

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

Name of the Organisation : Regional Office of Health and Family Welfare, Government of India,
3rd Floor, B Block, Kendriya Sadan, Sultan Bazar, HYDERABAD – 500095.

(For the year 2024-2025)

S.No.	Particulars	Details
		<p style="text-align: center;"><u>Particulars of Organization</u></p> <p>The ROH&FW firstly established as Regional Co-ordination Organization in the year 1958 for monitoring & Evaluation and implementation of malaria control programme in the country.</p> <p>It was renamed as Regional Health Office and further with Horizontal Expansion, Central Family Planning unit was merged to it and got its current name as Regional Office of Health and Family Welfare. The office functions as the 'eyes and ears' of the Director General of Health Services (DGHS) and serves as a crucial link between the central and state governments.</p> <p style="text-align: center;"><u>Functions and Duties of Organization</u></p> <ul style="list-style-type: none"> • Liaisoning and Coordinating between Central Government and State Government in implementation of National Health Programmes in the States of Telangana and Andhra Pradesh and newer Health initiatives. • Monitoring and Supervision of Central Health Programmes implementation in the States of Telangana and Andhra Pradesh. • Field visits for sample verification of beneficiary of various Health Services. • Review National Health Programme activities, NHM activities, Sample check & field verification of Health Programme Services. Imparting Malaria Microscopy Training for Laboratory Technicians in the States of Telangana and Andhra Pradesh • Cross checking of Malaria and Filariasis microscopy blood slides. • Evaluation of MDA and TAS activities • Implementation of new Initiatives of Centrally Sponsored by Government of India and coordination with the state officials.
1.	The particulars of its organization, functions and duties	

2.	Powers and duties of officers and duties of other employees	<p>This office being a sub-ordinate office of DGHS, MoH&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.</p> <p>The charges & including additional charges entrusted to various employees of this office are furnished in the Annexure -I.</p>
3.	The procedure followed in the decision making process, including channels of supervision and accountability.	<p>The Senior Regional Director is final decision making authority, as per Government rules & regulations in consultation with DGHS.</p> <p>Hierarchical channel of supervision and accountability. Senior Regional Director is the supervisory and accountable authority.</p>
4.	The norms set by it for the discharge of its functions.	As per norms/ standards as laid out by DGHS/MOHFW from time to time.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Government of India Instructions as applicable to this subordinate office and as per NCVBDC/DGHS/MoH&FW instructions.
6.	A statement of the categories of documents that are held by it or under its control.	Service Books, Account Books, Technical Reports, Administrative files, various Technical activity 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.	Nil
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.	Details in Annexure – II
9.	A directory of its officers and employees	Details 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	Details 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.	Details 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.	As far as this office concerned, electronic form of information is the NIL.
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.	NIL
16.	The names, designations and other particulars of the Public Information Officers.	Dr.Varun Vijay Gaiki, Public Health Specialist & CPIO designate Dr.Anuradha Medoju, Senior Regional Director & Appellate Authority & designate.
17.	Such other information as may prescribed.	NIL

Dr. Varun Vijay Gaiki
28-08-2025
Dr.Varun Vijay Gaiki
PHS & CPIO

Annexure-I

(Regional office of Health and Family Welfare, Hyderabad)

2. Powers and duties of other employees**Technician/Laboratory Assistant Gr-I & Gr-II**

- Cross check of blood smears of Telangana state
- Assisting in imparting Malaria Microscopy Training
- Entomology study
- Malaria clinic duties
- Preparation of Monthly Performance Report
- MDA evaluation in the states of Andhra Pradesh & Telangana
- Accompanying officers during tours for review of NH and NHM programme.
- Other work related

Insect Collector: -

- Entomological work
- Cross of blood smears of Telangana state
- Laboratory duties
- Assisting in imparting Malaria Microscopy Training
- Malaria Clinic Duties
- Accompanying officers during tours for review of NH and NHM programme.
- MDA evaluation in the states of Andhra Pradesh & Telangana
- Other work related

UDC (NCVBDC) :- Admin

- Updating of Service Registers(SRs)
- RTI replies
- Pay fixations
- Pension cases and Bhavishya portal work
- Other Admin works
- Other work related

LDC:-

The following accounts work assigned preparation of

- TA bills
- Medical bills
- Pay Bill, Budget, RE, Arrears, GPF bill etc.
- TDS related work
- Duties in PFMS
- Work related to Pensioners
- Periodical expenditure statement
- Preparation of Contingent bills, weekly list of payment & receipts reports
- Maintaining the register of Contingency and stamp account, bills, cheques issued etc.

- Preparing bills of retirees etc.
- Expenditure register
- Other work related

Stenographer Grade-II

- Secretarial duties to all three officers.
- Monitoring of diary of events and meetings.
- Taking tour approvals and leave approvals of SRD.
- Providing assistance to SRD
- Preparation of tour orders.
- Other work related

UDC (Family Welfare Unit) :-

- Entrusted the work of Stores Section
- Procurement duties through Gem portal
- Monitoring of NH programmes.
- Other work related

Stenographer Grade-D

- Transport Section
- Hindi Section and
- Legal cell and updation LIMBS.
- Library
- Other work related

MTS:-

- Apart from routine duties of MTS, entrusted the duties of:-
- Dispatch Section during absence of LDC
- Bank related duties
- Going to post office and so on
- Other work related

Annexure-II

(Regional office of Health and Family Welfare, Hyderabad)

8. Boards, Councils, Committees and other bodies constituted

i) A revised Internal Complaints Committee has been constituted on 02nd May, 2023 to address and redress complaints of harassment at the workplace, for Scheduled Caste (SC) and Scheduled Tribe (ST) employees. The composition of the Committee is as follows:

1. Dr. Anuradha Medoju	S.R.D.	OC Head of the Committee
2. Dr. Parveen Sultana	Medical Officer	OBC Member
3. Shri Shaik Ibrahim	UDC	OBC Member
4. Shri S. Narsing Rao	MTS	SC Member
5. Ms. B. Rajeshwari	LDC	SC Member

ii) A revised Internal Complaints Committee has been constituted on 02nd May, 2023 to address and redress complaints of harassment at the workplace, for OBC employees. The composition of the Committee is as follows:

1. Dr. Anuradha Medoju	S.R.D.	OC Head of the Committee
2. Dr. Parveen Sultana	Medical Officer	OBC Member
3. Shri Srinivasulu P.	Technician	OBC Member
4. Shri Shaik Ibrahim	UDC	OBC Member
5. Shri. S.Narsing Rao	MTS	SC Member

iii) A revised Internal Complaints Committee has been constituted on 3rd January 2024 on Sexual Harassment at work place Comprising of :-

Internal Members:

1. Dr. Anuradha Medoju, Sr. Regional Director, Presiding Officer
2. Dr. Parveen Sultana, Medical Officer
3. Smt. GNLS Jyothi, UDC
4. Ms. B. Rajeshwari, LDC

External Member:

1. Dr. Ramakrishna, RK Foundation and Elderly Care Center, Hyderabad

iv) A Committee was Constituted on 14th June, 2024 for Periodic Review of Central Government Employees for strengthening of administration under Fundamental Rule (FR) 56 (j)/(i) and Rule of CCS (Pension) Rules 1972/2021 comprising of :-

1.	Dr.Anuradha Medoju	S.R.D.	Head of the Committee
2.	Dr.Varun Vijay Gaiki	Public Health Specialist Gr-III	Member
3.	Dr. Parveen Sultana	Medical Officer	Member
4.	Sri.G.Rajendra Prasad	Stenographer	Member
5.	Sri.Srinivasulu P	Technician	Member
6.	Sri.Shaik Ibrahim	Upper Division Clerk	Member

v) A revised Purchase Committee was Constituted on 18th August, 2025 for comprising of :-

1.	Dr.Anuradha Medoju	S.R.D.	Head of the Committee
2.	Dr.Varun Vijay Gaiki	Public Health Specialist Gr-III	Member
3.	Dr. Parveen Sultana	Medical Officer	Member
4.	Sri.G.Rajendra Prasad	Stenographer	Member
5.	Smt. G. Jyothi	Upper Division Clerk (Stores)	Member
6.	Sri.Shaik Ibrahim	Upper Division Clerk (Admin)	Member
7.	Smt. B. Rajeshwari	Lower Divisional Clark (Accounts)	Member

Annexure - III**9. Directory of Officers and Employees of Regional Office of Health and Family****Welfare, Hyderabad**

NVBDCP Strength				
Sl.No.	Name	Designation	Contact Number	E-mail ID
1.	Dr.Anuradha Medoju	SRD	9948097572	anu.medoju@gov.in
2.	Dr.Varun Vijay Gaiki	PHS-III	9177810123	varun.gaiki@gov.in
3.	Dr. Parveen Sultana	MO	9866420021	Dr.Parveen.D@cghs.nic.in
4.	Shaik Ibrahim	UDC	9885334879	ibrahim.shaik71@gov.in
5.	G.Rajendra Prasad	Steno Gr-II	9849323171	prasad.rajendra76@gov.in
6.	Srinivasulu.P	Technician	9599112236	srinivasulu.pogula@gov.in
7.	B.Rajeshwari	LDC	9848810641	bhupally.rajeshwari@gov.in
8.	S Narsing rao	MTS	9392464441	s.narsingrao69@gov.in
9.	Kapil Kumar	MTS	8368072300	kumar.kapil1995@gov.in
Family Welfare				
10.	GNLS.Jyothi	UDC	9550902450	gsivajyothi.1972@gov.in
11.	Y.Satyanarayana	Stenographer Grade D	9704162834	yeluripati.satya@gov.in
12.	Dilbag	LDC	8295482424	michu.dilbag@gov.in

Annexure-IV**10. MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION (Regional office of Health and Family Welfare, Hyderabad)**

List of employees with Gross monthly remuneration

S.No.	Name	Designation	Gross monthly salary (In Rs.)
1.	Dr.Anuradha Meedoju	Senior Regional Director	Rs.465394
2.	Dr.Varun Vijay Gaiki	Public Health Specialist Gr-III	Rs.169061
3.	Dr. D Parveen Sultana	Medical Officer	Rs.153082
5.	Smt.GNLS. Jyothi	U.D.C.	Rs.94750
6.	Sri.Y.Satyanarayana	Stenographer Gr D	Rs.138965
7.	Sri.Dilbag	L.D.C	Rs.44828
8.	Sri.Shaik Ibrahim	U.D.C.	Rs.75950
9.	B.Rajeshwari	L.D.C.	Rs.80690
10.	Sri S.Narsing Rao	M.T.S.	Rs.81560
11.	Sri.G.Rajendra Prasad	Stenographer Gr-II	Rs.143035
12.	Sri.Srinivasulu P.	Senior Technician	Rs.104130
13.	Sri.Kapil Kumar	MTS	Rs.41443

Annexure-V

11. Budget Allocation: -

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

Budget details of 2024 – 2025

S.No.	Particulars	ROHFW, Hyderabad (Head: - M.H.22 11
1.	Total budget (BE)	Rs. 29070000
2.	Expenditure	Rs. 26408206