

Government of National Capital Territory of Delhi
Health & Family welfare Department
9th Level, A-Wing, Delhi Secretariat, New Delhi – 110002

No.F.2(370)/H&FW/Admn./2024/ SSH/01/1015-1022

Date: 29-10-2024

Office Order

In supersession of earlier order's of work distribution among Special Secretaries, the competent authority is pleased to re-allocate the following work among the Special Secretaries(H&FW):-

S.No.	Name of Officer	Work Allocation
1.	Sh. Danish Ashraf IAS (AGMUT:2011) 1 st Link Officer – Sh. Vinay Kumar. 2 nd Link Officer – Ms. Tapasya Raghav	<ul style="list-style-type: none">• HR-Medical, Nursing, Paramedical, matters related to all Delhi Govt. Hospitals;• HIMS including PMS;• Drugs Controller;• AYUSH;• Organ Transplant;• IT, e-office, EODB;• Matters related to DFW including, PC-PNDT Act;• Tele Consultation and E-Sanjeevani;• Matters related to CATS received at H&FW Hq.;• MD, DSHM & Nodal Officer LNH (as a Link officer)• Coordination with All hospitals of GOI/GNCTD/Municipal Bodies;• Matters related to Food Safety Deptt. at H&FW Hq.
2.	Sh. Vinay Kumar IAS (AGMUT: 2011) 1 st Link Officer – Sh. Danish Ashraf 2 nd Link Officer – Ms. Tapsya Raghav	<ul style="list-style-type: none">• Caretaking and Coordination & TBR;• Parliament / Assembly Questions;• Matters related to COVID Management (Including Data Management, Oxygen, Testing, Vaccination, Health Bulletin, reports to MHA/MoHFW, Death Analysis, etc.)• Cabinet Matters;• Medical Education:• Vigilance;• PGMS, LG Listening Post & Control Room;• Policies and New Initiatives;• Matters related to Disabilities;• Matters related to Drugs Control Department received at H&FW Hq.;• Headquarters;• Medical Board;• Matters related to Court Cases;• Matters related to Commissions;• Matters related to Hospital Inspection Committees

3.	<p>Ms. Tapasya Raghav IAS (AGMUT:2013)</p> <p>1st Link Officer- Sh. Danish Ashraf</p> <p>2nd Link Officer – Sh. Vinay Kumar</p>	<ul style="list-style-type: none"> • Admn. • PD (CATS); • Matters related to all society hospitals; • Matters related to Councils; • Matters of O&M and Procurement; • Matters related to DGHS including Dispensaries & Polyclinics (In absence of regular DGHS – the work may be closely supervised); • Planning & Accounts / Audit; • Infrastructure & PPP Projects. • DAK & AAMC
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This issues with the prior approval of the Competent Authority, H&FW.



(Danish Ashraf)
Spl. Secretary (H&FW)

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Copy to:-

1. Secretary to Hon'ble Minister (Health & FW) , GNCTD;
2. OSD to Chief Secretary,GNCTD;
3. All Spl. Secretaries (H&FW), GNCTD;
4. All MDs/MSs/HoDs/Directors of Govt. Hospitals/Institutions under H&FW Deptt.
5. Controller of Accounts/IFA, H&FW Department;
6. JD/DSs/SOs/Sr. AO (H&FW);
7. System Analyst, H&FW;
8. Guard File.



Spl. Secretary (H&FW)