

## **INTRODUCTION**

### **Medical Officer of Health (A Ward)**

The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these Departments under the Assistant Commissioner at ward level. MOH is under administrative control of Assistant Commissioner. Although the functional control of the MOH lies with the Executive Health Officer of the Public Health Department. The MOH is separately delegated powers u/s 394 & 412 of MMC Act and Registration of Births & Deaths Act, 1969 and Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000, PC-PNDT Act, 2003, to function effectively.

The registration of Births and deaths in A Ward area is done as per provisions laid down under the 'Registration of Births and Deaths Act, 1969'. The act lays down that the information about live births/still births and deaths should be given to the Registrar/Sub-Registrar i.e. Medical Officer of Health, A ward in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (A Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in A Ward. She has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries/Flour Mills. She has to prevent unauthorized food trade and also Prevention of Sex-Determination. She has to also regulate and control Outbreaks of Communicable Diseases in A Ward. She also supervises all the Health Related activities in a particular ward. She is the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages. Under the PC-PNDT Act of the year 2003, Medical Officer of Health of A Ward has been appointed as Appropriate Authority. Under this act, all Genetic Centers / Genetic Counseling Centers / Genetic Laboratories / Ultrasonography Centers / Imaging clinics etc. are required to be registered. They are supposed to comply with the norms laid down under the PC-PNDT Act, 2003.

As per Central Right to Information Act 2005, The Medical Officer of Health is appointed as Public Information Officer (Health Department) for Public Health Department and As per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, she is appointed as for Record Officer for Public Health Department.

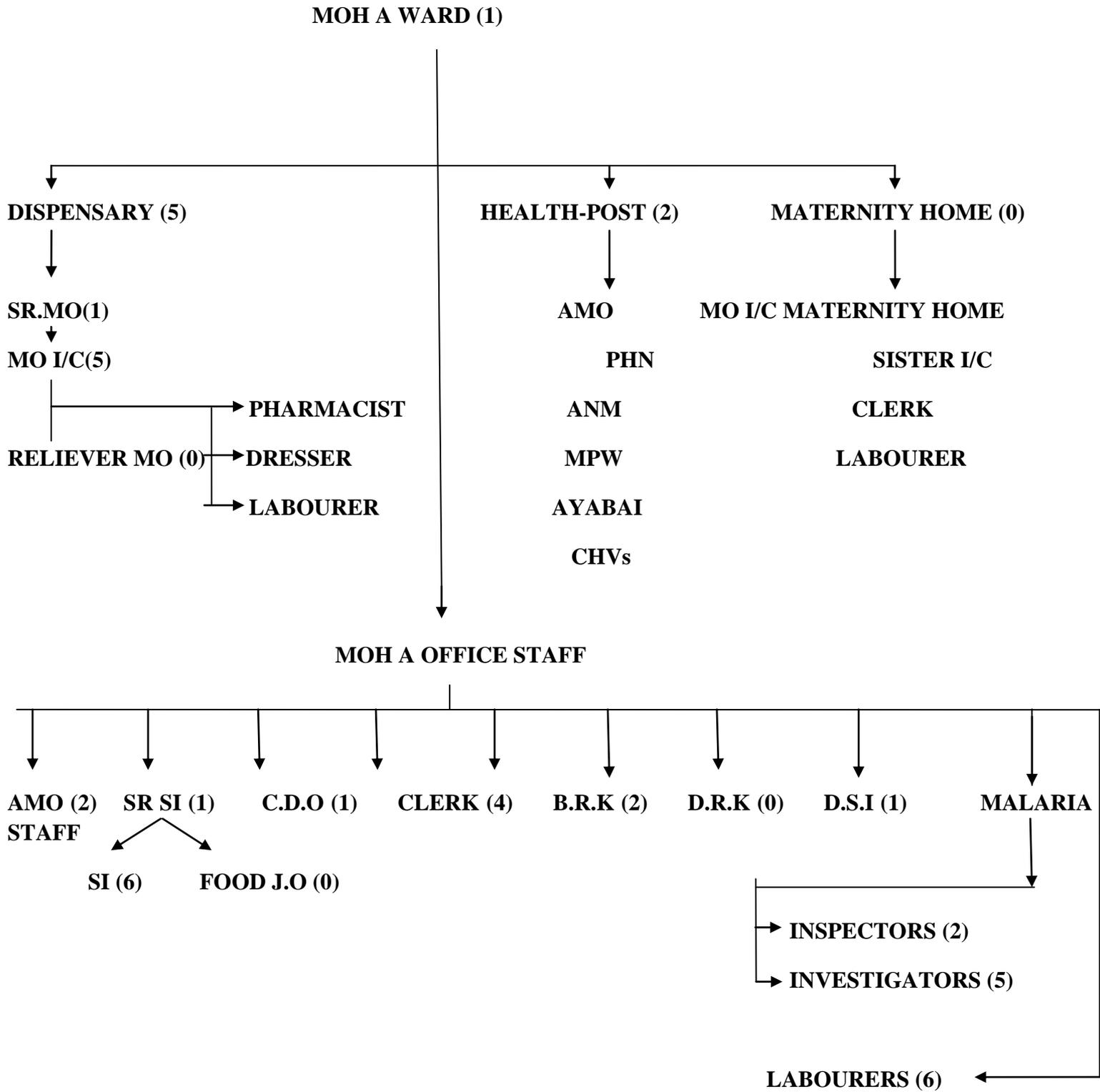
**SECTION 4 (1) (B) (i)**

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

1	Name of the Public Authority	Dr Chetna Nitil .K Medical Officer of Health (A Ward)
2	Address	5 <sup>th</sup> floor, A ward office ,S.B.S.. Road, Fort, Mumbai- 400 001
3	Head of the Office	Medical Officer of Health (A Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, A Ward
6	Jurisdiction-Geographical	A ward is bounded by the Arabian Sea on the East, Flora Fountain on West, C.S.T.Railway Station on North and Colaba Navy Nagar on South side.
7	Mission	1. Supervision of Public Health Infrastructure in A Ward 2. To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.
8	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.
9	Objectives	1. Reduction in Cases of Malaria, Dengue & other Communicable Diseases as well as Non-Communicable Diseases. 2. Timely registration of all Births & Deaths. 3. Good standards followed by all the Public Facilities like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills. 4. Ensuring ideal physical, mental & social health for all individuals. 5. Prevention of Pre-Natal Diagnosis, Sex Selection & Illegal Medical Termination of Pregnancy.
10	Functions	(a) Take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centers/ Nursing Homes/ Construction Sites/ Saloons/ Laundries. (b) She has to prevent unauthorized food trade. (c) Prevention of Sex-Determination. (d) Issuing Birth, Death & Marriage Certificates. (e)Control over Eating Houses/ Nursing Homes/ Construction Sites. (i)Granting of Eating House permits under section 394 of the MMC Act. (ii)Renewal of Health Licenses. (iii)Action against owners/proprietors in case of failure to comply. (iv)Action against Construction Sites failing to comply with Anti- Malarial measures.

11	Details of services provided ( In Brief)	<ol style="list-style-type: none"> <li>1. Issuing Birth, Death &amp; Marriage Certificates.</li> <li>2. Provision of Health Licenses.</li> <li>3. Supervision of Public Health Infrastructure in A Ward.</li> <li>4. Family Planning &amp; Immunization Services.</li> <li>5. Provision of Registration/License under PNDD Act, 1994, Amended as PC-PNDD Act 2003.</li> </ol>
12	Tel. No.s & Office Timings	<p>Telephone no : 022- 2260 7059 ( Direct )  022- 22607035 ( Office)</p> <p>Mobile : 99207 59811</p> <p>Email : <a href="mailto:moha.mcgm@gmail.com">moha.mcgm@gmail.com</a></p> <p>Monday to Friday  8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m.</p> <p>Saturdays 08.00am to 11.30 am</p> <p>Visiting Hours - (Monday – Friday)  03.00 p.m. to 05.00 pm</p>
13	Weekly Holidays	Sunday and Public Holidays.

**ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)**



**SECTION 4 (1) (b) (ii)**

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

**A – Financial Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	Rs.5000/- per month	As per the circular no: CA/FRD/I/48, dated : 31/01/2013	--
2	Asst. Medical Officer	NIL	NIL	NIL
3	Community Development Officer	NIL	NIL	NIL
4	Sanitary inspector	NIL	NIL	NIL

**SECTION 4 (1) (b) (ii)**

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

**B - Administrative Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	Please refer to Delegation of powers to Medical Officer of Health on Pg.7.	Sections 394 & 412 MMC Act 1888	
2	Asst. Medical Officer	NIL	NIL	NIL
3	Community Development Officer	NIL	NIL	NIL
4	Sanitary inspector	Please refer to Delegation of powers to Sanitary Inspector on Pg. 8.	Sections 394 & 412 MMC Act 1888	

**SECTION 4 (1) (b) (ii)**

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

**C – Magisterial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Magisterial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	N.A	N.A	N.A

**SECTION 4 (1) (b) (ii)**

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

**D - Quasi Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Quasi Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	N.A	N.A.	-

**SECTION 4 (1) (b) (ii)**

**The powers of officers and employees in the office of Medical Officer of Health (A Ward)**

**E – Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Judicial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	N.A	--	--

## **Section 4 (1) (b) (ii)**

### **The duties of officers and employees in the office of Medical Officer of Health (A Ward)**

#### **Medical Officer of Health (A Ward)**

Medical Officer of Health of the ward works as per Mumbai Municipal Corporation Act, 1888 (Section 394 & 412), Registration of Births & Deaths Act, 1969 and Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000, Mumbai Nursing Home Act, 1949 & Pre-Conception & Pre-Natal Diagnostic Techniques Act, 1996 to function effectively. The Medical Officer of Health (A Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in the concerned ward. She has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries. She has to prevent unauthorized food trade and also Prevention of Sex-Determination. She has to also regulate and control Outbreaks of Communicable Diseases in the concerned ward. She also supervises all the Health Related activities in a particular ward. She is also the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages.

#### **Assistant Medical Officer (Inoc.)/ Medical Assistant (M.A.)**

Asst. Medical Officer of a ward acts as an assistant to the Medical Officer of Health in conducting day-to-day office work, as well as supervision of the staff within the Health Department. The work consists of Daily Analysis & reporting of the Disease (Communicable & Non-communicable) trends in the ward. Evaluation of the applications of Centres under the PC-PNDT Act for renewal & new registration. Monitoring the Vital Statistics (Births, Deaths & Marriages) of a particular ward. Assisting the Medical Officer of Health in conducting Mumbai Aarogya Abhiyaan camps. Co-ordination with the Public Health Infrastructure of a Ward (Health Posts, Dispensaries, Maternity Homes & Tertiary Care Hospitals)

#### **Assistant Medical Officer (E.P.I.)**

The Assistant Medical Officer (E.P.I.) is a representative of the E.P.I. Department in a particular ward. He/She supervises the activities of immunization in a particular ward under the guidance of the Medical Officer of Health. The work consists of supervision of Field & Centre Camps of Routine Immunization at the respective Health Posts & Dispensaries. Surveillance of Acute Flaccid Paralysis (AFP) cases in a ward. Surveillance & reporting of cases of Adverse Events Following Immunization (AEFI). Monitoring of Measles Outbreaks. Supervision of Pulse Polio Immunization (PPI) in a particular ward. Training of Health Care Workers in Safe Injection Practices. Ensuring maintenance of Cold Chain for the vaccines in a particular ward.

### **Community Development Officer**

The Community Development Officer (C.D.O.) is a representative of the F.W.M.C.H. (Family Welfare) Department in the Health Department. The work consists of supervision of the R.C.H. (Reproductive & Child Health) Programme in a particular ward. Monitoring of Family Planning activities in a particular ward & promoting Family Planning Methods. C.D.O. is also in-charge of all the I.E.C. activities in a particular ward. Conducts training activities of the Health Care Workers as well as the Community Health Volunteers. The C.D.O. assists the Medical Officer of Health in conducting Population Census. Supervision of NUHM & NRHM activities in a particular ward.

### **Sanitary Inspectors**

Sanitary Inspectors of a particular ward assist the Medical Officer in carrying out various administrative activities under the Sections 394 & 412 of the MMC Act. The Sanitary Inspectors are allotted various sections within the ward and are supposed to inspect the Public Facilities like Eating Houses, Community Kitchens, Nursing Homes, Dairies, Flour Mills, Saloons, Pharmacies (Chemists), Laundries, etc. in their respective sections to ensure that they comply with the standards mentioned in the Sections 394 & 412 of the MMC Act & MNH Act, 1949. The Sanitary Inspectors are also supposed to refer the workers of Eating Houses to Medical facilities, if & when the need arises. The work also consists of issuing Inspection Reports to the concerned party in the event of any discrepancies with respect to the Sections 394 & 412 of the MMC Act & MNH Act, 1949. Sanitary Inspectors also assist the Medical Officer of Health in supervision of construction sites for implementation of Anti-Malarial Measures. Work also consists of carrying out visits to the concerned parties in the event of any complaint by the citizens. Processing applications for Health Licenses.

### **Malaria Inspectors**

Represent the Malaria Surveillance Department in a particular ward. They are allotted various sections & with the help of Malaria Investigators carry out Active & Passive Surveillance in a particular ward for identification of Malaria (+ve) cases. Work also consists of Daily Malaria reporting & RT (Radical Treatment) compliance. Co-ordination with the Health Posts & Dispensaries to ensure RT completion & identification of all fever cases.

### **Malaria Investigators**

They also represent the Malaria Surveillance Department, and under the guidance of Medical Officer of Health & Malaria Inspectors carry out Active & Passive Malaria Surveillance in their allotted sections. Collection of Blood Smears of all cases of fever, administration of Chloroquine & prompt referral to the appropriate medical facility. Ensuring RT Compliance of all Malaria +ve cases.

### **E.P.I. Clerk**

Compilation of Monthly reports of Routine Immunization as well as Pulse Polio Immunization reports. Submission of Expenditure statements for Routine & Pulse Polio Immunization. Maintaining vaccine & syringe stock registers at the Ward Vaccine Store.

### **Birth, Death & Marriage Clerk**

The work consists of receiving applications for corrections of Birth & Death Certificates. Verification of all documents & processing the application and if satisfactory forwarding the same to the Medical Officer of Health for corrections. Receiving applications for Marriage registration & scrutiny of all the proofs submitted. Maintaining Inward/Outward register & Dispatch.

### **D.S.I. (Water Samples)**

Supervision of water quality in a particular ward & ensuring timely collection of water samples from all the points in a ward along with collection of samples from complaint areas. Ensuring timely submission of the samples collected & keeps track of the reports. Co-ordination with the staff of A E (Water Works) of the ward. Monitoring of cases of waterborne diseases in a ward.

### **Birth/Death Record Keepers**

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

## BRIHANMUMBAI MAHANAGARPALIKA

### DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (A WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health- A ward is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

**EXPLANATION** :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

<b>SECTIONS</b>	<b>BRIEF DESCRIPTION OF POWERS, DUTIES AND FUNCTIONS DELEGATED TO BE EXERCISED &amp; PERFORMED</b>
84	Leave of absence maybe granted.
112	To receive payments on accounts of the Municipal Fund and to lodge them in a bank.
381	To issue notice in writing require the person by whose act, default or sufferance, nuisance arises, exists or continues to remove, discontinue or abate the nuisance by taking measures.
384 (A)	Stabling animals or storing grains in dwelling houses is prohibited.
394 (1)(4)(5)	Certain articles or animals not to be kept, and certain trades, processes & operations not to be carried on without license & things liable to be seized, destroyed etc. to prevent danger or nuisance.
396 (1)	Powers of inspection (at any time, by day or by night without notice) of premises where licensable articles are kept or trade, process or operations are carried on where prohibited articles are kept.
412 (A)	License required for dealing in Milk or other Milk Products.
415	Unwholesome articles etc. to be seized.
416	Disposal of perishable articles seized under Section 415.
422	To inspect any place where dangerous diseases are suspected and to take measures etc.
424 (1)	To issue orders for removal of patients to hospital.
425 (1)	Disinfection of building etc. to prevent or check the spread of any dangerous diseases.
427 (3)	Infected articles maybe destroyed.
479 (5)	To require production of licenses for written permission.
483	Notices & Summons etc. to be served upon.
488	To enter any premises for any purposes of inspection, survey or execution of necessary work.

**BRIHANMUMBAI MAHANAGARPALIKA**

**DELEGATION OF POWERS TO SANITARY INSPECTOR**

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health- A ward is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

**EXPLANATION** :- The entries in the second column of the below table headed 'Nature of powers' etc. are not intended as definitely described in Sections, Sub-Sections and Clauses mentioned in the first column or even as abstracts of those sections, sub-sections and clauses, the numbers of which are given in the first column.

<b>SECTIONS</b>	<b>BRIEF DESCRIPTION OF POWERS, DUTIES AND FUNCTIONS DELEGATED TO BE EXERCISED &amp; PERFORMED</b>
253	To inspect and examine drains etc. mentioned in the section.
374	To inspect premises to ascertain sanitary conditions.
396 (1)	Powers of inspection of premises where licensable articles are kept or trade, process or operation are carried on or where prohibited articles are kept.
412 (A)	Action for sale of Milk & Milk Products.
415	Unwholesome articles etc. to be seized.
416	Disposal of perishable articles seized under Section 415.
422	To inspect any place where dangerous diseases are suspected and to take measures etc.
424 (1)	Commissioner may order removal of patients to hospital.
427 (3)	Infected articles maybe destroyed.
479 (5)	To require production of licenses for written permission.
483	Notices & Summons etc. to be served upon.
488	To enter any premises for any purposes of inspection, survey or execution of necessary work.

**Section 4 (1) (b) (iii)**

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

NAME OF ACTIVITY - Action against Eating Houses/ Community Kitchens/ Flour Mills

Related Provisions - Under section 394 of MMC Act.

Name of the Acts/Acts - MMC Act 1888

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
1	Action against Eating Houses/ Community Kitchens/ Flour Mills.	1. Detection of non-compliance with respect to Section 394, MMC Act during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary. 3. Preparation of inspection report. 4. Filing court case in case of non-compliance within the stipulated time.	2-7 days	Sanitary Inspector/ Medical Officer of Health	

NAME OF ACTIVITY - Action against USG centres/ IVF Centres/ Genetic Clinics

Related Provisions - --

Name of the Act - PC-PNDT Act, 2003.

Rules - --

Govt. Resolutions - --

Circulars - --

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
1	Action against USG centres/ IVF Centres/ Genetic Clinics	1. Detection of illegal USG/ Sex Determination practices during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary.	Within 2-7 days.	Medical Officer of Health	
		Scrutiny of the records (F-forms) at a particular centre. Preparation of inspection report.	Within 2-7 days.	Medical Officer of Health	
		Issuing Show-Cause Notice/ Sealing the USG machine/equipment or the entire centre as per the severity of the discrepancy/offence found.	Within 2-7 days.	Medical Officer of Health	
		Filing court case in case of non-compliance	7 days	Medical Officer of Health	

NAME OF ACTIVITY - Action against illegal/ unlicensed Nursing Homes

Related Provisions - --

Name of the Acts/Acts - Bombay Nursing Homes Act, 1949.

Rules - --

Govt. Resolutions - --

Circulars - --

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against illegal/ unlicensed Nursing Homes	1. Detection of illegal/unlicensed Nursing Homes during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary.	Within 2-7 days.	Medical Officer of Health	
		Preparation of inspection report.	Within 2-7 days.	Medical Officer of Health	
		Filing court case in case of non-compliance	7 days	Medical Officer of Health	

### Section 4 (1) (b) (iv)

#### Norms set for discharge of its functions in the office of Medical Officer of Health (A Ward)

Organizational targets (Annual)

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets in Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
1	Medical Officer of Health	As mentioned in Section 4 (1) (b) (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Assistant Medical Officer	As mentioned in Section 4 (1) (b) (ii)	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	

**Section 4 (1) (b) (v)**

**The rules / regulation related with the functions of Medical Officer of Health (A Ward)**

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office order. Rule no. Notification etc. date.</b>	<b>Remarks if any</b>
1	Act regarding registration of birth & death in the ward	1. Registration of Births and Deaths Act, 1969 2. Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000 3. HO/35875/REG NO 1/ dt 30.01.2013 – Provision for Child name insertion in birth certificate for the period of 2yrs ( 01.01.2013 – 31.12.2014), even if >15yrs have lapsed since birth.	
2	Act regarding registration of marriage in the ward	1.Maharashtra State Government Rules & Regulation for Marriage Registration 1998 2.HO/10798/dt 08.03.2010	
3	Act regarding registration & supervision of nursing homes in the ward	Bombay Nursing Home Act, 1949	
4	Act regarding registration & supervision of PC-PNDT centres in the ward	1.The Pre-Natal Diagnostic Techniques (Regulation & Prevention of Misuse) Act, 1994 Amended as – The Pre-conception & Pre-Natal Diagnostic Techniques (Prohibition of Sex selection) Act, 2003 2.Ministry of Health & Family Welfare Notification dt 04.06.2012	
5	Act regarding supervision of MTP centres in the ward	Medical Termination of Pregnancy Act 1971	
6	Health Licenses	Sections 394 & 412 of MMC Act 1888	

**Section 4 (1) (b) (vi)**

**Statement of Categories of documents held in the office of Medical Officer of Health (A Ward)**

<b>Sr No</b>	<b>Subject</b>	<b>Type of Document/ file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
1	Birth & death registers / Hospital (confinement) records	Register		Details of birth & death events occurred in the ward	Permanent
2	Marriage Register	Register		Details of marriages of residents who wish to register the event with the respective ward	Permanent
3	PC-PNDT 'H' Form & 'A' form of individual centers	Soft copy of 'H' form File of individual centers		Details of PC-PNDT Centres	10 Years
4	I.R. Book	Register		Inspection reports of various facilities bearing Health License	10 Years
5	Offence sheet	Register		Record of various offences committed by the facilities bearing Health Licenses & the action taken.	5 Years
6	'C' Form	Register		Health License details	5 Years
7	Vaccine stock registers	Registers		Inventory of the stock of the vaccines in the Ward Vaccine Store	5 Years
8	AFP Register	Register / Box File		Record of all Acute Flaccid Paralysis cases in the ward.	5 Years
9	AEFI Register	Register / Box File		Record of all cases of Adverse Events Following Immunization in the ward.	5 Years
10	DF & ILR Temperature chart monitoring log book	Log Book		Temperature records of the Cold Chain equipment in the Ward Vaccine Store.	5 Years
11	Routine Monthly Report of Immunization	Box File		Monthly Reports having number of beneficiaries of Routine Immunization in a particular month.	5 Years
12	Routine Monthly Report of VPD	Box File		Monthly Reports having number of cases of Vaccine Preventable Diseases in a particular month.	5 Years
13	Report of Pulse Polio Immunization	Box File		Reports of number of beneficiaries immunized during Pulse Polio Immunization Rounds.	5 Years
14	Routine Monthly Account Report of Immunization & Pulse Polio	Box File		Account of expenses incurred for Routine Immunization & Pulse Polio Immunization	5 Years

15	Malaria & Dengue report	Soft Copy		Cases of Malaria & Dengue during a particular month	3 Years
16	Water Sample Report	Soft Copy		Record of Fit & Unfit water samples during a particular month along with samples positive for E. Coli.	3 Years
17	Log sheets	Document		Details of Applications/ complaints/ other documents received by department	1 Year
18	Outward Register (Internal departments)	Document		Details of Applications/ complaints/ other documents forwarded to Internal departments of F/South ward.	1 Year
19	Outward Register (External correspondence)	Document		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	1 Year
20	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	1 year
21	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	1 year

**Section 4 (1) (b) (vii)**

**Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of Medical Officer of Health (A Ward)**

<b>Sr. No.</b>	<b>Consultation for</b>	<b>Details of Mechanism</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Periodicity</b>
	NIL	NIL	NIL	NIL

**Section 4 (1) (b) (viii)**

Statement of Boards, Councils, Committees or Other bodies

<b>Sr. No.</b>	<b>Name of the committee board / council / other bodies</b>	<b>Composition of committee Board council other bodies</b>	<b>Purpose of the committee Board/ Council/ other bodies</b>	<b>Frequency of meetings</b>	<b>Whether meeting open to public or not</b>	<b>Whether Minutes are available to public or not</b>	<b>Minutes available at.</b>
	NIL	NIL	NIL	N.A.	N.A.	N.A.	N.A.

**Section 4 (1) (b) (ix)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Officer's &amp; Employee's Name</b>	<b>Category</b>	<b>Date of Appointment in MCGM</b>	<b>Date of Appointment in A Ward</b>	<b>Contact No. 2260 7035</b>
1	Medical Officer Health	Dr. Chetna Nitil K	B	01.01.1994	16.05.2013	22607059
2	Assistant Medical Officer	Dr. Vaishali Shankhpal	B	21.06.2007	21.05.2013	
3	Sanitary Inspector ( Senior SI)	Shri Rege	C	28.01.1981	22.05.2014	
4	Sanitary Inspector	Shri. Ganesh More	C	21.04.1990	01.12.2009	
5	Sanitary Inspector	Shri. Rajan Achrekar	C	15.01.1984	11.08.2009	
6	Sanitary Inspector	Shri. Neeraj kumar Maurya	C	04.02.1985	24.04.2012	
7	Sanitary Inspector	Shri. Sanjay Sawant	C	15.04.1985	01.12.2009	
8	Sanitary Inspector	Shri. Jairam Rawool	C	08.02.1985	28.06.2012	
9	Sanitary Inspector	Shri. Ashraf Shaikh	C	15.04..1985	12.06.2012	
10	Head Clerk	Vacant				
11	Clerk	Kum . Deviasha Bomble	C	08.07.2008	08.07.2008	
12	Clerk	Smt. Jayashree Rane	C	14.06.2012	14.06.2012	
13	Clerk	Shri . Gautam Garud	C	19.10.1988	02.02.2013	9220550341
14	Clerk	Shri. Ajit Jadhav	C	14.08.2006	14.08.2006	
15	RA	Smt Sangita Kamble	C	22.04.2010	01.04.2014	
16	DSI	Shri Ramesh Dapke	C	09.06.1985	26.07.2004	
17	Clerk (EPI)	Shri. Taya Patil	C	02.05.1988	02.08.2010	
18	B.R.K.	Shri. Rajendra More	D	10.09.1990	27.09.2007	
19	B.R.K.	Shri. Meenakshi Ingale	D	08.07.1995	07.08.2009	
20	Peon	Smt. Bhimabai N. Bhojane	D	11.12.2014	11.12.2014	
21	Peon	Shri Bhagwan Talekar	D	06.10.1995	12.10.2007	
22	Labour	Shri Ashok Kedare	D	09.11.1985	18.04.2004	
23	Labour	Shri Bharat Dagle	D	15.12.2011	15.12.2011	
24	Labour(EPI)	Shri Bharat Ghode	D	17.09.2013	06.11.2013	
25	Labour(EPI)	Shri Sandeep Choudhari	D	01.10.2012	23.12.2013	
26	Labour ( DSI)	Shri Sunil Pardesi	D	01.04.2005	28.12.2007	
27	Labour( Food)	Shri Janardhan Bhise	D	26.01.1990	30.05.2007	

**Maruti Lane Dispensary A' Ward**

28	M.O.(I/C)	Dr.Naresh W.Ochaney	B	01.11.1989	15.02.2013	9821262958
29	Pharmacist	Mrs.Manorama S.Kamble	C	17.10.1998	17.10.1998	9870283284
30	Dresser	Shri.Karamchand B.Vaidya	D	01.01.1978	05.01.1981	9323643568
31	Labour	Shri.Sharad S.Pawar	D	10.07.1991	30.11.2006	9969395402

**Colaba Market Dispensary `A' Ward**

32	Sr.Medical Officer	Dr.Chandrashekhar Chiplunkar	B	24.09.1990	08.11.2014	9833078963
33	M.O.	Dr.Ramesh Elle	B	01.05.1997	11.09.2014	9869020863
34	Sr. Pharmacist	Shri.Jagannath Bhoi	C	21.01.1986	11.04.1991	9665289409
35	Pharmacist	Mrs.Rohini Shelar	C	23.05.2013	23.05.2013	8879657796
36	Lab Technician	Mrs.Alka Wagare	C	29.05.2009	29.05.2009	9969347175
37	Dresser	Shri.Krishna Kodare	D	03.02.1987	04.04.1989	9892047378
38	Labour	Shri.Ajit Tandel	D	01.10.2012	01.10.2012	8879679724
39	Sweeper	Shri.Madhukar Inkar	D	04.10.2012	04.10.2012	9892613109

**Colaba Market Health Post `A' Ward**

40	A.M.O.	Dr.Tanmay Khadpe	B	27.01.2010	03.08.2010	8454045007
41	ANM	Mrs.Sanjana Ghatwal		01.10.2008	01.10.2008	9773818156
42	ANM	Ms. Dharmasheela Mohod		04.05.2013	04.05.2013	9833492030
43	ANM	Ms.Swati Awsarmal		01.09.2014	01.09.2014	8767890223
44	ANM	Mrs.Shilpa Awale		01.09.2014	01.09.2014	9969108795
45	Cooridnator	Shri.Dinesh Maru		01.03.2013	01.03.2013	9819437442
46	Aayabai	Mrs.Poonam More		18.10.2007	19.10.2007	7506366653

**Sabusiddique Road Dispensary**

47	M.O.	Dr.Sangeeta Rajendra Ranjane	B	01.11.1994	06.06.2004	9930390958
48	Pharmacist	Mrs.Pramila Shivaji Gavit	C	20.05.2013	20.05.2013	9730072294
49	Lab Technician	Mrs.Usha Bhaskara Shetty	C	16.10.1985	10.01.1986	9969260960
50	Dresser	Shri.Nandu Anant Gangurde	D	01.11.1998	15.12.2011	9029997798
51	Labour	Shri.Sandip Bango Patil	D	15.12.2011	15.12.2011	9225547188
52	Sweeper	Mrs.Savita Mukesh Koli	D	01.09.2009	01.09.2009	8793325239

**Sabusiddique Road Health Post `A` Ward**

53	A.M.O.	Dr.Pranjali Vinayak Pote	B	27.05.2014	27.05.2014	9272948148
54	ANM	Mrs.Reshama Rajesh Ghadigonkar		30.03.1993	30.05.2007	8976765503
55	ANM	Mrs.Babita Bhaskar Dhangare		03.10.2008	03.10.2008	8693025302
56	ANM	Mrs.Rekha Jagannath Patil		19.09.2008	17.12.2012	9930939708
57	ANM	Mrs.Shubhada Krishana Patil		04.05.2013	04.05.2013	8446709011
58	Cooridnator	Mrs.Lata Jagannath Mane		20.12.2012	20.12.2012	9975184410
59	Aayabai	Mrs.Laxmi Sayanna		19.07.1985	19.07.1985	9967364343

**Shahid Bhagat Singh Road Dispensary `A` Ward**

60	M.O.	Dr.Tushar Vasant Vispute	B	29.01.2008	05.10.2013	
61	Pharmacist	Mrs.Minal Ashokrao Khade	C	18.09.2008	18.09.2008	
62	Dresser	Shri.Mohan Chiman Dongarshi	D	01.03.1986	01.05.1995	
63	Labour	Shri.Rajesh R.Perdesi	D			

**Head Office Dispensary**

64	M.O.(I/C)	Dr.Sangita R. Doiphode	B	12.06.1997	27.10.2008	9920360551
65	A.M.O.(Ayurved)	Dr.Jubee V. Kshirsagar	B	14.11.2008	14.11.2008	9594005055
66	Pharmacist	Shri.Vitthal A. More	C	08.11.1993	09.12.2008	9224410894
67	Dresser	Shri.Jitendra H. Chavan	D	23.03.2006	06.12.2012	9664567280
68	Labour	Shri.Sameer R.Padyal	D	30.09.2009	30.09.2009	8082686539

**Section 4 (1) (b) (x)**

<b>Designation</b>	<b>Officer's &amp; Employee's Name</b>	<b>Basic + GRP</b>	<b>Dearness Allowance</b>	<b>Special Pay</b>	<b>Transport Allowance</b>	<b>H.R.A</b>	<b>Gross Pay</b>
Medical Officer Health	Dr. Chetna Nitil K	29280+6000	50962	NPP 12348	1600	10584	111437
Assistant Medical Officer	Dr. Vaishali Shankhpal	17570+5400	33181	NPP 8040	1600	6891	73345
Sanitary Inspector ( Senior SI)	Shri Rege	19440+2800	23797	CA 463	600	6672	53972
Sanitary Inspector	Shri. Ganesh More	12540+2100	15665	CA 463	600	4392	35960
Sanitary Inspector	Shri. Rajan Achrekar	18390+2100	21924	CA 463	600	6147	49824
Sanitary Inspector	Shri. Neeraj kumar Maurya	17980+2100	21486	CA 463	600	6024	48853
Sanitary Inspector	Shri. Sanjay Sawant	17990+2100	21496		600	6027	48413
Sanitary Inspector	Shri. Jairam Rawool	17990+2100	21496	CA 463	600	6027	48876
Sanitary Inspector	Shri. Ashraf Shaikh	17990+2100	21496		600	494	42880
Head Clerk	Vacant						
Clerk	Kum . Deviasha Bomble	8130+2000	10839		600	3039	24803
Clerk	Smt. Jayashree Rane	6990+2000	9619		600	2697	22106
Clerk	Shri . Gautam Garud	13840+2000	16949		600	4752	38341
Clerk	Shri. Ajit Jadhav	10140+2000	12990		600	3642	29372
RA	Smt Sangita Kamble	6600+1950	9149		600	2565	21064
DSI	Shri Ramesh Dapke	12580+1900	15494	WC 115 CA 463	600	4344	35696
Clerk (EPI)	Shri. Taya Patil	16110+2400	19806		600	5553	44669
B.R.K.	Shri. Rajendra More	11900+1900	14766		600	4140	33506
B.R.K.	Shri. Meenakshi Ingale	10250+1900	13001		600	3645	29596
Peon	Smt. Bhimabai N. Bhojane						
Peon	Shri Bhagwan Talekar	11120+1900	13931	PP 5 WC 115	600	3906	31777
Labour	Shri Ashok Kedare	11920+1800	14680	WC 115	600	4116	33431
Labour	Shri Bharat Dagle	5860+1800	8196		600	2298	18954
Labour(EPI)	Shri Bharat Ghode	4620+1300	5920		600	1776	14416
Labour(EPI)	Shri Sandeep Choudhari	5630+1800	7950		600	2229	18409
Labour ( DSI)	Shri Sunil Pardesi	9230+1800	11802	WC 115	600	3309	27056
Labour( Food)	Shri Janardhan Bhise	9570+1800	12166	WC 115	600	3411	28547

Designation	Officer's & Employee's Name	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	H.R.A	Gross Pay
M.O.(I/C)	Dr.Naresh W.Ochaney	38160+6000	63789		1600	13248	138453
Sr.Medical Officer	Dr.Chandrashekhar Chiplunkar	35230+6300	59991	NPP 14536	1600	12459	130316
M.O.	Dr.Sangeeta Rajendra Ranjane	32450+6000	55542	13458	1600	11535	120785
M.O.	Dr.Ramesh Elle	27410+6000	48261	NPP 11694	1600	10023	105188
M.O.(I/C)	Dr.Sangita R. Doiphode	29580+6000	51395		1600	10674	111902
A.M.O. (Ayurved)	Dr.Jubee V. Kshirsagar	18240+5400	34148		1600	7092	74954
M.O.	Dr.Tushar Vasant Vispute	17690+6000	34221	8292	1600	7107	75110
A.M.O.	Dr.Tanmay Khadpe	16970+5400	32314	NPP 7830	1600	6711	71025
A.M.O.	Dr.Pranjali Vinayak Pote	14450+5400	28674	6948	1600	5955	63227
Lab Technician	Mrs.Usha Bhaskara Shetty	22200+4800	28890		1200	8100	65390
Lab Technician	Mrs.Alka Wagare	11470+4200	16767		600	4701	37938
Sr. Pharmacist	Mr.Jagannath Bhoi	19810+4200	25691		600	7203	57704
Pharmacist	Mrs.Manorama S.Kamble	14680+4200	20202		600	5664	45546
Pharmacist	Mrs.Minal Ashokrao Khade	10800+2800	14552		600	4080	33032
Pharmacist	Mrs.Rohini Shelar	8900+2800	12519		600	3510	28529
Pharmacist	Shri.Vitthal A.More	16750+4200	22417		600	6285	50452
Pharmacist	Mrs.Pramila Shivaji Gavit	8900+2800	12519		600	3510	28529
Dresser	Shri.Karamchand B.Vaidya	12300+1900	15194	265	600	4260	34834
Dresser	Shri.Nandu Anant Gangurde	9870+1900	12594	265	600	2607	28151
Dresser	Shri.Krishna Kodare	11730+1900	14584	265	600	4089	33483
Dresser	Shri.Mohan Chiman Doongarshi	11840+1900	14702	265	600	4122	33748
Dresser	Shri.Jitendra H.Chavan	7380+1900	9930		600	2784	23174
ANM	Mrs.Sanjana Ghatwal	9460+2400	12690		600	3558	29371
ANM	Ms. Dharmasheela Mohod	7810+2400	10925		600	3063	25461
ANM	Ms.Swati Awsarmal	7510+2400	10604		600	2973	24750
ANM	Mrs.Shilpa Awale	7510+2400	10605		600	2973	24750
ANM	Mrs.Reshama Rajesh Ghadigonkar	15270+4200	20833	463	600	5841	47407
ANM	Mrs.Babita Bhaskar Dhangare	9460+2400	12690	463	600	3558	29371

<b>Designation</b>	<b>Officer's &amp; Employee's Name</b>	<b>Basic + GRP</b>	<b>Dearnes Allowance</b>	<b>Special Pay</b>	<b>Transport Allowance</b>	<b>H.R.A</b>	<b>Gross Pay</b>
ANM	Mrs.Rekha Jagannath Patil	9460+2400	12690	463	600	3558	29371
ANM	Mrs.Shubhada Krishana Patil	9460+2400	12690	463	600	3558	29371
Sweeper	Mrs.Savita Mukesh Koli	6330+1800	8699		600	2439	20068
Sweeper	Shri.Madhukar Inkar	4800+1300	6527		600	1830	15257
Cooridnator	Shri.Dinesh Maru	6100+1950	8614		600	2415	20342
Cooridnator	Mrs.Lata Jagannath Mane	6600+1950	9149	463	600	2565	21527
Labour	Shri.Sharad S.Pawar	11480+1800	14210		600	3984	32389
Labour	Shri.Ajit Tandel	5630+1800	7950		600	2229	18409
Labour	Shri.Sameer R.Padyal	6330+1800	8699		600	2439	20068
Labour	Shri.Sandip Bango Patil	5940+1800	8282		600	2322	19144
Labour	Shri.Rajesh R.Perdeshi						
Aayabai	Mrs.Poonam More	6840+1800	9245		600	2592	21392
Aayabai	Mrs.Laxmi Sayanna	10580+1300	11880	115	600	3564	28239

**Section 4 (1) (b) (xi)**

**Details of allocation of budget and disbursement made in the office of Medical Officer of Health (A Ward)  
for the year 2014-15.**

<b>Sr. No</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Planned use ( give details area wise or work wise in a separate form)</b>	<b>Remarks</b>
1	33402010100 (Health)	1,75,89,000	Utilized till 05.01.2015- 92,01,115.54	Grant Available- 83,87,884.46
2	33101000000 (Health)			

**Form B for previous year (2013-14)**

<b>Sr. No</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Grant utilized</b>	<b>Grant Surrendered</b>	<b>Result</b>
1	33402010100 (Health)	1,93,77,000	1,82,43,552.70	11,33,447.30	
2	33101000000 (Health)				

**Section 4 (1) (b) (xii)**

**Manner of execution of subsidy program in the office of Medical Officer of Health (A Ward)**

----- NIL-----

**Section 4 (1) (b) (xiii)**

**Particulars of recipients of concessions, permits or authorizations granted in the office of Medical Officer of Health (A Ward)**

----- NIL-----

**Section 4 (1) (b) (xiv)**

**Required information available at <http://portal.mcgm.gov.in>**

**In Electronic Format**

<b>Sr. No.</b>	<b>Type of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In which Electronic Format it is kept</b>	<b>Person In Charge</b>
	--	--	--	--

**Section 4 (1) (b) (xv)**

**Particulars of facilities available for citizen for obtaining information in the office of  
Medical Officer of Health (A Ward)**

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Inspection of Record	10.30 am to 05.30 pm on all working days (except 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday & holidays)	For inspection of entries from Birth/Death registers searching fees of Rs. 2/- charged.	Office of Medical Officer of Health Department, 5 <sup>th</sup> floor, A Ward BMC office, Fort, Mumbai-1.	Medical Officer of Health, A ward.

**Section 4 (1) (b) (xvi)**

**Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority)  
in the office of Designated officer & Medical Officer of Health (A Ward)**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate Authority</b>
1	Dr. Chetna Nitil K	MOH A	Information related to the action taken against unauthorized eating houses/  Birth & Death Record verification	5th floor, A ward office, 134E, S.B.S. Road, Mumbai-1.  Ph. 2260 7059	moha.mcgm@gmail.com	Shri. Chandrashekhar D. Chore  (A.C. A Ward)

**Section 4 (1) (b) (xvi)**

**Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Medical Officer of Health (A Ward)**

<b>Sr. No.</b>	<b>Name of APIO</b>	<b>Name of APIO</b>	<b>Designation</b>	<b>Jurisdiction as APIO under RTI</b>	<b>Address / Ph no.</b>
1	NIL	NIL	NIL	NIL	NIL

**Section 4 (1) (b) (xvi)**

**Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Medical Officer of Health (A Ward)**

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO Reporting</b>	<b>E mail id for purpose of RTI</b>
1	Shri. Chandrashekhar D. Chore	A.C. AWard		Dr. Chetna Nitil K	

**Section 4 (1) (b) (xvii)**  
**Special Activities undertaken by the Medical Officer of Health (A Ward)**

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

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

The Medical Officer of Health (A Ward) organizes screening programs for Municipal Employees for diseases like Diabetes Mellitus & Hypertension. If diagnosed with the same, appropriate treatment/ referral services are provided.

□ **Implementation of National Health Programs:**

The various National Health Programs like the National Malaria Control Program, Revised National Tuberculosis Control Program, Universal Immunization Program, Pulse Polio Immunization Program, Reproductive & Child Health Program etc.

□ **Mumbai Aarogya Abhiyaan Camps:**

The Medical Officer of Health conducts Mumbai Aarogya Abhiyaan Camps for the citizens during which curative, diagnostic, referral and IEC services are provided. These camps are conducted on a regular basis with the help of the local councilors. The main purpose is control of communicable diseases.

□ **IEC Activities:**

Various IEC activities are conducted whereby Role-Plays, Health Talks, Rallies, Poster-Pasting activities are done for increasing the awareness of the citizens regarding diseases like Malaria, Dengue, Leptospirosis and also non-communicable diseases like Diabetes & Hypertension.

□ **Crusade Activities:**

Crusades Activities for various diseases are conducted within the community jointly along with PCO, AE (Maintenance), AE (Bldg. & Factories), SWM under the guidance of the Asst. Municipal Commissioner (A).

□ **Training Activities:**

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

□ **Maternal & Child Health:**

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