

**No.NVBDCP/DMN/Suo-Motu/2013-14/**  
Administration of Daman & Diu,  
O/o. the Dy. Director, NVBDCP,  
Opp. Primary Health Centre,  
Moti, Daman – 396 220.

Dated: / 02 /2014.

To,  
The District Informatic Officer,  
N.I.C., Secretariat,  
Daman.

**Ref:- Circular No.1/58/Home/2005/Vol.1/3163 dated 15/01/2014**

Sir,

With reference to above Circular regarding Guideline on implementation of suo motu disclosure under Section 4 of RTI Act, 2005, the necessary details is enclosed herewith alongwith the CD for your information please.

Yours faithfully,

( Dr. K.G.Rathod ,)  
Dy. Director, NVBDCP  
Daman.

Copy to:-

1.Dy.Secretary (Pers), Secretariat, Daman for information.

**SUO-MOTO PUBLICATION OF 17 MANUALS**

<b>(SECTION 4 OF THE RIGHT TO INFORMATION ACT, 2005)</b>		
1.		
i)	The particulars of its organization, function and duties.	The Dy. Director, NVBDCP, Fort Area, Moti Damam has provide Health Care facility for Vector Borne Diseases like Malaria, Filariasis, Dengue, Chikungunya, Kaalaazar Japanese Encephalitis to General public free of cost with the help of the Staff of DHMS and this Office.
ii)	The powers and duties of its officers and employees.	The Deptt of NVBDCP is governed under Central Civil Rules run by UT Administration of Damam and Diu and powers and duties of Officers and Employees is as prescribed under the said Rules and also as per the directives of the Administration
iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	All the decision taken as per the instruction issued by the Administration as well as Ministry of Health & Family Welfare, NVBDCP, Delhi. The channels of supervision are Deputy Director and Technical Staff.
iv)	The norms set by it for the discharge of its functions.	The Dy. Director, NVBDCP, looks after Administrative work and Technical work
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Central Civil Service Rules are applicable for discharging the duties
vi)	A statement of the categories of documents that are held by it or under its control ;	The NVBDCP is not having statement of the categories of documents like Patient Register Paper , Bio-Medical Test Report, Sonography, etc.
vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof ;	There is no particular of any arrangement exists, policy decision received from the Ministry of Health & Family Welfare and NVBDCP, Delhi implemented time to time.
viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	<ol style="list-style-type: none"> <li>1. High Powered Malaria Board.</li> <li>2. District Health Society.</li> <li>3. State Health Society.</li> </ol> <p>Yes open for selected public representative and member decide by Government of India/ Administrative. Yes</p>
ix)	A directory of its officers and employees;	Annexure "A"
x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;	Annexure "B"
xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and report on disbursement made;	Annexure "C"

	xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	The Department of NVBDCP does not deal with any subsidy programme.  -----N.A-----
	xiii)	Particulars of recipient of concessions, permits or authorizations granted by it;	The Deptt of NVBDCP has not granted any NOC/Licence to any Authority
	xiv)	Details in respect of the information available to or held by it, reduced in an electronic form;	Citizen charter on official website on <a href="http://www.nic.dmn.in">www.nic.dmn.in</a>
	xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	N.A.
	xvi)	The names, designations and other particulars of the Public Information Officers.	Dr. K.G. Rathod, Dy. Director, NVBDCP, Daman
	xvii)	Such other information as may be prescribed; and thereafter update these publication every year	Citizen Charter.

Further the Point-wise reply is as under

- 1.0 Suo motu disclosure of more items under section 4 :-  
The Dy. Director, National Vector Borne Disease Control Programme is publishing the information under clause (b) (i) to (xvii) of sub-section 4 (1).
- 1.1 Information related to Procurement is kept on official website of UT Administration.
- 1.2 Public Private Partnerships : The Dy. Director, National Vector Borne Disease Control Programme not entered into a Public Private Partnership (PPP).
- 1.3 Transfer Policy and Transfer orders is made by the Department of Personnel and Administrative Reforms, Secretariat, Daman.
- 1.4 RTI Applications: The Dy. Director, National Vector Borne Disease Control Programme, is not having own websites, however, henceforth the same will be display on official website of UT Administration.
- 1.5 CAG & PAC Paras. : Not applicable.
- 1.6 Citizen Charter : Citizen Charter is displayed on official website.
- 1.7 Discretionary and Non-discretionary grants : No such type of grant is being allocated to the State Govt. / NGOs / Other Institutions.
- 1.8.3 The information of official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken will be disclosed on official website.
- 2.0. Guidelines for digital publication of proactive disclosure under section 4 will be maintained
- 3.0. Guidelines for certain clauses of section 4 (1) (b) (i) to (xvii) is disclosed every year.

Yours faithfully,

( Dr. K. G. Rathod )  
Dy. Director,  
NVBDCP, Daman & Diu.

**DY. DIRECTOR, NATION VECTOR BORNE DISEASE CONTROL PROGRAMME,**

**MOTI DAMAN.**

**ANNEXURE-A**

Sr. No.	Name	Designation
1	Shri Ramubhai M. Dhodi	UDC
2	Shri Agnelo S. J. Nunes	LDC
3	Shri Ramesh J. Jiwanapurkar	Malaria Inspector
4	Shri Kikubhai V. Patel	Sup. Field Worker (MTS)
5	Shri Gandabhai C. Patel	Field Worker (MTS)
6	Shri Martiniano Pereira	Field Worker (MTS)
7	Shri Ishwarbhai R. Patel	Field Worker (MTS)
8	Shri Fakirbhai M. Mitna	Field Worker (MTS)
9	Shri Manish D. Dhodi	Field Worker (MTS)
10	Shri Karsanbhai A. Vadher	Insect Collector
11	Shri Ketan A. Desai	Health Assistant
12	Shri Chamarbhai R. Patel	Sup. Field Worker (MTS)
13	Shri Maniya J. Halpati	Field Worker (MTS)
14	Shri Milton Rocha	Field Worker (MTS)
15	Shri Parsottam B. Mitna	Field Worker (MTS)
16	Shri Vishnu R. Dhodi	Field Worker (MTS)
17	Shri Bhupendra R. Damania	Field Worker (MTS)
18	Shri Mehulkumar R. Patel	Sr. Filaria Inspector (STC)
19	Shri Manish M. Patel	Driver (STC)

( Dr. K. G. Rathod )  
Dy. Director,  
NVBDPC, Daman & Diu.

**DY. DIRECTOR, NATION VECTOR BORNE DISEASE CONTROL PROGRAMME,  
MOTI DAMAN.**

**ANNEXURE-B**

Sr. No.	Name Designation	Designation	Monthly Salary
1	Shri Ramubhai M. Dhodi	UDC	30830
2	Shri Agnelo S. J. Nunes	LDC	27493
3	Shri Ramesh J. Jiwanapurkar	Malaria Inspector	43168
4	Shri Kikubhai V. Patel	Sup. Field Worker (MTS)	25895
5	Shri Gandabhai C. Patel	Field Worker (MTS)	25895
6	Shri Martiniano Pereira	Field Worker (MTS)	25895
7	Shri Ishwarbhai R. Patel	Field Worker (MTS)	23035
8	Shri Fakirbhai M. Mitna	Field Worker (MTS)	21635
9	Shri Manish D. Dhodi	Field Worker (MTS)	16390
10	Shri Karsanbhai A. Vadher	Insect Collector	30340
11	Shri Ketan A. Desai	Health Assistant	29220
12	Shri Chamarbhai R. Patel	Sup. Field Worker (MTS)	27995
13	Shri Maniya J. Halpati	Field Worker (MTS)	27945
14	Shri Milton Rocha	Field Worker (MTS)	22115
15	Shri Parsottam B. Mitna	Field Worker (MTS)	22115
16	Shri Vishnu R. Dhodi	Field Worker (MTS)	19330
17	Shri Bhupendra R. Damania	Field Worker (MTS)	16390
18	Shri Mehulkumar R. Patel	Sr. Filaria Inspector (STC)	19000
19	Shri Manish M. Patel	Driver (STC)	11000

( Dr. K. G. Rathod )  
Dy. Director,  
NVBDCP, Daman & Diu.

**OFFICE:- Dy. Director, NVBDCP, Daman, MOTI DAMAN**  
**Expenditure up to January, 2014**

(Rupees in Lakhs)

CODE	DETAILED HEAD (CSS)	ALLOTMENT OF FUND	Expenditure Up to Jan,2014	% of exp. Up to Jan,2014	REMARKS
	PLAN				
2210	Medical & Public Health				
06101	Prevention & Control of Diseases (Minor Head)				
08	NVBDCP				
08.05.01	Salaries	<b>8.59</b>	<b>8.59</b>	<b>100%</b>	

(Rupees in Lakhs)

CODE	DETAILED HEAD (Malaria)	ALLOTMENT OF FUND	Expenditure Up to Jan,2014	% of exp. Up to Jan,2014	REMARKS
	PLAN				
	2210 – PLAN Medical & Public Health 06 - Public Health 101 - Prevention & Control of Diseases 08 - NVBDCP 08 – 01- Directorate of NVBDCP				
08-01-01	Salaries	21.50	20.56	95%	
08-01-02	Wages	01.50	00.97	64%	
08.01.06	Medical Treatment	00.12	00.08	69%	
08-01-11	Domestic Travel Expenses	00.15	00.00	00%	
08-01-13	Office Expenses	05.00	04.10	82%	
08-01-21	Supplies and Materials	20.00	08.22	41%	
	<b>Total</b>	<b>48.27</b>	<b>33.95</b>	<b>70%</b>	

(Rupees in Lakhs)

CODE	DETAILED HEAD (Filaria)	ALLOTMENT OF FUND	Expenditure Up to Jan,2014	% of exp. Up to Jan,2014	REMARKS
	PLAN				
	2210 – Medical & Public Health 06 - Public Health 101 - Prevention & Control of Diseases 10 - National Filaria Control Programme 10- 01- Directorate of National Filaria Control Programme				
10-01-01	Salaries	32.00	24.23	75%	
10-01-02	Wages	20.00	19.05	95%	
10.01.06	Medical Treatment	00.15	00.00	00%	
10-01-11	Domestic Travel Expenses	00.15	00.00	00%	
10-01-13	Office Expenses	03.50	01.99	57%	
10-01-21	Supplies and Materials	15.00	14.86	99%	
	<b>Total</b>	<b>70.80</b>	<b>60.14</b>	<b>84%</b>	

( Dr. K. G. Rathod )  
Dy. Director,  
NVBDCP, Daman & Diu.