

**Name of Division – : New Forest Hospital, Forest Research Institute, Dehradun**

Maintenance of all records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act.

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| List of files with subject :                                      | Mr. J.P.S. Rana, Assistant chief Technical Officer (Chief Pharmacist)  | FRI/DDN/1-16/2008/NFH   |
|   | Mr. S.K.Rawat, Assistant Chief Technical Officer (Pharmacist)          | FRI/DDN/1-18/2008/NFH   |
|   | Mr. P.C.Pandey, Senior Technical Officer (Pharmacist)                  | FRI/DDN/1-19/2008/NFH   |
|   | Mrs. Mala Massey, Assistant Chief Technical Officer (Sister In-charge) | FRI/DDN/1-13/2008/NFH   |
|   | Mrs. Saroj Stephen, Assistant Chief Technical Officer (Staff Nurse)    | FRI/DDN/1-14/2008/NFH   |
|   | Mrs. Reena, Technical Officer (Staff Nurse)                            | FRI/DDN/1-15/2008/NFH   |
|   | Mrs. Pushpa Verma, Technical Officer (Staff Nurse)                     | FRI/DDN/1-56/2008/NFH   |
|   | Mrs. Shikha Lodhi, Technical Officer (Staff Nurse)                     | FRI/DDN/1-49/2008/NFH   |
|   | Mr. S.C. Mondal, Senior Technical Officer (Lab Technician)             | FRI/DDN/1-21/2008/NFH   |
|   | Mr. Ganesh Kumar, Senior Technical Officer (Radiographer)              | FRI/DDN/1-20/2008/NFH   |
|   | Mr. Ramesh Kumar, Driver   | FRI/DDN/1-61/2016/NFH   |
|   | Mr. Surender Kumar, Driver   | FRI/DDN/1-63/2019/NFH   |
|   | Mr. Vishnu, Driver   | FRI/DDN/1-64/2019/NFH   |
|   | Mrs. Arjun Singh, MTS (Dresser)  | FRI/DDN/1-26/2008/NFH   |
|   | Mrs. Maya Bhatt, MTS   | FRI/DDN/1-50/2008/NFH   |
|   | Mr. Prem Kumar Sharma, MTS (Ward Boy)                                  | FRI/DDN/1-42/2008/NFH   |
|   | Mr. Ashok Kumar, MTS (Ward Boy)  | FRI/DDN/1-31/2008/NFH   |
|   | Mr. Rama Shanker, MTS (Ward Boy)                                       | FRI/DDN/1-60/2016/NFH   |
|   | Mrs. Sumitra Devi, MTS (Ward Aya)                                      | FRI/DDN/1-37/2008/NFH   |
|   | Mr. Anil Kumar Bansal, MTS (Lab Attendant)                             | FRI/DDN/1-27/2008/NFH   |
|   | Mr. Dil Bahadur, MTS (Cook)  | FRI/DDN/1-45/2008/NFH   |
|   | Mr. Asha Ram, MTS (Sanitation Attendant)                               | FRI/DDN/1-62/2008/NFH   |
|   | Mr. Rajesh Kumar, MTS (Sanitation Attendant)                           | FRI/DDN/1-54/2015/NFH   |
|   | Mr. Sanjay Verma, MTS  | FRI/DDN/1-59/2016/NFH   |
| 2. Function and duties of each employees working in your division | Mr. S.K.Thomas, DCF, Officer In-charge                                 | Overall supervision of administration, management & function of the New Forest Hospital.            |
|   | Mr. J.P.S. Rana, Assistant chief Technical Officer (Chief Pharmacist)  | 1. Assist the officer In-charge in procurement and storage of medicines.<br>2. Dispensing of drugs. |
|   | Mr. S.K.Rawat, Assistant Chief Technical Officer (Pharmacist)          | Dispensing of drugs and maintain the OPD Pharmacy records.  |
|   | Mr. P.C.Pandey, Senior Technical Officer (Pharmacist)                  | Dispensing of Medicines & prepare the Indent under ICFREPHS and Kept the records of such.           |
|   | Mrs. Mala Massey, Assistant Chief Technical Officer (Sister In-charge) | To Manage the IPD and maintain the stock of Linen, Medical equipments of Hospital etc.              |
|   | Mrs. Saroj Stephen, Assistant Chief Technical Officer (Staff Nurse)    | Nursing of Patient in IPD   |
|   | Mrs. Reena, Technical Officer (Staff Nurse)                            | Nursing of Patient in IPD   |
|   | Mrs. Pushpa Verma, Technical Officer (Staff Nurse)                     | Nursing of Patient in IPD   |
|   | Mrs. Shikha Lodhi, Technical Officer (Staff Nurse)                     | Nursing of Patient in IPD   |



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|  | Mr. S.C. Mondal, Senior Technical Officer (Lab Technician)       | To perform various tests & procedures of Human Pathology.   |
|  | Mr. Ganesh Kumar, Senior Technical Officer (Radiographer)        | To perform X-ray & ECG and assist in Ultrasound unit & maintain records.  |
|  | Mr. Ramesh Kumar, Driver   | To attend the normal & emergency duties.  |
|  | Mr. Surender Kumar, Driver                                       | To attend the normal & emergency duties.  |
|  | Mr. Vishnu, Driver   | To attend the normal & emergency duties.  |
|  | Mrs. Arjun Singh, MTS (Dresser)                                  | Patients Dressing and kept all the records of dressing such as consumption and Indents.   |
|  | Mrs. Maya Bhatt, MTS   | <ul style="list-style-type: none"> <li>Carrying of files &amp; other papers within the Hospital.</li> <li>To Help the ladies patients in Ultrasound, X-ray, ECG &amp; OPD.</li> <li>Assist the medical staff in taking care of important duties.</li> </ul>         |
|  | Mr. Prem Kumar Sharma, MTS (Ward Boy)                            | Works as ward boy.  |
|  | Mr. Ashok Kumar, MTS (Ward Boy)                                  | Works as ward boy.  |
|  | Mr. Rama Shanker, MTS (Ward Boy)                                 | Works as ward boy.  |
|  | Mrs. Sumitra Devi, MTS (Ward Aya)                                | Works as ward Aya.  |
|  | Mr. Anil Kumar Bansal, MTS (Lab Attendant)                       | <ul style="list-style-type: none"> <li>To assist Laboratory Assistant in day to day work in Laboratory.</li> <li>Up keeping of Laboratory equipments through regular cleaning and maintenance.</li> <li>Any other work assigned to him by his superiors.</li> </ul> |
|  | Mr. Dil Bahadur, MTS (Cook)                                      | Cooking nutritious meals for patients, according to their healthcare plans.   |
|  | Mr. Asha Ram, MTS (Sanitation Attendant)                         | Cleanliness, maintenance & aesthetic upkeep of patients care areas, public areas & staff areas.   |
|  | Mr. Rajesh Kumar, MTS (Sanitation Attendant)                     | Cleanliness, maintenance & aesthetic upkeep of patients care areas, public areas & staff areas.   |
|  | Mr. Sanjay Verma, MTS  | <ul style="list-style-type: none"> <li>Carrying of files &amp; other papers within the Hospital.</li> <li>Assist in Ultrasound unit.</li> <li>Assist in X-ray Unit.</li> <li>Assist the medical staff in taking care of important duties.</li> </ul>                |
| 3. Financial/Administrative power of an employee in your division                      | NA   |   |
| 4. Procedure to be followed, decision making including supervision and accountability. | Mrs. Mala Massey, Assistant Technical Officer (Sister In-charge) | To supervise the cleaning and hygiene works of Hospital.  |
| 5. Statement of categories of documents that are held by it or under its control       | Mr. J.P.S. Rana, Assistant chief Technical Officer               | 1. Stock Book of Medicine store.<br>2. Supply order file of different medicine supplier.<br>3. Indents records.   |
|  | Mr. S.K.Rawat, Assistant Chief Technical Officer                 | 1. Stock Book of daily consumption of OPD medicine.<br>2. Indent Books of medicine.<br>3. Permanent Stock Register.   |
|  | Mr. P.C.Pandey, Senior Technical Officer                         | 1. Indent Book of daily Indents submitted to Authorized Local Chemist.<br>2. Indent stock book of essential and emergency   |



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|   |  | medicine.<br>3. Bill detail files under ICFREPHS.  |
|   | Mrs. Mala Massey, Assistant Chief Technical Officer  | 1. Stock Book of Instrument.<br>2. Dental Consumables Stock Book.<br>3. Indent Book of Indoor Patient Department.<br>4. Duty Roster Register of Indoor Patient Department. |
| 6. Consultancy work carried out in your division  | NA   |  |
| 7. Directory of employees with name, designation and telephone number                       | -----  |  |
| 8. Budget allocated during the current year for different projects and expenditure incurred | No Projects are taken up for which budget are allocated.<br>Current year budget for functioning of Hospital is enclosed separately.  |  |
| 9. Particulars of facilities to citizens and for public use                                 | First Aid treatment is given to all citizen /public who attend the Hospital an emergency.<br>Apart from above about 3500 beneficiaries are availing treatment from the Hospital. |  |

**Budget Allotted for the financial year 2019-20**

| <b><u>Medicine &amp; Medical Consumables</u></b> |                 | <b><u>Fuel</u></b> | <b><u>MOE (Office/IT Repair)</u></b> | <b><u>Insurance</u></b> | <b><u>Vehicle repair</u></b> |
|--|-----------------|--------------------|--------------------------------------|-------------------------|------------------------------|
| Budget Allotted                                  | Rs.50,00,000.00 | Rs. 1,00,000       | Rs. 45,000.00                        | Rs. 20,000.00           | Rs. 50,000.00                |