

Eastern Railway
(Personnel Department)
17 N. S. Road, Kolkata - 700 001

Serial Circular No. 84/2019

No. E.685/O/Pt.VI/1

Kolkata, Dated: 08/04/2019

All Concerned

(as per standard list)

**Sub: Inclusion of duties & responsibilities of Para Medical Staff
working in Railways.**

The instructions of Ministry of Railways (Railway Board) on the above cited subject issued vide letter No. 2014/H-1/10/18/Para Medical Staff dated 22/03/2019 (S. No. 02 Health, 2019) are communicated herewith along with enclosure containing ACS to Para 203 of IRMM - 2000, for information, guidance and necessary action. Board's earlier letters dated 15/10/2015 mentioned therein is available in the official website of the Ministry www.indianrailways.gov.in → Railway Boards Directorates → Health Directorates → Compendium-2015.

DA: As above.


(Anjan Ray)

Dy. Chief Personnel Officer/Gaz.
For Pr. Chief Personnel Officer
Phone No.:24104 (Rly.)


08/4/19

Index No. 1049: Duties & responsibilities of Artificial Limb Staff working in Railways - ACS to Para 203 of IRMM-2000.

S.No.- 02 Health 2019

भारत सरकार/GOVERNMENT OF INDIA
रेल मंत्रालय/MINISTRY OF RAILWAYS
(रेलवे बोर्ड/RAILWAY BOARD)

No. 2014/H-1/10/18/Para Medical Staff

New Delhi, dated 22. 03.2019

The General Managers,
All Indian Railways and
Production Units.

(ADDENDUM)

Sub: Inclusion of duties & responsibilities of Para Medical Staff working in Railways.

Ref: Board's letter of even no. dated 15.10.2015.

In reference to Board's letter cited above, it has been decided to include the duties and responsibilities of Artificial Limb Staff working in Railways under Para 203 of Indian Railway Medical Manual-2000.

Accordingly, an Advance Correction Slip (S.No. Health 2019) amending Para 203 of IRMM,2000 is enclosed as Annexure.

02 APR 2019

Hanshu Sanhotra
(Mrs.H.K.Sanhotra)
Joint .Director-II/Health
Railway Board

No. 2014/H-1/10/18/Para Medical Staff

New Delhi, dated 22.03.2019

Copy to:

1. The Principal Directors of Audit, All Indian Railways & PUs.
2. The Principal Financial Advisors, All Indian Railways & PUs.
3. The Principal Chief Medical Directors/Officers, All Indian Railways & PUs.
4. The Principal Chief Personnel Officers, All Indian Railways & PUs.
5. The Dy. Comptroller & Auditor General of India(Railways),Room No. 222, Rail Bhawan, New Delhi

CPO (A)

Dy. CPO (HQ)

Dy CPO / Gg (Ruligs)

PCPO

2/5/19

Advance Correction Slip to Para 203 of IRMM - 2000

The duties & responsibilities of Artificial Limb Staff working in Railway are as under:

Manager cum Sr Prosthetist/Orthotist : Will

1. Supervise the ALC deptt. technical staff (Prosthetist & Orthotist) and the technical work of ALC in addition to his own technical work i.e. clinical evaluation, assessment of patients, prescription of orthopaedics appliances in consultation with orthopaedics surgeon I/c. ALC.
2. Supervise the other working staff of ALC and the general administration of the centre.
3. will visit cabins/wards for assessment and evaluation and fitment of aids and appliances with orthopaedically and neurologically impaired and disabled patients.
4. Discharge the orthopaedically impaired and disabled patients with proper fitment and biomechanical considerations.
5. will maintain the records of all cases of Orthotic and Prosthetic section, procurement of components and material, quality control and preparation of progress report.
6. Any other duties not specified above and assigned by Sr.DMO/ACHD(Ortho.)(I/C)/ALC, any other superior staff will be carried out by him/her.

Sr.Orthotist/Prosthetist : Will

1. Supervise the ALC Department and the technical work in addition to his own technical work i.e. clinical evaluation & assessment of patients.
2. Maintain all ledgers & store of Orthotic & Prosthetic items, make their entries in the ledger and to give timely indents in consultation with manager cum Prosthetist/Orthotist so that items are not in short supply.
3. Take measurement of all the prosthetic and Orthotic patients and complete all types of prosthesis and Orthosis, trial with the patients and delivery by the help of Prosthetist/Orthotist, Jr. Prosthetist and Orthotist and leather technician.
4. Visit cabins/wards for measurement & fitment of aids and appliances with manager (P&O) for Orthopaedically and neurologically impaired and disabled patients.
5. Look after the work of Manager (P&O) during absence.
6. Maintain the records of all cases of Orthotic and Prosthetic section. Procurement of material and preparation of progress report.
7. Supervise the cleanliness of workshop complex in the absence of Manager cum Prosthetist/Orthotist. Supervise the ALC Department and the technical work in addition to his own technical work i.e. clinical evaluation & assessment of patients.

8. Guide the Prosthetist/Orthotist/Jr. Prosthetist/ Orthotist to complete the technical work.
9. Prescription of Prosthesis and Orthosis in consultation with Orthopaedic Surgeon & In charge of ALC.
10. Any other duties not specified above and assigned by Sr.DMO/ACHD(Ortho.)(I/C)/ALC, any other superior staff will be carried out by him/her.

Prosthetist / Orthotist: Will

1. Take measurement of all the prosthetic and Orthotic patients and complete all types of prosthesis and Orthosis, their trial with the patients and delivery by the help of Sr.Prosthetist/Orthotist/Jr. Prosthetist/ Orthotist and leather technician.
2. Visit cabins/wards for measurement & fitment of aids and appliances with manager (P&O) for Orthopaedically and neurologically impaired and disabled patients.
3. will supervise the cleanliness of workshop complex in the absence of Manager cum Prosthetist/Orthotist/Sr.Prosthtist/Orthotist.
4. Maintain all ledgers and Store of Prosthetic and Orthotic item make their entry in the ledger in the absence of Sr. Prosthetist /Orthotist.
5. Any other duties not specified above and assigned by Sr.DMO/ACHD(Ortho.)(I/C)/ALC, any other superior staff will be carried out by him/her.

Leather Technician : Will

1. Look after all types of leather works, padding of caliper/Prosthesis.
2. Make surgical shoes/prosthetic/Orthotic belts by taking measurements of the patients.
3. Register the patients. Stitch the leather/canvas/Rexin for the patients in the form of orthopaedics appliances.
4. Any other duties not specified above and assigned by Sr.DMO/ACHD (Ortho.)(I/C)/ALC, any other superior staff will be carried out by him/her

Jr.Technician (Fitter)/Jr.Prosthetist/Orthotist : Will

1. Take utmost care to keep the tools, machineries and materials in proper condition.
2. Assist and work with the Prosthetist cum Orthotist and leather technician in taking measurement and making Prosthesis and Orthosis.
3. Any other duties not specified above and assigned by Sr.DMO/ACHD(Ortho.)(I/C)/ALC, any other superior staff will be carried out by him/her

ALC Attendant / Helper : Will

1. Keep the furniture, doors, fittings, ventilators, tools and machineries neat and tidy.

2. Help the ALC patients in sitting, standing with wheelchair and in training areas.
3. Prepare the casting and measurement table with tools, equipment and necessary materials for the measurement of disabled patients.
4. Carry the patients on stretchers in hospital and from ALC to hospital and vice versa.
5. Help the manager/prosthetist & orthotist in the patient treatment process.
6. Help in office work to carry files and letters to various offices.
7. Any other duties not specified above assigned by Sr.DMO/ACHD(Ortho.)(I/c) ALC, any other superior to be done by him/her.

ALC Cleaner (Safaiwala) : Will

1. Sweeps the roads, ground, floors etc. of the ALC.
2. Frequently clean the floor of the Department, workshop area and casting and measurement rooms, clean ALC store, wash the soiled clothes.
3. Any other duties not specified above assigned by Sr.DMO/ACHD (Ortho.)(I/c) ALC, any other superior to be done by him/her.

(Authority : 2014/H-1/10/18/Para Medical Staff dated 22.03.2019)