

To

Dated:

The Public Information Officer,
Dr. Lily Gangmei,
Directorate of Health Services,
Govt. Of NCT of Delhi,

Subject: Implementation of Suo moto disclosure under Section 4 of RTI Act, 2005 and guidelines thereof.

The information pertaining to **DHS (NORTH WEST DISTRICT)** is as given under (with Annexures A to D):

(I) PARTICULARS OF ORGANIZATION

In Delhi, the Directorate of Health Services (at F-17, Karkardooma Delhi-110032) is the major agency related to health care delivery through various types of outlets under Deptt. Of Health & Family Welfare, Govt. of NCT of Delhi (at Delhi Sachivalya IP Estate, Delhi-110092). For better administration and health services delivery Delhi is sub-divided into 11 Districts, each headed by one Chief District Medical Officer (CDMO), who are under the administrative control of DHS. The CDMOs are responsible for monitoring of the functioning of dispensaries in their respective Districts. The health facilities provided by Delhi Govt. in North-West District are under the administrative control of Chief District Medical Officer (CDMO), North West District. The CDMO, NWD is also Mission Director of Integrated District Health Society, North West Distt. Under NHM program, Chairperson of IDHS (NWD) is District Magistrate (NWD). The IDHS (NWD) is functioning as per guidelines of State Health Mission of GNCT of Delhi.

CDMO (NWD) Address: First Floor of DGD Building, Sector-13, Rohini, Delhi-110085. Contact No. 27861592, 27861464, Email Id: emonw-dhs-delhi@nic.in

IDHS (NWD) Address: First Floor of DGD Building, Sector-13, Rohini, Delhi-110085. Contact No. 27555381, 27555382, Email Id: dpmunorthwestdelhi@gmail.com

Delhi Govt. Dispensaries in North West District:

There are 28 Delhi Govt. Dispensaries and Seven Seed PUHCs working under administrative control of CDMO North West Office. The dispensaries are functional in Govt. Building and Pvt. (Rented) & others such as MCD etc. One DGD each in Sector-4, Ext-4 Rohini & Sector-20, Rohini and one Maternity Hospital at Nithari are proposed. Action in this regard is in pipe line and they shall be functional in due course of time.

Delhi Govt. Dispensaries in North West District:

S. No.	DGD/PUHC	Address	Contact No.	Building (Govt/Rented)
1.	DGD Ashok Vihar, H- Block	H-Block, (Near Mont For School), Phase-I, Ashok Vihar, Delhi-52	27224165	Govt.
2.	DGD Jai Dev Park	144 A, Madan Park, Jai Dev Park	28313111	Rented
3.	DGD Jaunti	Village, Jaunti	25951922	Rented
4.	DGD Keshav Puram B-4 Block	B-4, Keshav Puram, Near Tyagi Public School, Delhi-52	27192215	Govt.
5.	DGD Keshav Puram C-7 Block	C-7, Keshav Puram, Near Gurudwara, Delhi-35	27188270	Govt.
6.	DGD Kirari	Village Kirari	25967788	Rented
7.	DGD Madan Pur Dabas	Madan Pur Dabas Village	25951099	Rented
8.	DGD Majra Dabas	Village Majra Dabas	27755536	Rented
9.	DGD Mangolpuri	N-Block, Mangolpuri, Resettlement Colony, Delhi	27922997	Govt.
10.	DGD Nizampur	Village Nizampur	25952916	Rented
11.	DGD Pitampura	CD Block, Vishaka Enclave, Delhi-88	27324895	Govt.
12.	DGD Prashant Vihar	B-Block, Prashant Vihar, Near Aggarwal Dharmshala, Delhi-85	27562092	
13.	DGD Rani Khera	Village Rani Khera, Delhi	25954508	Rented
14.	DGD Rohini Court	Rohini Court Complex, Delhi	27552550	Govt.
15.	DGD Sangam Park	Sangam Park, Near	27134663	Govt.
16.	DGD Saraswati Vihar	C-Block, Saraswati Vihar, Delhi-34	27023849	Govt.
17.	DGD Savda Ghevra	Savda Ghevra	---	MCD
18.	DGD Sector-13, Rohini	Near Bhagwati Hospita, DGD Building, Sector-13, Rohini	27867278	Govt.
19.	DGD Sector-18, Rohini	Sector-18, Rohini, Delhi	27855484	Govt.
20.	DGD Sector-2, Rohini	Near Avantika, DGD Building, Sector-2, Rohini, Delhi	27515024	Govt.
21.	DGD Sector-8, Rohini	C-9, Near Church, Rohini, Delhi-85	27940061	Govt.
22.	DGD Shakurpur	Block-I, DDA Resettlement Colony, Delhi-34	27187380	Govt.
23.	DGD Shalimar Bagh AC-Block	AC-1, Shalimar Bagh, Delhi-110052	27487505	Govt.
24.	DGD Shalimar Bagh BB-Block	BB Block, Shalimar Bagh, LIG Flats, Delhi-52	27486246	Govt.
25.	DGD Sultanpuri	B-3 Block, Resettlement Colony, Sultanpuri, Delhi-83	25968044	Govt.
26.	DGD Wazirpur Industrial Area	Wazirpur Ind. Area	27373814	Basti Vikas Kendra
27.	DGD Wazirpur J. J. Colony	K-Block, Wazirpur, J.J. Colony, Delhi	27306145	Govt.
28.	DGD Wazirpur, Ph-III	Wazirpur, Ph-III, Sawan Park, Near Post Office, Delhi	27117026	Govt.
29.	Seed PUHC Aman Vihar	Plot No. 89, Khasra No. 518, Pratap Vihar-II, Suleman Nagar, Kirari, Delhi-86	25180543	Rented
30.	Seed PUHC Begumpur	Near Indraprastha Public School	27581424	Rented
31.	Seed PUHC Budh Vihar	Ph-I, V-26, Budh Vihar	27581424	Rented
32.	Seed PUHC Inder Enclave-II	Plot No. B-117, Inder Enclave-II, Delhi-110086		Rented
33.	Seed PUHC Laxmi Vihar	C-1/1, Khasra No. 21/8, Prem Nagar-III, Suleman Nagar, Kirari, Delhi-86		Rented
34.	Seed PUHC Prem Nagar-II	U-1686, Prem Nagar-II	25186103	Rented
35.	Seed PUHC Prem Nagar- III	B-41, Agar Nagar, Prem Nagar-III		Rented

In every dispensary, the Medical Officers, Pharmacists, PHNs, ANMs, Laboratory Assistant, Nursing orderly (NO), SCC etc, are posted on regular and contract basis by the DHS. NOs and SCC are outsourced by DHS and their contract is renewed from time to time. Medical officers, Specialists and staff under various categories are posted in IDHS North West by State Health Mission on contract basis. They are further posted in dispensaries, hospitals, maternity homes and M & CW centers for delivery of better health services and their contract is also renewed from time to time.

FUNCTIONS OF CDMO (NORTH-WEST) OFFICE:

The following administrative powers are vested with CDMO North-West are as:

1. General Administration:

- i. Proper coordination with the higher authorities (DHS/DFW/DSHM/DM) as well as with health facilities.
- ii. Proper coordination with DM/District Appropriate Authority PC & PNDT North-West for any type of correspondence from Private registered centres under PC & PNDT.
- iii. All the Officers/Officials posted under the DHS/DPMU North-West are directly under the control by the office.
- iv. Transfer/posting/detailments of the employees
- v. Salaries and other financial dealings
- vi. Monitoring and Evaluation and Supervision of DGD's/SEED PUHCs
- vii. Issuing orders for good governance of office and dispensaries
- viii. Issuing memos to the concerned officer/official for not executing properly the work assigned.
- ix. Opening of new dispensaries.
- x. Maintenance of Dispensaries by PWD, Owners and Other agencies
- xi. Redressal of Public Grievances.
- xii. Implementation of various orders/directions from DHS, Deptt. of H & FW Delhi
- xiii. Maintenance of various records.
- xiv. Condemnation of unserviceable items in the office and dispensaries.
- xv. Establishing close liaison with other parallel working agencies of North-West District viz. Govt. Hospitals/NGOs/ICDS/School Health/Mission Convergence for time bound and appropriate functioning.
- xvi. Proper coordination with Chairman IDHS North-West for renewal/termination of services of contractual engagement of employees posted under NHM.
- xvii. Coordination and support to the District Appropriate Authority, Disaster Management Authority in the activities done to ensure the preparation of Quick Response Team (QRT) of disaster management to mitigate the effect of any type of disastrous situation.

2. Implementation of various National Health & Family Welfare Programs under National Health Mission:

- i. RCH
- ii. RMNCH+A
- iii. Universal Immunization Program
- iv. Special immunization Program
- v. NLEP
- vi. NPCB
- vii. RNTCP
- viii. IDSP
- ix. National Program for Control of Cancer, Diabetes, cardiovascular diseases and stroke.
- x. National AIDS Control Program (DAPCU)
- xi. NPPCD
- xii. NIDDCP

3. Implementation of various Acts:

- i. MTP
- ii. PC & PNDT
- iii. COTPA ACT- Control of Tobacco and Other Products Act for Antismoking.
- iv. RTI
- v. Anti-Quackery

4. Implementation of Delhi Govt. Schemes/Programs

- a. DGEHS
- b. Sr. Citizen Friendly
- c. Economically Weaker Sections (EWS)
- d. Mission Convergence (SSS)
- e. WIFS Programme under SHS
- f. PGMS
- g. Organizing Health camps in the community as & when required.

5. Implementation of Govt. of India Programs/Schemes

- a. Beti Bachao Beti Padhao
- b. Swachh Bharat Abhiyan
- c. Child Labour Programme
- d. Rashtriya Karyakram for Kishori Swasthya (RKKS).

6. Various Activities of Delhi Govt. for providing health services:

- a. Chhatt Pooja
- b. Kanwar camps
- c. Ramlila epic celebration
- d. Trade fair

- e. Election Duties
 - f. Health Mela as organized by DC/DM Office
7. **Disaster Management**
 8. **Coordination with DC (North-West) Office**
 9. **Coordination with SHS**
 10. **Coordination with Delhi Govt. Hospitals in North-West District**
 11. **Reporting of all activities from Dispensaries to State Offices:**
 - a. On line Morbidity reporting to SHIB-ICD10
 - b. Every activity undertaken at Dispensary as mentioned above is to be reported. Reports from health facilities are compiled at District level and submitted to State.
 12. **Implementation of National Health Mission Programs (Govt. of India)**
 - a. RMCH+A activities for the maternal & child health care
 - b. Janani Suraksha Yojana (JSY).
 - c. Janani Sishu Suraksha Yojan (JSSK).
 - d. U/VHND
 - e. ARSH Programme
 - f. Family planning
 - g. Immunization Programme
 - h. ASHA (Accredited Social Health Activist) Scheme
 - i. Rogi Kalyan Samiti at Hospital
 - j. Jan Sawasthya Samiti at Dispensaries
 - k. Strengthening of Govt. Hospitals/Maternity Homes/IPP-VIII and Maternity Centres
 - l. Human Resource Management.
 - m. Human Management Information System (HMIS)
 - n. Mother and Child Tracking System (MCTS)
 - o. Financial management of Accounts/fund under NHM.
 13. **Celebration/Observation of various Days/Weeks/Fortnights for health promotion activities:**
 - a. Celebration of National Girl Child Day & Beti Shakti Abhiyan.
 - b. World Population Day
 - c. Eye Donation Fortnight
 - d. World Sight Day
 - e. World Glaucoma Day
 - f. World Anti-Tobacco Day
 - g. World Cancer Day and Week
 - h. World AIDS Day
 - i. Hepatitis Day

- j. Breast Feeding Week
- k. Mass Deworming Day
- l. Anti Leprosy Day Fortnight
- m. Iodine Day
- n. Special Immunization Week
- o. Last day of every month as Dry Day for Tobacco
- p. And any other relevant

14. Continuous Capacity Building/Training:

All levels of health functionaries need time to time skill updating/training/Orientation session to upscale their knowledge & skill. Various trainings are organized at the District level for various dispensaries.

FUNCTIONS OF DISPENSARIES:

Dispensaries actively participate in providing comprehensive health care preventive, promotive, curative, referral & rehabilitative primary services. Some basic facts about dispensaries are:

- a. Dispensaries are set up in an area having at least a population of 50,000.
- b. All the health facilities are provided free of cost.
- c. All the dispensaries are 'No Smoking Zone'
- d. The Staff posted at dispensaries are M.O., Pharmacist, ANM, Lab Asst, Dresser, PHN, NO, SCC. Number of doctors/other staff available may vary depending upon the availability and requirement of the dispensaries.
- e. There is no indoor facility.
- f. For redressed of public grievances a complaint box & a complaint board are displayed in the dispensaries.
- g. Safe drinking and clean water and Toilet facility are made available for staff and for the patients.
- h. Electricity with functional and of sufficient power backup.
- i. Boards are displayed mentioning name of the CDMO, MOI/C, dispensary and timing.
- j. IEC materials are to be displayed.
- k. Proper cleanliness and sanitation are to be maintained.
- l. Citizen Charter is to be displayed for dissemination of information about various health services being provided in the dispensary and the names and addresses of the accredited referral centers.
- m. Provisions of separate queues for Senior citizens, DGEHS beneficiaries and female patients.
- n. The timing for dispensaries is 8 AM to 2 PM & will be closed on Sundays, gazette holidays or holidays as declared by Delhi Govt.

HEALTH FACILITIES PROVIDED IN DISPENSARIES ARE:

1. OPD Service

- a) Diagnostic & curative treatment of commonly prevalent acute and chronic diseases.
- b) Detection, management and counseling for nutritional disorders.
- c) Treatment of Sexually Transmitted Infection.
- d) Issuing of essential medicines.
- e) Laboratory services (Routine/Basic Test).

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 - b) Detection, management and counseling for nutritional disorders.
 - c) Treatment of Sexually Transmitted Infection.
 - d) Issuing of essential medicines.
 - e) Laboratory services (Routine/Basic Test).
- 6.
- f) Emergency Medical Care during OPD hours- First-Aid before referral management of injuries, animal bites, burns etc.
 - g) Geriatric Care for Senior Citizens.
 - h) Mental health problems-screening, counseling & referral to linked facilities
 - i) Basic emergency medical care services.
 - j) Administration of injections.
 - k) Health education/behavior change communication-Displaying & disbursement of IEC material, use of interpersonal communication by staff and ASHA.

1. RMNCH+A related activities:

a. Maternal Health Care:

- i. Ante Natal care (early registration of pregnancy, antenatal checkups, injection T.T, basic laboratory tests, Iron & Folic Acid Tablets, Identification of high risk pregnancies)
- ii. Post Natal care (care of mother as well as newborn at home by home visit.
- iii. Janani Suraksha Yojana (JSY), Janani Sishu Suraksha Yojana (JSSK), VHND.
- iv. Family planning (provision of contraceptives such as condoms oral pills emergency contraceptives, IUCD insertion, PPIUCD), Education, motivation & counseling to adopt FP methods.
- V. Promotion of Institutional deliveries by linkage to designated hospital/maternity home.

b. Newborn and Child Care:

- i. Weight recording, Immunization and facilitate and propagate colostrum feeding
- ii. Promotion of exclusive breast feeding for six months and then start the complementary feeding after this
- iii. Proper growth monitoring via periodic and regular weight recording an nutritional advice to mother and other relatives
- iv. Full Immunization of all infants & children (0 to 5 years) against vaccine preventable diseases.
- v. Essential newborn care and Home based new born care.
- vi. Care of routine childhood diseases. Emergency care of sick newborn.
- vii. Vitamin A Prophylaxis.

- c. **Adolescent services (ARSH):** Life style education, special emphasis on detection & management of nutritional disorders & high risk behaviors, counseling & appropriate management through prescribing medicines as well as counseling.

2. Referral services for case: Appropriate and prompt referral of cases to Delhi Govt. Hospitals, needing specialized care/indoor treatment such as

- i. Emergency Cases-Accident-Trauma, Burn, animal bites.
 - ii. Chronic cases- Hypertension, Diabetes, cardiovascular Disease, Asthma, COPD etc.
 - iii. Complicated/Serious Cases- PUO, Neurological problems, ARI case, surgery, Gynecological, Dental, Cataract, Orthopedic problems, ENT, Infertility etc.
 - iv. For EWS patients to accredited Private hospitals by Delhi Govt.
 - v. Institutional Delivery, High Risk pregnancies.
 - vi. Suspected cases of cancer, Dengue, Swineflu, HIV and others.
 - vii. Psychiatric problems.
 - viii. Special investigations.
 - ix. Male and Female Sterilization.
 - x. Other systems of Medicines- Homeopathy, Ayurveda, Unani and Siddha etc.
- 7.
3. **DGEHS: Services to DGEHS beneficiaries such as:** DGEHS is a welfare scheme of Delhi Govt. to provide comprehensive medical health facilities to its beneficiaries. Treatment, referral to Empanelled Pvt./Govt. hospital for employees and pensioner is done by AMA of the dispensary and medicines are indented for pensioners.
 4. **Rehabilitation Services:**

Early detection of any handicapping & prompt referral to a health facility best suited for prevention of progress of the disease and rehabilitation.
 5. **Biomedical Waste Management:** Registration with Delhi Pollution Control Committee (DPCC). Collection of Bio Medical Waste generated in the dispensaries in colour coded bags and handing then over to the designated collecting agency for further management.
 6. **Coordination with Anganwadi/GRC:** There is a functional liaison between ANMs/ASHA/Anganwadi workers and the Gender Resource Center (GRC) in the area.
 7. **Convergence with School Health Services:** Children referred from school for investigations and treatment
 8. **Disaster Management:** Quick Response Teams in the Dispensary have been formed to deal with any emergency/eventuality in the field.
 9. **Reporting to CDMO office-Management of information:** Dispensary has a set of periodic reports generated as per formats provided by the Deptt of H&FW/DHS/CDMO North-West/NHM which are to be accurately and completely filled and submitted in time to the concerned offices.
 10. **Continuous capacity building/training of staffs:** Periodic skill updation/training of the officers and paramedical staff in regard of quality assured service delivery, National Programs and s for prevalent ailments/diseases in the dispensary. Induction and refresher training of ASHAs are undertaken.

11. **Facility Management/Administration in Dispensary-** Physical upkeep of premises, ensuring availability of drinking water, electricity, maintenance of cleanliness and sanitation, upkeep of equipments, maintenance of a regularly updated inventory of essential medicines/vaccines/furniture/Laboratory items. Ensuring punctuality, maintenance of records, condemnation of unserviceable items etc.
12. **Clinical Care through outreach activities:** is delivered by ANMs & ASHA in slums/unauthorized colonies, resettlement colonies & JJ Colonies. There is provision of basic curative and preventive care in above areas/certain specific vulnerable group through outreach activities on health and nutrition day and immunization sessions.
13. **Redressal of Grievances/complaints:** Any Grievance / complaint can be directly addressed to the MOI/C or placed in the complaint box positioned in a prominent place in dispensary. These complaints are to be dealt in a time bound manner. A complaint board is displayed in the dispensaries mentioning the names and telephone no's of MOI/C and CDMO (NWD) and telephone no. of Director Health Services for redressal of grievances/complaints.

8.

iii. **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:**

- a) **CDMO/Mission Director, IDHS North-West:** The CDMO/Mission Director IDHS North-West have administrative as well as financial powers as vested by DHS/DSHM. The list of duties of the CDMO is enumerated in ANNEXURE A
- b) **The Nodal Officers/Program Officers:** have been designated amongst the senior and capable medical officers and are responsible for proper and smooth implementation of various programs assigned to them as per Annexure B.
- c) **In dispensaries the officials/staff under various categories are posted:** Medical officers, Pharmacists, PHN (in some dispensaries), ANMs, Laboratory Assistant, Dresser, Nursing Orderly and SCCs. The duties of the officers and the other staff are as per the Public Health Standards for Primary Urban Health Centers. The MOI/Cs of DGDs have limited financial and administrative powers as assigned by the DHS/Dept. of H & FW.

List of Nodal Officers in DHS (North-West District): ANNEXURE B

iii. **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

iii. **THE DECISION MAKING PROCESS:**

- iii. As per the CCS Rules.
 - ii. Orders/Directions of Dept. of H & FW and DHS.
 - iii. Forming Committee such as Purchase Committee, Enquiry Committee, Advisory Committee, Condemnation Committee etc.

b) **CHANNELS OF SUPERVISION:**

- iii. **CDMO (NORTH-WEST):** Surprise field visit, Correspondence with the concerned persons of the dispensaries, issuing directions/ orders for good governance, personal interaction with the staff, reports submitted by the dispensaries etc.
- ii. **ACDMO (North-West):** Surprise facility visit, giving instructions to the officer/official concerned and finally reporting to CDMO,
- iii. **MOI/Cs of DGD/Seed PUHCs:** Supervision of the work of staff working under him/her in the dispensary. He/She will hold monthly staff meetings with the staff with a view to evaluating the progress of work and discuss steps to be taken for further improvement. Monitor/evaluate the work of ANMs and ASHAs.

9.

e) ACCOUNTABILITY:

Memorandums are to be served to the defaulters for not performing the work assigned, maintaining punctuality, and absenteeism from duty, misbehavior with staff and patients and Disciplinary actions are taken accordingly.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

- a. CCS rules
- b. As per the guidelines, Office Orders issued by the DHS/Dept. of H & FW
- c. Treatment as per the
- d. DGEHS Guidebook
- e. Essential Drug List Public Health
- f. Standards for Primary Urban Health Centers
- g. Bio Medical Waste Management guidelines
- h. Immunization guidelines

Certain Norms are for the functioning of the dispensaries in providing comprehensive health care to the beneficiaries:

- i. Dispensaries are usually set up in an area having at least a population of 50,000.
- ii. All the health facilities are to be provided free of cost.
- iii. The staff posted at dispensaries should be- M.O., Pharmacist, ANM, Lab Asst, Dresser, PHN, NO, SCC and the numbers of staff may vary depending upon this available and requirement of the dispensaries.
- iv. There is no indoor facility
- v. All the dispensaries are to be 'No Smoking Zone'.
- vi. Clean water should be available for patients
- vii. Toilet facility should be available for staff and patients
- viii. For redressed of public grievances a complaint box & a complaint board are to be displayed in the dispensaries.
- ix. Electricity with functional/sufficient power backup with inverter should be available
- x. Board/Sinages are to be displayed mentioning name of dispensary and timing.
- xi. IEC materials are to be displayed.

- xii. Proper cleanliness and sanitation inside and outside dispensary should be maintained.
- xiii The building should be well maintained whitewashed, without water logging, seepage and should have ramp
- xiv. Citizen Charter is to be displayed for dissemination of information about various health facilities provided in the referral centre.
- xv. Provisions of separate queues for Senior citizens, DGEHS beneficiaries and female patients.
- xvi. Essential medicines, basic laboratory tests, dressing material etc. should be available
- xvii. Proper and timely management of Biomedical Waste generate in the dispensary
- xviii During OPD hours for an emergency case First Aid/appropriate management at dispensary should be provided before referral to linked hospital.
- xix. Treatment to the patient is to be provided as per the Standard Treatment Protocol.
- xx. The timing for dispensaries is 8 AM to 2 PM & to remain closed on Sunday/Gazetted Holiday or Holiday as declared by Delhi Govt.

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(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS:

- 1. CCS Rule Books
- 2. DGEHS Guidelines
- 3. Immunization Guidebook
- 4. Citizen charter
- 5. Standard Treatment Protocol.
- 6. Biomedical Waste Management Book
- 7. Orders/instruction issued by DHS and Dept. H & FW time to time.
- 8. Public Health Standards for primary Urban Health Centres
- 9. RTI Act book
- 10. MTP Act book
- 11. PC & PNCT Act book.
- 12. DAPCU Operational Guideline
- 13. PIP for NRHM activities
- 14. Training Modules

(VI) CATEGORIES OF DOCUMENTS THAT ARE HELD AT:

A) CDMO (NORTH-WEST)-

- i. Service books and personal files of employees
- ii. Files related to Accounts
- iii. Documents related to various Health Programs
- iv. Orders/instructions issued by DHS and Dept. H & FW time to time
- v. Record related to opening dispensaries
- vi. Record related to opening dispensaries
- vii. Condemnation of unserviceable items etc.
- viii. Files related to RTI Act.
- ix. Files related to IDHS (NHM)
- x. File related to Public Grievance

B. AT DISPENSARY-

a. **OPD Register** - Contains the record of patients such as names of patients, age sex, Diagnosis and the treatment prescribed including referral details

b. **Records in store-**

1. Stock Registers for consumable items i.e. medicines, registers, line, cotton, stationary items etc.
2. Stock register for non consumable items i.e. equipments, furniture etc.
3. Expiry date register
4. Indent books
5. Old registers/records
6. Files related to electricity and water
7. Various Report submitted and various formats for reporting
8. Incoming Dak (order/letters received) File
9. Outgoing (correspondence) file
10. Dispensary maintenance file

11. File related to contingency expenditure
12. Record of DGEHS beneficiaries – registration, Index form referral register
13. Bill records and register in regard to medicines indented for DGEHS
14. Condemnation register
15. RCH Contingency bill register

11.

c. **At Pharmacy-**

- i. Stock Register
- ii. Consumption register

d. **At ANM Room-**

- i. ANC register
- ii. PNC register
- iii. Immunization register
- iv. Indent books
- v. ASHA register
- vi. Eligible Couple register
- vii. JSY Record
- viii. Stock and consumption register for vaccines.
- ix. Biomedical Waste register
- x. Family planning register Oral Contraceptive Pills, IUCD/PIUCD/Sterilization (Tubectomy and Vasectomy) record.
- xi. Village Health & Nutrition Day register

e. **At Laboratory room-**

- i. Register for investigations
- ii. Indent book

f. At Dressing Room-

- i. Patient Dressing Register
- ii. Consumption/distribution register

- g. DGEHS guidelines
- h. NABH compendium
- i. Swami Medical Attendant Rules
- j. Standard Medicine List
- k. Essential Medicine List
- l. Biomedical Waste Management Book
- m. Attendance register of staff

12.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION OF THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THERE OF:

a. ROGI KALYAN SAMITI (RKS) AT DISTRICT HOSPITALS

As per the norms RKSs at District level Hospital receive funds from IDHS, North-West for improving the health services and facilities for patients at hospital.

- b. Jan Swasthya Samitis** The concept of JSS was as per RKS in the make Dispensaries self sufficient to improve service delivery. For this purpose a certain amount of fund will be released in the dispensary's account to be spent on patient welfare under direct supervision of this JSS. The nominations for constitution of JSS have been sent to the state for approval. They will come in action as per direction from State Authorities.

(VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO MORE PERSONS CONSTITUTED AS ITS PARTS OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC:

- i. PC & PNDD District Advisory Committee
- ii. MTP Advisory Committee
- iii. Maternal Death Review Committee
- iv. District AIDS Prevention and control Committee
- v. District TB-HIV Coordination Committee
- vi. Condemnation Committee
- vii. Purchase Committee (as and when required)
- viii. District Store Inspection Committee
- ix. District Vigilance Committee
- x. District Quality Assurance Committee
- xi. District Committee for Prevention of Sexual Harassment of Working Woman

- xii. Enquiry Committee (as and when required)
- xiii. District ASHA Selection Committee
- xiv. District Task Force for AEFI (Adverse Effect Following Immunization)
- xv. District level coordination committee for Tobacco Control Program (Under Process)

The Minutes of the meeting of above committees are accessible for public through RTI.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:

ANNEXURE C

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:

ANNEXURE D 1 & D 2

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

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There is no subsidy programme in this district

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:

There are no such concessions, permits or authorizations granted by this office.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:

No such arrangement at present. It will be done as and when the directions in this regard are received from the DHS.

(XV) THE PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC:

(XVII) Information about health facilities can be directly sought from CDMO (NORTH-WEST) during office hours.

ii. RTI

(XVI) THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

1. PIO: CDMO, North-West District, First Floor of DGD Building, Sector-13, Rohini, Delhi-110085, Contact No.-27861592, 27861464
2. APIO: ACDMO, North-West District, First Floor of DGD Building, Sector-13, Rohini, Delhi-110085, Contact No.-27555056, 27861464

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED, AND THEREAFTER UPDATES THESE PUBLICATIONS EVERY YEAR:

No such arrangement at present but shortly updates will be done every year as per the directions of Deptt. of H & FW/DHS.

DR. G. MONGA
CDMO (NWD) DHS

Enclosures:

1. Annexure A
2. Annexure B
3. Annexure C
4. Annexure D 1 & D 2

14.

ANNEXURE A

DESCRIPTION OF DUTIES:

AS A CDMO:

- Establishment matters pertaining to all the employees of dispensaries of the district and employees of O/o CDMO North-West District.
- Supervision & Monitoring of dispensaries & their services.
- Monitoring & Implementation of Antismoking Law, Anti-Quackery Activities, Disaster Management & Bio-Medical Waste Management.
- Health Planning for the District including expansion of health care facilities in the district and to support Planning Branch in DHS (HQ).
- Co-ordinate with School Health Services for WIFS Programme.
- Co-ordinate with PWD for all construction / renovations of health center buildings and other activities.
- Redressal of Public grievances and court cases
- Monitoring of public health situations of the district and co-coordinating with local bodies for preventive health care services.
- Reply to RTI's as a PIO.
- PC & PNDT activities and MTP activities.
- Attending various meetings and any other duties assigned by higher authority.

As a MISSION DIRECTOR of INTEGRATED DISTRICT HEALTH SOCIETY (North-West District):

- Implementation of various Health Programmes & Projects in the District with special emphasis on priority sectors like Reproductive and Child Health, Family Welfare Programme, RNTCP, NLEP, NVBDC, NPPCD, NPCB, HIV & AIDs, Pulse Polio Programme.

- Facilitation in preparation of District Health Action Plan.
- To release, manage & account for funds received from State Govt. for implementations of centrally sponsored programmes in the District.
- Implementation of RCH activities for Maternal & Child Health, JSY, JSSK, MDR, VHND, ARSH.
- Implementation of ASHA scheme including trainings of ASHA.
- Strengthening of technical/management capacity of district administration through recruitment of individuals and experts.
- To co-ordinate with DM for various activities under NHM
- Any other duties assigned by MD (DSHM)
- To undertake such other activities for strengthening health & family welfare activities in the district as may be indentified from time to time including mechanism for Intra & Inter-sectoral convergence of inputs and structure.

ANNEXURE C

S. No.	Name of the Post	Pay Sclae	Remuneration (Monthly Basis)
1.	CDMO	37400-67000+10000	Pay in Pay scale + G.P. + NPA (25% of B.P.)+ D.A. + T.A. + HRA+PGA (if applicable)
2.	ACDMO	37400-67000+87/10000	
3.	MO/SMO/CMO	37400-67000+8700/10000 15600-39100+5400/6600	
4.	SKIN SPECIALIST	15600-39100+5400/6600	
5.	MEDICINE SPECIALIST	15600-39100+5400/6600	
6.	CAS DENTAL	15600+39100+5400/6600	Pay in Pay scale + G.P. + N.A.+D.A+T.A. + W.A. + U.A+HRA
7.	PHN	9300-34100+4800	
8.	ANM	9300-20200+2400	
9.	LAB. ASSTT.	5200-20200+2400	Pay in Pay scale + G.P. + N.A. + D.A. + T.A. + W.A. + U.A. + HRA
10.	PHARMACIST	5200-20200+2800	
11.	DENTAL HYGINIST	5200-20200+2400	
12.	AAO	9300-34800+4800	Pay in Pay scale + G.P. + D.A. + T.A. + HRA
13.	HEAD CLERK	9300-34800+4600	
14.	R.O./S.O.	9300-34800+4600	
15.	Sr. P.A.	9300-34800+4800	
16.	UDC	5200-20200+2400	
17.	SA/SI	9300-34800+4200	
18.	LDC	5200-20200+1900	
19.	DRIVER	5200-20200+1900	
20.	DRESSER	5200-20200+1800	Pay in Pay scale + G.P. + P.C.A. + D.A. + T.A. + W.A. + U.A. + HRA
21.	NO/PEON/ATTENDANT	5200-20200+1800	
22.	SCC	5200-20200+1800	

The above remunerations are for both, Regular and Contractual employees of DHS.

NOs and SCCs who one working on outsourced basis under DHS are getting consolidated pay, as per the norms of Delhi Govt. Labour Rates. In the financial year 2014-15, an expenditure of Rs. 51,93,300/- was incurred on account of all the outsourced employees in North-West District.

As per the Govt. CCS Rules, the Contingency bills i.e. LTC, Medical, Conveyance, Children Education Allowance, Newspaper, Telephonic bill etc are reimbursed, whenever applied by the govt. employee.

Abbreviations: Grade Pay

Basic Pay (Pay in Pay Scale + G.P.)	G.P.
Dearness Allowance	B.P.
Non Practicing Allowance	D.A.
Travelling Allowance	N.P.A
Washing Allowing	T.A.
Uniform Allowance	W.A.
House Rent Allowance	U.A.
Patient Care Allowance	N.A.
Post Graduate Allowance	PCA
	PGA

Subject Fwd: Regarding Suo-moto disclosure in r/o North West District
From Public Grievance <pubggia@gmail.com>
Date Friday, May 15, 2015 4:00 pm
To "cmoshibdhs.delhi" <cmoshibdhs.delhi@nic.in> , cmoshibdhs <cmoshibdhs@nic.in>

----- Forwarded message -----

From: Dpmunw Delhi <dpmunorthwestdelhi@gmail.com>
Date: Fri, 15 May 2015 11:26:00 +0530
Subject: Regarding Suo-moto disclosure in r/o North West District
To: Public Grievance <pubggia@gmail.com>, "CMO,(SHIB),
Directorate of Health Services, GNCT of Delhi,"
<cmoshibdhs.delhi@nic.in>

To

The Public Information Officer,

Dr. Lily Gangmei,

Directorate of Health Services,

Govt. Of NCT of Delhi,

Subject: Suo-moto disclosure under section 4(1)(b) of RTI Act 2005 from
North West District.

Madam,

We have sent you suo-moto disclosure vide email dated yesterday at 05.42
PM in r/o North West District as per CIC directions.

So please upload this on your portal today as it is time bound as informed
by you.

DR.G.MONGA
CDMO (NWD)

With regards

O/o CDMO (NWD)
1st Floor, DGD Building Complex
Sector-13, Rohini, Delhi.110085
Tel.No.27861592/ 27861464