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	РМН	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