

**Central Bureau of Health Intelligence
Directorate General of Health Services**

Room No. 401, A-Wing, 4th Floor,
Nirman Bhawan, New Delhi -110011

Particulars of Organisation to be given in respect of Right to Information Act - 2005

Sl. No.	Item for which Information is required	Information
(a)	Particulars of Organisation, its functions, duties	Already on CBHI website www.cbhidghs.nic.in maintained by NIC
(b)	Powers and duties of officers and employees	Provided in subsequent pages (Annexure –A)
(c)	Decision making process, channel of supervision and accountability	<div style="text-align: center;"> <pre> graph TD DGHS[DGHS] --> DyDGHS[Dy. DGHS & Director, CBHI] DyDGHS --> JointDir[Joint Director(s)] JointDir --> DyDirHQ[Dy. Director (HQ.) / Dy. Director (FSU)] JointDir --> AssttDir[Asstt. Director (HQ) / Statistician (HQ)] JointDir --> OfficerInch[Officer Incharge, RHSTC, Mohali] JointDir --> DyDirAdmn[Dy. Dir (Admn.) / Section Officer CBHI HQ] </pre> </div>
(d)	Norm, set by it, if any, for discharging functions	CBHI is governed by norms set by Ministry of Health & Family Welfare, Govt. of India and also relevant statistical aspects set by MOS&PI
(e)	Rules/Regulation/Instruction/Manuals records held by it or under its control or use by employees for discharging functions	Govt. of India rules and regulations and instructions
(f)	Categories of documents held by it or under its control	National Health Statistical Information and Health Information System
(g)	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	Can be send through e-mail : dircbhi@nb.nic.in Also by Fax (011-23063175/ 23062695) & Post (address as above)
(h)	Statement of Boards, Councils and Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, with the meetings are open to public or minutes of meeting accessible for public	A Standing Technical Advisory Committee under the chairmanship of Director General Health Services. As and when required, Technical Advisory group(s) are constituted for specific purpose(s).

(i & j)	Directory of officers and employees with pay scales	Attached (Annexure-B)
(k)	Budget allocation 2007-08	Plan - Rs. 215.00 lakhs Non Plan - Rs. 98.00 lakhs Total - Rs.313.00 lakhs
(l)	Manner of execution of subsidy programmes etc.	Not applicable
(m)	Particulars of recipients of concessions, permits etc.	Not applicable
(n)	Information held by it in electronic form 1. (www.cbhidghs.nic.in)	1) National Health Profile – 2006 2) CBHI Inservice Training Calendar and Application formats 3) Health Information Reporting Formats required from States/UTs to CBHI 4) Combined Report and Recommendations of i. Regional workshops for improving and strengthening Health Information System, August 2004 ii. b) Improving & Strengthening use of ICD-10 and Medical Record System in India 5) Module and Workbook Orientation training on ICD 10, December 2004 6) HS- PROD in India Report 7) Mortality Status in India 2006
	2. (www.hsprodindia.nic.in)	Health Sector Policy Reform Options Database containing 226 entries of Reforms in different States/UTs in 16 major areas of Health Sector Management. This website is updated regularly.
(o)	Facilities available to public for obtaining information	All data compiled by CBHI are put up in CBHI website www.cbhidghs.nic.in
(p)	Names and designation of public information officers	Sh. P.K. Mukhopadhyay, Jt. Director (NFSG) CBHI, Dte.GHS (Tel.: 23061529)
(q)	Such other information as may be prescribed and thereafter update these publications every year	Whenever publication/other documents finalized is put up in CBHI website

Dated 4th January 2007

OFFICE ORDER

Sub: CBHI – Allocation Of Duties to Technical Officers & Staff of CBHI With Immediate Effect-
Regarding.

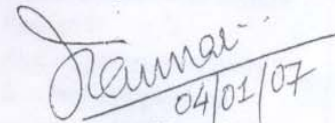
Since the work allocation order dated 28 Nov.06; in very recent past Mr. S.K. Gupta JD transferred, Mr. S.P. Singh DD relieved to join VMMC N. Delhi & Mrs Beriwal joined as Asstt. Director. This necessitated a revised work allocation which has been prepared with slight modifications, in consultation with Sr. technical officers of CBHI and is enclosed in two pages. The three main technical divisions, namely (i) Policy & Infrastructure(P&I) Division with vacant post of Jt. Director / incharge, (ii) Training, Collaboration & Research (TC&R) Division with DR. D.K. Raut, Jt. Director as incharge and (iii) Information & Evaluation (I&E) Division with Mr. P.K. Mukhopadhyay Joint Director as incharge; will function in CBHI. In view of vacant post of JD Incharge of P&I Divn; JD(TC&R) will be responsible for Infrastructure Unit, whereas JD(I&E) will be responsible for Policy & Coordination unit of P&I Division, until further orders.

In each above said divisions, the staff through his/her Unit Incharge will report to the concerned Division Incharge. The Division Incharges, while maintaining close linkages and coordination with each other for efficient functioning, will submit the files/papers and matters directly to undersigned. In case one Jt. Director of CBHI is not available/on leave/on tour, the other Jt. Director of CBHI will automatically become responsible for supervision and efficient functioning of all the divisions, till he joins back his duties at CBHI. Likewise in each Technical Division if one Unit Incharge is not available/on leave/on tour, the other unit Incharge in that division will automatically become Incharge of both the units in that division.

Each divisional incharge will also be responsible for parliamentary matters & VIP references relating to his divisional work, wherein all concerned officers and the staff of CBHI will assist him. It will be the responsibility and accountability of the division/unit incharges to ensure the efficiency, discipline, decorum and punctual attendance amongst the staff working under their control. Mr. Umed Singh, AD(T) under the supervision of JD(TC & R) will daily at 09.45 hrs countersign the common staff attendance register and will take necessary action wherever required as per the prescribed rules/procedures for office attendance & leave. Each unit staff will himself/herself computerize the data and type as well as photocopy the letters/papers in respect of his/her assigned works and this be ensured by all Divn/Unit incharges for efficient functioning.

As per the already existing practice, the office files will be opened in CBHI Section through the master register and the movements of files and papers will be through properly maintained diary at the levels of JD(PIR) and JD(T&C) and JD (I&E). The files and papers should be diarised at the stage of its first receipt.

Encl: As Mentioned Two pages with Details on Divitions/Units/Staff & Work Allocation etc., also signed



04/01/07
(Dr. Ashok Kumar)
DY.DG & Director CBHI

To :-

1. The Divisions Incharges of CBHI viz, JD(TC & R) & JD (I&E)
2. The Technical Unit Incharges of CBHI viz, AD(C&R), AD(T), AD(I), AD(I&E), AD(P&C), and Consultant(PROD) - Kindly keep all technical staff under your control, informed on this office order.
3. Medl. Supdt./Head MRTC Safdarjung Hospital, New Delhi.
4. Director/Head Medical Record Trg.Centre, JIPMER, Pondicherry
5. Director Admn.(HC)/Dte.GHS
6. SO (CBHI)/ Dte. GHS

CC for information & necessary action to:-

1. Regional Director (HFW/GOI) at Bangalore, Bhopal, Bhubaneswar, Jaipur, Patna, Lucknow & Chandigarh where six FSUs & RHSTC of CBHI are stationed - Kindly keep concerned FSU/RHSTC Officer staff informed.
2. Officer Incharge RHSTC, Mohali, Punjab.
3. Sr.PPS to DGHS/GOI
4. Dir. Admn. (HQ), Dte. GHS
5. PS /PA to Director CBHI


04/1/07

CBHI – Technical Divisions/Units-Allocation of Work to Technical Officers & Staff

I. Policy & Infrastructure (P&I) Division			
Incharge – Vacant, Joint Director (P&I)			
1.1 Policy & Coordination Unit – JD (I&E)*		1.2 Infrastructure Unit – JD (TC&R)*	
Incharge – Mrs. R. K. Beniwal, AD (P& C)		Incharge – Mr. A.K. Chopra, AD (I)	
Staff of Unit	All aspects of Work Relating to:-	Staff of Unit	All aspects of Work Relating to:-
1. Mr. R.K. Sharma Stat. Inv.	<ol style="list-style-type: none"> 1. CBHI Budget & utilization 2. Monthly cabinet report 3. Committees/Reports related to STAC, NSC, MDG, etc. 4. Sr. Officers Meetings under Chairmanship of Secy.(HFW) & DGHS/GOI 5. Inventory & Maintenance of all Office equipments like Computers, Fax, Projectors, Photocopiers etc. 6. Any other responsibility as & when assigned by Unit/Divn. Incharge and Director CBHI 	1. Mr. S.K. Jain Stat. Inv.	<ol style="list-style-type: none"> 1. Medical, Dental, Nursing & Paramedical Education 2. Medical, Dental, Nursing & Paramedical infrastructure & Human Resources 3. GIS Mapping Govt. Health Facilities 4. Monthly Review Meeting (MRM) of CBHI officers. 5. Any other responsibility as & when assigned by unit/Divn. Incharge and Director CBHI
		* will be responsible till further orders/vacant post of JD is filled.	

II. Training, Collaboration & Research (TC&R) Division, Incharge- Dr. D. K. Raut, Joint Director (TC&R)			
2.1 Training Unit		2.2 Collaboration & Research Unit	
Incharge – Mr. Umed Singh AD (T)		Incharge – Ms. Pratima Gupta, AD (C&R)	
Staff of Unit	All aspects of Work Relating to:-	Staff of Unit	All aspects of Work Relating to:-
1. Mr. K.S.S Nair, Stat. Inv.	<ol style="list-style-type: none"> 1. CBHI Training Programmes & Centres 2. CBHI library 3. Maintenance of regularly updated list of names, address, contact Tel/fax/Email/GRAM of State/UT Health authorities, RDs (HFW/GOI), CBHI Trg. Centres, CBHI Reporting Units and CBHI partners, etc. 4. Any other responsibility as & when assigned by unit/Divn Incharge and Director CBHI 	Mr. Suresh Kumar Stat. Inv.	<ol style="list-style-type: none"> 1. Field Survey Units (FSUs) 2. WHO/GOI Biennium Collaboration & related accounts 3. WHO Collaborating Centre on FIC 4. Collaboration with NGOs 5. Research 6. Any other responsibility as & when assigned by unit/Divn Incharge and Director CBHI
2. Sh.R.B.Lal, Draftsman	<ol style="list-style-type: none"> 1. All Drawing/Designing works of CBHI Publications & charts etc. 2. Any other responsibility as & when assigned by unit/Divn. Incharge and Director CBHI 		

III. Information and Evaluation (I&E) Division			
Incharge – Mr. P.K.Mukhopadhyay, Joint Director (I&E)			
3.1 Informn. & Evaluation Unit		3.2 HS-PROD Unit	
Incharge – Mr. V.K. Khanna, AD (I&E)		Incharge - Ms. Manisha Ghose, Consultant	
Staff of unit	All Aspects of work Relating to:-	Staff of unit	All Aspects of Work Relating to:-
1. Mrs. Shama Goplani Stat. Inv.	1. Receipt, Compilation & feedback on Weekly Epidemiological Reports 2. Preparation of daily news paper report 3. Any other responsibility as & when assigned by unit/Divn. Incharge and Director CBHI	1. Mr. R.A. Singh Stat. Inv.	1. HS/PROD –Project & related website 2. National Health Profile of India (NHP) and its Publication 3. Linkage with IDSP 4. Inventory & maintenance CBHI Publications 5. Any other responsibility as & when assigned by unit/Divn. Incharge and Director CBHI
2. Mr. D.S. Antil Stat. Inv.	1. Receipt, Compilation & Feedback on Communicable & Non-communicable Diseases 2. CBHI website 3. Annual Report of CBHI 4. Any other responsibility as and when assigned by Unit/Divn. Incharge and Director CBHI	Note: NHP & IDSP related works to be submitted through I & E units Incharge.	

Note: Each unit staff himself/herself will computerise the data as well as type and photocopy the relevant papers/letters in respect of his/her assigned works.

Dated: 8^h June, 2007**OFFICE ORDER**

In slight modification to this Bureau's Office Order of even No. dated 4.1.2007, the following changes (indicated in bold) have been made with immediate effect:

I. Policy & Infrastructure (P&I) Division			
Incharge – Vacant, Joint Director (P&I)			
1.1 Policy & Coordination Unit – JD (I&E) *		1.2 Infrastructure Unit – JD (TC&R)*	
Incharge – Mrs. R. K. Beniwal, AD (P& C)		Incharge – Mr. A.K. Chopra, AD (I)	
Staff of Unit	All aspects of Work Relating to:-	Staff of Unit	All aspects of Work Relating to:-
1. Mr. R.K. Sharma Stat. Inv.	1. CBHI Budget & utilization 2. Monthly cabinet report 3. Committees/Reports related to STAC, NSC, MDG, etc. 4. Sr. Officers Meetings under Chairmanship of Secy.(HFW) & DGHS/GOI 5. Monthly Review Meeting (MRM) of CBHI officers. 6. Inventory & Maintenance of all Office equipments like Computers, Fax, Projectors, Photocopiers etc. 7. Any other responsibility as & when assigned by Unit/Divn. Incharge and Director CBHI	1. Mr. S.K. Jain Stat. Inv.	1. Medical, Dental, Nursing & Paramedical Education 2. Medical, Dental, Nursing & Paramedical infrastructure & Human Resources 3. GIS Mapping Govt. Health Facilities 4. Field Survey Units (FSUs) 5. Any other responsibility as & when assigned by unit/Divn. Incharge and Director CBHI
* - will be responsible till further order / vacant post of Joint Director is filled in.			

II. Training, Collaboration & Research (TC&R) Division, Incharge- Dr. D. K. Raut, Joint Director (TC&R)			
2.1 Training Unit		2.2 Collaboration & Research Unit	
Incharge – Mr. Umed Singh AD (T)		Incharge – Ms. Pratima Gupta, AD (C&R)	
Staff of Unit	All aspects of Work Relating to:-	Staff of Unit	All aspects of Work Relating to:-
No change of work allocation.		Mr. Suresh Kumar Stat. Inv.	1. WHO/GOI Biennium Collaboration & related accounts 2. WHO Collaborating Centre on FIC 3. Collaboration with NGOs 4. Research 5. Any other responsibility as & when assigned by unit/Divn Incharge and Director CBHI

There will be no change of work allocation in the Units under Information & Evaluation Division

(P.K. Mukhopadhyay)
Joint Director

To

1. The Divisions Incharges of CBHI viz, JD (TC&R) & JD (I&E)
2. The Technical Unit Incharges of CBHI viz., AD (C&R), AD(T), AD(I), AD (I&E), AD(P&C), and Consultant (PROD) – Kindly keep all technical staff under your control, informed on this office order.
3. SO (CBHI)/Dte. GHS

CC for information & necessary action to:

1. Regional Director (HFW/GOI) at Bangalore, Bhopal, Bhubaneswar, Jaipur, Patna, Lucknow & Chandigarh where six FSUs & RHSTC of CBHI are stationed – kindly keep concerned FSU/RHSTC officer & staff informed (Along with a copy of Office Order dated 4.1.07)
2. PS/PA to Director CBHI

No. A. 60015/10/2002-CBHI
Directorate General of Health Services
Central Bureau of Health Intelligence

Subject: **Work allocation amongst the staff of CBHI (Admn.)**.

The following work allocation has been made amongst the staff of CBHI (Admn.) with immediate effect.

Section Officer: Mr. P.K. Banati

Smt. V.R. Chadha,
Assistant

Matters related to (FSUs & 2 Training Centres)

1. Advances/withdrawals
2. Transfer/postings
3. Continuation of posts
4. Court cases
5. Grievances of FSUs/Trg. Centres
6. General Queries raised by FSUs/Trg. Centres
7. Work related to Conduct Rules
8. Misc. correspondence
9. SSS matters
10. Purchase of machines/equipments

Sh. Jaspal Singh,
UDC

1. Budget and its related work

Sh. Subhash,
LDC

1. Hindi Reports
2. O&M Returns

CBHI ORGANIZATION CHART

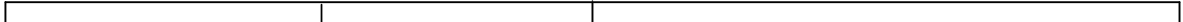
**GOVERNMENT OF INDIA
MINISTRY OF HEALTH & FAMILY WELFARE**



**DIRECTORATE GENERAL OF HEALTH SERVICES
Director General of Health Services (DGHS)**



**CENTRAL BUREAU OF HEALTH
INTELELLIGENCE**



TRAINING & RESEARCH CENTRES

- Regional Health Statistics Training Centre (RHSTC), Mohali, Punjab
- Medical Record Training Centre, Safdarjung Hospital, New Delhi
- Medical Record Training Centre, JIPMER, Pondicherry

SIX FIELD SURVEY UNITS (FSU) at Bangalore, Bhopal, Bhubaneshwar, Jaipur, Lucknow and Patna

Deputy Director,
Statistical Asstt. (3-4)
Computer (1-2), U.D.C., L.D.C.
Driver & Peon

ADMINISTRATION
Dir. Admn./Dy. Dir. Adm.
Section Officer
Assistant
U.D.C.
L.D.C.
Daftry and Peons

**Policy & Infrastructure (P&I) Division
Joint Director (P&I)**

Training, Collaboration & Research (TC&R) Division

Information & Evaluation (I&E) Division

Policy & Coord. Unit

Asstt. Director (P&C)
Stat. Investigator

Infrastructure Unit

Asstt. Director (I)
Stat. Investigator

Training Unit

Asstt. Director (T)
Stat. Investigator
Draftsman

Collaboration & Research Unit

Asstt. Director (C&R)
Stat. Investigator

Infn. & Evaluation Unit

Asstt. Director (I&E)
Stat. Investigator 2)

HS-PROD Unit

Dy. Director (PROD)
Research Consultant
Stat. Investigator

Name, Designation & Pay Scale of CBHI officials (Hqr.) as on 2.7.2007

Sl No.	Name	Designation	Scale of Pay
CBHI Hqr. Technical			
1.	Dr. Ashok Kumar	Director	18400-22400
2.	Dr. D.K. Raut	Joint Director	14300-18300
3.	Sh. P.K Mukhopadhyay	Joint Director (NFSG)	14300-18300
4.	Sh. Umed Singh	Assistant Director	8000-13500
5.	Ms. Pratima Gupta	Assistant Director	8000-13500
6.	Mrs. R.K. Beniwal	Assistant Director	8000-13500
7.	Sh. V.K. Khanna	Assistant Director	8000-13500
8.	Sh. A.K. Chopra	Assistant Director	8000-13500
9.	Sh. R.A. Singh	Statistical Investigator Grade II	6500-10500
10.	Sh. S.K. Jain	Statistical Investigator Grade II	6500-10500
11.	Sh. R.K. Sharma	Statistical Investigator Grade IV	5000-8000
12.	Sh. K.S.S. Nair	Statistical Investigator Grade IV	5000-8000
13.	Sh. D.S. Antil	Statistical Investigator Grade IV	5000-8000
14.	Smt. Shama Goplani	Statistical Investigator Grade IV	5000-8000
15.	Mr. Suresh Kumar	Statistical Investigator Grade IV	5000-8000
16.	Sh. R.B. Lal	Jr. Draughtsman	5000-8000
17.	Smt. Sushmita Sengupta	PA to Director CBHI	5500-9000
18.	Smt. Renu Gogia	PA to Joint Director CBHI	6500-10500
CBHI Hqr. Administration			
19.	Sh. P.K. Banati	Section Officer	6500-10500
20.	Smt. Varsha Chaddha	Assistant	6500-10500
21.	Sh. Jaspal Singh	Upper Division Clerk	4000-6000
22.	Sh. Subhash	Lower Division Clerk	3050-4590
23.	Sh. Yudhvair Singh	Daftary	2610-4000
24.	Sh. Suraj Bhan	Peon	2610-4000
25.	Sh. Hari	Peon	2610-4000
26.	Sh. Gyan Chand	Peon	2610-4000

RHSTC Mohali, Training Centre of CBHI*

1.	Vacant	Officer In Charge, RHSTC, Mohali	8000-13500
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* The other posts of Sr. Research Officer (Grade-B), Statistical Assistant & Peon are filled by Punjab Govt. ; 50% salary reimbursed by CBHI

**Name & Designation of CBHI officials in its Field Survey Unit
(FSU) located at Bangalore, Bhopal, Bhubaneswar, Jaipur,
Lucknow & Patna in the office of ROHFW/GOI as on 1.6.2007**

S. No.	Name	Designation
FSU Bangalore		
1.	Ms. T. Subha	Dy. Director
2.	Smt. Radha Devi	Stat. Asstt.
3.	Sh. Vigneshwar Maiya	Stat. Asstt.
4.	Sh. T.J. Caverappa	Computor
5.	Sh. H. Manjappa	Computor
6.	Sh. B.T. Parimala	UDC
7.	Sh. H.T. Chandrashekaraiah	LDC
8.	Sh. S. Chalugaraj	Driver
9.	Sh. Narasimhamurthy	Peon
FSU Bhopal		
1.	Sh. Rahul S. Jagtap	Dy. Director
2.	Sh. R.K. Srivastava	Stat. Asstt.
3.	Sh. R.K. Mathur	Stat. Asstt.
4.	Sh. Ahirwar	Stat. Asstt.
5.	Sh. Anjum Uddin	Computor
6.	Sh. Satyanarayan	LDC
7.	Sh. Sohanlal	Driver
FSU Bhubaneswar		
1.	Sh. S. Sahoo	Dy. Director
2.	Sh. K. Mitra	Stat. Asstt.
3.	Sh. M.N. Lenka	Stat. Asstt.
4.	Sh. M.N. Sahoo	Stat. Asstt.
5.	Sh. S.N. Rout	Stat. Asstt.
6.	Sh. N.P. Dash	Computor
7.	Sh. S.R. Das	UDC
8.	Sh. G.N. Behera	Peon

FSU Jaipur

1.	Sh. Hansraj Yadav	Dy. Director
2.	Sh. M.C. Vyas	Stat. Asstt.
3.	Sh. Suwa Lal	Stat. Asstt.
4.	Sh. M.L. Lohana	Computer
5.	Sh. Sanwal Singh	Driver
6.	Sh. Sudhir Gupta	LDC
7.	Sh. Kishan Lal Kumar	Chorasia

FSU Lucknow

1.	Sh. Gaya Prasad	Dy. Director
2.	Sh. A.K. Dwivedi	Stat. Asstt.
3.	Sh. H.P. Pathak	Stat. Asstt.
4.	Sh. A.K. Kureel	Stat. Asstt.
5.	Sh. V.K. Srivastava	Computer
6.	Sh. Ramji Sharma	Driver
7.	Smt. Seema Yadav	Peon

FSU Patna

1.	Sh. Pankaj Srivastava	Dy. Director
2.	Sh. D.P. Sinha	Stat. Asstt.
3.	Sh. M.P. Jaiswal	Stat. Asstt.
4.	Sh. Valerian Toppo	Stat. Asstt.
5.	Sh. R.K. Ram	Stat. Asstt.
6.	Sh. John Hansda	Computer
7.	Sh. P.K. Sinha	Computer
8.	Sh. Shailendra Kumar	LDC
9.	Sh. Arun Kumar	Driver
10.	Sh. Law Kumar	Peon
