Government of India
Ministry of Railways
Railway Board

No. 2015/H-1/4/3/MCDO (Policy) **New Delhi dated 05.04.2018.**

Pr. Chief Medical Directors,
All Indian Railways

Chief Medical Officers,
All Production Units & RDSO.

Sub:- New format of MCDOs –reg.

Please find enclosed herewith new format of MCDO including all necessary data which will be helpful for data analysis.

All other reports monthly and quarterly i.e. Monthly Family Welfare programme, TB/RNTCP, HIV/AIDS, Food, Water, Packaged drinking Water, Malaria, Community Education and quarterly performance report for Comprehensive Health Care Shield which is being sent to Boards Office at present, need not be sent to Boards Office any more.

It is requested that MCDO may be sent in new format from April-2018 and onwards every month.

The same should reach at the Board Office by 08th of the next month positively.

For necessary compliance

05/04/18
(Dr. Amitava Dutta)
Executive Director/H(G)
Railway Board

DA: As above

		MCDO NEW FORMAT			
		Name of The Zone/PU:-			
		Month :-			
Sl. No.			During the month	During the month last year	Cumulative for the current year
1	(i)	Total No. of Serving Employees			
	(ii)	Total No. of RELHS Card Holders Registered:			
	(iii)	Total No. of CTSE Card Holders Registered:			
	(iv)	Total No. of RELHS Beneficiaries			
	(v)	Total No. of Private Hospitals empanelled			
	(vi)	No. of new Hospitals empanelled in the current month			
	(vii)	No. of Railway Hospitals in zone (Hospital and No. of Beds (Annexure-1)			
	(viii)	No. of Health Units in zone (Annexure Location wise -2)			
2		CURATIVE PERFORMANCE			
	(A)	OPD			
	(i)	Total OPD attendance in the month in zone.			
	(ii)	Total No. of OPD unit functioning (in Both Hospitals & Health Units)			
	(iii)	Average Daily OPD Attendance in the Zone during the period /OPD unit			
	(B)	INDOOR			
	(i)	Total indoor beds in the Zone			
	(ii)	No. of indoor patients admitted in the month in all the hospitals of zone			
	(iii)	No. of indoor cases admitted per bed/month			
	(iv)	Bed Occupancy Ratio (BOR) with Hospital wise break-up (Annexure-3)			
	(v)	Average Length of Stay (ALS) with Hospital wise break-up (Annexure-4)			
	(vi)	Total Death in Hospitals/Health Units			
	(vii)	Mortality in Railway Hospitals within 72 hours after admission (Numbers only) in last month			
	(viii)	Mortality in Empanelled Hospitals within 72 hours after admission (Numbers only) in last month			
	(ix)	Maternal mortality in last month			
	(x)	Infant mortality in last month			
	(C)	PERFORMANCE IN SURGICAL FIELD			
	(i)	Total No. of operattion Theatres in the zone			
	(ii)	Number of Special surgeries (all surgeries in all specialities including General Surgery. Orthopedic, Gynae and Obstetrics, Eye and ENT surgeon etc.) done during the month.			
	(iii)	No. of Major surgeries			
	(iv)	No. of Minor surgeries			
	(v)	Total No. of Surgeries			
	(vi)	Cataract Operations without IOL			
	(vii)	Cataract Operations with IOL			
	(viii)	Grand Total			
	(ix)	Number of surgeries done per Operation Theatre (OT) per month.			

	(x)	Number of Doctors working in different specialities (e.g. General Surgery, Orthopedic, Gynae and Obsterics, EYE, ENT, CTVS, Neuro Surgeons Anaesthesiologist, etc.) working in the zone. (Annexure-5)			
	(xi)	Number of surgeries performed per Surgeons/ Anaesthesiologist per month (Name of surgeon /Anaesthesiologist and number of surgeries performed (Annexure-6).			
	(D)	DIAGNOSTIC INVESTIGATION			
	(I)	IMAGING			
	(i)	No. of Digital Xray machine available in the zone.			
	(ii)	No. of 500 MA/300MA/100MA machine available with breakup in the zone			
	(iii)	No. of Hospitals with pending Digitilisation of Xray machine			
	(iv)	No. of Radiological Investigation done in house			
	(v)	No. of Radiological Investigation done outsourced			
	(vi)	No. of CT Scans done in current month			
	(vii)	No. of CT Scans done in current month in house			
	(viii)	No. of CT Scans done outsoursed			
	(ix)	No. of MRIs done outsoursed			
	(x)	(i) No. of USG machines			
	(xi)	(i) No. of USG done in house			
	(xii)	(ii) No. of USG done through outsourcing			
	(II)	PATHOLOGY			
	(i)	No. of Pathological Investigations done in house			
	(ii)	No. of Pathological Investigations outsourced			
	(III)	CARDIOLOGY			
	(i)	No. of ECG in the zone in house			
	(ii)	No. of ECHO in house			
	(iii)	No. of Halter done in house			
	(iv)	No. of Angiographyout done in house			
	(v)	No. of TMT done in house			
	(vi)	No. of ECHO done outsourced			
	(vii)	No. of TMT done outsourced			
	(viii)	No. of Halter done out side			
	(ix)	No. of Angiographyout done out side			
	(IV)	ENDOSCOPY			
	(i)	No. of Hospitals/Health Units with endoscope facility			
	(ii)	No. of Endoscopy done in house			
	(iii)	No. of Endoscopy done through outsourcing			
	(V)	INVESTIGATION FACILITIES AT HEALTH UNITS			
	(i)	No. of Health Units in the zone which have outsourced the Investigation facilities			
	(ii)	Expenditure incurred on outsourcing investigation at HU			
	(E)	REFERALS TO RAILWAY HOSPITALS OF OTHER ZONES, GOVT. HOSPITALS/PRIVATE HOSPITALS			

		Total No. of Railway patients referred for Indoor treatment to Railway Hospitals of other Zones, Govt.Hospitals/Private recognised Hospitals etc.			
	(i)	For tertiary Health Care			
	(i)	For Secondary Health Care			
	(ii)	No. of cases sent for advance payment basis for tertiary care			
	(ii)	No. of cases sent for advance payment basis for secondary care			
	(v)	No. of Reimbursement cases pending last month in zone with division wise breakup with breakup within SOPs CMS/DRM/ PCMD/GM (Annexure-7)			
	(vi)	No. of Reimbursement cases cleared at Divisional level last month with division wise breakup (Annexure-8)			
	(F)	QUALITY OF MEDICINE			
	(i)	No. of medicine Samples sent for analysis			
	(ii)	No.of results received			
	(iii)	No. of medicine Samples reports due			
	(iv)	No. of medicine found substandard (details if sub standard) (Annexure-9)			
	(G)	BILLS AND EXPENDITURE			
	(i)	Treatment			
		(a) Expenditure for treatment in Private empanelled hospitals (in Rs)			
		(b) Expenditure for treatment in Government Hospitals (in Rs)			
		(c) Expenditure for treatment in hospitals recognized for cancer treatment only			
		(d) Expenditure (in Rs) in advance payment			
	(ii)	(a) Expenditure for outsourced Investigation at Hospital.			
		(b) Expenditure for outsourced Investigation at Health Units.			
		(c) Bills pending for more than one month.			
3		FAMILY WELFARE ACTIVITIS			
	(a)	Sterilisation (Only Railway cases)			
	(i)	Total number of Vasectomy done			
	(ii)	No Scalpel Vasectomy (NSV)			
	(iii)	Tubectomy/Ligation			
	(iv)	Total No. of Sterilisation			
	(v)	IUD (Cu"T") insertions (Only Rly. Cases) in the month			
	(vi)	(a) Total Condoms (in pieces) distributed			
	(vii)	(b) No. of condom distributed to Vasectomy Person			
	(viii)	Net(a-b)			
	(i)	Total No. of OP Cycles distributed			
	(b)	Immunisation etc.			
	(i)	TT (Preg. Women) (2nd dose+ Booster)			
	(ii)	IFA Tablets(Preg. Women- Prophylactic Completed)			
	(iii)	DPT/(3rd dose completed)			
	(iv)	Polio (3rd dose completed)			
	(v)	BCG			

	(vi)	Measles			
	(vii)	DT(2nd Dose)			
	(viii)	TT (10 Years) (2nd dose)			
	(ix)	TT (16 Years) (2nd dose)			
	(x)	Vit.A (total-1st dose for below and upto 1 year)			
	(xi)	Vit A (total- 2nd to 5th dose)			
	(c)	Maternal Health			
	(i)	Ante Natal Cases (ANC) Registered			
	(ii)	No. of 3rd checkup completed			
	(iii)	No. of Institutional Delivery in last month:-			
	(iv)	No. of Domestic Delivery in last month:-			
	(v)	By LHV/ANM			
	(vi)	By Trained Birth Attandant(TBA)			
	(vii)	By Untrained Birth Attandant			
	(viii)	Total Deliveries Reported			
	(ix)	Total No. of low birth weight babies (less than 2.5 Kgs.)			
	(x)	No. of deliveries with low birth weight babies (less than 2.5 Kgs.) among booked cases.			
	(xi)	Total number of deliveries/abortion conducted in Railway Hospitals during the month			
	(xii)	Total number of MTP done in Railway Hospitals during the month			
	(xiii)	Deaths that took place following delivery/abortion conducted in Railway Hospitals either immediately or at a later date upto 42 days out of total deliveries/abortion during the period.			
4		WATER QUALITY			
	(i)	Total no. of water samples tested for Residual Chlorine			
	(ii)	Total no. of samples found to have inadequate Residual Chlorine			
	(iii)	Total no. of water samples tested for bacteriological safety			
	(iv)	Total no. of samples found bacteriologically unsatisfactory			
5		FOOD SAFETY			
	(i)	Total No. of Food Safety Officers (FSOs) working in the zone			
	(ii)	No. of FBO population in zone with division wise breakup (Annexure-10)			
	(iii)	No. of samples sent to state food laboratory.			
	(iv)	No. of Food Business Units registered till date			
	(v)	No. of Food Business Units licensed till date			
	(vi)	Last meeting date and brief of Divisional Committee (Annexure- 11)			
	(vii)	Training done for DO/FSO in the month			
	(viii)	Training done for FBO in the month			
	(ix)	Total Number of food samples collected under FSSA.			
	(x)	No. of Food sample analysed			
	(xi)	No of Food Sample found adultrated, unsafe, Substandard, misbranded (Annexure-12)			
	(xii)	No. of case filed before State Adjuesting Officer, Decided, Compo			

	(xiii)	No. of Convictions and penalties against FBOs suring the time period (Annexure- 14)			
	(xiv)	Amount railsed through Convictions and Penalties against FBOs during the time period			
	(xv)	No. of prosecutions launched			
	(xvi)	Numbers awarded punishment			
6		MEDICAL AUDIT MEETING HELD IN DEATH CASE			
	(i)	No. of Mortality Meetings held in the month			
	(ii)	No. of Death cases discussed and analysed in mortality meetings.			
7		COMMUNITY BASED HEALTH ACTIVTIES			
	(i)	Number of Wellness assurance camp conducted in the Health Units / Hospitals in the month			
	(ii)	Number of Wellness assurance camp conducted at the work place in the month.			
	(iii)	Number of Wellness assurance camp conducted at the places other than Health Units / Hospitals and work place in the month.			
	(iv)	Total Number of Wellness assurance camp (i + ii + iii)			
	(v)	Total Number of persons examined in the Wellness assurance camp above.			
	(vi)	Total no. of new HTN detected in Wellness assurance camp.			
	(vii)	Total no. of new Diabetic cases detected in Wellness assurance camp.			
	(viii)	Total No. of Cancer cases detected			
	(ix)	Total No. of Anemia cases detected			
	(x)	No. of Health Awareness lecture done in Railway other premises for employees/RELHS.			
8		SCHOOL HEALTH			
	(i)	Number of Railway Schools in the Zone			
	(ii)	Total number of students in these schools			
	(iii)	Number of students whose medical examination has been done in the month			
9		IMPLEMENTATION OF REVISED NATIONAL TUBERCULOSIS (RNTCP) CONTROL PROGRAMME			
	(i)	Total Number of Pulmonary TB Cases .			
	(ii)	Total Number of Pulmonary TB Cases under RNTCP Programme out of those (i) above.			
	(ii)	Total Number of MDR Pulmonary TB Cases out of those (i) above.			
10		PREVENTATION OF HIV TRANSMISSION AND MANAGEMENT OF AIDS CASES			
	(i)	No of Persons tested for HIV			
	(ii)	No of Persons with HIV per 10,000 beneficiaries			
	(iii)	No. of persons found HIV +ve			
	(iv)	Total no. of HIV +ve (PLHIV) in the zone (Total Pool)			
	(v)	No. of persons HIV +ve tested atleast once for CD4 count in the			

	(vi)	No. of PLHIV found to be eligible to receive ART			
	(vii)	No. of persons receiving regular ART			
	(viii)	No.of HIV+ve mothers delivered (In Railway Hospitals and outside).			
	(ix)	No.of HIV+ve mothers who delivered HIV -ve babies			
11		INDUSTRIAL PERFORMANCE			
	(A)	MAN DAYS LOST			
	(i)	Total no. of Mandays lost on RMC in last month			
	(ii)	Percentage of mandays lost in RMC in last month			
	(iii)	Total no. of Mandayslost in HOD in last month			
	(iv)	Percentage of mandays lost in HOD in last month			
	(v)	No. of employees on sick list for more than one year (Annexure-15)			
	(vi)	No. of Medical Board finalised in last month.			
	(vii)	No.of Pending Medical Boards			
	(B)	MEDICAL EXAMINATION			
	(i)	No. of candidates of A1 Category examined			
	(ii)	No. A1 cases of candidates finalized within 2 days			
	(iii)	No. of candidates of A2 Category and below examined			
	(iv)	No. of A2 & below cases finalized on the same day			
	(v)	Total number of medical examination of candidates of all categories examined			
	(vi)	Total number of appeals against medical examination preferred by candidates.			
	(vii)	No. of cases, out of (vi) in which the original decision was changed on appeal			
	(viii)	No. of PME done for A1 Category.			
	(ix)	No. A1 cases finalized within 2 days.			
	(x)	No. of PME done for A2 Category & below.			
	(xi)	No. of PME done for A2 Category & below within 1 day.			
	(C)	INDUSTRIAL BASED INJURIES			
	(i)	Total No. of employees in Open Line			
	(ii)	No. of Employees sustaining fatal injury during last month in Open Line			
	(iii)	Total no. of greivous injuries in Open Line staff in last month			
	(iv)	Total No. of simple injuries in Open Line employees in the last month			
	(v)	Total No. of employees in workshops/PUs			
	(vi)	No. of Employees sustaining fatal injury during last month in workshops			
	(vii)	Total no. of greivous injuries in workshop staff in the month			
	(viii)	Total No. of simple injuries in workshop employees in the last month			
12		MEDICAL SERVICES PROVIDED AT TRAINS (Annexure for i to x)			
	(i)	No. of trains where Augmented First -aid Boxes have been provided			

	(ii)	No. of Inspection by Medical officers for Augumaented First Aid box in the current month			
	(iii)	No. of Staff completed First- Aid training during the month			
	(iv)	No. of Inspection by Medical officers for Augumaented First Aid box in the current month			
	(v)	No of Passengers provieded Medical Aid during journey /at stations/Yards			
	(vi)	No. of Railway accident calls attended (Annexure)			
	(vii)	No. of death			
	(viii)	No. of Station with SPART/ARME			
	(ix)	No. of inspections of above by medical officers			
	(x)	No. of augmentated first aid boxes at stations			
	(xi)	No.of inspection of above by medical officers.			
13		MEDICINE PROCUREMENT			
	(i)	Total number of items in annual medical indent			
	(ii)	Total number of items finalised by issue of Purchase Order (PO)			
	(iii)	No. of items for which PO issued this month (till date in the year)			
	(iv)	Money spent on local purchase during the period (in Rs. Lakhs)			
	(v)	Value of bills passed on PO issued from Zonal Headquarter office (in Rs. Lakhs)			
	(vi)	No. of bills pending more than 30 days			
14		M&P ITEMS			
	(i)	Total number of M&P items (costing more than Rs. 1 lakh).			
	(ii)	Total number of M&P items (costing more than Rs. 1 lakh). under AMC/CMC.			
	(iii)	Total number of M&P items not kept under regular AMC/CMC			
	(iv)	No of preventive maintenance/ repair work done at in the last month.			
	(v)	M&P Equipment out of order for last 3 months			
15		ORGANISATION STATISTICS			
	(i)	No. of Medical Officer's posts sanctioned in the zone			
	(ii)	No. of IRMS Doctors working in the zone			
		Total No. of UPSC selected doctors working as GDMO/Specialists			
	(iii)	GDMO			
	(iv)	Specialists			
	(v)	No. of vacancies in the zone			
	(vi)	No. of CMPs working in the zone			
	(vii)	Number of UPSC selected doctors allotted to the zone			
	(viii)	Number of doctors who reported to the zone for joining			
	(ix)	Number of docotors unauthorised/authorised absent (Annexure-14) with details name/designation/date of absent/action taken etc..			
	(x)	Percentage of UPSC selected doctors retained			
	(xi)	No. of HVS posts sanctioned in the zone			

	(xii)	No. of HVS working in the zone			
	(xiii)	No. of case to case consultants empanneled			
	(xiv)	No. of case dealt by case to case Consultatnts last month			
16		SCIENTIFIC/ MANAGEMENT PAPERS PUBLISHED IN JOURNALS BY DOCTORS			
	(i)	International			
	(ii)	National			
	(iii)	Local/State			
	(E)	SCIENTIFIC/ MANAGEMENT CONFERENCE ORGANISED BY THE ZONE			
	(i)	National Level			
	(ii)	Zonal Level in association with state Chapter			
	(iii)	Other local level conferences			
17		TRAINING			
		No. of Doctors attended scientific conference once during the year while working as			
	(i)	GDMO			
	(ii)	Specialists			
		Total			
	(iii)	No. of doctors who underwent professional training of one week or more duration.			
	(iv)	Total Number of SAG Medical Officers			
	(v)	No of SAG Medical Officers who attended Hospitals administration training of one week or more duration			
		Training of Paramedical Personnel			
	(vi)	Total number of Paramedical Personnel			
	(vii)	No of Paramedical Personnel trained in-house			
	(viii)	No of Paramedical Personnel deputed for training to outside institutions.			
18		NEW TECHNOLOGIES INTRODUCED			
	(i)	Details of technologies introduced during the year to be given as annexure (it shall be evaluated at board and then it will be determined how many new technologies have been actually introduced- annexure).			
19		NON RAILWAY EARNINGS (In Rs.)			
	(i)	Earning for the treatment of Non-Railway patient			
	(ii)	Earning for the Registration License for FBO			
	(iii)	Earning from Dieting Charge			
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