

As per provision of Section 4(1)(b) of the Right to Information Act, 2005, the required information in respect of the Health & Family Welfare Department of the Government of Tripura which is a Public Authority, are published as follows:

i. The particulars of organization, functions and duties of the Health & Family Welfare Department.

A. Organisation.

1. Health & Family Welfare Department is a State Level Organization.
2. There are three Directorates under this Department, namely:
 - a) Directorate of Health Services.
 - b) Directorate of Family Welfare & Preventive Medicine.
 - c) Directorate of Medical Education.

Director of Family Welfare & Preventive is the Administrative Head of all the National Health Programmes, Office of the CMO's of all districts & CHCs, PHCs & all Sub-Centre, meant for primary health care services:

Programmes:

- i) Family Welfare & R.C.H. Programme.
- ii) AIDS Control Programme.
- iii) Revised National TB Control Programme(RNTCP).
- iv) Mental Health Programme.
- v) National Programme for Control of Blindness(NPCB).
- vi) National Leprosy Eradication Programme(NLEP).
- vii) Integrated Disease Surveillance Programme(IDSP).
- viii) National Iodine Deficiency Disorder Control Programme(NIDDCP).

Office of the CMO's

i) West Tripura District, ii) Sepahijala District, iii) Khowai District, iv) Gomati District, v) South Tripura District, vi) North Tripura District, iv) Unakoti District and viii) Dhalai Tripura, District .

Community Health Centres(CHC)-(18 Nos.)

i) Nutanbazar CHC, ii) Manubazar CHC, iii) Ompinagar CHC, iv) Jirania CHC, v) Mohanpur CHC, vi) Teliamura CHC, vii) Kalyanpur CHC, viii) Takarjala CHC, ix) Sonamura CHC, x) Kumarghat CHC, xi) Boxanagar CHC, xii) Kathalia CHC, xiii) Karbook CHC, xiv) Hrishyamukh CHC, xv) Jolaibari CHC, xvi) Manubankul CHC, xvii) Manu CHC and xviii) Panisagar CHC.

PHC (84 Nos.):-

1) Maracherra PHC, 2) Nakashipara PHC, 3) Dhumacherra PHC, 4) 82- Miles PHC, 5) Chawmanu PHC, 6) Ganganagar PHC, 7) Manikpur PHC, 8) Nepaltilla PHC, 9) Raishyabari PHC, 10) Jagabandhupara PHC, 11) Salema PHC, 12) Ambassa PHC, 13) Brajendranagar PHC PHC, 14) Jalebasa PHC, 15) Kadamtala PHC, 16) Tilthai PHC, 17) Upthakhali PHC, 18) Bungnung PHC, 19) Dasda PHC, 20) Anandanabazar PHC, 21) Damcherra PHC, 22) Jampui PHC, 23) Khedacherra PHC, 24) Sanicherra PHC, 25) Laljuri PHC, 26) Sabual PHC, 27) Irani PHC, 28) Kanika Memorial PHC, 29) Kanchanbari PHC, 30) Machmara PHC, 31) Pecharthal PHC, 32) Fatikroy PHC, 33) Halaricherra PHC 34), Muhuripur PHC 35) Baikhora PHC, 36) Niharnagar PHC, 37) Santirbazar PHC, 38) Kowaifung PHC, 39) Srinagar PHC, 40) Kalacherra PHC, 41) Rajnagar PHC, 42) Rupaichari PHC, 43) Barpathari PHC, 44) Matai PHC, 45) Nalua PHC, 46) Ratanpur PHC, 47) Birchandrmanu PHC, 48) Paikhola PHC, 49) Chottakhola PHC, 50) Kakraban PHC, 51) Killa PHC, 52) Maharani PHC, 53) Atharabhola PHC, 54) Chelagang PHC, 55) Shilachari PHC, 56) Garjee PHC, 57)Tulamura PHC, 58)Chandrapur PHC, 59) Tirthamukh, 60) Bamutia PHC, 61) Katlamara PHC, 62) Mandai PHC, 63) Narsingarh PHC, 64) Ranirbazar PHC, 65) Chachubazar PHC, 66) Borakha PHC, 67) Anandanagar PHC, 68) Kanchanmala PHC, 69) Ratanpur PHC, 70) Baijalbari PHC, 71) Behalabari PHC, 72) Chebri PHC, 73) Tulashikhar PHC, 74) Ampura PHC, 75) Mungiabari PHC, 76) Matinagar PHC, 77) Bishramganj PHC, 78) Madhupur PHC, 79) Kamalnagar PHC, 80) Taibandal PHC, 81) Dhanpur PHC, 82) Sukumar Barman Memorial PHC(Jumerdhepa PHC), 83) Microsapara PHC, and 84) Dayarampara PHC.

B. Functions:**Administrative Functions:**

- 1) Implementation of medical & Public Health Acts & Rules.
- 2) Implementation of Medical Attendance Rules.
- 3) Implementation of Public Health, Sanitation & Vital Statistics.
- 4) Implementation of Family Welfare, Maternity and Child Welfare all reference relating to.
- 5) Implementation of Drug Act and Rules there under.
- 6) Control of Epidemics, Leprosy, T.B, V.D., Malaria, Small Pox and other such diseases.
- 7) Vaccination.
- 8) Registration of births and deaths.

- 9) Assistance for UNICEF and other international agencies for Medical & Public Health programmes.
- 10) Admission of mental patients in Mental hospitals.
- 11) Procurement & supply of Medical stores for institutions under various Departments.
- 12) Implementation of BCG scheme.
- 13) Admission of cancer patients in Cancer Hospitals.
- 14) Medical Training & Stipends.
- 15) Establishment, budget and accounts matters.
- 16) Medical Education.
- 17) Implementation of Citizen Charter.

Financial Functions:

- 1) Sanction of advance or withdrawal from General Provident Fund Accounts of Officers belonging to Tripura Health Services, Tripura Dental Services, Medical Officer, Homeopath, Medical Officer(Ayurved) and other Gazetted Officer.
- 2) Sanction of House Building Advance, Leave Travel Concession, Advance of Officers belonging to Tripura Health Services, Tripura Dental Services, Medical Officer, Homeopath, Medical Officer(Ayurved) and other Gazetted Officer.
- 3) Exercise of financial power as per Delegation of Financial Rule.

C. Duties:

- **Secretary-** As the Administrative head of the Department he assists the Minister-in-charge of the Department in all policy related and administrative matters.
- **Addl. / Joint Secretary-** To assist the Secretary and in discharging his functions.
- **Deputy/ Under Secretary-** Responsible for authenticating different orders of the government.
- **Director of Health Services-** Administrative head of State Hospital, District Hospitals and Sub- Divisional Hospitals and Ayurvedic & Homoeopathic Hospitals. He is assisted by the Additional Director, Joint Director, Deputy Director, Assistant Directors & other Officers.
- **Director of FW & PM-** He is the Administrative head of all National Programmes implemented through Societies, Community Health Centres, Primary Health Centres and Sub-Centres meant for primary health care services and O/o the Chief Medical Officers. He is assisted by the Additional Director, Joint Director, Deputy Director, Assistant Directors, Member Secretary/Project Director of various Societies and other Officers.

ii) The powers and duties of its Officers & Employees:

Sl. No.	Nature of function	Authority
1.	Medical & Public Health Acts & Rules.	Minister.
2.	Deployment of Tripura Health Service Cadre personnel except	Minister.

	appointment of Director of Health Services and officers of equivalent rank.	
3.	Assistance from UNICEF and other international agencies for Medical & Public Health programmes.	Minister.
4.	Procurement & supply of Medical stores for institutions under various Departments.	Minister.
5.	Medical Training & Stipends.	Minister.
6.	Recruitment, Promotion and Transfer.	Minister.
7.	Budget.	Minister.
8.	Establishment and accounts matters.	Secretary.
9.	Medical Attendance Rules.	Secretary/ Addl. Secretary/ Joint Secretary.
10.	Public Health, Sanitation & vital Statistics.	Secretary/ Addl. Secretary/ Joint Secretary.
11.	Family Welfare, Maternity and Child Welfare all references relating to.	Secretary/ Addl. Secretary/ Joint Secretary.
12.	Medical & Public Health Administration including Hospitals, Dispensaries, Allopathic and Ayurvedic and Health Centres, etc.	Secretary/ Addl. Secretary/ Joint Secretary.
13.	Drug Act and Rules thereunder	Secretary/ Addl. Secretary/ Joint Secretary.
14.	Control of Epidemics, Leprosy, T.B, V.D., Malaria, Small Pox and other such diseases.	Secretary/ Addl. Secretary/ Joint Secretary.
15.	Vaccination.	Secretary/ Addl. Secretary/ Joint Secretary.
16.	Registration of births & deaths.	Secretary/ Addl. Secretary/ Joint Secretary.
17.	Admission of mental patients in Mental Hospitals.	Secretary/ Addl. Secretary/ Joint Secretary.
18.	Implementation of BCG scheme.	Secretary/ Addl. Secretary/ Joint Secretary.
19.	Admission of cancer patients in Cancer Hospitals.	Secretary/ Addl. Secretary/ Joint Secretary.
20.	Medical Education.	Minister.

iii) The procedure followed in decision making process, including channels of supervision and accountability:

- (a) Works have been distributed among the clerical staff and subject-wise files and records are maintained by the clerks.
- (b) The concerned clerks put up note in the relevant file on any specific issue to his next superior stating therein the relevant facts and particulars.
- (c) The senior clerks and the concerned Section in charges examine the issue and records suggestions regarding the course of action to be followed.
- (d) The proposal is then scrutinized at the level of the Branch Officers & Assistant Directors. Deputy Directors & Joint Directors.
- (e) Final decision is taken by the Director of Health Services, Director of Family Welfare & P.M. Addl. Secretary, Commissioner & Secretary or Minister-in-charge of the Department, as the case may be, according to the powers delegated to each of them.
- (f) In taking any decision, the Rules of Executive Business are also followed.
- (g) Every subordinate official is accountable to his superior official for the correctness of the facts and particulars stated in the note for arriving at a decision. Particulars stated in the note for arriving at a decision. Office procedure manual and Rule of executive business is followed.

iv). Norms set by it for discharge of its function-

- (a). Dak papers are seen by the officers to whom the communication is made and then the papers are received and docketed by the concerned clerks.
- (b). Subject- wise files are allocated to each clerk and it is the responsibility of each clerk to put up the files to his official superior for a decision making process.
- (c). Decisions are taken by the Officers who have been delegated the power to take a decision on the matter.
- (d). Even though the power for taking decision has been delegated to the officials at various levels, the officer empowered to take decision may endorse a file to higher authority for advice according to the nature and importance of a case.

v). The Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions:

All the relevant Service Rules such as Fundamental Rules, Subsidiary Rules, Tripura Civil Services (Conduct) Rules, 1988, Tripura Health Services Rules, Tripura Dental Service Rules, Leave Rules, Pension Rules, Manual of Office Procedure, Procedure of Departmental Promotion Committee, Seniority Rules, Tripura State Illness Assistance Fund Act, Prevention of Food Adulteration Act, Pre-conception & Prenatal Diagnostic Technique Act, Mental Health Act, Clinical Establishment Act, Registration of Birth & Death Act, 1969, Transplantation of Human Organ's Act, 1994 etc.

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

Personnel files of the Officers and Employees, Seniority lists, Annual Confidential Reports of Employees, Guards files and other files on various subjects under the administrative control of the DHS/DFWPM.

Annual Confidential Reports of Officers under the administrative control of the Department.

vii). **The particulars of any arrangement that exists for consultation with or representation by the Members of Public Relation to the formulation of its policy of implementation thereof :**

There is no arrangement for consultation with or representation by the Members of public relation to the formation of its policy of implementation thereof.

viii). **A Statement of Boards, Councils, Committees and other Bodies consisting of 2(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:**

Name of the Societies, Councils and Boards.

- i) Health & Family Welfare Society
- ii) Tripura State AIDS Control Society
- iii) Society for Rehabilitation of Disabled Persons
- iv) Tripura State T.B.Control Society
- v) Society for Mental Health
- vi) Blindness Control Society
- vii) Tripura State Leprosy Control Society
- viii) Tripura State Illness Assistance Fund
- ix) Tripura State Blood Transfusion Council
- x) Tripura Board of Pharmacy Education.
- xi) Tripura Nursing Council
- xii) Tripura Pharmacy Council
- xiii) Homoeopathic Council

Minutes of the meeting of Societies, Councils and Boards are not open to the people records of discussion of such meetings are for limited circulation only.

ix). A Directory of its Officers & Employee: Annexure-A.

x). The monthly remuneration received by each of the officers and employees including the system of compension as provided in its regulations: Annexure- B.

xi) The Budget allocated to the Department including the particulars of all plan, proposed expenditure and reports of disbursements made. Budget estimate for 2005-2006 of Health & Family Welfare Department and expenditure (Upto date)- Annexure-C .

xii). **The manner of execution of subsidy programmes, including amount allocated and the details of beneficiaries of such programme.**

The Department has no subsidy programme.

xii). **Particulars of recipients of concessions, permits or authorization guaranteed by it :**

Department grants concession to the people belonging to BPL families. But the Department does not grant any concession, permit or authorization to the general public except authorization for organ transplantation under Transplantation Act, 1994.

xiv). Details in respect of information available to or held by it, reduced in an electronic form :

Not yet done.

a). The Department has appointed State Public Information Officer (SPIO) and State Assistant Public Information Officer (SAPIO). Information will be made available on applications being made to the SPIO. The SPIO and the SAPIO will work as per norm.

b). The Department has no Library or Reading Room.

c). The Department will disclose/ disseminate information by displaying the same on its Notice Board to be put up by it at a conspicuous place easily accessible by the public. (The place will be notified subsequently).

xv). The name, designation and other particulars of the Public Information Officer :

a. Particulars of the State Public Information Officer.

1). Dr. Pijush Ranjan Das, Joint Director, FW & P.M, Pt. Nehru Complex,
Gorkhabasti, Agartala.

b). Particulars of the State Asst. Public Information Officer.

1). Mr. Parijat Datta, Public Relations Officer, Dte. of FW & P.M.

xvi). Such other information as may prescribed and thereafter update these publications every year.

Other information, if any left out or as may be prescribed, will be published and the publications will be updated every year.