

पूर्व रेलवे / EASTERN RAILWAY
चिकित्सा विभाग / MEDICAL DEPARTMENT

No. PCMD.247/3 / 1 /Job Distribution (ACMDs)

Dated: 13.01.2025

Sub: Distribution of Job amongst ACMDs at PCMD's Office /Eastern Railway, Kolkata.

1. Details of Job Assignment of DR. ANUPAM SETT, ACMD (T&A) HQ -

SL	Job Head	Distribution of Job in detail
A	Court Cases	1. Court Cases and Arbitration
B	PCMD's Office Related	1. Overall Control of PCMD's Office and PCMD's Office staff matters and maintenance of attendance of staff and sanctioning of their leaves 2. The entire job in relation to work place improvement. 3. PCMD's Tour Programme. 4. Conducting of meeting at HQ 5. E-Office, Digital Keys 6. SIM Card, Card Passes, Metal Passes, Pass & PTOs. 7. Computerization of (a) PCMD's Office (b) Hospitals and (c) Health Units. 8. Job in relation to AMC of Computers, Photocopiers and Water Purifier Machine etc. at PCMD's Office.
C	Establishment matters	1. Establishment matters in relation to all gazette officers. 2. Establishment matters related to DNB. 3. Establishment Matters (Non- Gazetted) 4. Manpower Planning & Work Study, Training, Deployment, Arrangement of training of Para-medical staff. 5. Policy & DAR cases. 6. HVS and engagement of Doctors on

		Case to Case basis. 7. Senior Residents, DNB, House Staff and Intern 8. Per Capita Medical expenditure of Railway Beneficiaries. 9. TADK
D	Budget and Stock Related	1. Budget. 2. Dietary matters 3. Dead Stock, Condemnation and repairing of Furniture 4. Asset Register. 5. UMID. 6. Passenger Amenities.
E	Accident	1. Railway Accident and Disaster Management. 2. Maintenance of ARME Scale –I, POMKA and First Aid Boxes. 3. Procurement of articles in relation to ARME & POMKA

SL	Job Head	Distribution of Job in detail
F	MCDO & Imprest , Union & Parliamentary matter	1. Matter in relation to Cash Imprest of HQ & Divisions 2. GM-PNM, ZRUCC, Recognized Union meeting & PREM Meeting. 3. MCDO & GM's Annual Narrative Report. 4. MP, MLA & MR Cases. 5. Parliament Question.
G	Miscellaneous Matters	1. Tie up with Private Hospitals. 2. Work Programme & MR Project. 3. Attending of Vigilance Meeting and implementation of Leveraging of Technology.” 4. Ambulance Service to the Division. 5. SBF, CSBF 6. St. John Ambulance. 7. Janausodhi

		8. HIMS 9. PCMD's official Vehicle & Office vehicles of MD & CMSs. 10. Pension & Commutation 11. AYUSH 12. TA & Contingency Bills 13. Website
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2. Details of Job Assignment of DR. PARTHA SARATHI MITRA, ACMD (H&FW) HQ-

SL	Job Head	Distribution of Job in detail
A	Complaints Related	1. RTI and CPGRAM cases. He will act as Nodal Officer for RTI cases.
B	Sanitation & Food Safety	1. All the matters in relation to the job of maintenance of sanitation in Railway premises. 2. Monitoring of food quality and Packaged Drinking Water quality in Railway premises.
C.	Health & Family Wlefare	1. Family Welfare Programme. 2. HPCs and FAGs. 3. Establishment matters of staff of H&FW. 4. TB Seal & RNTCP. 5. HIV &AIDS. 6. Ayushman & Saksham. 7. Priority items of Railway Board. 8. AWAC 9. Pulse Polio. 10. Industrial Accident & Safe Work Practices.
D.	Medical Board, Medical Examination & Reimbursement	1. Medical Board & Medical Examination of Employees and Candidates. 2. Reimbursement. 3. Advance Payment. 4. Referral of Patient to other Hospitals. 5. Dealing of Medical Examination report of UPSC candidates.

3. Details of Job Assignment of DR. DIPTENDU DE, ACMD (MS) /HQ-

Job Head	Distribution of Job in detail	Job Head
A.	Procurement Related	Procurement of Medicines, Consumables and, Consumables and T&P ITEMS. M& P Programme. Bill Passing.
B	Rajbhasa	

**ANUPAM
SETT**

Digitally signed by
ANUPAM SETT

Date: 2025.02.14

(डॉ अनुपम सेट्ट) / Dr. Anupam Sett

अपर मुख्य चिकित्सा निदेशक / Addl. CMD / T&A

कृते मुख्य चिकित्सा निदेशक/ for PCMD