

GOVERNMENT OF INDIA  
REGIONAL OFFICE FOR HEALTH & FAMILY WELFARE  
27- J.C. BLOCK(BLOCK-C), SECTOR-III  
SALT LAKE, KOLKATA-700029

INFORMATION ON VOLUNTARY DISCLOSURE ON 17 POINTS UNDER RTI ACT, 2005

1.	(a) Particulars of its organisation  (b) Functions and duties	<a href="#">Attached in Annexure-I.</a>
2.	The powers and duties of its officers and employees	<a href="#">Attached in Annexure-II.</a>
3.	The procedure followed in the decision making process, including channels of supervision and accountability	Sr. Regional Director (HFW), Kolkata is the decision making authority of all matters (technical, administrative, accounts) in respect of this office as per norms of MOH&FW, Govt. Of India. Technical aspects of Cross-Checking Laboratory are being put up through Chief Medical Officer (NFSG) and the works are monitored & supervised by herself. Research Officer (Medical) is supervising the work of Technical staff of P.f. Monitoring Unit. Technical aspects of Evaluation of RCH are being put up through Evaluation Officer. E.O. is supervising the work of Evaluation Asstt. Administrative and Accounts matter are being put up directly to Sr. R.D. as there is no Administrative or, Accounts Officer.
4.	The norms set by it for the discharge of its function.	<a href="#">Attached in Annexure-III.</a>
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Being the Subordinate Office of Dte.G.H.S the Rule & Regulations etc. of M.O.H.F.W/ Dte.G.H.S is followed as per norms.
6.	A statement of the categories of documents that are held by it or under its control	Maintain all following records duly catalogued and indexed in a manner and form which facilitates the right to information Act. (1)Service documents of all staff & Officers(2)Records pertaining to Accounts(3)Records & Registers pertaining to Store(4)Documents of Court Cases (5)Records relating to office vehicle(6)All available technical reports related to National Health Programmes of 4 States.
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	No such
8.	A statement of the boards, councils, committees and other bodies	Boards – (1) Condemnation Board (2) Sexual Harassment in working place.

	consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Committees -(1) Purchase Committee (2) 'No Smoking' Committee  Council - (1) Office Council  Meetings & minutes of the meeting are not accessible to public as these are related to office matters.
9.	A directory of its officers and employees	<a href="#">Attached in Annexure-IV.</a>
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	The total No. of existing staff strength is 30. According to six No. of Pay Bills for December,'10 the remuneration received by each officers and employees are <a href="#">Attached in Annexure-V.</a>  Other than Salary – OTA/Compensatory Off are provided as & when required.
11.	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made;	The budget allocation of two separate wings i.e. "221100000300"Plan & "221100000300"-Non Plan Wing are <a href="#">Attached in Annexure-VI.</a>
12.	The name of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes	Not applicable.
13.	Particulars of recipients of concessions, permits or authorizations granted by it	Not applicable.
14.	Details in respect of the information, available to or held by it, reduced in an electronic form	All information in respect of this office are stored in the computers of the respective sections.
16.	The names, designations and other particulars of the Public Information Officers	C.P.I.O. – Dr. Prasanta Karmakar, Research Officer (Medical), Regional Office for Health & F.W., 27-J.C.Block(Block-C), Sector-III Salt Lake, Kolkata-700098 Office Tel. No. (033) 2335-5378 (033) 2335-5380
17.	Such other information as may be prescribed and thereafter update these publications every year.	As and when required it is updated.

[Annexure-I.](#)

[Annexure-II.](#)

[Annexure-III.](#)

[Annexure-IV.](#)

[Annexure-V.](#)

[Annexure-VI.](#)