



State Institute of Health and Family Welfare

Magadi Road, Bangalore - 23



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Right to Information ACT – 2005 As per Section 4(1)(B) : Manual 2017-18

I. Details of Structural Functions and Duties ;

Organogram Chart

Principal Secretary, Health and Family Welfare Department



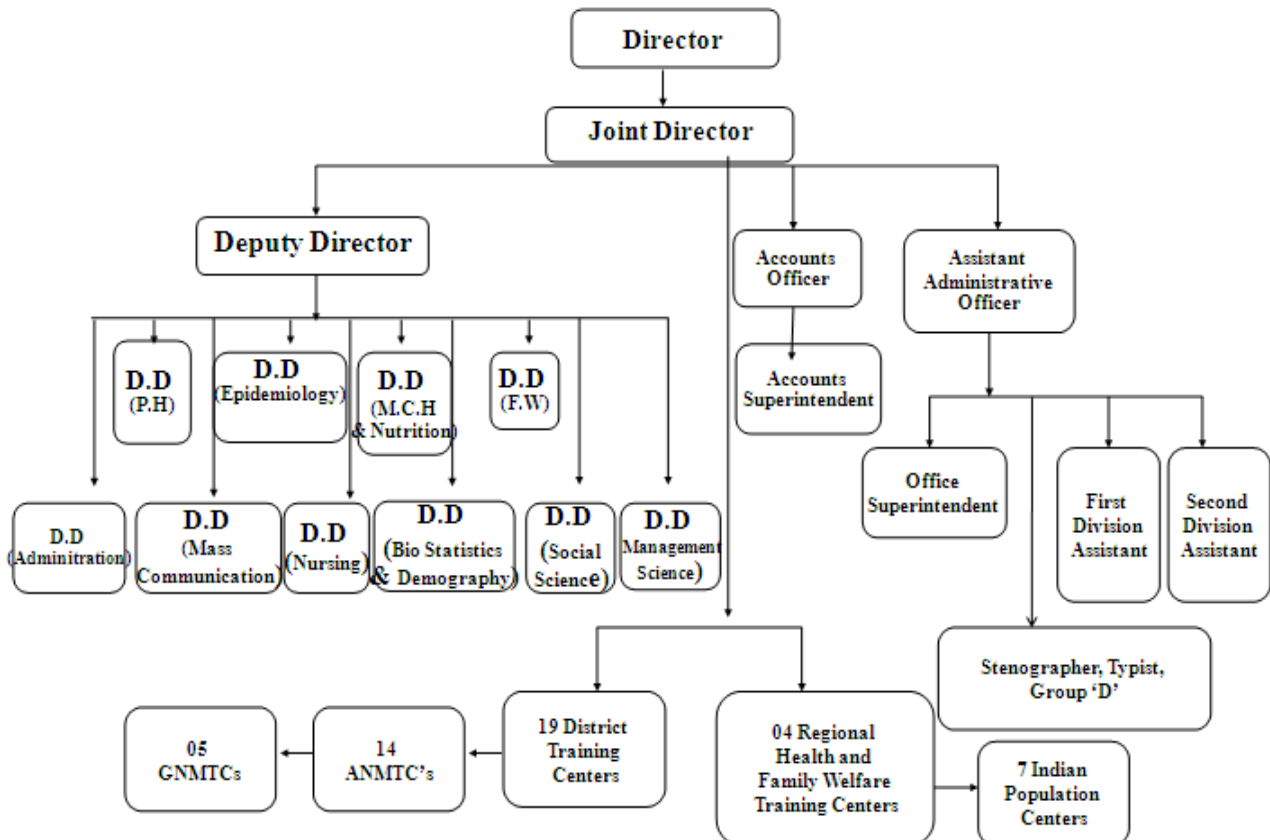
Commissioner, H&FW and AYUSH Services



Director, Health and Family Welfare Services



STATE INSTITUTE OF HEALTH AND FAMILY WELFARE, BENGALURU



II. The Powers and duties of Officers & Employees;

The duties & responsibilities of the officers / employees of this institution is as follows.

Director	<p>As head of institution, Director has prescribed delegation of financial powers as per the Government orders of Finance department. The Director has the power of countersigning the DC bills of subordinate officer. The director has the power to approve the required proposals of this institution and subordinate institutions.</p> <p>The director issues guidelines and supervises the trainings / workshops conducted by the institution. The director gives directions with regard to the office work. The director submits monthly physical / financial progress report of the institutions to the concerned higher authorities. He/she attends the meetings with required information conducted in the department. He/she does perform any other function issued by higher authorities.</p>
Joint Director (SIHFW)	<p>Has the power to review trainings progress and monitor them and supervise the implementation of skills imported in the trainings. Performs the duties as instructed by the director or higher authorities. Performs the official duties of Director in his absence.</p>
Deputy Director	<p>Prepare the various training activity plan for the year to be conducted at Regional and district training centres. They also record their opinion / remarks in the office file with regard to their respective wing trainings. They undertake monitoring and supervision of trainings at training centres and their implementation in the field level. They also help in the process of selection of students for various residential trainings, in conduction of examination and announcement of results. They also act as programme officers for the in house trainings conducted in the institute. They are allotted one district as Nodal officer, for which they will visit regularly every month, review all health programmes and report the innovations and deficiencies / problems of the district to commissionerate</p>
Account Officer	<p>Releases the allotted budget of both State Govt and NHM to all the subordinate institutions and collects statement of expenditure every month and submits for higher authorities. He/she verifies the requirement of budgets bills and records his approval. He performs any other work entrusted by Director and guides the office staff regarding financial issues. He / she undertakes the audit of subordinate institutions and submits the report to Director.</p>
Account Superintendent	<p>Assists the Accounts officer in preparing the budget proposal, release, SOE etc. Performs any other duty as per the direction of the director.</p>
Assistant Administrative Officer	<p>He/she is the drawing and disbursing officer for salaries, supervises the works of subordinate staff. He/she also does overall supervision of the office and performs any other duties as per the instructions of the director.</p> <p>He /she certifies the DC bills, AC bills & submit for countersignature.</p>

Office Superintendent	Records his/her opinion in the files put up by case workers, guides the case workers in office matters. Also performs the duties directed by the higher officials.
First Division Clerk	Receives the letters / proposals by Tappal section, records them and puts up the file as per office procedures and for further action. He/she also does the other works allotted by higher officials.
Stenographer	Works in the personal section of Director. Collects the letters emails, examines, bring them to the notice of the Director, distributes to the concerned officials. Performs the duties as instructed by Director.
Second Division Clerk	Receives the letters / proposals from tappal section and puts up the files as per office procedures and submits for further action performs other orders from higher authorities.
Typist	Types the matter /letters given by case workers or officers. Performs any other work as instructed by the officers.
Group D	Perform cleaning work and keeps the office & its premises clean and neat. Carries the Tappals and files to various sections of the office, performs any duty as ordered by the higher officers.

III. The procedure followed in the decision making process, including channels of supervision and accountability;

The proposals / letters received in the tappal section as per the office procedure manual, government orders issued from time to time, rules and regulations, orders of standing committee, circulars and verification of previous occurrences with respect to the concerned subject, are reviewed on the matters put up by case workers. The different level of officials have been provided with job responsibilities and perform their duties within their preview.

IV. The norms set by it for the discharge of its functions;

As per the office procedure manual for the maintenance of administrative sections. The office follows the adopted rules, regulations and formal diligently in the functionality

V. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employers discharging functions;

- Karnataka civil service rules – 1958
- Karnataka civil service (General recruitment), rules 1977
- Karnataka civil service (Probationers)rules, 1977
- Karnataka civil service (Classification, Control and Appeal) rules, 1957
- Karnataka civil service (Conduct) rules, 1966
- Karnataka civil service (Confidential Reports) rules, 1994
- Karnataka Budget Manual
- Departmental Cadre & Recruitment Rules
- Karnataka Treasury code

- Office procedure manual
- Manual of contingency
- K.G.I.D Rules
- Right to information ACT- 2005

And orders, notifications, circulars issued from time to time by government.

VI. A statement of the categories of documents that are held by it or under its control:
Along with the codes / documents mentioned in Para (v), the notifications, orders, circulars, rules and regulations issued by various departments.

VII. The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

As any policy cannot be formulated independently by this institution there is no arrangement for public consultation.

VIII. 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 advise, and as to whether meetings of these boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public;

There are no such boards, councils, other bodies in this institution except for the purchasing committee.

IX. A directory of its officers and employees.

Officers and Staff Directory, the name, designation and telephone No's of officers and staff of this office.

Sl No	Name	Designation	Telephone No.
1	Dr. C.R. Srinivasagowda	Director(I/c), Joint Director, State Institute of Health and Family Welfare, Bengaluru	080-23206125/26 080-23205209
2	Dr. M. Sujatha	Deputy Director, State Institute of Health and Family Welfare, Bengaluru	080-23206125/26
3	Dr. Parimala.S.Maroor	Deputy Director, State Institute of Health and Family Welfare, Bengaluru	080-23206125/26
4	Dr. M. Selvaraj	Deputy Director, Depute for Health and Family Welfare Services.	
5	Dr. Harshavardhana.B.	Deputy Director, Depute for Food Safety Department	
6	Dr. Rekha.S	Deputy Director, Depute for Health and Family Welfare Services.	
7	Dr. V.Veena	Deputy Director, Depute for Health and Family Welfare Services.	
8	Dr. A.K. Pramaila	Deputy Director, Depute for Health and Family Welfare Services.	
9	Fayaz Ahamad. S.A	Account Officer	080-23206126
10	Usha Rani. K	Assistant Administrative Officer	080-23206126
11	Sushila. T	Office Superintendent	080-23206126
12	B.J. Vimalakshi	First Division Clerk	080-23206126
13	Muralidhar. R	First Division Clerk	080-23206126
14	Padmavathi.M.R	Stenographer	080-23206126
15	Parimala.S	Second Division Clerk	080-23206126
16	Puspa. P	Typist	080-23206126
17	P. Narasimamurthi	Driver	080-23206126
18	Thimaiah	Driver	080-23206126
19	P. Gangadhar	Driver	080-23206126
20	K. Jayaram	Driver	080-23206126
21	Mariyappa	Hospital Attendant Class - 2 (Group - D)	080-23206126
22	Muzeeb	Hospital Attendant Class - 2 (Group - D)	080-23206126
23	Puttaswamaiah	Hospital Attendant Class - 2 (Group - D)	080-23206126
24	Rukminiyamma. G	Hospital Attendant Class - 2 (Group - D)	080-23206126
25	Vamadeva	Hospital Attendant Class - 2 (Group - D)	080-23206126
26	R. Gangadhar	Hospital Attendant Class - 2 (Group - D)	080-23206126
27	Saroja	Hospital Attendant Class - 2 (Group - D)	080-23206126
28	Gowramma	Hospital Attendant Class - 2 (Group - D)	080-23206126
29	Prakash.R.	Hospital Attendant Class - 2 (Group - D)	080-23206126
30	Sharadha	Hospital Attendant Class - 2 (Group - D)	080-23206126

X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sl No	Name and Designation	Monthly Salary
1	Dr. C.R. Srinivasagowda, Director(I/c), Joint Director	1,53,767.00
2	Dr. M. Sujatha, Deputy Director	1,27,236.00
3	Dr. Parimala.S.Maroor, Deputy Director	1,49,036.00
4	Dr. M. Selvaraj, Deputy Director, Depute for Health and Family Welfare Services.	1,35,103.00
5	Dr. Harshavardhana.B. Deputy Director, Depute for Food Safety Department	94,928.00
6	Dr. Rekha.S, Deputy Director, Depute for Health and Family Welfare Services.	1,16,528.00
7	Dr. V.Veena, Deputy Director, Depute for Health and Family Welfare Services.	1,30,897.00
8	Dr. A.K. Pramaila, Deputy Director, Depute for Health and Family Welfare Services.	1,36,0006.00
9	Fayaz Ahamad. S.A, Account Officer	62,439.00
10	Usha Rani. K, Assistant Administrative Officer	48,419.00
11	Sushila. T, Office Superintendent	52,399.00
12	B.J. Vimalakshi, First Division Clerk	40,959.00
13	Muralidhar. R, First Division Clerk	40,407.00
14	Padmavathi.M.R, Stenographer	45,013.00
15	Parimala.S, Second Division Clerk	35,566.00
16	Puspa. P, Typist	35,135.00
17	P. Narasimamurthi, Driver	35,134.00
18	Thimaiah, Driver	37,688.00
19	P. Gangadhar, Driver	26,497.00
20	K. Jayaram, Driver	33,394.00
21	Mariyappa, Hospital Attendant Class - 2	34,738.00
22	Muzeeb, Hospital Attendant Class - 2	28,089.00
23	Puttaswamaiah, Hospital Attendant Class - 2	32,520.00
24	Rukminiyamma. G, Hospital Attendant Class - 2	29,491.00
25	Vamadeva, Hospital Attendant Class - 2	26,819.00
26	R. Gangadhar, Hospital Attendant Class - 2	22,218.00
27	Saroja, Hospital Attendant Class - 2	29,491.00
28	Gowramma, Hospital Attendant Class - 2	18,827.00
29	Prakash.R., Hospital Attendant Class - 2	19,327.00
30	Sharadha, Hospital Attendant Class - 2	19,177.00

XI. Budget allocation and expenditure details under different head of accounts for the year 2017-18;

Sl No	Calculation	Released (Rs. In Lakh)	Expenditure (Rs. In Lakh) (Upto December 2017)	Balance (Rs. In Lakh)
1	2211-00-108-0-07 (Non-Plan) State Institute of Health & Family Welfare & DTCs	1051.00	770.68	78.43
2	2211-00-003-0-01 (Non-Plan) Regional Health and Family Welfare Training Centres.	294.00	198.92	80.65
3	2211-00-003-0-04 (Non-Plan) CSS for Training of Multipurpose workers (MPW Male)	242.00	145.07	63.24
4	2211-00-003-0-02 (Non-Plan) Training of ANM's Midwives, Dadi's & LHV's	768.00	489.38	68.74
5	2211-00-108-0-01 (Non-Plan) India Population Project -Population Centres.	334.00	238.78	99.08

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

There are no subsidiary programmes and beneficiaries in this office.

XIII. Particulars of recipients of concessions, permits or authorisations granted by it;

No concessions, permits or authorisations are granted in this office.

XIV. Details in respect of the information, available to or held by it, reduced in an electric form;

The information available in this office is submitted to department website (www.karhfw.gov.in) to reduce it into electronic form & display.

XV. 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;

There is no facility of reading room or library for the public use.

XVI. The names, designation and other particulars of the public information officers;

The public information officer: Smt. Usha Rani K, Assistant Administrative Officer, SIHFW, Bengaluru -23, Ph: 080-23206125/26

XVII. Publish all relevant facts while formulation important policies or announcing the decisions which affect public;

Formulation of important polices or announcing the decisions are not being undertaken in this office independently.

XVIII. Such other information as may be prescribed, and thereafter update these publications every year;

There is no any other Advertisement & Journals published from this institutions.