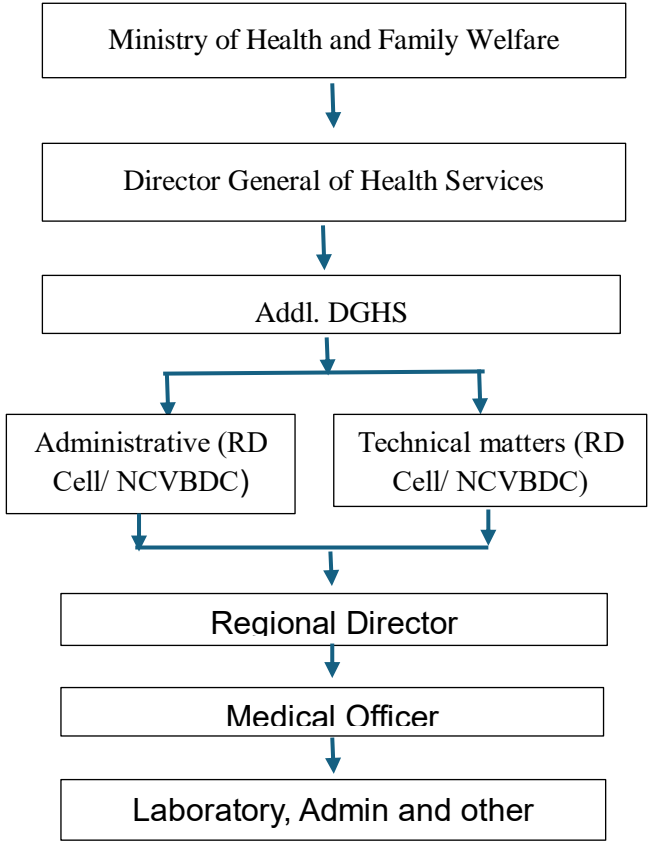


INFORMATION REQUIRED TO BE PUBLISHED UNDER SECTION 4(1)(b) OF  
THE RIGHT TO INFORMATION ACT, 2005

**REGIONAL OFFICE OF HEALTH AND FAMILY WELFARE, PUNE**

S.No.	Particulars	Details
1	The particulars of its organization, functions and duties.	<p>(i)Name and address of the organization: Regional Office of Health and Family Welfare, Pune GPRA Colony, U Building, Type IV Qtrs. No 3/4/5/6, Pradhikaran, Akurdi, Pune, Maharashtra-411044</p> <p>(ii)Function and duties: Technical:</p> <ul style="list-style-type: none"> <li>• Monitoring and Supervision of various National Health Programmes</li> <li>• Liasioning and coordination between Centre and Health departments of the States.</li> <li>• Attend national and state level meetings/workshops/trainings</li> <li>• Coordinating the central monitoring team visits in the states</li> <li>• To assist in implementing new health initiatives/schemes in the states.</li> <li>• To involve as a member in the central team for outbreak investigation as and when directed.</li> <li>• To associate as members in various implementation committees under NHPs.</li> <li>• Organizing Malaria Microscopy Trainings for Laboratory Technicians of State</li> <li>• Crosschecking of Malaria/Filaria blood smears from Maharashtra and Goa</li> <li>• Analysis of data on different diseases and give feedback to NPO and SPO of States</li> <li>• Imparting training for health personnel regarding NHPs, as per Dte GHS directions.</li> </ul> <p>Administrative: Functions related to establishment: recruitment, fixation of pay, leave, service books, nominations, payment of retirement benefits, maintenance of discipline, maintenance of APAR. Functions related to procurement: Procuring goods and services, purchase of office equipment/stores, maintenance of office equipment.</p> <p>Functions related to Accounts: As DDO preparation of bills, preparation of BE and RE. control over expenditure, maintenance of accounts and general administration.</p>
2	The powers and duties of its officers and employees.	<p>(i) Powers and duties of officers: This office being a sub-ordinate office of Directorate General of Health Services, MoHFW, the Regional Director and Officers have powers vested in them to execute instructions/ order of administrative and financial</p>

		<p>matters as laid down by the competent authority from time to time. (Detail information in Annexure I)</p> <p>(ii) Power and duties of other employees: The duties of various employees of this office are furnished in Annexure I.</p>
3	The procedure followed in the decision-making process, including channels of supervision and accountability.	<p>(i) Process of decision making Identify key decision-making points: The channel of decision making depends upon the work assigned to respective sections. The sections of laboratory, administration, accounts, stores, transport report to Head of Office through Medical officer.</p> <p>(ii) Final decision-making authority: The Regional Director is the final decision-making authority at ROHFW who works as per Government rules and regulations</p> <p>(iii) Related provisions, acts, rules etc.: Government of India Rules and Regulation</p> <p>(iv) Time limit for taking a decision, if any: Depending on workload, priority of the matter and as per requirement of situation</p> <p>(v) Channel of supervision and accountability:</p>  <pre> graph TD     A[Ministry of Health and Family Welfare] --&gt; B[Director General of Health Services]     B --&gt; C[Addl. DGHS]     C --&gt; D[Administrative (RD Cell/ NCVBDC)]     C --&gt; E[Technical matters (RD Cell/ NCVBDC)]     D --&gt; F[Regional Director]     E --&gt; F     F --&gt; G[Medical Officer]     G --&gt; H[Laboratory, Admin and other] </pre>

4	The norms set by it for the discharge of its functions.	<p>(i) Nature of functions/ services offered: Services related to the National Health Programme such as monitoring, supervision, reporting and co-ordination of other new initiatives of Dte GHS/MOHFW.</p> <p>(ii) Norms/ standards for functions/service delivery: As per norms/ standards as laid out by DGHS/MOHFW from time to time.</p> <p>(iii) Process by which these services can be accessed: The office can be approached.</p> <p>(iv) Time-limit for achieving the targets: Time limit as set by DGHS/MOHFW GOI and as per program requirements.</p> <p>(v) Process of redressal of grievances: Grievances Redressal mechanism exists. The Regional Director is the designated nodal officer.</p>
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Rules, regulations, and instructions issued by GOI from time to time are followed for discharging functions.
6	A statement of the categories of documents that are held by it or under its control.	<p>(i) Categories of documents: I. Documents related to substantive functions Category A: Nil</p> <p>Category B-Keep-Permanent: 1. Non consumable stock Register 2. Service book of all staff 3. All pension papers of old staff 4. Copy of Acts, Rules, &amp; Regulations administered by this Public Authority 5. Guidelines &amp; Instructions issued by Higher Authorities.</p> <p>Category C-5 Years: 1. Bill register 2. Salary Bill Prepared 3. All personal Files</p> <p>Category C-3 Years: 1. Stock Register 2. Service Postage &amp; Stamp Register 3. Challan Register 4. Budget Preparation 5. Sanction of Amount Register 6. All contingent bill prepared</p> <p>Category C-2 Years: 1. Consumable stock register 2. Dispatch Register</p>

		<p>II. Administrative and financial records: All records maintained for Establishment and accounts management as prescribed under relevant rules</p> <p>III. Other: Files of ACR/APAR, Court Cases, RTI, technical files – such as Filaria, Malaria, Crosscheck register, MPR, training records, tour reports etc.</p>
7	The particulars of any arrangement that exists for consultation with, or representation by the members of public in relation to the formulation of its policy or implementation thereof.	Not applicable
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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	Name of Boards, Council, Committee, Composition etc: Details in Annexure – II
9	A directory of its officers and employees	Details furnished in Annexure –III.
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Furnished in Annexure-IV.
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	Furnished in Annexure -V
12	The manner 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 electric form.	<p>i) Details of information available in electronic form: The details are available on DGHS website <a href="https://dghs.mohfw.gov.in">https://dghs.mohfw.gov.in</a></p> <p>(ii) Name/ title of the document/ record/other information:</p>

		RoHFW Pune- Suo-moto disclosure under Section 4 of RTI Act, 2005 (iii) Location where available: <a href="https://dghs.mohfw.gov.in">https://dghs.mohfw.gov.in</a>																																																
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.	Details of information may be made available during working hours as per nature of information sought. Working hours of the facility: Monday to Friday excluding public holidays Time: 09:30 am to 6:00 pm																																																
16	The names, designations and other particulars of the Public Information Officers.	<p>(i) Name &amp; details of: (a) Current CPIOs &amp; FAAs Dr. Anagha B F, CPIO, w.e.f. 23-10-2024 Dr. Pranil M Kamble, FAA, w.e.f. 09-10-2024</p> <p>(b) Earlier CPIO &amp; FAAs from 1.1.2015</p> <table><tr><th rowspan="2">S.No.</th><th rowspan="2">Name of the CPIO</th><th colspan="2">Period</th></tr><tr><th>From</th><th>To</th></tr><tr><td>1</td><td>Dr. A. G. Alone</td><td>01-10-2013</td><td>30-11-2020</td></tr><tr><td>2</td><td>Dr. V. L. Gokak</td><td>01-12-2020</td><td>30-11-2022</td></tr><tr><td>3</td><td>Dr Sarita Sakpal</td><td>01-12-2022</td><td>15-10-2023</td></tr><tr><td>4</td><td>Dr A. G. Alone</td><td>16-10-2023</td><td>03-10-2024</td></tr><tr><td>5</td><td>Dr. Anagha B F</td><td>23-10-2024</td><td>Till date</td></tr></table> <table><tr><th rowspan="2">S.No.</th><th rowspan="2">Name of the FAAs</th><th colspan="2">Period</th></tr><tr><th>From</th><th>To</th></tr><tr><td>1</td><td>Dr. V. L. Gokak</td><td>01-10-2013</td><td>30-11-2020</td></tr><tr><td>2</td><td>Dr. A. G. Alone</td><td>01-12-2020</td><td>15-10-2023</td></tr><tr><td>3</td><td>Dr. Sarita Sakpal</td><td>16-10-2023</td><td>08-10-2024</td></tr><tr><td>4</td><td>Dr. Pranil M. Kamble</td><td>09-10-24</td><td>Till date</td></tr></table>	S.No.	Name of the CPIO	Period		From	To	1	Dr. A. G. Alone	01-10-2013	30-11-2020	2	Dr. V. L. Gokak	01-12-2020	30-11-2022	3	Dr Sarita Sakpal	01-12-2022	15-10-2023	4	Dr A. G. Alone	16-10-2023	03-10-2024	5	Dr. Anagha B F	23-10-2024	Till date	S.No.	Name of the FAAs	Period		From	To	1	Dr. V. L. Gokak	01-10-2013	30-11-2020	2	Dr. A. G. Alone	01-12-2020	15-10-2023	3	Dr. Sarita Sakpal	16-10-2023	08-10-2024	4	Dr. Pranil M. Kamble	09-10-24	Till date
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17	Such other information as may prescribed.	<p>i) No of applications received and information provided (2024-25): 16</p> <p>ii) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract a) Contract No./ Agency: GEMC-511687791165727 Beebom Facility Management India Private Limited Contract Value: Rs 162693.29/- Period: 03/06/2024 to 02/10/2024 b) Contract No/ Agency: GEMC-511687798176561 Sawan Enterprises Contract value: Rs 81386.05/- Period: 01/01/2025 to 31/03/2025 c) Contract No./ Agency: GEMC-511687788218335 SVVP Universal Aliience Private Limited Contract value: Rs 209194.21/- Period: 06/05/2024 to 28/02/2025</p>																																																

**Annexure –I****POWER AND DUTIES OF OFFICERS AND EMPLOYEES****(I) Duties and Responsibilities of officers:****A. Regional Director:**

- As head of the Department has functions and duties of Administrative, financial and technical nature.

**Administrative Responsibilities:**

Ensure rules and regulations are followed in the office. Supervision of establishment related matters such as fixation of pay, sanction of leave, LTC, regular maintenance of service books, payment of retirement benefits, APAR, recruitment, RTI work as Appellate Authority, Work as member / chairman of various committees.

**Budget and accounts:**

As DDO ensure that the rules are followed regarding preparation of bills, preparation of budget, control over expenditure, drawal and disbursement of money, procurement of goods and services, purchase and maintenance of office equipment/stores,

**Technical:**

- Monitoring and Supervision of various National Health Programmes in Maharashtra and Goa.
- Liaising and coordination between Centre and Health departments of the States.
- Attend national and state level meetings/workshops/trainings
- Coordinating the central monitoring team visits in the states
- To assist in implementing newer health initiatives/schemes in the states.
- To participate as a member of the central team for outbreak investigation as and when directed.
- To associate as a member in various committees under National Health Programmes.
- Organizing Malaria Microscopy Trainings for Laboratory Technicians of Maharashtra and Goa States
- Monitoring of crosschecking of Malaria/Filaria blood smears from Maharashtra and Goa
- Analysis of data of different diseases and give feedback to NPO and SPO of State and UT.
- Other duties assigned by the RD Cell, Directorate of NCVBDC, DGHS, Ministry from time to time

**B. Medical Officer**

- Monitoring and Supervision of various National Health Programmes in Maharashtra and Goa.
- Liaising and coordination between Centre and Health departments of the States.
- Attend national and state level meetings/workshops/trainings
- Coordinating the central monitoring team visits in the states
- To participate as a member of the central team for outbreak investigation as and when directed.
- Supervise Malaria Microscopy Trainings for Laboratory Technicians of Maharashtra and Goa.
- Monitoring of crosschecking of Malaria/Filaria blood smears from Maharashtra and Goa

- Analysis of data of different diseases and give feedback to NPO and SPO of State.
- Administration and financial responsibilities of the office.
- Other duties assigned by the Regional Director from time to time

## **(II) Staff duties & Responsibilities:**

### **A. Research Assistant/Technician / Laboratory Assistant Gr-I and Gr. II:**

- Cross checking of Malaria/Filaria blood smears
- Conducting Malaria/Filaria microscopy training for Lab Technicians
- Analysis of entomological reports
- Participate in the review of NHP in district
- Preparation of monthly technical report
- Other duties and responsibilities assigned by the officers from time to time.

### **B. Insect Collector**

- Conducting Vector Survey
- Assist cross checking of blood smears
- Assisting in imparting Malaria microscopy training
- Accompanying Officers during tours for review of National Health Programmes
- Other duties and responsibilities assigned by the officers from time to time.

### **C. Jr Stenographer and Stenographer Gr D**

- Secretarial duties, maintaining MPRs, tour report files, maintaining records of committees and meetings, and updating portals.

### **D. Upper Division Clerk:**

- Duties of establishment section, maintaining service books
- Management of stores
- Record keeping
- Entrusted the work of Stores Section,
- Procurement
- Accounts
- Transport Section

### **E. Lower Division Clerk:**

Assist UDC in the following:

- Duties of establishment section, maintaining service books
- Management of stores
- Record keeping
- Entrusted the work of Stores Section,
- Procurement
- Accounts
- Transport Section

### **F. Staff car driver:**

- Driving office vehicle for conducting districts visits/Meetings

- Maintains the logbook
- Maintenance of vehicles

**G. MTS:**

- Physical Maintenance of records of the Section.
- General cleanliness and upkeep of the office
- Opening & closing of rooms
- Dusting of furniture etc
- Any other work assigned by the superior authority
- Assisting in routine office work like diary, dispatch etc
- Delivering of dak (outside the building)



**Annexure II****Boards, Councils, Committees and other Bodies Constituted****Name of Boards, Council, Committee, ii) Composition iii) Dates from which constituted****1) Internal Complaints Committee on Sexual Harassment of Women at Workplace: (30/05/2025)**

Sr.No.	Name and Designation	
1	Dr.Anagha B.F. Medical Officer	Chairperson
2	Mrs.Shradha Murkute Lab Assistant II,	Member Secretary
3	Shri Nilesh Gondhali Research Assistant	Member
4	Ms.Hansika Gulia LDC, APHO,Pune	External Member

**2) Review Committee under FR 56(j)/(l) and Rule 48 of CCS (Pension) Rules, 1972 [now, revised as Rule 42 of CCS (Pension) Rules, 2021] (23/10/2024)**

Sr.No.	Name and Designation	
1	Dr Pranil M. Kamble Regional Director	Chairperson
2	Dr. Anagha B.F. Medical Officer	Member
3	Dr. Suhas S. Dhandore Airport Health Officer APHO, Pune	Member

**3. Official Language Implementation Committee: (23/12/2024)**

Sr.No.	Name and Designation	
1	Dr Pranil M. Kamble Regional Director	Chairperson
2	Dr. Anagha B.F. Medical Officer	Member Secretary
3	Shri M. S. Shirke Jr.Steno	Member
4	Shri R. N. Pagdimare UDC	Member
5	Shri Mohit Sain Steno Gr.D	Member

**Annexure –III****Directory of Employees**

Sr No	Name	Designation	Email Id	Tel No
<b>Family Welfare</b>				
1	Dr. Pranil M Kamble	Regional Director	pranil.kamble@gov.in	+91-20-27642271- 22
2	Dr Anagha B F	Medical Officer	anagha.bf@gov.in	+91-20-27642271- 21
3	Mr. Mohit Sain	Stenographer Gr. D	mohit.sain@gov.in	+91-20-27642271- 26
4	Shri Ravi. L. Koli	Staff Car Driver Gr. I	rl.koli@gov.in	+91-20-27642271- 26
<b>NCVBDC</b>				
5	Mr. Manoj. S. Shirke	Jr. Stenographer	ms.shirke@gov.in	+91-20-27642271- 23
6	Mr. Ramlu. N. Pagdimare	UDC	rn.pagdimare@gov.in	+91-20-27642271- 26
7	Mr. Nilesh Gondhali	Research Assistant	nilesh.gondhali@gov.in	+91-20-27642271- 27
8	Mr. Anurag Yadav	Technician	anuragsbyadav@gmail.com	+91-20-27642271- 27
9	Mrs. Shradha Murkute	Lab Asst. Gr. II	shradha.murkute@gov.in	+91-20-27642271- 27
10	Mr. Deepak Kumar Shriwas	MTS	deepak.shriwas@gov.in	+91-20-27642271- 23
11	Mr. Prabhash Kumar	MTS	pk245792@gmail.com	+91-20-27642271- 26

**Annexure – IV****Monthly remuneration and received by officers and employees****(i) List of employees with Gross monthly remuneration including system of compensation**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay Level (VII CPC)</b>	<b>Allowances</b>
1	Dr Pranil M Kamble	Regional Director	13	As per Govt norms
2	Dr Anagha B F	Medical Officer	10	
3	Mr. Manoj S Shirke	Jr. Stenographer	08	
4	Mr. Nilesh Gondhali	Research Assistant	06	
5	Mr. Anurag Yadav	Technician	06	
6	Mr. Ravi L Koli	Staff Car Driver Gr I	05	
7	Mr. Ramlu N Pagdimare	UDC	04	
8	Mr. Mohit Sain	Stenographer Gr.D	04	
9	Mrs. Shradha Murkute	Lab Asst Gr II	04	
10	Mr. Deepak Kumar Shriwas	MTS	01	
11	Mr. Prabhash Kumar	MTS	01	

**Annexure: V****Budget and Programme**

**Budget allocated to each agency including all plans proposed expenditure and reports on disbursements made etc.**

Details for (i) Total Budget for the Public authority (ii) Budget for each agency and Plan & Programme (iii) Proposed Expenditures (iv) Revised budget for each agency, if any

<b>Budget Details 2024-25</b>				
<b>Sr.NO</b>	<b>15 Digit Budget Head</b>	<b>R.E 2024-25</b>	<b>Expenditure 2024-25</b>	<b>Expenditure %</b>
1	Salaries 221100001030001	8377000	8072656	96.367
2	Reward 221100001030005	100000	55264	55.264
3	Medical Treatment 221100001030006	400000	334549	83.637
4	Allowances 221100001030007	9000000	8193306	91.036
5	LTC 221100001030008	200000	180846	90.423
6	D.T.E. 221100001030011	1000000	999978	99.997
7	O.E. 221100001030013	900000	766665	85.185
8	Rent Rate & Taxes 221100001030014	1300000	112656	8.665
9	Digital equipment 221100001030019	100000	55001	55.001
10	Fuels & Lubricants 221100001030024	130000	113291	87.147
11	Other revenue expdi. 221100001030049	15000	4000	26.667
12	Professional 221100001030028	40000	25134	62.835
13	Repair & maintenance 221100001030029	80000	72478	90.597
	<b>Total</b>	<b>21646000</b>	<b>18985924</b>	<b>87.710</b>

<b>Budget Details 2025-26</b>		
<b>Sr.NO</b>	<b>15 Digit Budget Head</b>	<b>B.E 2025-26</b>
1	Salaries 221100001030001	10000000
2	Wages 221100001030002	100000
3	Reward 221100001030005	150000
4	Medical Treatment 221100001030006	100000
5	Allowances 221100001030007	20000000
6	LTC 221100001030008	250000
7	TE 221100001030009	100000
8	D.T.E. 221100001030011	1200000
9	O.E. 221100001030013	1000000
10	Rent Rate & Taxes 221100001030014	200000
11	Digital equipment 221100001030019	500000
12	Material & supplies 221100001030021	100000
13	Fuels & Lubricants 221100001030024	200000
14	Minor Work	100000
15	Professional Services 221100001030028	600000
16	Repair & maintenance 221100001030029	100000
17	ICT 221100001039671	100000
18	Furniture 221100001039674	200000
19	Advert 221100001030026	250000
20	SAP 221100001039649	50000
	Total	36200000