



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of P North Ward

Medical Officer of Health (P/N Ward)

Address - 2nd floor, P/North ward office Building,
Opp. Liberty Garden,
Mamletdar wadi,
Malad (West), Mumbai – 64

INTRODUCTION

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

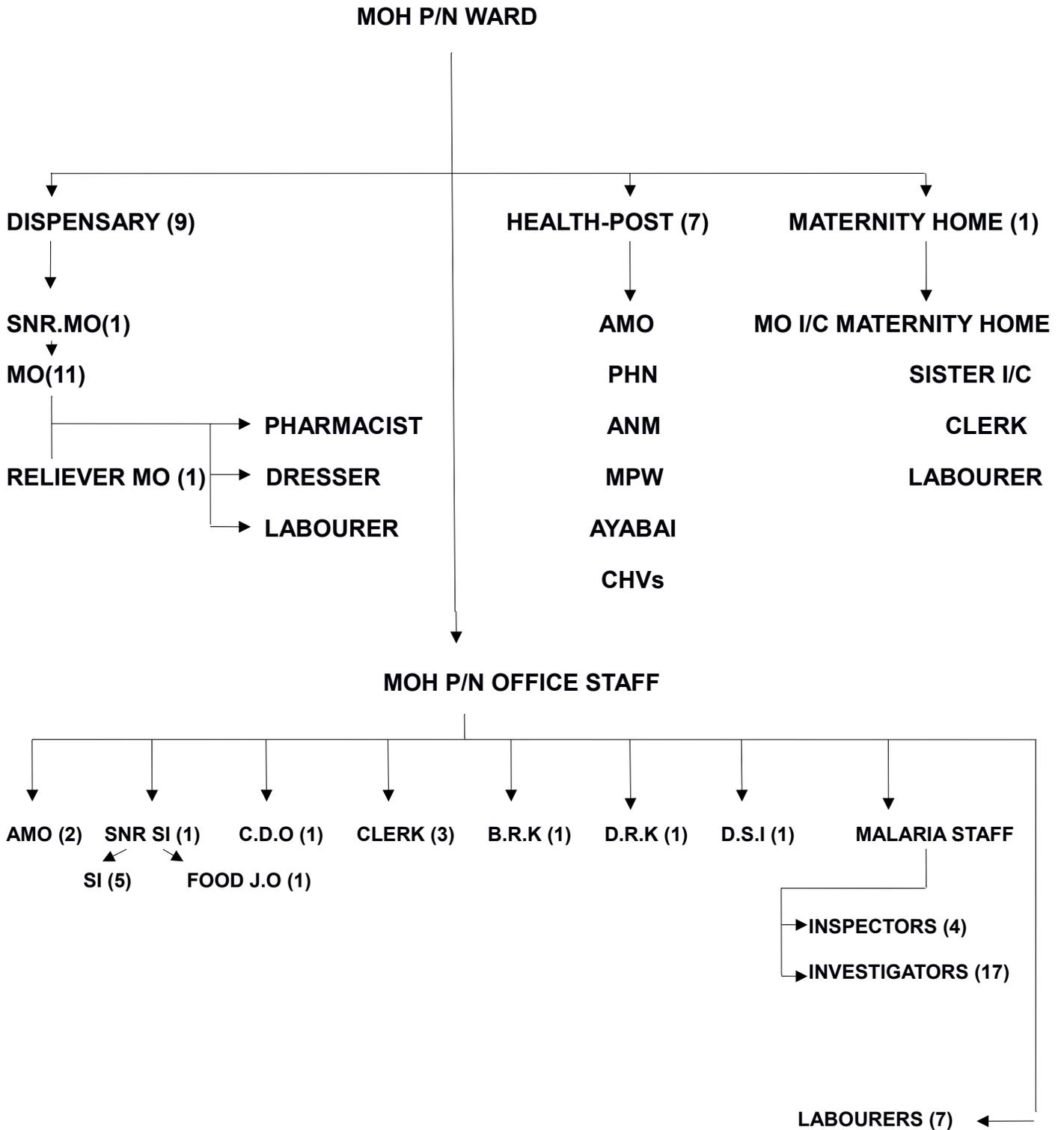
SECTION 4 (1) (B) (i)

The particulars of functions & duties of the Office of Medical Officer of Health (P/N Ward)

1	Name of the Public Authority	Dr. Smt. Naznin Shaikh Medical Officer of Health (P/N Ward)
2	Address	^{2nd} floor, P/North ward office Building, Opp. Liberty Garden, Mamletdar wadi, Malad (West), Mumbai – 64.
3	Head of the Office	Medical Officer of Health (F/S Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, P/North Ward
6	Jurisdiction-Geographical	P/North ward is bounded by the East side of Kurar village, West side by Manori village, Madh Island, Arabian Sea Coast & North side by Goras wadi, Valnai, Shankar lane, Ganesh nagar & South side by Govind nagar road, Chincholi bunder.
7	Mission	<ol style="list-style-type: none">1. Supervision of Public Health Infrastructure in P/N Ward2. 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	<ol style="list-style-type: none">1. Reduction in Cases of Malaria, Dengue & other Communicable Diseases as well as Non-Communicable Diseases.2. Timely registration of all Births & Deaths.3. Good standards followed by all the Public Facilities like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills.4. Ensuring ideal physical, mental & social health for all individuals.5. Prevention of Pre-Natal Diagnosis, Sex Selection & Illegal Medical Termination of Pregnancy.

10	Functions	<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 P/N 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 : 022-28823266/250</p> <p>Email : @gmail.com</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 (P/N 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 (P/N 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 (P/N 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 (P/N 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 (P/N 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 (P/N Ward)

Medical Officer of Health (P/N 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 (P/N 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.)

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 (P/N WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health-P/North 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.
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BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO SANITARY INSPECTOR

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health-P/North 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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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.

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

Section 4 (1) (b) (iii)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Medical Officer of Health (P/N 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 (P/N 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 (P/N 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 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	<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 (P/N 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 P/North ward.	1 Year
19	Outward Register (External correspondence)	Document		Details of Applications/ complaints/ other documents	1 Year

				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 (P/N 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)

PAYSHEET NO. 5722

	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in P/N Ward	Contact No. 28823266
1	Medical Officer	Rathod Dhirubhai G. (From May 2013)				28823266
2	Medical Officer	Khan Naznin Aslam (From June 2013)				28823266
3	Medical Officer	Bhachhav Rajendra				28823266
4	Sr. Sanitary Inspector	Laxmeshwar Mahesh M.				28823266
5	Clerk	Kamble Nanda				28823266
6	Clerk	Surve Suvarna S.				28823266
7	Clerk	Sawant Swati V.				28823266
8	S.I.	Sankhe Arvind K.				28823266
9	S.I.	Pandey Vijaykumar S.			13.6.12	28823266
10	S.I.	Lad Pradeep J.			11.8.09	28823266
11	S.I.	Dukhande Hemant J			30.6.12	28823266
12	B.R.K.	Ghag Atmaram R.				28823266
13	B.R.K.	Aarwari Gopal S.				28823266
14	D.R.K.	Jagtap Yashwant				28823266
15	D.R.K.	Sankhe Ranjankumar S.			From 2007	28823266
16	D.R.K.	Hate Madan V.			-	28823266
17	D.R.K.	Phase Mukesh P.			From 2007	28823266
18	D.R.K.	Gujar Sunil M.			11.9.09	28823266
19	D.R.K.	Pise Dattatraya S.			24.1.08	28823266
20	D.R.K.	Pandit Gajeram Y.			5.7.11	28823266
21	D.R.K.	Advirkar Chandrashekhar			5.12.12	28823266

22	D.R.K.	Kashid Dattatray			1.1.13	28823266
23	N.K.	Ghorpade Ghanshyam G.			5.8.08	28823266
24	Peon	SK Haroon SK Karimuddin				28823266
25	A.M.O.	Bagwe Ranjeeta G				28823266
26	DSI	ahu Rajendraprasad S				28823266
27	Lab.	Kuchekar Appasaheb B.				28823266
28	Lab.	Sawant Deepak S.				28823266
29	Lab.	Valanju Jitendra J.				28823266
30	Lab.	Kuchekar Jairam B.				28823266
31	Gr.Digger	Gosavi Vishnu N.				28823266
32	Gr.Digger	Shejwal Vitthal T.				28823266
33	Gr.Digger	Vanarse Rajendra N.				28823266
34	Gr.Digger	Khedekar Nisar A. H.				28823266
35	Gr.Digger	Liyakat Sakir Mohd.				28823266
36	Gr.Digger	Khambe Rohit D.				28823266
37	Cemt.Att.	Pawar Govind V.				28823266
38	Cemt.Att.	Yusuf Ahmd. E. Khan				28823266
39	Cemt.Att.	Dhawde Suryakant S.				28823266
40	Cemt.Att.	Yadav Siddharth D.				28823266
41	Cemt.Att.	Shirke Sitaram T				28823266
42	Cemt.Att.	Dhawde Ramchandra A.				28823266
43	Cemt.Att.	Desai Makarand D.				28823266
44	M.C.Swep.	Chouhan Atmaram R.				28823266
45	M.C.Swep.	Solanki Rameshbhai C.				28823266

PAYSHEET NO. 5733

	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in P/N Ward	Contact No.
46	M.O.	Demello W. L.			28.5.12	28823266
47	Med. Officer	Nagrals Shobha S.				28823266

48	Med. Officer	Saraiya Bhavna H.				28823266
49	Med. Officer	Deshpande Mahesh R.				28823266
50	Med. Officer	Naik Medha A.				28823266
51	Med. Officer	Tayade Preeti P.				28823266
52	Med. Officer	Patil Shubhangi H.				28823266
53	Med. Officer	Phatarphekar Sarita S.				28823266
54	Med. Officer	Mhadalkar Pradnya A.				28823266
55	Sr. Med. Officer	Chamankar Arun N.				28823266
56	Pharm.	Maru Dalsukh M.			8.1.91	28823266
57	Pharm.	Shelar Rajendra S.			15.6.03	28823266
58	Pharm.	Chavan Bharat A.			2.12.06	28823266
59	Pharm.	Khare Surendra A.			20.1.11	28823266
60	Pharm.	Adalmol Pooja S.			18.9.08	28823266
61	Pharm.	Mishra Vaishali M.			3.7.02	28823266
62	Pharm.	Mhatre Dhanshree B.			18.9.08	28823266
63	Pharm.	Vayda Bhushan B.				28823266
64	Pharm.	Patel Kajal K.			6.1.11	28823266
65	Pharm.	Chitte Varsha Mahesh				28823266
66	Lab. Technician	Karande Sarika K.				28823266
67	Lab. Technician	Gunde Shaila Sakharam				28823266
68	Dresser	Pandyar Chandrakant				28823266
69	Dresser	Kelwalkar Bhalchandra A.				28823266
70	Dresser	Adhangale Eknath B.				28823266
71	Dresser	Ambekar Sadanand J.				28823266
72	Dresser	Teli Prakash S.				28823266
73	Dresser	Boricha Anilkumar M.				28823266
74	Dresser	Sawant Gopal D.				28823266
75	Dresser	Solanki Jayanti P.				28823266
76	Dresser	Mane Sanjay P.				28823266
77	Dresser	Valanju Kishor P.				28823266
78	Sweeper	Solanki Kantilal N.				28823266

79	Lab	Suryavanshi Babu R.				28823266
80	Lab	Jadhav Dinkar M.				28823266
81	Lab	Yadav Chandrakant R.				28823266
82	Lab	Sargar Subhash S.				28823266
83	Lab	Marchaende Gautam T.				28823266
84	Lab	Bhovad Bhagwan L.				28823266
85	Lab	More Narayan S.				28823266
86	Lab	Khairkar Vinod B.				28823266
87	Lab	Joshi Sandeep G.				28823266
88	Lab	Singh Prakash U.				28823266

Section 4 (1) (b) (x)

	Officer's & Employee's Name	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
Medical Officer	Rathod Dhirubhai G. (From May 2013)	25470 + 6000	28323	0	1600	9441	70834
Medical Officer	Khan Naznin Aslam (From June 2013)	25780 + 6000	31780	0	1600	9534	74694
Medical Officer	Bhachhav Rajendra	33630 + 6000	35667	0	1600	11889	76897
Sr. Sanitary Inspector	Laxmeshwar Mahesh M.	17920 + 2800	14918	0	600	6216	42454
Clerk	Kamble Nanda	9760 + 2000	8467	0	600	0	19178
Clerk	Surve Suvama S.	7470 + 2000	6818	0	600	2841	19729
Clerk	Sawant Swati V.	7470 + 2000	6818	0	600	2841	19729
S.I.	Sankhe Arvind K.	13810 + 1900	11311	0	600	4713	32334
S.I.	Pandey Vijaykumar S.	15880 + 2100	12946	0	600	5394	36920
S.I.	Lad Pradeep J.	15360 + 1900	12427	0	1032	5178	35897
S.I.	Dukhande Hemant J	15890 + 1900	12809	0	600	5337	36536

B.R.K.	Ghag Atmaram R.	11740 + 1900	9821	0	600	4092	28153
B.R.K.	Aarwari Gopal S.	11740 + 1900	9821	0	600	4092	28153
D.R.K.	Jagtap Yashwant	10750 + 1900	9108	0	1032	3795	26585
D.R.K.	Sankhe Ranjankumar S.	9200 + 1600	7776	0	1032	3240	22848
D.R.K.	Hate Madan V.	11470 + 1600	9410	0	0	0	22480
D.R.K.	Phase Mukesh P.	10550 + 1600	8748	0	600	3645	25143
D.R.K.	Gujar Sunil M.	9580 + 1600	8050	0	1032	0	20262
D.R.K.	Pise Dattatraya S.	10940 + 1900	9245	0	600	3852	26537
D.R.K.	Pandit Gajeram Y.	9510 + 1600	7999	0	1032	3333	23474
D.R.K.	Advirkar Chandrashekhar	9530 + 1600	8014	0	600	2505	22249
D.R.K.	Kashid Dattatray	8860 + 1900	7747	0	600	3228	22335
N.K.	Ghorpade Ghanshyam G.	9960 + 1600	8323	0	600	3468	23951
Peon	SK Haroon SK Karimuddin	10790 + 1850	9101	0	600	3792	26133
A.M.O.	Bagwe Ranjeeta G	17360 + 4800	19944	0	1200	6648	49952
DSI	Sahu Rajendraprasad S	9910 + 1900	8503	0	600	3543	24456
Lab.	Kuchekar Appasaheb B.	10630 + 1800	8950	0	600	3729	25579
Lab.	Sawant Deepak S.	10450 + 1800	8820	0	600	3675	25345
Lab.	Valanju Jitendra J.	9840 + 1300	8021	0	600	3342	23103
Lab.	Kuchekar Jairam B.	10450 + 1800	8820	0	600	3675	25345
Gr.Digger	Gosavi Vishnu N.	9770 + 1300	7970	0	0	0	19040
Gr.Digger	Shejwal Vitthal T.	9770 + 1300	7970	0	1032	3321	23323
Gr.Digger	Vanarse Rajendra N.	9630 + 1300	7870	0	1032	3279	23111
Gr.Digger	Khedekar Nisar A. H.	7340 + 1300	6221	0	1032	2592	18485
Gr.Digger	Liyakat Sakir Mohd.	6830 + 1300	5854	0	1032	2439	17455
Gr.Digger	Khambe Rohit D.	0 + 0	0	0	0	0	0
Cemt.Att.	Pawar Govind V.	10880 + 1300	8770	0	0	0	20950
Cemt.Att.	Yusuf Ahmd. E. Khan	10220 + 1300	8294	0	600	3456	24023
Cemt.Att.	Dhawde Suryakant	10370 + 1300	8402	0	600	3501	24173

	S.							
Cemt.Att.	Yadav Siddharth D.	9880 + 1300	8050	0	0	0	19230	
Cemt.Att.	Shirke Sitaram T	10030 + 1300	8158	0	0	0	19488	
Cemt.Att.	Dhawde Ramchandra A.	9880 + 1300	8050	0	1032	3354	23616	
Cemt.Att.	Desai Makarand D.	7340 + 1300	6221	0	1032	2592	18485	
M.C.Swep.	Chouhan Atmaram R.	9960 + 1300	8107	0	1032	3378	23777	
M.C.Swep.	Solanki Rameshbhai C.	9630 + 1300	7870	0	0	0	18800	

Designation	Officer's & Employee's Name	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
M.O.	Demello W. L.	33220 + 6000	35298	0	1600	11766	87884
Med. Officer	Nagral Shobha S.	27090 + 6000	29781	0	1600	9927	74398
Med. Officer	Saraiya Bhavna H.	32470 + 6000	34623	0	1600	11541	86234
Med. Officer	Deshpande Mahesh R.	32860 + 6000	34974	0	1600	11658	87092
Med. Officer	Naik Medha A.	26810 + 6000	29529	0	1600	9843	73782
Med. Officer	Tayade Preeti P.	31720 + 6000	33948	0	1600	11316	84584
Med. Officer	Patil Shubhangi H.	31330 + 6000	33597	0	1600	11199	83726
Med. Officer	Phatarphekar Sarita S.	26810 + 6000	29529	675	1600	9843	74457
Med. Officer	Mhadalkar Pradnya A.	20100 + 6000	23490	0	1600	7830	59020
Sr. Med. Officer	Chamankar Arun N.	35200 + 6300	37350	0	1600	12450	92900
Pharm.	Maru Dalsukh M.	18200 + 2400	14832	0	600	6180	42212
Pharm.	Shelar Rajendra S.	17790 + 2400	14537	0	600	6057	41384
Pharm.	Chavan Bharat A.	18430 + 4200	16294	0	600	6789	46313
Pharm.	Khare Surendra A.	17200 + 4200	15408	0	600	6420	43828
Pharm.	Adalmol Pooja S.	12920 + 2800	11318	0	600	4716	32354
Pharm.	Mishra Vaishali M.	13290 + 2400	11297	375	600	4707	32669
Pharm.	Mhatre Dhanshree B.	8430 + 2400	7798	0	600	3249	22477

Pharm.	Vayda Bhushan B.	8760	+	2400	8035	0	600	3348	23143
Pharm.	Patel Kajal K.	8840	+	2800	8381	0	600	3492	24113
Pharm.	Chitte Varsha Mahesh	5430	+	2400	5638	0	600	2349	16417
Lab. Technician	Karande Sarika K.	8430	+	2400	7798	0	600	3249	22477
Lab. Technician	Gunde Shaila Sakharam	10560	+	4200	10627	0	600	4428	30415
Dresser	Pandya Chandrakant	6840	+	1900	6293	0	600	2622	18255
Dresser	Kelwalkar Bhalchandra A.	9970	+	1600	8330	0	1032	3471	24403
Dresser	Adhangale Eknath B.	10480	+	1600	8698	0	1032	3624	25434
Dresser	Ambekar Sadanand J.	9960	+	1600	8323	0	600	3468	23951
Dresser	Teli Prakash S.	10970	+	1800	9194	0	600	3831	26395
Dresser	Boricha Anilkumar M.	8540	+	1600	7301	0	600	3042	21083
Dresser	Sawant Gopal D.	9840	+	1600	8237	0	600	3432	23709
Dresser	Solanki Jayanti P.	10650	+	1900	9036	0	1200	3765	26551
Dresser	Mane Sanjay P.	10230	+	1900	8734	0	600	313	21777
Dresser	Valanju Kishor P.	9220	+	1600	7790	0	1032	3246	22888
Sweeper	Solanki Kantilal N.	6130	+	1300	5350	0	600	2229	15609
Lab	Suryavanshi Babu R.	10220	+	1300	8294	0	1032	3456	24058
Lab	Jadhav Dinkar M.	9880	+	1300	8050	0	1032	3354	23640
Lab	Yadav Chandrakant R.	9960	+	1300	8107	0	1032	3378	23777
Lab	Sargar Subhash S.	10830	+	1800	9094	0	600	3789	26113
Lab	Marchaende Gautam T.	10340	+	1800	8741	0	600	3642	25123
Lab	Bhovad Bhagwan L.	9960	+	1300	8107	0	1032	3378	23777
Lab	More Narayan S.	10340	+	1800	8741	0	600	3642	25123
Lab	Khairkar Vinod B.	10450	+	1800	8820	0	600	3675	25345
Lab	Joshi Sandeep G.	9130	+	1300	7510	0	600	3129	21669
Lab	Singh Prakash U.	5590	+	1300	4961	0	600	2067	14518

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Medical Officer of Health (P/N 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)		Utilized till date -1,09,13,236.93	
2	33101000000 (Health)		Utilized till date – 2,61,233	
3	33601000000 (Madh, Marve & Underai Cemetery)		Utilized till date – 22,79,141.50	
4	33602000000 (Madh, Marve & Underai Cemetery)		Utilized till date – 9,87,776	

Form B for previous year (2013-14)

Sr. No	Budget Head description	Grants received	Grant utilized	Grant Surrendered	Result
1	33402010100 (Health)				
2	33101000000 (Health)				
3	33601000000 (Madh, Marve & Underai Cemetery)				
4	33602000000 (Madh, Marve & Underai Cemetery)				

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Medical Officer of Health (P/N 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 (P/N 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 (P/N Ward)

--N.A.--

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Medical Officer of Health P/N 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 (P/N 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, 2 nd floor, P/N Ward BMC office, Liberty Garden, Malad (W), Mum-64.	Medical Officer of Health, P/North 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 (P/N 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. Naznin Shaikh	MOH P/N	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	P/North ward office, 2 nd floor, P/N Ward BMC office, Liberty Garden, Malad (W), Mum-64. Ph. 28823266 Ext. 250		Shri. Devendrakumar Jain (A.C. P/N 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 (P/N 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 (P/N Ward)

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Devendrakumar Jain	A.C. P/N Ward	P/North ward	Dr. Naznin Shaikh	

Section 4 (1) (b) (xvii)

Special Activities undertaken by the Medical Officer of Health (P/N Ward)

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

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

The Medical Officer of Health (P/N 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 (P/N).

- **Training Activities:**

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

- **Maternal & Child Health:**

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