

HOMOEOPATHIC PHARMACOPOEIA LABORATORY

Distribution of work among Officer's / Staff

SI. No.	Section / Assignment	Responsible Officer / Staff	Assistance	Work
1.	Homeopathic Drug Testing	Mrs. Devki Pant, I/c Drug Testing	<p>Sh. Satish Kumar, S.A. Sh. Kuldeep Singh, S.A. Sh. Divya Saurabh, S.A.</p> <p>Sh. Rajesh, Lab. Astt. will maintain stock of mother tinctures and also mother tinctures stock register.</p> <p>Supporting staff :</p> <p>Mr. Shailash Kumar, OA (OS)</p> <p>Smt. Renu Yadav, MTS, work related to First Floor Chemistry lab</p> <p>Sh. Jai Prakash, MTS – work related to labs and store located in Second Floor.</p> <p>Mr. Uday MTS (OS) maintain samples in Room NO. 201.</p>	<p>(a) I/c D.T. will maintain the drug testing issue register and issue samples to the S.A.s with the approval of Director / Govt. Analyst and she will maintain the up to date data in the register.</p> <p>(b) Scientific Assistants (C) will perform the tests as per the procedures and submit the testing report to the in-charge drug testing.</p> <p>(c) In order to maintain the accuracy I/c Drug Testing will verify the results submitted by the S.A. (Chem.) and put forward the results / reports to the Director & Govt. Analyst for verification / signatures.</p> <p>Both the concern S.A. and I/c DT will put their initials on the final form to be sent to the concern agencies after verifying the results.</p> <p>(d) Sh. Rajesh will take the signature of the I/c DT whenever any mother tincture is issues to the S.A and also on entry of new mother tinctures.</p> <p>(e) I/c DT will personally monitor the testing fee payment issues like maintaining the excel sheets, sending reminders if the payment is not made in time and updating the matter to the Director from time to time. Apart from that I/c DT with the help from Mr. Sailash Kumar, OA (OS) will maintain the all drug testing reports, communications of the present and past.</p>

2.	H P I (Chemistry portion) Monograph preparation	Mrs. Devki Pant, I/c Drug Testing	Sh. Kuldeep Singh, S.A. Sh. Rajesh Sharma, Lab. Asstt. will assist in maintaining the files etc. Supporting staff : Ms. Indu Pandey, Office Ast. (OS) Mr. Uday MTS (OS)	All the work related to HPI (Chemistry).
3.	Training	Mrs. Devki Pant, I/c Drug Testing	Sh. Shailesh Kumar (O.A.) (OS) Sh. Baleshwar Prasad, MTS	All the work related to the training program.
4.	Pharmacognosy	Sh. Kedar Nath Sharma, R.O. (P.I). Dr. Lalit Tiwari, S.A.	Supporting staff : Sh. Kanwar Sain, MTS. Smt. Renu Yadav, MTS Sh. Bhoopender, Mali (OS) Sh. Raj Kumar, Mali (OS) Sh. Ankith, Mali (OS)	(a) Timely procurement of herbal raw materials for pharmacopoeia etc. (b) Proper maintenance of herbal garden, germ plasm, museum, herbarium, pharmacognosy lab. R.O. (P.I.) with the help of his subordinate staff will maintain stock registers of all items mentioned above. (c) Survey tours (d) Project preparation for center of excellency & NABL accreditation in a time bound manner. (e) Pharmacopoeia (Pharmacognosy portion) preparation.
5.	Microbiology	Dr. M. Ramesh	Dr. Akhilesh Tiwari, S.A. (M) Supporting staff : Sh. Jai Prakash, MTS	(a) Proper setting up of Microbiology Lab. (b) To evaluate microbiological aspects of drug samples. (c) HPI Monographs preparation (Microbiology) related especially on NOSODES.

				(d) SO (M) will look after Organic Cultivation of medicinal plants used in Homeopathy and he will report progress in writing to Director on weekly basis.
6.	Establishment	Dr. M. Ramesh. SO (M) Sh. Anil Babu, UDC	Sh.Pawan Shyam, MTS Supporting staff : Sh. Shailesh Kumar, (O.A) and Sh. Baleshwar Prasad, MTS	(a) All the work related to Establishment section. (b) Coordinating the work related to weeding of the old files.
7.	Accounts	Dr. M. Ramesh, SO (M) Sh. Anil Babu, UDC Sh. Deba Ranjan Samal, Jr. Tech.	Sh.PawanShyam, MTS Supporting staff : Smt. Indu Pandey, OA(OS). Smt. Premta Devi, Temp. Status Casual Worker	All the work related to accounts. Dr. M. Ramesh will personally super wise all account related work and Mr. Anil Babu will ensure for accuracy of the work.
8.	Library	Dr. Akhilesh Tiwari, I/c Library	Sh. Harish Chand, MTS. He is the custodian of all books / journals / non-consumable and consumable items of the library.	I/c Library will super wise all library work such as maintenance of books / journals in the library; maintenance of registers; data feeding in e-Granthalaya; issuing the books etc.
9.	Store / purchase	Dr. Akhilesh Tiwari	Sh. Rajesh, Lab. Astd.	All the work related to store / purchase that includes proper maintenance of stock registers etc.

In addition to the above any work assigned by the Director as and when need.

SI. No.	Assignment	Responsible Officer / Staff	Assistance	Work
1	Raja Bhasha	Sh. K.N. Sharma, R.O. (P.I.) Sh. Satish Kumar		All the work related to Raja Bhasha
2	Court Cases	Sh. K.N. Sharma	Ms. Indu Pandey Mr. Yogendra Verma will help in typing.	All the work related to court cases.

3	Building Maintenance / Security / Swacha Bharat/ Transport /AROGYA / General issues	Dr. M. Ramesh, SO (M) Sh. K.N. Sharma, RO (PI)	Dr. Lalit Tiwari will assist in AROGYA and Swachh Bharat. Sh. Divya Saurabh will look after security, manpower / temporary staff. Dr.Lalit Tiwari, Sh. Girish Singh, Driver, Sh. Yogendra Sharma, Driver will assist in building maintenance / General issues. Out sourcing cleaning staff will maintain the cleanliness of entire premises including HPL building.	R.O. (P.I) will overall super wise the work
4	Web site / Hindi / Biometric / Internet	Dr. Lalit Tiwari, SA (P)	Ms. Indu Pandey will help in typing.	
5	AMC Computer / AMC of Instruments	Dr. Lalit Tiwari, SA (P)		Dr. Lalit Tiwari will maintain the files
6	Diary Dispatch	Sh. D.R. Samal	Sh. Baleshwar, MTS Sh. Jaya Prakash, MTS	
7	Maintenance of technical files and registers	Sh. Rajesh Sharma, Lab. Asstt.`		
8	Parliament Questions	Dr. Lalit Tiwari, SA (P)	Ms. Indu Pandey will help in typing.	S.S.A (C) will maintain the file and also the softcopies.
9	Vigilance	Sh. K.N. Sharma, R.O. (P.I.)	Mr. Yogendra Verma will help in typing.	
10	Director Office / Director Chamber		Sh. D.R. Samal, Jr. Tech. Supporting staff : Ms. Indu Pandey, OA (OS) Mr. Yogendra verma, OA (OS) Smt. Premata Mr. Jackey, MTS	Sh. D.R. Samal, Jr. Tech. will maintain File etc. with the help of supporting staff.

11	RTI	Dr. M. Ramesh, CPIO	Ms. Indu Pandey Mr. Yogendra Verma will help in typing.	Dr. M. Ramesh will maintain the files
12	CPWD	Dr. M.Ramesh, SO (M)	Ms. Indu Pandey Mr. Yogendra Verma will help in typing.	Dr. M. Ramesh will maintain the File.
13	Monthly, Annual Reports etc.	Ms. Devki Pant, SSA (C)	Dr. Lalit Tiwari, SA (P), Ms. Indu Pandey Mr. Yogendra Verma will help in typing.	SA (P) will maintain the File.
14	Medical Bills	Dr. M.Ramesh	Sh.Pawan, LA	

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Note : Hindi translation follows