

**Section 4(1) b Sub section (i)**  
**Particulars of the organization, functions and duties:-**

Sl. No.	Name of the Organization	Address	Functions	Duties
1	DIRECTORATE OF INSTITUTE OF PREVENTIVE MEDICINE, PUBLIC HEALTH LABS. & FOOD (HEALTH) ADMINISTRATION, NARAYANAGUDA	NARAYANAGAUDA, HYDERABAD, PIN: 500 029.	<p><b>1. BLOOD BANK SERVICES:</b></p> <ul style="list-style-type: none"> <li>Collection and supply of safe and whole blood and components.</li> <li>Active organization of Blood Donation Camps.</li> <li>Imparting training to Government Doctors, Nurses, Lab. Technicians etc., in blood banking.</li> <li>Imparting training in Blood Banking to students of B.Sc. (MLT), Diploma in Medical Laboratory Technology and Certificate Course in Blood Bank Technology courses.</li> </ul>	<p><b>Deputy Director (CBB):</b></p> <ul style="list-style-type: none"> <li>Excersing administrative and technical control over the officers and staff of the Unit.</li> <li>Organisation of Training Programmes.</li> <li>Teaching lessons in Blood Banking Technology.</li> </ul>
				<p><b>Dy. Civil Surgeon:</b></p> <ul style="list-style-type: none"> <li>Works under control and guidance of Dy. Director (CBB).</li> <li>Attending blood donation camps, authenticating the reports, conducting training classes and attending the work entrusted by the Dy. Director (CBB) in administrative and technical matters.</li> </ul>
				<p><b>Civil Asst. Surgeon:</b></p> <ul style="list-style-type: none"> <li>Closely monitoring the tests conducted in Blood Bank and supervising preservation of blood and separation of different components.</li> </ul>
				<ul style="list-style-type: none"> <li>Authenticating the reports and conducting training classes in blood banking.</li> <li>Attending Blood donation camps.</li> </ul>

				<ul style="list-style-type: none"> <li>Attending to any other work entrusted by the Dy. Director and Dy. Civil Surgeon</li> </ul>
				<b>Asst. Director :</b>
				Working on different tables on blood banking tests, maintaining machinery and equipment and registers thereof.
				Attending to any other work entrusted by the Dy. Director and the Dy. Civil Surgeon.
			<b>2. DIAGNOSTIC SERVICES</b>	
			Laboratory services in Diagnosis of diseases through Pathology, Microbiology and Biochemistry.	
			(i) Institute of Preventive Medicine, Narayanaguda, Hyderabad.	<b>Civil Surgeon (Pathologist) :</b> <b>Civil Surgeon (Microbiologist) :</b> <b>Deputy Director (Bio-Chemistry):</b>
				<ul style="list-style-type: none"> <li>Head of the Unit concerned.</li> </ul>
				<ul style="list-style-type: none"> <li>Exercising Administrative and Technical Control over the officers and staff of their respective units.</li> </ul>
				<ul style="list-style-type: none"> <li>Responsible for conducting various tests pertaining to their units and issue of reports thereon, accuracy of the reports.</li> </ul>
				<ul style="list-style-type: none"> <li>Authentication of reports.</li> </ul>
				<ul style="list-style-type: none"> <li>Maintaining the quality of the chemicals and re-agents used in the Unit.</li> </ul>
				<ul style="list-style-type: none"> <li>Taking necessary steps to update the testing procedures, methods and techniques to keep pace with the advancing technology.</li> </ul>
				<ul style="list-style-type: none"> <li>Submission of administrative and technical reports and returns from time to time.</li> </ul>
				<ul style="list-style-type: none"> <li>Coordinating training programmes.</li> </ul>
				<ul style="list-style-type: none"> <li>Teaching classes.</li> </ul>

				<b>Civil Asst. Surgeon (Pathology / Microbiology Units) :</b>
				<ul style="list-style-type: none"> <li>• Close supervision of the functioning of the Unit.</li> </ul>
				<ul style="list-style-type: none"> <li>• Working on specific test analysis / specialized tests to obtain correct results.</li> </ul>
				<ul style="list-style-type: none"> <li>• Maintenance of machinery and equipment.</li> </ul>
				<ul style="list-style-type: none"> <li>• Carrying out such of technical and administrative duties entrusted by the Civil Surgeon.</li> </ul>
				<b>Asst. Director :</b>
				<ul style="list-style-type: none"> <li>• Working under the guidance of Civil Surgeon (Pathologist / Microbiologist).</li> </ul>
				<ul style="list-style-type: none"> <li>• Maintenance of machinery and equipment.</li> </ul>
				<ul style="list-style-type: none"> <li>• Carrying out such of technical and administrative duties entrusted by the Civil Surgeon.</li> </ul>
				<b>Senior Analyst (Bio Chemistry):</b>
				<ul style="list-style-type: none"> <li>• Close supervision of the work carried out by the subordinates.</li> </ul>
				<ul style="list-style-type: none"> <li>• Working on auto analysers to take out specific test results.</li> </ul>
				<ul style="list-style-type: none"> <li>• Maintenance of sophisticated equipment and analysers.</li> </ul>
				<ul style="list-style-type: none"> <li>• Carrying out such of technical and administrative duties entrusted by the Dy. Director (Bio Chemistry).</li> </ul>
			(ii) Regional Laboratories at Visakhapatnam, Guntur, Warangal and Kurnool :	<b>Civil Surgeon Bacteriologist :</b>

			Rendering Public Health Laboratory Diagnostic Services and undertaking analysis of water and non-statutory food samples.	<ul style="list-style-type: none"> <li>• Head of the Regional Laboratory.</li> </ul>
				<ul style="list-style-type: none"> <li>• Responsible for technical and administrative management of the Regional Laboratory.</li> </ul>
				<ul style="list-style-type: none"> <li>• Submitting administrative and technical reports from time to time to the Director.</li> </ul>
				<ul style="list-style-type: none"> <li>• Undertaking training programmes for Laboratory Technician / Laboratory Attendant trainees.</li> </ul>
				<ul style="list-style-type: none"> <li>• Adopting newer techniques and methods to keep pace with advanced technology in the Public Health Lab. Services.</li> </ul>
				<ul style="list-style-type: none"> <li>• Discharging duties of Drawing and Disbursing Officer.</li> </ul>
				<b><u>Civil Asst. Surgeon:</u></b>
				<ul style="list-style-type: none"> <li>• Closely watching the functioning of the subordinates.</li> </ul>
				<ul style="list-style-type: none"> <li>• Attending special tests whenever required.</li> </ul>
				<ul style="list-style-type: none"> <li>• Imparting training for LT / LA trainees.</li> </ul>
				<ul style="list-style-type: none"> <li>• Preparation of administrative and technical reports.</li> </ul>
				<ul style="list-style-type: none"> <li>• Carrying out duties entrusted by the Civil Surgeon bacteriologist from time to time.</li> </ul>
				<b><u>Sr. Scientific Officer: (Regl. Laboratory, Visakhapatnam)</u></b>
				<ul style="list-style-type: none"> <li>• Carrying out duties and responsibilities as Public Analyst as per the provisions of Prevention of Food Adulteration Act, 1954 and Rules made thereunder.</li> </ul>

				<ul style="list-style-type: none"> <li>Preparation of reports and returns required under the PFA Act and sending them to the Director after obtaining approval of the CSB.</li> </ul>
				<ul style="list-style-type: none"> <li>Updating the testing methods and techniques to suit the latest technology.</li> </ul>
				<b>Junior Scientific Officer:</b>
				<ul style="list-style-type: none"> <li>Carrying out food analytical tests, preparing reports and submitting to the Sr. Scientific Officer (in case of Regl. Lab. Visakhapatnam) and in other places to the Civil Surgeon Bacteriologist.</li> </ul>
				<b>Senior Analyst (Water):</b>
				<ul style="list-style-type: none"> <li>Preparation of reports and returns pertaining to Water Analysis, conducting survey of various water sources, industrial effluents and river water.</li> </ul>
				<ul style="list-style-type: none"> <li>Adopting newer techniques and methods to keep pace with the latest technology in water analysis.</li> </ul>
			<b>(iii) District Public Health Laboratories.</b>	<b>Civil Asst. Surgeon:</b>
			<ul style="list-style-type: none"> <li>Render Public Health Laboratory diagnostic services at District level in the State.</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for technical and administrative management of the DPH Laboratory.</li> </ul>
			(a) Ongole (Headed by Civil Asst. Surgeon).	<ul style="list-style-type: none"> <li>Taking up all the diagnostic tests and water analysis.</li> </ul>
				<ul style="list-style-type: none"> <li>Authentication of reports.</li> </ul>
				<ul style="list-style-type: none"> <li>Preparing reports and submitting returns from time to time to the Director.</li> </ul>
				<ul style="list-style-type: none"> <li>Adopting newer methods and techniques from time to time to keep pace with the latest technology.</li> </ul>
				<ul style="list-style-type: none"> <li>Discharging duties of Drawing and Disbursing Officer.</li> </ul>
			(b) Tirupathi and Eluru (Headed by Sr.	<b>Senior Analyst :</b>

			Analyst).	<ul style="list-style-type: none"> <li>Carrying out both diagnostic and water analysis in the laboratory.</li> <li>Authentication of reports.</li> <li>Preparing reports and submitting returns from time to time to the Director.</li> <li>Adopting newer methods and techniques from time to time to keep pace with the latest technology.</li> <li>Discharging duties of Drawing and Disbursing Officer.</li> </ul>
			(c) Dist. Public Health Laboratory, Kadapa (Presently under the control of the Civil Surgeon Bacteriologist, Regl. Lab., Kurnool).	<p><b>Civil Surgeon Bacteriologist:</b></p> <ul style="list-style-type: none"> <li>Responsible for technical and administrative management of the DPH Laboratory.</li> <li>Taking up all the diagnostic tests and water analysis.</li> <li>Authentication of reports.</li> <li>Preparing reports and submitting returns from time to time to the Director.</li> <li>Adopting newer methods and techniques from time to time to keep pace with the latest technology.</li> <li>Discharging duties of Drawing and Disbursing Officer.</li> </ul>
			<b>3. WATER ANALYSIS SERVICES</b>	<b>Chief Water Analyst :</b>
			<ul style="list-style-type: none"> <li>Analysis of water for chemical and Bacteriological parameters.</li> </ul>	<ul style="list-style-type: none"> <li>Carrying out general, technical administration and maintaining discipline in Water Analysis Wing.</li> </ul>
			<ul style="list-style-type: none"> <li>Analysis of effluents in industries and sewerage</li> </ul>	<ul style="list-style-type: none"> <li>Preparation and submission of administrative and technical reports from time to time.</li> </ul>
			<ul style="list-style-type: none"> <li>Analysis of water treatment chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Inspection of Water Analysis Wings in the Regional Laboratories and Dist. Public Health Laboratories.</li> </ul>
				<ul style="list-style-type: none"> <li>Overall supervision of all Water Quality Monitoring Laboratories.</li> </ul>
				<ul style="list-style-type: none"> <li>Educating the public for safe water drinking in fluorosis endemic areas.</li> </ul>

				<ul style="list-style-type: none"> <li>• Surveillance of rural protected water supply schemes and urban protected water supply schemes</li> </ul>
				<ul style="list-style-type: none"> <li>• Adopting newer methods and techniques from time to time to keep pace with the latest technology.</li> </ul>
				<b>Deputy Chief Water Analyst:</b>
				<ul style="list-style-type: none"> <li>• Closely supervising the work of the sub-ordinates</li> </ul>
				<ul style="list-style-type: none"> <li>• Monitoring survey and sample collection work in twin cities at regular intervals.</li> </ul>
				<ul style="list-style-type: none"> <li>• Attending to such of the duties as entrusted by the Chief Water Analyst from time to time.</li> </ul>
				<b>Senior Analyst (Water)</b>
				<ul style="list-style-type: none"> <li>• Table work in respect of water analysis in Bacteriological and Chemical Studies.</li> </ul>
				<ul style="list-style-type: none"> <li>• Preparation of report of analysis.</li> </ul>
				<ul style="list-style-type: none"> <li>• Maintaining machinery and equipment and respective registers.</li> </ul>
				<ul style="list-style-type: none"> <li>• Attending to survey and sample collection work in twin cities at regular intervals.</li> </ul>
				<ul style="list-style-type: none"> <li>• Performing such of the duties as entrusted by the Chief Water Analyst and Dy. Chief Water Analyst from time to time.</li> </ul>
			<b>4. HIV SCREENING CENTER</b>	<b>Civil Asst. Surgeon :</b>
			<ul style="list-style-type: none"> <li>• To identify cases positive for HIV.</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for screening the patients for HIV and issue of authenticated reports.</li> </ul>
				<ul style="list-style-type: none"> <li>• Taking necessary steps to update the testing procedures, methods and techniques to keep pace with the advancing technology.</li> </ul>

				<ul style="list-style-type: none"> <li>Preparation and submission of administrative and technical reports from time to time.</li> </ul>
			<b>5. INTERNATIONAL VACCINATION CENTER</b>	<b>Civil Asst. Surgeon:</b>
				<ul style="list-style-type: none"> <li>Travel-Vaccination counseling</li> </ul>
			<ul style="list-style-type: none"> <li>To immunize and protect persons proceeding abroad.</li> </ul>	<ul style="list-style-type: none"> <li>Procurement of Vaccine</li> </ul>
				<ul style="list-style-type: none"> <li>Administration of vaccine and issuance of International Vaccination Certificate to the persons proceeding abroad.</li> </ul>
				<ul style="list-style-type: none"> <li>Administration of vaccine to Haj Pilgrims</li> </ul>
			<b>6. IMMUNIZATION SERVICES</b>	<b>Civil Asst. Surgeon:</b>
			<ul style="list-style-type: none"> <li>Routine Immunizations</li> </ul>	<ul style="list-style-type: none"> <li>To immunize infants, children, pregnant women and pilgrims against DPT, Polio and Measles.</li> </ul>
				<ul style="list-style-type: none"> <li>Educating the public for prevention of various diseases through periodic immunisation schedule</li> </ul>
			<b>7. ANTI RABIES CLINIC:</b>	<b>Civil Asst. Surgeon :</b>
			<ul style="list-style-type: none"> <li>The Anti Rabies Vaccination wing of this Institute works round the Year</li> </ul>	<ul style="list-style-type: none"> <li>To immunize cases of warm blooded animal bites.</li> </ul>
				<ul style="list-style-type: none"> <li>Educating the common public for prevention of rabies</li> </ul>
			<b>8. STATE FOOD LABORATORY:</b>	<b>Chief Public Analyst:</b>
			<ul style="list-style-type: none"> <li>Analysis of food samples to find out adulteration.</li> </ul>	<ul style="list-style-type: none"> <li>Statutory functionary notified under the provisions of Prevention of Food Adulteration Act and exercises all the powers conferred therein.</li> </ul>
				<ul style="list-style-type: none"> <li>Responsible for both administrative and technical aspects.</li> </ul>
				<ul style="list-style-type: none"> <li>Running the Food Laboratory in accordance with the PFA Act and Rules.</li> </ul>
				<ul style="list-style-type: none"> <li>Imparting training in Food Inspection and Sampling Work to various categories of trainees.</li> </ul>



				<ul style="list-style-type: none"> <li>Preparation and submission of administrative and technical reports from time to time.</li> </ul>
				<ul style="list-style-type: none"> <li>Adopting newer methods and techniques from time to time to keep pace with the latest technology.</li> </ul>
				<b>Senior Scientific Officer:</b>
				<ul style="list-style-type: none"> <li>Works under the guidance of Chief Public Analyst, as well as Public Analyst by himself/herself as per the provisions of PFA Act.</li> </ul>
				<ul style="list-style-type: none"> <li>Supervision of personnel in the Sample Room (opening samples parcels, comparing the seals, giving code numbers and sending them to the Unit concerned for analysis).</li> </ul>
				<ul style="list-style-type: none"> <li>Recording results of analysis and Protocol Register and sending them to the Chief Public Analyst.</li> </ul>
				<ul style="list-style-type: none"> <li>Decoding, maintenance and safe custody of registers relating to results of analysis of samples received in the Laboratory.</li> </ul>
				<ul style="list-style-type: none"> <li>Answerable to Chief Public Analyst.</li> </ul>
				<b>Junior Scientific Officer:</b>
				<ul style="list-style-type: none"> <li>Ensuring that each test in the analysis of food sample is repeated by the Junior Analyst and checked him and entries of results are made forthwith in the Protocol Register.</li> </ul>
				<ul style="list-style-type: none"> <li>Carrying out at least one of the tests for each sample analysed.</li> </ul>
				<ul style="list-style-type: none"> <li>Receiving the samples from the Coding and Decoding Unit and maintaining records and protocol of samples tested.</li> </ul>
				<ul style="list-style-type: none"> <li>Carrying random checks and making entries in Protocol Register under signature.</li> </ul>
				<ul style="list-style-type: none"> <li>Submission of monthly returns of samples tested in the Unit.</li> </ul>

				<ul style="list-style-type: none"> <li>Carrying out any other work entrusted by the CPA / SSO.</li> </ul>
			<p><b><u>9. ENFORCEMENT OF PREVENTION OF FOOD ADULTERATION ACT.</u></b></p>	
			<ul style="list-style-type: none"> <li>Sampling work throughout the State by the enforcement wing and initiating legal course of action after receiving reports of adulteration from the Food Laboratory.</li> </ul>	<p><b><u>HEAD QUARTERS :</u></b> <b><u>Joint Food Controller (Coordinator) :</u></b></p>
				<ul style="list-style-type: none"> <li>Coordinating implementation of PFA Act in the State under the supervision of the State Food (Health) Authority.</li> </ul>
				<ul style="list-style-type: none"> <li>Coordinator for training programmes in Food Inspection and Sampling Work.</li> </ul>
				<ul style="list-style-type: none"> <li>Responsible for all the correspondence relating to PFA Act.</li> </ul>
				<p><b><u>Deputy Food Controller (Admn.):</u></b> <b><u>Deputy Food Controller (Technical) :</u></b></p>
				<ul style="list-style-type: none"> <li>Performing Administrative and Technical duties assigned by the Food (Health) Authority from time to time.</li> </ul>
				<p><b><u>Asst. Food Controller (Admn.)</u></b></p>
				<ul style="list-style-type: none"> <li>Responsible for the correspondence related to various reports and returns to be submitted to Government of India and other authorities.</li> </ul>
				<ul style="list-style-type: none"> <li>Up keeping the Registers of Samples, safe custody of samples and producing the same as and when required.</li> </ul>
				<ul style="list-style-type: none"> <li>Performing duties entrusted to him by the Food (Health) Authority from time to time.</li> </ul>
				<p><b><u>Asst. Food Controller (Flying Squad):</u></b></p>

				<ul style="list-style-type: none"> <li>• Conducting raids based on complaints (as per PFA Act) under the directions of the Food (Health) Authority.</li> </ul>
				<b>Law Officer:</b>
				<ul style="list-style-type: none"> <li>• Dealing with all legal matters pertaining to service matters of employees and PFA Act.</li> </ul>
				ZONAL LEVEL:
				There is one Assistant Food Controller at each of the six zones.
				<b>Asst. Food Controller:</b>
				<ul style="list-style-type: none"> <li>• He is head and Local (Health) Authority of the Zone in respect of enforcement of Prevention of Food Adulteration Act.</li> </ul>
				<ul style="list-style-type: none"> <li>• Exercising control over the Gazetted Food Inspectors and Food Inspectors in his jurisdiction.</li> </ul>
				<ul style="list-style-type: none"> <li>• Submission of administrative reports at regular and specified intervals in respect of his Zone.</li> </ul>
				<ul style="list-style-type: none"> <li>• Coordinating with the Municipal Corporations / Municipalities / Gram Panchayats regarding implementation of PFA Act.</li> </ul>
				DISTRICT LEVEL :
				<b>Gazetted Food Inspector</b>
				<ul style="list-style-type: none"> <li>• Head of the Office at district level.</li> </ul>
				<ul style="list-style-type: none"> <li>• Local (Health) Authority for the purpose of PFA Act.</li> </ul>
				<ul style="list-style-type: none"> <li>• Discharging functions as Food Inspector in his respective area of the district besides exercising administrative and technical control over the other two non-Gazetted Food Inspectors.</li> </ul>
				<ul style="list-style-type: none"> <li>• Issuing licenses under the Licensing Rules as per provisions of PFA Act.</li> </ul>

			<b>10. TRAININGS :</b>	<b>Deputy Director (CBB):</b>
			<ul style="list-style-type: none"> <li>• Training in Medical Laboratory Technology and Blood Banking.</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinating various training programmes in Blood Banking and Medical Laboratory Technology.</li> </ul>
			<ul style="list-style-type: none"> <li>• Statutory training in Food Inspection and Sampling Work.</li> </ul>	<ul style="list-style-type: none"> <li>• Imparting Trainings to the Doctors, Nurses and Lab Technicians of Government sector and Non-Government Organizations in Blood Banking.</li> </ul>
			<ul style="list-style-type: none"> <li>• Re-orientation Training courses for Food Inspectors.</li> </ul>	<ul style="list-style-type: none"> <li>• Imparting trainings to in-service Lab. Technicians sponsored by APERP.</li> </ul>
			<ul style="list-style-type: none"> <li>• Guidance in project work in the subjects -- Bio Chemistry, Microbiology, Water Analysis for students pursuing graduation / post graduation</li> </ul>	<ul style="list-style-type: none"> <li>• Imparting trainings to in-service Medical Officers, Staff Nurses and Lab. Technicians sponsored by AP State AIDS Control Society (APSACS).</li> </ul>
				<ul style="list-style-type: none"> <li>• Lab Attendant / Lab Technicians Trainings to in-service employees.</li> </ul>
				<b>Joint Food Controller:</b>
				<ul style="list-style-type: none"> <li>• Coordinator for training programmes in Food Inspection and Sampling Work and re-orientation training programmes for Food Inspectors.</li> </ul>
			<b>11. <u>BIOLOGICAL STANDARDISATION AND QUALITY CONTROL</u></b>	<b><u>DEPUTY DIRECTOR (BSQC):</u></b>
			<ul style="list-style-type: none"> <li>• To confirm the standards of the vaccines and drugs falling under schedule 'C' of Drugs and Cosmetic Act.</li> </ul>	<ul style="list-style-type: none"> <li>• Head of the Unit.</li> </ul>
				<ul style="list-style-type: none"> <li>• Responsible for conducting various tests to confirm the potency of vaccines and drugs falling under Scheduled C of Drugs and Cosmetics Act.</li> </ul>
				<ul style="list-style-type: none"> <li>• Authentication of reports of the potency test.</li> </ul>
				<ul style="list-style-type: none"> <li>• Preparing reports and submitting returns from time to time to the Director.</li> </ul>

				<ul style="list-style-type: none"> <li>Imparting training to the various trainees in Biological Standards and Quality Control</li> </ul>
				<ul style="list-style-type: none"> <li>Adopting newer methods and techniques from time to time to keep pace with the latest technology</li> </ul>
			<b>12. EPIDEMIC CELL:</b>	<b>Civil Asst. Surgeon :</b>
			<ul style="list-style-type: none"> <li>State Laboratory for surveillance and identification of diseases,</li> </ul>	<ul style="list-style-type: none"> <li>Identification of diseases and processing the samples received in the event of epidemics under the direct supervision of Dy. Director (BSQC).</li> </ul>
			<ul style="list-style-type: none"> <li>Processing the samples received from various districts of AP in the event of epidemics for the identification of diseases and to help the Director of Health for Monitoring of the same.</li> </ul>	

sd/-  
Director (FAC)

//Attested//

Lay Secretary & Tr.Gr.I