

ANNEXURE-I

**GOVERNMENT OF INDIA
CENTRAL HEALTH EDUCATION BUREAU
DIRECTORATE GENERAL OF HEALTH SERVICES
MINISTRY OF HEALTH AND FAMILY WELFARE.
(Phones 011-23239943, Fax No. 2328674-E-Mail-dir.cheb@nic.in)**

**(a) the particulars of its Organization,
functions and duties:**

**(i) Particulars of the Organization: Central Health Education Bureau
Dte. General of Health Services.
Ministry of Health & F.W., Govt. of India,
Temple Lane, Kotla Road, New Delhi-110002..**

(ii) Functions and duties: Annexed as Appendix 'A'.

**(b) the powers and duties of its
officers and employees; Annexed as Appendix 'B'.**

© The procedure followed in the decision The procedure to the followed in the decision

making process including channels of supervision & accountability.

making process is as per the organizational Chart annexed as appendix 'C'.The group 'A' and group 'B' gazetted officers(both technical and non-technical),supervise the various administrative and technical matters concerning their division with the assistance of the supporting staff attached to them (both technical and non-technical).

(d) The norms set up by it for the discharge of its function.

The administrative work of the Bureau is disposed off as per the norms set up by the Deptt. of Personal and Training in the manual of office procedure.

(e) The rules, regulations instructions Manuals and records,held by it or under its Control or used by its employees for discharging its functions.

T he Bureau is having a library which has over 8000 books on various subjects relating to Health matters and Govt. rules and regulation. The books are used by the officers and staff Of the CHEB as well as the students admitted to various courses.

(f) a statement of the categories of documents that are held by it or under its control.

There are no classified documents/records in CHEB.

(g) The particulars of any arrangement that exists for consultation with or

This Bureau is working under administrative control of Govt. of India,Dte. General of Health

Representation by the members of the public in relation to the Formulation of its policy or implementation thereof.

Services ,Ministry of Health & Family Welfare,Nirman Bhawan, New Delhi. In connection with any matter concerning this Bureau,Dte. General of Health Services/Ministry of Health & Family Welfare can consult any public organization or public as per their prescribed procedure.

(h) a statement of the boards, councils, committee 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,committee and other bodies are open to the Public, or the minute of such meetings are accessible for public.

There are only following five internal committees in the CHEB for consideration of the matters related to its various functional aspects:

1. Expenditure & Audit Review Committee.
2. Purchase Committee.
3. Store/stock inspection Committee.
4. Building Maintenance & Estate Committee.
5. Condemnation Committee.

(i) A directory of its officers and employees.

Annexed as Appendix 'D'.

(j) The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.

Annexed as Appendix 'E'.

(k) The budget allotted to each of its agency, Indicating the particulars of all plans, Proposed expenditure reports on disbursements made.

Annexed as Appendix 'F'

(l) sthe number of execution of subsidy

Not applicable.

- Programmes ,including the amounts allocated and the details of beneficiaries of such programmes.
- (m) Particulars of recipients of concessions, Permits or authorization granted by it. Not applicable.
- (n) details in respect of the information, available to or held by it, reduced in an electronic form. Not applicable.
- (o) The particular of facilities available to Citizens for obtaining information, Including the working hours of a Library or reading room if maintained for public use. This Bureau has a reference library. No facility is available to the public.
- (p) the name, designation and other particulars of the Public Information Officer, and Shri Pawan Gupta,DDA(Group'A' Gazetted CCS)working as DDA w..e.f. August,2004 Education Qualification:MA. Residential Address: C-4 E/54,Janakpuri New Delhi-110058.
- (q) such other information as may be prescribed precribed and thereafter update these publications every year. The information, if any, as may be will be updated in consultation with the DGHS every year.

APPENDIX 'A'

Introduction

The Central Health Education Bureau (CHEB) was created in the year 1956 in consonance with the recommendations of BHOPE Committee and Planning Commission. The publicity Unit of the Dte. G.H.S. which had existed for several year before, was merged with this newly created Institution. The Bureau which started with one unit and few staff members in 1956, presently has five Divisions with the total staff strength of 61. The CHEB is basically responsible for the planning and formulation of programmes for Health Advocacy, Health Promotion & Health Education in the country through organization of training programmes for manpower development in the field of health promotion ,Education & Advocacy. Production of various prototype health education/I.E.C. material in print and A.V. medium is another important function. The Bureau has been re-organized in the following five divisions for its smooth and efficient functioning:

1. Administration Division.
2. Media & Editorial Division.
3. Training Research & Evaluation Division.
4. School & Adolescent Health Education Division.
5. Health Promotion & Education Division.

Appendix-A

Functions & Duties of various Divisions:

I ADMINISTRATION DIVISION

- 1. Preparation of Budget Proposals (Plan and Non-Plan) of CHEB and other related matters like performance budget and Annual Plan etc.**
- 2. Preparation of pay and all other bills in respect of staff members.**
- 3. Drawl and disbursement of salary and other claims of all the staff members.**
- 4. Maintenance of GPF Ledgers of Group D staff.**
- 5. Issue and updating of GPF pass-books.**
- 6. Calculation and collection of IT and issuance of Form-16.**

- 7. Reconciliation of Accounts with PAO.**

- 8. All the Estt. And personal matters (Like appointment ,promotion, ACP, superannuation ,fixation of pay, sanction of advance, processing of personal claims e.g.,medical reimbursement etc.**
- 9. Maintenance of Service-books and personal lfiles of all the staff members.**
- 10 All the disciplinary matters.**
- 11.Receipt and distribution of internal Dak.**
- 12.Distribution of Health Education Material.**
- 13.Maintenance of office records.**
- 14. Matters relating to vehicles.**
- 15. Matters relating to Audit.**
- 16. Matters relating to CGHS cards.**
- 17. Matters relating to Govt. Accommodation.**
- 18. Court/CAT cases.**
- 19. Official language matters and all periodical returns.**
- 20. Parliament Questions and assurances.**

- 21 Preparation of Telephone Electricity, News papers ,Conveyance and other such bills.
- 22.Stipend to students.
- 23.Upkeep, Repair and maintenance of office Premises and Hostel.
- 24. Security.
- 25. Procurement,storage and Distribution of Stationery and other stores.
- 26.AMC of all office Equipment and Machinery as also processing of bills thereof.
- 27. Disposal and condemnation of old stores.

II MEDIA AND EDITORIAL DIVISION.

- 1. To produce journals in English and Hindi for continuing Education of health officials and general public .

2. To produce prototype health education materials on all health Issues.
3. To provided media services to the different divisions of the bureau.
4. To provide media services to the all National Health Programmes and Technical Divisions of the Directorate General of Health Services.
5. To prepare scripts for All India Radio and Doordarsan Kendras on Health Issues of Public Health Interest.
6. To coordinate with various ministries and deptt., non governmental and private agencies.
7. To facilitate and promote production and dissemination of need based health educational materials in print ,electronic and folk media.
8. To provide Resource and to participate in capacity building programmes on different types of media for health communication.

III. Training Research & Evaluation Division.

1. Co-ordination of P.G. Diploma course in Health Education(DHE) Affiliated to University of Delhi.

2. **Co-ordination of short term training courses in health promotion and education.**
3. **Co-ordination of orientation training coursed in health promotion and education for medical nursing and paramedical students.**
4. **Field study and Demonstration centre-field placement for DHE And in-service training programme.**
5. **Identification of researchable issues in the field of health Promotion and education.**
6. **Facilitate and guide various health institutions and agencies in Conducting need based research and evaluation studies in the filed of health promotion and education.**
7. **To evaluate the research work carried out in field of health Promotion and education.**
8. **Disseminate health education research information to SHEBs and other institutions.**
9. **To maintain fully equipped user friendly library with all text Books , periodicals and reference materials.**

IV SCHOOL AND ADOLESCENT HEALTH EDUCATION DIVISION

1. **To plan, design and strengthen and review school and adolescent health education in the country.**

2. To establish and maintain the linkages with the department of Education (Min. of HED) state education depts. To facilitate, Coordinate and strengthen school health education programme.
3. To facilitate/provide consultative and advisory services in the state UTs in the field of school and adolescent education.
4. To produce Instruction materials like Teaching aids, Guides for teachers on school health education.
5. To conduct in-service training for teachers and faculties of teacher training institutions(DIETS).
6. To identify the Adolescent health educational needs and to facilitate and strengthen health education on major adolescent health problems in the country.

V HEALTH PROMOTION AND EDUCATION DIVISION.

1. To establish and maintain linkages with National (Govt.) and non-Govt.), international agencies for health promotional and health educational activities/services in the country.
2. To maintain close linkage with state health education Bureau(SHEs) to facilitate, advocate and strengthen and to evaluate health education programmes.

3. To facilitate capacity building of man power working in SHEs through need based training programmes/fellowships and periodical regional review meetings, seminars workshops for receiving and giving feedback on different aspects.
4. To plan, design and monitor guidelines on different activities of SHEs and other health agencies engaged in the field of health promotion and education.
5. To supply prototype health education material and guidelines for observance of special health days, weeks, fortnights.
6. To provide need based consultative and advisory service to different health agencies.

APPENDIX 'B'

POWERS & DUTIES OF OFFICERS & EMPLOYEES IN CHEB

<u>Sl.No.</u>	<u>Name of post</u>	<u>Powers & duties of the post .</u>
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- | | | |
|----|--------------------------------------|--|
| 1. | Director. | <ol style="list-style-type: none"> 1. Head of the Institution. 2. Supervises all Technical ,Financial & Administrative functions of the Bureau. 3. DGHS has delegated Financial & Administrative powers. to him as per letter No. G-17018/2/93-Admn-III dt.6.12.93 |
| 2. | CMO/DADG | <ol style="list-style-type: none"> 1. Overall incharge of Division. 2. To carry out the functions of Division including routine Administration within the defined objectives. |
| 3. | Deputy Director main- (Admn). | <ol style="list-style-type: none"> 1. To exercise control in regard to the General Admn. & tenance of discipline in the Bureau. 2. To advise and assist the Director,CHEB in the exercise of his Admn. & financial powers delegated to him by the DGHS. |
| 4. | Principal Private Secretary. | <ol style="list-style-type: none"> 1. To attend telephone calls.. 2. To attend visitors. 3. To maintain Engagement Diary. |
| 5. | Section Officer | <ol style="list-style-type: none"> 1. To discharge the function as Drawing and Disbursing Officer of the CHEB. 2. To distribute work among the staff in administration. |

3. Management and coordination of work in Admn.Division.
 4. Maintenance of order & discipline in the section.
 5. To discharge,other routine functions of the Section Officer.
6. H.E.O.
 1. To undertake the work of the Division in the absence of the Head of the Division.
 2. To assist the Head of the Division in Planning,Organising & Evaluation of activities of the Division.
7. P.S./P.A
 1. To attend telephone calls.
 2. To attend visitors.
 3. To maintain engagement Diary.
 4. To take dictation &transcribe.
 5. Diary of papers.
8. Asstt/UDC.
 1. To work under the order & supervision of the S.O.
 2. He is responsible for the due disposal of the work entrusted to him.
6. 9. HET Gr.I (Photo) photo unit.
 1. Planning,organizing & evaluation of the work of relevant records.
 2. Coverage,editing & copying of photographs.
 3. Maintenance of photographic equipment &
10. HET Gr.I(Hindi)
 1. Planning,organizing and evaluation of the work of Editorial Unit.
 2. Releasing,publications for the distribution.
11. HET Gr.II Progress
 1. To monitor & compile monthly School Health Report.

- students and other training
2. To distribute Health Education material to the trainees who attend different orientation and courses,workshop seminars etc.
 3. To collect Health Education materials.
12. Technical Asstt. (Production).1. To assist in production of publications/Health Education material in print medium.
13. Projectionist apparatus(Electrical/electronic/manual etc. training items & video coverage. exhibition item etc. and
1. To operate media for conducting shows exhibitions, teaching & and seminars etc.
 2. To maintain AV equipments & other electronic relevant records.
 3. To provide media services to other division &
 4. To maintain exhibition panels and other relevant record.
 5. conduct of exhibition.
14. Sanitary Inspector 1. To ensure proper sanitary & hygienic condition in the CHEB campus/Building & Hostel.
2. Assist in coordination of DHE course short and orientation training courses.
- term training programmes

- field work.
3. To assist the trainees and students in their
15. Jr. Investigator 1. To conduct eradication studies in health education undertaken by CHEB.
2. To undertake behavioral studies in Health and promotion.
- Education
16. Proof Reader: (Hindi/English) publications. 1. Suggesting changes in illustration in the publication.
2. Preparing press copies.
3. Maintaining records relating to the
4. Assisting in script and feature writing.
5. Certification and payment of bills.
17. Copy Holder 1. Maintaining correspondence with authority.
2. Preparing index of articles & features.
3. Distribution of magazine etc.
18. Library Information Asstt. and periodicals 1. To prepare membership cards for the staff Students.
2. To keep record of the issue of books and etc.
3. Classification of the books in the catalogs.

- and other
dues.
students.
4. To ensure proper arrangement of the books publications in the admirals and racks.
 5. To issue and receipt back the books etc.
 6. To remind the staff and students about over
 7. To issue No Dues certificate to the staff and

19. Store Keeper
stationery and

1. Procurement, storage and distribution of other stores.
2. AMC of all office equipment and machinery as also processing of bills thereof.
3. Disposal & condemnation of old stores.

20. LDC
diary, file

1. To deal with work of routine nature like :
 - (i) Registration of dak & maintenance of section register/file movement register.
 2. Typing, comparing & dispatch.
 3. Preparation of arrear & other statements.

(ii) Indexing & recording.

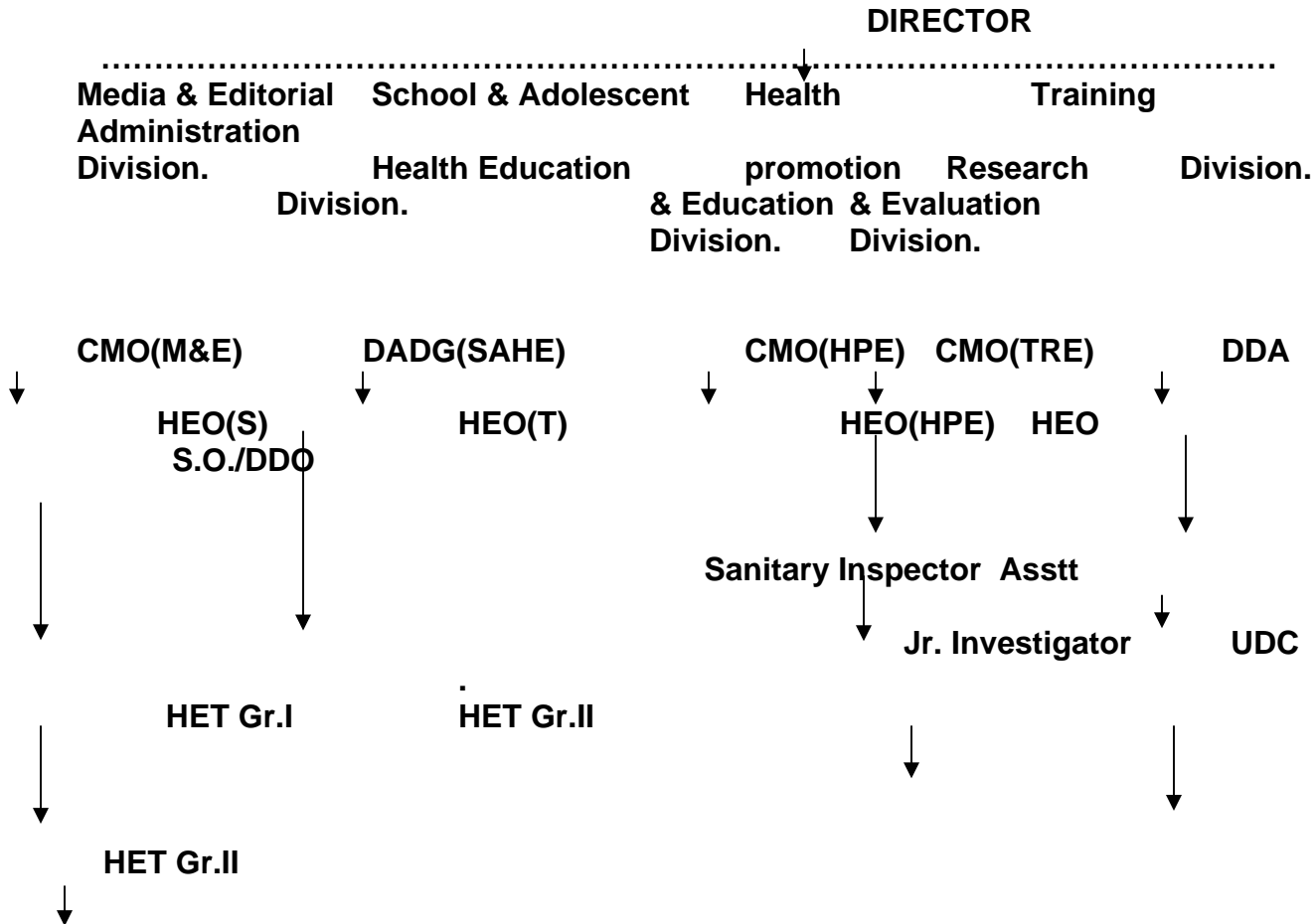
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| 21. Bromide Printer relating | <ol style="list-style-type: none"> 1. Maintenance of photographic equipments & records to the media unit. 2. To assist HET Gr.I (photo). |
| 22. Gestetner Operator. | <ol style="list-style-type: none"> 1. To operate the gestetner machine and make sets of the printed material. |
| 23. Library clerk assigned place. | <ol style="list-style-type: none"> 1. To replace books and periodicals at their 2. To locate books etc. for issue. 3. To prepare the catalogue and make entries in Accession Register. 4. To issue and receipt back books and other publications from the staff and students. |
| 24. Daftary | <ol style="list-style-type: none"> 1. To Keep and maintain the records of files and bring the old files required by the staff. |
| 25. Peon standard | <ol style="list-style-type: none"> 1. To deliver the files and official papers and other duties as per rules. |
| 26. Chowkidar standard | <ol style="list-style-type: none"> 1. Watch and ward duties of the Bureau and other duties as per rules. |
| 27. Packer outstation | <ol style="list-style-type: none"> 1. Packing of Health Education material for within and distribution. |

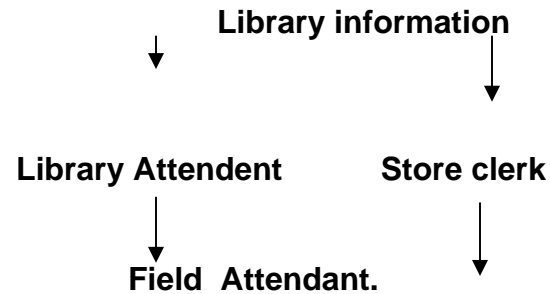
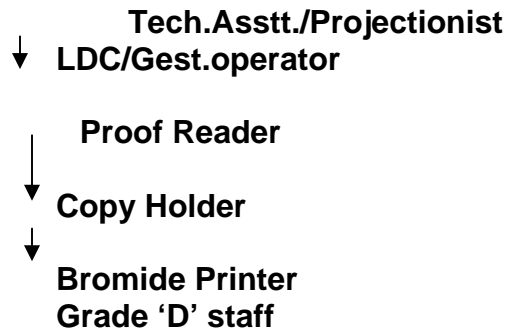
- 28. Field Attendent**
1. To work as attendant in the field work undertaken by the students etc.
 2. Maintenance of class rooms.
 3. To provide general support to the training division.
- 29. Frash the and officers.**
1. Opening of rooms of office and their closing after office hour and dusting of the tables of staff
- 30. Safaiwala and clean**
1. To keep the Bureau Building (including hostels) neat and other duties as per rules.
-
- 5. LDC**
1. To deal with work of routine nature like.
 2. Registration of dak ?maintenance of section file movement register.
 3. Indexing & recording.
 4. Typing, comparing & dispatch.
 5. Preparation of arrear & other statement.
- 6. Store Keeper stationery and other**
1. Procurement, storage and distribution of

- also processing
2. stores.
 2. AMC of all office equipment and machinery as of bills thereof.
 3. Disposal & condemnation of old stores.
- Gestetner printed Operator7. .
1. To operate the gestetner machine and make sets of the Material.
8. Daftary bring the
1. To keep and maintain the records of official files and old files required by the staff.
9. Farash after the office officers.
1. Opening of rooms of office and their closing hour and dusting of the tables of staff and
10. Peon other standard
1. To deliver the files and official papers and duties as per rules.
11. Chowkidar standard
1. Watch and ward duties of the Bureau and other duties as per rules.
12. Packer destination
1. Packing of Health material for within and outstation and other standard duties.
13. Safaiwala Hostel and
1. To up keep the Bureau Building neat and clean & other duties as per rules.

APPENDIX 'C'

ORGANISATIONAL CHART OF C.H.E.B.





(f) a statement of the categories of documents/records in CHEB. : There are no classified documents that are held by it or Under its control.

(g) The particulars of any arrangement administrative control of : This para is working under that exists for consultation with or Govt. of India,Dte. General of Health

APPENDIX - D

The Directory of Officers and Employees

**Sh. Ashok Kumar, Director(CHEB)
Q-8/3, Sector-13, R.K. Puram, Sector-13,
New Delhi-110066.
Phone No.24670231.**

**Dr. Rita Nagpal, CMO(NFSG),
4 LF, Babar Place,
Bengali Market, New Delhi-1.
Phone No.23755170.**

**Dr. S.K.Satija, C.M.O.
H.No.3204, Sector-23,
Gurgaon(Near Brijwasan vill. Of Delhi),
Haryana. Tel. No.951242261288.**

Dr. Nalini Aggarwal, C.M.O.,

**A/110,Ekta Gardens,I.P. Extension,
Patparganj,Delhi-92.
Ph. 22784067**

**Mrs. G. Saraswathy,DADG,
194-A,Pocket-B,Mayur Vihar,Phase-II,
New Delhi.**

**Sh. Balbir Singh
Dy. Director (Admn.)
Central Health Education Bureau,
Kotla Road, (opposite Mata Sundari College)
New Delhi-110002**

**Mr. Hira Lal,PPS,
U-40,Shubhash Park,Uttam Nagar,
New Delhi.**

**Sh. Chander Mohan,Section Officer,
C-19,Lovely Apptts.,Mayur Vihar,
Phase-I,New Delhi-91.**

**Smt. Rita Dhar,HEO,
Apptt. No.209,Retreat Complex,
Rakshak,South city I,Gurgaon.**

**Sh. S.K. Bhoi,HEO,
B-401,Pawitra Apptt,Vasundhra Enclave,
Delhi-96.**

**Sh. M.L. Meena,H.E.O.,
D-46,Ganesh Nagar,Pandav Nagar Complex,
Delhi-92.**

**Sh. S.P. Rao,H.E.O.,
S-9,Module-8,Manglam Villas,
Abhay Khand-III,Indirapuram,
Gaziabad ,U.P.**

**Smt. Shashi A. Kumaraps,
1758/7,Govindpuri Extn.,
Kalkaji,New Delhi.**

**Sh. Sushil Kr.,PA,
H.No.908,Sector-19,
Faridabad,Haryana.**

**Sh. S. M.Saxena,HET Gr.I,
G I-929,Sarojani Nagar,
New Delhi.**

**Sh. J.P. Singh,Asstt.,
B I-152,Lajpat Nagar,
New Delhi.**

**Sh. Ravinder Mehta,Asstt.,
439/30,Faridabad,**

Haryana.

**Smt. Amarjeet Kaur,Asstt.,
139/B,Gali No.11,
New MahavirNagar,
New Delhi-58.**

**Sh. D.Sehgal,Store Keeper,
H.No.WZ-121,Gali No.2,Sadh Nagar,
Palam Colony,New Delhi-110045.**

**Sh. O.P. Kataria,
M-259,Sarojani Nagar,
New Delhi-23
Ganga Saran,Projectionist,
C-309,Sarojani Nagar,
New Delhi-23.**

**Smt. Hema Narain,HET,Gr.II,
B-59,Gul Mohar Park,
New Delhi.**

**Sh.G.B.L. Srivastava,Tech.Asstt.,
703,Naveen Kunj,Pkt.6/22,
Nasirpur,Dwarka,New Delhi.**

**Sh.J.P.Singh,Projectionist,
C-7/219/Sector-7,
Rohini,New Delhi.**

**Sh.K.C. Sharma,S.I.,
B-11,South Anarkali,
Delhi-51.**

**Sh.Jawahar Singh,L.I.A.,
C-196,Kidwai Nagar(E),
New Delhi.**

**Sh. Narender Sharma,Proof Reader,
3 U-77,Pitampura(Visakha Enclave),
Delhi-110088.**

**Sh. V.K.Pandey,Jr. Investigator,
40,Jangpura/Bhogal,
New Delhi-14.**

**Sh. K.S.Shemar,Copy Holder,
33,Dhirpur,Kingsway
Camp,Delhi.**

**Sh.Jiwan Kumar,U.D.C./Cashier,
Block H,Qtr.No.129,Nanak Pura,
New Delhi-21.**

**Sh.G.C.Pawar,U.D.C.,
H.No.52/48,Gali N0.17,Nai
Basti,Anand Parwat,N.D.05.**

**Shri S.K.Sharma, Proof Reader(Eng.)
A-59,Swasthya Vihar,
New Delhi-92.**

**Shri. O.P.Chauhan, UDC,
G-8 Nanak Pura , Moti Bagh-II
Delhi-110021**

**Sh. Om., Bromide Printer,
107-A, Maliwara,Basant Road,
Gaziabad,U.P.**

**Manjeet Singh LDC
Vill.PO Kaunt,
Distt. Bhiwani, Haryana**

**Kailash Chander, LDC.
House No. 521, Lakshmi Nagar
H-Block, New Delhi.**

**Shri Sri Om Bromida, Printer
107 A, Maliwara, Basant Road
Gaziabad, UP.**

**Shri Jai Prakash, LDC,
Vill & PO. Jawli
Gaziabad UP.**

**Shri Dalbir Singh, Liabrary Attendent,
Qtr. No. 4 CHEB Quarter,
Kotla Road, New Delhi.**

Smt. Mamta Rani, LDC,

**C-12, Hanuman Road,
New Delhi.**

**Shri Udai Chand, Gest. Operator,
68-P, Sector-4 MB Road,
New Delhi.
Shri Banwari Lal, Daftary,
26/312,P.K.Road,N.D**

**Sh. John. Harish, Chowkidar,
Qtr. No.1,Type I,CHEB Qtr.,
New Delhi.**

**Sh. Ram Niwas, Daftary,
H.No.861, Sector-3,
M.B. Road, New Delhi.**

**Sh. Ram Kumar, Packer,
S/O Sh. Shankar Das,
Vill. & Post : Jasuar Kheri,
Distt. Jhajjar, Haryana.**

**Sh. Bhagwan Das,
H.No.103, Sewa Sadan, Galin No.2,
Mandawali, Delhi-92.
Sh. Armugam, Frash,
Qtr.No.3, Type I,
CHEB Qtr., Kotla Road, New Delhi.**

Sh. Tejbeer, Frash,

**M/343,Kasturba Nagar,
New Delhi.**

**Sh. Mukesh Kr.,Chowkidar,
Qtr.No.4,Type I,CHEB Qtr.,
Kotla Road,New Delhi.**

**Sh. Salig Ram,Peon,
D-457,Netaji Nagar,
New Delhi.**

**Sh. Rajbir Singh,Packer,
Vill. And PO Buknia,
Distt. Jhajjhar, Haryana.**

**Sh. Jai Bhagwan,Field Attendant,
S/O Sh. Rishal Singh,
Vill. & Post :Jasuar Kheri,
Distt. Jhajjhar,Haryana.**

**Sh. Brij Pal,Chowkidar,
Vill. Bishokar,
P.O.Gobindpuri,
Gaziabad.**

**Sh. Ashok Kr.,Peon,
H.No.F/80,Gali No.3,
East Vinod Nagar,New Delhi.**

**Sh. Mohan Singh, Peon,
61/734, P.K. Road,
New Delhi.**

**Sh. Subhash Chand, Peon,
H.No.609, M Block, Sewa Nagar,
New Delhi.**

**Smt. Nargis, Peon,
H.No.460, Sector 1, R.K. Puram,
New Delhi.**

**Sh. Mahesh Kumar, Chowkidar,
7037, Nabi Karim, Paharganj,
New Delhi.**

**Sh. Vijay Pal, Chowkidar,
Qt. No. 447, Block – 5@**

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36.Sh.Kailash Chander	6969
37.Smt. Mamta	6838
38.Sh.Mahander Singh	8514
39.Sh.Jai Prakaash	8018
40.Sh Udai Chand	7262
41.Sh.Manjit Singh	9516
42.Sh.Ram kumar	8439
43.Sh.Bhagwan Das	8469
44.Sh. Banwari Lal	7161
45 Sh. Armugam	6636
46.Sh Tej vir	6427
47.Sh.Mukesh Kumar	6390
48.Sh Brij Pal	7386
49.Sh. Ashok Kumar	6517
50.Sh Mohan Singh	5164
51.Sh Subhash chand	6001
52.Smt Nargis	5209
53.Sh Salig Ram	6490
54 Sh. Ram Niwas	6736
55.Sh.Nandan Singh	10132
56.Sh. John Harish	7394
57.Sh.Mahesh Kumar	7121
58.Sh.Bhikari	7254
59.Sh.Rajbir Singh	8379
60Sh. Vijay Pal	5841
61.Sh.Jai Bhagwan	8439
62.Sh.Brahm Pal	5029

CENTRAL HEALTH EDUCATION BUREAU

		(Rs. In thousand)				
Plan/Non Plan		B.E.2003-4		R.E. 2003-04 Annual Expdt.2003-04		
Financial year 2003-4						
Major Head						
Sub-Head						
Primary Units	Plan	Non-Plan	Plan	Non-Plan	Plan Non-	
Plan						
01001-Salaries	200	12000	200	12000	0	10544
010002-wages	0	50	0	50	0	33
01003-OT.A.	0	30	0	30	-	-
010011-Domestic Travel Exp.	50	150	50	150	0	181
010013-Off.						

Ecpenses	200	770	200	850	0	
824						
010016-Pub.	7350	400	3350	1720	0	0
010026.-Advt& Publiciity	7000		100	11000	100	3983
010034-Schol/sti.	10		0	10	0	0
-0						
010052-Mach&Eq.	190	0	190	0	0	0
	15000		13500	15000	14900	3983
						11604

F.No. Z-17025/1/2005-CHEB
Central Health Education Bureau
Dte. General of Health Services.
Kotla Road,New Delhi110002.

Dated the 15th Sept.2005.

ORDER

Sub :- Right to information Act. 2005-Appintment of Central Public Information Officer (CPIO) in respect of CHEB/DGHS.

With reference to subject, in respect of CHEB/Dte. G.H.S., Shri Pawan Gupta,DDA

Is appointed as Central Public Information Officer with immediate effect.

The Central Public Information Officer is required to perform his duties and functions in terms of “Right to Information Act 2005” and stands responsible thereto. Besides this, he needs to fee the details in the concerned computer/website. The copy of “Right to Information Act,2005” has already been issued by the Dte. G.H.S./GOI vide ref. No Z. 17025/1/2005-O&M dated 29.7.05. Further, a cell is being created under the overall charge of Director (A&V)/Dte. G.H.S. for implementation of Right to Information Act. 2005 and further necessary action such as maintaining and updating the website of the Dte. G.H./MOHFW, receiving and forwarding the application to the CPIO concerned etc.

**Sd/-
(Dr. Ashok Kumar)
Director CHEB.**

To

Shri Pawan Gupta, DDA,CHEB,Kotla Road, New Delhi.

CC for information and further necessary action to :-

- 1. Director (A&V), Dte. G.H.S., Nirman Bhawan, Neew Delhi.**
- 2. Deputy Director Admn.(O&M), Dte. G.H.S., Nirman Bhawan, New Delhi.**
- 3. UnderSecretary(Coordination), MOHFW/GOI, Nirman Bhawan, New Delhi.**
- 4. Heads of all the Technical Divisions of CHEB.**
- 5. Section Officer/CHEB.**

**No. Z-17025/1/05-CHEB
Central Health Education Bureau
Dte. General of Health Services
Kotla Road,New Delhi.**

Dated the 20th October,2005.

**Sub _ “Right to Information Act.,2005” –Appointment of Shri Balbir Singh,DDA as
Central Public Information Officer(CPIO) in respect of CHEB/Dte. GHS in lieu of Shri
Pawan Gupta,DDA transferred from CHEB-reg.**

With reference to subject, in respect of CHEB/Dte. GHS in super cession to this Bureau order of even no dated 15th September,2005 on the above subject, Shri Balbir Singh,DDA is appointed as Central Public Information Officer with immediate effect.

The Central Public Information officer is required to perform his duties and functions in terms of “Right to Information Act,2005” and stands responsible thereto. Besides this, he will send the details to NIC for feeding in computer/website. The copy of “Right to Information Act,2005” has already been issued by the Dte. GHS/GOI vide ref. No. Z-17026/1/05-O&M dated 29.7.05. Further , a cell is being created under the overall charge of Director (A&V)/Dte. GHS for implementation of Right to Information Act.2005 and further necessary action such as maintaining and updating the website of the Dte. GHS/MOHFW,receiving and forwarding the application to the CPIO concerned, etc.

Sd/-

**(Dr. Ashok Kumar)
Director (CHEB)**

**To
Shri Balbir Singh,CHEB,Kotla Road,New Delhi-2.**

**CC. for information and further necessary action to :-
Director (A&V),Dte. G.H.,Nirman Bhawan,New Delhi.
Dy.Director(OM),Dte. G.H.,Nirman Bhawan,New Delhi.
Technical Director, NIC/MOHFW/GOI,Nirman Bhawan,New Delhi.
Under Secretary(Co-ordination),MOHFW,Nirman Bhawan,New Delhi.
Heads of all the Technical Divisions of CHEB.**

Section Officer/CHEB.