

0.0.No.17/E1/81.

Office of the Director of Public
Health and Preventive Medicine,
Madras.600 006. Dt.29-3-81.

Sub: Reorganisation of Department - Redistribution
of subjects and formation of sections -
orders - issued.

Ref: 1.G.O.Ms.No.486, Health, dated 25.3.1980.
2.G.O.Ms.No.905, Health, dated ~~25~~ 26.5.1980.
3.R.No.14104/E1/80/Sl dated 1.7.1981.

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Consequent on the re-organisation of the Public Health and Preventive Medicine Department, ordered in G.O.s cited with the formation of Regional Assistant Directors' offices and 29 Health Unit offices and transfer of some of the powers relating to establishment and financial matters to the District level officers, which were hitherto exercised at the Directorate level, the subjects to be dealt with at the Directorate level are to be redistributed. Also, in the wake of reorganisation of the Department, certain additional work involved for watching the progress of Health activities with in the Districts has devolved on in this Directorate. Consequently, the existing sections in the Directorate are reorganised and the subjects are distributed as given in the Annexure.

The re-organised set up of sections will come into effect with effect from 01-9-81.

V.KAPALI,
DIRECTOR OF PUBLIC HEALTH AND PREVENTIVE
MEDICINE :: MADRAS.600 006.

/true copy-forwarded-by order/

To
All officers at Headquarters.
All Sections.
Spare.

V. J. S. S. S. S. S. S.
Superintendent. 30.8.81

mk.308.

ACCOUNTS SECTION

CONTROLLING OFFICER: CHIEF ACCOUNTS OFFICER

<u>SUPERINTENDENT</u>	..	1
<u>ASSISTANT</u>	..	2
<u>JUNIOR ASSISTANT</u>	..	2

ASSISTANT 1:

- i. All Travelling Allowance claim including Travelling Allowance advance and Transfer Travelling Allowance - Drawal of.
- ii. Sanction of Medical Reimbursement including cost of Spectacles and other applications.
- iii. Maintenance of Tamilnadu Travelling Allowance Rules with upto date corrections

ASSISTANT 2:

- i. All advances relating to G.P.F. including assignment of new Account numbers
- ii. Sanction of Permanent Advance
- iii. Sanction of House Building Advance
- iv. Flood Advance
- v. Education Advance
- vi. Maintenance of Stock file relating to the loan with upto date amendments.

Tr. Assistant 1:

- i. Maintenance of Code Books with upto date amendments in respect of Tamil Nadu Treasury Code, Tamilnadu Financial Code, Tamilnadu Accounts Code.
- ii. Conveyance advance - Motor Car, Motor Cycle, Scooter and Cycle.
- iii. Marriage Advance
- iv. Festival Advance - Handloom/Khadi Advance
- v. Renting of Private buildings and maintenance of sanction Register and Watching of prompt and periodical sanction of rent.

P.t.o.

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- JUNIOR ASSISTANT 2:
- i. Review of monthly log books as to consumption of petrol, mileages given ratification of excess consumption of petrol/Diesel with the overall allocation for Department - maintenance of Control Register.
 - ii. Obtaining reports from vehicle using Officers regarding conditions of Motor vehicle every month and running condition.

NOTE: The Registers pertaining to consolidated sanction of loan and advances for each kind of loan to Government servant will be maintained by the ASSISTANT dealing with the subject
JR. ASSISTANT

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CONTROLLING OFFICER: ADMINISTRATIVE OFFICER (Drawing Gibson)

BILL SECTION

SUPERINTENDENT

1

ASSISTANTS

3

JUNIOR ASSISTANTS

2

ASSISTANT 1:

- i. Preparation of pay bills, arrear claims, increment arrears etc. covered in the bills from 1 to
- ii. Drawal of Medical Reimbursement claim including allied claim based on sanction

ASSISTANT II:

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-do-

ASSISTANT III:

-do-

-do-

Jr. Assistant 1:

i. To assist the Assistants I to III in fair copying and other sundry work in preparation of schedules for pay bill recovery.

ii.

Maintenance of Registers prescribed under G.O.610 Finance dt. in respect of all loans sanctioned to Government Servants and the recoveries made through Pay Bills dealt with by Assistant I, II & III

Jr. Asst. II:

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CONTROLLING OFFICER: CHIEF ACCOUNTS OFFICER

BUDGET (TO CONTINUE AS SUCH)

SUPERINTENDENT 1

ASSISTANTS 2

Jr. Assistants 2

ASSISTANT 1:

1. Distribution of Budget allotment to the Drawing Officers
2. Preparation of Number statement
3. Budget Estimate and Revised Estimate
4. Final Modified Appropriation
5. Performance Budget Preparation
6. Opening of detailed/sub-detailed heads of account obtaining Data Processing Codes
7. Preparation and submission of details to the Government for the Budget Documents such as 'Posts and scales of Pay' Budget Memorandum etc, every year
8. Any other papers relating to the Budget (in general) of this Department.

ASSISTANT 2:

1. Consolidation of Plan proposals - Annual Plans and Five Year Plans
2. Consolidation of arrear position regarding the realisation of Central Assistance due for the implementation of Plan schemes.
3. Preparation and submission of estimates on receipt Budget
4. Submission of reasons for the variation on the detailed appropriation accounts to the Accountant General etc.
5. Furnishing of notes ^{to} Government on the report of the Controller and Auditor General of India for examination by the Public Accounts Committee.
6. Other General correspondence relating to Plan schemes.

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Junior Assistant 1:

- 1. Watching the recovery of leave salary contribution and Pension contribution of the Municipal Health Officers etc. from the concerned Executive Authorities of the Local Bodies.
- 2. Examination of Revised Estimate and Budget Estimate of the Municipalities and furnishing of remarks on the adequacy of Budget provision for Public Health Purpose.
- 3. Miscellaneous subjects.

Junior Assistant 2:

- 1. Collection of monthly statements of charges from all the District Officers and Reconciliation of Departmental figures with those of the Accountant General in respect of all Heads/sub-heads of account about 72 and furnishing of reconciliation certificates to the Accountant General.
- 2. Reconciliation of departmental figures with those of the Accountant General in respect of ~~XXXX~~ Loans and Advances (Long term and short term advances) after obtaining monthly statements from the subordinate officers concerned.
- 3. Sending of progress reports in respect of Loans and advances to Government in Finance Department.

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CONTROLLING OFFICER: ADMINISTRATIVE OFFICER (Drawing Engineer)

CASH SECTION

SUPERINTENDENT 1 2

Assistants

Junior Assistant 1 2

SUPERINTENDENT: TO BE A SECURITY ^{POST} ~~POST~~ AND TO BE IN-CHARGE OF CASH

Assistant 1: i. Maintenance of cash accounts - sanction, disbursement and recoupment of Permanent advance.

ii. Review of Undisbursement of pay once in a month.

Assistant 2:

Maintenance and supply of Stationery Stores and Furniture

Maintenance of Tamilnadu Treasury Code (70 Register and Token Register) Office Building

Jr. Assistant 1: i. Drawal of contingent bills based on sanction - Maintenance of stock files according to the programme head and budget head sending of stamped receipt to the Pay and Accounts Officer.

Jr. Assistant 2: Reconciliation of figures with Pay and Accounts Office and Assisting Assistants 1 & 2.

D.P.H. SPECIAL CONFIDENTIAL SECTION

CONTROLLING OFFICER: DIRECTOR OF PUBLIC HEALTH & PREVENTIVE MEDICINE

Superintendent 1

Assistant 2

Jr. Assistant 1

Assistant 1:

2

1. A.T.P./Diary of R.I.D./DHOs - Collection - Fortnightly Reports from the Regional Assistant Directors, District Health Officers to the Director of Public Health and Preventive Medicine - further follow up action.
- ii. The staff position reports received along with the Fortnight Reports to be forwarded to the concerned Establishment sections.

Assistant 2:

Inspection reports and Tour Programme of Officers at Headquarters
Correspondence with Minister's Office
Periodical Meetings and discussion, participated by the Director of Public Health
getting Minutes of Meeting from DPH, communicating it to concerned JD, DD or AD
getting their reply.
Finley collection of particulars and relevant files from the concerned section,
processing, and submission to Director of Public Health & Preventive Medicine for
attending Meetings.
Maintenance of upto date stock file relating to progress of various schemes.
Maintenance of special confidential register for correspondence emanating from
D.P.H. - D.D. letters from Government and other agencies.
Maintenance of Register for ~~xx~~ incoming and out going files
Miscellaneous subjects.

Jr. Asst. 1:

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CONTROLLING OFFICER: D P H & S M

PUBLIC HEALTH SERVICE

FI SECTION

Superintendent 1
Assistant 2
Junior Assistant 2

- 1. All Service questions relating to the categories of Health Officers, Assistant Directors, Deputy Director, Joint Director and Director of Public Health and Preventive Medicine, Madras - Transfer and postings.
- ii. Disciplinary cases.
- iii. Complaints and grievances maintenance of register therefor.
- iv. Correspondence related to Health Officer's Association, Holding conference of Health Officers.

Assistant 2:

- i. All Service questions relating to all categories of A&L Officers in Tamilnadu Public Health Service and Tamilnadu General Service except the officers whose service questions are dealt with by Assistant No. 1 Transfers and posting.
- ii. Disciplinary cases
- iii. Complaints and grievances and maintenance of register therefor.
- iv. Service Association matters.
- v. Confidential Reports, 56 (d) Retirement to be done at Government level at Director's level.

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Junior Assistant 1: i. Grant of leave of all officers at Headquarters, Joint Director, Assistant Director, Deputy Director, Director of Public Health and Preventive Medicine and Health Officers.

ii. Grant of leave to District Malaria Officers, Public Health Nurse, TGPAs and Statistical Officers for the period exceeding 2 months.

iii. Sanction of additional charge allowance to A & B Group Officers.

iv. Maintenance of Casual Leave account of officers.

v. Maintenance of Service Registers of A & B Group Officers.

Junior Assistant 2: i. Periodicals relating to A & B Group of Officers.

ii. Maintenance of Stock files relating to A & B Officers - Miscellaneous papers

iii. Office procedure - Issuance of office orders - Follow up action for the strict adherence of office orders and other procedures as per D.O.M. and office Inspection Report.

NOTE: Action on Disciplinary cases will be restricted to initiation and upto the level of establishing prima facie case.

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PUBLIC HEALTH SUBORDINATE SERVICE

CONTROLLING OFFICER:

Joint Director

Assistant Director
Concerned

A. II SECTION

Superintendent: 1
Assistants : 3
Junior Assistant: 1
Assistant: 1

Service questions of Health Inspectors, Non-Gazetted Personal Assistants - recruitment, regularisation of service, confirmation, maintenance of seniority list, promotion.

(ii) Transfer from one Region to another

(i) Service question of Basic Health Staff, maintenance of seniority list, promotion, collecting particulars regarding recruitment, regularisation of services, confirmation.

(ii) Service questions relating to Laboratory Assistants, Field Assistants, Health Assistants and Vaccinators.

(iii) Transfer from one Region to another

(i) Service questions of Technical Staff ^(Newly Gazetted) attached to Food and Water Analysis Laboratories.

(ii) Transfer and postings

(iii) Service questions of Technical staff viz. recruitment of Entomological Assistants/^{Control Officers} statistical Assistants/^{Control Officers} and staff attached to Media, HEB, C.C.T., Epidemics Units and V.S. Sections.

Assistant: 3

Junior Assistant: 1

- (i) Service matters of Drivers,
- (ii) Staff position of Drivers in the State
- (iii) Movement of service registers of Public Health Subordinate service staff dealt with this section,
- (iv) Maintenance of record Sheets/Personal files.
- (v) Maintenance of F.W.P.H.S. service rules upto date with amendments and ~~etc.~~ *Stock FI,*

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CONTROLLING OFFICER: Assistant Director
(Nutrition)

PUBLIC HEALTH SERVICE (LOCAL BODY) SECTION

Superintendent : 1
Assistants : 2
Junior Assistants : 2

Assistant 1:

- i. Service matters relating to Municipal Public Health Service ~~except~~ Women Medical Officers and Municipal Health Visitors (recruitment, regularisation of service, maintenance of seniority list promotion).
- ii. Transfer from one Region to another of Municipal Public Health staff (Sanitary Inspectors).
- iii. Service matters relating to M.As in P.U.s, approval of appointments, condonation of delay in Registration - Ratification of appointment - ^{Nutrition} covered by ~~the~~ State. ~~Sanitary Assn. is~~ under aged.

Assistant 2:

1. Nutrition, Research including Applied Nutrition Programs, Special Food Programme, MNP and other feeding programmes.
CARE assisted MCH Feeding Programme
Central Nutrition Bureau
Training in Scientific Nutrition
Maintenance of diaries of Nutrition Health Inspectors and other members of Central Nutrition Bureau.
Tribal Area Development, ICDS.
Creation and sanction for continuance of temporary posts and permanent retention of posts under Municipal Public Health Establishment.
Service conditions of Sanitary workers and Sanitary supervisors and other inferior class staff in Municipal Public Health Service.
Miscellaneous subjects relating to Municipal Public Health Service.

Junior Assistant. 1

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Junior Assistant 2: i. Movement of Service Registers of Municipal Public Health staff.

ii. Complaints and grievance and maintenance of Register therefor.

iii. Maintenance of record Sheets

iv. Maintenance of Stock File.

v. General Assistant to Superintendent.

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CONTROLLING OFFICER: DIRECTOR OF PUBLIC HEALTH & PREVENTIVE
MEDICINE / ASSISTANT DIRECTOR (EPI.) I/C.

E. IV SECTION

Superintendent 1
Assistant 3
Junior Assistant 2

Assistant I:

Appointment of Ministerial staff under one Unit System - maintenance of seniority list -
promotion to higher category - maintenance of upto date staff position - notification
of vacancies - maintenance of communal rotation Register.

Complaints and grievances

Service Association matters.

Service matters relating to Ministerial staff at the Directorate - regularisation,
completion of probation, confirmation, grant of leave and sanction of increment.
Maintenance of Record sheets / Personal files in respect of Headquarters staff.

Assistant II:

Assistant III: Co-ordination Meeting - Periodical Meetings of representatives of Recognised Association
with Commissioner and Secretary to Government - Review of Long Pending cases, - suspension
pending Enquiry cases - pending pension cases.
Maintenance of periodical register - Tamil Development.

Jr. Asst. I:

Maintenance of casual leave account of all ministerial staff and Basic servant at
Headquarters - maintenance of Service Register of Headquarters staff - movement of
Service Registers of Maffusil staff - maintenance of personal files for higher category
of staff - Administrative officers, Superintendents and Accountants.
Service questions of Record Clerks and Basic Servants at Headquarters and Districts -
General Assistant to Assistant I.

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Jr. Asst. II contd.: Maintenance of Fundamental Rules and Service Manuals with upto date amendments collection, consolidation and submission of Half yearly business return for headquarters and subordinate officers.

Jr. Asst. II: District Inspection Cell Reports - Review, rectification and follow up action for strict adherence of instructions. Periodicals relating to Ministerial Staff - Collection and consolidation on General Assistance to Assistant II

Turn duty posting.

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E&I SECTION
CONTROLLING OFFICER: ASSISTANT DIRECTOR OF PUBLIC HEALTH & PREVENTIVE MEDICINE
(E&I)

- Superintendent 1
- Assistant 2
- Jr. Asst. 1

Assistant 1: Vaccination/Immunisation materials and Equipments - including purchase of Fridges and its accessories, syringes, needles etc. - sanction of purchase, Receipts and supply
Stock accounting
Budget

Assistant 2: District Surveillance data - under E&I Consolidation
Morbidity data - under PHC ~~Consolidation~~ and putting up for compilation to
Statistical officer

Jr. Asst.: Collection of Periodical Reports (compilation and Analysis to be done by Statistical Assistant) who will ensure correct compilation for sending consolidated reports to Government and other authorities.

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EPIDEMICS SECTION:

CONTROLLING OFFICER: ASST. DIRECTOR OF PUBLIC HEALTH & PREVENTIVE
MEDICINE (E&I)

Superintendent 1

Assistant 3

Jr. Asst. 1

Assistant 1:

Cholera - AGE, Diarrhoea, Dysentery, Typhoid, Hepatitis, Oral Rehydration, Therapy,
Allied schemes - Implementation and maintenance of relevant registers and reports;
Cholera Control rules, Typhoid rules, Water Supply review
Relief measures during natural calamities
Notification of Epidemic diseases

Assistant 2:

- i. Public Health Act Amendment and revision
- ii. Public Health Code revision
- iii. Budget control for all schemes dealt with in Epidemics section

Assistant 3:

Public Health Board, Epidemiological Unit, Mobile Epidemiological Units
Maintenance of vehicles, Grants to Corporation of Madras
Fairs and Festivals
Port quarantine and related subjects
Daily reports/Weekly Epidemic reports
Code Telegrams
Bio-data on AGE/Cholera cases
Miscellaneous subjects

Jr. Asst. 1

H.E.B. SECTION INCLUDING MEDICAL CONTROLLING OFFICER: ASST. DIRECTOR OF PUBLIC HEALTH & PREVENTIVE MEDICINE (HEB)

Superintendent 1

Assistant 2

Jr. Asst. 1

Assistant 1:

Administration of I.F.H. Poomalloor, RCAP, Programmes and their review

Budget

FSDC and review of their work - Study unit and their review

Exhibition and other mass media programmes for Health Education

Administration of press and other units attached to Media Branch

Stores and Stocks of Media and other Branch of SHEB and vehicle maintenance of SHEB

Periodical reports on Health Education - Collection and Review

Printing of Publicity materials

Distribution of Publicity material

Miscellaneous subjects

Vehicles under I.F.H

Jr. Asst.:

HYGIENE SECTION

CONSULTING OFFICER: ASST. DIRECTOR OF PUBLIC HEALTH & PREVENTIVE MEDICINE (FILARIAS)

Superintendent 1

Assistant 3

Jr. Assistant 2

Assistant 1:

- 1. Subjects relating to Industrial Hygiene - processing of proposals for the grant of Health Clearance involving discharge of effluents
- 11. Follow up action to ensure adoption of measures suggested for treatment and disposal of effluents
- 111. Declaration of Residential and Industrial areas.

For the Region of Guddalore, Trichy, Madurai, Tirunelveli

Assistant 2:

- 1. Subjects relating to Industrial Hygiene - processing of proposals for the grant of Health Clearance involving discharge of effluents.
- 11. Follow up action to ensure adoption of measures suggested for treatment and disposal of effluents.
- 111. Declaration of Residential and Industrial areas.

For Madras and for the Regions of Vellore, Salem, Coimbatore,

Assistant 3:

- 1. Air pollution/Water pollution - prevention and control - Rules etc. D & O-Orders - Appeals and objections Environmental Board and meetings Maintenance of Acts and Rules relating to Industrial and Environmental Hygiene Water Analysis Lab.

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Collection and compilation of data pertaining to Industries and preparation of Industrial maps.
Factory Inspection Reports and other periodicals
Burning and Burial grounds
Complaints and abatement of nuisance
Half yearly reports relating to Government
Begger Homes and Care Homes.
Maintenance of Stock File.

periodical analysis by C.W.A.

Jr. Asst. 2:

Inclusion of new protected water supply schemes
Water Analysis report review
Miscellaneous

M & CH SECTION

CONTROLLING OFFICER: ASST. DIRECTOR OF PUBLIC HEALTH & PREVENTIVE MEDICINE
(M & CH)

Superintendent 1
Assistant 2
Jr. Asst. 3

Assistant 1:

- i. Service matters relating to Women Medical Officers in Municipal service
- ii. Service matters relating to Health Visitors (under Local bodies and Government)
(Recruitment, Regularisation of service, confirmation, Maintenance of seniority list)
- iii. Non Gazetted staff attached to Health Visitors Training School
- iv. Transfer from one Region to another Region of Health Visitors
- v. Service matters of Multipurpose Female Health Workers
- vi. Service Association matters.

vii. Municipal Public Health Service Rules - Amendments in respect W.M.O. HVs.

Assistant 2:

- i. Expansion of MCH services including creation of additional posts of ANM/PHN/LHV Backward area scheme and related work - opening of new MCH centres and sub-centre in Local Bodies.
- ii. Sanction of the grant to Local bodies
- iii. Budget for Backward area scheme and grants to Local Bodies
- iv. Implementation of E&I programme, Policy matters, staff continuance.
- v. School Health Programme and related work including Budget
- vi. Indian Red Cross Society and other meetings connected with MCH Programme
- vii. General assistance to the Assistant 1.

Jr. Asst. 1:

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Reports and review and follow up action

Jr. Asst. 2:

- Functioning of MCH-centres - inspection
- for rectification of defects.
- Maintenance of Stock files, circulars, instructions, G.O.s. etc.
- other Misc. subjects connected with MCH Programme.
- Health Visitors School Maintenance and Establishment matters.
- UNICEF Aid for rural Health Service.

Jr. Asst. 2:

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MULTIPURPOSE HEALTH WORKERS SCHEME

Superintendent	1
Assistant	3
Jr. Assistant	1
<u>Assistant 1:</u>	

- a. Policy matters relating to the implementation of the Multipurpose Health Worker Scheme (State and Central)
 - b. Unification of various cadres of Health Workers Male and Female and their revision of scale of pay.
 - c. Conversion of the existing Sanitary Inspector's course into Multipurpose Health Workers course (Male)
 - d. Progress of recruitment of additional ANMs and Health Visitors in the districts.
 - e. Representation from the Service Associations
 - f. Correspondences relating to TINP and DANIDA projects which require information about the Multi purpose Health Worker Scheme.
- Assistant 2:
- a. Finalisation of training calendars of the Health and Family Welfare Training Centres at Gandhigram, Egmore and Salem after ascertaining training load from the District Health Officers of Health Unit Districts.
 - b. Implementation of the District Development Demonstration Project in Dindigul Health Unit District and watching the progress.
 - c. Deputation of Medical Officers of Primary Health Centres, Block Extension Educators and Selection Grade Health Inspectors to the ~~Area~~ Health and Family Welfare Training Centres as per the training calendar of the year.

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Assistant 2: contd. d. Deputation of District Level officers to the Health and Family Welfare Training Centre at Gandhigram as per the training calendar of the year.

e. Primary Health Centre level training and deputation of Health supervisors Male and Female to the above Health and Family Welfare Training Centres.

f. Collection of particulars regarding various categories of personnel trained, to be trained etc. for furnishing details to the Government of India every quarter, and obtaining Government orders for their continuance.

g. Correspondances relating to the ANM (FPW) training schools.

a. Budget for the Multi Purpose Health Worker Scheme. Review of Monthly expenditure as per a Plan for expenditure on purchases, buildings.

b. Fixing of targets, physical and financial and watching and review the progress.

c. Preparation of monthly, quarterly and annual progress reports.

a. Placing of centralised indent with the Government Authorised Firms for the supply of drugs to the Sub-centres and settlement of bills.

b. Supply of kit boxes (M & F) Manuals for Health Workers (M&F) educational aids etc to the District Health officers of Health Unit Districts.

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Assistant 3:

Jr. Asst. 1:

PFA SECTION.

SUPERINTENDENT 1

ASSISTANT 2

JUNIOR ASSISTANTS: 2

Assistant 1: Enforcement of PFA Act-Policy questions Amendment of PFA Act, Standard Advisory Committee.

Assistant 2: Administration of Food Analysis Laboratories.

Budget Control.

Expansion programme of analytical services.

Staff continuance.

Jr. Assistant 1: Launching of prosecutions and processing of appeal papers (To be attached to the Legal Adviser newly sanctioned).

Jr. Assistant 2: Food Poisoning-PFA Training to Food Inspectors. Habit Xaki

Statistical Cell: Collection, consolidation and analysis of reports from Local Bodies, Food Analysis Laboratories, District Health Officers etc, inspection reports of Inspecting Officers.

Controlling Officer

Chas B Accounts Officer

AUDIT PARTY SECTION.

SENIOR AUDIT PARTY:

Assistant:1: Attending the Accountant General's Inspection Report of District Health Officers.

Regional Assistant Director Offices and other Public Health Institution.

Assistant:2: Attending the Stock Verification Report of the Stock Verification Organisation of all Public Health Institution.

Assistant 3: Internal Audit Report relating to the Public Health Institution under 3 Regional Assistant Directors.

Jr. Assistant 1: Internal Audit Report pertaining to Public Health Institution under the 2 Regional Assistant Directors.

Jr. Assistant 2: Internal Audit Report pertaining to the Public Health Institutions under 2 Regional Assistant Directors.

Jr. Assistant 3: Settlement of voucher, Audit objections of accountant General and other Miscellaneous subjects (Audit).

Controlling Officer: J D (Malana)

VECT & CONTROL SECTION: I

SUPERINTENDENT: 1
Assistant 3
Jr. Assistant 2

Assistant: 1: Implementation of NMEP-Policy matters.
Budget.

Claiming of Central assistance.

Collection of expenditure particulars for NMEP and Urban Malaria
Schemes for sending consolidated Statement to Government of India
and NMEP Directorate.

Assistant: 2: Compilation of monthly Technical reports in 144, 5 and 6
Epi. situation report (rural)
Preparation of annual report.

Assistant: 3: Urban Malaria Scheme implementation
Spray operation (regular rounds of spray and focal spray)
Encephalites.
Receipt and Review of MFL2, 13 and 14 of (RADS, DHCS & DMOS)
Malaria Mazdoors-Creation of posts, and instructions to DHCS, RADS,
regarding their filling up.

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LIST OF CONTROL SECTION I: CONTD.

Jr. Assistant 1: Receipt and Issue of Stores-Anti-Malaria Drugs, Insecticides,

Microslidies-Microscopes.

Styriup pumps etc and Stock accounting

Inventory for the purchase of materials and equipments.

Vehicle under NMF.

Jr. Assistant 2: C.M.L.

Compilation of entomological reports.

Cross checking of Blood smears and missed positive

cases

Miscellaneous subjects- ML-clinics, FLDs., JDCs., etc.

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A.D (Alameda)

Controlling Officer:

VECTOR CONTROL SECTION 11

Superintendent: 1
Assistant 3
Jr. Assistant 2

Assistant :1: Implementation of MFCP-Policy matters.
Budget.

Collection of monthly expenditure data from units.

Assistant:2 Materials and equipments--Sanction of purchase, receipt and supply and maintenance of stock accounts.

Assistant 3: Implementation of Anti-mosquito and Anti-Filaria Schemes by Local Bodies--Review sanction of grants (The Superintendent will be responsible for the timely collection of reports and the review of the reports to be done by the S.E.).

Jr. Assistant 1: Periodical reports--Collection and compilation (Review to be made by S.E.)
Miscellaneous subjects.

Jr. Assistant 2: GWEP, YLF, Kala-azar Schemes--Implementation and related subjects (The files should be routed through the E.E. Research Scheme).
Plague control measures.
Anti-Rabic measures--recovery of 50% contribution from Local Boxes vehicles under MFCP, GWEP.

Controlling Officer :

ADMINISTRATIVE OFFICER

TAPAL AND DESPATCH SECTION:

Tapal Jr. assistant I :

Distribution of Daily Tapals
Registering Regd. Post Tapals
Registering the receipt of
Service Registers and their
despatch.

SEPARATE REGISTER TO BE
MAINTAINED.

Junior assistant II :

Registering Govt. Tapals, Govt. of
Tamil Nadu, Government of India,
N.M.P., D.G.H.S., Registering the
References received from Special
Officer for Chief Minister's Cell

SEPARATE REGISTER TO BE
MAINTAINED.

The Junior assistants will also assist the Administrative Officer in attending to administrative work-P.R. Checking, adopting of office procedure by sections as per D.O.M- Watching timely despatch of periodicals, replies to Lok Sabha, Legislative Assembly, Legislative Council questions Maintenance of Master copies of Service Rules and Acts. etc

Despatch section
Jr. Assistants 3 :

Despatch work of out going references
Maintenance of Registered Post Register
Maintenance of Tapal sent by Special Messenger
Maintenance of Stamp account register
Supervision of Roneo work.

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JOINT DIRECTOR (TINP)

Controlling Officer:

TINP SECTION I

SUPERINTENDENT

ASSISTANTS

JR. ASSISTANT

STATISTICAL ASSTS: 2

Assistant 1:

Proposals for the construction of Health Sub centres
 Correspondence on the progress and completion of buildings of Health sub centres.
 Correspondence on the progress and completion of building for R.H.T.Cs.
 Correspondence on the progress and completion of buildings for H.F.W.T.Cs.
 Correspondence relating to supplement food samples for their quality in the project.

Assistant 2:

Proposals for the extension of the project in the other Districts.
 Proposals for the maintenance of the project.
 Policy matters other than Training Component of the project.
 Issue of guidelines and instruction to the R.A.Ds., K.Cs. of Health Unit Districts and all other peripheral staff.
 Correspondence connected with the Inspection notes of the Joint Director (TINP) Deputy Director (Training) and Asst. Director (TINP).
 Preparation of Agenda and Notes for the Periodical meetings.

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TIMP SECTION I CONTD.

Jr. Assistant 1
Statistical Assts. 2

- 1 Monitoring the concurrent Evaluation of the Project.
- 2 Collection of data and other returns for review and suggestion for remedial measures.
- Conducting sample surveys.
- Verification of Records and Registers maintained in Divisional and Field levels.
- Preparation and submission of periodical progress reports to Government and Project Co-ordination office.
- Preparation of the Man-power planning, requirements population projection etc.;

The Junior Assistant of TIMP Section I will assist the Statistical Staff to obtain the periodical reports from the periphery relating to monitoring and Evaluation of the Project and correspondence relating to the same.

NOTE:

TINP SECTION II

Controlling Officer: J.D.C. (1, 2)

SUPERINTENDENT: 1
ASSISTANTS: 2
JR. ASSISTANT: 1

Assistant: 1: Purchase and supply of all the materials equipments, drugs, vehicles etc., both under TINP and MPHWS.

Correspondence on Budget Estimate, Revised Estimate, Final Modified Appropriation, Central Assistance if any, allocation of funds, for the project.

Preparation of Notes for Budget speech and Policy Notes for Government.

Watching financial targets and control of expenditure.

Assistant 2: Collection of Monthly/Quarterly expenditure particulars from the Regional Assistant Directors, Health Officers of Health Unit Districts and onward transmission to the Project Co-ordinator, TINP/Government.

Preparation of contingent and other Bills connected with the Project.

Reconciliation of accounts. contd....

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TINP SECTION II CONTINUED.

Junior Assistant :1:

To deal with the complaints received from the Public/
Legislators in regard to the project.

Maintenance of Stock Registers for the Stores
purchased at State Headquarters.

All miscellaneous subjects relating to the Project
except Training Component.

T.D.C. TIMEP

Controlling Officer:.

TIME SECTION III:

- Superintendent: 1
- Assistants 2
- Jr. Assistant 1

Assistant 1: Correspondence on all training programme of Health Supervisors and Health workers, (Health Visitor's Training-ANN Training) and Training of other Para Medical Personnel. Training Programme of Supervisory, Technical and Administrative Personnel, Sanitary Inspector's course training, issue of certificate for passing the examinations.

D.M.C.H. course.

Policy matters connected with the Multipurpose Health Workers Scheme and its implementation in ^{the} ~~the~~ ^{MPHW} ~~MPHW~~ ^{sector}

Assistant 2: 1. Correspondence relating to the positions of staff under TIMEP, DANIDA, MPHWs.

2. Correspondence of Nutrition Education.

3. Correspondence on the formulation of teaching aids, media and other materials.

4. Correspondence connected with the construction of curricula for the Training Programme and subsequent modification in the curricula if need be for the Training of Health Personnel.

5. Refresher course for all staff.

Deputation of officers within the State, outside the State and Abroad
Maintenance upto date Bio-data of Officers with reference to training.

Junior Assistant :1:

To deal with the complaints received from the Public/
Legislators on any of the subjects deals with by
Assistant I & II.

Maintenance of Service cards of the Health Personnel together
with the particulars of Training undergone by them.

All miscellaneous matters relating to Training Programme.

CONTROLLING OFFICER: STATISTICAL ASSISTANT DIRECTOR

V.S. AND HEALTH STATISTICS SECTION:

Statistical Assistant 1
Assistant 1
Jr. Assistant 2

Statistical Assistant:

1. Preparation of Annual Administration Reports of Department
2. Calculation of MVE population of Municipal Towns/ Town Panchayats and Districts
3. Preparation of Budget speech/Policy notes
4. Maintenance of District Census Hand Books
5. Administration review received from the Inspector of Municipalities
6. Report to the S.A.O, FSG, Madras.9
7. Compilation and analysis of Statistical DATA relating to all schemes of the Department

Assistant I:

3. Critical Assessment Report
1. Model Registration Scheme
2. Monthly reports of the DSAs and MSAs
3. International classification of Diseases
4. Implementation of the Central Act 18 of 1969 and the State Rules framed thereunder on Registration of Births and Deaths in the State.

Jr. Asst. I:

1. Weekly returns on births and deaths
2. Monthly returns on births and deaths
3. Monthly return on Health conditions

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Jr. Asst. 2:

1. Follow up action on the inspection report of the S.A.D.
2. Follow up action on the inspection report of the DAS and Misc. Correspondence.

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Controlling Officer; Statistical Officer

V.S. II (SAMPLE REGISTRATION AND TRAINING)

Statistical Assistant 1
Statistical Investigators 2
Junior Assistant 2

Junior Assistant 1: Correspondance relating to Birth and Death-Registration
Maintenance of leave account of VSII section

Junior Assistant 2: Budget, Part II schemes, Miscellaneous schemes, Correspondance relating
to Training Programme, Printing of forms.

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V. S. IMPROVEMENT SCHEME - CORRELATION OF MINDS

Controlling officer: Statistical officer

- Statistical Assistant 1
- Computers 2
- Junior Assistant 2
- Junior Assistant I & II:

Maintenance of Birth and Death reports and allied correspondence.
 Reports regarding cause of Deaths. Furnishing information to the
 Departments and the Parties.

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