

INFORMATION IN REFERENCE TO SECTION 4 (b) of RTI ACT 2005

Sub Section	Information Sought	Remarks
4(1)(b) (i)	The particulars of functions and duties its organization,	<p>The role of Medical Department is to see that its beneficiaries are fit and healthy and in good shape to serve the organisation. Medical department is committed to quality health care using modern and cost effective techniques. 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 and colonies, monitoring safe drinking water and unadulterated 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. While Health Units spread over the Division takes care of primary level health care of its beneficiaries, Divisional Hospital/BZA delivers secondary health care. At Divisional level the Medical Department is headed by Chief Medical Superintendent and is responsible for administrative control of all the medical and health matters of the Division.</p>

4(1)(b) (ii)	The powers and duties of officers and employees	The duties of officers & staff can be viewed on Indian Railway website https://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.
4(1)(b) (iii)	The Procedure followed in the decision making process including channels of supervision	The procedure/norms set for discharge of functions are based on the provisions contained in various Establishment codes, Establishment manuals and Medical Manuals. For general office procedure, there is a manual of office procedure. The general procedural instructions are also reiterated/issued from time to time and are available with user officials.
4(1)(b) (iv)	The norms set by it for the discharge of its function	The norms set for discharge of functions are - Constructive Approach, Team Spirit, Excellence in Performance, Transparency in working and dealings, Responsibility and Accountability for its healthcare delivery.
4(1)(b) (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	The Medical Department holds Indian Railway Medical Manuals Volume I & II on website i.e., 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 the 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 by it or under its control.	<p>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 vending stalls etc.; 5) ARME/First Aid Boxes Inspection Reports; 6) Registers of vaccinations; 7) Office copies of inspection reports on Hospitals & Health Units; 8) Office copies of reports of infectuous 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; 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; 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>
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4(1)(b)(vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Not applicable.
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 advice, and as to whether meetings 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 its 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)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its 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)	Budget allocated to each of its agency indicating the particulars of all pans, proposed expenditures and reports on disbursements made.	The medical department has received Rs. _____ (Rupees _____) from Ministry of Railways as working budget grant for the year _____ to meet the expenses. The same is distributed to field units viz., DRH/BZA and SDRH/RYPS is as follows:- 1) DRH/BZA - Rs. 2) SDRH/RYPS - Rs.
4(1)(b)(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable.
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Not applicable.
4(1)(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 SCRly website - http://www.scr.indianrailways.gov.in
4(1)(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 S.C.Rly could be obtained from the website http://www.scr.indianrailways.gov.in

4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	Dr. Md. Nazeer Hussain, In-charge Chief Medical Superintendent & Public Information Officer. Telephone No. 0866-2767700
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter updated these publications every year	Information regarding Honorary Visting 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 "About us/Departments/Medical on website - http://www.scr.indianrailways.gov.in
4(1)(b)(xviii)	Incumbency position in Department of Revenue	Not applicable.