

INTRODUCTION

Medical Officer of Health (D 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 D WARD 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, D 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 (D WARD) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in D 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 D 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 D WARD 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.

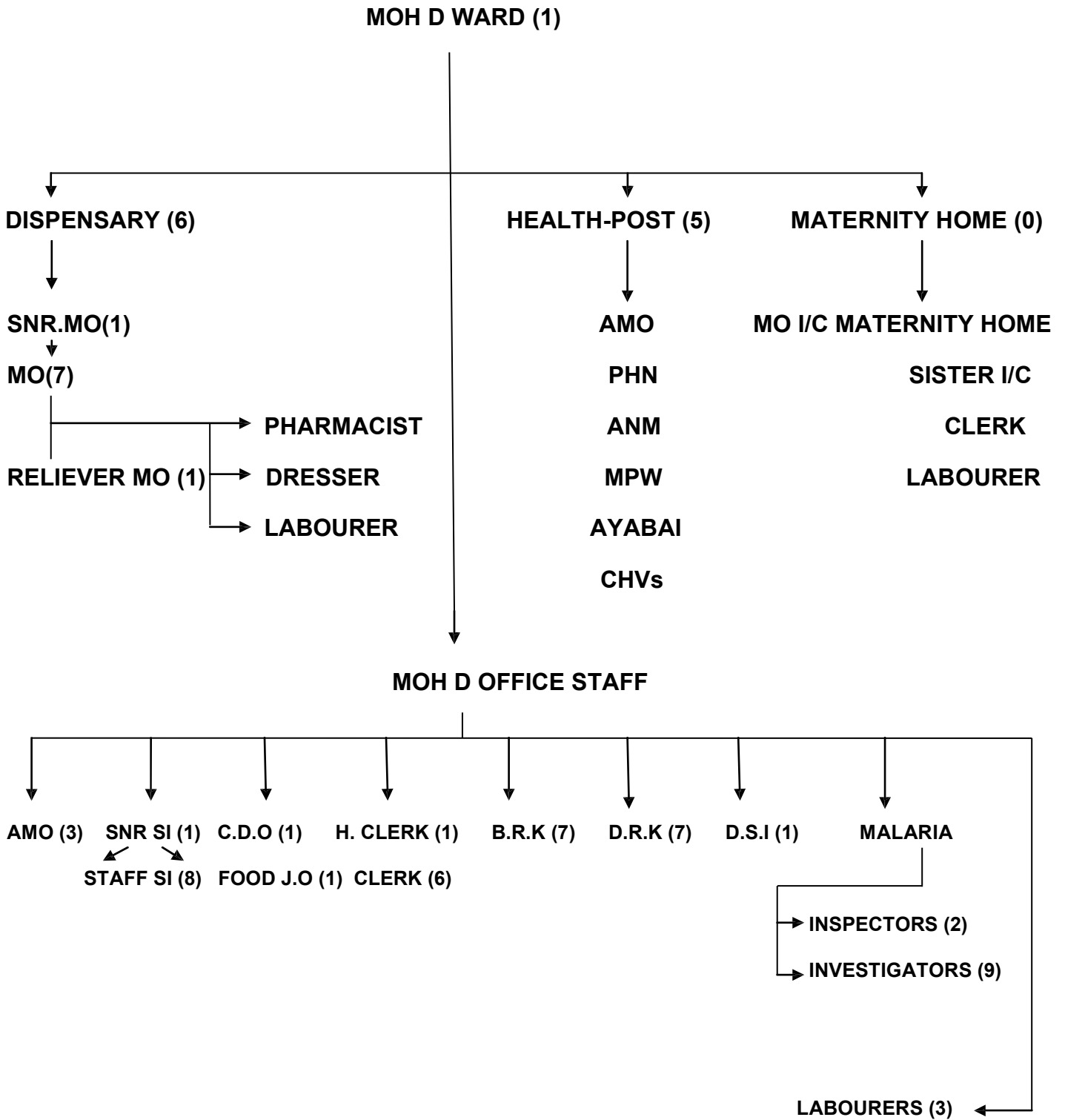
SECTION 4 (1) (B) (i)

The particulars of functions & duties of the Office of Medical Officer of Health (D WARD)

1	Name of the Public Authority	Dr Bajam Ananthrao Medical Officer of Health (D WARD)
2	Address	Room No. 101, 1 st floor, D WARD ward office Building, Jobanputra Compd. Grant Road (W), Mumbai- 400 007
3	Head of the Office	Medical Officer of Health (D WARD)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, D WARD
6	Jurisdiction-Geographical	D WARD is bounded by the Sukhlaji Street on the East, Arabian Sea on West, Mumbai Central S T Depot Bellasis Road on North and Thakurdwar Road on South side.
7	Mission	1. Supervision of Public Health Infrastructure in D 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	<p>(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.</p> <p>(b) To prevent unauthorized food trade.</p> <p>(c) To prevent Sex-Determination.</p> <p>(d) To Issue Birth, Death & Marriage Certificates.</p> <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 D WARD. 4. Family Planning & Immunization Services. 5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.
12	Tel. No.s & Office Timings	<p>Telephone no : 022-23861426</p> <p>Email : drbajam@yahoo.com</p> <p>Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.</p> <p>(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)



SECTION 4 (1) (b) (ii)

**The powers of officers and employees in the Office of Medical Officer of Health (D
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 (D 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 (D 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 (D 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 (D 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 (D WARD)

Medical Officer of Health (D 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 (D 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 (Inoc.)/ Medical Assistant (M.A.)

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 (D WARD)

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

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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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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 (D 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 (D 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 (D 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)

**Statement of Categories of documents held in the office of
Medical Officer of Health (D 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 D WARD 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 correspondence with applicants/ complainants /citizens etc.	1 Year
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 (D 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 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)**

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment	Date of Appointment in D WARD	Contact No. 23861486
1	Medical Officer Health	Dr. Ananthrao Bajam	B	08.10.1990	20.01.2015	
2	Assistant Medical Officer	Dr. Fajjan Khan	B	28.08.2014	28.08.2014	
3	Assistant Medical Officer	Dr.Vaishanavi Salunke	B	12.08.2013	12.08.2013	
4	Assistant Medical Officer	Dr. Sunil Sawalkar	B	14.08.2014	28.10.2014	
5	Sr. Sanitary Inspector	Shri. S. M. Shaikh	B	18.03.1981	29.01.2015	
6	Sanitary Inspector	Shri. S. M. Powar	C	04.02.1982	12.04.2013	
7	Sanitary Inspector	Shri. M. M. Sumra.	C	03.07.1985	22.08.2014	
8	Sanitary Inspector	Shri. Dias Sabastian	C	03.02.1978	27.08.2014	
9	Sanitary Inspector	Vacant				
10	Sanitary Inspector	Vacant				
11	Sanitary Inspector	Vacant				
12	Sanitary Inspector	Vacant				
13	Sanitary Inspector	Vacant				
14	Head Clerk	Vacant				
15	Clerk	Shri. T. V. Patil	C	01.02.1995	03.05.2008	
16	Clerk	Shri. P. P. Agrawal	C	05.01.2015	05.01.2015	
17	Clerk	Vacant				
18	B.R.K.	Shri. Rafiuddin A. M. Shaikh	C	31.01.1981	13.03.2008	
19	B.R.K.	Shri. Chandrakant Jadhav	C	01.12.1982	11.09.2013	
20	D R K	Shri Jivraj Singrakhia	C	03.08.1981	16.02.1999	
21	D.R.K.	Shri Shaikh Yunus	C	04.10.1989	15.02.1999	
22	D.R.K.	Shri Bhaskar Medadkar	C	01.03.1995	06.06.2011	
23	D.R.K.	Shri Bhaik Santosh	C	18.06.2008	28.01.2014	
24	D.R.K.	Shri Kadam Suryakant	C	05.04.2014	11.09.2014	
25	D.R.K.	Shri Kuperkar Santosh	C	06.04.2014	02.12.2014	
26	D.R.K.	Shri Sanap Dipak	C	06.06.2007	05.09.2013	
27	Notice Clerk	Vacant	C			
28	Report Bearer	Shri. Sakhubai	D	07.01.2010	31.08.2010	
29	Peon	Shri. Gopal Masane	D	10.02.1982	12.05.1985	
30	Peon	Shri. Sampat Jakere	D	23.02.1995	23.02.1995	

31	Dis-Inspection Sub-	Shri. Rajendra Gaikwad	D	02.08.1996	18.01.2014	
32	Labour	Shri Bhagwan K Raut	D	01.12.1986	02.12.1986	
33	Labour	Shri Dattaram Kolapate	D	01.04.1997	01.04.1997	
34	Labour	Shri Mahendra Pawar	D	02.09.1985	02.09.1985	
35	Labour	Shri Raju Kamble	D	12.02.2008	12.02.2008	
36	Peon	Vacant	D			
37	Labour	Vacant	D			
38	Labour	Vacant	D			
39	Food J.O.	Vacant				
40	Food Labour	Vacant	D			
	Food Labour	Vacant	D			

**PAYSHEET
NO. 2271**

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in D	Contact No.
58	Sr. Medical Officer	DR.Kirtane Purnima S	B	17.05.1983	22.05.2012	
59	Medical Officer	DR.Tuckley B.K.	B	25.08.1989	08.05.2012	
60	Medical Officer	DR.Ghongade S.J.	B	03.02.1992	21.02.1998	
61	Medical Officer	DR.Solanki U.K.	B	09.12.1991	23.03.1997	
62	Medical Officer	DR.Patil S.H.	B	21.02.1999	23.07.2007	
63	Medical Officer	DR.Bhagat P.A.	B	21.03.2006	16.08.2011	
64	Medical Officer	DR.Kadam M.R.	B	05.02.2007	29.05.2010	
	Medical Officer	DR.Lakhode G.M.	B	08.10.2010	21.06.2013	
65	Medical Officer	DR.Sonawane Y.K.	C	06.05.2009	01.01.2014	
66	Medical Officer	Vacant Post	C			
67	Medical Officer	Vacant Post	C			
68	Pharmacist	Thorath H.G.	C	10.09.1984	30.03.2001	
69	Pharmacist	Bhagat A.P.	C	21.03.1986	21.03.1986	
70	Pharmacist	Valvi S.V.	C	03.10.2008	03.10.2008	
71	Pharmacist	Salunke D.R.	C			
72	Pharmacist	Zepale R.S.	C			
73	Pharmacist	Vacant Post	C			
74	Pharmacist	Vacant Post	C			

75	Pharmacist	Vacant Post	C			
76	Pharmacist	Vacant Post	C			
77	Lab Technician	Thorat S.C.	C	01.10.2009	01.10.2009	
78	Lab Technician	Gangawane K.B.	C	04.12.2010	04.12.2010	
79	Dresser	Ghag V.K.	D	11.04.1977	03.12.1988	
80	Dresser	Jadhav D.S.	D	07.06.1989	07.6.1989	
81	Dresser	Kasare A.S.	D	07.12.1992	28.12.2010	
82	Dresser	Patil S.B.	D	05.05.1997	31.05.2001	
83	Dresser	Rathod D.N.	D	20.11.1997	03.09.2013	
84	Dresser	VACANT POST	D			
	Dresser	VACANT POST				
	Sweeper	More N.R.	D	18.10.1989	31.07.2002	
	Sweeper	Redkar P.A.	D	04.07.2012	18.11.2013	
	Labour	Khot M.D.	D	15.03.1995	01.01.2004	
	Labour	Shelar V.V.	D	01.06.2006	02.06.2007	
	Labour	Parange N.K.	D	21.11.2011	21.11.2011	
	Labour	Vacant Post	D			
	Labour	Vacant Post	D			
	Labour	Vacant Post	D			

Section 4
(1) (b) (x)

Designation	Officer's & Employee's	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
Medical Officer Health	Dr. Ananthrao G.Bajam	38450	55542	13458	1600	11535	12124
Assistant Medical Officer	Dr. Faijan Khan	19850	28674	6948	1600	5955	63227
Assistant Medical Officer	Dr. Sunil Sawalkar	19850	28671	6948	1600	5955	63227
Sr. Sanitary Inspector	Shri. S. M. Shaikh	20800	22256	463	600	6240	50559
Sanitary Inspector	Shri. S. M. Powar	20480	21914	463	600	0	43657
Sanitary Inspector	Shri. M. M. Sumra.	20230	21646	463	600	6069	49208
Sanitary Inspector	Shri. Dias Sabastian	19850	21240	463	600	5955	48308

Sanitary Inspector	Vacant						
Sanitary Inspector	Vacant						
Sanitary Inspector	Vacant						
Sanitary Inspector	Vacant						
Sanitary Inspector	Vacant						
Head Clerk	Vacant						
Clerk	Shri. T. V. Patil	13370	14306		600	4011	32487
Clerk	Shri. P. P. Agrawal	8460	9052	0	600	2538	20850
Clerk	Vacant						
B.R.K.	Shri. Rafiuddin A. M. Shaikh	14280	15280		600	4284	34759
B.R.K.	Shri. Chandrakant Jadhav	12890	13792		600	3867	31464
D R K	Shri Jivraj Singrakhia	14130	15119		600	4239	34403
D.R.K.	Shri Shaikh Yunus	14180	15173		600	4 2 5	34522
D.R.K.	Shri Bhaskar Mendadkar	12480	13354		600	3744	30493
D.R.K.	Shri Bhaik Santosh	6840	9352		600	2622	
D.R.K.	Shri Kadam Suryakant	11460	12262		600	3438	28075
D.R.K.	Shri Kuperkar Santosh	11480	12284		600	3444	28422
D.R.K.	Shri Sanap Dipak	9010	9641		600	2703	22269
Notice Clerk	Vacant						
Peon	Shri. Sakhubai Kunchikorve	8300	8881		600	2490	
Peon	Shri. Gopal Masane	13600	14552		600	4080	33750
Peon	Shri. Sampat Jakhere	12860	13760		600	3858	31390
Dis-Inspection Sub-Inspector	Shri. Rajendra Gaikwad	12700	13589		600	381 0	31014
Labour	Shri Bhagwan K Raut	13200	14124		600	396 0	32870

Labour	Shri Dattaram Kolapate	11880	12712		600	3564	29071
Labour	Shri Mahendra Pawar	13720	14680		600	4116	33431
Labour	Shri Raju Kamble	8380	8967		600	2514	20770
Labour	Vacant Post						

3
3

Designation	Officer's & Employee's Name	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
Sr. Medical Officer	DR.Kirtane Purnima S	44490	64266	15572	1600	13347	13993
Medical Officer	DR.Tuckley B.K.	40820	58964	14287	1600	12246	12791
Medical Officer	DR.Ghongade S.J.	37470	54126	13115	1600	11241	11775
Medical Officer	DR.Solanki U.K.	40030	57824	14011	1600	12009	12567
Medical Officer	DR.Patil S.H.	34520	49864	12082	1600	10356	10862
Medical Officer	DR.Bhagat P.A.	29160	42122	10206	1600	7743	8983
Medical Officer	DR.Kadam M.R.	25900	37413	9065	1600	7770	8241
Medical Officer	DR.Lakhode G.M.	25520	36864	8932	1600	7656	8077
Medical Officer	DR.Sonawane Y.K.	24360	35188	8526	1600	7308	7718
Medical Officer	Vacant Post						

Medical Officer	Vacant Post						
Pharmacist	Thorath H.G.	24010	25691	0	600	7203	57704
Pharmacist	Bhagat A.P.	24010	25691	0	600	7203	58571
Pharmacist	Valvi S.V.	13510	14456	0	600	4053	32819
Pharmacist	Saluke D.R.	11640	12455	0	600	3492	28387
Pharmacist	Zepale R.S.	11640	12455	0	600	3492	28387
Pharmacist	Vacant Post						
Pharmacist	Vacant Post						
Pharmacist	Vacant Post						
Pharmacist	Vacant Post						
Lab Technician	Thorat S.C.	15670	16767		600	4701	37938
Lab Technician	Gangawane K.B.	15670	16767		600	4701	37938
Dresser	Ghag V.K.	14060	15044	150	600	4218	34387
Dresser	Jadhav D.S.	13440	14381	150	600	4032	32918
Dresser	Kasare A.S.	13460	14402	150	600	4038	32965
Dresser	Patil S.B.	12240	13097	150	600	3672	30074
Dresser	Rathod D.N.	11090	13899	150	600	3897	31851
Dresser	VACANT POST						
Dresser	VACANT POST						
Sweeper	More N.R.	12140	12990		600	3642	29687
Sweeper	Redkar P.A.	6100	6527		600	1830	15257

Labour	Khot M.D.	12340	13204		600	3702	30769
Labour	Shelar V.V.	8640	9245		600	2592	21277
Labour	Parange N.K.	7890	8442		600	2367	19499
Labour	Vacant Post						
Labour	Vacant Post						
Labour	Vacant Post						

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Medical Officer of Health (D WARD) for the year 2013-14.

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1			Utilized till date -	
2			Utilized till date -	
3			Utilized till date -	
4			Utilized till date -	

Form B for previous year (2012-13)

Sr. No	Budget Head description	Grants received	Grant utilized	Grant Surrendered	Result
1					
2					
3					
4					

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Medical Officer of Health (D 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 (D 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 (D WARD)

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of **Medical Officer of Health (D 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

Section 4 (1) (b) (xv)

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

Medical Officer of Health (D 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, 1 st floor, D WARD Ward BMC office, Grant Raod (W), Mumbai-07.	Medical Officer of Health, D WARD 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 (D 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. Ananthrao Bajam	MOH D	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Room No.101, 1 st floor, D Ward office, Nana Chowk, Grant Road (W), Mumbai - 7 Ph. 23861426 Ext. 329	drbajam@yahoo.com	Shri. Devidas Kshirsagar (A.C. D 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 (D 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 (D WARD)**

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Devidas Kshirsagar	A.C. D Ward		Dr. Ananthrao Bajam	

Section 4 (1) (b) (xvii)

Special Activities undertaken by the Medical Officer of Health (D WARD)

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

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

The Medical Officer of Health (D 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 (D).

- **Training Activities:**

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

- **Maternal & Child Health:**

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