

Information of Regional Office Health & Family Welfare, Rajasthan, Jaipur for Third-Party Audit on Suo-Motu Disclosures under Section 4 of the RTI Act, 2005

1. Organization and Function

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Name and Address of the Organization	Regional Office for Health & Family Welfare, Rajasthan, Kendriya Sadan, Block-B, 2nd Floor, Sector – <u>10, Vidyadhar Nagar, Jaipur-302023</u>
(ii)	Head of the Organization	Dr. Kaushal Gupta, Sr. Regional Director (Health & Family Welfare)
(iii)	Vision, Mission, and Key Objectives	<ul style="list-style-type: none"> • Liaison and coordination between the Central Government and the State of Rajasthan for the implementation of National Health Programmes and activities under the National Health Mission (NHM), centrally sponsored Health Programmes, and other health-related initiatives. • Monitoring and supervision of Central Health Programme implementation in the State of Rajasthan. • Review of National Health Programme activities, NHM activities, sample checks, and field verification of Health Programme services.
1.1	Particulars of its Organization, Functions, and Duties [Section 4(1)(b)(i)]	
(iv)	Functions and Duties	<ul style="list-style-type: none"> • Administrative: Pay fixation, leave management, service book maintenance, nominations, retirement benefit payments, discipline maintenance, confidential report management, LTC, general correspondence, recruitment, e-HRMS and e-Office implementation, serving as Appellate Authority for RTI matters, and acting as a member/chairman of various committees (e.g., Internal Complaint Committee, Office Council). • Finance & Accounts: As Drawing and Disbursing Officer (DDO), ensuring adherence to bill preparation rules. Budget preparation, expenditure control, regulation of government finances, money drawal and disbursement, and account maintenance. Procurement of goods and services, purchase of office equipment/stores, maintenance of office decorum, and upkeep of office equipment. • Legal: Handling cases related to the Central Administrative Tribunal and managing the LIMBS portal. • Technical: Monitoring and supervision of various National Health Programmes (such as NVBDCP, RNTCP, NCD, NLEP, NPCB&VI, Trauma Care, RMNCH+A, IDSP) implemented in the State. Liaising with State Health Departments and National Programme Officers, attending

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
		national and state-level meetings. Coordinating central monitoring team visits. Assisting in implementing new health initiatives/schemes. Participating as a member in central teams for outbreak investigations when directed. Associating as a member in various programme implementation committees. Organizing Malaria Microscopy Trainings for State Government Laboratory Technicians in coordination with the Training and Capacity Building Facility (TCF). Cross-checking and quality assurance of laboratories functioning under NVBDCP. Analyzing data of different diseases and providing feedback to National Programme Officers (NPO) and State Programme Officers (SPO). Inspecting materials supplied by the Central Government to the State under various NHPs, as and when directed. Imparting training for health personnel regarding NHPs as per DGHS directions. Conducting short-term in-service training for health personnel in government/private health institutions and half-day sensitization workshops to promote the use of ICD-10 and ICF for mortality and morbidity coding in medical colleges under the jurisdiction of FSU Jaipur. Strengthening and monitoring Health Information Systems through the Health Information Field Unit (HIFU). Visiting health facilities to assess ICD-10/IFC implementation by CBHI-FSU officers/officials.
(v)	Organization Chart	Annexure - 1
(vi)	Any Other Details	The Regional Office for Health & Family Welfare (ROH&FW) was initially established as a Regional Coordination Organization in 1958 for monitoring, evaluation, and implementation of the malaria control programme. Subsequently, the Central Family Planning Unit merged with it, leading to its current designation as the Regional Office of Health and Family Welfare (ROH&FW).

1.2 Power and Duties of its Officers and Employees [Section 4(1)(b)(ii)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Powers and Duties of Officers (administrative, financial, and judicial)	This office, being a subordinate office of DGHS/MoH&FW, vests its Senior Regional Director (SRD) and Officers with powers to execute instructions/orders on administrative, financial, and judicial matters as laid down by the competent authority from time to time. (Detailed information in Annexure –II)
(ii)	Power and Duties of Other Employees	The responsibilities, including additional charges, entrusted to various employees of this office are furnished in Annexure –II.
(iii)	Rules/Orders under	Central Civil Service Rules and Regulations of the Government of

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
	which Powers and Duty are Derived	India, and as per orders of RD Cell, Director NCVBDC, DGHS, MoH&FW, Government of India.
(iv)	Exercised	As per directives of the competent authorities issued from time to time.
(v)	Work Allocation	As per directions of the Senior Regional Director, issued from time to time.

1.3 Procedure Followed in Decision-Making Process [Section 4(1)(b)(iii)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Process of Decision Making - Identify Key Decision-Making Points	The channel of decision-making depends upon the work assigned to the respective section dealing hand and officer. Pictorially shown: Accounts -> Administration -> Laboratory -> Senior Regional Director Transport -> Stores
(ii)	Final Decision-Making Authority	The Senior Regional Director is the final decision-making authority, as per Government rules and regulations.
(iii)	Related Provisions, Acts, Rules, etc.	Government of India Rules and Regulations.
(iv)	Time Limit for Taking a Decision, if any	As the case may be and as per matter of priority.
(v)	Channel of Supervision and Accountability	Hierarchical channel of supervision and accountability. The Senior Regional Director is the supervising and accountable authority.

1.4 Norms for Discharge of Functions [Section 4(1)(b)(iv)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Nature of Functions/Services Offered	Services related to National Health Programmes such as monitoring & supervision, reporting, and coordination of other new NH initiatives of DGHS/MoHFW.
(ii)	Norms/Standards for	As per norms/standards laid out by DGHS/MoHFW from time to

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
	Functions/Service Delivery	time.
(iii)	Process by which these Services can be Accessed	The Senior Regional Director of this office can be approached.
(iv)	Time-limit for Achieving the Targets	Time limit as set by DGHS/MoHFW, Government of India, program-wise.
(v)	Process of Redress of Grievances	Grievances Redressal mechanism exists. Dr. Kaushal Gupta, Regional Director, is the designated Nodal Officer.

1.5 Rules, Regulations, Instructions Manual, and Records for Discharging Functions [Section 4(1)(b)(v)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Title and Nature of the Record/Manual/Instruction	Rules, regulations, and instructions issued by the Government of India from time to time are followed for discharging functions.
(ii)	List of Rules, Regulations, Instructions Manuals, and Records	The Right to Information Rules-2019, General Financial Rules-2017, Central Civil Services (Leave) Rules, 1972 (Revised), Central Civil Services (Conduct) Rules, Central Civil Services (Leave Travel Concession) Rules, Recruitment Rules, 7th CPC Pay (RP) Rules, Office Procedure Manuals, and so on.
(iii)	Acts/Rules Manuals, etc.	Office Procedure Manual, GFR, FRSR, Swamy's Hand book, Right to Information Act, 2005, PwD Act 2019, CVC Act 2003, The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, etc.
(iv)	Transfer Policy and Transfer Orders	As per NVBDCP/DGHS/MoHFW directives/guidelines.

1.6 Categories of Documents Held by the Authority under its Control [Section 4(1)(b)(vi)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Categories of Documents	Pay Bill Registers, Expenditure Book, Bills Register, Service Books, Personal Files, Reservation Rosters, Leave Account Registers, Public Grievance Register, Files of ACR/APAR, Performance Appraisal Register, Court Cases, RTI, e-HRMS, and Technical files (e.g., Malaria, Cross-check, MPR, Trainings).

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(ii)	Custodian of Documents/Categories	The Custodian of documents related to Accounts is the Accounts In-charge; Administration-related documents are with the Admin In-charge; Technical reports like Malaria are with the Consultant (File); Cross-check, Training & other Technical files are with the Laboratory In-charge; Hindi-related documents are with the Establishment and Hindi Officer; Transport and Stores section related documents are with the Store In-charge.

1.7 Boards, Councils, Committees, and Other Bodies Constituted as Part of the Public Authority [Section 4(1)(b)(viii)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Name of Boards, Council, Committee, etc.	Details in Annexure - III
(ii)	Composition	Depending on purpose and need of the office.
(iii)	Dates from which Constituted	As per approval of concerned committee.
(iv)	Term/Tenure	Not applicable
(v)	Powers and Functions	Not applicable
(vi)	Whether their Meetings are Open to the Public?	At present, no platform for meetings to be open to the public, as no website facility.
(vii)	Whether the Minutes of the Meetings are Open to the Public?	-do-
(viii)	Place where the Minutes if Open to the Public are Available?	Not applicable

1.8 Directory of Officers and Employees [Section 4(1)(b)(ix)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Name and Designation	Details furnished in Annexure –IV.
(ii)	Telephone, Fax, and Email ID	Details furnished in Annexure –IV.

1.9 Monthly Remuneration Received by Officers & Employees Including System of Compensation [Section 4(1)(b)(x)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	List of Employees with Gross Monthly Remuneration	Furnished in Annexure-V.
(ii)	System of Compensation as Provided in its Regulations	As per Ministry of Finance, Department of Expenditure, Government of India norms.

1.10 Name, Designation, and Other Particulars of Public Information Officers [Section 4(1)(b)(xvi)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Name and Designation of the Public Information Officer (PIO), Assistant Public Information Officer(s) & Appellate Authority	Dr. Disha Meena, Sr. Medical Officer & CPIO designate Dr. Kaushal Gupta, Senior Regional Director & Appellate Authority designate.
(ii)	Address, Telephone Numbers, and Email ID of Each Designated Official	<p>Dr. Disha Meena, Sr. Medical Officer & CPIO designate Regional Office for Health & Family Welfare, Rajasthan, Kendriya Sadan, Block-B, 2nd Floor, Sector – <u>10, Vidyadhar Nagar, Jaipur-302023</u> Mobile: 8130447383 Email: disha.meena@gov.in, rdhroj-rj@nic.in</p> <p>Dr. Kaushal Gupta, Senior Regional Director & Appellate Authority designate Regional Office for Health & Family Welfare, Rajasthan, Kendriya Sadan, Block-B, 2nd Floor, Sector – <u>10, Vidyadhar Nagar, Jaipur-302023</u> Mobile: 9414522008 Email: kaushal.gupta@cghs.nic.in, rdrhojp-rj@nic.in</p>

1.11 No. of Employees against Whom Disciplinary Action Has Been Proposed/Taken [Section 4(2)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	No. of Employees Against Whom Disciplinary Action Has Been Pending for Minor Penalty or Major Penalty Proceedings	Nil.

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(ii)	Finalized for Minor Penalty or Major Penalty Proceedings	Nil.

1.12 Programmes to Advance Understanding (RTI) [Section 26]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Educational Programmes of RTI	Not undertaken at this office level.
(ii)	Efforts to Encourage Public Authority to Participate in These Programmes	Not Applicable
(iii)	Training of CPIO/APIO	Not Applicable
(iv)	Update & Publish Guidelines on RTI by the Public Authorities Concerned	Not Applicable

1.13 Transfer Policy and Transfer Orders [F. No. 1/6/2011-IR dt. 15.4.2013]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
-	Transfer Policy and Transfer Orders	As per directives of NCVBDC/RD Cell DGHS/MoH&FW.

2. Budget and Programme

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
2.1	Budget Allocated to Each Agency Including All Plans, Proposed Expenditure, and Reports on Disbursements Made, etc. [Section 4(1)(b)(xi)]	
(i)	Total Budget for the Public Authority	Furnished in Annexure -VI
(ii)	Budget for Each Agency and Plan & Programmes	Furnished in Annexure -VI
(iii)	Proposed Expenditures	Furnished in Annexure -VI

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(iv)	Revised Budget for Each Agency, if any	Furnished in Annexure -VI
(v)	Report on Disbursements Made and Place Where the Related Reports are Available	Accounts Section, ROH&FW, Jaipur
2.2	Foreign and Domestic Tours (F.No. 1/8/2012-IR dt. 11.9.2012)	
(i)	Budget	Domestic tours as per Official intimation.
(ii)	Foreign and Domestic Tours by Ministries and Officials of the Rank of Joint Secretary to the Government and Above, as well as the Heads of the Department	Domestic tours as per Official intimation.
a)	Places Visited	Domestic tours as per Official intimation.
b)	The Period of Visit	Domestic tours as per Official intimation.
c)	The Number of Members in the Official Delegation	Domestic tours as per Official intimation.
d)	Expenditure on the Visit	Domestic tours as per Official intimation.
(iii)	Information Related to Procurements	
a)	Notice/Tender Enquires, and Corrigenda if any thereon	Not applicable
b)	Details of the Bids Awarded Comprising the Names of the Suppliers of Goods/Services Being Procured	1. Bid for manpower services awarded through GeM for FY 2024-25 valued at Rs. 718,701.63, awarded to Balaji Enterprise & Security Service for the period from 18-09-2024 to 31-03-2025. 2. Bid for manpower services awarded through GeM for FY 2024-25 valued at Rs. 405,216.92, awarded to Deepak Enterprise for the period from 18-09-2024 to 31-03-2025.
d)	The Works Contracts Concluded - in any such Combination of the Above - and The Rate/Rates and the Total Amount at Which Such Procurement or Works Contract is to be Executed	Not applicable

2.3 Manner of Execution of Subsidy Programme [Section 4(1)(b)(xii)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Name of the Programme of Activity	Not Applicable
(ii)	Objective of the Programme	Not Applicable
(iii)	Procedure to Avail Benefits	Not Applicable
(iv)	Duration of the Programme/Scheme	Not Applicable
(v)	Physical and Financial Targets of the Programme	Not Applicable
(vi)	Nature/Scale of Subsidy/Amount Allotted	Not Applicable
(vii)	Eligibility Criteria for Grant of Subsidy	Not Applicable
(viii)	Details of Beneficiaries of Subsidy Programme (Number, Profile, etc.)	Not Applicable

2.4 Discretionary and Non-Discretionary Grants [F. No. 1/6/2011-IR dt. 15.04.2013]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Discretionary and Non-Discretionary Grants/Allocations to State Govt./NGOs/Other Institutions	Nil.
(ii)	Annual Accounts of All Legal Entities Who Are Provided Grants by Public Authorities	Nil.

2.5 Particulars of Recipients of Concessions, Permits or Authorizations Granted by the Public Authority [Section 4(1)(b)(xiii)]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(i)	Concessions, Permits, or Authorizations Granted by Public Authority	Not Applicable
(ii)	For Each Concessions, Permit, or	Not Applicable

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
	Authorization Granted	
a)	Eligibility Criteria	Not Applicable
b)	Procedure for Getting the Concession/Grant and/or Permits of Authorizations	Not Applicable
c)	Name and Address of the Recipients Given Concessions/Permits or Authorisations	Not Applicable
d)	Date of Award of Concessions/Permits of Authorizations	Not Applicable

2.6 CAG & PAC Paras [F No. 1/6/2011- IR dt. 15.4.2013]

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
-	CAG and PAC Paras and the Action Taken Reports (ATRs) After These Have Been Laid on the Table of Both Houses of the Parliament	Nil.

3. Publicity and Public Interface.

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
3.1	Particulars for Any Arrangement for Consultation with or Representation by the Members of the Public in Relation to the Formulation of Policy or Implementation Thereof [Section 4(1)(b)(vii)] [F No. 1/6/2011- IR dt. 15.4.2013]	
(i)	Arrangement for Consultations with or Representation by the Members of the Public Relevant Acts, Rules, Forms, and Other Documents Which Are Normally Accessed by Citizens	Not Applicable
(ii)	Arrangements for Consultation with or	Not Applicable

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
	Representation by	
a)	Members of the Public in Policy Formulation/Policy Implementation	This office, being a subordinate office, is not engaged in such activity and functions as per the rules, regulations, and guidelines of the Directorate of NVBDCP, DGHS/MoH&FW.
b)	Day & Time Allotted for Visitors	-do-
c)	Contact Details of Information & Facilitation Counter (IFC) to Provide Publications Frequently Sought by RTI Applicants	Not Applicable
3.2	Public-Private Partnerships (PPP)	
(i)	Details of Special Purpose Vehicle (SPV), if any	Not Applicable
(ii)	Detailed Project Reports (DPRs)	Not Applicable
(iii)	Concession Agreements	Not Applicable
(iv)	Operation and Maintenance Manuals	Not Applicable
(v)	Other Documents Generated as Part of the Implementation of the PPP	Not Applicable
(vi)	Information Relating to Fees, Tolls, or the Other Kind of Revenues That May Be Collected Under Authorisation from the Government	Not Applicable
(vii)	Information Relating to Outputs and Outcomes	Not Applicable
(viii)	The Process of the Selection of the Private Sector Party (Concessionaire etc.)	Not Applicable
(ix)	All Payment Made Under the PPP Project	Not Applicable
3.3	Are the Details of Policies/Decisions Which Affect Public, Informed to Them [Section 4(1)(c)]	
(i)	Publish All Relevant Facts While Formulating Important Policies or Announcing Decisions Which Affect Public to Make the Process More Interactive; Policy Decisions/Legislations Taken in the Previous One Year	This office, being a subordinate office, is not engaged in such activity and functions as per the rules, regulations, and guidelines of the Directorate of NVBDCP, DGHS/MoH&FW.

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
(ii)	Outline the Public Consultation Process	-do-
(iii)	Outline the Arrangement for Consultation Before Formulation of Policy	-do-
3.4	Dissemination of Information Widely and in Such Form and Manner Which is Easily Accessible to the Public [Section 4(3)]	Use of the most effective means of communication: Not Applicable
(i)	Internet (Website)	No website facility available.
3.5	Form of Accessibility of Information Manual/Handbook [Section 4(1)(b)]	
(i)	Electronic Format	Not Applicable
(ii)	Printed Format	Not Applicable
3.6	Whether Information Manual/Handbook Available Free of Cost or Not [Section 4(1)(b)]	
(i)	Free of Cost	Not Applicable
(ii)	At a Reasonable Cost of the Medium	Not Applicable

4. E-Governance

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	
(i)	English	Not Applicable – Not met
(ii)	Vernacular/Local Language	Not Applicable – Not met
4.2	When Was the Information Manual/Handbook Last Updated? [F No. 1/6/2011- IR dt. 15.4.2013]	
-	Last Date of Annual Updation	Not Applicable – Not met
4.3	Information Available in Electronic	

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
	Form [Section 4(1)(b)(xiv)]	
(i)	Details of Information Available in Electronic Form	As far as this office is concerned, the electronic form of information is nil.
(ii)	Name/Title of the Document/Record/Other Information	Not Applicable
(iii)	Location Where Available	Not Applicable
4.4	Particulars of Facilities Available to Citizen for Obtaining Information [Section 4(1)(b)(xv)]	
(i)	Name & Location of the Facility	Regional Office Health and Family Welfare, Rajasthan, Jaipur.
(ii)	Details of Information Made Available	As per nature of information sought.
(iii)	Working Hours of the Facility	9:30 a.m. to 6:00 p.m.
(iv)	Contact Person & Contact Details (Phone, Fax, Email)	Dr. Kaushal Gupta, Sr. Regional Director, Regional Office for Health & Family Welfare, Rajasthan, Kendriya Sadan, Block-B, 2nd Floor, Sector – 10, Vidyadhar Nagar, Jaipur-302023 Telephone: 0141-2236845 Mobile: 9414522008 Email: kaushal.gupta@cghs.nic.in , rdrhojp-rj@nic.in
4.5	Such Other Information as May Be Prescribed Under Section 4(i)(b)(xvii)	
(i)	Grievance Redressal Mechanism	Dr. Kaushal Gupta, Sr. Regional Director, is the nodal officer to redress grievances.
(ii)	Details of Applications Received Under RTI and Information Provided	Details furnished in Annexure -VII
(iii)	List of Completed Schemes/Projects/Programmes	Not Applicable
(iv)	List of Schemes/Projects/Programme Underway	Not Applicable
(v)	Details of All Contracts Entered Into Including Name of the Contractor, Amount of Contract, and Period of	As stated in point 2.2 (iii)

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable treated as fully met/partially met)
	Completion of Contract	
(vi)	Annual Report	Information of this office for the Annual Report 2024-25 is provided to RD Cell, DGHS.
(vii)	Frequently Asked Questions (FAQs)	Not Applicable
(viii)	Any Other Information Such As	
a)	Citizen's Charter	Not Applicable
b)	Result Framework Document (RFD)	Not Applicable
c)	Six Monthly Reports on the Performance Against the Benchmarks Set in the Citizen's Charter	Not Applicable
4.6	Receipt & Disposal of RTI Applications & Appeals [F No. 1/6/2011- IR dt. 15.4.2013]	
(i)	Details of Applications Received and Disposed	Refer to Annexure –VII
(ii)	Details of Appeals Received and Orders Issued	Nil.
4.7	Replies to Questions Asked in the Parliament [Section 4(1)(d)(2)]	Information in respect of this office regarding parliament questions has been sent to DGHS in a time-bound manner.

5. Information as May Be Prescribed

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable will be treated as fully met/partially met)
5.1	Such Other Information as May Be Prescribed [F No. 1/2/2016- IR dt. 17.8.2016, F No. 1/6/2011- IR dt. 15.4.2013]	
(i)	Name & Details of	
(a)	Current CPIOs & FAAs (from 02.02.2024)	Dr. Disha Meena, Sr. Medical Officer & CPIO designate Dr. Kaushal Gupta, Senior Regional Director &

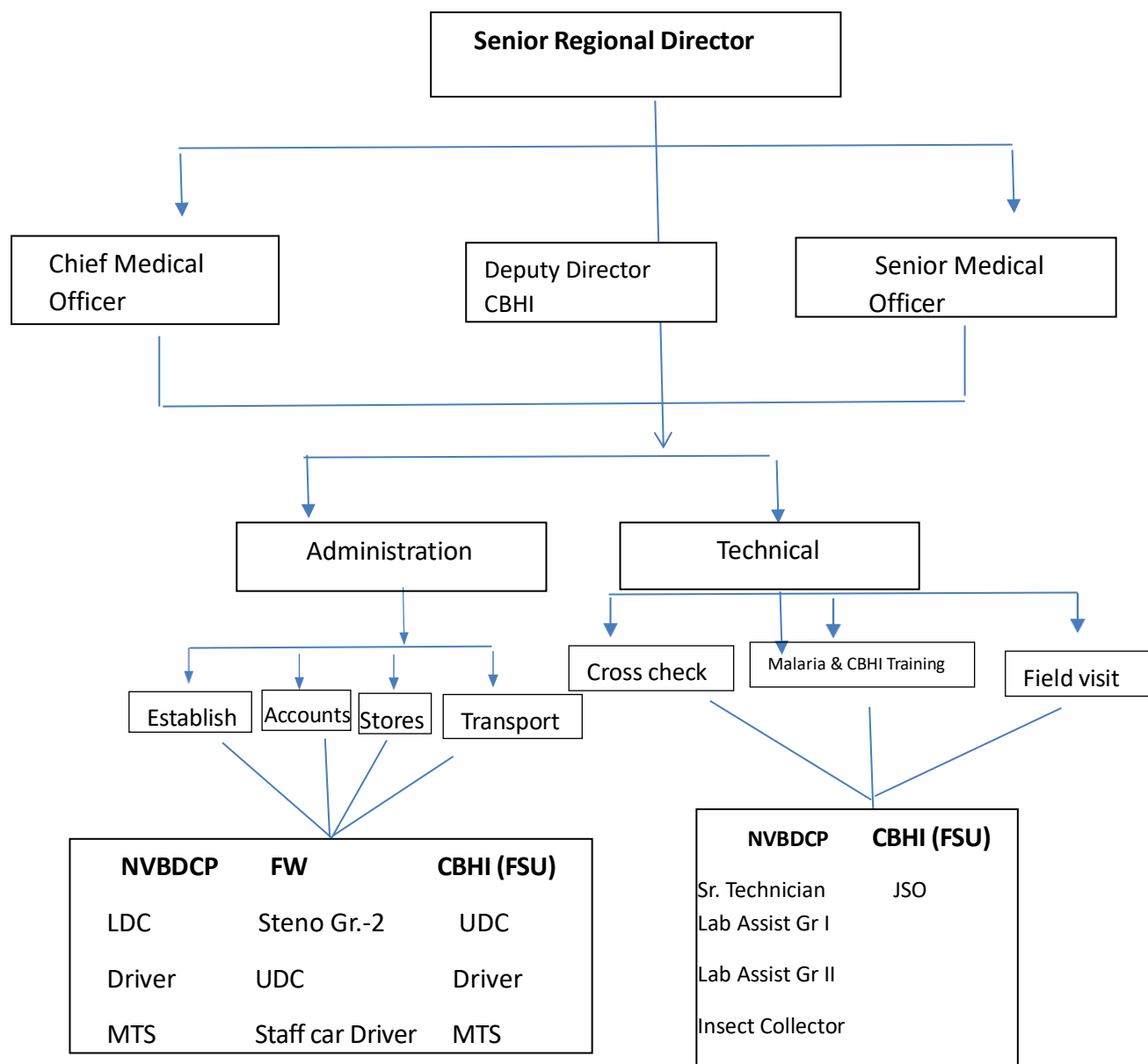
S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable will be treated as fully met/partially met)
		Appellate Authority designate.
(b)	Earlier CPIO & FAAs from 1.1.2015	Dr. T.D. Khatri, Research Officer (Medical) & CPIO designate Dr. Rakesh Kumar Gupta, Sr. R.D. & Appellate Authority designate
(c)	CPIO & FAAs from 1.6.2016	Smt. Seema Mishra, Dy. Director & CPIO designate Dr. Rakesh Kumar Gupta, Sr. R.D. & Appellate Authority designate
(d)	CPIO & FAAs from April, 2020	Dr. Disha Meena, Sr. Medical Officer & CPIO designate Dr. Deepak Saxena, Senior Regional Director & Appellate Authority designate.
(e)	CPIO & FAAs from 21.11.2022	Dr. Sameer Samar, SMO & CPIO designate Dr. Deepak Saxena, Senior Regional Director & Appellate Authority designate
(ii)	Details of Third-Party Audit of Voluntary Disclosure	
(a)	Dates of Audit Carried Out	Not met. Third-party audit of suo motu disclosure is not yet carried out.
(b)	Report of the Audit Carried Out	Not met. Third-party audit of suo motu disclosure is not yet carried out.
(iii)	Appointment of Nodal Officers Not Below the Rank of Joint Secretary/Additional HoD	Not met.
(a)	Date of Appointment	Not met.
(b)	Name & Designation of the Officers	Not met.
(iv)	Consultancy Committee of Key Stakeholders for Advice on Suo-Motu Disclosure	Not met.
(a)	Dates from Which Constituted	Not met.
(b)	Name & Designation of the Officers	Not met.
(v)	Committee of PIOs/FAAs with Rich Experience in RTI to Identify Frequently Sought Information Under RTI	Not met.

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable will be treated as fully met/partially met)
(a)	Dates from Which Constituted	Not met.
(b)	Name & Designation of the Officers	Not met.

6. Information Disclosed on Own Initiative

S. No.	Item Details of Disclosure	Remarks/Reference Points (Fully met/Partially met/Not met - Not applicable will be treated as fully met/partially met)
6.1	Item/Information Disclosed so That Public Have Minimum Resort to Use of RTI Act to Obtain Information	No platform to disclose information to Public. Not met.
6.2	Guidelines for Indian Government Websites (GIGW) is Followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	
(i)	Whether STQC Certification Obtained and Its Validity	Not applicable. Not met.
(ii)	Does the Website the Certificate on the Website?	Not applicable.

Annexure-I

ORGANISATION CHART

ANNEXURE –II: Power and Duties of Officers and Employees

(I) Duties & Responsibilities:

Senior Regional Director:

As Head of the Department, the Senior Regional Director performs administrative, financial, judicial, and technical duties.

Administrative Responsibilities: Ensures adherence to rules and regulations in pay fixation, leave and LTC sanction, attestation of service book events (nominations, promotions, transfers), retirement benefit payments, discipline maintenance, confidential report management, correspondence, recruitment, implementation of e-HRMS and e-Office, serving as Appellate Authority for RTI work, and acting as a member/chairman of various committees (e.g., purchase committee, Office Council).

Finance & Accounts: As DDO, ensures proper observance of rules regarding bill preparation. Oversees budget preparation, expenditure control, regulation of government finances, money drawal and disbursement, and maintenance of accounts. Manages general administration, including procurement of goods and services, purchase of office equipment/stores, maintenance of office decorum, and upkeep of office equipment.

Legal: Handles Court Cases of the Central Administrative Tribunal and manages the LIMBS portal.

Technical: Monitors and supervises various National Health Programmes (such as NVBDCP, RNTCP, NCD, NLEP, NPCB&VI, Trauma Care, RMNCH+A, IDSP) implemented in the State/UT. Liaises with Health Departments of the State and UT in coordination with National Programme Officers, attends national and state-level meetings. Coordinates central monitoring team visits in the state and UT. Assists in implementing newer health initiatives/schemes. Participates as a member in central teams for outbreak investigations when directed. Associates as a member Organizes Malaria Microscopy Trainings for State Government Laboratory Technicians in coordination with TCS. Conducts cross-checking and quality assurance of laboratories functioning under NVBDCP in the State and UT. Analyzes data of different diseases and provides feedback to NPO & SPO of State and UT. Monitors and supervises the functioning of APHO, Jaipur. Responsible for administration and financial aspects of the office. Performs other duties assigned by the RD Cell, Directorate of NCVBDC, DGHS, Ministry from time to time.

Chief Medical Officer:

Monitors and supervises various National Health Programmes (such as NVBDCP, RNTCP, NCD, NLEP, NPCB&VI, Trauma Care, RMNCH+A, IDSP) implemented in the State/UT. Liaises with Health Departments of the State and UT in coordination with National Programme Officers, attends national and state-level meetings. Coordinates central monitoring team visits in the state and UT. Serves as Nodal Officer for Malaria Microscopy trainings and State Nodal Officer for NCDC branch. As Nodal Officer for LIMBS, ensures entry & updation of the portal and assists SRD in coordinating court cases. Assists in implementing newer health initiatives/scheme in the state and UT. Participates as a member in central teams for outbreak investigations when directed. Conducts cross-checking and quality assurance of laboratories functioning under NVBDCP in the State and UT. Analyzes data of different diseases and provides feedback to NPO & SPO of State and UT. Inspects material supplied by the Central Government to the State under various NHPs. Manages administration and financial responsibilities of the office. Performs other duties assigned by the Senior Regional Director & Regional Director from time to time.

Senior Medical Officer

Monitors and supervises various National Health Programmes (such as NVBDCP, RNTCP, NCD, NLEP, NPCB&VI, Trauma Care, RMNCH+A, IDSP) implemented in the State/UT. Liaises with Health Departments of the State and UT in coordination with National Programme Officers, attends national and state-level meetings. Coordinates central monitoring team visits in the state and UT. Serves as Nodal Officer for Ehrms and DDO Checker. Functions as CPIO

of ROHFW, Jaipur. Assists in implementing newer health initiatives/scheme in the state and UT. Participates as a member in central teams for outbreak investigations when directed. Conducts cross-checking and quality assurance of laboratories functioning under NVBDCP in the State and UT. Analyzes data of different diseases and provides feedback to NPO & SPO of State and UT. Inspects material supplied by the Central Government to the State under various NHPs. Manages administration and financial responsibilities of the office. Performs other duties assigned by the Senior Regional Director & Regional Director from time to time.

Deputy Director (CBHI)

Conducts short-term in-service training for health personnel working in Government/Private Health Institutions and organizes half-day sensitization workshops to promote the use of ICD-10 and ICF for mortality and morbidity coding in medical colleges under the jurisdiction of FSU Jaipur. Strengthens and monitors the Health Information System through the Health Information Field Unit (HIFU). Visits various health facilities to assess the status of ICD-10/ICF implementation by CBHI-FSU officers/officials.

(iii) Duties & Responsibilities of Staff:

Technician / Laboratory Assistant Gr-I and Gr.II:

Performs cross-checking of blood smears for Rajasthan State. Conducts Malaria Microscopy Training. Manages the malaria clinic. Conducts Vector Surveys. Undertakes tours in districts for Vector-Borne Diseases (VBDs) and quality assurance of Laboratories. Prepares monthly Performance reports. Accompanies Officers during tours for reviewing National Health Programmes and NVBDCP. Performs other duties and responsibilities assigned by the officers from time to time. Laboratory Assistant (Gr.-II) also has additional charge of the Store section. General Administration includes procurement of goods and services, purchase of office equipment/stores, maintenance of office decorum, and upkeep of various equipment installed in the office/station.

Insect Collector:

Conducts Vector Surveys. Performs cross-checking of blood smears for Gujarat State and DNH. Assists in imparting Malaria Microscopy Training. Accompanies Officers during tours for reviewing National Health Programmes. Performs other duties and responsibilities assigned by the officers from time to time.

Upper Division Clerk:

Responsible for budget preparation, expenditure control, maintenance of accounts, and preparation of all types of bills (Salary, FVC, TA, LTC, Arrears, Pension, etc.). Handles matters related to Court cases, including correspondence and information to the Limbs Portal.

Lower Division Clerk:

Manages administration section work such as correspondence, maintaining service books, files, preparation of periodical reports, annual reports, pay fixation, recruitment, information to Limbs & RTI portal, employment office, and so on. Performs other LDC duties like noting & drafting, typing work, and record keeping.

MTS (Multi-Tasking Staff):

Performs routine MTS duties and is entrusted with Diary & Dispatch work, bank-related duties, post office duties, and so on.

Annexure - III

1.7 Boards, Councils, Committees and other Bodies Constituted

S.NO	Name of Boards, Council, Committee	Composition	Dates from which constituted
1.	Condemnation Committee	1. Dr. Kaushal Gupta , Sr. RD - Chairperson 2. Dr. Ruchi Jain, CMO – Member. 3. Shri. Roshan Lal Meena, Dy. Director - Member 4. Shri.Mahipal Singh, UDC – Member 5. Shri Prakash Janjani, Lab. Asstt. - Member	03.03 2025,
2.	Purchase Committee	1. Dr. Kaushal Gupta , Sr. RD - Chairperson 2. Dr. Ruchi Jain, CMO – Member. 3. Shri.Roshan Lal Meena, Dy. Director - Member 4. Shri.Mahipal Singh, UDC – Member	03.03. 2025
3.	Internal Committee	1. Dr. Ruchi Jain, CMO, Chairperson 2. Shri. Roshan Lal Meena, Dy. Director – Member 3. Smt.Inderjeet Kaur – Member 4. Smt Shabnam, Vishakha Foundation – Member	28.05.2025
4.	Official Language Implementation Committee (HINDI)	1. Dr. Kaushal Gupta , Sr. RD - Chairperson 2. Dr. Ruchi Jain, CMO – Member. 3. Shri.Roshan Lal Meena, Dy. Director - Member 4. Shri.Mahipal Singh, UDC – Member 5. Shri Prakash Janjani, Lab. Asstt. – Member 6. Sh. Prem Raj Meena, Sr. Tech. Member	20.03.2025
5.	Office Council Committee	1. Dr. Kaushal Gupta , Sr. RD - Chairperson 2. Dr. Ruchi Jain, CMO – Member. 3. Dr. Disha Meena - Member 4. Shri.Roshan Lal Meena, Dy. Director - Member 5. Shri.Mahipal Singh, UDC – Member 6. Shri Prakash Janjani, Lab. Asstt. – Member 7. Sh. Prem Raj Meena, Sr. Tech. Member	14.10.2024
6.	Review and representation / Performance review committee	1. Dr. Kaushal Gupta , Sr. RD - Chairperson 2. Dr. Ruchi Jain, CMO – Member. 3. Dr. Disha Meena – Member 4. Sh. Vikas Sharma, JSO – Member	05.11.2024

Annexure-IV**1.8 Directory of Employees of Regional Office of Health and Family Welfare, Rajasthan, Jaipur.**

Sl. No	Name	Designation	Contact Number	E-mail ID
1.	Dr. Kaushal Gupta	Sr. Regional Director	9414522008	kaushalgupta@cghs.nic.in
2.	Dr. Disha Meena	Sr. Medical Officer	8130447383	disha.meena@gov.in
3.	Sh. Mahipal Singh	U.D.C.	9414842774	mahipal.singh70@gov.in
4.	Sh. Gopal Lal Yadav	Staff Car Driver	9772201658	gopal.yadav742gov.in
NVBDCP Strength				
5.	Dr. Ruchi Jain	Chief Medical Officer	9717175006	ruchi.jain@gov.in
6.	Sh. Prem Raj Meena	Sr. Technician	9911536273	hemaprem.meena85@gov.in
7.	Sh. Tej Ram Meena	Technician	9461623561	tejram.meena81@gov.in
8.	Sh. Rajendra Verma	Lab. Asstt. (Gr.-I)	9413488532	r.verma786@gov.in
9.	Sh. Samee Singh	Lab. Assistant (Gr.-II)	9414787728	sameesingh.meena@gov.in
10.	Sh. Prakash Janjani	Lab. Asstt. (Ex-MOFRS)	9460389673	Janjani.prakash65@gov.in
11.	Sh. Rajendra Choudhary	Lab. Asstt. (Ex-MOFRS)	9414870359	rprajendra.jat67@gov.in
12.	Sh. Ramesh Kumar Pareek	Lab. Asstt. (Ex-MOFRS)	9414592791	ramesh.pareek72@gov.in
13.	Smt. Inderjeet Kaur	LDC	9413748478	inderjeet.guru65@gov.in
14.	Ms. Harshita	LDC	8696686082	Harshitabaghla1812@gmail.com
15.	Sh. Roshan Lal	MTS	8766628016	roshan.lal76@gov.in
FSU (CBHI) Unit				
16.	Sh. Roshan Lal Meena	Dy. Director	9950825023	meena.roshan@gov.in
17.	Sh. Vikas Sharma	JSO	8003730598	vikas.sharma86@gov.in
18.	Sh. Bharat Meena	JSO	7014957507	bharat.meena94@mospi.gov.in

ANNEXURE – V**1.9 MONTHLY REMUNERATION AND RECEIVED BY OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION****(i) List of employees with Gross monthly remuneration**

Sr. No.	Name	Designation	Pay Level (in Rs.)
1.	Dr. Kaushal Gupta	Sr. Regional Director	Level-15
2.	Dr. Ruchi Jain	Chief Medical Officer	Level-13
3.	Dr. Disha Meena	Sr. Medical Officer	Level-11
4.	Sh. Roshan Lal Meena	Dy. Director	Level-11
5.	Sh. Vikas Sharma	JSO	Level-6
6.	Sh. Bharat Meena	JSO	Level-6
7.	Sh. Prem Raj Meena	Sr. Technician	Level-7
8.	Sh. Tej Ram Meena	Technician	Level-6
9.	Sh. Rajendra Verma	Lab. Asstt. (Gr.-I)	Level-6
10.	Sh. Samee Singh	Lab. Assistant (Gr.-II)	Level-4
11.	Sh. Prakash Janjani	Lab. Asstt. (Ex-MOFRS)	Level-7
12.	Sh. Rajendra Choudhary	Lab. Asstt. (Ex-MOFRS)	Level-7
13.	Sh. Ramesh Kumar Pareek	Lab. Asstt. (Ex-MOFRS)	Level-7
14.	Sh. Mahipal Singh	U.D.C.	Level-6
15.	Sh. Gopal Lal Yadav	Staff Car Driver	Level-5
16.	Smt. Inderjeet Kaur	LDC	Level-5
17.	Ms. Harshita	LDC	Level-2
18.	Sh. Roshan Lal	MTS	Level-3

Annexure-VI**2. Budget and Programme**

2.1 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.

Budget details 2024-25			Remarks
Sr No.	Particulars	(Head:- M.H.2211)	
1	Total BE 2024-25 (In Rs.)	46550000	
2	Total RE 2024-25	37579000	
3	Expenditure up to March 2025	35655979	

S. No.	Sub Head	Allocation of BE 2024-25	Allocation of RE 2024-25	Total Exp. up to the month of March, 2025	Remark % of utilization as per BE 2024-25
1	Salaries	19000000	14677000	14248490	97.08
2	Allowances	17000000	13500000	12906698	95.61
3	LTC	200000	300000	258692	86.23
4	Rewards	150000	150000	120120	80.08
5	Wages	10000	0	0	0.00
6	Medical Treatment	700000	600000	595769	99.29
7	T.E. (Training Exp.)	200000	0	0	0.00
8	DTE	1500000	1400000	1396292	99.74
9	OE	4000000	3560000	3392516	95.30
10	RRT	2200000	2330000	2025764	86.94
11	Digital Equipment	100000	50000	49549	99.10

12	Fuels & Lubricants	300000	270000	266365	98.65
13	Minor Work/MCEW	50000	0	0	0.00
14	Professional Service	300000	92000	91845	99.83
15	Repair & Maintenance	150000	50000	48491	96.98
16	ICT	75000	0	0	0.00
17	Furniture & Fixture	0	0	0	0.00
18	SAP	15000	0	0	0.00
19	Workshop (OAE)	600000	600000	255388	42.56
Total		46550000	37579000	35655979	94.88

Annexure –VII

Details of RTI applications received from April 2024 are furnished for point

4.5 Such other information as may be prescribed under section 4(i)(b)(xvii)

(ii) Details of applications received under RTI and information provided

Sl.No.	Name of RTI applicant	Cheque/DD/MO/PO Numbers & Date	Date of Receipt of Application	Date of Disposal of Information	Information Provides
1.	Shri.Vinod Kumar sukhwal	Direct RTI	19-07-2024	26-07-2024	Post of nursing officer sanctioned or not.
2.	Shri.Vinod Kumar sukhwal	Transferred from RD Cell	11-07-2024	01-08-2024	Post of nursing officer sanctioned or not.
3.	Shri. M Senthil Kumar	Transferred from RD Cell	30-07-2024	16-08-2024	Regarding vacant post of GDMO
4.	Shri. Lakkamma C.S	Transferred from RD Cell	13-08-2024	22-08-2024	Fire safety in healthcare facilities
5.	Shri.Vivek Rathod	Transferred from RD Cell	13-08-2024	22-08-2024	Post of junior Hindi translator
6.	Shri.Abhijit Das	Transferred from RD Cell	06-08-2024	22-08-2024	Post of field worker
7.	Shri. Ravi Pandey	Transferred from CHS -III	20-08-2024	22-08-2024	Details of disciplinary actions against any officer if any,
8.	Shri. Ravi Shankar	Transferred from CHS -III	27-08-2024	30-08-2024	Regarding extra duty hours allowance to Doctors
9.	soumokshit@gmail.com(name not mentioned)	Transferred from RD Cell	04-09-2024	06-09-2024	Regarding Medical Lab Technologist promotion.
10.	Shri.Sumit Kumar Jha	Transferred from CHS -III	09-09-2024	11-09-2024	List of doctors practicing in private clinic if any.
11.	Shri.Ketan Tirodkar	Transferred from PH (IH)	17-09-2024	20-09-2024	Regarding mpox

		Section			virus.
12.	Shri.Rahul Kumar	Transferred from RD Cell	26-09-2024	07-10-2024	Any Recruitment on compassionate since 2000.
13.	Shri.Lakshay Kumar	Transferred from RD Cell	08-10-2024	10-1-2024	Regarding post of Junior Medical Lab Technician if any.
14.	Shri Nitesh Tripathi	Transferred from CHS III	14-10-2024	28-10-2024	Information regarding person with disability
15.	Smt.Keya Paul	Transferred from CHS -III	28-10-2024	29-10-2024	Biometric attendance Exemption information for Group-A Officers
16.	Smt.Sharmistha Das	Transferred from RD Cell	13-11-2024	18-11-2024	No of employees from NPS to old pension system
17.	Dr. Vineet Agrawal	Transferred from RD Cell	01-01-2025	31-01-2025	Whether HODs exempted from biometric attendance