

**GOVERNMENT OF MIZORAM
DIRECTORATE OF HEALTH SERVICES**

DETAILS OF RIGHT TO INFORMATION ACT 2005 for the year 2017

4.(I)(b)(i) the particulars of its organization, functions and duties.

Health & Family Welfare Department is one of the oldest Departments in Mizoram. In the year 1894, a treatment camp in a tent was started at Aizawl for laborers (coolies), which was later upgraded into a full-fledged dispensary in 1896. Subsequently, in 1896 Aizawl Hospital was made functional with 20 beds and Champhai Dispensary with 8 beds. Later on, 8 more dispensaries with 6 beds facilities were opened at Kolasib, Sairang, Lunglei, Champhai, N.Vanlaiphai, Sialsuk, Tlabung, Vahai and Tuipang in 1920. In 1947 at the time of Independence, there was 36 bedded hospital at Aizawl and Lunglei. Public health sector, which had a humble beginning, had now reached the status of full-fledged department i.e. Health & Family Welfare Department with two Directorate, one State Hospital and other 12 Hospitals, 9 CHCs, 8 UPHC, 57 PHCs, 81 Main Centre, 372 Sub Centres, Sub-Centre Clinics 148 and 2 Nursing School and 1(one) Health worker training school, 1 Central Medical Store and Blood Bank 8. Lists of Hospital, CHC, PHC, Sub Centre etc. may be seen at Department's Website (<https://health.mizoram.gov.in>)

Function of the Department is to monitor and evaluate the health services, assess the health care facilities and centres, allocate resources, measure the objectives and targets of programmes as well as to overview the developments under the Deptt., database support is given priority. Health & Family Welfare Department has been making every efforts to make broad based data available to achieve the objectives of various programmes. It aims not only to provide information on diseases, health indicators, infrastructure facilities etc., but also the position and achievement of various health programme that are implemented by the Department in the State.

4.(I)(b)(ii) the powers and duties of its officers and employees.

The Government of Mizoram (Transaction of Business) Rules, 1987 seeks to define the authority, responsibility and obligations of each Department in the matter of disposal of business allotted to it. While providing that the business allotted to Health & Family Welfare Department will be disposed of by or under the direction of the Minister of Health & Family Welfare Department. Health & Family Welfare Department is responsible for implementation of policies of the Govt. in relation to business allocated to it and also for the execution and review of those policies. A Department is headed by Principal Secretary/Secretary Health & Family Welfare Department Government of Mizoram who is the administrative head of the Department and also principal adviser of the Minister Health & Family Welfare Department on all matters of 2 policy and administration within the Department. The Principal Secretary./Secretary. Health & Family Welfare Department is assisted by Joint Secretary, Deputy Secretary, 2(two) Under Secretary, 2(two) Superintendent, 6(six) Assistant Grade, 4 UDC and 4 LDC. For execution of the policies of the Health & Family Welfare Department there is 2(two) Directorate namely; Directorate of Health Services and Directorate of Hospital & Medical Education. The two Directorate is headed by Principal Director. The two Directors is headed by Director assisted by Joint Directors, Deputy Director, Programme Officers, Sr.E.E., Assistant Director, Superintendent, FAO,

Research Officer and other clerical staff at the lower level. **Organization chart of the Department may be seen at Appendix II & III.**

The Directorate provides executive direction required in the implementation of the policies laid down by Health & Family Welfare Department. It also serves as repository of technical information and advises the Department on technical aspects dealt by the Department. The Directorate has a field establishment like District Level Offices headed by Chief Medical Officer. CMO assist the Department in executing health care programme in their respective district. In each district there are field establishment like Community Health Centre (CHC), Public Health Centre (PHC) and Sub Centre (SC).

4.(I)(b)(iii) the procedure followed in the decision making process, including channels of supervision and accountability.

The Government of Mizoram (Transaction of Business) Rules, 1987 provides that the business allotted to a Health & Family Welfare Department will be disposed of by, or under the direction of the Minister Health & Family Welfare Department. Principal Secretary/Secretary Health & Family Welfare Department is the administrative head of the Department and also principal adviser of the Minister on all matters of policy and administration within the Deptt. As and when Health & Family Welfare Administrative Department is required to make decision, dealing assistant examines, collects information, points out mistakes, mis-statements, missing data or information, draws attention where necessary to the statutory or customary procedure and points out the rational law and rules in his note and submits the case to the Superintendent. The Superintendent scrutinizes the note of the dealing hand. Record, where necessary, a note setting out his/her own comments or suggestion and submits the case to the Under Secy. who after thorough examination makes comments or suggestion and submits the case to Deputy Secy. Same process goes on till the case reaches the Minister H&FW Deptt. who takes final decision or refers the case to the Chief Minister , Government of Mizoram.

At the directorate level also dealing assistant examines, collects information, points out mistakes, mis-statements, missing data or information, draws attention where necessary to the statutory or customary procedure and points out the rational law and rules in his note and submits the case to the Superintendent. The Superintendent scrutinizes the note of the dealing hand, record, where necessary, a note setting out his/her own comments or suggestion and distributes the cases to respective Programme Officers/Deputy Director (Administration). The Deputy Director (Administration)/P.O. after thorough examination record, where necessary, a note setting out his /her own comments or suggests measure for making decision, after which the case is submitted to Joint Director concerned. After noting his comment/suggestion, if any, the Joint Director submits the case to the Director for decision. The cases, which are pertaining to policy or action, required to be taken by the Department or where consultation of the Department at the Govt. level is necessary. The Directorate further submits the case to the Administrative Department for decision.

At the Administrative level, Principal Secretary/Secretary Health & Family Welfare Department is accountable for all omission and commission pertaining to the Department.

At the Directorate level, respective Directors are accountable for all omissions and commission pertaining to the Directorate.

4.(I)(b)(iv) the norms set by it for the discharge of its functions.

The Department abides by the Govt. of Mizoram (Transaction of Business) Rules, 1987 and the Govt. of Mizoram (Allocation of Business) Rules, 1987 for the discharge of its function. The Central Secretariat Manual of Office Procedure, issued by Ministry of Personnel, Public Grievances and Pension, Department of Administrative Reforms and Public Grievances as has been reproduced by the Government of Mizoram is strictly followed by the Department.

1. In general as per Manual of Office Procedure, no Official shall keep a case pending with him or her for more than seven working days unless higher limits have been prescribed for specific type of cases through departmental instructions.
2. As per the Manual of Office Procedure (Para 57-61), communications received from a Member of Parliament/Member of Legislative Assembly will be replied within 15 days.
3. In respect of Parliament/Assembly Questions, Assurances etc. time limit has been prescribed in the Manual of Parliamentary/Assembly Procedure.
4. In respect of court cases time limit stipulated in the limitation Act is followed unless a different time limit has been prescribed under the respective Acts.

4(I)(b)(v) the rules, regulation, instruction, manuals and records, held by it or under its control or used by its employee for discharging its function.

The rules, regulation and instruction issued by GOM from time to time are; The Government of Mizoram (Transaction of Business) Rules, 1987, The Government of Mizoram (Allocation of Business) Rules, 1987 and the Manual of Office Procedure are held or under the control of the Department or used by the employee of Health & Family Welfare Department for discharging its function.

4(I)(b)(vi) a statement of the categories of documents that are held by it or under its control. A statement of the categories of documents that are held by the Department are classified as Class „A., „B. and „C..

(a) Class „A. are documents which qualify for permanent preservation for administrative purposes comprises such documents, which are so precious that its original must be preserved intact, and access to it in the original form, material likely to be required for frequent references by the Deptt. and which are of historical importance to the Deptt. like Notification Rules, Regulation, Govt. Gazette, Recruitment Rules, Annual Confidential Reports of each employees, Health Sector Programmes and major policy, Parliament and Assembly questions etc. These documents are retained for 10 years or more.

(b) Class „B. are documents which are required for permanent preservation for administrative purposes, but not as important as class „A. documents, like claim for compensation, schemes, orders, sanctions issued by the Deptt. , paper regarding constitution of committees, working group, paper concerning rules, regulations, departmental guides or instruction of general application. These documents are retained for 10 years or more.

(c) Class „C. are those documents of secondary importance and having reference value for a limited period not exceeding 10 years, like leave application, leave order, T.A. bill, copies of miscellaneous circular, office memorandum, order of general application, telephone list, notices of holidays, tour programmes etc. In respect of various hospitals, Case History sheet is retained for 10 years, OPD folder for 5 years and Post mortem report for more than 10 years. Post mortem report is considered to be classified item as such, the report cannot be disclosed to the public without the authority of I Class Magistrate.

4.(l)(b)(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;

Arrangement made by the Department for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof is introduction of Complain Box/Suggestion Box placed at the Directorate, Hospital and other Health Centres which are attended by the Director in respect of Directorate, Medical Superintendent in respect of District Hospitals, CMO respectively. For public general information citizen charter has been drawn-up and pasted at every Hospitals and Health Centres.

4.(l)(b)(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;

At the Administrative level a State Public Information Officer (SPIO) has been appointed who will be responsible to deal with the public as a whole. SPIO will be the sole authority who will represent the Health & Family Welfare Department and will disclose any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circular order, data etc. which can be accessible to the public as provided by RTI Act 2005.

At the Directorate level also, 2 (two) State Public Information Officer (SPIO) has been appointed, one for each Directorate who will be responsible to deal with the public as a whole. SPIO will be the sole authority who will represent the Health & Family Welfare Department and will disclose any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circular order, data etc. which can be accessible to the public as provided by RTI Act 2005.

At the Hospital & District level State Assistant Public Information Officer (SAPIO) for each hospitals and districts has been appointed who will be responsible to deal with the public as a whole. SAPIO will be the sole authority who will represent the Health & Family Welfare Department and will disclose any material in any form, including records, documents, memos, e-mails, opinions, advices, press releases, circular order, data etc. which can be accessible to the public as provided by RTI Act 2005.

4.(l)(b)(ix) directory of its officers :

1	Dr. F.Lallianhlira	Principal Director	2313721	9436147375
			2323194(Fax)	
2	Dr. H.Lalchungnunga	Director	2323452	9436140208
		Fax	2320169	
3	Dr. C.Zirliana	Jt.Dir. (P)	2328062	9436156742
4	Dr. H.C.Thangkima	Jt.Dir. (Mal.)	2328061	9485140640
5	Dr. Vanlalsawma	Jt.Dir (FW)	2328045	9612163120
6	Lalsawma Pachuau	Jt. Dir (F & D)	2313694	9436152192
7	V.L.Thlanawma	Jt. Dir (Acctt)	2318719	9436152158
8	Dr.Lalremmawii	Dy.Dir.(Bl)	2324719	9436146630
9	Dr. H.T.Phosa	Dy. Dir. (Mal.)	2319596	9862164351
10	Dr. Vanlalfela	STO	2314326	9436144061
11	Dr. Chawngthanchhunga	S.L.O.	2300266	9436147022
12	Dr. Hmingthanmawii	Dy. Dir (FW)/RCH	2324697	9436154624
13	Dr. Lalramliana	Dy.Dir. (Gen.)	2317389	9436158041
14	Dr. Lalthlengliani	SNO (Adolescent)	2316760	9436140304
15	Dr. Pachuau Lalmalsawma	P.O, IDSP/ICT	2300187	9436195535
16	Dr. Lalzawmi	P.O (EPI)	2320527	9436142186
17	Dr. C. Lallunghnema	Dy. Dir.(AYUSH)	2336837	9436141006
18	Dr. Lalthanpuui	SNO,MH	2310153	9436155823
19	Vanlalzuala Chenkual	Sr. Ex. Engrn.	2318795	9862770017
20	Lalnunvula	Dy.Dir. (Admn.)	2322284	9863370699
21	F.Lalliantluanga	Dy. Dir (F & D)	2324166	9862860267
22	Dr. Zorini	SNO(Trg.)	2328002	
23	Dr.Lalnuntluangi	PO (Stats.)		9615432021
24	Vanlalnghaka	Dy. Dir (F & D)		9612351804
25	Laldinpuui	Asstt. Dir (F & D)		9436147363
26	Lalmuankima	S.M.E.M.O.	2322498	9862751835
27	Zothanmawii	R.O	2325340	9862374562
28	Lalhmingmaka	Supdt.	2301770	9436154419
29	Dr. Vanlalhruii	SNO(FDSI)		9436153297
30	Dr. David Zothansanga	SNO(NUHM)		9436195627
31	F.Laltlangmawii	Asstt. Dir (N)	2318472	9436370553

4.(l)(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 as 6th Pay given below:-

S/N	NAME OF POST	PAY SCALE
1	Principal Director	PB 4-37400-67000+ GP 9500
2	Director (HS)	PB 4-37400-67000+ GP 8900
3	Joint Director (Acct)	PB 3-15600-39100+ GP 7600
4	Joint Director (P), HS	PB 3-15600-39100+ GP 7600
5	Joint Director (M), HS	PB 3-15600-39100+ GP 7600
6	Joint Director (FW), HS	PB 3-15600-39100+ GP 7600
7	Joint Director (F&D) HS	PB 3-15600-39100+ GP 7600
8	Principal Medical Officer	PB 3-15600-39100+ GP 7600
9	Dy. Director (Gen), HS	PB 3-15600-39100+ GP 7100
10	Dy. Director (CMS), HS	PB 3-15600-39100+ GP 7100
11	Dy. Director (M), HS	PB 3-15600-39100+ GP 7100
12	Dy. Director (FW), HS	PB 3-15600-39100+ GP 7100
13	Dy. Director (Bld), HS	PB 3-15600-39100+ GP 7100
14	SLO	PB 3-15600-39100+ GP 7100
15	CMO	PB 3-15600-39100+ GP 7100
16	Dy. Director (Adm), HS	PB 3-15600-39100+ GP 6600
17	Asst. Director (SH, EPI), HS	PB 3-15600-39100+ GP 6600
18	District Leprosy Officer	PB 3-15600-39100+ GP 6600
19	Dy. Director (F&D)	PB 3-15600-39100+ GP 6600
20	SMO	PB 3-15600-39100+ GP 6600
21	Sr. MO (Lep)	PB 3-15600-39100+ GP 6600
22	Executive Engineer	PB 3-15600-39100+ GP 6600
23	Medical Officer	PB 3-15600-39100+ GP 5400
24	Medical Officer (AYUSH)	PB 3-15600-39100+ GP 5400
25	BHMS	PB 3-15600-39100+ GP 5400
26	SMEMO	PB 3-15600-39100+ GP 5400
27	HEO	PB 3-15600-39100+ GP 5400
28	Supt.	PB 3-15600-39100+ GP 5400
29	Research Officer	PB 3-15600-39100+ GP 5400
30	Asst. Director (Nursing)	PB 3-15600-39100+ GP 5400
31	Asst. Director (F&D)	PB 3-15600-39100+ GP 5400
32	Spl. Officer Malaria	PB 3-15600-39100+ GP 5400
33	Asst. Engineer (Con)	PB 3-15600-39100+ GP 5400
34	Entomologist	PB 3-15600-39100+ GP 5400
35	PNO (HW Trg)	PB 3-15600-39100+ GP 5400

36	Officer i/c Cold Chain	PB 2-9300-34800+ GP 4600
37	Supdt. Pharmacist	PB 2-9300-34800+ GP 4600
38	CHO	PB 2-9300-34800+ GP 4600
39	Rehabilitation Asst.	PB 2-9300-34800+ GP 4600
40	DEMO	PB 2-9300-34800+ GP 4600
41	Mass Education Officer	PB 2-9300-34800+ GP 4600
42	Assistant	PB 2-9300-34800+ GP 4400
43	Assistant/Accountant	PB 2-9300-34800+ GP 4400
44	Head Pharmacist	PB 2-9300-34800+ GP 4400
45	I.S.	PB 2-9300-34800+ GP 4400
46	Head Assistant	PB 2-9300-34800+ GP 4400
47	Steno Grade-II	PB 2-9300-34800+ GP 4400
48	J.E.	PB 2-9300-34800+ GP 4400
49	Computer Operator	PB 2-9300-34800+ GP 4400
50	Librarian	PB 2-9300-34800+ GP 4400
51	Dy. DEMO	PB 2-9300-34800+ GP 4400
52	BEE/Extension Educator	PB 2-9300-34800+ GP 4200
53	Asst. Malaria Officer	PB 2-9300-34800+ GP 4200
54	Food Inspector	PB 2-9300-34800+ GP 4200
55	Receptionist	PB 2-9300-34800+ GP 4200
56	Pharmacist	PB 2-9300-34800+ GP 4200
57	Health Supervisor (M)	PB 2-9300-34800+ GP 4200
58	Health Supervisor (F)	PB 2-9300-34800+ GP 4200
59	UDC	PB 2-9300-34800+ GP 4200
60	Treatment Organiser	PB 2-9300-34800+ GP 4200
61	Steno Grade-III	PB 2-9300-34800+ GP 4200
62	AC Technician	PB 2-9300-34800+ GP 4200
63	Sr. Health Educator	PB 2-9300-34800+ GP 4200
64	Health Educator	PB 2-9300-34800+ GP 4200
65	Extention Educator	PB 2-9300-34800+ GP 4200
66	Family Planning Extension Educator	PB 2-9300-34800+ GP 4200
67	Asst. Editor	PB 2-9300-34800+ GP 4200
68	Lab Tech	PB 2-9300-34800+ GP 4200
69	Stat. Assistant	PB 2-9300-34800+ GP 4200
70	Non Medical Supervisor	PB 2-9300-34800+ GP 4200
71	Sr. PMW	PB 2-9300-34800+ GP 4200
72	SIS	PB 2-9300-34800+ GP 4200
73	Psychological Social Worker	PB 1-5200-20200+ GP 2800
74	H/W (M)	PB 1-5200-20200+ GP 2800
75	H/W (F)	PB 1-5200-20200+ GP 2800
76	Senior Malaria Inspector	PB 1-5200-20200+ GP 2800
77	Mal. Inspector	PB 1-5200-20200+ GP 2800
78	Data Entry Operator (DEO)	PB 1-5200-20200+ GP 2800

79	PMW	PB 1-5200-20200+ GP 2800
80	Projectionist	PB 1-5200-20200+ GP 2800
81	Steno Typist	PB 1-5200-20200+ GP 2800
82	Generator Operator	PB 1-5200-20200+ GP 2800
83	Magic Latern Operator (Mech II)	PB 1-5200-20200+ GP 2400
84	LDC	PB 1-5200-20200+ GP 2400
85	Motor Mechanic	PB 1-5200-20200+ GP 2400
86	Telephone Operator	PB 1-5200-20200+ GP 2400
87	Microscopist	PB 1-5200-20200+ GP 2400
88	Lab Asst.	PB 1-5200-20200+ GP 2400
89	Mal. Mechanic II	PB 1-5200-20200+ GP 2400
90	Frigde Mechanic (Co-ter)	PB 1-5200-20200+ GP 2400
91	Statistician cum Clerk	PB 1-5200-20200+ GP 2400
92	Carpenter	PB 1-5200-20200+ GP 2400
93	Driver	PB 1-5200-20200+ GP 1900
94	Duftry	PB 1-5200-20200+ GP 1900
95	Despatch Rider	PB 1-5200-20200+ GP 1900
96	Vaccinator	PB 1-5200-20200+ GP 1800
97	Sweeper	IS-4440-7440-GP 1650
98	Chowkider	IS-4440-7440-GP 1650
99	Peon	IS-4440-7440-GP 1650
100	IV Grade	IS-4440-7440-GP 1650
101	Group D CSCCS	IS-4440-7440-GP 1650

4.(I)(b)(xi) Budget allocation to Health Services during 2017-18

Demand No. 24. (Medical & Public Health)


(Rs. in lakh)

Object Heads of Account (HEALTH SERVICES)	Budget Estimates 2017-18		
	State	CSS	Total
(01) – Salaries	10810.69	2527.73	13338.42
(02) - Wages	45.40		45.40
(06) - Medical Treatment	284.40		284.40
(11) – Domestic Travel Expenses	46.95		46.95
(13) – Office Expenses	64.20		64.20
(14) – Rent, Rates, Taxes	2.80		2.80
(16) – Publications	7.50		7.50
(20) – Other Administrative Expenses			
(21) – Supplies & Materials	59.80		59.80
(26) – Advertising & Publicity	2.20		2.20
(27) – Minor Works	55.00		55.00

(28) – Professional services	0.10		0,10
(31) – Grants-in-aid-General (Salary)		7092.56	7092.56
(32) – Grants-in-aid-General (Non-Salary)	8.00	8590.35	85.90.35
(34) – Scholarships/Stipend			
(35) – Grant for Creation of Capital Assets			
(41) – Secret Service Expenditure	1.50		1.50
(50) – Other Charges	164.50		164.50
(51) – Motor Vehicles	3.50		3.50
(52) – Machinery & Equipment	0.10		0.10
(53) – Major Works			
(55) – Loans & Advances			
TOTAL OF HEALTH SERICES	11556.64	18210.64	29769.28
Fund transferred to PWD			
NET TOTAL	11556.64	18210.64	29767.28

4. (I) (b) (xvi) the names, designations and other particulars of the Public Information Officers;

State Public Information Officer -

Appellate Authority	Dr. H.Lalchungnunga, Director	0389-223452(O) 9436140208(Mob)	
State Public Information Officer	Dr. Lalramliana, Dy. Director (Gen)	0389-2317389(o) 9436158041(Mob)	
Addl. SAPIO	Dr. Lalremmawii, Dy. Director (Blindness)	0389-2324719 (o) 9436146630(Mob)	
Addl. SAPIO	Lalhmingmaka, Supdt	0389-2301770(O) 9436154419(Mob)	

4.(I)(b)(xvii) Such other information as may be prescribed

Health Programmes under Health & Family Welfare Department are:

Various programmes under Health & F.W., their objectives and achievement may be obtained from Deptt.'s website (<https://health.mizoram.gov.in>)