

BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act, 2005 of H/East Ward

MEDICAL OFFICER OF HEALTH **DEPARTMENT**

Address - Office of Medical Officer of Health, 3rd
Floor, H/East Ward Building, 137
T.P.S.5, Road No.2, Prabhat
Colony, Santacruz(E), Mumbai-55

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INTRODUCTION
Medical Officer of Health (H/East Ward)

The Corporation has decentralized most of the main departments functioning at the city central level under Departmental Heads, and placed the relevant sections of these Departments under the Assistant Commissioner. 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 H/East 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, H/East in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (H/East Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in H/East Ward. He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries/Flour Mills. He has to prevent unauthorized food trade and also Prevention of Sex-Determination. He has to also regulate and control Outbreaks of Communicable Diseases in H/East Ward. He also supervises all the Health Related activities in a particular ward. He is the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages. Under the PC-PNDT Act of the year 2003, Medical Officer of Health of H/East Ward has been appointed as Appropriate Authority. Under this act, all Genetic Centers / Genetic Counseling Centers / Genetic Laboratories / Ultrasonography Centers / Imaging clinics etc. are required to be registered. They are supposed to comply with the norms laid down under the PC-PNDT Act, 2003.

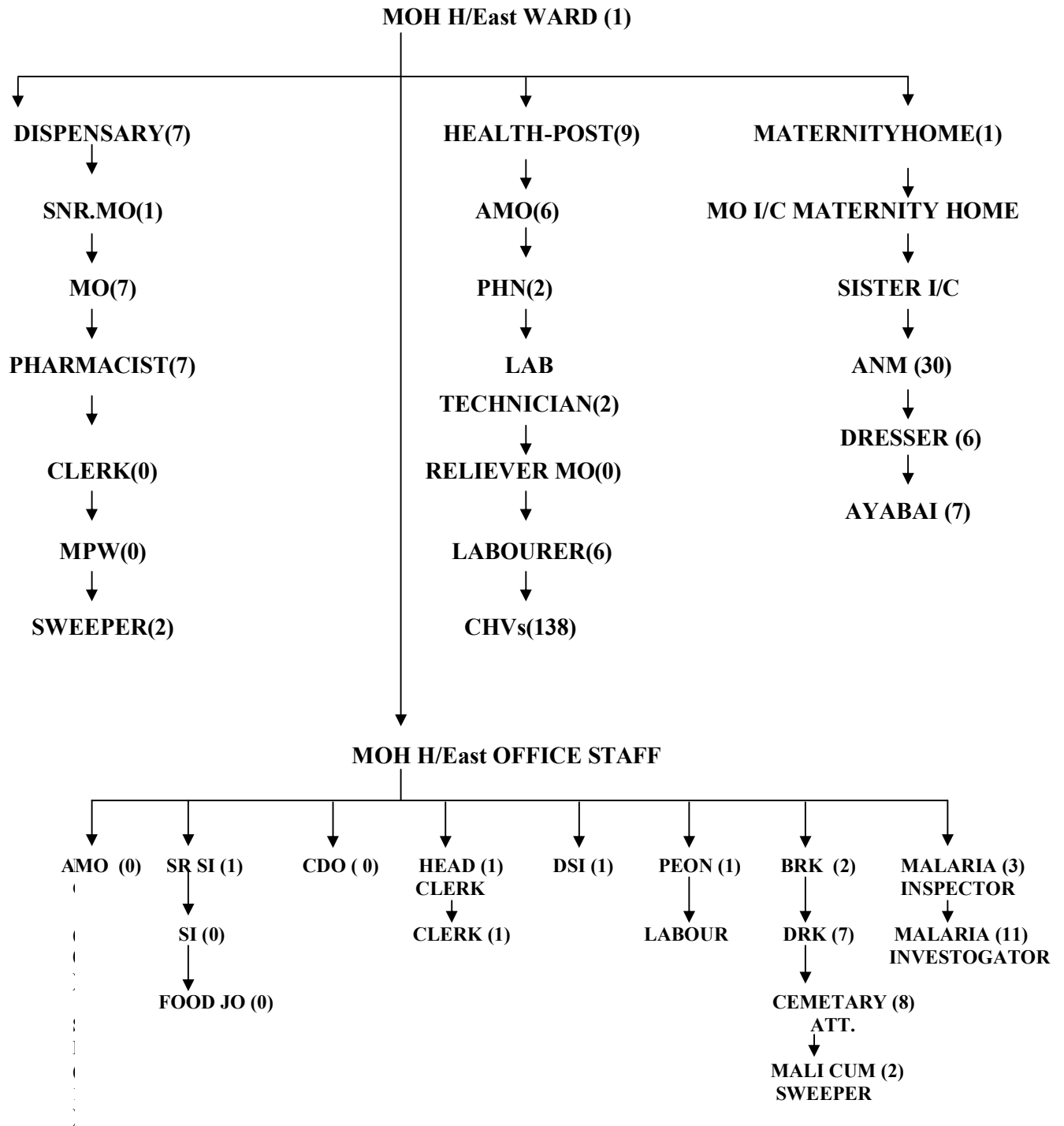
As per Central Right to Information Act 2005, The Medical Officer of Health is appointed as Public Information Officer (Health Department) for Public Health Department and As per Maharashtra Public Records Act-2005 and Maharashtra Public Records Act Rules -2007, he is appointed as for Record Officer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

SECTION 4 (1) (B) (i)
MANUAL NO 1
The particulars of functions & duties of the public authority

1	Name of the Public Authority	Dr. Pramod R. Patil Medical Officer of Health (H/East Ward)
2	Address	Office of Medical Officer of Health, 3 rd Floor, H/East Ward Building, 137 T.P.S.5, Road No. 2, Prabhat Colony, Santacruz (E), Mumbai-55
3	Head of the Office	Medical Officer of Health (H/East Ward)
4	Parent Government Department	Executive Health Officer – Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, H/East Ward
6	Jurisdiction Geographical	H/East ward is bounded by the Meethi River & CST Road in the East, Western Railway on the West, Vile Parle Milan Subway on The North, Mahim Causeway, Dharavi Link road on the South.
7	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.
8	Mission	1. Supervision of Public Health Infrastructure in H/East Ward 2. To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.
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 Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries. (b) He 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"> 1. Issuing Birth, Death & Marriage Certificates. 2. Provision of Health Licenses. 3. Supervision of Public Health Infrastructure in H/East Ward. 4. Family Planning & Immunization Services. 5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.
12	Tel. No. & Office timings	<p>Telephone no : 022-26138900</p> <p>Email: mohhe.phd@mcgm.gov.in</p> <p>Office timing: 9.00a.m.to 01.00 pm and 2.30 pm to 6.00 pm p.m.(Monday to Friday): 09.00 am to 01.00 pm on Saturdays</p> <p>Visiting Hours: 03.00 pm to 05.00 pm(Monday to Friday)</p>
13	Weekly Holidays	Sunday and Public Holidays.

ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)



SECTION 4 (1) (b) (ii)**MANUAL NO 2**

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

A – Financial Powers

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

SECTION 4 (1) (b) (ii)

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

B - Administrative Powers

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

SECTION 4 (1) (b) (ii)
The powers of officers and employees in the Office of Medical Officer of Health
(H/East Ward)

C – Magisterial Powers

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

SECTION 4 (1) (b) (ii)
The powers of officers and employees in the Office of Medical Officer of Health
(H/East Ward)

D - Quasi Judicial Powers

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

SECTION 4 (1) (b) (ii)
The powers of officers and employees in the office of Medical Officer of Health
(H/East Ward)

E – Judicial Powers

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

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH **(H/East WARD)**

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

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

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

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO SANITARY INSPECTOR

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

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

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

Section 4 (1) (b) (ii)
The duties of officers and employees in the office of Medical Officer of Health
(H/East Ward)

Medical Officer of Health (H/East 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 (H/East Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in the concerned ward. He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries. He has to prevent unauthorized food trade and also Prevention of Sex-Determination. He has to also regulate and control Outbreaks of Communicable Diseases in the concerned ward. He also supervises all the Health Related activities in a particular ward. He is also the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages.

Assistant Medical Officer (Inoc.)/ 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 IEC activities in a particular ward. Conducts training activities of the Health Care Workers as well as the Community Health Volunteers. The C.D.O. assists the Medical Officer of Health in conducting Population Census. Supervision of NUHM & NRHM activities in a particular ward.

Sanitary Inspectors

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

Malaria Inspectors

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

Malaria Investigators

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

E.P.I. Clerk

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

Birth, Death & Marriage Clerk

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

(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.

Section 4 (1) (b) (iii)
MANUAL NO 3

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Medical Officer of Health (H/East 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

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

NAME OF ACTIVITY - Action against USG centres/ IVF Centres/ Genetic Clinics**Related Provisions - --****Name of the Acts/Acts - PC-PNDT Act, 2003.****Rules - --****Govt. Resolutions - --****Circulars - --**

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

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 of Health	Officer	
		Preparation of inspection report.	Within 2-7 days.	Medical of Health	Officer	
		Filing court case in case of non-compliance	7 days	Medical of Health	Officer	

Section 4 (1) (b) (iv)
MANUAL NO 4

Norms set for discharge of its functions in the office of **Medical Officer of Health (H/East Ward)**

Organizational targets (Annual)

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

Section 4 (1) (b) (v)
MANUAL NO 5

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

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks if any
1	Act regarding registration of birth & death in the ward	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)
MANUAL NO 6

Statement of Categories of documents held in the office of
Medical Officer of Health (H/East Ward)

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Birth & death registers / Hospital (confinement) records	Register		Details of birth & death events occurred in the ward	Permanent
2	Marriage Register	Register		Details of marriages of residents who wish to register the event with the respective ward	Permanent
3	PC-PNDT 'H' Form & 'A' form of individual centres	Soft copy of 'H' form File of individual centres		Details of PC-PNDT Centres	10 Years
4	I.R. Book	Register		Inspection reports of various facilities bearing Health License	10 Years
5	Offence sheet	Register		Record of various offences committed by the facilities bearing Health Licenses & the action taken.	5 Years
6	'C' Form	Register		Health License details	5 Years
7	Vaccine stock registers	Registers		Inventory of the stock of the vaccines in the Ward Vaccine Store	5 Years
8	AFP Register	Register / Box File		Record of all Acute Flaccid Paralysis cases in the ward.	5 Years

9	AEFI Register	Register / Box File		Record of all cases of Adverse Events Following Immunization in the ward.	5 Years
10	DF & ILR Temperature chart monitoring log book	Log Book		Temperature records of the Cold Chain equipment in the Ward Vaccine Store.	5 Years
11	Routine Monthly Report of Immunization	Box File		Monthly Reports having number of beneficiaries of Routine Immunization in a particular month.	5 Years
12	Routine Monthly Report of VPD	Box File		Monthly Reports having number of cases of Vaccine Preventable Diseases in a particular month.	5 Years
13	Report of Pulse Polio Immunization	Box File		Reports of number of beneficiaries immunized during Pulse Polio Immunization Rounds.	5 Years
14	Routine Monthly Account Report of Immunization & Pulse Polio	Box File		Account of expenses incurred for Routine Immunization & Pulse Polio Immunization	5 Years
15	Malaria & Dengue report	Soft Copy		Cases of Malaria & Dengue during a particular month	3 Years
16	Water Sample Report	Soft Copy		Record of Fit & Unfit water samples during a particular month along with samples positive for E. Coli.	3 Years
17	Log sheets	Document		Details of Applications/ complaints/ other documents received by department	1 Year

18	Outward Register (Internal departments)	Document		Details of Applications/ complaints/ other documents forwarded to Internal departments of H/East 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.	01 year
21	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year

Section 4 (1) (b) (vii)
MANUAL NO 7

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 (H/East Ward)**

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

Section 4 (1) (b) (viii)
MANUAL NO 8

Statement of Boards, Councils, Committees or Other bodies

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

Section4(1)(b) (ix)
MANUALNO9
PAYSHEETNO.5168

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in H/East Ward	Contact No. 24134560
1	Medical Officer Health	Dr. Pramod R. Patil	B			922425979
2	Assistant Medical Officer	Vacant	B			
3	Sr. Sanitary Inspector	Shri. Santosh Pandurang Naik	C	15.11.1990	13.04.2022	9082126220
4	Sanitary Inspector	Vacant	C			
5	Sanitary Inspector	Vacant	C			
6	Sanitary Inspector	Vacant	C			
7	Head Clerk	Ashwini Kangane	C			
8	Clerk	Shri. Jadhav Kishore B.	C	05.03.2015	05.03.2015	9175097591
9	Clerk	Vacant	C			
10	Clerk	Vacant	C			
11	Clerk	Vacant	C			
12	B.R.K.	Shri. Santosh Jadhav	D	04.09.1996	24.08.2018	7021590539
13	B.R.K.	Vacant	D			
14	B.R.K.	Vacant	D			
15	D.R.K.	Vacant	D			
16	D.R.K.	Shri. Manohar Naik	D	01.06.1994	18.10.2019	8652096320
17	D.R.K.	Shri. Sarang Shivaji Darade	D	25.06.2007	28.01.2014	7718974597
18	D.R.K.	Shri. Babasaheb Kamble	D	06.10.2006	14.12.2021	9892374136
19	D.R.K.	Shri. Sachin Lolam	D	01.11.2008	14.12.2021	9867720435

20	D.R.K.	Shri. Arjun Vartak	D	14.10.2008	11.12.2021	8097360226
21	D.R.K.	Shri. Zahiruddin Shah	D	06.10.2006	17.12.2021	9221179254
22	Peon	Shri. Kamble Rohit Baban	D	19.08.2013	19.08.2013	9834709446
23	Dis-Inspection Sub-Inspector	Smt. Jayashree Gholap	D	29.01.2014	22.12.2021	9930670759
24	Cemetery Attendant	Vacant	D			
25	Cemetery Attendant	Shri. Viren Jadhav	D	09.11.2015	30.03.2022	9082318393
26	Cemetery Attendant	Shri. Nitin Swami	D	06.01.2021	06.01.2021	9405019708
27	Cemetery Attendant	Shri. Ramkrisha Oza	D	01.04.2005	16.03.2019	9930782682
28	Cemetery Attendant	Shri. Satish Ahire	D	11.04.2005	12.03.2019	8108845342
29	Cemetery Attendant	Shri. Ramesh Makwana	D	16.06.2011	04.04.2019	8828261843
30	Cemetery Attendant	Shri. Vinay Patil	D	09.07.2007	25.03.2019	9930326765
31	Cemetery Attendant	Vacant	D			
32	Mali cum Sweeper	Shri. Pravin Parmar	D	16.08.2010	16.08.2010	9769286842

PAYSHEETNO.5169						
Sr. No.	Designation	Officer's Employee's Name	& Category	Date of Appointment in MCGM	Date of Appointment in H/East Ward	Contact No.
33	Sr. Medical Officer	Vacant	A			
34	Medical Officer	Dr. Rohini Surve	A	02.12.2010	14.06.2017	9890655720
35	Medical Officer	Dr. Takpere Suneela Vinay	A	21.04.1999	01.04.2007	9870548536
36	Medical Officer	Dr. Milind Firange	A	12.08.2009	23.03.2024	9702570218
37	Medical Officer	Vacant	A			
38	Medical Officer	Vacant	A			
39	Medical Officer	Vacant	A			
40	Pharmacist	Smt. Sushma Thale	C	16.10.1998	08.07.1999	9892712084
41	Pharmacist	Shri. Sandip Bayas	C	19.05.1992	17.12.1992	8291425813
42	Pharmacist	Shri. Nitin Bhoi	C	19.09.2008	19.09.2008	9967250874
43	Pharmacist	Shri. Ajay Deokar	C	06.06.1994	06.06.1994	9820411696
44	Pharmacist	Shri. Ashok Brahmecha	C	21.04.1987	21.04.1987	9324738518
45	Pharmacist	Vacant	C			
46	Pharmacist	Vacant	C			
47	Part Time Dentist	Dr. Karne Shrinath Sampat	B	10.06.2016	10.06.2016	
48	Part Time Dentist	Dr. Khan Hifja Jafer	B	14.07.2016	14.07.2016	
49	Lab Technician	Smt. Mhatre Vrushali Deepak	C	07.08.2008	06.12.2012	9167999875
50	Lab Technician	Vacant	C			
51	Dresser	Shri. Bhosale Babasaheb D.	D	08.07.1992	08.02.2016	9869808645
52	Dresser	Shri. Achrekar Pradip K.	D	17.01.1997	20.08.2011	9769595897
53	Dresser	Shri. Chavan Sanjay V.	D	20.11.1997	08.02.2016	9820651934
54	Dresser	Vacant	D			
55	Dresser	Vacant	D			
56	Dresser	Vacant	D			
57	Dresser	Vacant	D			
58	Labour	Shri. Sandeep Karpe	D	17.08.2019	17.08.2019	7588379299

59	Labour	Shri. Talpe Sahebrao Y.	D	11.10.2011	18.04.2015	
60	Labour	Shri. Shinde Rajendra K.	D	26.09.2013	13.10.2015	8450921022
61	Labour	Vacant	D			
62	Labour	Vacant	D			
63	Labour	Vacant	D			
64	Labour	Vacant	D			
65	Sweeper Female	Smt. Sarvade Sharda Anil	D	15.01.2010	09.03.2011	9833040242
66	Sweeper Female	Vacant	D			
67	P.T. Labour	Vacant	D			
68	P.T. Labour	Vacant	D			

Section 4(1)(b)(x)
MANUAL NO 10

Designation	Officer's& Employee's Name	Basic+ GRP	Dearness Allowance	NPP	UWA	WC	DUT	Transport Allowance	CA	MMA	House Rent Allowance	AAP	Gross Pay
Medical Officer Health	Dr. Pramod R. Patil	92900	62224	-	-	-	-	5400	-	-	27870	-	200600
Assistant Medical Officer	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Sr. Sanitary Inspector	Shri. Santosh Pandurang Naik	46000	14260	-	-	-	-	600	-	-	12420	-	73509
Sanitary Inspector	Vacant	-	-	-	-	-	--	-	-	-	-	-	-
Sanitary Inspector	Vacant	-	-	-	-	-	--	-	-	-	-	-	-
Sanitary Inspector	Vacant	-	-	-	-	-	--	-	-	-	-	-	-

HeadClerk	Vacant	-	-	-	-	-	-	-	-	-	-	-	
Clerk	Shri. Jadhav Kishore B.	26800	8308	-	-	-	-	1200	-	-	7236	-	43544
Clerk	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Clerk	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Clerk	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
B.R.K.	Shri. Santosh Jadhav	41800	2958	-	-	115	-	600	-	-	11286	-	67221
B.R.K.	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
B.R.K	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
D.R.K.	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
D.R.K.	Shri. Manohar Naik	40690	12586	-	-	-	-	600	-	-	10962	-	64748
D.R.K.	Shri. Sarang Shivaji Darade	27600	8556	-	-	-	-	600	-	-	7452	-	44208
D.R.K.	Shri. Babasaheb Kamble	30400	9424	-	-	115	-	600	-	-	8208	-	48896

D.R.K.	Shri. Sachin Lolam	27200	8432	-	-	115	-	600	-	-	7344	-	44050
D.R.K.	Shri. Arjun Vartak	27200	8432	-	-	115	-	600	-	-	7344	-	43900
D.R.K.	Shri. Zahiruddin Shah	30400	9424	-	-	115	-	600	-	-	8208	-	48896
Peon	Shri. Kamble Rohit Baban	24000	7440	-	-	-	-	600	-	-	6448	-	38519
Dis-Inspection Sub-Inspector	Smt. Jayashree Gholap	24000	7440	-	-	-	-	600	-	-	6480	-	38519
Cemetery Attendant	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Cemetery Attendant	Shri. Viren Jadhav	-	-	-	-	-	-	-	-	-	-	-	-
Cemetery Attendant	Shri. Nitin Swami	18000	5580	-	-	115	-	600	-	-	4807	-	29154
Cemetery Attendant	Shri. Ramkrisha Oza	35400	10974	-	-	115	-	600	-	-	-	-	47088
Cemetery Attendant	Shri. Satish Ahire	35400	10974	-	-	115	-	600	-	-	-	-	47395
Cemetery Attendant	Shri. Ramesh Makwana	20300	6293	-	-	115	-	600	-	-	-	-	27308

Cemetary Attendant	Shri. Vinay Patil	27200	8432	-	-	115	-	600	-	-	7344	-	43691
Cemetary Attendant	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Mali cum Sweeper	Shri. Pravin Parmar	24900	7719	-	-	115	-	600	-	-	6723	-	39942
Sr. Medical Officer	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Medical Officer	Dr.RohiniSurve	75500	23405	-	-	-	-	1600	-	-	20385	-	140706
Medical Officer	Dr. Takpere SuneelaVinay	107700	33387	-	-	-	-	1600	-	-	29079	-	185063
Medical Officer	Dr. Milind Firange												
Medical Officer	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Medical Officer	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Medical Officer	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Pharmacist	Smt. Sushma Thale	58600	18166	-	-	-	-	600	-	-	15822	-	93188

Pharmacist	Shri. Sandip Bayas	70000	21700	-	-	-	-	600	-	-	18900	-	121699
Pharmacist	Shri. Nitin Bhoi	44100	13671	-	-	-	-	600	-	-	11907	-	70277
Pharmacist	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Pharmacist	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Pharmacist	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Pharmacist	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Pharmacist	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Part Time Dentist	Dr. Karne Shrinath Sampat	15000											15000
Part Time Dentist	Dr. Khan Hifja Jafer	15000											15000
Lab Technician	Smt. Mhatre Vrushali Deepak	52000	16120	-	-	-	-	600	-	-	14040	-	82759
Lab Technician	Vacant	-	-	-	-	-	-	-	-	-	-	-	-
Dresser	Shri. Bhosale Babasaheb D.	43100	13361	-	-	115	-	600	-	-	11637	-	69112

[illegible]

Labour	Vacant	-		-	-	-		-		-			-
Sweeper Female	Smt. Sarvade Sharda Anil	24900	7719-		-	115	-	600		-	6723	-	40054
Sweeper Female	Vacant	-		-	-	-		-		-			-
P.T. Labour	Vacant	-		-	-	-		-		-			-
P.T. Labour	Vacant	-		-	-	-		-		-			-

[illegible]

Section 4 (1) (b) (xi)**MANUAL NO 11**

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

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	33402010100 (Health)			
2	33101000000 (Health)			
3	33601000000 (Bhoiwada Cemetery)			
4	33602000000 (Bhoiwada Cemetery)			

Form B for previous year (2014-15)

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

Section 4 (1) (b) (xii)

MANUAL NO 12

**Manner of execution of subsidy program in the office of Medical Officer of Health
(H/East Ward)**

----- NIL-----

Section 4 (1) (b) (xiii)

MANUAL NO 13

Particulars of recipients of concessions, permits or authorizations granted in the office of
Medical Officer of Health (H/East Ward)

Section 4 (1) (b) (xiv)

MANUAL NO 14

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

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
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Section 4 (1) (b) (xv)
MANUAL NO 15

Particulars of facilities available for citizen for obtaining information in the office of
Medical Officer of Health (H/East Ward)

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	10.30 am to 05.30 pm on all working days (Sunday Holiday)	For inspection of entries from Birth/Death registers searching fees of Rs. 2/- charged.	Office of Medical Officer of Health Department, 1 st floor, H/East Ward BMC office, Parel, Mumbai-12.	Medical Officer of Health, H/East ward.

Section4(1)(b) (xvi)**Manual16**

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 (H/East Ward)

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	Email id for purpose of RTI	Appellate authority
1	Dr. Pramod R. Patil	MOH H/East	Information related to The action taken against unauthorized eating houses/ Birth & Death Record verification	Office of Medical 7	mohhe.phd@mcgm.gov .in	Smt. Swapnaza Kshirsagar Assistant Commissioner , H/East Ward, 1 st Floor, Prabhat Colony, TPSV, Santacruz East, Mumbai-400055

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

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	Email id for purpose of RTI
1	Smt. Swapnaza Kshirsagar	A.C.H/East Ward	H/East Ward	Dr. Pramod R. Patil	ac.heast@mcgm.gov.in

Section 4 (1) (b) (xvii)
MANUAL NO 17

Special Activities undertaken by the Medical Officer of Health (H/East Ward)

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

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

The Medical Officer of Health (H/East 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 (H/East).

- **Training Activities:**

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

- **Maternal & Child Health:**

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