



Dr. (Mrs.) Shazia Wafai
Regional Director (H&FW)
No: - RHOS/4-52/13-Estt-/361-63
Date: - 19.12.2013

Government of India
Ministry of Health & Family Welfare
Directorate General of Health Services
Regional Office of Health & Family Welfare

(Address: Near Bone and Joint Hospital, Barzulla)

Jammu & Kashmir Srinagar -190005
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REGIONAL OFFICE FOR HEALTH & FAMILY WELFARE, SRINAGAR (J&K)

OFFICE SETUP

- i. Family Welfare
- ii. NVBDCP

**ADDRESS OF THE OFFICES
(Headquarter)**

Regional Office for Health & Family Welfare (Govt. Of India)
Near Bone and Joint Hospital, Barzulla, Srinagar, 190005.
J & K State.

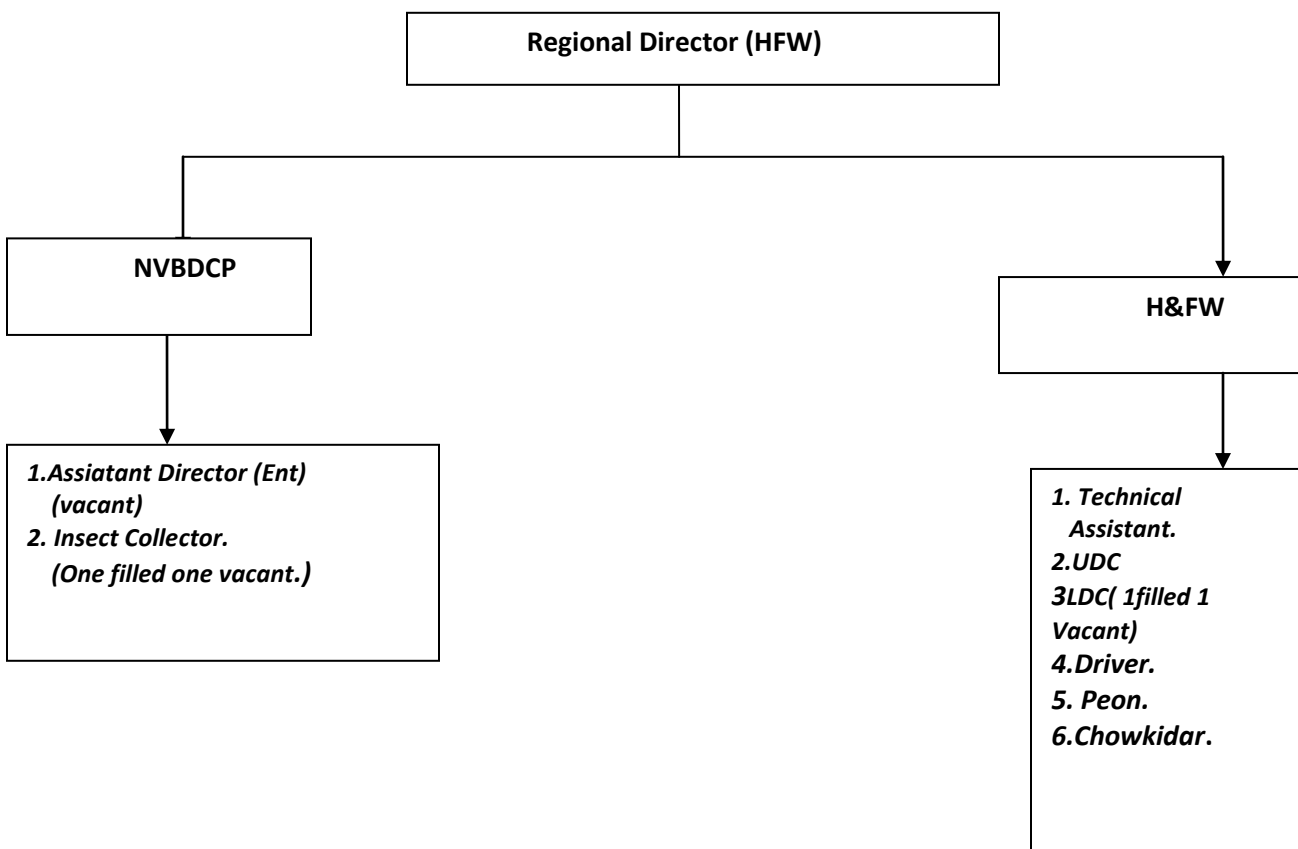
(Sub-Office)

Regional Sub-Office for health & FW
Opp. F-711A, Prem Nagar, New Plots,
Jammu (T), J&K State.

INFORMATION CELL UNDER RTI ACT, 2005

1. CPIO- Dr.(Mrs.) Shazia Wafai
Regional Director(H&FW), address as above
2. Appellate Authority
Dr. N.S.Dharmsaktu
Deputy Director General (NSD)
Dte. General of Health Services
Nirman Bhavan, New Delhi. 110108.
3. Other staff in the Cell
Sh. Yasir Maqsood, Technical Assistant
Sh. Satbir Singh, UDC
4. Room for work- Account, Establishment, Programme,
Conference, Store, RD' room
5. Telephone/ Fax :0194-2430878, (Fax) 0194-2430946
6. E. mail- rohfwsg@gmail.com

Organizational chart of Regional Office for Health & Family welfare-Srinagar. J&K State.



INTRODUCTION- This office came into existence in the year 1975. Later on National Malaria Eradication Programme component was merged and it was renamed as Regional Office For Health and Family Welfare. Head of the Office being The Regional Director(H&FW). It is the subordinate office of Directorate General Of Health Services, and an attached office of the Ministry Of Health & Family Welfare.

The Office comprises of two divisions:

1. Family welfare
2. NVBDCP

FUNCTIONS IN BRIEF:

Family Welfare- Evaluation of NRHM, Family welfare and Reproductive Child Health during monthly district tours, and share the findings with state and the centre.

To inspect the quality of work of various Health professionals and the Health Institutions working in the state health institutions.

To conduct the verification of genuineness of JSY beneficiaries, FW acceptors and immunized children availing the services.

NVBDCP- To conduct entomological studies in malaria affected district.

To conduct the monthly district tours.

To analyze the entomological monthly reports submitted by the state health authorities.

STAFF STRENGTH

Section	Post	sanctioned	In position	Vacant	Lapsed
Family Welfare	Regional Director	one	One	–	–
	UDC	one	one	–	–
	LDC	Two	one	one	–
	Technical Assistant	one	one	–	–
	Driver	one	one	–	–
	Peon	one	one	–	–
	Chowkidar	one	one	–	–
NVBDCP	Assistant Director (Ent.)	one	–	one	–
	Insect collector	two	one	one	–

CHANNEL OF SUPERVISION

FAMILY WELFARE Technical Assistant → Regional Director

NVBDCP Insect collector → Regional Director

Establishment

Accounts UDC → Regional Director

LDC → UDC → Regional Director

The advise on special and administrative issues is often sought from Directorate General of Health Services and the experts on the related subject.

Budget allocation and expenditure for the financial year (2013-14) in Lakhs

S.No	Head	Budget	Expenditure(11/2013)
1	Salary	5000000	3356698
2	Wages	80000	45500
3	OTA		
4	Medical Treatment	400000	13372
5	DTE	1000000	275831
6	OE	1200000	215281
7	RRT	1000000	628000
8	OC	500000	28200
9	POL	500000	168237
	Total	9680000	4731119

Monthly Remuneration received by officer and Employees for the m/o November 2013.

Component	S.No.	Name of Official	Designation	Gross salary in Rs.
Family Welfare	1	Dr. Shazia Wafai	Regional Director(H&FW)	168848.00
	2	Sh. Yasir Maqsood	Technical Assistant	41956.00
	3	Sh. Satbir Singh	UDC	25633.00
	4	Sh.Rajat	LDC	17593.00
	5	Sh. Mohd. Amin Mir	Driver	27635.00
	6	Sh. Fayaz Ahmad	Peon	25130.00
	7	Sh. Mohd Umar Bhat	Chowkidar	21115.00
NVBDCP	10	Sh. Ashok Kumar Bhat	Insect Collector	35879.00

**List of activities conducted by the staff posted at Regional Office for Health
and FW, J&K State, Srinagar.**

A. Regional Director: -

1. Overall monitoring and evaluation of the various National Health and FW programmes implemented by the State, Liaison and coordination between different divisions under the Department of Health and FW and the State Government.
2. Review and assessment of the various data about different diseases from the districts and to feed back to the Ministry of Health and FW, Government of India. Cross checking of the quality of laboratory services at least to the extent of 5% field checks and on the spot technical guidance to the State Government officials with a view to improve the quality of service.
3. Periodical review of Health Education and media activities in the State in respect of National Health and FW Programmes. Monitoring release of funds under IEC to the State and also provide suggestions for improvement of the overall media packages.
4. Total checking of records in respect of Family Welfare acceptors and other registers maintained for the family welfare programmes during the tours and feedback to the department through tour reports.
5. Review and analysis of technical reports on epidemiological and entomological aspects of any centrally sponsored/aided health programme and collection of Health statistics to the extent possible.
6. Involvement in the implementation of National Rural Health Mission Programme (NRHM) in J&K State, in close collaboration with State Health authorities.
7. Involvement in implementation of RCH II in the State of J&K.
8. To associate as Member Secretary or as Member in various implementation committees and grant sanctioning committees. The Regional Director is also a member of the State Level Task Force Committee for control of Malaria.
9. To accompany VIP/High dignitaries coming from headquarter on tour.
10. Coordinating between the Government Standing Counsels and the Directorate General of Health Services, Ministry of Health & Family Welfare with regard to the pending court cases.
11. Inspection of materials supplied by Central Government to the State Governments to implement various health related programmes.
12. To assist and to conduct various trainings programmes like NSV and trainings under National Vector Borne Disease Control Programme for Medical and Paramedical staff.
13. To monitor and coordinate the implementation of the National Vector Borne Disease Control Programme.
14. To look after the establishment section including pension and retirement benefits, pay fixation, writing of ACR's of the staff of ROH&FW, J&K State, Srinagar and to make necessary entries in the service books.
15. To maintain administrative control of two offices of Regional office for Health and FW in J&K State, one at Srinagar Headquarter and second its sub office at Jammu.
16. To act as drawing and disbursing officer and to look after the financial aspects and budget of ROH&FW, J&K State.
17. To act as CPIO for ROH&FW, J&K, Srinagar/Jammu under Right to Information Act.
18. To keep in close liaison between the State and Central Health authorities in case of any epidemic/disaster in the State.

19. To undertake field visits regarding the functioning of MNGO's in different districts and submit tour reports to the Secretary FW and AC (NGO).
20. To conduct State Level Meetings of HMIS core group on monthly basis

B. Technical Assistant: -

1. To conduct Monthly district tours along with Regional Director for overall monitoring and assessment of the various National Health and FW programmes.
2. Review and assessment of the various data and compilation of tour reports for further feedback to the Ministry of Health and FW, GOI.
3. Total checking of records in respect of FW acceptors and other registers maintained for the programme during the tours and feedback to the department through tour reports.
4. To undertake field visits regarding functioning of MNGO's in different districts and submit tour reports
5. Maintenance of all correspondence and records related to programme division in the office.
6. To assist and to conduct various training programmes under National Health and FW programmes.
7. Preparation and compilation of Monthly Performance reports and Annual Reports.
8. Checking of HMIS during monthly district tours.

C. U.D.C.: -

1. Correspondence /typing of all types of documents related to accounts
2. Maintenance of stock register/account register/acquaintance roll.
3. Preparation of bills.
4. Preparation of annual budget.
5. Maintenance of PBR and personal files of staff and service books.
6. Income Tax Computation and returns.

D. L.D.C.: -

1. Diary and Dispatch
2. Maintenance of Registers(Stock, SPS, Contingency, Stationery)
3. Maintenance of all office correspondence drafting and typing.
4. Maintenance of files related to Establishment
5. Maintenance of Computers, Printers, Fax, Phone and Photostat Machines.
6. Preparation of all types of bills.

E. Insect Collector: -

1. Conduct tour of different areas on the J&K State for collection of vectors of Malaria, Filariasis, Dengue and to conduct Entomological Studies in the area and tours under NRHM, and field verification of beneficiaries of JSY and RCH services.
2. To attend any other official work as assigned by the Regional Director (H&FW).

POA for Carrying out activities by ROH&FW During 2013-14

S. No	Activities to be Carried out	Q-1	Q-2	Q-3	Q-4	Total
1	Institutions To be Visited					
	State HQ	-	1	-	1	2
	District HQ	2	2	2	2	8
	District/Sub District Hospitals	2	2	2	2	8
	CHCs	2	2	2	2	8
	PHCs	2	2	2	2	8
	SHCs	2	2	2	2	8
	Others (specify)	2	2	2	2	8
2	Training programme To be undertaken:					
	# of staff trained in Malaria Microscopy	-	-	-	-	-
	# staff trained in CHBI related activities	-	-	-	-	-
	Other trainings (specify)	-	-	-	-	-
3	Cross Checking of work done by the health functionaries:					
	# Malaria slides to be cross-examined	-	-	-	-	-
	# ECs for FW (CC users) to be field validated	20	20	20	20	80
	Children immunized to be field validated	20	20	20	20	80
	# ANC/PNC beneficiaries to be field validated	20	20	20	20	80
	JSY beneficiaries to be field validated	20	20	20	20	80
	Others	20	20	20	20	80
4	Research Studies To be Undertaken:	Nil	Nil	Nil	Nil	Nil
	# Evaluation Studies by RET					
	# Drug Resistance/Therapeutic studies					
	# CBHI Studies					
	Others					
5	# of Districts where NHP Reviews to be undertaken for:					
	NRHM Activities	2	2	2	2	8
	Review of NVBDCP	2	2	2	2	8
	Review of other National Health programmes	2	2	2	2	8
	NCD	2	2	2	2	8

Internal Committees / Arrangement of Regional Office for Health & FW, Srinagar

S.No	Committee	Constitution	Chairperson
1	Rajbhasha committee	Dr. Shazia wafai Sh. Satbir Singh Member Sh. Ashok K Bhat Member Sh. Yasir Maqsood Member	Dr. Shazia Wafai
2	Sexual Harassment Committee	Dr. Shazia Wafai Sh. Yasir Maqsood Member Sh. Satbir Singh Member	Dr. Shazia Wafai
3	Public Grievance	Dr. Shazia Wafai	Dr. Shazia Wafai
4	Inspecting Officer for group D	Sh. Satbir Singh	
5	Purchase committee	Dr. Shazia Wafai Sh. Yasir Maqsood Member Sh. Satbir Singh Member	Dr. Shazia Wafai
6	Condemnation Committee	Dr. Shazia Wafai Sh. Yasir Maqsood Member Sh. Satbir Singh Member	Dr. Shazia Wafai
7	Departmental Promotion committee	Dr. Shazia Wafai Representative from AG's office Member(Admn.) Representative from CPWD	Dr. Shazia Wafai
8	Editorial board of members for preparation of Annual Reports	Dr. Shazia Wafai Sh. Yasir Maqsood Member Sh. Satbir Singh Member Sh. Ashok K Bhat Member	Dr. Shazia Wafai

DIRECTORY OF OFFICERS AND EMPLOYEES:

S.No.	Name & Designation	Residential Address	Telephone/Mobile
1	Dr. Shazia Wafai, Regional Director(H&FW)	Rose Avenue, Opp. J&K Police Headquarter, New Airport Road, Peerbagh, Srinagar.	0194-2440907 9419409331
2	Sh. Yasir Maqsood, Tech. Assist	Sheribhat, Srinagar	9906441717
3	Sh. Satbir Singh, UDC	Khawaja Bagh, Baramulla	9419033652
4	Sh. Ashok K Bhat, Insect Collector	Trikuta Nagar, Jammu	9419667237
5	Sh.Rajat, LDC	Majra Dabas, Delhi	9999702716
6	Sh. Mohd Amin Mir, driver	Zakura, Srinagar.	9906820685
7	Sh. Fayaz Ahmad, Peon	Chattabal, Srinagar	9797166646
8	Sh. Mohd. Umar bhat, Chowkidar	Shalteng, Srinagar.	9906517729