RIGHT TO INFORMATION AND OBLIGATION OF PUBLIC AUTHORITIES.
CENTRAL GOVERNMENT HEALTH SCHEME (CGHS) KOLKATA:

CGHS for the treatment of Central Government Employees were started under Ministry of Health & Family Welfare in New Delhi in 1954. The Scheme was introduced in Kolkata in 1972.

The CGHS in India is a Social Welfare Service for the community it serves and its objectives are:

To provide Comprehensive Health Care to its beneficiaries i.e. preventive, curative, promotive and rehabilitative services.

Extent of Application:

1. All Central Government Employees paid from Civil Estimates (except Railways and Delhi Administration) including their families.
2. Pensioners of Central Government (except pensioners belonging Railways and Arm Forces) including their families.
3. Members & Ex-members of Parliament:
4. Judge of Supreme Court & High Court (sitting & Retired).
5. Freedom Fighter:
7. Ex Vice Presidents & their Families.

THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:

Organization:

CGHS, in Kolkata consists of one Administrative Officer & 18 (Eighteen) Allopathic Dispensaries, 1 (one) Polyclinic, 2 (two) Homoeopathic Dispensaries, 1 (one) Unani Dispensary & 1 (one) Ayurvedic Dispensary.

Functions:

1. Treatment of the beneficiaries through the dispensaries including domiciliary visit by the Medical Officers for patients who can not come to the dispensaries for medical reason.
2. Specialist Consultation Facilities both at Dispensary, Polyclinic and Hospital level.
4. Hospitalization facility.
5. Issue of Free Medicines from the Dispensaries.
THE POWERS & DUTIES OF OFFICERS AND EMPLOYEES:

1. **Additional Director**: He is the Head of the Office in CGHS, Kolkata. He has all the Financial Power has conferred by DGHS, New Delhi. He is also the Appellate Authority for CGHS, Kolkata under RTI Regulation.

2. **Administrative Officer**: Act in the Administrative Office of the Additional Director, CGHS, Kolkata.

3. **Accountant**: Looks after the accounts section.

4. **Office Superintendent**: Looks after the office working of all sections.

5. **The Chief Medical Officer In-charge**: Each CGHS Dispensary is headed by one Chief Medical Officer Incharge. He is responsible for the Administration as well as treatment of the beneficiaries.

6. **Chief Medical Officer / Sr. Medical Officer / Medical Officer**: There are 2 to 7 Medical Officers acting in each dispensary under supervision of Chief Medical Officer Incharge.

7. **Clerk – LDC & UDC**: There are LDCs & UDCs Posted in the Administrative Office in its various Sections. Clerks are also posted at dispensaries for clerical job.

8. **Storekeeper**: Each dispensary has 01 (one) Storekeeper who is usually a senior pharmacist and is responsible for the maintenance of the dispensary store and for indent of medicines.

9. **Pharmacist**: Pharmacist at the dispensary are responsible for issuing medicines to the patients and maintaining the dispensary counter.

10. **Staff – Nurse**: Perform the duties of staff Nurse and is responsible for maintaining the injection room and Dressing-room as well as the emergency cupboard of the dispensary.


12. **Dresser**: A Group – D post performs dressing duties at the dressing room. They also perform other duties as assigned by the C.M.O I/C.

13. **Nursing Attendant**: A Group – D Post. Assists Staff Nurse in her duties as assigned by C.M.O.I/C.
14) **Peon**: A Group-D post. present in the administrative Office & in the Dispensary. Performs the duties related to his position.

15) **Safaiwala**: A Group-D post. performs safai duties at the dispensary and at the administrative Office.

16) **Female Attendant**: A Group-D post. at the Dispensary level. Assists Lady Medical Officer and the Gynecologists in her duties. Also performs duties as assigned by the C.M.O I.C.

17) **Chowkidar**: A Group-D staff. posted at administrative office and one at each dispensary. They perform Night Guard duty.

18) **Laboratory Staff**
   a) **Lab. Technician**: A Group-C Staff posted at the Clinical laboratories of CGHS, Kolkata. They carry out the Clinical tests i.e. blood test, urine test, stool test etc.
   b) **Lab. Assistant**: Group C staff who helps in carrying out tests in the laboratory.
   c) **Lab. Attendant**: A Group-D post at the Laboratory. They help the Lab. Technician in carrying out the Clinical tests.

19) **Daftary**: A Group-D post at the Administrative office.

20) **Packer**: A Group-D post at the Administrative officer and at Central Medical Store Depot (CMSD), CGHS, Kolkata.

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**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

Highest decision making authority i.e. AS & DG CGHS, then Director, CGHS, New Delhi followed by the Additional Director, CGHS, Kolkata.

For minor decision in the Administration of the Dispensaries C.M.O. Incharge is next decision making authority.

The Channel of Accountability is in the reverse Direction i.e C.M.O. Incharge (Minor decision) Additional Director – Director, CGHS – AS & DG CGHS (Highest authority) - Director General of Health Services (in some cases).
THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

(A) Office of the Additional Director, CGHS Kolkata (Administrative of CGHS, Kolkata) functions according to the rules of functioning of any Central Government Office under the Ministry of Health & Family Welfare, NewDelhi.

(B) Functioning of Dispensaries :-

**CGHS, Contribution**
Central Government Employees & pensioners availing CGHS facilities are required to make a nominal contribution every month depending upon their pay/pension.

**CGHS Identity Cards :**
Persons availing CGHS benefit are issued Identity Cards on which a family photograph affixed. For employees this Card is issued by the office of the Employee. For pensioners identity Cards are issued by the office of the Additional Director, CGHS, Kolkata. A Life-time valid Card is issued to the pensioners on payment of 120 months subscription at a time or in 6(six) monthly or yearly installments.

**The Treatment at CGHS Dispensaries :**
The persons having CGHS identity Card attained CGHS dispensaries allotted to them with the identity Card. The Medical officers at the dispensary examines them and prescribes medicines and clinical tests where necessary. Medical officers may also refer the patient to specialists of CGHS/Govt. Hospitals if necessary.

**Domiciliary Visit :**
Medical officers including specialist are expected to attend domiciliary calls from patient when necessary. Such attendance is restricted to cases where the specialist/Medical officer is satisfied of its necessity due to inability of the patient to attend the dispensary on account of severity of illness. The domiciliary visit is also restricted within the jurisdiction of the CGHS dispensaries.

**Hospitals referral system :**
Medical officers can refer patients to the specialists of Government Hospitals in the O.P.D. of recognized Govt. Hospital only. Medical officers can also refer patients to the EMERGENCY of any Govt. Hospitals (recognized) when necessary.

In the event of any emergency the CGHS beneficiaries can attend Govt. Hospital/Pvt. recognized Hospital without being referred from the dispensary.
Rules, regulations, instructions, manuals are like all other central Government offices, which is set by Government of India. Dispensary functioning are guided by a “Compendium” and by circulars and instructions issued by higher authority from time to time.

Categories of documents held. are as that of any other central Government Offices.

There is no such arrangement for the formulation of policy or implementation in consultation with the public at local level but arrangements are there at the Directorate and Ministerial level.
A 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 ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OF THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC :-

Committees functioning in C.G.H.S. Kolkata :-
A) Committee for continuous empanelement of private hospitals & Diagnostic Centres under C.G.H.S, Kolkata, consisting of 4(four) Gazetted Officers.
B) purchase Committee of C.G.H.s, Kolkata, consisting of 04 (four) Gazetted officers.

8. Inspection Committee:- Two in number, each consisting of two Gazetted officers & one non-gazetted staff.
14. Complaint Committee on sexual harrasment consisting of two Gazetted officers & one non-gazetted staff.

E) Scrutiny Committee:- Two in number, each consisting of two Gazetted officers.

F) Monitoring Committee:- Two in number, each consisting of two Gazetted officers.

G) Committee for updating the list of costly life saving medicines consisting of 03 (Three) Gazetted officers.
H) computer Committee consisting of 5(Five) Gazetted officers.

Advisory or Grievance Committee in each C.G.H.S. Dispensary consisting of two members from pensioners’ organization and two from service personnel (Residential Welfare Organization) under the chairmanship of the chief Medical officer Incharge of each dispensary.

The above-said Committees are not open to the public except the advisory/Grievance committee at the dispensary level, which are open to the beneficiaries of the respective C.G.H.S Dispensaries.
THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:
No such programmers under C.G.H.S, Kolkata, at present.

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT:
Not applicable.

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:
Website of C.G.H.S. Kolkata, is in operation but at present it is being updated to include all these information.
Address of Website of C.G.H.S, Kolkata - http://cghskolkata.nic.in

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 information under the RTI Act, 2005 is accessible to citizens under stipulated guidelines/orders including payment of necessary fee payable to the appropriate authority as specified in the RTI Act, 2005 under sub-section(1) of section 7.
At present there is no library or reading room under C.G.H.S.Kolkata for the public. One library is maintained having administrative and academic books for the officers and other officials of the department.

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:
Appellate authority for administrative office & Dispensaries:

Dr. R.K. Das
ADDITIONAL DIRECTOR,
Ph. No.- 033-2210-3921
Fax – 033 – 22485346

CPIO for Administrative Office:
Dr. S.B. Chowdhury
Sr. C.M.O SAG
Ph. No. - 033 – 2242 – 7337

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<table>
<thead>
<tr>
<th>Wellness Centre (No.)</th>
<th>Doctor Name</th>
<th>C.M.O. INCHARGE, Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belvedere Wellness Centre (No. 1)</td>
<td>Dr. A.K. Bhakta</td>
<td>C.M.O. INCHARGE, 033-2479-1153</td>
</tr>
<tr>
<td>LAKE AREA Wellness Centre (No. 2)</td>
<td>Dr. (MRS.) N. Roy</td>
<td>C.M.O INCHARGE, 033-24661733</td>
</tr>
<tr>
<td>DOVER LANE Wellness Centre (No. 3)</td>
<td>Dr. G. Banerjee</td>
<td>C.M.O INCHARGE, 033-24619292</td>
</tr>
<tr>
<td>NARKELDANGA Wellness Centre (No. 4)</td>
<td>Dr. (Mrs) M. Mukherjee</td>
<td>C.M.O INCHARGE, 033-23203998</td>
</tr>
<tr>
<td>SHYAMBAZAR Wellness Centre (No. 5)</td>
<td>Dr. D. Banerjee</td>
<td>C.M.O INCHARGE, 033-25556385</td>
</tr>
<tr>
<td>REGENT ESTATE Wellness Centre (No. 6)</td>
<td>Dr. B.R. Mazumder</td>
<td>C.M.O INCHARGE, 033-24125528</td>
</tr>
<tr>
<td>BHOWANIPORE KALIGHAT Wellness Centre (No. 7)</td>
<td>Dr. (Mrs) S. Saha</td>
<td>C.M.O INCHARGE, 033-24641852</td>
</tr>
<tr>
<td>BIDHAN SARANI Wellness Centre (No. 8)</td>
<td>Dr. B. Biswas</td>
<td>C.M.O INCHARGE, 033-25558034</td>
</tr>
</tbody>
</table>
MINT COLONY Wellness Centre (No. 9)  
Dr.(Mrs) U.Sikdar  
C.M.O INCHARGE,  
Ph. No. - 033 – 24010558

B.B.D BAG Wellness Centre (No. 10)  
Dr. P.K.SEN  
C.M.O INCHARGE,  
Ph. No. - 033 – 22358282

SATRAGACHI Wellness Centre (No.11)  
Dr. S.Sen  
C.M.O INCHARGE,  
Ph. No. - 033 – 26571526

SALT LAKE A.F Wellness Centre (No. 12)  
Dr. D.Pal  
C.M.O INCHARGE,  
Ph. No. - 033 – 23374635

AIRPORT Wellness Centre (No.13)  
Dr. A. GOL DAR  
C.M.O INCHARGE,  
Ph. No. - 033 – 25119442

LAKE TOWN Wellness Centre (No. 14)  
Dr. P.Malhotra  
C.M.O INCHARGE,  
Ph. No. - 033 – 25222137

TOLLYGUNGE Wellness Centre (No.15)  
Dr. T.K.Mondal  
C.M.O INCHARGE,  
Ph. No. - 033 – 24116059

SALT LAKE E.B Wellness Centre (NO. 16)  
Dr. (Mrs) S.Naskar  
C.M.O INCHARGE,  
Ph. No. - 033 – 23344849

KUDGHAT Wellness Centre (No.17)  
Dr. A.Bandyopadhyay  
C.M.O INCHARGE,  
Ph. No. - 033 – 24311328

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SALT LAKE I.C. BLOCK Wellness Centre (No. 18)
Dr. (Mrs) P. Rakshit
C.M.O INCHARGE,
Ph. No. - 033 – 23353427

C.G.H.S POLYCLINIC
Dr. A. Biswas
C.M.O INCHARGE,
Ph. No. - 033 – 23352801.

CENTRAL MEDICAL STORE DEPOT
Dr. S. Das
C.M.O INCHARGE, (STORE)
Ph. No. - 033 – 23351445.

BUDGET PROVISION for 2011-2012 under non plan and MH 2071 PORB(in thousands):

MH 2071 - 244800

NON-PLAN HEAD:

1. Salaries - 235200
2. MT – 2920
3. Wages – 300
4. OTA – 250
5. DTE – 5040
6. S&M – 108800
7. RRT – 1620
8. Minor Works – 50
9. PPSS – 100
10. OC – 960
11. MV – 630
12. M&E – 430

Total – 361230
SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND
THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR :-

These information will be updated from time to time depending on circumstances.