



## **DEENDAYAL PORT AUTHORITY** **MEDICAL DEPARTMENT**

### **Sub Request to provide information for Suo Moto Disclosure on the website of DPA- Reg.**

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Reference Sr. Dy. Secretary's UO Note No. GA/DA/RTI/2026/2610 dated 08/05/2026 in respect of the above subject matter.

The details pertaining to the Medical Department in respect 4 (1)(b) of RTI Act, 2005 is given as under:

#### 4. Obligations of public authorities

4 (1) (b) publish within one hundred and twenty days from the enactment of this Act,-

<b>Sr. No.</b>	<b>Description of 4 (1) (b)</b>	<b>Information pertaining to Medical Department</b>
(i)	the particulars of its organization, functions and duties;	Dr. Sunil B. Suryavanshi, Medical Department, DPA, CPIO & Sr. Dy. CMO
(ii)	the powers and duties of its officers and employees;	As per <u>Annexure-I</u> .
(iii)	the procedure followed in the decision making process, including channels of supervision and accountability;	Staff/Officer process the file/note with facts through defined channel and final decision by designed in the DOP. Routine matters decided at HOD level as per procedure. Policy matter sent to competent authority.
(iv)	the norms set by it for the discharge of its functions;	Emergency protocols, referral procedures, IPD/OPD as per MCI/NMC guideline n hospital manual.  Implementation of NHP, Vaccination schedule, disease surveillance norms under IHR 2005, For technical like survey, estimates,

		data collection, medical/health department follow guideline from CSO/NSO, MOPS&W, Govt. of India, Conduct rule: Medical Council Act
(v)	the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Conduct rules, leave rules, GFR, delegated financial power rule, medical council act/NMC Act/Clinical Establishment act, Drugs & cosmetics act/CGHS rule, Guideline for NHP, Hospital admission/discharge policies referral protocol. Record held OPD/IPD Registers, case sheets as per MCI/nmc, service book, attendance register, stock register, budget files, birth & death register, immunization record, disease surveillance data, tender files, purchase order, bills.
(vi)	a statement of the categories of documents that are held by it or under its control;	OPD/IPD registers and case sheets, investigation and Lab Reports, OP & Anesthesia record, birth/death, medico record prescription and pharmacy dispensing register
(vii)	the 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;	Complaint/suggestion boxes in OPD, WARD, Grievances redressal officers at hospital, online portal, feedback on national health programme, TB, Maternal Health, Immunization.
(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;	Budget for medical deptt granted for financial year like salary, drugs consumers, equipments, maintenance national health programmes, staff payment and report on disbursement on actual exp against allocation budget yearly
(ix)	a directory of its officers and employees;	List of all medical officers including contractual, part time doctors, paramedical, OPD staff, & other staff, Office phone, email, ward are available at port hospital.
(x)	the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	As DPA norms

(xi)	the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Budget for Medical Deptt granted for financial years like salary, drug consumers, equipment, maintenance national health programmes, purchase of medicines, staff payment , report on disbursement on actual expenditure against allocation budget yearly
(xii)	the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Covers health scheme under CGHS rates, patients working under DPA, retired as well as cisf employees & dependent families are provided medicines and treatment through credit basis in empanel hospital. Pvt patients are also taken benefit of treatment at DPA Hospital.
(xiii)	particulars of recipients of concessions, permits or authorisations granted by it;	License granted under clinical establishment act, drugs, Biomedical Waste authorization, Medical Board Certificate, Ambulance permits, organ transplant approval
(xiv)	details in respect of the information, available to or held by it, reduced in an electronic form;	Patient data, health data, administrative data like payroll, GPF, financial data, procurement data, e tendering portals, GeM for drugs/equipment purchase, Certificates.
(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;	PIO, notice board, help desk, hospital enquiry counters, phone helplines.
(xvi)	the names, designations and other particulars of the Public Information Officers;	Dr. Sunil Suryavanshi, CPIO & Sr.Dy. CMO Mobile No.
(xvii)	such other information as may be prescribed; and thereafter update these publications every year;	Yes.

  
**Sr. Dy. Chief Medical Officer,**  
**Deendayal Port Authority.**

**Sr. Dy. Secretary**  
**NO. MH/RTI/2026**

**Date: 12-05-2026**

# DEENDAYAL PORT AUTHORITY

ISO 9001 : 2008 : ISO 14001 : 2004

e-mail: cmo@deendayalport.gov.in  
website: deendayalport.gov.in



Office of the Chief  
Medical Officer,  
Port Hospital,  
Gopalpuri(Kutchch) 370 240

No.MH/RTI/2022/785

Date: 12.1.2024

## // OFFICE ORDER //

In order to ensure smooth functioning and equal distribution of workload of Gopalpuri Hospital, New Kandla Hospital and Adipur Dispensary, following work list is ordered which is to be **implemented with immediate effect.**:

1. **Dr.A.J.Chellani, CMO**
  - i) Attending and submission of correspondence received from the Chairman's desk.
  - ii) Board Items and related issues.
  - iii) Issues/matters of Circle Office (all Establishment matters).
  - iv) Grievances & Citizen Charter issues.
  - v) Medical Board and related issues.
  - vi) Engagement of contractual persons and issues thereof
  - vii) Plan/Non-Plan Schemes
2. **Dr Mahesh P. Bapat, Sr. Dy. CMO**
  - i) Medical Welfare Cases
  - ii) Overall supervision & Monitoring of Stores works, procurement, etc.
  - iii) Attending and disposal of R.T.I. Cases.
  - iv) Attending to tender related works, Annual Estimate, Budget, etc.
  - v) Nodal Officer for ERP and HMS
  - vi) All Hindi related issues
  - vii) Disaster Management
  - viii) Looking after the issues related to HMS
  - ix) All issues related to Operation Theatre
3. **Dr. Rekha Bambhanja, Dy. CMO**
  - i) Periodical & Surprise inspection of various sections of departments regarding observance of punctuality by the staff and submission of its report to the CMO, at least once in a month.
  - ii) All issues related to Laboratory, X-ray & Physiotherapy (supervision of punctuality & leave).
  - iii) Co-ordinating issues pertaining to New Kandla Hospital.
  - iv) Assisting Sr.Dy.CMO in Stores, procurement related works
  - v) Nodal Officer for Audit
  - vi) Approval/issue of Reference letter to beneficiaries.
  - vii) Medical Welfare cases
  - viii) Preparing & maintaining of Duty list, Leave record, C/off of regular doctors.
  - ix) Scrutiny of referral bills including follow up action for its timely payment
  - x) Looking after the issues related to HMS
4. **Dr. S.B. Suryavanshi, Dy.CMO**
  - i) All issues/matters related to Operation Theatre.
  - ii) Issue related to Environment Management, Bio-Medical Waste, etc.
  - iii) Monitoring and streamlining the functioning of Vadinar Hospital & to ensure providing of services in accordance with tender conditions by the contractor. He will be Nodal Officer for Vadinar hospital.

Contd...

- iv) Disaster Management, Epidemic/Pandemic Control System in consultation with Sr.Dy.CMO/CMO.
- v) Medical Welfare cases
- vi) Approval/issue of Reference letter to beneficiaries
- vii) Nodal Officer of HIV & AIDS, various statutory compliances.
- viii) Scrutiny of referral bills including follow up action for its timely payment
- ix) Issues related to Public Health Awareness/Education/National Health Programme/conducting awareness trainings for the Deptt. staff
- x) Supervision of visiting Part-time Doctors
- xi) Looking after the issues related to HMS

5. **Dr. Sunil Kumar, SMO**

- i) Works issues of PHO/IHR in consultation with CMO and attend joint sanitary round
- ii) Issue regarding local statutory documents.
- iii) Preparation of Manuals for Medical Department.
- iv) All issues related to Ambulances
- v) Scrutiny of referral bills including follow up action for its timely payment.
- vi) Supervision of Port empaneled hospitals including billing and payment related issues
- vii) Incharge of Ward alongwith Dr. Milan Lakhiyar.
- viii) Approval/issue of Reference letter to beneficiaries
- ix) Looking after the issues related to HMS

6. **Dr. (Mrs.) Vandna S., SMO**

- i) Para-medical staff leaves account & maintenance of C/Off records. However, utmost care should be taken to ensure that the C.Off applied and sanctioned is within one month time period of its accrual. Further, it should be ensured that substitute is available in case of leave of any staff, specially at Registration Counter.
- ii) Issues related to Adipur Dispensary
- iii) Attendance, leave and duty of Data Entry Operators
- iv) Scrutiny of referral bills including follow up action for its timely payment.
- v) Looking after the issues related to HMS

7. **Dr. Milan Lakhiyar, MO**

- i) Scrutiny of referral bills including follow up action for its timely payment.
- ii) Incharge of Ward alongwith Dr. Sunil Kumar, MO
- iii) Infection Control Management
- iv) Issues related to Dock safety & attending Safety meetings
- v) Approval/Issue of Reference Letter to beneficiaries.
- vi) Overall incharge of OPD, Housekeeping and regular supervision of work being carried out by the contractor and staff of Medical Department, as per the Work Schedule and submission of report to CMO periodically.
- vii) Looking after the issues related to HMS

8. **Dr. Sudhir Singh, MO**

- i) Assist Sr.Dy.CMO in ERP/HMS related issues
- ii) Works related to Hospital Information System, Computerization.
- iii) Works related to website
- iv) Scrutiny of referral bills including follow up action for its timely payment.
- v) Approval/Issue of Reference Letter to beneficiaries.
- vi) Looking after the issues related to HMS
- vii) Preparation & maintenance of daily list, leave record, C/off of contract doctors.
- viii) Statistics Collection related to Medical Department & submission of monthly reports in prescribed format.

9. **Dr. Nikhila Kattula, MO**

- i) Looking after the issues related to HMS and coordination with Store, Ward and OPD
- ii) Scrutiny of referral bills including follow up action for its timely payment.
- iii) Issues related to PMJAY

- iv) Ensuring renewal of various mandatory licenses like Spirit, GPCB, BMW, etc.
- v) Entry of new drugs, which are not available in the Master Data.
- vi) Issues related to legal/IR matters.

10. **Dr. Neelam Nainwani, MO**

- i) Issues related to MIV 2030 (Hospital PPP Project)
- ii) Timely submission of reports viz. T.B., Malaria, etc. to State Govt.
- iii) To assist Dr. Sudhir in preparation & maintenance of daily list, leave record, C/off of contract doctors.
- iv) Looking after the issues related to HMS and coordination with Store, Ward and OPD
- v) Scrutiny of referral bills including follow up action for its timely payment.
- vi) Entry of new drugs, which are not available in the Master Data.

11. **Dr. Raiya P Ahir, MO**

- i) Issues related to outsourcing of Pharmacy, contractual obligations, statutory compliances related to contracts, etc.
- ii) Looking after the issues related to HMS and coordination with Store, Ward and OPD
- iii) Issues related to PMJAY
- iv) Scrutiny of referral bills including follow up action for its timely payment
- v) Entry of new drugs, which are not available in the Master Data.

12. **Shri P. Srinivasa Rao, Assistant Manager (PA)**

- i) Issues related to Credit Facility with Recognized Hospitals.
- ii) Disciplinary proceedings.
- iii) Board items and related issues.
- iv) Issues/matters of Circle Office (All establishment matters)
- v) Comply inter department communication in consultation with CMO
- vi) Assisting in time bound works/targets given by higher authority, and
- vii) Various other works assigned to him by the CMO from time to time.

SMO and Medical Officers (both general and emergency duty), in addition to the work entrusted to them, are required to:

- (i) Inspect and supervise the housekeeping and sign the register kept for the purpose
- (ii) Attend the health check-up of CISF, Dock workers, Medical Board cases, etc.
- (iii) Ensuring punctuality of Ward staff, etc. during their duty.

Providing of Ambulance to the patients will be decided by the treating doctor on duty.

The above work distribution/arrangements of works are liable to be changed as and when required. Further, all the officers are required to attend any additional work(s) assigned to them by the undersigned from time to time.



**Chief Medical Officer  
Deendayal Port Authority**

**All Doctors (By name) at Gopalpuri // New Kandla.**

**Copy to: Asstt. Manager (PA) // Sister In-charge, Gopalpuri & New Kandla  
Head Clerk // SA/Divisional Accountant**