

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4 (1) (B) (iv) OF THE RIGHT TO INFOPRAMTION ACT, 2005

(The norms set for the discharge of its functions)

Name of the Department/Board/Corporation/Institution / Office:

DIRECTOR HEALTH & FAMILY WELFARE PUNJAB

	Branch	Activities
1	Establishment-I	Establishment of Supdtt Gr.I & II Personal Asstt., Sr. Asstt, Sr. Scale Steno, Junior Auditor, Junior Scale Steno, Steno-Typist & Clerk & Statistical staff i.e. Supdtt. Statistics, Statistical Asstt., Junior Statistical Asstt. & Computer of Head Quarter as well as field offices
2	Establishment-II	Service Matters of Doctors with Service No. from 3001 to 5965
3	Establishment-III	Service Matter of Doctors with Service No. from upto 3000 & other gazetted staff
4	Establishment-IV	Service Matter of Doctors with Service No. 5966 onwards
5	Establishment-V	Service Matter of Chief Pharmacist Gr.I & II & Pharmacists
6	Establishment-VI	Service Matter of Supdtt Health School, Nursing Supdtt., Principal Tutor, matron/ Asstt. Matron, Distt. Public Health Nurse, Public Health Nurse, Mister Tutor, Nursing Mister, Staff Nurses, Lady House Keeper & MPW(F)
7	Establishment-VII	Service Matter of Asstt. Malaria Officer, Asstt. Unit officer, MPW(M), Non Medical Supervisor(Leprosy), Urban Leprosy Worker, Distt. Mass Media and Information Officer, State Mass Media Officer, Laboratory Attendant, Lab. Tech. Gr. & II and Senior Lab. Medical Technician
8	Establishment-VIII	Service Matter of Ophthalmic Officer, National Blindness Control Programme, National TB Control Programme & National Leprosy Control Programme
9	Planning	Looking after the Construction Work of Medical Institution & Establishment of Misc. Category & dealing with all deptt. plan schemes
10	CC	Establishment of Driver, Motor mechanic, Cleaner, Foreman, Class IV & Co-ordination in the Vidhan Sabha/ Lok Sabha/ Rajya Sabha Questions & other related work

11	PMH	Handling the Medical Reimbursement Bill & making medical policies
12	Account I	Handling GPF Advance & House Building Loan Matter & General Insurance Scheme
13	Account -II	Preparation the pay bills and other pay bills of the staff
14	Training	All matters relating to training of Departmental candidates/ practical training to students of Pharmacy & clinical training to GNM/ MPW(F)
15	Record	Deals in Diary & Dispatch of Dak
16	Health Education	School Health Programme, Health Education through exhibitions, seminars, workshops, skits & dramas, Nutrition,
17	GPF-I	Maintenance of GPF Account of PCMS doctors
18	GPF-II & III	Maintenance of GPF Account of Para Medical Staff
19	Drug	Issue/ renew of retail/wholesale/manufacturing drug licenses & implementation of Food Adulteration Act
20	Store Purchase	Purchase of medicines, hospital material, machinery & equipments. Repair/condemnation of equipments, vehicles, office furniture as well as stationery & other purchase