Regional Director Cell is responsible for:

- Administrative matters of Health & Family Welfare component of ROH&FW.
- Creation/revival/filling up of posts. Up-gradation, continuance of posts.
- Revision of pay scales, restructuring of Cadre pay anomalies.
- Condemnation of old vehicles.
- Write off losses.
- Grant of Study Leave.
- Recruitment Rules.
- Forwarding of application of employment in r/o Gr. ‘A’ Officers.
- Compassionate of appointment.
- HBA Cases.
- GPF advance/ withdrawal in respect of Group ‘A’ officers.
- Grant of ACP Scheme.
- Court Cases.
- Tour programme/ Tour Report.
- Allocation of Budget.
- Complaint cases against staff of ROH&FWs.
- Work relating to Meeting of RDs (Preparation of Agenda, Minutes).
- Follow up of Action points of review meeting etc.
- Counter signature of Pension papers of Sr. RDs/RDs.
- Matters relating to accommodation housing of ROHFWs.
- Staff Strength, Preparation of Seniority list etc.
- Audit Inspection Report.
- Leave/LTC in r/o Gr. ’A’

**CHANNEL OF SUBMISSION:**

<table>
<thead>
<tr>
<th>Section Officer/Consultant</th>
<th>Deputy Director (A&amp;V)</th>
<th>Director (A&amp;V)</th>
<th>DDG (PH)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sh. B. D. Sharma (Consultant)</td>
<td>Sh. Amit Choubey</td>
<td>Sh. Rajiv Manjhi</td>
<td>Dr. Inder Prakash</td>
</tr>
<tr>
<td><strong>- 011-23063193</strong></td>
<td><strong>- 011-23063203</strong></td>
<td><strong>- 011-23061015</strong></td>
<td><strong>- 011-23061806</strong></td>
</tr>
</tbody>
</table>