

INFORMATION REQUIRED TO BE PUBLISHED UNDER SECTION 4(1)(b) OF THE RIGHT TO INFORMATION ACT, 2005. (31-07-2025)

GOVERNMENT OF INDIA
REGIONAL OFFICE FOR HEALTH & FAMILY WELFARE
Thiruvananthapuram-695 034, KERALA.

Tel. No. 0471-2322710

E-mail ID: rohfwvm.ker@nic.in

S. No.	Organisation and Function	
1	Particulars of its organization, functions and duties	
	1. Name and address of the Organization	Regional Office for Health & Family Welfare, Meads Lane, Cantonment, Thiruvananthapuram, Kerala – 695 034, Tel. No. 0471-2322710, rohfwvm.ker@nic.in
	2. Head of the Organization	Senior Regional Director/Regional Director
	3. Vision, Mission and Key objectives	<p>VISION</p> <ul style="list-style-type: none"> To provide evidence based technical inputs for policy formulation. Research and training in public health issues. To provide health care including emergency preparedness and response for achieving highest possible health standard. <p>MISSION</p> <ul style="list-style-type: none"> To render technical inputs for developing robust preventive and promotive health for achieving highest health standard for everyone. To further improve coordination with the state. <p>OBJECTIVE</p> <ul style="list-style-type: none"> To facilitate effective implementation of GOI programs and policies. To analyse, monitor, and evaluate various National health programs. <p>Primary objective of the Regional Office is to ensure proper liaison and coordination between the Centre and State Governments in the context of the implementation of National Health and Family Welfare Programmes. Regional office keeps a close liaison with National and State Programme Officers through regular meeting with programme officers. Regional Office for Health & Family Welfare, Thiruvananthapuram undertakes the review of all the National Health Programmes being implemented in the states, and also review the progress in the implementation of the newer initiatives of the MOH&FW.</p>

	4	(a)Particulars of its Organization (b) Functions and duties	Enclosed (Annexure-I)
	6	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	Enclosed (Annexure-I, III & IV)
2	Power and duties of its officers and employees		
	1	The powers and duties of its officers (administrative, Financial and judicial)	Enclosed (Annexure-V)
	2	The powers and duties of other employees	Enclosed (Annexure-V)
	3	Rules/ orders under which powers and duty are derived and	Govt. of India rules and regulations e.g., Fundamental Rule & Supplementary Rules, G.F.R, C.C.S, Conduct Rules, C.C.S(CCA) Rules, C.C.S Pension Rules, Medical Attendance Rules, GPF Rules, LTC Rules, Delegation of Financial Power Rules etc. In addition to above, rules, regulations, instructions received from Min. of Health & FW/DGHS etc. from time to time.
	4	Exercised	As per directives of the competent authorities issued from time to time.
	5	Work allocation	Enclosed (Annexure-VI)
3	Procedure followed in decision making process, including channels of supervision and accountability		
	1	Process of decision making Identify key decision-making points	Divisions put up matters to Regional Director for approval. -Recommendations of various committees are put up to Regional Director for approval. Certain issues are referred to Dte. GHS, MOHFW & DoPT as the case maybe. -All decision making is done keeping in view the rules & regulations of Government of India

	2	Final decision-making authority	Regional Director in accordance to the powers delegated vide letter no. F. No. Z-15018/39/2012-RD dated 23/04/2013 Other issues are referred to Dte. GHS, MOHFW & DoPT as the case maybe.
	3	Related provisions, acts, rules etc.	Govt. of India rules and regulations e.g., Fundamental Rule & Supplementary Rules, G.F.R, C.C.S, Conduct Rules, C.C.S(CCA) Rules, C.C.S Pension Rules, Medical Attendance Rules, GPF Rules, LTC Rules, Delegation of Financial Power Rules etc. In addition to above, rules, regulations, instructions received from Min. of Health & FW/DGHS etc. from time to time.
	4	Time limit for taking a decision, if any	As per instructions by DoPT/GFR/Gol/ CCS rules etc.
	5	Channel of supervision and accountability	<ul style="list-style-type: none"> • Medical Officer → Senior Regional Director/Regional Director • Technical Assistant → Medical Officer → Senior Regional Director/Regional Director • Stenographer Grade II → Medical Officer → Senior Regional Director/Regional Director • LDC → UDC → Medical Officer → Senior Regional Director/Regional Director • MTS → Medical Officer → Senior Regional Director/Regional Director • Insect Collector → Medical Officer → Senior Regional Director/Regional Director <p>The advice on certain administrative issues is sought from Directorate General of Health Services and the experts on the related subject on need-to-need basis.</p>
	4	The norms set by it for the discharge of its functions	
	1	Nature of functions/ services offered	<ul style="list-style-type: none"> • Prepare outcome based Annual action plans keeping in view requirement of aspirational Blocks/districts, priority programs, diseases under elimination/ eradication, and newer programs launched by Dte. GHS/MOHFW. • Assist/co-ordinate in reporting and investigation of Health Emergencies/Outbreaks in the States as and when directed. • Coordinating /being part of central teams as and when directed. • Review (qualitative/ quantitative monitoring and evaluation) of Selected National Health Programmes and field verification of beneficiaries • Analyse the reports and field studies under various National Health

			<p>Programmes for improving the output/outcomes received in this Office.</p> <ul style="list-style-type: none"> • Undertake quality assurance of contraceptives manufactured by HLL for GOI. • Act as resource person for various trainings organised under other National Health Programmes at ROHFWs. • Liaise and coordinate between Central and State Health functionaries. • Surveillance and monitoring activities. • Undertake any other additional responsibilities as and when assigned.
	2	Norms/ standards for functions/ service delivery	As per guidelines or strategic plan/framework.
	3	Process by which these services can be accessed	As per guidelines
	4	Time-limit for achieving the targets	As prescribed by Dte. GHS & MOHFW
	5	Process of redressal of grievances	<ul style="list-style-type: none"> • Grievances may be addressed to the Senior Regional Director/Regional Director or heads of various committees, namely Staff welfare Committee, Committee on prevention of sexual harassment of women, etc. as the case may be
5		Rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions.	
	1	Title and nature of the record/ manual /instruction.	<p>No such manual.</p> <p>Employees work under the guidance and supervision of Regional Director & other officers.</p>
	2	List of Rules, regulations, instructions manuals and records.	As per rules regulations and instruction issued by GOI from time to time
	3	Acts/ Rules manuals etc.	As per GOI Acts/ Rules
	4	Transfer policy and transfer orders	As per GOI norms.

6	A statement of the Categories of documents that are held by it or under its control		
	1	Categories of documents	<u>Estt. Section</u> <ol style="list-style-type: none"> Files relating to service matters of all officers and staff (current and previous) of this Office. Service Book of all serving officers and staff of this Office. Personal files of all serving officers and staff. RTI files. Files: - Salary Bill, TA/DA bills, Medical Bills, O.E bill etc. Register: - Stationary Register, Dead Stock Register, Bill Register, Cheque Register etc. <u>Technical Section</u> <ol style="list-style-type: none"> National Health Programme Files. Tour reports. Communications from Technical divisions of MOHFW.
	2	Custodian of documents/categories	Service books and personal files, cash book, log book and all other important documents are kept in the custody of Senior Regional Director/Regional Director, Regional Office for Health & Family Welfare, Thiruvananthapuram. The APAR and other confidential documents/ reports are kept in the safe custody of the RD, ROHFW, Thiruvananthapuram
7	Particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof		Not Applicable
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 meeting are accessible for public;		
	1	Name of Boards, Council, Committee etc.	Annexure -IV
	2	Composition	As per guidelines of DGHS/MoHFW/ DoPT

	3	Dates from which constituted	18/07/2024
	4	Term/ Tenure	As per guidelines
	5	Powers and functions	As per guidelines
	6	Whether their meetings are open to the public?	No
	7	Whether the minutes of the meetings are open to the public?	No
	8	Place where the minutes if open to the public are available?	NA
9	Directory of its officers and employees		
	1	Name and designation	Enclosed (Annexure-VII)
	2	Telephone, fax and email ID	Enclosed (Annexure-VII)
10	The monthly Remuneration received by each of its officers & employees, including system of compensation as provided in its regulations.		
	1	List of employees with Gross monthly remuneration	Enclosed (Annexure-VIII)
	2	System of compensation as provided in its regulations	As per Ministry of Finance, Department of Expenditure GOI norms.
11	The Budget allocated to each of its agency, including the particulars of all plans, proposed expenditure and reports on disbursements made		
	1	Total Budget for the public authority	Rs. 1,37,25,000/- (BE 2025-26)
	2	Budget for each agency and plan & programmes	NA

	3	Proposed expenditures	----
	4	Revised budget for each agency, if any	NA
	5	Report on disbursements made and place where the related reports are available	Establishment Section, ROHFW, Thiruvananthapuram
12	Manner of execution of subsidy Programme, 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 electronic form		
	1	(i) Details of information available in electronic form	As far as this office concerned, the electronic form of information is nil.
	2	(ii) Name/ title of the document/record/ other information	Not Applicable
	3	(iii) Location where available	Not Applicable
15	Particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use.		

	1	Name & location of the faculty	Regional Office for Health & Family Welfare, Meads Lane, Cantonment, Thiruvananthapuram, Kerala – 695 034, Tel. No. 0471-2322710, rohfwvm.ker@nic.in
	2	Details of information made available	O/O Regional Director, ROHFW, Thiruvananthapuram
	3	Working hours of the facility	Monday to Friday (from 9:00 AM to 5:30 PM) Saturday and Public Holiday Closed.
	4	Contact person & contact details (Phone, fax email)	Dr. Haritha V.L., Regional Director I/c. Regional Office for Health & Family Welfare, Meads Lane, Cantonment, Thiruvananthapuram, Kerala – 695 034, Tel. No. 0471-2322710, rohfwvm.ker@nic.in
16	The names, designations and other particulars of the Public Information Officers.		Annexure - X
17	Such other information as may prescribed		
	Transfer policy and transfer orders		<p>Transfer policy of Medical Officers, Group B and few categories of Group C employees are governed by the Transfer policy of DGHS, New Delhi</p> <p>Transfer Orders:</p> <ul style="list-style-type: none"> • Dr. K.P Hamzakoya CMO (SAG) transferred from Lakshadweep Admn. to ROHFW, Thiruvananthapuram via transfer order No. A.22012/02/2016 – CHS – II dated 21st March, 2016. • Dr. Mohammed Wakid C. G. transferred from PHO, Mumbai to ROHFW, Thiruvananthapuram vide order No. A.22012/02/2016-CHS-II Dated 23rd February, 2016. • Dr. Mohammed Aslam SRD transferred from ROHFW, Thiruvananthapuram to Lakshadweep Admn. Vide order No. A.22012/02/2016-CHS-II dtd. 21.03.2016. • Dr.K.P.Hamzakoya SRD transferred from ROHFW, Thiruvananthapuram to NICD, Kozhikode vide order No. A.22012/08/2017-CHS.II dtd. 17.10.2017 • Dr.Mohammed Wakid C .G. transferred from ROHFW, Thiruvananthapuram to Lakshadweep Admn. vide order No. F.No.A.22012/3/2017-CHS.I dtd. 08.12.2017 • Dr. Ruchi Jain, Public health specialist Grade II transferred from NCDC, Delhi to ROHFW, Thiruvananthapuram via transfer order A.22012/1/2017-CHS-III dated 19th December, 2017. • Dr. Alimanikfan Abdullage , CMO (NFSG) transferred from LWO, Trivandrum to ROHFW, Thiruvananthapuram via transfer order No. A.22012/07/2017-CHS-II dated 25th October, 2017. • Dr. Alimanikfan Abdullage, Sr. RD, ROHFW, Thiruvananthapuram transferred from ROHFW, Thiruvananthapuram to CGHS, Thiruvananthapuram via transfer order F.No. A.22012/01/2022-CHS-I dated 07th June, 2022.

		<ul style="list-style-type: none"> • Dr. Haritha V L, MO Transferred from CGHS Prayagraj to ROHFW, Thiruvananthapuram via transfer order F.No. A.22012/01/2022-CHS-I dated 07th June , 2022 • Dr. Alimanikfan Abdullage, Sr. RD Transferred from RoHFW, Thiruvananthapuram to APHO Trivandrum via transfer order A.22012/01/2022-CHS-I dated 08th December, 2022. (The transfer of Dr. Alimanikfan Abdullage, from ROHFW to CGHS Trivandrum vide order of even number dt. 07/06/2022 Cancelled in respect of Dr. Alimanikfan Abdullage) • Dr. Kaveri M. Medical Officer transferred from PHO, Mumbai to RoHFW Trivandrum vide order No. A.22012/10/2023-CHS-I-Part(I)/FTS-8269229 dtd. 5.7.2024. • Dr. Ruchi Jain, Public Health Specialist Gr. I transferred from RoHFW Trivandrum to RoHFW Jaipur Vide order No. A.22012/4/2024-CHS-III dtd. 11.07.2024. • Dr. Haritha V L, MO transferred from ROHFW, Thiruvananthapuram to APHO Cochin Vide order No. A.22012/01/2025-CHS-I/FTS-8315145 dtd. 04/04/2025 and order has been cancelled Vide order No. A.22012/01/2025-CHS-I/FTS-8315145 dtd. 17/04/2025 in respect of Dr. Haritha V L, MO and some others.
	Grievance redressal mechanism	<p>Grievances may be addressed to RD, Regional Office for Health & Family Welfare,</p> <ul style="list-style-type: none"> -Heads of following committees: -Staff welfare officer -Liaison officer for SC&ST -Committee on Prevention of sexual harassment Committee

**Regional Office for Health and Family Welfare
(Kerala & UT of Lakshadweep)
Govt. of India
Meads Lane, Cantonment, Thiruvananthapuram – 695 034
KERALA.**

Tel. No. 0471-2322710

E-mail ID: rohfwvm.ker@nic.in

Particulars of Organization**I. INTRODUCTION:**

The Regional Office for Health & Family Welfare (ROHFW), Thiruvananthapuram is one of the subordinate offices of the Directorate General of Health Services, Ministry of Health & Family Welfare. This office was established in the year 1975 after the closure of the Central Family Planning Unit which was functioning in the State of Kerala and at that time it was called as Regional Health Office (RHO) (FP&MCH). Gradually all National Health Programmes (NHM) were brought under this office and the name of this office has been changed to Regional Office for Health & Family Welfare (ROHFW), Thiruvananthapuram.

The ROHFW, Thiruvananthapuram covers the State of Kerala and the Union Territory of Lakshadweep. The State of Kerala has 14 districts and UT of Lakshadweep includes 11 inhabitant islands. This Office is headed by Senior Regional Director (SRD)/ Regional Director (RD) of Health and Family Welfare.

At present the ROHFW, Thiruvananthapuram is located at the first floor of a rented private building with address:

REGIONAL OFFICE FOR HEALTH AND FAMILY WELFARE

MEADS LANE, CANTONMENT, THIRUVANANTHAPURAM - 695 034.

Staff Strength ROHFW, Thiruvananthapuram (as on 31/07/2025)

Section	Post	Sanctioned	In position	Vacant since
F.W.	Senior Regional Director/Regional Director	1	1 (SMO)	0
	Regional Health Officer (GDMO/SMO/CMO)	1	1 (MO)	0
	Technical Assistant	1	1	0
	Stenographer Grade II	1	0	1 (01/11/2016)
	Upper Division Clerk	1	1	0
	Lower Division Clerk	2	0	2 (08/02/2024 & 01/07/2013)
	Multi Tasking Staff	2	2	0
NVBDCP	Insect Collector	2	0	2 (01/02/2020 & 01/06/2020)

***Staff Car Driver (Ordinary Grade) --- Vacant since 01/06/2010 (The Office vehicle Driver retired on 31/05/2010. As per the guidelines contained in RD cell's letter No. F.No. Z.15018/34/2012-RD dated 18/10/2012 no fresh appointment was done against the vacant post of Driver. The office vehicle was transferred from ROHFW, J& K in 2006 and the vehicle was dismantled on 18/03/2020. At present no Office vehicle is available.)**

STAFF POSITION OF REGIONAL OFFICE FOR HEALTH & FW, THIRUVANANTHAPURAM AS ON 31.07.2025

Section	Sl. No.	Name of the official & Designation	Pay level	Gr.	Tech./ Ministerial/ Non ministerial	Qualification	Date of Birth	Date of Entry in to Govt. Service	Date of joining in the present post/grade	DMACP/MACP			Whether Reserved or otherwise
										1st	2nd	3rd	
FW	1.	Dr. Haritha V L Regional Director i/c	11	A	Technical	MBBS	05.10.1993	22.09.2020	22.09.2024	22.09.2024	-	-	OBC
	2.	Dr. Kaveri M Regional Health Officer	10	A	Technical	MBBS	18.09.1992	13.09.2023	13.09.2023	-	-	-	OBC
	3.	Shri Pramod M.A. Technical Assistant	7	C	Non Ministerial	BCA, MSc. Mathematics	30.05.1982	16.10.2003	07.12.2012	07.12.2022	-	-	OBC
	4.	Shri Ajith Kumar M. UDC	6	C	Ministerial	SSLC	24.03.1969	29.04.1993	01.07.2013	29.04.2005	29.04.2013	29.04.2023	Gen
	5	Smt. Deepthi S.P. MTS	1	C	Non Ministerial	BA Economics	04.05.1970	21.04.2017	21.04.2017	-	-	-	OBC
	6.	Kum. Manasa Lohith O P MTS	1	C	Non Ministerial	MSc Food Science & Technology	19.12.1998	01.01.2024	01.01.2024	-	-	-	OBC

FUNCTIONS AND DUTIES**I. Health & Family Welfare Programme:****Liaison & Coordination**

Regional office keeps a close liaison with National and State Programme Officers through regular meetings with programme officers. Regional Director undertakes liaison and coordination activities between the National and State Programme Officers.

Monitoring Peripheral Institutions for IPHS

Regional office is responsible for supervision and monitoring of the Centrally sponsored schemes and the functioning of the peripheral institutes. ROHFW is regularly visiting the peripheral institutes for monitoring and supervision.

Review of the National Health Programmes

Regional Office of H&FW undertakes the review of all the National Health Programmes being implemented in the State of Kerala and the Union Territory of Lakshadweep. ROHFW is also reviewing the progress in the implementation of the newer initiatives of the MoH&FW.

Above duties are exercised in the following manner:

- (i) Overall supervision, coordination and monitoring of various National Health & Family Welfare Programmes in the State of Kerala and the Union Territory of Lakshadweep.
- (ii) Review and assessment of various Disease Control Programmes and collect data of monthly progress report from Kerala & Lakshadweep on National Health Programmes and various Disease Control Programmes. The reports along with the Regional Director's observations are shared to the Ministry on a regular basis.
- (iii) Visit to various Government Medical Colleges, District Hospitals, Sub district Hospitals, Community Health Centres, Family Health Centres, Primary Health Centres, Urban Primary Health Centres and Health and Wellness Centres for monitoring of NHM activities and various disease control programmes. During the visit, house visits are also conducted for cross checking the following Family Welfare programmes,
 1. Antenatal and Postnatal care
 2. Immunization as per National Immunization Schedule

3. Family Planning.

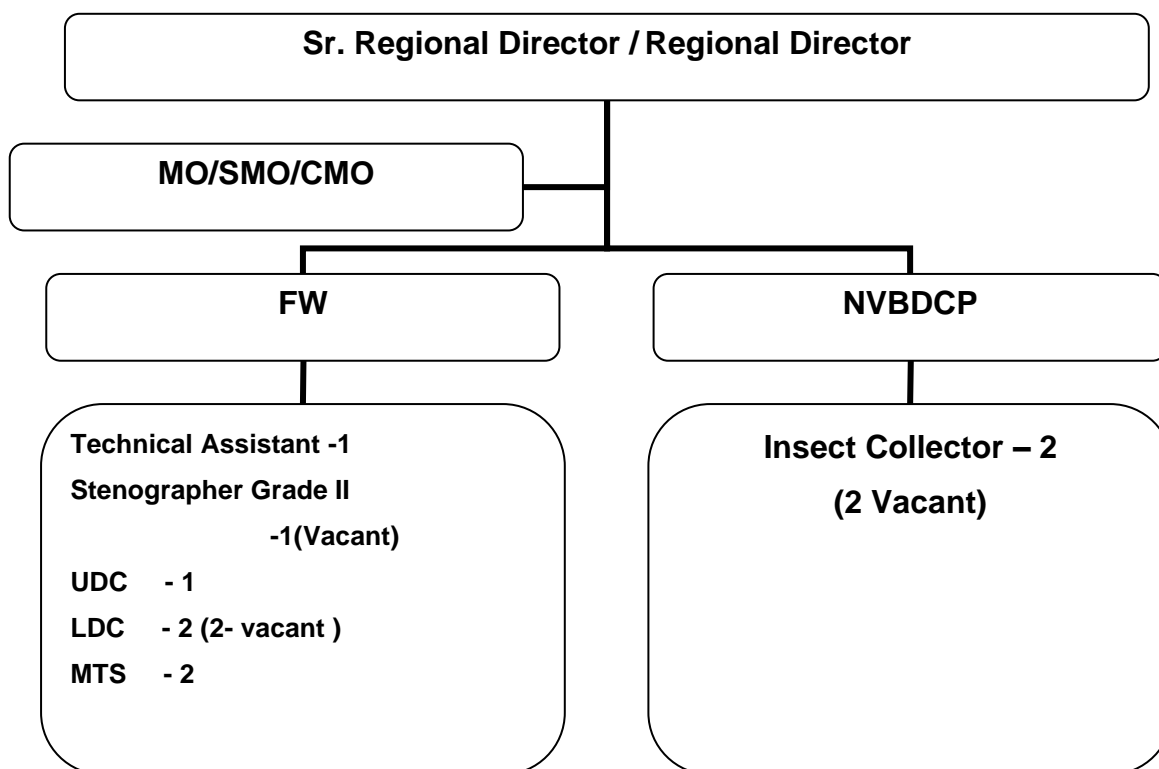
4. Janani Suraksha Yojana (JSY)

(v) Inspection, drawing samples and issuance of inspection certificates of FP devices, namely, Condoms and IUD manufactured by M/s. HLL Life-care Unit, Thiruvananthapuram & Ernakulam. From every batch of all products, representative samples are collected and sent to the designated Lab for testing for Quality assurance. Test results are communicated to HLL & Ministry of Health & Family Welfare.

(VI) Work monitoring related to NVBDCP in the state of Kerala and UT of Lakshadweep is done by this office.

(VII) Insect Collectors to undertake vector control activities. Monthly they need to visit one or two districts according to incidence of vector borne diseases. They also need to visit areas in and around CHC, PHC & Health and Wellness Centres for verifying the vector control activities and report is sent to NCVBDC, Delhi and Ministry of Health & Family Welfare.

**ORGANIZATIONAL CHART OF REGIONAL OFFICE FOR HEALTH & FW,
THIRUVANANTHAPURAM.**



- *Stenographer Grade II vacant since 01/11/2016
- LDC vacant since 08/02/2024 & 01/07/2013
- Insect Collector vacant since 01/02/2020 and 01/06/2020
- *Staff Car Driver (Ordinary Grade) --- Vacant since 01/06/2010 (The Office vehicle Driver retired on 31/05/2010. As per the guidelines contained in RD cell's letter No. F. No. Z.15018/34/2012-RD dated 18/10/2012 no fresh appointment was done against the vacant post of Driver. The office vehicle was transferred from ROHFW, J& K in 2006 and the vehicle was dismantled on 18/03/2020. At present no Office vehicle is available.)

Annexure – III

LIST OF FORMER SENIOR REGIONAL DIRECTORS AND REGIONAL DIRECTORS OF REGIONAL OFFICE
FOR HEALTH AND FAMILY WELFARE, THIRUVANANTHAPURAM SINCE 1976 ONWARDS

Sl.No.	Name & Designation	From	To
1	Dr. Saha, RD	1976	1982
2	Dr. Smt. Dotty Jacob, RD	1982	1984
3	Dr. C. Thejomaya, RD	1984	15.04.86
4	Dr. Smt. T. P. Jagadamma, RD	15.04.86	19.01.89
5	Dr. Smt. Mary Sebastian, RD	19.01.89	17.05.93
6	Dr. Smt. T. P. Jagadamma, RD	24.05.93 **	31.05.07
7	Dr. Smt. Joyce Mathew, RD	31.05.07	27.02.09
8	Dr. Smt. T. Kalavathy, SRD	27.02.09	30.10.2011
9	Dr. Smt. Joyce Mathew, SRD	01.11.2011	31.01.2014
10	Dr.M.K.Mohammed Aslam, SRD	01.02.2014	10.05.2016
11	Dr.K.P.Hamzakoya, SRD	11.05.2016	19.10.2017
12	DR.Mohammed Wakid C.G, MO	20.10.2017	02.01.2018
13	Dr.Ruchi Jain, PH Gr. II	03.01.2018	17.06.2018
14	Dr. Alimanikfan Abdullage, SRD	18.06.2018	14.12.2022(AN)
15	Dr.Ruchi Jain, RD	14.12.2022(AN)	16.03.2023
16	Dr.Haritha V.L.Regional Director I/c.	17.03.2023	29.05.2023
17	Dr Ruchi Jain, RD	30.05.2023	17.07.2024 (FN)
18	Dr.Haritha V.L.Regional Director I/c.	17.07.2024 (AN)	Till date

** RD on EL from 19/05/1993 to 21/05/1993

Annexure_IV**Internal Committees / Arrangement of ROHFW, Trivandrum, Kerala**

Sl.No.	Name of the Committee	Constitution	
1.	Rajbhasha Committee	Dr. Haritha V.L., Regional Director I/c	Chairman
		Dr. Kaveri M., Regional Health Officer	Hindi Officer
		Shri Pramod M.A, Technical Assistant	Member
		Shri Ajith Kumar.M, UDC	Member
2.	Prevention of sexual harassment Committee	Dr. Haritha V.L., Regional Director I/c	Chairman
		Dr. Kaveri M., Regional Health Officer	Member
		Shri Ajith Kumar M., UDC	Member
		Smt. Deepthi S.P., MTS	Member
		Representative from NGO	Member
3.	Public Grievance Officer	Dr. Haritha V.L., Regional Director I/c	
4.	Welfare Officer	Dr. Haritha V.L., Regional Director I/c	
5.	Inspecting Officer for Gr. "C" & "D"	Dr. Kaveri M., Regional Health Officer	
6.	Purchase Committee	Dr. Haritha V.L., Regional Director I/c	Chairman
		Dr. Kaveri M., Regional Health Officer	Member
		Representative from AG's office/CGHS	Member
		Shri Ajith Kumar.M, UDC	Member
		Shri Pramod M.A, Technical Assistant	Member
7.	Condemnation Committee	Dr. Haritha V.L., Regional Director I/c	Chairman
		Dr. Kaveri M., Regional Health Officer	Member
		Technical Representative from NIC/RTO/Any other relevant Department	Member
		Shri Pramod M.A, Technical Assistant	Member
8	Departmental promotion Committee	Dr. Haritha V.L., Regional Director I/c	Chairman
		Dr. Kaveri M., Regional Health Officer	Member
		Representative from AG's office	Member

The above Committees constituted on 18/07/2024.

Annexure – V**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

Sl.No.	Name & Designation	Duties
1	Senior Regional Director / Regional Director	<p>a) Overall head for ROHFW Thiruvananthapuram. Head of Office declared as Head of Department under Delegation of Financial Powers Rules, 1978 with statutory & administrative powers delegated by administrative Ministry.</p> <p>b) Appointing & Disciplinary Authority for certain Group C posts.</p> <p>c) Controlling Officer for Medical officers and staff of the establishment.</p> <p>Financial:</p> <p>a) Head of Office and Drawing & Disbursing Officer for the establishment.</p> <p>b) Statutory powers delegated under Delegation of Financial Powers Rules, 1978.</p> <p>Powers of SRD/RD</p> <p>a) Prepare outcome based Annual action plans keeping in view requirement of aspirational districts, priority programs, diseases under elimination/ eradication, and newer programs launched by Directorate General of Health Services/Ministry of Health and Family Welfare.</p> <p>b) Assist/co-ordinate in reporting and investigation of Health Emergencies/Outbreaks in the States as and when directed.</p> <p>c) To review the implementation of National Health Mission in Kerala and Lakshadweep.</p> <p>d) Coordinating /being part of central teams as and when directed.</p> <p>e) Review (qualitative/ quantitative monitoring and evaluation) of Selected National Health Programmes and field verification of beneficiaries Analyse the reports and field studies under various National Health Programmes for improving the output/outcomes received in this Office.</p> <p>f) Undertakes quality assurance of contraceptives manufactured by HLL Lifecare Limited at Peroorkada, Aakkulam and Kakkanad for GOI.</p> <p>g) Act as resource person for various trainings organised under other National Health Programmes at ROHFWs.</p> <p>h) Liaise and coordinate between Central and State Health functionaries.</p> <p>i) Surveillance and monitoring activities.</p> <p>j) Undertake additional responsibilities as and when assigned.</p> <p>k) Any other duty assigned from time to time.</p>

2	Regional Health Officer (GDMO/SMO/CMO)	<p>a) To assist RD in carrying out activities as mentioned above.</p> <p>b) To review the implementation of National Health Mission in Kerala and Lakshadweep.</p> <p>c) To assist in administrative and financial management of ROHFW, Thiruvananthapuram.</p> <p>d) Any other duty assigned by HOO from time to time.</p>
3	Technical Assistant	<p>a) Technical Reports-compilation and maintenance of statistical figures under Family Welfare and other National Health Programmes.</p> <p>b) Quarterly & Periodical review of the programmes.</p> <p>c) Maintenance of files and correspondence.</p> <p>d) Any other duty assigned by HOO from time to time.</p>
4	Stenographer (Vacant)	<p>a) Dictation of Regional Director.</p> <p>b) Tour reports of Regional Directors and Other Officers.</p> <p>c) Typing of letters etc. of Estt. Section.</p> <p>d) Confidential reports.</p> <p>e) Meetings and Conference- Typing of letters and returns of Accounts Section.</p> <p>f) Any other duty assigned by HOO from time to time.</p>
5	Upper Division Clerk	<p>a) Establishment Section- assisting Regional Director for Recruitment to vacant posts – transfers – increment, Pay fixation, pension.</p> <p>b) Maintenance of SRs and Leave Accounts Register- Maintenance of personal files of staff.</p> <p>c) Preparation of all bills and its payment through PFMS, Uploading data of NPS/UPS contribution in NSDL Site and its payment. Calculation Income tax of employees and its settlement.</p> <p>d) All periodical returns of Estt. Section.</p> <p>e) Assisting Regional Director in Administrative matters – office management.</p> <p>f) Stores- General and Stationery- Stock and Issue registers- Obtaining sanction for purchase etc.</p> <p>g) Preparation of Budget (BE, RE FE), LOC, Handling imprest money cash and Cash Book, etc.</p> <p>h) Any other duty assigned by HOO from time to time.</p>
6	Lower Division Clerk (Vacant)	<p>a) Stores- General and Stationery</p> <p>b) Stock and Issue registers</p> <p>c) Obtaining sanction for purchase etc.</p> <p>d) Assisting Accounts Section in preparation of bills- Budget- Return etc. as required by UDC</p> <p>e) Typing of letters and returns of Accounts Section</p> <p>f) Any other duty assigned by HOO from time to time.</p>
7	Insect collector (Vacant)	<p>a) Entomological Surveillance.</p> <p>b) Any other duty assigned by HOO from time to time.</p>
8	MTS	<p>a) Physical Maintenance of records of the Section</p> <p>b) General cleanliness & upkeep of the Section/Unit</p> <p>c) Carrying of files and other papers within the office.</p> <p>d) Photocopying, sending of fax etc</p> <p>e) Other non-clerical work in the Section/Unit</p> <p>f) Assisting in routine office work like diary, dispatch etc., including on computer</p> <p>g) Delivering of dak (outside the building)</p> <p>h) Opening & closing of rooms</p> <p>i) Dusting of furniture etc.</p> <p>j) Any other duty assigned by HOO from time to time.</p>

Annexure – VI**WORK ALLOCATION OF EMPLOYEES**

Sl.No.	Name & Designation	Duties
1	Dr.Haritha V.L., Regional Director I/c.	<p>a) ROHFW, Thiruvananthapuram looks after monitoring, supervision and evaluation of all National Health Programmes, Centrally Aided Schemes in Kerala & UT of Lakshadweep and implementation of activities under National Health Mission.</p> <p>b) Liaison and Co-ordination work for the various National Health & Family Welfare Programmes with State Government.</p> <p>c) Coordinating /being part of central teams as and when directed.</p> <p>d) Field Cross-checking of the quality of all Health & Family Welfare activities and on the spot technical guidance to State Government with a view to improve the standard of Family Welfare Services.</p> <p>e) Review and analyze monthly technical reports of Vector Borne Diseases like Malaria, Filaria, JE, Dengue and Chikungunya & Family Welfare Programmes.</p> <p>f) Vigil on State health situation and sending timely information to Ministry of Health and Family Welfare.</p> <p>g) To associate as a Member Secretary/Member in the various Implementation Committees and Grant Sanction Committees like State Health Society, NGO etc.</p> <p>h) Handling different court cases.</p> <p>i) Undertakes quality assurance of contraceptives manufactured by HLL at Peroorkada, Aakkulam and Kakkannad for GOI.</p> <p>j) Review of New initiatives of GOI, MoHFW and DGHS for ROHFW, Thiruvananthapuram</p> <p>k) Drawing and Disbursing Officer for the establishment</p> <p>l) The Appellate Authority for ROHFW, Thiruvananthapuram (RTI Act-2005)</p> <p>m) Monitoring of certain initiative like HEOC, Ayushman Bharat Health Infrastructure Mission (PM-ABHIM), etc. as and when directed by DGHS/MOHFW.</p> <p>n) Any other duty assigned from time to time.</p>
2	Dr. Kaveri M, Regional Health Officer (GDMO)	<p>a) To assist RD in carrying out activities as mentioned above.</p> <p>b) To review the implementation of NHM in Kerala and Lakshadweep.</p> <p>c) CPIO for ROHFW, Thiruvananthapuram from 13/09/2024 to 04/02/2025 (MO is on leave with effect from 05/02/2025) (RTI Act-2005), (Shri. Pramod M A, Deemed CPIO with effect from 05/02/2025 till the joining of Dr. Kaveri M, Medical Officer)</p> <p>d) To assist Regional Director in administrative and financial management of ROHFW, Thiruvananthapuram</p> <p>e) Nodal Officer for GeM procurement.</p> <p>f) Undertakes quality assurance of contraceptives manufactured by HLL Lifecare Limited for GOI in the absence of Regional Director.</p> <p>g) Any other duty assigned by the Head of the Office from time to time.</p> <p>h) Routine duties of Regional Director in the absence of Regional Director.</p>

3	Shri. Pramod M.A, Technical Assistant	<p>a) Technical Reports-compilation and maintenance of statistical figures under Family Welfare and other National Health Programmes.</p> <p>b) Quarterly & Periodical review of the programme.</p> <p>c) Maintenance of files and correspondence.</p> <p>d) Field work such as collection, presentation, analyzing compilation and interpretation of statistical data regarding various National Health Programmes.</p> <p>e) To conduct Monthly district tours along with Regional Director/ Medical Officer checking of records in respect of FW acceptors and other registers maintained for the programme during the tours and feedback to the department through tour reports.</p> <p>f) Preparation and compilation of Monthly Performance reports and Annual Reports.</p> <p>g) Assisting CPIO for all work related to RTI (Deemed CPIO with effect from 05/02/2025 till the joining of Dr. Kaveri M, Medical Officer)</p> <p>h) Any other duty assigned by the Head of the Office from time to time.</p>
4	Shri. Ajith Kumar.M., UDC	<p>a) Establishment Section- assisting Regional Director for Recruitment to vacant posts – transfers – increment, Pay fixation, pension.</p> <p>b) Maintenance of SRs and Leave Accounts Register.</p> <p>c) Maintenance of personal files of staff.</p> <p>d) Preparation of all bills and its payment through PFMS, Uploading data of NPS/UPS contribution in NSDL Site and its payment.</p> <p>e) Calculation Income tax of employees and its settlement.</p> <p>f) All periodical returns of Estt. Section.</p> <p>g) Assisting Regional Director in Administrative matters – office management.</p> <p>h) Stores- General and Stationery- Stock and Issue registers- Obtaining sanction for purchase etc.</p> <p>i) Preparation of Budget (BE, RE FE), LOC, Handling imprest money cash and Cash Book, etc.</p> <p>j) Any other duty assigned by the Head of the Office from time to time.</p>
5	Smt. Deepthi S.P., MTS	<p>a) HLL Tendering and work.</p> <p>b) Assisting UDC.</p> <p>c) General Cleanliness and upkeep of the section/Unit.</p> <p>d) Any other work assigned by the Head of the Office.</p>
6	Kum. Manasa Lohith O P MTS	<p>a) Carrying of Files & other papers to other offices, post office and delivering of Dak (outside the building).</p> <p>b) Carrying of Files & other papers within the building.</p> <p>c) Photocopying.</p> <p>d) Assisting in routine office work like diary, dispatch, etc. including on computer.</p> <p>e) Opening and closing of rooms and office.</p> <p>f) Any other work assigned by the Head of the Office.</p>

Annexure –VII**Directory of officers & employees of Regional Office for Health & F.W.,
Thiruvananthapuram.**

Office Tel. No. 0471-2322710

E-mail ID: rohfwvm.ker@nic.in

Sl. No.	Name & Designation	Telephone , fax and email ID
Health & Family Welfare:		
1	Dr. Haritha V.L, RD I/c.	Mob: 9884395404 (personal number) e-mail: dr.haritha@cghs.nic.in
2	Dr. Kaveri M., Regional Health Officer	Mob: 7736428429 (personal number) e-mail: drkaveri.92@gov.in
3	Shri. Pramod M.A, Technical Assistant	Tel. No. 0471-2322710 e-mail: ta.tvvm-mohfw@gov.in
4	Shri. Ajith Kumar.M., UDC	Tel. No. 0471-2322710 e-mail: ajith.kumarm@gov.in
5	Smt. Deepthi S.P., MTS	Tel. No. 0471-2322710 e-mail: deepthi.praveen70@gov.in
6	Kum. Manasa Lohith O P, MTS	Tel. No. 0471-2322710 e-mail: manasa.lohith@gov.in

Annexure - VIII**Monthly remuneration of officers & employees of Regional Office for Health & FW.,
Thiruvananthapuram.**

Sl. No.	Name & Designation	Pay Level.
Health & Family Welfare:		
1	Dr. Haritha V.L, Regional Director I/c.	Pay Level 11
2	Dr. Kaveri M., Regional Health Officer	Pay Level 10
3	Shri. Pramod M.A, Technical Assistant	Pay Level 7
4	Shri. Ajith Kumar.M., UDC	Pay Level 6
5	Smt. Deepthi S.P., MTS	Pay Level 1
6	Kum. Manasa Lohith O P, MTS	Pay Level 1

Annexure-IX

Budget and Expenditure in respect of Head 2211-FW(PLAN) for the financial year 2024-25					
(Figures in Rupees)					
Sl.No.	Sub-Head	Allocation of R .E.2024-25	Total expr. Upto the month of report 03/25	% of utilization	Remarks
I	II	III	VI	VII	VIII
1	SALARY	37,87,000	34,12,450	90	-
2	ALLOWANCE	38,00,000	33,62,204	88	-
3	WAGES	2,00,000	98,127	49	-
4	MEDICAL	1,00,000	33,726	34	-
5	DTE	4,00,000	3,13,835	78	-
6	OE	3,50,000	2,01,571	58	-
7	RRT	25,00,000	2,40,000	10	-
8	REWARDS	1,00,000	20,724	21	-
10	LTC	50,000	49,796	100	-
12	DIGITAL EQUIP.	1,00,000	62,633	63	-
13	OTHER REV.EXP.	20,000	16,375	82	-
14	SAP	3,000	1,744	58	-
15	RENT FOR OTHERS	27,000	3,938	15	-
16	REPAIR & MAIN.	30,000	10,774	36	-
	MATERIAL &SUPP	10,000	2,989	`	-
	FURNITURE&	0	0		-
	PRINTING&PUB	0	0		-
	TE	0			-
		1,14,77,000	78,30,886	68	-

Total expenditure up to July 2025 in respect of Head 2211-FW(PLAN) for the financial year 2025-26					
(Figures in Rupees)					
Sl.No.	Sub-Head	Allocation of B.E.2025- 26	Total expr. Upto the month of report 07/25	% of utilization	Remarks
I	II	III	VI	VII	VIII
1	SALARY	50,00,000	14,02,460	28	
2	ALLOWANCE	50,00,000	14,49,133	29	
3	WAGES	1,00,000	32,800	33	
4	MEDICAL	5,00,000	3,120	1	
5	DTE	8,00,000	46,470	6	
6	OE	8,00,000	26,228	3	
7	RRT	3,00,000	80,000	27	
8	REWARDS	50,000	0	0	
9	PROF. SERV.	2,00,000	0	0	
10	LTC	2,00,000	5,440	3	
11	ICT	2,00,000	0	0	
12	DIGITAL EQUIP.	50,000	0	0	
13	OTHER REV.EXP	50,000	6,000	12	
14	SAP	5,000	354	7	
15	RENT FOR OTHERS	1,00,000	0	0	
16	REPAIR & MAIN.	50,000	3,718	7	
17	MATERIAL &SUPP	50,000	0	0	
18	FURNITURE&	1,00,000	0	0	
19	PRINTING&PUB	70,000	0	0	
20	Machinery & Equip	50,000	0	0	
21	TE	50,000	0	0	
		1,37,25,000	30,55,723	22	

Annexure - X

**Name, designation Address, telephone numbers and email ID, of the public information officer
(PIO), Assistant Public Information (s) & Appellate Authority**

**i) Name, designation Address, telephone numbers and email ID, of the public information officer
(PIO)**

Sl. No.	Name & Designation	Address
1	Shri. Pramod M A, Deemed CPIO & Technical Assistant, Regional Office for Health & Family Welfare, Thiruvananthapuram with effect from 05/02/2025 till the joining of Dr. Kaveri M, Medical Officer	Regional Office for Health & Family Welfare, Meads Lane, Cantonment, Thiruvananthapuram -695034, Ph. 0471-2322710 e-mail: rohfwvm.ker@nic.in

**ii) Name, designation Address, telephone numbers and email ID, of the Assistant Public
Information (s)--- NIL**

iii) Name, designation Address, telephone numbers and email ID, of the Appellate Authority

Sl. No.	Name & Designation	Address
1	Dr. Haritha V.L, Regional Director I/c	Regional Office for Health & Family Welfare, Meads Lane, Cantonment, Thiruvananthapuram -695034, Ph. 0471-2322710 e-mail: rohfwvm.ker@nic.in

Annexure - XI**Name & details of earlier CPIO from 2005**

Sl.No.	Name & Designation	From	To
1	Dr. Smt. T. P. Jagadamma, RD	From 2005	31.05.07
2	Dr. Smt. Joyce Mathew, RD	31.05.07	27.02.09
3	Dr. Smt. T. Kalavathy, SRD	27.02.09	30.10.2011
4	Dr. Smt. Joyce Mathew, SRD	01.11.2011	31.01.2014
5	Dr.M.K.Mohammed Aslam, SRD	01.02.2014	10.05.2016
6	Dr.K.P.Hamzakoya, SRD	11.05.2016	19.10.2017
7	DR.Mohammed Wakid C.G, MO	20.10.2017	02.01.2018
8	Dr.Ruchi Jain, PH Gr. II	03.01.2018	17.06.2018
9	Dr. Alimanikfan Abdullage, SRD	18.06.2018	14.12.2022(AN)
10	Dr.Ruchi Jain, RD	14.12.2022 (AN)	16.03.2023
11	Dr.Haritha V.L. RD I/c.	17.03.2023	29.05.2023
12	Dr.Ruchi Jain, RD	30.05.2023	17.07.2024(FN)
11.	Dr.Haritha V.L. RD I/c.	17.07.2024(AN)	12.09.2024
12	Dr. Kaveri M, Regional Health Officer	13.09.2024	04/02/2025
13	Shri. Pramod M A, Deemed CPIO and Technical Assistant (till the joining of Dr. Kaveri M, Medical Officer)	05/02/2025	Till Date

Annexure - XII**RTI – APPLICATION DETAILS DURING 2024-2025**

		Progress during the Year			
	Opening Balance as on 01-04-2024	Received during the year (Including cases transferred to other Public Authority	No. of cases transferred to other Public Authorities	Decisions where requests/appeals rejected	Decisions where requests/appeals accepted
Requests	0	27	0	0	27
First Appeals	nil	nil	nil	nil	nil

No. of Cases where disciplinary action taken against any officer		nil	
No. of CAPIOs designated	No. of CPIOs designated	No. of AAs designated	
nil	1	1	

Amount of Charges Collected (in Rs.)		
Registration Fee Amount	Additional Fee & Any other charges	Penalties Amount
0/-	nil	nil