

Compliance under Section 4(1) (b) of Right to Information Act, 2005

Section of RTI Act	Requirement under the RTI Act	Details
4(1)(b)(i)	Particulars of organization , functions & duties	<p>Railway's primary business is to transport goods and passengers. The role of Medical and Health Department can be best appreciated in view of the need to have fit and healthy employees for efficient railway operations. The Medical and Health Department of the South Central Railway has adopted providing total patient satisfaction through humane approach and shared commitment of every single Doctor and Paramedic & provision of quality health care using modern and cost effective techniques and technologies as its mission. The mission statement enjoins upon the medical department of the railways to provide adequate curative, promotive and preventive health services; provide and maintain accident relief medical equipment, including first aid boxes, to give prompt relief to passengers injured in railway accidents; attend to passengers injured or taken seriously ill in trains or at railway stations; Providing technical advice for sanitation hygiene and cleanliness at nominated railway stations & colonies, monitoring safe drinking water and un-adulterated eatables; take measures for disposal of hospital waste; assess adequacy of manpower and efficacy of health care services through effective parameters and adequacy of departmental supervision, medical audit etc. Health facilities in the railway are provided at three levels viz., primary, secondary and tertiary. At primary level Health Units are scattered all over the Divisions; Divisional Hospitals come under the category of secondary health facilities while Central Hospitals comprise the tertiary care centers. Medical and Health Department is headed by Director General (Railway Health Services) in the Ministry of Railways (Railway Board). Chief Medical Directors at headquarters of each zonal railway are responsible for administrative control of all the medical and health matters in the zonal railway.</p>
4(1)(b)(ii)	The powers and duties of the officers and employees	<p>The powers of Medical officials as well as non-medical officials are well defined at all levels in the organization. The duties are Department wise assigned and legitimate duties of Officers & Staff can be viewed on Indian Railways website http://www.indianrailways.gov.in under Ministry of Railways / Railway Board / For IR Personnel / Codes And Manuals / PART B Manuals / Indian Railway Medical Manual Volume – I.</p>

4(1)(b)(iii)	The procedure followed in the decision making process including channels of supervision and accountability	The procedure/norms set for discharge of functions are based on the provisions contained in various Establishment codes/ Establishment and Medical manuals. For general office procedure, there is a manual of Office procedure. The general procedural instructions
4(1)(b)(iv)	The norms set for discharge of functions	are also reiterated/issued from time to time and are available with user Officials. The key values are Constructive approach; Team Spirit; Excellence in Performance; Transparency in working and dealings; Responsible and accountability of department
4(1)(b)(v)	The rules, regulations, instructions, manuals and records, held or under the control of the company or used by the employees for discharging their functions	The Medical Department holds Indian Railway Medical manuals volume I & II on website http://www.indianrailways.gov.in under Ministry of Railways / Railway Board / For IR Personnel / Codes And Manuals / PART B Manuals / Indian Railway Medical Manual Volume – I & Volume – II. and Schedule of Powers for discharging the functions as Delegation of Powers etc. under head About us / For Railway Personnel / Schedule of Powers on website http://www.scr.indianrailways.gov.in
4(1)(b)(vi)	A statement of the categories of documents that are held or under the control of the Medical Department	In the medical department certain categories of documents are required to be preserved and maintained under various applicable provisions of law viz. 1) Tour programmes. 2) Duplicate slips of prescription. 3) Prescription registers of indoor patients. 4) Inspection reports of refreshment rooms, food vendors stalls etc. 5) ARME/First Aid Boxes inspection reports. 6) Registers of vaccination/inoculations. 7) Office copies of inspection reports on Hospitals & Health Units. 8) Office copies of reports of infectious cases and deaths 9) Works programmes/M&P programmes. 10) General correspondence files. 11) Ordinary X-ray plates. 12) Medical Examination records of Members of Railway Claims Tribunals 13) Bed-head tickets/Temp.charts/OPD tickets of patients reporting sick 14) Sickness, Continuation sickness & fitness Certificates 15) Sick / Duty certificates. 16) MMR of candidates and X-ray plates pertaining to chest clinic 17) Medical Board reports. 18) Invalidation certificates.

		<p>19) Initial Medical examination. 20) Periodical medical examination. 21) Files of circular letter on policy matters 22) Accident reports. 23) Birth Registers. 24) Death Registers.</p>								
		<p>25) Death certificates. 26) Medico Legal case reports. 27) X-ray plates of Medico Legal cases. 28) Procurement records of medicines and medical stores procured at Medical Department level</p>								
4(1)(b)(viii)	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 advise, and as to whether meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public	Not applicable								
4(1)(b)(ix)	A directory of the officers and employees	Information can be viewed on SCRLY website http://www.scr.indianrailways.gov.in under– 1) Contact us / Official Contact Numbers / Telephone numbers of Administrative Officers and 2) Contact us / SCR Telephone Directory.								
4(1)(b)(x)	The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations	System of compensation: All compensation is paid through banking channel and proper payment vouchers. The information regarding monthly remuneration received by each officer and employee will be provided by Finance branch and Personnel branch of South Central Railway.								
4(1)(b)(xi)	The budget allocated to each department, indicating the particulars of all plans, proposed expenditure and reports on disbursement made	<p>The Medical Department has received Rs. from Ministry of Railways as working budget grant for the to meet the expenses. The same is distributed to all nine field units as detailed below (Figures in Thousands of Rupees :)</p> <table border="1"> <tr> <td>Central Hospital/Lallaguda/Secunderabad</td> <td>Rs.</td> </tr> <tr> <td>Secunderabad Division</td> <td>Rs.</td> </tr> <tr> <td>Hyderabad Division</td> <td>Rs.</td> </tr> <tr> <td>Vijayawada Division</td> <td>Rs.</td> </tr> </table>	Central Hospital/Lallaguda/Secunderabad	Rs.	Secunderabad Division	Rs.	Hyderabad Division	Rs.	Vijayawada Division	Rs.
Central Hospital/Lallaguda/Secunderabad	Rs.									
Secunderabad Division	Rs.									
Hyderabad Division	Rs.									
Vijayawada Division	Rs.									

		Guntakal Division			Rs.
		Guntur Division			Rs.
		Nanded Division			Rs.
		Rayanapadu Sub-Division			Rs.
		Tirupati Workshop Hospital			Rs.
		Total			Rs.
4(1)(b)(xii)	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes	Not applicable to the medical department			
4(b)(xiii)	Particulars of recipients' of concessions, permits or authorizations granted by the institute	Not applicable to the medical department			
4(b)(xiv)	Details in respect of the information available to or held by it reduced in an electronic form	Information relating to organization, its evolution, objectives, plan, strength, etc. have already been made available on company website - http://www.scr.indianrailways.gov.in			
4(b)(xv)	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	Medical Department does not maintain any Public Library. However, citizens wishing to avail of information under Right to Information Act may forward queries to PIOs or general information on SCRLY could be obtained from the web site-www.scr.indianrailways.gov.in			
4(b)(xvi)	The names designations and other particulars of the Public Information Officers	Name	Designation	Tel Number	Fax number
		Dr Surekha Gajbhiye	Addl.CMD/T&A & Public Information Officer	040 - 27822608 040 - 27786807	040- 27821373
		Sri Y. Subrahmanyeswara Rao	AHEO & APIO	040- 27785032	
4(b)(xvii)	Such other information as may be prescribed	Information regarding Honorary Visiting Specialists-terms and conditions; list of Honorary Visiting specialists; Contract Medical Practitioners-terms and conditions; Registration of Pharmaceutical Firms-terms and conditions; List of registered Pharmaceutical firms; Surgical Firms Registration-terms and conditions; Accepted rates of Annual Medical Indents; Recognition of Private Hospitals' for Health care; Medical Reimbursement form; Nomination of Medical Officers for Medical Examination are available on under - About us/Departments/ Medical on web site- http://www.scr.indianrailways.gov.in			