

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

**Regional Office for Health & Family Welfare, Dhankheti, Shillong.**

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"><li>- Centre-state coordination</li><li>- Monitoring and evaluation of implementation of various National Health and Family Welfare Program by the States/UTs.(NHM Program)</li><li>- Malaria Microscopy Training and IEC</li><li>- Monitoring and Supervision of Centrally sponsored Health schemes e.g. PM-ABHIM program.</li></ul>										
2.	The powers and duties of its officers and employees.	<p>Works of Regional Office for Health and Family Welfare (ROH&amp;FW), Shillong 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 is the HoO, CDDO and NCDDO. Look after establishment &amp; administrative matter, account matter and RTI matter as appellate authority. Health &amp; Family Welfare Program matter.</td></tr><tr><td>Chief Medical Officer</td><td>CMO supports the HoO in the overall above duties, RTI matter as CPIO.</td></tr><tr><td>Regional Health Officer</td><td>Monitoring and supervision of National Health &amp; Family Welfare Program under the supervision of SRD and CMO.</td></tr><tr><td>UDC</td><td>Overall office/section supervisor, all service related works,</td></tr></table>	Section	Functions (in brief)	Senior Regional Director	SRD is the HoO, CDDO and NCDDO. Look after establishment & administrative matter, account matter and RTI matter as appellate authority. Health & Family Welfare Program matter.	Chief Medical Officer	CMO supports the HoO in the overall above duties, RTI matter as CPIO.	Regional Health Officer	Monitoring and supervision of National Health & Family Welfare Program under the supervision of SRD and CMO.	UDC	Overall office/section supervisor, all service related works,
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			accounts works, welfare of staff etc.
		LDC	Support the duties of UDC in office.
		Laboratory Assistant	Looking after Malaria Microscopy laboratory in ROHFW Shillong, Training of States Lab Technician, Maintenance of Laboratory, Field duties under National Health Program and any other duties assigned by the SRD.
		Insect Collector	Supports the Laboratory Assistant and Malaria Microscopy laboratory in ROHFW Shillong, supports in training of States Lab Technician, Maintenance of Laboratory, Field duties under National Health Program.
		MTS	Receipts & Dispatch section and other duties as per Govt. of India guidelines and assigned by the SRD.
		Driver	Duties of driving Govt. vehicle and its maintenance. Other duties assigned by the SRD.
3.	The procedure followed in the decision making process, including channel of supervision and accountability.	<p>Workflow in ROH&amp;FW, Shillong is as follows:</p> <p>Senior Regional Director (Sr .CMO (SAG))</p> <p>↑</p> <p>CMO</p> <p>↑</p> <p>Regional Health Officer(MO/SMO/CMO)</p> <p>↑</p> <p>UDC</p> <p>_____</p> <p>↑     ↑     ↑     ↑     ↑</p> <p>LDC    LA    IC    MTS    Driver</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
		2.	Dr. L. Somorendra Singh	Sr. CMO(SAG)
		3.	Dr. J. L. Meena (Gujarat State Health Cadre)	Utilizing his services as RHO

		5.	Mr. V. Hnunbaklian	Upper Division Clerk
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Officers and employees in the ROH&FW, Shillong 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.	Senior Regional Director	15
		2.	Sr. CMO (SAG)	15
		3.	Regional Health Officer	12
		4.	Upper Division Clerk	4
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 2.292 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. L Somorendra Singh Sr.CMO(SAG) - CPIO Dr. Juliana Lyngwa, Senior Regional Director - as Appellate Authority.		
17.	Such other information as may prescribed.	Nil		