

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

REGIONAL OFFICE FOR HEALTH AND FAMILY WELFARE, IMPHAL

Sl. No.	Particulars	Details
1	The particulars of its organization, functions and employees.	<p>A. ROHFW Imphal covers three states. 1) Manipur, 2) Mizoram and 3) Nagaland</p> <p>Functions :</p> <p>B. To support the States health department in implementation of all the national health programmes through supportive supervision, monitoring and evaluation of national health programmes using the latest guidelines and measurable indicators.</p> <p>C. To support the State health department in implementation of all the national health programmes through capacity building of state staff in areas of technical expertise in coordination with the state.</p> <p>D. To support the various divisions of central health ministry /DGHS by offering technical inputs based on the learning in the field and with appropriate up gradation in the digital tools and skills. Further, to assist Ministry/DGHS in court /administrative matters.</p> <p>E. To provide research inputs to the state /UT health department regarding national health programmes by acting as the main technical resource repository at the state level, equipping oneself with research methodology and co-ordinating with the various research organizations/institutes.</p> <p>F. To carry out any other responsibility as instructed from time to time.</p> <p>G. Supportive Monitoring of HFW programme</p> <ul style="list-style-type: none"> • Monthly supervisory tours to the districts: • Review meetings • Meeting with SNOs • Quality Assurance • Crosschecking of Malaria slides: Malaria slides both positives and negatives sent from the three states are crosschecked in ROHFW Imphal. • Field verification of Immunisation, FP method acceptors, JSY and JSSK beneficiaries:

		<p>H. Training on NVBDCP: Conducted for various categories of NCBVDC staff and Medical Officers in coordination with the three states.</p> <p>I. Coordination with the state during important public health events:</p> <p>J. Coordination and Supervision on central funded schemes</p> <ol style="list-style-type: none"> NHRR census: Establishment of Trauma care centres and Burn units: Establishment of Skill Centre for training National Emergency Life Support course: Establishment of NCDC branch: Inspection of PSA Plant <p>K. Outbreak investigation: In coordination with the state, outbreaks are investigated.</p> <ol style="list-style-type: none"> To be part of the Central Committee as an expert / member. Liaison activities with the state Any other duty assigned by the DGHS, MOHFW <p>L. To coordinate with states and centre in the establishment of NELS skill centre, HEOCs, NCDC branches in the three (3) states.</p> <p>M. APHO Imphal</p> <ul style="list-style-type: none"> - Yet to be established, (No International flights) <p>N. Land Border Health units (Moreh of Manipur)</p> <ul style="list-style-type: none"> - LBHU yet to be established. 										
2	The powers and duties of its officers and employees.	<table border="0"> <tr> <td>Senior Regional Director</td><td>Head of Department (Family Welfare) & HoO (NVBDCP) – Overall in-charge and CDDO</td></tr> <tr> <td>Addl. Sr. Regional Director</td><td>DDO, CPIO, Health Programme, Crosschecking, Training Tours, POEs</td></tr> <tr> <td>Lab Assistant - I</td><td>NVBDCP & Family Welfare, Programmes, Monitoring and Evaluation, Cross Checking, Motor Vehicle, GeM and PFMS</td></tr> <tr> <td>LDC</td><td>Dealing with administrative & establishment matters</td></tr> <tr> <td>Lab Assistant II</td><td>Cross checking of slides & Store in charge</td></tr> </table>	Senior Regional Director	Head of Department (Family Welfare) & HoO (NVBDCP) – Overall in-charge and CDDO	Addl. Sr. Regional Director	DDO, CPIO, Health Programme, Crosschecking, Training Tours, POEs	Lab Assistant - I	NVBDCP & Family Welfare, Programmes, Monitoring and Evaluation, Cross Checking, Motor Vehicle, GeM and PFMS	LDC	Dealing with administrative & establishment matters	Lab Assistant II	Cross checking of slides & Store in charge
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		<p>MTS</p> <p>To upkeep general cleanliness of the office, To carry messages, papers, registers, files, circulars, bags, from one place to another inside office or outside. To carry out non-clerical work, photocopy.</p> <p>To assist in routine office work like inward-outward, dispatch, including on Computer. To open & to close office</p>
3	The procedure followed in the decision making process, including channels of supervision and accountability	As per DIGHS, MoHFW, GOI direction
4	The norms set by it for the discharge of its functions	As per Annual Action Plan
5	A statement of the categories of documents that are held by it or under its control.	As per MoHFW & DoPT, Govt. of India
6	A statement of the categories of documents that are held by it or under its control.	Establishment records of employees.
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.	This office has only implementing agency.
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;	<ol style="list-style-type: none"> Internal Complaint Committee under Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. Purchase committee Staff council Periodic Review Committee under FR 56 (j)/(I) Cadre Review Committee Departmental Screening Committee
9	A directory of its officers and employees;	<ol style="list-style-type: none"> Dr. L. Ashananda Singh Senior Regional Director 9862032946 l.ashananda@gov.in Dr. N. Inaoba Singh Addl. Sr. Regional Director 9436035169 n.inaoba@gov.in Ch. Phulendra Singh Lab Assistant – I 9862879951 ch.phulendra@gov.in L. Chungneikhup Aimol LDC 9862051119 lc.aimol@gov.in <p>3</p>

		<p>5. Ch Biken Singh Lab Assistant – II 8414872648 Ch.biken@gov.in</p> <p>6. Th. Modhuchandra Singh MTS 9862675772 Th.modhuchandra@gov.in</p> <p>7. Arjun Kumar MTS 7465838779 Arjun.kumar@gov.in</p> <p>8. Gaurav Kumar Mee MTS 7891470792 Guaravkr.meena@gov.in</p>
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Annexure no. I
11	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	Annexure no. II
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 eranted bv it.	Not Applicable
14	Details in respect of the information, available to or held by it, reduced in an electric form.	In the process
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	Not Applicable
16	The names, designations and other particulars of the Public Information Officer	Dr. N. Inaoba Singh CPIO & Addl. Sr. Regional Director 9436035169 rdirhfw@yahoo.co.in
17	Such other information as many prescribed.	



(Dr. L. Ashananda Singh)
Senior Regional Director
Regional Office for Health and F W,
mphal

Annexure - I

List of employees with Gross monthly remuneration as 30/06/2025

Sl. No.	Name	Designation	Grade pay/ Pay Matrix Level	Total remuneration
1	Dr. L. Ashananda Singh	Senior Regional Director	15	Rs. 4,24,928
2	Dr. N. Inaoba Singh	Addl. Sr. Regional Director	15	Rs. 4,24,928
3	Ch. Phulendra Singh	Lab Assistant - I	8	Rs. 1,39,740
4	L. Chungneikhup Aimol	LDC	5	Rs. 81,810
5	Ch Biken Singh	Lab Assistant II	4	Rs. 57,770
6	Th. Modhuchandra Singh	MTS	4	Rs. 81,465
7	Arjun Kumar	MTS	1	Rs. 40,695
8	Gaurav Kumar Meena	MTS	1	Rs. 40,695

Annexure - II

Budget 2025-26

Sl No.	Budget Heads	BE-2025-26
1.	Salaries	1,20,00,00
2.	Rewards	1,00,000
3.	Wages	2,00,000
4.	Medical Treatment	2,00,000
5.	Allowances	1,10,00,000
6.	Leave Travel Concession	2,50,000
7.	Training Expenses	50,000
8.	Domestic Travel Expenses	10,00,000
9.	Office Expenses	6,00,000
10.	Rent, Rates and Taxes	9,00,000
11.	Printing & Publication	0
12.	Rent for others	1,00,000
13.	Digital equipment	1,00,000
14.	Fuels and Lubricants	50,000
15.	Minor civil and electric works	50,000
16.	Professionals Services	50,000
17.	Repair and maintenance	50,000
18.	Motor vehicle	0
19.	Machinery and equipment	1,00,000
20.	Information, Computer ,Telecommunication(ICT) equipment	3,00,000
21.	Furniture & Fixtures	2,00,000
22.	SAP	20,000
	Total	2,73,20,000