

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

Name of Organization:- Regional Office of Health & Family Welfare, Shimla (H.P.)

Sr. No.	Particulars	Details
1.	The particulars of its organization, functions and duties.	<p>Regional Office of Health and Family Welfare is a subordinate office of Directorate General of Health Services, an attached office of Ministry of Health and Family Welfare. It has a single division of Family Welfare which is headed by Regional Director and Staff Strength of ROHFW, Shimla as on 31.03.2025 is given as Annexure –A</p> <p>Office Address- Regional Director, Regional Office (H & FW), Government of India, D.D.U. Hospital Compound Shimla H.P. 171001</p> <p>Telephone No. 01772653649, Fax-01772651978 Email- rdhfw-shi-hp@gov.in , rdhfwshimla@gmail.com</p> <p>Functions and duties-</p> <ol style="list-style-type: none"> 1) ROHFW Shimla looks after all National Health Programs supported by Government of India in Himachal Pradesh. 2) To supervise, liaison and coordination work of National Health and Family Welfare Programs with State Govt. of Himachal Pradesh. 3) To work as member in Governing and Executive Body of State NRHM. 4) Look after the Administrative, Account and Establishment functions of ROHFW Shimla 5) To carry out the field tours in the Distt. in the state of Himachal Pradesh to review implementation of NRHM, NHP, HMIS and any unusual event and sample verification of beneficiaries of Health services to give technical guidance to State Govt. with a view to improving delivery of services . 6) Any other duties as assigned by DGHS and MOHFW.
2.	The Powers and duties of its officers and employees.	<ol style="list-style-type: none"> 1) Regional Director – Duties of R.D as mentioned above. 2) Technical Assistant – To carry out Sample check verification and prepare tour reports and any other work assigned by R.D. 3) Stenographer- Attached with R.D. 4) U.D.C- To deal with Administration, accounts, service books and general correspondence of office and any other work assigned by R.D. 5) L.D.C.- To deal with dairy, dispatch, preparing of all types of bills, store and all type of account reports and any other work assigned by R.D. 6) Driver- To play the Vehicle and maintenance thereof and any other work assigned by R.D. 7) Multi Tasking Staff – Duties assigned as per office requirement.

3.	The procedure followed in the decision making process, including channels of supervision and accountability.	Regional Director is overall authority in decision making process, including channel of supervision and accountability.
4.	The norms set by it for the discharge of its functions.	Norms as directed and advised by DGHS, MOHFW, & Govt. of India from time to time.
5.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Directions given from DGHS, MOHFW, DOPT, MOF and Govt. of India orders from time to time are followed for discharging functions of office.
6.	A statement of the categories of documents that are held by it or under its control.	Documents received from the DGHS, MOHFW regarding various National Health Programs and instructions given by Govt. of India from time to time.
7.	The particulars of any arrangements that exists for consultation with, or representation by the members of 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 meetings are accessible for public;	Three committees are formed in this office for purpose of its advise, minutes of such meetings are not accessible to the public. Committees are- 1. Official Language Implementation Committee 2. Compliant committee against Sexual Harassment. 3. Departmental Promotion Committee.
9.	A directory of its officers and employees;	Enclosed as Annexure B – I
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	Enclosed as Annexure B – II as per 28.02.2025
11.	The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	Enclosed as Annexure C as on 31.03.2025
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme.	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 electric form.	Not applicable due to non availability of resources.
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.	The information from this office can be obtained during any working day from Monday to Friday from 0900 to 1330 an 1400 to 1730 during working hours. This office has no library or reading room for public use.
16.	The names, designations and other particulars of the Public information Officers.	Dr. Abhishekh, Regional Director (H & FW), Shimla
17	Such other information as may prescribed.	Yes updated from time to time.

ANNEXURE—A

SANCTIONED STAFF STRENGTH OF REGIONAL OFFICE HEALTH AND FAMILY WELFARE, SHIMLA

Sanctioned Strength Details and No of Posts	Category	Pay Scale	Filled (Along with Name of Incumbent)	Vacant	Remarks
1) Regional Director (H & FW) --One	Group A	Level – 13 123100-215900	Dr. Abhishekh	Nil	-----
2) Technical Assistant -- One	Group C	Level – 5 29200-92300	NIL	Vacant Since 04.10.2017	Post Abolished
3) U.D.C.--One	Group C	Level -4 25500-81100	Mrs. Hemlata	Nil	-----
4) Stenographer Grade - II. --One	Group C	Level -4 25500-81100	Nil	Vacant Since 10.04.2021	-----
5) L.D.C.--One	Group C	Level -2 19900-63200	Nil	Vacant Since 15.02.2023	-----
6) Driver --One	Group C	Level -2 19900-63200	Sh, Geeta Ram Sharma	Nil	-----
7) MTS (Peon)--One	Group C	Level -1 18000-56900	Nil	Vacant Since 01.10.2014	Post Abolished
8) MTS (Chowkidar)-- One	Group C	Level -1 18000-56900	Sh. Ajay Kumar	Nil	-----
9) MTS Chowkidar cum Cook) (Holiday Home, Vishram)-- One	Group C	Level -1 18000-56900	Nil	Vacant Since 01.03.2021	Holiday Home Vishram Establishment has been Transferred to Establish CGHS Wellness Centre, Shimla Since 30 January, 2016
10) MTS (Mali Cum Bearer) (Holiday Home Vishram)-- One	Group C	Level -1 18000-56900	NIL	Vacant Since 01.02.2022	Holiday Home Vishram Establishment has been Transferred to Establish CGHS Wellness Centre, Shimla Since 30 January, 2016

ANNEXURE---B - I

DIRECTORY OF REGIONAL OFFICE HEALTH AND FAMILY WELFARE, SHIMLA

Sr. No.	Name	Designation	Contact No	Email Id
1)	Dr. Abhishekh	Regional Director	01772653649	abhishekh.07@gov.in
2)	Mrs. Hemlata	U.D.C.	01772653649	hemlata.19@gov.in
3)	Sh. Ajay kumar	M.T.S.	01772653649	Ajaykumar.1989@gov.in
4)	Sh. Geeta Ram Sharma	Driver Grade -1	01772653649	geetaramsharma.07@gov.in

ANNEXURE B – II

The Monthly remuneration received by each of its officers and employees as on 28.02.2025

S.No.	Employee Name	Designation	Pay Level	Gross Salary
1	Abhishekh	Regional Director	13	265731
2	Hemlata	U.D.C.	4	55548
3	Geeta Ram Sharma	Driver Grade 1	5	64422
4	Ajay Kumar	M.T.S.	2	50613

ANNEXURE - C

NAME OF THE OFFICE:- Regional Office Health & Family Welfare, Shimla.

Demand No: 46 -Deptt.Of Health & F.W.

Major Head: 2211

BUDGET ALLOCATED AND EXPENDITURE REPORT 2024-25

Sl. No.	Name of Head	Allocation Of Budget Estimates 2024-25	Total Expenditure Till 31 March, 2025	Remarks
1.	Salary	3087000	2791000	90.41
2.	Allowances	3500000	2469565	70.55
3.	Medical Treatment	130000	91016	70.01
4.	Domestic Travel Expenses	300000	287493	95.83
5.	Office Expenses	200000	190942	95.47
6.	Fuel and Lubricants	40000	17338	43.34
7.	Professional Services	10000	6879	68.79
8.	LTC	81000	80220	99.03
9.	Repair and Maintenance	70000	59742	85.34
10.	SAP	5000	4734	94.68
11.	Other Revenue Expenditure	30000	26734	89.11
12.	Rewards	100000	23924	23.92
	Total	7553000	6049587	80.09