

Maintenance of Seventeenth Manual for the Office Establishment of CDMO Gajapati under section 4 (i) of RTI Act-2005.

1. (b) (i) Particulars of organization, functions and duties (ii) powers and duties of its officers and employees.

The O/o. CDMO Gajapati organized consequent of declaration of Gajapati district in the year 1992. it has been organized the O/o. CDMO Gajapati with post of CDMO and his officials, wing officers like A.D.M.O. (Med.), A.D.M.O. (PH), A.D.M.O. (FW/Immu.) and are coming under the control of CDMO Gajapati. Besides there are 7 block level PHCs where the M.O. I/c. are head of institutions and are answerable to CDMO Gajapati for all kinds of Health & FW activities. At present the following officers and health institutions are functioning under the control of CDMO Gajapati.

Name of the Office	Designation	Duties & Responsibilities
O/o. CDMO Gajapati	CDMO	He is overall responsibility for health activities in the district and as a district administrator.
Medical wing	A.D.M.O. (Med.)	Suptd. of District Head Quarter Hospital, Paralakhemundi as administrator, responsibility for smooth management of Dist. Head Quarter Hospital. Custodian of aspect of clinical establishment and as DDO.
Public Health Wing	A.D.M.O. (PH)	A.D.M.O. (PH) is responsible for smooth implementation of National Vector Borne Disease Control Programme (NVBDCP) (i.e. Malaria, Filaria, Leprosy Programme) control of epidemic, AIDs control programme, IDSP, Registration of Births & Deaths in the district and look to the day to day management of the works of CDMO and as a DDO for the staff of public health wing.
Family Welfare & Immunization	A.D.M.O. (FW/Immu.)	A.D.M.O. (FW/Immu.) is responsible to look after implementation of FW & MCH activities i.e. immunization, RCH programme, Jeannie Surakhya Yojana, Adolescent Girls Health education, Family Health Surveillance, sterilization Operation, check up of Pregnant women in time, maintenance of Dist. F.W. store, Dist. Vaccine store and look to the day to day management of the works of CDMO.
District TB Unit	DTO	He is responsible for implementation and achievement of RNTCP activities in Gajapati district
Dist. Blindness Control Society	DPM, DBCS	DPM, DBCS is responsible for implementation of programme on blindness control programme like cataract operation, school eye screening and campaigning for donate of eye for blind peoples.
Leprosy Eradication Unit	M.O. LEU	Leprosy eradication unit has been functioning since before the creation of Gajapati district and the M.O. I/c. (LEU) is overall responsible for health activities related to Leprosy.
Municipality	Health Officer Municipality, Paralakhemundi	Duties and responsibilities of Health officer is only for Municipality, Paralakhemundi and he is solely responsible for regular sanitation and cleanness maintaining the procedure of Bio Medical Waste Management with in the jurisdiction of Paralakhemundi Municipality.

DPMU	DPM, NRHM	DPM, Gajapati is responsible for preparation of action plan & implementation of all health activities and answerable for all programme under NRHM.
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Other Offices

PHC Gumma	Medical Officer I/c.	Responsible for Block level health activities at Gumma Block. DDO for PHC Gumma.
CHC Kashinagar	Medical Officer I/c.	Responsible for Block level health activities at Kashinagar Block. DDO for CHC Kashinagar.
PHC Gurandi	Medical Officer I/c.	Responsible for Block level health activities at Gosani Block. DDO for PHC Gurandi
PHC Rayagada	Medical Officer I/c.	Responsible for Block level health activities at Rayagada Block. DDO for PHC Rayagada.
UGPHC B.K. Pada	Medical Officer I/c.	Responsible for Block level health activities at Nuagada Block. DDO for UGPHC B.K. Pada.
CHC R. Udayagiri	Medical Officer I/c.	Responsible for Block level health activities at R. Udayagiri Block. DDO for R. Udayagiri.
CHC Mohana	Medical Officer I/c.	Responsible for Block level health activities at Mohana Block. DDO for CHC Mohana.

3. The procedures followed in the decision making process, including channels of supervision and accountability.

- As per Govt. guidelines, observing the rules & regulations of record manual, Orissa service Code, CCA, OGFR, Pension Rules etc.

- **Channels supervision**

1. Through wing officers.
2. Through different Programme Officers.

4. Norms set it for the discharge of its functions.

Norms are prescribed by the Government from time to time.

5. The rules, regulations, instructions, manuals and records, held by it or under it's control or used by it's employees for discharging it's function.

Rules, Regulations, instructions, manuals and records are discharging by the employees as instructed from Health department, Govt. of Orissa.

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

The following categories of documents are maintained by this office.

- a. Documents of Health category.
- b. Service book of Head quarter staff and all block level Medical Officer I/c.
- c. Documents on appointment of the staff for whom CDMO, Gajapati is the appointment authority.
- d. Proceedings of the meetings.

7. The particulars of any arrangement that exists for consultations with, or responsibility by, the members of the public in relation to the formulation of its policy or implementation thereof.

- i. Medical Officer I/c. at block level.
- ii. SDMOs at Sub. Divisional level.
- iii. All wing Officers/ Programme Officers and CDMO at dist. Level.
- iv. Members Secretaries in all Health Institutions.
- v. Member Secretary of Zilla Swasthya Samiti.

8. a statement of Boards, councils, Committees and other bodies consisting of two or more persons constituted as it's part for the purpose of it's advice, and as to whether meetings of these boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public.

The following boards and committees are functioning in the office of the CDMO Gajapati.

- i. Selection committee
- ii. Medical Board for Handicaps.
- iii. Governing Body meeting RKS (quarterly) at DHH, Block & PHC(N) level.
- iv. Executive Body meeting RKS (Monthly) at DHH, Block & PHC(N) level.
- v. Purchase Committee
- vi. Governing Body (ZSS)
- vii. Executive Body (ZSS)
- viii. Dist. Selection committee for appointment of dist. Cadre post.

8. A directory of it's officers and employees ;

Sl. No.	Name of the Employee	Designation	Contact Number
1.	Dr. V. Nageswar Patro	CDMO	06815-222205
2.	Dr. M. Dei	A.D.M.O. (PH)	06815-223834
3.	Dr. S.Ch.M Mahapatro	A.D.M.O. (Med.) I/c.	06815-222222
4.	Dr. S.Ch.M. Mahapatro	A.D.M.O. (FW) I/c.	06815-224568
5.	Dr. N.M. Jena	DPM, DBCS	
6.	Dr. N. Ravi Babu	DTO	06815-224721
7.	Dr. R. K. Sahu	SMO, District Warehouse	06815-224081
8.	Mr. Santosh Kumar Satpathy	DPM, NRHM	06815-223566
9.	Mr. P.K. Mohanty	Head Clerk I/c.	06815-222205
10.	Mr. N.M. Rath	DAM, NRHM, all Accounts	06815-223566
11.	Mr. L.N. Mahapatra	DHIO, NRHM	06815-223566
12.	Mr. Bhaskar Padhy	Steno, Handicap file	
13.	Mr. A.K. Tripathy	SA, all trainings	
14.	Mr. P.K. Nanda	Food Inspector, Food License.	
15..	Mr. S. Behera	Sr. Clerk, Gazz. Accounts, SN, EC-I	
16.	Mr. D.V. Rao	Sr. Clerk, accounts of IDSP, Mal, AIDS.	
17.	Mr. D.P. Mishra	Sr. Clerk, FW Acct.	
18.	Mr. K.S.K. Subudhi	Sr. Clerk, Dev.-I, H.W. (F)	
19.	Mr. S.K. Panigrahi	Jr. Clerk, Acct. PH wing., LT, CI – IV & Driver estt.	
20.	Mr. K.P. Patanaik	Jr. Clerk, Estt. Pharmacist, LHV, SI, BEE	

21.	Mr. Jagadish Patanaik	Jr. Clerk, Accts. Of DBCS, TB, Est. of IDSP, Assembly file, Stationery, CMRF, DFID, PNDD, Fake Medicine.	
22.	Mr. P.V. Ramana Rao	Jr. Clerk, Acct. of ZSS, Est. H.W. (M)., Green Card.	
23.	Mr. R. Ch. Panigrahi	Jr. Clerk, Estt. of DHH, Medico legal cases.	
24.	Mr. P.K. Nayak	H.W. (M), Malaria Programme	
25.	Mr. R. K. Naidu	H.W. (M), AIDS programme.	
26.	Mr. H.R. K. Choudhury	SI, Reports of Malaria	
27.	Mr. Jagadish Sahu	V.S. Clerk, Death & Birth registration & issue of certificates.	
28.	Mr. Sanjaya Kumar Das	DEO	
29.	Mr. Umakanta Tripathy	Data Manager IDSP	
30.	Smt. K.V. Saraswati	Central Store Pharmacist, receive & distribution of Medicines & Equipments.	
31.	Mr. Gangadhar Acharya	Block Acct. –cum- Data Asst. (JSY, RKS)	

10. **The monthly remuneration received by each of it's officers and employees, including the system of compensation as provided in it's regulation.**

***** All accountants and DAM to comply*****

11) **The budget allocated to each of it's agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.**

***** All accountants to comply – salary of all staff *****

12) **The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

- i. JSY programme
- ii. Sterilisation operation programme.
- iii. Mosquito nets.
- iv. Free medicines to BPL card holders (Upto Rs. 1000/- per patient) from the medicine Bank.
- v. Free medicines to the IPD/OPD patients in the hospital.
- vi. Free health services to the patients.
- vii. Free pathological investigations of the BPL card holders.
- viii. Free blood slide examinations of malaria patients.

13) **Particulars of recipients of concessions, permits or authorizations granted by it.**

- i. Food license is permitted to those having required parameters for opening up hotels/ manufacturing industries / grocery shops.

- ii. Green cards.

14) At present the details of the followings are available in electronic forms.

- i. Details of the central store
- ii. NRHM data
- iii. Differently abled certificates data for the year 2007.
- iv. Leprosy data.
- v. Malaria Data
- vi. IDSP data.
- vii. RNTCP data.

- 15) **The particulars for facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public issue.**

Facilities are available in the following manner

- i. All ADMOs can be contacted during office hours except tour and emergency period.
- II. MEIO/ Dy. MEIO can be contacted for all IEC activities.
- III. Asst. to CDMO/ Steno to CDMO can be contacted either personally from 4 PM to 5 PM or contacted through Tel No. 06815-222205.
- IV. Any grievance can be ventilated personally to CDMO from 11 AM to 2 PM on working Saturdays only.

- 16.) The names designations and other particulars of the public information Officer.

- i. Dr. Sarat Chandra Mohapatro, ADMO(Med) I/C
PIO, O/o. CDMO, Gajapati, Paralakhemundi.
- ii. Dr. Manorama Dei, ADMO(PH)
O/o. CDMO, Gajapati, Paralakhemundi

17. Such other information as may be prescribed thereafter update these publications every year.

- i. Any information related to RTI will be updated and publishes each and every year.
- ii. The following officers can be contacted for information under RTI-05.

First Appellate authority : Dr. V. Nageswar Patro, CDMO, Gajapati
PIOs : Dr. Sarat Chandra Mohapatro, ADMO(Med) I/C
Dr. Manorama Dei, ADMO(PH)
APIOs : Sri. P.K.Mohanty, Head Clerk

Referred PIO :

First Appellate Authority for District Head Quarter Hospital (DHH) :

- a) Dr. Sarat Chandra Mohapatro, ADMO(Med) I/C
- b)

Block PIO : All Medical Officer I/c. Block PHCs

Medical Officer I/c. Mohana, CHC	Mohana Block
Medical Officer I/c. R. Udayagiri, CHC	R. Udayagiri Block
Medical Officer I/c. B.K. Pada, UGPHC	Nuagada Block
Medical Officer I/c. Rayagada, PHC	Rayagada Block
Medical Officer I/c. Gurandi, PHC	Gosani Block
Medical Officer I/c. Gumma, PHC	Gumma Block
Medical Officer I/c. Kashinagar, PHC	Kashinagar Block

17. Such other information as may be prescribed and thereafter update these publications.

