

F. No. A.36019/01/2021-Admn.-I  
Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
Administration-I Section

Nirman Bhawan, New Delhi  
Dated the: 06th April, 2021

**OFFICE ORDER**

Subject:- Delegation of Powers to Additional Director General in the Directorate General of Health Services-reg.

The Director General of Health Services (DGHS) is pleased to delegate the Administrative and Technical powers to Additional Director General of Health Services in respect of programmes/Schemes/other matters being looked after by them as well as in Dte.GHS (HQ) to the extent as indicated below:

**A: Administrative:**

S. No.	<u>Extent of Powers</u>
1.	Leave of Officers in institutes/ hospitals which are generally sent to DGHS.
2.	NOCs for pursuing courses, appearing in Examination in respect of officers up to the level of Dy. Director and equivalent in Dte.GHS (HQ) as well as of Institutes which generally comes to DGHS.
3.	All Public Grievances
4.	Permission for attending training/ workshop within India in respect of officers up to Dy. Director and equivalent.
5.	Posting/Transfer upto the Level of Deputy Director in Dte.GHS (HQ).
6.	Permission of Tour/meeting etc. upto the Level of Deputy Director and equivalent in Dte.GHS(HQ)
7.	Administrative approval for engagement of Consultant up to the level of Dy. Director and equivalent and engagement of outsourced staff.
8.	Allocation of office space for officers, sections and cells
9.	Matters related to taking officers (Non-Gazetted) on strength of HQ.
10.	Review of Budget Expenditure for HQ.
11.	Preparation and approval of organization chart in Dte.GHS.
12.	Forwarding of application for deputation etc. i.) Group-B Not Gazetted and ii.) All Group C posts in Dte.GHS.
13.	Replies/ATN of Audit Para's.

*Sitends*

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**B. Technical:**

Sl. No.	Extent of Powers
1.	Monthly monitoring of Programme Implementation Plan.
2.	Monitoring of monthly reports of PHOs/ APHOs.
3.	Permission for attending seminars and conferences.
4.	Issuance of exceptional need certificate.
5.	NPCDCS a) Monitoring of quarterly data reporting under NPCDCS Programme. b) Grievance and other routine activities under NPCDCS.
6.	Preparation of the Annual progress Report and upload on NLEP website.
7.	Analysis of the annual data against the Indicators and Programme Goals.
8.	IEC Activities and development of IEC material.
9.	Human Resource Development for Emergency Medical Services (EMR).
10.	To sensitize & create a pool of Master Trainers in Health sector for implementation of Family of International Classification in India (CBHI).
11.	Technical evaluation of Programme Implementation Plans (PIPs) from States for implementation of programme in all the districts of the country.
12.	To design, guide and conduct research in health behaviour, health education processes and aids.
13.	To produce and distribute type health education material in relation to various health problems and programmes.
14.	Constitution of various technical committees.

2.

- i.) Wherever Addl. DGHS is of the views that files/issues need to bring to the notice of DGHS, such files should be submitted to DGHS.
- ii.) Whenever, Addl. DGHS is not available/ or the posts are vacant, such files should be disposed of at the Level of DGHS.

3. Additional Director General (KS) and Additional Director General (SG) will be the Link Officer of each other.

This issue with the approval of DGHS.

  
 (Jitender Singh) 6/4/21  
 Deputy Director (Admn.)

Copy to:

1. PPS to Secretary.
2. Sr. PPS to DGHS.
3. PPS to AS&FA, MoHFW.
4. Addl. DGHS/Principal Consultant/Principal Advisor/Professor of Excellence.
5. All Officers of Dte.GHS.
6. DD (GA) for uploading on website.
7. Office Order Register.