

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

Regional Office for Health & Family Welfare, Six Miles, Guwahati, Assam

S.No.	Particulars	Details						
1.	The particulars of its organization, functions and duties.	<p>These offices have been established with the primary objective of ensuring proper liaison and coordination between the Centre and State Governments in the context of the implementation of National Health and Family Welfare Programmes. Main functions of the Regional Offices are as follows:</p> <ul style="list-style-type: none">- Centre-state coordination- Monitoring and evaluation of implementation of various National Health and Family Welfare Program by the States/UTs.(NHM Program)- Malaria Microscopy Training and IEC- Monitoring and Supervision of Centrally sponsored Health schemes e.g. PM-ABHIM program.						
2.	The powers and duties of its officers and employees.	<p>Works of Regional Office for Health and Family Welfare (ROH&FW), Guwahati is distributed among its officer and Employees. Each officer and employees has been entrusted with certain duties/tasks as per work allocation.</p> <table><tr><th>Section</th><th>Functions (in brief)</th></tr><tr><td>Senior Regional Director</td><td>SRD ROHFW, Shillong having additional charge as the HoO and NCDDO of ROHFW Guwahati. Look after establishment & administrative matter, account matter and RTI matter as appellate authority. Health & Family Welfare Program matter.</td></tr><tr><td>Laboratory Assistants</td><td>Looking after Malaria Microscopy laboratory in ROHFW Guwahati, Training of States Lab Technician, Maintenance of Laboratory, Field duties under NCVBDC program and any other duties assigned by the SRD.</td></tr></table>	Section	Functions (in brief)	Senior Regional Director	SRD ROHFW, Shillong having additional charge as the HoO and NCDDO of ROHFW Guwahati. Look after establishment & administrative matter, account matter and RTI matter as appellate authority. Health & Family Welfare Program matter.	Laboratory Assistants	Looking after Malaria Microscopy laboratory in ROHFW Guwahati, Training of States Lab Technician, Maintenance of Laboratory, Field duties under NCVBDC program and any other duties assigned by the SRD.
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3.	The procedure followed in the decision making process, including channel of supervision and accountability.	<p>Workflow in ROH&FW, Guwahati is as follows:</p> <p style="text-align: center;">Senior Regional Director</p> <p style="text-align: center;">↑</p> <p style="text-align: center;">Laboratory Assistants</p>
4.	The norms set by it for the discharge of its functions.	The norms set by Govt. of India as a whole are followed.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	The rules, regulations, instructions, manual etc. issued by Govt. of India from time to time are followed for discharging its functions.
6.	A statement of the categories of documents that are held by it or under its control.	Common categories which include reports, contracts, legal documents, national health program documents, financial documents, and administrative documents 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.	This Office, generally, does not directly deal with the members of public in relation to formulation of its policy or implementation thereof.
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;	Nil

9.	A directory of its officers and employees;	Sl. No.	Name	Designation
		1.	Dr. Juliana Lyngwa	Senior Regional Director, ROHFW Shillong as additional Charge.
		2.	Shri Brajen Malakar	Laboratory Assistant
		3.	Shri Amar Kumar Paul	Laboratory Assistant
		4.	Shri T Dijendra Singh	Laboratory Assistant
		5.	Shri Sanjib Borgohain	Laboratory Assistant
		6.	Shri Babul Kurmi	Laboratory Assistant
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Employees in the ROH&FW, Guwahati are being paid monthly remuneration in their respective Pay Level after revision of pay scales by 7th Central Pay Commission and the other allowance as applicable. Information with regard to the same is as follows:		
		Sl.No.	Name	Pay Level as per 7 CPC
		1.	Laboratory Assistant	7
		2.	-----	-----
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	A total of Rs 1.0226 cr. only has been allocated to this Office for FY 2025-26.		
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Nil		
13.	Particulars of recipients of concessions, permits or authorizations granted by it.	Nil		



14.	Details in respect of the information, available to or held by it, reduced in an electric form.	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.	No public library is being maintained by this office.
16.	The names, designations and other particulars of the Public Information Officers.	Dr. Juliana Lyngwa, Senior Regional Director, ROHFW Guwahati – as PIO and Appellate Authority.
17.	Such other information as may prescribed.	Nil

