child Health**
- ii) Family Planning**
- iii) Nutrition**
- iv) Immunization**
- v) School Health**
- vi) Primary Medical care**
- vii) Health Education**

**57. Lab Technician of PHC:**

- a) Conduct General Laboratory Procedures, Lab Investigations as available in the PHC**
- b) Carry out blood examination**
- c) Carry out sputum examination**
- d) Carry out examination under NVBDCP and related investigations as and when assign to them.**

**58. ANM/Health Worker (M/F)**

**1. Maternal and child health:**

- a) Registration of pregnant women for ANC**
- b) Ensure 3 ANC check up**
- c) Referral in case of complications**
- d) Conduct deliveries**
- e) Identify JSY beneficiaries**
- f) Ensure at least 3 post natal visits**
- g) Assess the growth and development of the infants.**
- h) Educate mothers for maternal and child health, family planning, nutrition, immunization, control of communicable disease, personal and environmental hygiene.**
- i) Assist health assistant and medical officer for implementation of national and other health programme.**

**2. Family Planning:**

- a) Ensure the registration of eligible couple**
- b) IEC activities for family planning**
- c) Distribute oral and conventional contraceptives to the couples**
- d) Provide follow up services for family planning acceptors**
- e) Organize regular meetings with MSS, ASHA and other stake holders**

**3. Nutrition:**

- a) Identify the cases of malnutrition and refer to primary health centre**
- b) Distribute IFA tablet to pregnant women, nursing mother and young children up to the 5 years as per the guidelines.**
- c) Administer Vitamin A solution**

**d) Educate the community about nutritious diet for mother and child**

- 4. Coordinate with AWW and ASHA**
- 5. Conduct immunization programme**
- 6. Actively take part in communicable disease control programme**
- 7. Record and report of all vital events like death, births etc.**
- 8. Maintenance of regular registers and records as per the guidelines issued from time to time**
- 9. Provide treatment of minor ailments**
- 10. Attend and participate in staff meeting at pHC**
- 11. Coordinate with PRI, ASHA, NGOs etc.**
- 12. Maintain all financial records entrusted to them**
- 13. Organize village health and nutrition day at least once a month at Anganwadi centre**
- 14. Maintain the cleanliness of the subcentre**
- 15. Dispose medical waste as per the guidelines**
- 16. Work as facilitator for ASHA**
- 17. Carry out the work assigned under various national health programme.**

**a) National Vector Borne Disease Control Programme**

**b) National Leprosy Eradication Programme**

**c) National Programme for the control of Blindness**

**d) Revised National TB control programme**

**e) Universal immunization programme**

**f) Any other work assigned to them from time to time**

### **Job Responsibilities of Blood Bank Staff**

#### **Blood bank technician**

- 1. Blood grouping**
- 2. Blood collection**
- 3. Cross matching**
- 4. Testing of TTD's (e.g. HIV, HBsAG, HCV and Malaria)**
- 5. Blood issue**
- 6. Titration**
- 7. Coombs Test (Direct and Indirect)**
- 8. Autoclaving**
- 9. Medico legal case**
- 10. Immunohaematological Test**
- 11. Maintaining quality control of grouping reagents, TTD's Testing kits and Blood Bank equipments.**
- 12. Maintaining Blood Bank Register**
- 13. Organizing voluntary blood donation camp and collecting blood**
- 14. Making Monthly, quarterly and annual report**
- 15. Collection of Blood Bag, Reagents, TTD's testing kits, transfusion sets and other equipments from Central Blood Bank, STNM Hospital, Gangtok.**

16. **Blood Donor Registration**
17. **BTR test/record**

#### **Blood Bank (Sister)**

1. **Daily temperature recording of different Blood Bank Refrigerator.**
2. **Maintaining Stock Register of Reagents, TTD's kits, Blood bank equipments and all stationeries/miscellaneous items**
3. **Maintaining emergency kits**
4. **Monitoring of blood donors after phlebotomy**
5. **Collection of indent from store.**

#### **Blood Bank (FWA)**

1. **Cleaning**
2. **Dusting**
3. **Washing**
4. **Sterilization**
5. **Bed making (Bleeding Room)**

#### **District TB Centre, Namchi Hospital**

#### **Power & function of District TB Officer**

1. **Financial and executive power of society. Responsible for the planning, programme implementation, supervision & monitoring of the programme activities as per the guidelines of society, state & central govt.**
2. **General Supervision of activities of the programme in the district.**
3. **Provision and distribution of required drugs consumable, equipment & other supplies.**
4. **Timely submission of periodical reports in the approval formats to appropriate authorities at the state & central level.**

#### **Function:-**

1. **To supervise the RNTCP programme in the south district.**
2. **To maintain the goal & objectives of the programme.**
3. **To attend Outdoor & indoor patient when M.O.T.C. is in leave.**
4. **Monitoring the patient on treatment, evaluation of treatment outcome at the end of treatment.**
5. **Conduct IEC/Awareness programme of RNTCP & DOTS in the district.**

#### **Job responsibility of Medical Officer Treatment Centre (TB)**

1. **Conduct Supervisory visits to DMC & DOT centre.**

2. Random interview of patients and community leaders. Random checking of the DMC & stock of anti TB drugs & Lab Consumables.
3. Ensure co-ordination with other programme & programme officers.
4. Assist in the programme of DOTS
5. Organise IEC activities on TB Control Programme.
6. Look after the Indoor patients.
7. Assist the DTO in planning, implementation, monitoring and supervision of the programme.
8. Act as MO-TC for the TB unit in the area of the DTC & responsible for smooth implementation of the RNTCP and achieving its objectives through sub district supervisory staff.
9. Supervise TB units and peripheral health institutions at least once per quarter.

#### **Job Responsibility of Statistical Assistant (TB)**

1. Handle accounts works of District Health Society, RNTCP.
2. Maintain accounts Register and Files.
3. Prepare all accounts Bill & cheques.
4. Prepare and submit monthly financial reports Quarterly Statement of expenditure report, Utilization, reports on assets procures.
5. To attend Health Awareness camps on TB during Fair and Festival within the District.
6. Maintain stock of Stationaries and Miscellaneous items of DTC and DHS RNTCP, Namchi South Sikkim.
7. To supervise PHCs of South district on maintenance of records and reports on TB.
8. To help DTO for preparation of Quarterly TB reports of South District about financial management.

#### **Job Responsibility of Treatment Organiser (TB)**

1. Issue Drugs to the Designated Microscopy Centre & Microscopy Centre.
2. Preparation & maintenance of Treatment card of the patient.
3. Prepare monthly NRHM report.
4. Training & supervision of staff of AWW, ASHA, NGO, PHC, PHSC & DOT centre.
5. Carry out duties assigned by the Sr. DTO/CMO/DRCHO of the district.
6. Helped DTO to prepare quarterly report of RNTCP.
7. Transfer of drugs from one DOT centre to another if required.
8. Retrieval action for Treatment after Default case taken.
9. Home visit of all New Smear positive done.

#### **Job Responsibility of Lab Technician (TB)**

1. Look after the Lab of TU & its maintenance.

2. Sputum collection, smear preparation staining of smear & giving report of the smear to the patient/DTO/MOTC.
3. Monthly report of TU prepared.
4. Monthly NRHM report prepared.
5. Stock register of TU prepare & maintained.
6. Monthly summary of Lab Extract prepared.
7. In absence of STLS carry out his work (e.g. prepare reagent for PHC slides collected from DMC/PHC).

### **Job Responsibility of ANM (TB)**

1. Prepare treatment card & identification card for the patient.
2. (DOTS provider) give DOTS to the patient diagnosed by MO. TC/DTO/MO & act as a DOT provider.
3. Prepare & maintained medicine stock of DOT centre (TU Namchi) & also keep stock register up to date.
4. Keep referral & transfer register up to date.

### **Job Responsibility of Data Entry Operator (TB)**

1. Ensure regular entry of all relevant data in the computer pertaining to various aspects of RNTCP in a systematic manner to facilitate its analysis.
2. Data Analysis and compile report of the District.
3. Maintenance and up keep if the computer and its accessories including virus defense.
4. To send reports electronically and checked everyday mail.

### **Job Responsibility of Medical attendant (TB)**

1. Maintenance of clinic and cleanliness.
2. Registered the TB patient and maintained the patient register book of OPD at DTO office.
3. Assist in the training programme organized by DTC/DTO
4. Maintained dispatch register & different files.
5. Handle and look after the Xerox machine and OPD instruments.
6. In the absence of DEO the work assigned to DEO is look after by me.
7. Any other duties assigned by Sr. DTO.

### **Job Responsibility of Driver (TB)**

1. Driving of vehicle.
2. Upkeep and cleanliness of vehicles.
3. Maintenance of log book & blue book.
4. Routine repairs including change of wheels.

### **District Leprosy Office, Namchi, South Sikkim**

**Power and Functions of District Programme Officer NLEP**

1. **Financial and executive power of society. Responsible for the planning, programme implementation, supervision and monitoring of the programme and activities as per the GOI guidelines.**
2. **General supervision of the activities in the district.**
3. **Provision and distribution of required drugs, consumables and supplies for patient welfare and supply of MCR footwears to the needy.**
4. **Timely submission of monthly reports in the format prescribed to the appropriate authority in state and centre.**
5. **Ensure proper reporting and maintenance of records in the peripheri.**

**Functions:-**

1. **Diagnosis and treatment of leprosy cases.**
2. **Maintain the goal and objective of the programme.**
3. **Organize health camps at different villages and schools of South district.**
4. **Conduct IPC meetings with panchayats and village heads.**
5. **Organize annual review meeting with District collector and Zilla adakshya and zilla panchayat members.**
6. **Prepares annual and five year plan for implementation in the district.**
7. **Periodic reorientation training of MOs, MPHWs, health supervisor and NGOs.**
8. **Supervisory visits to all the PHCs and PHSCs of South district.**

**Duties and Responsibilities of NMLO**  
**(Non Medical Leprosy Officer)**

1. **To supervise the work of PMWs.**
2. **To keep the updated reports on follow up of RFT cases.**
3. **Assist the programme organized by DLO/DPO NLEP**
4. **Compile the monthly report and submit to DLO**
5. **Tour all the PHCs and PHSCs and supervise in maintaining the reports and records**
6. **Attend all the meetings.**

**Duties and Responsibilities of PMWs (Para medical workers)**

1. **Conduct survey in their respective areas and detect new cases.**
2. **Give treatment and maintain records.**
3. **Since they have been integrated with the general health care system they work as MPHw**
4. **Prepare monthly report and submit to NMLO.**

**Job Responsibilities**

## **Deputy Director (IEC)**

**Deputy Director will supervise & monitor the all IEC activities according to the State/CSS. Fund release from headquarter implemented by EE, MO & DHEO in District Headquarter & PHC and maintains total IEC activities report diary.**

## **District Health Education Officer**

- 1. To assess the felt need of the area to appropriate IEC activities.**
  - a. By surveying for base line data.**
  - b. Keeping record of all state level and District level health statistics e.g.**
    - Population**
    - Area**
    - IMR**
    - Birth/Death rate etc.**
  - c. Area mapping & spot the felt need zone for programme implementation.**
- 2. To organize IEC Programme & Training with the consultation of CMO & other District Health Programme Officer.**
  - a. MSS Training**
  - b. Joint Training**
  - c. BEE and allied functionaries training.**
  - d. Panchayat & other training.**
- 3. To form new MSS according to the need of area and to supervise & release the fund to old MSS accordingly.**
- 4. To make aware regarding all national health programmes and carries out the programme as per guidelines.**
- 5. To coordinate with Inter Deptt. Programme Officer.**
  - Intra department office**
  - Vol. Health Organization**
  - Village leaders.**
- 6. To involve in all health & programme as well as in the programme organized by the other sector.**
- 7. To observe the International Health Days as per Headquarter instructions.**
- 8. To assist CMO to plan and organize any health programme, functions etc.**
- 9. To supervise IEC activities in PHC/PHSC level.**
- 10. To implement innovate local specific activities and Normal Mass Media Activities as per Headquarter instruction**
  - Example a) Song/Drama**
  - b) Debate/Quiz**
  - c) Essay/Poster competition etc.**

11. To supervise the outdoor publicity displayed in the district/PHC
12. To organize District/subdivision level exhibition with the consultation of CMO and other health programme officer and to participate in exhibition organized by other sector.
13. To carry out School Health Programme with Health Check up, Immunization & Education.
14. To monitor and supplement the programme as necessary.

### **Projectionist**

1. He will assist to organize and arrange all IEC programme to District HEO.
2. He will carry out video/photography of all health programme.
  - Keep record of Photography
  - Videography for reporting further.
3. To arrange PA system in any health programme whenever it is needed.
4. To screen the film in the health programme whenever it is needed through video/slide projector.
5. To arrange and assist during power point presentation in any health programme.
6. To keep record of AV equipments and IEC materials procured from Headquarter/Government of India.

### **Job Responsibilities of Prakash Rai, MPHW, District Hospital Namchi, IEC Cell**

1. Attending and assisting DHEO in all IEC Programmes
2. To assist DHEO in all IEC activities.
3. To assist DHEO in all official works
4. To operate computer for all official works.
5. Keeping and maintaining data of IEC Cell.
6. To give IEC in community level in the Health Programmes.

**NOMINAL ROLL FO REGULAR EMPLOYEES  
NAME: HEALTH CARE, HUMAN SERVICE & FAMILY WELFARE  
DEPARTMENT (N.L.E.P)**

**(PLAN)**

Sl. No	Name	Desig	Scale	B.P.	INC	NPA	DP	DA	SBCA	HRA	Total	Job Re
1.	Dr. T. Doma	DLO (East)	9000-300-13000	11700/-	300/-	1000/-	5850/-	7606/-	1855/-	2783/-	30794/-	In char (East)
2.	Mr. D.K. Sharma	NMLO (HQ)	7000-225-11500	10150/-	225/-	-	5075/-	6242/-	1523/-	2284/-	25274/-	Inchar; physical achieve Lepros
3.	Mr. S.G. Bhutia	NMLO (North)	7000-225-11500	10150/-	225/-	-	5075/-	6242/-	1523/-	2284/-	25274/-	Inchar; physical achieve North I
4.	Mr. S.P. Bhutia	NMLO (East)	7000-225-11500	10375/-	225/-	-	5188/-	6381/-	1556/-	2334/-	25834/-	Inchar; physical achieve East D
5.	Mr. B.K. Rai	NMLO (South)	7000-225-11500	10375/-	225/-	-	5188/-	6381/-	1556/-	2334/-	25834/-	Inchar; physical achieve South I
6.	Mr. Navin Gurung	ULA (East)	7000-225-11500	9250/-	225/-	-	4625/-	5689/-	1388/-	2081/-	23033/-	Inchar; area.
7.	Mr. Mahendra Mukhia	PMW (East)	4300-125-6800	6175/-	125/-	-	3088/-	3798/-	926/-	1389/-	15375/-	To look account DLS E progra
8.	Mr. Narboo Bhutia	PMW (South)	4300-125-6800	5925/-	125/-	-	2963/-	3644/-	889/-	1333/-	14754/-	To look account DLS S progra
9.	Mr. B.B. Basnet	PMW (West)	4300-125-6800	5935/-	125/-	-	2963/-	3644/-	889/-	1333/-	134754	To look account DLS W progra
10.	Mrs. S.K. Tamang	LDC (H.Q)	4000-100-6000	5300/-	100/-	-	2650/-	3260/-	795/-	1193/-	13198/-	To look account comput assistan
11.	Mr. D.N.	Helper	3050-	3800/-	75/-	-	1900/-	2337/-	570/-	855/-	9462/-	NLEP

	<b>Nepal</b>	<b>(HQ)</b>	<b>75-4550</b>									<b>helper.</b>
	<b>Total</b>			<b>89125/-</b>		<b>1000/-</b>	<b>44565/-</b>	<b>55224/-</b>	<b>13470/-</b>	<b>20203/-</b>	<b>2,23,587/-</b>	

**Rs. 2,23,587/- (Rupees Two lakhs twenty three thousand five hundred eighty seven)only.**

**NOMINAL ROLL FO REGULAR EMPLOYEES  
NAME: HEALTH CARE, HUMAN SERVICE & FAMILY WELFARE  
DEPARTMENT (N.L.E.P)  
(NON-PLAN)**

<b>Sl. No</b>	<b>Name</b>	<b>Desig</b>	<b>Scale</b>	<b>B.P.</b>	<b>INC</b>	<b>NPA</b>	<b>DP</b>	<b>DA</b>	<b>SBCA</b>	<b>HRA</b>	<b>Total</b>	<b>Job Res</b>
1.	Dr. C. Zangmo	P.O.	9000-300-13800	13100/-	300/-	1500/-	8672/-	6550/-	2115/-	3173/-	35110/-	Incharge of programme in the State
2.	Mrs. M.D. Rajak	S.K	2850-55-3070/-	3725/-	55/-	-	2219/-	1863/-	559/-	838/-	9276/-	Attached to accounts section Deptt.
3.	Mr. K.B. Lungali	MWA	3050-75-4550	4175/-	75/-	-	2568/-	2088/-	626/-	939/-	10396/-	Office help to general
4.	Mr. R.D. Pradhan	Helper	3050-75-4550	4320/-	75/-	-	2657/-	2160/-	648/-	972/-	10757/-	Helper of N
	<b>Total</b>			<b>25,320/-</b>		<b>1,500/-</b>	<b>16,188/-</b>	<b>12,661/-</b>	<b>3,940/-</b>	<b>5,922/-</b>	<b>65,539/-</b>	

**Rs. 65,539/- (Rupees Sixty five thousand five hundred thirty nine) only.**

## **GNM Training School**

Present GNM Training School was earlier ANM & MPHWSchool which was started in 1980. The intake capacity of the school increased upto 40-45 students annually. In the year 1987, the school was affiliated to West Bengal nursing Council. The ANM school was upgraded to General Nursing & Midwifery School in the year 1999.

The aims of GNM Course are:

- To Prepare nurses with a sound educational programme in nursing to enable them to function as efficient members of the health team for first level positions in all kinds of health care settings.
- To develop an ability to cooperate & co-ordinate with members of the health team in the prevention of disease, promotion of health and rehabilitation of the sick.
- To help nurses in their personal and professional development, so that they are able to make maximum contribution to the society as useful and productive individuals, citizens as well as efficient nurses.
- To prepare nurses to keep pace with the latest professional and technological developments and use these for providing nursing care services.

The Purpose of the ANM/MPHW course:

- To prepare an ANM/MPHW to function at community level/ village with specific skills to fulfill the health needs of the community. They will be an active link between the community and the health care system.

The Functions of the school:

- To impart training to the students undergoing GNM, ANM & LHV courses.
- To participate in inservice education of the nurses within the State.
- To work with other members of the health team & community in promotion of health, prevention of illness, restoration of health & re-habilitation.

The powers and duties of officers:

The faculty consists of Principal, vice-principal, senior tutors and tutors. They also include external lecturers who may not be directly associated with the school of nursing.

The Principal is the administrative head of the school.

### **Functions of the Principal, School of Nursing**

1. General administration of School of Nursing.
2. Overall supervision of teaching programme.
3. Supervision of students' welfare, health and security services.
4. Supervision and guidance of teaching staff including organization of in-service education of staff.
5. Responsibility for organizing workload of staff including teaching assignments.
6. Guidance and counseling of students.
7. Administrative arrangements for students' clinical experience and teaching in hospital and public health field.
8. Admission of students.
9. Maintenance of permanent school records.
10. Preparation of reports (School Annual Reports, progress reports).
11. Procurement of school equipments, supplies and stationery.
12. Supervision of hostel and office staff.
13. Participation in professional activities.
14. Participation in teaching programmes.
15. Planning for development of the school.
16. Correspondence with W.B.N.C (West Bengal Nursing Council) for all training matters and updating the affiliation of the school.
17. Correspondence with I.N.C. (Indian Nursing Council) and Government of India (Nursing Section).

### **Functions and Responsibilities of Teaching Staff**

#### **Senior Tutor**

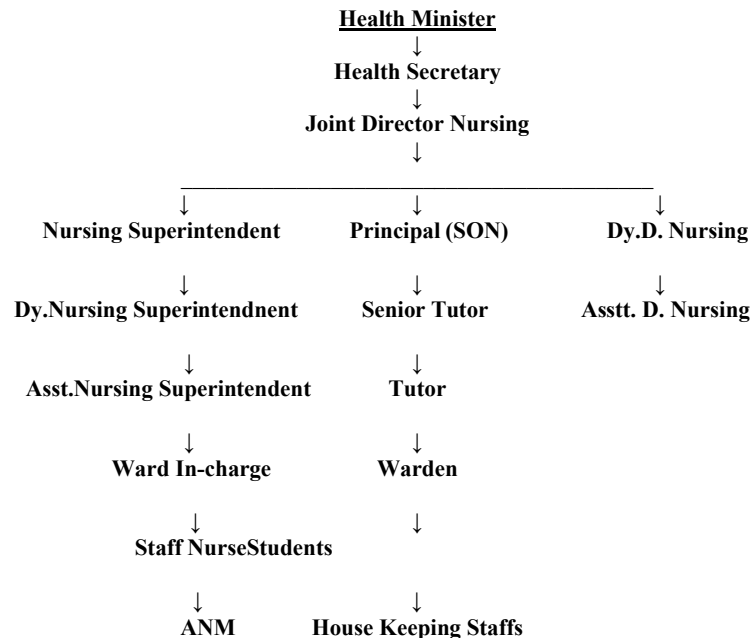
**Responsible for planning and implementation of teaching programme.**

- Teaching subjects in the curriculum.
- Over-all supervision of clinical teaching and implementation of the practical component in hospital/community settings in real life situation.
- Assisting in the administration of the School of Nursing.
- Supervision and guidance of junior teaching staff including in-service education.
- Supervision of student's health, welfare and security.
- Conducting or assisting in examinations, tests.
- Assisting in maintenance of school records.
- Participating in student guidance activities.
- Guiding student's extra-curricular programmes.
- Planning, implementation and evaluation of specific courses.
- Officiating as Principal in the absence of Principal Nursing Officer.

## Tutor

- Teaching Nursing Subjects.
- Teaching and Supervision of students in Clinical field.
- Arrangement for external lecturers.
- Assisting in planning and implementation of specific course.
- Participating in School's committee work.
- Conducting Tests (theory and practical)
- Helping students in extra curricular activities.
- Guidance and counseling of students.
- Maintenance of class room and laboratory equipment, supplies and teaching aids
- Evaluating student's assignments and progress.
- Maintaining records related to clinical experience and teaching.
- Any other duty assigned from time to time.

### ORGANISATIONAL CHART OF GNM TRAINING SCHOOL



The Rules, regulations, instructions, manuals & records regarding the School staffs are as per state Government policies. But the functioning of the School of Nursing is based on West Bengal Nursing Council (Indian Nursing Council) guidelines as follows:

- 1:10 Teacher student ratio
- Annual intake of 20 students as the parent hospital is of 300 bedded capacity (as per rule the school can take 30 students annually).

- A teaching load of 12-16 hours per week excluding laboratory sessions, clinical supervision, student guidance & counseling, evaluation of student's assignments, committee work, record keeping and all other functions expected of a tutor.
- Selection Criteria for GNM course:
  - 10+2 passed or its equivalent qualifications
  - Students from Science discipline with aggregate of 45% marks in Physics, Chemistry & Biology are preferable.
  - No relaxation in any of the requirements.
  - Age limit 17-25 years.
  - The institute conducts medical examination of candidates & only medically fit students are admitted.
  - Selection is purely on merit basis based on mark-sheet of Class XII (AISSCE)

**Selection criteria for ANM Course:**

- The minimum age for admission is 15 years.
- The minimum educational requirements Class X passed with minimum 45% marks.
- Medical fitness certificate is a must.
- Selection is purely on merit basis based on mark-sheet of Class X (CBSE).

**The lists of records are:**

- Application forms & other reports concerning selection & admission
- Admission register
- A cumulative health record
- Class attendance & leave record
- Clinical & field experience, student rotation
- Internal assessment register both theory and practical
- Mark list
- Records of extra curricular activities
- Practical record book procedure books etc.
- Student evaluation – internal practical & theory.
- Permanent cumulative student record, student details, examination & results, theory hours, practical experience, marks of each students.

**The list of Officers and employees:**

Monthly Remuneration (Basic)

- |   |                    |
|---|--------------------|
| 1. Mrs. Pemba Doma Bhutai,<br>Principal Nursing Officer | Rs. 9000-300-13800 |
| 2. Mrs. K.Kabo, Senior Tutor                            | “                  |
| 3. Mrs. Jwalla Gurung, Sr. Tutor                        | “                  |
| 4. Mrs. Dawa Lhamu Targain, Tutor                       | Rs. 7500-250-12500 |
| 5. Mrs. Karna Kumari Pradhan, Tutor                     | “                  |
| 6. Ms. Bibi Maya Rai, Tutor                             | Rs. 7000-225-11500 |
| 7. Ms. Meena Thapa, Tutor                               | “                  |
| 8. Mrs. Aruna Bagdas, Tutor                             | “                  |

- |  |             |   |
|--|-------------|---|
| 9. Mrs. Philomina Lepcha, Tutor                              |             | “ |
| 10. Mrs. Razni Gurung, Tutor                                 |             | “ |
| 11. Mrs. Pabitra Sharma, Tutor                               |             | “ |
| 12. Ms. Chuni Doma Bhutia<br>(temporary attachment) “(Grade) |             |   |
| 13. Mrs. Bina Chettri, Warden                                | Rs. 5500/-  |   |
| 14. Mrs. Roma Kumari Chettri,<br>LDC cum Typist              | Rs. 3400/-  |   |
| 15. Mr. Chuzing Bhutia, Cook                                 | Rs. 3200/-  |   |
| 16. Mrs. Tara Dahal, Cook                                    |             | “ |
| 17. Mrs. Bagi Maya Sharma, Cook                              |             | “ |
| 18. Mrs. Dil Maya Rai, Cook                                  |             | “ |
| 19. Mr. David Lama, Driver                                   |             | “ |
| 20. Mr. Shiva Chandra, Dhobi                                 | Rs. 2800/-  |   |
| 21. Mr. Ram Kumar Rai, Chowkidar                             |             | “ |
| 22. Mr. Kirendra Gurung,<br>Safaikarmachari                  |             | “ |
| 23. Ms. Kesang Lhamu Bhutia,<br>Lab Attendant                | On MR basis |   |
| 24. Mr. Santa Kumar Kami,<br>Chowkidar                       |             | “ |
| 25. Mr. Punya Prasad Sharma,<br>Chowkidar                    |             | “ |
| 26. Mr. Danam Lepcha, Peon                                   |             | “ |
| 27. Ms. Sajey Lepcha, Safaikarmachari                        |             | “ |

**Revised National Tuberculosis Control Programme**  
**State Tuberculosis Cell**

**Functions:**

**1. Programme Management**

**(1). Situational Analysis and Planning**

- (a) Access the status of the tuberculosis control services in the State.**
- (b) Determine the resource requirements of the State pertaining to different components of the programme on the basis of inputs from the districts and STDC.**
- (c) Formulate, an annual plan for implementation of the RNTCP in the districts which will include:**
  - (i) Planning and execution of supervisory visits.**
  - (ii) Procurement and supply/hiring of vehicles to districts, IRL and States**
  - (iii) Develop a strategy and action plan for IEC activities in RNTCP at the State level and facilitate the same at the District Level**
  - (iv) Conduct and facilitate advocacy at the State, District and Local levels, both within and outside the health sector**
  - (v) Operationalize a planning and budgeting process that flows bottom-up, i.e. from DTCs/STDC-STCS-CTD and a fund release process that flows topdown, i.e. from CTD-STCS-STDC/DTCS**
  - (vi) Strengthen supervision and monitoring of the IRL and DTCs in terms of technical performance and expenditure vis-à-vis activities planned and accomplished**
  - (vii) Role in drug requisitioning, procurement of some items, storage and distribution ensuring uninterrupted drug supply and virtually no expiry of drugs throughout the state.**
  - (viii) Facilitate standardization of purchase of laboratory consumables by prescribing technical specifications of the consumables.**
  - (ix) Promoting participation of NGOs and private sector organizations at the State level and facilitating the same at the District Level.**
  - (x) Appoint State level contractual staff (IEC/Medical Officer, Accountant, DEO, Secretarial Assistant etc.)**
  - (xi) Access the status of RNTCP training to health functionaries and coordination of training conducted at district level.**
  - (xii) Conduct RBRC under EQA protocol.**

**(2) Programming**

Based on the established plan, undertake detailed, specific programming to ensure successful implementation of all aspects of the plan.

**(3) Coordination**

To prepare a list of Medical Colleges, TB hospital, voluntary agencies and private practitioner at the State level and actively involve them in the programme. To facilitate preparation of such a list at the district level and to facilitate NGO/private practitioners involvement as appropriate.

**(4) Implementation**

Ensuring following activities:-

(i) To supervise programme implementation and monitor all the tuberculosis control activities in the State and ensure that the programme does not deviate from the Government of India's Technical and Operational Guidelines of RNTCP and other policy decisions.

(ii) To ensure that the technical parameters of the RNTCP like case detection rate, cure rate, default rate, death rate etc. are within the acceptable range.

(iii) To identify regional level NGOs and private sector organizations according to their capacity and range of services provided and promote their involvement in RNTCP.

(iv) To assess the requirement of the state and status of available facilities/resources and ensure adequate and uninterrupted supply of inputs to the service facilities including drugs and other logistics.

(v) To finalize the plan for supervision by the State including IRL and ensure compliance as per the schedule of planned visits.

(vi) To identify and correct bottle necks in implementation and send reports to CDT on a quarterly basis

(vii) To oversee the functioning of the District Health Societies – RNTCP

(viii) To oversee the quality control network for sputum microscopy.

**2. Powers and duties of each staff**

**1. Medical officer:**

(i) Preparing annual and quarterly program management, case detection, sputum conversion and treatment outcome reports for the State & review same of the districts.

(ii) Conducting supervisory visit of the DTC, PHC. Reviewing Lab register, TB registers, treatment card of the district societies on a periodic basis.

(iii) Ensuring that adequate internal and external quality controls are in place to facilitate better program management.

- (iv) Conduct external quality control (RBRC) in the state.
- (v) Ensuring timely consolidation of quarterly reports at the state level (of all the district TB Societies)
- (vi) Ensuring that common reporting formats as provided by the Central TB Division are used by Districts in order that consolidation of reports is facilitated at state level.
- (vii) Monthly physical verification of stocks
- (viii) Ensure that staff throughout the state are trained or sensitized in RNTCP.
- (ix) Facilitate Modular training of the Medical Officers.
- (x) Sensitization and training of other staffs.
- (xi) Facilitate IEC activities in the state.
- (xii) Making of annual action plan for the state pertaining to training activities.

## **II. IEC Officer**

- Preparation of IEC materials
- Awareness generation among general public
- Training/sensitization of health worker/staff/MOs on inter personal communication
- Organize/manage IEC programme and awareness camps, ensure proper placement of IEC materials and distribution of the same
- Prepare annual action plan for IEC activities in consultation with DTOs and the STO
- Monitor/supervise IEC activities throughout the State.
- Visit district and coordinate IEC activities with the DTOs in district.

## **III. Accountant**

- (xiii) Preparing annual and quarterly budgets for the State & review budgets of the district societies.
- (xiv) Ensuring that adequate internal controls are in the place to support the payments and receipts.
- (xv) Ensuring timely consolidation of accounts/financial statements at the state level (of all the district TB societies).
- (xvi) Ensuring that common reporting formats as provided in financial guidelines are used by districts in order that consolidation of accounts is facilitated at state level.
- (xvii) Supporting the audit of the accounts of the state society and district societies in accordance with the financial guidelines.
- (xviii) Monitoring expenditure and receipt of SOEs from the Districts.
- (xix) Reviewing the accounts and records of the District societies on a periodic basis.
- (xx) Preparing consolidated SOE of the State to be sent to the Central TB Division on a quarterly basis.
- (xxi) Coordinating with the District societies to address the audit objection/internal control weakness, issues of disallowances if any.

## **IV. Secretarial assistant-cum-in charge store keeper:**

- (i) Receipts of drugs as well as laboratory materials and visual inspection of consignment sent from various Govt. Medical Stores Depots and local suppliers: viz, counting of items and drugs and checking of dispatched documents (invoice and lorry receipt), and expiry dates, batch nos. as per pre-information supplied by ADHS (STO).
- (ii) Issue/dispatch of drugs and lab materials according to approval of ADHS.
- (iii) After receipt/issue/dispatch, maintaining the stock registers, State issue voucher.
- (iv) Physical verification and reconciliation of drugs under the supervision of ADHS or MO.
- (v) Preparing of monthly stock statement and details of drugs issued to the districts for the month and physical verification sheet and sending them to Central TB Division, New Delhi.
- (vi) Inventory management of Store (Arranging and keeping on the front shelf the drugs which are likely to expire first. Space management of cartons of drugs excess, or expiring drugs in future whenever he misses to check them out.
- (vii) And to help ADHS and MO in making quarterly report on medication portion and for secure custody of drugs from seepage, leakage, damp, expiry, rodent, pest, and fire etc.

**V. Data entry operator:**

- (i) Typing and printing of all official papers, letters, documents
- (ii) Receipt and reply of E-mail on daily basis
- (iii) Coordinate and guide all DEO's of four districts.
- (iv) Keep tract of all official correspondence
- (v) Maintenance of all file records.

**LDA (General Section)**

- (i) Preparing annual budget for the state
- (ii) Salaries bill preparing and CB etc.
- (iii) Preparing the monthly expenditure
- (iv) Reconciliation in AG office
- (v) Processing the file of MR, house rent, stationary, motor part etc.
- (vi) Ensuring the adequate internal controls are in place to support the payments and receipts.

**Statistical Assistant (TB)**

- (i) Compilation monthly report of RNTCP
- (ii) Compilation quarterly and yearly report
- (iii) Maintenance of monthly, quarterly and annual reports
- (iv) Assist STO on collection and compilation of data
- (v) Preparation of charts on performance indicator
- (vi) To help conduct RBRC under EQA

- (vii) Assisting IEC officer in conducting IEC activities programme
- (viii) Maintenance of statistical data on RNTCP

### **3. Categories of documents held by staff**

#### **(i) Medical officer**

- Quarterly program management reports
- Consolidated quarterly program management register
- RBRC register
- Extra Pulmonary register
- MDR TB register

#### **(ii) IEC Officer**

- Register of stock materials on IEC
- Register of yearly expenditure on IEC
- Register of quarterly reports on IEC
- Records of Annual action plan on IEC
- Register of all the materials prepared at State and distribution of districts.

#### **(iii) Accountant:**

- Cash book/bank book
- General ledger
- Record of bank reconciliation statement
- Fixed asset register
- Advance register
- Monthly expenditure register
- Records of Quarterly statement of expenditure
- Cheque issue register
- Payment vouchers
- Records of Grants in aid received from CTD
- Grants distributed to district register
- Records of Utilization certificate for the year.

#### **(iv) Secretarial assistant-cum-in charge store keeper.**

- Stock Register of Drugs
- Stock Register of Laboratory materials
- State issue voucher
- Challan for Lab materials
- Receipt book for lab materials
- File for RO and correspondence relating to dugs
- File for signed state issue vouchers
- File for monthly stock statement reports and PVS
- Peon book

#### **(v) Data entry operator**

- Records of all official documents/records.
- Receipts,dispatch file, E mail etc. Register
- Records related to computer and its accessories.

#### 4. Directory of its officer and staff

Staff	Regular/ Contractual	Address	Contact No.
<b>Dr. J.J.D.Pradhan State TB Officer</b>	<b>Regular</b>	<b>State TB Cell, Bhanupath, Gangtok, Sikkim</b>	<b>204954 (O) 9434012191(M)</b>
<b>Dr. Manjushree Thapa, Med. Officer</b>	<b>Contractual</b>	<b>-do-</b>	<b>9434444911 (M)</b>
<b>Mr. Vivek Pradhan IEC Officer</b>	<b>Contractual</b>	<b>-do-</b>	<b>9933003850(M)</b>
<b>Mr. Ajay Sharma, Accountant</b>	<b>Contractual</b>	<b>-do-</b>	<b>9933470859(M)</b>
<b>Mr. Rajendra Pradhan, Secretarial Assistant</b>	<b>Contractual</b>	<b>-do-</b>	<b>9832456532(M)</b>
<b>Miss Shobha Lamichaney, Data Entry Operator</b>	<b>Contractual</b>	<b>-do-</b>	<b>9434487930(M)</b>
<b>Mr. Subash Pradhan, LDA</b>	<b>Regular</b>	<b>-do-</b>	<b>9735017168(M)</b>
<b>Mr. Norching Bhutia, SA</b>	<b>Regular</b>	<b>-do-</b>	<b>9474530313(M)</b>
<b>Mr. Raju Tamang, Driver</b>	<b>MR</b>	<b>-do-</b>	<b>204954(O)</b>
<b>Mrs. Meera Sewa, Peon</b>	<b>MR</b>	<b>-do-</b>	<b>204954(O)</b>

#### 5. Monthly Remuneration Received

Staff	Monthly remuneration
<b>State TB officer</b>	<b>Rs. 15,500/- P.M.(basis)</b>
<b>Mr. Subash Pradhan</b>	<b>Rs. 5,100/- -do-</b>
<b>Mr. Norching Bhutia</b>	<b>Rs. 6,500/- -do-</b>
<b>Medical Officer</b>	<b>Rs. 19,800/- P.M. (consolidated)</b>
<b>IEC Officer</b>	<b>Rs. 16500/- -do-</b>
<b>Accountant</b>	<b>Rs. 16500/- -do-</b>
<b>Secretarial assistant</b>	<b>Rs. 7500/- -do-</b>
<b>Data entry Operator</b>	<b>Rs. 7500/- -do-</b>
<b>Driver</b>	<b>Rs. 4030/- -do-</b>
<b>Mrs. Meera Sewa</b>	<b>Rs. 3100/- -do-</b>

#### 6. Committees:

##### Procurement committee

1. Director, Health
2. State Tuberculosis Officer

- 3. Finance Consultant – NRHM**
- 4. Joint Secretary – Member**
- 5. Director – CMSO**

**IEC Committee**

- 1. Director, Health**
- 2. State Tuberculosis Officer**
- 3. Finance Consultant**
- 4. Joint Secretary**
- 5. State IEC Officer**

**NATIONAL IODINE DEFICIENCY DISORDERS CONTROL  
PROGRAMME**

1. **IDD Control Cell is based at Head quarters. The cell is functioning since 1982 for implementation of NIDDCP in the State.**
2. **Job responsibilities of staffs posted under NIDDCP are as follows:**

Sl. No.	Designation	Job responsibilities
a.	Programme Officer	Implementation activities of the programme includes:- Monitoring, Evaluation, Supervision, conduct surveys, trainings and IEC activities are reporting to the Government of India.
b.	Technical Officer	Implementation activities of the NIDDCP which includes monitoring, through chemical analysis. Conduct trainings and IEC activities reporting to Government of India.
c.	Statistical Assistant	Data collection, compilation, report generation
d.	LDC	Typing, record keeping, letter despatch, file movement
e.	Lab Technician	Chemical analysis and over all functioning of the monitoring laboratory and reporting to the Head Quarter.
f.	Lab Assistant	Assistance to the Laboratory Technician.
g.	Peon	-
h.	Driver	-

3. **All proposals is submitted to the Head Office through Addl.DHS and decision making including channels of supervision and accountability is vested with Head of Department and Head of Office.**
- 4&5. **Norms and rules are carries out as per the guidelines from Government of India. Latest guidelines enclosed for ready reference.**
6. **All programme files are kept in the control cell.**
7. **Councils of Committee constituted:-**
  - (i) **State IDD Control Programme Committee 1984 with H.M. as Chairman.**
  - (ii) **District IDD Control Programme implementation Committee with D.C. as Chairman.**
8. **Directory of Officer:-  
Programme Officer – (03592)229920-253(Ext)**
9. **Budget allocation and utilized for last 5 years**

Year	Allocation	Grant received	Fund Utilized
2004-05	7.00	7.00	3.17
2005-06	13.00	8.28	8.75
2006-07	13.00	7.00	10.12

<b>2007-08</b>	<b>13.00</b>	<b>13.00</b>	<b>12.82</b>
<b>2008-09</b>	<b>40.00</b>	<b>-</b>	<b>-</b>

**10. Staff position and basic pay & salary paid to the staffs:**

<b>Sl. No.</b>	<b>Designation</b>	<b>Qualification</b>	<b>Pay scale</b>	<b>Monthly salary</b>
<b>1.</b>	<b>Programme Officer</b>	<b>MBBS, Masters in Public Health</b>	<b>9000-300-13800</b>	<b>32767</b>
<b>2.</b>	<b>Technical Officer</b>	<b>Masters Degree in BioChemistry, Nutrition or Equivalent</b>	<b>6500-10500</b>	<b>29760</b>
<b>3.</b>	<b>Statistical Assistant</b>	<b>Graduate with maths/statistics as one of the subjects</b>	<b>4500-7000</b>	<b>9960</b>
<b>4.</b>	<b>LDC</b>	<b>As per the State Govt. rule</b>	<b>3050-4900</b>	<b>3000</b>
<b>5.</b>	<b>Lab technician</b>	<b>B. Sc. With Chemistry as one of the subjects</b>	<b>4500-7000</b>	<b>7800</b>
<b>6.</b>	<b>Lab Assistant</b>	<b>As per State Govt. Rules</b>	<b>3250-4900</b>	<b>-</b>

**\* N.B. – The post (Sl.No. 2 to 6) are sanctioned post from the Government of India under the Programme.**

**No. 11 to 13 – Not applicable.**

**STATE SURVEILLANCE UNIT (IDSP)**

**State Surveillance Unit**

**Dr.Y.D.Chankapa  
S.S.O./P.O. IDSP/D.D IDSP**

**Deo Prakash Chettri  
(Financial Consultant)**

**Tshering Dorjee Bhutia  
(Data Manager)**

**Deepak Kafley  
(Data Entry Operator)**

**Kunchok Tashi Bhutia  
(Administrative Assistant)**

**District Surveillance Unit (D.S.U.)**

↓ East	↓ West	↓ North	↓ South
<b>1. Dr.C.M.Sharma (Distt. Surveillance Officer(D.S.O.))</b>	<b>Dr. Bikash Pradhan (D.S.O.)</b>	<b>Dr. I.L.Sharma (D.S.O.)</b>	<b>Dr. Bimal Rai (D.S.O.)</b>
<b>2. Milan Giri (Accountant)</b>	<b>Phurba Tsh. Tamang (Accountant)</b>	<b>Doma Bhutia (Accountant)</b>	<b>Yogendra Chettri (Accountant)</b>
<b>3. Rachana Sharma (Data Manager)</b>	<b>Nisedh Subba (Data Manager)</b>	<b>Rajesh Thapa (Data Manager)</b>	<b>Sabita Sharma (Data Manager)</b>
<b>4. Sabita Sharma (D.E.O.)</b>	<b>Sebika Sharma (D.E.O.) (D.E.O.)</b>	<b>Durga Adhikari (D.E.O.)</b>	<b>Poonam Sharma (D.E.O.)</b>

**Manipal Medical College**

↓  
**Roma Sharma (D.E.O.)**

**Job Responsibilities of various staff at ISDP**

**Consultant (Finance) at SSU.**

- **Periodic release of funds to District Societies.**

- **Monitor expenditure incurred by Districts under IDSP**
- **Budgeting by components and Districts.**
- **Obtain and review of audited accounts, SOEs & Utilization certificates**
- **Submitting documents to the Centre for facilitating disbursement from the Bank**
- **Organizing audit for Stat/District level accountants.**

#### **Accountant at DSU**

- **Maintenance of Accounts of District Surveillance Units as per guidelines**
- **Monitor component-wise expenditure incurred by the District Surveillance Unit**
- **Preparation of Budgeting annually**
- **Organize auditing of accounts, preparation of SOEs & utilization certificates**
- **Submitting documents to the State/Centre for facilitating disbursement.**

#### **Data Manager at SSU/DSU**

- **Supervise functioning of MIS unit of Integrated Disease Surveillance Project**
- **Supervise functioning of Data Entry Operators**
- **Organize information received from District Surveillance Units**
- **Preparation of reports required under the project**
- **Organize maintenance of IT hardware, software and WAN**

#### **Data Entry Operators at SSU/DSU**

**To assist State Surveillance Officer and other Officials in carrying out above mentioned activities.**

#### **Administrative Assistant at SSU/DSU**

**To assist State Surveillance Officer and other officials in carrying out above mentioned activities.**