



BRIHANMUMBAI MAHANAGARPALIKA

Section 17 Manuals as per provision of
RTI Act, 2005 of ' S ' Ward

MEDICAL OFFICER OF HEALTH DEPARTMENT

Address - OFFICE OF MEDICAL OFFICER OF
HEALTH, S WARD,401,NEAR
MANGATRAM PETROL PUMP,LBS
ROAD,BHANDUP (West), Mumbai –
400 078.

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INTRODUCTION

Medical Officer of Health (S Ward)

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Medical Officer of Health, F/South ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Medical Officer of Health, S ward whose office is situated at OFFICE OF MEDICAL OFFICER OF HEALTH, S WARD,401,NEAR MANGATRAM PETROL PUMP,LBS ROAD,BHANDUP (West), Mumbai – 400 078. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

The Corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. MOH is under administrative control of Assistant Commissioner. Although the functional control of the MOH lies with the Executive Health Officer

of the Public Health Department. The MOH is separately delegated powers u/s 394 & 412 of MMC Act and Registration of Births & Deaths Act, 1969 and Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000, PC-PNDT Act, 2003, to function effectively.

The registration of Births and deaths in S Ward area is done as per provisions laid down under the 'Registration of Births and Deaths Act, 1969'. The act lays down that the information about live births/still births and deaths should be given to the Registrar/Sub-Registrar i.e. Medical Officer of Health, S Ward in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (S Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in S Ward. He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries/Flour Mills. He has to prevent unauthorized food trade and also Prevention of Sex-Determination. He has to also regulate and control Outbreaks of Communicable Diseases in S Ward. He also supervises all the Health Related activities in a particular ward. He is the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages. Under the PC-PNDT Act of the year 2003, Medical Officer of Health of F/South Ward has been appointed as Appropriate Authority. Under this act, all Genetic Centers / Genetic Counseling Centers / Genetic Laboratories / Ultrasonography Centers / Imaging clinics etc. are required to be registered. They are supposed to comply with the norms laid down under the PC-PNDT Act, 2003.

As per Central Right to Information Act 2005, The Medical Officer of Health is appointed as Public Information Officer (Health Department) for Public Health Department and As per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as for Record Officer for Public Health Department.

PUBLIC INFORMATION OFFICER (PIO) for Medical Officer of Health Dept of S ward is Dr. JITENDRA VASANT JADHAV.

**Medical Officer of Health
'S' Ward**

SECTION 4 (1) (B) (i)**MANUAL NO 1****The particulars of functions & duties of the public authority**

1	Name of the Section	Office of Medical Officer of Health ('S' Ward)
2	Address	OFFICE OF MEDICAL OFFICER OF HEALTH, S WARD,401,NEAR MANGATRAM PETROL PUMP,LBS ROAD,BHANDUP (West),MUMBAI 400078
3	Head of the Office	Medical Officer of Health ('S' Ward)
	Name of the Public authority	Dr. JITENDRA VASANT JADHAV. (Medical Officer of Health 'S' Ward)
	Office Timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
	Contact Details	Telephone no : 022- 25947571 Extn : 287 Email : mohs.phd@mcgm.gov.in mohsward@gmail.com
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, S Ward
6	Jurisdiction Geographical	S ward is bounded by the Hari Om Nagar on East, Vaishali Nagar on West, Mulund Check Naka on North and Goregaon Link Road on South side covering North Central portion of the city.
	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.
7	Mission	1. Supervision of Public Health Infrastructure in S Ward 2. To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.

9	Objectives	<ol style="list-style-type: none"> 1. Reduction in Cases of Malaria, Dengue & other Communicable Diseases as well as Non-Communicable Diseases. 2. Timely registration of all Births & Deaths. 3. Good standards followed by all the Public Facilities like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills. 4. Ensuring ideal physical, mental & social health for all individuals. 5. Prevention of Pre-Natal Diagnosis, Sex Selection & Illegal Medical Termination of Pregnancy.
10	Functions	<ol style="list-style-type: none"> (a) Take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries. (b) He has to prevent unauthorized food trade. (c) Prevention of Sex-Determination. (d) Issuing Birth, Death & Marriage Certificates (e) Control over Eating Houses/ Nursing Homes/ Construction Sites. (i) Granting of Eating House permits under section 394 of the MMC Act. (ii) Renewal of Health Licenses. (iii) Action against owners/proprietors in case of failure to comply. (iv) Action against Construction Sites failing to comply with Anti-Malarial measures.
11	Details of services provided (In Brief)	<ol style="list-style-type: none"> 1. Issuing Birth, Death & Marriage Certificates. 2. Provision of Health Licenses. 3. Supervision of Public Health Infrastructure in F/S Ward. 4. Family Planning & Immunization Services. 5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.
13	Weekly Holidays	Sunday and Public Holidays.

DETAILS OF HEALTHPOSTS IN S - WARD

SR.NO	HEALTH POSTS	NAME OF AMO	ADDRESS	TIMINGS
1	BHANDUP MATERNITY HEALTH POST	DR DHANASHRI MULEY	SAVITRIBAI MAT.HOME ,LBS RD. BHANDUP (WEST)	09.00 AM TO 4.00 PM
2	ISHWAR NAGAR RCH	DR MANSI BHOIR	MVR SHINDE MARG, NR.MUNICIPAL DISP.ISHWAR NAGAR ,BHANDUP (WEST)	09.00 AM TO 4.00 PM
3	TEMBHIPADA HEALTH POST	DR NANDINI WAGHELA	SAVITRIBAI MAT.HOME ,LBS RD. BHANDUP (WEST)	09.00 AM TO 4.00 PM
4	SHIVAJI TALAO HEALTH POST	DR. AFEYA SHIAKH	GANGA VIDHYA MANDIR KOKAN NAGAR BHANDUP (EAST)	09.00 AM TO 4.00 PM
5	TULSHET PADA HEALTH POST	DR.JAGDISH GOSAVI	MUNCIPAL SCHOOL TULSHET PADA BHANDUP (WEST)	09.00 AM TO 4.00 PM
6	KANJUR VILLAGE HEALTH POST	DR.VASTALA VATKAR	BESIDE VATSALYA CHERITABLE TRUST NR. KANJUR POLICE ST. KANJURMARG (EAST)	09.00 AM TO 4.00 PM
7	KANJURMARG RCH 2	DR.ARUN RAWATE	BESIDE VATSALYA CHERITABLE TRUST NR. KANJUR POLICE ST. KANJURMARG (EAST)	09.00 AM TO 4.00 PM
8	TAGORE NAGAR HEALTH POST	DR.MINAL PANDEY	AMBEDKAR MAT. HOME, TAGORE NAGAR, VIKHROLI (EAST)	09.00 AM TO 4.00 PM
9	TAGORE NAGAR RCH 2	DR JAYENDRA GAWADE	AMBEDKAR MAT. HOME, TAGORE NAGAR, VIKHROLI (EAST)	09.00 AM TO 4.00 PM
10	HIRANANDANI HEALTH POST	DR.ATUL PATIL	NIHAL BLDG.IIT MARKET POWAI	09.00 AM TO 4.00 PM
11	PASPOLI HEALTH POST	DR HERO SINGH	HIRANANDNI GARDEN HIRANANDANI EST.POWAI	09.00 AM TO 4.00 PM
12	KANNAMWAR HEALTH POST	DR DEVEN RATHOD	KMJP HOSP.KANNAMWAR NAGAR 2 VIKHROLI (EAST)	09.00 AM TO 4.00 PM
13	SUBHASH NAGAR HEALTH POST	DR SUSHANT SURVASE	VILLAGE RD.NAHUR BHANDUP (EAST)	09.00 AM TO 4.00 PM
14	Sonapur Health Post	-	Sonapur, Bhandup (W)	09.00 AM TO 4.00 PM

SR.NO	NAME OF HEATH POST	DOCTOR	PHN	ANM	CO-ORDINATOR	CLERK	AYABAI	CHV
1	BHANDUP MATERNITY HEALTH POST	1	1	4	1	1	1	23
2	ISHWAR NAGAR RCH	1		4	0	0	1	15
3	TEMBHIPADA HEALTH POST	1	1	4	1	0	1	19
4	SHIVAJI TALAO HEALTH POST	1	1	3	1	0	1	20
5	TULSHET PADA HEALTH POST	1	1	4	1	0	1	18
6	KANJUR VILLAGE HEALTH POST	1	1	4	2	0	1	21
7	KANJURMARG RCH 2	1	0	4	0	0	1	14
8	TAGORE NAGAR HEALTH POST	1	1	2	2	1	1	18
9	TAGORE NAGAR RCH 2	1	1	4	0	0	1	20
10	HIRANANDAN I HEALTH POST	1	1	4	2	0	1	17
11	PASPOLI HEALTH POST	1	1	4	1	0	1	17
12	KANNAMWAR HEALTH POST	1	1	4	2	0	1	15
13	SUBHASH NAGAR HEALTH POST	1	1	4	2	0	1	20

DETAILS OF DISPENSARIES IN S - WARD

SR. NO.	DISPENSARY	NAME OF MEDICAL OFFICER	ADDRESS	TIMINGS
1	TULSHET PADA DISP	DR RANE	MUNCIPAL SCHOOL TULSHET PADA BHANDUP (WEST)	09.00 AM TO 4.00 PM
2	TEMBHIPADA DISP	DR VIDYA PRABHU	GANGA VIDHYA MANDIR KOKAN NAGAR BHANDUP (EAST)	09.00 AM TO 4.00 PM
3	ISHWAR NAGAR DISP	DR SMITA PADWAL	MVR SHINDE MARG, NR.MUNICIPAL DISP.ISHWAR NAGAR ,BHANDUP (WEST)	09.00 AM TO 4.00 PM
4	SHIVAJI TALAO DISP	DR KHARAT	GANGA VIDHYA MANDIR KOKAN NAGAR BHANDUP (EAST)	09.00 AM TO 4.00 PM
5	KANJUR DISP	DR SWATI GAIKWAD	BESIDE VATSALYA CHERITABLE TRUST NR. KANJUR POLICE ST. KANJURMARG (EAST)	09.00 AM TO 4.00 PM
6	TAGORE NAGAR DISP	DR TOPKAR	AMBEDKAR MAT. HOME, TAGORE NAGAR, VIKHROLI (EAST)	09.00 AM TO 4.00 PM
7	TIRANDAZ DISP	DR MUJUMDAR	NIHAL BLDG.IIT MARKET POWAI	09.00 AM TO 4.00 PM

DETAILS OF B.M.C HOSPITALS

SR NO	Name of the Nursing Home	Address	CONTACT NO	EMAIL
1	KRANTIVEER MAHATMA JOTIBA PHULE	KMJP HOSP.KANNAMWAR NAGAR 2 VIKHROLI (EAST)	022 2578 2283	kmjphosp@gmail.com
2	SAVITRIBAI PHULE MATERNITY HOME	SAVITRIBAI MAT.HOME ,LBS RD. BHANDUP (WEST)	022 2594 7116	bhandupmh@gmail.com
3	BABASAHEB AMBEDKAR MATERNITY HOME	AMBEDKAR MAT. HOME, TAGORE NAGAR, VIKHROLI (EAST)	022 2574 0813	drbmmu@gmail.com
4	L.B.S.MARG MAT.HOME	NEAR KUKREJA COMPLEX, L.B.S.MARG, BHANDUP WEST, MUMBIA-76	02225662318	lbsrdmh@gmail.com

LIST OF PNDT CENTERS IN S - WARD

Sr. No.	Name of Institution and Address	Phone No. / Mobile No. of Radiologist
1		
2	dr ambedkar maternity home dr ambedkar maternity home,tagore nagar GROUP NO.7 ,vikhroli E	25763300 9833884568
3	YASHADAA MATERNITY SUTGICAL AND ENDOSCOPY CENTRE VILLAGE RD,BHANDUP(W)	9619641490
4	IIT HOSPITAL ,IIT,A S MARG,POWAI,MUMBAI	9869153659 25666144
5	RISHABH DIAGNOSTIC CENTRE SHOP NO 5,ZAKARIA NIWAS,GAON DEVI RD,BHANDUP(W)	9819807051 25947116
6	SHREE SHANTINATH EDUCATION MEDICAL RESEARCH AND CHARITABLE TRUST,1.6,108,JAIN MANDIR MARG,opp IIT,POWAI	9619984337 ,25955641
7	LAXMI HEALTH CARE CENTRE AND ICU,210/3042,NEAR SANGLI BANK,TAGORE NAGAR 1,VIKHROLI(E)	9870244160 25783000
8	SEA BIRD HEALTH FOUNDATION,509/POWAI PLAZA,HIRANANDANI GARDENS,POWAI,MUMBAI.	9821454855 ,25748831
9	DR BHATT DIAGNOSTIC CENTRE,49/1566,MATRUCHAYYA,TAGORE NAGAR,VIKROLI(E)	9619656307 ,25704157
10	AYUSH CHARITABLE TRUST,JM ROAD,BHANDUP	9619708009 ,25732131
11	INTERNATIONAL HOSPITALS LTD, FORTIS HOSPITAL LTD,MULUND GOREGAON LINK RD,BHANDUP(W)	9821489748 ,25691467
12	GAGANGIRI HEALTH CARE CENTRE ,GALA NO 4,MUBARAK MASJID COMPOUND,OFF LBS,SURYA NAGAR,VIKHROLI	9004292252 ,23112345
13		,
14	TRISHALA DIAGNOSTIC CENTRE ,B/2 SHAM SADAN CHAWL,NEAR JAIN TEMPLE,TAGORE NAGAR,GR NO 1,VIKHROLI(E)	9869484966
15	PRIYA MATERNITY HOME ,2/252/3369 TAGORENAGAR,VIKHROLI(E)	9322624866 ,25744952
16	RISHABH IMAGING AND DIAGNOSTIC CENTRE ,19/a/opp iit main gate,poawi	9820337551 ,25743030
17	GAURAV MATERNITY AND SURGICAL HOSPITAL ,ARUNODAY TOWER,C WING,GROUND FL,OPPOSITE KOKAN NAGAR BUS STOP,BHANDUP (W)	9619984337 ,25955641
18	MATRIX DIAGNOSTIC CENTRE ,COMERCIAL UNITF04,PHULORA CO OP HSG SOC LTD,IIT MARKET,POWAI	9821391780 ,25946238
19	BHANDUP IMAGING CENTRE ,COMERCIAL PREMISES,NO 104,GAURI ARCADE,LBS MARG,BHANDUP(W)	9820325294 ,25777726
20	JAMUNA DIAGNOSTIC CENTRE ,SHOP NO 1,B/1,GURUVILADAM CO OP HSG,ASHOK NAGAR,BHANDUP(E)	9821173323 ,25957433

21	YASHWANT HOSPITAL ,199/2952 TAGORE NAGAR GR NO 8 B,VIKROLI(E)	9821029582 ,25669234
22	SHREENATH MEDICAL CENTRE ,17,GURUKRUPA PRASAD ESTATE,HARIYALI VILLAGE,TAGORE NAGAR GR NO 1,VIKROLI(E)	9930018954 ,25743731
23	amey polyclinic ,shree raj rajeshwari kutir,datar colony,bhandup(e)	9821408737 ,25744461
24	RIMAS DIAGNOSTIC CENTRE,shop no 6 ,building no 53, vidya darshan co-op hsg society limited tagore nagar vikhroli (E) mumbai 400083	9821555670
25	AMRUTA MATERNITY AND SURGICAL NURSING HOME,BEHIND ABHYUDAYA CO OP BANK,BHANDUP(W)	9819454748
26	ANJALI SONOGRAPHY X RAY ECG CENTRE, BEHIND ADARSH HOTEL,NR RATION CARD OFFICE,KANNAMWAR NAGAR NO1,VIKROLI(E)	9321877019
27	SAVITRIBAI PHULE MATERNITY HOME,BHANDUP(W), LBS,BHANDUP(W)	9820219822
28	PADMALAYA CLINIC, 7 & 8 EXCEL PLAZA,IIT, POWAI	9820481572
29	reeti diagnostic and imaging centre, shop no 15.HIT NIKETAN CO OP SOC,JM ROAD,KONKAN NAGAR,BHANDUP(W)	9820523229
30	DR AVINASH PAWAR S LAXMI HEALTH CARE CENTRE, SHOP NO8,KALPATARU BUILDING,KANJUR VILLAGE RD,KANJUR(E)	9833377826
31	wellspring healthcare pvt ltd.gallaria 205/205a,2nd floor,hiaranandani gardens,powai	9821454855 25748831
32	CHANDAN CHARITABLE HOSPITAL,10,CHANDAN NIWAS,VILLAGE RD,BHANDUP(W)	9819579531 67443838
33	ASHIRWAD HOSPITAL E4/101,HIGHLAND PARK,MULUND COLONY,MUMBAI	2225668818
34	M.S MATERNITY AND SURGICAL HOSPITAL,10/A & B MINILAND,TANK RD,BHANDUP(W)	9820216968
35	DISHA DIAGNOSTIX CENTRE, OPP GANESH MANDIR,TAGORE NAGAR,VIKROLI(E))	9930902081 25954480
36	CHIKITSAA DIAGNOSTICSSHOP NO 15,WING1,BLDG2,MAYURESH SRISHTI,LBS OPP ASIAN PAINT.BHANDUP(W)	9323275125 25749800
37	PADMALAYA CLINIC,7 & 8 EXCEL PLAZA,IIT, POWAI	9930319103
38	Parmar Diagnostic centre,18,R R REALITY TANK RD,OFF LBS MARG,BHANDUP(W)	9820173789
39	SRL Diagnostics Private Limited, Dr L H Hiranandani Hospital, Dept. of Radiology, Hillsaid Avenue, Hiranandani Gardens, Powai, Mumbai - 400 076	9821345350 5795000
40	MADHU POLYCLINIC AND NURSING HOME,mini apartment,opp sarvodaya nagar,jungal mangal rd,bhandup(w)	2225763388
41	MRUDULA HOSPITAL,KIRTIDA APT,M.D KENE MARG,BHANDUP(E)	9833032120
42	BHANDUP IMAGING CENTRE,COMMERCIAL PREMISES NO 104,GAURI ARCADE,LBS MARG,BHANDUP(W)	9757074454

43	DR MEENAKSHI S SONOGRAPHY CLINIC,SHOP NO 1,VIRDI VILLA CHS,PLOT NO 17A,CTS NO 68,OPP IIT POWAI MAIN GATE,POWAI	9820272010
44	CYPRESS POLYCLINIC,B/101/CYPRESS HIRANANDANI GARDENS,POWAI	9987115680
45	CLINICO DIAGNOSTIC CENTRE,SHOP NO1,NEHA ANNEX CO OP HSG SOC,BEHIND BHANDUP POLICE STATION,BHATTIPADA,BHANDUP(W)	9987115680
46	DIAMOND MATERNITY AND GENERAL HOSPITAL,C6,C2,USHANAGR COOP HSG SOC,VILLAGE RD,BHANDUP(W)	9820404022 25945354
47	NISHKARSH DIAGNOSTIC CENTRE,77/A, New Abhilasha Co. Op. Soc. LBS Marg Bhandup	9757085929
48	DR.GANESH R. MANE ,ADJ.SHANGRILA BUISCUIT COMPANY,L.B.S. MARGE SAI SHRUSTI BUILD BHANDUP WEST	9867605271
49	MANI SONOGRAPHY CENTRE,SHOP NO 2,ARUNODAY TOWER,NR KOKAN NAGAR,BHANDUP(W)	2265285774
50	DR DEEPESH PALAN CLINIC,2/12 MAHARASHTRA SHOPPING CENTRE,KANNAMWAR NAGAR,VIKROLI(E)	9820481572 25941032
51	way to health diagnostic centre unit no six,shop no 2,nr pmc bank tagore nagar,vikroli	9821181176 ,25776304
52	AMAN DIAGNOSTIC CENTRE,RIA APARTMENTS,ASHOK KEDARE CHOWK,BHANDUP(W)	9892860703 25747474
53		9820034254 65026520

DETAILS OF MTP CENTERS IN S-WARD

Sr. No.	Name & Address of the MTP Center	Name of the Owner	Mobile No.	Date of Registration as MTP Center WITH REG NO
1	BHANDUP MAT HOSPITAL (SAVITRIBAI PHULE)BHANDUP (W)	BMC	9869816160	213/03.07.10
2	Gaurav hospital (Arunoday tower, C wing,Bhandup W	Dr. Surekha waghmare	9821391780	4-4-03(3147)
3	Aashirwad hospital (Janta market, Subhash road, Bhandup W	Dr. Kishori Kadam	25949520	29-6-05(761409759)
4	Aarchita hospital (101\102, 1st floor, A-2 wing, Kailas coplex, l.b.s. road	Dr. Aarti Khadaka	9821544685	887355257/ 470
5	Trivedi hosp.(Reserch center)	Dr. Indrawadan Trivedi	9029776120	6-3-12(325)
6	VIKROLI MATERNITY HOME(AMBEDKAR HOSPITAL)	MCGM	DR.PRADNYA JADHAV	203/22.02.2010

7	YASHWANT NURSING HOME VIKHROLI EAST	DR APPARAM PRABHU	9930018359	7.04.1999/1535
8	PRIYA MAT,HOME (MTP&USG) CENTER VIKHROLI WEST	DR VINOD PRABHU	9820337551	141/02.07.2008
9	Amey Maternity Surgical Nursing Home,101 Bhagywan Residency,Datarcolony Bhandup E-42	Dr. Chanchala Shetty	9821555670	442/Date:-29-10-2013
10	Ankur Maternity Surgical Nursing Home,Shri Vinaykunj CHS Kanjur E-42	Dr.Ashok Dandekar	9821835158	364 /10/7/2012
11	MAULI MAT.HOSPITAL GADHAV NAKA BHANDUP WEST	DR.VASANT DARADE	8080723838	3030 /31.08.02
12	Amruta Mat. & Nur.Home, J.M.Rd.Bhandup (W),Mumbai (Private),	DR.SUBHASH GUPTA	9821141306	2805/12.08.2002
13	OMKAR NURSING HOME 1ST FLOOR NEHA APT. LBS ROAD BHANDUP W	DR.SACHIN AJMERA		3490
14	SHANTI MATERNITY CLINIC 1ST FLOOR SANMAN SHREE SOCIETY T.P.ROAD ,KEDARE CHAUK BHANDUP	DR.SATISH DEVIDAYAL ARORA	9324666364	2251 /09.03.1998
15	M S MAT & GENERAL HOSPITAL ,10 A & B MINILANO TANK ROAD BHANDUP WEST 400078	DR.SUBHASH BHATIA	9930902063	
16	MADHU POLYCLINIC(MTP&USG) J.M. ROAD MINI APARTMENTS BHANDUP WEST MUMBAI 78	DR.J.N.DALAL	9833032120	045 05.10.2006
17	VARDHAMAN HOS SHEETAL APT.B WING 1ST FLOOR	DR.PRAKASH SHAH	9322299800	458/4.2.14
18	DR.PUKALES NURSING HOME PRABHU NIWAS SARVODAY NAGAR MAIN GATE J.M.ROAD BHANDUP WEST	DR. MANOHAR RATHOD	9820098426	625/21.04.2015
19	DISHA HOSPITAL KANNAMWAR NAGAR VIKHROLI EAST	DR.SACHIN AJMERA	25781090	450 11.12.2013
20	FORTIS GEN.HOSPITAL GOREGAON LINK RD MULUND WEST	FORTIS GROUP OF HOSPITALS	2238555111	236/22.03.11
21	MRUDULA NUR. HOME KENI RD KIRTIDA APT BHANDUP EAST	dr heena panditputra	9820437787	251/9.8.2011

22	YASHADA MATERNITY VILLAGE RD BHANDUP W	DR RAMESH BHATIA	2238561450..	920/30.11.1983
23	DIAMOND MAT HOME VILLAGE RD BHANDUP W	DR INDRAKUMAR PARMAR	2225660605	457/02.04.2014
24	DR.KAPSHIKARS LOTUS HOSPITAL	dr uday kapshikar	2225664919	630/12.05.2015
25	Dr L H Hiranandani hospital	mr.hiranandani	25763313	3450/6/10/2004
26	padmalaya nursing home	dr.padma ramkrishnan	9820173789	265/9/20/2011
27	powai hospital,POLYCLINIC	dr.sharmila hande	9820102602	284 10/20/2011
28	nehal nursing home	dr.shirishkumar agecha	9920270351	334. 5/8/2012
29	DR MANISHA S SPARSHAD NURSING HOME Sai shrushti building , D wing , LBS Marg, Bhandup west.	Dr Manisha Ganesh Mane	9869004252	466 3/14/2014
30	ZALTE 'S MAT HOSPITAL, P.N.ROAD FARID NAGAR	dr. nivrutti vimal zalte	9892074333	173/18.06.2009
31	NAVAL HOSPITAL			
32	ANIKET HOSPITAL , KANJURMARG EAST	DR P SAMANT	25784189	3657/8/6/2006
33	SHRENIC HOSPITAL OPP DREAMS MALL BHANDUP WEST	dr p tolia	9320279717	627/21/4/2015

LIST OF NURSING HOMES AND HOSPITALS IN S WARD

SN.	WARD	NAME OF HOSPITAL	REG NO	YEAR OF REG	OWNER (DOCTOR)	DEGREE OF DOCTOR	MAT BED	OT HER BED	TOTAL
1	S Ward	DR. TAMBES CHILDREN HOSPITAL	761409507	1993	DR. SURENDRA SHANKAR TAMBE	MD (PEAD),DCH,M.CPS	0	15	15
2	S Ward	SHANTI MAT. CLINIC	761409542	1989	DR. SATISH DEVIDAYAL ARORA	MD	10	0	10
3	S Ward	DR. BHATIA RUBY HOSPITAL	761409563	1999	DR. ROHIT R. BHATIA	MD	8	9	17
4	S Ward	MODI GENERAL HOSPITAL , ICU	761409526	1991	DR. RAMKRISHN AN MODI	MD (MUM)	0	16	16
5	S Ward	ARFAAT CHARITABLE HOSPITAL AND DIAGNOSTIC CENTRE	761409626	2004	DR. ABDUL SALAM S. CHAUDHARI	MD	6	6	12
6	S Ward	OM SHANTI NURSING HOME	761409636	1995	DR. RAJENDRA S. DALAL	MD	5	0	5
7	S Ward	SAUBHAGYA GENERAL HOSPITAL & & & & & am	761409650	1990	DR. MAHENDRA KUMAR JAIN	MBBS, D ORTHO, SURGEON	0	10	10

8	S Ward	DR. SHETTY'S ENDOSCOPIC SURGICAL CENTRE &a	761409 660	19 92	SMT. SHUBHALAX MI SHANKAR SHETTY	-	8	7	15
9	S Ward	SHRI NATHJI HOSPITAL	761409 676	19 93	DR. BHARAT L. MEHTA	MS, (GEN. SUPER)	0	14	14
10	S Ward	DIAMOND MATERNITY && GENERAL HOSPITAL	761409 687	20 04	DR. INDRAKUMA R R. PARMAR	MBBS, CFP	4	3	7
11	S Ward	DEVKI HOSPITAL (GENERAL &&&&am p;	761409 730	19 91	DR. RAVINDRA SHANKAR SHETTY	MBBS	0	7	7
12	S Ward	MRUDULA HOSPITAL	761409 744	20 05	DR. HEENA K. PANDITPAUT RA	MD, DCH, DNB	4	11	15
13	S Ward	PRIYA MAT. HOME	761409 750	20 00	DR. VINOD GANAPATI PRABHU	MBBS	10	0	10
14	S Ward	ASHIRVAD MATERNITY &&&&am p; NURSI	761409 759	19 89	DR. KISHORI D. KADAM	MD (GYNAEC &&a mp;am	10	6	16
15	S Ward	M. S. MAT. &&& GEN. HOSPITAL	761409 845	19 89	DR. SUBHASH BHATIA	MD, DGO	6	10	16
16	S Ward	OMKAR HOSPITAL	761409 885	19 91	DR. GIRIJA SUDARSHAN	MD, DGO	5	5	10

17	S Ward	BADWAIK MAT. &&&&&&&am p; GEN HOSPITA	761409 889	19 79	DR. PARASHURA M P. BADWAIK	BSC, LMP	14	14	28
18	S Ward	CHANDAN CHARITABLE HOSPITAL	761409 927	20 04	MRS. SUSHILA M. CHANDAN	TRUSTEE	0	8	8
19	S Ward	MADHU POLYCLINIC AND NURSING HOME	761409 716	19 89	DR. JYOTIRVADA N NAGINDAS DALAL	MD,DA	10	8	18
20	S Ward	AMRUTA MAT. &&&&&&&am p;&&&&&&&	761409 838	19 98	DR. ANOOP KUMAR GUPTA	MD, DGO, FCPS, DNB	11	9	20
21	S Ward	SHRI BALCHIKITSALAYA	761410 525	19 87	DR. KIRTI BOTHRA	MBBS, MD	0	16	16
22	S Ward	MAHEK NURSING HOME	761410 552	20 05	DR. CHIRAG D. MODI	MS (GEN. SURGEON)	0	6	6
23	S Ward	CARE &&&&&&&am p; CURE MATERNITY &am	761410 738	19 98	DR. VARSHA DEGWEKAR	MBBS, MS	8	7	15
24	S Ward	DR. SHIV SURGICAL CLINIC AND PAREEK NURSING HOME	761409 690	19 99	DR. VIPIN KUMAR PAREEK	MS (GEN. SURG.)	0	4	4
25	S Ward	JATKAR NURSING HOME &&&&&&& ICCU	761409 725	20 01	DR. JATKAR SAHEBRAO TAYAPPA	MD (MEDICINE)	0	8	8

35	S Ward	ANIKET NURSING HOME	761410 744	19 86	DR. PRAKASH SAMANT	MS (ORTHO)	10	10	20
36	S Ward	NADKARNI EYE CARE CENTRE	761410 555	20 01	DR. SHIVRAM S. NADKARNI	MS, OPHTHAL	0	4	4
37	S Ward	SHAILY NURSING HOME	761410 566	20 01	DR. CHIRAG D. MODY	MS (GEN SURGEON)	0	5	5
38	S Ward	SHAH CHILDREN HOSPITAL	761410 569	19 98	DR. SANJAY O. SHAH	MD (PAED),DCH (MUM)	0	15	15
39	S Ward	VARDHAMAN HOSPITAL &&&&&&& p;&&am	761410 520	19 84	DR. PRAKASH R. SHAH	MD, DCH, TDD	4	18	22
40	S Ward	DR BOTHRAS HOSPITAL	761410 530	20 02	DR. KIRTI BOTHRA	MBBS, MD	4	12	16
41	S Ward	SANJEEVAN NURSING AND ICCU	761410 570	20 02	DR. RAJENDRA M. KURUWA	MD, GEN-MED- BOM	0	17	17
42	S Ward	DR.THAKUR&'S ENT CLINIC	761413 502	20 05	DR. SUGATO THAKUR	M.S.(ENT)	0	4	4
43	S Ward	DR.MALWANKARS ROMEEN NURSING HOME	761413 806	20 06	DR. ANIL MALWANKA R	M.D.	4	12	16

44	S Ward	MANGALA MATERNITY &&&&&&&am p; SURGIC	761413 645	19 74	DR. HERAT R. PARMAR	MD,DGO,DFP	2	4	6
45	S Ward	SHUSHRUSHA CITIZEN'S CO OP HOSPITAL	761413 628	19 74	DR. MILIND P. GAITONDE	MD (OBST &&&& GYNAC)	14	0	14
46	S Ward	LAXMI HEALTH CARE CENTRE AND ICCU	761414 309	20 07	DR. AVINASH YASHWANT PAWAR	M.D.(MED)	0	15	15
47	S Ward	SAI MEDICURE SERVICES PVT LTD,SAI HOSPITAL	761414 848	19 94	DR. KHALID . SHAIKH	B.U.M.S	8	43	51
48	S Ward	RUBY MEDICAL CENTRE (MATERNITY)	761419 975	20 07	DR. SAVITA PRABHAKAR AUTI	M D (MUMBAI)	6	10	16
49	S Ward	POWAI POLYCLINIC AND HOSPITAL	761423 345	19 88	DR. SHARMILA V HANDE	B.H.M.S.	10	15	25
50	S Ward	CENTRAL HOSPITAL	761436 530	20 07	DR. K RATNAKAR SHETTY	GASTROENTROLOG Y SURGEON	8	13	21
51	S Ward	CENTRAL HEALTH HOME	761436 533	20 07	DR. K RATNAKAR SHETTY	M GASTROENTROLOG Y SURGEON	4	12	16
52	S Ward	SHREE HOSPITAL AND NURSING HOME	761444 179	20 05	DR. SHAILAJA A PATWARDHA N	B. A. M. S.	8	2	10

53	S Ward	PADMANI NURSING HOME AND ICCU	761475 085	20 07	DR. BHARAT ASHOK MANEK	MBBS MD FCPS	8	3	11
54	S Ward	ANKUR MAT. &&&&&& SURGICAL NURSING	761493 095	20 08	DR. ASHOK VINAYAK DANDEKAR	MBBS MRSH FCIP FICA	10	10	20
55	S Ward	NULIFE HOSPITAL PVT LTD	887306 024	20 08	DR. PRATUL R. HARIA	M.S.(ORTHO)	0	24	24
56	S Ward	GAURAV MATERNITY AND SURGICAL HOSP.	887305 502	20 02	DR. S. B. WAGHMARE	M.B.B.S.,M.D.{GYN ACOLOGY	17	0	17
57	S Ward	FORTIS HOSPITALS LTD	887303 192	20 02	DR. S . NARAYANI	.	25	41 5	440
58	S Ward	SIDDHESHWAR HOSPITAL AND ICU	887305 576	19 89	DR. ANJALI VASANT DARADE	M.D.,D.G.O.,MCPS	5	10	15
59	S Ward	NIHAL NURSUNG HOME	887325 904	20 09	DR. SHIRISH KUMAR AGLECHA	M B B S	0	11	11
60	S Ward	YASH NURSING HOME	887309 309	20 08	DR. UDAY S. KAPSHIKAR	M.B.B.S. D.C.H.	0	8	8
61	S Ward	SAWANT NURSING HOME	887309 368	20 03	DR. VASANTKUM AR PUNDLIKRAO SAWANT	M.B.B.S. M. S. (OPHTHALM)	1	10	11

62	S Ward	SAI POOJA HEALTH CARE CENTER	887357797	2009	MR. SITARAMAN SUBRAMANI AM IYER	.	5	0	5
63	S Ward	TRIVEDI HOSPITAL AND CLINICAL RESEARCH CENTRE	887340657	2009	DR. INDRAVADAN MADHAVLAL TRIVEDI	B.A.M.S.{MUMBAI}	2	3	5
64	S Ward	POWAI POLYCLINIC AND HOSPITAL	887343440	2009	DR. SHARMILA V HANDE/JADHAV	BHMS	10	15	25
65	S Ward	SAARTHI HOSPITAL	887356599	2009	DR. NIRAJ . KHANNA	M.S. (GEN. SURG)	2	20	22
66	S Ward	FORTIS HOSPITALS LTD.	887393498	2010	MR. V. VIJAYARATHANA . .	.	263	263	526
67	S Ward	SHREE EYE CLINIC	887352313	2009	MR. SATISH S SUVARNA	HSC DIPLOMA IN OPTS	0	1	1
68	S Ward	EYE NI-DR. KOLHE'S EYE CLINIC	887354269	2009	DR. SACHIN SIDDHRAM KOLHE	M.S. DNB (OPNTHALMOLOGY)	0	1	1
69	S Ward	NIVRUTTI-VIMAL ZALTE MATERNITY &#amp;#amp; GENER	887352315	2009	DR. HARSHILA VIJAY ZALTE	M.B.B.S.	10	5	15
70	S Ward	DR. AARTI'S ARCHUITA WOMEN'S HOSPI	887355257	2009	DR. AARTI C. KHADKA	M.D., D.G.O., F.C.P.S.,DFP	9	1	10

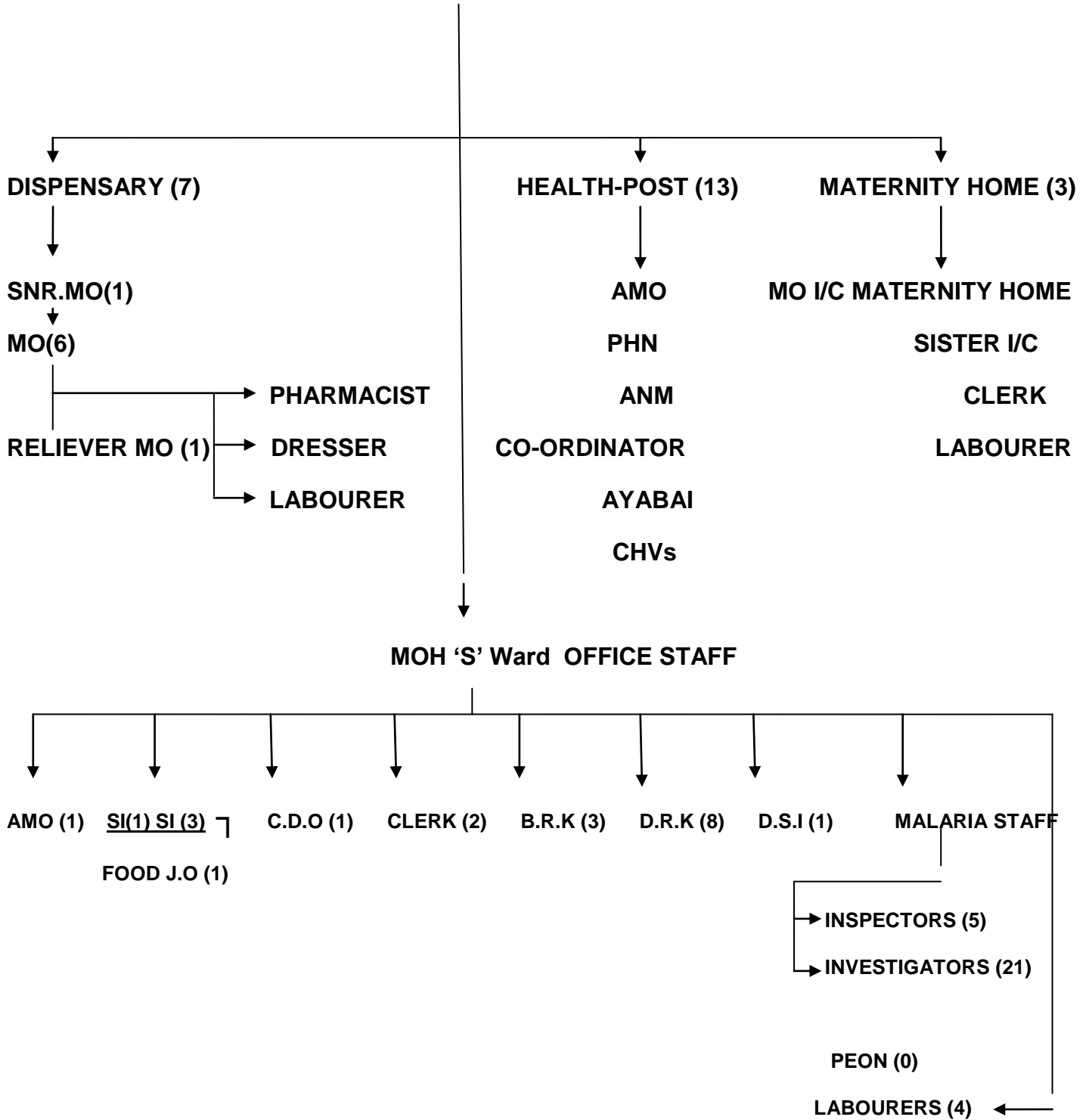
71	S Ward	SRI SAI EYE CARE CENTRE	887476611	2011	DR. HEMA P. AMBADAN	MBBS, MS (OPHTHAL)(MUMBAI)	0	1	1
72	S Ward	SAI SPARSH HOSPITAL AND ICCU	887500077	2012	DR. SUHAS SOMANATH UPASANI	MBBS,MD(MEDICINE)	2	21	23
73	S Ward	AMEY MATERNITY AND SURGICAL NURSING HOME	887501359	2012	DR. SAMPATH VASU SHETTY	M.S.OPHTHALMOLOGY	5	2	7
74	S Ward	SRUSHTI HOSPITAL AND I.C.U.	887510590	2012	DR. SHAILESH CHANDRADEV JOSHI	M.S.(ORTHO)	0	17	17
75	S Ward	J.K. CHILDREN HOSPITAL	887489235	2012	DR. ANIL MOHAN	M.D.D.C.H.	0	10	10
76	S Ward	VIN-R EYE CARE CENTRE	887621611	2014	DR. SACHIN VINOD SHAH	M.S. (OPHTHALM).	0	3	3
77	S Ward	M/S DISHA HOSPITAL	887561722	2013	DR. SACHIN KIRTIKANT AJMERA	MD DNB MNAMS	10	5	15
78	S Ward	DR.VIVEKJADHAV ENT CARE CENTRE	887598322	2014	DR. VIVEK VITHALRAO JADHAV	M.B.B.S. DORC	0	3	3
79	S Ward	ROMEEN MEDICO SURGICAL HOSPITAL	887584210	1998	DR. ANIL N MALWANKAR	MD, D. C .H.	0	15	15

DETAILS OF CEMETERIES OF S- WARD

Name		Religion
Tagore nagar hindu cementry	MCGM	HINDU
Bhandup village hindu cemetry	MCGM	HINDU
Sarvoday nagar,gadhavnaka,bhandup(w)	PRIVATE	MUSLIM
Gujarathi seva mandal,sonapur,Bhandup	PRIVATE	HINDU
Khindipada kabristan,Bhandup	PRIVATE	MUSLIM
chandshahwali,powai	PRIVATE	MUSLIM
christian cemetry pawai	PRIVATE	CHRISTIAN
christian cemetry kanjur marg	PRIVATE	CHRISTIAN

ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)

MOH S - WARD (1)



STAFF POSITIONING REPORT OF S - WARD

SR.NO	STAFF	TOTAL POST	FILLED POST	VACANCY
1	MOH	1	1	NIL
2	ASSISTANT MEDICAL OFFICER	1	0	1
3	SR. MEDICAL OFFICER	1	1	NIL
4	MEDICAL OFFICER	7	6	1
5	PHARMACIST	9	6	3
6	SR. SANITARY INSPECTORS	1	1	NIL
7	SANITARY INSPECTORS	3	3	NIL
8	CLERK	5	3	2
9	B.R.K	3	3	NIL
10	D.R.K	11	09	2
11	R.A.	-	-	-
12	D.S.I	1	1	NIL
13	REPAIR BEARER	-	-	-
14	DRESSER	8	7	1
15	ELECTRICIAN	2	2	NIL
16	FURNACE OPERATOR	4	2	2
17	LAB TECHNICIAN	3	3	NIL
18	CEMETRY ATTENDANT	7	6	1
19	ELECTRIC ATTENDANT	7	5	2
20	MALI CUM SWEEPER	3	3	NIL
21	MALARIA INSPECTORS	5	5	NIL
22	MALARIA INVESTIGATORS	-	-	-

SECTION 4 (1) (b) (ii)

MANUAL NO 2

The powers of officers and employees in the Office of Medical Officer of Health (S- Ward)

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Medical Officer of Health	N.A	N.A	N.A
2	Asst. Medical Officer	N.A	N.A	N.A
3	Community Development Officer	N.A	N.A	N.A
4	Sanitary inspector	N.A	N.A	N.A

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the Office of Medical Officer of Health (S- Ward)

B - Administrative Powers

Sr. No.	Designation	Powers - Administrative	Under which legislation / rules / orders / GRs	Remarks
1	Medical Officer of Health	Please refer to Delegation of powers to Medical Officer of Health on Pg.	Sections 394 & 412 MMC Act 1888	
2	Asst. Medical Officer	NIL	NIL	NIL
3	Community Development Officer	NIL	NIL	NIL
4	Sanitary inspector	Please refer to Delegation of powers to Sanitary Inspector on Pg.	Sections 394 & 412 MMC Act 1888	

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the Office of Medical Officer of Health (S - Ward)

C – Magisterial Powers

Sr. No.	Designation	Powers - Magisterial	Under which legislation / rules / orders / GRs	Remarks
1	Medical Officer of Health	N.A	N.A	N.A

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the Office of Medical Officer of Health (S- Ward)

D - Quasi Judicial Powers

Sr. No.	Designation	Powers - Quasi Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Medical Officer of Health	N.A	N.A	N.A

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the office of Medical Officer of Health (S- Ward)

E – Judicial Powers

Sr. No.	Designation	Powers - Judicial	Under which legislation / rules / orders / GRs	Remarks
1	Medical Officer of Health	N.A	--	--

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (S - WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health-S WARD is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

SECTIONS	BRIEF DESCRIPTION OF POWERS, DUTIES AND FUNCTIONS DELEGATED TO BE EXERCISED & PERFORMED
84	Leave of absence maybe granted.
112	To receive payments on accounts of the Municipal Fund and to lodge them in a bank.
381	To issue notice in writing require the person by whose act, default or sufferance, nuisance arises, exists or continues to remove, discontinue or abate the nuisance by taking measures.
384 (A)	Stabling animals or storing grains in dwelling houses is prohibited.

394 (1)(4)(5)	Certain articles or animals not to be kept, and certain trades, processes & operations not to be carried on without license & things liable to be seized, destroyed etc. to prevent danger or nuisance.
396 (1)	Powers of inspection (at any time, by day or by night without notice) of premises where licensable articles are kept or trade, process or operations are carried on where prohibited articles are kept.
412 (A)	License required for dealing in Milk or other Milk Products.
415	Unwholesome articles etc. to be seized.
416	Disposal of perishable articles seized under Section 415.
422	To inspect any place where dangerous diseases are suspected and to take measures etc.
424 (1)	To issue orders for removal of patients to hospital.
425 (1)	Disinfection of building etc. to prevent or check the spread of any dangerous diseases.
427 (3)	Infected articles maybe destroyed.
479 (5)	To require production of licenses for written permission.
483	Notices & Summons etc. to be served upon.
488	To enter any premises for any purposes of inspection, survey or execution of necessary work.

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO SANITARY INSPECTOR

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health- S is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

EXPLANATION :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

SECTIONS	BRIEF DESCRIPTION OF POWERS, DUTIES AND FUNCTIONS DELEGATED TO BE EXERCISED & PERFORMED
253	To inspect and examine drains etc. mentioned in the section.
374	To inspect premises to ascertain sanitary conditions.
396 (1)	Powers of inspection of premises where licensable articles are kept or trade, process or operation are carried on or where prohibited articles are kept.
412 (A)	Action for sale of Milk & Milk Products.
415	Unwholesome articles etc. to be seized.
416	Disposal of perishable articles seized under Section 415.
422	To inspect any place where dangerous diseases are suspected and to take measures etc.
424 (1)	Commissioner may order removal of patients to hospital.
427 (3)	Infected articles maybe destroyed.
479 (5)	To require production of licenses for written permission.
483	Notices & Summons etc. to be served upon.
488	To enter any premises for any purposes of inspection, survey or execution of necessary work.

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Medical Officer of Health (S Ward)

Medical Officer of Health (S Ward)

- Medical Officer of Health of the ward works as per Mumbai Municipal Corporation Act, 1888 (Section 394 & 412), Registration of Births & Deaths Act, 1969 and Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000, Mumbai Nursing Home Act, 1949 & Pre-Conception & Pre-Natal Diagnostic Techniques Act, 1996 to function effectively.
- The Medical Officer of Health (S Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in the concerned ward.
- He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH/ Marriage registration , MMC against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries.
- He has to prevent unauthorized food trade and also Prevention of Sex-Determination.
- He has to also regulate and control Outbreaks of Communicable Diseases in the concerned ward.
- He also supervises all the Health Related activities in a particular ward. He is also the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages.

Assistant Medical Officer (Inoc.)/ Medical Assistant (M.A.)

- Asst. Medical Officer of S ward acts as an assistant to the Medical Officer of Health in conducting day-to-day office work, as well as supervision of the staff within the Health Department.
- The work consists of Daily Analysis & reporting of the Disease (Communicable & Non-communicable) trends in the ward.
- Evaluation of the applications of Centres under the PC-PNDT Act for renewal & new registration. Monitoring the Vital Statistics (Births, Deaths & Marriages) of a particular ward.
- Assisting the Medical Officer of Health in conducting Mumbai Aarogya Abhiyaan camps.
- Co-ordination with the Public Health Infrastructure of a Ward (Health Posts, Dispensaries, Maternity Homes & Tertiary Care Hospitals)

Assistant Medical Officer (E.P.I.)

- The Assistant Medical Officer (E.P.I.) is a representative of the E.P.I. Department in a particular ward.
- He/She supervises the activities of immunization in a particular ward under the guidance of the Medical Officer of Health.
- The work consists of supervision of Field & Centre Camps of Routine Immunization at the respective Health Posts & Dispensaries. Surveillance of Acute Flaccid Paralysis (AFP) cases in a ward.
- Surveillance & reporting of cases of Adverse Events Following Immunization (AEFI). Monitoring of Measles Outbreaks. Supervision of Pulse Polio Immunization (PPI) in a particular ward.
- Training of Health Care Workers in Safe Injection Practices.
- Ensuring maintenance of Cold Chain for the vaccines in a particular ward.

Community Development Officer

- The Community Development Officer (C.D.O.) is a representative of the F.W.M.C.H. (Family Welfare) Department in the Health Department.
- The work consists of supervision of the R.C.H. (Reproductive & Child Health) Programme in a particular ward. Monitoring of Family Planning activities in a particular ward & promoting Family Planning Methods.
- C.D.O. is also in-charge of all the IEC activities in a particular ward. Conducts training activities of the Health Care Workers as well as the Community Health Volunteers.
- The C.D.O. assists the Medical Officer of Health in conducting Population Census. Supervision of NUHM & NRHM activities in a particular ward.

Sanitary Inspectors

- Sanitary Inspectors of a particular ward assist the Medical Officer in carrying out various administrative activities under the Sections 394 & 412 of the MMC Act.
- The Sanitary Inspectors are allotted various sections within the ward and are supposed to inspect the Public Facilities like Eating Houses, Community Kitchens, Nursing Homes, Dairies, Flour Mills, Saloons, Pharmacies (Chemists), Laundries, etc. in their respective sections to ensure that they comply with the standards mentioned in the Sections 394 & 412 of the MMC Act & MNH Act, 1949.
- The Sanitary Inspectors are also supposed to refer the workers of Eating Houses to Medical facilities, if & when the need arises.
- The work also consists of issuing Inspection Reports to the concerned parties in the event of any discrepancies with respect to the Sections 394 & 412 of the MMC Act & MNH Act, 1949.
- Sanitary Inspectors also assist the Medical Officer of Health in supervision of construction sites for implementation of Anti-Malarial Measures.
- Work also consists of carrying out visits to the concerned parties in the event of any complaint by the citizens. Processing applications for Health Licenses.

Malaria Inspectors

- Represent the Malaria Surveillance Department in a particular ward.
- Are allotted various sections & with the help of Malaria Investigators carry out Active & Passive Surveillance in a particular ward for identification of Malaria (+ve) cases.
- Work also consists of Daily Malaria reporting & RT (Radical Treatment) compliance.
- Co-ordination with the Health Posts & Dispensaries to ensure RT completion & identification of all fever cases.

Malaria Investigators

- They also represent the Malaria Surveillance Department, and under the guidance of Medical Officer of Health & Malaria Inspectors carry out Active & Passive Malaria Surveillance in their allotted sections.
- Collection of Blood Smears of all cases of fever, administration of Chloroquine & prompt referral to the appropriate medical facility.
- Ensure RT Compliance of all Malaria +ve cases.

E.P.I. Clerk

- Compilation of Monthly reports of Routine Immunization as well as Pulse Polio Immunization reports.
- Submission of Expenditure statements for Routine & Pulse Polio Immunization.
- Maintaining vaccine & syringe stock registers at the Ward Vaccine Store.

Birth, Death & Marriage Clerk

- The work consists of receiving applications for corrections of Birth & Death Certificates. Verification of all documents & processing the application and if satisfactory forwarding the same to the Medical Officer of Health for corrections.
- Receiving applications for Marriage registration & scrutiny of all the proofs submitted. Maintaining Inward/Outward register & Dispatch.

D.S.I. (Water Samples)

- Supervision of water quality in a particular ward & ensuring timely collection of water samples from all the points in a ward along with collection of samples from complaint areas.
- Ensuring timely submission of the samples collected & keeps track of the reports.
- Co-ordination with the staff of A E (Water Works) of the ward.
- Monitoring of cases of waterborne diseases in a ward.

Birth/Death Record Keepers

- Maintaining the Birth & Death Records for a particular ward.
- Processing the Birth & Death reports received from the medical facilities.
- Feeding (Data Entry) of the Birth/Death reports into the Municipal Corporation Portal.
- Sending applications for the birth/death extracts.
- Co-ordination with the Cemetery staff for transportation of Dead bodies.

Section 4 (1) (b) (iii)

MANUAL NO 3

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Medical Officer of Health (S Ward)

NAME OF ACTIVITY - Action against Eating Houses/ Community Kitchens/ Flour Mills

Related Provisions - Under section 394 of MMC Act.

Name of the Acts/Acts - MMC Act 1888

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against Eating Houses/ Community Kitchens/ Flour Mills.	1. Detection of non-compliance with respect to Section 394, MMC Act during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary. 3. Preparation of inspection report. 4. Filing court case in case of non-compliance within the stipulated time.	2-7 days	Sanitary Inspector/ Medical Officer of Health	

NAME OF ACTIVITY - Action against USG centres/ IVF Centres/ Genetic Clinics

Related Provisions - --

Name of the Acts/Acts - PC-PNDT Act, 2003.

Rules - --

Govt. Resolutions - --

Circulars - --

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against USG centres/ IVF Centres/ Genetic Clinics	1. Detection of illegal USG/ Sex Determination practices during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary.	Within 2-7 days.	Medical Officer of Health	
		Scrutiny of the records (F-forms) at a particular centre. Preparation of inspection report.	Within 2-7 days.	Medical Officer of Health	
		Issuing Show-Cause Notice/ Sealing the USG machine/equipment or the entire centre as per the severity of the discrepancy/offence found.	Within 2-7 days.	Medical Officer of Health	
		Filing court case in case of non-compliance	7 days	Medical Officer of Health	

NAME OF ACTIVITY - Action against illegal/ unlicensed Nursing Homes

Related Provisions - --

Name of the Acts/Acts - Bombay Nursing Homes Act, 1949.

Rules - --

Govt. Resolutions - --

Circulars - --

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against illegal/ unlicensed Nursing Homes	1. Detection of illegal/unlicensed Nursing Homes during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary.	Within 2-7 days.	Medical Officer of Health	
		Preparation of inspection report.	Within 2-7 days.	Medical Officer of Health	
		Filing court case in case of non-compliance	7 days	Medical Officer of Health	

Section 4 (1) (b) (iv)

MANUAL NO 4

Norms set for discharge of its functions in the office of **Medical Officer of Health (S-Ward)**

Organizational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit	Remarks
1	Medical Officer of Health	As mentioned in Section 4 (1) (b) (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Assistant Medical Officer	As mentioned in Section 4 (1) (b) (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	

Section 4 (1) (b) (v)**MANUAL NO 5**The rules / regulation related with the functions of **Medical Officer of Health (S- Ward)**

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Act regarding registration of birth & death in the ward	1. Registration of Births and Deaths Act, 1969 2. Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000 3. HO/35875/REG NO 1/ Dt 30.01.2013 – Provision for Child name insertion in birth certificate for the period of 2yrs (01.01.2013 – 31.12.2014), even if >15yrs have lapsed since birth.	
2	Act regarding registration of marriage in the ward	1.Maharashtra State Government Rules & Regulation for Marriage Registration 1998 2.HO/10798/Dt 08.03.2010	
3	Act regarding registration & supervision of nursing homes in the ward	Bombay Nursing Home Act, 1949	
4	Act regarding registration & supervision of PC-PNDT centres in the ward	1.The Pre-Natal Diagnostic Techniques (Regulation & Prevention of Misuse) Act, 1994 Amended as – The Pre-conception & Pre-Natal Diagnostic Techniques (Prohibition of Sex selection) Act, 2003 2.Ministry of Health & Family Welfare Notification dt 04.06.2012	
5	Act regarding supervision of MTP centres in the ward	Medical Termination of Pregnancy Act 1971	
6	Health Licenses	Sections 394 & 412 of MMC Act 1888	

Section 4 (1) (b) (vi)**MANUAL NO 6****Statement of Categories of documents held in the office of
Medical Officer of Health (S Ward)**

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Birth & death registers / Hospital (confinement) records	Register		Details of birth & death events occurred in the ward	Permanent
2	Marriage Register	Register		Details of marriages of residents who wish to register the event with the respective ward	Permanent
3	PC-PNDT 'H' Form & 'A' form of individual centres	Soft copy of 'H' form File of individual centres		Details of PC-PNDT Centres	10 Years
4	I.R. Book	Register		Inspection reports of various facilities bearing Health License	10 Years
5	Offence sheet	Register		Record of various offences committed by the facilities bearing Health Licenses & the action taken.	5 Years
6	'C' Form	Register		Health License details	5 Years
7	Vaccine stock registers	Registers		Inventory of the stock of the vaccines in the Ward Vaccine Store	5 Years
8	AFP Register	Register / Box File		Record of all Acute Flaccid Paralysis cases in the ward.	5 Years
9	AEFI Register	Register / Box File		Record of all cases of Adverse Events Following Immunization in the ward.	5 Years

10	DF & ILR Temperature chart monitoring log book	Log Book		Temperature records of the Cold Chain equipment in the Ward Vaccine Store.	5 Years
11	Routine Monthly Report of Immunization	Box File		Monthly Reports having number of beneficiaries of Routine Immunization in a particular month.	5 Years
12	Routine Monthly Report of VPD	Box File		Monthly Reports having number of cases of Vaccine Preventable Diseases in a particular month.	5 Years
13	Report of Pulse Polio Immunization	Box File		Reports of number of beneficiaries immunized during Pulse Polio Immunization Rounds.	5 Years
14	Routine Monthly Account Report of Immunization & Pulse Polio	Box File		Account of expenses incurred for Routine Immunization & Pulse Polio Immunization	5 Years
15	Malaria & Dengue report	Soft Copy		Cases of Malaria & Dengue during a particular month	3 Years
16	Water Sample Report	Soft Copy		Record of Fit & Unfit water samples during a particular month along with samples positive for E. Coli.	3 Years
17	Log sheets	Document		Details of Applications/ complaints/ other documents received by department	1 Year
18	Outward Register (Internal departments)	Document		Details of Applications/ complaints/ other documents forwarded to Internal departments of T - ward.	1 Year
19	Outward Register (External correspondence)	Document		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and	1 Year

				correspondence with applicants/ complainants /citizens etc.	
20	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
21	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year

Section 4 (1) (b) (vii)

MANUAL NO 7

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of **Medical Officer of Health (S Ward)**

Sr. No.	Consultation for	Details of Mechanism	Under which legislation / rules / orders / GRs	Periodicity
	NIL	NIL	NIL	NIL

Section 4 (1) (b) (viii)

MANUAL NO 8

Statement of Boards, Councils, Committees or Other bodies

Sr. No.	Name of the committee board / council / other bodies	Composition of committee Board council other bodies	Purpose of the committee Board/ Council/ other bodies	Frequency of meetings	Whether meeting open to public or not	Whether Minutes are available to public or not	Minutes available at.
	NIL	NIL	NIL	N.A.	N.A.	N.A.	N.A.

Section 4 (1) (b) (ix)

MANUAL NO 9 :- Contact No.24134560

and

Section 4 (1) (b) (x)

MANUAL NO 10

Sr No.	Name of the Employee	E C No.	Designation	Grade	Date of Appointment in MCGM	Date of Appointment in 'S' Ward	BASIC	GRP	DA	NPP	CA	WC	HIS	SPA	UWA
1	Dr.Kshirsagar Niranjan R.	4246712	M.O.	B	03-10-09	13-05-15	19140	6000	42424	8799					
2	Dr.Jadhav Jitendra Vasant	4007348	M.O.	B	24-05-95	16-01-15	30340	6000	55437	12719					
3	Doiphode Babu Laxman	3358988	Sr.S.I.	C	04-02-85	21-02-15	20370	2800	28963		463				
4	Unde Youraj sonu	3683220	Head Clerk	C	03.10.1989	01.01.2005	16210	4200	25513						
5	Shaikh Gulam Phiroze	1537152	Clerk	C	01-09-81	15-04-13									
6	Kalekar Pandurang Gopal	3991035	Clerk	C	01.01.2005	04.02.2013	10590	2000	15738						
7	Pawar Prashant Pandit	4056799	Clerk	C	06-04-07	15-04-15	8560	2000	13200						
8	Parab Madhura Manoj	4165406	Clerk	C	03-07-08	01-02-11	8760	2000	13450						
9			Clerk	C											
10			S.I.												
11	Kamble Suresh Hari	3359185	S.I.	C	15-04-85	30-04-15	19380	2100	26850		463				
12	Manjrekar Sambhaji T.	3359635	S.I	C	04-02-85	25-10-12	17560	1900	24575						
13	Kawale Rohit	1277223	K.B.R.	D	05-06-95	06-08-09	11480	1900	16725			115			
14	Warang Pramod	3795277	K.B.R.	D	06-12-93	03-08-09	12250	1900	17688			115			
15	Patil Ravikant Bhagoji	3802755	K.B.R.	D	13-09-96	01-06-14	11080	1900	16225			115	540		
16	Gurula Vimala Abraham	3546174	Peon	D	21.06.1989	21.06.1989	12270	1850	17650			115			
17	Kulal Ashok	3741986	Peon	D	28.06.1993	28.06.1993	12230	1900	17663			115			
18	Dhavale Kashinath	3751419	Peon	D	01.10.1993	01.03.1994	12460	1900	17950			115			
19	Sabbani Shrinivas Linbayya	3762194	Peon	D	07.08.1993	07-08-93	12030	1900	17413			115			
20	Korade Vinayak Shivram	3716698	Lab	D	12-09-92	02-05-15	11960	1850	17263			115			
21	Chaus Dilawar Dastgir	3776267	Lab	D	02-09-94	15-04-15	11490	1800	16613			115			
22	Dr. Shamal Goregaonkar	4494560	A.M.O.	D	01.07.2016	01.07.2016	14450	5400	33497	6947					

23	Kandalgoankar Pramod P.	1269053	D.S.I.	C	18.03.1987	09.07.2004	13220	1900	11963			115			
24	Bharati Chandrakant G.	3340804	Lab	D	01-02-83	27-04-15	12780	1800	18225			115			
25	Shigwan Kashinath Ganpat	3752764	Lab	D	11-08-93	17-04-15	11610	1800	16763			115			
26	Harmalkar Rakesh H.	4136248	Lab	D	01-10-07	22-04-15	7370	1800	11463			115			
27	Dhokare Shivaji Bhima	3473818	D.R.K.	D	07.04.1989	05.07.2016	12450	1900	17938			115			
28	Ghag Ravindra Atmaram	3344475	D.R.K.	D	27-05-86	26-11-14	12790	1900	18363			115			
29	Kedar Suryakant D.	3806027	D.R.K.	D	01.09.1995	02.08.2016	10990	1900	16113			115			
30	Yadav Rajkumar Tukaram	3532142	D.R.K.	D	20-01-89	13-06-2011	12690	1900	18238			115			
31	Mahadeshwar S.M.	3735457	D.R.K.	D	22.02.1990	02.08.2016	12310	1900	17763			115			
32	Suryawanshi Bhimrao	3794520	D.R.K.	D	05-04-93	22-04-95	11970	1900	17338			115			
33	Sargar Vilas Sandipan	3693478	D.R.K.	D	14.02.1992	02.08.2016	12670	1900	18213			115			
34	Ugale Raju Mahadu	3892215	D.R.K.	D	19-02-97	06-07-2011									
35	Jadhav Ashok Rambhau	3913189	D.R.K.	D	01.04.1998	26-09-2012	11220	1900	16400			115			
36	Vishwas Sakpal	3760927	D.R.K.	D	14.01.1991	25.11.2015	11040	1900	16175			115			
37	Aware Sambhaji R.	3791857	D.R.K.	D	10.10.1993	01.04.2016	12250	1900	17688			115	706		
38	Gardi Subhash Gaurya	3138146	Electr.	D	11-07-80	08-02-95	15090	1950	21300			115		115	
39															
40	Dethe Pratap Baburao	3797743	Furnance Operetor	D	01-12-90	11-11-2013	13340	1950	19113			115		75	
41	Kharat Johney Sayaman	3913646	Furnance Operetor	D	13-04-88	03-04-13	11490	1950	16800			115		75	
42			Furnance Operetor	D											
43			Furnance Operetor	D											
44	Shinde Ramdas Bhimrao	3251012	Ceme.Att.	D	05-10-83	20-12-12	12770	1800	18213			115			
45	Jadhav Vijay Ramchandra	3472240	Ceme.Att.	D	11-08-88	23-04-15	12290	1800	17613			115			
46	Minde Arjun Laxman	3791905	Ceme.Att.	D	07-04-95	07-04-95	11080	1800	16100			115			
47	Shaikh Shabbir Vazir	4143321	Ceme.Att.	D	24-11-2003	22-02-2013	7940	1800	12175			115			
48	Gore Umesh Vasant	4156431	Ceme.Att.	D	03-06-08	26-02-13	7100	1800	11125			115			
49	Chavhan Nandesh Madan	4197650	Ceme.Att.	D	03-11-08	03-01-2013									
50	Nikam Ganesh J	4316329	Ceme.Att.	D	03.12.2011	30.03.2016	5380	1300	8350			115			
51	Gangurde Rajendra Krishna	3763566	Crematorium Att.	D	07-02-94	07-07-15	9250	1800	13813			115			
52	Rokade Santosh Shankar	3803581	Crematorium Att.	D	01-09-95	12-08-15	8930	1800	13413			115			

53	Nagare Dinkar S.	4316329	Crematorium Att.	D	24.10.2011	30.03.2016	6330	1800	10163			115			
54	Mohite Sandeep Shankar	4141989	Crematorium Att.	D	20-11-97	23-03-13	11090	1800	16113			115			
55			Crematorium Att.	D											
56			Crematorium Att.	D											
57			Crematorium Att.	D											
58	Rane Purnima	3581232	M.O.	B	25-08-89	11-05-05	32290	6000	64614	13401					
59	Topkar Sadhana Jinappa	3603152	M.O.	B	24-09-90	15-02-11	36470	6000	71668	14864					
60	Mujumdar shubha P.	3791644	M.O.	B	14-11-94	06-08-14	34800	6000	68850	14280					
61	Grover Deepali Pradeep	3794159	M.O.	B	29-05-95	10-07-15	30893	6000	62257	12912					
62	Kharat Bharati D	3928796	M.O.	B	21-04-99	29-11-05	28950	6000	58978	12232					
63	Gaikwad Swati Sandesh	3946334	M.O.	B	21-03-03	08-04-13	25110	6000	52498	10888					
64	Kocharekar Vidya digambar	4212157	M.O.	B	25-02-09	09-09-14	18400	6000	41175	8540					
65	Karnik Varsha N.	3698404	Sr.M.O.	B	20.09.1991	04.04.2016	38630	6300	75819	15725					
66	Jagtap Tushar S.	3698363	Pharmacist	C	12.05.1992	05.03.2016	19440	4200	29550						
67															
68	Wani Ravindra Tukaram	3208588	Pharmacist	C	01-08-81	01-11-95	22450	4200	33313						
69	Teke Anita Ravindra	4393274	Pharmacist	C	19.06.2013	22.04.2016	9630	2800	15538						
70	Yewale Padmakar Chidhu	3433009	Pharmacist	C	20-04-87	20-09-08	21280	4200	31850						
71	Phalak Pratibha Rajendra	3614442	Pharmacist	C	09-01-91	22-06-93	19490	4200	29613						
72	Hangekar Sangita M	3711404	Pharmacist	C	12-08-92	01-11-01	20570	4200	30963						
73	Jadhav Trupti Namdeo	4187804	Pharmacist	C	30-09-08	26-09-11	11120	2800	17400						
74	Rahate Dipali S.	4207478	Pharmacist	C	19.01.2009	02.07.2016	11210	2800	17513						
75	Pradhan Vikas Jayaram	3568589	LaB Tech	C	18-11-89	05-09-2000	20170	4800	31213						
76	Hegde Veena Ramdas	3573251	Lab Tech	C	14-12-89	15-03-13	20910	4800	32138						
77	Dahiwade Ajay Rajabhau	4222264	LaB Tech	C	29-05-09	17-06-14	12430	4200	20788						
78	Rewale Chandrakant S	3205080	Dreser	D	19-03-81	20-04-11	12950	1900	18563			115		265	
79	Dewhare Ashok Satvaji	3344231	Dreser	D	12-05-85	01.10.2012	13140	1900	18800			115		265	
80	Patil Subodh Yashwant	3357994	Dreser	D	24-10-85	06-09-2013	13140	1900	18800			115		265	
81	Ghag Janardan Gangaram	3806560	Dreser	D	19-04-1991	18-07-2013	12520	1900	18025			115		265	
82	Ughade Prakash Bansi	3811067	Dreser	D	27-04-92	07-05-08	12150	1900	17563			115		265	
83	Wakude Girish Tulsiram	3822522	Dreser	D	12-06-92	17-12-2007	11770	1900	17088			115		265	

84	Kumbhar Arvind Mahadeo	3822591	Dreser	D	01-09-95	25-05-06	11380	1900	16600			115	476	265	
85	Nipute Rajendra	4060659	Dreser	D	22.06.2007	08.02.2016	7650	1900	11938			115		265	
86	Ubale Jalindhar Deogun	3036268	Lab.	D	16-05-78	01-06-01	12680	1800	18100			115			
87	Shinde Kashinath Madhav	3610077	Lab.	D	22-11-90	22-06-09	11880	1800	17100			115			
88	Sase Sadashiv Govind	3807004	Lab.	D	13-09-95	30-01-08	10930	1800	15913			115			
89															
90	Kawade Santosh Gajanan	4225645	Lab.	D	04-06-09	04-06-09	6840	1800	10800						
91	Thete Vijay Mahadu	4365055	Lab.	D	01.10.2012	01-10-12	5180	1300	8100						
92	Rathod Dnyaneshwar shankar	4399555	Lab.	D	06-09-2013	17-12-14	5860.	1800	9575						
93	Chavan Nitin Sheshrao	4494553	Lab.	D	04.07.2016	04.07.2016	5200	1800	8750						
94	Tambe Avita Anant	4201410	Sweeper	D	10-11-08	12-06-09	7100	1800	11125			115			300
94	Allhat Anita Dattu	4020864	Sweeper	D	20-06-06		1906	660	8208						
95	Kokare Rakesh	4349677	Sweeper	D	22-03-12	22-03-2012									

*

MOH gets monthly imbursement of telephonic bill of Rs 600/-

Section 4 (1) (b) (xi)
MANUAL NO 11

Details of allocation of budget and disbursement made in the office of **Medical Officer of Health (S Ward)**

A' Budget Provision year 2016 - 17 of HEALTH. Deptt.

Fund Code	Cost Center Code	Function Code	G.L.Code with Discription	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment/Actu
12	4230470000	33101000000	210100101 Basic Pay	1,909,000.00	1,318,490.67	590,509.33	1,909,000.00	1,318,490.67
			210100102 Incentive Bonus	162,000.00	126,000.00	36,000.00	162,000.00	126,000.00
			210100104 Grade Pay (Superior	322,000.00	243,933.33	78,066.67	322,000.00	243,933.33
			210100201 Basic Pay	1,000,000.00	455,220.00	544,780.00	1,000,000.00	455,220.00
			210100202 Incentive Bonus	122,000.00	112,000.00	10,000.00	122,000.00	112,000.00
			210100204 Grade Pay (Labour)	156,000.00	71,500.00	84,500.00	156,000.00	71,500.00
			210200101 Dearness Allowance	3,122,000.00	1,648,922.87	1,473,077.13	3,122,000.00	1,648,922.87
			210200102 House Rent Allowanc	669,000.00	468,727.20	200,272.80	669,000.00	468,727.20
			210200103 Conveyance Allowanc	15,000.00	14,630.80	369.2	15,000.00	14,630.80
			210200105 LTA	83,000.00	18,000.00	65,000.00	83,000.00	18,000.00
			210200107 Mun Med Allowance	1,000.00	-600	1,600.00	1,000.00	-600
			210200113 Trv All for Sup&Sub	90,000.00	66,736.00	23,264.00	90,000.00	66,736.00
			210200114 Non Pvt Practice Al	203,000.00	151,375.00	51,625.00	203,000.00	151,375.00
			210200118 F.Planning Allow-su	19,000.00		19,000.00	19,000.00	
			210200119 Children Edu Allow-	153,000.00	63,000.00	90,000.00	153,000.00	63,000.00
			210200199 Other Allowances	2,000.00	1,508.06	491.94	2,000.00	1,508.06
			210200201 Dearness Allowance	1,618,000.00	1,204,127.00	413,873.00	1,618,000.00	1,204,127.00
			210200202 House Rent Allowanc	347,000.00	158,016.00	188,984.00	347,000.00	158,016.00
			210200205 LTA	32,000.00	6,000.00	26,000.00	32,000.00	6,000.00
			210200213 Transport Allowance	55,000.00	25,308.00	29,692.00	55,000.00	25,308.00
			210200218 Family Planning All	18,000.00		18,000.00	18,000.00	
			210200219 Children Education	83,000.00		83,000.00	83,000.00	
			210200224 WASHING CHARGES(LAB	1,000.00	920	80	1,000.00	920
210200299 Other Allowances	10,000.00	3,586.30	6,413.70	10,000.00	3,586.30			
210209915 Contrbn-Int 4% towr	11,000.00	9,900.00	1,100.00	11,000.00	9,900.00			

A' Budget Provision year 2016- 17 of HEALTH . Deptt.

Fund Code	Cost Center Code	Function Code	G.L.Code with Discription	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Comm
12	4230470000	33201000000	210100101 Basic Pay	297,000.00	286,490.00	10,510.00	297,000.00	
			210100102 Incentive Bonus	27,000.00	23,409.00	3,591.00	27,000.00	
			210100104 Grade Pay (Superior	102,000.00	101,850.00	150	102,000.00	
			210100201 Basic Pay	306,000.00	305,150.00	850	306,000.00	
			210100202 Incentive Bonus	56,000.00	56,000.00		56,000.00	
			210100204 Grade Pay (Labour)	53,000.00	52,200.00	800	53,000.00	
			210200101 Dearness Allowance	609,000.00	494,660.52	114,339.48	609,000.00	
			210200102 House Rent Allowanc	117,000.00	116,502.00	498	117,000.00	
			210200103 Conveyance Allowanc	5,000.00	2,957.14	2,042.86	5,000.00	
			210200105 LTA	16,000.00	6,000.00	10,000.00	16,000.00	
			210200107 Mun Med Allowance	1,000.00	600	400	1,000.00	
			210200113 Trv All for Sup&Sub	17,000.00	16,800.00	200	17,000.00	
			210200114 Non Pvt Practice Al	78,000.00		78,000.00	78,000.00	
			210200118 F.Planning Allow-su	4,000.00		4,000.00	4,000.00	
			210200119 Children Edu Allow-	18,000.00		18,000.00	18,000.00	
			210200199 Other Allowances	1,000.00	52	948	1,000.00	
			210200201 Dearness Allowance	455,000.00	454,472.00	528	455,000.00	
			210200202 House Rent Allowanc	108,000.00	107,205.00	795	108,000.00	
			210200205 LTA	17,000.00	11,250.00	5,750.00	17,000.00	
			210200207 Mun Med Allowance	1,000.00	200	800	1,000.00	
			210200213 Transport Allowance	18,000.00	17,400.00	600	18,000.00	
			210200218 Family Planning All	6,000.00		6,000.00	6,000.00	
			210200219 Children Education	28,000.00	10,200.00	17,800.00	28,000.00	
			210200224 WASHING CHARGES(LAB	1,000.00	460	540	1,000.00	
210200299 Other Allowances	3,000.00	2,709.12	290.88	3,000.00				

A' Budget Provision year 2016 - 17 of HEALTH . Deptt.

Fund Code	Cost Center Code	Function Code	G.L.Code with Discription	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	C
12	4230470000	33402010100	210100101 Basic Pay	6,485,000.00	2,711,590.14	3,773,409.86	6,485,000.00	
		Aalopathic	210100102 Incentive Bonus	378,000.00	210,000.00	168,000.00	378,000.00	
			210100104 Grade Pay (Superior	1,061,000.00	540,126.90	520,873.10	1,061,000.00	
			210100201 Basic Pay	2,514,000.00	1,240,139.06	1,273,860.94	2,514,000.00	
			210100202 Incentive Bonus	392,000.00	206,519.00	185,481.00	392,000.00	
			210100204 Grade Pay (Labour)	493,000.00	179,563.48	313,436.52	493,000.00	
			210200101 Dearness Allowance	11,294,000.00	2,576,016.48	8,717,983.52	11,294,000.00	
			210200102 House Rent Allowanc	2,040,000.00	933,506.41	1,106,493.59	2,040,000.00	
			210200105 LTA	143,000.00	73,500.00	69,500.00	143,000.00	
			210200113 Trv All for Sup&Sub	247,000.00	114,040.57	132,959.43	247,000.00	
			210200114 Non Pvt Practice Al	1,269,000.00	599,173.12	669,826.88	1,269,000.00	
			210200118 F.Planning Allow-su	153,000.00		153,000.00	153,000.00	
			210200119 Children Edu Allow-	230,000.00		230,000.00	230,000.00	
			210200201 Dearness Allowance	4,210,000.00	3,672,278.94	537,721.06	4,210,000.00	
			210200202 House Rent Allowanc	902,000.00	363,718.00	538,282.00	902,000.00	
			210200205 LTA	119,000.00	29,250.00	89,750.00	119,000.00	
			210200213 Transport Allowance	166,000.00	55,076.16	110,923.84	166,000.00	
			210200218 Family Planning All	38,000.00		38,000.00	38,000.00	
			210200219 Children Education	175,000.00		175,000.00	175,000.00	
			210200224 WASHING CHARGES(LAB	2,000.00	1,265.00	735	2,000.00	
	210200299 Other Allowances	63,000.00	20,544.12	42,455.88	63,000.00			
	210209913 Uniforms	20,000.00	6,586.80	13,413.20	20,000.00			
	210209915 Contrbn-Int 4% towr	51,000.00	50,208.00	792	51,000.00			

A' Budget Provision year 2016 - 17 of HEALTH. Deptt.(Bhandup Cementry)

Fund Code	Cost Center Code	Function Code	G.L.Code with Discription	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Com
12	4230473303	33601000000	210100101 Basic Pay	598,000.00	597,930.00	70	598,000.00	
			210100102 Incentive Bonus	14,000.00	14,000.00		14,000.00	
			210100104 Grade Pay (Superior	94,000.00	93,450.00	550	94,000.00	
			210100201 Basic Pay	1,017,000.00	484,831.00	532,169.00	1,017,000.00	
			210100202 Incentive Bonus	182,000.00	182,000.00		182,000.00	
			210100204 Grade Pay (Labour)	151,000.00	91,792.00	59,208.00	151,000.00	
			210200101 Dearness Allowance	885,000.00	884,276.00	724	885,000.00	
			210200102 House Rent Allowanc	176,000.00	175,629.00	371	176,000.00	
			210200105 LTA	6,000.00	6,000.00		6,000.00	
			210200107 Mun Med Allowance		-1,400.00	1,400.00		
			210200113 Trv All for Sup&Sub	36,000.00	35,314.00	686	36,000.00	
			210200199 Other Allowances	3,000.00	2,593.70	406.3	3,000.00	
			210200201 Dearness Allowance	1,636,000.00	737,721.00	898,279.00	1,636,000.00	
			210200202 House Rent Allowanc	279,000.00	121,252.00	157,748.00	279,000.00	
			210200204 Overtime Allowance	2,146,000.00		2,146,000.00	2,146,000.00	
			210200205 LTA	32,000.00	12,000.00	20,000.00	32,000.00	
			210200213 Transport Allowance	61,000.00	22,039.00	38,961.00	61,000.00	
			210200218 Family Planning All	18,000.00		18,000.00	18,000.00	
			210200219 Children Education	129,000.00		129,000.00	129,000.00	
			210200224 WASHING CHARGES(LAB	3,000.00	2,185.00	815	3,000.00	
			210200231 EXTRA ALLOW(LAB)	50,000.00	49,881.00	119	50,000.00	
210200299 Other Allowances	10,000.00	3,345.77	6,654.23	10,000.00				
210209913 Uniforms	8,000.00	7,016.00	984	8,000.00				

A' Budget Provision year 2016 - 17 of HEALTH . Deptt.(Tagore Nagar)

Fund Code	Cost Center Code	Function Code	G.L.Code with Discription	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Commitment	
12	4230473301	33601000000	210100201 Basic Pay	1,056,000.00		1,056,000.00	1,056,000.00		
			210100202 Incentive Bonus	149,000.00		149,000.00	149,000.00		
			210100204 Grade Pay (Labour)	188,000.00		188,000.00	188,000.00		
			210200201 Dearness Allowance	1,683,000.00		1,683,000.00	1,683,000.00		
			210200202 House Rent Allowanc	309,000.00		309,000.00	309,000.00		
			210200204 Overtime Allowance	3,373,000.00		3,373,000.00	3,373,000.00		
			210200205 LTA	41,000.00		41,000.00	41,000.00		
			210200213 Transport Allowance	61,000.00		61,000.00	61,000.00		
			210200218 Family Planning All	18,000.00		18,000.00	18,000.00		
			210200219 Children Education	166,000.00		166,000.00	166,000.00		
			210200299 Other Allowances	11,000.00		11,000.00	11,000.00		
			210209913 Uniforms	15,000.00		7,016.00	7,984.00	15,000.00	7,016.00
			210209915 Contrbn-Int 4% towr	8,000.00			8,000.00	8,000.00	

A' Budget Provision year 2016 - 17 of HEALTH. Deptt.

Fund Code	Cost Center Code	Function Code	G.L.Code with Discription	Consumable Budg	Consumed Budget	Available Amoun	Current Budget	Com
12	4230473301	33602000000	210100101 Basic Pay	182,000.00	181,710.00	290	182,000.00	
		Electric	210100102 Incentive Bonus	14,000.00	14,000.00		14,000.00	
		Crimatorium	210100104 Grade Pay (Superior	26,000.00	25,050.00	950	26,000.00	
			210100201 Basic Pay	1,204,000.00	373,385.00	830,615.00	1,204,000.00	
			210100202 Incentive Bonus	149,000.00	84,000.00	65,000.00	149,000.00	
			210100204 Grade Pay (Labour)	190,000.00	67,650.00	122,350.00	190,000.00	
			210200101 Dearness Allowance	265,000.00	264,060.00	940	265,000.00	
			210200102 House Rent Allowanc	63,000.00	62,028.00	972	63,000.00	
			210200105 LTA	15,000.00	15,000.00		15,000.00	
			210200113 Trv All for Sup&Sub	8,000.00	7,800.00	200	8,000.00	
			210200133 SPECIAL ALLOW(SUP)	1,000.00	115	885	1,000.00	
			210200199 Other Allowances	2,000.00	1,608.54	391.46	2,000.00	
			210200201 Dearness Allowance	1,953,000.00	556,884.00	1,396,116.00	1,953,000.00	
			210200202 House Rent Allowanc	389,000.00	136,063.00	252,937.00	389,000.00	
			210200204 Overtime Allowance	3,373,000.00		3,373,000.00	3,373,000.00	
			210200205 LTA	41,000.00		41,000.00	41,000.00	
			210200207 Mun Med Allowance			-200	200	
			210200213 Transport Allowance	61,000.00	21,018.00	39,982.00	61,000.00	
			210200218 Family Planning All	25,000.00		25,000.00	25,000.00	
			210200219 Children Education	110,000.00		110,000.00	110,000.00	
			210200224 WASHING CHARGES(LAB	2,000.00	1,035.00	965	2,000.00	
			210200299 Other Allowances	17,000.00	2,792.54	14,207.46	17,000.00	
	210209913 Uniforms		20,000.00	10,524.00	9,476.00	20,000.00		

Section 4 (1) (b) (xii)

MANUAL NO 12

Manner of execution of subsidy program in the office of Medical Officer of Health (S Ward)

----- NIL-----

Section 4 (1) (b) (xiii)

MANUAL NO 13

**Particulars of recipients of concessions, permits or authorizations granted in the office of
Medical Officer of Health (S Ward)**

----- NIL-----

Section 4 (1) (b) (xiv)

MANUAL NO 14

Required information available at <http://portal.mcg.gov.in>

In Electronic Format

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
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Section 4 (1) (b) (xv)

MANUAL NO 15

Particulars of facilities available for citizen for obtaining information in the office of

Medical Officer of Health (S - Ward)

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	10.30 am to 05.30 pm on all working days (except 2 ND & 4 TH Saturday & holidays)	For inspection of entries from Birth/Death registers searching fees of Rs. 2/- charged.	Office of Medical Officer of Health, R No. 51, 1 st Floor, 'S' Ward Building, Lala Devidayal Road, Mulund (West), Mumbai – 400 080.	Medical Officer of Health S ward.

Section 4 (1) (b) (xvi)**Manual 16**

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Designated officer & Medical Officer of Health (S - Ward)

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	DR.JITENDR A JADHAV	MOH - S	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Office of Medical Officer of Health, R No. 51, 1 st Floor, 'S' Ward Building, Lala Devidayal Road, Mulund (West), Mumbai – 400 080.	mohs.phd@mcgm.gov.in	Mrs Chanda Jadhav (A.C. S Ward)

Sr. No.	Name of APIO	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address / Ph no.
1	NIL	NIL	NIL	NIL	NIL

Section 4 (1) (b) (xvii)

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Mrs. Chanda Jadhav	A.C. S - Ward		Dr. Devendra A. Golhar	

MANUAL NO 17

Special Activities undertaken by the Medical Officer of Health (S - Ward)

The Medical Officer of Health (S Ward) conducts certain special activities for the citizens of S as well as the Municipal Employees working in the S Ward Municipal Office. Following are the details of the same:

- **Screening for Non- Communicable Diseases:**
The Medical Officer of Health (S Ward) organizes screening programs for Municipal Employees for diseases like Diabetes Mellitus & Hypertension. If diagnosed with the same, appropriate treatment/ referral services are provided.
- **Implementation of National Health Programs:**
The various National Health Programs like the National Malaria Control Program, Revised National Tuberculosis Control Program, Universal Immunization Program, Pulse Polio Immunization Program, Reproductive & Child Health Program etc.
- **Mumbai Aarogya Abhiyaan Camps:**
The Medical Officer of Health conducts Mumbai Aarogya Abhiyaan Camps for the citizens during which curative, diagnostic, referral and IEC services are provided. These camps are conducted on a regular basis with the help of the local councilors. The main purpose is control of communicable diseases.
- **IEC Activities:**
Various IEC activities are conducted whereby Role-Plays, Health Talks, Rallies, Poster-Pasting activities are done for increasing the awareness of the citizens regarding diseases like Malaria, Dengue, Leptospirosis and also non- communicable diseases like Diabetes & Hypertension.
- **Crusade Activities:**
Crusades Activities for various diseases are conducted within the community jointly along with PCO, AE (Maintenance), AE (Bldg. & Factories), SWM under the guidance of the Asst. Municipal Commissioner (S Ward).
- **Training Activities:**
Training of UG & PG Medical/ Nursing students are also conducted by the Medical Officer of Health (S Ward).
- **Maternal & Child Health:**
ANC & PNC facilities are provided by the Health Post staff to the citizens.
- **Census:**
MOH conducts census of the area with the help of C.D.O & health post staff.

APPEAL TO CITIZENS

- **While applying for birth/ death certificate ensure that all the details regarding the event are completely filled in the form.**
- **For correction in birth/ death certificate, submit at least 2 properly attested documents (which have been issued before the date of event) along with the application form.**
- **For marriage certificate application, submit all the documents as per the notice board displayed, outside the MOH- S Ward office.**
- **For Health License application under Sec 394/412, submit all the documents as per the MMC Act, 1888.**
- **Do not discriminate between girl and boy child. It is a criminal offence to ask for sex determination of foetus (unborn child) during Sonography or any other antenatal diagnostic/fertility treatment procedure.**
- **While applying for an application under the Right to Information Act. 2005, please give complete discrete & separate specification regarding the nature of the information sought. Also, please request only regarding one subject matter at a time.**
- **Cover your mouth and nose with a handkerchief or tissue while coughing or sneezing.**
- **Wash your hands every time after coughing or sneezing, thoroughly with soap and water, before and after touching your nose, eyes and mouth.**
- **Stay at home if infected with flu like illness.**
- **In case of fever, kindly visit your nearest BMC Hospital / Dispensary / Health post and consult a Doctor.**
- **Do not self medicate or neglect any fever which is prolonged. Avoid use of tablet aspirin or pain killers without medical advice.**
- **For protection against malaria & dengue change water once a week and observe dry day.**
- **Keep water storage tanks in mosquito proof condition.**
- **Use mosquito net & apply repellent on open parts of the body.**

- **Do not allow water to stagnate near your dwelling-house.**
 - **Storing water in masonry tank should be avoided.**
 - **Do not keep tyres & odd articles on roof tops, terraces or in compound.**
 - **Good personal hygiene (e.g. hand washing), clean surroundings, avoid road side eateries.**
- Safe water consumption.**
- **Anti-rodent measures e.g. proper disposal of garbage.**
 - **Avoid walking bare-foot in water- logged places.**
 - **In case of cough more than 2 weeks, get sputum tested.**
 - **Temporary relief is not complete cure. Incomplete treatment leads to complications, resistance, harmful side effects & expensive treatments.**
 - **Exclusive breast feeding up to 6 months of age.**
 - **Sleep well, stay physically active and effectively manage stress.**
 - **Drink plenty of water and eat nutritious food.**
 - **Benefits of walking and moderate exercise are reducing diabetes and other diseases like heart ailments and stroke.**