



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of C Ward

MEDICAL OFFICER OF HEALTH 'C' Ward

Address - Office of Medical Officer of Health 'C' Ward,
C Ward Building, 5th floor, R.No. 3
76, Shrikant Palekar Marg,
Chandanwadi, Marine Lines (E),
Mumbai – 400 002

**PUBLIC HEALTH DEPARTMENT
C WARD OFFICE**

INTRODUCTION

Medical Officer of Health (C Ward)

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these Departments under the Assistant Commissioner at ward level. 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 C 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, C in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (C Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in C Ward. He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centers/ Genetic Clinics/ IVF Centers/ 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 C 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 C 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.

SECTION 4 (1) (B) (i)

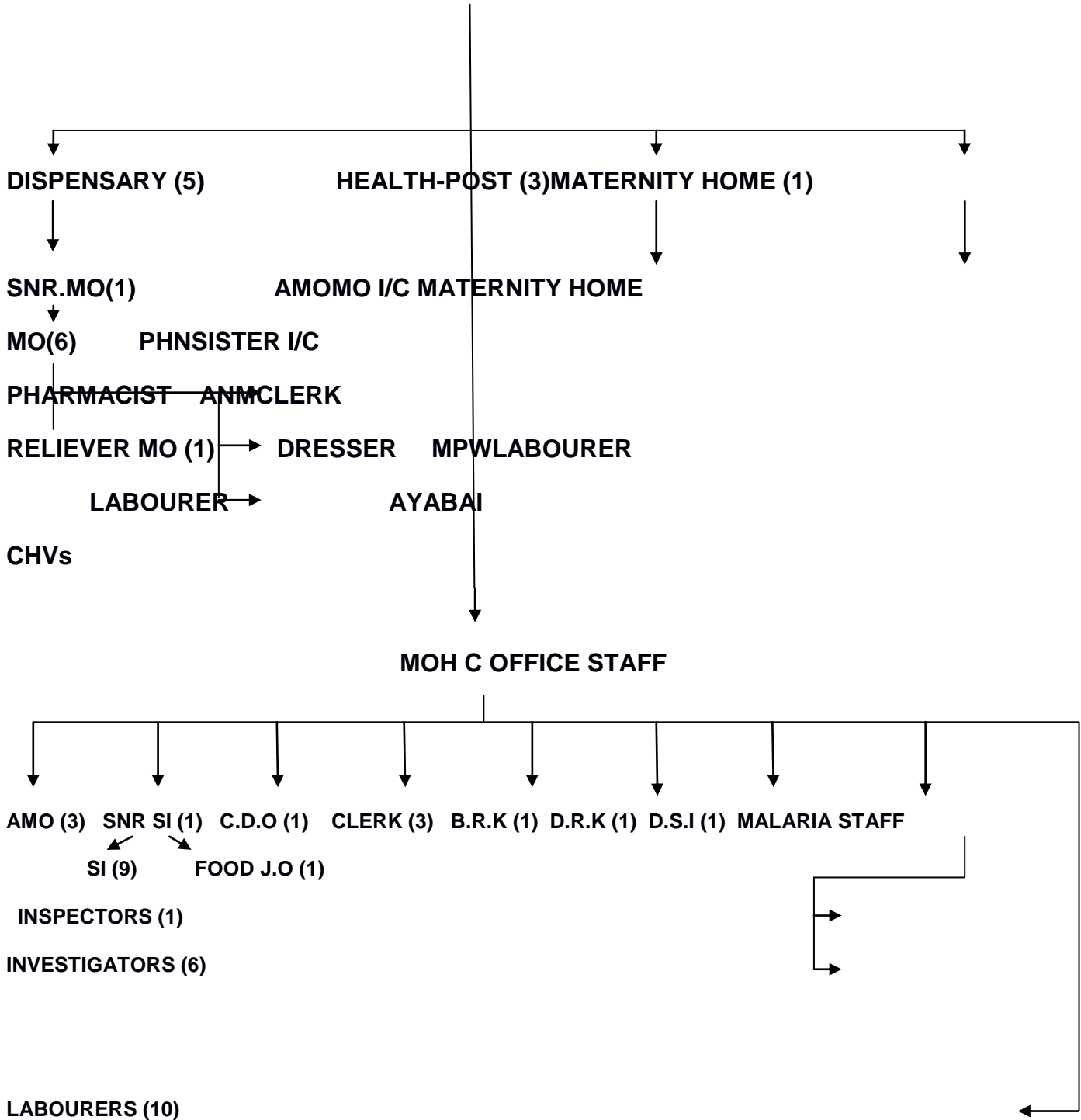
The particulars of functions & duties of the Office of Medical Officer of Health (C Ward)

1	Name of the Public Authority	Dr. SHAILENDRA DATTATRAY GUJJAR Medical Officer of Health (C Ward)
2	Address	C Ward Office, 5 th floor, Shrikant Palekar Marg, Chandanwadi, Marine Lines (East), Mumbai - 400002
3	Head of the Office	Medical Officer of Health (C Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater, Mumbai
5	Reporting to which office	Assistant Commissioner, C Ward
6	Jurisdiction-Geographical	C ward is bounded by the Arabian Sea on the East, central railway on West, Mumbai Marathi GranthSangrahalayaMarg on North and Dattaram Lad Marg on South side.
7	Mission	1. Supervision of Public Health Infrastructure in C Ward 2. To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.
8	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.
9	Objectives	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	(a) 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. (b) To prevent unauthorized food trade. (c) To prevent Sex-Determination. (d) To Issue Birth, Death & Marriage Certificates.

		<p>(e) To Control Eating Houses/ Nursing Homes/ Construction Sites.</p> <p>(i) To Grant Eating House permits under section 394 of the MMC Act.</p> <p>(ii) To Renew Health Licenses.</p> <p>(iii) To take action against owners/proprietors in case of failure to comply.</p> <p>(iv) To take action against construction sites failing to comply with Anti- Malarial measures.</p>
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 C Ward. 4. Family Planning & Immunization Services. 5. Provision of Registration/License under PNDDT Act, 1994, Amended as PC-PNDDT Act 2003.
12	Tel. No. & Office Timings	<p>Telephone no : 022-22014022 (Ext No.254)</p> <p>Email : mohc.phd@mcgm.gov.in</p> <p>Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. (Monday to Friday) : 08.00am to 11.30 am on Saturdays</p> <p>Visiting Hours : 03.00 p.m. to 05.00 pm (Monday to Friday)</p>
13	Weekly Holidays	Sunday and Public Holidays.

ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)

MOH C WARD (1)



SECTION 4 (1) (b) (ii)

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

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks
1	Medical Officer of Health	Rs.5000/- per month	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	--
2	Asst. Medical Officer	NIL	NIL	NIL
3	Community Development Officer	NIL	NIL	NIL
4	Sanitary inspector	NIL	NIL	NIL

SECTION 4 (1) (b) (ii)

The powers of officers and employees in the Office of Medical Officer of Health (C 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 (C 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 (C 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	—	—

SECTION 4 (1) (b) (ii)

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

E – Judicial Powers

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

Section 4 (1) (b) (ii)

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

Medical Officer of Health (C 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 (C 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 Act 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 (Ward)

Asst. Medical Officer of a 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 (Surveillance)

Asst. Medical Officer of a 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 party/ies 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. Ensuring 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.

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (C WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health- C 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 be 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- C 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 :-

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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)

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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 (C 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 Act 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.

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Section 4 (1) (b) (iii)

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

Rules -

Govt. Resolutions -

Circulars - 1.DMC(RE)/6618, dt : 15/03/2012 (Refer pg- of Annexure)
2. D.M.C./R.E./141 dt: 12/4/2013

Office Orders -

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)

Norms set for discharge of its functions in the office of Medical Officer of Health (C 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)

The rules / regulation related with the functions of Medical Officer of Health (C 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	<ol style="list-style-type: none"> 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 Childname 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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)

**Statement of Categories of documents held in the office of
Medical Officer of Health (C 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	Log Book	–	Temperature records of the Cold	5 Years

	Temperature chart monitoring log book			Chain equipment in the Ward Vaccine Store.	
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 C ward.	1 Year
19	Outward Register (External)	Document	–	Details of Applications/	1 Year

	correspondence)			complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and 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)

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 (C Ward)

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

Section 4 (1) (b) (viii)

Statement of Boards, Councils, Committees or Other bodies

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

Section 4 (1) (b) (ix)

Sr. No.	Designation	Name of the Officers / Employees	Cadre	Date of joining the post	Contact Details ph/fax / email
1	Medical Officer of Health	Dr. Gujar Shailendra D.	A		9004882818
2	AMO	Dr. Kushe Sunita S.	A	25.07.2012	
3	AMO	Dr. Mehta Jenam Pankaj	A		9890884243
4	AMO (EPI)	Dr. Shaikh Najish	B		9769837859
5	CDO	Mr. Mahabare Bharat T.	C		9967913587
6	S.I.	Mr. Shaikh Hasham Abdul	C		9930763565
7	S.I.	Mr. Bilimoria Hanif	C		9869610163
8	S.I.	Mr. Subhash Kharat	C		
9	Clerk	Mr. Ganesh M. Tarmale	C	11.05.2006	900464110
10	Clerk	Mr. Ganesh N. Bikkad	C		9004665444
11	Clerk	Mr. Rahatal Vijay Shankar	C		
12	D.S.I.	Mr. Dattatray T. Thakur	C	02.07.2013	9004000149

13	B.R.K.	Mr. Lopes John Manvel	D	12.08.2009	9892542327
14	D.R.K.	Mr. Chaudhari Pandharinath B.	D	22.06.2011	9004444355
15	D.R.K.	Mr. Rane Sudhakar G.	D	06.03.2014	9819091799
16	D.R.K.	Mr. Kamble Sanjay S.	D	25.03.2013	9920023271
17	D.R.K.	Mr. Kadam Shankar P.	D	01.08.2012	
18	Peon	Mr. Pawar Rajesh Tulshiram	D	01.04.2003	
19	Peon	Mr. Pawar Santosh	D	01.05.2005	9967270479
20	Peon	Pawar Shubhangi Shamrao	D	01.03.2011	8108930520
21	Peon	Mr. Gosavi Rajaram T.	D	12.11.2014	9967506744
22	Labourer	Mr. Jadhav Remesh R.	D	27.04.2015	
23	Labourer	Mr. Mahalunge Vilas	D	27.04.2015	9270221421

Section 4 (1) (b) (x)

Sr. No.	Name	Designation Cadre	Basic Pay	DA	HRA	Special Allowance, Transport Allowance, Project Allowance	Total
1	Dr. Gujar Shailendra D.	Medical Officer of Health	19080+6000	29845	7524	675	74594/-
2	Dr. Kushe Sunita S.	AMO	15670+5400	33849	6321		70214/-
3	Dr. Mehta Jenam Pankaj	AMO	15670+5400	33849	5445		69338/-
4	Mr. Shaikh Hasham Abdul	S.I.	17450+2100	23265	5865		49743/-
5	Mr. Bilimoria Hanif	S.I.	12530+2100	17410	4389		37492/-
6	Mr. Subhash Kharat	S.I.	18590+2100	24621	6207	-	52581/-
7	Mr. Ganesh M. Tarmale	Clerk	10060+ 2000	14351	3618	-	30629/-
8	Mr. Ganesh N. Bikkad	Clerk	10060+ 2000	14351	3618	-	30629/-
9	Mr. Rahatal Vijay Shankar	Clerk	9690+ 2000	13911	3507		26905/-
10	Mr. Dattatray T. Thakur	D.S.I.	13340+1950	18195	4587		39135/-
11	Mr. Lopes John Manvel	B.R.K.	11390+1900	15815	3987		33807/-
12	Mr. Chaudhari Pandharinath B.	D.R.K.	12230 +1900	16815	4239		35784/-

13	Mr. Rane Sudhakar G.	D.R.K.	11700+1900	16184	4080		34464/-
14	Mr. Kamble Sanjay S.	D.R.K.	12310+1900	16910	4263		35983/-
15	Mr. Kadam Shankar P.	D.R.K.	10070+1600	13887	3987		30144 /-
16	Mr. Pawar Rajesh Tulshiram	Peon	11020+1900	15375	3876		32886/-
17	Mr. Pawar Santosh	Peon	9540+1850	13554	3417		29609/-
18	Pawar Shubhangi Shamrao	Peon	6450+ 1850	9877	2490		21267/-
19	Mr. Gosavi Rajaram T.	Peon	12140+1900	16708	4212		35619/-
20	Mr. Jadhav Remesh R.	Labourer	12170+1800	16624			31549/-
21	Mr. Mahalunge Vilas	Labourer	6090+1800	9389	2367		20246/-
22	Mr. Vilas Kamble	Labourer	11800+1800	15456	317		30055/-

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Medical Officer of Health (C Ward) for the year 2015-16.

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	33402010100 (Health)	3,36,62,000	Utilized till date - 1,09,13,236.93	
2	33101000000 (Health)	15,90,000	Utilized till date – 2,61,233	
3	33601000000 (Chandanwadi Cemetery)	43,58,000	Utilized till date – 22,79,141.50	
4	33602000000 (Hindu Cemetery)	1,23,000	Utilized till date – 9,87,776	

Form B for previous year (2014-15)

Sr. No	Budget Head description	Grants received	Grant utilized	Grant Surrendered	Result
1	33402010100 (Health)	5,53,26,000	5,41,01,762.49	12,24,237.5	
2	33101000000 (Health)	9,18,000	8,91,585	26,415	
3	33601000000 (Chandanwadi Cemetery)	95,99,000	65,31,500	30,67,500	
4	33602000000 (Hindu Cemetery)	70,62,000	56,25,480	14,36,520	

Section 4 (1) (b) (xii)

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

- No subsidy programs are executed by this office.

Section 4 (1) (b) (xii)

**Details of Beneficiaries of subsidy program in the office of
Medical Officer of Health (C Ward)**

Sr. No	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
1	NIL	NIL

]

Section 4 (1) (b) (xiii)

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

NIL

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Medical Officer of Health (C Ward)

Required information is available at <http://portal.mcgm.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)

**Particulars of facilities available for citizen for obtaining information in the office of
Medical Officer of Health (C 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 Department, 5th floor, CWard BMC office, Marinelines. Mumbai-002.	Medical Officer of Health, C ward.

Section 4 (1) (b) (xvi)

**Details of public information officers / APIO's / appellate authority in the jurisdiction of
(Public authority) in the office of Medical Officer of Health (C 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. SHAIENDRA GUJJAR	MOH C	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Room No.3, 5 th floor, C ward office, Dr.Shrikant Palekar Marg, Marinelines, Mumbai-2. Ph. 22014022 Ext. 255	mohc.phd@mcgm.gov.in	SHRI. SATYAPRAKASH SINGH (A.C. C Ward)

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Medical Officer of Health (C 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) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Medical Officer of Health (C Ward)

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	SHRI. SATYAPRAKASH SINGH	A.C. C Ward	First Appellate Authority	Dr.	

Section 4 (1) (b) (xvii)

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

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

- **Screening for Non- Communicable Diseases:**

The Medical Officer of Health (C 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 AarogyaAbhiyaan Camps:**

The Medical Officer of Health conducts Mumbai AarogyaAbhiyaan 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 (C).

- **Training Activities:**

Training of UG & PG Medical/ Nursing students are also conducted by the Medical Officer of Health (C Ward).

- **Maternal & Child Health:**

ANC & PNC facilities are provided by the Health Post staff to the citizens.

Medical Officer Of Health

C Ward