

CHAPTER 2

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

The Health & Family Welfare Department, Government of Meghalaya is the Administrative Department. It is responsible for overseeing and co-ordinating the functions of the 3 (three) Directorates i.e. The Directorate of Health Services (MI),(MCH&FW), (Research) so as to ensure uniform implementation of Governmental procedures.

The Health & Family Welfare Department normally confines itself to general policies, direction, legislation, assembly business, inter-departmental matters and review assessment of execution of policies and schemes which are normally left to the Head of the Department.

The Department is a part of the Secretariat specified as such in the Rules of Executive Business of the Govt. of Meghalaya which is responsible for the formulation of policies of the Government within its sphere of responsibility and for the reviews and assessment of the execution of that policy.

2.1. Objective/purpose of the public authority.

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 details of information available in the Department to citizens as and when asked for.

2.2. Mission/vision statement of the public authority.

Access to right to information within the ambience of the Act will make the Department to be more responsible in disseminating such information as desired by citizens and that the information should be authentic, reliable and correct.

2.3. Brief history of the public authority and context of its formation.

Meghalaya became a full fledged State on 21st January 1972 which was carved out from the State of Assam. The Health & Family Welfare, an organized body was established in 1974.

2.4. Duties of the public authority.

The Department of Health & Family Welfare is to:

- i) maintain data in catalogued and indexed form and computerize all appropriate records and facilitate access through a country –wide network on different systems.
- ii) Provide reasons to its administrative or quasi judicial decisions to affected persons.
- iii) Proactive publishing of facts before initiating a project or formulating any policy, programme or law to the general public or the affected persons-things to be kept in mind-local language, most effective method of communication in the local area and make such information available in electronic format free of cost with the concerned PIO.
- iv) Provide assistance to an applicant who is sensorly disabled to access information or inspect records.
- v) Take into consideration representation made by third party before deciding on an information request.

2.5. Main activities/functions of the public authority.

The Department of Health & Family Welfare is mainly responsible for issue of statutory rules, notifications/order pertaining to health care of all citizens and convey financial sanction order pertaining to schemes under health & family welfare programmes.

- 2.6. List of services being provided by the public authority with a brief write up on them.

The Department of Health & Family Welfare is mainly responsible for issue of statutory rules, notifications/orders pertaining to the welfare of all categories of the public.

- 2.7. Organizational structure diagram at various levels namely, state, directorate, region, district, block etc (whichever is applicable)

At the Administrative level, that is, the Department of Health & Family Welfare, Government of Meghalaya as per the following pattern.

1. Principal Secretary
2. Commissioner & Secretary.
3. Officer-On-Special Duty
4. Deputy Secretary.
5. Under Secretary.
6. Superintendent of Health & Family Welfare Department.
7. Assistant Superintendents.
8. U.D.Assistants.
9. L.D.Assistants.
10. Typists.
11. Peon.

- 2.8. Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The general public may play a more constructive and positive role in improving the present functions and duties. Moreover, the public may suggest right approach and any initial appreciation would be an effective step rather than disturbing the present arrangement.

- 2.9. Arrangements and methods made for seeking public participation/contribution.

Public participation/contribution may be in the form of letters of suggestion addressed directly to the Public Authority, press clippings and write ups, seminars and workshops, radio talk, video conferencing and any other means of communication.

- 2.10. Mechanism available for motoring the service delivery and public grievance resolution.

The various organization set up right from the top up to the grass root levels are expected to cater to service delivery and public grievances resolution.

- 2.11. Addresses of the main office and other offices at different levels.

At the administrative level:

Commissioner & Secretary to the Government of Meghalaya,
Health & Family Welfare Department.
Room No 410, Addl. Secretariat,
Shillong.

- 2.12. Morning hours of the office: 10.00AM

Closing hours of the office: i) 4.30 PM From 1st November to 15th February.
ii) 5.00 PM from 16th February to 31st October.