

## MANUAL 1

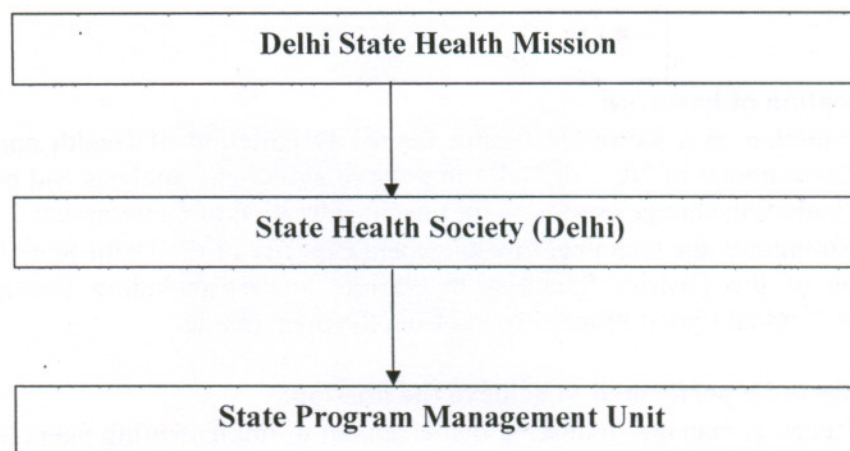
### Particulars of Organization, Functions and Duties [Section 4(1) (b) (1)]

#### State Health Society (Delhi)

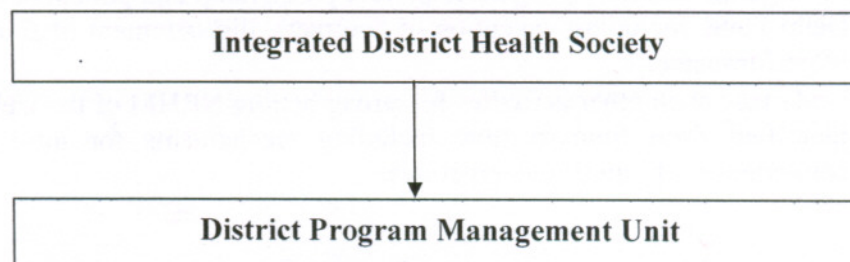
1. **Aims and objective of the organization:** The Society shall serve in an additional managerial and technical capacity to the Department of Health & Family Welfare, Govt. of NCT of Delhi for the implementation of the Delhi State Health Mission under the over all ambit of the National Rural Health Mission (NRHM)
2. **Mission / Vision:** To provide managerial and technical support to the Department of Health and Family Welfare, Govt. of NCT of Delhi in achieving the goals of the National Rural Health Mission. To strive for provision of accessible, accountable and quality Health care services to vulnerable sections of the society in State of Delhi.
3. **Brief history and background for its establishment:** The Delhi State Health Mission was setup on the 29<sup>th</sup> September, 2006: in order to strengthen the health sector through realignment of the existing structures, spelling out procedures for better synergisation of available resources through pooling, (including manpower, infrastructure and funds), increased delegation and decentralization of authority, to implement and monitor the various activities as envisaged under the National Rural Health Mission. The Delhi State Health Mission was formally launched by Hon'ble Chief Minister of Delhi on 2<sup>nd</sup> October, 2006.
4. **Organization Charts:**

#### A. Institutional Level Organization Chart

##### State Level

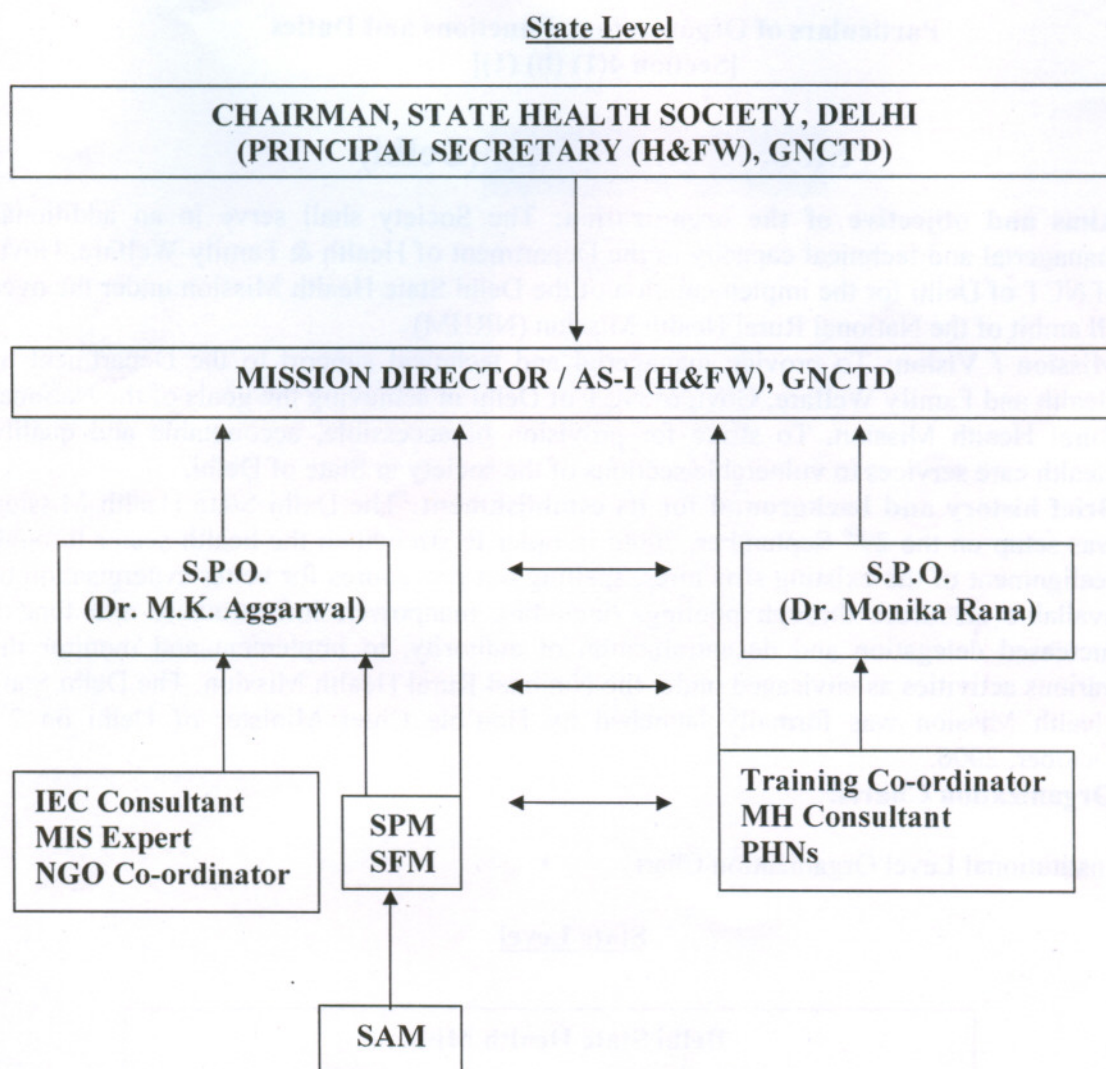


##### District Level Organization Charts (9 Districts)





B. Administrative Hierarchy Chart



5. Allocation of business:

- Function as a Resource Centre for the Department of Health and Family Welfare, Government of NCT of Delhi in policy / situational analysis and policy development (including change proposals for the consideration of Government).
- Strengthen the technical / management capacity of the Delhi State Directorate as well as of the District Societies by various means including through recruitment of individual / institutional experts from the open market.

6. Duties to be performed to achieve the mission:

- Receive, manage (including disbursement to implementing agencies e.g. Directorate, District Societies, NGOs, etc) and account for the funds received from the Ministry of Health and Family Welfare, Government of India.
- Manage the NGO / PPP (public-private partnership components of the NRHM in the Delhi State, including execution of contracts, disbursement of funds and monitoring of performance.
- Undertake such other activities for strengthening NRHM of the Delhi State as may be identified from time to time including mechanisms for intra and inter-sectoral convergence of inputs and structures.



**7. Details of services rendered:**

- Mobilize financial / non financial resources for complementing / supplementing the NRHM activities in the Delhi State.
  - Organize training, meetings, conferences policy review studies/surveys, workshops, inter-Delhi State exchange visits, etc. for deriving inputs for improving the implementation of NRHM in the Delhi State.
- a) Establish and carry out the administration and management of the Society's Secretariat, which will serve as the implementation arm of the society:-
  - b) Create administrative, technical and other posts in the Secretariat of the Society as deemed necessary.
  - c) Establish its own compensation package and employ, retain or dismiss personnel as required.
  - d) Establish its own procurement procedures and employ the same for procurement of goods and services.
  - e) Make rules and by-laws for the conduct of the activities of the Society and its Secretariat and add, rescind or vary them from time to time, as deemed necessary.
  - f) All the incomes, earnings, movable or immovable properties of the society shall be so utilized and applied towards the promotion of its aims and objects only as set forth in the memorandum of the society and no profit thereof shall be paid or transferred directly, indirectly by way of dividends, bonus, profits or in any manner whatsoever to the present the past members of the society or to any person claiming through any one or more of the present or the past members. No members of the society shall have any profits, whatsoever by virtue of this membership.

**8. Citizens interaction:** No direct citizen interaction at State Society Level.

**9. Postal address of the main office, attached/subordinate office/field units etc:**

**Registered Office:** Department of Health and Family Welfare, Government of NCT of Delhi, 9<sup>th</sup> Floor, 'A' Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110002.

**State Program Management Unit:** Delhi State Health Mission, Hall No. 308, 3<sup>rd</sup> Floor, Maulana Azad Medical College Complex, Anatomy Block, Bahadur Shah Zafar Marg, New Delhi – 110002.

**District Program Management Unit:**

North District, Delhi Govt. Dispensary Building, F/F, Gulabi Bagh, Delhi-110007

South West District, Delhi Govt. Dispensary Complex, Sector-2, Dwarka, New Delhi-110075

North East District, Directorate of Health Services, A-14/G1, DDA Flat, Dilshad Garden, Delhi-95

East District, Delhi Govt. Dispensary Building, A - Block, Surajmal Vihar, Near Jain Temple, N.D.-92

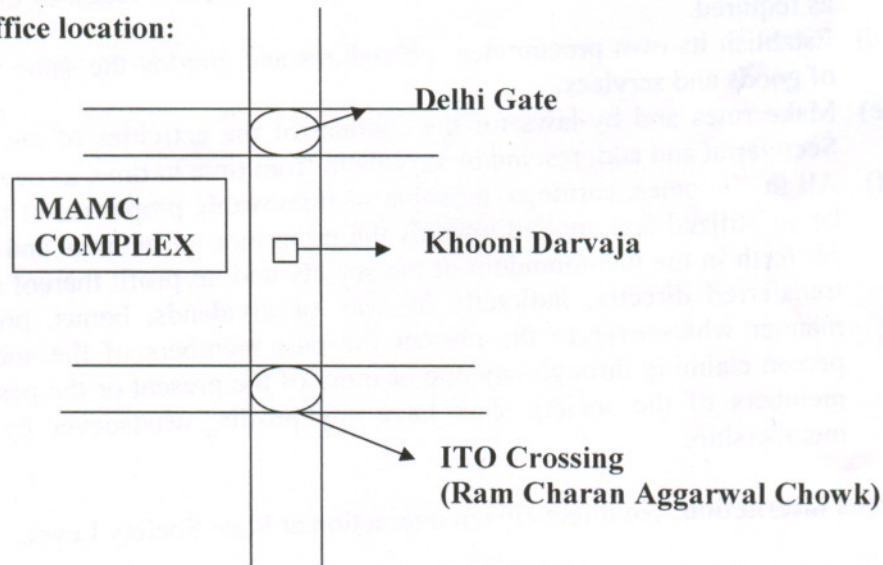
North West District, Delhi Govt. Dispensary Building Behind Bhagwati Hospital, Rohini, Sec-13, Delhi-110085

West District, Delhi Govt. Dispensary Complex, Paschim Vihar, Near Radha Krishan Mandir, New Delhi-63

Central & New Delhi District, Delhi Govt. Dispensary Building, Gali no. 4, Bagichi Allaudin, Nabi Karim, Paharganj, New Delhi-110055

South District, Delhi Govt. Dispensary Building, Begumpur, Malviya Nagar, New Delhi-110017

**10. Map of office location:**



**11. Working hours both for office and public:** 9:30 A. M. to 6:00 P. M.

**12. Public interaction, if any:** NA

**13. Grievance redress mechanism:** Channel of Grievance redressal exist. Any aggrieved person can approach State Program Manager, SPMU, DSHM. Internal process of grievance redressal exists.



## MANUAL 2

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

#### Powers and duties of officers and staff

S.No.	Designation of Post	Powers				Duties
		Administrative	Financial	Statutory	Others	
1	State Program Officer 1	Overall administrative control of the staff in the State Program Management Unit in MAMC Complex.	Financial Power not yet delegated			Planning, Management and Monitoring of various activities under the Mission
2	State Program Officer 2	Overall administrative control of the staff in the State Program Management Unit in Vikas Bhawan.				Planning, Management and Monitoring of various activities under the Mission
3	Training Coordinator	To plan, organize & coordinate training programs for the officials & staff associated with the State Program Management Unit & the District Program Management Units.				
4	State Program Manager	To manage establishment & administration functions for the State Program Management Unit & coordinate with the SPMU / DPMU officials.				
5	State Finance Manager	To manage finance & accounts functions for the State Program Management Unit & coordinate with the SPMU / DPMU officials.				
6	State Accounts Manager	To manage day to day accounts functions / operations for the State Program Management Unit & coordinate with the SPMU / DPMU officials.				
7	Maternal Health Consultant	To support the Delhi State Health Mission in Planning, Implementation, Monitoring & Evaluation of the Schemes related to maternal health, child health & adolescent health.				
8	MIS Expert	To organize generation of health related data from the health facilities in the state, ensure regular dispatch of monthly, quarterly and annual MIS reports in the prescribed NRHM formats to the MOHFW, GOI.				



9	NGO Coordinator	To manage Mother NGO schemes and coordinate with Regional Resource Centre, Delhi & MOHFW, GOI for effective implementation of the MNGO scheme.
10	IEC Consultant	To support the mission in designing of the IEC material & programs and coordinate with electronic & print media.

### MANUAL 3

#### PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

(Section 4(1) (b) (iii))

Proposals are dealt with in accordance with office procedures which are initiated by the Manager / Consultant concerned, examined at the level of Programme Officer and approved at the level of Mission Director / Principal Secretary, Health & Family Welfare, depending upon the delegation of powers.

### MANUAL 4

#### NORMS SET FOR THE DISCHARGE OF FUNCTIONS

(Section 4(1) (b) (iv))

As per the bye-laws of the State Health Society, programs are implemented after obtaining the approval of competent authority.

### MANUAL 5

#### RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS

(Section 4(1) (b) (v))

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the month smooth discharge of its functions.

#### List of regulations, instructions, manuals and records

S.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1.	Program Implementation Plan for the Year 2008-09	All the Program related activities including NRHM Additionalities, RCH etc.	-	N.A.
2.	Approval of State PIP 2008-09	Funds approved with conditions	7(16)/2008-NRHM dt-01/05/08, MOHFW, GOI	N.A.
3.	General Financial Rules (GFR)	Guidelines on Finance & Accounts, Audit and Fund Flow, Delegation of Administrative and Financial Powers, New	Financial Management Issues workshop course material (Vol-II) May 29-31, 2007	N.A.



		FMR Format and Statement of fund position, Bank Balance Format, Format of Audited Financial Statements.		
4.	RTI complaints register	All the information in the format prescribed under the RTI Act-2005 to be maintained by APIO	RTI Register No. 01	N.A.

## MANUAL 6

### A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL

(Section 4(1) (b) (vi))

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued.

#### A Statement of the categories of documents held

S.No.	Name of Record	Details of information available	Unit / section where available	Retention Period where available
1.	Files dealing with complaints received under RTI Act, 2005	Complaints received & replies	State Programme Management Unit	Till disposal of the complaint
2.	The files dealing with appeals received under Section 19 of RTI Act, 2005	Complaints received & replies	State Programme Management Unit	Till disposal of the appeal
3	Personal files of staff	Offer of appointment joining, reports, leave records & other relevant papers	State Programme Management Unit	Till existence of DSHM
4	Accounts files regarding expenditure incurred out of the budget allocated	<p>Bills are in following files:</p> <ul style="list-style-type: none"> <li>• Camp office</li> <li>• Setting up of SPMU</li> <li>• Telephones</li> <li>• Mobile phones</li> <li>• Postal services</li> <li>• TA Bills</li> </ul> <p>Other accounts files:</p> <ul style="list-style-type: none"> <li>• Salary of contractual staff.</li> </ul>	State Programme Management Unit	Till existence of DSHM

		<ul style="list-style-type: none"> <li>• Transfer of funds to districts</li> <li>• Procurement of stationery items</li> <li>• Procurement of non-stationery items</li> </ul>		
5.	Program related files: RNTCP, IDSP, NVBDCP, IDDSP, NPCB, NLEP, Pulse Polio & Deafness	Correspondence related to implementation of the programs	State Programme Management Unit	Till program duration

## MANUAL 7

### 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 OF IMPLEMENTATION

(Section 4(1) (b) (vii))

NGO representatives are invited in State Health Society meetings as part of consultative process.

## MANUAL 8

### A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED

(Section 4(1) (b) (viii))

#### List of boards, councils, committee etc.

Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution
1	2	3	4
State Health Society (Delhi), 9 <sup>th</sup> Floor, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002	Copy of Notification is attached	Copy of Notification is attached	29/09/06
Delhi State Health Mission	Copy of Notification is attached	Copy of Notification is attached	29/09/06



Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
5	6	7	8	9
Permanent	No	Can be given on demand	Once in 2 months atleast	Copy of Notification is attached
Permanent	No	Can be given on demand	Once in 6 months atleast	Copy of Notification is attached

## MANUAL 9

### DIRECTORY OF OFFICERS AND EMPLOYEES (Section 4(1) (b) (ix))

#### Directory

S.No.	Name & Designation	Office Phone No.	E-mail address
1.	Dr. M.K. Aggarwal State Programme Officer	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
2.	Dr. Monika Rana State Programme Officer	23378228-29	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
3.	Mr. Hardev Singh Chauhan State Programme Manager	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
4.	Mr. R.P. Tiwari State Finance Manager	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
5.	Dr. Pragya Sharma Training Coordinator	23378228-29	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
6.	Mr. Arvind Mishra NGO Coordinator	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
7.	Dr. Charu Tiwari MH Consultant	23378228-29	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
8.	Ms. Deepti Sharma State Accounts Manager	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
9.	Ms. Vandana Rawat Steno cum Computer Assistant	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
10.	Ms. Deepa Kabdwal Steno cum Computer Assistant	23378228-29	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
12.	Ms. Neelam Rana CDEO	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
13.	Ms. Garishma CDEO	23378228-29	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
14.	Ms. Alka Sharma Account Clerk	23378228-29	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
15.	Mr. Somesh Kumar Account Clerk	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
16.	Mr. Sachin Aggarwal CDEO	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
17.	Mr. Vipin Sejwal Peon	23236573-77	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>



18.	Mr. Arjun Kumar Peon	23378228-29	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>
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# **MANUAL 10**

## **THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS (Section 4(1) (b) (x))**

<b>S.No.</b>	<b>Name of designation</b>	<b>Monthly remuneration</b>
1	Dr. M.K.Aggarwal State Programme Officer	(PB-4) Rs. 37,400/-
2	Dr. Monika Rana State Programme Officer	(PB-4) Rs. 37,400/-
3	Mr. Hardev Singh Chauhan State Programme Manager	Rs. 25,000/-
4	Mr. R.P. Tiwari State Finance Manager	Rs. 25,000/-
5	Dr. Pragya Sharma Training Coordinator	Rs. 30,000/-
6	Mr. Arvind Mishra NGO Coordinator	Rs. 25,000/-
7	Dr. Charu Tiwari MH Consultant	Rs. 25,000/-
8	Ms. Deepti Sharma State Accounts Manager	Rs. 18,000/-
9	Ms. Vandana Rawat Steno cum Computer Assistant	Rs. 10,000/-
10	Ms. Deepa Kabdwal Steno cum Computer Assistant	Rs. 10,000/-
12	Ms. Neelam Rana CDEO	Rs. 8,800/-
13	Ms. Garishma CDEO	Rs. 7,000/-
14	Ms. Alka Sharma Account Clerk	Rs. 8,800/-
15	Mr. Somesh Kumar Account Clerk	Rs. 8,800/-
16	Mr. Sachin Aggarwal CDEO	Rs. 7,000/-
17	Mr. Vipin Sejwal Peon	Rs. 5,000/-
18	Mr. Arjun Kumar Peon	Rs. 5,000/-



# MANUAL 11

## THE BUDGET ALLOCATED TO EACH AGENCY (Section 4(1) (b) (xi))

SUMMARY OF APPROVAL		
S.No.	Scheme / Programme	Approved Amount (In Rs. Crores)
1	NRHM Flexible Pool	58.48
2	RCH Flexible Pool	31.77
3	Immunization (from the RCH Flexible Pool)	0.72
4	NVBDCP	1.42
5	RNTCP	7.32
6	NPCB	4.29
7	NIDDCP	0.15
8	IDSP	0.41
9	NLEP	0.95
10	PPIP	13.60
	TOTAL	119.11

DELHI			
SUMMARY OF MISSION FLEXIBLE POOL (MFP) PIP 2008-09			
S.No.	Activity Proposed	Amount Approved (Rs. in Lakhs)	Remarks
1	SPMU	118.54	Approved
	DPMU	394.24	
2	Baseline Surveys	90.00	Approved
3	ASHA	1471.53	Approved as state budget
4.I.	Strengthening of Infrastructure		
a	Pharmacists	30.60	Approved
b	Lab	240.36	Approved
c	Telephones	13.82	Approved
4.II	Strengthening of Maternity Homes	614.61	Approved
4.III	Strengthening of CDMO Office	50.00	Approved
5	Coverage of Unserved and underserved areas		
a	Seed PUHCs	384.16	Approved
b	PPP-Hope Foundation	12.70	Approved
c	PPP for FP & unserved areas	40.00	Approved
d	FP unit	35.00	Approved
e	Dental Health Services	200.00	Approved
6	Capacity Building		
a	State Health System Resource Centre	50.00	Approved
b	Training	222.93	Approved
c	BCC Infrastructure	75.10	Approved
d	Stores	262.08	Approved
e	Telemedicine	10.00	Approved
7	Maintenance Funds	50.25	Approved
8	Major Construction cost	50.00	Approved



9	Untied Funds	26.35	Approved
10	Mainstreaming of AYUSH	20.00	Approved
11	Conveyance		
a	NACP	88.29	Approved
b	ICDS	77.40	Approved
c	Education	208.90	Approved
d	Water & Sanitation	52.50	Approved
12	Innovations		
a	MAMTA Friendly Hospitals	300.00	Approved. It is noted that the GNCTD Cabinet has approved the scheme for SC, STs along with BPL
b	PPP for diagnostics	100.00	Approved subject to mid term evaluation
c	Development of Community Models	20.00	Approved
d	RKS	38.00	Approved
e	Mapping	20.00	Approved
13	Trainings	86.58	Approved
14	BCC	100.00	Approved
15	MIS	217.24	Approved
16	Monitoring & Evaluation	10.00	Approved in last PIP 2007-08
17	Risk Pooling	10.00	Approved in last PIP 2007-08
18	Referral Linkages	50.00	Approved in last PIP 2007-08
19	Preparation of Annual Report (State + District)	6.50	Approved in last PIP 2007-08
	<b>TOTAL</b>	<b>5847.68</b>	

## MANUAL 12

### THE MANNER OF EXECUTION OF SUBSIDY PROGRAM

(Section 4(1) (b) (xii))

The State Health Society does not implement any subsidy program. Consequently there is no list of beneficiary of any such program.

## MANUAL 13

### PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED

(Section 4(1) (b) (xiii))

The State Health Society does not provide any concession / permit or authorization.



**MANUAL 14**  
**INFORMATION AVAILABLE IN AN ELECTRONIC FORM**  
 (Section 4(1) (b) (xiv))

**Details of information**

S.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available on website or is being used as back end data base
1	Information regarding State Health Society	Aims and objectives, scope of services, rules and regulation	Yes	Yes
2	Background information of SPMU	Activities of the SPMU	Yes	As per Manual
3	Major achievements of SPMU	Implementation of the programme	Yes	Yes

**MANUAL 15**  
**PARTICULARS OF FACILITES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION**  
 (Section 4(1) (b) (xv))

Information can be obtained from the office of State Program Management Unit, Delhi State Health Mission, Hall No. 308, 3<sup>rd</sup> Floor, BSZ Marg, New Delhi - 110002

**MANUAL 16**  
**NAME, DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS**  
 (Section 4(1) (b) (xvi))

**List of Public Information Officer**

S.No.	Designation of the officer designated as PIO	Postal address	Telephone No	E-mail address	Demarcation of Area / Activities, if more than one PIO is there	Link Officer
1	State Program Officer	State Program Management Unit, Delhi State Health Mission, Hall No. 308, 3 <sup>rd</sup> Floor, BSZ Marg, New Delhi – 110002.	23236577 23236573	<a href="mailto:dshmspm@gmail.com">dshmspm@gmail.com</a>	N.A.	Dr. Monika Rana



### List of Assistant Public Information Officer

S.No.	Designation of the officer designated as Assistant PIO	Postal address	Telephone No	E-mail address
1	State Program Manager	State Program Management Unit, Delhi State Health Mission, Hall No. 308, 3 <sup>rd</sup> Floor, BSZ Marg, New Delhi - 110002	23236577 23236573	<a href="mailto:dshmspmu@gmail.com">dshmspmu@gmail.com</a>

### First Appellate Authority within the Department

S.No.	Designation of the officer designated as first appellate authority	Postal address	Telephone No	E-mail address	Demarcation of Area / Activities, if more than appellate authority there
1	Mission Director	Delhi Secretariat, 904, 9 <sup>th</sup> Level, 'A' Wing, I.P. Estate, New Delhi	23392019		N.A.

### MANUAL 17

### OTHER INFORMATION AS MAY BE PRESCRIBED

(Section 4(1) (b) (xvii))

Not prescribed so far

Links for further information.

1. SHS Notification
- 2.DSHM PIP-2008
- 3.Approval of GOI on NRHM budget