

(1) Sub Divisional Railway Hospital & other Rly. Hospitals with less than 50 indoor beds :

- General Medicine
- General surgery
- Gynaecology & obst.
- Anaesthesiology
- Dental surgery

(2) Casualty services

- Sub Divisional Railway Hospitals & other Railway Hospitals with Indoor beds less than 50 beds.
- Para Medical Staff
Minimum number of para – medical staff should be present in all the casualty services round the clock in 8 hourly shift duties.
- One post of Dresser / OT Assistant
- One post of Hospital Attendant
- One post of Hospital Safaiwala
- One post of Ambulance Driver

(3) Reception, Registration and Record keeping Departments of the Hospital

- At Registration:
Total Number of persons required depending, upon the number of O.P.D. patients attending. On average, one person is required to be for every 150 number of OPD attendance.

Peak working hours in Registration Counter in 9 A.M. to 1 P.M. During this period full complement staff should be present. Except those people who are posted in casualty services.

- Indoor Record Room:

There should be one person (Group C) incharge of the indoor record room. He / She should get assistance from persons reporting from Registration Counter after peak hour that is after 1 P.M.

Other Railway Hospitals with less than 100 beds:

- Reception

Only one Receptionist at Reception.

(4) **O.P.D. Services:**

- Nurses :

One nurse will be incharge of O.P.D. services, both general O.P.D. and specialist O.P.D and the casualty unit.

One nurse will be required for the injection room and for recording E.C.G – both the activities should be done in the same room.

- Other Para Medical staff:

One Hospital Attendant is required with each O.P.D. room working independently in general O.P.D.

One Safaiwala is required for floor area of O.P.D. building at a rate of 5000 sq. feet area per shift of 8 hours. For toilets 15 minutes are required for each toilet.

(5) **Imaging Department** (X-ray + USG + Colour Doppler etc.)

- Radiographer:

For sub-Divisional Railway Hospitals and other small Railway Hospitals, as per work load requirement, only one post of Radiographer is adequate.

- U.S.G. Room

1 lady Group D staff required per radiologist doing USG etc. simultaneously.

- Group D staff

For all Railway Hospitals, there should be minimum one Group D staff.

- Safaiwala

In Central Hospital there is a need for dedicated Safaiwala – 1 post for the imaging Department.

For other Railway hospitals, it should be clubbed with other O.P.D. activities.

(6) Pathology Department

- Pathologist:

Other Railway Hospitals where Pathologist is required – Pathologist -1.

- Non-Technical work

One Group C is required.

- Group D staff:

One Hospital Attendant for every 2 sections Pathological Dept.

- Safaiwala

One post where path lab + collection centre are in the same place.

Two posts wherever the collection centre and main pathology lab are separated at a distance.

In other Railway hospitals, Lab. Supdts. are required to be called on emergency duty and paid overtime allowance as per rules.

(7) Physiotherapy Unit.

Both Physiotherapists and group D staff are required as per scale given below:
Rest all the Divl. Hosps, Production Unit Hosp., Workshop based Hosp. & Sub.Divl. Hosp. with 50 beds & above.

- Physiotherapist – 1
- Group D staff - 1

(8) Hospital Administrative Wing.

- Nurses (ANO or Senior Matrons) – 1
(Hospitals beds less than 50)
- Office staff
Hospital having 50 beds or less – 3 clerks
- 1 steno
- Group D staff
Hospitals beds less than 50 - 1

(9) Central Medical store not Pharmacy services department:

- **Gr.C & Gr.D man power required**

Gr.C	-	2
Gr.D	-	1
O.P.D. substore		
Gr.C	-	1
Gr.D	-	1

- **Local Purchase section**

For rest of the sub. Divl. Rly.Hospitals- No additional man power required as the work to be done by man power of sub – store of these units.

- **Dispensing unit:**

Group C

One post of Pharmacist is required to dispense medicines to 100 O.P.D. patients. Additional pharmacists are required for additional every 100 patients or part thereof over and above the first 100 patients.

Group D

One Group D employee is required in each pharmacy unit.

(10) Indoor wards:

Nurses – 1 Nurse as incharge for every 40 beds.

Group D – Hospital Attendant (M or F) for every 20 beds.

Morning shift - 2 H.A.

Evening shift – 1 H.A.

Night shift – 1 H.A.

Safaiwala – one post for every 20 beds in each shift of 8 hours.

(11) Hospital Waste Management

Matron incharge - 1post

Group D staff -

Hospital with 50 beds – 1 post