

F.No. A.22013/1/2016-Admn.I
Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
(Administration-I Section)

Nirman Bhawan, New Delhi
Dated: 17/11/2022

OFFICE ORDER

In supersession to all previous Office Orders, following allocation of work at the level of Joint Secretaries in Dte.GHS is hereby made with immediate effect and until further orders:

Sl. No.	Name of officer	Proposed allocation of work
I.	Dr Harmeet Singh, JS, Dte.GHS	All Administrative and Financial matters of following Hospitals/ Institutes : 1. Administrative Vigilance including ACR Cell 2. . Dte.GHS (HQ) administration/NML/ FRSL, Ghaziabad 3. O&M (including RTI, Office Council, JCM, Court Case Coordination) 4. MH-I (Dr. RML & Safdarjung Hospital), NOTTO, MH-II (AIIPM&R, Mumbai, RHTC etc.) 5. RD Cell and PH (IH) 6. Budget and cash of Dte.GHS 7. Official Language. 8. Medical Store Organization
II.	Sh. Ghulam Mustafa JS (GM)	All Administrative and Financial matters of following Hospitals/ Institutes: 1. Administration work related to : (i)NCDC and (ii) NCVBDC exclusively for three days (Monday, Wednesday, Thursday) from NCDC. 2. General Administration of Dte.GHS (HQ) 3. Vaccine Institutes (CRI, BCGVL, IoS) 4. MG Section

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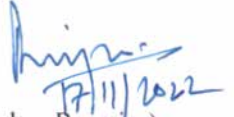
Signature
17/11/2022

III.	Ms. Sumita Singh JS (SS)	All administrative and financial matters of following hospitals/ Institutes: 1. ME (LHMC & SSKH, KSCH,CIP, Ranchi, AIIH & PH, Kolkata) 2. Leprosy Institutes (CLTRI, RLTRIs) 3. Nursing Matters 4. CHEB & CBHI
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2. Further, following Link Officer arrangement is also made for looking after work when any officers proceeds on leave, training etc.

S. No.	Name of Officer (S/Sh./Smt.)	First Link Officer	2 nd Link Officer
I.	JS, Dte.GHS Dr. Harmeet Singh	JS (GM) Sh. Ghulam Mustafa	JS (SS) Ms. Sumita Singh
II.	JS (GM) Sh. Ghulam Mustafa	JS (SS) Ms. Sumita Singh	JS, Dte.GHS Dr. Harmeet Singh
III.	JS (SS) Ms. Sumita Singh	JS, Dte.GHS Dr. Harmeet Singh	JS (GM) Sh. Ghulam Mustafa

3. This has approval of DGHS.


 (Arindam Banerjee)
 Dy. Director(Admn.)

Copy to,

1. PSO to DGHS
2. Sr.PPS/PPS to Addl. DGs
3. Officers Concerned
4. All DDGs/Addl.DDGs/ADGs/DADGs/CMOs in Dte.GHS
5. All Directors/Dy. Directors in Dte.GHS
6. Director(CBHI)/Director(NML)/DDG(Store)/Director(NCDC)/Director(NCVBDC)
7. Under Secretary(Admn),MoHFW
8. Dy. Director(GA) for uploading the Order on Website
9. Assistant Director (OL),Dte.GHS for Hindi version
10. All Sections in Dte.GHS/NML/MSO/CBHI/O&M (RTI Section)