

R.No. 171402/E4/90.S1

Office of the Director of Public
Health and Preventive Medicine,
Madras. 600 006, dt. 18.11.90.

Sub: Public Health and Preventive Medicine Department -
Re-organisation at the District level set up - certain
instructions. - issued.

Ref: 1. G.O. Ms. No. 1082 Health dt. 18.6.90
2. Government letter No. 65432/E/90.3 Health dt. 13.3.90
3. G.O. Ms. No. 1902 Health Indian Medicine & Homeopathy &
Family Welfare Department dt. 5.11.90.

1. The Officers noted in the despatch entry are strictly informed that they must carry out the following instructions issued completely correctly in view of the re-organisation of the Department at District level as ordered by Government in the references cited.

2. The Regional Deputy Directors of Public Health and Preventive Medicine, District Immunisation Officers and District Health Officers must make necessary arrangements for the correct transfer of various materials, equipments and files and records to the concerned Officers as per the Re-organised set up. They should prepare a complete inventory of all materials and equipments appliances machineries, stores, stocks, furniture, stationary items including Typewriters with accessories, including base board, metal cover of the Typewriter, pamphlets, leaflets, and other Health Education materials drugs, disinfectants, insecticides, files, records and current etc. They should prepare 6 copies of the lists for each of the categories and items viz. materials and equipments, appliances, microscopies, machineries, furnitures stocks and stores, Health Education materials, stationary articles Typewriters and its accessories, Drugs and disinfectants, insecticides, Runningfiles, closed records, registers, currents and all items. Two copies of the list in each category should be submitted to this office duly furnishing the certificate of verification testifying to the correctness and with reference to stock registers and accuracy with and under their (Regional Deputy Director of PH & PM, District Health Officer or District Immunisation Officer as the case may be) signatures with their names in Block letters within brackets and designation one copy has to be handed over with the articles to the individual/or Officer taking over the same. One copy should be retained by the Regional Deputy Director of Public Health and Preventive Medicine/ District Immunisation Officer or District Health Officer who hands over the articles ~~in each of the~~ and one copy in each of the said lists should be given to the Deputy Director of Public Health and Preventive Medicine (PH). The remaining one copy duly incorporating the signatures of the officers handing over and taking over should be recorded as permanent file duly obtaining the current number and hand over to the successive office along with all the articles and files.

3. Motor vehicles:

A list in 6 copies showing the motor vehicles available in the particular office of the District Health Officer/Regional Deputy Director of Public Health and Preventive Medicine or District Immunisation Officer should be prepared. While preparing the list, the description of the vehicle with chasis numbers etc. and Registration number and make duly mentioning whether petrol driven or diesel driven, date of purchase of the vehicles, details of spares and accessories available for the vehicle, Log Books Parts I and II currently use and the previous log books, R.C. Book and Fuel Pass Books old and currently in use should be mentioned. The name of the Driver who is incharge of the vehicle with his bio-data should also be incorporated. Six copies of the list may be prepared and action taken as detailed in para 2 above. Such list in 6 copies should be prepared in respect of Off Road, condemned vehicles and Trailers also.

4. Office Files and other records:

A list in 6 copies of current files, seatwise, subject wise should be prepared. Separate list in 6 copies of Personal Registers, yearwise, Personal Registers in current use should be prepared. Separate list in 6 copies for the records and closed files of various nature, viz. R.Dis., D.Dis., K.Dis., L.Dis., should be prepared seatwise. 6 (six) copies of the list should be prepared and action taken as detailed in para 2.

5. In respect of current files of the Regional Deputy Director of Public Health and Preventive Medicine pertaining to more than one Health Unit District, the files and copies of the relevant portions may be taken and to be handed over to the concerned Deputy Director of the Revenue District duly attesting each and every page. In respect of the records pertaining to more than one Health Unit District, such records may be handed over to the Deputy Director of Public Health and Preventive Medicine (PH) in a separate list for which also 6 copies of such list should be prepared and action taken as detailed in para 2.

6. The files and other records, including materials, equipments, stores, drugs, disinfectants, pamphlets, leaflets, etc. may be handed over to Officer i.e. Deputy Director concerned as and when communicated.

7. Similarly 6 copies of the lists should be prepared in respect of Library Books, codes, Acts, journals, magazines and various other books and action taken as stated above.

8. There is every likelihood of pilferage of important files/Records etc. utilising the opportunity of shifting the office. Hence all the officers should be very careful in ensuring that they inventory is taken correctly and handing over of all the articles and the files records, materials etc. is correctly carried out.

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9. The complaints regarding the non-transfer of files, currents and closed files and materials, equipments etc. at a later date will not be entertained and hence the transfer of all the items should be done meticulously on receipt of the communication from this office on the posting of the Deputy Directors.

10. Receipt of this reference be acknowledged and action be taken forthwith based on the instructions. Action taken must be informed.

A. Ramalingeswara Rao,
Director of Public Health and Preventive
Medicine, Madras.6.

- To
- All the Regional Deputy Directors of Public Health and Preventive Medicine (three copies).
- All the District Immunisation Officers (three copies)
- All the District Health Officers (three copies)
- Copy to all Programme Offices in Headquarters
- Stock file
- Spare

-//true copy//forwarded//-

A. Ramalingeswara Rao

Personnel Officer, 191190
O/o the Director of Public Health and
Preventive Medicine, Madras.6.

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