

DIRECTORATE OF INDIAN MEDICINES AND HOMOEOPATHY,ORISSA



PROACTIVE DISCLOSURE OF INFORMATION UNDER R.T.I ACT,2005

MANUAL - 1

PARTICULARS OF ORGANISATION,FUNCTIONS & DUTIES

[section 4(1)(b)(i)]

1. **Aim & objectives of the organization :**

The aim & objectives of Directorate of Indian Medicines & Homoeopathy, Orissa are mainly :-

- i) To strengthen AYUSH health care institutions in the State for providing time tested,natural,safe,friendly,accessible & affordable treatments to the people.
- ii) To strengthen AYUSH educational institutions for extension of education & training.
- iii) To upgrade selected AYUSH academic institutions as state model institutes for advanced studies & research.
- iv) To strengthen state enforcement mechanism for quality control of ASU drugs.
- v) To modernize state Ayurvedic & Homoeopathic drug manufacturing units in terms of GMP requirements for enhancing their medicine manufacturing capacity.
- vi) To strengthen state drug testing laboratory(ISM) for testing of ASU drugs.

- vii) To promote drugless treatments of Yoga & Naturopathy, revitalization of local health traditions & cultivation of medicinal plants in the state.

2. Mission / Vision :

- i) To initiate measures for mainstreaming of AYUSH systems in the public health care delivery system of the state for providing a wide range of preventive, promotive and curative treatments to the public.
- ii) To improve the quality of AYUSH education by creating model institutions for advanced studies and research.
- iii) To strengthen enforcement mechanism for quality control of ASU drugs, development of medicine manufacturing industries and medicinal plant sector.
- iv) To provide full opportunity for the growth and development of AYUSH systems, revival of ancient medicinal literature and revitalization of local health traditions.

3. Brief history & back ground on establishment of Organization:-

Ayurvedic system of medicine was the only system of medicine which served the people of Orissa in distress and disease in the past. It enjoyed unquestioned patronage and support of the people till the country became independent. After independence Government of Orissa officially recognized Ayurvedic system of medicine by promulgating the Orissa Ayurvedic Medicine Act, 1960. Homoeopathic system of treatment gained ground in Orissa during first half of the twentieth century. Government of Orissa officially recognized Homoeopathy system of medicine by enacting the Orissa Homoeopathic Medicine Act, 1956. The Unani system of medicine was officially included in health care services of the state during the year 1968.

Prior to 1968, the activities of Ayurveda & Homoeopathy systems were looked after by the Directorate of Health Services, Orissa. It was during June, 1968, Government of Orissa created a separate Directorate for Ayurvedic & Homoeopathic medicines vide Government in Health & Family Planning Department Resolution No.12609/H, dated 6.6.1968. From June, 1968 to September, 1972 the Directorate functioned in Health & Family Planning Department and the peripheral Ayurvedic & Homoeopathic institutions were looked after by the Superintendent of Ayurvedic Institutions, Orissa and the Chief Medical Officer, Homoeopathy,

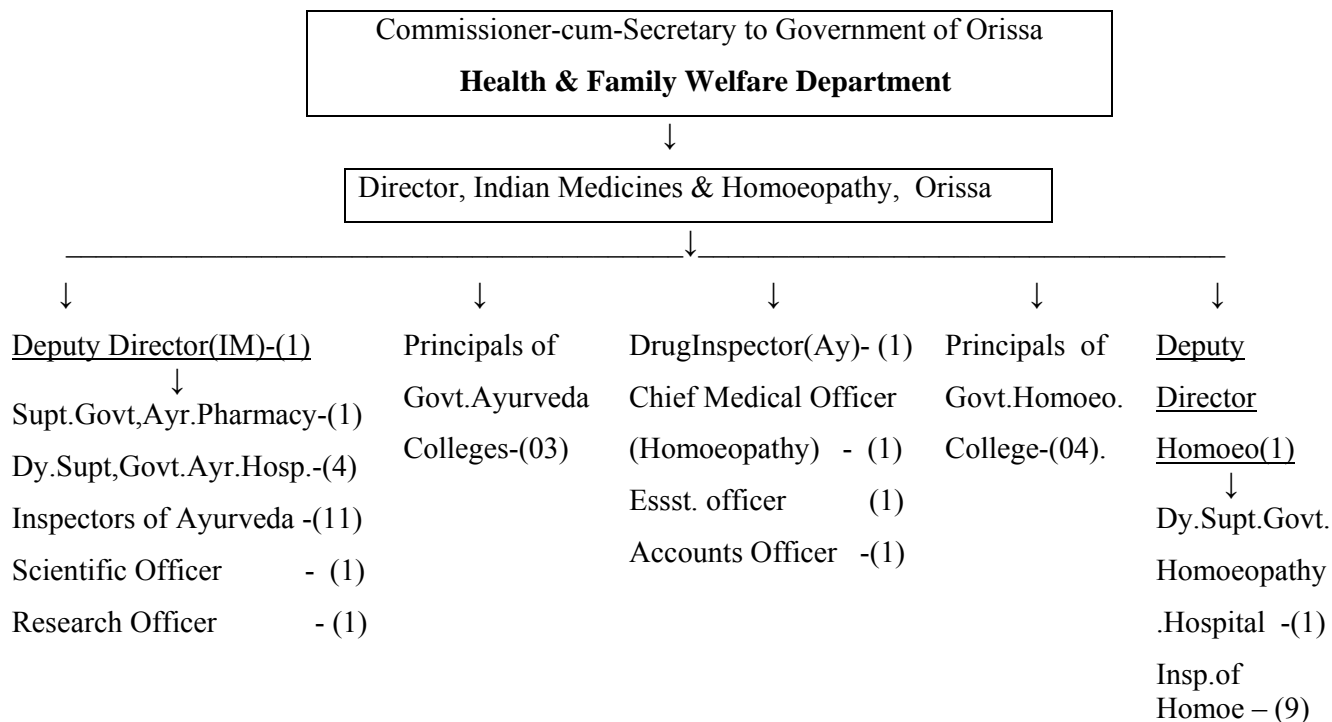
Orissa. The Directorate started functioning independently from September,1972. The Directorate was renamed as Directorate of Indian Medicines & Homoeopathy, Orissa and the post of Director sanctioned vide Govt. order No. 19448/H,dated 16.8.1974. The office of the Superintendent of Ayurvedic Institutions, Orissa and the Chief Medical Officer, Homoeopathy, Orissa were merged in the Directorate vide Government order No.37518/H,dated 14.11.77.The Directorate was made permanent vide Government in Health & Family Welfare Department Resolution No.8809/H,dated 22.3.1982.

4.Organisation Chart :-

(a) Organogram : The Directorate of Indian Medicines & Homoeopathy, Orissa is headed by a Director and assisted by two Deputy Directors, one for Indian Medicines and other for Homoeopathy, one Chief Medical Officer(Homoeopathy),one Drugs Inspector(Ayurveda),one Establishment Officer and one Accounts Officer. At the district level 11 Ayurveda Inspectorates & 9 Homoeopathy Inspectorates have been supervising functioning of 1188 AYUSH dispensaries viz.(Ayurved-619, Unani – 09 & Homoeopathy – 560) covering 30 districts of the state. Principals of 3 Govt. Ayurveda colleges and 4 Govt. Homoeopathy colleges have been looking after education & training in respective system & hospitals attached to colleges. Four Deputy Superintendents of Ayurvedic hospitals & one Deputy Superintendent of Homoeopathic hospital have been looking after functioning of hospitals.

The Director, Indian Medicines & Homoeopathy, Orissa is the Drug Licensing Authority for A.S.U(Ayurveda, Siddha & Unani) drugs in the state. Government Ayurvedic Pharmacy at Bolangir is headed by a superintendent . Govt. Ayurvedic Pharmacy at Bhubaneswar is looked after by the Deputy Superintendent of Government Ayurveda hospital, Bhubaneswar. Principal, Gopabandhu Ayurveda Mahavidyalaya,Puri is looking after functioning of Ayurveda pharmacy attached to the institution. Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical College & Hospital,Bhubaneswar is looking after functioning of Homoeopathy pharmacy attached to the institution.

(b) organisational set up (pictorial diagram)



5. Allocation of business :-

The activities, programme & business of Indian systems of medicine & Homoeopathy are implemented by the Directorate & its subordinate offices in the state.

(a) State level offices of the Organisation

Sl.No.	Head of Offices	Allocation of business
1.	Director, Indian Medicines & Homoeopathy, Orissa	Controlling the activities, plan, programme, budget & business of the organization.
2.	Principal, Gopabandhu Ayurveda Mahavidyalaya, Puri	Looking after academic matters of the institution, functioning of attached Ayurveda hospital & Ayurveda pharmacy.
3.	Principal, Govt. Ayurveda College, Bolangir	Looking after academic matters of the institution, functioning of attached Ayurvedic hospital.
4.	Principal, Kaviraj Ananta Tripathy Sharma Ayurveda College, Ankuspur, Ganjam.	Looking after academic matters of the institution & functioning of attached Ayurvedic hospital.
5.	Principal-cum-Superintendent, Dr. Abhin Chandra Homoeopathic Medical	Looking after academic matters of the institution, functioning of attached Homoeopathic hospital & pharmacy.

	College & Hospital, Bhubaneswar	
6.	Principal, Biju Pattnaik Homoeopathic Medical College & Hospital, Berhampur, Ganjam	Looking after academic matters of the institution & functioning of attached Homoeopathic hospital.
7.	Principal, Orissa Medical College of Homoeopathy & Research, Sambalpur	Looking after academic matters of the institution & functioning of attached Homoeopathic hospital.
8.	Principal, Utkalmani Homoeopathic Medical College & Hospital, Rourkela	Looking after academic matters of the institution & functioning of attached Homoeopathic hospital.
9.	Superintendent, Government Ayurvedic Pharmacy, Bolangir	Looking after manufacture of Ayurvedic medicines in the pharmacy & supply to Govt. Ayurvedic hospitals & dispensaries in the state.
10.	Deputy Superintendent, Government Ayurvedic hospital, Bhubaneswar	Looking after functioning of Govt. Ayurvedic hospital & Ayurvedic pharmacy, Bhubaneswar.
11.	Scientific Officer, State Drug Testing Laboratory (ISM), Bhubaneswar	Looking after testing of Ayurvedic drugs in the laboratory.

(b) Autonomous bodies of the Organisation

Name of Autonomous body	Allocation of business
1. Orissa State Council of Ayurvedic Medicine, Bhubaneswar	Registrar of the council is head of office to implement provisions of Orissa Ayurvedic Medicine Act, 1960. Issue of license to Ayurveda, Unani & Siddha medicine practitioners, updation & maintenance of state register of Indian medicine.
2. Orissa State Board of Homoeopathic Medicine Bhubaneswar	Secretary of the Board is head of office to implement provisions of Orissa Homoeopathic Medicine Act, 1956. Issue of licence to Homoeopathic practitioners, updation & maintenance of state register of Homoeopathy.

(b) District level offices of the Organisation

Sl. No	Head of Office	Allocation of business
1.	Deputy Superintendent, Government Ayurveda Hospital, Paikmal, Bargarh	Looking after functioning of Government Ayurveda hospital at Paikmal.
2.	Inspector of Ayurveda, Cuttack	Looking after functioning & supervision of 72 Ayurvedic & 3 Unani dispensaries in the district of Cuttack, Kendrapara, Jajpur & Jagatsinghpur.
3.	Inspector of Ayurveda, Bhubaneswar	Looking after functioning & supervision of 76 Ayurvedic & One Unani dispensary in the district of Khurda, Puri, Nayagarh & Kandhamal.
4.	Inspector of	Looking after functioning & supervision of 81 Ayurvedic &

	Ayurveda,Balasore	4 Unani dispensaries in the district of Balasore,Bhadrak & Mayurbhanj(except Panchapir sub-division)
5.	Inspector of Ayurveda,Berhampur	Looking after functioning & supervision of 55 Ayurvedic dispensaries in the district of Ganjam & Gajapati.
6.	Inspector of Ayurveda,Rayagada	Looking after functioning & supervision of 67 Ayurvedic dispensaries in the district of Rayagada,Koraput,Nawarangpur & Malkanagiri.
7.	Inspector of Ayurveda,Bhawanipatna	Looking after functioning & supervision of 30 Ayurvedic dispensaries in the district of Kalahandi & Nuapada.
8.	Inspector of Ayurveda,Bolangir	Looking after functioning & supervision of 57 Ayurvedic dispensaries in the district of Bolangir,Sonepur & Boudh.
9.	Inspector of Ayurveda,Sambalpur	Looking after functioning & supervision of 54 Ayurvedic dispensaries in the district of Sambalpur,Baragarh,Jharsuguda & Deogarh.
10.	Inspector of Ayurveda,Dhenkanal	Looking after functioning & supervision of 38 Ayurvedic dispensaries in the district of Dhenkanal & Angul.
11.	Inspector of Ayurveda,Keonjhar	Looking after functioning & supervision of 56 Ayurvedic & one Unani dispensary in the district of Keonjhar & Mayurbhanj(Panchapir Sub-Division).
12.	Inspector of Ayurveda,Sundergarh	Looking after functioning & supervision of 33 Ayurvedic dispensaries in the district of Sundergarh.
13.	Inspector of Homoeopathy,Cuttack	Looking after functioning & supervision of 86 Homoeopathic dispensaries in the district of Cuttack,Kendrapara,Jajpur & Jagatsinghpur.
14.	Inspector of Homoeopathy,Bhubaneswar	Looking after functioning & supervision of 62 Homoeopathic dispensaries in the district of Puri,Khurda & Nayagarh.
15.	Inspector of Homoeopathy,Balasore	Looking after functioning & supervision of 57 Homoeopathic dispensaries in the district of Balasore & Bhadrak.
16.	Inspector of Homoeopathy,Berhampur	Looking after functioning & supervision of 49 Homoeopathic dispensaries in the district of Ganjam & Gajapati.
17.	Inspector of Homoeopathy,Koraput	Looking after functioning & supervision of 56 Homoeopathic dispensaries in the district of Koraput,Rayagada,Nawarangpur & Malkanagiri.
18.	Inspector of Homoeopathy,Bhawanipatna	Looking after functioning & supervision of 46 Homoeopathic dispensaries in the district of Kalahandi,Nuapada,Kandhamal & Boudh
19.	Inspector of Homoeopathy,Sambalpur	Looking after functioning & supervision of 89 Homoeopathic dispensaries in the district of Samalpur,Baragarh,Jharsuguda,Deogarh,Sundergarh,Bolangir & Sonepur.
20.	Inspector of Homoeopathy,Dhenkanal	Looking after functioning & supervision of 38 Homoeopathic dispensaries in the district of Dhenkanal & Angul.
21.	Inspector of Homoeopathy,Baripada	Looking after functioning & supervision of 77 Homoeopathic dispensaries in the district of Mayurbhanj & Keonjhar.

(c) Gram Panchayat/Village level offices of the Organisation

Sl. No	Head of Dispensary Offices	Allocation of business
1	Ayurvedic Medical Officers 619 nos	Providing primary health care services to the people through Ayurvedic medicines in 619 Govt. Ayurvedic dispensaries.
2.	Unani Medical Officers 9 nos	Providing primary health care services to the people through Unani medicines in 9 Govt. Unani dispensaries.
3.	Homoeopathic Med. Officers 560 nos	Providing primary health care services to the people through Homopathic medicines in 560 Govt. Homoeopathic dispensaries.

6. Duties to be performed to achieve the Mission

- i) Time bound measures are to be taken to strengthen required facilities in 3 Govt. Ayurvedic & 4 Govt. Homoeopathic Medical colleges of the state in terms of norm & standards prescribed by apex councils (C.C.I.M & C.C.H) for continuance of graduate & post graduate courses in Ayurveda & Homoeopathy.
- ii) Steps are to be taken to phase wise strengthen existing Ayurveda, Unani & Homoeopathy dispensaries located in rural & tribal areas of the state by providing permanent accommodation & paramedical staff for extension of AYUSH health care services.
- iii) Actions are to be taken to modernize Government Ayurvedic and Homoeopathic pharmacies in terms of G.M.P norm for raising their production capacity for supply of more medicines to Govt. hospitals & dispensaries.
- iv) Steps are to be taken to strengthen drug control mechanism for Quality control of ASU drugs & systematic functioning of Drug testing laboratory(ISM),Bhubaneswar.
- v) Projects on Revitalization of local health traditions,public health initiatives & institutional research activities are to be implemented
- vi) Drug less treatments of Yoga & Naturopathy are to be promoted
- vii) State & district level campaigns & workshops are to be organized for public awareness about AYUSH treatments an cultivation of medicinal plants.

7. Details of services rendered

Services rendered by the organization are indicated in the tables.

TABLE – 1

(Services rendered by AYUSH educational institutions)

System of medicine	Number of Govt.Colleges	Services rendered	Annual out turn of graduate & postgraduate doctors
Ayurveda	03	Colleges have been imparting teaching & training as per curriculum prescribed by the Central Council of Indian Medicine for graduate & post graduate courses in Ayurveda. General & specialized treatments are provided to the patients attending hospitals attached to the colleges.	i)Graduate doctors 90 ii)Postgraduate doctors 07
Homoeopathy	04	Colleges have been imparting teaching & training as per curriculum prescribed by the Central Council of Homoeopathy for graduate & postgraduate courses in Homoeopathy. General & specialized treatments are provided to the patients attending hospitals attached to the colleges.	i)Graduate doctors 100 ii)Postgraduate doctors 15

TABLE – 2

(services rendered by AYUSH hospitals)

System of medicine	No.of Govt. hospitals	No.of indoor beds available	Services rendered	No.of patient treated annually
Ayurveda	05	418	Hospitals have been providing general & specialized treatments of Ayurveda to the patients in OPDs & IPDs	i)OPD ii)IPD 44,480
Homoeopathy	04	125	Hospitals have been providing general & specialized treatments of Homoeopathy to the patients in OPDs & IPDs.	i)OPD ii)IPD 10,639

TABLE – 3
(Services rendered by AYUSH dispensaries)

System of medicine	No.of Govt. Dispensaries	Services rendered	No.of patient treated annually
Ayurveda	619	Providing primary health care services to the patients through Ayurvedic system of medicine	72,95,886
Unani	09	Providing primary health care services to the patients through Unani system of medicine.	1,08,925
Homoeopathy	560	Providing primary health care services to the patients through Homoeopathic system of medicine.	78,62,915

TABLE – 4
(Services rendered by AYUSH Pharmacies)

System of medicine	No.of Government pharmacy	Services rendered
Ayurveda	03	Pharmacies have been manufacturing Ayurvedic medicines for supply to Government Ayurvedic hospitals & dispensaries in the state for free distribution to the patients.
Homoeopathy	01	Pharmacy is manufacturing medicines for supply to Government Homoeopathic hospitals & dispensaries in the state for free distribution to the patients.

TABLE – 5
(Services rendered for Quality control of A.S.U drugs)

Statutory activities	Services rendered
1.Issue of drug manufacturing licence	Licence has been issued to 175 Ayurvedic medicine manufacturing units in the state.
2.Issue of Good Manufacturing practices(G.M.P) certificate to licensed manufacturing units	G.M.P certificate has been issued to 75 licensed Ayurvedic medicine manufacturing units in the state.
3.Testing of statutory drug samples for quality control.	Statutory drug samples collected from licensed drug manufacturing units are tested in approved drug testing laboratory for quality control of drugs. Government drug testing laboratory for ASU drugs has been made functional at Bhubaneswar.
4.Implementation of Drugs & Magic Remedies (Objectionable Advertisement) Act.	Notices have been published in news papers from time to time to educate the public not to be deceived by misleading advertisements on

	magic remedies & misleading A.S.U practices and to bring misleading advertisements to the notice of the licensing authority for appropriate action.
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8. Citizens interaction :

Indian system of medicine popularly known as 'Ayurveda' along with Unani & Homoeopathy medicine have the heritage of community acceptance, gained popularity in the state and continues to cater health care services to a larger number of citizens both in rural & urban areas. Citizens of the state have accepted Ayurvedic, Unani & Homoeopathic medicines for their indigenous and comparatively cheaper & effective treatment.

9. Postal address of main office(Directorate) & subordinate offices

Sl.No	Name of Office	Postal Address
1.	Directorate of Indian Medicines & Homoeopathy, Orissa	Heads of Department Annex Building (3 rd floor), Bhubaneswar – 751 001
	SUBORDINATE OFFICES	
1.	Dr. Abhin Chandra Homoeopathic Medical College & Hospital, Bhubaneswar	At-Kharvelnagar, Unit-III, Bhubaneswar-751 001 Dist; Khurda
2.	Gopabandhu Ayurveda Mahavidyalaya, Puri	At: V.I.P Road, P.O./Dist. Puri-752 002
3.	Government Ayurveda College, Bolangir	At.-Sagarpara, P.O./Dist. Bolangir-767 001
4.	Kj. Ananta Tripathy Sharma Ayurveda college & Hospital, Ankuspur	At/P.O. Ankuspur, Dist. Ganjam-761 100
5.	Biju Pattanaik Homoeopathic Medical College & Hospital, Berhampur	At/P.O. Berhampur, Dist. Ganjam-760 001
6.	Orissa Medical College of Homoeopathy & Research, Sambalpur	At.- Golbazar, P.O./Dist.-Sambalpur-768 001
7.	Utkalmani Homoeopathic Medical College & Hospital, Rourkela	At. Nayabazar, P.O. Rourkela, Dist. Sundergarh-769 010
8.	Government Ayurvedic Pharmacy, Bolangir	At;-Sagarpara, P.O./Dist. Bolangir-767 001
9.	Government Ayurvedic Hospital, Bhubaneswar	At: Nageswar Tangi, P.O. Bhubaneswar-751 002 Dist. Khurda
10.	Government Ayurvedic Hospital, Paikmal	At: Nrusinghanath, P.O. Paikmal-768039, Dist. Baragarh

11.	Inspectorate of Ayurveda,Cuttack	At- Roxy hotel lane,badambadi, PO-Talatelengabazar-753009, Dist-Cuttack.
12.	Inspectorate of Ayurveda,Bhubaneswar	At.Old Hospital Building, Unit-IV, Bhubaneswar-751001,Dist.Khurda
13.	Inspectorate of Ayurveda,Balasore	At-Srikanthapur(Behind Civil Supply Office) PO/Dist-Balasore-756001.
14.	Inspectorate of Ayurveda,Dhenkanal	At-Kunjakanta,Denkanal,Po/Dist-Dhenkanal-759001
15.	Inspectorate of Ayurveda,Keonjhar	At-Khanna chuk, Keonjhar Town PO-Keonjhar Town-758001,Dist-Keonjhar.
16.	Inspectorate of Ayurveda,Sambalpur	At/Po-Bhutapada,Sambalpur Town-768001 Dist-Sambalpur.
17.	Inspectorate of Ayurveda,Bolangir	At-Palace lane, (Near electricity Colony), Balangir Town PO/Dist-Balangir-767001
18.	Inspectorate of Ayurveda,Sundergarh	At/Po-Dengibhadi,Sundargarh Town-770001, dist-Sundargarh.
19.	Inspectorate of Ayurveda,Bhawanipatna	At/Po-Bhawanipatna-766014, dist-Kalahandi
20.	Inspectorate of Ayurveda,Rayagada	At/Po- Rayagada-765001, Dist-Raygada.
21.	Inspectorate of Ayurveda,Berhampur	At/Po- Hillipatana, Barhampur town-7600001 Dist-Ganjam
22.	Inspectorate of Homoeopathy,Cuttack	At-Kamalpur(Near Pala mandap), Cuttack Po-Arundo market-753012, Dist-Cuttack.
23.	Inspectorate of Homoeopathy,Bhubaneswar	At.Old Hospital Building, Unit-IV, Bhubaneswar-751001,Dist.Khurda
24.	Inspectorate of Homoeopathy,Dhenkanal	At-Mahisapeta(Near Panthniwas), Dhenkanal PO-/Dist-Dhenkanal-759001
25.	Inspectorate of Homoeopathy,Balasore	At-Balasore Town (Near North Hostel of F.M.college) Po/Dist-Balasore-756001.
26.	Inspectorate of Homoeopathy,Baripada	At-Tulashichaura, Po-Baripada-757001, Dist-Mayurbhanj.
27.	Inspectorate of Homoeopathy,Sambalpur	At/Po-Bhutapada,Sambalpur Town-768001 Dist-Sambalpur
28.	Inspectorate of Homoeopathy,Bhawanipatna	At/Po-Bhawanipatna-766014, dist-Kalahandi
29.	Inspectorate of Homoeopathy,Koraput	At-Puzariput, Koraput Town, PO/Dist-Koraput-764020
30.	Inspectorate of Homoeopathy,Berhampur	At/Po- Hillipatana, Barhampur town-7600001 Dist-Ganjam

10. Map of Office location(Directorate)

Directorate of Indian Medicines & Homoeopathy,Orissa is located in the 3rd floor Annex building (west) of Orissa heads of department building,Unit-5,Bhubaneswar-751001(behind Orissa secretariat building)

11. Working hours both for office & public :

Daily Office working hours from 10.00 A.M. to 5 P.M.(except Govt.holidays).Public interviews are allowed from 3.00P.M. to 4 P.M.

on working days.

12. Grievance redress mechanism :

Grievance of public & employees of the organization are entertained for redress on each week end day .

MANUAL-2

POWERS ND DUTIES OF OFFICERS AND EMPLOYEES

SECTION 4 1(b) (ii)

POWERS ND DUTIES OF OFFICERS AND STAFF.

Sl.No	Designation of post	Power				Duties attached
		Administrative	Financial	Statutory	Others	
1	Director	Head of Office	Controlling Authority			Overall powers for administrations of the Directorate & its sub-ordinate offices
2	Dy Director (Homoeo)	To assist DIMH(O) in Homoeopathy wings	Sanctioned of refundable GPF, Advance of all Non-gazetted employees in Homoeo dispensaries, Hospitals& Colleges			To assist DIMH(O) matters related to Homoeopathy
3	Dy Director (IM)	To assist DIMH(O) in Ayurveda wings	Sanctioned of refundable GPF, Advance of all Non-gazetted employees in Ayurveda dispensaries, Hospitals& Colleges. Drawing & disbursing officer of DIMH, Establishment.			To assist DIMH(O) matters related to Ayurveda and files relating to OE.
4	Accounts officer		To assist DIMH(O) in disposal of financial matter			Budget/Pay fixation And audit matters.
5	Establishment officer	To assist the DIMH in Establishment matter of DIMH and field clerical/class-IV establishment	Sanction of refundable GPF of Non-Gazette employees of DIMH& field clerical/class-IV establishment.			Confidential/office establishment/ Field office establishment.
6	Drugs Inspector				As per D&C Act	Issue of Drug Licence/inspection of pharmacy.
7	CMO(H)					Statistics, Building

						Homoeopathic Board annual administrative report.
8	AMO cum Research Officer					Literary research on manuscripts attended various training programme as resource person, Nodal officer of State medicinal Plant Board and Master trainer on AYUSH
9	Audit Superintendent					Supervise work of budget ,pay fixation, pension& audit.
10	Section officer level-1					Supervise the work of section where working
11	Section officer level-II					Supervise the work of section where working
12	Senior Asst.					Keep records of the section and put up files in respect of letters pertaining to his section.
13	Junior Asst.					Keep records of the section and put up files in respect of letters pertaining to his section.
14	Personal Asst.					Attached to the DIMH to help him for disposal of files.
15	Junior Steno					Attached to the DIMH to help him for disposal of files
16	Statistical Asst.					Keep statistical records.
17	Auditor					To audit over the accounts of field offices.
18	Senior Diarist					To receive the letters from outside/inside/ hand over the same to PA for perusal of Director and distribute the same in offices.

19	Junior Diarist					To assist the senior Diarist.
20	Recorder					To keep the old records.
21	Record supplier					To assist the recorder in his work .
22	Type Superintendent					To supervise the work of type section and issue of letters
23	Senior Typist					To work in the type section.
24	Junior Typist					To work in the type section
25	Treasury Sarkar					To work in the account section for treasury duty.
26	Daftary					Stitching, Binding, Rolling work in type section.
27	Driver					To drive the office vehicle.
28	Peon					Attach to different sections, officers for smooth transaction of files and letters.
29	Choukidar					To watch and ward duty of office.
30	Sweeper					To clean the premises.

MANUAL-3

Procedure followed in Decision making Process

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS HEALTH AND FAMILY WELFARE DEPARTMENT

Sl. No.	Activity	Level of Action	Time
1	Marking of letters received by the Section Officer	Section Officer	Same day
2	Receipt are diarised and distributed to the dealing Assistants	Diarist	Same day
3	(a) Opening of New file (b) Existing file- The letter after due	Dealing Assistants	Three days

	examination is kept in the relevant files. After proper scrutiny and examination, the files are put up with reference to the existing rules regulations executive instructions the case may be		
4	Further examination is made by the section officer with his comments and is submitted to the next immediate authority	Section Officer	
5	Decision making process begins from the level of Branch Officers if the matter is within his competency, as delegated by the Head of the Department	Decision making process begins from the level of Branch Officers if the matter is within his competency, as delegated by the Head of the Department.	
6	If the matter is beyond the jurisdiction of the Branch Officers, then the file is put up to Director, as per the delegation of powers for final orders.	If the matter is beyond the jurisdiction of the Branch Officers, then the file is put up to Director, as per the delegation of power for final orders.	

MANUAL-4

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

FLOW PROCESS CHJART FOR DISPOSAL OF LETTER.

Sl.No.	Activity	To whom concerned	Time frame
1	To receive the letters by the Sr.Diarist and submit to Director	Director	Same day
2	To distribute the letters after perusal of Director to different section officers, Audit superintendent to mark	Section officer/ Superintendent	
3	After marking of SO put a diary mark and handover to dealing asst.	Dealing Asst.	As per record manual.
4	Dealing Asst keep the records in concerned files and put up to the concerned Section officer.	Section officer	As per record manual.
5	Section officer verify the files and pass to the branch officer	Branch officer	As per record manual.
6	Branch officer verify the file and endorse to the Director	Director	As per record manual.
7	Director returns the file with approval to branch officer.	Branch officer	Same day
8	Branch officer return the file with	Section officer	Same day

	acknowledgement to section officer		
9	Section officer acknowledge the file and return to the section.	Dealing Asst.	Same day
10	Dealing Asst pass the decision letter to issue section.	Type section	Same day
11	Issue section type out the same and verify and placed before the authority for signature.	Type section	Same day
12	After signature of the letter the issue section dispatch the letter through postal or inside/outside dak register with acknowledgement	Issue section	Same day
13	Return the draft to the concerned section for keeping it in file.	Concerned section.	Same day.

MANUAL -5

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

(Section 4(I)(b)(v))

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

List of regulations, instructions, manuals and records

Sl. No.	Name of the act, rules regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Orissa Service Code	Condition of Service and financial impact of Govt. Servants		
2	O.C.S. (C.C.A) Rules 1962	Disciplinary proceedings/ suspension.		
3	O.C.S. Govt. Servant conduct Rule 1959	Conduct Rules relating to H.M.Os and Inspector of Homoeopathy.		
4	Orissa Travelling Allownces Rules	T.A. claim of Inspector of Homoeopathy		
5	Orissa Reservation of vacancies Act 1975 (post and services) and Rules 1976 thereon	Rules relating to reservation of posts of H.M.O. for different categories such as UR/SEBC/SC/ST		
6	O.G.F.R. Vol.I & II	Rules governing financial transaction of Inspectors of Homoeopathy/H.M.Os and Financial aspect thereto.		
7	Orissa Service manual Vol. I & II			
8	The Orissa G.P.F. Rules	Sanction of G.P.F. Advance		
9	Promotion to the post of Inspector of	Proposal sent to Govt. in Health and Family Welfare Department		

	Homoeopathy/C.M.O.	for convening of D..P.C. at there level		
10	G.A. Deptt. Notification No.20925/Gen.dt. 1.7.2002 and H & F.W. Deptt. Resolution No.44348/H, dt. 27.12.02 and readwith 17495/H,dt. 4.6.2005	Creation for selection to the post of H.M.O.		
11	Letter No.7053/H,dt. 19.2.92 Fixation of eligibility criteria for the post of specialist in Kayachikitsa (Class-II Gazetted).	Criteria for promotion to the post of specialist.		
12	Letter No.16152/H,dt.30.4.98 O.A.No.470/95, Dr. Panchanan Satua-Versus-State of Orissa and others fixation of qualification for the post of specialist(Panchakarma)	Qualification for the post of specialist (Panchakarma)		
13	Letter No.3653/H, dt.27.1.2000 filling up of the post of specialist in salakyatantra(Class-II Gazetted Rank) in Govt. Ayurvedic Hospital, Bhubneswar	Criteria for filling up of the post of specialist in Shalakyatantra.		
14	Resolution No.2351/H, dt.24.1.90 Refixation of criteria for Inspector of Ayurveda/ Dy. Supdt of govt. Ayurvedic Hospital, Supdt. Of Govt. Ayurveda Pharmacy and other Class-II supervisory posts in Ayurvedic Periphery service by way of promotion.	Criteria for filling up the posts of Inspector of Ayurveda by Supdt. And Supdt. Govt. Ayurveda/ Homoeophthy.		
15	Resolution No.44348/H, dt.27.12.02 preparation of Syllabus and pattern of examination for the post of Ayurvedic Medical Officer and Homoeopathic Medical Officer	Syllabus and pattern of examination for the post of A.M.O. and H.M.O.		
16	Resolution No.17495/H,dt.4.6.03 Modification of Resolution No.44348/H,dt. 27.12.2002	-do-		
17	Resolution No.9746/H, dt.25.4.05 Refixation of norms for selection of Deputy Director of Indian Medicines (Group-A)	Norms for selection of Deputy Director (IM)		
18	Resolution	Up gradation to Group-B posts		

	No.28309,dt.26.12.08 entry level for Ayurvedic Medical Officer, Homoeopathic Medical Officers and Unani Medical Officers would be in Group-B carrying the pre-revised scale of Rs.6500-200-10500/- and all the regular posts of Ayurvedic Medical Officers, Homoeopathic Medical Officers and Unani Medical Officers having pre-revised scale of pay of Rs.5500-175-9000/- will stand upgradated to the level of Group-B in the pre-revised scale of pay of Rs.6500-200-10500/-P.M.			
19	Letter No.25339/H,dt.30.7.90 fixation of eligibility criteria for recruitment to the teaching post in Govt. Ayurvedic colleges in the State	Criteria for promotion to the post of Reader, Lecturer and recruitment of Demonstrator.		
20	Letter No.294454/H,dt. 14.8.91 fixation of eligibility criteria for promotion to the post of Professor in Govt. Ayurvedic Colleges in the state.	Criteria for promotion to the post of Professor.		
21	Letter No.3007/H,dt.29.1.93 fixation of eligibility criteria for promotion to the post of Principal in govt. Ayurvedic Colleges in the state.	Criteria for promotion to the post of Principal.		
22	Letter No.16289/H,dt. 9.7.08 Enhancement of Rate of stipend of the House Surgeon of Govt. Ayurvedic and Homoeopathic Colleges of the State.	Payment of stipend to House surgeons of Ayurvedic Colleges.		
23	Letter No.16287/H,dt.9.7.08 Enhancement of Rate of stipend of the P.G. Students of Govt. Ayurvedic and Homoeopathic colleges of the state.	Payment of stipend to P.G. Student of Ayurvedic Colleges.		
24	Letter No.10078/H,dt. 17.3.97 Guidelines for transfer of student from One Ayurvedic College to another Ayurvedic College.	Transfer of students of One Ayurvedic Colleges to another college.		
25	Drugs and cosmetics Act	Monitoring, supervising and		

	1940 and Drugs and Cosmetics Rule 1945	issuance of Licence in respect of Ayurvedic Siddha and Unani system of medicines.		
26	RTI Rules 2004	For implementation of Right to Information		
27	RTI Act-2005	For implementation of Right to Information		

MANUAL-6

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

(SECTION 4(i)(b)(vi))

A STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

Sl. No.	Nature of Records	Details of information available	Unit/Section where available	Retention period where available
1	Service Book	Service records of Individual employees of DIM&H(O), Bhubneswr	O.E	Till their retirement
2	Roster Register	Appointment of Junior Asst. Appointment of Jr. Clerks/Jr. clerk-cum-Typist of subordinate Offices promotion in DIM&H(O) Promotion in Head Clerk promotion in Sr. clerk	O.E	Permanent record.
3	Pension Register	Retirement of employees of DIM&H(O), Bhubaneswar, Retirement of Head Clerk/ Sr. Clerk/ Jr. Clerk/Jr. clerk-cum-Typist.	Office Estt.	Permanent record
4	House Building Register	Application register of House Building Advance Sanction of H.B.Advance	O.E.	Permanent record.
5	Motor cycle/Moped Register	Application and sanction	O.E.	-do-
6	File Register	List of files	O.E.	-do-
7	Casual leave Register	Details of C.L./O.L.taken by the employees of DIM&H(O),Bhubaneswar.	O.E.	-do-
8	File Register File collection No.OE-I-(a)-I	Personl file of Gazetted Officers	O.E.	-do-
9	File Collection No.OE-I-(a)-II	Personal File of Non- Gazetted Staff	O.E	-do-
10	File Collection No.OE-I-(b)-III-PF	Personal File of Field Office Estt.	O.E.	-do-
11	File Collection No.OE-I-(a)-III	Loan and Advance	O.E.	-do-
12	File Collection No.OE-I-(a)-IV	Interest Free Advance	O.E.	-do-
13	File Collection No.OE-I-(a)-V	Miscellaneous	O.E.	-do-

14	File Collection No.OE-I-(a)-VI	Legal matters	O.E.	-do-
15	File Collection No.II-E-Ayurvedic-G-(i)	Personal files of Inspectors of Ayurvedic and other Class-II Officers	Ayurvedic Estt. Gazetted.	
16	File Collection No.II-E-AyurvedicG.(ii)	Personal files A.M.Os/U.M.O./A.M.O.(Contract)	-do-	
17	File Collection No.II.E.Ay.G.(iii)	Appointment/Transfer/posting of AMO/UMO/Inspector/Dy. Supdt. Supdt.	-do-	
18	File Collection No.II.E.Ay.G.(iv)	Disciplinary proceeding against AMO/UMO etc.	-do-	
19	File Collection No.II.E.Ay.G.(V)	Court cases/Legal matter	-do-	
20	File Collection No.II.E.Ay.G.(vi)	Assembly question and answers and other relevant matters	-do-	
21	File Collection No.II.E.Ay.G.(vii)	Sanction of arrear claims	-do-	
22	File Collection No.II.E.Ay.G.(viii)	Audit and Inspection report of Inspector and other officers	-do-	
23	File Collection No.II.E.AY.G.)ix)	Tours and Inspection reports of I.A./Supdt/Dy.Supt. etc.	-do-	
24	File Collection No.II.E.AY>G.(x)	Miscellaneous matter	-do-	
25	Superannuation Register	Maintains for recording of date of death/retirement of the A.M.O./U.M.O. and other class-II Officers	-do-	
26	Incumbency Register	Maintains for recording the period of stay of AMO/UMO in a particular station	-do-	
27	Roster Registers	Appointment of A.M.Os in regular pay scale	-do-	
28	Roster Register	Appointment of U.M.O.	-do-	
29	Log Book (Register)	Maintain for posting of diarized letters received from outside	-do-	
30	Transit Register	Maintains for issue of approved letters	-do-	
31	File Collection No.IVE-At	Academic and Training matters	Ayurvedic College Estt.	
32	File Collection No.IVE-RD	Research and Development matter	-do-	
33	File Collection No.IVE-MC	Management of Colleges matters	-do-	
34	File Collection No.IVE-LM	Legal matters	-do-	
35	File Collection No.IVE-AP	Assembly and parliament matters	-do-	
36	File Collection No.IVE-AM	Allied matter	-do-	
37	File Collection No.IVE-RR	Rules and Regulation	-do-	
38	File Collection No.IVE-PF	Personal files of Teaching Staff	-do-	
39	Roster Register	Roster register for recruitment of Demonstrators	-do-	
40	Legal Register	List of Court cases with their present position	-do-	

41	Log Book	List of letter received from outside after diarizing t diary section	-do-	
42	Transit Register	List of letter issued in connection with the Ayurvedic College matter	-do-	
43	File Collection No.III.E.I.A	Relating to appointment of H.M.Os	Homoeopathic Gazetted Estt. Branch	
44	File Collection No.III.E.II.A	Relating to transfer and posting of H.M.O.	-do-	
45	File Collection No.III.E.III.A	Personal files relating to service records of H.M.O.s	-do-	
46	File Collection No.III.E.IV.A	Files relating to Assembly Question and replies	-do-	
47	File Collection No.III.E.V.A	Files relating to legal matters	-do-	
48	File Collection No.III.E.IV.A	Files relating to Miscellaneous Correspondences	-do-	
49	File Collection No.III.E.VII.A	Files relating to purchase of Homoeopathic Medicines and Sundries	-do-	
50	File Collection No.III.E.VIII.A.	Personal files relating to service records of Inspectors of Homoeopathy	-do-	
51	File Collection No.III.E.IX.TP	Files relating to approval of advance tour Programme/revised tour programme/tour diaries/tour particular of Inspectors of Homoeopathy	-do-	
52	File Collection No.III.E.X.A.1/09	Appointment/Promotion to the post of Inspector of Homoeopathy	-do-	
53	Superannuation Register	Records relating to death/retirement of H.M.Os and Inspectors of Homoeopathy	-do-	
54	Roster Register	Maintanance of Roster Register for reservation in initial recruitment in posts and services of H.M.Os for SC/ST/SEBC/UR candidates.	-do-	
55	Incumbency Register	Position of Homoeopathic Medical Officers and Govt. Homoeopathic Dispensaries of the State.	-do-	
56	Log Book	The received and disposal of outside daks are recorded	-do-	
57	File movement Register	Movement of files are recorded	-do-	
58	Transit Register	Approved drafts are recorded and sent to issue section for dispatch.		
59	File Collection No.4CE(H)-I-PF	Personal files of Principals/Professor/Reader/Lecturer of Homoeopathic Medical Colleges	Homoeopathic College Estt. Branch	

60	File Collection No.4CE(H)-II-A	Appointment of Principal/Professor/Reader/ Lecturer	-do-	
61	File Collection No.4CE(H)-III-T	Transfer of Professor/ Rader/Lecturers	-do-	
62	File Collection No.4CE(H)-IV-C	Confirmation/Gradation of Professor/Rader/ Lecturer	-do-	
63	File Collection No.4CE(H)-V	Study tour of students outside state journey	-do-	
64	File Collection No.4CE(H)-VI-MT	Migration/ Transfer of students from one college to another/Housemanship of students	-do-	
65	File Collection No.4CE(H)-VIII-S	Scholarship/stipend of students	-do-	
66	File Collection No.4CE(H)-VIII-CC	Matters relating to CCH	-do-	
67	File Collection No.4CE(H)-IX	Affairs relating to Governing body, General body meetings of Govt. Homoeo. Medical Colleges.	-do-	
68	File Collection No.4CE(H)-X-AQ	Assembly question	-do-	
69	File Collection No.4CE(H)-XI-L	Legal matters	-do-	
70	File Collection No.4CE(H)-XII	Admission in under Graduate/Post Graduate.	-do-	
71	File Collection No.4CE(H)-XIII	Homoeo. Board Affairs	-do-	
72	File Collection No.4CE(H)-XIV-Misc	Miscellaneous files	-do-	
73	Incumbency Register	Teaching Staff position of Govt. Homoeopathic Medical Colleges	-do-	
74	Log Book	Received and disposal of outside daks	-do-	
75	Transit Register	Issue of letters, orders.	-do-	
76	File Movement	Movement of files are recorded	-do-	
77	File Collection No.3HE-NG-III (P)	Personal File of H.A. /Nurse/Class-IV	Homoeopathic Non-Gazetted Branch	
78	File Collection No.3HE-NG-IV	Transfer of Homoeopathic Asst.	-do-	
79	File Collection No.3HE-NG-V	Assembly Questions	-do-	
80	File Collection No.3HE-NG-VI-LM	Legal matters	-do-	
81	File Collection No.3HE-NG-VII	Miscellaneous	-do-	
82	Incumbency Register	Position of Homoeopathic Assts. / Class-IV employees in Govt. Homoeopathic Dispensaries	-do-	
83	Log Book	The received and disposal of outside daks are recorded	-do-	
84	File movement Register	Movement of files are recorded	-do-	
85	Transit Register	Approved drafts are recorded and sent to issue section for dispatch.	-do-	

86	File Collection No.PIC-I-a	R.T.I. Applications	PI Cell	
87	Binding Register	Recording of R.T.I. Applications	-do-	
88	Binding Register	Receipt and Expenditure of application Fee and information cost.	-do-	
89	Log Book	The received and disposal of outside daks are recorded	-do-	
90	File movement Register	Movement of files are recorded	-do-	
91	Transit Register	Approved drafts are recorded and sent to issue section for dispatch.	-do-	
92	Financial year wise budget estimate and revised estimate	Budgetary information	Budget Section	Since last 5 years
93	Collection of revenue Receipts	Year wise information	-do-	-do-
94	Performance Budget	-do-	-do-	-do-
95	Supplementary statement of expenditure	-do-	-do-	-do-
96	Submission of Re-appropriation suggestion to Govt.	-do-	-do-	-do-
97	Parliament and Assembly question relating to budget matter	-do-	-do-	-do-
98	Public Accounts committee matter and C&A.G.of India	-do-	-do-	-do-
99	Finance commission and fiscal reforms etc.	-do-	-do-	-do-
100	Draft appropriation and Finance appropriation of Accounts	-do-	-do-	-do-
101	Verification and Reconciliation of Deptt. Actuals with those of A.G.(A&E) Orissa.	-do-	-do-	-do-
102	Submission of Transfer entries suggestion to the AG(O)	-do-	-do-	-do-
103	Simplification procedure for review of regular Estt. Etc.	-do-	-do-	-do-
104	Disclosure statement regarding liabilities and out come budget.	-do-	-do-	-do-
105	Enhancing efficiency of Non-Plan Expenditure and objections	-do-	-do-	-do-
106	Collection of the Month expenditure from the D.D.Os and consolidated figures sent to Govt.	-do-	-do-	-do-
107	Allotment of funds to the D.D.Os	-do-	-do-	-do-
108	Sanction and release of festival advance to the D.D.Os.	-do-	-do-	-do-
109	Revenue receipt	Amount deposited in the Treasury towards grant of Drug manufacturing licence with fines etc.	Drugs Cell (Ayurvedic)	Monthly
110	Drug Licence Register	List of Drug Manufacturing units with address and list of Drugs	-do-	Through out

111	Audit over the Accounts of Subordinate offices, Ayurveda-17, Homoeopathy-13	This information available in the concerned Section	Audit Branch	Till disposal of the case
112	Compliance of Audit report of Sub-ordinate offices	-do-	-do-	-
113	Compliance of A.G.Orissa over the Accountsw of sub-ordiinate offices	-	Do-	-
114	Internal Audit report of Govt. of Orissa, Health and Family Welfare Deptt.	This information available in the concerned Section	-do-	-
115	Pay fixation of employees of Sub-ordinate offices and various ORSP Rules 1981, 1985,1989,1996 and 2008	This information available in the concerned Section	-do-	-
116	Finance views offered to the sections as and when required	This information available in the concerned Section	-do-	-
117	Submission of indents of Stationery articles and forms of the Sub-ordinate offices as well as this Directorate	Continuing Process	Store Section	In connecting files
118	Receiving of Stationeries and forms for the Directorate	Yearwise	-do-	-do-
119	Purchases of contingent articles/furnitures/computers/Co mputer spare parts and Misc. articles as and when required for the Directorate	Yearwise	-do-	-do-
120	Maintenance of stock ledgers of contingent article/furnitures and computer spare parts of the Directorate	Year wise	-do-	Permant Registers
121	Bill Register	Posting of different types of Bills	Accounts Section	
122	Cont. Register	Posting of all kinds of Cont. Bill (Voucher wise)	-do-	
123	Cash Book	Posting of daily cash transaction	-do-	
124	Permanent Advance Cash Book	Maintenance of Urgent expenses.	-do-	
125	Acquaintance Roll	Preparation of all types of Bills of the Staff	-do-	
126	Bank Draft Register	B.D. Received from Bank and issued to different persons/Firms.	-do-	
127	G.P.F. Register	Posting of GPF subscription and deduction of the employees	-do-	
128	Spl. House Building Advance Register	Month wise recovery amount posting	-do-	
129	Long term Advance Register	Month wise H.B.A. and M.C.A. recovery posting	-do-	
130	Vehicle stock Register	Posting of Yearwise expenses on purchasing of spare parts repair etc.	-do-	
131	Civil deposit Register	Bill wise amount credited to civil deposit	-do-	

132	Medical Advance Register	Recorded of payment medical advance to employees	-do-	
133	Log Book	Received the Dak from different branch and persons	-do-	
134	Movement Register	File number and date mentioned for corresponding	-do-	
135	Transit Register	After workout the file the draft/letter send to issue branch	-do-	
136	Compilation of dispensaries of Ayurvedic/Homoeopathic/Unani of Orissa State	District wise location with Gram Panchayat/Block/Subdivision etc.	Statistics Branch	
137	Compilation of Annual patient figure of Ayurvedic/Homoeopathic/Unani Dispensary and Hospitals	District wise patient figure of Dispensary and Hospitals	-do-	
138	File Collection No.DEV-IV-VS-Ay	Annual patient figure on Ayurvedic/Unani dispensaries and Hospitals	-do-	
139	File Collection No.DEV-IV-VS-Homoeo.	Annual patient figure on Homoeopathic Dispensaries and Hospitals	-do-	
140	File Collection No.DEV-IV-VS-Misc	Fact Book on Manpower	-do-	
141	File Collection No.DEV-IV-VS-Misc	Economic Survey Report	-do-	
142	File Collection No.DEV-IV-VS-Misc	Information on District wise statistics	-do-	
143	File Collection No.DEV-IV-VS-AQ	Assembly Questions.	-do-	

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(I)(b)(vii))

There is no such arrangement in the Directorate of Indian medicine and Homoeopathy, Orissa, Bhubaneswar

MANUAL -8

List of Boards, councils, Committees and other Bodies Constituted

Sl. No	Name and Address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meetings upon to public	Whether minutes accessible to public	Frequency of meeting	Remarks
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
1	Purchase Committee of D.I.M & H.	Purchase Committee for purchase of Ayurvedic, Homoeopathic Medicines, Instruments and Equipments.	Director, I.M. & H. Orissa, Bhubaneswar- Chairman. Joint Secretary to Govt. H & F.W. Department- Member F.A. –Cum- Addl. Secretary- Member Director, Expert Promotion and marketing, Orissa, - Member The Principal, Dr. A.C.H.M.C & H, Bhubaneswar- Cooperative Member Accounts Officer, D.I.M. & H. Orissa, Bhubaneswar- Member-cum- Convenor.	2.4.98					
2	Orissa state Board of Homoeopathy	(a) Register the qualified Homoeopathic doctors and issue the provisional license for internship and life time	The board constituted as per Orissa Homoeopathic (Amendment) Act1994 on following manners:- (a) a president to be nominated by the state Government.	1996(3 years) (Present board headed by the Preside	(3 years) 1999 (The board has been	No	Accessible under R.T.I Act 2005..	A meeting of the board is summoned by the Secretary as such	As the present board is outlived the Govt. H & F.W.

		<p>registration for Homoeopathic practice.</p> <p>(b) Supply of up to date Stat register to the Central Council of Homoeopathy, New Delhi every year as per provision of Homoeopathic Central Council Act 1973</p>	<p>(b) two renounced Homoeopathic practitioners practicing in the state of Orissa whose name validly enhance for the time being in the register to be nominated by the State Government.</p> <p>(C) two member to be elected by the Orissa Legislative Assembly from amongst it's member in the presented manner .</p> <p>(d) the director ,Indian system of Medicine & Homoeopathy, Orissa and</p> <p>(e) one lady social worker having special interest and knowledge in Indian System of medicine and Homoeopathy.</p>	nt, Secretary and Director, I.M.& H.Orissa be the Member)	out			time and place as he deem expedient.	Department Orissa have been moved for its reconstitution the other letter No.221/HISO,dt. 01.06.2007 and No.461/HBO,dt. 11.09.2007
3	Orissa State Council of Ayurvedic Medicine, Old Hospital Building, Unit-IV, Bhubaneswar-I	<p>As per section 19 of the Orissa Ayurvedic Medicine Act, 1960 subject to the provisions of this Act or the rules made there under the council shall have the following powers and functions namely:-</p> <p>(i) to advise the Government in matters relating to Ayurvedic system of medicine including research and post graduate education</p> <p>(ii) to accord suspend or withdraw recognition or affiliation of Ayurvedic Educational Institutions or the recommendations of the faculty.</p> <p>(iii) To prescribe fees for admission to examination conduct by the faculty</p> <p>(iv) To allot funds to the faculty for carrying out its duties.</p> <p>(v) To provide for the registration of practitioners and</p>	<p>a) Council has been constituted vide Orissa Gazette, extraordinary (No.583), dated the 25th Sept. 1989 and for report of select committee vide (No.233-A), dated. The 22nd Feb.1960</p> <p>b)Present body has been constituted vide G.O.No.5863/H,dt.17.2.84 (Copy enclosed as Annexure-I)</p>	17.2.1984	16.2.1989	No	No	In every 3 months.	

	<p>entry of their names in the register under this Act and to provide for the preparation of the list of practitioners under section 41</p> <p>(vi) To reprimand a registered practitioner a practitioner whose name is entered in the list, suspend, or remove him from the register or list and to take such other disciplinary action against him as may in the opinion of the council be necessary or expedient. Provided that the council shall, before taking action under this clause, give the practitioner concerned a reasonable opportunity of being heard</p> <p>(vii) To hear and decide appeals from the decision of the Register.</p> <p>(viii) To endow chairs of Ayurvedic system of medicine and surgery in the institutions affiliate to the faculty.</p> <p>(ix) To appoint inspectors for the inspection of Ayurvedic institutions, dispensaries, hospitals druggists shops or firms in the state and to require institutions giving instructions in the Ayurvedic system of medicine to furnish such information as may be necessary.</p> <p>(x) To register and issue licences to reliable firms for sale of genuine Ayurvedic drugs.</p> <p>(xi) To perform such other functions for the development of Ayurvedic system of medicine as may</p>							
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		be consistent with the provisions of this Act and (xii) To exercise such other powers as may be specified by or under this act.							
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MANUAL-9

DIRECTORY OF OFFICERS AND EMPLOYEES

[SECTION 4(1)(b)(ix)]

Directory

Sl.No	Name and designation	Office Phone No.	E mail address
1	Sri Binod Bihari Pattnaik, IAS, Director	0674-2394577(O) 0674-2542890(R) 9437408496(Mob)	
2	Dr Sarat Chandra Mohanty, Dy Director(H)	0674-2393681	
3	Dr Kunanada Giri, Dy Director(IM)	0674-2393067	
4	Sri thakur Das Hasanda,Accounts officer	0674-2395604	
5	Sri Dibakar Sahoo, Esst officer	0674-2391180	
6	Dr Narendra Prasad Hota, AMO cum- Reserch officer	0674-2394508	narendra_hota @_yahoo.co.in
7	Sri Muralidhar Panigrahi, audit Superintendent	0674-2394508	
8	Sri Rabindranath Sethy, SO level-I	0674-2394508	
9	Sri Jitendriya Sethy, SO level-I	0674-2394508	
10	Smt Sakuntala Satpathy, SO level-II	0674-2394508	
11	Sri Prafulla Kishore Sahoo, SO level-II	0674-2394508	
12	Sri Shyam Charan Hemram, SO level-II	0674-2394508	
13	Sri Basant Kumar Mishra, PA to DIMH	0674-2394508	
14	Sri Dillip Kumar Mohanty, Sr Asst.	0674-2394508	
15	Sri Niranjana Samal, Sr Asst.	0674-2394508	
16	Sri khirod Kumar pati Sr Asst.	0674-2394508	
17	Sri Ramakanta Mishra Sr Asst.	0674-2394508	
18	Sri Kailash Chandra Kar Sr Asst.	0674-2394508	
19	Sri Guru Charan Pandit Sr Asst.	0674-2394508	
20	Sri Niranjana Dixit Sr Asst.	0674-2394508	
21	Sri Bibhuti Bhusan Tripathy Sr Asst.	0674-2394508	
22	Sri Nabakishore Dandapat Sr Asst.	0674-2394508	
23	Sri srdhar Pradhan Sr Asst.	0674-2394508	
24	Smt Sushila Devi Sr Asst.	0674-2394508	
25	Sri Debakanta Jena Sr Asst.	0674-2394508	
26	Sri Rabinarayana Brhera Sr Asst.	0674-2394508	
27	Santi Nanwari Sr Asst.	0674-2394508	

28	Sri Prasant Kumar Dash Sr Asst.	0674-2394508	
29	Sri Ghanasyam Singh Sr Asst.	0674-2394508	
30	Sayed Mobariz Khalid Sr Asst.	0674-2394508	
31	Sri Bilash Chandra Ray,Sr Asst.	0674-2394508	
32	Sri Dillip Kumar Rath, Sr Asst.	0674-2394508	
33	Sri Pradeep Kumar Nathsharma Sr Asst.	0674-2394508	
34	Sri Susant Kumar Nayak, Junior Asst.	0674-2394508	
35	Minati Padhy, Jr. Asst.	0674-2394508	
36	B.B.V.R.Pradhan, Jr. Asst.	0674-2394508	
37	Manas Kr. Dwibedy, Jr. Asst.	0674-2394508	
38	Sunil Kumar Baxi, Jr. Asst.	0674-2394508	
39	Pravabati Dei, Jr, Steno	0674-2394508	
40	Abhimanyu Mohanty, Statistical Asst.	0674-2394508	
41	Santosh Kumar Singh, Statistical Asst.	0674-2394508	
42	Sagar Kumar Rath, Auditor	0674-2394508	
43	Narayan Ch. Sethy, Auditor	0674-2394508	
44	Pratap Kishore Sahu, Sr. Diarist	0674-2394508	
45	Raghunath Mohapatra, Jr. Diarist	0674-2394508	
46	Sarat Ch. Ojha, Recorder	0674-2394508	
47	Narayan Ch. Rout, Record Supplier	0674-2394508	
48	Krushna Ch. Swaro, Type Supdt.	0674-2394508	
49	Manurajan Mallick, Sr. Typist	0674-2394508	
50	Subal Ch. Palei, Sr. Typist.	0674-2394508	
51	Kailash Ch. Sethy, Sr. Typist	0674-2394508	
52	Sankarsan Pradhan, Sr. Typist	0674-2394508	
53	Rajkishore Dash, Sr. Typist	0674-2394508	
54	Rama Ch. Routray, Jr. Typist	0674-2394508	
55	Bijay Kumar Singh, Jr. Typist	0674-2394508	
56	Muralidhar Behera, Try. Sarkar	0674-2394508	
57	Bhagirathi Behera, Peon	0674-2394508	
58	Bhagaban Jena, Peon	0674-2394508	
59	Brajabandhu Majhi, Peon	0674-2394508	
60	Ajay Kumar Nayak, Peon	0674-2394508	
61	Khetrabasi Muduli,Peon	0674-2394508	
62	Panchunath Pradhan,Peon	0674-2394508	
63	Santosh Kumar Sahoo,Peon	0674-2394508	
64	Debaraj Swain,Peon	0674-2394508	
65	Santosh Kumar Swain,Peon	0674-2394508	
66	Bijay Kumar Prdhan, Choukidar	0674-2394508	
67	Bhikari Ch. Mishra, Choukidar	0674-2394508	
68	Rabindra Nath Khandei, Choukidar	0674-2394508	
69	Chhatia Naik, Sweeper	0674-2394508	

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The monthly remuneration received by each of the officers & employees including the system of compensation as provided in the regulation.

(Section 4 (1) (b) (X))

Sl No.	Name & Designation Pay Band, Scales Pay & Grade	Monthly Remuneration				
		Pay +Grade Pay	D.A	H.R.A	O.A	Total
P.B.4(Rs 37400-67000) Gr.S-25						
1	Sri Binod Bihari Pattanaik, Director	Rs 41,690+8,700 =50,390	8,062			58,452.00
P.B.3(Rs 15600-39100)Gr.S-16						
2	Dr.Sarat Ch.Mohanty , Dy.Director(H)	Rs 22,320+6,600 =28,920	4,627	5,784		39,331.00
3	Dr. Kunananda Giri, Dy.Director(IM)	Rs 21,780+6,600 =28,380	4,541		120	33,041.00
P.B.2(Rs 9300-34800)Gr.S-12						
4	Sri Dibakar Sahoo, Establishment Officer	Rs 15,440+4,600 =20,040	3,206			23,246.00
5	Sri Thakurdas Hansda, Accounts Officer	Rs 12,630+4,600 =17,230	2,757	3,446		23,433.00
6	Chief Medical Officer- Vacant					
7	Drugs Inspector - Vacant					
8	Planning Officer - Vacant					
P.B.2(Rs 9300-34800)Gr.S-11						
9	Sri Rabindranath Sethy, S.O.Lev.I	Rs 14,840+4,200 =19,040	3,046			22,086.00
10	Sri Jitendriya Sethy, S.O.Lev.I	Rs 14,080+4,200 =18,280	2,925	3,656		24,861.00
P.B.2(Rs 9300-34800)Gr.S-10						
11	Smt. Sakuntala Satapathy, S.O.Lev.II	Rs 14,080+4,200 =18,280	2,925			21,205.00
12	Sri Prafulla Kishore Sahoo, S.O.Lev.II	Rs 13,610+4,200 =17,810	2,850			20,660.00
13	Sri Shyam Charan Hembram, S.O.Lev.II	Rs 12,600+4,200 =16,800	2,688			19,488.00
P.B.2(Rs 9300-34800)Gr.S-12						
14	Dr.Rabinarayan Acharya, Scientific Officer	Rs 19,340+4,600 =23,940	3,830			27,770.00

P.B.2(Rs 9300-34800)Gr.S-10A						
15	Dr.Narendraprasad Hota, L.R. A.M.O.	Rs 18,510+4,200 =22,710	3,634		60	26,404.00
16	Sri Muralidhar Panigrahi, Audit Superintendent	Rs 15,650+4,200 =19,850	3,176	3,970		26,996.00
17	Sri Basanta Kumar Mishra, P.A. to Director	Rs 14,840+4,200 = 19,040	3,046	3,808	40	25,934.00
P.B.2(Rs 9300-34800)Gr.S-9						
18	Sri Dillip Kumar Mohanty, Sr.Asst.	Rs 13,610+4,200 =17,810	2,850		40	20,700.00
19	Sri Niranjan Samal, Sr.Asst.	Rs 13,090+4,200 =17,290	2,766			20,056.00
20	Sri Khirod Kumar Pati, Sr.Asst.	Rs 13,320+4200 =17,520	2803	3504		23,827.00
21	Sri Niranjan Dixit, Sr.Asst	Rs 12,110+4200 =16,310	2,610			18,920.00
22	Sri Ramakanta Mishra, Sr.Asst	Rs 13,320+4200 =17,520	2,803			20,323.00
23	Sri Kailash ch. Kar, Sr.Asst	Rs 13,320+4200 =17,520	2,803	3,504		23,827.00
24	Sri Gurucharan Pandit, Sr.Asst	Rs 13,320+4200 =17,520	2,803			20,323.00
25	Sri Abhimanyu Mohanty, Statistical Assistant	Rs 13,090+4200 =17,290	2,766			20,056.00
26	Sri Santosh Ku.Singh, Statistical Assistant	Rs 13,020+4200 =17,220	2,755		40	20,015.00
27	Sri Narayan Chandra Sethy, Auditor	Rs12,110+4,200 =16,310	2,610	3,262		22,182.00
28	Sri Sagar Kumar Rath, Auditor	Rs 12,110+4,200 =16,310	2,610			18,920.00
P.B.2(Rs 9300-34800)Gr.S-8A						
29	Sri Bibhuti Bhusan Tripathy, Sr.Asst	Rs 12,110+4,200 =16,310	2,610	3,262	125	22,307.00
30	Sri Nabakishore Dandapat, Sr.Asst	Rs 12,100+4,200 =16,300	2,608	3,260		22,168.00
31	Sri Sridhar Pradhan, Sr.Asst	Rs 12,100+4,200 =16,300	2,608			18,908.00
32	Sri Rabinarayan Behera, Sr.Asst	Rs 11,330+4,200 =15,530+150 (Spl.Pay)	2,485			18,165.00
33	Santi Nanwari, Sr.Asst	Rs10,130+4,200 =14,330	2,293	2,866		19,489.00
34	Sri Prasant Kumar Das, Sr.Asst	Rs 10,130+4,200 =14,330	2,293	2,866		19,489.00
35	Sri Ghanashyam Singh, Sr.Asst	Rs 10,510+4,200 =14,710	2,354	2,942		20,006.00
36	Sri Bilash Chandra Ray, Sr.Asst	Rs 9,300+4,200 =13,500	2,160	2,700		18,360.00
37	Sri Prdeep Ku.Nath Sharma, Sr.Asst	Rs 9,300+4,200 =13,500	2,160	2,700		18,360.00
38	Smt.Sushila Devi, Sr.Asst	Rs 10,830+4,200 =15,030	2,405			17,435.00

39	Sri Debakanta Jena, Sr.Asst	Rs 10,130+4,200 =14,330	2,293		20	16,643.00
40	Sayed Mobarj Khalid, Sr.Asst	Rs 9,300+4,200 =13,500	2,160			15,660.00
41	Sri dilip Kumar Rath, Sr.Asst	Rs 9,300+4,200 =13,500	2,160	2,700		18,360.00
42	Sr Krushna Chandra Swaro, Type Supdt.	Rs 12,110+4,200 =16,310	2,610	3,262	30 T.A	22,212.00
PB-1(Rs 5,200-20,200) (GR.S-8)						
43	Sri Subash Ch.Palei, Senior Typist	Rs 11,200+2,800 =14,000	2,240	2,800	30 T.A, 30 I.A	19,100.00
44	Sri Manuranjan Mallick, Senior Typist	Rs11,530+2,800 =14,330	2,293		30 T.A	16,653.00
45	Sri Kailash ch. Sethy, Senior Typist	Rs,10,290+2,800 =13,090	2,094	2,618		17,802.00
46	Sri Pratap Kishore Sahoo, Senior Dairist	Rs 11,530+2,800 =14,330	2,293	2,866		19,489.00
PB-1(Rs 5,200-20,200) (GR.S-7)						
47	Sri Sankarsan Pradhan Senior Typist	Rs 9,180+2,400 =11,580	1,853		30 T.A	13,463.00
48	Sri Rajkishore Das Senior Typist	Rs 8,940+2,400 =11,340	1,814		30 T.A 20 IA	13,204.00
49	Prabhabati Devi, Jr.Steno	Rs 9,830+2,400 =12,230	1,957			14,187.00
PB-1(Rs 5,200-20,200) (GR.S-6A)						
50	P.G.Sankar Rao Driver	Rs 8,940+2,000 =10,940	1,750			12,690.00
PB-1(Rs 5,200-20,200) (GR.S-6)						
51	Sri Ram Chandra Routray, Jr.Typist	Rs 8,620+2000 =10,620	1,699		30 T.A	12,349.00
52	Sri Sarat Chandra Ojha Recorder	Rs 8,620+2000 =10,620	1,699			12,319.00
53	Sri Ramesh Chandra Das, Driver	Rs 8,070+1,900 =9,970	1,595			11,565.00
PB-1(Rs 5,200-20,200) (GR.S-5)						
54	Sri Bijay Kumar Singh, Junor Typist	Rs 7,770+1,900 =9,670	1,547			11,217.00
55	Two junior Typist Vacant					
56						
57	Sri Susant Kumar Nayak, Junior Assitant	Rs 7,330+1,900 =9,330	1,477	1,846		12,653.00
58	Smt. Minati Padhi, Junior Assistant	Rs 7,460+1,900 =9,360	1,498	1,872		12,730.00
59	Sri Bira Bahadur Bhenkata Raman Pradhan,Jr.Assistant	Rs 5,820+1,900 =7,720	1,235	1,544		10,499.00
60	Sri Manas Ranjan Dwivedy Jr.Assistant	Rs 5,820+1,900 =7,720	1,235	1,544		10,499.00

61	Sri Sunil Kumar Baxi Jr.Assistant	Rs 5,820+1,900 =7,720	1,235	1,544		10,499.00
62	Jr.Asitant Vacant					
63	Jr.Asitant Vacant					
64	Jr.Asitant Vacant					
65	Jr.Asitant Vacant					
66	Sri Raghunath Mohapatra, Junior dairist	Rs 6,880+1,900 =8,780	1,405		24 I.A	10,209.00
PB-1(Rs 4,440-7,440) (GR.S-4)						
67	Sri Muralidhar Behera, Treasury Sarkar	Rs 6,680+1,650 =8,330 + 150 (Spl.Pay)s	1,333	1,666		11,479.00
68	Sri Narayan ch.Rout, Record supplier	Rs 6,680+1,650 =8,330	1,333			9,663.00
IS (Rs 4440-7440)(GR.S-4)						
69	Sri Bichitrananda Mallick, Daftary	Rs 6,440+1,400 =7,840	1,254	1,568	20 W.A	10,682.00
70	Sri Khetrabasi Mudali, Peon	Rs 6,440+1,400 =7.840	1,254		20 W.A 20 I.A	9,134.00
71	Sri Ajay kumar Nayak, Peon	Rs 6,440+1,400 =7,840	1,254		20 W.A	9,114.00
72	Sri Brajabandhu Majhi, Peon	Rs 6,440+1,400 =7,840	1,254	1,568	20 W.A	10,682.00
73	Sri Panchunanth Pradhan, Peon	Rs 6,550+1,400 =7,950	1,272		20 W.A	9,242.00
74	Sri Bhagirathi Behera, Peon	Rs 6,440+1,400 =7,840	1,254		20 W.A	9,114.00
75	Sri Debaraj Swain, Peon	Rs6,550+1,400 =7,950	1,272		20 W.A	9,242.00
76	Sri Bhagaban Jena, Peon	Rs6,550+1,400 =7,950	1,272		20 W.A	9,242.00
77	Sri Bijay Kumar Pradhan, Choukidar	Rs6,550+1,400 =7,950	1,272		20 W.A	9,242.00
78	Sri Rabindranath Khandei, Choukidar	Rs 6,290+1,300 =7,590	1,214	1,518	20 W.A	10,342.00
79	Sri chhatia Nayak, Sweeper	Rs 6,440+1,400 =7,840	1,254		20 W.A	9,114.00
IS (Rs 4440-7440)(GR.S-1)						
80	Sri Santosh Kumar Sahoo, Peon	Rs 5,910+1,300 =7,210	1,154	1,442	20 W.A	9,826.00
81	Sri Santosh Kumar Swain, Peon	Rs 4,750+1,300 =6,050	968	1,210		8,228.00
82	Peon vacant					
83	Peon Vacant					
84	Sri Bhikari ch. Mishra, Choukidar	Rs 6,280+1,300 =7,580	1,213	1,516	20 W.A	10,329.00

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BUDGET ALLOCATED TO EACH AGENCY
(SECTION 4(I)(b)(xi)
NON PLAN BUDGET

Sl.No.	Major Head	Activities to be performed	Sanctioned budget	Budget estimate	Revised estimate	Expenditure for the last year
1	12-2210 Medical & P.H.	The DIM&H Orissa and 20 Nos. of Inspectorate (11 Nos. of Ayurvedic and 9 Nos. of Homoeopathy) are functioning under the head to perform administrative machineries.	50257	50257	62257	71767
2	12-2210 Medical & P.H.	5 Nos. of Ayurvedic Hospitals, 5 Nos. of Ayurvedic Dispensaries, 3 Nos. of Ayurvedic Pharmacy are functioning to provide Health Services in Urban are and manufacturing and supply of Ayurvedic Medicines respectively.	40056	40056	55890	36133
3	12-2210 Medical & P.H.	Two Nos of Homoeopathic Hospitals, Ten Nos. of Homoeopathic Dispensaries and one Homoeopathy Pharmacy are functioning to provide Health Services in the Urban areas and supply of Homoeopathic Medicine	19614	19614	27315	15867
4	12-2210 Medical & P.H.	Two Nos. of Unani Dispensaries are functioning to render Health services and to provide Unani Medicines	652	652	892	588
5	12-2210 Medical & P.H.	614 Nos. of Ayurvedic Dispensaries are functioning in rural areas of the state to provide Health services to local people.	175694	175694	236895	159803
6	12-2210 Medical & P.H.	550 Nos. of Homoeopathic Dispensaries are functioning in rural areas of the state to render Health services to local people.	147116	147116	195173	128179
7	12-2210 Medical & P.H.	7 Nos. of Unani Dispensaries are functioning in rural areas of the state to provide Health services.	1703	1703	2304	1427
8	12-2210	3 No.s of Govt. Ayurvedic Colleges	36341	36341	50258	29799

	Medical & P.H.	are functioning in the state at Puri/Bolangir/Berhampur to impart under graduate and post graduate Education to the students.				
9	12-2210 Medical & P.H.	4 No.s of Govt. Homoeo. Colleges are functioning in the state at Bhubaneswar/Berhampur/Sambalpur and Rourkela to impart Homoeo. Education in under graduate and post graduate teaching to the students.	39225	39225	53784	31459

PLAN BUDGET

Name of the Plan Scheme	Activities to be under taken	Date of Commencement	Expected date for completion	Amount sanctioned	Amount disbursed/ spent
1)Grnts to Accupunture and Accupressure institution	-	-	-	0.01	Nil
2)Opening of New Ayurvedic Dispensaries in Naxalite affected and Tribal areas of State	Differnt collectors of Districts have requested kindly furnish the list of selective locations for opening of New Ayurvedic/Homoeopathic Dispensaries alongwith approved resolution copy of zillaparishad, Soon after received of Selective Docations from different collectors then the proposal for opening of new Ayurvedic /Homoeopathic dispensaries in Naxalite affected Tribal areas of State will be submitted to Govt. for consideration	-	-	0.01	Nil
3)Opening of New Homoeopathic Dispensaries in Naxalite affected and Tribal areas of the State.	-	-	-	0.01	Nil

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING
THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF
SUCH PROGRAMMES**

No such programme is in operation under steel and mines

MANUAL -13

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS
GRANTED
(Section 4(I)(b)(xiii))**

There is no such facilities available in Directorate of Indian Medicines and
Homoeopathy, Orissa, Bhubaneswar.

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**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD
BY IT, REDUCED IN AN ELECTRONIC FORM;**

Details activities of this Directorate Published in Website of Govt. in Health and
Family Welfare Department.

MANUAL -15

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION
(Section 4(I)(b)(xv))**

Facilities available for obtaining information.

Sl. No.	Facility available	Nature of Information available	Working hours
1	Information counter	As indicated in R.T.I. Act as available.	During 11 A.M. to 3.00 P.M.
2	Notice Board	-do-	During Office hours.

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NAME DESIGNATION AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

(Section 4(i)(b)(xvi))

List of Public Information Officers

Sl.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
1	Deputy Director (Homoeopathy)	3 rd Floor, Heads of Department(Annex.)Building, Bhubaneswar	0674-2393681		

List of Assistant Public Information Officers

Sl.No.	Designation of the Officer Designated as Assistant PIO	Postal address	Telephone No.	e-mail address
1	Section Officer Level-I	3 rd Floor, Heads of Department(Annex.)Building, Bhubaneswar	0674-2394508	

First appellate authority with in the department

Sl.No.	Designation of the officer designated as first appellagte authority	Postal address	Telephone No.	e-mail address	Demarcation of Area/Activities, if more thn one appellate authority is there.
1	Director,I.M.& H.Bhubaneswar	3 rd Floor, Heads of Department(0674-2394577(O) 0674-2542890(R)		

		Annex.)Building, Bhubaneswar	9437408496		
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SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;

After detailed list is notified.

