

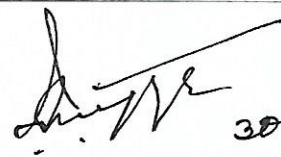
GOVERNMENT OF INDIA  
REGIONAL OFFICE FOR HEALTH & FAMILY WELFARE  
27- J.C. BLOCK (BLOCK-C), SECTOR-III  
SALT LAKE, KOLKATA-700106

Ref. No. 36/4/RTI/2021/Estt./ **425**Dated: **30/07/25**

INFORMATION REQUIRED TO BE PUBLISHED UNDER SECTION 4(1)(b) OF  
THE RIGHT TO INFORMATION ACT, 2005

Sl. No.	Particulars	Details
1.	The Particulars of its organization, functions and duties.	<u>Name and address of the organisation:</u> Regional Office For Health & Family Welfare, 27 J.C. Block, Sector-III, Salt Lake-700106. <u>Head of the organization:</u> Senior Regional Director (HFW), Kolkata. <u>Functions &amp; Duties:</u> Enclosed in ANNEX – I
2.	The powers and duties of its officers and employees.	Enclosed in ANNEX-II. Besides, as delegated vide the DFPR, 1978.
3.	The procedure followed in the decision-making process, including channels of supervision and accountability.	<u>1. Establishment:</u> Lower Division Clerk → Sr. R.D. <u>2. Technical :</u> Research Asstt. → Addl. Sr. R.D. → Sr. R.D.
4.	The norms set by it for the discharge of its functions.	As per relevant Government Rules
5.	The rules regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions.	1. All CCS Rules as amended time to time. 2. As issued by the Programme Division time to time. 3. Service Records of all present and retired employees.
6.	A statement of the categories of documents that are held by it or under its control.	1. Service related records. 2. Budget & Pay related records. 3. Cross-checking related documents.
7.	The particulars of any arrangement that exists for consultants with, or representation by the members of public in relation to the formulation of its policy or implementation thereof.	NO
8.	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	1. Preventive Vigilance Committee 2. Purchase Committee 3. Sexual Harassment Committee 4. No smoking Committee 5. Review Committee for FR 56(j) 6. Official Language Implementation Committee 7. Office Council <b>Reports are not accessible for public.</b>
9.	A directory of its officers and employees;	Enclosed in ANNEX-III
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Enclosed in ANNEX-IV
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Not Applicable

12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmers.	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 electric form.	Not Applicable
15.	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	As per RTI Act, 2005 No such provision of library etc. is available in this office
16.	The names, designations and other particulars of the Public Information Officers.	Name & Designation of C.P.I.O. Dr. Suman Biswas, Addl. Sr. Regional Director Contact No.033-23355356
17.	Such other information as may prescribed.	NO



30/07/25

डॉ. तापस कुमार भट्टाचार्य  
DR. TAPAS KUMAR BHATTACHARYYA  
वरिष्ठ क्षेत्रीय निदेशक (स्वा. प. क.)  
SR. REGIONAL DIRECTOR (H&FW)  
भारत सरकार / Govt. of India  
क्षेत्रीय स्वास्थ्य एवं परिवार कल्याण कार्यालय  
Regional Office for Health & F.W.  
कोलकाता / Kolkata-700 106




**ANNEXURE- I**

This office has got two Technical Units- (1) Cross Checking Unit & (2) Regional Evaluation Unit under CBHI (Non functional due to no HR since 2021). There is also one Establishment Section. As on date out of 32 posts (FW-07, NVBDCP-20 & CBHI-05) 16 officials are in position and 16 posts are lying vacant. Supervision & monitoring of all National Health Programmes in the perspective of NUHM, NHM and RCH in the state of West Bengal, Sikkim, Tripura and Andaman & Nicobar Islands are the main function and duties of this office. The details are mentioned below :

**MAIN FUNCTIONS AND DUTIES PERFORMED BY THE OFFICE**

Sl. No.	Functions
1	Supervision & monitoring of all National Health Programmes in the perspective of NUHM, NHM and RCH in the state of West Bengal, Sikkim, Tripura and Andaman & Nicobar Islands.
2	Cross-checking of malaria, filarial blood slides and quality assurance of Laboratory
3	Entomological studies like, Vector bionomics/sensitivity to insecticides
4	Assessment, analysis of epidemiological data on NVBDCP and feedback, investigation of epidemic.
5	Routine Administrative & Accounts matter.
6	Conduct training, workshop & hands on training on Vector Borne Diseases for Medical & Para medical staff of State Government.
7	The emergent situation of sudden apprehension of outbreak of diseases like SARS, Novel Corona Virus etc. as per the instruction of MOH&FW / Dte.G.H.S.



30/09/25

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**ANNEXURE – II****POWERS AND DUTIES OF OFFICERS**

- 1). Overall (supervision of the ) liaison and coordination work for the various National Health and Family Welfare Programmes with the State Government, technical training and research work and proper functioning of the Regional Office as a whole.
  - 2) Monitoring of Centrally sponsored/aided Health and Family Welfare programme including cross checking of the quality of laboratory services, technical guidance to the State Governments officials with a view to improving the standard of services.
  - 3) Trying to remove administrative bottlenecks in consultation with the State authorities so as to ensure cost-effectiveness of the programme.
  - 4) Periodical review of Health education and media activities in the State in respect of National Health programmes and Family Welfare programme.
  - 5) Test checking of records in respect of Family Welfare acceptors and other registers maintained for the Family Welfare programme in the field.
  - 6) Maintenance of a free Malaria clinic in its office premises.
  - 7) Organise training of medical and para medical staff and other categories of persons for the various National Health programmes.
  - 8) Review and analyse monthly technical reports of Malaria, Filariasis and Family Welfare programmes and to give a feedback report of the review and analysis highlighting efficiencies, defects and drawbacks as well as positive points meriting special mention.
  - 9) 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.
  - 10) Administrative & Accounts matters are to be dealt by Sr. Regional Director(HFW) & Addl Sr. Regional Director in absence of Sr. Regional Director and other Officer to whom power is delegated as Drawing & Disbursing Officer have to do the major Accounts related work.
- \*\* Senior Regional Director will be assisted by an Additional Senior Regional Director in the Regional Office for Health & Family Welfare.



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**ANNEXURE -III****DIRECTORY OF OFFICERS AND EMPLOYEES (As on 30.07.2025)****Name of organization : Regional Office for Health & Family Welfare****Office Telephone : (033) 23355380 & (033) 23355378(Telefax)****Office email : rohfw.kolkata1@ gmail.com**

Sl. No.	Name	Designation
1.	Dr. Tapas Kumar Bhattacharyya	Sr. Regional Director
2.	Dr. Suman Biswas	Addl. Sr. Regional Director
3.	Smt. Sima Chatterjee	Stenographer
4.	Sri Iswar Chandra Biswas	U.D. Clerk .
5.	Sri Sonu	L.D. Clerk
6.	Sri Kaustav Das	Research Assistant
7.	Sri Sanjay Kumar	Lab. Asstt. Gr.II
8.	Sri Lalmehiat	Staff Car Driver Gr.-I
9.	Sri Subir Sarkar	Staff Car Driver
10.	Sri Samarendra Nath Ghosh	Laboratory Assistant
11.	Sri Jumman Ali Modal	Laboratory Assistant
12.	Sri Ashutosh Kumar	M.T.S.
13.	Sri Prashant Kumar	M.T.S.
14.	Sri Avirup Shome	M.T.S.
15.	Sri Debanjan Ghosh	M.T.S.
16.	Sri Rohit Shaw	M.T.S.


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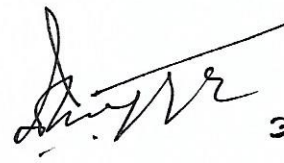
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ANNEXURE -IV

GOVERNMENT OF INDIA  
REGIONAL OFFICE FOR HEALTH & FAMILY WELFARE  
27C, JC BLOCK, SECTOR-III, SALT LAKE  
KOLKATA-700106

LIST OF EMPLOYEES WITH MONTHLY REMUNERATION FOR THE MONTH OF JULY, 2025

Sl. No.	Designation	Level	B/Pay	Allowances	REMARKS
1	Sr. Regional Director (HFW)	15	224100	As admissible	
2	Addl. Sr. Regional Director	14	211800	As admissible	
3	Laboratory Assistant	7	70000	As admissible	
4	Laboratory Assistant	7	70000	As admissible	
5	Stenographer Grade - III	7	68000	As admissible	
6	Upper Division Clerk	4	43500	As admissible	
7	Lower Division Clerk	4	0	As admissible	Unauthorised absent
8	Staff Car Driver Grade - I	5	48200	As admissible	
9	Staff Car Driver Grade	2	23100	As admissible	On deputation for 3 years w.e.f. 28.08.2023
10	Research Assistant	7	62200	As admissible	
11	Laboratory Assistant Grade - II	4	37500	As admissible	
12	Multy Tasking Staff	1	19100	As admissible	
13	Multy Tasking Staff	1	18500	As admissible	
14	Multy Tasking Staff	1	18000	As admissible	
15	Multy Tasking Staff	1	18000	As admissible	
16	Multy Tasking Staff	1	18000	As admissible	



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