

**DIRECTORATE OF DENTAL HEALTH SERVICES
HIMACHAL PRADESH**

INFORMATION FOR PUBLICATION UNDER RIGHT TO INFORMATION ACT

MANUAL – 1

Particulars of Organization, Function and Duties

Directorate of Dental Health Services has been established in the year 1996. It was created for the establishment and expansion of dental health services. The main thrust of the Directorate is to assess and provide the required manpower in order to consolidate the dental health services with in the available resources.

The Directorate in this direction prepares the management plan for Human resource depicting current and future requirement and submits to the State Government. The development plan for establishment of new Dental Clinics is also prepared for further expansion of the dental clinics in various health institutions in phased manner.

The Organizational Structure Diagram of the Department at various levels is as under

Minister in Charge

Secretary (Health) to the Govt

Director

Joint Director (Vacant)

District Level

Chief Medical Officer

M.O.Dental
Dental Mechanic
Dental Hygienist
Dental Attendant

Zonal Hospital Level

Senior Medical Superintendent

M.O.Dental
Dental Mechanic
Dental Hygienist
Dental Attendant

Civil Hospitals

SMO I/C
M.O.Dental

Community Health Centers

Block Medical Officer
M.O.Dental

The Directorate is open from 10.00 A.M. to 05.00 P.M on all working days.

The Directorate is located in Shimla at the following address:-

Block-6, SDA Complex,

Kasumpti,

Shimla-171009

MANUAL-2**Powers and Duties of officers and Employees****Designation****Director Dental Health Services****Powers****Administrative**

Director, Dental Health Services is Head of Department, who discharges the following duties of his department.

- Dental Health Services in the state and its expansion
- Establishment, budget and accounts matters
- Approval of recommendations of the DPC, promotion to the post of Class-III & IV officials
- Grant of sanction for prosecution of Govt. servants in respect of Class III & IV officials
- Transfer or deputation on foreign service of Class III & IV officials
- Representations of Class-III officials against the adverse remarks in the ACR's
- Annual Budget estimates in respect of Dental Department
- Replies to the Para of report of Estimates Committee and P A C
- Such financial powers, matters for which specific powers have been delegated from time to time to the Head of the Department
- Appellate authority in the case of minor, major (other than compulsory retirement, removal from service and dismissal) imposed upon Class III & IV employees also in respect of adverse entries in ACR's of Class III officials
- Grant of proficiency increment to Class III & IV officials under Assured Career Progression scheme
- Pension/gratuity sanctions in respect of Class I, II, III & IV officers/officials.

Financial

He will exercise financial powers as per HP financial rules as amended from time to time.

Others

He will work in close relationship with the Minister In charge, Secretary (Health) and other officers of State Govt.

He shall prepare a development plan for establishment of new Dental Clinics and submit the same to the State Government

He will finalize the rate contracts of Dental Equipment, Instruments & Material for the procurement of the same as per the policy of State Government.

Duties

He will ensure time bound attention to court cases.

He will ensure prompt attention to legislative business.

Designation**Joint Director Dental Health Services**

He shall function under the control of Director of Dental Health Services HP.

He shall be responsible for planning, implementation and monitoring of curative dental services.

He shall prepare annual development plan for expansion of curative dental treatment services.

Powers

Administrative

He shall oversee the day to day functioning of the directorate.

He shall periodically (Quarterly) assess the performance of dental clinics and submit the report to the Director.

He shall initiate the ACRs of officers / officials working under him.

Financial

He will be the Drawing and Disbursing officer of the Directorate.

Others

He will ensure procurement of equipment, instruments and material, to meet out the demand for curative dental treatment services, the as per the existing procurement policy of the Government.

He will submit the indent to HP Civil Supply Corporation for the medicines on rate contract with them as per the requirement of the Department.

Duties

He will supervise all the dental clinics in the State periodically which may be planned or a surprise visit.

He will be the Liaison Officer during the Vidhan Sabha sessions.

Designation

Medical Officer Dental

The Medical Officer Dental will be solely responsible for proper functioning of the dental clinic and he may assign any job to any Para dental category in his team, which is deemed essential by him towards achieving the objective.

M.O.Dental will organize the Dental Clinic and will allot duties to the Para Dental staff to ensure smooth functioning of the OPD.

He will make suitable arrangement for the distribution of work in the treatment of emergency cases which come out side the normal OPD hours.

He will provide prompt and proper patient care.

MANUAL-3**Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

1

Title of Document **Recruitment and Promotion Rules of Dental Mechanic**

Type of document Rules

Summary The R & P rules of Dental Mechanic Provide for the qualification and mode of recruitment for the category of Dental Mechanic

The copy of the rules can be obtained on payment of prescribed fee from the Directorate of Dental Health Services H.P. Shimla-9.

2

Title of Document **Recruitment and Promotion Rules of Dental Hygienist**

Type of document Rules

Summary The R & P rules of Dental Hygienist Provide for the qualification and mode of recruitment for the category of Dental Hygienist

The copy of the rules can be obtained on payment of prescribed fee from the Directorate of Dental Health Services H.P. Shimla-9.

3

In addition, the list of rules regulations, manuals, documents and records held by the Directorate is available with the office Supdt. and P.A. to the Director of Dental Health Services.

MANUAL-4

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

The public can represent in person or in writing or on phone number 0177 – 2621594 during office hours.

MANUAL-5

**A statement of the categories of documents that are held by it or under
Its control**

OFFICIAL DOCUMENTS

Sr. No.	Category of the Document	Name of the Document	Procedure to obtain the Document	Under control of
1	Confidential	ACRs of M.O.Dental		Directorate
2	Creation of posts	Proposal	Prescribed fee	Directorate
3	New Institutions	Proposal	Prescribed fee	Directorate
4	Appointments	Class III	Prescribed fee	Directorate
5	Appointments	Class IV	Prescribed fee	Directorate
6	Rate Contracts	Dental Equipment	Prescribed fee	Directorate
7	Rate Contracts	Dental Instrument	Prescribed fee	Directorate
8	Rate Contracts	Dental Material	Prescribed fee	Directorate
9	Trainings	M.O. Dental	Prescribed fee	Directorate

MANUAL-6**INFORMATION ON COUNCILS**

The H.P.State Dental Council has been constituted under the Dentists Act No. 16 of 1948 with its main office located at: old building of H.P.G.D.C&Hospital, Shimla. The Registrar of the council, Dr.Kuldeep Panwar is available for council related work on last two working days of the month at the given address.

The Council has been constituted on 13.11.1999, under section 21 of the Dentists Act. Eight members were elected from Part A & B of the dentists register. One member was elected under section 3 (a) of the dentists Act as elected member from the State to the Dental Council of India.

The activity of the council is to:

- Regulate the profession of dentistry
- To check, inspect and maintain the standards of education of recognized qualification of B.D.S., Certificate course of dental mechanics and hygienists.
- To register the dentists in Part A of the dentists register
- To renew the registration of the dentists registered in Part A & B of the dentists register, annually
- To register dental mechanics and hygienists.

The council is headed by the President. The President is assisted by the Vice President. The day to day activity of the council is carried out by the Registrar. The Registrar brings to the notice of State Government any matter of importance or other wise through President. Dr.S.C.Aggarwal is the elected President of the State Dental Council. Dr.N.K.Behl was elected Vice President. He has since expired. The term of the elected body is for five years or until the elections are conducted.

The State Government has nominated the following members to the State Dental Council under section 21 (c), 21 (d), 21 (e) & 21 (f) vide notification issued on 17.04.2004:

- Principal, HPGDC & Hospital, Shimla 21(c)
- Principal, HDC, Sundernagar 21(c)
- Principal, Bhojia Dental College & Hospital, Budh. Teh. Nalagarh 21(c)
- Principal, MN DAV Dental College, Tatul, Solan. 21(c)

- Principal, Himachal Institute of Dental College, Paonta Sahib. 21(c)
- Elected member from Medical Council 21(d)
- Director, Dental Health Services H.P. 21(e)
- Dr.R.S.Pathania, Retired Director Dental 21(e)
- Dr.R.S.Verma, Retired Director Dental 21(e)
- D.H.S. H.P. 21(e)

The tenure of the nominated members is five years at the pleasure of the nominating authority.

The council meets twice in a year to transact its business and discuss the agenda items already circulated to the members of the State Dental Council or any other item with the permission of the chair. The minutes of the meeting are recorded by the Secretary / Registrar and are sent to the members and submitted to the State Government through the President.

MANUAL 7

The Names, Designation and other particulars of the Public Information Officers

Name of the Public authority:

1. Public Information Officers:

Sr.No.	Name	Designation	Phone O / R	fax	E mail	Address
1	Dr. S.C.Aggarwal	Director Dental Health Services	2621594 2622917	2621594		Block No. 6 SDA Complex Shimla-9

2. Department Appellate Authority:

Sr.No.	Name	Designation	Phone O / R	fax	E mail	Address
2	Ms. Harinder Hira	Pr. Secretary Health	2621902 2842766	2621902		H.P Sectt. Shimla 171 002

MANUAL – 8

Procedure followed in Decision Making Process

All the decisions are taken by the directorate with in the rules of business procedures of H.P. Govt. These decisions are executed by the Director with the approval of competent authority.

MANUAL – 9**Detail of Officers**

- | | | | |
|----|-----------------|----------------|---------------------------------|
| 1. | Dr.S.C.Aggarwal | Director | 0177-2621594 (O)
2622917 (R) |
| 2. | VACANT | Joint Director | |
| 3. | Dr.R.P.Singh | D.D.O. | 2621814 (O) |

The Directorate has establishment of 21 staff of various categories.

The Director is the appointing authority of Class-III & IV categories in the department.

1. LIST OF M.O.DENTAL**INCUMBENCY STATUS OF M.O.DENTAL**

Sr. No.	Name of Institution	Sanctioned Posts	In Position	Name of M.O. Dental
	BILASPUR			
1	R.H. Bilaspur	3	1	1. Dr. Ajay Chauhan 2. Vacant 3. Vacant
2	C.H. Ghumarwin	2	1	4. Dr. Sarina Chabra 5. Vacant
3	CHC Harlog	1	1	6. Dr. Anjana Mukamia
4	CHC Ghawandal	1	1	7. Dr. Rakesh Puri
5	CHC Bharari	1	1	8. Dr. Inder Kumar
6	CHC Jukhala	1	1	9. Dr. Monika Mahajan
7	CHC Jhanduta	1	1	10. Dr. Himani Narang
8	CHC Kuthera	1	1	11. Dr. Ms. Vanita Chandel
	CHAMBA			
9	R.H. Chamba	3	2	12. Dr. Lokinder Barotra 13. Dr. Shalini Puri 14. Vacant
10	Ref. Hosp. Chowari	2	2	15. Dr. Lakhvinder Singh 16. Dr. Deepak Kumar
11	C.H. Dalhousie	1	1	17. Dr. Ritu Wangnoo
12	CHC Sahoo	1	1	18. Dr. Monica Sharma
13	CHC Choori	1	1	19. Dr. Shweta B Chauhan
14	CHC Tissa	1	1	20. Dr. K.K. Bansal
15	CHC Holi	1	1	21. Dr. Munish Sahore
16	CHC Salooni	1	1	22. Dr. Randeep Kumar
17	CHC Killar	1	1	23. Dr. Rita Kumari
18	CHC Bharmaur	1	1	24. Dr. Kuldeep Kumar
19	CHC Kihar	1		25. Vacant
	HAMIRPUR			
20	R.H. Hamirpur	3	2	26. Dr. Chaman Lal Kant 27. Dr. Kamal Jeet Singh

				28. Vacant
21	CHC Bhoranj	1	1	29. Dr. Rajan Bhardwaj
22	CHC Badsar	1	1	30. Dr. V.K.Singla
23	CHC Nadaun	1	1	31. Dr. Raman Vaid
24	CHC Sujampur	1	1	32. Dr. Niyati V Sharma
25	CHC Tauni Devi	1	1	33. Dr. Kavish Khanna
26	CHC Galore	1	1	34. Dr. Jharna Chauhan
	KANGRA			
27	Dr.R.P.M.C.Z.H. Dharamshala	3	3	35. Dr. Amarjeet Singh Chadha 36. Dr. V.C. Kapila 37. Dr. Mrs. Sangeet
28	C.H. Palampur	2	1	38. Dr. Santosh Mahajan 39. Vacant
29	C.H. Nurpur	2	1	40. Dr. Bharti Puri 41. Vacant
30	S.D.H. Kangra	2	1	42. Dr. Satish Chaudhari 43. Vacant
31	CHC Chadhyar	1	1	44. Dr. Arun Rana
32	C.H. Baijnath	1	1	45. Dr. Pratibha Sharma
33	C.H. Dehra	1	2	46. Dr. Sandeep Rana Dr. Vandna Soni
34	CHC Thural	1		47. Vacant
35	CHC Garli	1	1	48. Dr. Anurag Kanwar
36	CHC Dadasiba	1		49. Vacant
37	CHC Jwalamukhi	1	1	50. Dr. Bharti Gulyani
38	CHC Indora	1	1	51. Dr. Deepti Mehta
39	CHC Gangath	1	1	52. Dr. Benu Sharma
40	CHC Nagrota Bagwan	1	1	53. Dr. Pushkar Kashmiri
41	CHC Jwali	1	1	54. Dr. Sajan Sharma
42	CHC Shahpur	1	1	55. Dr. Vikas Singh
43	CHC Fatehpur	1	1	56. Dr. Sukhvinder Singh
44	CHC Rehan	1	1	57. Dr. Sandeep Sharma
45	CHC Nagrota Surian	1	1	58. Dr. Bhupinder S Sagoo
46	CHC Jaisinghpur	1	1	59. Dr. Rajesh Chand
47	CHC Bhawarna	1		60. Vacant
	KULLU			
48	R.H. Kullu	3	2	61. Dr. Sameer Vaidya 62. Dr. Bhupinder Thakur 63. Vacant
49	CHC Banjar	1	1	64. Dr. Shailender Thakur
50	CHC Anni	1	1	65. Vacant
51	CHC Manali	1	1	66. Dr. Yogita Thakur
52	CHC Dalash	1	1	67. Dr. Dharam Pal
53	CHC Jari	1		68. Vacant
54	CHC Nirmand	1		69. Vacant
	KINNAUR			
55	R.H. Rekong Peo	2	2	70. Dr. Vikas Rowpa 71. Dr. Inder S Verma
56	CHC Sangla	1	1	72. Dr. Deepak Negi
57	CHC Nichar	1	1	73. Dr. Nikhat jahan
58	CHC Pooh	1	1	74. Dr. Ajay Thakur
59	CH Chango	1		75. Vacant
	LAHAUL & SPITI			

60	R.H. Keylong	2	1	76. Dr. Deepak Kumar 77. Vacant
61	CHC Kaza	1	1	78. Dr. Ajay Mohan
62	CHC Udaipur	1	1	79. Dr. Sanjiv Vaid
63	CHC Shansha	1		80. Vacant
	MANDI			
64	Z.H. Mandi	3	3	81. Dr. Sonia Saroch 82. Dr. Bharti Sharma 83. Dr. Bindu Bala
65	Ref. Hosp. Sarkaghat	2	1	84. Dr. Suman Rao 85. Vacant
66	CHC Sandhole	1		86. Vacant
67	CHC Jogindernagar	1	1	87. Dr. S.K. Sharma
68	CHC Padhar	1	1	88. Dr. Deepak Chauhan
69	CHC Kotli	1	1	89. Dr. Sanjeev Malhotra
70	CHC Baldwara	1	1	90. Dr. Vinay K Bhardwaj
71	CHC Ratti	1	1	91. Dr. Saveena Goel
72	CHC Karsog	2	2	92. Dr. Sanjiv Sharma 93. Dr. Hem Sharma
73	CHC Gohar	1		94. Vacant
74	CH Sundernagar	2	1	95. Dr. N.K.Vaidya 96. Vacant
75	CHC Ladbahole	1	1	97. Dr. Indu Bala
76	CHC Bagsaid	1	1	98. Dr. Harsh Bali
77	CHC Dharampur	1	1	99. Dr. Monica Rana
78	CHC Jhanjheli	1	1	100. Dr. Manish Kumar
	SHIMLA			
79	DDU ZH Shimla	3	4 surplus	101. Dr. Kuldeep Panwar 102. Dr. Sanjeev Sharma 103. Dr. Vandna Chauhan Dr. Dimple Chainta (court stay)
80	MGMC Rampur	2	2	104. Dr. Lalit Anand 105. Dr. Atul C Sood
81	CH Sarahan	1	1	106. Dr. Susheel k Negi
82	CH Theog	1	1	107. Dr. Nivedita Kanwar
83	CH Jubbal	1	1	108. Dr. Narottam Gejta
84	CH Chopal	1	1	109. Dr. Jagdeep Deshta
85	CH Rohru	2	2	110. Dr. Parvesh Jhingta 111. Dr. Nisha Thakur
86	CHC Kotkhai	1	1	112. Dr. Ashish Justa
87	CHC Chirgaon	1	1	113. Dr. Pushp Lata Machan
88	CHC Nerwa	1	1	114. Dr. Vandna Tejta
89	CHC Kumarsain	1	1	115. Dr. Anil Chug
90	CHC Nankhari	1		116. Vacant
91	CHC Kotgarh	1		117. Vacant
92	CHC Sunni	1	1	118. Dr. Pooja Vyas
93	CH Junga	1	1	119. Dr. Rajesh Thakur
94	H.P.Sectt. Shimla	1		120. Vacant
	SIRMAUR			
95	R.H.			121. Dr. Rajeev Singh

	Nahan	3	3	122. Dr. Neerja 123. Dr. Alka Gupta
96	Ref. Hosp. Dadahu	2	1	124. Dr. H.S.Sodhi 125. Vacant
97	CHC Rajgarh	1	1	126. Dr.Shelly Bhatt
98	CHC Shillai	1		127. Vacant
99	CH Paonta Sahib	2	1	128. Dr.Ravinder S Hooda 129. Vacant
100	CHC Sarahan	2	1	130. Dr. Vinay Batra 131. Vacant
101	CHC Sangrah	1	1	132. Dr. Mohinder Chandel
102	CHC Rajpura	1	1	133. Dr. Anjula Jain
	SOLAN			
103	R.H. Solon	3	3	134. Dr. Pradeep Sood 135. Dr. Saroj Bala court stay 136. Dr. Navneet Handa
104	CH Chail	1	1	137. Vacant
105	CHC Nalagarh	2	1	138. Dr. Poonam Jain 139. Vacant
106	CHC Arki	1	1	140. Dr. Mukti Gautam
107	CHC Dharampur	2	1	141. Dr. Raghunath Singh 142. Dr. Sunit karol
108	CHC Sayari	1	1	143. Dr. Vijay Chauhan
109	ESI Hosp. Parwanoo	1	1	144. Dr. Gurpreet Arora
110	CHC Kandaghat	1	1	145. Dr. Poonam karol
	UNA			
111	R.H. Una	3	2	146. Dr. Vipam Chaudhary 147. Dr. Anshu Angra 148. Vacant
112	CH Daulatpur chowk	1	1	149. Dr. Rajeev Sharma
113	CHC Haroli	1	1	150. Dr. Kamal Dev
114	CHC Chintpurni	1	1	151. Dr. Mamta Sharma
115	CHC Bangana	1	1	152. Dr. Monika Joshi
116	CHC Gagret	1	1	153. Dr. Anjali Sharma
117	HP.Govt. Dental College & Hosp. Shimla	4	4	154. Dr. Hem Lata Sood 155. Dr. Rita Negi 156. Dr. Sangeeta Malhotra 157. Dr. Prakriti Mahajan Dr. Neelam Jaswal Dr. Jai Ram Kaundal
118	School Dental Health Programme	1	1	158. Dr. R.P.Singh
119	DDHS	GDO-1 Study Leave	1 1	Dr. Amita Goel Dr. Sankalp Sood

2. LIST OF DENTAL HYGIENISTS**TOTAL POSTS 75**

S.No.	Name of Institution	Sanctioned posts	In Position	Name	Remarks
	Distt. Bilaspur				
1	R.H. Bilaspur	1	1	1. Sh.Randhir Singh	
2	C.H. Ghumarwin	1	1	2. Sh.Dharam Chand	
3	CHC Ghawandal	1	1	3. Sh.Mashkeen Khan	
	Distt. Chamba				
4	R.H. Chamba	1	1	4. Ms.DimplePathania	
5	C.H. Chowari	1	1	5. Sh.Yashpal	
6	CHC Sahoo	1	1	6. Ms.Bindu Chauhan	
7	CHC Tissa	1	1	7. Sh.Darshan Arora	
8	CHC Bharmaur	1	Vacant	8.	
	Distt. Hamirpur				
9	R.H. Hamirpur	1	1	9. Ms.Anjula Sharma	
10	CHC Bhoranj	1	1	10. Sh.Raj Kumar	
11	CHC Badsar	1	Vacant	11.	
12	CH Tauni Devi	1		12.	1.Sh.Suresh Kumar Dental Mechanic Adjusted against vacant post
13	CHC Sujampur	1		13.	1.Sh.Kuldip singh Dental Mechanic Adjusted against vacant post
	Distt. Kullu				
14	R.H. Kullu	1	1	14. Sh.Kundan Lal	
15	CHC Manali	1	Vacant	15.	
	Distt. Kangra				
16	Z.H. Dharamshala	1	1	16. Sh.Arvind Kumar	
17	CHC Chadhyar	1	1	17. Sh.Rajinder Singh	
18	CHC Dehra	1	1	18. Sh.Pramod Singh	
19	Dr.RPMC Tanda	1	1	19. Sh.Vijay Kumar	
	Distt. Kinnaur				
20	DH Rekong Peo	1	1	20. Sh.Purshotam Chauhan	
	Distt. L & S				
21	DH keylong	1	Vacant	21	
	CHC Udaipur	1			
22	CHC Shansha	1	Vacant	22	
	Distt. Mandi				
23	ZH Mandi	1		23. Ms.Sapna Kapoor	
24	CH Sarkaghat	1		24. Ms.Radha Devi	
25	CHC Baldwara	1		25. Ms.Lata Kumari	
26	CHC Sandhol		Vacant	26	
27	CHC Padhar		Vacant	27	
28	CHC Kotli		Vacant	28	
29	CHC Ratti		Vacant	29	
30	CHC Gohar		Vacant	30	

31	CHC Lad-Badhol		Vacant	31	
32	CHC Bagsaid		Vacant	32	
33	CHC Dharampur		Vacant	33	
34	CHC Janjehli		Vacant	34	
	Distt. Shimla				
35	ZH DDU Shimla	1	Vacant	35. Ms. Abha Thakur	
36	MGMC Rampur	1	Vacant	36	
37	CHC Nankhari	1	Vacant	37	
38	CHC Chopal		Vacant	38	
39	CHC Kotkhai		Vacant	39	
40	CHC Chirgaon		Vacant	40	
41	CHC Nerva		Vacant	41	
42	CHC Kumarsain		Vacant	42	
43	CHC Kotgarh		Vacant	43	
44	CHC Suni		Vacant	44	
	Distt. Sirmaur				
45	RH Nahan	1	Vacant	45	
46	CH Rajgarh	1	Vacant	46	
47	CH Paonta Sahib	1	Vacant	47	
48	CH Dadahu	1	Vacant	48	
49	CHC Sarahan		Vacant	49	
50	CHC Sangrah		Vacant	50	
51	CHC Rajpura		Vacant	51	
52	CHC Shillai		Vacant	52	
	Distt. Solan				
53	RH Solan	1	2	53. Sh.Jai Dev Ms.Vibha Thakur	
54	CHC Chail		Vacant	54	
55	CHC Syari		Vacant	55	
56	ESI Parwanoo		Vacant	56	
	Distt. Una				
57	RH Una	1	1	57. ShYashvinder Singh	
58	CHC Daulatpur Chowk	1	1	58. Sh.Manoj Kumar	
59	CHC Rajpura		Vacant	59	
60	CHC Haroli		Vacant	60	
61	CHC Chintpurni		Vacant	61	
62	CHC Bangana		Vacant	62	
63	CHC Gagret		Vacant	63	
64	SchoolDentalHealth Prog. O/O DDHS	2	Vacant	64. 65.	
65	HPGDC & Hosp. Shimla	10	7	66. Sh.Balbir Singh 67. Sh.Vivek Sharma 68. Sh.Ashok Guleria 69. Ms.Poonam Verma 70. Ms.Sushma Chandel 71. Ms.Sangeeta Pohal 72. Sh.Romesh verma 73. 74. 75.	

3. LIST OF DENTAL MECHANICS

TOTAL POSTS 70

S.No.	Name of Institution	Sanctioned posts	In Position	Name	Remarks
	Distt. Bilaspur				
1	R.H. Bilaspur	1	1	1. Sh.D.K.Gupta	
2	C.H. Ghumarwin	1	Vacant	2.	
3	CHC Harlog	1	Vacant	3	
4	CHC Bharari	1	Vacant	4	
5	CHC Jukhala	1	Vacant	5	
6	CHC Jhandutta	1	Vacant	6	
7	CHC Kuthera	1	Vacant	7	
	Distt. Chamba				
8	R.H. Chamba	1	1	8. Sh.Satpal Thakur	
9	C.H. Chowari	1	1	9. Sh.Surinder Singh	
10	C.H. Dalhousie	1	1	10.Sh.Surjeet Singh	
11	CHC Choori	1	Vacant	11	
12	CHC Holi	1	Vacant	12	
13	CHC Salooni	1	Vacant	13	
14	CHC Killar	1	Vacant	14	
	Distt. Hamirpur				
15	R.H. Hamirpur	1	1	15.Sh.Randeep Kumar	
16	CHC Nadaun	1	Vacant	16	
17	CHC Galore	1	Vacant	17	
	Distt. Kullu				
18	R.H. Kullu	1	1	18.Sh.Varinder Verma	
19	CHC Banjar	1	Vacant	19	
20	CHC Ani	1	Vacant	20	
21	CHC Dalash	1	Vacant	21	
	Distt. Kangra				
22	Z.H. Dharamshala	1	1	22. Sh.Gurmeet Pathania	
23	CH Palampur	1	1	23.Sh.Rajesh Kumar	
24	CH Nurpur	1	1	24. Sh.Gopal Singh	
25	CH Kangra	1	1	25. Sh.Sanjeev Singh	
26	CH Bajjnath	1		26.	1. Sh.Ranjit Singh Dental Hygienist Adjusted against vacant post
27	CHC Shahpur	1		27.	2. Sh.Janak Raj Dental Hygienist Adjusted against vacant post
28	CHC Thural	1	Vacant	28	
29	CHC Garli	1	Vacant	29	

30	CHC Dadasibba	1	Vacant	30	
31	CHC Jawalamukhi	1	Vacant	31	
32	CHC Indora	1	Vacant	32	
33	CHC Gangath	1	Vacant	33	
34	CHC N-Bagwan	1	Vacant	34	
35	CHC Jawali	1	Vacant	35	
36	CHC Fatehpur	1	Vacant	36	
37	CHC Rehan	1	Vacant	37	
38	CHC N-Surian	1	Vacant	38	
39	CHC Jaisinghpur	1	Vacant	39	
40	Dr.RPMC Tanda	1	1	40. Sh.Naveen Kumar	
	Distt. Kinnaur				
41	DH Rekong Peo	1	1	41. Sh.Kuldeep Singh	
42	CHC Sangla	1	Vacant	42	
43	CHC Nichar	1	Vacant	43	
44	CHC Pooh	1	Vacant	44	
	Distt. Sirmaur				
45	RH Nahan	1	Vacant	45.	
	Distt. Una				
46	RH Una	1	Vacant	46.	
	Distt. L & S				
47	DH keylong	1	1	47.	
48	CHC Kaza	1	Vacant	48. Sh.Karam Singh	
	Distt. Mandi				
49	ZH Mandi	1	Vacant	49.	
50	CH Sundernagar	1	1	50. Sh.Naresh Gautam	
51	CH Jogindernagar	1	1	51. Sh.Anil Rana	
52	CH Sarkaghat	1	1	52. Sh.Tej Singh	
53	CH Karsog	1		53.	3. Ms.Neelam Gupta Dental Hygienist Adjusted against vacant post
	Distt. Shimla				
54	ZH DDU Shimal	1	1	54. Sh.Varinder Kumar	
55	CH Theog	1	Vacant	55.	
56	CH Sarahan	1	Vacant	56.	
57	CH Jubbal	1	Vacant	57.	
58	CH Rohru	2	1	58. Sh.Surinder Rana 59.	
	Distt. Solan				
59	RH Solan	1	1	60. Sh.Rakesh Verma	
60	CH Arki	1		61. Sh. Karam Singh	
61	CH Nalagarh	1	Vacant	62.	
62	CHC Dharampur	1		63.	5. Ms.Alka Sharma Dental Hygienist Adjusted against vacant post

63	SDHP O/O DDHS	1	1	64. Sh.L.N.Sharma	
64	HPGDC & Hosp. Shimla	6	7	65. ShDevinder Prakash 66. Sh.Harvinder Singh 67. Sh.Anoop Thakur 68. Ms.Anjana Jaswal 69. Sh. Khem R Sharma 70. Sh.R.S.Rana Sh.Rajesh Sagar	Surplus

3. LIST OF DENTAL ATTENDANTS

TOTAL POSTS 30

Sr. No.	Name of Institution	Name of Dental Attendant
1	RH Bilaspur	Vacant
2	RH Chamba	1. Sh. Chitra Bahadur
3	CHC Bharmaur	2. Sh. Tara Chand
4	CH Dalhousie	3. Sh. Rasal Singh
5	RH Hamirpur	Vacant
6	CHC Bhoranj	4. Sh. Rajesh Kumar
7	ZH Dharamshala	5. Sh. Kailash Chand 6. Sh. Dil Bahadur
8	CH Kangra	7. Sh. Pritam Chand
9	CH Nurpur	8. Sh. Raj Singh 9. Sh. Upinder Singh
10	CHC Nagrota Bagwan	10. Sh. Sansar Chand
11	RH Kullu	11. Sh. Jai Singh
12	RH Recong Peo	Vacant
13	RH Keylong	Vacant
14	ZH Mandi	12. Sh. Yoginder Singh
15	ZH Shimla	13. Ms. Meera Thakur
16	RH Solan	Vacant
17	RH Nahan	14. Sh. Jeet Singh
18	RH Una	15. Sh. Bharat Bhushan
19	CH Daulatpur Chowk	16. Sh. Sarwan Kumar
20	PHC Dhulara	17. Sh. Tilak Raj
21	School Dental Health Prog.	18. Sh. Rajan Chauhan
22	Directorate	19. Sh. Dev Prakash 20. Sh. Harnam Singh 21. Ms. Meera Sharma 22. Ms. Nirmal

MANUAL- 10

Monthly wage Bill

The different categories of Employees have been placed in the pay scales as per their entitlement. The pay scale as recommended by fourth pay commission and adopted by HP Govt. is admissible to the Employees. The system of compensation is in built in the provisions and recommendations from time to time. The detail of which is as under;

Sr.	Category	Pay	Time scale after Four	Remuneration for
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No.		scale Initial	Nine and Fourteen years of service	Contract Appointments
1	M.O.Dental	7880-13500	1. 10025 – 13500 2. 12000 – 15500 3. 14300 - 18150	Rupees 16000/- fixed per month
2	Dental Mechanic	4400-7000	Proficiency increment after eight, sixteen, twenty four and thirty two years of service	Rupees 4400/- fixed per month
3	Dental Hygienist	4400-7000	Proficiency increment after eight, sixteen, twenty four and thirty two years of service	Rupees 4400/- fixed per month
4	Dental Attendant	2540-4140	Proficiency increment after eight, sixteen, twenty four and thirty two years of service	

MANUAL- 11**Budget Allocated to the Department of Dental Health Services**

The budget allocated to the department for the financial year **2006-07** is as under:

Figures in thousands

Sr. No.	Head	Sanctioned Budget
1	2210-01-004-01 Non Plan	2518
2	2210-01-109-01 Plan	1630
3	2210-01-200-01 Non Plan	27779
4	2210-01-200-01 Plan	10170
5	2059-01-053-54 Non Plan	50

MANUAL – 12 & 13**Execution of Subsidy Programmes****Recipients of Concessions, Permits or Authorization granted by it**

No subsidy programmes are executed by the directorate.

MANUAL – 14**Norms to discharge its functions**

The various activities in the department are executed as per the job description of different categories and norms in this regard.

MANUAL – 15**Information available in an electronic form**

1. Record of the Directorate is available in print form.
2. The Dentists Act 1948 and its amendment is available in electronic form

MANUAL – 16

Particulars of the facilities available to citizens for obtaining information

- Any person can request to CPIO for information in writing.
- CPIO is to provide information (On prescribed fee) within 30 days of the receipt of request subject to exemptions under section 8 and 11 of the Act.
- Rejection of request is to be communicated by CPIO along with reasons of rejection, period of appeal against rejection and particulars of Appellate authority.

MANUAL – 17

Other Useful Information

Any other information will be disseminated from time to time through newspaper and will be displayed on the notice board.