


**INFORMATION OF REGIONAL OFFICE HEALTH & FAMILY WELFARE, AHMEDABAD FOR
THIRD PARTY AUDIT
ON SUO-MOTU DISCLOSURES UNDER SECTION 4 UNDER RTI ACT, 2005**

1. Organization and Function

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)
1.1	Particulars of its organisation, functions and dies [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Regional Office for Health & Family Welfare, 6 th floor, Nature View Building, Ashram Road, Ahmedabad- 380 009.
		(ii) Head of the organization	Dr.Amol Rangrao Patil, Regional Director & Senior Regional Director I/C
		(iii) Vision, Mission and Key objectives	<ul style="list-style-type: none"> Liaison & Co-ordination between Central Government and Gujarat State & UT of Dadra Nagar Haveli for implementation of NH Programme and activities under 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 Gujarat and UT of Dadra & NH. Review National Health Programme activities, NHM activities, Sample check & field verification of Health Programme Services.
		(iv) Function and duties	<ul style="list-style-type: none"> Functions and Duties of Administrative, Financial, Judicial and Technical duties. <p>Administrative: Fixation of pay, leave, service books, nominations, payment of retirement benefits, maintenance of discipline, maintenance of confidential reports LTC, Correspondence, Recruitment, implementation of e-hrms, e-office, as Appellate Authority of Office RTI work, Work as member / chairman of various committee like Internal Complaint Committee, Office Council etc.</p> <p>Finance & Accounts:</p> <ul style="list-style-type: none"> As DDO ensure that the rules regarding preparation of bills are duly observed. Preparation of Budget, control over Finance & Accounts: Preparation of Budget, control over expenditure, regulating Govt. finances, drawal of money and disbursement, maintenance of accounts General Administration: Procurement of goods and services, purchase of office equipment/stores, maintenance of office decorum, upkeep and maintenance of various equipments installed in the office/station. <p>Legal: Cases of Central Administrative Tribunal, LIMBS</p> <p>Technical</p> <ul style="list-style-type: none"> 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/UT. Liaisoning with Health departments of the State and UT in coordination with various National programme officers. Attend national state level meetings regarding it. Coordinating the central monitoring team visits in the state and UT. To assist for implementing newer health initiatives/scheme in the state and UT. To involve as a member in the central team for outbreak investigation as and when directed. To associate as member in various implementation committee under programmes. Organising Malaria Microscopy Trainings for Laboratory Technicians of State Government.

			<ul style="list-style-type: none"> • Crosschecking & Quality assurance of Lab. functioning under NVBDCP in the State and UT. • Analysis of data of different diseases and give feedback to NPO & SPO of State and UT. • Inspection of material supplied by Central Government to State under various NHPs, as and when directed. • Imparting trainings for Health personnel regarding NHPs, as per DGHS Directions.
		(v) Organization Chart	<i>Annexure -1</i>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	<ul style="list-style-type: none"> • 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. • Further, the Central Family Planning Unit merged to it and came to known as Regional Office of Health and Family Welfare (ROH&FW).

1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	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. (Detail information in annexure –II)
		(ii) Power and duties of other employees	The charges & including additional charges entrusted to various employees of this office are furnished in the annexure –II.
		(iii) Rules/ orders under which powers and duty are derived and	Central Civil Service Rules and Regulations of the GOI and as per orders of RD Cell , Director NCVBDC, DGHS, MoH&FW GOI.
		(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)]	(i) Process of decision making Identify key decision making points	The channel decision making depends upon the work assigned to respective section dealing hand & officer. Pictorially shown <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> Accts Admn Lab. Trans Stores </div>  <div style="margin-left: 10px;">MO / RD - SRD</div> </div>
		(ii) Final decision making authority	The Senior Regional Director is final decision making authority, as per Government rules & regulations.
		(iii) Related provisions, acts, rules etc.	Government of India Rules and Regulation.
		(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. Senior Regional Director is the supervision and accountable authority
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Services related to National Health Programme such as monitoring & Supervision, Reporting and Co-ordination of other new NH initiatives of DGHS/MOHFW.
		(ii) Norms/ standards for functions/ service delivery	As per norms/ standards as laid out by DGHS/MOHFW from time to time.
		(iii) Process by which these services can be accessed	Senior Regional Director of this office can be approached.
		(iv) Time-limit for achieving the targets	Time limit as set by DGHS/MOHFW GOI, program wise.
		(v) Process of redress of grievances	Grievances Redressal mechanism exists. Dr.Amol Rangrao Patil, Regional Director is the designated nodal officer.

1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual/ instruction	Rules, regulations, instructions issued by GOI 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, 7 th CPC Pay (RP) Rules, Office procedure manuals 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)]	(i) Categories of documents	Pay Bill Registers, Expenditure Book, Bills Register, Service Books, Personal File, Reservation roster, leave account register, Public Grievance Register, Files of ACR/APAR, Performance Appraisal Register, Court Cases, RTI, e-hrms, e-office and Technical files – such as Filaria, Malaria, Crosscheck, MPR, Trainings etc.
		(ii) Custodian of documents/ categories	Custodian of documents related to Accounts is Accounts incharge, Administration related is with Admin incharge, Technical reports like Filaria with Consultant (Fil), Cross check, Training & other Technical files is with Laboratory incharge, Hindi, Transport and stores section related documents with UDC.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	
		(ii) Composition	
		(iii) Dates from which constituted	Details in <i>annexure - III</i>
		(iv) Term/ Tenure	Depending on purpose and need of the office.
		(v) Powers and functions	As per approval of concerned committee
		(vi) Whether their meetings are open to the public?	At present no platform for meetings to be open to 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)]	(i) Name and designation	
		(ii) Telephone, fax and email ID	Details furnished in <i>annexure –IV</i> .

1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1)(b)(x)]	(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 GOI norms.
1.10	Name, designation and other particulars of public information officers [Section 4(1)(b)(xvi)]	(i) Name and designation of the public information officer(PIO), Assistant Public Information (s) & Appellate Authority	Dr.Amol Rangrao Patil, Regional Director & CPIO designate Dr.Chandana Dey, Senior Regional Director &Appellate Authority designate.
		(ii) Address, telephone numbers and email ID of each designated official	Dr.Amol Rangrao Patil, Regional Director & CPIO designate Regional Office of Health & Family Welfare, 6 th floor, Nature View Building, Ashram Road, Ahmedabad-360009. Tele Fax : 079-22742447 Mobile: 9323935010. Email: amol.patil@gov.in srd.ahm-mohfw@gov.in
			Dr.Chandana Dey, Senior Regional Director & Appellate Authority designate. Regional Office of Health & Family Welfare, 6 th floor, Nature View Building, Ashram Road, Ahmedabad-360009. Tele Fax: 079-22742447 Mobile: 9727241880 Email: chandana.dey@gov.in srd.ahm-mohfw@gov.in
1.11	No. of employees against whom Disciplinary action has been proposed/ taken [Section 4(2)]	No. of employees against whom disciplinary action has been	
		(i) Pending for Minor penalty or major penalty proceedings	Nil.
		(ii) Finalized for Minor penalty or major penalty proceedings	Nil.
1.12	Programmes to advance understanding of RTI(Section 26)	(i) Educational programmes	Nil.
		(ii) Efforts to encourage public authority to participate in these programmes	Nil.
		(iii) Training of CPIO/APIO	Not undertaken at this office level.
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	NA

1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]	As per directives of NCVBDC/ RD Cell DGHS/ MoH&FW.
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2. Budget and Programme

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)
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 (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Furnished in <i>Annexure -VI</i> Accounts Section, ROH&FW., Ahmedabad
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget (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 a) Places visited b) The period of visit c) The number of members in the official delegation 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, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded- in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed	Bid for manpower services awarded through GeM for FY 2024-25 valued Rs.13,10,665/-awarded to M/s. H.K. Enterprise for the period from 07-10-2024 to 31-03-2025. 3.85%
2.3	Manner of execution of subsidy programme [Section 4(1)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc.)	Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/ other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	Not Applicable Not Applicable
2.5	Particulars of recipients of concessions, permits	(i) Concessions, permits or authorizations granted by public authority	Not Applicable

	of authorizations granted by the public authority [Section 4(1)(b)(xiii)]	(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations d) Date of award of concessions/ permits of authorizations	Not Applicable Not Applicable Not Applicable Not Applicable
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	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 Band Public interface

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)
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 there or [Section 4(1)(b)(vii)] [F No. 1/6/2011- IR dt. 15.4.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Nil.
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable Not Applicable Not Applicable
		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
3.2	Are the details of policies/ decisions which affect public, informed to them [Section 4(1)(c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	This office being sub-ordinate office is not engaged in such activity and it functions as per the rules, regulation and guidelines of Dte. Of NVBDCP, DGHS/MoH&FW.

		(ii) Outline the Public consultation process	-do-
		(iii) Outline the arrangement for consultation before formulation of policy	-do-
3.3	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 (i) Internet (website)	No website facility available.
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Not Applicable
		(ii) Printed format	Not Applicable
3.5	Whether information manual/handbook available free of cost or not [Section 4(1)(b)]	List of materials available (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 will be 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 form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	As far as this office 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, Ahmedabad.
		(ii) Details of information made available	As per nature of information sought.
		(iii) Working hours of the facility	9 a.m. to 5:30 p.m.
		(iv) Contact person & contact details (Phone, fax email)	Dr.Amol Rangrao Patil, Regional Director, Regional Office for Health & FW., 6th Floor, Nature View Building, Ashram Road, Ahmedabad- 380 009. Tele Fax : 079-22742447 Mobile: 9323935010. Email: amol.patil@gov.in srd.ahm-mohfw@gov.in
4.5	Such other information as may	(i) Grievance redressal mechanism	Dr,Amol Rangrao Patil, Regional Director is the nodal Officer to redress the Grievance.

	be prescribed under section 4(i)(b)(xvii)	(ii) Details of applications received under RTI and information provided	Details furnished in <i>annexure -VII</i>
		(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 completion of contract	As stated in point 2.2 (iii)
		(vi) Annual Report	Information of this office for Annual report 2024-25 is provided to RD Cell, DGHS.
		(vii) Frequently Asked Question (FAQs)	Not Applicable
		(viii) Any other information such as a) Citizen's Charter	
		b) Result Framework Document (RFD)	Not Applicable
		c) Six monthly reports on the	Not Applicable
		d) 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
		(ii) Details of appeals received and orders issued	Nil.
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions and replies given	Information in respect of this office to parliament question has been sent to DGHS in time bound manner.

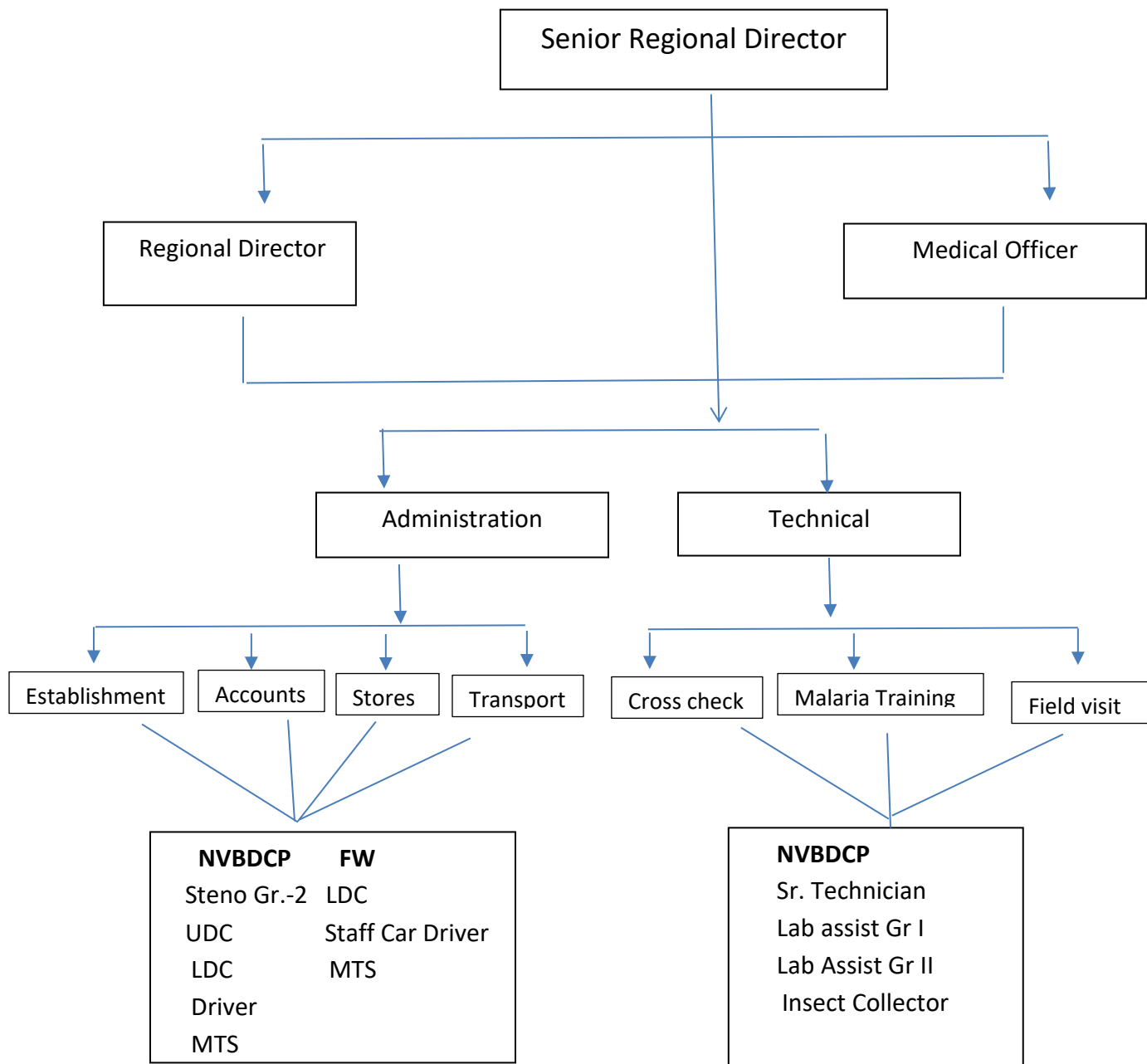
5. Information as may be prescribed

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 (b) Earlier CPIO & FAAs from 1.1.2015	a) i) Dr.Kailashbhai Dudaji Rajput, CPIO w.e.f. 03-04-2025 ii) Dr.Amol R. Patil, RD &AA w.e.f. 03-04-2025 b) i) Dr.Amol R. Patil, RD & CPIO w.e.f.3-3-21 Dr.Chandana Dey, SRD & AA ii) Dr.G.C.Sahu, RO(Medical) up to 3-3-2021 Dr.Chandana Dey, SRD&AA
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	Not met. Third party audit of suo moto disclosure is not yet carried. – Not fully met
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	Not met

		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (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 (a) Dates from which constituted (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. (ii) Does the website the certificate on the Website? Not applicable.	Not met. Not met.

ORGANISATION CHART

As 1.2 : POWER AND DUTIES OF OFFICERS AND EMPLOYEES**(I) Duties & Responsibilities:****Senior Regional Director:**

- As head of the Department has functions and duties of Administrative, financial, judicial and Technical duties.

Administrative Responsibilities : ensure rules & Regulation followed in fixation of pay, Sanction of leave & LTC, attestation of various events in service books such as nominations, Promotions, Transfers etc., payment of retirement benefits, maintenance of discipline, maintenance of confidential reports, Correspondence, Recruitment, implementation of e-hrms, e-office, RTI work as Appellate Authority, Work as member / chairman of various committee like Internal Complaint Committee, Office Council etc.

Finance & Accounts:

- As DDO ensure that the rules regarding preparation of bills are duly observed.

Preparation of Budget, control over Finance & Accounts: Preparation of Budget, control over expenditure, regulating Govt. finances, drawal of money and disbursement, maintenance of accounts General Administration: Procurement of goods and services, purchase of office equipment/stores, maintenance of office decorum, upkeep and maintenance of various equipments installed in the office/station.

Legal: Court Cases of Central Administrative Tribunal, 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/UT.
- Liaisoning with Health departments of the State and UT in coordination with various National programme officers. Attend national state level meetings regarding it.
- Coordinating the central monitoring team visits in the state and UT.
- To assist for implementing newer health initiatives/scheme in the state and UT.
- To involve as a member in the central team for outbreak investigation as and when directed.
- To associate as member in various implementation committee under programmes.
- Organizing Malaria Microscopy Trainings for Laboratory Technicians of State Government.
- Crosschecking & Quality assurance of Lab. functioning under NVBDCP in the State and UT.
- Analysis of data of different diseases and give feedback to NPO & SPO of State and UT.
- Inspection of material supplied by Central Government to State under various NHP's
- Imparting trainings for Health personnel regarding NHPs, as per DGHS Directions.
- Imparting Malaria Microscopy Training for Laboratory Technicians of Gujarat State
- Monitoring and supervision of functioning APHO, Ahmedabad
- Co-ordinating with Surat Airport personnel for establishment of APHO at Surat.
- Administration and financial responsibilities of the office.
- Other duties assigned by the RD Cell, Directorate of NCVBDC, DGHS, Ministry from time to time.

Regional Director:

- As the Regional Director is holding the charge of SRD has duties of Head of office, Administrative, financial, judicial and Technical duties along with the routine duties attached to his post.

Administrative Responsibilities:

As nodal officer of Mission Rozgar implementing recruitment procedure for filling the vacancies, Role of CPIO under RTI act, Primary user of GeM nodal officer of LIMBS, role & responsibilities as member of various committees/ council of the office etc, nodal officer for establishment of NCDC branch in Gujarat

Finance & Accounts:

- Role of checker of pfms, As DDO ensure that the rules regarding preparation of bills are duly observed.

Preparation of Budget, control over Finance & Accounts: Preparation of Budget, control over expenditure, regulating Govt. finances, drawal of money and disbursement, maintenance of accounts General Administration: Procurement of goods and services, purchase of office equipment/stores, maintenance of office decorum, upkeep and maintenance of various equipments installed in the office/station.

Legal: Court Cases of Central Administrative Tribunal, LIMBS portal.

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/UT.

- Liaisoning with Health departments of the State and UT in coordination with various National programme officers. Attend national state level meetings regarding it.
- Coordinating the central monitoring team visits in the state and UT.
- To assist for implementing newer health initiatives/scheme in the state and UT.
- To involve as a member in the central team for outbreak investigation as and when directed.
- To associate as member in various implementation committee under programmes.
- Organizing Malaria Microscopy Trainings for Laboratory Technicians of State Government.
- Crosschecking & Quality assurance of Lab. functioning under NVBDCP in the State and UT.
- Analysis of data of different diseases and give feedback to NPO & SPO of State and UT.
- Inspection of material supplied by Central Government to State under various NHP's
- Imparting trainings for Health personnel regarding NHPs, as per DGHS Directions.
- Imparting Malaria Microscopy Training for Laboratory Technicians of Gujarat State
- Monitoring and supervision of functioning APHO, Ahmedabad
- Co-ordinating with Surat Airport personnel for allocation of space to establish APHO, Surat.
- Administration and financial responsibilities of the office.
- Other duties assigned by the Senior Regional Director from time to time

Medical Officer

- 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/UT.
- Liaisoning with Health departments of the State and UT in coordination with various National programme officers. Attend national state level meetings regarding it.
- Coordinating the central monitoring team visits in the state and UT.
- To assist for implementing newer health initiatives/scheme in the state and UT.
- To involve as a member in the central team for outbreak investigation as and when directed.
- Crosschecking & Quality assurance of Lab. functioning under NVBDCP in the State and UT.
- Analysis of data of different diseases and give feedback to NPO & SPO of State and UT.
- Inspection of material supplied by Central Government to State under various NHP's
- Imparting trainings for Health personnel regarding NHPs, as per DGHS Directions.
- Imparting Malaria Microscopy Training for Laboratory Technicians of Gujarat State
- Administration and financial responsibilities of the office.
- Other duties assigned by Senior Regional Director & Regional Director from time to time.

(iii) Duties & Responsibilities staff :

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

- Cross Check of blood smears of Gujarat State and DNH
- Conducting Malaria Microscopy Training
- Entomology study
- Conducting Vector Survey
- Conducting tours in districts for VBDs and quality assurance of Laboratories
- Preparation of monthly Performance report
- Accompanying Officers during tours for review NH Programme and
- Other duties and responsibilities assigned by the officers from time to time.
- Laboratory Assistant (Gr.-II) has additional charge of accounts section apart from his routine duties mentioned above.

Insect Collector

- Conducting Vector Survey
- Cross Check of blood smears of Gujarat State and DNH
- Assisting in imparting Malaria Microscopy Training
- Accompanying Officers during tours for review NH Programme and
- Other duties and responsibilities assigned by the officers from time to time.

Stenographer (Gr.-II NCVBDC strength(1) post

As Stenographer post of FW section has been vacant and have become deemed abolished category, both NCBDC & FW sections' secretarial duties have been looked after by NCVBDC Strength Stenographer. The charge of administration has also been assigned to her. The whole of

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.

Upper Division Clerk (NCVBDC-1) :

- Entrusted the work of Stores Section,
- Procurement duties through GeM portal
- Transport Section,
- Hindi Section and Library.

Lower Division Clerk (NCVBDC-1 + FW-1 Post) :

The LDC post of both NCVBDC and Family Welfare sections are vacant. Therefore, the LDC work of the sections like Dairy & Despatch work managed by MTS. Other works of LDC like noting & drafting typing work, recording keeping are managed by UDC.

MTS (NCVBDC-2+FW-1): Out of 3 sanctioned MTS posts, only one post filled.

Apart from routine MTS duties, entrusted the duties of following;

- Dispatch Section.
- Bank related duties,
- Post office duties and so on.

1.7 Boards, Councils, Committees and other Bodies Constituted**i) Name of Boards, Council, Committee, ii) Composition iii) Dates from which constituted**

1) A Condemnation Committee constituted on 23rd January 2025 for condemnation of non-functional obsolete microscopes. The committee comprises of

1. Dr.Amol R.Patil, RD - RD- as Chairperson
2. Shri.H.T.Lambade, Technician & Lab I/c –Member.
3. Shri.M.J.Gohel, Lab. Assistant Gr.II & Accounts I/c -Member
4. Shri.Abhinav Ranjan, UDC & Stores Incharge – Member

2) Purchase Committee to procure office use items constituted on 6th January 2025. Its composition of the committee is as given below

- | | |
|---|---------------|
| 1) Dr.Amol R.Patil, RD | - Chairperson |
| 2) Shri.M.J.Gohel, Lab. Assistant Gr.II | - Member |
| 3) Shri.Abhinav Ranjan, UDC | - Member |

3) Repair Committee: A committee to get 30 chairs repaired and installing of cushion is constituted on 2nd August 2024. The committee comprises of

- 1) Dr.Chandan Dey, then SRD and present Sr.CMO SAG as Chairperson
- 2) Dr.Amol R. Patil, RD- Member
- 3) Shr.H.T.Lambade Then Lab.Asstt and present Technician - Member
- 4) Shri.M.J.Gohel,Lab. Assistant Gr.2 – Member
- 5) Shri.Abhinav Ranjan, UDC – Member

4) A Condemnation Committee constituted on 24th March 2025 for disposal of waste items . The committee comprises of

1. Dr.Amol R.Patil, RD - RD- as Chairperson
2. Dr.Kailashbhai Rajput, MO –Member.
3. Shri.H.T.Lambade, Technician -Member

5) Review and representation / Performance review committee

- | | |
|-------------------------------|---------------|
| 1) Dr.Chandana Dey – Then SRD | - Chairperson |
| 2) Dr.Amol R.Patil, RD | - Secretary |
| 3) Shri.Abhinav Ranjan, UDC | - Member |

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

Sl. No	Name	Designation	Contact Number	E-mail ID
NVBDCP Strength				
1	Dr.Amol Rangrao Patil	Regional Director & Sr. Regional Director I/C	9323935010	amol.patil@gov.in
2	Dr.Chandana Dey	Sr. Chief Medical Officer(SAG)	9727241880	chandana.dey@gov.in
3	Dr. Kailashbhai Dudaji Rajput	Medical Officer	7990038479	dr.kailashrajput@gov.in
4	Miss.S.Lakshmi	Stenographer (Gr.-II)	9448909203	S73.lakshmi@gov.in
5	Shri.H.T.Lambade	Technician	9979545001	ht.lambade@gov.in
6	Shri.M.J.Gohel	Lab. Assistant (Gr.-II)	9824272696	gohel.mj@gov.in
7	Shri.Abinav Ranjan	UDC.	9537806670	abhinav1993.ranjan@gov.in
8	Shri.Sunil J. Kori	MTS	9725530717	sunil.kori@gov.in
Family Welfare				
9	Sh.Jaspal Sing	Staff Car Driver(Gr.-1)	7837231928	Jaspal.singh@gov.in

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. Amol Rangrao. Patil	Regional Director	Level-13
2	Dr. Chandana Dey	Sr. Chief Medical Officer	Level-15
3	Dr. Kailashbhai Dudaji Rajput	Medical Officer	Level-10
4	Miss S. Lakshmi	Stenographer Gr.II	Level-7
5	Sh. H.T. Lambade	Technician	Level-5
6	Sh. M.J. Gohel	Lab. Assistant Gr.-II	Level-4
7	Sh. Abhinav Ranjan	U.D.C.	Level-4
8	Sh. Sunil Kori	MTS	Level-1
9	Sh.Jaspal Singh	Driver	Level-5

Outsourced through GeM portal to ROH&FW., Ahmedabad

Sr No.	Agency	Gross Monthly Salary (in Rs.)	Remarks
1	M/s. H.K Enterprises	Rs.2,18,000/-	Manpower services obtained for 07-10-2024 to 31-03-2025 through GeM for Rs.13,10,665/- awarded FY 2024-25.

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 Budget (in Rs.)	2,23,48,000	
2	--	--	
3	Expenditure up to March 2025	1,95,91,992	

Sr. No.	Name of Head	Allocation of Budget Estimate 2024-25	Total Expenditure up to the month of March 2025	Remarks if any
1	Salary	9137000	7731457	84.62
2	Allowances	9300000	8597082	92.44
3	Wages	300000	178200	59.40
4	Rewards	100000	41448	41.45
5	Medical Treatment	100000	20858	20.86
6	LTC/HLTC	20000	18155	90.78
7	Training Expenses	0	0	0.00
8	DTE	360000	343642	95.46
9	Office Expenses	950000	949455	99.94
10	RRT	1600000	1304366	81.52
11	Printing & Publications	50000	11786	23.57
12	Digital Equipment	100000	99171	99.17
13	Material & Supplies	0	0	0.00
14	Fuels & Lubricants	90000	90000	100
15	Minor Work/MCEW	0	0	0.00
16	Professional Services	100000	74194	74.19
17	Repair & Maintenance	110000	102908	93.55
18	Other Revenue Expenditure	23000	22800	99.13
19	SAP	8000	6470	80.88
	Total	22348000	19591992	87.66

Head-wise Budget details of 2025-26

Sr. No.	Name of Head	Allocation of Budget Estimate 2025-26	Total Expenditure up to the month of April- 2025	Remarks if any
1	Salary	9000000	1328000	
2	Allowances	14630000	1520672	
3	LTC/HLTC	850000	0	
4	Training Expenses	100000	0	
5	Rewards	100000	0	
6	Wages	200000	5446	
7	Medical Treatment	1000000	169220	
8	DTE	1500000	0	
9	Office Expenses	2000000	275710	
10	RRT	1400000	0	
11	Printing & Publications	100000	0	
12	Digital Equipment	100000	0	
13	Material & Supplies	100000	0	
14	Fuels & Lubricants	100000	4000	
15	Minor Work/MCEW	50000	0	
16	Professional Services	300000	1288	
17	Repair & Maintenance	200000	39500	
18	Other Revenue Expenditure	100000	0	
19	SAP	30000	0	
	Total	31860000	3343836	

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.Ezhil Arasu	Transferred from CHS-IV	10-04-2024	26-04-2024	Split duty hours of doctors
2.	Shri.Rahul	Transferred from RD Cell	16-04-2024	26-04-2024	About the Employee Gaurav Kumar
3.	Shri. Pithhadia Rajput Rames	Transferred from RD Cell	12-04-2024	26-4-2024	any kind of legal or criminal inquiry against doctors or staff
4.	Shri. Thulsiram	Transferred from RD Cell	17-04-2024	26-4-2024	Transfer policy of UDC & LDC cadre staff.
5.	Shri.Rakesh Kumar	Transferred from CHS IV	25-04-2024	30-4-2024	MOs availing conveyance allowance
6.	Shri.Jaspal Singh	IPO 95G661230	22-4-2024	21-05-2024	DPC prooeeding of drivers of the year 2020, 2021, 2022and 2023
7.	Shri.Manpreet Singh	Transferred from RD Cell	17-04-2024	30-04-2024	PwD benefits circulars
8.	Shri.Akash Goyal	Transferred from RD Cell	17-04-2024	06-05-2024	Year 2010 to 2023 appointments
9.	Shri.Yogesh Pandit	Transferred from RD Cell	16-04-2024	10-05-2024	Since establishment of Nation, the Health facilities opened at various levels
10.	Shri.Satish	Transferred from RD Cell	30-04-2024	17-05-2024	LDC post sanctioned & no. recruited through CHSLE-2024
11.	Shri.N.T.Niyas	Transferred from RD Cell	30-04-2024	29-05-2024	Group –A officers of all cadres
12.	Shri.Shikhar Sharma	Transferred from RD Cell	2-5-2024	29-5-2024	List of office incharge & duration of their posting
13.	Shri.Krishna	Transferred from RD Cell	21-05-2024	18-06-2024	Entitlement of HPCA/PCA to LDC in DGHS.

14.	Dr. Shirine	Transferred from CHS IV	26-06-2024	01-07-2024	Information of Doctors availed study leave during last 20 years
15.	Shri.Vineet Agarwal	Transferred from RD Cell	02-07-2024	09-07-2024	Seeking Recruitment rules of Technicians
16.	Shri.Abhijeet Das	Transferred from RD Cell	06-08-2024	08-08-2024	Level-1 posts information
17.	Shri. Ravi Shankar	Transferred from CHS IV	09-08-2024	20-08-2024	entitlement of Extra Duty hrs. allowance
18.	Shri.Vivek Rathore	Transferred from RD Cell	21-08-2024	29-08-2024	Hindi translator post
19.	Ms.Lakkamma	Transferred from RD Cell	01-08-2024	06-09-2024	Regarding Safety guidelines
20.	Shri.Sumit Kumar Jha	Transferred from CHS IV Division	05-09-2024	13-09-2024	Punishment details for Government practicing in private clinics
21.	Shri.Soumokshit	Transferred from CHS -III	04-09-2024	13-09-2024	Whether Bachelor degree in MLT mandatory for MLT in DGHS
22.	Shri.Ravi Pandya	Transferred from CHS -III	05-09-2024	13-09-2024	serious cases
23.	Dr.Nitesh Tripathi	Transferred from CHS -IV	24-09-2024	04-10-2024	Group-A,B, C PwD employees information
24.	Shri.Rahul Kumar	Transferred from RD Cell	26-09-2024	04-10-2025	List of Compassionate appointment since year 2000.
25.	Shri.Lakshya Kumar	Transferred from RD Cell	15-10-2024	21-10-2024	No of JMLT &MLT in DGHS
26.	Smt.Keya Paul	Transferred from CHS -IV	24-10-2024	30-10-2024	Biometric attendance Exemption information for Group-A Officers
27.	Smt.Sharmistha Das	Transferred from RD Cell	19-11-2024	28-11-2024	No of employees from NPS to old pension system
28.	Dr.Vineet Agrawal	Transferred from RD Cell	01-01-2025	31-01-2025	Whether HODs exempted from biometric attendance

