

CHAPTER 1

INTRODUCTION

This hand book is published for the purpose of implementing the Right to Information Act 2005 with the main aim of giving information to the public in relation to this Public Authority being the Department of Health & Family Welfare, Government of Meghalaya. It also aims to providing easy access to the general public who wish to have any information relating to the functioning of the Department. The information required will be made available on application according to the rules under the Right to Information Act 2005.

It is expected that this manual will be useful to all those who seek information relating to Health & Family Welfare Department.

The Public Authority has already notified the Public Information Officer/ Assistant Public Information Officer as at Section 4 (1) (b) (xvi) of the Right to Information Act 2005 of this compendium.

An attempt has been made to provide full coverage of the functioning of the Department. However, there is always room for improvement and suggestions in this regard. Any interested person is welcomed to send his/her suggestions to the Public Information Officer/ Assistant Public Information Officer for examination by the Department. It is expected that this compendium will be of use to all the information seekers.

1.2. Objective/purpose of this hand book.

Its objectives/purpose are as follows:

- i) to provide particulars of the Department, its functions and duties.
- ii) to spell out the powers and duties of officers and employees of the Department.
- iii) to provide information as spelled out in section 4 of the Right to Information Act, 2005

1.3 Who are the intended users of this hand book?

The citizens of the country.

1.4. Organization of the information in his hand book.

As per index on the front page.

1.6. Contact person in case some body wants to get more information on topics covered in the hand book as well as other information also.

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Main Secretariat, Room No.325. Ph.2226239.
2. Commissioner & Secretary, Health & Family Welfare Department.
Addl. Secretariat, Room No.410. Ph. 2225935.
3. Officer-On-Special Duty, Health & Family Welfare Department.
Addl. Secretariat Room No.504 Ph. 2500772.
4. Deputy Secretary, Health & Family Welfare Department.
Main Secretariat, Room No.504. Ph.2224095.
5. Under Secretary, Health & Family Welfare Department.
Addl. Secretariat, Room No.506, Ph.EPABX 2224201-2599.