

## **Manual – 6**

**A statement of the categories of the documents that are held by it or under its control.**

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**( Head Quarters ) F/south ward office, Parel**

<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
<b>Establishment</b>	<p><b>Establishment –</b></p> <ol style="list-style-type: none"> <li>1. Booklets of Revision of grades</li> <li>2. Monthly Paysheets, Musters, P.F. / Pension claims of the employees retired from this office,</li> <li>3. Effective Registers,</li> <li>4. P.F. Advance registers,</li> <li>5. Yearly Budget Book,</li> <li>6. Audit Note Register,</li> <li>7. B.R. Register</li> <li>8. Income Tax Register,</li> <li>9. Seniority List,</li> <li>10. Office order book,</li> <li>11. Duty list of employee,</li> <li>12. Worksheets,</li> <li>13. Acting list Register,</li> <li>14. Confidential Papers Registers,( Papers from Munl Commissioner )</li> <li>15. Outstanding Resolution Register,</li> <li>16. Postage Register</li> <li>17. Register regarding allotment of Quarters to employees under Public Health Department</li> <li>18. Service records of employees alongwith personal files, leave papers, increment papers, nomination etc.</li> <li>Superannuation register, pay fixations of the employee.</li> <li>19. Preliminary / Departmental Enquiry Registers,</li> <li>20. Suspended employees Register,</li> <li>21. Chief Officer's Enquiries Register.</li> </ol>	Apply to Assistant PIO/PIO of the respective branch/office	Executive Health Officer, Dy. Executive Health Officer (H.Q.)
<b>Record Section</b>			
<b>Staff Quarters Section</b>			
<b>Service Record</b>			
<b>Enquiry Section</b>			
<b>Registration Section</b>			

Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by / under control of
<b>Accounts</b>	22. Birth Report Registers, 23. Death Report Registers , 24. OPD Register for Dispensary ( Monthly ) 25. OPD & IPD Register for Maternity Homes 26. Register of Dog Bite Cases 27. Register for disposal of dead bodies in cemetery monthwise 28. Register for communicable disease (Monthwise) 29. Yearly Budget Books 30. Poor Box Charity Fund 31. Expenditure & Income register / Ledger etc. 32. Nursing Home Registration Act & By laws. 33. Dead Stock Registers, 34. B.R. Registers 35. Tabulation Registers 36. Liability Register 37. Telephone Registers 38. Stationery Registers 39. Audit Note Register, 40. Scrap Registers, 41. Poor Box Registers 42. Imprest Registers		

### Maternity Homes

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
<b>Maternity Wards</b>	1) Birth & Death Register 2) OPD register 3) Indoor Register 4) Diet Register 5) Store Register 6) Birth Certificate Register 7) Dead Stock Register 8) Linen Register 9) (Indent ) C.S. Register 10) Drugs & Medicine Register 11) Drugs & Medicine ( Expiry date Register.)	Apply to Assistant PIO/PIO of the respective branch/office	Sr. Medical Officer / Medical Officer i/c of the Maternity Home

### Cattle Pound Unit

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
<b>General</b>	1. Court Case Register	Apply to Assistant PIO/PIO of the respective branch/office	Cattle Pound Office, Address: Katchpada, Malad (W)
	2. Seizer Action Register		
<b>Account</b>	3. Revenue Register		
	4. Receipt Books		
	5. Dead Stock Register		
	6. Main Cash Register		
	7. Liability Register		
	8. Gate Pass Register		

### Drug-de-Addiction Centre

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
<b>General</b>	1. O.P.D. Registration Book	Apply to Assistant PIO/PIO of the respective branch/office	Medical Officer Drug de Addiction
	2. O.P.D. follow up book		
	3. Admission Register		
	4. Medical Certificate Book		
	5. Patients Day & Night Report Book		
	6. Complaint Book		
	7. Reference Book		
<b>Account</b>	8. Receipt Book		
	9. Milk Book		
	10. Diet Book		

### Mumbai District TB Control Society

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
Guidelines	<ol style="list-style-type: none"><li>1. Guidelines for the District TB Control Society – Functions of DTC</li><li>2. Technical Guidelines for TB Control</li><li>3. Operational Guidelines for TB Control</li></ol>	Apply to Assistant PIO/PIO of the respective branch/office	Member Secretary

### Special Officer (Family Welfare & Maternal Child Health )

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	1. TL Death Register	Apply to Assistant PIO/PIO of the respective branch/office	S.O. (FW & MCH)
	2. Quality Assurance Committee Meeting register.		
	3. Local Technical Committee Meeting Register		
	4. Quotation Register		
	5. Stock Register – Medicine, Surgical & Instrument, C.S.		
	6. B.E.S. T. Register		
	7. Govt. Stock Register- I) Kit "A" / "B" / Cotton/ Vit "A" II) Nirodh, Cu – T, oral Pills, Selastic Band		
	8. TL Certificate issue Register		
	9. Compensation Register		

<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
	10. 61 Urban Family Welfare Centres – City Area Register E/Sub. Area Register W/Sub. Area Register		
	11. Tubectomy Death Case Register		
	12. Voluntary Organisations (N.G.Os.) Register		
	13. Private Medical Practitioner's Register		
	14. Savitribai Phule Kanya Kalyan Yojna Register		
	15. Imprest Book Register		
	16. Standing Advance Register ( Imprest Account)		
	17. MTP / IUD Compensation Register		
	18. Stock Register (Audit matter)		
	19. Failure Cases (Tubectomy) Register, Complication Reg.		
	20. Sterilisation Reserve Beds Register		
	21. Revenue Budget Register		
	22. M.C.A.Audit Note Register		

### **Dog Licensing Unit**

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

<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
<b>Dog Control Unit</b>	1. Complaint Register 2. Sterilization Register 3. Catching & Releasing Dog register 4. Van & Labour Register (on contract basis)	Apply to Assistant PIO/PIO of the respective branch/office	Dy. Executive Health Officer (DLE) Assistant Health Office (DLE) Dog Control Officer (DLE)

### **Deputy Executive Health Officer (FW & MCH)**

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

<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
<b>Training</b>	1. List of Books purchased by training Cell from time to time	Apply to Assistant PIO/PIO of the respective branch/office	D.E.H.O. (CELLS) D.E.H.O. ( IPPV)
	2. List of employees, to whom training is imparted by training cell from time to time		
<b>Management Information system</b>	1. Statistical Information for Family Welfare & Maternal Child Health Immunisation, Vital Statistics		

### **Assistant Health Officer (School)**

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

<b>Category of the document</b>	<b>Name of the document and its introduction in one line</b>	<b>Procedure to obtain the document</b>	<b>Held by / under control of</b>
<b>General</b>	1. General Monthly report of inspection of School children	Apply to Assistant PIO/PIO of the respective branch/office	

	2. Annual Reports of Inspection of School children		
	3. Particular of Medical Inspection		
	4. Monthly T.B. positive cases register		
	5. Monthly Polio reports		
	6. Monthly Visit Re-visit Register		

**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)

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Executive Health Officer

Public Health Department

