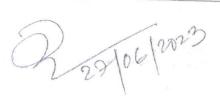
## CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

Sr. No	Name of Officers/officials	Allocation of work
1.	Assistant Director (Admn.)	Overall supervision work of CCRUM Headquarters, New Delhi
2.	Shri Mohammad Parvez, Administrative Officer	Overall supervision work pertaining to Establishment, Administration and Accounts section.
3.	Shri S.R. Sharma, Sr. Consultant (Legal)	<ul> <li>All Legal matters CAT/Court cases.</li> <li>Any other matter referred for legal opinion.</li> </ul>
4.	Shri M Arshad Khan, Sr. Consultant (Admn.)	<ul> <li>Scrutiny of files submitted to Director General.</li> <li>Examination and comments on any administrative/disciplinary matter referred by establishment/administration section.</li> </ul>
5.	Shri S.S. Chaudhry, Consultant (Admn.)	<ul> <li>Review of Recruitment Rules.</li> <li>Compassionate appointments.</li> <li>Any other administrative/establishment matter referred for examination and comments.</li> </ul>
6.	Shri Sajid Ali, Office Assistant	<ul> <li>Assisting to Administrative Officer.</li> <li>Maintenance of Central Diary of the section/Emails, files &amp; other allied works.</li> </ul>
7.	Shri Rajat Anand, Office Assistant	<ul> <li>Assisting to Sr. Consultant (Legal)</li> <li>Any other work assigned by the Competent Authority.</li> </ul>
Α	Establishment Section under the Supervision of Smt. Gayatri Chawla, Junior Administrative Officer	
1.	Smt. Gayatri Chawla, Junior Administrative Officer	<ul> <li>All Correspondence with Ministry.</li> <li>VIP References.</li> <li>Entrustment of External, Internal and Statutory Audit.</li> <li>Any other work assigned by the Competent Authority.</li> </ul>
2.	Shri Mohammad Shahnawaz, Jr. Steno.	<ul> <li>Recruitment/DPCs of Group A, B, C &amp; D.</li> <li>Posting/transfer of the Group A, B, C &amp; D.</li> <li>Insitu Promotion of Medical/Non-medical Scientist.</li> <li>Work related to compassionate appointments.</li> <li>APARs of all Officers/Staff.</li> <li>Any other work assigned by the Competent Authority.</li> </ul>



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В		nder the Supervision of Shri G.P. Meena, Junior Administrative Officer
1.	Shri G.P. Meena,	
	Junior Administrative Officer	Matter pertaining to Compute Advance.
	<u> </u>	Any other work assigned by th Competent Authority.
2.	Shri Anwar Khan,	Purchases of Headquarters
	Assistant	Maintenance of Stores of Hgrs
		Maintenance of vehicles includin condemnation.
		Renovation/Repairing works at Hgrs.,
		Issue of Identity Cards to employee and pensioners.
		Any other work assigned by the
		Competent Authority
3.	Shri Mahesh Kumar Chalia, . U.D.C.	Admission to GIS Scheme & related works
		> Issue of CGHS Cards and Renewal of
		CGHS Cards.
		Issuance of circulars/orders.
		Any other work assigned by the Competent Authority.
4.	Shri Kamruddin,	R&I Section
	U.D.C.	Any other work assigned by the Competent Authority.
5.	Smt. Gul Rukh,	All matters related to CGHS claims and
	U.D.C.	reimbursement of medica reimbursement claims under CS (MA
		Rules, Medical Advances including grant of permission for treatment a
	•	selection hospitals as well as pensioner.
		Any other work assigned by the
		Competent Authority.
6.	Shri Anees Khan,	Maintenance of Biometric Machine
	Office Assistant	attendance of officers & staff Hors.
		Maintenance of Central Diary of the
		section/Emails, files & other allied
		works.
		Any other work assigned by the Competent Authority.
7.	Shri Amar Srivastava,	Assisting to Shri M. Azhar Khan, ALIO
	Office Assistant	and Shri Anwar Khan, Assistant
		Any other work assigned by the
	COLUMN CONTRACTOR CONT	Competent Authority.

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