

EAST DELHI MUNICIPAL CORPORATION
OFFICE OF CHIEF ADMIN. MEDICAL OFFICER
SHAHDRA (South) Zone
KARKARDOOMA, SHAHDARA, DELHI - 110032

No. 251 /CAMO/Shd. (S)/2020

Date: 3/11/2020

In reference to letter No.Addl.Cmr-1/EDMC/2020/73 dated 16.09.2020 the required information in the office of Chief Administrative Medical Officer Shahdara south zone is given below :-

1. Visit of centers by CAMO and their supervision.
2. Reporting of cases of employees having COVID and arrange sanitization of their centers.
3. Reply of RTIs and Court cases.
4. Revenue report and G8 work.
5. Received Per day almost 50-100 files for medical reimbursement or medical advance payment in diary section.
6. All Medical Staff Salary bill work under CAMO office shahdara south.
7. All Medical Staff ECS (Salary, EPF, etc) under CAMO office shahdara south.
8. Make Cheque and submit in different offices (LIC, Income Tax, Subecha Society, MCD society)
9. Make and send Income tax quarterly detail to income tax office.
10. All Centers Contingency Bill, Electricity Bill, Telephone Bill Send to Account office and ECS Contingency Bill, Telephone Bill, Electricity Bill.
11. Maintain Service book of Staff Under CAMO Office, Entry EL, CL, MCL and all kind of leave entry in service book and make order of leave.
12. Make MACP order of all staff under CAMO office shahdara south zone.
13. Retirement Case in under CAMO office Shahdara south.
14. Make reports and send by mail and all kind of typing work.
15. All budget and bill work like telephone bill contingency bill electricity bill etc
16. All outdoor Dak work (dispensaries , EDMC Head Quarter etc).
17. Work on 50-100 Medical Files per day.

AO/IT is requested to upload above details in EDMC website portal.



AO/IT

Chief Administrative Medical Officer
SH(S)/Zone

Chief Administrative Medical Officer
East Delhi Municipal Corporation
Shahdara (South) Zone

AO/IT/EDMC(HQ)

Copy for kind information Addl. Commissioner - 3/11

Factual information or performance be submitted.

DC SH(S)