

HAND – BOOK

(RIGHT TO INFORMATION ACT – 2007)

OFFICE OF THE DISTRICT FAMILY
WELFARE BUREAU,
WEST GARO HILLS, TURA,
MEGHALAYA

CHAPTER-1

INTRODUCTION

1.1 This handbook is published for the purpose of implementing the Right to Information Act, 2005.

1.2 Objectives Purpose of this handbook is

- a) To promote Transparency & accountability in the working of this Authority.
- b) To give citizens access to informations that is under the control of this Public Authority.

1.3 Any citizen who wanted information in this set up can use this hand book.

1.4 Organization of the information in this handbook is a District branch of the state Health & Family Welfare Department, Government of Meghalaya.

1.5 Definitions used in this Handbook:

- 1) **Public Authority**: - Means any authority or body or institution of self government established or constituted.
 - a) By or under the constitution.
 - b) By any other law made by Govt.
 - c) By any other law made by State Legislature.
 - d) By notification issued or order made by appropriate Government and includes any-
 - i) body owned, controlled or substantially financed;
 - ii) non-government organization substantially financed directly or indirectly by the appropriate Govt.
- 2) **Public Information Officer**: Provides information to persons requesting for information under this Act.
- 3) **Assistant Public Information Officer**: receives the application for information or appeals under this Act for forwarding the same to the PIO.

1.6 Control person in case somebody wants to get more information on topics covered in the hand book as well as other information also is DR. MEERA SANGMA, i/c DISTRICT FAMILY WELFARE BUREAU, WEST GARO HILLS, TURA.

(Procedure & Fee Structure for getting information is not available in this hand book).

CHAPTER-2 (Manual 1)

Particulars of the Organization, Functions and Duties.

2.1 Objectives of this Public Authority is to render preventive, promotive, curative & rehabilitative services.

2.2 Mission /Vision statement-Health for all.

2.3 Brief history of this Public Authority-The District Medical & Health Office came into existence on the 21st January, 1972 after Meghalaya state was born in 1971.

2.4 Duties and Functions:

- i. Acts as the administrative centre for all the Government Medical Institution in the District.
- ii. Develop work plan in consultation with the concerned administrative department in Directorate level, Shillong.
- iii. Will have all the information relevant to the Health development activities of the District.
- iv. Collect analyses and interprets the dates in respect of all Govt. Health institutions in the District.
- v. Responsible for regular maintenance of records relating to all health activities carried by the Govt. Health institution.
- vi. Co-operates and co-ordinates with other Deptt. and NGOs for and Health Developmental Programme.

2.5 List of Services:

i) Health care services in the CHCs, PHCs, Sub-centres, which includes preventive, promotive, curative & rehabilitative services.

2.6 Organisational Structural Diagram

DHS (MCH) SHILLONG



Addl. DM&HO



Dist. MCH Officer	M&HO of CHC/PHC/SC	DEMO
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2.7 Main Activities/ functions is to cater to the need of the smooth functioning of all the Govt. Institutions in the District.

2.8 Expectations: This Public Authority expects that the public will cooperate, participate, give suggestions and avail the services provided.

2.9 Arrangements and methods made for seeking public participation/contribution is through Village Health & Sanitation Committee, Mahila Satya Sangh (MSS), ASHA, etc.

2.10 Mechanism available for monitoring the Service delivery and public grievance & resolution is by personal interaction.

2.11 Addresses of the main office and other offices.

- i. Addl. District Medical & Health Officer,
West Garo Hills, Tura, Meghalaya – 794001.
- ii. Dist. MCH Officer,
West Garo Hills, Tura, Meghalaya – 794001.
- iii. Medical & Health Officer, i/c Asanangre PHC,
P.O. Rongram, West Garo Hills, Meghalaya.
- iv. Medical & Health Officer, i/c Selsella CHC,
P.O. Selsella, West Garo Hills, Meghalaya.
- v. Medical & Health Officer, i/c Dalu CHC,
P.O. Barengapara, West Garo Hills, Meghalaya.
- vi. Medical & Health Officer, i/c Betasing PHC,
P.O. Betasing, West Garo Hills, Meghalaya.
- vii. Medical & Health Officer, i/c Zikzak PHC,
P.O. Kalaipara, West Garo Hills, Meghalaya.
- viii. Dist. Extension Media Officer,
Dist. Family Welfare Bureau,
West Garo Hills, Tura.

2.12 Office Hours:

Summer: 10:00 a.m. to 5:00 p.m

Winter: 10:00 a.m. to 4:30 p.m.

For CHC/PHC & Dispensaries: 9:00 a.m. to 2:30 p.m.

CHAPTER-3 (Manual-2)

POWER AND DUTIES OF OFFICERS AND EMPLOYEES.3.1 (i) **Addl. District Medical & Health Officer:****Powers:**

Administrative: - He is the head of the department and shall look after the CHC, PHC and Sub-centres in the district. He is responsible to look after the administrative matters in the department and shall exercise full power for smooth functioning of the department. He is accountable to DHS (MCH).

Finances: - As stipulated in the delegation of Financial Power Rule Meghalaya, 1981.

Duties: - To look after the normal functioning of the department.

(ii) **Dist. MCH Officer.**

Powers: - To look after the District Family Welfare Programmes – RCH, UIP, NRHM.

Finances: - Nil

(iii) **Dist. Extension Media Officer.**

Powers: - To look after the I.E.C. in the Dist. Family Welfare Bureau.

Finances: - Nil

CHAPTER-4 (Manual-3)

RULES, REGULATIONS, ETC FOR DISCHARGING FUNCTIONS.

4.1 This Public authority is guided by all the prevailing rules and regulations of the State which are necessary for the administration of the Govt. Department.

CHAPTER-5 (Manual-4)

5.1 At present there is no provision to seek consultation/participation of public or its representatives for formulation and implementation of policies except through involvement of the Village Health & Sanitation Committee, MSS, ASHA, etc.

CHAPTER-6 (Manual-5)

A statement of the categories of documents that are held by it or under its control.

6.1 The department has and maintains all documents in the form of files that are necessary for day to day administration in the department.

They are preserved at various levels.

- i) Documents relating to Dist. Administration in District Family Welfare Bureau's Office.
- ii) Documents relating to RCH Programmes in Dist. MCH Officer.
- iii) Documents relating to NRHM Programme in District Family Welfare Bureau's Office.
- iv) Documents relating to CHCs, PHCs, Sub-centres in the respective CHC, PHC, SC.

CHAPTER-7 (Manual-6)

A statement of boards, council, committee and other bodies constituted as its parts.

7.1 At present there is no definite Boards, Councils, Committees, etc.

CHAPTER-8 (Manual-7)

Names, designation and other particulars of the Public Information Officers.

Name of the public authority: - Addl. District Medical & Health Officer.

8.1 Assistant Public Information Officers: -

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Dr. (Mrs) M.K. Sangma	Addl. DM&HO, i/c DFWB, Tura.	03651	222410				Dist. Family Welfare Bureau, West Garo Hills, Tura - 794001
2	Dr. (Mrs) M.A. Sangma	Dist. MCH Officer, Tura.	03651	222410				Dist. Family Welfare Bureau, West Garo Hills, Tura - 794001

Community Health Centres: -

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Dr. Deb Barma	M&HO, Selsella CHC						Selsella CHC, P.O. Selsella, West Garo Hills, Meghalaya.
2	Dr. Malay Hajong	M&HO, Dalu CHC						Dalu CHC, P.O. Barengapara, West Garo Hills, Meghalaya.

Public Health Centres: -

Sl. No.	Name	Designation	STD Code	Phone No.		Fax	E-mail	Address
				Office	Home			
1	Dr. (Mrs) Ivonne M.Sangma	M&HO, Zikzak PHC						Zikzak PHC, P.O. Kalaipara, West Garo Hills, Meghalaya.
2	Dr. Angelish A. Sangma	M&HO, Asananggre PHC						Asananggre PHC, P.O. Asananggre, West Garo Hills, Meghalaya.
3	Dr. Alpana Marak	M&HO, Betasing PHC						Betasing PHC, P.O. Betasing, West Garo Hills, Meghalaya.

CHAPTER-9 (Manual-8)

9.1 Decisions at various level of administration is taken as per the authority provided under various rules and regulations existing in the State.

CHAPTER-10 (Manual-9)

The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

Sl. No.	Name of Staff	Designation	Basic Pay	Gross Amount
1	Addl. DM&HO	DM&HO, i/c FW	-	-
2	Dr.(Mrs) Minakshi Sangma	Dist. MCH Officer	10630	20661
3	Dr. Angelish Sangma	M & HO	7250	15620
4	Dr.(Mrs) Ivonne Sangma	M & HO	7700	16918
5	Dr.(Mrs) Alpana Marak	M & HO	7475	16400
6	Dr. Malay Hajong	M & HO	7700	16438
7	Dr. Jaseng Sangma	M & HO	7475	16400
8	Smt. Julliana Sangma	Dist. Ed. & Media Officer	9115	19825
9	Smt. Patricia Marak	Statistical Asstt.	9050	18942
10	Smt. Agnes Momin	Statistical Asstt.	7820	17183
11	Smt. Jennifer Marak	Statistical Asstt.	5300	11892
12	Smt. Amabilla Sangma	Computer Clerk	5950	13218
13	Smt. Krishna Dutta	Statistical Investigator	4380	9415
14	Smt. Litha Sangma	UDA	5015	10811
15	Sri. Dinising Sangma	Accountant	7075	15764
16	Sri. Ajith Baruah	Projectionist	4850	10974
17	Sri. Keith B. Momin	Mechanist	4850	10974
18	Sri. Karbenson Sangma	LDA	3600	8324
19	Sri. Hafizur Rahman	LDA	3100	7179
20	Smt. Delilla Marak	LDA	3380	7875
21	Sri. Rupronjon Sutradhan	Driver	4250	9525
22	Sri. Bimal Sutradhan	Driver	4430	9517
23	Sri. Pujindro Sangma	Driver	3260	7630
24	Sri. Sudhan Das	Peon	4070	9358
25	Sri. Prollip Sangma	Chowkidhar	2480	6039
26	Sri. Anil Singh	Welder	5040	11362
27	Mechanist	Vacant	-	-
28	Sri. Mansing Tamang	LDA	3380	7875
29	Sri. Gourpada Das	Helper	2440	5958
30	Smt. Kalpana Sil	ANM	5665	13137

31	Smt. Bellinda Sangma	ANM	5560	12922
32	Smt. Meonish Sangma	ANM	5560	12922
33	Smt. Merina Sangma	ANM	5250	12290
34	Smt. Dipty Sangma	ANM	4200	9648
35	Smt. Setheni Sangma	Dhai	3260	7456
36	Sri. Salim Miah	Chowkidhar	2440	5833
37	Sri. Raju Basfer	Sweeper	2680	6322
38	Sri. Ashutosh Battacharjee	Health Educator	7160	15686
39	Sri. Abdus Sabur Sheikh	Health Educator	7160	15586
40	Sri. Elnest Sangma	Health Educator	6050	12822
41	Smt. Mita Marak	Health Educator	6840	14934
42	Smt. Geeta Sangma	UDA	5015	11311
43	Smt. Anita Shome	UDA	4575	10414
44	Smt. Marchefifteen Shira	UDA	4275	9577
45	Sri. Wilford Marak	UDA	6055	13433
46	Sri. Brustone Sangma	UDA	4275	9702
47	Sri. Kukil Hajong	Computer	5550	12302
48	Sri. Verun Marak	Computer	5650	12506
49	Sri. Martin Sangma	Computer	5650	12506
50	Sri. Sujith Sangma	Computer	5650	12506
51	Sri. Ajoy K. Roy	Computer	4650	10466
52	Smt. Susina Marak	LHV	6165	13657
53	Smt. Vasti Sangma	LHV	6165	13657
54	Smt. Urmilla Basumatary	LHV	5615	13035
55	Smt. Bisanti Marak	LHV	6375	14086
56	Smt. Pipin Marak	LHV	4765	11307
57	Smt. Semolline Momin	LHV	6385	14606
58	Smt. Jestpilla Marak	ANM	5150	11586
59	Smt. Mrinalini Marak	ANM	5250	12290
60	Smt. Berekia Marak	ANM	5350	12494
61	Smt. Dolinita Hajong	ANM	3930	9097
62	Smt. Plorina Marak	ANM	3930	9097
63	Sri. Sombaru Sangma	Driver	5515	12231
64	Sri. Oshim Marak	Driver	5245	11680
65	Sri. Lawrence Marak	Driver	4195	10762
66	Sri. Sudip Das	Driver	3020	7141
67	Smt. Modilla Sangma	ANM	4350	11994
68	Smt. Wilme Sangma	ANM	5250	11790
69	Smt. Jonjilla Marak	ANM	5150	11586
70	Smt. Shakuntala Koch	ANM	4470	10574
71	Smt. Surobi Marak	ANM	4560	10382
72	Smt. Makium Nehar	ANM	4380	10390
73	Smt. Minakshi Sangma	ANM	5250	11790
74	Smt. Maloti Sangma	ANM	5250	11790
75	Smt. Arpana Rabha	ANM	4470	10199
76	Smt. Purnakhi Rabha	ANM	3930	9097
77	Smt. Leminish Momin	ANM	5650	12606

78	Smt. Sikme Marak	ANM	4470	10199
79	Smt. Adhorani Koch	ANM	4560	10382
80	Smt. Kamini Koch	ANM	4560	10382
81	Smt. Ronilla Marak	ANM	5350	11994
82	Smt. Bideswari Hajong	ANM	3930	9097
83	Smt. Bithika Marak	ANM	5250	11790
84	Smt. Mira Basumatary	ANM	3930	9097
85	Smt. Nocilla Marak	ANM	4290	10207
86	Smt. Tistamoni Sangma	ANM	5350	11994
87	Smt. Sengbani Sangma	ANM	5350	11994
88	Smt. Subadra Hajong	ANM	5560	12422
89	Smt. Nayataline Marak	ANM	5350	11994
90	Smt. Nobline Momin	ANM	5350	11994
91	Smt. Sopina Marak	ANM	5250	11790
92	Smt. Pronitha Marak	ANM	5250	12290
93	Smt. Phillina Marak	ANM	5250	11790
94	Smt. Setilla Sangma	ANM	5250	11790
95	Smt. Hovarina Sangma	ANM	5250	11790
96	Smt. Seningtry Marak	ANM	5350	12494
97	Smt. Balballina Marak	ANM	5250	11790
98	Smt. Christina Marak	ANM	5250	11790
99	Smt. Maisary Sangma	ANM	5150	11586
100	Smt. Nirmalla Koch	ANM	4560	10382
101	Smt. Benulla Marak	ANM	6190	13708
102	Smt. Beautilda Marak	ANM	4560	10382
103	Smt. Sadhona Marak	ANM	4380	10015
104	Smt. Miksilchi Sangma	ANM	4380	10390
105	Smt. Seba Barman	ANM	3930	9097
106	Smt. Meritha Sangma	ANM	4290	4832

CHAPTER-11 (Manual-10)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME

11.1 There is no subsidy programme.

CHAPTER-12 (Manual-11)

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED ON IT.

12.1 There is no recipients of concessions, permits or authorization as there is no such scheme.

CHAPTER-13 (Manual-12)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION.

13.1 Every employee of the department irrespective of the capacity of posting is expected to comply with order placed upon him for executing and implementing of various activities and programme.

CHAPTER-14 (Manual-13)

INFORMATION AVAILABLE IN AN ELECTRONIC FORM.

14.1 At present there is no information available in an electronic form.

CHAPTER-15 (Manual-14)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATIONS

15.1 At present the only facility available to citizens for obtaining informations is through Notice Boards and Newspapers.