

GOVERNMENT OF INDIA
Regional Office of Health and Family Welfare
A-2A, Rajaji Bhavan, Besant Nagar, Chennai-90

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| 1. | (a)Particulars of its Organization (b) Functions and duties | Enclosed at Annexure-I |
| 2. | The power and duties of is officers and employees | Enclosed at Annexure-II |
| 3. | The procedure followed in the decision making process, including channels of supervision and accountability | Senior Regional Director, Health and Family Welfare is the decision making authority for this office. |
| 4. | The norms set by it for the discharge of its functions | The work of Regional Office of Health and Family Welfare (ROHFW) is distributed to respective sections viz. Establishment/ Administration and Accounts, Parasitological / Entomological Laboratory and Regional Evaluation Team (RET). The office functions under the overall control of Senior Regional Director. He is to be assisted by Medical Officer, Assistant Director and Evaluation Officer. These posts are vacant at present. |
| 5. | The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees | (i) Establishment, Administration and Accounts work are performed as per FR, SR, CCS(conduct) Rules and GFR. (ii) The laboratory works are carried out as per the guidelines issued by National Vector Borne Disease Control Programme, Delhi. (ii) The RET monitors the NRHM activities in the districts/ States allocated to this office by Chief Director, Monitoring and Evaluation, MoHFW, Delhi. |
| 6. | A statement of the categories of documents that are held by it or under its control | Apart from official records such as service books, technical reports and logistics, no other documents are held by this office. |
| 7. | The 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. | Nil |
| 8. | A statement of boards, councils communities and other bodies consisting of two or more persons constituted as its part or for the | This office has no public dealings. |

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| | purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public of the minutes of such meetings are accessible | |
| 9. | A directory of its officers and employees | 1. Dr. S. Palanivelu, Senior Regional Director (H&FW) [Tel.No 24919232; 24911401] List of employees is available in Annexure II. |
| 10. | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations | Enclosed at Annexure-III |
| 11. | The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made | An amount of Rs. 97,65,000/- under Plan Head and Rs. 39,03,000/- under Non-Plan Head has been allocated to this office and is expected to be fully utilized by this office. |
| 12. | The name of execution of subsidy programme, including the details of beneficiaries of such programmes | Nil |
| 13. | Particulars of recipients of concessions, permits or authorization granted by it | Nil |
| 14. | Details in respect of the information available to or held by it, reduced in an electronic form | Yes. |
| 15. | The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use. | Not applicable. |
| 16. | The name, designations and other particulars of the Public Information Officers. | Dr. S. Palanivelu, Senior Regional Director (H&FW) is the Central Public Information Officer. |
| 17. | Such other information as may be prescribed and thereafter update these publications every year. | Will be intimated time to time for updating. |

ANNEXURE-I

FUNCTIONS AND DUTIES OF THE ORGANIZATION

INTRODUCTION:

1. The Regional Office of Health and Family Welfare (ROH&FW), Chennai is one of the Subordinate offices of Directorate General of Health Services, an attached office of the Ministry of Health and Family Welfare. This office was established in the year 1975 after the closure of the Central Family Planning Field Unit which was functioning in the state of Tamil Nadu from 1963 to 1975.
2. After the integration of Regional Coordinating Offices at Directorate of NMEP in the year 1979 with the ROH&FW, the staff of the NMEP, Chennai have also come under ROH&FW, Chennai.
3. The Evaluation team headed by the Evaluation Officer was created in this office in the year 1985 for sample verification of family welfare acceptors in the State/UTs of Tamil Nadu, Kerala, Pondicherry and Lakshadweep.

LOCATION:

The office of ROH&FW, Chennai is situated in the CGO, Complex, Besant Nagar, Chennai.

FUNCTIONS

1. Health and Family Welfare Programme:
 - (a) Overall liaison, co-ordination and monitoring of various National Health & Family Welfare Programme in the State of Tamil Nadu and U.T. of Puducherry.
 - (b) On the spot technical guidance to the State Government officials with a view to improve the quality of services in the field of Health & Family Welfare.
 - (c) Periodical review of Health Education and media activities in the States.
 - (d) Test checking of records in respect of family welfare acceptors and other registers maintained for Family Welfare Programme.
 - (e) Organize training of medical and paramedical staff and other categories of persons for various National Health Programmes
 - (f) Conducting no-scalpel vasectomy camps
 - (g) Drawal of batch samples of Nirodh, Oral pills, Copper-T etc. from Family Welfare Stores for quality check.
 - (h) Review and analysis of technical reports on centrally sponsored/ aided Health Programme and collection of Health Statistics.
2. EVALUATION TEAM
 - (a) Evaluation of the progress and achievement of Family Welfare and other Programme in the State of Tamil Nadu, Kerala and UT of Puducherry and Lakshadweep.

- (b) Sample verification of family welfare acceptors in the above mentioned states and UTs.
- (c) Preparation of Evaluation Report to Director, E&I, MOHFW, New Delhi.

3. NATIONAL VECTOR BORNE DISEASE CONTROL PROGRAMME [NVBDCP]

- (a) Monitoring work related to NVBDCP in the State of Tamil Nadu and UT of Puducherry.
- (b) Cross-checking of blood smears (M&F) in the Malaria Laboratory received from Tamil Nadu, Puducherry and Kerala and communicating the results thereof
- (c) Liaison with Senior Central Govt. counsel for the High Court matters pertaining to cases to Tamil Nadu in which DGHS and MOHFW is a respondent.

4. ORGANIZATIONAL SET UP

The office of ROHFW, Chennai consists of the following units:

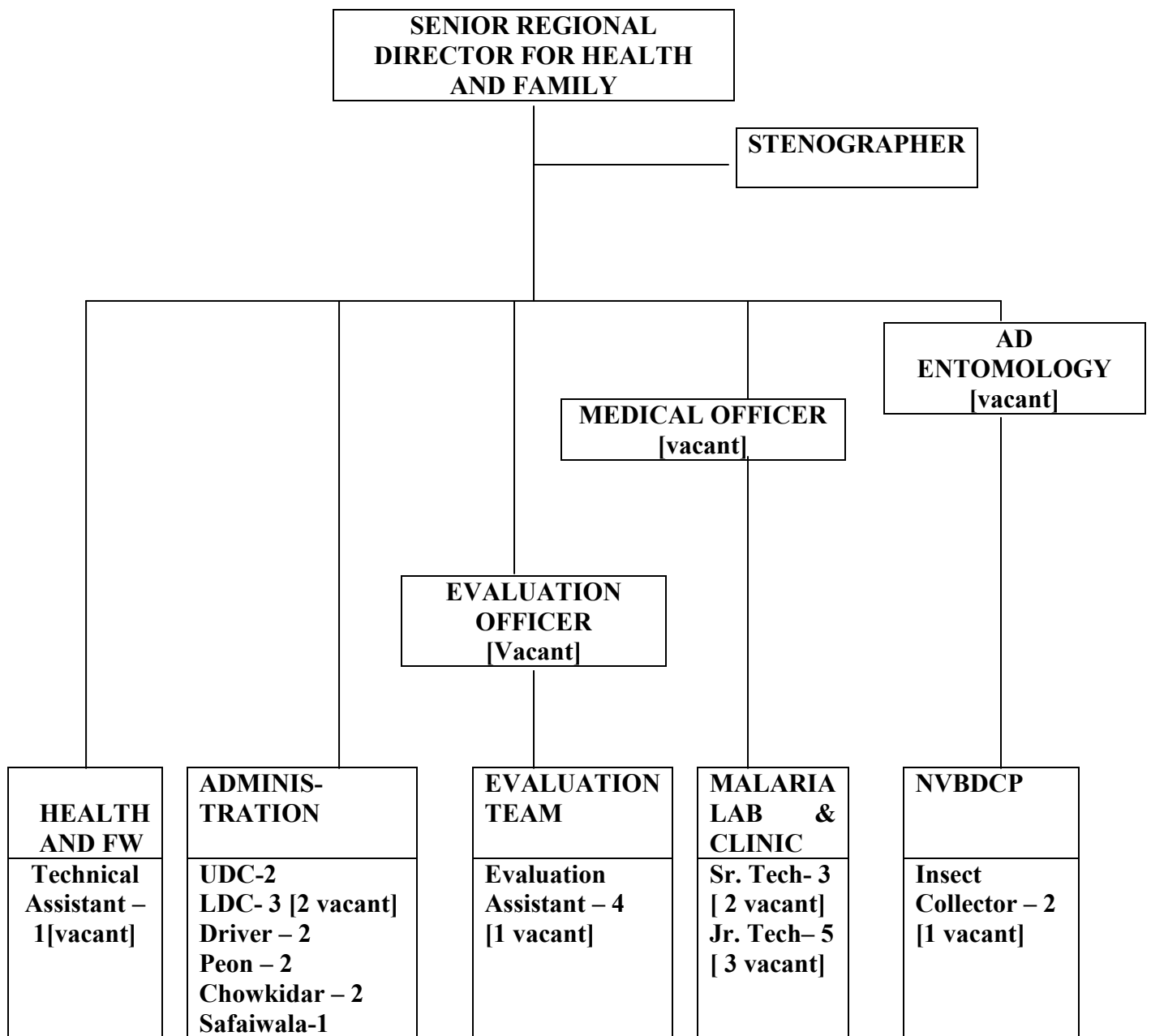
- (a) Administration under the direct supervision of the Sr. Regional Director
- (b) Health and Family Welfare under supervision of Sr. Regional Director
- (c) Evaluation Team – Headed by Evaluation Officer
- (d) NVBDCP under Assistant Director (Entomology)
- (e) Malaria Laboratory and Malaria Clinic under CMO

Organizational chart is enclosed.

DEPLOYMENT OF GROUP 'C' AND 'D' STAFF

| Sl.No. | Name & Designation | Duties and Responsibilities |
|--------|---|---|
| 1 | Shri E. Selvaraj, Upper Division Clerk | Establishment, Administration and Accounts |
| 2 | Shri Sundar Rajan, Upper Division Clerk | |
| 3 | Shri G. Swaminathan, Lower Division Clerk | |
| 4 | Smt. R. Shakila, Stenographer | |
| 5 | Technical Assistant | Technical Cell [vacant] |
| 6 | Shri P.K.Krishnakumar, Evaluation Assistant | Evaluation Cell |
| 7 | Shri R.Narasimhan, Evaluation Assistant | |
| 8 | Smt. K. Radha, Evaluation Assistant | |
| 9 | Shri C. Senthil Kumar, Senior Technician | Parasitological & Entomological Laboratory and Malaria Clinic |
| 10 | Shri A. Natesan, Junior Technician | |
| 11 | Shri P. Tamilmaran, Junior Technician | |
| 12 | Shri K. Arulraj Kumar, Insect collector | |
| 13 | Shri P.Maruthdorai, Staff Car Driver | Transport |
| 14 | Shri R. Boopalagan, Staff Car Driver | |
| 15 | Shri J. Kirubakaran, Peon | Attached to Sr. Regional Director (H&FW) & Evaluation Officer |
| 16 | Shri C. Manickam, Peon | Attached to Chief Medical Officer and Assistant Director (Entomology) |
| 17 | Shri N. Apparao, Chowkidar | Attached to Laboratory and Malaria Clinic |
| 18 | Shri R.K.Kajamohideen, Chowkidar | Attached to Establishment and Accounts |
| 19 | Shri N. Kannan, Safaiwala | Cleaning work |

ORGANIZATIONAL CHART OF THE REGIONAL OFFICE OF HEALTH AND FAMILY WELFARE, CHENNAI



ANNEXURE-III

| Sl.No. | Name & Designation | Monthly remuneration as on 31.10.2009 [in rupees] |
|--------|--|---|
| 1. | Dr. S. Palanivelu, Senior Regional Director (H&FW) | 1,29,721/- |
| 2. | Shri E. Selvaraj, Upper Division Clerk | 29,591/- |
| 3. | Shri Sundar Rajan, Upper Division Clerk | 22,065/- |
| 4. | Shri G. Swaminathan, Lower Division Clerk | 19,558/- |
| 5. | Smt. R. Shakila, Stenographer | 21,767/- |
| 6. | Shri P.K.Krishnakumar, Evaluation Assistant | 28,800/- |
| 7. | Shri R.Narasimhan, Evaluation Assistant | 32,835/- |
| 8. | Smt. K. Radha, Evaluation Assistant | 23,273/- |
| 9. | Shri C. Senthil Kumar, Senior Technician | 23,227/- |
| 10. | Shri A. Natesan, Junior Technician | 20,015/- |
| 11. | Shri P. Tamilmaran, Junior Technician | 17,996/- |
| 12. | Shri K. Arulraj Kumar, Insect collector | 13,894/- |
| 13. | Shri P.Maruthdorai, Staff Car Driver | 17,243/- |
| 14. | Shri R. Boopalagan, Staff Car Driver | 15,418/- |
| 15. | Shri J. Kirubakaran, Peon | 14,885/- |
| 16. | Shri C. Manickam, Peon | 12,369/- |
| 17. | Shri N. Apparao, Chowkidar | 15,043/- |
| 18. | Shri R.K.Kajamohideen, Chowkidar | 12,751/- |
| 19. | Shri N. Kannan, Safaiwala | 14,431/- |