

DIRECTORATE GENERAL OF HEALTH SERVICES


ADMINISTRATION-I DIVISION:-

The Administration-I Division is responsible for:-

- Administration of CHS, CSS, CSSS, ISS, Indian Statistical Services and CSCS Staff of Dte. GHS (HQ).
- Framing/amendment of Recruitment Rules for Group A, & B (Non-Ministerial) posts under Dte. GHS. (HQ).
- Recruitment/appointment against Group 'A & B' (Non-Ministrial) posts under Dte. GHS (HQ).
- Day to day service matters of Officers/staffs, Posting/transfer, forwarding of application, grant of leave, NOCs, Trainings, LTC advance, Leave encashment, annual increments, pay fixation etc.
- Various reports/returns related to administration and material for parliament questions.
- Court Cases/RTI matters
- Updation of service records, pension cases (new & old) etc.

CHANNEL OF SUBMISSION:-



Section Officer	Ramesh Kumar Sharma (Constant)	 - 011-23062459
Deputy Director	Sh. Jitender Singh	 - 011-23062814
Director (HQ)	Sh. M. Arshad Khan	 - 011-23061869
DDG (Admn.)	Dr. Mohammad Shoukat Usta	 - 011-23063247