

Municipal Corporation of Greater Mumbai

Template for the Information Handbook under Right to Information Act

**Pt. Madanmohan Malaviya Shatabdi Hospital,
Govandi, Mumbai – 400 088.**

Chief Medical Officer

Dr. Rajeshree P. Jadhav

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Chapter – I

Introduction

- 1.1 This hand book is prepared as per guidelines of the Act No.22 of 2005 Right to Information Act-2005, Maharashtra Government.
- 1.2 The purpose of the handbook is to provide for setting out the practical regime of right to informative for citizens to secure access to information regarding the hospital to promote transparency and accountability in the working of the hospital.
- 1.3 The intended users of this handbook are the general public.

1.4 Organization of the information in this hand book

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1.5 Definitions

1) Public Authority means

Chief Medical Officer In charge of the Hospital

Chief Medical Superintendent In charge of all peripheral Hospitals.

2) Information

Means hospital records pertaining to patients.

3) Competent Authority

Chief of the Institution

1.6 The person to be contacted in case somebody wants to get more information on topics covered in the hand book as well as other information is Chief Medical Officer and Chief Medical Superintendent.

1.7 A person who desire to obtain any information under this act, shall make a request in writing in English or Hindi or in the official language in which the application is being made, with the fee as may be prescribed, by the office to the Chief Medical Officer office, Pt. Madanmohan Malaviya Shatabdi Govandi, Mumbai – 400 088.

Chapter – 2

Particulars of Organization, Functions and Duties

2.1 Objective Purpose of the public Authority

To give Secondary Health Care to the surrounding population.

To give promotive, curative and preventive health care services in a hospitable in a courteous manner.

2.2 Mission

To give promotive health care services in a hospitable in a courteous manner and to give optimum health care to the community within the constraints of the organization.

2.2 Location :-

Pt. Madanmohan Malviya Shatabdi Hospital, Govandi, is located at W.T. Patil Marg, Near Dukes Factory, Govandi, Mumbai – 400 088.

2.3 Brief History

Pt. M.M.M. Shatabdi Hospital, Govandi, was established on 12/12/1982 on the eve of completion of 100 yrs of Municipal Corporation of Greater Mumbai.

Initially, it was a 180 bedded hospital named as Centenary Hospital, Govandi and at present it has been expanded to 210 beds. Its main patient drainage areas are from the slums of Bainganwadi, Shivaji Nagar, Mankhurd and Chembur.

The name of Centenary Hospital Govandi was changed to Pt. Madanmohan Malviya Shatabdi Hospital, Govandi on 10/03/2013.

The Total area of the Hospital is	15176 Sq.mtr.
Built up area is	4688 Sq.mtr.
Hospital established on	12.12.1982
Casualty started on	02.10.1989
1 Cr. Started on	15.02.1990
MICU started on	21.03.1996

		Year	Beds
	Total Bed - 210	1982	180 Beds
		1990	10 beds Added (ICU)
		1996	10 Beds Added (MICU)
		1998	10 Beds Added (Premature Beds & Labour Ward – 4 Beds).
		Total	210 Beds.

2.4 Services provided by the Hospital:

The various OPDs are

Sr. No	Dept.	Working days
1.	Medical	All working days 8.30 am to 12.30 pm 1.30pm to 3.30pm
2.	Pediatric	All working days 8.30 am to 12.30 pm
3.	Surgery	Tuesday, Thursday, Saturday 8.30 am to 12.30 pm
4.	Orthopedics'	Monday, Wednesday, Friday 8.30 am to 12.30 pm
5.	E.N.T. (Ear, Nose, Thought)	Tuesday, Thursday, Saturday 8.30 am to 12.30 pm
6.	Ophthalmic	Monday, Wednesday, Friday 8.30 am to 12.30 pm
7.	Gynecology	Monday, Wednesday, Friday 8.30 am to 12.30 pm
8.	Psychiatry	All working days 8.30 am to 12.30 pm
9.	Dental OPD	8.30 am to 12.30 pm
10.	There is an antenatal clinic New Registration Old ANC	Monday, Wednesday, Friday In the afternoon 1.00 p.m. to 3.00 p.m.
11.	Immunization	Centre camp on Tuesday, Thursday, Saturday Morning 8.00 a.m. to 12.00 p.m. Immunisation for newborns in Labour ward.
12.	ICTC (INTEGRATED COUNSELING & TESTING CENTER)	All working days 9.00 a.m. to 4.00 p.m.
13.	Casualty	Round the clock

		All emergency patients are seen in the Casualty after OPO hrs. All medico legal cases are seen in casualty.
14.	Alcoholics Anonymous	Counseling session held on every Friday at 11.00 am
15.	Family Planning Department and Post Partum Centre	All working days. Morning 9.00am to 4.00pm
16.	PPTCT Prevention of Parent to child Transmission (of HIV/AIDS)	All working days Monday, Wednesday, Friday 1.00pm to 3.00pm.
17.	Lok Seva Sangam runs skin OPD	On Monday 8.30am to 10.00pm Tuesday 08.30 am to 10.00pm Wednesday 02.00 pm to 03.00 pm
18.	Linkage Programme with K.E.M. Hospital.	Radiologist for MRI Dept are posted every month from KEM Hospital.
19.	Diabetic OPD	Tuesday, Thursday 01.30pm to 03.00pm
20.	Hypertention OPD	Tuesday, Thursday 01.30pm to 03.00pm
21.	TB OPD	All working days. Morning 9.00am to 4.00pm
22.	Community Development Officer	All working days. Morning 9.00am to 4.00pm
23.	Dillassa	All working days. Morning 9.00am to 4.00pm
24.	Mortuary (4 Cabinet)	24 Hours
25.	Ambulance	24 Hours
26.	Hearse Van	All Days 08.00am to 10.00pm

Other Services.

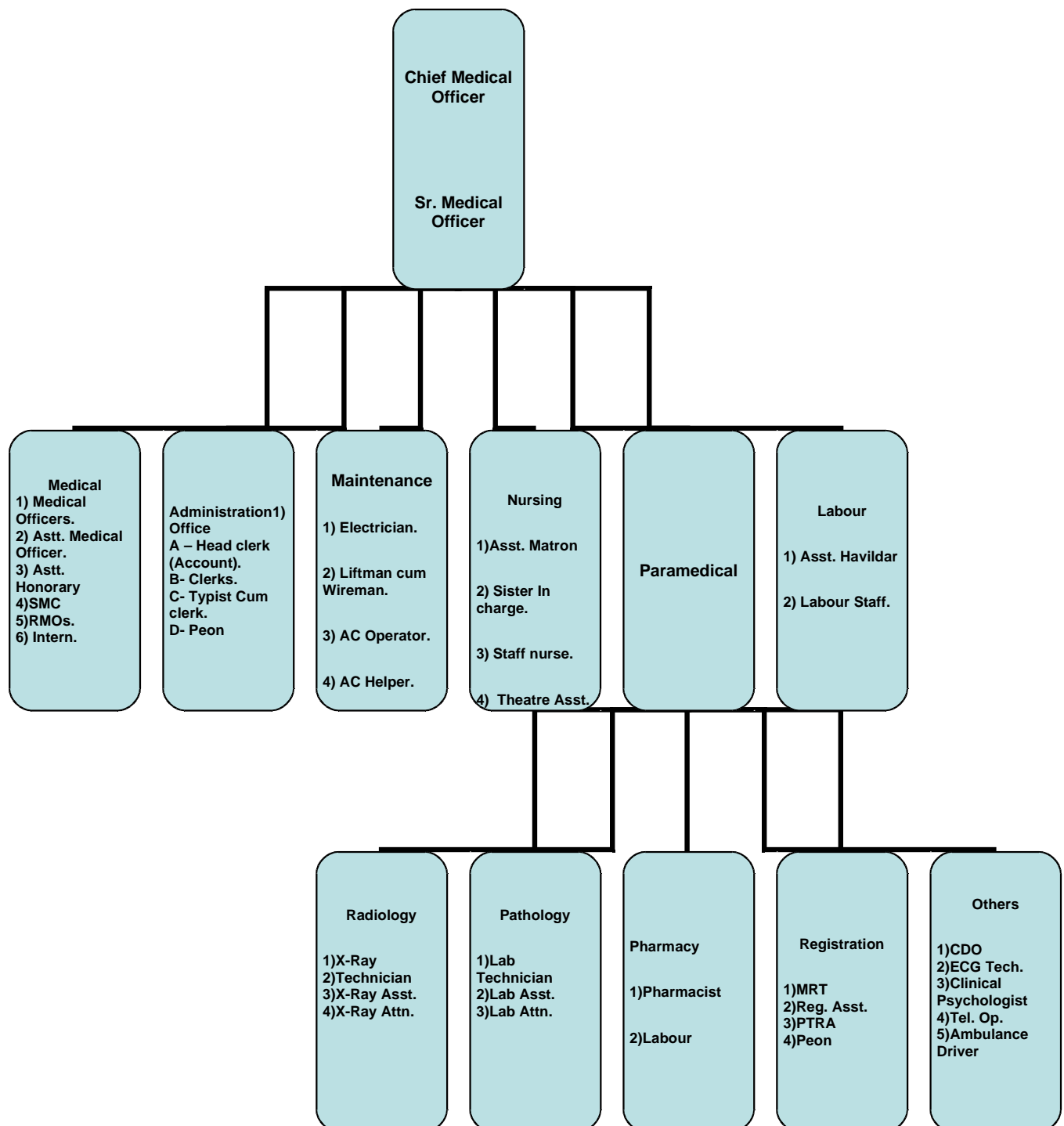
1)	Laboratory Services	All working days. Morning 9.00am to 4.00pm
2)	X-ray Services	24 Hours
3)	TB Screening	All working days. Morning 9.00am to 4.00pm
4)	Gene-Xpart	All Working Days 09.00 a.m. to 4 p.m.
5)	ECG services	All Working Days 09.00 a.m. to 4 p.m.
6)	MRI	All working days. Morning 9.00am to 4.00pm

INDOOR DEPARTMENT**There are 210 indoor Beds. They are as follows**

1	Male Medical Beds	20 beds
2	Male ENT Beds	10 beds
3	Male Ophthalmic Beds	10 beds
4	Male Surgical Beds	20 beds
5	Male Orthopaedic Beds	20 Beds
6	MICU (Medical Intensive Care Unit)	10 Beds
7	Paediatric ward	36 Beds
8	Labour Ward	34 Beds
9	Female Medical Beds	10 Beds
10	Female Surgical Beds	20 Beds
11	Female Orthopaedic Beds	10 Beds
12	Female ENT beds	5 Beds
13	Female Ophthalmic Beds	5 Beds
	Total Beds	210 Beds

2.7 Organogram - Chart

Pandit Madanmohan Malviya Shatabdi Hospital, Govandi



2.8. Expectation of the Public Authority from the public is periodic and regular feedback is required for the effective functioning of the hospital.

2.9 Arrangements and methods made for seeking public participation are:

- i) Watchdog Committee - consists of representative of Municipal Corporators of concerned ward and members from NGO.**
- ii) Prabhag Samiti – consists of Municipal Corporators and nominate members.**

2.10. The Mechanism available for monitoring the services delivered and to hear public grievances:

- i) Complaints box.**
- ii) Allotting time to the public by Chief Medical Officer and Sr. Medical Officer**
- iii) The Dakshata Samiti meeting once a month.**

Chapter – 3

Powers and Duties of Officers and Employees

3. Details of the Powers and duties of officers and employees of the organization.

3.1

Designation	Chief Medical Officer	
Powers	Administrative	<ol style="list-style-type: none"> Over all administration of the hospital. To supervise the work and attendance of the following staff. i) Office Staff ii) Hon. Medical Staff. iii) Residential Medical Staff iv) Technical staff working in Laboratory /X-ray etc. v) Staff for kitchen and Ambulance / Hearse. To grant leave to staff and to make arrangements in their places within the powers delegated and to attend to their grievances and to inspect field books of the outdoor staff if any. To exercise supervisory control over the collection, utilization, saving and accounts etc. of P.B.C.Fund.
	Financial	<ol style="list-style-type: none"> Giving administrative approval for office contingencies (except furniture), Purchase of Equipments, repairs & maintenance etc. (Rs.50,000/-). Giving administrative approval for stationary articles (non schedule) or when not supplied by the contractors but required immediately. (Rs.50,000/-) Giving administrative approval for Store articles (non schedule) including X – ray materials electric appliances, printed matters, stationary tools, required for games and Gymkhana repairs including servicing, polishing etc. and purchase of fire wood. (Rs.50,000/-) 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 (Rs.50,000/-) Giving administrative approval for purchase of books & subscription towards the medical periodicals. (Rs.50, 000/-). Giving administrative approval for purchase of medicine (non Schedule) & equipment. (Rs.25, 000/-). Giving administrative approval for purchase of medicine, instrument by sill quotation to inviting tender & opening. (Rs.50, 000/-). Giving administrative approval for purchase of equipment & machinery including polishing, repairs & maintenance etc. (Rs.40, 000/-). Giving administrative approval for purchase of pay anesthesia bills (Rs.15, 000/-). To advance sanction to purchase instrument & equipment from contractor (Rs. 10,000/-). To sanction advance amount for repair & maintenance from contractor (Rs. 5,000/-). To except donations in cash / articles without any pre conditions (Rs. 25,000/-).
	Duties	<ol style="list-style-type: none"> To take daily rounds in wards for supervision and to attend to complaints, if any, by patients and members of Nursing Staff regarding ward work. To inspect ward ledgers and stock position of medicines and other materials etc. and arrange for replenishments and to report defaults, if any, to the Medical Superintendent. To attend to routine administrative work of the Hospital including grant of leave to all staff within the purview of delegation of powers and to make substitutes or working arrangement. To supervise and check O.P.D. follow up, records, waiting lists,

		<p>admission and discharge system.</p> <ol style="list-style-type: none"> To monitor the stock of equipments / machinery, medicines and surgical items and the dietary articles and to check the quality of dietary articles and prepared food. To sign imprest bills, remittance, diet bill, pay sheets, U.W.R. Certificates etc. to sanction leave to office and other superior staff, to put up intents and certify bills of non scheduled items, as per delegation of powers. To take surprise rounds in the hospital, outside regular duty hours, especially during emergency duty days. To handle enquiries regarding patients, and to deal with them in accordance with rule. To attend to routine correspondence with outside patients/ parties and Municipal Departments such as C.A, A.O. (E), W.O. etc. and to see that all audit notes and disposed off. To see that old records and scrap material are disposed off regularly. To enquiries regarding patients, and to deal with them in accordance with rule. To conduct enquiries in case of irregularities by Subordinate Staff.
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Designation	Senior Medical Officer	
Powers	Administrative	<ol style="list-style-type: none"> To arrange all medical officers duties and emergency duties. and to attend emergency duties himself / herself whenever required. To conduct enquiries of subordinate staff in case of any irregularities.
	Financial	<ol style="list-style-type: none"> Giving administrative approval for office contingencies (except furniture) Purchase of Equipments, repairs & maintenance etc. (Rs. 30,000/-). Giving administrative approval for stationary articles (non schedule) of when not supplied by the contractors but required immediately. (Rs.30,000/-). Giving administrative approval for Store articles (non schedule) including X-ray materials electric appliances, printed matters, stationary tools, required for games and Gymkhana repairs including servicing, polishing etc. and purchase of fire wood. (Rs.30,000/-). Given 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) (Rs.30,000/-). Giving administrative approval for purchase of books & subscription towards the medical periodicals.(Rs.30,000/-).
	Duties	<ol style="list-style-type: none"> To supervise ward work, operation, I.C.U. E.C.G. Section, O.T.P.T.Dept. and all O.P.D's. To take rounds in the hospital wards and to arrange suitable remedial measures to set right the defects, if any for ensuing smooth running of hospital. To do emergency duties round the clock in rotation with other M.Os and take surprise rounds in the hospital at odd hours. To check equipments and appliances in all wards, O.T.P.T.Dept. I.C.U. and O.P.Ds and arrange for their repairs urgently. To attend to complaints of patients and their relatives. To supervise the medico legal work and to see that all formalities required to be recorded on papers are completed in all cases admitted to hospital. To supervise school clinic work and to co ordinate the working of M.O. (schools) and different depts.. of the hospital. To assign duties to interns as per University programme, to check their diaries and to give them completion certificate.

Designation		Senior Medical Officer
		9. To check ward stores and medicine and general stores periodically. 10. To supervise the work of Medical Record Department. 11. To supervise the working of mobile dispensary attached to the hospital. 12. To arrange and sanction blood, spectacles and other appliances from Poor box Fund as per delegated powers. 13. To scrutinize ward indents and breakage reports. 14. To supervise opening of Poor boxes and collection of amounts there from and its remittance. 15. To obtain sanction of Chief M.O. for costly drugs for use of patients in the hospital. 16. To Check attendance of R.M.O's Registration assistants and Technical staffs in Radiology, Pathology, Dispensary etc. 17. To arrange for transfer and reference of patients and arrange for their investigations which are not done in the hospital. 18. To make Arrangements for handing over dead bodies to patients relatives and to check death certificates etc. before handing over the dead body. 19. To supervise the work of staff on ambulance and hearse attached to the hospital. 20. To attend Court matters and courts when required in cases. 21. To issue permission to remove Dead body's outside GreaterMumbai limits. 22. To arrange blood from outside for patients when not available in the hospital. 23. To assist Chief M.O. in day to day administration and look after the work of C.M.O. in his / her absence. To perform any other duty as may be directed by C.M.O.
	Medical Officer	
	Duties	1. Ledger checking with physical verification 2. Daily noting of visit book in concerned department. 3. Monitor the investigation sent outside 4. Fumigation of Ward Stores & O.T. and check sterilization 5. Making duty list of RMOs 6. Complaint redressal in concerned department. 7. When they go on leave, they should take signature of other M.O. who will take administrative responsibility of concerned department.
	b) Night duty	1. Details about Rounds 2. Staff position 3. Death if any 4. Whether the staff is on uniform or not 5. Operation if any 6. Intern present in Casualty or not 7. Any investigation sent outside 8. All new admissions 9. Lectures on emergency duty present or not 10. RMOs of emergency duty present or not 11. Overtime book to be checked 12. VIP Report 13. Waste Management 14. Linen and Vessels present in ward or not 15. DAMA 16. Reporting of Grave 17. Transfer of dead bodies 18. Attend Mun. OPD and Sing Mun. Muster

Designation		Senior Medical Officer
		19. Transfer in and out of hospital 20. Any untoward incidence. 21. Give ARV in the morning
Medical Officer (Casualty)		
	Duties	1. Casualty is open round the clock in all shifts 2. Non MLC patients coming to the hospital beyond OPD hours as well as all MLC are required in casualty first clinical examination. 3. Waiting time for any patient will not be more than 15 minutes 4. Casualty is equipped will all necessary instruments required for patient management. 5. All life saving medicine are always available in sufficient quantities for critically injured / sick patients. 6. All patients are categorized as routine, semi critical and critical types and critical patients are at ended to without any delay. 7. Patients who require hospitalization are either ad mined to hospital or transferred to central institute if the hospital does not have required treatment facility. 8. Patient's observation time in casualty goes not exceed one our. 9. CMO is directly responsible for patient care during patient's stay in casualty 10. CMO supervisory for all patients care activities in casualty by nursing as well as labour staff. 11. CMO is responsible for co ordination between all clinicians attending the patients in casualty. 12. All patient care activities are carried out as per SOP prepared by each hospital and updated from time to time. 13. Clinical management by experts (Lecturer of concerned unit) to given whenever required. 14. Disaster management as per D.M.P. 15. BMW disposal as per rules 16. Special attention to Domestic Violence victims through awareness programme. 17. Periodic review of casualty functioning by concerned M.O.
Jr. Assistant Matron		
Duties.	1) To Arrange duties, off days, leave posting etc. of the nursing staff with the approval of the Chief medical Officer. 2) To take regular and surprise supervisory rounds in all the wards, inspect the work of nursing staff, and report the irregularities noticed if any, to the Medical Supdt. 3) To bring to the notice of M.O. any negligence of duties, indiscipline, irregular attendance of the Nursing Staff working in the wards as well as the staff residing in the user's quarters. 4) To check all the indent books of the wards of Nurses Home and see that the records and ledgers are maintained accurately. 5) To check and see that proper maintenance of the ward equipments and furniture including bedside lockers, cots, mattresses and accounts thereof. 6) To maintain a personal file of each member of the nursing staff and enter in it her personal observations regarding their conduct and work and submit the same for the perusal of Medical Officer every 6 months i.e. before 5 th of June and December every year. 7) To maintain a register of health cards of nursing staff and see that they regularly take vaccinations and other inoculations and take entries on the card accordingly.. 8) To arrange from time to time lectures to the nursing staff in connection with the hospital nursing and related professional matters. 9) To arrange periodically social functions for nursing staff. 10) To arrange to carry out any other duties entrusted to her by the Chief Medical Supdt.	
Sister Incharge		
Duties	1) To assign work to the nursing and labour staff. 2) To maintain Co-ordination and discipline among the nursing and labour staff.	

Designation	Senior Medical Officer
Nursing care of patients	<ol style="list-style-type: none"> 1) To regulate admission and discharge of patients 2) To indent diet for patients 3) To take With the medical staff and assist the medical staff in examination of patients and treatment. 4) To assist and supervise clinical investigation, pre operative cases 5) To maintain patient's record's 6) To intimate Matron if special emergencies in the ward.
Ward management	<ol style="list-style-type: none"> 1) To arrange for cleanliness of the ward, its annexes and environments. 2) To see regarding upkeep and repairs of linen and ward equipments. 3) To keep dangerous drugs in custody 4) To put u indents for drugs surgical supplies, stores, diets and linen 5) To maintain stock ledgers 6) To issue store articles 7) To be responsible for the patients valuables and clothes.
General	<ol style="list-style-type: none"> 1) To participate in professional activities 2) To perform any other duties Related to nursing service
Operation theatre Sister	
Duties	<ol style="list-style-type: none"> 1) To take charge of the operation theatre which should be kept in readiness for all emergencies. 2) To be responsible for the immaculate cleanliness and sterilization in the operation theatres including the sterilization of the furniture, trolleys, instrument, surgical appliances, dressing etc provided therein. 3) To see that all the necessary equipments instruments, appliances etc. are provided in the operation theaters and that they are kept in working order at all times. 4) To take an inventory of the articles, instrument, etc. in the operation theatres at least once a month and to report any deficiency therein to the Matron promptly. 5) To make adequate arrangements for any operation to be performed. 6) to be responsible for the general upkeep of expensive and delicate instruments and equipments including air conditioning system. 7) To supervise the transfer of patients from the operation theatre to the concerned ward. 8) To assist the surgeons in all operations. 9) To supervise the patients care in the recovery room. 10) To maintain a register for all operations performed 11) To train the nurses and other staff placed under her authority in all matters of the operation work. 12) To arrange the duties of nurses and to supervise their work 13) To put up indents for the requirements of the operation theatres. 14) To see that the instruments, equipments, surgical appliances etc. in the operation theatres are got repaired promptly.

Designation	Senior Medical Officer
	15) To give a proper and complete charge of the operation theatres to the relieving sister. 16) To make herself generally useful to all doctors performing operations 17) To perform any other duty that may be directed by the supervisors.
Staff Nurse	
Duties	1) To assist the Ward sister and act for her in her absence 2) To take over from the right nurse of the medical ward including of various specimens such as stools, urine, sputum etc. and arrange to send them to the Pathological department for examination and report. 3) To prepare in surgical wards Dressing trolleys and to help the Doctor in the skin preparation of the patients for operations and to see to other general preparation of the patient before being sent to the theatre. 4) To take mounds with the House Surgeon when Sister is busy with the Honorary staff or when off duty. 5) To give medicines and injections as directed 6) To write report of every patient in the ward report book and of the seriously ill patients in the general report book of the hospital. 7) To Serve and supervise the patients diets in the evening. 8) To help the Ward Doctor in giving intravenous and intramuscular injections, and various other puncture tapping, aspiration, vene section, artificial pneumothoax, saline infusions, blood transfusions, dressing of surgical wounds etc. 9) To keep record of all the injections given to the patients during the day. 10) To keep a proper stock of various articles required for the daily ward use, and inform the ward sister on the indented day about the things required to be indented for the work. 11) To perform night duty as Assistant to night Superintendent, whenever the turn comes.
Theatre Assistant	
Duties	1) To help in cutting the dressings and filling the dressing drums 2) To help in sterilization of drums and instruments 3) To help in laying out the Theatre 4) To give general help in the operation theatre during operations. 5) To help in the general cleaning of expensive instruments 6) To make themselves generally useful to the nursing and medical staff in the theatre.
Head Clerk Accounts /Establishment	
Duties	1) To scrutinize all proposals or Establishment section to supervise the work of appointments, posting transfers etc. 2) To attend to Union matter, cases of disciplinary action, etc. 3) To scrutinize important proposals of Accounts and General Sections 4) To exercise general supervision on the work of furnishing various information etc./ 5) To exercise general supervision over the office 6) To attend to the work of general nature not fall in within the purview of Establishment, Accounts and General Sections. 7) To perform any other duty as may be directed by the Chief M.O. or any other officer.

Medical Record Technician	
Duties	<ol style="list-style-type: none"> 1) To exercise supervision over staff to Medical Record Department 2) To supervise and guide completion, compilation and disposal of medical record. 3) To help research workers 4) To prepare Administration report for Municipal Corporation and for Surgeon General, Govt. of Maharashtra. 5) To exercise supervision over patients Registry at T.B. Clinics 6) To exercise supervision over admission office 7) To attend to the correspondence in response of issue of various certificates to patients. 8) To attend to the complaints of patients and their relatives attending the hospitals. 9) To work as a Liaison Officer between Hospitals and Clinics. 10) To type new cards 11) To check notes of discharge dates, diagnosis etc. to check deficiency in case papers, To do coding and indexing of diagnosis and operations etc. 12) To help to prepare of Annual Reports 13) To do any other work relating to medical record section as ordered by superiors from time to time.
REGISTRATION ASSISTANT	
Duties	<ol style="list-style-type: none"> 1) To maintain a register of admission of patients 2) To maintain waiting list registers 3) To send intimation cards to patients for admission and follow up 4) To maintain record of admission and discharge of patients 5) To help MRT in whatever work needed.
Medico Social worker (Community Development Officer)	
Duties	<ol style="list-style-type: none"> 1) To help patients in their difficulties 2) To secure help for needy patients from charities 3) To study social situation of patients 4) To keep case record of Medico Social work 5) To follow up treatment of patients 6) To arrange for recreational and social activities of patients.
Incharge Medical Store	
Duties	<ol style="list-style-type: none"> 1) To supervise the work of Pharmacists 2) To be in charge of Medical stores and to maintain ledgers of receipts and issues of drugs. 3) To place indents on Medical Contractors 4) To estimate periodical requirements of Medicines, Surgical Goods and other medical requirements. 5) To watch the expenditure on medicines in relation to budget provision 6) To arrange for the repairs of surgical equipment excluding items of plant and machinery. 7) To perform any other work relating to the medical stores as may be directed by superiors from time to time.
Pharmacist	
Duties	<ol style="list-style-type: none"> 1) To dispense medicines as per prescriptions. 2) To maintain ledgers of receipts and issue of medicines, drugs and other articles. 3) To help Head Pharmacist in placing indents and maintaining ledgers 4) To issue medicines etc. Requirements in Wards as per indents from wards. 5) to help Head Pharmacist in general. .
Laboratory Technician	
Duties	<ol style="list-style-type: none"> 1) To help the Medical Officers in the respective departments in the routine Laboratory work. 2) To supervise the cleanliness of laboratory 3) To look after cleanliness and proper maintenance of the instruments and apparatus in the respective sections. 4) To assist in the preparation of Medicine, reagents and Mucus specimen etc. in the respective sections 5) To receive articles and materials from the stores and to maintain ledgers regarding equipment and material used in the Laboratory. 6) To help Medical Officers in entering the reports of Laboratory examinations in the dispatch book.

	7) To report breakages and enter them in the breakage book. 8) To make themselves useful in general way to the Medical Officers in their duties. 9) To carry out some laboratory investigation independently. 10) To carry out specialized type of work, special staining and processing or Biochemical investigations and to help in research work. 11) To perform any other work that they are directed to carry out by the Hospital Supervisory staff.
X-Ray Technician	
Duties	1) To prepare solution and develop all hospital ski grams 2) To help the medical and nursing staff while taking ski grams 3) To help when ski grams are being taken with mobile apparatus 4) To help in writing details about ski grams in the Register 5) To help in compiling statistics. 6) to file ski grams and trace old references 7) To guide patients admitted to the X-ray departments 8) to take personally all routine ski grams of O.P.D. and In-door Patients. 9) To develop wash, Dry and identify plates of each patients. 10) To supervise the work of Radiographer 11) To perform any other work regarding X-ray department as may be directed by superiors from time to time.
Radiographer	
Duties	1) To prepare solutions and develop all Hospital skigrams 2) To clean intensifying screens, cassettes and hangers 3) To clean and keep the X-ray Machine tidy 4) To take such skigrams as are directed by the Officer incharge of the X-ray Departments and in wards in other departments with mobile or portable units and to carry out such other works as it is necessary for taking, developing and drying the x-ray films. 5) To help Radiologist and Medical staff while taking skiagrams during the fluoroscopic examination. 6) To enter details about skiagrams in the register. 7) To compile statistics 8) to file skiagrams and trace old references. 9) To guide patients attending the X-ray departments 10) To perform any other work as may be directed by the Hospital supervisory staff.
Laboratory Assistant	
Duties	1) To help in the routine laboratory work 2) To supervise the cleanliness of the laboratory 3) To look after proper maintenance of laboratory equipments.
Assistant Havildar	
Duties	1) To be in charge of the entire labour staff and be mainly responsible for the proper discipline, attendance and arranging of the labour staff. 2) To be responsible for the proper maintenance and up keep of the muster roll of the labour staf. 3) To prepare Statement showing the number of days individuals members of the labour staff have been present at the close of every month and hand it over to the establishment clerk. 4) To be present at the disbursement of pay on pay days along with staff Havildars and Havildars and maintain order and discipline among the labour staff. 5) To receive applications for casual and long leave and to forward them to the officer for disposal, after endorsing thereon, the dates of proceeding on leave and resumption of duty, the amount of leave enjoyed by the applicant etc. 6) To help the establishment clerks whenever necessary. 7) To check the casual leave shown in thee muster roll with that entered into the leave register at the end of each month. 8) To give surprise visits at night roll calls. 9) To take occasional rounds at night and report to the office irregularities observed. 10) To help the Nursing staff in general, especially with regard to suitability of personnel. 11) To help generally to the welfare of the labour staff and their children 12) To take rounds once a week in the labour quarters and report irregularities.
Laboratory Servant	
Duties	1) To scrub and clean walls, doors, ceilings of th department and verandahs and to polish

	brass articles. 2) To dust and clean furniture of the department to clean the soiled glass and other articles. 3) To carry articles to from the stores whenever required 4) To carry messages 5) To make themselves generally useful to laboratory staff.
Dispensary Boy	
Duties	1) To help the Pharmacist in preparing stock mixtures 2) To clean to bottles of various mixtures etc 3) To clean the tables, cupboards etc. in the clinic 4) To maintain cleanliness in the dispensary 5) To bring urgent articles of medicine from market, if required. 6) To help the Pharmacist in general.
Ayah & Ward Boys	
Duties	1) To help in scrubbing and cleaning the wards, pantry and equipment 2) To clean walls, windows, to polish brass stoppers, hinges of windows etc. 3) To help in serving food, milk and tea to patients. 4) To bring articles from medical and other stores 5) To help the Sister checking articles of dead stock, linen and other ward equipment. 6) To accompany patients to general hospitals whenever required. 7) To help the Sister in sorting out, counting and arranging linen and taking and giving linen to washing. 8) To dust furniture and equipments in the wards 9) To make patients beds 10) To do any other duty that may be directed by the superiors.
Sweeper (Male and Female)	
Duties	1) To Crub and clean the wards, stores and passages, urinals, WCs, etc. and keep the wards and its surroundings clean and tidy. 2) To wash, disinfect and dry soiled linen. 3) To help nurses in the treatment of bladder and rectal cases. 4) To give bed pans and urinals to patients promptly as and when they are needed, to clean and wash the patients and to remove the bed pans and the urinals when done with. 5) To remove all refuse and soiled dressings to the refuse bins 6) To carry dead bodies to the mortuary. 7) to help ward Attendants in constantly keeping ward floors, walls, Windows etc. clean. 8) To scrub and clean the lavatories, bath rooms, bed pans 9) To scrub and clean staircases of the hospital premises 10) To wash, clean and dry mackintoshes 11) To boil baby napkin before washing 12) To take specimens and other materials to the clinical laboratory. 13) To prepare slides for stool examination in the laboratory 14) To work in the hospital compound whenever detailed to do so. 15) To control patients and visitors in wards, O.P.Ds etc. 16) To keep account of bed pans, kidney trays, spittoons, etc. given for use in wards and to sign for the same in each shift in the handing over and taking over books maintained in the ward. 17) To make himself generally useful to the Nursing and other staff according to the Ward or Department concerned. 18) To perform any other duty as may be directed by the superiors.

Chapter – 4

Rules, Regulations, Instructions, Manual and Records, for Discharging functions

LIST OF DOCUMENTS

AVAILABLE WITH MRT

- 1) OPD Register Book
- 2) Admission Register
- 3) M.L.C. Book (Medico Legal Book)
- 4) Death Report Book
- 5) Confinement Book
- 6) Inbook Paper of Discharged / Dead Patients
- 7) Casualty Transfer Book
- 8) Casualty Death Paper
- 9) Out of Mumbai (Body) Report Book
- 10) Birth Report Book
- 11) Death Book
- 12) M.L.C X-Ray Book
- 13) Birth Card
- 14) M.L.C. Certificate

WARDS

AVAILABLE WITH SISTER INCHARGE OF WARD

- 1) Medical Indent Book (Leger)
- 2) General Indent Book
- 3) Store Return Book
- 4) Scrap Book
- 5) A.C. Book
- 6) Hand taking Book
- 7) Expense Book
- 8) Census Book
- 9) Assignment Book
- 10) Dhobi Book
- 11) Day & Night Book
- 12) Transfer Book
- 13) Death Book
- 14) Nurses Duty Book
- 15) Autoclave Book
- 16) Yearly Census Diagnosis Book
- 17) Information Book
- 18) MLC Book
- 19) X-Ray Book
- 20) Confinement Book
- 21) Birth Book
- 22) Indoor Admission Book
- 23) D.C.Form.
- 24) Register of class IV employees.
- 25) X-Ray dispatch book
- 26) Paper dispatch book
- 27) Lab Book

O.P.D.**AVAILABLE WITH SISTER INCHARGE**

- 1) Medical Indent Book
- 2) General Indent Book
- 3) Scrap Return Book
- 4) A.C.Book
- 5) X-Ray Dispatch Book
- 6) Linen Book
- 7) Nurses Book
- 8) Autoclave Book
- 9) Expense Book
- 10) Medico-legal book
- 11) SOP Registers.
- 12) Bio-Medical waste book
- 13) Injection account book
- 14) Nebulisation book

MATRON OFFICE - AVAILABLE WITH MATRON

- 1) Nurses Muster (Duty Book)
- 2) Sister Incharge Duty Book
- 3) Nurses duty Book
- 4) Nurses duty (Changing Book)
- 5) SI Leave Book
- 6) Servant Roll Call Book
- 7) Milk Book
- 8) Diet Book
- 9) Electrician/Carpenter / Plumber Book
- 10) Complaint Book
- 11) Tea Book

- 12) Old Muster Book
- 13) Nurses B.C. Book
- 14) Nurses Address Record Book
- 15) Nurses Leave Application Book
- 16) Census Book
- 17) Day and Night Report Book.
- 18) All Floors Zone Books
- 19) Nurses LWP Book
- 20) Dispatch Book

LEDGERS IN MEDICAL

MEDICAL STORE

Available with Pharmacist

- 1) Injection - Ledger
- 2) Tablet / Capsule – Ledger
- 3) Syrups and Ointment – Ledger
- 4) Rubber goods and disposable item – Ledger
- 5) Laboratory and X-ray material instrument – Ledger
- 6) Daily Receipt Book
- 7) Expiry Book
- 8) Stock Register

OFFICE REGISTERS

Office

Available with Head Clerk

- 1) Imprest Register
- 2) Main cash Register
- 3) Liability Register
- 4) Effective Register
- 5) Income Tax Register
- 6) Dead Stock Register
- 7) Plant and machinery Register
- 8) Store Ledger Register
- 9) Stationary Register
- 10) Postage Register
- 11) Dispatch Register
- 12) Muster Register
- 13) Service Record
- 14) Leave Record Register
- 15) Repair Register
- 16) Scrap Register
- 17) Tabulation Register
- 18) Duplicate Service and Leave Register
- 19) Bill Register
- 20) Unpaid Register
- 21) Pension Register
- 22) Audit Register

- 23) L.T.A. Register
- 24) Penalty Register
- 25) Telephone Message Book
- 26) M.O. Duty Report Book
- 27) M.O. Duty List

Operation Theatre
Available with Sister In charge

- 1) Operations
- 2) Medicines (Injections)
- 3) Disposable items
- 4) Surgical / Ortho / Ophth. / ENT/ Instruments
- 5) Assignments (Servants / Staff)
- 6) AMO Complaint Book
- 7) Daily Injection
- 8) O.T. Sterilization Record
- 9) Dead Stock Items
- 10) Total Yearly operations Record.

X-ray Dept. Available with X-ray Technician

- 1) X-ray Register Book
- 2) X-ray Despatch Book
- 3) X-ray Film / Hypowater / Lysol' Indent Book
- 4) General Store Indent Book
- 5) A.C.Book

- 6) Store Return / Memo book / Hypowater Book
- 7) X-ray Film Ledger Book / Dead stock Book
- 8) Complaint Book (Medium Repairs)
- 9) Fixer & Developer (Ledge Book)
- 10) General complaint Book.

A copy is available on stipulated charge -

Address:

Pandit Madanmohan Malviya
Shatbdi Hospital, Govandi,
Waman Tukaram Patil marg,
Govandi, Mumbai – 400 088.

Chapter – 5

Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof. --

5.1 Corporators are the representatives of the public and they help in forming the policies. There is a health committee and standing committee.

The policies are made in the head quarters of Municipal Corporations and we follow these policies.

Chapter – 6

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

- 6.1
- i) All documents mentioned earlier available in the hospital.
 - ii) Service records of employees available at Kurla Bhabha Hospital Service section.
 - iii) Property card – Collector's office –Mulund.

Chapter – 7

A Statement of boards, Council, committees and other bodies constituted as its part.

Not Applicable

Chapter – 8

The names, designation and other particulars of the Public

Information Officers

Public Information Officer

Dr. Rajeshree P. Jadhav	Chief Medical officer	022	25564071 (O) 9769267657(M)	Pandit Madanmohan Malviya Shatabdi Hospital, Waman Tukaram Patil Marg, Govandi, Mumbai – 400088.
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Appellate Authority

Dr. Pradeep Jadhav	Chief Medical Supdt. & HOD (SHCS)(I/C)	022	26406787 (O) (M) 9820805136	Ch. M.S. Office, IInd Floor, K.B.Bhaba Hospital, Bandra (W), Mumbai.
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Chapter – 9

Procedure followed in Decision making process

- 9.1 a) Decision for procurement of machinery.
User dept. gives requirement (Honorary) to CMO.
HC makes proposal
Gives to CMO
CMO sends to Chief .M.S. for sanction if within her power, otherwise to:
Director (ME & MH)
- b) Procurement of drugs Imprest Repairs
If within powers of Chief MO done by CMO if not sent to Chief Medical Superintendent.
If not within CMS powers Sent to Director (ME & MH)
- 9.2 The communication to the public is done through Notice Board.
- 9.3 Following is List of officers, whose opinion are sought in decision making.
CMO
CMS
Director (ME & MH)
EE ME Cell
EE M & E
AE (Maintenance) of the Ward.
E.E B.C. for major repairs.
- 9.4 Final Authority that vets the Decision is
Director (ME & MH),
Additional M.C
standing Committee
- 9.5 Subjects on which decision is to be taken are:
Equipment
Drug purchase
Others

Designation of Officers involved

CMO, CMS & HOD (SHCS), Director (ME & MH)
CMO Centenary Hospital
CMS Bandra Bhabha Hospital
Director (ME & MH), K.E.M. Hospital

Chapter 10

List of Honorary

Sr.No.	Name	Designation
1.	Dr. Gurumukh Kotwani	Honorary Pead
2.	Dr. H. J. D'souza	Honorary Ortho
3.	Dr. Jagdish Walad	Honorary Ophthal
4.	Dr. Parvati Bhanu	Honorary ENT
5.	Dr. Elbert Saldana	Honorary Gynac & OBGY
6.	Dr. S. D. Sahitya	Honorary Radiology
7.	Dr. Uday Naik	Honorary Medicine
8.	Dr. Arvind Kolekar	Honorary Gen. Surgery
9.	Dr. Vinit Patel	Asst. Honorary Pathology
10.	Dr. Anjali Karira	Asst. Honorary Psychiatric
11.	Dr. Sandeep Rane	Asst. Honorary Cardiac
12.	Dr. Kuldeep Gadkari	Asst. Honorary Ortho
13.	Dr. Nitish Zawar	Asst. Honorary Gen. Surgery

Directory of Officers and Employees

Sr. No.	Name	Designation	Contact No.
1.	Dr. Rajeshree P Jadhav.	Chief Medical Officer	25564069 / 70
2.	Dr. Bharati Rajulwala	Sr. Medical Officer	25564069 / 70
3.	Dr. Sunil Pakle	Sr. Medical Officer	25564069 / 70
4.	Dr. Adangale C. S.	Medical Officer	25564069 / 70
5.	Dr. Wahane Vijay	Medical Officer	25564069 / 70
6.	Dr. Chilkund Jayanth	Medical Officer	25564069 / 70
7.	Dr. Sonavane Rajendra	Medical Officer	25564069 / 70
8.	Dr. Jagtap Shridhar	Medical Officer	25564069 / 70
9.	Dr. Sunil Bhoir	Medical Officer	25564069 / 70
10.	Dr. Bhaskaran Jansi	Medical Officer	25564069 / 70
11.	Dr. Patil Shailaja	Medical Officer	25564069 / 70
12.	Dr. Kedar Sandip	Medical Officer	25564069 / 70
13.	Dr. Dhaygude Ashok	Medical Officer	25564069 / 70
14.	Dr. Andhale Ajinath	Medical Officer	25564069 / 70
15.	Dr. Wayal Rajashree	Medical Officer	25564069 / 70
16.	Dr. Viren Chewale	Medical Officer	25564069 / 70
17.	Dr. Gondhale Anilkukmar	Asst. Medical Officer	25564069 / 70
18.	Dr. Tanaji Maharnur	Asst. Medical Officer	25564069 / 70
19.	Mr. Waghmare Dhanpal	Clinical Psycho	25564069 / 70
20.	Smt. Kamal Jadhav	Asst. Matron	25564069 / 70
21.	Smt. Sangita Nilwe	Sister Incharge	25564069 / 70
22.	Smt. Ujjwala Zade	Sister Incharge	25564069 / 70
23.	Smt. Sneha Gawas	Sister Incharge	25564069 / 70
24.	Smt. Vaijaynti Mahtre	Sister Incharge	25564069 / 70
25.	Smt. Sushila Pawar	Sister Incharge	25564069 / 70
26.	Smt. Rachna Hadalwanekar	Sister Incharge	25564069 / 70
27.	Smt. Kalpna Joshi	Sister Incharge	25564069 / 70
28.	Smt. Atkari Alka	Sister Incharge	25564069 / 70
29.	Shri. Chandradeep Gole	HC(Account)	25564069 / 70
30.	Smt. Sangeeta Sakpal	HC (ESTB.)	25564069 / 70
31.	Shri. Ramchandra Patil	Clerk	25564069 / 70
32.	Shri. Ganpat Somwad	Clerk	25564069 / 70
33.	Smt. Damodar H.	Clerk	25564069 / 70
34.	Smt. Mhaske A.	Clerk-cum-Typist	25564069 / 70
35.	Mrs. Kamal Patil	M.R.T.	25564069 / 70

Chapter – 11

Monthly Remuneration received by each of its Officers and Employees, including the system of compensation as per provided in regulations.

Information of Superior Staff P.C.Dode 6280 on the Estt. Of Centenary Hospital, Govandi, Mumbai

Sr. No.	Name	Designation	Remuneration Basic pay (Rs)
1.	Dr. Rajeshree P Jadhav.	Chief Medical Officer	15600-39100 GRP 6300
2.	Dr. Bharati Rajulwala	Sr. Medical Officer	15600-39100 GRP 6300
3.	Dr. Sunil Pakle	Sr. Medical Officer	15600-39100 GRP 6300
4.	Dr. Adangale C. S.	Medical Officer	15600-39100 GRP 6000
5	Dr. Wahane Vijay	Medical Officer	15600-39100 GRP 6000
6	Dr. Chilkund Jayanth	Medical Officer	15600-39100 GRP 6000
7.	Dr. Sonavane Rajendra	Medical Officer	15600-39100 GRP 6000
8.	Dr. Jagtap Shridhar	Medical Officer	15600-39100 GRP 6000
9.	Dr. Sunil Bhoir	Medical Officer	15600-39100 GRP 6000
10.	Dr. Bhaskaran Jansi	Medical Officer	15600-39100 GRP 6000
11.	Dr. Patil Shailaja	Medical Officer	15600-39100 GRP 6000
12.	Dr. Kedar Sandip	Medical Officer	15600-39100 GRP 6000
13.	Dr. Dhaygude Ashok	Medical Officer	15600-39100 GRP 6000
14.	Dr. Andhale Ajinath	Medical Officer	15600-39100 GRP 6000
15.	Dr. Wayal Rajashree	Medical Officer	15600-39100 GRP 6000
16.	Dr. Viren Chewale	Medical Officer	15600-39100 GRP 6000
17.	Dr. Gondhale Anilkukmar	Asst. Medical Officer	9300-34800 GRP 4800
18	Dr. Tanaji Maharnur	Asst. Medical Officer	9300-34800 GRP 4800
19	Mr. Waghmare Dhanpal	Cli..Psycho	9300-34800 GRP 4200
20	Smt. Kamal Jadhav	Asst. Matron	9300-34800 GRP 4300
21	Smt. Sangita Nilwe	Sister Incharge	9300-34800 GRP 4300
22	Smt. Ujjwala Zade	Sister Incharge	9300-34800 GRP 4300
23	Smt. Sneha Gawas	Sister Incharge	9300-34800 GRP 4300
24	Smt. Vijayanti Mahtre	Sister Incharge	9300-34800 GRP 4300
25	Smt. Sushila Pawar	Sister Incharge	9300-34800 GRP 4300
26	Smt. Rachna Hadalwanekar	Sister Incharge	9300-34800 GRP 4300
27	Smt. Kalpna Joshi	Sister Incharge	9300-34800 GRP 4300
28	Smt. Atkari Alka	Sister Incharge	9300-34800 GRP 4300
29	Shri. Chandradeep Gole	HC(Account)	9300-34800 GRP 4200
30	Smt. Sangeeta Sakpal	HC (ESTB.)	9300-34800 GRP 4200
31	Shri. Ramchandra Patil	Clerk	5200-20200 GRP 2000
32	Shri. Ganpat Somwad	Clerk	5200-20200 GRP 2000
33	Smt. Damodar H.	Clerk	5200-20200 GRP 2000
34	Smt. Mhaske A.	Clerk-cum-Typist	5200-20200 GRP 2000
35	Mrs. Kamal Patil	M.R.T.	5200-20200 GRP 2400
36	Mr. Shelke Sachin	Tel.Op.B.Grade	5200-20200 GRP 1950
37	Vacant	Tel.Op.B.Grade	5200-20200 GRP 1950
38	Vacant	Tel.Op.B.Grade	5200-20200 GRP 1950
39	Mhetras Sharmila.B.	Lab.Tech.	9300-34800 GRP 4200
40	Thavre Sachin	Lab.Tech.	9300-34800 GRP 4200
41	Bhoir Pragati	Lab.Tech.	9300-34800 GRP 4200
42	Bhoravklar Ashok.N.	X-Ray Tech	9300-34800 GRP 4200
43	Mr. Naidu S.	X-Ray Tech	9300-34800 GRP 4200

44	Mrs. Rupali R.	X-Ray Tech	9300-34800 GRP 4200
45	Mr. Sujit Kasare	X-Ray Tech	9300-34800 GRP 4200
46	Mr. Pawar Swapnil	X-Ray Tech	9300-34800 GRP 4200
47	Mr. Shinde Kishor	ECG Tech.	9300-34800 GRP 4200
48	Vacant	Staff-nurse	9300-34800 GRP 4200
49	Mrs. Dhumak Pallavi	Staff-nurse	9300-34800 GRP 4200
50	Mrs. Padave Vinita	Staff-nurse	9300-34800 GRP 4200
51	Mrs. Vaikar Subhada	Staff-nurse	9300-34800 GRP 4200
52	Mrs. Prabhupatkar Madhuri	Staff-nurse	9300-34800 GRP 4200
53	Mrs. Chavan Neena	Staff-nurse	9300-34800 GRP 4200
54	Mrs. Chavan Vimal	Staff-nurse	9300-34800 GRP 4200
55	Mrs. Kandi Sangeeta	Staff-nurse	9300-34800 GRP 4200
56	Mrs. Sawant Pranali	Staff-nurse	9300-34800 GRP 4200
57	Mrs. Naik Shradha	Staff-nurse	9300-34800 GRP 4200
58	Mrs. Gawali Jyoti	Staff-nurse	9300-34800 GRP 4200
59	Mrs. Sawant Sanjana	Staff-nurse	9300-34800 GRP 4200
60	Mrs. Kadam Vandana	Staff-nurse	9300-34800 GRP 4200
61	Mrs. Mane Jyoti	Staff-nurse	9300-34800 GRP 4200
62	Mrs. Tandel Madhuri	Staff-nurse	9300-34800 GRP 4200
63	Mrs. Fernandis Josephin	Staff-nurse	9300-34800 GRP 4200
64	Mrs. More Bharti	Staff-nurse	9300-34800 GRP 4200
65	Mrs. Sherunissa Shaikh	Staff-nurse	9300-34800 GRP 4200
66	Mrs. Gaware Sheela	Staff-nurse	9300-34800 GRP 4200
67	Mrs. Vijayan Lila	Staff-nurse	9300-34800 GRP 4200
68	Mrs. Patil Vina	Staff-nurse	9300-34800 GRP 4200
69	Mrs. Patane Prathibha	Staff-nurse	9300-34800 GRP 4200
70	Mrs. Limaye Akshta	Staff-nurse	9300-34800 GRP 4200
71	Mrs. Anerao Pooja	Staff-nurse	9300-34800 GRP 4200
72	Mrs. Dhudhane Mina	Staff-nurse	9300-34800 GRP 4200
73	Mrs. Bhobhate Meghana	Staff-nurse	9300-34800 GRP 4200
74	Mrs. Kadam Pooja	Staff-nurse	9300-34800 GRP 4200
75	Mrs. More Pranali	Staff-nurse	9300-34800 GRP 4200
76	Mrs. Velli Siquera	Staff-nurse	9300-34800 GRP 4200
77	Mrs. Prabhu Mita	Staff-nurse	9300-34800 GRP 4200
78	Mrs. Kingsellar Daina	Staff-nurse	9300-34800 GRP 4200
79	Mrs. Joseph Sharli	Staff-nurse	9300-34800 GRP 4200
80	Mrs. Sutar Surekha	Staff-nurse	9300-34800 GRP 4200
81	Mrs. Nadar Premadevi	Staff-nurse	9300-34800 GRP 4200
82	Mrs. Joshi Rina	Staff-nurse	9300-34800 GRP 4200
83	Mrs. Dangat Swati	Staff-nurse	9300-34800 GRP 4200
84	Mrs. Chaskar Sumati	Staff-nurse	9300-34800 GRP 4200
85	Mrs. Gaikwad Mohini	Staff-nurse	9300-34800 GRP 4200
86	Mrs. Pawar Nisha	Staff-nurse	9300-34800 GRP 4200
87	Mrs. Patil Saroj	Staff-nurse	9300-34800 GRP 4200
88	Mrs. Patil Subhangi	Staff-nurse	9300-34800 GRP 4200
89	Mrs. Kambale Madumati	Staff-nurse	9300-34800 GRP 4200
90	Mrs. Raskar Varsha	Staff-nurse	9300-34800 GRP 4200
91	Mrs. Bhalerao Sunita	Staff-nurse	9300-34800 GRP 4200
92	Mrs. Haralkar Seema	Staff-nurse	9300-34800 GRP 4200
93	Mrs. Gharat Vinita	Staff-nurse	9300-34800 GRP 4200
94	Mrs. Jadhav Shalini	Staff-nurse	9300-34800 GRP 4200
95	Mrs. Divekar Varsha	Staff-nurse	9300-34800 GRP 4200
96	Mrs. Padage Ujjwala	Staff-nurse	9300-34800 GRP 4200
97	Mrs. Jadhav Sayli	Staff-nurse	9300-34800 GRP 4200
98	Mrs. Tikole Jyoti	Staff-nurse	9300-34800 GRP 4200
99	Mrs. Varak Sharmila	Staff-nurse	9300-34800 GRP 4200
100	Mrs. Megha Shinde	Staff-nurse	9300-34800 GRP 4200

101	Mrs. Salunkhe Geetanjali	Staff-nurse	9300-34800 GRP 4200
102	Mrs. Hendre Manjusha	Staff-nurse	9300-34800 GRP 4200
103	Mrs. Mahadik Kalpana	Staff-nurse	9300-34800 GRP 4200
104	Mrs. Shinde Rashika	Staff-nurse	9300-34800 GRP 4200
105	Mrs. Margal Shravani	Staff-nurse	9300-34800 GRP 4200
106	Mrs. Manchekar Manasvi	Staff-nurse	9300-34800 GRP 4200
107	Mrs. Gorad Rupali	Staff-nurse	9300-34800 GRP 4200
108	Mrs. Gosavi Meena	Staff-nurse	9300-34800 GRP 4200
109	Mrs. Hande Ranjana	Staff-nurse	9300-34800 GRP 4200
110	Mrs. Kubal Chitra	Staff-nurse	9300-34800 GRP 4200
111	Mrs. Dhamale	Staff-nurse	9300-34800 GRP 4200
112	Mrs. Patil Vaishali	Staff-nurse	9300-34800 GRP 4200
113	Mrs. Vasave Anita	Staff-nurse	9300-34800 GRP 4200
114	Mrs. Korgovkar Anchal	Staff-nurse	9300-34800 GRP 4200
115	Mrs. Parab Pallavi	Staff-nurse	9300-34800 GRP 4200
116	Mrs. Ghode Kavita	Staff-nurse	9300-34800 GRP 4200
117	Mrs. Khambe Prachi	Staff-nurse	9300-34800 GRP 4200
118	Mrs. Mayekar Vidula	Staff-nurse	9300-34800 GRP 4200
119	Mrs. Telwade Darshana	Staff-nurse	9300-34800 GRP 4200
120	Mrs. Garole Vidya	Staff-nurse	9300-34800 GRP 4200
121	Mrs. Mahtre Manjiri	Staff-nurse	9300-34800 GRP 4200
122	Mrs. Patil Manisha	Staff-nurse	9300-34800 GRP 4200
123	Mrs. Lade Shilpa	Staff-nurse	9300-34800 GRP 4200
124	Mrs. Sarukte Laxmi	Staff-nurse	9300-34800 GRP 4200
125	Mrs. Wagh Rupali	Staff-nurse	9300-34800 GRP 4200
126	Mrs. Pawar Usha	Staff-nurse	9300-34800 GRP 4200
127	Mrs. Jadhav Pranali	Staff-nurse	9300-34800 GRP 4200
128	Mrs. Thondse Shital	Staff-nurse	9300-34800 GRP 4200
129	Mrs. Nagaonkar Sanjivani	Staff-nurse	9300-34800 GRP 4200
130	Mrs. Patil Vedika	Staff-nurse	9300-34800 GRP 4200
131	Mrs. Ughade Ranjana	Staff-nurse	9300-34800 GRP 4200
132	Mrs. Chavan Aparna	Staff-nurse	9300-34800 GRP 4200
133	Mrs. Thakare Mamata	Staff-nurse	9300-34800 GRP 4200
134	Mrs. Devendra Suhasini	Staff-nurse	9300-34800 GRP 4200
135	Mrs. Palav Neha	Staff-nurse	9300-34800 GRP 4200
136	Mrs. Kale Savita	Staff-nurse	9300-34800 GRP 4200
137	Mrs. Thakur Bharati	Staff-nurse	9300-34800 GRP 4200
138	Mrs. Jadhav Pooja	Staff-nurse	9300-34800 GRP 4200
139	Mrs. Narwade Suvarna	Staff-nurse	9300-34800 GRP 4200
140	Mrs. Kadam Rutuja	Staff-nurse	9300-34800 GRP 4200
141	Mrs. Waghmare Madhuri	Staff-nurse	9300-34800 GRP 4200
142	Mrs. Kambale Lata	Staff-nurse	9300-34800 GRP 4200
143	Mrs. Bhujbal Shalini	Staff-nurse	9300-34800 GRP 4200
144	Mrs. Sonawane Sweta	Staff-nurse	9300-34800 GRP 4200
145	Mr. Valvi Ramesh	Theatare Asst.	5200-20200 GRP 1950
146	Mr. Patil Bharat	Theatare Asst.	5200-20200 GRP 1950
147	Mr. Keskar Sunil	Theatare Asst.	5200-20200 GRP 1950
148	Mr. Adhal Dilip	Theatare Asst.	5200-20200 GRP 1950
149	Mr. Ramesh Waghmare	Lab Asst	5200-20200 GRP 1950
150	Mr. Joshi Harshad	AC Operator	5200-20200 GRP 1950
151	Vacant	AC Operator	5200-20200 GRP 1950
152	Mr. Jadhav Anant	R.A.	5200-20200 GRP 1950
153	Mrs. Shinde Mangal	R.A.	5200-20200 GRP 1950
154	Mr. Sakpak Vaibhav	R.A.	5200-20200 GRP 1950
155	Mrs. Jankar Vaishali	R.A.	5200-20200 GRP 1950
156	Vacant	R.A.	5200-20200 GRP 1950
157	Mr. Baraskar Mohan Dewan	Peon	5200-20200 GRP 1850

158	Mrs. Manda Pawar	Peon	5200-20200 GRP 1850
159	Mr. Chooudhari Prakash.S.	Pharmacist	5200-20200 GRP 2800
160	Mr. Jadhav Victor B.	Pharmacist	5200-20200 GRP 2800
161	Mr. Gosavi Shrinidhi.R.	Pharmacist	5200-20200 GRP 2800
162	Mrs. Patil Partksha	Pharmacist	5200-20200 GRP 2800
163	Vacant	C D O	9300-34800 GRP 4200
164	Mr.Waghmare Dhanpal	Clinical. Psycho.	9300-34800 GRP 4200
165	Mr. Gade Hemant	Asst. Havildar	5200-20200 GRP 1850

Information of Labour Staff, P.S.Lode-6281 on the Establishment of Centenary Hospital, Govandi.

Sr. No.	Name of Employee	Designation	Grade
1.	Mr. Aziz V. Khot	Dresser	5200-20200 GRP 1900
2.	Mr. Rashid Adam Khan	Dresser	5200-20200 GRP 1900
3.	Mr. Rohidas Sabale	Dresser	5200-20200 GRP 1900
4.	Vacant	Dresser Female	5200-20200 GRP 1900
5.	Mr. Ashok N. Avate	Ref. Helper	5200-20200 GRP 1900
6.	Mr. Prakash M. Kakade	Ref. Helper	5200-20200 GRP 1900
7.	Mr. Bhadve Baban	Hamal	5200-20200 GRP 1800
8.	Mr. Savji Mane	Hamal	5200-20200 GRP 1800
9.	Mr. Sanjay Randive	Hamal	5200-20200 GRP 1800
10.	Mr. Santosh Ranpise	Hamal	5200-20200 GRP 1800
11.	Mr. Pandharinath M Gaikwad	Mali	5200-20200 GRP 1800
12.	Mr. Budhadas Kadam	Sweeper	5200-20200 GRP 1800
13.	Mr. Bansi K. Gaikwad	Sweeper	5200-20200 GRP 1800
14.	Mr. Prakash Gajare	Sweeper	5200-20200 GRP 1800
15.	Mr. Uma Malve	Sweeper	5200-20200 GRP 1800
16.	Mrs. Kaisarbai Gaikwad	Sweeper	5200-20200 GRP 1800
17.	Mr. Rajaram Sawant	Sweeper	5200-20200 GRP 1800
18.	Mr. Sudam B. Kamble	Sweeper	5200-20200 GRP 1800
19.	Mrs. Shobha Suryavansi	Sweeper	5200-20200 GRP 1800
20.	Mrs. Malan Gangurde	Sweeper	5200-20200 GRP 1800
21.	Mrs. Shashikala Dhorap	Sweeper	5200-20200 GRP 1800
22.	Mrs. Suman Sabale	Sweeper	5200-20200 GRP 1800
23.	Mrs. Paravati Dushing	Sweeper	5200-20200 GRP 1800
24.	Mrs. Tara Khandagale	Sweeper	5200-20200 GRP 1800
25.	Mrs. Laxmi Rathod	Sweeper	5200-20200 GRP 1800
26.	Mr. Vilas Sonawane	Sweeper	5200-20200 GRP 1800
27.	Mrs. Asha Dhade	Sweeper	5200-20200 GRP 1800
28.	Mrs. Geeta Kamble	Sweeper	5200-20200 GRP 1800
29.	Mrs. Sheubhai Pawar	Sweeper	5200-20200 GRP 1800
30.	Mrs. Surekha Gaikwad	Sweeper	5200-20200 GRP 1800
31.	Mrs. Nirmala Marchande	Sweeper	5200-20200 GRP 1800
32.	Mr. Sayyad Ali Sayyad Ahmed	Sweeper	5200-20200 GRP 1800
33.	Mrs. Kailashdevi Jaiswar	Sweeper	5200-20200 GRP 1800
34.	Mr. Dineshkumar Tank	Sweeper	5200-20200 GRP 1800
35.	Mr. Mangesh Gaikwad	Sweeper	5200-20200 GRP 1800
36.	Mrs. Rukhmini Bariya	Sweeper	5200-20200 GRP 1800
37.	Mr. Dinesh Padiya	Sweeper	5200-20200 GRP 1800
38.	Mr. Bhushan Khare	Sweeper	5200-20200 GRP 1800
39.	Mr. Ansri Mohd. Akbar	Sweeper	5200-20200 GRP 1800
40.	Mr. Anil Jagtap	Sweeper	5200-20200 GRP 1800

41	Mrs. Sushila Ahire	Sweeper	5200-20200 GRP 1800
42	Mr. Santosh Kamble	Sweeper	5200-20200 GRP 1800
43	Mr. Sashikant Sonawane	Sweeper	4440-7440 GRP 1350
44	Mr. Jagdish Solanki	Sweeper	4440-7440 GRP 1350
45	Mr. Chandrashekhar Tupe	Sweeper	5200-20200 GRP 1800
46	Mr. Shekhar Tadke	Sweeper	5200-20200 GRP 1800
47	Mr. Ram Bhanpar	Sweeper	5200-20200 GRP 1800
48	Mr. Shilwant Kashid	Sweeper	5200-20200 GRP 1800
49	Mr. Sachin Kamble	Sweeper	5200-20200 GRP 1800
50	Mr. Ganesh Rithe	Sweeper	5200-20200 GRP 1800
51	Mr. Mukesh Waghela	Sweeper	5200-20200 GRP 1800
52	Mr. Naresh Khoda Bariya	Sweeper	4440-7440 GRP 1350
53	Mr. Ashwin Waghmare	Sweeper	4440-7440 GRP 1350
54	Mrs. Laxmi Kalguddi	Sweeper	5200-20200 GRP 1800
55	Mrs. Asmita Arvindekar	Sweeper	5200-20200 GRP 1800
56	Mrs. Chandrapriti Mumbarkar	Sweeper	5200-20200 GRP 1800
57	Mrs. Usha Lahase	Sweeper	5200-20200 GRP 1800
58	Mr. Akash Gawade	Sweeper	5200-20200 GRP 1800
59	Mr. Anil Katarnavare	Mali cum Sweeper	5200-20200 GRP 1800
60	Mr. Vijay K. Patole	Labour cum Sweeper	5200-20200 GRP 1800
61	Mrs. Sarita Mohite	Labour cum Sweeper	5200-20200 GRP 1800
62	Mr. Ramesh Bardiya	Labour cum Sweeper	4440-7440 GRP 1350
63	Mr. Prakash Jadhav	OT Attendant	5200-20200 GRP 1800
64	Mr. Chandrakant Detha	OT Attendant	5200-20200 GRP 1800
65	Mr. Ismail Savardekar	OT Attendant	5200-20200 GRP 1800
66	Mr. Amir Ansari	Liftman cum Electrician	5200-20200 GRP 1800
67	Mr. Sunil Borkar	Liftman cum Electrician	5200-20200 GRP 1800
68	Mr. Madhukar Ghadse	X- Attendant	5200-20200 GRP 1800
69	Mr. Dhananjay Paradkar	Servant	5200-20200 GRP 1800
70	Mr. Digambar Patekar	Servant	5200-20200 GRP 1800
71	Mr. Siddharth Kharchane	Servant	5200-20200 GRP 1800
72	Mr. Ram Gadde	Servant	5200-20200 GRP 1800
73	Mr. Manoj Shinde	Servant	5200-20200 GRP 1800
74	Mr. Dinesh Tanpure	Lab Servant	5200-20200 GRP 1800
75	Mr. Babasaheb Thorat	Servant	5200-20200 GRP 1800
76	Mr. Sayyed Mussa Immam	Servant	5200-20200 GRP 1800
77	Mr. Dinesh Bansode	Servant	5200-20200 GRP 1800
78	Mr. Uday Kotkar	Servant	5200-20200 GRP 1800
79	Mr. Laxman Satpute	Servant	5200-20200 GRP 1800
80	Mr. Bhausaheb Metkari	Servant	5200-20200 GRP 1800
81	Mr. Milind Kadam	Servant	5200-20200 GRP 1800
82	Mrs. Sanjana Pawar	Aaya	5200-20200 GRP 1800
83	Mrs. Megha Shelar	Aaya	5200-20200 GRP 1800
84	Mrs. Mobbina Fayaz	Aaya	5200-20200 GRP 1800
85	Mrs. Vahida Inamdar	Aaya	5200-20200 GRP 1800
86	Mrs. Megha Yadav	Aaya	5200-20200 GRP 1800
87	Mr. Suresh Kamble	Ward Attendant	5200-20200 GRP 1800
88	Mr. Tara V Pawar	Ward Attendant	5200-20200 GRP 1800
89	Mrs. Leelabai Pandit	Ward Attendant	5200-20200 GRP 1800
90	Mrs. Kamal Magdhumkar	Ward Attendant	5200-20200 GRP 1800
91	Mrs. Kadubai Sakat	Ward Attendant	5200-20200 GRP 1800
92	Mrs. Nanda Jagdale	Ward Attendant	
93	Mrs. Pramila Pate	Ward Attendant	
94	Mr. Sachin Paitil	Ward Attendant	
95	Mr. Shailes s. Jadhav	Ward Attendant	
96	Mr. Satish Nikalje	Ward Attendant	
97	Mr. Dattatray Mane	Ward Attendant	

98	Mr. Dinesh Thakur		
99	Mr. Sahebrao Somwad		
100	Mr. Bhaurao Gavit		
101	Mr. Pramod Sutar		4440-7440 GRP 1350
102	Mr. Pandharinath Wayal		4440-7440 GRP 1350
103	Mr. Sandip Rathod		
104	Mr. Santosh Solankar		
105	Mr. Shialesh Sitaram Jadhav		
106	Mr. Uddhav Nalawade		
107	Mr. Suchit Rane		4440-7440 GRP 1350
108	Mr. Bharat Savale		4440-7440 GRP 1350
109	Mr. Mangal Bangare		
110	Mr. Bhimrao Kokare		4440-7440 GRP 1350
111	Mr. Somnath Godambe		
112	Mr. Nishant Devare		
113	Mr. Anil Patekar		
114	Mr. Nisar Shaikh		
115	Mr. Santosh Malwad		
116	Mr. Prasad Walanju		4440-7440 GRP 1350
117	Mr. Santosh Hake		4440-7440 GRP 1350
118	Mr. Amit Utekar		
118	Mr. Balu Pawar		
119	Mr. Sandeep Gaikwad		
120	Mr. Manesh Patil		
121	Mr. Sambhaji Sonalwane		
122	Mr. Rajesh Kranale		
123	Mr. Shankar Margaje		4440-7440 GRP 1350
124	Mr. Mahendra Patil		4440-7440 GRP 1350
125	Mr. Ketan Patil		4440-7440 GRP 1350
126	Mr. Pramod Chandanshiv		4440-7440 GRP 1350
127	Mr. Gautam Dethé	Labour cum ward Attendant	
128	Mr. Shankar Nate	Labour cum ward Attendant	
129	Mr. Md. E Qureshi	Hamal	
130	Mrs. Vimal Ghodeswar	Ward attendant cum Hamal	
131	Mr. Sanjay Ballal	Ward attendant cum Hamal	
132	Mr. Deepak Sargar	Ward attendant cum Hamal	
133	Mr. Chandrakant Bhise	Amb. Attendant cum Hamal	

CHAPTER – 12

The Budget Allocated to each agency

BUDGET FOR THE YEAR 2015-2016

Budget 2015-2016			
		Amt. Sanctioned	Amt. utilised up to 30.09.12
Establishment			
220100203 Property Tax/Mun Ta		5280000	1464042
220110101 Offic Electrierty Ex		11000000	3826396
220119900 Other Off Contin Ex		660000	87313
220120101 Official Teleph Exp		330000	103776
220120102 Mobile Phone Exp		34000	10952
220120200 Internet Charges		13000	-
220120300 Broad B& Charges		4000	-
220129900 Misc Commcatn Exp		2000	-
220210400 Stationery		264000	33772
220210500 Consumables		132000	-
220300200 Conveyance		26000	-
220300400 Dom Travel Exp		8000	-
220309900 Misc Travel&Conv Ex		60000	14732
220520800 Honorarium		12500000	925500
230304701 X-Ray			
230304702 Clothing			
230304703 Medicines			
230304704 Disinfectants			
230304706 Laboratory Equipmts			
230304707 Diet&Nutrition Supp		6200000	2883583
230304708 Linen			
230304711 Chemicals			
230304712 Reagents			
230304713 Apparatus			
230304718 Gas / Medical			
230304719 Tools			
230304720 Accessories			
230304723 Drugs			
230304799 Other Stores			
230350001 Accessories		3960000	1722032
230350005 Chemical&fertiliser		2640000	2399332
230350006 Clothing & Linen		1452000	768232
230350007 Diet & food		6200000	2883583
230350008 Drugs & Medicines		10000000	5988554
230350009 Fuel (Liquid / Gas		192000	-
230350010 Material		5000000	3183690
230350011 GAS(Medical /Other		4600000	88172
230350012 Other store		145000	58456
230350014 Spares & Tools		970000	518806
230350015 Consumables		1000000	-
230590200 RMaintElectrl Instl		264000	22350
230590300 RMaintElectrlApplnc		198000	-
230590401 Rep&MaintComp&ITEqu		66000	-
230590600 Rep&MaintOtherEquipm		660000	436381

230804701 Tip BioWast ChrgHos		660000	226012
230804713 LPG Expenses		-	-
230809901 Water Charges		1584000	929561
Plant & Machinery			
410400000 Plant & Machinery		25000000	3113673
410400004 M.R.I. Machine		-	-
410400005 C.T. Scan Machine		40000000	-
410400027 Dental Chair			
410400037 Dental X-ray Machin			
410700100 Furniture & Fixture		2500000	-
410700106 Beds / Cots			
508000004 ConstrctnBld CentHo			
508000007 Puchase of Furnitur		5000000	-
508000008 Rep.Cen.Hosp.Govand			
508000010 Dialysis Unit-Civil			
508000011 Dialysis Unit-P&M			
670000100 Hospital- Pla& Mach			
Plant & Machinery Total:-		25000000	3113673

Chapter – 13

The Manner of Execution of Subsidy Programmes

There is poor box charity fund Available in the hospital.

If a patient cannot afford he is referred to the community development officer who interviews his relatives and judges the financial status of the patient. If he is convinced patient cannot afford he recommends for concession to the Chief Medical Officer.

Chief Medical officer has powers to spend not more than Rs.5,000/- per patient from PBCF as per circular HO/86489/PBS dated 17.7.1998 Chief Medical Officer within her power can give free or at concessional charges to the patient. But this concession should not be more than 20% of the total charges as per circular dated 9/5/2000 TRV/204.

Chapter – 14

Not Applicable

Chapter – 15

Not Applicable

Chapter – 16

Information available in Electronic Form

16.1 Information regarding hospital in the electronic form to be made available to the public is under process.

Chapter – 17

Particulars of the facilities available to citizens for obtaining information.

- 17.1 i) Notice Board is put up in the hospital
- ii) Posters are put up in the hospital
- iii) Dramas and street plays are done in the hospital
- iv) Film shows for health education and immunization are held.
- v) “ May I help you” desk.

Chapter – 18

Other Useful information

18.1 Frequently asked questions by Public are :

- Availability of beds.
- Availability of Medicines
- Availability of round the clock services – Pathology, Pharmacy
- Availability of speciality services round the clock- Expert Doctors
- Availability of facilities – X-ray USG

18.2 ----

18.3 Health advice is given to patients by doctors and nurses in the course of their duty.

18.4 Certificates given by the hospital and charged for the same-

1) Medical Certificate fees Rs.30/-

A patient who has undergone treatment in the hospital OPD or Ward.

2) Age Certificate Rs.30/- Any person in need of Age certificate can be obtained by bringing some proof of age and photographs.

3) Injury Certificate Rs.100/-

Any person who has attended casualty and taken treatment can ask for this certificate by bringing the OPD paper and giving an application.

4) LIC policy form are filled. Rs.150/-

Any person who has died in the hospital after treatment, for disbursal of claim must give an application with details of admission.

5) Disability Certificate Rs.150/-

Person having disability must show the orthopaedic department of the hospital and it will be issued by the Honorary doctor of the department and will be countersigned by Sr.Medical Officer.

6) NOC for taking dead body outside the limits of Greater Mumbai
– No charge.

Application available in the Casulty 24 hours.

Original Death Certificate to be brought. Also the number of the vehicle in which the dead body will be transported must be given.