



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of

RTI Act, 2005 of L Ward

MEDICAL OFFICER OF HEALTH DEPARTMENT

Address - L ward, laxmanrao Yadav Mandai Building ,

3rd floor, Room No.29,

S.G Barve Marg ,

Kurla -W , Mumbai-400 070

INTRODUCTION

Medical Officer of Health (L 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 L 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, L in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (L Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in L 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 L 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 L 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.

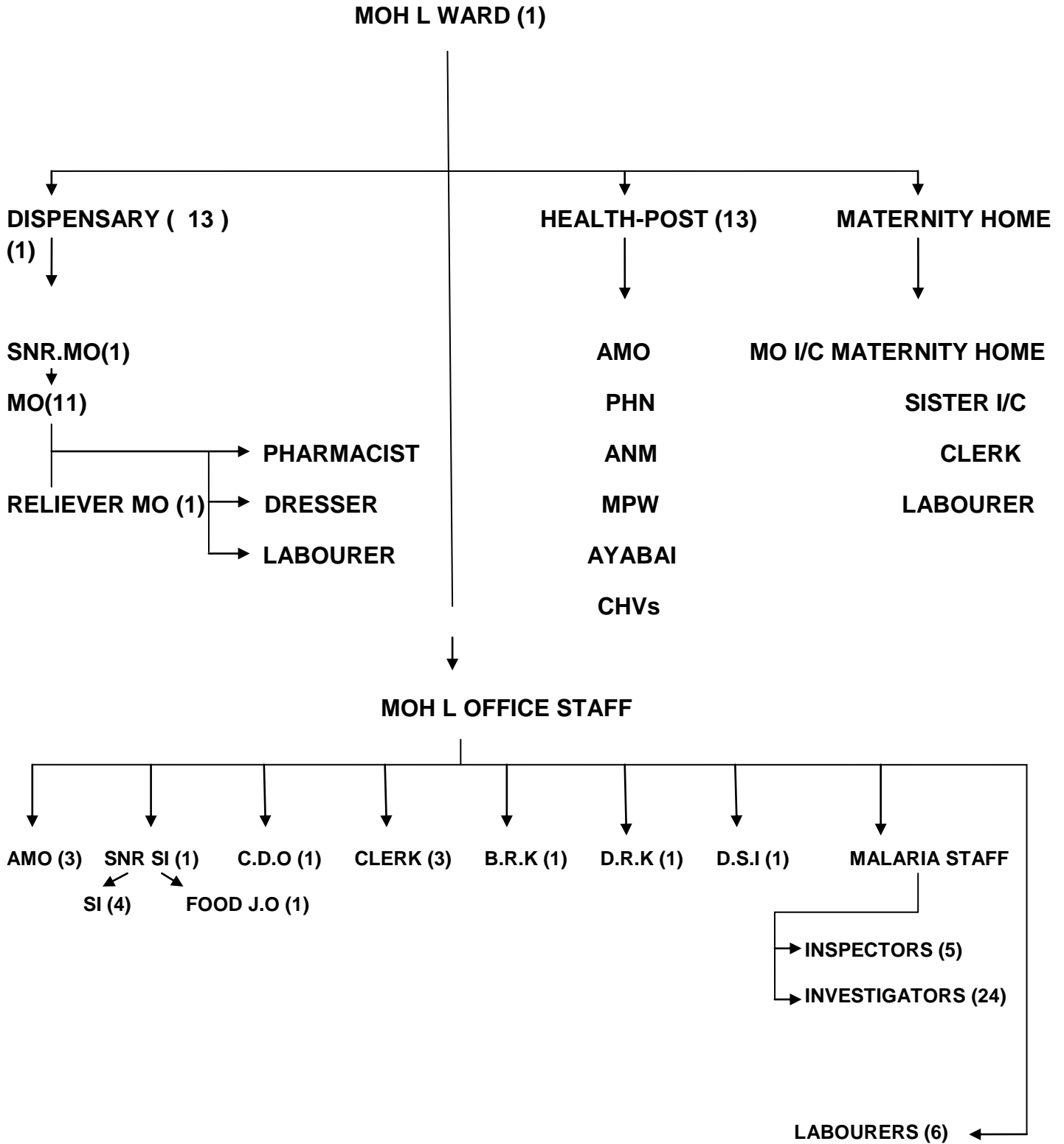
SECTION 4 (1) (B) (i)

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

1	Name of the Public Authority	Dr. Satish Baburao Badgire Medical Officer of Health (L Ward)
2	Address	L ward, laxmanrao Yadav Mandai Building , 3 rd floor, Room No.29, S.G Barve Marg , Kurla –W ,Mumbai-70
3	Head of the Office	Medical Officer of Health (L Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, L Ward
6	Jurisdiction-Geographical	East – West- North- South-
7	Mission	1. Supervision of Public Health Infrastructure in L 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 L 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 : 022-26505106</p> <p>Email :</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)



SECTION 4 (1) (b) (ii)

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

Medical Officer of Health (L 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 (L 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 (L WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health- L 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-L 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
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) (iii)

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

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 (L 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	1 Year

				documents forwarded to Internal departments of F/South ward.	
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 (L 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)

Directory of the Officer and Employees

PAYSHEET NO:- 6018

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in L WARD	TELEPHONE NUMBER
1	SWEEPER	SHALIVHN KONDIBA	D	01.09.1981	01.09.1981	
2	SWEEPER	SHINDE SANDESH RAM	D	01.10.2006	01.07.2011	
3	PUMP OPERATOR	MHASKAR UDAY MANOHAR	D	13.04.1978	13.04.1978	
4	CLERK	BHOIR MEENA KISAN	C	21.07.2008	21.07.2008	
5	CLERK	SAVE JAYSHREE PARVIN	C	20.08.2008	20.08.2008	
6	CLERK	PAWAR KARUNA JAGADISH	C	24.11.2008	24.11.2008	
7	CARPENTER II	SONAWANE SHAMUWEL RAJARAM	D	18.10.1988	18.10.1988	
8	LABOURER	ADANGALE RAJENDRA BHIMRAO	D	01.10.1994	01.10.1994	
9	LABOURER	NIKAM MILIND RAMJI	D	09.09.1995	09.09.1995	
10	LABOURER	GAIKAWAD BHARAT SHANKAR	D	09.09.1995	09.09.1995	
11	LABOURER	MOHITE GOPAL JAGANNATH	D	09.09.1995	09.09.1995	
12	LABOURER	VISHE NARESH DATTATRAY	D	13.08.2008	13.08.2008	

PAYSHEET NO:- 6021

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in L WARD	TELEPHONE NUMBER
1	MEDICAL OFFICER	FUNDE SANJAY DATTATRAY	B	24.11.1992	13.04.2011	
2	A. M. O	WADAJKAR VASANTI SHAILESH	B	02.05.2011	02.05.2011	
3	SR. SANITARY INSP	DOHIPHODE BABU LAXMAN	B	04.02.1985	01.02.2011	
4	CLERK	SHAIKH MUNAF JAMAL	C			
5	CLERK	NADE ASHISH MANOHAR	C			
6	CLERK	SAMBARE SUBHASH CHINTAMAN	C	08.06.2007	11.10.2012	
7	CLERK	GARASE PREMLATA PRASHANT	C	08.07.2008	08.07.2008	
8	CLERK	INGOLE SHILPA BABURAO	C	13.12.2012	13.12.2012	
9	SANITARY INSP.	GOLATKAR NITIN A.	C	04.02.1985	24.10.2010	
10	SANITARY INSP.	CHAVAN VINOD JAGANNATH	C	04.02.1985	13.09.2011	
11	SANITARY INSP.	SAWANT JAGDISH DNYANDEO	C			
12	KAR. BIRTH. REG	KEDARE JAIDEO HIRALAL	C	11.01.1985	15.07.2011	
13	KAR. BIRTH. REG.	KANADE UTTAM RAGHUNATH	C	25.05.1990	25.05.1990	
14	KAR. BIRTH. REG	NAIK MANOHAR PANDIT	C	01.06.1994	26.12.2003	
15	KAR. BIRTH. REG.	GAWADE PRASHANT GURUNATH	C	19.01.1998	18.06.2011	
16	KAR. DEATH. REG.	KALUSHTE NARESH GAJANAN	C	11.05.1990	04.10.2008	
17	KAR. DEATH. REG.	SAKPAL VISHWAS GOVIND	C	14.01.1991	01.03.2012	
18	KAR. DEATH. REG.	POKHARKAR GANPAT BALAJI	C	20.04.1990	22.06.2011	
19	KAR. DEATH. REG.	SURYAVANSHI TUKARAM C.	C	19.07.1995	12.08.2009	
20	KAR. DEATH. REG.	LANDE PRASHANT RAJARAM	C	04.07.2007	16.06.2011	

21	PEON	JADHAV SANTOSH JAGANNATH	D			
22	LABOURER	BHALERAO BHASKAR RAM	D	10.10.1978	10.10.1978	
23	LABOURER	SONAWANE RAMCHANDRA S.	D	11.04.1981	11.04.1981	
24	LABOURER	SALVI CHANDRAKANT S.	D	06.03.2004	26.12.2007	
25	LABOURER	MAGARE SANDESH RAMCHANDRA	D			
26	CEMETERY ATT.	LAMBE CHANDRAKANT KISAN	D	01.04.1986	01.04.1986	
27	CEMETERY ATT.	NAVSUPE SHANTARAM SHAMRAO	D	24.09.1990	24.09.1990	
28	CEMETERY ATT.	CHAUDHARI NANDKUMAR N.	D	04.08.1992	04.08.1992	
29	CEMETERY ATT.	SABIRALI SARVARALI	D	30.01.2008	30.01.2008	
30	CEMETERY ATT.	BHALERAO GAUTAM SHESHERAO	D	30.01.2008	30.01.2008	
31	CEMETERY ATT.	KAMBLE BHASKAR GULAB	D	30.01.2008	30.01.2008	
32	CEMETERY ATT.	LAD GOPAL RAMESH	D	02.01.2010	01.10.2012	
33	CEMETERY ATT.	PAWAR RAGHUNATH JAGANNATH	D	12.01.2012	12.01.2012	
34	MAIL C.SWEEPER	VAVLE MAHENDRA TATU	D	06.12.2010	24.09.2010	

PAYSHEET NO:- 6022

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in L WARD	TELEPHONE NUMBER
1	MEDICAL OFFICER	BANDAGALE GEETA DILIP	B			
2	MEDICAL OFFICER	TAMBE RASHMI SURENDRA	B	25.02.1991	01.01.2011	
3	MEDICAL OFFICER	ADSUL PUSHPA BALKRISHNA	B	18.11.1991	07.01.2009	
4	MEDICAL OFFICER	KARNIK VARSHA NITEEN	B	20.09.1991	01.01.2012	
5	MEDICAL OFFICER	KENY KIRAN VITHAL	B	24.05.1995	01.06.2012	
6	MEDICAL OFFICER	KONDE CHETANA MANMOHAN	B			
7	MEDICAL OFFICER	LAVATRE RAJSHREE PRADEEP	B	01.04.1997	31.03.2000	
8	MEDICAL OFFICER	KUTUR BHUPESH DWARKANATH	B	29.05.1997	28.06.2007	
9	MEDICAL OFFICER	JADHAV VANITA VIKAS	B	21.04.1995	21.12.2012	
10	MEDICAL OFFICER	CHAUGULE TRUPTI PARITOSH	B	05.02.2007	15.12.2011	
11	MEDICAL OFFICER	KALE RAMA AVINASH	B	05.02.2007	09.12.2011	
12	MEDICAL OFFICER	GUJAR SHAILENDRA D.	B			
13	SR. MEDICAL OFFICER	JADHAV VIJAY MAHADEO	B	04.12.1987	12.10.2011	
14	PHARMACIST	QURESHI SALEHA MAQSOOD	C	12.09.1979	25.09.2009	
15	PHARMACIST	WANI KIRANKUMAR MADHUKAR	C			
16	PHARMACIST	HOLE LILADHAR DIGAMBER	C	09.01.1986	31.05.2010	
17	PHARMACIST	RAMDHARNE SUSHAMA PRADEEP	C	01.06.1989	11.06.2012	
18	PHARMACIST	ASHINKAR MANISHA PRAMOD	C	20.10.1993	20.10.1993	
19	PHARMACIST	ANCHAN DEVYANI BIPIN	C	07.01.1997	07.05.2007	
20	PHARMACIST	YADAV SMITA SANTOSH	C	29.05.1998	18.09.2008	
21	PHARMACIST	BUCHADE RACHANA RAJAN	C	07.11.1998	27.01.2011	
22	PHARMACIST	MAHAJAN JAYWANT MURLIDHAR	C	18.09.2008	22.09.2011	
23	PHARMACIST	VAIRAJ PRAMOD MOHAN	C			
24	PHARMACIST	WAGH LAXMIKANT DINESH	C	20.09.2011	20.09.2011	
25	PHARMACIST	UDAMALE RUPALI SHANKAR	C			
26	LAB. TECHNICIAN	GAIKWAD NAMARATA S.	C	07.08.2008	07.08.2008	
27	LAB. TECHNICIAN	THAKARE JAGDISH D.	C	23.09.2011	23.09.2011	
28	LAB. TECHNICIAN	JADHAV VANDANA SHRIRANG	C	01.12.2011	01.11.2012	
29	LAB. TECHNICIAN	BHOSALE PADMAVATI SURESH	C	20.10.2012	20.10.2012	
30	DRESSER	KHUDE ARJUN RAMCHANDRA	D	16.08.1988	16.08.1988	
31	DRESSER	ZAHIR AHMAD IBRAHIM	D			
32	DRESSER	SHEDGE MASING JAISING	D			
33	DRESSER	PANSE SHASHIKANT GOVIND	D	14.10.1993	22.07.2008	
34	DRESSER	KHAIRE DAYANAND MARUTI	D			
35	DRESSER	MADANE TATOBA BAPU	D	28.08.1993	28.08.1993	
36	DRESSER	RAMRAJE MAHANAND SHANKAR	D	31.05.1992	22.07.2008	
37	DRESSER	BHOKTE NAMDEV GENUBHAU	D			
38	DRESSER	JADHAV RAVINDRA BHANAJI	D	26.04.1991	10.06.1997	
39	DRESSER	PADELKAR PRASAD GAJANAN	D	15.07.1999	13.08.2008	
40	DRESSER	KEKARE NAMDEO KISAN	D	21.04.2005	18.08.2009	
41	DRESSER	NAWALE SURESH MANGAJI	D	20.10.2008	02.07.2011	

42	SWEEPER FEMALE	BELE VINAYA SHRAVAN	D	01.09.1995	13.05.2003	
43	SWEEPER FEMALE	JADHAV SABAVVA SHETTYAPPA	D	28.04.2008	28.04.2008	
44	SWEEPER FEMALE	SOLANKI RAMILA LAXMAN	D	01.08.2008	01.08.2008	
45	SWEEPER FEMALE	PADAYA DHANESH WALJI	D	11.06.2012	11.06.2012	
46	LABOURER	GAIKWAD RAVIKANT SHANKAR	D	02.04.1986	02.04.1986	
47	LABOURER	KADAM PRAKASH DATTARAM	D	28.04.1988	28.04.1988	
48	LABOURER	CHAVAN ARUN DATTATRAY	D	22.06.1989	22.06.1989	
49	LABOURER	CHAUDHARI DEEPAK J	D	01.08.1989	13.03.2008	
50	LABOURER	GAIKWAD RANJANABAI ARJUN	D	01.09.1995	22.07.2008	
51	LABOURER	SALVI AJIT KERU	D			
52	LABOURER	PATIL YOGESH NAMDEO	D	20.06.2007	20.06.2007	
53	LABOURER	WALMIKI PARDEEP KARMVIR	D	05.08.2010	05.08.2010	
54	LABOURER	GHANE MARUTHI PANDURANG	D	19.11.2011	19.11.2011	
55	LABOURER	SONTAKKE RANJIT ARYABHANU	D	25.11.2011	25.11.2011	
56	LABOURER	BHOIR SATISH KAMLAKAR	D	01.10.2012	01.10.2012	
57	SWEEPER FEMALE	NAHIN KANKU MOHAN	D	11.07.2006	22.10.2007	
58	SWEEPER FEMALE	PADAYA JASU MANOJ	D			

PAYSHEET NO:- 6040

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in L WARD	TELEPHONE NUMBER
1	A.M.O	ARORA HIMANSHU R.	B			
2	DSINFTQ SUB INSP.	HANCHANALE K. R.	C			

PAYSHEET NO:- 6018

SR. NO.	Designation	EMPLOYEE NAME	GRD	Basic + GRP	DA	HFC	UWA	WC	TA	MMA	HRA	TOTAL SALARY (APRIL 2014)
1	SWEEPER	SHALIVHN KONDIBA	D	11440+1800	13240	--	300	115	600	200	3972	31667
2	SWEEPER	SHINDE SANDESH RAM	D	6840+1800	8640	--	--	115	600	200	2592	20787
3	PUMP OPERATOR	MHASKAR UDAY MANOHAR	D	13720+1950	15670	--	--	115	600	200	4701	36956
4	CLERK	BHOIR MEENA KISAN	C	7830+2000	9830	--	--	--	600	200	2949	23409
5	CLERK	SAVE JAYSHREE PARVIN	C	7830+2000	9830	--	--	--	600	200	2949	23409
6	CLERK	PAWAR KARUNA JAGADISH	C	7830+2000	9830	1000	--	--	1200	200	2949	25009
7	CARPENTER II	SONAWANE SHAMUWEL RAJARAM	D	11120+1900	13020	--	--	115	600	200	3906	30861
8	LABOURER	ADANGALE RAJENDRA BHIMRAO	D	10350+1800	12150	--	--	115	600	200	3645	28860
9	LABOURER	NIKAM MILIND RAMJI	D	10210+1800	12010	--	--	115	600	200	3603	28538
10	LABOURER	GAIKAWAD BHARAT SHANKAR	D	10210+1800	12010	--	--	115	600	200	3603	28538
11	LABOURER	MOHITE GOPAL JAGANNATH	D	10210+1800	1210	--	--	115	600	200	3603	28538
12	LABOURER	VISHE NARESH DATTATRAY	D	6330+1800	8130	--	--	--	600	200	2439	19499

PAYSHEET NO:- 6021

SR. NO.	Designation	EMPLOYEE NAME	GRD	Basic + GRP	DA	NPA	WC	UWA	NDT	DUT	CA	TA	MMA	HRA	TOTAL SALARY (APRIL 2014)
1	MEDICAL OFFICER	FUNDE SANJAY DATTATRAY	B	22540+6000	38529	9989	--	--	--	--	--	1600	200	8562	87420
2	A. M. O	WADAJKAR VASANTI SHAILESH	B	16090+4800	28202	7312	--	--	--	--	--	1200	200	6267	64071
3	SR. SANITARY INSP	DOHIPHODE BABU LAXMAN	B	18390+2800	21190	--	--	--	--	--	463	600	200	6357	50000
4	CLERK	SHAIKH MUNAF JAMAL	C	14810+2000	16810	--	--	--	--	--	--	600	200	5043	39463
5	CLERK	NADE ASHISH MANOHAR	C	9690+2000	11690	--	--	--	--	--	--	600	200	3507	27687
6	CLERK	SAMBARE SUBHASH CHINTAMAN	C	7110+2000	9110	--	--	--	--	150	--	1200	200	2733	22503
7	CLERK	GARASE PREMLATA PRASHANT	C	7830+2000	9830	--	--	--	--	--	--	600	200	2949	23409
8	CLERK	INGOLE SHILPA BABURAO	C	6660+2000	8660	--	--	--	--	--	--	600	200	2598	20718
9	SANITARY INSP.	GOLATKAR NITIN A.	C	17400+2100	19500	--	--	--	--	--	463	600	200	5850	46113
10	SANITARY INSP.	CHAVAN VINOD JAGANNATH	C	16030+1900	17930	--	--	--	--	--	463	600	200	5379	42502
11	SANITARY INSP.	SAWANT JAGDISH DNYANDEO	C	16420+1900	18320	--	--	--	--	--	463	600	200	5496	43399
12	KAR. BIRTH. REG	KEDARE JAIDEO HIRALAL	C	11270+1600	12870	--	115	--	--	--	--	600	200	3861	30516
13	KAR. BIRTH. REG.	KANADE UTTAM RAGHUNATH	C	11120+1900	13020	--	115	--	--	--	463	600	200	3906	31324
14	KAR. BIRTH. REG	NAIK MANOHAR PANDIT	C	10450+1900	12350	--	115	--	--	--	--	600	200	3705	29320
15	KAR. BIRTH. REG.	GAWADE PRASHANT GURUNATH	C	9980+1900	11880	--	115	--	--	--	--	600	200	3564	28239

16	KAR. DEATH. REG.	KALUSHTE NARESH GAJANAN	C	11120+1900	13020	--	115	--	--	--	--	600	200	3906	30861
17	KAR. DEATH. REG.	SAKPAL VISHWAS GOVIND	C	9930+1900	11830	--	115	--	190	--	--	600	200	3549	28314
18	KAR. DEATH. REG.	POKHARKAR GANPAT BALAJI	C	11270+1900	13170	--	115	--	--	--	--	600	200	3951	31206
19	KAR. DEATH. REG.	SURYAVANSHI TUKARAM C.	C	10340+1900	12240	--	115	190	--	--	--	600	200	3672	29257
20	KAR. DEATH. REG.	LANDE PRASHANT RAJARAM	C	8900+1900	10800	--	115	--	--	150	--	600	200	3240	25905
21	PEON	JADHAV SANTOSH JAGANNATH	D	10270+1850	12120	--	115	--	--	--	--	600	200	3636	28791
22	LABOURER	BHALERAO BHASKAR RAM	D	11440+1800	13240	--	115	--	--	--	--	600	200	3972	31367
23	LABOURER	SONAWANE RAMCHANDRA S.	D	10650+1800	12450	--	115	--	--	--	--	600	200	3735	29550
24	LABOURER	SALVI CHANDRAKANT S.	D	7250+1800	9050	--	115	--	--	--	--	600	200	2715	21730
25	LABOURER	MAGARE SANDESH RAMCHANDRA	D	4440+1300	5740	--	--	--	--	--	--	600	200	1722	14002
26	CEMETERY ATT.	LAMBE CHANDRAKANT KISAN	D	11140+1800	12940	--	115	--	--	--	--	600	200	3882	30677
27	CEMETERY ATT.	NAVSUPE SHANTARAM SHAMRAO	D	10710+1800	12510	--	115	--	---	--	--	600	200	3753	29688
28	CEMETERY ATT.	CHAUDHARI NANDKUMAR N.	D	10900+1800	12700	--	115	--	--	--	--	600	200	3810	30125
29	CEMETERY ATT.	SABIRALI SARVARALI	D	6330+1800	8130	--	115	--	--	--	--	600	200	2439	19614
30	CEMETERY ATT.	BHALERAO GAUTAM SHESHERAO	D	6330+1800	8130	--	115	--	--	--	--	600	200	2439	19614
31	CEMETERY ATT.	KAMBLE BHASKAR GULAB	D	6330+1800	8130	--	115	--	--	--	--	600	200	2439	19614
32	CEMETERY ATT.	LAD GOPAL RAMESH	D	5860+1800	7660	--	--	--	--	--	--	600	200	2298	18418
33	CEMETERY ATT.	PAWAR RAGHUNATH JAGANNATH	D	5630+1800	7430	--	115	--	--	--	--	600	200	2229	18004
34	MAIL C.SWEEPER	VAVLE MAHENDRA TATU	D	5860+1800	7660	--	115	--	--	--	--	600	200	2298	18533

PAYSHEET NO:- 6022

SR. NO.	Designation	EMPLOYEE NAME	GRD	Basic + GRP	DA	NPA	WC	SPA	HIS	CAL	DUT	CA	UWA	TA	MMA	HRA	TOTAL SALARY (APRIL 2014)
1	MEDICAL OFFICER	BANDAGALE GEETA DILIP	B	35160+6000	55566	14406	--	--	--	--	--	--	--	1600	200	12348	125280
2	MEDICAL OFFICER	TAMBE RASHMI SURENDRA	B	27790+6000	45617	11827	--	--	--	--	--	--	--	1600	200	10137	103171
3	MEDICAL OFFICER	ADSUL PUSHPA BALKRISHNA	B	32860+6000	52461	13601	--	--	--	--	--	--	--	1600	200	11658	118380
4	MEDICAL OFFICER	KARNIK VARSHA NITEEN	B	33630+6000	53501	13871	--	--	--	--	--	--	--	1600	200	11889	120691
5	MEDICAL OFFICER	KENY KIRAN VITHAL	B	27330+6000	44996	11666	--	--	--	--	--	--	--	1600	200	9999	101791
6	MEDICAL OFFICER	KONDE CHETANA MANMOHAN	B	25500+6000	42525	11025	--	--	--	--	--	--	--	1600	200	9450	96300
7	MEDICAL OFFICER	LAVATRE RAJSHREE PRADEEP	B	26740+6000	44199	11459	--	--	--	--	--	--	--	1600	200	9822	100020
8	MEDICAL OFFICER	KUTUR BHUPESH DWARKANATH	B	26740+6000	44199	11459	--	--	--	--	--	463	--	1600	200	9822	100483
9	MEDICAL OFFICER	JADHAV VANITA VIKAS	B	25780+6000	42903	11123	--	--	--	--	--	463	--	1600	200	9534	97603
10	MEDICAL OFFICER	CHAUGULE TRUPTI PARITOSH	B	20900+6000	36315	9415	--	--	--	--	--	463	--	1600	200	8070	82963
11	MEDICAL OFFICER	KALE RAMA AVINASH	B	20900+6000	36315	9415	--	--	--	--	--	463	--	1600	200	8070	82963
12	MEDICAL OFFICER	GUJAR SHAILENDRA D.	B	17000+6000	31050	8050	--	--	--	--	--	--	--	1600	200	6900	70800
13	SR. MEDICAL OFFICER	JADHAV VIJAY MAHADEO	B	34820+6300	55512	14392	--	--	--	--	--	--	--	1600	200	12336	125160
14	PHARMACIST	QURESHI SALEHA MAQSOOD	C	19970+4200	24170	--	--	--	--	--	--	--	--	600	200	7251	56391
15	PHARMACIST	WANI KIRANKUMAR MADHUKAR	C	19550+4200	23750	--	--	--	--	--	--	--	--	600	200	7125	55425
16	PHARMACIST	HOLE LILADHAR DIGAMBER	C	19110+4200	23310	--	--	--	--	--	--	--	--	600	200	6993	54413
17	PHARMACIST	RAMDHARNE SUSHAMA PRADEEP	C	18270+4200	22470	--	--	--	--	--	--	--	--	600	200	6741	52481
18	PHARMACIST	ASHINKAR MANISHA PRAMOD	C	16160+4200	20360	--	--	--	--	--	--	--	--	600	200	6108	47628
19	PHARMACIST	ANCHAN DEVYANI BIPIN	C	15050+4200	19250	--	--	--	--	--	--	--	--	600	200	5775	45075
20	PHARMACIST	YADAV SMITA SANTOSH	C	16470+2800	19270	--	--	--	--	--	--	--	--	600	200	5781	45121
21	PHARMACIST	BUCHADE RACHANA RAJAN	C	14130+4200	18330	--	--	--	--	--	--	--	--	600	200	5499	42959
22	PHARMACIST	MAHAJAN JAYWANT MURLIDHAR	C	10310+2800	13110	--	--	--	--	--	--	--	--	600	200	3933	30953
23	PHARMACIST	VAIRAJ PRAMOD MOHAN	C	9190+2800	11990	--	--	--	--	--	--	--	--	600	200	3597	28377
24	PHARMACIST	WAGH LAXMIKANT DINESH	C	9190+2800	11990	--	--	--	--	--	--	--	--	600	200	3597	28377
25	PHARMACIST	UDAMALE RUPALI SHANKAR	C	8560+2800	11360	--	--	--	--	--	--	--	--	600	200	3408	26928
26	LAB. TECHNICIAN	GAIKWAD NAMARATA S.	C	11470+4200	15670	--	--	--	--	--	--	--	--	600	200	4701	36841
27	LAB. TECHNICIAN	THAKARE JAGDISH D.	C	10130+4200	14330	--	--	--	--	--	--	--	--	600	200	4299	33759
28	LAB. TECHNICIAN	JADHAV VANDANA SHRIRANG	C	10150+4200	14350	--	--	--	--	--	--	--	--	600	200	4305	33805
29	LAB. TECHNICIAN	BHOSALE PADMAVTI SURESH	C	9710+4200	13910	--	--	--	--	--	--	--	--	600	200	4173	32793

30	DRESSER	KHUDE ARJUN RAMCHANDRA	D	11730+1900	13630	--	115	265	--	--	--	--	--	600	200	4089	32529
31	DRESSER	ZAHIR AHMAD IBRAHIM	D	11200+1900	13100	--	115	--	--	--	--	--	--	600	200	3930	31045
32	DRESSER	SHEDGE MASING JAISING	D	11140+1900	13040	--	115	265	684	--	--	--	--	600	200	3912	31856
33	DRESSER	PANSE SHASHIKANT GOVIND	D	10720+1900	12620	--	115	265	--	04	--	--	--	600	200	3786	30210
34	DRESSER	KHAIRE DAYANAND MARUTI	D	9220+1900	11120	--	115	--	--	--	--	--	--	600	200	3336	26491
35	DRESSER	MADANE TATOBA BAPU	D	10600+1900	12500	--	115	265	--	--	--	--	--	600	200	3750	29930
36	DRESSER	RAMRAJE MAHANAND SHANKAR	D	10950+1900	12850	--	115	265	--	--	--	--	--	600	200	3855	30735
37	DRESSER	BHOKTE NAMDEV GENUBHAU	D	10720+1900	12620	--	115	265	--	--	150	--	--	600	200	3786	30356
38	DRESSER	JADHAV RAVINDRA BHANAJI	D	10550+1900	12450	--	115	--	--	--	--	--	--	600	200	3735	29550
39	DRESSER	PADELKAR PRASAD GAJANAN	D	9250+1900	11150	--	115	265	--	--	--	--	--	600	200	3345	26825
40	DRESSER	KEKARE NAMDEO KISAN	D	9230+1900	11130	--	115	265	--	--	--	--	--	600	200	3339	26779
41	DRESSER	NAWALE SURESH MANGAJI	D	6340+1900	8240	--	115	265	--	--	--	--	--	600	200	2472	20132
42	SWEEPER FEMALE	BELE VINAYA SHRAVAN	D	10210+1800	12010	--	115	--	--	--	--	--	190	600	200	291	25416
43	SWEEPER FEMALE	JADHAV SABAVVA SHETTYAPPA	D	6330+1800	8130	--	--	--	--	--	--	--	190	600	200	2439	19689
44	SWEEPER FEMALE	SOLANKI RAMILA LAXMAN	D	6330+1800	8130	--	115	--	--	--	--	--	190	600	200	2439	19804
45	SWEEPER FEMALE	PADAYA DHANESH WALJI	D	4620+1300	5920	--	115	--	--	--	--	--	190	600	200	1776	14721
46	LABOURER	GAIKWAD RAVIKANT SHANKAR	D	11520+1800	13320	--	115	--	--	--	--	--	--	600	200	3996	31551
47	LABOURER	KADAM PRAKASH DATTARAM	D	10820+1800	12620	--	115	--	--	--	--	--	--	600	200	3786	29941
48	LABOURER	CHAVAN ARUN DATTATRAY	D	10820+1800	12620	--	115	--	--	--	--	--	--	600	200	3786	29941
49	LABOURER	CHAUDHARI DEEPAK J	D	10710+1800	12510	--	115	--	--	--	--	--	--	600	200	3753	29688
50	LABOURER	GAIKWAD RANJANABAI ARJUN	D	10610+1850	12460	--	115	--	--	--	--	--	190	600	200	3738	29763
51	LABOURER	SALVI AJIT KERU	D	9510+1800	11310	--	115	--	--	--	--	--	--	600	200	3393	26928
52	LABOURER	PATIL YOGESH NAMDEO	D	6580+1800	8380	--	--	--	--	--	--	--	--	600	200	2514	20074
53	LABOURER	WALMIKI PARDEEP KARMVIR	D	5860+1800	7660	--	115	--	--	--	--	--	--	600	200	2298	18533
54	LABOURER	GHANE MARUTHI PANDURANG	D	5630+1800	7430	--	--	--	--	--	--	--	--	600	200	2229	17889
55	LABOURER	SONTAKKE RANJIT ARYABHANU	D	5200+1800	7000	--	115	--	--	--	--	--	--	600	200	2100	17015
56	LABOURER	BHOIR SATISH KAMLAKAR	D	5410+1800	7210	--	115	--	--	--	--	--	--	600	200	2163	17498
57	SWEEPER FEMALE	NAHIN KANKU MOHAN	D	6840+1800	8640	--	115	--	--	--	--	--	190	600	200	2592	20977
58	SWEEPER FEMALE	PADAYA JASU MANOJ	D	6090+1800	7890	--	--	--	--	--	--	--	190	600	200	2367	19137

PAYSHEET NO:- 6040

SR. NO.	Designation	EMPLOYEE NAME	GRD	Basic + GRP	DA	NPP	WC	CA	TA	MMA	HRA	TOTAL SALARY (APRIL 2014)
1	A.M.O	ARORA HIMANSHU R.	B	13350+4800	24503	6353	--	--	1200	200	5445	55851
2	DSINFTQ SUB INSP.	HANCHANALE K. R.	C	12190+1950	14140	--	115	463	600	200	--	29658

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Medical Officer of Health (F/S 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	33402010100 (Health)	2,85,82,000	Utilized till date -1,09,13,236.93	
2	33101000000 (Health)	24,16,000	Utilized till date – 2,61,233	
3	33601000000 (Bhoiwada Cemetery)	1,05,71,000	Utilized till date – 22,79,141.50	
4	33602000000 (Bhoiwada Cemetery)	68,35,000	Utilized till date – 9,87,776	

Form B for previous year (2012-13)

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 (Bhoiwada Cemetery)	95,99,000	65,31,500	30,67,500	
4	33602000000 (Bhoiwada 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 (L 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 (L 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 (L Ward)

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Medical Officer of Health (L 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 (L 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, F/South Ward BMC office, Parel, Mumbai-12.	Medical Officer of Health, F/South 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 (L 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. S.M.Ruia	MOH F/S	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Room No.3, 1 st floor, F/South ward office, Dr.B.A. Road, Parel, Mumbai-12. Ph. 24134560 Ext. 212	drsharads@gmail.com	Shri. Kurhade (A.C. F/S 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 (L 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 (L Ward)

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri.Prashant Sakpale	A.C. L Ward		Dr.Badgire Satish Baburao	

Section 4 (1) (b) (xvii)

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

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

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

The Medical Officer of Health (F/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 (L).

- **Training Activities:**

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

- **Maternal & Child Health:**

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