

RIGHT TO INFORMATION ACT, 2005

MANUAL FOR HEALTH & FAMILY WELFARE DEPARTMENT **(SECRETARIAT) MIZORAM**

4.(1)(b)(i) The particulars of its organization, functions and duties:

- (a) The Department of Health & Family Welfare is one of the Administrative Departments in the Civil Secretariat of Government of Mizoram. Health & Family Welfare Department is headed by Principal Secretary/Commissioners designated or appointed by the Government from time to time. The Principal Secretary/Commissioner is assisted by Joint Secretary, Deputy Secretary, Under Secretary, Superintendent and a number of Ministerial Staff and Group 'D' Staff. (List attached in annexure I)
- (b) The Office establishment is under the control of Secretariat Administrative Department while the service conditions of its Officers and Staff are administered and controlled by DP & AR or Secretariat Administration Department under Government of Mizoram, as the case may be, since its Officers and Staff belongs to different services like Central Civil Services, Mizoram State Civil Services, Mizoram Secretariat Services, Mizoram Subordinate Ministerial Services and Mizoram Group 'D' Services.
- (c) The function and duties of this Administrative Department is directive and regulative in nature for implementation and execution of Plans and Programmes relating to Health & family Welfare. All financial proposals and policies of the Department which requires decisions or orders or approval of the Government are dealt in this Department. The duties and functions of the Department are discharged and carried out in accordance with Government of Mizoram (Allocation of Business) Rules and (Transaction of Business) Rules and Act, Rules and Regulations, Order or Instructions adopted or issued by State Govt. from time to time.
- (d) The business allotted to the Department of Health & Family Welfare in the First Schedule of the Government of Mizoram (Allocation of Business) Rules, 1987 are :-
1. Administration of Government Hospital/Dispensaries and Primary Centre
 2. Prevention of Food Adulteration
 3. Drugs Control Acts
 4. Implementation of National Scheme in Health and Family Welfare
 5. Administration of Medical Services
 6. Indian Lunacy Act/Poison Act
 7. Maternity and Child Health Programme
 8. T.B., Leprosy and Malaria Control Programme
 9. Matters
- (i) Drugs & Cosmetics Acts 1940 together with Drugs & Cosmetics Rules 1945, Drugs (Prices control) Order 1987.
- (ii) The Prevention of Food Adulteration Act, 1954 as amended from time to time.
- (iii) The Cigarettes and other Tobacco products (Prohibition of Advertisement and Regulation of Trade & Commerce, Production, Supply and Advertisement) Act 2003.
- (iv) Pre-natal Diagnostic Techniques (Regulation & Prevention of Misuse) Act 1994 & Rules 1996.

- (v) The Bio-Medical Waste (Management Handling) Rules 1998.
- (vi) Mizoram State Illness Assistance Fund Rules 1997.
- (vii) Mizoram State Mental Health Rules, 1998.
- (viii) The Mizoram Nursing (Registration) Act 1990.
- (ix) The Mizoram State Mental Health Rules, 1995.
- (x) The Mizoram Health & Family Welfare (G.I.A. to indigent Schedule Tribe/Caste patients suffering from fell Diseases) Rules 1997.
- (xi) C.C.S. Leave Rules
- (xii) C.C.S. (CCA) Rules
- (xii) GFR /Treasury Rules
- (xiii) CCS Conduct Rules
- (xiv) FR & SR
- (xv) Temporary Service Rules
- (xvi) Medical Attendance Rules with its modification by the Govt. of Mizoram.
- (xvii) Guidelines for seniority and promotion
- (xviii) Central Manual of Office Procedure
- (xix) Functional Filing System
- (xx) Suspension & Reinstatement Rules

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

- (i) ACRs of Doctors.
- (ii) ACRs of other Gazetted Officers under H & F.W. Deptt.
- (iii) Transfer and Posting of Officers under H & F.W Deptt.
- (iv) Personal Files of all Gazetted Officers under H & F.W. Deptt.
- (v) Inter-se-seniority list of Gazetted Officers under H & F.W. Deptt.
- (vi) The Mizoram Essential Medicines lists
- (vii) Sanction Orders requiring Finance Deptt. concurrence of works, stipend and book grant.
- (viii) Sanction Orders requiring Finance Department concurrence for purchase of Medicines, equipments etc.
- (ix) Sanction Orders of rental charges of private buildings by the Deptt.

- (vii) **The particulars of any arrangement that exists for consultation with, or representation by the members of the public relation to the formulation of its policy or implementation of :**

The Department has a Consultative Committee comprising of the following.

- | | | | | |
|-----|--|----------|---|-------------------|
| 1) | Pu Lalrinpuii , | Minister | - | Chairman |
| 2) | | MLA | - | Member |
| 3) | | MLA | - | Member |
| 4) | | MLA | - | Member |
| 5) | | MLA | - | Member |
| 6) | | MLA | - | Member |
| 7) | | MLA | - | Member |
| 8) | | MLA | - | Member |
| 9) | Secretary of the concerned Department | | - | Member Secretary |
| 10) | Secretary, P.A.D. or his representative not below the rank of J. Secretary | | - | Ex-officio Member |

- (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 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:**

For effective implementation and proper utilization of Fund received from Govt. of India under various schemes, the Department has constituted Societies whose meetings are not open to public and the minutes of such Meetings are not accessible to public. But as per provisions of Right to Information Act, public may approach State Public Information Officer from now on –

- 1) Mizoram State Aids Control Society (MSACS).
- 2) Reproductive & Child Health Society (RCH).
- 3) State Blindness Control Society.
- 4) State Leprosy Society.
- 5) State T.B. Control Society
- 6) Regional Cancer Centre Society.
- 7) District Cancer Society.
- 8) State Vector Borne Diseases Control Society.
- 9) Mizoram State Health Society.
- 10) Rogy Kalyan Samiti (RKS).
- 11) Mizoram Telemedicine Society.
- 12) State Medicinal Plants Board.(SMPB).
- 13) Departmental Purchased Advisory Board. (DPAB)

- (ix) **A directory of its officers and employees :**

Telephone Directory and Residential address of Officers and Staff may be seen at Annexure I.

- (x) **The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:**

Except salary paid by the State Government, such remuneration or compensation is not received.

- (xi) **The budget allocated to each of its agency, indicating the particulars of all plants proposed expenditures and reports on disbursements made:**

There is a provision of Rs. lakhs under Non-Plan during

- (xii) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

Does not arise.

- (xiii) **Particulars of recipients of concession order from payment of road tax in respect of the followings :**

Does not arise.

- (xiv) **Details in respect of the information, available to or held by it. Reduced in an electronic form :**

No such arrangement has been made so far. But step has been taken for such system as per direction given in the Right to Information Act.

- (xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, it maintained for public use :**

Library and Reading Room facilities are not available.

- (xvi) **The names, designations and other particulars of the public information officers:**

Sl. No	Name	Designation	Public Authority under RTI	Mobile Number	E-mail Address
1.	Lalnunmawii Ralte	Joint Secretary	DAA	8730968951	Mawii46@gmail.com
2.	Zoramdini	Deputy Secretary	SPIO	9862458326	zrizote@gmail.com
3.	Christina Lalmuanzuali	Under Secy (E)	SAPIO	7085416805	lalmuanzualichristina@gmail.com
4.	Lalchhandama Ralte	Superintendent (G)	SAPIO	8415846082	chdaralte9@gmail.com

- (xvii) **Such other information as may be prescribed :**

To be considered whenever necessary, from time to time.

DIRECTORY OF OFFICERS & STAFF,
HEALTH & FAMILY WELFARE
(Civil Sectt.)

1	Sangchhin Chinzah	Secretary	2333673	
2	Solaly Lalthankimi	PS to Secy	2325673	9862531415
3	R.Lalbiakzuala	Addl. Secretary	2326012	9612377276
4	Lalnunmawii Ralte	Joint Secretary		8730968951
5	H.Vanlalsanga	Dy. Secretary	2315206	9436390765
6	Zodam dini	Dy.Secretary(G)	2310702	9862458326
7	Christina Lalmuanzuali	Under Secy. (G)	2336010	7085416805
8	Lianhmingthangi Hmar	Under Secy. (E)	2336030	9436374445
9	C.Rosiama	Supdt. (E)		9612715005
10	Lalrinmawia Sailo	Supdt. (G)		9774611139

4.(I)(b)(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Scale of pay of officers and staff under Health & F.W. Deptt. (Sectt.) are as 6th Pay given below:-

Sl. No.	Name of Posts	Scale of Pay
1	2	3
1	Secretary	PB 4-37400-67000+GP8700
2.	Joint Secretary	PB 3-15600-39100+GP 7600
3.	Dy.Secretary	PB 3-15600-39100+GP 6600
4.	Under Secretary	PB 3-15600-39100+GP 6600
5.	Supdt.	PB 3-15600-39100+ GP 5400
6.	Assistant	PB 2-9300-34800+ GP 4400
7.	UDC	PB 2-9300-34800+ GP 4200
8.	LDC	PB 1-5200-20200+ GP 2800
9.	Peon	IS-4440-7440-GP 1650