

GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT
ORDERS BY THE GOVERNOR
NOTIFICATION

29/3/14

Dated Shillong, the 19th March, 2014.

No.Health.134/2010/10:- In partial modification of this Department's Notification No. Health. 186/2007/1 dt. 1.8.2007, the Governor of Meghalaya is pleased to revise the existing norm of manpower strength in Primary Health Centres for the purpose of providing optimum manpower to all the health institutions in the state as follows:-

| STAFF FOR NEW PRIMARY HEALTH CENTRE | No. of Post |
|-------------------------------------|-------------|
| 1. Medical Officer | 1 |
| 2. Dental Surgeon | 1 |
| 3. Community Health Officer | 1 |
| 4. Pharmacist | 1 |
| 5. Staff Nurse | 1 |
| 6. ANM | 2 |
| 7. Health Educator | 1 |
| 8. Health Assistant (Male) | 1 |
| 9. Health Assistant (Female)/LHV | 1 |
| 10. U.D.C. | 1 |
| 11. L.D.C. | 1 |
| 12. Lab Technician | 1 |
| 13. Driver (vehicle if provided) | 1 |
| 14. Ward Attendant | 1 |
| 15. Chowkidar -cum- Peon | 1 |
| 16. Cook (if necessary) | 1 |
| 17. Sweeper | 1 |
| Total: | 19 nos |

Sd/- Y.Tsering, IAS.,
Principal Secretary,
Health & Family Welfare Department,
Dated Shillong, the 19th March, 2014.

Me.mo No.Health.134/2010/10-A.
Copy to:

- P.S. to Minister, incharge Health & Family Welfare, Shillong.
- P.A. to Principal Secretary, Health & Family Welfare, Shillong
- The Accountant General (A.&E), Meghalaya, Shillong.
- The Director of Health Services (MI) / (MCH&FW) / (Research), Meghalaya, Shillong
- The Director of Printing & Stationery for favour of publication in the Meghalaya Gazette.
- The District Medical & Health Officer, East-Khasi Hills District, Shillong / West Khasi Hills District, Nongstoin / South West Khas Hills District, Mawkyrwat/ Ri Bhoi District, Nongpoh / West Jaintia Hills District, Jowai / East Jaintia Hills, Khliehriat/ West Garo Hills District, Tura / East Garo Hills District, Williamnagar / South Garo Hills District, Baghmara/ South West Garo Hills, Ampati/ North Garo Hills, Resubelpara.
- The Joint Director of Health Services(Surgeon Superintendent), Civil Hospital, Shillong/The Medical Superintendent(Jt.DHS) Ganesh Das Hospital, Shillong/ Joint Director of Health Services (Garo Hills, Division) Tura.
- The State T.B.Officer-cum-Superintendent, R.P.Chest Hospital, Shillong.
- The Project Director, Meghalaya Aids Control Society, Oakland, Shillong
- The Superintendent, Civil Hospital, Jowai / Tura/ Nongpoh,/ Nongstoin/Williamnagar/ Mairang/ Baghmara/MCH Hospital, Tura /Additional Superintendent, MIMHANS, Shillong.

By Orders etc.



Secretary to the Govt. of Meghalaya
Health & Family Welfare Department.

**GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT
ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated Shillong, the 1st Aug., 2007.

No. Health.186/2007/1:- The Governor of Meghalaya is pleased to revise the existing norm of manpower strength in Hospitals, Community Health Centres, Primary Health Centres and Sub-Centres for the purpose of providing optimum manpower to all the health institutions in the state as follows:-

A. STAFF FOR SUB-CENTRE

| | No. of Post |
|----------------------------------|-------------|
| 1. Health Worker (Female) | 1 |
| 2. Health Worker (Male / Female) | 1 |
| 3. Chowkidar | 1 |
| <hr/> | |
| Total | 3 |

~~B. STAFF FOR NEW PRIMARY HEALTH CENTRE~~

| | No. of Post |
|-----------------------------------|-------------|
| 1. Medical Officer | 2 |
| 2. Community Health Officer | 1 |
| 3. Pharmacist | 1 |
| 4. Staff Nurse | 1 |
| 5. ANM | 2 |
| 6. Health Educator | 1 |
| 7. Health Assistant (Male) | 1 |
| 8. Health assistant (Female)/LHV | 1 |
| 9. U.D.C. | 1 |
| 10. L.D.C. | 1 |
| 11. Lab Technician | 1 |
| 12. Driver (vehicle if provided) | 1 |
| 13. Ward Attendant | 1 |
| 14. Chowkidar cum Peon | 1 |
| 15. Cook (if necessary) | 1 |
| 16. Sweeper | 1 |
| <hr/> | |
| Total | 18 |

C. STAFF FOR COMMUNITY HEALTH CENTRE

| | No. of Post |
|--------------------------|-------------|
| 1. Surgeon | 1 |
| 2. Physician | 1 |
| 3. Gynecologist | 1 |
| 4. Anesthetist | 1 |
| 5. Pediatrician | 1 |
| 6. Ophthalmologist | 1 |
| 7. Dental Surgeon | 1 |
| 8. M & HO | 4 |
| 9. Staff Nurse | 4 |
| 10. ANM | 3 |
| 11. Pharmacist | 1 |
| 12. Lab Technician | 2 |
| 13. Radiographer | 1 |
| 14. Dental Assistant | 1 |
| 15. Ophthalmic Assistant | 1 |
| 16. Ward Attendant | 3 |
| 17. Sweeper | 3 |
| 18. Peon cum Chowkidar | 2 |
| 19. UDC | 1 |
| 20. LDA | 1 |
| 21. Driver | 1 |
| 22. Cook (if necessary) | 1 |
| Total | 36 |

31/3/07

GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT
ORDERS BY THE GOVERNOR
NOTIFICATION

Dated Shillong, the 7th September, 2007.

No. Health.186/2007/18:- The Governor of Meghalaya is pleased to revise the existing norm of manpower strength for the Women and Children Hospitals for the purpose of providing optimum manpower to cater to all the essential needs in the health institutions in the state as follows:-

STAFF FOR HOSPITALS

| | 50 Bedded | 100 Bedded | 200 Bedded | 400 Bedded | 600 Bedded |
|--------------------------------------|--------------|---------------|---------------|---------------|--------------------|
| ADMINISTRATION | | | | | |
| Director | | | | | 1 (Addl. DHS rank) |
| Medical Superintendent (Grade-I) | 1 | 1 | 1 | 1 (Sr. Grade) | |
| Addl. Superintendent | | | | | 1 (Senior/Grade I) |
| Deputy Medical Superintendent | | | 1 (Grade II) | 1 (Grade I) | |
| Office superintendent | | | | 1 | 1 |
| Accountant | | | | | 1 |
| DA cum Accountant | 1 | 1 | 1 | 1 | |
| DA | | | | | 2 |
| DA cum Computer Operator | 1 | 2 | 2 | 2 | 3 |
| Driver | 1 | 1 | 1 | 1 | 1 |
| Store Keeper | 1 | 1 | 1 | 2 | |
| Peon/Messenger | 1 | 1 | 2 | 3 | 4 |
| OTHER MEDICAL STAFF | | | | | |
| SM&HO | 2 | 5 | 6 | 10 | 15 |
| M&HO | 4 | 10 | 12 | 20 | 30 |
| Homeopathic Physician | 1 | 1 | 1 | 1 | 1 |
| Ayurvedic Physician | 1 | 1 | 1 | 1 | 1 |
| NURSING ADMINISTRATION | | | | | |
| Matron | 1 | 1 | 1 | 1 | 1 |
| Assistant Matron | | 1 | 1 | 1 | 2 |
| CLINICAL DEPARTMENT (DOCTORS) | | | | | |
| Physician | | 1 | 2 | | |
| Surgeon | | 1 | 2 | | |
| Gynaecologist | | 1 | 2 | | |
| Pediatrician | | 1 | 2 | | |
| Anesthetist | | 1 | 2 | | |
| Orthopaedic Surgeon | | 1 | 2 | | |
| Psychiatrist | | 1 | 1 | | |
| ENT Specialist | | 1 | 1 | | |
| Eye Specialist | | 1 | 1 | | |
| Dermatologist | | 1 | 1 | | |
| SM & HO | | 5 | 6 | 10 | 15 |

| | | 10 | 12 | 20 | 40 |
|---|----|----|----|----|-----|
| M & HO | | | | | |
| Homeopathic Physician | | 1 | 1 | 1 | 1 |
| Ayurvedic Physician | | 1 | 1 | 1 | 1 |
| GENERAL MEDICINE | | | | | |
| Senior Specialist | | | | 1 | 1 |
| Specialist | 1 | 1 | 1 | 1 | 1 |
| GENERAL SURGERY | | | | | |
| Senior Specialist | | | | 1 | 1 |
| Specialist | 1 | 1 | 1 | 1 | 1 |
| ORTHOPAEDICS | | | | | |
| Senior Orthopaedic | | | | 1 | 1 |
| Orthopaedic Surgeon | | | | 1 | 1 |
| ENT | | | | | |
| Specialist | | 1 | 1 | 1 | 1 |
| EYE | | | | | |
| Specialist | | 1 | 1 | 1 | 1 |
| GYNAECOLOGY | | | | | |
| Consultant | | | | 1 | 1 |
| Senior Specialist | | | 1 | 1 | 1 |
| Specialist | 2 | 3 | 3 | 3 | 5 |
| PAEDIATRICS | | | | | |
| Consultant | | | | 1 | 1 |
| Senior Specialist | | | 1 | 1 | 1 |
| Specialist | 2 | 3 | 2 | 3 | 5 |
| ANAESTHESIOLOGY | | | | | |
| Senior Specialist | | | | 1 | 2 |
| Specialist | 1 | 2 | 2 | 2 | 3 |
| DERMATOLOGY | | | | | |
| Specialist | | | | 1 | 1 |
| INDOOR WARDS | | | | | |
| Nursing Sister(Distribution refer to the staff in the Organisational Chart) | 4 | 4 | 8 | 14 | 23 |
| Staff Nurse(Distribution refer to the staff in the Organisational Chart) | 18 | 26 | 38 | 74 | 118 |
| Ward attendant @ 3 per ward (Distribution refer to the staff in the Organisational Chart) | 13 | 17 | 29 | 41 | 69 |
| Sweeper cum Cleaner(Distribution refer to the staff in the Organisational Chart) | 9 | 11 | 16 | 28 | 47 |
| OPD & REGISTRATION | | | | | |
| Receptionist | 2 | 2 | 3 | 4 | 5 |
| OPD Attendant | 1 | 2 | 2 | 3 | 4 |
| HOSPITAL PHARMACY | | | | | |
| Pharmacist | 1 | 1 | 2 | 3 | 4 |
| EMERGENCY & CASUALTY | | | | | |
| Nursing Sister | | | 1 | 1 | 1 |

| | | | | | |
|---|---|---|---|---|----|
| Staff Nurse | 1 | 1 | 2 | 1 | 2 |
| Stretcher Bearer | 1 | 1 | 2 | 1 | 1 |
| Ambulance Driver | 1 | 1 | 2 | 1 | 1 |
| Sweeper cum Cleaner | 1 | 1 | 2 | 1 | 1 |
| Dresser | 1 | 1 | 1 | 2 | 1 |
| OPERATION THEATER | | | | | |
| Nursing Sister (OT) | 1 | 1 | 1 | 1 | 1 |
| OT Staff/Nurse | 3 | 4 | 6 | 9 | 13 |
| OT Technician | 1 | 2 | 3 | 3 | 4 |
| OT Assistant | 1 | 2 | 2 | 3 | 3 |
| Sweeper cum Cleaner | 1 | 1 | 1 | 1 | 2 |
| RADIOLOGY (RADIO-DIAGNOSIS) | | | | | |
| Consultant | | | | | 1 |
| Sr. Radiologist | | | | 1 | 1 |
| Specialist (Radiology) | 1 | 1 | 1 | 1 | 1 |
| Radiographer | 1 | 2 | 3 | 4 | 6 |
| X-Ray Attendant/Dark Room Assistant | 1 | 2 | 2 | 3 | 5 |
| Sweeper cum Cleaner | | 1 | 1 | 1 | |
| CLINICAL LABORATORY cum BLOOD TRANSFUSSION SERVICE | | | | | |
| Sr. Pathologist | | | | 1 | 1 |
| Pathologist | 1 | 1 | 1 | 1 | 1 |
| Bio-Chemist | | 1 | 1 | 1 | 1 |
| Micro-Biologist | | | | 1 | 1 |
| Lab-Technician | 1 | 2 | 2 | 4 | 6 |
| Lab-Assistant | 1 | 2 | 2 | 3 | 5 |
| Sweeper cum Cleaner | | 1 | 1 | 1 | 1 |
| DENTISTRY | | | | | |
| Dental Surgeon | | 1 | 1 | 2 | 2 |
| Dental Technician | | 1 | 1 | 2 | 2 |
| Grade-IV Attendant | | 1 | 1 | 1 | 1 |
| HOSPITAL CATERING (KITCHEN) | | | | | |
| Head Cook | | | | 1 | 1 |
| Cook | 1 | 2 | 3 | 1 | 1 |
| Asstt. Cook | | | | 2 | 3 |
| Mess Attendant | 2 | 2 | 2 | 2 | 3 |
| Dietician | | | 1 | 1 | 1 |
| MEDICAL RECORDS | | | | | |
| | 1 | 1 | 2 | 2 | 3 |
| SECURITY/CHOWKIDAR | | | | | |
| | 3 | 4 | 5 | 6 | 9 |
| UTILITY STAFF | | | | | |
| Plumber | 1 | 1 | 1 | 1 | 2 |
| Electrician | 1 | 1 | 1 | 1 | 2 |
| Mali | 1 | 1 | 1 | 1 | 2 |
| Dhobi/Washer man | 1 | 1 | 2 | | |
| BLOOD BANK | | | | | |
| M&HC | | | | 1 | 1 |
| Pathologist | | | 1 | 1 | 1 |

| | | | | | |
|-----------------------------------|------------|------------|------------|------------|------------|
| Food Bank Technician | | | | 2 | 2 |
| Lab Assistant | | | | 2 | 2 |
| Sweeper-cum-cleaner | | | | 1 | 1 |
| Staff Nurse | | | | 1 | 2 |
| HOSPITAL LAUNDRY | | | | | |
| Dhobi (Washerman) | | | | 2 | 3 |
| CSSD | | | | | |
| Staff Nurse | | | | 1 | 1 |
| Technician | | | | 1 | 1 |
| Grade IV Attendant | | | | | |
| OTHER PARAMEDICAL SERVICES | | | | | |
| Physiotherapist | | | | 1 | 1 |
| Ophthalmometrist | | 1 | 1 | 1 | 1 |
| ECG Technician | 1 | 1 | 1 | 1 | 2 |
| HOSPITAL STORES | | | | | |
| Store Officer (SM&HO) | | | | | 1 |
| Store Keeper | | | | | 2 |
| Grade IV Attendant | | | | | 1 |
| TOTAL | 100 | 152 | 210 | 330 | 493 |

Sd/-(P.Naik)

Commissioner & Secretary

Health & Family Welfare Department.

Dated Shillong, the 7th September, 2007.

Memo No. Health.186/2007/18-21-A,

Copy to :-

1. P.S. to Minister, I/C Health and Family Welfare.
2. P.S to Additional Chief Secretary, Health & Family Welfare Department.
3. P.A. to Commissioner & Secretary, Health & Family Welfare Department.
4. The Accountant General (A&E) Meghalaya, Shillong.
5. The Director of Printing & Stationery for favour of publication in the Meghalaya Gazette.
6. The DHS(MI)(MCH&FW)(RESEARCH) Meghalaya, Shillong.
7. The Joint Director of Health Services (SS) Civil Hospital, Shillong.
8. The Medical Superintendent, Ganesh Das Hospital/Williamnagar CHC.
9. The Superintendent, R.P.Chest Hospital, Shillong. Civil Hospital, Jowai/Civil Hospital. Tura/ Mairang CHC.
10. The State T.B. Officer, Meghalaya, Shillong.
11. The District Medical & Health Officer, East Khasi Hills, Shillong/West Khasi Hills, Nongstoin/Ri-Bhoi District, Nongpoh/ Jaintia Hills, Jowai/East Garo Hills, Williamnagar/West Garo Hills, Tura/South Garo Hills, Baghmara
12. The Project Director, Meghalaya Aids Control Society, Oakland, Shillong.

Yours faithfully,

Ehyngwa
7.9.07

Deputy Secretary to the Govt of Meghalaya,
Health & Family Welfare Department

STAFF FOR HOSPITALS

| | 100 Bedded | 200 Bedded | 400 Bedded | 600 Bedded |
|--|---------------|---------------|---------------|---------------|
| ADMINISTRATION | | | | |
| Director/Addl.DHS | | | | 1 |
| Medical Superintendent (Grade-I)/Sr. Grade) | 1 | 1 | 1 | 1(Jt.DHS) |
| Addl. Superintendent | | | | 1 |
| Deputy Medical Superintendent | | 1 | 1 | |
| Office superintendent | | | 1 | 1 |
| Accountant | | | | 1 |
| UDA cum Accountant | 1 | 1 | 1 | |
| UDA | | | 1 | 2 |
| LDA cum Computer Operator | 2 | 2 | 2 | 3 |
| Cashier | 1 | 1 | 1 | 1 |
| Store Keeper | 1 | 1 | 2 | |
| Peon/Messenger | 1 | 2 | 3 | 4 |
| NURSING ADMINISTRATION | | | | |
| Matron | 1 | 1 | 1 | 1 |
| Assistant Matron | 1 | 1 | 2 | 2 |
| CLINICAL DEPARTMENT (DOCTORS) | | | | |
| Physician | 1 | 2 | | |
| Surgeon | 1 | 2 | | |
| Gynecologist | 1 | 2 | | |
| Pediatrician | 1 | 2 | | |
| Anesthetist | 1 | 2 | | |
| Orthopaedic Surgeon | 1 | 1 | | |
| Psychiatrist | 1 | 1 | | |
| ENT Specialist | 1 | 1 | | |
| Eye Specialist | 1 | 1 | | |
| Dermatologist | 5 | 6 | 10 | 15 |
| SM & HO | 10 | 12 | 20 | 40 |
| M & HO | 1 | 1 | 1 | 1 |
| Homeopathic Physician | 1 | 1 | 1 | 1 |
| Ayurvedic Physician | | | | |
| GENERAL MEDICINE | | | | |
| Consultant | | | 1 | 1 |
| Senior Specialist | | | 2 | 2 |
| Specialist | | | | |
| CARDIOLOGY | | | | |
| Senior Specialist | | | 1 | 1 |
| Specialist | | | | |
| GENERAL SURGERY | | | | |
| Consultant | | | 1 | 1 |
| Senior Specialist | | | 2 | 2 |
| Specialist | | | | |
| ORTHOPAEDICS & TRAUMA | | | | |
| Consultant | | | | 1 |

| | | | | |
|--|---|---|---|----|
| Lab-Technician | 2 | 2 | 5 | |
| Lab-Assistant | 2 | 2 | 3 | |
| Sweeper cum Cleaner | 1 | 1 | 1 | |
| Staff Nurse | 1 | | | |
| DENTISTRY | | | | |
| Dental Surgeon | 1 | 2 | 3 | 4 |
| Dental Technician | 1 | 2 | 3 | 4 |
| Grade-IV Attendant | 1 | 1 | 1 | 1 |
| HOSPITAL CATERING(KITCHEN) | | | | |
| Head Cook | | | 1 | 1 |
| Asstt. Cook | 2 | 3 | 2 | 2 |
| Mess Attendant | 2 | 3 | 3 | 3 |
| Dietician | - | 1 | 1 | 2 |
| MEDICAL RECORDS | 1 | 1 | 2 | 2 |
| SECURITY/CHOWKIDAR | 4 | 6 | 6 | 10 |
| UTILITY STAFF | | 1 | | |
| Plumber | 1 | 1 | 1 | 2 |
| Electrician | 1 | 1 | 1 | 2 |
| Mali | 1 | 1 | 2 | 2 |
| Dhobi/Washer man | 1 | 2 | 1 | |
| BLOOD BANK | | | | |
| Pathologist | | 1 | 1 | |
| M&HO | | | 1 | |
| Blood Bank Technician | | 2 | 2 | |
| Lab.Assistant | | 1 | 2 | |
| Sweeper-cum-cleaner | | 1 | 2 | |
| Staff Nurse | | 1 | 2 | |
| HOSPITAL LAUNDRY | | | | |
| Dhobi (Washerman) | | | 3 | 3 |
| CSSD | | | | |
| Staff Nurse | | | 1 | 1 |
| Technician | | | 1 | 2 |
| Grade IV Attendant | | | 2 | 3 |
| Sweeper | | | | 1 |
| OTHER PARAMEDICAL SERVICES | | | | |
| Physiotherapist | | | | 2 |
| Occupational Therapist | | | | 1 |
| MSW | | | | 1 |
| Vocational Counsellor | | | | 1 |
| Audiologist & Speech Therapist | | | | 1 |
| Ophthometrist | | | | 1 |
| Prosthesist & Orthosis | | | | 1 |
| Jr. Prosthesist & Orthosis | | | | 1 |
| ECG Technician | | | | 2 |
| Clinical Psychologist | | | | 1 |
| Workshop Attendant | | | | 1 |
| Physiotherapy Attendant | | | | 1 |
| Occupational Therapy Attendant | | | | 1 |
| MISCELLANEOUS HEALTH PROGRAMMES | | | | |
| AIDS Programme | | | | |

| | | | | |
|--|----|----|-------|----|
| CARDIOTHORACIC SURGERY | | | | |
| Senior Specialist | | | | 1 |
| PLASTIC SURGERY | | | | |
| Senior Specialist | | | | 1 |
| SURGICAL ONCOLOGY | | | | |
| Senior Specialist | | | | 1 |
| UROLOGY | | | | |
| Senior Specialist | | | | 1 |
| INDOOR WARDS | | | | |
| Nursing Sister | 5 | 8 | 16 | 20 |
| Staff Nurse | 20 | 30 | 60 | 70 |
| ANM | | | | 30 |
| Ward attendant @ 3 per ward 25 beds (Medicine, Surgery, Gynae and Others) | 12 | 18 | 32 | 45 |
| Sweeper cum Cleaner | 8 | 12 | 24 | 35 |
| OPD & REGISTRATION | | | | |
| Receptionist | 2 | 3 | 3 | 4 |
| OPD Attendant | 2 | 3 | 3 | 4 |
| HOSPITAL PHARMACY | | | | |
| Pharmacist | 1 | 2 | 3 | 3 |
| EMERGENCY & CASUALTY | | | | |
| Chief Medical Officer (designate) | | | | 1* |
| Casual Medical Officer | | | | 9* |
| Nursing Sister | | 1 | 2 | 2 |
| Staff Nurse | 3 | 4 | 8 | 6 |
| ANM | | | | 2 |
| Stretcher Bearer | 2 | 2 | 3 | 3 |
| Plaster Room Technician | | | | 1 |
| Ambulance Driver | 2 | 2 | 3 | 4 |
| Sweeper cum Cleaner | 2 | 2 | 3 | 3 |
| Dresser | 1 | 1 | 2 | 3 |
| OPERATION THEATER | | | | |
| Nursing Sister (OT) | 1 | 1 | 2 | 4 |
| OT Staff /Nurse | 4 | 5 | 7 | 12 |
| OT Technician | 2 | 2 | 3 | 5 |
| OT Assistant | 2 | 2 | 3 | 5 |
| Sweeper cum Cleaner | 1 | 1 | 2 | 4 |
| RADIOLOGY (RADIO-DIAGNOSIS) | | | | |
| Radiologist | 1 | 2 | 1(Sr) | |
| Radiographer | 2 | 3 | 5 | |
| X-Ray Attendant | 2 | 2 | 3 | |
| Sweeper cum Cleaner | 1 | 1 | 1 | |
| CLINICAL LABORATORY cum BLOOD TRANSFUSSION SERVICE | | | | |
| Pathologist | 1 | 1 | 1(Sr) | |
| Bio- Chemist | 1 | 1 | 1 | |
| Micro-Biologist | | | 1 | |

| | | | | |
|-----------------------------------|--|--|--|---|
| Malaria Prevention | | | | |
| STD Programme | | | | |
| Various Central Health Programmes | | | | |
| HOSPITAL STORES | | | | |
| Store Officer (SM&HO) | | | | 1 |
| Store Keeper | | | | 2 |
| Grade IV Attendant | | | | 1 |

TOTAL

136

191

320

501

462

(P.Naik)

Commissioner & Secretary
Health & Family Welfare Department.

Memo No.Health.186/2007/1-A,

Dated Shillong, the 1st Aug., 2007.

Copy to :-

1. P.S. to Minister, I/C Health and Family Welfare.
2. P.S to Additional Chief Secretary, Health & Family Welfare Department.
3. P.A. to Commissioner & Secretary, Health & Family Welfare Department.
4. The Accountant General (A&E) Meghalaya, Shillong.
5. The Director of Printing & Stationery for favour of publication in the Meghalaya Gazette.
6. The DHS(MI)(MCH&FW)(RESEARCH) Meghalaya, Shillong.
7. The Joint Director of Health Services (SS) Civil Hospital, Shillong.
8. The Medical Superintendent, Ganesh Das Hospital/Williamnagar CHC.
9. The Superintendent, R.P.Chest Hospital, Shillong. Civil Hospital, Jowai/Civil Hospital, Tura/ Mairang CHC.
10. The State T.B.Officer, Meghalaya, Shillong.
11. The District Medical & Health Officer, East Khasi Hills, Shillong/West Khasi Hills, Nongstoin/Ri-Bhoi District, Nongpoh/ Jaintia Hills, Jowai/East Garo Hills, Williamnagar/West Garo Hills, Tura/South Garo Hills, Baghmara
12. The Project Director, Meghalaya Aids Control Society, Oakland, Shillong.

Yours faithfully,

Chyngwa
1.9.07

Deputy Secretary to the Govt of Meghalaya,
Health & Family Welfare Department

GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT
ORDERS BY THE GOVERNOR
NOTIFICATION

Dated Shillong, the 7th Sept., 2007.

No. Health.186/2007/14:- The Governor of Meghalaya is pleased to revise the existing norm of manpower strength for the Medical Institute of Mental Health & Neurological Sciences (MIMHANS) for the purpose of providing optimum manpower to cater to all the essential needs in the health institution in the state as follows:-

STAFF FOR MIMHANS/HOSPITALS

| | 100 Bedded | 200 Bedded | 400 Bedded | 600 Bedded |
|--|-----------------|---------------------|---------------|---------------|
| ADMINISTRATION | | | | |
| Medical Superintendent (Grade-I)/Sr. Grade) | 1 (Grade -1) | 1 (Senior Grade) | | |
| Deputy Medical Superintendent | | 1(Grade -II) | | |
| UDA cum Accountant | 1 | 1 | | |
| LDA cum Computer Operator | 2 | 2 | | |
| Cashier | 1 | 1 | | |
| Store Keeper | 1 | 1 | | |
| Peon/Messenger | 1 | 2 | | |
| NURSING ADMINISTRATION | | | | |
| Matron | 1 | 1 | | |
| Assistant Matron | 1 | 1 | | |
| CLINICAL DEPARTMENT (DOCTORS) | | | | |
| Physician/Neurologist | 1 | 1 | | |
| Psychiatrist | 3 | 4 | | |
| SM & HO | 4 | 6 | | |
| M & HO | 6 | 10 | | |
| INDOOR WARDS | | | | |
| Nursing Sister | 4 | 7 | | |
| Staff Nurse | 18 | 33 | | |
| Ward attendant @ 3 per ward 25 beds | 12 | 21 | | |
| Sweeper cum Cleaner | 8 | 15 | | |
| OPD & REGISTRATION | | | | |
| Receptionist | 2 | 3 | | |
| OPD Attendant | 2 | 2 | | |
| HOSPITAL PHARMACY | | | | |
| Pharmacist | 1 | 2 | | |
| RADIOLOGY(RADIO-DIAGNOSIS) | | | | |
| Radiologist | 1 | 1 | | |
| Radiographer | 1 | 1 | | |
| X-Ray Attendant | 1 | 1 | | |

4914
11913
28/9/07

| CLINICAL LABORATORY | | | |
|----------------------------|-----------------|-----------------|--|
| Pathologist | | | |
| Lab-Technician | 1 | 1 | |
| Lab-Assistant | 1 | 1 | |
| HOSPITAL CATERING(KITCHEN) | | | |
| Cook | | | |
| Mess Attendant | 2 | 2 | |
| Dietician | 2 | 3 | |
| MEDICAL RECORDS | | | |
| | 2 | 2 | |
| SECURITY/CHOWKIDAR | | | |
| | 6 | 10 | |
| UTILITY STAFF | | | |
| Plumber | | | |
| Electrician | 1 | 1 | |
| Mali | 1 | 1 | |
| | 1 (if required) | 1 (if required) | |
| OTHER PARAMEDICAL SERVICES | | | |
| Occupational Therapist | | | |
| Psychiatric Social Worker | 1 | 1 | |
| Vocational Counsellor | 1 | 2 | |
| ECG Technician | 1 | 1 | |
| Clinical Psychologist | 1 | 1 | |
| TOTAL | 97 | 151 | |

Sd/-(P.Naik)

Commissioner & Secretary

Health & Family Welfare Department.

Dated Shillong, the 7th Sept., 2007.

Memo No. Health.186/2007/14-15 -A,

Copy to :-

1. P.S. to Minister, I/C Health and Family Welfare.
2. P.S. to Additional Chief Secretary, Health & Family Welfare Department.
3. P.A. to Commissioner & Secretary, Health & Family Welfare Department.
4. The Accountant General (A&E) Meghalaya, Shillong.
5. The Director of Printing & Stationery for favour of publication in the Meghalaya Gazette.
6. The DHS(MI)(MCH&FW)(RESEARCH) Meghalaya, Shillong.
7. The Consultant, MIMHANS, Mawlai Shillong - 793008.
8. The Joint Director of Health Services (SS) Civil Hospital, Shillong.
9. The Medical Superintendent, Ganesh Das Hospital/Williamnagar CHC.
10. The Superintendent, R.P. Chest Hospital, Shillong. Civil Hospital, Jowai/Civil Hospital, Tura/ Mairang CHC.
11. The State T.B. Officer, Meghalaya, Shillong.
12. The District Medical & Health Officer, East Khasi Hills, Shillong/West Khasi Hills, Nongstoin/Ri-Bhoi District, Nongpoh/ Jaintia Hills, Jowai/East Garo Hills, Williamnagar/West Garo Hills, Tura/South Garo Hills, Baghmara.
13. The Project Director, Meghalaya Aids Control Society, Oakland, Shillong.

Yours faithfully,

R. Singh

7.9.07

Deputy Secretary to the Govt of Meghalaya,
Health & Family Welfare Department

**GOVERNMENT OF MEGHALAYA
HEALTH AND FAMILY WELFARE DEPARTMENT
ORDERS BY THE GOVERNOR
NOTIFICATION**

Dated Shillong, the 7th Sept. 2007.

No.Health.186/2007/9:- The Governor of Meghalaya is pleased to revise the existing norm of manpower strength in three levels of the Trauma Centre i.e the Tertiary Trauma Care Centre, the Secondary Trauma Care Centre and the Highway Trauma Centres for the purpose of providing optimum manpower to cater to all the essential needs in the health institutions in the state as follows:-

**(A) ACCIDENT TRAUMA CENTRE, SHILLONG
(Apex Institution with Multi-Speciality Treatment Facilities)**

| | | |
|----|--------------------------------------|---------------|
| 1. | Trauma Team Leader-Trauma Surgeon | |
| 2. | Anaesthetists | |
| 3. | General Duty Medical Officers (M&HO) | 9 |
| 4. | Nursing Sisters | 2 |
| 5. | Staff Nurse | 6 |
| 6. | Ambulance Driver | 3 |
| 7. | Stretcher-Bearer | 3 |
| 8. | Ward Boy/Girl | 3 |
| 9. | Cleaner/Sweeper | 3 |
| | TOTAL | 29 Nos |

(B) OPERATION THEATRE

| | | |
|----|---------------------|---------------|
| 1. | Nursing Sister (OT) | 3 |
| 2. | Staff Nurse | 9 |
| 3. | OT Technician | 4 |
| 4. | OT Assistant | 4 |
| 5. | Sweeper cum Cleaner | 4 |
| | TOTAL | 24 Nos |

(C) RECEPTION

| | | |
|----|--------------|---|
| 1. | Receptionist | 3 |
| | | |

(D) SUPPORTING SERVICE DEPARTMENTS

| | | |
|----|---|--|
| 1. | Radiology(Alongwith the entire staff on 24 x 7 call duty Preferably on station) | |
| 2. | Clinical Pathology (Alongwith the entire staff on 24 x 7 call duty preferably on station) | |
| 3. | Blood Bank (Alongwith the entire staff on 24 x 7 call duty preferably on station) | |

(E) PANEL OF DOCTORS (On active call duty to be utilized from the existing Hospital Infrastructure and Manpower)

| | | |
|----|---------------------|--|
| 1. | Orthopaedic Surgeon | |
| 2. | General Surgeon | |
| 3. | Medical Specialist | |
| 4. | Cardiologist | |
| 5. | Anaesthetist | |
| 6. | Eye Specialist | |
| 7. | ENT Specialist | |

(F) ORTHOPAEDICS AND REHABILITATION STAFF

| | | |
|-----|--|---------------|
| 1. | Physiotherapist | 2 |
| 2. | Occupational Therapist | 2 |
| 3. | Medico Social Worker | 1 |
| 4. | Vocational Counsellor | 1 |
| 5. | Prosthetist and Orthotist | 2 |
| 6. | Audiologist & Speech Therapist | 1 |
| 7. | Special Educator | 1 |
| 8. | UDA | 1 |
| 9. | LDA | 1 |
| 10. | Store Keeper | 1 |
| 11. | Peon/Messenger | 1 |
| 12. | Physiotherapy Assistant | 1 |
| 13. | Occupational Therapy Assistant | 1 |
| 14. | Workshop Assistant | 2 |
| 15. | Mechinist-cum-Fitter | 1 |
| 16. | Orthjopaedic Shoe Maker/Leather Technologist | 1 |
| | TOTAL | 20 Nos |

TRAUMA CENTRE, TURA

(A) MEDIUM SIZE TRAUMA CENTRE, TURA
(Representing as Referral Centre for the entire Garo Hills)

| | | |
|----|--------------------------------------|---------------|
| 1. | Trauma Team Leader-Trauma Surgeon | |
| 2. | Anaesthetists | |
| 3. | General Duty Medical Officers (M&HO) | 9 |
| 4. | Nursing Sisters | 2 |
| 5. | Staff Nurse | 6 |
| 6. | Ambulance Driver | 3 |
| 7. | Stretcher-Bearer | 3 |
| 8. | Ward Boy/Girl | 3 |
| 9. | Cleaner/Sweeper | 3 |
| | TOTAL | 29 Nos |

(B) OPERATION THEATRE

| | | |
|----|---------------------|--------------|
| 1. | Nursing Sister | 1 |
| 2. | Staff Nurse | 5 |
| 3. | OT Technician | 2 |
| 4. | OT Assistant | 2 |
| 5. | Sweeper cum Cleaner | 2 |
| | TOTAL | 12Nos |

(C) RECEPTION

| | | |
|----|--------------|---|
| 1. | Receptionist | 1 |
|----|--------------|---|

(D) SUPPORTING SERVICE DEPARTMENTS

| | | |
|----|---|--|
| 1. | Radiology(Alongwith the entire staff on 24 x 7 call duty Preferably on station) | |
| 2. | Clinical Pathology (Alongwith the entire staff on 24 x 7 call duty preferably on station) | |
| 3. | Blood Bank (Alongwith the entire staff on 24 x 7 call duty preferably on station) | |

(E) PANEL OF DOCTORS (On active call duty to be utilized from the existing Hospital Infrastructure and Manpower)

| | | |
|----|---------------------|--|
| 1. | Orthopaedic Surgeon | |
| 2. | General Surgeon | |
| 3. | Medical Specialist | |
| 4. | Cardiologist | |
| 5. | Anaesthetist | |
| 6. | Eye Specialist | |
| 7. | ENT Specialist | |

(F) ORTHOPAEDICS AND REHABILITATION STAFF

| | | |
|-----|--------------------------------|---------------|
| 1. | Physiotherapist | 1 |
| 2. | Occupational Therapist | 1 |
| 3. | Medico Social Worker | 1 |
| 4. | Prosthetist and Orthotist | 1 |
| 5. | Audiologist & Speech Therapist | 1 |
| 6. | Special Educator | 1 |
| 7. | LDA | 1 |
| 8. | Store Keeper | 1 |
| 9. | Peon/Messenger | 1 |
| 10. | Physiotherapy Assistant | 1 |
| | TOTAL | 11 Nos |

HIGHWAY TRAUMA CENTRES

(A) HIGHWAY TRAUMA CENTRES)

| | | |
|----|--|--------------|
| 1. | General Duty Medical Officers (M&HO) for 24x7 duty coverage) | 5 |
| 2. | Nursing Sister | 1 |
| 3. | Staff Nurse | 5 |
| 4. | Ambulance Driver | 1 |
| 5. | Stretcher-Bearer | 1 |
| 6. | Ward Boy/Girl | 1 |
| 7. | Cleaner/Sweeper | 1 |
| | TOTAL | 15Nos |

(B) OPERATION THEATRE

| | | |
|----|---------------------|-------------|
| 1. | | |
| 2. | Staff Nurse | |
| 3. | OT Technician | 4 |
| 4. | OT Assistant | 1 |
| 5. | Sweeper cum Cleaner | 1 |
| | | 1 |
| | TOTAL | 7Nos |

(C) RECEPTION

| | | |
|----|--------------|---|
| 1. | Receptionist | 1 |
| | | |

(D) SUPPORTING SERVICE DEPARTMENTS

| | | |
|----|--|--|
| 1. | Radiology(Alongwith the entire staff on 24 x 7 call duty) | |
| 2. | Clinical Pathology (Alongwith the entire staff on 24 x 7 call duty) | |
| 3. | Blood Bank (Alongwith the entire staff on 24 x 7 call duty) | |

(E) PANEL OF DOCTORS (On active call duty to be utilized from the existing Hospital Infrastructure and Manpower)

| | | |
|----|---------------------|---------------|
| 1. | Orthopaedic Surgeon | 1 |
| 2. | General Surgeon | 1 |
| 3. | Medical Specialist | 1 |
| 4. | Radiologist | 1 |
| 5. | Anaesthetist | 1 |
| 6. | Pathologist | 1 |
| | TOTAL | 6 Nos. |

(F) SECONDARY SUPPORTING STAFF

| | | |
|----|----------------|--------------|
| 1. | LDA | 1 |
| 2. | Store Keeper | 1 |
| 3. | Peon/Messenger | 1 |
| | TOTAL | 3 Nos |

Sd/-(P.Naik)
Commissioner & Secretary
Health & Family Welfare Department.

Memo No. Health.186/2007/ 9-13A,

Dated Shillong, the 7th Sept., 2007.

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10. The State T.B.Officer, Meghalaya, Shillong.
11. The District Medical & Health Officer, East Khasi Hills, Shillong/West Khasi Hills, Nongstoin/Ri-Bhoi District, Nongpoh/ Jaintia Hills, Jowai/East Garo Hills, Williamnagar/West Garo Hills, Tura/South Garo Hills, Baghmara
12. The Project Director, Meghalaya Aids Control Society, Oakland, Shillong.

Yours faithfully,

Sell-

Deputy Secretary to the Govt of Meghalaya,
Health & Family Welfare Department