

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

**Name of Organization:** Regional Office for Health and Family Welfare, Bangalore

Sl. No.	Particulars	Details
1.	The particulars of its organization, functions and duties.	<p><b>Name and address of the Organization</b>  Regional Office for Health and Family Welfare, 2<sup>nd</sup> Floor, Hosakarehalli BMTC Bus Stand Building, Banashankari 3<sup>rd</sup> Stage, Bangalore-560 085  Office timings: 9:30 a.m. to 06:00 p.m.</p> <p><b>Head of the Organization</b>  Dr. Smita Rawat, Senior Regional Director (H&amp;FW)</p> <p><b>Vision, Mission and Key objectives</b>  To supervise, monitor and coordinate the matters of all Centrally sponsored Health and Family Welfare programs in Karnataka. Further, to supplement the activities of the Central Bureau of Health Intelligence (CBHI). Other key objectives as assigned by the Ministry / DGHS from time to time</p> <p><b>Function and duties</b>  <b>Administrative:</b>  Fixation of pay, Sanction of leave &amp; LTC, service books &amp; personnel files, APARs, maintenance, preparation of pension papers &amp; pensioner benefit bills, MRC, timely submission of reports related to RTI, FR 56(J), Swachtha campaign, GDMO incumbency &amp; other HR vacancy status, Implementation of Official Language, PoSH, IGOT, e-hrms, e-office and BAS as per the GOI rules. Procurement of goods and services, purchase of office equipment/stores, maintenance of office decorum, upkeep and maintenance of various equipment's installed in the office.</p> <p><b>Finance &amp; Accounts:</b>  Preparation of BE &amp; RE, Expenditure statement (weekly, monthly, Quarterly, Half yearly, annually). Preparation of Pay bills, tour TA/DA Bills, Training TA/DA bills, control over expenditure, drawl of Imprest money. Submission of Form 24Q, 26Q, (Quarterly), Issue of Form-16. Timely payment of professional Tax and GST.</p> <p><b>Legal:</b>  Coordination of Court Cases on behalf of Govt. of India, timely updation of LIMBS portal.</p> <p><b>Technical:</b>  <b><u>Family Welfare</u></b></p> <ol style="list-style-type: none"> <li>1. Coordination &amp; Liaisoning between Centre &amp; State for centrally sponsored health related program.</li> <li>2. Coordinating the central monitoring team visits in the State of Karnataka.</li> <li>3. Assisting for implementation of central sector schemes in the State of Karnataka.</li> </ol>

		<p>4. Monitoring, supportive supervision and review of various National Health programmes being implemented in the State of Karnataka through field visits to the districts.</p> <p>5. Capacity building of health care personnel of Karnataka State for various National Health Programs.</p> <p>6. Central team member in carrying out outbreak investigation as and when directed.</p> <p><b>Central Bureau of Health Intelligence- Field Survey Unit [CBHI-FSU]</b></p> <p>I. Capacity building for International Classification of Disease (ICD), Health Information Management (HIM) and Medical Record Information Management (MRIM) through In-service trainings for Health care personnel of seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry &amp; Lakshadweep).</p> <p>II. Capacity building on WHO's Family of International Classification- International Classification of Diseases, Family of International Classification- International Classification of Functioning (FIC-ICD, FIC-ICF) Health and Disability through sensitization workshops being conducted in Medical Colleges in seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry &amp; Lakshadweep).</p> <p>III. Supportive Supervision and monitoring through field visits to districts in seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry &amp; Lakshadweep) for Strengthening of Health information systems via reporting in CBHI portal.</p> <p><b>National Centre for Vector Borne Diseases Control [NCVBDC]</b></p> <p>IV. Capacity building for Laboratory Technicians on Malaria Microscopy.</p> <p>V. Monitoring, supportive supervision and review for quality implementation of NCVBDC activities in the State of Karnataka through field visits to the districts.</p> <p>VI. External quality assurance of laboratory activities, Malaria and Filariasis Microscopy cross checking for the state of Karnataka.</p> <p>VII. Monitoring of implementation of reporting in IHIP VBD portal</p> <p><b>Organisation Chart</b> <b>Given in Annexure – 1</b></p>
2.	The powers and duties of its officers and Employees.	<p>This office being a sub-ordinate office of DGHS/MoH&amp;FW, the SRD and Officers have powers vested in them to execute instructions / order of administrative, Financial and Judicial matters as laid down by the competent authority from time to time. Administrative duties as assigned on time to time from Dte. GHS/MoHFW, New Delhi and Financial power as per letter no. F. No. Z.15018/39/2012-RD/Est. III dated 01/04/2013.</p> <p><b>Power and duties of other employees</b> The charges entrusted to various employees of this office are as laid down by Dte. GHS/MoHFW, including additional charges assigned by SRD.</p> <p><b>Rules/ orders under which powers and duty are derived</b> As per the Central Civil Service Rules and Regulations of the GOI and as per orders of RD Cell, Director NCVBDC, DGHS, MoHFW.</p> <p><b>Exercised</b> As per directives of the competent authorities issued from time to time.</p> <p><b>Work allocation</b></p>

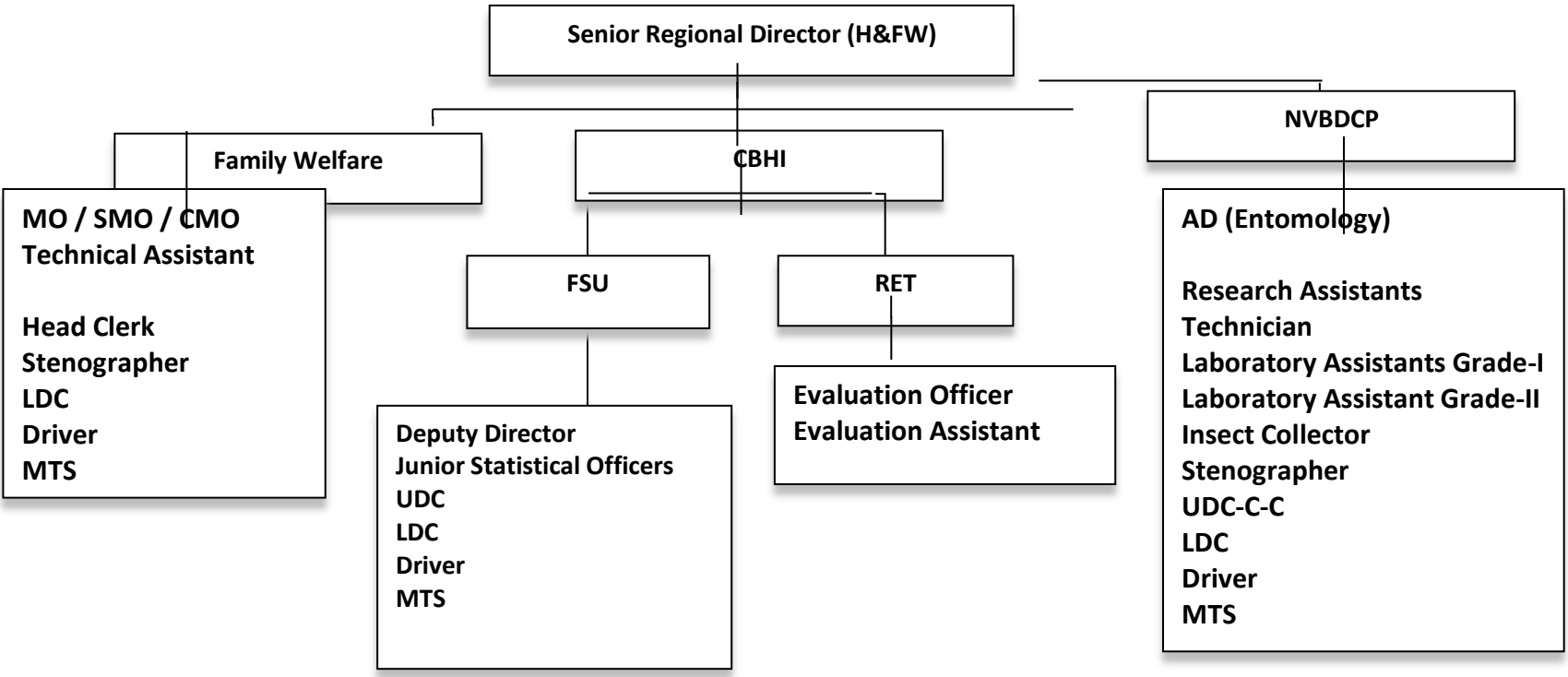
		As per the roles and responsibilities of the designated posts of the employees and any other work assigned by Senior Regional Director [SRD]. <b>(Annexure-II)</b>
3.	The procedure followed in the decision Making process, including channels of supervision and accountability.	As per power delegated by DGHS to SRD decision making done at ROHFW Bangalore. For any decision over and above the delegated powers, approval of competent authority Ministry / DGHS is sought.  Hierarchical Channels of supervision and accountability are as per the Organizational Chart provided in Annexure – 1. Senior Regional Director is the final supervision and accountable authority.
4.	The norms set by it for the discharge of its Functions.	As laid down by Dte. GHS/MoHFW
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	As laid down by Dte. GHS/MoHFW
6.	A statement of the categories of documents that are held by it or under its control.	APAR of Group B & C employee, Service books, Pay bill registers, Personal files of all employees, Pay bill registers, Expenditure Book, Bills Register, Court cases, RTI. Technical files –Malaria, Dengue & Chikungunya Monthly reports, EQA Crosscheck reports for malaria and filaria microscopy , Monthly Performance Reports, Training reports, Field visit reports, etc.
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.	<b>Nil</b>

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;	<p><b>1. <u>Official Language Implementation Committee</u> –</b>  Sh. Ramachandra Rao DD – Chairman.  Smt. M. Kavitha – Research Assistant  Miss. Pooja Meena – LA-II</p> <p><b>2. <u>Prevention of Sexual Harassment [PoSH] Committee</u> -</b>  Dr. Smita Rawat, SRD - Head of the Committee  Dr. Sayana Baskaran – External Member  Smt. M. Kavitha – Member  Shri. Ravi Kumar Kota – Member  Smt. Cynthia Stephen - External Member</p> <p><b>3. <u>Tender/Purchase Committee</u> -</b>  Dr. Smita Rawat, (SRD) – Chairman  Dr. Ananthesh. B. G (PHS) - Member  Shri. Ramachandra Rao (DD) – Member  Shri. Raghavendra Bhat (EO) – Member  Shri. Srirangappa (UDC) – Member  Shri. Ravikumar Kota (Tech) - Member</p> <p><b>1. <u>FR(56J) Review Committee:</u></b>  Dr. Smita Rawat - Senior Regional Director  Dr. Ananthesh. B. G - PHS  Shri. Ramachandra Rao – DD (CBHI)</p>
9.	A directory of its officers and employees;	<b>Provided in Annexure – III</b>
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	<b>List of employees with Gross monthly remuneration</b> Provided in Annexure <b>III A</b> for the month of June 2025
11.	The budget allocated to each of its agency, Indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	<b>Provided in Annexure – IV and Annexure-V</b>

12.	The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such programmes.	<b>Nil / NA</b>
13.	Particulars of recipients of concessions, Permits or authorizations granted by it.	<b>Nil</b>
14.		

	Details in respect of the information, available To or held by it, reduced in an electric form.	Available at ROHFW Bangalore office and DGHS website
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.	Available at ROHFW Bangalore office and DGHS website
16.	The names, designations and other Particulars of the Public Information Officers.	<b>Public Information Officer-</b> Shri. Ramachandra Rao, Deputy Director, (ISS), CBHI FSU of RoHFW, Bangalore  <b>Appellate Authority-</b> Dr. Smita Rawat, Senior Regional Director
17.	Such other information as may prescribed.	1. No of applications received and information provided (2024-25): 29 2. As per the policy for Grievance redressal mechanism prescribed by Dte. GHS/MoHFW 1. CONTRACT NO:GEMC-511687751513290 generated on 08/7/2024 with SCB Facility Management Services, The contract value is 633556.65

Organization Chart (As per Sanction Strength)







## **POWER AND DUTIES OF OFFICERS AND EMPLOYEES**

### **(I) Duties and Responsibilities of officers:**

#### **A. Senior Regional Director:**

1. As head of the Department has functions and duties of Administrative, financial and technical nature.
2. **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.
3. **Budget and accounts:**  
As HOO ensure that the rules are followed regarding preparation of bills, preparation of budget, control over expenditure, drawl and disbursement of money, procurement of goods and services, purchase and maintenance of office equipment/stores.
4. **Technical:**
  - Monitoring and Supervision of various National Health Programmes in Karnataka.
  - 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 Karnataka State
  1. Organizing ICD, HIM, MRIM Trainings for Medical and paramedical staff of in seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep).
  2. Ensuring timely submission and quality of Data for Publication of National Health Profile from the seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep).
  3. Monitoring of crosschecking of Malaria/Filaria blood smears from Karnataka
  4. 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 Karnataka
- Liaising and coordination between Centre and Health departments of the States
- Attend national and state level meetings/workshops/trainings
- To participate as a member of the central team for outbreak investigation as and when directed.
- Supervise Malaria Microscopy Trainings for Laboratory Technicians of Karnataka
- Monitoring of crosschecking of Malaria/Filaria blood smears from Karnataka
- Other duties assigned by the Regional Director from time to time.

#### **C. Deputy Director (CBHI-FSU)**

5. Supportive Supervision and monitoring through field visits to districts in seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep) for Strengthening of Health information systems via reporting in CBHI portal
6. Organizing ICD, HIM, MRIM Trainings for Medical and paramedical staff of in seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep).

7. Timely submission and quality of data for Publication of National Health Profile from the seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep).
8. Monitoring of CD, NCD data entry in CBHI portal.

#### **D. Evaluation Officer**

- ❖ Monitoring and Supervision of various National Health Programmes
- ❖ Administration and financial responsibilities of thin office.
- ❖ As delegated 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.

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

1. **Research Assistant/Technician / Laboratory Assistant Gr-I and Gr. II:**
  1. Cross checking of Malaria/Filaria blood smears
  2. Conducting Malaria/Filaria microscopy training for Lab Technicians
  3. Accompanying SRD during official tour / field visits to review of NHP including NCVBDC activities in the state of Karnataka.
  4. One of the team members for Subnational verification for malaria elimination in Karnataka.
  5. Monitoring, supportive supervision and review for quality implementation of NCVBDC activities in the State of Karnataka through field visits to the districts
  6. MDA, Pre & Post MDA activities and Pre TAS & IIS field activities in connection with ELF.
  7. External quality assurance of laboratory activities, Malaria and Filaria Microscopy cross checking for the state of Karnataka
  8. Accompany Sr. RD during tours in districts of Karnataka for monitoring and evaluation of National Health Programs
  9. Preparation of monthly technical report
  10. Other duties and responsibilities assigned by the officers from time to time.
  11. **Insect Collector**
    - Assist cross checking of blood smears
    - Assisting in imparting Malaria microscopy training
    - Accompanying Officers during tours for larval surveillance
      1. Vector surveillance activities in KIA airport.
    - Other duties and responsibilities assigned by the officers from time to time.
2. **Junior Statistical Officers**
  1. Monitoring through field visits to districts in seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep) for Strengthening of Health information systems via reporting in CBHI portal.
  2. Assisting Deputy Director (CBHI) while organizing ICD, HIM, MRIM Trainings for Medical and paramedical staff of in seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep).
  3. Assisting Deputy Director (CBHI) while evaluating data for Publication of National Health Profile from the seven southern states /UTs (Karnataka, Kerala, Andhra Pradesh, Telangana, Tamil Nadu, Puducherry & Lakshadweep).
  4. Monitoring of CD, NCD data entry in CBHI portal
  5. Maintaining MPRs,
  6. tour report files,
  7. Updating portals.

#### **D. Upper Division Clerk-C-C / Lower Division Clerk**

8. maintaining records of committees and meetings,
9. Duties of establishment section, maintaining service books
10. Management of stores
11. Record keeping
12. Entrusted the work of Stores Section, 10
13. Procurement

14. Accounts

15. Transport Section

16. Duties of establishment section, maintaining service books

17. Management of stores

**F. Staff car driver:**

- Driving office vehicle for conducting districts visits/Meetings

**G. MTS:**

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

**Annexure-III****Monthly Remuneration Report for the month JUNE – 2025**

**SENIOR REGIONAL DIRECTOR, REGIONAL OFFICE OF HEALTH and FAMILY WELFARE,  
SECOND FLOOR, HOSAKEREHALLI BMTc BUS STAND, BANASHANKARI 3RD  
STAGE, BANGALORE - 560 085.**

Employee Name	Designation	Pay Level	Pay Cell	Paid Basic Total	Gr To
r. Smita Rawat	Senior Regional Director (SAG)	14	12	199600	441
r. Ananthesh B G	Medical Officer (PHS)	11	3	71800	169
h. Gubbala Ramachandra Rao	Deputy Director (ISS)	11	4	74000	137
h. S Raghavendra Bhat	Evaluation Officer	9	20	93000	183
mt. M Kavitha	Research Assistant	9	19	90300	184
h. C. Senthil Kumar	Research Assistant	7	10	58600	101
h. S Nandish Prasad	Junior Statistical Officer	7	9	56900	110
h. Rama Rao T	Junior Statistical Officer	6	11	47600	93
h. Srirangappa	Upper Division Clerk-cum-computor	6	19	60400	118
h. Ravi Kumar Kota	Technician	7	5	50500	104
h. Pradeep Kumar S	Lower Division Clerk	4	18	42200	70
h. S Cheluvaraj	Driver	6	16	55200	91
h. Shubham Tomer	Laboratory Assistant Gr- I I	4	2	26300	51
Miss. Pooja Meena	Laboratory Assistant Gr- I I	4	2	23330	54
mt. Rekha D	Insect Collector	2	5	22400	48
h. K Raju	Multi-Tasking Staff	4	19	43500	78
h. P Narayanappa	Multi-Tasking Staff	3	21	39400	83
mt. Jyothi V	Multi-Tasking Staff	2	11	26800	60

**Annexure-III A****Directory of its officers and employees**

Sl. No	Name	Contact Number	E-mail id
1	Dr. Smita Rawat Senior Regional Director	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
2	Dr. B. G. Ananthesh Public Health Specialist	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
3	Sh. Ramachandra Rao Deputy Director (CBHI)	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
4	Sh. S. Raghavendra Bhat Evaluation Officer	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
5	Sh. Srirangappa UDC / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
6	Sh. S. Pradeep Kumar LDC / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
7	Smt. M. Kavitha Research Assistant / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
8	Sh. C. Senthil Kumar Research Assistant / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
9	Sh. Ravikumar Kota Technician / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
10	Sh. Nandish Prasad Junior Statistical Officer / CBHI	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
11	Sh. T. Rama Rao Junior Statistical Officer / CBHI	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
12	Sh. S. Cheluvraj Driver / CBHI	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
13	Miss. Pooja Meena Las. Assistant Gr-II / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
14	Sh. Shubham Tomer Las. Assistant Gr-II / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
15	Smt. Rekha D Insect Collector / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
16	Sh. K. Raju MTS / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
17	Sh. P. Narayanappa MTS / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>
18	Smt. Jyothi. V MTS / NCVBDC	080-25537688 / 25537310	<a href="mailto:rhobng@gmail.com">rhobng@gmail.com</a>

**Head Wise Budget Allocation And Expenditure**  
**For 2024-25**

Sl. No.	Sub-Head	Allocation of Revised BE 2024-25	Total Expenditure
I	II	III	VI
1	Salary	17700000	14328768
2	Allowances	17000000	14484696
3	Rewards	150000	87501
4	LTC	1000000	110293
5	Professional Services	250000	216570
6	Training Exp	2200000	1408044
7	CBHI - Work Shop	600000	93104
8	Medical Treatment	400000	274320
9	Domestic Travel Allowance	2200000	2194608
10	Office Expences	1900000	1392037
11	Fuels & Lubricants	70000	61815
12	Information, Computer & Telecommunication Equipments (ICT)	200000	0
13	Rent Rates & Taxes	500000	370850
14	Repair & Maintaiance	10000	5875
15	Furniture & Fixtures	150000	0
16	Swachata Action Plan	15000	0
17	Digital Equipments	20000	15418
18	Other Rev exp	50000	0
	<b>Total</b>	<b>44415000</b>	<b>35043899</b>

**Annexure-V****Head Wise Budget Allocation for 2025-26**  
**(BE 2025-26)**

Sl. No.	Sub-Head	Allocation of BE for 2025-26
I	II	III
1	Salary	15000000
2	Allowances	19000000
3	Rewards	200000
4	LTC	1000000
5	Professional Services	1200000
6	Wages	110000
7	Training Exp	2500000
8	CBHI - Work Shop	600000
9	Medical Treatment	800000
10	Domestic Travel Allowance	3000000
11	Office Expenses	2200000
12	Fuels & Lubricants	300000
13	Information, Computer & Telecommunication Equipment (ICT)	200000
14	Rent Rates & Taxes	3000000
15	Rent for Others	100000
16	Repair & Maintenance	200000
17	Materials & Supplies	100000
18	Swachata Action Plan	25000
19	Minor Civil & Elec Work	100000
20	Digital Equipment	150000
21	Other Rev Expenditure	50000
	<b>Total</b>	<b>49835000</b>