

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HANDBOOK

[Refer to Chapter II Section 4(1)b of RTI Act, 2005]

CHAPTER - 1

Commissioner of Health & Family Welfare (CH&FW) is responsible for providing Primary Health Services, Secondary Health Services, Implementation of National Health Programmes and State Health Programmes. CH&FW ensure the implementation of above activities through Directorate of Public Health & Family Welfare, Andhra Pradesh Vaidya Vidhana Parishad, Institute of Preventive Medicine, Mission Directorate of National Health Mission.

CH&FW is responsible for Planning, Implementation, Facilitation, Coordination, Supervision and monitoring of all activities relating to Health – Preventive, Promotive, and Curative Services, Comprehensive RCH Services, Capacity Development of Public Health System and all matters relating to Primary and Secondary Hospital Services and their interface with the treasury systems.

Directorate of Public Health & Family Welfare, Andhra Pradesh Vaidya Vidhana Parishad, Institute of Preventive Medicine are separate organizations working under CH&FW and having their own state PIOs. CH&FW appointed State PIO and State APIO for office of CH&FW including Mission Directorate. Officer under Section 5(2) of the “Right to Information Act, 2005 (Act 22 of 2005)”.

1. Deputy Director (Admin), O/o Commissioner of Health and Family Welfare, A.P., Hyderabad Telephone No. 040-24653771
2. Assistant Accounts Officer
O/o Commissioner Health and Family Welfare, A.P., Hyderabad.
Telephone No. 040-24653771

The Appellate Authority in respect of Commissioner of Health and Family Welfare under Sub Section (1) of Section 19 of the said Act is

CHAPTER 2
ORGANIZATION, FUNCTIONS AND DUTIES

[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:

Sl. No	Name of the Organization	Address	Functions	Duties
1.	Commissioner of Health and Family Welfare	DM&HS Campus, Sultan Bazar, Hyderabad – 500095 Telephone No.: 040-24650365 040-24653771 FAX: 040- 24652267	1. Providing Primary Health Services 2. Providing Secondary Health Services 3. Implementation of State Health Programmes 4. Implementation of National Health Programmes 5. Mission Director of National Health Mission 6. Implementation of PC PNDT Act	Given below

Duties:

1. The Commissioner of Health and Family Welfare will be responsible for overall planning, implementation facilitation, coordination, monitoring and supervision of all programmes, projects, schemes and activities of the Government relating to public health, secondary health institutions, family welfare and related items of work.
2. The CH&FW will be responsible for effective implementation of disease control programmes (RNTCP, NVBDCP, NLEP, NFPC, NPCB, IDSP, etc), including HIV / AIDS, reproductive and child health, family welfare, water sanitation and food safety, registration of births and deaths, management of sub-centers, Primary Health Centres (PHCs), CHCs, Area and District Hospitals, and allied health facilities, and training institutions under the control, supervision and management of Health and Family Welfare Department.
3. The Commissioner shall be responsible for co-ordination with other departments, agencies, and organizations essential for synergy and integration of their efforts for furtherance of the health of citizens of the state.
4. The Commissioner shall advise the government on all matters of public health, family welfare, the hospital services and on any matter that has a direct or indirect impact on the health of the citizens.

5. She/ He shall be responsible for overall coordination of annual budget and work plan preparation for the sub-departments under his / her charge, management of finances in accordance with the approved budget and work plan, close monitoring of fund utilization, regular audit of the department's financial management.
6. The Commissionerate of Health and Family Welfare (CH&FW) will be responsible for effective human resources management of the Directorates of Public Health and Family Welfare, Indian Institute of Health and Family Welfare, Directorate of Institute of Preventive Medicine, A.P. State AIDS Control Society (APSACS) and A.P. Vaidya Vidahana Parishad (APVVP). This would include inter alia, manpower planning, capacity development; overseeing recruitment, promotions, transfers and postings; grievance disposal, disciplinary proceedings, HRMIS and all issues relating to the service matters of the employees, etc.
7. The Commissionerate of Health and Family Welfare (CH&FW) will be the chairman of the Department Promotion Committees (DPCs) for the first and second level gazetted posts, while the concerned head of the department will be a member. The Commissionerate of Health and Family Welfare (CH&FW) will be the member of Department Promotion Committee (DPC) from the 3rd level gazetted post onwards for which the government is the appointing authority.
8. The Commissionerate of Health and Family Welfare (CH & FW) shall be responsible to the Government for performance, achievements, and outcomes of the department and for regular reporting of the department's performance.
9. Any other task assigned by the Government from time to time.

10. CHAPTER 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

3.1 Details of the powers and duties of officers and employees of the authority by designation as follows:

S.No	Name of the Employee	Designation	Powers and duties
GAZETTED OFFICERS			
1	Sri Lav Agarwal	Commissioner of Health and Family Welfare	Enclosed
2	Dr.K. Sudhakar Babu	Additional Director	Enclosed
3	Dr.Uma Maheswari	Joint Director(PS&SP, FW & School Health)	Enclosed
4	Dr.J.V.V.R.K.Prasad	Joint Director (CHI)	Enclosed
5	Dr.Aruna Devi	Joint Director (UH) .	Enclosed
6	Dr.Padmavathi	Joint Director (MHN).	Enclosed
7	Dr.Rajendra Prasad	Joint Director (Tribal Health & Training)	Enclosed
8	Vacant	RO(ORT)	Enclosed
9	Smt N.Krishna Veni	Demography, Statistical Officer	Enclosed
10	K.Apparao	Deputy Director (Admn) & MEM I/c	Enclosed
11	N.Srinivasulu	Accounts Officer	Enclosed
12	U.Srinivas	Asst. Accounts Officer	Enclosed
13	Y.Suresh Babu	Asst. Accounts Officer	Enclosed
14	B.P.Ananda Kumar	Statistical Officer	Enclosed
15	G.Devanandam	Cold Chain Officer	Enclosed
16	G.Uma Devi	Administrative Officer	Enclosed
17	A. Shankar Rao	Administrative Officer	Enclosed
NON-GAZETTED OFFICERS			
17	N.Ratna Kumar	Office superintendent	Enclosed
18	B.Timmappa	Office superintendent	Enclosed
19	B.Venugopal	Office superintendent	Enclosed
20	K.B.V.S.Sharma	Senior Asst.	Enclosed
21	B.Anthony Gomez	Senior Assistant	Enclosed
22	J.Sangeetha	Senior Assistant	Enclosed
23	M.Rajeshwaramma	Senior Assistant	Enclosed
24	P.Ravindranath	Senior Assistant	Enclosed
25	S.Jaya Surya	Senior Assistant	Enclosed
26	M..K.Vamshi Ram Mohan	Senior Assistant	Enclosed
27	M.Ravi	Senior Assistant	Enclosed
28	N.Shukur	Senior Assistant	Enclosed
29	P.Jhansi Laxmi Bai	Senior Assistant	Enclosed
31	I.L.N.Siva Sabarish	Senior Assistant	Enclosed
32	B.Venkateswaralu	Senior Assistant	Enclosed
33	Khadeer Alikhan	Record Asst.	Enclosed

S.No	Name of the Employee	Designation	Powers and duties
34	S.Mallesh	Record Asst.	Enclosed
35	V.Ramesh	Attender	Enclosed
36	DVSS Pavan Kumar	LD Computer (on deputation)	Enclosed
33	Raghuvveer Singh	Junior Assistant	Enclosed
34	Mallikarjun	ASO	Enclosed
35	G.Krupa Deena	Special Category Steno	Enclosed
36	M.Pasha	Junior Asst. (out sourcing)	Enclosed
37	P.Bala Tripura Sundari	DEO (out sourcing)	Enclosed
38	K.Tirupathi rao	Librarian (out sourcing)	Enclosed
39	N.Satyanarayana	Junior Asst. (out sourcing)	Enclosed
40	M.Siva Prasad	Computer Operator (out sourcing)	Enclosed
41	M.Naresh Kumar	Compute Operator (out sourcing)	Enclosed
42	Haritha	DEO (out sourcing)	Enclosed
43	Ravi Naik	DEO (out sourcing)	Enclosed
44	K.Ashok Kumar	Junior Asst. (out sourcing)	Enclosed
45	R.Suresh	Office Subordinate	Enclosed
46	G.Chandar	Office Subordinate	Enclosed
47	Sanjeeda Begum	Office Subordinate	Enclosed
48	P.Narayana	Packer	Enclosed
49	S.Lakshman	Office Subordinate (deputation)	Enclosed
50	M.D.Ahamad	Driver (out sourcing)	Enclosed
51	V.Rambabu	Driver (out sourcing)	Enclosed
52	B.Ganesh	Office Subordinate	Enclosed
53	H.Shankar Das	Office Subordinate	Enclosed
54	M.A.Jaleel	Office Subordinate (deputation)	Enclosed
55	D.Krishnaveni	Office Subordinate (out sourcing)	Enclosed

Annexure to Chapter – III
POWERS AND DUTIES

COMMISSIONER OF HEALTH AND FAMILY WELFARE -1

1. The Commissioner of Health and Family Welfare will be responsible for overall planning, implementation facilitation, coordination, monitoring and supervision of all programmes, projects, schemes and activities of the Government relating to public health, secondary health institutions, family welfare and related items of work.
2. The CH&FW will be responsible for effective implementation of disease control programmes (RNTCP, NVBDCP, NLEP, NFCP, NPCB, IDSP, etc), including HIV / AIDS, reproductive and child health, family welfare, water sanitation and food safety, registration of births and deaths, management of sub-centers, Primary Health Centres (PHCs), CHCs, Area and District Hospitals, and allied health facilities, and training institutions under the control, supervision and management of Health and Family Welfare Department.
3. The Commissioner shall be responsible for co-ordination with other departments, agencies, and organizations essential for synergy and integration of their efforts for furtherance of the health of citizens of the state.
4. The Commissioner shall advise the government on all matters of public health, family welfare, the hospital services and on any matter that has a direct or indirect impact on the health of the citizens.
5. She/ He shall be responsible for overall coordination of annual budget and work plan preparation for the sub-departments under his / her charge, management of finances in accordance with the approved budget and work plan, close monitoring of fund utilization, regular audit of the department's financial management.
6. The Commissionerate of Health and Family Welfare (CH&FW) will be responsible for effective human resources management of the Directorates of Public Health and Family Welfare, Indian Institute of Health and Family Welfare, Directorate of Institute of Preventive Medicine, A.P. State AIDS Control Society (APSACS) and A.P. Vaidya Vidahana Parishad (APVVP). This would include inter alia, manpower planning, capacity development; overseeing recruitment, promotions, transfers and postings; grievance disposal, disciplinary proceedings, HRMIS and all issues relating to the service matters of the employees, etc.
7. The Commissionerate of Health and Family Welfare (CH&FW) will be the chairman of the Department Promotion Committees (DPCs) for the first and second level gazetted posts, while the concerned head of the department will be a member. The Commissionerate of Health and Family Welfare (CH&FW) will be the member of Department Promotion Committee (DPC) from the 3rd level gazetted post onwards for which the government is the appointing authority.

8. The Commissionerate of Health and Family Welfare (CH & FW) shall be responsible to the Government for performance, achievements, and outcomes of the department and for regular reporting of the department's performance.
9. Any other task assigned by the Government from time to time.

ADDITIONAL DIRECTOR

1. He/She will function under the administrative and technical guidance of the Commissioner Family Welfare or Director Family Welfare
2. He/She will provide support and guidance to the Commissioner Family Welfare or Director Family Welfare In implementation of all Family Welfare and Child Survival and Safe Motherhood programmes.
3. He/She supervises and monitoring all the Programme Officers and staff in the Commissionerate of Helath & Family Welfare
4. He/She will discharge any such other duties and responsibilities as entrusted by the Secretary to Government Health and Family welfare or by the Commissioner/ Director Family welfare for the promotion of Family welfare and Child Survival and Safe Motherhood programmes

JOINT DIRECTOR (CH&I)

1. He/She will work under the administrative control of the Commissioner and technical guidance and control of the Additional Director
2. He/She is responsible for implementing the Child Health and Immunization Programmes in the State.
3. He/She will supervise and guide the districts in organizing the Child Health, and Immunization Programmes
4. He will discharge any other functions as entrusted by the Commissioner or Additional Director

JOINT DIRECTOR (MHN)

1. He/She will work under the administrative control of the Commissioner and technical guidance and control of the Additional Director
2. He/She is responsible for implementing the Maternal Health & Nutrition Programmes in the State.
3. He/She will supervise and guide the districts in organizing the Maternal Health & Nutrition Programmes
4. He will discharge any other functions as entrusted by the Commissioner or Additional Director

JOINT DIRECTOR (PSSP)

1. He/She will work under the administrative control of the Commissioner and technical guidance and control of the Additional Director
2. He/She is responsible for implementing the Populization Stabilization, Special Programmes and ANM education in the State.
3. He/She will supervise and guide the districts in organizing the Populization Stabilization, Special Programmes and ANM education
4. He will discharge any other functions as entrusted by the Commissioner or Additional Director

STATE PROGRAMME MANAGER (NHM)

1. He/She will work under the administrative control of the Commissioner and technical guidance and control of the Additional Director
2. He/She is responsible for implementing the National Health Mission in the State.
3. He/She will supervise and guide the districts in organizing the National Health Mission
4. He will discharge any other functions as entrusted by the Commissioner

STATE PROGRAMME MANAGER (NUHM)

1. He/She will work under the administrative control of the Commissioner and technical guidance and control of the Additional Director
2. He/She is responsible for implementing the National Urban Health Mission in the State.
3. He/She will supervise and guide the districts in organizing the National Urban Health Mission
4. He will discharge any other functions as entrusted by the Commissioner

SPECIAL OFFICER (PNPP)

1. He/She will work under the administrative control of the Commissioner and technical guidance and control of the Additional Director
2. He/She is responsible for implementing the 108 & 104 Services and Family Welfare Establishment in the State.
3. He/She will supervise and guide the districts in organizing the 108 & 104 Services and Family Welfare Establishment
4. He will discharge any other functions as entrusted by the Commissioner

STATISTICAL OFFICER

1. He/She will work under the administrative control of the Commissioner and technical guidance and control of the Additional Director
2. He/She is responsible for collection, compilation and analyzing the data in the State.
3. He/She will supervise and guide the districts in collection, compilation and analyzing the data
4. He will discharge any other functions as entrusted by the Commissioner

ACCOUNTS OFFICER (FAMILY WELFARE) –1

1. He will work under the administrative control and guidance of the Commissioner family welfare.
2. He is responsible for the maintenance of the details of grants from the Government under various schemes under Family welfare, Child Survival and Safe Motherhood and Reproductive and Child health Programmes.
3. He will ensure allocation of funds as per budget to various districts separately under each head of account and as directed by the Commissioner.
4. He will maintain detailed information on the staff working in the head quarters and draw their salaries and other allowances as per eligibility and attendance and as per the instructions issued by the Commissioner.
5. He will attend to any such other duties as entrusted by the Commissioner and Additional Director, related to accounts, audit and budget for programme implementation.

COLD CHAIN OFFICER

1. He works under the administrative control of Commissioner and technical supervision and guidance of the Joint Director (CH&I)
2. He will ensure maintenance of required temperature for the vaccines supplied the production point to the immunization s t the village level.
3. Ensure maintenance of equipment supplied to keep the vaccines potency from the cold rooms or walk in coolers at the state and regional stores.
4. He will guide and supervise the maintenance of equipment, other units like, freezers, refrigerators cold boxes and vaccine carriers at sub-centres, Primary health centres, Community Health centres, and the district including maintenance of temperature charts.
5. He will arrange timely transport of vaccines received from the production units to the state and regional stores.
6. He will arrange for timely repairs of cold chain equipment supplied.
7. He will ensure that the vaccines under polio, measles, and BCG are maintained at –20 C at all levels.

8. He will guide and inspect to ensure minimum wastage of vaccines in use and to avoid using equipment for storage of food and water.
9. He will maintain record of the vaccine stocks received and distributed to the regional depots and constantly watch the cold chain sickness reports from the service centres and regional depots.
10. He will attend to such other duties as entrusted by the Joint Director (MCH) and Additional Director and Commissioner for the efficient maintenance of cold chain system.

PROGRAMME OFFICERS

1. He/She works under Administrative control and Technical guidance of respective Joint Director / State Programme Manager
2. He/She supervises and monitor the Programme to which He/She allotted.
3. He/She handhold the District Programme Officers in implementation of Programme

ADMINISTRATIVE OFFICERS / ASSISTANT ACCOUNTS OFFICER

1. He/She works under Administrative control and Technical guidance of respective Joint Director / State Programme Manager
2. He/She process the files and other documents as per the requirement of Programme Implementation.

CHAPTER 4
PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

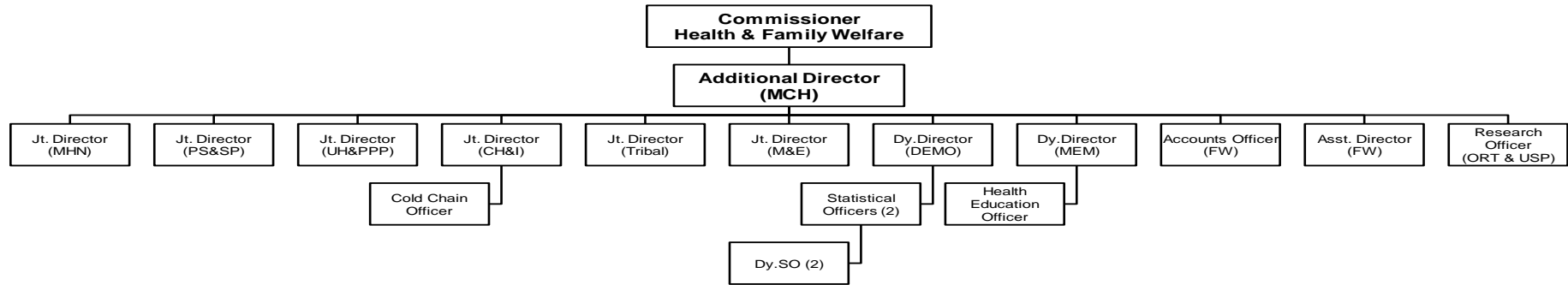
[Section 4(1)(b)(iii)]

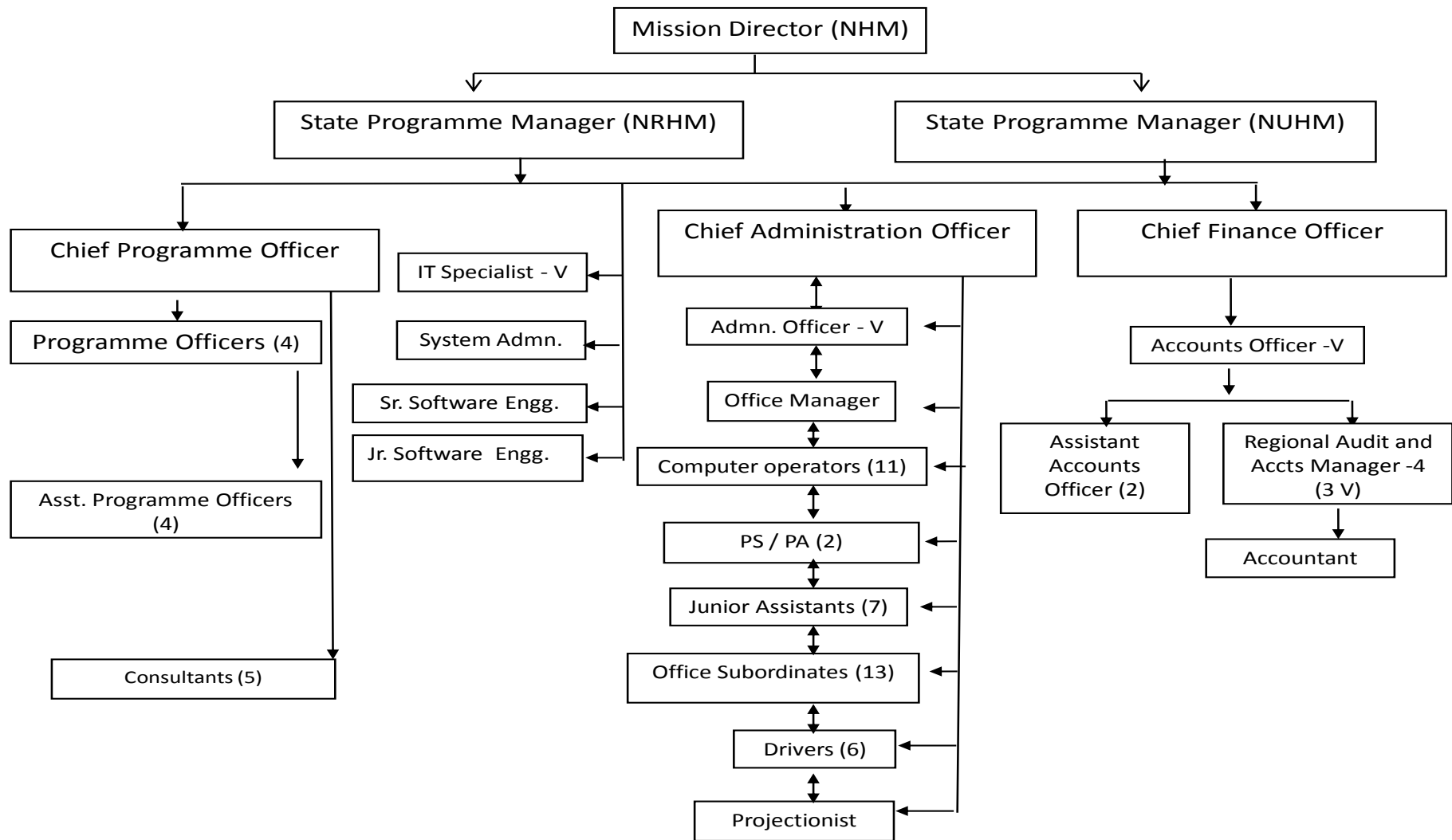
The procedure followed in decision-making by the public authority

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal-setting & Planning	For Strengthening of Health care services for reducing MMR & IMR, as envisaged under NRHM / RCH-II project and Family Welfare Program (GOI)	Addl. & CH&FW, Director (FW) & Jt. Directors	CH&FW
Budgeting	Budget is allocated to various heads under Plan & Non-Plan schemes to all the institutions for better health delivery care services	CH&FW, Addl. Dir.& AO (FW)	CH&FW
Formulation of programmes, schemes and projects	Schemes & projects pertaining to different institutions under GOI & GoAP norms	CH&FW, Addl.Dir. & JDs	CH&FW
Recruitment/ hiring of personnel	As per vacancy position, for smooth running of administration, the personal will be recruited either contract or permanently as per Govt. rules	CH&FW Addl.Dir. & AD (FW)	CH&FW
Release of funds	Funds will be released to Districts depending up on the requirement of the interventions	CH&FW Addl.Dir. & AO (FW)	CH&FW
Implementation/ delivery of service/ utilization of funds	The implementation of the different interventions will be through the DM&HO & the services will be delivered through the institutions and the delivery of services through Sub-Centres, PHC, CHCs & District Hospitals	CH&FW Addl.Dir. & JDs	CH&FW
Monitoring & evaluation	All the activities will be monitored through reporting formats	CH&FW, Addl. Dir., JD(FW) & DD (DEMO)	CH&FW
Gathering feedback from public	Information will be obtained from the public regarding utilization of health care services	DD (MEM), CH&FW, Addl.Dir	CH&FW
Undertaking improvements	Basing on the feedbacks, revised action plan will be prepared for improvement of the utilization of services	CH&FW Addl.Dir. & JDs	CH&FW

ORGANOGRAM IN DECISSION MAKING PROCESS

Organization Chart Commissionerate of Health & Family Welfare





CHAPTER 5
NORMS SET FOR THE DISCHARGE OF FUNCTIONS

[Section 4(1)(b)(iv)]

Details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Function/ Service	Norms/ Standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter, etc)
The copy of the citizen charter which provides the details of the norms / Standards set by the CH&FW is enclosed in Annexure.				

CITIZENS' CHARTER

1. Aim of Citizens Charter

The aim of the Citizen Charter is to improve the quality of the services of Maternal Care, Child Health Care and Family Welfare Services.

Services Delivered by the Department

- a) Maternal Care Services
- b) Child Health Care Services
- c) Reproductive Health & Other Services
- d) Implementation of Schemes

3. Our aim is to provide the following services

Name of Service	Time limit for service delivery at any Government facility
a) Maternal Care Services	
i) Communication campaigns for delayed age at marriage of girls (21 years)	Ongoing
ii) Services for ANC	
a. Early registration (within 12 weeks) of Ante-Natal Case (ANC)	2 hours
b. First three antenatal check-ups. 4th check-up during the month of expected date of delivery.	1 hour
c. At least one antenatal check-up by	1 hour

Name of Service	Time limit for service delivery at any Government facility
<p>Medical Officer during the pregnancy period.</p> <p>d. Recording of Height, Weight and Blood Pressure at the time of every antenatal check-up.</p> <p>e. Urine and Haemoglobin examination.</p> <p>f. T.T injections- 1st dose / 2nd dose / Booster dose.</p> <p>g. Prophylactic / therapeutic doses of Iron & Folic Acid tablets.</p>	<p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p>
<p>h. High-risk identification of ANC and referral to First Referral Hospital.</p>	<p>1 hour</p>
<p>i. Education on Health, Nutrition and Child Health Care.</p>	<p>1 hour</p>
<p>iii) Services for institutional delivery at PHC, secondary or tertiary hospital</p>	<p>2 hours</p>
<p>iv) Services for Post Natal Care</p>	<p>1 hour</p>
<p>a. 3 home-visits to check the mother & newborn baby</p>	
<p>b. Counselling mother/ family on low birth weight baby handling</p>	
<p>b) Child Health Care Services</p> <p>i) Immunization of children</p> <p>a. BCG</p> <p>b. OPV (each dose)</p> <p>c. DPT (each dose)</p> <p>d. Hepatitis-B</p> <p>e. Measles</p> <p>f. Vit. 'A' – 1st doses</p> <p>g. OPV – Booster dose</p> <p>h. DPT – Booster dose</p> <p>i. Vit. 'A' – (2 to 3 years)</p> <p> i. 2nd doses</p> <p> ii. 3rd doses</p> <p> iii. 4th doses</p> <p> iv. 5th doses</p> <p>j. DT – (5 years)</p> <p>k. TT – (10 years and 16 years)</p>	<p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p> <p>1 hour</p>
<p>ii) Counselling mothers and providing information on early detection & treatment of Acute Respiratory infections</p>	<p>On going</p>
<p>iii) Counselling mothers and providing information on home-based management of</p>	<p>On going</p>

Name of Service	Time limit for service delivery at any Government facility
diarrhoea & provision of ORS packets	
c) Reproductive Health & Other Services	
i) MTP services wherever rendered	24 hours
ii) IUD insertion / removal	2 hours
iii) Distribution of Oral Pills	1 hour
iv) Distribution of Free supply condoms iv) Sterilization operation a. Male (Vasectomy) b. Female (Tubectomy) v) Payment of compensation to Sterilization acceptor	4 hours 24 hours 24 hours
vi) Sterilisation Deaths – Ex-gratia payment	i) Rs.10,000 ex-gratia to be paid by DM&HO immediately as soon as the information reached to DM&HO ii) Quality Assurance Committee (QAC) report submission –within 15 days after sterilization death. iii) Rs.90,000 ex-gratia to be paid as soon as the QAC recommended for payment as laid down in G.O.Rt.No.100 dated 22.01.1999.
vii) Provision of complete course of treatment for Reproductive Tract Infection / Sexually Transmitted Infection	
viii) Counselling & communication provision on following issues a. Age at marriage b. Institutional delivery c. Neonatal Care d. Care for low birth-weight infants e. Complete immunisation for children f. Prevention & early detection & treatment of Acute Respiratory Infections among children g. Prevention & home-based care for handling diarrhoea among children h. Spacing	
i. Adopting small family norms j. Prevention & treatment of Reproductive Tract Infection & Sexually Transmitted	

Name of Service	Time limit for service delivery at any Government facility
Infections	
ix) Strengthening Janani teams and sub-centre, PHC advisory committees to ensure community participation in effective primary health care delivery	
d) Implementation of Schemes i) Aarogya Raksha scheme for family planning acceptors & their families: Issue of certificate ii) National Maternity Benefit Scheme iii) Sukhibhava scheme for institutional delivery	On the day of discharge from hospital 2 hours after processing Before discharge from hospital after delivery

CHAPTER 6
RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS,
FOR DISCHARGING FUNCTIONS

[Section 4(1)(b)(v) & (vi)]

6.1 List and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl. No.	Description	list of contents	Price of the publication if priced
Rules & Regulations			
1	Services & conduct rules of different staff & all Govt. codes & manuals	To make appointments, promotions & disciplinary actions	
Instructions			
1	All Govt. G.O.s issued by Govt. from time to time are made applicable	Delegation of powers to various District Medical & Health Officers	
Manuals			
1	Duties and responsibility of officers in FW department		
Records			
Publications			
1	By monthly FW magazine	Ongoing implementation of the activities on family welfare	Free supply

CHAPTER 7

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

[Section 4(1)(b)(vii)]

7.1 Information about the official documents held by the public authority or under its control.

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by/ under the control of whom)
1	Orders, Instructions, Guidelines with respective Maternal Health and Nutrition Programme	As per the content of document	Joint Director (MHN), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
2	Orders, Instructions, Guidelines with respective Child Health & Immunization Programme	As per the content of document	Joint Director (CHI), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
3	Orders, Instructions, Guidelines with respective Population Stabilization and Special Programme	As per the content of document	Joint Director (PSSP), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
4	Orders, Instructions, Guidelines with respective ANM Examinations Programme	As per the content of document	Joint Director (PSSP), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
5	Orders, Instructions, Guidelines with respective National Rural Health Mission	As per the content of document	State Programme Manager, NHM, O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
6	Orders, Instructions, Guidelines with respective National Urban Health Mission	As per the content of document	SPM (NUHM), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
7	Orders, Instructions, Guidelines with respective 108 & 104 Services	As per the content of document	Special Officer (PNPP), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
8	Orders, Instructions, Guidelines with	As per the content of document	Programme Officer (Tribal Health), O/o

	respective Tribal Health Programme		CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
9	Orders, Instructions, Guidelines with respective Demography and other Statistical Information with respective Reproductive and Child Health Programme	As per the content of document	Statistical Officer , O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
10	Orders, Instructions, Guidelines with respective Family Welfare Accounts	As per the content of document	Accounts Officer (FW), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad
11	Orders, Instructions, Guidelines with respective PCPNDTT Act Implementation	As per the content of document	Additional Director (MHN), O/o CH&FW, A.P., Sulthan Bazaar, Koti, Hyderabad

CHAPTER 8

ARRANGEMENT FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF

[Section 4(1)(b)(viii)]

- 8.1 Description on arrangements by the public authority to seek consultation/ participation of public or its representatives for formulation and implementation of policies.

Sl. No.	Function/ Service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1.	-	Nil	-

CHAPTER 9
BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES
CONSTITUTED AS PART OF PUBLIC AUTHORITY
[Section 4(1)(b) (viii)]

9.1 Information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its meetings open to Public/ Minutes of its meetings accessible for Public
State Health and Family Welfare Society	As per Government Orders	Monitor the National Health Mission and other Health activities	Yes
State Supervisions Board for PC PNDT Act	As per Government Orders	Monitor implementation of PC PNDT Act in the State	Yes
Executive Council for 108 Services	As per Government Orders	Monitor the 108 Services	Yes
Board of Examinations, MPHW (Female) Training Course	As per Government Orders	Conduct of MPHW (F) Examinations, declaration of results, issue of Certificates	Yes

9.2 If minutes of meetings are accessible to public, description of the procedure as to how to access the minutes: contact point, hours of access, fee structure/cost of success and officer to be contacted.

CHAPTER 10
DIRECTORY OF OFFICERS AND EMPLOYEES
[Section 4(1)(b)(ix)]

10.1 Information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

Sl. No.	Name of the Employee	Designation	Office Address and Telephone Number	Residential Address and Telephone Number
1	Lav Agarwal	Commissioner of Health and Family Welfare		
2	Dr.K. Sudhakar Babu	Additional Director		
3	Dr.Uma Maheswari	Joint Director(PS&SP, FW & School Health)		
4	Dr.J.V.V.R.K.Prasad	Joint Director (CHI)		
5	Dr.Aruna Devi	Joint Director (UH) .		
6	Dr.Padmavathi	Joint Director (MHN).		
7	Dr.Rajendra Prasad	Joint Director (Tribal Health & Training)		
8	Vacant	RO(ORT)		
9	Smt N.Krishna Veni	Demography, Statistical Officer		
10	K.Apparao	Deputy Director (Admn) & MEM I/c		
11	N.Srinivasulu	Accounts Officer		
12	U.Srinivas	Asst. Accounts Officer		
13	Y.Suresh Babu	Asst. Accounts Officer		
14	B.P.Ananda Kumar	Statistical Officer		
15	G.Devanandam	Cold Chain Officer		
16	G.Uma Devi	Administrative Officer		
17	A. Shankar Rao	Administrative Officer		
18	N.Ratna Kumar	Office superintendent		
19	B.Timmappa	Office superintendent		
20	B.Venugopal	Office superintendent		
21	K.B.V.S.Sharma	Senior Asst.		
22	B.Anthony Gomez	Senior Assistant		
23	J.Sangeetha	Senior Assistant		
24	M.Rajeshwaramma	Senior Assistant		
25	P.Ravindranath	Senior Assistant		
26	S.Jaya Surya	Senior Assistant		
27	M..K.Vamshi Ram Mohan	Senior Assistant		

Sl. No.	Name of the Employee	Designation	Office Address and Telephone Number	Residential Address and Telephone Number
28	M.Ravi	Senior Assistant		
29	N.Shukur	Senior Assistant		
30	P.Jhansi Laxmi Bai	Senior Assistant		
31	I.L.N.Siva Sabarish	Senior Assistant		
32	B.Venkateswaralu	Senior Assistant		
33	Khadeer Alikhan	Record Asst.		
34	S.Mallesh	Record Asst.		
35	V.Ramesh	Attender		
36	DVSS Pavan Kumar	LD Computer (on deputation)		
37	Raghuveer Singh	Junior Assistant		
38	Mallikarjun	ASO		
39	G.Krupa Deena	Special Category Steno		
40	M.Pasha	Junior Asst. (out sourcing)		
41	P.Bala Tripura Sundari	DEO (out sourcing)		
42	K.Tirupathi rao	Librarian (out sourcing)		
43	N.Satyanarayana	Junior Asst. (out sourcing)		
44	M.Siva Prasad	Computer Operator (out sourcing)		
45	M.Naresh Kumar	Compute Operator (out sourcing)		
46	Haritha	DEO (out sourcing)		
47	Ravi Naik	DEO (out sourcing)		
48	K.Ashok Kumar	Junior Asst. (out sourcing)		
49	R.Suresh	Office Subordinate		
50	G.Chandar	Office Subordinate		
51	Sanjeeda Begum	Office Subordinate		
52	P.Narayana	Packer		
53	S.Lakshman	Office Subordinate (deputation)		
54	M.D.Ahamad	Driver (out sourcing)		
55	V.Rambabu	Driver (out sourcing)		

CHAPTER 11
MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES,
INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED
IN REGULATIONS
[Section 4(1)(b)(x)]

11.1 Information on remuneration and compensation structure for officers and employees in the following format:

Sl. No.	Name of the Employee	Designation	Remuneration
1	Lav Agarwal	Commissioner of Health and Family Welfare	81544
2	Dr.K. Sudhakar Babu	Additional Director	133554
3	Dr.Uma Maheswari	Joint Director(PS&SP, FW & School Health)	129854
4	Dr.Padmavathi	Joint Director (MHN).	129854
5	Dr.Rajendra Prasad	Joint Director (Tribal Health & Training)	106000
6	Vacant	RO(ORT)	
7	Smt N.Krishna Veni	Demography, Statistical Officer	60658
8	K.Apparao	Deputy Director (Admn) & MEM I/c	57605
9	N.Srinivasulu	Accounts Officer	50471
10	U.Srinivas	Asst. Accounts Officer	48983
11	Y.Suresh Babu	Asst. Accounts Officer	50481
12	B.P.Ananda Kumar	Statistical Officer	53242
13	G.Devanandam	Cold Chain Officer	65591
14	G.Uma Devi	Administrative Officer	48983
15	A. Shankar Rao	Administrative Officer	48983
16	N.Ratna Kumar	Office superintendent	36319
17	B.Timmappa	Office superintendent	50531
18	B.Venugopal	Office superintendent	49132
19	K.B.V.S.Sharma	Senior Asst.	53242
20	B.Anthony Gomez	Senior Assistant	34269
21	J.Sangeetha	Senior Assistant	24600
22	M.Rajeshwaramma	Senior Assistant	47813
23	P.Ravindranath	Senior Assistant	34269
24	S.Jaya Surya	Senior Assistant	38286
25	M..K.Vamshi Ram Mohan	Senior Assistant	33353
26	M.Ravi	Senior Assistant	59132
27	N.Shukur	Senior Assistant	37229
28	P.Jhansi Laxmi Bai	Senior Assistant	42752
29	I.L.N.Siva Sabarish	Senior Assistant	29780
30	B.Venkateswaralu	Senior Assistant	54645
31	Khadeer Alikhan	Record Asst.	28934
32	S.Mallesh	Record Asst.	28158
33	V.Ramesh	Attender	18381
34	DVSS Pavan Kumar	LD Computer (on deputation)	27500

Sl. No.	Name of the Employee	Designation	Remuneration
35	Raghhuveer Singh	Junior Assistant	8440
36	G.Krupa Deena	Special Category Steno	37413
37	M.Pasha	Junior Asst.(out sourcing)	8400
38	M.Naresh Kumar	Computer Operator (out sourcing)	9500
39	N.Haritha	DEO (out sourcing)	12500
40	Ravi Naik	DEO (out sourcing)	9500
41	R.Suresh	Office Subordinate	18381
42	G.Chandar	Office Subordinate	23179
43	Sanjeeda Begum	Office Subordinate	23179
44	P.Narayana	Packer	45273
45	M.D.Ahamad	Driver (out sourcing)	8000
46	V.Rambabu	Driver (out sourcing)	8000

Government Employees

Sl. No.	Name of the Officer	Designation	Gross
1	Sri. G Vasudeva Rao	SPM - NHM	117641
2	Sri. S Rama Sundar Reddy	CAO - NHM	73326
3	Smt. K. Aruna Devi	SPM - NUHM	114781
4	Dr. Sanjami Verma	PO (ARSH&MH)	109583
5	Dr. J V V R K Prasad	SO (M&CH)	125129
6	Sri. P. Satyanarayana	AAO - NHM	75508
7	Smt. P. Naga Rajeswari	AAM - NHM	61929
8	Sri. N. Sivaiah	O.S - NHM	91700
9	Dr. D. Mohan Krishna	PO - NHM	165615
10	Dr. S. Padmaja	PO - NHM	157973
11	Dr. Ch. Aruna Kumar	APO - NHM	117930
12	Dr. D. Swarna Kumari	APO - NHM	119716
13	Dr. P. Jayamanori	APO - NHM	26205
14	Dr. A. E. Florence	APO - NHM	392509

Contractual Employees

Sl. No.	Name of the Officer	Designation	Gross
1	Sri. D. N. Murthy	Consultant, RBSK	57000
2	Smt. K. Suhasini Devi	Consultant (ARSH/AHP)	57000
3	Smt. K. Kiranmayi Sai Jyothi	Consultant (COS) - NUHM	52000
4	Sri. Sashi Bhusana Rao	Consultant Monitoring - NUHM	42000
5	Sri. Parasa Prurushottam	Consultant Monitoring - NUHM	42000
6	Sri. G. Krishnamurthy	Financial Advisor	50000
7	Sri. Rajagopalachary	Asst. to Financial Advisor	17000

8	Dr. M.A. Rasheed	PO – NUHM	62000
9	Sri. B G Prakash Rao	PO (Planning) - NUHM	62000
10	Sri. Kailam Muniswara	PO (ME&MIS) - NUHM	32000
11	Dr. Vasu Prakash	P.O (FBNC)	40000
12	T Jyotsna	P.O (QA&QC)	40000

Sl. No.		Name of the Officer	Designation	Gross
1	SPMU Staff	J Phaneendra Kumar	RAAM	25000
2	SPMU Staff	Garimella Raja	AAM	16500
3	SPMU Staff	Kancharla Mukharjee	Accountant	20000
4	SPMU Staff	Shaik Aleem	System Adimnistrator	30000
5	SPMU Staff	J V R S Kumar	Sr. Software Engineer	25000
6	SPMU Staff	A G N H Sudharkar	Jr. P	15000
7	SPMU Staff	V Sridhar	PS to MD	20000
8	SPMU Staff	K Pavani	PS to CHFW	30000
9	SPMU Staff	Bharathi Gilakala	APO	26250
10	SPMU Staff	N Harithi	Com.Asst.	12600
11	SPMU Staff	Chinta Sai Prasad	DEO	9500
12	SPMU Staff	P B Tripura Sundari	Com.Asst.	10500
13	SPMU Staff	A Jagan Kumar	DEO	9500
14	SPMU Staff	A Hari Krishna Raju	Xerox Oper.	7700
15	SPMU Staff	Boddupalli Jayanthi	Computer Operator	9500
16	SPMU Staff	P N K Suguna Kumari	Jr.Assist.	8400
17	SPMU Staff	Shaik Jawahar Pasha	Jr. Assist.	8400
18	SPMU Staff	T Ramesh Srinivas	Jr. Assist.	8400
19	SPMU Staff	K Bhagyavathi	Jr. Assist.	8400
20	SPMU Staff	D Bramaramba	Secretarial Staff	8800
21	SPMU Staff	K Siva Shanker Chary	Jr. Assist.	8400
22	SPMU Staff	Kolli Tirupathi Rao	Librarian	10500
23	SPMU Staff	Kalali Venkatesh	OS	6700
24	SPMU Staff	P Narasimha Chary	OS / Rtd.	6700
25	SPMU Staff	Kota Nagi Reddy	OS	6700
26	SPMU Staff	B Narasinga Rao	OS	6700
27	SPMU Staff	Kamati Nityam	OS	6700
28	SPMU Staff	P Ashok	OS	6700
29	SPMU Staff	Md. Naimathullah	OS / Rtd.	6700
30	SPMU Staff	Sumathi Burra	OS	6700
31	SPMU Staff	P Satish Kumar	OS	6700
32	SPMU Staff	D Vasanth Kumar	OS	6700
33	SPMU Staff	K Narendra Goud	Driver	8000
34	SPMU Staff	N Shekar	Driver	8000
35	SPMU Staff	B Badrinarayana	Driver	8000
36	SPMU Staff	V Raju	Driver	8000
37	SPMU Staff	Ch Ravinder	Driver	8000
38	SPMU Staff	K Srinivas	Driver	8000
39	SPMU Staff	S Nagaraju Sarma	Projecticnist	10500
40	SPMU Staff	M V Jaya Rao	VLM / Rtd.	20000

Sl. No.		Name of the Officer	Designation	Gross
41	SPMU Staff	P Vinay Kumar	IT Specialist (MCTS)	35000
42	SPMU Staff	K V S Rama Krishna	RAAM	25000
43	SPMU Staff	K L Prasanna Kumar	IT Specialist	25000
44	SPMU Staff	Sharan Alda	IT Specialist	25000
45	SPMU Staff	D Hari Krishna	DEO RBSK	9500
46	SPMU Staff	B Jaynathi	DEO RBSK	9500
47	SPMU Staff	P S Sudhakar	Jr. Assist./ Rtd.	8400
48	SPMU Staff	K Raj Kiran	DEO	9500
49	SPMU Staff	M Sridhar Babu	DEO	9500
50	SPMU Staff	B Vamsi Krishna	MSW	9000
51	SPMU Staff	P Sanbha Raju	MSW	9000

CHAPTER 12

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS, ETC. [Section 4(1)(b)(xi)]

12.1 Information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

(Rupees in thousands)

Sl. No.	Name of the Agency	Name of the Scheme	Proposed Expenditure for the year 2015-16	Expected Outcomes	Report on disbursement made are where such details are available
1	2	3	4	5	6
1	CH&FW	SH(04) State Population Policy	4130	The fund is meant for ensuring quality care in FW Camps and improve infrastructural facilities in FW Centres. Innovative techniques i.e. No Scalpal Vasectomy, DPL surgeries are supported under the scheme.	goir.ap.gov.in and treasury.ap.gov.in
2	CH&FW	SH(04) Family Welfare Centres	81500	This is a salary scheme meant for the staff working in 305 Rural Family Welfare Centres. Proposal is based on the actual expenditure booked under this head. An increase of 25% on salaries is also proposed in view of PRC and related benefits to the employees.	goir.ap.gov.in and treasury.ap.gov.in
3	CH&FW	SH(04) Ex-gratia Assistance in Cases of Fatality / complication due to Vasectomy / Tubectomy and I.U.D. Insertions	10000	The Govt. have been providing compensation for loss of wages to the BPL FP acceptors @ Rs.280/- for Tubectomy and Rs.350/- for Vasectomy operation. Every year 7.0 lakh operations are conducting in the State.	goir.ap.gov.in and treasury.ap.gov.in
4	CH&FW	SH(04) Transport	2500	Maintnence of 398 Motor vechles by SHTO/ATOs and POL	goir.ap.gov.in and treasury.ap.gov.in
5	CH&FW	SH(14) Sukhibhava	38600	To encourage institutional deliveries and to decrease IMR & MMR, an amount of Rs.300/- per BPL rural women who comes for delivery to the Govt. Institution will be paid to meet the conveyance and other expenses.	goir.ap.gov.in and treasury.ap.gov.in
6	CH&FW	SH(05) Sukhibhava (SCP)	5670		goir.ap.gov.in and treasury.ap.gov.in
7	CH&FW	SH(05) Sukhibhava (TSP)	2310		goir.ap.gov.in and treasury.ap.gov.in

8	CH&FW	SH(05) Area Project / IPP.VI	14847	This is a salary scheme meant for the staff working in 13 PO (DTTs) and 3 Principals of RTC (F). Proposal is based on the actual expenditure booked under this head. There are vehicles in 3 RTCs & PO, DTTs hence the provision is needed for POL and Maintenance. An increase of 25% on salaries is also proposed in view of PRC and related benefits to the employees.	goir.ap.gov.in and treasury.ap.gov.in
9	CH&FW	SH(06) Employment of ANMs	57610	This is a salary scheme meant for the 823 contractual ANMs working in Sub Centres under ECSIP. The remuneration is increased to Rs.10,000/- p.m. as per GO.Rt.No.1188 HM/&FW(K2) dept. dated: 28.06.2011.	goir.ap.gov.in and treasury.ap.gov.in
10	CH&FW	SH(06) Indian Institute of H&FW under IPP-VI	100	Before bifurcation of the State the BE provision is Rs.14000 thousands for Grant in Aid and Other Grant in Aid. So a provision of Rs.8164 thousands is Estimated @58.32%.	goir.ap.gov.in and treasury.ap.gov.in
11	CH&FW	SH(07) Post Partum Schemes/Taluk Hospitals	32645	This is a salary scheme meant for the staff working in 34 Post Partum Units functioning at Taluk level. Proposal is based on the actual expenditure booked under this head. An increase of 25% on salaries is also proposed in view of PRC and related benefits to the employees.	goir.ap.gov.in and treasury.ap.gov.in
12	CH&FW	SH(05) PP Scheme - District / Teaching Hospital	15450	This is a salary scheme meant for the staff working in 13 Post Partum Units functioning at Dist / Teaching Hospital level. Proposal is based on the actual expenditure booked under this head. An increase of 25% on salaries is also proposed in view of PRC and related benefits to the employees.	goir.ap.gov.in and treasury.ap.gov.in
13	CH&FW	SH(11) RCH-II Programme - Rural Emergency Health Transport Scheme	274596		goir.ap.gov.in and treasury.ap.gov.in
14	CH&FW	SH(11) RCH-II Programme - Rural Emergency Health Transport Scheme (SCP)	75115	No Ambulance is specifically allotted for SCSP and hence no allocation is proposed	goir.ap.gov.in and treasury.ap.gov.in
15	CH&FW	SH(11) RCH-II Programme - Rural Emergency Health Transport Scheme (TSP)	51004		goir.ap.gov.in and treasury.ap.gov.in

16	CH&FW	SH(12) Health Information Help Line	5000		goir.ap.gov.in and treasury.ap.gov.in
17	CH&FW	SH(13) Operational Cost of Fixed Day Health Services (FDHS)	200000	No MHU is specially allocated for SCSP and hence no allocation	goir.ap.gov.in and treasury.ap.gov.in
18	CH&FW	SH(13) Operational Cost of Fixed Day Health Services (FDHS) (789 SCP)	71472		goir.ap.gov.in and treasury.ap.gov.in
19	CH&FW	SH(13) Operational Cost of Fixed Day Health Services (FDHS) (TSP)	44681		goir.ap.gov.in and treasury.ap.gov.in
20	CH&FW	SH(05) National Health Mission	11577252	As per the estimation given by the MD NHM an amount of Rs. 1093.00 Cr. is proposed (RMNCH+A, NUHM, Communicable Diseases and Non Communicable diseases and 25% State Govt Share). Proposal for Salaries estimated to Rs.348 Cr. under this head is based on the actual expenditure booked under various CSS heads now merged in to Centrally Assisted State Plan Schemes from the financial year 2014-15. An increase of 25% on salaries is also proposed in view of PRC and related benefits to the employees. Further an amount of Rs.5.00 cr also Estimated for releasing grant to 7 vol.organisations previously under CSS.	goir.ap.gov.in and treasury.ap.gov.in
21	CH&FW	SH(05) National Health Mission (SCP)	1120743		goir.ap.gov.in and treasury.ap.gov.in
22	CH&FW	SH(05) National Health Mission (TSP)	802005		goir.ap.gov.in and treasury.ap.gov.in
23	CH&FW	SH(33) - Buildings of Family Welfare	10000	The building maintenance requirement for about 2450 Sub-centres, 3 RTC (M), 3 RTC (F), 3 MPHWS (M), 4 MPHWS (F) Training Schools with Govt. buildings.	goir.ap.gov.in and treasury.ap.gov.in

CHAPTER 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

[Section 4(1)(b)(xii)]

13.1 Description of activities/programmes/schemes being implemented by the public authority for which subsidy is provided

13.2 Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
NOT APPLICABLE			

13.3 Description of the manner of execution of the subsidy programmes

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement Procedure
NOT APPLICABLE			

CHAPTER 14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY [Section 4(1)(b)(xiii)]

14.1 Names and addresses of recipients of benefits under each programme/scheme separately in the following format.

Institutional Beneficiaries

Name of programme/scheme:				
Sl. No.	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & designation of granting authority
	NOT APPLICABLE			

Name of programme/scheme:				
Sl. No.	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & designation of granting authority
	NOT APPLICABLE			

Individual Beneficiaries

Name of programme/scheme:				
Sl. No.	Name & address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & designation of granting authority
	NOT APPLICABLE			

Name of programme/scheme:				
Sl. No.	Name & address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & designation of granting authority
	NOT APPLICABLE			

CHAPTER 15
INFORMATION AVAILABLE IN ELECTRONIC FORM
[Section 4(1)(b)(xiv)]

- 15.1 Details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet, etc)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom?)
Website	cfw.ap.nic.in	About Programmes, Achievements,	Deputy Director (Admn)

- 15.2 Description of particulars facilities available to citizens for obtaining information including the working hours of a library or information centre or reading room maintained for public use where information relating to the department or records/ documents are made available to the public.

Nill

CHAPTER 16
PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS
FOR OBTAINING INFORMATION
[Section 4(1)(b)(xv)]

16.1 Description of the particulars of information dissemination mechanisms in place/ facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name, etc.)	Details of Information made available
Notice Board	Commissioner of Health and Family Welfare – Establishment Section	Tenders, Recruitment, Advertisements, Programme related information
Newspaper Reports	Library / MEM Section	Press clippings
Public Announcements	Conference Hall	Meetings
Information Counter	Planning/MEM Section	
Publications	Library	Magazines, Journals, Books
Office Library	Library	Magazines, Journals, Books
Websites	Computer Centre	
Other Facilities (Name)		

CHAPTER 17

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS [Section 4(1)(b)(xvi)]

17.1 Contact Information about the Public Information Officers and Assistant Public Information Officers designated for various offices/administrative units and Appellate Authority/Officer(s) for the public authority in the following format.

Public Information Officer(s)

Sl. No.	Name of the office/ administrative unit	Name & designation of PIO	Office Tel: Residence Tel: Fax:	Email
1.	Commissioner of Health and Family Welfare, A.P., Hyderabad.	K.Apparao Deputy Director (FW)	Off: 040-24606373 Fax: 040-24652267 Cell N.9885004499 Res:	cfwhyd@yahoo.com

Assistant Public Information Officer

Sl. No.	Name of the office/ administrative unit	Name & designation of APIO	Office Tel: Residence Tel: Fax:	Email
1.	Commissioner of Health & Family Welfare, A.P., Hyderabad.	Y. Suresh Babu, Assistant Accounts Officer	Off: 040-24653771 Cell No: Res:	cfwhyd@yahoo.com

Appellate Authority

Sl. No	Name, designation & address of Appellate Authority	Jurisdiction of Appellate Officer (offices/ administrative units of the authority)	Office Tel: Residence Tel: Fax:	Email
1.	Sri Lav Agarwal, IAS., Commissioner of Health & Family Welfare	O/o Commissioner of Health & Family Welfare and entire State of Andhra Pradesh for Family Welfare Programmes	Off: 040-24650365 / 040-24653771 Fax: 040-24652267 Cell No. Res:	cfwhyd@yahoo.com

CHAPTER 18
OTHER USEFUL INFORMATION
[Section 4(1)(b)(xvii)]

- 18.1 Any other information or details of publications which are relevance or of use to the citizens
1. IEC material related to the different interventions
- 18.2 Information of the department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.
1. Information on the implementation of different interventions under NRHM / RCH-II Project like Janani Suraksha Yojana, ASHA Scheme, CEMONC Centres, Blood Bank & Blood Storage Centres, Urban Health Centres, Tribal Health (Shandy Clinics) and Family Welfare Program: Physical Performance on Sterilizations, Spacing methods, Institutional Delivery, etc.

Place:
Date:

Name and Designation of the Officer:
Sri Lav Agarwal, IAS,
Commissioner of Health and F.W
Department: Family Welfare Department
(HM&FW Department)

Note: Information provided in these chapters should be updated from time to time and revised date should be mentioned.