

## **Right to information Act, 2005**

### **MANUAL OF DIRECTORATE OF HEALTH SERVICES**

#### **(i) Particulars of the organization, functions and duties:**

##### **i) Particulars:**

The Commissioner-cum-Secretary (Health) is the controlling authority for the entire Health Establishment under the A & N Administration. The Directorate of Health Services is the Apex Supervisory Health Organization of the Andaman and Nicobar Administration and its headquarter is at Port Blair in Andaman District. In the Nicobar District, the nodal institution is BJR Hospital, Car Nicobar. At the Directorate level, the Director of Health Services heads the department; who is assisted by:

##### **Directorate of Health Services:**

1. Deputy Director (Malaria) & Chief Medical Officer (Store),
2. Deputy Director (Health, Leprosy, Health Education),
3. Project Director (ANACS),
4. Deputy Director (Ophthalmology),
5. State TB Officer,
6. Deputy Director (Planning),
7. Deputy Director (School Health),
8. State Family Welfare Officer,
9. Deputy Director (Medical, HIC),
10. Private Secretary to DHS,
11. Assistant Director (Administration),
12. Accounts Officer,
13. Statistical Officer,
14. Senior Investigator,
15. Statistical Assistants,
16. Head Clerks,
17. HGCs,
18. Computers,
19. L.G.Cs,
20. Typists, and
21. Group-“D” staffs.

##### **A. G.B.Pant Hospital, Port Blair:**

###### **I. Office:**

1. Medical Superintendent
2. Dy. Medical Superintendent
3. Office Superintendent
4. Sr. Stenographer
5. Head Clerk
6. H.G.Cs
7. Cashier
8. Computer

9. Computer Assistant
10. LGCs, and
11. Group – “D” staffs

## **II. Hospital:**

1. Medical Superintendent
2. Three - Surgeons
3. Two - Physicians
4. Two - Gynecologists
5. Psychiatrist
6. Orthopedic Surgeon
7. TB & Chest Specialist
8. Two - Ophthalmologists
9. ENT Surgeon
10. Dermatologist
11. Pathologist
12. Two - Pediatricians
13. Two - Anesthetists
14. Two - Dentists
15. 32 - General Duty Medical Officers
16. Matron
17. Nursing Sisters
18. Nurses
19. Para Medics, and
20. Group D Staffs

### **B. B J R Hospital, Car Nicobar:**

1. Medical Superintendent
2. 5- General Duty Medical Officers
3. Homeo Physician
4. HGCs
5. LGCs
6. Matron
7. Nursing Sisters
8. Nurses
9. ANMs
10. Homeo Pharmacist
11. Para Medics, and
12. Group D Staffs

The Directorate is functioning as Nodal Agency for planning, implementation, supervising and monitoring of all Health & Health related Programmes in A & N Islands with the aim to attend “Health for All” for all population.

### **Functions:**

The main functions of the Directorate of Health Services, is planning, implementation, supervision and monitoring of preventive, promotive and curative services for all the populations of this UT. The Directorate is also working as nodal

agency for implementation of "The Central Births and Deaths Registration Act, 1969 and "Prevention of Food Adulteration Act, 1954.

**Duties:**

The Director of Health Services is the Executive Head of the Health Department of this Union Territory and is responsible for Planning, Monitoring, Budgeting, Expenditure Booking, Organizing and Implementing various health care activities, National Health Programmes, over all Administration and Supervision of 150 Health Institutions located in different far flung islands with a total strength of 2500 health staff.

Being the Food Health Authority DHS is also responsible for implementation of Prevention of Food Adulteration Act (PFA) and Rules in this union territory.

Being Chief Coordinator of ICDS Project in these Islands DHS takes adequate initiative in extending integrated package of health, nutrition and immunization status of mothers and children.

As Chief Drug Controller and Licensing Authority of this Territory he takes adequate attention to issue licences to the medical shops, private clinics and blood banks by making proper inspection through his enforcement officials.

As the Chief Registrar of Births and Deaths, DHS initiates different policies to achieve 100% registration of births and deaths in this territory.

As the appellate authority for PNDT Act, DHS keeps strict vigil on all health institutions under government as well as private nursing homes/clinics in respect of prenatal sex determination especially where ultra sound machines are available with the help of Deputy Director (Medical) who is the nodal officer for the act.

**(ii) Powers and duties of the officers and employees:**

The Commissioner-cum-Secretary (Health) is the controlling authority for the entire Health Establishment under the A & N Administration. He has the powers to make appointments, promotions, transfers and postings in respect of Group "A" employees of the Cadre.

The Director (Health) is functioning as Head of the Organization for carrying out the functions of the Department both technical and administrative matters and liaises with other Departments of the Administration, States/Central Govt. organizations/UTs. The Director of Health Services is supported by, Deputy Directors, Programme Officers and Administrative Officers.

The Deputy Director (Malaria) and the Deputy Director (Health) are also functioning as heads of officers, and both are responsible for over all supervision, planning, monitoring and reporting for their respective sections, and controlling of staffs working under them.

The Medical Superintendent, G.B.Pant Hospital and Medical Superintendent, BJR Hospital, Car Nicobar are functioning as Heads of Office for the G. B. Pant Hospital and the BJR Hospital, Car Nicobar respectively, who are entrusted with duties of Drawing and Disbursing Officer also. Both are responsible for overall supervision of all the works of the respective institutions being undertaken from officer and staff working under them.

The Medical Officer-in-Charges of all outlying Health Institutions are functioning as Heads of officers and are also functioning as Drawing and Disbursing Officers. They are also functioning as Local Food (Health) Authorities, and Registrar of Births and Deaths for the local areas.

Private Secretary is responsible for the management of the office of the Director of Health Services, making arrangements for the meetings/conferences on various topics, maintaining engagement and arrangements of the tour programme of the DHS to various places, preparation of Press Release on health related programme. He assists the DHS in obtaining administrative approval from the competent authorities for referring serious and chronic patients to mainland super specialty hospitals for their specialized treatment by flight and also evacuation of serious patients to G.B.Pant Hospital from far flung islands by defense/administration's helicopter. He also assists the DHS in sending the BPL patients, who are suffering from life threatening diseases, to mainland for specialized treatment under National Illness Assistance Fund.

The Accounts Officer is instrumental in scrutinizing and monitoring all financial matters of the Directorate of Health Services. He advises the Director of Health Services in decision-making in cases of all financial matters.

The Assistant Director (Administration) helps the Director of Health Services in all establishment/service matters in the day to day running of the Directorate.

The Statistical Assistants & Computers are responsible for collection, scrutiny, compilation and tabulation of various statistical data to make statistical reports, which are being sent to Govt. of India, Administration and other agencies.

Computer Assistants / Data Entry Operators are responsible for assisting the section in-charges in all matters including collection, compilation and analysis of programme related information and upkeep of all the Computers, Xerox machine, Fax machine, UPS etc.

Stenographers are attached to their respective heads of offices and are responsible for taking dictations from them and typing the materials, maintenance of ACRs and correspondences thereof.

Head Clerks are responsible for dealing establishment and accounts matters including departmental advance and its settlement, preparation of replies to the Audit queries, calculation of Income Tax of staff etc. and supervision of the work of clerical staff posted under them.

Lower Grade Clerks are assisting the Head Clerks in dealing Establishment and Accounts matters. The LGC is also responsible for preparation of Pay Bills, LTC

Bills etc., drawing and disbursement of Salaries to the staff and maintenance of Cash Book.

Drivers are responsible for driving the departmental vehicles, writing of Logbooks and maintenance of the vehicles.

The other Group "D" staff like Daftry, Peon, Saffai karmachari, Ward Boys are discharging the duties and responsibilities as specified in the office manual of the Administration.

**(iii) The procedure followed in the decision making process, including channels of supervision and accountability:**

The dealing assistant processes the matters and puts up the files to their respective Section in-charges who in turn submits the files to the Heads of offices i.e. Medical Superintendents, Deputy Director (Health), Deputy Director (Malaria) and then to the Director of Health Services for taking a decision in the matter which is within their delegated powers. The matters, which are not within the powers of Heads of Offices, are forwarded to the Head of Department i.e., the Commissioner-cum-Secretary (Health), A & N Administration. Each and every officer/official is accountable for the work entrusted to him/her.

**(iv) The norms set by it for the discharge of its function:**

There is no set of norms for discharge of function by the Directorate.

**(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

As there is no legislature in the UT of A & N Island, all the rules, regulations as framed by the GOI are being implemented and followed for regulating the service matters of its employees. The Directorate is also having Recruitment Rules in respect of various posts under the Cadre, which are strictly followed in the matter of appointment and promotion of its employees. The Directorate has also issued work allotment order in respect of each category of employees in the Directorate and the officials are duty bound to perform the work in accordance with the works allotted to them.

**(vi) A statement showing the categories of documents that are held by it or under its control**

**Directorate of Health Services:**

- (1) Issue of Drug License
- (2) Port Health Clearance Certificate
- (3) Issue of Shop License under PFA Act
- (4) Food Testing under PFA Act

**Medical Superintendent, G. B. Pant Hospital:**

- (1) Certificate of Births & Deaths
- (2) Medico Legal Certificate
- (3) Alcohol Level Certificate
- (4) Medical Fitness from Medical Board
- (5) Medical Fitness for Driving License
- (6) Medical Fitness of employees for Shop License
- (7) Post Mortem Report

**Medical Officer I/Cs of outlying Health Institutions:**

- (1) Certificate of Births & Deaths
- (2) Medico Legal Certificate
- (3) Alcohol Level Certificate
- (4) Medical Fitness for Driving License
- (5) Medical Fitness of employees for Shop License
- (6) Post Mortem Report
- (5) Issue of Shop License under PFA Act
- (6) Food Testing under PFA Act

**(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof;**

No arrangement exists for consultation with the public in relation to the formulation of any policy or administration in respect of this Directorate. However, representation from the general public or any other agency are welcome for improvement in the functioning of the Directorate of Health Services.

**(viii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.**

Departmental Promotion Committee exists in the Directorate for considering promotions and appointments of employees apart from Screening Committee for recommending grant of Assured Career Progression (ACP) Scheme-**Annexure-I**. The proceedings of the DPC and Screening Committee are not accessible for public for the present.

Duly constituted Medical Board with Specialists from three different specialties in G.B. Pant Hospital, Port Blair exists, which is entrusted to examine and take decisions in the disputed medical cases. Similar Medical Boards have been constituted for the Nicobar District also.

**(ix) Directory of its officers and employees**

A Directory of officers and employees of the Directorate of Health Services may kindly be seen at **Annexure-II**.

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

The details of the monthly remuneration received by each of the officers and employees of the Directorate is enclosed as **Annexure- III**. The Directorate does not have its own regulations for providing compensation to its officers and employees.

**(xi) The budget allocated to each of its agency, indicating the particulars of plans, proposed expenditures and reports on disbursements made**

The DDO-wise allocation of fund for the year 2005-2006 to meet expenditure and status of expenditure incurred is enclosed as **Annexure -IV**

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such Programmes;**

The Directorate of Health Services has subsidy programme such as Planned Family 2000 AD (**Annexure V-A**), Maternity Benefit Scheme (**Annexure V-B**), National Illness Assistance Fund (**Annexure V-C**) to help the BPL patients.

**(xiii) Particulars of recipient of concessions, permits or authorizations granted by it;**

This Directorate grants no concession permit or authorization.

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;**

All information regarding Health Department is available in the official website of A & N Administration i.e. [www.andaman.gov.in](http://www.andaman.gov.in)

**(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;**

The G.B. Pant Hospital is maintaining a library with books, periodicals, journals and papers on health and health related matters for all doctors and staff and it is not meant for public use.

**(xvi) The names, designations and other particulars of the Public Information Officers;**

<b>Sl. No</b>	<b>Designation</b>	<b>Designated as</b>	<b>Jurisdiction</b>
1.	Deputy Director (Health)	Central Public Information Officer	Entire UT of A & N Islands
2.	Deputy Medical Superintendent GB Pant Hospital	Central Assistant Public Information Officer	Port Blair & Ferrargunj Tehsil
3.	Medical Superintendent BJR Hospital, Car Nicobar	Central Assistant Public Information Officer	Car Nicobar
4.	Medical Officer In-charge, CHC Nancowry	Central Assistant Public Information Officer	Nancowry Tehsil including Campbell Bay
5.	Medical Officer In-charge CHC Deglipur	Central Assistant Public Information Officer	Diglipur Tehsil
6.	Medical Officer In-charge Dr.RP Hospital, Mayabunder	Central Assistant Public Information Officer	Mayabunder Tehsil
7.	Medical Officer In-charge CHC Rangat	Central Assistant Public Information Officer	Rangat Tehsil