

**INFORMATION REQUIRED TO BE PUBLISHED UNDER SECTION 4(1)(B) OF THE
RIGHT TO INFORMATION ACT, 20025**

REGIONAL OFFICE OF HEALTH & FAMILY WELFARE, CHENNAI

S. No.	Particulars	Details													
1.	The Particulars of its Organization, functions and duties.	Annexure – I.													
2.	The powers and duties of its officers and employees.	Annexure – II.													
3.	Procedure followed in the decision making process, including channels of supervision and accountability:	<ul style="list-style-type: none">❖ Work is distributed between the different sections for smooth functioning. Respective section dealing hand initiates appropriate action. Letters / reports are submitted to SRD through MO for final approval and despatch to recipient.❖ Section dealing hand – MO - SRD.❖ All officers and officials accountable for actions taken by them. Overall accountability rests on SRD.❖ Final decision authority is Senior Regional Director.													
4.	The Norms set by it for the discharge of its functions	<ul style="list-style-type: none">❖ District tours by SRD team as per action plan submitted to RD Cell.❖ District tours by Entomologist, technicians and team as per the VBD data submitted by the state and analysed in ROHFW.❖ Outbreak tours as on when necessary.❖ Patient reports in malaria clinic provided on the same day at 3.00p.m.❖ Submission of expenditure statement – Before 7th of month.❖ Submission of MPR-Before 10th of the month.❖ Submission of Final tour programme – Before 10th of the month.❖ Submission of KPI report – Before 10th of the month❖ Submission of Incumbency position report – Before 10th of the month❖ Submission of PwD vacancy report – Before 10th of the month❖ Submission of Pending court case details – Before 10th of the month❖ Submission of malaria clinic statistics – Before 10th of the month.❖ Tour reports – 10 days of completion of tour.❖ Analysis of data from the states – As and when submitted.❖ RTI reply – within 30 days of receipt of application. <div><div>KPI - Administration related:</div><table><tr><th>Divisional Head</th><th></th></tr><tr><td rowspan="3">Administrative</td><td>% Grievance Addressed</td></tr><tr><td>Delay in receipt disposal</td></tr><tr><td>File pendency</td></tr><tr><td rowspan="3">IT</td><td>% of functional e- office - SRD e- office is functional and for other officers e- office has to be done</td></tr><tr><td>% of DSC activated - SRD DSC activated and for other officers DSC has to be purchased and to be activated</td></tr><tr><td>% e- HRMS - on boarding</td></tr><tr><td rowspan="2">Manpower</td><td>% posts filled</td></tr><tr><td>% posts vacant > 6 months</td></tr></table></div>	Divisional Head		Administrative	% Grievance Addressed	Delay in receipt disposal	File pendency	IT	% of functional e- office - SRD e- office is functional and for other officers e- office has to be done	% of DSC activated - SRD DSC activated and for other officers DSC has to be purchased and to be activated	% e- HRMS - on boarding	Manpower	% posts filled	% posts vacant > 6 months
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	% e- HRMS - on boarding														
Manpower	% posts filled														
	% posts vacant > 6 months														

		Finance	% of PFMS expenditure (NR)
			% LOA issued (NR)
			% PFMS Expenditure (R)
Tour related:			
		Percentage of districts monitored	One district per month.
		Percentage of National Health Programmes (NHPs) monitored	Atleast 3 programmes / district
		Percentage of blood slides cross checked for Quality assurance of Malaria & Filari	36000 blood slides per annum 3000 per month
		Percentage of batches of lab technicians to be trained	1 batch of LTs to be trained every quarter
		Percentage of technical reports of National Programmes submitted to be analyzed within a time line	NVBDCP, FW, NLEP, NP-NCD, NTEP etc. 2 reports per month
		Percentage of Community verification by the technical team regarding National Health Programmes	1 district per month 20 persons per month
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:	Title and nature of the record/ manual /instruction.	Manual of office procedures.
		List of Rules, regulations, instructions manuals and records.	Guidelines of NHPs found on MOHFW and related websites.
		Acts/ Rules manuals etc.	CCS Conduct Rules. Swamy's FR and SR. Swamy's GFR. Swamy's DFPR.
		Transfer policy and transfer orders	Transfer orders from the Ministry for CHS Officers and from RD Cell, DGHS / Dte. of NVBDCP for Group 'A', 'B' and 'C' officials.
6	Statement of the categories of documents that are held by it or under its control :	(i) Categories of documents	Data received from states regarding NHPs. Tour reports of ROHFW, Chennai to the districts. Court related documents. Correspondence and expenditure records as required under manual of office procedures.
		(ii) Under its Control	Senior Regional Director.
7.	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the	NIL	

	formulation of its policy or implementation thereof:		
8.	A statement of the boards, councils, committees and other bodies consisting of two or more person 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:	(i) Name of Boards, Council, Committee etc.	<ol style="list-style-type: none"> 1. Cadre Review Committee 2. Preventive Vigilance Committee 3. Internal Committee - prevention of Sexual Harassment (POSH) Act 4. FR(56J) Review Committee 5. Condemnation Committee 6. Document Verification Committee 7. Purchase Committee 8. Integrated recruitment System fir Institute and hospital under Dte.GHS 9. Committee for compassionate appointment 10. Office Council Meeting Committee 11. Official Language Implementation Committee. 12. Swachhata Committee.
		(ii) Composition	<p>1. Cadre Review Committee Dr. Nirmal Joe, SRD: Chairman Dr. P. Aishwarya, Medical Officer: Member K.Radha, EA, Technical Member: Shri. K. Arul Rajkumar, Laboratory assistant G-II: Member Shri. M. Vivek Kumar M. UDC- Member Secretary, Shri. P. Maruthadurai, SCD- Special Grade- Member Shri. C. Manickam, MTS- Member</p> <p>2. Preventive Vigilance Committee Dr. P. Aishwarya, M.O – Chairman Smt. R. Shakila – Member Smt. K. Radha, E.A – Member</p> <p>3. Internal Committee - prevention of Sexual Harassment (POSH) Act Dr. P. Aishwarya, M.O, Head of Committee Mrs. R. Shakila, Stenographer- Member Mrs. K. Radha, E.A – Member Shri. Vivek Kumar.M, UDC - member Ms. Gladys Hepzibah, Senior Manager (Programmes) - External Member</p>

			<p>4. FR(56J) Review Committee Dr. P. Aishwarya, M.O, Chairperson Smt. R. Shakila, Stenographer- Member Smt. K. Radha, E.A - Member</p> <p>5. Condemnation Committee Dr. Nirmal Joe, SRD – Chairperson Dr. M. Jersey Gayathiri, Sr.CMO – Member Shri. M. Vivek Kumar, UDC – Member Shri. K. Arul Rajkumar, Laboratory Assistant, G-II- Member</p> <p>6. Document Verification Committee Dr. P. Aishwarya, M.O – Chairperson Shri. Vivek Kumar.M, UDC – Member Shri. K. Arulraj Kumar, Lab Technician – Gr-II - Member</p> <p>7. Purchase Committee Dr. P. Aishwarya, M.O – Chairperson Mrs. KI. Radha – E.A – Member Shri. Kathiravan. H, LDC – Member</p> <p>8. Integrated recruitment System for Institute and hospital under Dte.GHS Dr. Nirmal Joe – SRD – Chairman Dr. P. Aishwarya, M.O – Member – Secretary Smt. K. Radha, E.A-Member Shri. M. Vivek Kumar, UDC – Member</p> <p>9. Committee for compassionate appointment Dr. P. Aishwarya, M.O – Chair person Smt. R. Shakila, Stenographer – Member Shri. Vivek Kumar.M, UDC – Member</p> <p>10. Office Council Meeting Committee Official side: Dr. Nirmal Joe, Chairman Dr. P. Aishwarya, M.O-Member Staff side: Smt. R. Shakila, Stenographer-</p>
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			<p>Member (Secretary) Shri. K. Arulraj Kumar, Lab Assistant – Grade –II-Member Shri. M. Vivek Kumar, UDC – Member Shri. R. Boopalagan, Staff Car Driver – Grade - I</p> <p>11. Official Language Implementation Committee. Smt. R. Shakila, Stenographer-Chairman Smt. K. Radha, E.A-Member Shri. Vivek Kumar.M, UDC – Member Shri. Aravinthu, E.A – Member Shri. H. Kathiravan, LDC – Member Shri. Harish Kumar, MTS – Member</p> <p>12. Swachhata Committee Dr. P. Aishwarya, M.O – Chair person Smt K. Radha, EA – Member. Shri H. Kathiravan, LDC – Member</p>
	(iii)	Dates from which constituted/reconstituted	<ol style="list-style-type: none"> 1. Cadre Review Committee- 18-04-2024 2. Preventive Vigilance Committee- 27-03-2024 3. Internal Committee - prevention of Sexual Harassment (POSH) Act - 21-03-2025 4. FR(56J) Review Committee- 27-03-2024 5. Condemnation Committee-28-06-2024 6. Document Verification Committee-17-06-2025 7. Purchase Committee- 17-06-2024 8. Integrated recruitment System for Institute and hospital under Dte.GHS- 28-06-2024 9. Committee for compassionate appointment- 27-03-2024 10. Office Council Meeting Committee- 28-06-2024 11. Official Language Implementation Committee.- 28-06-2024 12. Swachhata Committee – 28.06.2024.
	(iv)	Term/ Tenure	In continuation.
	(v)	Powers and functions	<ol style="list-style-type: none"> 1. Cadre Review Committee- To review any grievances related

			<p>to cadre</p> <p>2. Preventive Vigilance Committee- Check / detect the unethical office practices and to ascertain that the prescribed rules are being followed.</p> <p>3. Internal Committee - prevention of Sexual Harassment (POSH) Act – Sexual Harassment at work place complaint Committee - To provide an opportunity for gender equality in the work place.</p> <p>4. FR(56J) Review Committee- To periodically review staff Under FR 56(J)/56(i) & Pension Rule 48 (1)(b) of CCS (Pension) Rules 1972</p> <p>5. Condemnation Committee- To find and weed out condemned items</p> <p>6. Document Verification Committee To verify documents of new employees with originals</p> <p>7. Purchase Committee- To regulate the purchase of goods and services in the office.</p> <p>8. Integrated recruitment System for Institute and hospital under Dte.GHS To cope up with the load of recruitment process and geographical location, this committee is formed as per the instruction of DGHS.</p> <p>9. Committee for compassionate appointment- To verify from service records, the documents/affidavit/certificate from revenue/Municipal authorities/affidavit notarized by District Magistrate or sub-divisional magistrate/single status certificate produced by the applicant for compassionate appointment</p> <p>10. Office Council Meeting Committee- To ensure the meetings regularly conducted every month for staff related matters</p> <p>11. Official Language Implementation Committee.- Initiating the implementation of Hindi Official Language in the office work</p> <p>12. Swachhata Committee – Organizing Swachhata Hi-Seva and special campaign 4.0.</p>
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		(vi) Whether their meetings are open to the public?	No.
		(vii) Whether the minutes of the meetings are open to the public?	Not Applicable.
		(viii) Place where the minutes if open to the public are available?	Not Applicable.
9.	Directory of its officers and employees:	Enclosed – Annexure – III.	
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations :	(i) List of employees with monthly remuneration	Enclosed. [Annexure – IV]
		(ii) System of compensation as provided in its regulations	Not Applicable.
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:	Enclosed – Annexure – V & VI.	
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:	NIL	
13.	Particulars of recipients of concessions, permits or authorizations granted by it :	NIL	

14.	Details in respect of the information, available to or held by it, reduced in an electronic form :	(i) Details of information available in electronic form	Tour reports. Correspondence.
		(ii) Name/ title of the document/record/ other information	As required.
		(iii) Location where available	Respective section computers.
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 :	(i) Name & location of the faculty	ROHFW, Chennai.
		(ii) Details of information made available	Display Boards.
		(iii) Working hours of the facility	9.15 A.M. to 5.45 P.M.
		(iv) Contact person & contact details (Phone, fax email)	Dr.P. Aishwarya, Medical Officer, CPIO, ROHFW, Chennai. Tel : 044 – 24919232 / 24911401. Mobile : 9597161594. E-mail : rohfw.tn@nic.in / aishwaryaperumal.16@cghs.nic.in
16.	The names, designations and other particulars of the Public Information Officers and Appellate Authority .	i) Appellate Authority	Dr. Nirmal Joe Senior Regional Director (H&FW), AA, ROHFW, Chennai. Tel : 044 – 24919232 / 24911401. Mobile : 9941336980. E-mail : rohfw.tn@nic.in / nirmal.joe@gov.in
		ii) Central Public Information Officer	Dr.P. Aishwarya, Medical Officer, CPIO, ROHFW, Chennai. Tel: 044 – 24919232 / 24911401. Mobile : 9597161594. E-mail : rohfw.tn@nic.in / aishwaryaperumal.16@cghs.nic.in
17.	Such other information as may prescribed :	<p>(1) Audit Paras</p> <p>A.G audit carried out from 15-01-2025 to 17-01-2025 for the period from 10/2018 to 12/2024: They have mentioned Nil report under Part II A, Part III, Part IV and only one point under Part II B, i.e. Internal Audit should be done.</p> <p>(2) Disciplinary Action</p> <p>No action has been initiated or contemplated against any officer or staff.</p> <p>(3) Miscellaneous information :</p> <p>a) Information relating to procurement :</p>	

		<p>Information related to procurements</p> <p>a) Notice/tender enquires, and corrigenda if any thereon,</p> <p>b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,</p> <p>c) The work contracts concluded – in any such combination of the above</p> <p>d) The rate /rates and the total amount at which such procurement or works contract is to be executed.</p>	<p>Goods and services procured through Gem as far as possible.</p> <ol style="list-style-type: none"> 1. M/s GN manpower N Events - L1 through GeM. (for Senior Assistant – 1 No) (22-04-2024 to 31-03-2025) 2. M/s Himani Enterprise- L1 through GeM (for Junior Technical Worker – 2 Nos) (01-09-2024 to 31-03-2025) 3. MSB Manserve private limited - L1 through GeM (for Multi tasking worker – 1 No)(22-04-2025 to 31-03-2025) <p>Till 31st March 2025 for 1 Senior Assistant and 2 Junior Technical Workers and 1 Multi Tasking Worker.</p> <p>As per the minimum wages released by Ministry of Labour & Employment ,Chief Labour Commissioner, New Delhi .</p> <p>The rate / total amount for S.No.1 Rs. 954 per day /total amount: Rs.371415/-</p> <p>The rate / total amount for S.No.2 Rs.954 per day /Total amount: Rs. 453735/-</p> <p>The rate / total amount for S.No.3 Rs. 783 per day / Total amount: Rs. 318872/-</p>
		<p>a) <i>Public Private Partnership :</i></p> <p><i>NIL</i></p> <p>b) <i>Transfer policy and transfer orders :</i></p> <p>Transfer orders from the Ministry for CHS Officers and from RD Cell, DGHS / Dte. of NVBDCP for Group 'A', 'B' and 'C' officials.</p> <p>c) <i>Details of applications received under RTI and information provided :</i></p> <p>Enclosed – Annexure – VII.</p> <p>d) <i>Grievance redressal mechanism :</i></p> <p>Email and Complaint box.</p>	

Annexure - I**I. Particulars of the Organization, functions & duties :****a. Introduction and history of formation:**

- ❖ 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.
- ❖ After the integration of Regional Coordinating Offices at Directorate of NMEP with the ROH&FW, in the year 1979, the staff of the NMEP, Chennai has also come under ROH&FW, Chennai.
- ❖ The Evaluation Team was created in this office in the year 1985 for sample verification of family welfare acceptors in the State/UTs of Tamil Nadu, Kerala, Puducherry and Lakshadweep.

b. Vision:

- ❖ Effective centre to state coordination for optimum implementation of National Health Programmes at the grass root levels of Tamil Nadu and Puducherry.

Mission:

- ❖ Participating in Central and State Coordinating meetings and to give constructive input.
- ❖ Supporting the Centre, Tamil Nadu State and UT of Puducherry in all activities relating to the implementation of National Health Programmes.

Key Objectives:

- ❖ Monitoring & Evaluation of National Health Programmes monthly at the district level.
- ❖ Liaisoning between centre and state for health related activities like monitoring visits, inspections, meetings and trainings..

c. Name and Address of the Organization:

Regional Office of Health & Family Welfare, Chennai.
A-2A, Rajaji Bhavan, Besant Nagar, Chennai-600090.

d. Head of the Organization:

Name of Officer	:	Dr. Nirmal Joe
Designation	:	Senior Regional Director
E-mail ID	:	email: rohfw.tn@nic.in
Contact No.	:	Tel. No : 044-24911401 / 24919232 Fax No : 044 -24911401

e. Divisions and functions of the Institute :

S.No	Divisions	Functions (in brief)
1	Family Welfare	<ul style="list-style-type: none"> ❖ Liaising and co-ordination of the various National Health Programs in the State of Tamil Nadu and U.T. of Puducherry. ❖ Liaisoning with Central Government Counsels of the Madras High Court in matters pertaining to cases of Tamil Nadu in which DGHS and MOHFW is a respondent. ❖ Monitoring, Supervision and Evaluation of all National Health Programs in the health facilities and field level of Tamilnadu and Puducherry. ❖ Providing technical guidance and support to the State Government health officials to improve the quality of services as per the guidelines of the National Health Mission, Government of India. ❖ Cross verification of beneficiaries in respect of NHP,RCH, JSY, JSSK etc. and for the Family Welfare Program. ❖ Review and analysis of technical reports on National Health Programmes. ❖ Participating in Review Meetings along with SPOs under the National Health Mission like NTEP, NLEP, NVBDCP etc. ❖ Providing feedback to the State Health Authorities during State Health Society Executive Committee Meetings.
2	Evaluation Team	<ul style="list-style-type: none"> ❖ Sample verification of Family Welfare acceptors in Tamilnadu and Kerala states and Puducherry UT and also as instructed by MOHFW.
3	Non-Technical Administration / Accounts	<ul style="list-style-type: none"> ❖ Maintenance of service registers and related correspondences, leave, increments, MACP, etc., ❖ Liaisoning of court cases in which MHFW/DGHS is the respondent. ❖ Budget / RE correspondences, preparation and submissions of bills pertaining to salary / TA-DA on tour, medical, HLTC, contingency bills, etc., ❖ All the accounts maintained through PFMS. ❖ Online procurement through GeM and maintenance of Stores.

	Transport	<ul style="list-style-type: none"> ❖ Receipts and dispatch. ❖ Driving duties of staff car / field car vehicles.
4	NVBDCP Parasitology Lab Malaria Clinic Entomology	<ul style="list-style-type: none"> ❖ Cross checking of blood slides for malaria and filaria from Tamil Nadu, Kerala and Puducherry, undertake mass blood surveys in the field, monitoring visits to the district, training of lab technicians in malaria microscopy. ❖ Diagnosis and treatment of malaria in patients attending malaria clinic. ❖ Analysis of district entomology reports, training, monitoring of entomological activities in the field, VBD outbreak investigations.

f. Human Resources:

CONSOLIDATED STATEMENT OF STRENGTH OF OFFICERS AND STAFF (REGULAR)
(Administrative Staff)

S.No	Designation of Post	Scale of pay	Sanctioned strength	Existing strength	Vacant Post (since when)
1	2	3	4	5	6
	Group A				
	Nil				
	Group B (Gazetted)				
	Nil				
	Group B (Non- Gazetted) Smt R. Shakila, Stenographer	Level-7	1	1	Nil
	Shri. P. Maruthadurai, Staff Car Driver – Special Grade	Level-6	1	1	Nil
	Group C Driver Shri.R.Boopalagan, Staff Car Driver Grade-I	Level-5	1	1	Nil
	Group C UDC Shri. Vivek Kumar. M	Level-4	2	1	1 post – 01.04.2017
	LDC Shri. Kathiravan. H	Level-2	3	1	1 post- 2011 1post – 24-03-2022
	MTS Shri.C. Manickam Shri.R.K.Kajamohideen Shri. Harish Kumar	Level-4 Level-3 Level-1	5	3	1post -2011
	Total		13	8	4

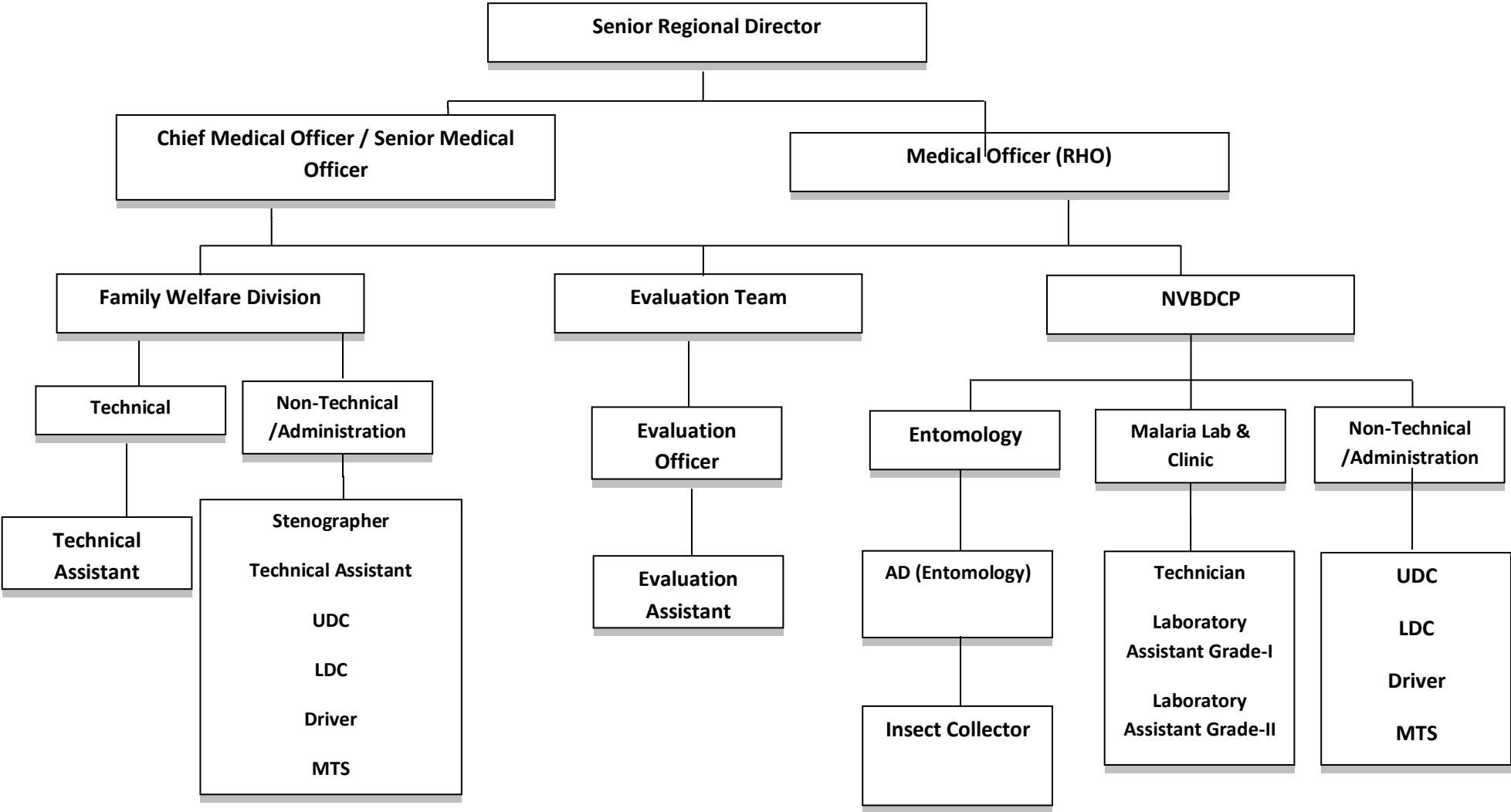
CONSOLIDATED STATEMENT OF STRENGTH OF OFFICERS AND STAFF (REGULAR)
(Non-Administrative Staff)

S.No	Designation of Post	Scale of pay	Sanctioned strength	Existing strength	Vacant Post (since when)
1	2	3	4	5	6
	Group A - SAG Dr. Nirmal Joe, SAG	Level-14	1	1	Nil
	CMO /SMO	Level-12	1	1	Nil
	Dr.Gobinath. S, SMO	Level-11			
	AD (Entomology)	Level-11	1	0	July 1997
	MO Dr. P. Aishwarya, MO	Level-10	1	1	Nil
	Group B (Gazetted)				
	Evaluation Officer	Level -7	1	0	1 post - October 1991
	Group B (Non- Gazetted) Technicians	Level-6	3	0	1 post – Feb. 2003 1 post- Sep.2009 1 post – 29-09-2020
	Technical Assistant	Level-6	1	0	23-06-2018
	Group C Evaluation Assistants Smt K.Radha Shri.Aravinthu.M	Level-6 Level-5	4	2	1 post-1992 1 post-2016
	Laboratory Assistant – Gr.I	Level-5	2	0	2 posts – 31-07-2023
	Laboratory Assistant – Gr.II Shri.K.Arul Raj Kumar	Level-4	3	1	2 posts – 14- 06-2021
	Insect Collector Sellamuthu R.	Level-2	2	1	1 post –16-07-2021
	Total		20	7	13

Consolidated statement of strength of Outsourced / Contractual Staff viz. Consultant, Office Assistant, DEO/MTS, and other Outsourced Staff if any.

S.No	Designation	Consolidated Salary of Outsourced employees [As per the minimum wages released by Ministry of Labour & Employment ,Chief Labour Commissioner, New Delhi.]	Remarks
1	2	3	4
1	UDC re-designated as Senior Assistant	Rs.954/- per day / per person	1 post
2	Laboratory Assistant – Grade II re-designated as Lab Technical worker	Rs.954/- per day/ per person	2 posts
3	MTS re-designated as Multi tasking worker	Rs. 783/- per day / per person	1 post

g. Organization Chart:



Annexure - II

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

S.No.	Name & Designation of the official	Main jobs performed (in brief) by the officials
1.	Dr. Nirmal Joe Sr. Regional Director	❖ Overall liaison, co-ordination and monitoring of various National Health & Family Welfare Programme in the State of Tamil Nadu and U.T. of Puducherry.
2.	Dr. Gobinath.S SMO (He is on study leave from 01-01-2024 to 31-12-2026)	❖ Periodical review of Health Education and media activities in the States.
3.	Dr. P. Aishwarya Medical Officer	❖ Test checking of records in respect of family welfare acceptors and other registers maintained for Family Welfare Programme. ❖ Organize training of medical and paramedical staff and other categories of persons for various National Health Programmes ❖ Review and analysis of technical reports on centrally sponsored/ aided Health Programme and collection of Health Statistics. ❖ Coordination for New / Renewal of transplant license for hospitals in Puducherry. ❖ Inspection of Hospitals / Medical Colleges for feasibility of setting up of Trauma / Burns Unit. ❖ SRD is the Member of the State Health Society and participates in all Executive & General Body Meetings. ❖ SRD attends Review Meetings of National Programmes and gives suggestions. ❖ SRD is the HOO and DDO for ROHFW Chennai. ❖ Disciplinary Authority for Group 'C' staff.
4.	Smt R. Shakila Stenographer	❖ Protocol and Liaisoning. ❖ Maintenance of Engagement Diary. ❖ Submission of necessary papers for meetings / seminars / workshops. ❖ Arrangement of accommodation for Officers on tour. ❖ Fixing up the appointment with the State / Central higher officials. ❖ Online submission of RTI Quarterly Returns. ❖ Online submission of Hindi Quarterly & Annual Returns. ❖ Taking dictation, preparing & sending RTI Replies. ❖ ATR on the minutes of the RDs Review Meeting. ❖ Sparrow correspondence. ❖ Final Tour Programme. ❖ Property Returns of Officers. ❖ E-mails, Fax, Phone Calls, Scanning etc. ❖ Taking dictation, preparing & sending District Tour Programme of Officers.

		<ul style="list-style-type: none"> ❖ Chairman of the Rajbhasha Committee. ❖ Member of the Preventive Vigilance Committee & Office Council. ❖ Member of the POSH Committee. ❖ Maintenance, drafting & sending correspondence of Review Meetings, THOA Inspections, Communicable Diseases, VIP Visit, Central Team Visit, Skill Centre, CBRN, Sparrow, Trauma, Natural Calamity, Workshops, NCDC, Monitoring of Eye Surgeons, Inquiry, Viksit Bharat Sankalp Yatra, HEOC, CRM etc. ❖ Secretarial / Administrative work assigned by the officers.
5.	Shri Vivek Kumar M, Upper Division Clerk	<ul style="list-style-type: none"> ❖ Preparation of Pay Bills and Arrear Bills ❖ Preparation of Contingency Bills ❖ Preparation of Challan ❖ Preparation and processing of pension cases on Bhavishya ❖ Online processing of bills in PFMS and Employee Information System (EIS) ❖ Computation of Income Tax ❖ Preparation of Form 16 ❖ Maintenance of Bill Register and Pay Bill Register ❖ Handling of cash/ Updation of Cash Book ❖ Updation of License Fee online for residential accommodation ❖ Assisting the work of preparation of BE/RE/FE
6.	Shri Kathiravan H	<ul style="list-style-type: none"> ❖ Computer typing work assigned by officers and other establishment and accounts sections. ❖ Compiles data and assists in preparation of tour reports of officers. ❖ Filing works in the Admin / Accounts. ❖ Filing and related correspondence of Technical Section. ❖ Assists in dispatch and receipts works. ❖ Assists in preparation of sanction orders and monthly reports. ❖ Assists in the preparation of TA/DA bills. ❖ Indents and maintains the stock register (expendable / non-expendable)purchased through GeM under supervision of Medical Officer. ❖ Assists in preparation of contingency bills.
7.	Smt K.Radha, Evaluation Assistant	<ul style="list-style-type: none"> ❖ Accompanies Senior Regional Director and other officials as part of monitoring and evaluation of National Health Programmes in districts of Tamil Nadu State and Puducherry U.T ❖ Carries out sample verification of reported Family Welfare performance by field checks. ❖ Examines the records and registers maintained at various levels in order to check up reported performance. ❖ Compiles and analyses the data collected and sample verification.
8.	Shri M. Aravinthu Evaluation Assistant	

		<ul style="list-style-type: none"> ❖ Help in preparation of SRD tour reports. ❖ Other works allotted by SRD and other officials.
9.	Shri K. Arulraj Kumar Laboratory Assistant Grade II	<ul style="list-style-type: none"> ❖ Works as Jr. Technician in ROHFW, Chennai-90. ❖ Cross checking of malaria / Filaria (Positive / Negative) B/S slides from the state of Tamilnadu, Puducherry and Kerala ❖ Attend to the malaria clinic in office. B/S collection, staining and examination to be done, malaria positive patients were provided radical treatment as per the NVBDCP guidelines. ❖ Undertake Mass Blood Surveys [MBS] during field work in the districts of Tamilnadu and Puducherry. ❖ Accompany Sr.RD during tours in districts of Tamilnadu and Puducherry for monitoring and evaluation of National Health Programs. ❖ Maintain laboratory main stock and sub-stock stock registers and indent registers & files for the malaria clinic/laboratory. Maintain inventory of microscopes in laboratory –ROHFW, Chennai ❖ Pre-TAS activities for Filaria, mosquito dissection and examination at ROHFW, Transmission Assessment Survey done ❖ Any other duties assigned by the Sr. Regional Director from time to time
10.	Shri Sellamuthu R Insect Collector.	<ul style="list-style-type: none"> ❖ To assist the Asst. Director Entomology for monitoring and supervision of NVBDCP activities. ❖ Preparation of monthly technical report of cross checking slides received from Tamil Nadu, Puducherry and Kerala. ❖ Any other duties assigned by the Sr. Regional Director in time to time. ❖ Monitoring and supervision of Vector Borne Diseases activities in Tamil Nadu and Puducherry U.T.(Immature and adult mosquitoes collection and identification of vector and non-vector mosquitoes) ❖ Monitoring and supervision of Indoor Residual Spray activities in Tamil Nadu state. ❖ Seaport and Airport inside and outside Entomological surveillance. ❖ Identification of vector and non-vector mosquitoes. ❖ To study the susceptibility status of the vector in different area. ❖ To undertake evaluation after usual rounds of spray. ❖ To carry out entomological assessment to know the impact of programme interventions and prediction of epidemic / outbreak of vector borne disease.
11.	Shri. P. MaruthaDurai Staff Car Driver Special Grade	<ul style="list-style-type: none"> ❖ Assist in transport duties for SRD and MO to attend local meetings. ❖ Regular district visits for NHP monitoring by SRD & MO (Tamilnadu & Puducherry UT and Andhra Pradesh).

		<ul style="list-style-type: none"> ❖ Receiving and transporting officials from MOHFW / DGHS who are on inspection to Tamilnadu and Puducherry UT. ❖ Service & Maintenance of Office Vehicle (TN 07 CD5022) ❖ Log Book maintenance.
12.	Shri. R. Boopalagan Staff Car Driver Grade-I	<ul style="list-style-type: none"> ❖ Performing the movement of vehicle no TN07 CK 3510 as instructed by SRD and MO. ❖ Performing tours and field activities in respect of Seaport, Airport, Chennai Corporation, NVBDCP activities and monthly regular tours by road in Tamilnadu State and Puducherry UT. ❖ Receiving and transporting officials from MOHFW / DGHS who are on inspection to Tamilnadu and Puducherry UT. ❖ Service, repairing and maintenance of the vehicle no. TN07 CK 3510. ❖ Maintaining the Log Book for the movement of the said vehicle.
13.	Shri. C. Manickam MTS	<ul style="list-style-type: none"> ❖ Bills submission, receives cheques from PAO ❖ Performs post office related works. ❖ Maintains postal stamps accounts and register. ❖ Despatch and Receipts works. ❖ Dusting of admin / accounts section. ❖ Performing Xerox Copies of official documents. ❖ Office closing in absence of chowkidar. ❖ All other works assigned by SRD and MO.
14.	Shri. R.K. Kajamohideen MTS	<ul style="list-style-type: none"> ❖ Performs OP duties in Malaria Clinic. ❖ Cleaning of malaria slides, tray and other equipments. ❖ Dusting of OP, Entomological Room, Corridor and Lab. ❖ Regular closing of office. ❖ Opening and closing of office when required. ❖ Bills submission, Cheque receiving form PAO when required. ❖ Performs post office related works when required. ❖ All other works assigned by SRD and MO.
15.	Shri. Harish Kumar MTS	<ul style="list-style-type: none"> ❖ Despatch and Receipts works. ❖ Dusting of admin / accounts section. ❖ Performing Xerox Copies of official documents. ❖ Performs post office related works when required. ❖ Opening and closing of office when required. ❖ All other works assigned by SRD and MO.

Annexure-III

Sl. No	Name	Contact Number	E-mail id
1	Dr. Nirmal Joe	044-24911401 / 24919232	rohfw.tn@nic.in / nirmal.joe@gov.in
2	Dr. Gobinath. S	044-24911401 / 24919232	rohfw.tn@nic.in / gobinath.s@gov.in
3	Dr. P. Aishwarya	044-24911401 / 24919232	rohfw.tn@nic.in / aishwaryaperumal.16@cghs.nic.in
4	Smt R. Shakila	044 – 24911401	shakila.r@gov.in
5	Sh. P. Maruthadurai	044 – 24911401	maruthadurai.p@gov.in
6	Smt K. Radha	044 – 24911401	radha.k74@gov.in
7	Sh. K. Arulraj Kumar	044 – 24911401	k.arulraj Kumar@gov.in
8	Sh. R. K. Kajamohideen	044 – 24911401	rk.kajamohideen@gov.in
9	Sh. R. Boopalagan	044 – 24911401	boopalagan.r@gov.in
10	Sh. C. Manickam	044 – 24911401	manickam.c@gov.in
11	Sh. M. Aravinthu	044 – 24911401	aravinthu.m@gov.in
12	Sh. Vivek Kumar M	044 – 24911401	vivekkumar.m@gov.in
13	Sh Kathiravan H	044 – 24911401	kathiravan.h@gov.in
14	Sh Sellamuthu R	044 – 24911401	sellamuthu.ramya@gov.in
15	Sh Harish Kumar	044 – 24911401	harish.boora@gov.in

Annexure-IV

Sl. No	Employee Name	Designation	Pay Level
1	Dr. Nirmal Joe	Senior Regional Director	14
2	Dr. Gobinath. S	Senior Medical Officer	11
3	Dr. P. Aishwarya	Medical Officer	10
4	Smt. R. Shakila	Stenographer	7
5	Sh. P. Maruthadurai	Staff Car Driver Grade Special Grade	6
6	Smt K. Radha	Evaluation Assistant	7
7	Sh. K. Arulraj Kumar	Lab Assistant Grade - II	4
8	Sh. R. K. Kaja Mohideen	MTS	3
9	Sh. R. Boopalagan	Staff Car Driver Grade – I	5
10	Sh. C. Manickam	MTS	4
11	Sh. M. Aravinthu	Evaluation Assistant	5
12	Sh. Vivek Kumar M	Upper Division Clerk	4
13	Sh Kathiravan H	Lower Division Clerk	2
14	Sh Sellamuthu R	Insect Collector	2
15	Sh Harish Kumar	MTS	1

Annexure-V

Financial Year	Budget Allocation [RE]	Actual Expenditure
2023-24	28275	25508
2024-25	27187	25841

[Figures in Thousands]

Annexure-VI

[Figures in Thousands]

S.No	Sub-Head	Revised BE for 2024-25	RE 2024-25
1	SALARIES	13200	10627
2	MEDICAL TREATMENT	450	250
3	ALLOWANCES	16000	10800
4	REWARDS	100	100
4	LTC	300	200
5	TRAINING EXPENSES	50	0
6	DTE	1400	1200
7	OE	3600	1825
8	DIGITAL EQUIPMENT	300	150
9	MATERIALS AND SUPPLIES	50	60
10	FUEL AND LUBRICANTS	250	235
11	PROFESSIONAL SERVICES	500	5
12	REPAIR AND MAINTENANCE	200	120
13	SWATCHATHA ACTION PLAN	5	15
14	RRT	1300	1500
15	PENSIONARY CHARGES	0	0
	Total	36760	27187

Annexure-VII**RTI RECEIPTS & PENDING FOR THE LAST 3 YEARS**

Sl.No.	Year	Received / Transferred	Decisions where requests / appeals replied	Pending
1.	2022-2023	6	6	0
2.	2023-2024	8	8	0
3.	2024-2025 [Upto March 2025]	24	24	0
	Total	38	38	0