

**MANUAL 3**

**POWERS AND DUTIES OF OFFICERS OF PUBLIC HEALTH DEPARTMENT**

**Delegation of powers to the  
Executive Health Officer and other Offices under his control**

<b>S r N</b>	<b>Nature of power</b>	<b>Executive Health Officer</b>	<b>Jt. Executive Health officer.</b>	<b>Dy. Exec ut-ive Healt h Offic er</b>	<b>Asstt. Health Officer / Special Officer (FW &amp; MCH)</b>	<b>Sr.M. O. / M.O. i/c Mat. Hom e</b>	<b>Ad mni st- rati ve offi cer</b>
	<b>ADMINIST- RATIVE</b>						
1.	a) Recruitments & Promotions of Superior Staff & Class IV employees	Authorised to make initial recruitments / promotion of superior and class IV employees as per rules, regulation & usual procedure.	As per H.O. These powers though delegated will not be operative unless specifically permitted to do so. Appointme nts of Houseman , Hon staff will be done as per rules, regulations & usual procedure.	As per Jt. EHO	Authoris ed to make recruitme nt / Promotio n of class IV employe es as per Rules , regulatio n and procedur es.	Nil	Nil

2.	c) Powers to make appointments on adhoc basic both by direct recruitment and by promotion	Authorised to make appointment on adhoc basis for a period not exceeding four months as per rules, regulation & procedure.	As per H.O. These powers though delegated will not be operative unless specifically permitted to do so. Appointments of Houseman , Hon staff will be done as per rules, regulations and usual procedure.	Nil	Nil	Nil	Nil
3.	Grant of charge allowance	Authorised to sanction charge allowance for a period not exceeding three months as per recent circular.	Nil	Nil	Nil	Nil	Nil
4.	Resignation / Voluntary Retirement	Empowered to accept the resignation & voluntary retirement of employees whose appointing authority vest in M.C. as per rules regulations & usual procedures .	As per H.O.	Nil	Nil	Nil	Nil

Sr N	Nature of power	Executive Health Officer	Jt. Executive Health officer.	Dy. Exec ut-ive Healt h Offic er	Asstt. Health Officer / Special Officer	Sr.M. O. / M.O. i/c Mat. Hom e	Ad mni st- rati ve	Off- ice Sup dt.
5.	Powers of taking proceeding for offence under Act while petition for staying action are pending	Authorized to proceed with action in cases particularly in nuisance and denger to public safety of health in which petitions are made to M.C./S.C./cor poration by persons against whom action against taken unless specific orders are issued by M.C. to suspend the action as per statutory provisions of the BMC Act.	As per H.O.	As per H.O.	Nil	Nil	Nil	Nil

6.	Power of granting leave other than casual leave	Authorised to sanction leave to the employees under their control as per rules, regulations.	Authorised to sanction leave to the employees under their control as per rules, regulations .	Authorised to sanction leave to the employees under their control as per rules, regulations .	Authorised to sanction leave to the employees under their control as per rules, regulations.	Authorised to sanction leave to the employees under their control as per rules, regulations .	Authorised to sanction leave to the employees under their control as per rules, regulations.	Authorised to sanction leave to the employees under their control as per rules, regulations.
7.	Suspension and grant of subsistence allowance to the Municipal employees.	Authorised to suspend and grant subsistence allowance as per BMC (S) R 1989 to the employees.	Authorised to suspend and grant subsistence allowance as per BMC ( S) R 1989, upto certain limits		Nil	Nil	Nil	Nil

Sr. No	Nature of power	Executive Health Officer	Jt. Executive Health officer.	Dy. Executive Health Officer	Asstt. Health Officer / Special Officer	Sr.M.O ( M.O. i/c Mat. Home )	Administrative Officer	
	Financial	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
1.	Giving administrative approval for office contingencies ( except furniture), Purchase of equipments, repairs & maintenance etc.	Upto 10,00,000	Upto 3,00,000	Upto 1,00,000	50,000	50,000	6,000	
2.	Giving administrative approval for Stationary articles ( non schedule ) or when not supplied by the contractor but required immediately	Upto 10,00,000	Upto 3,00,000	Upto 1,00,000	50,000	50,000	6,000	

Sr. No	Nature of power	Executive Health Officer	Jt. Executive Health officer.	Dy. Executive Health Officer	Asstt. Health Officer / Special Officer	Sr.M.O . ( M.O. i/c Mat. Home )	Administrative Officer	
	Financial	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
3	Giving administrative approval for Store articles, ( non schedule) including X-ray materials electric appliances, printed matters, stationary tools, required for garden & Gymkhana repairs including servicing polishing etc. & purchase of fire wood	Upto 10,00,000	Upto 3,00,000	Upto 1,00,000	50,000	40,000	2,000  (will be utilized in case of emergency only)	
4.	Giving administrative approval for purchase of dead stock i.e. furniture articles ( Subject to restriction imposed as part of special measures of economy in view of financial stringency )	Upto 5,00,000	Upto 1,50,000	Upto 1,00,000	50,000	40,000	2500 (Authorized to sign indent subject to obtaining sanction of Competent authority )	

Sr. No	Nature of power	Executive Health Officer	Jt. Executive Health officer.	Dy. Executive Health Officer	Asstt. Health Officer / Special Officer	Sr.M.O . ( M.O. i/c Mat. Home )	Administrative Officer		
	Financial	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.		
5	Giving administrative approval for purchase of books & subscription towards the medical periodicals	Upto 5,00,000	Upto 75,000	Upto 50,000	40,000	30000	500 ( Except Medicine Books)		
6	Giving administrative approval for purchase of non schedule items of medicines, apparatus, equipments, instruments including plant & machinery	10,00,000	3,00,000	1,00,000	50,000	5000	1000		
7	Medicines and Drugs etc. schedule	To be obtained from Scheduled Contractors in all cases						Nil	
8	Giving administrative approval for dietary articles (non schedule ) and cooked food purchase	10,00,000	40000	25,000	5,000	5,000	1000		
9	Invitation & opening of quotations & tenders for medicines & instruments and other equipments with or without earnest money	10,00,000	3,00,000	1,00,000	50,000	50,000	6,000		

Sr. No	Nature of power	Executive Health Officer	Jt. Executive Health officer.	Dy. Executive Health Officer	Asstt. Health Officer / Special Officer	Sr.M.O . ( M.O. i/c Mat. Home )	Administrative Officer	
	Financial	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
10	Power of receiving money under section 112 of the BMC Act & power of collection & giving receipts	May authorize to A.O. O.S. Head Clerks and the Clerks to receive the payment and pass the receipts though CFC to ward units						
11	Hire of Municipal Ambulance or Hearse	Authorities to allow free use of ambulance, hearse in deserving cases					Nil	
12	Repairs to instruments and equipments including servicing & polishing	10,00,000	1,50,000	1,00,000	40,000	30,000	500	
13	Certifying & signing of bills of contractors for schedule & non sch. Items & departmental bills including reparis	In all Cases					Nil	
14	Certifying & signing pay bills monthly and S.P.S. U.W.R.C	In all cases					In all cases	
15	Acceptance of donation in cash or kind if they are unconditional	In all cases		In all cases	25,000	10,000	Nil	

Sr. No	Nature of power	Executive Health Officer	Jt. Executive Health officer.	Dy. Executive Health Officer	Asstt. Health Officer / Special Officer	Sr.M.O . ( M.O. i/c Mat. Home )	Administrative Officer	
	Financial	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
16	Sanctioning Anesthetist charges and other similar fees payable to professional engaged in Municipal Medical Institutions	In all case			In all case	15,000	Nil	
17	Entering into annual servicing & maintenance contract & to sanction advance payment for the purpose	10,00,000	15000	10,000	5,000	Nil	Nil	
18	To sanction advance payment to the supplier for the purchase of instruments, equipments dead stock articles medicines, vaccines etc.	10,00,000	1,00,000	20,000	10,000	Nil	Nil	

## Powers and Duties of Officers and Employees

### Delegation of powers to the Insecticide Officer, Dy. Insecticide Officer, Assistant Insecticide Officer, Office Superintendent and Pest control Officer

Sr No.	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Administrative</b>					
1.	Recruitment, Promotion and increment of the staff					
	a) Recruitment	<p>Authorised to appoint labour staff under his control maximum of whose Grade Pay does not exceed Rs.1800 /- except peons subject to rules in this behalf.</p>	NIL	NIL	NIL	NIL
	b) Promotions	<p>Authorised to make acting or permanent appointment of S.F.W., D.S.I., F.S.I., F.S.,</p>	NIL	NIL	Nil	NIL

Sr No.	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Administrative</b>					
		under his control maximum of whose Grade Pay does not exceed Rs. 2800 /-				
	c) Increments	May sanction increments to the staff in superior and labour services maximum of whose Grade Pay does not exceed Rs. 4600/-	May sanction increments to the staff, maximum of whose Grade Pay does not exceed Rs. 4400/-	May sanction increments to the staff, maximum of whose Grade Pay does not exceed Rs. 4300/-	May sanction increments to the staff, maximum of whose Grade Pay does not exceed Rs.4200/-	NIL
2	Power of granting leave other than casual leave	Authorised to sanction leave to the employees maximum of whose Grade Pay does not exceed Rs. 4600/- as per rule	Authorised to sanction leave to the employees maximum of whose Grade Pay does not exceed Rs. 4400/- as per rule	Authorised to sanction leave to the employees maximum of whose Grade Pay does not exceed Rs. 4300/- as per rule	Authorised to sanction leave to the employees maximum of whose Grade Pay does not exceed Rs. 4200/- as per rule	NIL
3	Power of granting casual leave	Authorised to grant casual leave upto 10	Authorised to grant casual leave upto 10 days to all	Authorised to grant casual leave upto	Authorised to grant 5 casual leaves at a time as per rule to	Authorised to grant 5 casual leaves at a

Sr No.	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Administrative</b>					
		days at a time to all the staff the maximum of whose Grade Pay does not exceed Rs. 4600/-	the staff the maximum of whose Grade Pay does not exceed Rs. 4400/-	10 days to all the staff the maximum of whose Grade Pay does not exceed Rs. 4300/-	the staff, the maximum of whose Grade Pay does not exceed Rs. 4200/-	time as per rule to the staff, the maximum of whose Grade Pay does not exceed Rs. 2100/-
4.	Power of granting special Casual leave when bitten by rabid animal, as per rule No. 174 of BMC ( service ) Regulation 1989	Authorised to grant casual leave, as per rule to the staff, maximum of whose Grade Pay does not exceed Rs. 4600/-	As per I.O.	Authorised to grant casual leave, as per rule to the staff, maximum of whose Grade Pay does not exceed Rs. 4300/-	Authorised to grant casual leave, as per rule to the staff, maximum of whose Grade Pay does not exceed Rs. 4200/-	NIL
5.	Grant of injury leave to the staff under rule No. 171 of BMC ( Service ) Regulation 1989	Authorised to grant leave to the staff under his control and certain categories of Sup. Staff viz. D.S.I.'s J.O.'s whose maximum Grade Pay does not exceed Rs. 4600/-	As per I.O.	NIL	NIL	NIL

Sr No.	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Administrative</b>					
6.	Power of inflicting punishment	Authorised to impose punishment other than dismissal, removal or reduction in rank of the staff working under him, the maximum of whose Grade Pay does not exceed Rs.2800/-	As per I.O.	NIL	NIL	NIL
7	Issuing heirship certificate	Authorised to issue heirship certificate as per M.C. 's Cir No. AE/V/1646 of 28.1.83 in respect of staff appointment by him, on proper enquiry	As per I.O.	NIL	NIL	NIL
8.	Payment of unclaimed wages of deceased employee of labour staff	Authorised to sanction, payment on production of proof of death and heirship	As per I.O.	NIL	NIL	NIL

Sr No.	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Administrative</b>					
		certificate.				
9.	Power regarding matter relating to Provident fund	<p>Authorised to sanction 1) Advance under Rule No.24, 24A, 25, 25 B of the P.F. Rules</p> <p>2) To recover any money claim from the contribution or Spl. contributions as per rules 33 of the P.F. rules</p>			<p>Authorised to sanction 1) Advance under Rule No.24, 24A, 25, 25 B of the P.F. Rules</p>	NIL
10	Certification and sanction of P.F. & pension claim including gratuity under P.G. Act and D.C.R.G.	<p>Authorised to sanction pension D.C.R.G. including gratuity under P.G. Act to all the staff under his control, as per circular DPAR/FGR/9 of 10.5.89.</p>	As per Cir. DPAR/FGR/9 of 10.5.89	As per circular DPAR /FGR/9 of 10.5.89	As per circular DPAR/FGR/9 of 10.5.89	NIL
11	Allowing change in the name of staff on production of required proof.	In all cases	In all cases	In all cases	In all cases	NIL
12	Signing of leave and service book and service sheet	In all cases	In all cases	In all cases	In all cases	NIL
13	Signing of	In all cases	In all cases	In all cases	In all cases	In all cases

Sr No.	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Administrative</b>					
	vouchers effective report Pay authority attestation					
14	Power of signing receipt and receiving fees under section 112 of BMC Act	I.O., Dy. I.O.'s, A.I.O.'s, O.S. and H.C."s are authorised to receive the payment and pass the receipt.				
15	Power regarding refund in connection with deposit received for insecticide treatment etc. from parties	Authorised to sanction refunds in connection with deposits received for insecticide treatments etc.			Nil	NIL

<b>Sr No</b>	<b>Nature of power</b>	<b>Insecticide Officer</b>	<b>Dy. Insecticide Officer</b>	<b>Assistant Insecticide Officer</b>	<b>Administrative Officer in Insecticide Officers' Office</b>	<b>Pest Control Officer</b>
	<b>Financial</b>	Rs.	Rs.	Rs.	Rs.	
1.	Giving administrative approval for office contingencies ( except furniture), Purchase of equipments, repairs & maintenance etc.	Upto 1,00,000	500	500	6000	500
2.	Giving administrative approval for Stationary articles ( non schedule ) or when not supplied by the contractor but required immediately	Upto 1,00,000	500	500	6000	500
3	Giving administrative approval for State articles, ( non schedule) including X-ray materials electric appliances, printed matters, stationary	Upto 1,00,000	2000	2000 (will be utilised in case of emergency only )	2000 ( will be utilised in case of emergency )	2000

Sr No	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Financial</b>	Rs.	Rs.	Rs.	Rs.	
	tools, required for garden & Gymkhana repairs including servicing polishing etc. & purchase of fire wood					
4.	Giving administrative approval for purchase of dead stock i.e. furniture articles ( Subject to restriction imposed as part of special measures of economy in view of financial stringency )	Upto 1,00,000	1000	1000	500	1000
5	Giving administrative approval for purchase of books & subscription towards the medical periodicals	50,000	Nil	Nil	Nil	Nil
6	Giving	To be	To be	To be	NIL	Nil

Sr No	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Financial</b>	Rs.	Rs.	Rs.	Rs.	
	administrative approval for purchase of clothing articles & articles such as water proof coat, cumbles umbrellas etc.	obtained according to scale laid down through C.S.	obtained according to scale laid down through C.S.	obtained according to scale laid down through C.S.		
7	Giving administrative approval for purchase of non-schedule items of Insecticides apparatus, equipments, instruments including plants & machinery.	1000	NIL	NIL	100	NIL
8	Insecticides Schedule.	To be obtained from Schedule Contractors in all cases	To be obtained from Schedule Contractors in all cases	NIL	NIL	NIL
9	Invitation & opening of quotations & tenders for medicines & instruments and other equipments with or without	1,00,000	5000	5,000	6000	5000

Sr No	Nature of power	Insecticide Officer	Dy. Insecticide Officer	Assistant Insecticide Officer	Administrative Officer in Insecticide Officers' Office	Pest Control Officer
	<b>Financial</b>	Rs.	Rs.	Rs.	Rs.	
	earnest money					
10.	Issue of work order for departmental works subject to certifying the funds by C.A.'s office	1,00,000	5000	5,000	5000	5000
11	To issue & renewal of railway season tickets	May sanction, issue and renewal of season tickets	May sanction, issue and renewal of season tickets subject to audit	May sanction, issue and renewal of season tickets subject to audit	May sanction, issue and renewal of season tickets subject to audit	May sanction, issue and renewal of season tickets subject to audit
12	Power of receiving money under section 112 of the BMC Act & power of collection & giving receipts	May authorise to A.O., O.S., Head Clerks and the Clerks to receive the payment & pass the receipts on his behalf.	May authorised to Head Clerks & Clerks,JO to receive the payment and give receipts on his behalf.			
13	Hire of Municipal Ambulance or Hearse	Authorities to allow free use of ambulance, hearse in deserving cases		NIL	NIL	NIL

<b>Sr No</b>	<b>Nature of power</b>	<b>Insecticide Officer</b>	<b>Dy. Insecticide Officer</b>	<b>Assistant Insecticide Officer</b>	<b>Administrative Officer in Insecticide Officers' Office</b>	<b>Pest Control Officer</b>
	<b>Financial</b>	Rs.	Rs.	Rs.	Rs.	
14	Repairs to instruments and equipments including servicing & polishing	1,00,00	NIL	NIL	500	NIL
15	Certifying & signing of bills of contractors for schedule & non sch. Items & departmental bills including repairs	In all cases	In all cases	In all cases	NIL	In all cases
16	Certifying & signing pay bills monthly and S.P.S. U.W.R.C	In all cases	In all cases	In all cases	In all cases	In all cases
17	Sale of rights for a period not exceeding 12 months at a time	3000	NIL	NIL	NIL	NIL
18	To write off & disposal sale of movable property means large items like sterilizer, furniture, steel items etc. &	50000	200	200	1000	200

<b>Sr No</b>	<b>Nature of power</b>	<b>Insecticide Officer</b>	<b>Dy. Insecticide Officer</b>	<b>Assistant Insecticide Officer</b>	<b>Administrative Officer in Insecticide Officers' Office</b>	<b>Pest Control Officer</b>
	<b>Financial</b>	Rs.	Rs.	Rs.	Rs.	
	scrap materials subject to verification by Jt. C.A. in case of dead stock articles after following prescribed procedure.					
19	Acceptance of donation in cash or kind if they are unconditional	In all cases	200	200	NIL	200
20	Entering into annual servicing and maintenance contract and to sanction advance payment for the purpose.	10000	NIL	NIL	NIL	NIL
21	To sanction advance payment to the supplier for the purchase of instruments, equipments dead stock articles, Insecticides	20000	NIL	NIL	NIL	NIL
22	Repairs &	To carry	NIL	NIL	1000	NIL

<b>Sr No</b>	<b>Nature of power</b>	<b>Insecticide Officer</b>	<b>Dy. Insecticide Officer</b>	<b>Assistant Insecticide Officer</b>	<b>Administrative Officer in Insecticide Officers' Office</b>	<b>Pest Control Officer</b>
	<b>Financial</b>	Rs.	Rs.	Rs.	Rs.	
	maintenance of Bldg. & lighting charges	out any repairs & renovations ( within budget grant ).				
23	To carry out petty works through outside agencies by inviting quotations	5,000	NIL	NIL	NIL	NIL

Note I - Financial powers are likely to be revised.

II – Power to operate different activities in the SAP system is defined by

Jt. M.C. (Improvement)

**Delegation of powers to the Medical Officer I/C. Drug De-Addiction Centre**

Sr N	Nature of power	Drug De-Addiction Centre
1.	2.	Rs. 1
	<b>ADMINISTRATIVE</b>	
1.	Increments and allowing to cross E.B.	May sanction increments to the staff by following usual procedure.
2..	Power of granting leave other than Casual Leave	Authorised to sanction leave to the staff, working under their control.
3.	Power of granting Casual Leave including Special C.L. when bitten by rabid animal as per Rule No. 174 of M.S. Rs	Authorised to grant C.L. as per rules to the staff working under their control.
4.	Powers regarding matters relating to Provident Fund	Authorised to sanction 1) Advance under Rule No. 24, 24A, 25, 25B of the P.F. Rules 2) To recover any money claim from the contribution as per Rule 33 of the P.F. Rules.
5.	Certification and sanction of P.F. & Pension Claim including Gratuity under P.G. Act and D.C.R.G.	Authorised to sanction pension, D.C.R.G., including Gratuity under P.G. Act, to all the staff working under their control.
6	Signing of effective report & pay authority attestation	In all cases

Sr N	Nature of power	Drug De-Addiction Centre
1.	2.	Rs. 1
	<b>FINANCIAL</b>	
1.	Giving administrative approval for office contingencies ( except furniture), Purchase of equipments, repairs & maintenance etc.	Upto 30,000
2.	Invitation and opening of quotations and tenders for medicines and instruments and other equipments with or without earnest money.	30,000
3	Issue of work order for departmental works subject to certifying the funds by C.A.'s office	20,000
4	Repairs to instruments and equipments including servicing and polishing	30,000
5	To write off and disposal, sale of moveable property, means large items like sterilizer, furniture, steel items, etc. and scrap materials subject to verification by Jt. C.A. in case of dead stock articles after following prescribed procedure.	2,000 subject to recommendation of Scrap Committee and reporting to Standing Committee when cost exceeds Rs. 2,000
6	Acceptance of donations in case or kind if they are unconditional	10,000
7	Repairs and maintenance of Bldg. and lighting charges	1,500
8.	To carry out petty works through outside agencies by inviting quotations	1,000

#### Delegation of power to the Ch. M.O. STD Clinic

Sr.No.	Nature of Power	Rs.
	<b>FINANCIAL</b>	
1	Giving administrative approval for office contingencies (except furniture), purchase of equipments, repairs and maintenance etc.	Rs. 50,000/-
2	Giving administrative approval for stationery articles (non- schedule) or when not supplied by the contractor but required immediately	Rs.50,000
3	Giving administrative approval for stores articles (non-schedule) including X-Ray material, electric appliances, printed matters, stationery tools, required for garden & Gymkhana repairs including servicing, polishing etc. & purchase of fire-wood.	Rs.50,000
4	Giving administrative approval for purchase of dead stock, i.e. furniture articles, (subject to restrictions imposed as part of special measures of economy in view of financial stringency).	Rs.50,000
5	Giving administrative approval for purchase of books and subscription towards the medical periodicals.	Rs.40,000

<b>Sr.No.</b>	<b>Nature of Power</b>	
	<b>FINANCIAL</b>	<b>Rs.</b>
<b>6</b>	Giving administrative approval for purchase of seeds and plants.	Rs.1000
<b>7</b>	Giving administrative approval for purchase of non-schedule items of medicines, apparatus, equipments, instruments including plants and machinery.	Rs.25,000
<b>8</b>	Giving administrative approval for dietary articles (non-schedule) and cooked food purchase of	Rs.4,000
<b>9</b>	Invitation and opening of quotations and tenders for medicines and instruments and other equipments with or without earnest money.	Rs.50,000
<b>10</b>	Issue of work order for departmental works subject to certifying the funds by C.A.'s office.	Rs.50,000
<b>11</b>	Repairs to instruments and equipments including servicing and polishing	Rs.40,000
<b>12</b>	Certifying and signing of bills of contractors for schedule & non-schedule items and departmental bills including repairs.	In all cases
<b>13</b>	Certifying and signing pay bills monthly and S.P.S. and U.W.R.C.	In all cases
<b>14</b>	Sale of rights for a period not exceeding 12 months at a time.	Rs.2,000
<b>15</b>	Power of receiving money under section 112 of the BMC Act & power of collection & giving receipts.	May authorised to A.O., O.S., head Clerks & the clerks to receive the payment & pass the receipts though CFC of ward unit
<b>16</b>	Acceptance of donation in cash or kind if they are unconditioned.	<b>Rs. 25,000</b>
<b>17</b>	Entering into annual servicing and maintenance contract & sanction advance payment for the purpose	<b>Rs. 5,000</b>
<b>18</b>	To sanction advance payment to the supplier for the purchase of instrument, eqiopment, dead stock articles, medicines, vaccines etc.	<b>Rs. 20,000</b>
<b>19</b>	Repairs & maintenance of buildings & lighting charges	<b>Rs. 5,000</b>
<b>20</b>	To carry out petty work through outside agencies by iniving quotations	<b>Rs. 2,000</b>

## DUTIES OF OFFICERS UNDER PUBLIC HEALTH DEPARTMENT

DESIGNATION	EXECUTIVE HEALTH OFFICER
<b>DUTIES</b>	1. To formulate policies about implementing health activities National Health Programmes and evaluate and supervise their working.
	2. To prepare Schemes to control communicable diseases and project to promote public health and to implement and evaluate them.
	3. To decide the necessity of providing new medical institutions and relief centres.
	4. To direct, control and co-ordinate the working of the various branches of the department
	5. To serve on different committees both Government and Non-government

DESIGNATION	JT. EXECUTIVE HEALTH OFFICER
<b>DUTIES</b>	1. To direct, control and co-ordinate the working of various branches of Public Health Department
	2. To assist Executive Health Officer in formulating the policies about health activities and plan, implement, evaluate, guide and supervise the officers of various branches of the department.
	3. To scrutinize and decide about the necessity of providing new medical institutions and relief centres under Public Health Department.
	4. To look after the department in the absence of Executive Health Officer
	5. To do any other duties entrusted by the Executive Health Officer

DESIGNATION	ZONAL DEPUTY EXECUTIVE HEALTH OFFICER
<b>DUTIES</b>	1. Supervision over the Vital Statistics and RBD Act
	2. Supervision of water sampling and pursuance of action for unfit water samples.
	3. Supervision over the maintenance of cemeteries
	4. Supervision over the maintenance and performance of dispensaries
	5. Supervision over the maintenance and performance of Mat. Home
	6. Supervision over the National Programme viz. Malaria, TB, Pulse Polio etc.
	7. Guidance & assistance in implementing newly enacted PNDDT Act
	8. Guidance & assistance in implementing one-window system

	9. Supervision over the work related to Food & Sanitation under Section 394 & 412 of BMC Act & Under PFA Act
	10. Attending various briefing to AMCs regarding Short Notice Question, Point of order etc.
	11. Guidance & assistance in preventive measures as well as investigation in Leptospirosis cases.
	12. Guidance to Zonal M.Os. H. & A.H.Os on all the health issues
	13. Attending Monthly meetings with Zonal AMCs and Mun. Councillors of the respective zones

<b>DESIGNATION</b>	<b>DEPUTY EXECUTIVE HEALTH OFFICER (TB)</b>
<b>DUTIES</b>	1. Dy. Executive Health Officer is a member secretary of Mumbai District Tuberculosis Control Society . The work of the society is under the Leadership of D.E.H.O. (T.B.) The functioning of the Society is shown in Manual No. 1

<b>DESIGNATION</b>	<b>DUTIES OF DY. EXECUTIVE HEALTH OFFICER (FW &amp; MCH)</b>
<b>DUTIES</b>	1. Overall Supervision over Assistant. Health Officers of Bureaus i.e. City, Eastern Suburbs, & Western Suburbs. SOFW, EPI and Maternity Homes.
	2. Implementation of NUHM and RCH in Mumbai.
	4. Implementation of National Family Welfare and Maternal Child Health Programme.
	6. Liaison with Govt. for implementation of different Govt. Programmes in connection with Maternal Child Health.
	8. Liaison with the Private Medical Practitioners who are doing Family Welfare and Maternal Child Health Work.
	10. Liaison with the Private Voluntary Organisations who are working in the field of Mother And Child Health & Family Welfare.
	11. Supervision over Management Information System.
	12. Collection of the reports from different levels and submitting them to the appropriate Govt. and Municipal Authorities.
	13. Supervision and monitoring of various programmes run in Maternity Homes.
	14. Evaluation of the performance of the Family Welfare & Maternal Child Health Programme and taking corrective actions.
	15. Computerization of the Family Welfare & Maternal Child Health reporting system.

<b>DESIGNATION</b>	<b>DY. EXECUTIVE HEALTH OFFICER (CELLS)</b>
<b>DUTIES</b>	1. Supervision over Information, Education & Communication, Management Information System and Training Cell.

	3. Collection of the reports from different levels and submitting them to the appropriate Govt. and Municipal Authorities.
	5. Printing and supplying of different registers and forms.
	7. Guidance to IEC Cell regarding different IEC Programmes.
	9. Conducting the Training Programmes through Training Cell.
	11. Evaluation of the performance of the Family Welfare & Maternal Child Health Programme and taking corrective actions
	13. Computerization of the Family Welfare & Maternal Child Health reporting system.
	8. Any other duties assigned by Executive Health Officer / Higher authorities from time to time.

1. To set up the organization and to devise ways and means for the control of various pests and to formulate the general policy in this regard to be adopted by the ward staff (pattern of work, use of pesticides).
2. Keeping surveillance over the entire municipal area with a view to arrest untoward rise in the insect and pest populations which are responsible for transmission of diseases or for causing nuisance.
3. To select and procure pesticides after carrying out field trials to determine their efficacy.
4. To frame a code of usage of such pesticides in conformity with WHO and NVBDCP directives and to train the staff in the use of pesticides to get better results and to obviate the hazards.
5. To participate in the filarial survey as and when required.
6. To keep in touch with the modern development in the field of pesticides and insect vector control for proper control measures.
7. To participate in National Vector Borne Diseases Control Programme (NVBDCP) and to undertake measures within the municipal limits in conformity with the directions given by the respective Directorates (Organisation, surveys and control measures).
8. To organise and conduct meetings of the Mosquito Abatement Committee constituted by the Municipal Commissioner.
9. To suggest ways and means for source reduction in consultation with the heads of Engineering and Solid Waste Management department as a permanent method for pest eradication. To follow up the matters to their completion particularly engineering measures, directed at general mosquito reduction.
10. To frame annual departmental budget (e.g. mosquito and vector diseases control and rodent control) and to set divisional allocations.
11. Control over the budgetary grants, proposing supplementary grants when necessary etc.
12. To coordinate the activities and to set guidelines for the control of vector borne diseases and mosquito control with the Airport authorities, Port Trust, Defence establishments and Railways and Public Works Dept. of Central and State

- Governments and their respective corporations as well as Local self governments authorities of the neighboring metropolitan cities and towns/villages.
13. To organise and supervise laboratory and field work connected with collection of mosquitoes, dissections for determining disease infectivity in them.
  14. Technical reports of various committees, National Institute of Communicable Diseases, & National Vector Borne Disease Control Programme.
  15. General supervision over ward working, proper use of insecticides and appliances.
  16. To regulate and monitor the activities of all the wards to conform to the policy set.
  17. Training the field staff and keeping P.C.O's. posted about the modern techniques of vector and pest control by organising meetings, field inspection etc.
  18. i) Quotations.
    - ii. Recommending suppliers of pesticides and spraying equipments.
    - iii. Indenting
    - iv. Procurement of material and to anticipate future needs and availability to keep the work going.
    - v. Arranging imports of required commodities like certain pesticides and sophisticated fogging equipments.
    - vi. Arranging upkeep of equipment by proper guidance to staff.
  19. Framing proposals for organisational changes and transfers of subordinate officers and to set up the working of sanctioned schemes.
  20. Office work, correspondence, responding to interpellations, short notice questions and to queries from the MC, AMC, DMC, EHO.
  21. Administrative sanctions of leaves of employees, initiating enquiries against erring staff.
  22. Yearly Budget preparation.

### **Duties of the deputy insecticide officer**

1. He will be in overall command of the wards under his division and of the functions performed by I.O., in the latter's absence. He will also attend to office administration.
2. He will initially scrutinize union matters and would take appropriate remedial actions to resolve labour disputes, union demands within his purview and put up only important issues to I.O. for his opinion and action. He will accordingly deal with the union correspondence on all issues. He will attend to wards presenting labour unrest, representations, agitations for suitable action to resolve crisis and/or to initiate disciplinary action and conduct departmental enquiries.
3. He will be responsible for gathering ward data for 'Performance Budgeting', i.e. the budgetary grants spent on different activities for every quarter by all ward P.C.O's. Preparation of quarterly and annual budget, performance as required by the administration.

4. He will collect field/administration information for replies to Short Notice Question, L.A.Q.S. and other interpellations for timely reporting.
5. He will be responsible for timely preparation and dispatch of monthly reports required to be sent to the Director, NVBDCP.
6. He will attend to court matters pertaining to important contested cases and will maintain rapport with Law Officer on various other matters concerning the department functions and represent I.O. in the court.
7. He will generally assist I.O. in his work as per directions.
8. He will be responsible for maintaining uniformity of procedures relating to field activities e.g. use of Insecticides, their concentrations, dosages, etc.
9. Supervision of the work of A.I.O's/P.C.O's under the directions of I.O.

#### **Duties of Zonal assistant insecticide officer**

1. He will assist the Insecticide Officer in control and supervision over all the staff employed in the Insecticide branch in the wards of his zone (I to VII) by undertaking regular as well as surprise visits as a daily routine work.
2. He shall serve as a Liaison between the P.C.O's. and the Insecticide Officer in the matter of guiding and helping them in executing the scheme that is to be followed. He will also contact officers of the other departments for consultation and prompt disposal of actions initiated by I.O.'s department. He will attend Prabhag Samitee and DMC's meetings representing Insecticide Branch as and when required.
3. He shall pay personal attention whenever difficulties arise in controlling insect nuisance and solve such problems of importance in maintaining the entire zone free from such nuisance.
4. He shall study and compare the effects of the Insecticides and latest equipments used including those newly manufactured and offered for field test for which he shall as well arrange demonstration and shall report his findings to I.O.
5. He shall carry out vector survey in different areas of the wards of his Zone during the peak and off seasons paying particular attention to the parasitic indices.
6. He shall arrange for dissection and study of all the known vector species of anopheline mosquitoes caught from the wards of his division.
7. He shall direct PCO to conduct indoor residual spray at building construction sites and in the slums when ever required.
8. He shall raise the morale of the subordinate staff by close contact wherever necessary and tactful handling of their problems.
9. He shall keep a frequent check on receipt & issue of Insecticide stores as also the maintenance of accounts of revenue in ward under his Zone.

10. He shall assist Insecticide Officer in his office work pertaining to his division as and when required and shall also attend meetings and conferences between officers.
11. He shall be in charge of Entomological Survey in malaria undertaken since 1955 and required to be continued to assess and delimit the transmission of the disease by mosquitoes.
12. He shall carry out any other duties as may be assigned to him from time to time.

#### **Duties of PEST CONTROL officer**

1. To formulate the plan of work for the control of insect pests and to organise the work in the ward.
2. To direct and guide the staff under him in day to day work.
3. To keep the ward area under constant surveillance to know the sites of mosquito breeding and rat infestation to enable to take control measures.
4. To organise and execute rat control work in the ward according to seasonal variations in the pattern of work.
5. To organise and supervise antily work; intensifying antily campaign during monsoon months.
6. To organise and supervise insecticidal fogging work on the basis of the field inspections.
7. Monsoon actions, inspections, service of notices, accepting advances and rendering insecticide treatments for control of mosquitoes in private/commercial premises during monsoon months/during the fair season on the basis of actual inspection.
8. To attend to disinfestations of premises in case of epidemic spread of diseases like plague, cholera, typhoid, polio, Diarrhoea, etc.
9. To survey and detect malaria vector species of mosquitoes in their larval and adult stages and to take adequate measures for their control.
10. To organise and execute a focal indoor residual spraying in the locality as per specific orders from the Insecticide Officer.
11. Attending ward committee meetings, etc.
12. To organize and execute indoor residual spraying according to the directive of NVBDCP.
13. To participate in the filarial survey as and when required.

14. To stock required quantity of pesticides & spraying equipments and to supervise control over the use of pesticides as directed by the IO.
15. Field observations and supervision of ensuring effective kill of pests with proper dosages of pesticides.
16. Controlling ward stores.
17. To attend to complaints from the public and to direct and instruct the staff for redressing their grievance through the Public redressal system at Citizen Facility Centre.
18. To initiate statutory actions under the provision of B.M.C. Act and to do follow up work (attending courts in the contested matters).
19. To establish rapport with the officers of other departments and to get the required work done from them for effecting source reduction of various pests.
20. To maintain liaison with the Asst. Municipal Commissioner of the ward for day to day functions and performance.
21. To attend to routine office work and correspondence.
22. To check and maintain account books, treatment memo of payment treatments and other registers.
23. To inspect and certify the mosquito proof condition of the newly installed cisterns as per 'P-Form' requirement and maintain proper record.
24. To supervise the working of staff under him and to take disciplinary action in consultation with zonal A.I.O., Dy. I.O. and I.O. for effecting proper working.
24. To check and sign the bills, imprest accounts and advance accounts, etc.
25. To check and sign the leave papers of employees working in Insecticide Branch as well as outside employees whose Service Record are maintained at Insecticide Office.
26. To direct the clerk to dispose the pension claims, NCPF claims, PT cases, and D.C.R.G., and other claims of retired employees.
27. To guide the staff in preparing yearly Establishment budget estimates.
28. Preparing Annual Budget of Revenue Expenditure, Income & Loan works and Plant & Machinery
29. Disposal of outstanding Audit notes of Account matters.
30. Disposal of RTI applications.
31. Disposal of MCL- A,B,C complaints.

<b>DESIGNATION</b>	<b>ZONAL ASSISTANT HEALTH OFFICER</b>
<b>DUTIES</b>	<p>The Zonal Assistant Health Officer has to make himself thoroughly acquainted with the boundaries, sections &amp; sub-sections of the wards &amp; also the duties &amp; functions of the staff working under him. He has also to acquaint himself with the administrative and executive powers delegated to him under the various Acts, Bye-laws &amp; Rules made thereunder. His duties are :-</p>
	<ol style="list-style-type: none"> <li>1. To check &amp; supervise the working of the office &amp; Medical institutions in his zone.</li> <li>2. To report to the Executive Health Officer / Dy. Executive Health Officer as far as practicable regarding all influences affecting or threatening to affect the public health in his zone.</li> <li>3. To cause a careful enquiry to be made into cases of death whenever necessary &amp; also when an unusually large number of deaths occur in any house, street or section or wards in his zone.</li> <li>4. To inform himself of the epidemiological investigations done in cases of communicable diseases, occurring within his zone and to see that necessary measures are taken for their prevention and control and proper records thereof are maintained.</li> <li>5. To supervise maintenance of records of births &amp; deaths in the wards in his zone.</li> <li>6. To enquire into cases of food poisoning in his zone &amp; to take promptly all possible measures to prevent recurrence thereof &amp; to report to Executive Health Officer forthwith.</li> <li>7. To plan &amp; supervise medical institutions like hospitals, maternity homes, dispensaries etc. &amp; also places for the disposal of dead.</li> <li>8. To enquire into the complaints made by the public, direct necessary action &amp; to see that replies are sent to the complainants promptly.</li> <li>9. To submit a report to Exe. Health Officer regarding any extra ordinary event relating to Public Health occurring in his zone.</li> <li>10. To perform any other duties relating to Public health that may be entrusted to him by the Exe. Health Officer from time to time.</li> </ol>

<b>DESIGNAION</b>	<b>ASSISTANT HEALTH OFFICER (OFFICE)</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. To assist the Executive Health officer/ Deputy Executive Health officer in his office work.</li> <li>2. To have supervision over the staff in central office &amp; peripheral offices under the control of the Executive Health Officer</li> <li>3. To do general supervision over the municipal dispensaries and maternity homes.</li> <li>4. To do any other work entrusted by the Executive Health Officer./ Deputy Executive Health Officer</li> </ol>

<b>DESIGNATION</b>	<b>ASSISTANT HEALTH OFFICER (EPIDEMIOLOGY )</b>
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<b>DUTIES</b>	1. To Assist DEHO in preparing questions regarding communicable diseases raised by parliament, Assembly and corporation.
	2. To assist DEHO, EHO about the trend of communicable diseases.
	3. To assist DEHO to prepare statistical reports of communicable disease fortnightly
	4. To supervise M.O. staff of M.H.U. office
	5. To assist DEHO to prepare press notes, circulars regarding the new diseases (SARS & Lepto. etc)
	6. To assist DEHO in to conduct training programmes for communicable diseases.
	7. To co-ordinate with IEC Dept. to prepare IEC Material according to need.
	8. To coordinate with other dept. like I.O., PRO, Engineering department (Road, SWM, SWD)
	9. To take necessary action in case of outbreaks of diseases.
	10. To assist DEHO in preparing the budgetary provision.

<b>DESIGNATION</b>	<b>SPECIAL OFFICER (FW&amp; MCH )</b>
<b>DUTIES</b>	1. To attend the Meetings called by Principal Secretary, Director General of Health Services, Dy. Director of Health Services, Addl. Director of Health Services.
	2. Arranging Local Technical Committee Meetings for the investigations of deaths & complications following Implementation of Family Welfare Programme as per Govt. Policy
	3. Overall supervision & guidance to Family Welfare Centres
	4. Visiting Voluntary Organizations doing Family Planning Work
	5. Inspection & recommendation of Private Nursing Homes to Govt. for recognition as M.T.P. Centre.
	6. Co-ordinate with Govt. agencies like Director General of Health Services, Mumbai, Additional Director of Health Services, Pune, Deputy Director of Health Services, Thane.
	7. Family Planning procedures.
	8. Arranging Quality Assurance Committee Meetings under Chairmanship of A.M.C.(E/Sub.) for final decisions & recommendation in case of deaths & complications following family planning procedures.
	9. Technical Supervision of Post Partum Centres.
	10. Countersigning the certificates issued by Doctors performing sterilization operation.
	11. Arranging Tubectomy & N.S.V. Camps.
	12. To work as a "Guardian Officer" during Pulse Polio Programme.
	13. Arranging PNDDT Meetings

	14.To arrange for TA/DA to the members of PNDDT Advisory Committee.
	15.To attend Women & Child Welfare Committee Meetings, Prepare minutes, Collect replies, Prepare DL to MS, replies to point of orders.
	16.To brief Jt.M.C.( M.E. & H.) before meeting of Women & Child Welfare Committee along with D.E.H.O. / E.H.O.
	17.To conduct interviews of housemen in Maternity Homes.
	18.To conduct interviews for Mayor's Award & Commissioner's Award.
	19.Administration of Family Welfare Office (Dist.Family Welfare Bureau)
	20.Supervision over establishment of Family Welfare Department .
	21.Supervision over purchase, distribution & supply of store articles, medicines etc.
	22.Exercising control over standing advance of 2.5 lacs towards payments of incentives through different centres.
	23.Arranging payment of incentives to Private Voluntary Organizationsthroughout Greater Mumbai.
	24.Preparing Grant-in-Aid Claims for submitting to Government & follow it personally for reimbursement of the same.
	25.To prepare answers to Star Questions, LA.Q./ P.Q. etc.
	26.To attend review meetings of Health Post's staff called by A.H.O. (Bureaus - City / E-Sub, /W-Sub.) / M.I.S./ I.E.C. etc. Any other important work assigned by superiors from time to time.

<b>DESIGNATION</b>	<b>ASSISTANT HEALTH OFFICER (TRAINING)</b>
<b>DUTIES</b>	1. To supervise the working of the training Cell & other staff of the Training Cell.
	3. Preparation of the Training Programmes a) for Medical Staff b) for Para-medical staff
	5. Co-ordination and arrangement of various training programmes for different staff categories.
	7. Co-ordination with different training agencies such as T.I.S.S., F.P.A.I. etc.
	9. To help in any new programmes, studies which may be undertaken by I.P.P.V
	11. To attend all meetings arranged by Senior Officers.
	7. To do any other work given by higher authorities

<b>DESIGNATION</b>	<b>ASSISTANT HEALTH OFFICER (IEC)</b>
<b>DUTIES</b>	1. To coordinate with other departments (TB, EPI, Family Welfare, Epidemiology etc.) about their targets achieved or needs to be achieved for which public awareness is required

	<ol style="list-style-type: none"> <li>2. To assess the need of IEC material, health issues (topics) on which awareness needs to be created in the community, medium of awareness campaign, type of IEC material (Posters, Banners, Handbills, Pamphlets etc.)</li> <li>3. To get the creatives from the creative team of IEC created and approval from higher officials.</li> <li>4. To organise and implement various awareness programmes in coordination with Community Development Officer of each ward, and other Sections of Health Departments.</li> <li>5. Coordinated to get the awareness material printed from municipal printing press and also from outside Agencies by inviting quotations</li> <li>6. Coordinated with P.R.O. Dept. to give advertisements in newspapers regarding Health Education.</li> <li>7. Monitor the Health Awareness activities and accordingly change the strategy of IEC campaign.</li> </ol>
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<b>DESIGNATION</b>	<b>ASSISTANT HEALTH OFFICER (BUREAU)</b>
<b>DUTIES</b>	1. To have supervision over the staff under the control of A.H.O. (Bureau)
	2. To visit to the Health Posts & PPC under the control of A.H.O. (Bureau)
	3. To implement family welfare & MCH activities through Health Posts & Post Partum Centres
	4. To implement National Health Programme, Pulse Polio, Revised National T.B. Control Programme.
	5. To immunize all the eligible children through all the Health Posts which includes dark area also.
	6. To conduct ANC, PNC activities and also growth monitoring of children.
	7. To conduct rapid health survey and baseline survey in the health post area.
	8. To conduct out Patient Department during afternoon session of health post.
	9. Referral Services through health posts .
	10. Supply of medicine and logistics.
	11. Over all supervision of staff.

<b>DESIGNATION</b>	<b>ASSISTANT HEALTH OFFICER (RCH-II &amp; NUHM)</b>
<b>DUTIES</b>	1. Channellization of funds received from State Govt. to various departments (SOFW, RI) for implementation of programme.
	2. Establishment work for staff working in RCH Health Post.
	3. Planning, sanctioning and implementation of progmmes given in PIP Guidelines of State Government and preparing financial and performance reports for the same.
	4. Attending meetings regarding the programme at Pune.
	5. Over all supervision of staff.

<p><b>DESIGNATION</b></p> <p><b>DUTIES</b></p>	<p><b>"SENIOR MEDICAL OFFICER/ MEDICAL OFFICER I/C OF MATERNITY HOME</b></p> <p>The Senior Medical Officer / Medical Officer i/c of Maternity Home is in charge of the Maternity and Child Welfare Programme, aimed at the betterment of Maternal and Child health in the locality of the Maternity Home . To fulfill this aim the Senior Medical Officer / Medical Officer has to do the following duties :-</p>
	<ol style="list-style-type: none"> <li>1. Antenatal check up of patients to ensure normal course of pregnancy and to diagnose and treat any complications well in time.</li> <li>2. To examine post-natal patients and their babies to ensure good health of the mothers and the babies, to advise preventive treatment for babies against vaccine preventable and communicable diseases.</li> <li>3. To examine and treat gynaec. patients, to advise on family planning and to give appropriate contraceptive and to pay surprise visits to the homes of the patients to see whether there is proper follow-up by the concerned staff.</li> <li>4. To take round in the morning in wards and to examine all the patients and to advise treatment.</li> <li>5. To supervise cleanliness of the premises and the surroundings of the Maternity Home</li> <li>6. To supervise treatment given to patients</li> <li>7. To supervise the work of the staff.</li> <li>8. To check all registers maintained by Sister, Nurses and other staff.</li> <li>9. To conduct difficult deliveries.</li> <li>10. To attend emergencies during day and night.</li> <li>11. To check the diet given to patients.</li> <li>12. To do operations such as sterilization, caesarian, section D &amp; C, Medical termination of Pregnancy &amp; Other operations.</li> <li>13. To check the work of sterilization of articles used in the Ward, Labour Ward and Operation theatre.</li> <li>14. To do dressing of patients wherever necessary.</li> </ol>

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|  | <ol style="list-style-type: none"><li>15. To guide Sister in fixing duty hours of staff.</li><li>16. To look after the Unwanted Baby, to advise treatment to the baby and to take all the necessary care of the baby till it is transferred to a foster Home.</li><li>17. To look after the nearest Maternity Home as per H.O.'s orders in absence of regular / relieving M.O.</li><li>18. To check and sign all the correspondence in the office in connection with establishment, accounts, indents registers, imprest, poor-box, opinion, certificate book, disbursement of payments etc.</li><li>19. To put up proposal regarding purchase of new equipments, special repairs &amp; new works, building maintenance, staff etc.</li><li>20. To control the amount of budgeted grants allotted to the Maternity Home and to make purchase of medicines, store, diets and instruments etc. within the budgeted grant and to propose for additional funds with due justification.</li><li>21. To send requirements of all articles to Health Officer periodically.</li><li>22. To submit periodical reports to Health Officer.</li><li>23. To check quality &amp; quantity of dietary articles sent by the contractor.</li><li>24. To certify bills and to see that the bills are sent in time.</li><li>25. To check periodically all articles of liner, medicine, diet, stores, dead stock instruments etc. and to see that the registers are maintained properly.</li><li>26. To see that the medicines are used before their expiry date is over or to take necessary steps about their proper utilization.</li><li>27. To see that there is sufficient stock of all the necessary articles and drugs.</li><li>28. To supervise Paediatric ward and Laboratory work and the work of any other staff viz. P.P.C., Health Post etc. attached in their institution.</li><li>29. To take steps for the disposal of condemned articles periodically.</li><li>30. To conduct the enquires in respect of any irregularities observed</li></ol> |
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	<p>in working by any of the staff members.</p> <p>31. To perform any other work in connection with the maternal &amp; child health &amp; welfare as may be directed by superiors.</p>
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<b>DESIGNATION</b>	<b>CHIEF MEDICAL OFFICER S.T.D.CLINIC.</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. To enforce regular attendance of staff and to maintain discipline among them.</li> <li>2. To arrange and distribute work among the staff.</li> <li>3. To dispose off office papers and to attend to all inter-departmental correspondence.</li> <li>4. To keep a check on various grants allotted to the clinic.</li> <li>5. To attend the complaints of patients and their relatives.</li> <li>6. To take administrative rounds in the Male OPD, Female OPD Reference Laboratory, Voluntary Counselling &amp; Testing Centres.</li> <li>7. To monitor day to day working of Voluntary Counselling &amp; Testing Centre (like signing the report, indenting the articles required, payment of the staff and maintaining the accounts for the same).</li> <li>8. To attend V.I.P.s, Dignitaries visiting Sexual Health Information Art Gallery (Antarang).</li> <li>9. To Supervise the Central Medical Store, Medical Stores of OPD (male &amp; female) and reference laboratory.</li> <li>10. To procure Medicines, Laboratory Reagents, Medias, Glass-wares etc after getting requirements from concerned departments, after obtaining proper sanctions.</li> <li>11. To procure Medicines, ELISA kits from Mumbai Districts AIDS Control Society.</li> <li>12. To see that the medicines, laboratory reagents etc. are used before the expiry dates and take suitable steps to see that drugs are used before expiry date judiciously.</li> <li>13. To check the general store.</li> <li>14. To scrutinize the indents from different departments.</li> <li>15. To check equipments and appliances and arrange for their repairs urgently to render uninterrupted services.</li> <li>16. To see that monthly, annual reports are submitted to concerned departments promptly.</li> </ol>

	<p>17. To supervise the work of M.Os, Counselors, Lab. Technicians, Pharmacists, and Office – Staff.</p> <p>18. To take surprise rounds in all departments.</p> <p>19. To help Medical – Officers in male OPD when there is rush of patients or one of them is on leave.</p> <p>20. To supervise the OPD cash collection and its remittance.</p> <p>21. To supervise the disposal of Bio-Medical Waste.</p> <p>22. To Conduct enquiries of subordinate staff in case of irregularities and propose action.</p> <p>23. To impart training to the trainees of DPH Course and S.I. Course.</p> <p>24. To pay special attention for maintenance of Municipal Properties by keeping the rapport with A.E. (Maintenance), A.E. (Water – Works) and other concerned departments of the Ward.</p> <p>25. To perform other duties as may be directed by the superiors.</p>
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<b>DESIGNATION</b>	<b>MUN. ANALYST, AT MUNICIPAL LABORATORY at Dadar, G/North ward</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Municipal Analyst is the head of the Laboratory and is responsible for the overall supervision of the office and laboratory and coordination among the staff. He is also appointed as a Public Analyst for Greater Mumbai by the Corporation as provided under Section 8 of the Prevention of Food Adulteration Act, 2006 and Rule (5) of the Maharashtra Prevention of Food Adulteration Rules, 1962.</li> <li>2. To give technical and administrative guidance to the laboratory staff.</li> <li>3. To give technical advice regarding purity and quality of articles, method of analysis, fitness of food for human consumption and potability of water etc., to the various departments of the Corporation, the Food &amp; Drug Administration, Government of Maharashtra, other Government departments and to members of the trade and public.</li> <li>4. To scrutinize and sign reports of analysis issued under the Prevention of Food Adulteration Act, 2006, reports and certificates in respect of samples received from the public and Govt. agencies, reports of analysis of water, office papers etc. and to arrange for their despatch.</li> <li>5. To attend various magisterial courts in Greater Mumbai to give evidence as an expert witness.</li> <li>6. To undertake investigational work in collaboration with the Central Food Laboratory, Calcutta and other laboratories of Public Analysts, in the country.</li> </ol>

	<ol style="list-style-type: none"> <li>7. To take policy decisions regarding laboratory working.</li> <li>8. To arrange for purchase of various articles and equipments required for the use of the Laboratory.</li> <li>9. To attend meetings of various Committees of the Indian Standards Institutions, Central Committee for Food Standards and other departmental meetings.</li> <li>10. To give training to the Food Inspectors to be appointed under The Prevention of Food Adulteration Act, 2006.</li> <li>11. To perform the duties of the Public Analyst as laid down in Rule 7 of the Prevention of Food Adulteration Rules, 1955.</li> </ol>
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<b>DESIGNATION</b>	<b>MEDICAL OFFICER I/C DRUG - DE- ADDICTION CENTRE</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. Taking detailed history of the patients</li> <li>2. Details of family history</li> <li>3. Past detailed history whether patients has suffered for any other major diseases, whether patient was admitted earlier in the same hospital or any other hospital</li> <li>4. Taking history from her neighbours if patients is criminal.</li> <li>5. General examination of the patient and treatment accordingly.</li> <li>6. Training, general routine rounds, examination of patients, checking, diet, breakfast checking, medicine checking, emergency tray Oxygen Cylinders, Suction machine, I.V., emergency drugs, checking all Indoor papers, Sr. I/c's diet book, Sanction book, day - night report, food, milk book, supervising other doctors and all the administration work, referring patient to other hospital for investigation / admission</li> </ol>

<b>DESIGNATION</b>	<b>ASSISTANT HEALTH OFFICER (EPIDEMIOLOGY )</b>
<b>DUTIES</b>	<ol style="list-style-type: none"> <li>1. To Assist DEHO in preparing the reports regarding questions raised on communicable diseases by parliament, Assembly and corporation.</li> <li>2. To assist DEHO, EHO in monitoring the trend of communicable diseases.</li> <li>3. To assist DEHO to prepare statistical reports of communicable disease daily, weekly and monthly basis.</li> <li>4. To supervise staff of Mobile Health Unit.</li> </ol>

	5. To assist DEHO to prepare press notes, circulars regarding the communicable diseases.
	6. To assist DEHO in to conduct training programmes for communicable diseases.
	7. To co-ordinate with IEC Dept. to prepare IEC Material according to need.
	8. To coordinate with other dept. like I.O., PRO, Engineering department (Road, SWM, SWD)
	9. To take necessary action in case of outbreaks of diseases.
	10. To assist DEHO in preparing the budgetary provision.

The National Vector Borne Disease Control Programme of India is one of the important Programmes and in the city of Mumbai it is implemented by the Public Health Department of M.C.G.M.

The Two important foci of this programme are:-

1. Effective Spraying and Fogging activities to stop transmission and prevention of breeding of mosquitoes.
2. To establish effective-active Surveillance to find Patients of fever and investigate them for diagnosis of Malaria.

Fogging and anti-larvicide's activities are carried out by Insecticide Office of Public Health Department.

The main aim of Surveillance Department is to actively search for Malaria Patients and ensure that complete radical treatment is given so that the infection does not spread in the Community and the spread of Malaria is controlled.

<b>DESIGNATION</b>	<b>DEPUTY EXECUTIVE HEALTH OFFICER (SUVEILLANCE)</b>
<b>DUTIES</b>	The Assistant Health Officer (Surveillance) is in charge of National Malaria Eradication Programme in Greater Mumbai. He is responsible for successful implementation of the programme by executing the various operations

	<p>prescribed under the programme by Directorate of National Malaria Eradication Programme, procurement of material and equipment and maintenance of moral efficiencies of the staff. He has to perform supervisory administrative and technical duties.</p>
	<p>Supervisory duties :- To supervise the work of 1 Assistant Health Officer, 1 Senior Medical Officer, 4 Assistant Unit Officers, 40 Laboratory Technicians, 75 Surveillance Inspectors and 299 Surveillance Investigators and 7 Clerical and allied staff.</p> <p>To supervise in detail the remedial measures taken by surveillance staff in respect of positive cases detected by this unit and referred to by other units to this unit.</p> <p>Administrative duties :- This work includes the supervision over office staff, sanction of leave and financial control and procurement of store articles and equipments etc.</p> <p>Technical duties include :-</p> <ol style="list-style-type: none"> <li>1. To organise anti-malaria operations in the cases of focal outbreak.</li> <li>2. To give directions and advice to Insecticide Branch in respect of anti-larval operations.</li> <li>3. To examine blood smears in the Laboratory for confirmation of doubtful positive cases.</li> <li>4. To do epidemiological investigations of positive cases of malaria for their classification and to find out the source of infection.</li> <li>5. To control Malaria In Mumbai Five Point programme is implemented :- <ol style="list-style-type: none"> <li>1. Effective Vector Control.</li> <li>2. Early diagnosis, correct and complete treatment.</li> <li>3. Micro Planning and Micro Mapping</li> <li>4. Inter and Intra-Sectoral response</li> <li>5. Community awareness and action.</li> </ol> </li> <li>6. To ensure that a proper statistical record is maintained and submitted regularly to the Directorate, National Malaria Eradication 36 programme, Delhi, The Dy.</li> </ol>

	Director, Health Services (M & F), Pune and the Regional Deputy Director, Baroda <b>Miscellaneous duties :-</b> To carry out any other health activities as per directives of the Executive Health Officer.
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### **NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.**

The norms/standards set by the Department are as follows:

#### **Surveillance Branch**

1. Laboratory Technician: Examination of 70 slides of blood smear per day
2. Surveillance Inspector: To supervise the work of Surveillance Investigators
3. Surveillance Investigator: To visit 250 households per day and has to cover 15,000 population twice a month.

#### **Dy. Executive Health Officer (Surveillance)**

Apart from General Establishment and Accounts documents the following documents are held.

Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
General	Monthly Report of Malaria Cases	Apply to Assistant PIO/PIO of the respective branch/office	Dy. Executive Health Officer (Surveillance)

#### **Directory of Officers & their Pay Grades**

1	Dr.Santosh K.Revankar	Dy.Executive Health Officer (Surveillance) (Zone-IV)	Rs. 15600-39100 + 7000/-GP +Usual Allowances	Ward No. 5, Kasturba Hospital Campus , Sane Guruji Marg, Chinchpokli (W), Mumbai – 400 011	23083664
2	Dr. Ramesh H. Gavit	Assistant Health	Rs. 15600-39100	Ward No. 5, Kasturba Hospital Campus ,	23083664

		Officer (Surveillance)	+ 6600/-GP +Usual Allowances	Sane Guruji Marg, Chinchpokli (W), Mumbai – 400 011	
3	Dr. Pramod S. Ashtekar	Senior Medical Officer (Surveillance)	Rs. 15600- 39100 + 6300/-GP +Usual Allowances	Ward No. 5, Kasturba Hospital Campus , Sane Guruji Marg, Chinchpokli (W), Mumbai – 400 011	23083664

## **Chapter – 11**

### Directory of Officers & their Pay Grades

1	Dr.Santosh K.Revankar	Dy.Executive Health Officer (Surveillance) (Zone-IV)	Rs. 15600- 39100 + 7000/-GP +Usual Allowances	Ward No. 5, Kasturba Hospital Campus , Sane Guruji Marg, Chinchpokli (W), Mumbai – 400 011	23083664
2	Dr. Ramesh H. Gavit	Assistant Health Officer (Surveillance)	Rs. 15600- 39100 + 6600/-GP +Usual Allowances	Ward No. 5, Kasturba Hospital Campus , Sane Guruji Marg, Chinchpokli (W), Mumbai – 400 011	23083664
3	Dr. Pramod S. Ashtekar	Senior Medical Officer (Surveillance)	Rs. 15600- 39100 + 6300/-GP +Usual Allowances	Ward No. 5, Kasturba Hospital Campus , Sane Guruji Marg, Chinchpokli (W), Mumbai – 400 011	23083664

## Budget

Function Name	Actual			Budget Estimates		Function Name
	2011-12	2012-13	2013-14	2014-2015	2015-2016	
Malaria Control	191614	211092	239382	147693	223516	Malaria Control Programme

Sr. No.	Name of the Officer & Designation	Concerned Zone Ward Offices	Office Telephone No	Office Address
6.	Dr. Santosh K.Revankar Dy. Executive Health Officer	Zone-IV Information of Mat. Homes under K/W, P/S,P/N Wards,Surveillance Cattle pond stable, A. B. C. Programme, Public Private Partnership Programme	23083664	Ward No. 5, Kasturba Hospital Campus , Sane Guruji Marg, Chinchpokli (W), Mumbai – 400 011 400 011

DESIGNATION	CATTLE POUND OFFICER
DUTIES	<ol style="list-style-type: none"> <li>1. Supervision over all staff under him.</li> <li>2. To attend Court matter</li> <li>3. To attend complaint of public regarding nuisance of stray animal within the area of Greater Mumbai.</li> <li>4. Any other work assigned by higher authorities.</li> </ol>

DESIGNATION	DOG CONTROL OFFICER (DOG LICENSING ESTABLISHMENT)
DUTIES	<p> ① To supervise the work of dog licensing establishment through Senior Sanitary Inspector.</p> <p> ① To ensure regular and adequate supply of logistics for the smooth functioning of DLE</p> <p> ① To attend to the difficulties faced by the NGOs if any in the implementation of Animal Birth Control Programme.</p>



Any other work assigned by higher authorities.

<b>DESIGNATION</b>	<b>SUPDT. OF NURSING SERVICES</b>
<b>DUTIES</b>	<p>1. Policy formation regarding working of the Nursing personnel The incumbent of the post will decide the objectives of the Nursing Cadres and support measures to achieve them. The Officer will suggest the requirements of the nursing personnel in accordance with the nature of the work in consultation with the head of the medical institutions. All the correspondence in this respect with the higher authorities or outside agencies will be managed by her. The Officer will initiate and implement the policies and the regulations so as to maintain efficient nursing services. She will counsel and guide in maintaining discipline of all the nursing staff.</p> <p>2. Management This Office has the role of co-ordination and over all supervision and guidance of Nursing Services and education. She has to take supervisory rounds in the hospitals nursing schools and maternity homes. In consultation with the heads of the medical institution, will have to exercise proper control over the arrangement of duties, formulate the job description of various posts of the nursing category. As per the nursing council by laws update the qualifications of various posts and obtain sanction of competent authority. Evaluate the confidential report (hold ) conduct selection and promotion committees. Posting and transfers of the Nursing Personnel of various cadres. She will also assist the Deans as regards the management and advise the Matrons of the major hospitals</p> <p>3. Training of Nursing Staff &amp; Students</p> <ul style="list-style-type: none"> <li>➤ This Officer will have to organize and implement various training programme with the help of qualified Matrons Principal Tutors, Sister Tutors and will take all other relevant measures connected with the nursing training.</li> <li>➤ Recommends, deputations of suitable Nursing Personnel for</li> </ul>

higher studies such as P.C. B.Sc. Nursing, M.Sc. Nursing and various other nursing courses.

- Arranges promotional courses for Jr.H.V., Sr ANM, ASCO for the post of H.V.
- S.N.S. is the senior member of the selection panel for students nurses recruitment conducted at the municipal hospitals.
- Nursing Office is responsible for the appointment of staff
- Nurses by preparing and maintaining the common merit list of the passed out student nurses from the hospitals of M.C.G.M.

#### 4. Recruitment and Welfare of Nursing staff

Recruitment of the Nursing Personnel are done as per rules after obtaining the sanction of the competent authority according to the vacancies reported to this office by the various hospitals/ mat. Homes and other medical institutions. Selection of Nurses, Sister Tutors, Public Health Nurses, Assistant School Clinic Organiser etc. is done by her. The selected candidates are taken on the waiting list and appointments are made as per the requirement, after medical examination, Staff Nurses are appointed from the common merit list of passed out student Nurses from KEM, B.Y.L.Nair, L.T.M.G. Sion, Bhagwati HOSPITAL & Cooper Hospital.

#### 5. Welfare of Nursing Staff:

- Guidance and counselling of Nursing Staff.
- Commendations and appreciations of Nursing Staff through Mayor's and Municipal Commissioner's Awards.
- Presides professional programme such as graduation ceremony scandle lighting etc.
- Attend welfare activities of the Nursing staff.
- Allotment of quarters to the nursing staff with essential amenities.

#### 6. Ex-Officio members of Maharashtra Nursing Council & Trained Nurses Association of India (M.N.c. & TNAI)

- Member of the various committee such as advisory committee, Executive committees, education committee, examinations committee, vigilance committee etc.
- Attend the meeting, regularly.

	<ul style="list-style-type: none"> <li>➤ Update the nursing schools of M.C.G.M. by implementating the periodic changes brought about by the M.N.C. and INC.</li> <li>➤ Ensure uptodate registration of all the nursing staff.</li> </ul> <p>Participate in professional activities such as meetings, conferences etc. Maintain professional standard and ethincs.</p>
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<b>DESIGNATION</b>	<b>ADMINISTRATIVE OFFICER ESTABLISHMENT (HEAD OFFICE )</b>
<b>DUTIES</b>	1. To exercise general supervise over the working of the staff of Establishment Sections and to guide the staff whenever necessary.
	2. To inspect the work related to the Appointments Promotion & trnasfers etc. various categories under this department.
	3. To attend the various meetings
	4. To supervise the work related to Service Record Section.
	5. To assist the superior officers in administrative matters.
	6. To attend the grievances of the staff representatives of the unions, private parties etc. and to help them within the frame work of the rules and regulations in form.
	7. To do any other duty as may be directed by the superiors from time to time.

<b>DESIGNATION</b>	<b>OFFICE SUPERINTENDENT ESTABLISHMENT (HEAD OFFICE )</b>
<b>DUTIES</b>	1. To exercise general supervision over the working of the staff in the sections under him/her and to guide the staff whenever necessary.
	2. To co-ordinate the working of the sections under him/her.
	3. To assist superior officers in administrative matters.
	4. To see that proposals for staff (creation, continuation) additional activities etc. are put up as per the directions of the Executive Health Officer.
	5. To guide the staff in preparing Establishment budget estimates.
	6. To guide the staff of the service record section in their day to day work.
	7. To do any other duty as may be directed by the superiors from time to time.

<b>DESIGNATION</b>	<b>ADMINISTRATIVE OFFICER, ACCOUNT SECTION (HEAD OFFICE )</b>
<b>DUTIES</b>	1. Preparing proposals for purchase of equipments & medicine.
	2. Preparing Annual Budget of Revenue Expenditure, Income & Loan works and Plant & Machinery
	3. Disposal of outstanding Audit notes of Account matters
	4. Checking papers of clerks, Head Clerks, supervision over clerk/ Head Clerk

	5. Replying outstanding Resolutions of Corporation and of various committees
	6. Arranging meeting for disposal scrap of Maternity Homes & Dispensaries, circulating minutes thereof.
	7. Purchase of stationary of entire department including Birth & Death preprinted stationary and distribution of the same to respective institutions.
	8. Preparation of performance Budget.
	9. Supervision over the collection of Poor Box Charity Fund (city)/Subs. - Preparation of Annual Balance sheet of above fund etc.
	10. Checking of Impress A/C.
	11. Giving Administration approval for office contingencies costing upto Rs. 2500/-
	12. Preparing proposal for advertisement for premises received under TDR for privatisation and to attend the meetings of Standing Committee of Privatisation. - Preparing D/R to Improvement Committee / Corporation.
	13. Circulating information regarding substandard drugs / medicines.
	14. Circulating recovery against Risk & Cost purchase of Institutions under Public Health Department
	15. Maintenance of Dead stock register/store/ledger/ liability and Tabulation registers etc.
	16. Any other work assigned by the superiors.
	17. Attending Interpelation and Star question pertaining to Assembly Adhiveshan of Record I Section.
	18. All papers pertaining to cemeteries of Record I Section & disposal of papers regarding right of information Act.

<b>DESIGNATION</b>	<b>OFFICE SUERINTENDENT ACCOUNT SECTION (HEAD OFFICE)</b>
<b>DUTIES</b>	1. Preparing proposals for purchase of equipments & medicine.
	2. Preparing Annual Budget of Revenue Expenditure, Income & Loan works and Plant & Machinery
	3. Disposal of outstanding Audit notes of Account matters
	4. Checking papers of clerks, Head Clerks, supervision over clerk/ Head Clerk
	5. Replying outstanding Resolutions of Corporation and of various commities
	6. Arranging meeting for disposal scrap of Maternity Homes & Dispensaries, circulating minutes thereof.
	7. Purchase of stationary of entire department including Birth & Death preprinted stationary and distribution of the same to respective institutions.
	8. Preparation of performance Budget.

	9. Supervision over the collection of Poor Box Charity Fund (city)/Subs. Preparation of Annual Balance sheet of above fund etc.
	10. Checking of Impress A/C.
	11. Giving Administration approval for office contingencies costing upto Rs. 100/-
	12. Preparing proposal for advertisement for premises received under TDR for privatisation and to attend the meetings of Standing Committee of Privatisation. Preparing D/R to Improvement Committee / Corporation.
	13. Circulating information regarding substandard drugs / medicines.
	14. Circulating recovery against Risk & Cost purchase of Institutions under Public Health Department
	15. Maintenance of Dead stock register/store/ledger/ liability and Tabulation registers etc.
	16. Any other work assigned by the superiors.

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Executive Health Officer

Public Health Department