



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act, 2005 of F/South Ward

MEDICAL OFFICER OF HEALTH DEPARTMENT

Address - Office of Medical Officer of Health,
R No. 2 & 3, 1st Floor, F/South
Ward Building, Dr. B. A. Road,
Parel, Mumbai – 400 012

Updated till 01.03.2014

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INTRODUCTION

Medical Officer of Health (F/S Ward)

The right to information is implicitly guaranteed by the Constitution. However, with a view to set out a practical regime for securing information, the Indian Parliament enacted the Right to Information Act, 2005 and thus provided a powerful tool to the citizens to get information from the Government as a matter of right. This law is very comprehensive and covers almost all matters of governance and has the widest possible reach, being applicable to Government at all levels- Union, State and Local as well as recipients of government grants.

The basic object of the Right to Information Act is to empower the citizens, promote transparency and accountability in the working of the Government and make our democracy work for the people in real sense. The Act is a big step towards making the citizens informed about the activities of the Government.

The Act requires the Government authority to compile a handbook in easily comprehensible form and to update it from time to time under **Section 4(1) b** sub clauses i to xvii (17 Manuals). The objective of publishing 17 Manuals is the proactive disclosure of the information/records held by Govt. Authority for the information seekers. The office of Medical Officer of Health, F/South ward is hereby publishing the Handbook for 17 Manuals as required under RTI Act 2005 to promote transparency and accountability in the working of the department & to give easy access to the information seekers to the information & records held by this office.

This handbook contains introduction about the department along with particulars of its functions, duties, objectives & vision. It further elaborates about the duties, powers delegated to its officers & employees. The procedure followed in decision-making process, accountability of concerned officers, norms set for discharge of its function along with Acts, related rules/regulations are further described in detail. It also contains the Statement of Categories of documents held by this office, directory & remuneration of its officers and employees. The details of budget allocation & its disbursement, particulars of permits issued, facilities available for citizens & details of PIO/Appellate authority is also published for information.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Medical Officer of Health, F/South ward whose office is situated at F/South ward office, ^{1st} floor, F/S Ward B.M.C Building, Jn. J.B. Road & Dr. B.A.Road, Parel, Mumbai-400012. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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 F/South 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, F/South in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (F/S Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in F/S 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 F/S 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 F/South 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.

PUBLIC INFORMATION OFFICER (PIO) for Medical Officer of Health Dept of F/S ward is Dr Sharad M. Ruia.

**Medical Officer of Health
F/South Ward**

SECTION 4 (1) (B) (i)

MANUAL NO 1

The particulars of functions & duties of the public authority

1	Name of the Section	Office of Medical Officer of Health (F/S Ward)
2	Address	Room No. 3, 1 st floor, F/South ward office Building, Dr. B. A. Road, J. Bhatankar Marg, Parel Naka, Parel, Mumbai- 400 012
3	Head of the Office	Medical Officer of Health (F/S Ward)
	Name of the Public authority	Dr Sharad M Ruia (Medical Officer of Health F/S Ward)
	Office Timings	Monday to Friday 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. Saturdays 08.00am to 11.30 am Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
	Contact Details	Telephone no : 022- 24134560 Extn : 220,221 022-24162702 Email : drsharadfs@gmail.com
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, F/South Ward
6	Jurisdiction Geographical	F/South ward is bounded by the Thane Creek on the East, Central Railway on West Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side covering North Central portion of the city.
	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.

7	Mission	<ol style="list-style-type: none"> 1. Supervision of Public Health Infrastructure in F/S Ward 2. To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.
9	Objectives	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> (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 F/S Ward. 4. Family Planning & Immunization Services. 5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.
13	Weekly Holidays	Sunday and Public Holidays.

DETAILS OF HEALTHPOSTS IN F/S WARD

SR.NO	HEALTH POSTS	NAME OF AMO	ADDRESS	TIMINGS
1	KUTUMB KALYAN	DR HEMANT	R NO 10, 1ST FLOOR, F/S BMC BUILDING, DR B.A. ROAD, PAREL, MUMBAI 12	09.00 AM TO 4.00 PM
2	V SHANTARAM	DR NACHIKET PATIL	RAJKAMAL STUDIO, DR S S RAO ROAD, PAREL MUMBAI 12	09.00 AM TO 4.00 PM
3	ABHYUDAY NAGAR	DR ANUP SHINDE	1ST FLOOR, NEAR ABHYUDAY NAGAR POLICE STATION, KALACHOWKY, MUMBAI 33	09.00 AM TO 4.00 PM
4	RAM LAXMAN TEKDI	DR SAMPADA	RAM TEKDI, G D A MARG, MUMBAI 15	09.00 AM TO 4.00 PM
5	NAIGAON	DR MAITREYI KALE	GROUND FLOOR, NAIGAON MATERNITY HOME, DAHIWALKAR BUWA MARG, NAIGAON, DADAR E, MUMBAI 14	09.00 AM TO 4.00 PM
6	2nd OCT	DR MAHESH	SHOP NO 1, NEXT TO SHRIMATI SAREE SHOP, OPP JAIN TEMPLE, G D A MARG, PAREL BHOIWADA, MUMBAI 12	09.00 AM TO 4.00 PM
7	KIDWAI NAGAR	DR DEHUTI	GROUND FLOOR, KIDWAI NAGAR HEALTH POST, R.A.K. ROAD, SEWREE, MUMBAI 15	09.00 AM TO 4.00 PM

SR.NO	NAME OF HEATH POST	DOCTOR	PHN	ANM	MPW	CLERK	AYAB AI	CHV
1	FAMILY WELFARE	1	1	4	1 (1VACANT)	NIL (1 VACANT)	1	20
2	RAM LAXMAN TEKDI	NIL (1 VACANT)	1	4	2	NIL (1 VACANT)	1	18
3	NAIGAON	1	1	4	2	1	1	20
4	V SHANTARAM	1	1	4	2	NIL (1 VACANT)	1	20
5	ABHYUDAYA NAGAR	1	NIL (1VACANT)	4	2	NIL (1 VACANT)	1	20
6	KIDWAI NAGAR	1	1	4	2	NIL (1 VACANT)	1	20
7	2ND OCTOBER	1	1	4	2	NIL (1 VACANT)	1	20

DETAILS OF DISPENSARIES IN F/S WARD

SR. NO.	DISPENSARY	NAME OF MEDICAL OFFICER	ADDRESS	TIMINGS
1	F/S DISP	DR NAKHWA (SNR MO)	R NO 11, 1ST FLOOR, F/S BMC BUILDING, DR B.A. ROAD, PAREL, MUMBAI 12	10.30 AM TO 5.30 PM
2	GAUTAM NAGAR	DR MITRA	NEAR F/S SWM QUARTERS, GAUTHAM NAGAR, D.S.P. ROAD, DADAR E , MUMBAI 14	09.00 AM TO 4.00 PM
3	NAIGAON	DR TUPE	GROUND FLOOR, NAIGAON MATERNITY HOME, DAHIWALKAR BUWA MARG, NAIGAON, DADAR E , MUMBAI 14	09.00 AM TO 4.00 PM
4	KIDWAI	DR POL	GROUND FLOOR, KIDWAI NAGAR HEALTH POST, R.A.K. ROAD, SEWREE, MUMBAI 15	09.00 AM TO 4.00 PM
5	A.D.MARG	DR PAKALE	NEAR SEWREE BUS DEPOT, A.D. MARG, SEWREE, MUMBAI 15	09.00 AM TO 4.00 PM
6	ABHYUDAY NGR	DR JADHAV	GROUND FLOOR, ABHYUDAY NAGAR HEALTH POST, NEAR ABHYUDAY NAGAR POLICE STATION, KALACHOWKY, MUMBAI 33	09.00 AM TO 4.00 PM
7	AMBEWADI	DR PATADE	NEAR CHRISTIAN CEMETRY, AMBEWADI, KALACHOWKY, MUMBAI 33	09.00 AM TO 4.00 PM
8	SEWREE CROSS ROAD	DR ADHATE	SEWREE MARKET, SEWREE X ROAD, SEWREE, MUMBAI 15	09.00 AM TO 4.00 PM
9	TRIVENI SADAN	DR KADAM	M.P. MARG, CURRY ROAD, MUMBAI 12	09.00 AM TO 4.00 PM

DETAILS OF B.M.C HOSPITALS

SR NO	Name of the Nursing Home	Address	CONTACT NO	EMAIL
1	NAIGAON MATERNITY HOME	1ST FLOOR, ABOVE NAIGAON HEALTHPOST, DAHIWALKAR BUWA MARG, NAIGAON, DADAR E , MUMBAI 14	24130433	naigaonmaternitymo@gmail.com
2	K.E.M HOSPITAL	OPP HAFFKINE INSTITUTE, DR ERNEST BORGES ROAD, PAREL, MUMBAI 12	022-24136051	

DETAILS OF STATE GOVT. HOSPITAL

SR NO	Name of the HOSPITAL	Address	CONTACT NO	EMAIL
1	G.T.B HOSPITAL	J.W ROAD, SEWREE MUMBAI 15		-

DETAILS OF PRIVATE HOSPITALS

SR NO	Name of the HOSPITAL	Address	CONTACT NO	EMAIL
1	N J WADIA	A.D. MARG PAREL MUM-12	24146964	jassawallamj@gmail.com
2	B J WADIA	A.D. MARG PAREL MUM-12	24146964	ykasya@gmail.com
3	TATA HOSP	Dr. E. BORGES MARG PAREL MUM 12	022-24177157	badwera@tmc.gov.in

DETAILS OF E.S.I.S HOSPITAL

SR NO	Name of the HOSPITAL	Address	CONTACT NO	EMAIL
1	MGM HOSP	DR S.S. RAO ROAD, PAREL MUMBAI 12		mgmhosp@hotmail.com

DETAILS OF PRIVATE NURSING HOMES

SR NO	Name of the Nursing Home	Address	CONTACT NO	EMAIL
1	ARYAN HOSPITAL & ICU	AMBEWADI SHOP NO 4, FLAT NO 11-12, ROYAL GARDEN G. D. AMBEKAR MARG KALACHOWKI MUM 33	022-24705060	aryanhosp@rediffmail.com
2	PAREL HOSPITAL	96/97, J.W RD, NEXT TO TATA HOSP BHOIWADA, PAREL MUM 12	24159700	
3	DR KARMARKAR NURSING HOME	NAIGAON		
4	MARU HOSPITAL	286-B ,DR B.A. ROAD PAREL MUM-12	24717272	maruhospital@hotmail.com
5	DR SHANBAUG CHILDREN HOSPITAL	FLAT 6 AAI MAI RD PAREL		
6	DR NIRANJAN UMESH JOSHI NURSING HOME	OPP.KEM PAREL MUM 12		
7	DR ARCHANA PATIL (PAREL HOSP) NURSING HOME	OPP.KEM PAREL MUM 12	24130919	archpatil@hotmail.com
8	K.B.H.B. CHARITABLE EYE HOSPITAL	58/60, JEHANGHIR MERWANI STREET,PAREL MUM 12	241025522	kbhb@rediffmail.com
9	SADGURU MATERNITY &NURSING HOME	DR B.A. RD 200, NEXT TO CHITRA CINEMA DR AMEDKAR ROAD,DADER,(EAST)-MUM 12	24168068	drktmistry@yahoo.com
10	ASHWINI MATERNITY & NURSING HOME	5 RUPAL APPARTMENT, D.PHALKE. ROAD, DADAR MUM 14	24151340	drvikramshah@hotmail.com
11	SUPRABHA SURGI CARE VINCENT COURT	15, VINCENT COURT, 1ST FLR, DR B A RD, OPP CHITRA CINEMA, DADAR 14		
12	SOBTI NURSING HOME	66 KALSI SADAN NAIGAON DADAR 14	24159096	manusobti@gmail.com
13	SWREE NURSING HOME	EBRAHIM KHANDASH, MOHD BLDG, GATE NO.7 SWREE (WEST)	022-24119834	sewreenursinghome@gmail.com
14	RAKHUMAI HOSPITAL	PAREL MUM 12		
15	LIFE CARE NURSING HOME	SWREE MUM 15		
16	DR VAZE	NANABHAI COURT, NEXT TO HINDMATA CINEMA, D.P. RD DADAR MUM 14		
17	DR GADRE HOSPITAL	COMRADE CHAMBER 21 GOVIND KENI ROAD NAIGAON 14	24148964	
18	DR SHIVDIKAR HOSPITAL	BHATANKAR MARG PAREL 12	24156722	shivdikarclinic@rediffmail.com
19	DR. NAVIN KUMAR GUPTA SHANKAR NETRIKA EYE HOSPITAL,	ROYAL GARDEN,G D. AMBEKAR MARG.		
20	GLOBAL HOSP	BLDG A 2, 35, E BORGES RD, PAREL MUMBAI	022-67670101	sagar.aloni@globalhospitalsindia.com

LIST OF PNDD CENTRES IN F/S WARD

SR.NO	NAME OF CENTRE	ADDRESS	
1	NAIGAON MUNICIPAL MATERNITY HOSPITAL	V. Y. DAHIWALKAR MARG NAIGAON,DADAR MUM-12	
2	N.J. WADIA MATERNITY HOSPITAL	A.D. MARG PAREL MUM-12	
3	DR ASHOK SHIVDIKAR	DR ASHOK SHIVDIKAR, DR SHIVDIKAR BUILDING NO28, J.B.ROAD,PAREL 12	
4	CHITRA SCAN CENTRE	SANJEEVANEE, 172/ A, JYOTIBA PHULE ROAD, NAIGAON, DADAR 14	
5	CANCER PATIENT AID ASSOCIATION	NAIGAON MUNICIPAL MATERNITY HOSPITAL V. Y. DAHIWALKAR MARG NAIGAON,DADAR MUM-12	
6	MANGAREESH CLINIC	SHOP NO. 8 AND 9 HARI BLDG, DR BATLIWALA RD, PAREL MUM 12	
7	SHRADHA POLYCLINIC	SHOP NO 18-20, MODY SHETH CHAWL, AMBEWADI, G.D. AMBEKAR MARG KALACHOWKI MUM 33	
8	SHREE BIDADA SARVODAYA TRUST BOMBAY MARU HOS.	286-B ,DR B.A. ROAD PAREL MUM-12	
9	SAMADHAN DIAGNOSTIC CENTRE	SHOP NO. 4,5 SITABAI CHAWL, D.L.MARG KALACHOWKI ,MUM-12	
10	MGM HOSPITAL	GROUND FLR , DR S.S. RAO ROAD, PAREL MUM 12	
11	K. E. M. HOSPITAL & G.S. MEDICAL COLLEGE	A. D. MARG PAREL MUM 12	
12	NATIONAL INSTITUTE RESEARCH & REPRODUCTIVE HEALTH (NIRRH)	JEHANGIR MERWANI ROAD PAREL MUM 12	
13	TATA MEMORIAL HOSPITAL	Dr. E. BORGES MARG PAREL MUM 12	
14	B.J. WADIA HOSPITAL FOR CHILDREN	A. D. MARG PAREL MUM 12	
15	SHREE SIDDHI X-RAY & SONOLOGY CLINIC	8/1, WAKADI CHAWL, NANABHAI LAXMAN PARELKAR RD, PAREL VILLAGE MUM 12	
16	MISTRY MATERNITY & NURSING HOME(SADGURU)	200, NEXT TO CHITRA CINEMA DR AMEDKAR ROAD,DADER,(EAST)-MUM 12	
17	SOBTI HOSPITAL	66,JYOTIBA PHULE ROAD, KALSI SADAN, NAIGAON, MUM 12	
18	Dr. ZANKAR DIAGNOSTIC CENTRE	5, SINDHUDURG, MAHADEV PALAV MARG, LALBAUG 12	
19	ASHWINI MATERNITY& SURGICAL NURSING HOME	5 , RUPAL APARTMENT, D.PHALKE. ROAD, DADAR MUM 14	
20	DRUSHTI DIAGNOSTIC CENTER	SHOP NO. 1,RAOJI SOJPAL CHAWL, S LANJEKAR MARG, SWREE(W)MUM-15	

21	B.J. WADIA HOSPITAL & INSTITUTE FOR CHILD HEALTH REASERCH	A. D. MARG PAREL MUM 12	
22	K. B. HAJI BACHOOALI CHARITABLE OPHTHALMIC HOSPITAL	58/60, JEHANGHIR MERWANI STREET,PAREL MUM 12	
23	SEWREE NURSING HOME	IBRAHIM KHAN DOST MOHD KHAN BLDG, GATE NO.7 ,1ST FLR, PLOT NO , SEWREE X RD, SEWREE (WEST), MUMBAI 15	
24	ACCURA DIGNOSTIC CENTRE	101, HIND RAJASTHAN BLDG, D.P. ROAD, DADAR 14	
25	NATIONAL INSTITUTE OF IMMUNOHEMATOLOGY	13TH FOOR KEM HOSPITAL	
26	MUSLIM AMBULANCE SOCIETY DIAGNOSTIC CENTRE	SHOP NO 1 BMC BLDG OPP HANUMAN MANDIR SEWREE	
27	MIDTOWN DIAGNOSTIC CENTRE	SHOP NO 10,11 VISHWAS NIWAS, BLDG NO 8, A. D. MARG PAREL MUM 12	
28	ARYAN HOSPITAL & ICU	SHOP NO 4 FLAT NO 11-12, ROYAL GARDEN G. D. AMBEKAR MARG KALACHOWKI MUM 33	
29	MIDTOWN DIAGNOSTIC CENTRE	SHOP NO 8, 9/9A, SUPARIWALA BAUG, OPP KEM HOSP , PAREL 12	
30	DR N A GANDBHIR CLINIC	A/6 SHANTI KIRAN SOC., G D AMBEKAR MARG , PAREL 12	
31	NIDAN DIAGNOSTIC CENTRE	DIGAMBER CO.OP.HOS SOC. JW RD,NEAR TATA HOSPITAL PAREL	
32	BOMBAY VETERINARY COLLEGE, ASSOCIATE DEAN, DEPT OF VETERINARY EPIDEMIOLOGY & PREVENTIVE MEDICINE	Parel Tank Road, Dr Walime Road, Opposite M D College, Near Mahatma Gandhi Hopsital, Near KEM Hospital, Parel, Mumbai - 400012	
33	INFINITY MEDICAL CENTRE	BNT IMAGING PVT LMT GRND CITI TOWER DR SS RAO RD,STREET NO 61/A,NEXT TO MGM HOSP	
34	DR VIJAYA PATIL HOSP(DESAI MEMORIAL HOSP)	94,PARMAR GURUJI MARG,PAREL MUM12	
35	ASIAN IMAGING	SHOP NO 15, DR SHIVRAM CHL, GRD FLR, DATTARAM LAD MARG, KALACHOWKI MUM 33	
36	ICMR GENETIC RESEARCH CENTRE	NATIONAL INST. FOR RESEARCH IN REPRO. HEALTH , JEHANGIR MERWANJI STREET PAREL	
37	KALP KAMAL	TRIVENI SADAN NO 1, SHOP NO 4, MAHADEV PALAV MARG, CURRY ROAD E, MUM 12	
38	MIDTOWN DIGNOSTIC PVT,LTD	1ST FLOOR 20,SUPARIBAUGH ESTATE BLDG NO.12, GOKHALE SOCIETY LANE,PAREL -12	
39	PULSE CARDIAC CENTRE AND SPECIALITY CLINIC	FLAT NO 2, GRD FLR,KHUSHVIHAR CO-OP SOC, 210,AMBEDKAR RD,DADAR E 14	
40	MGM HOSPIAL	1ST FLR , DR S.S. RAO ROAD, PAREL MUM 12	
41	PAREL HOSPITAL PVT LTD	96/97, J.W RD, NEXT TO TATA HOSP BHOIWADA, PAREL MUM 12	

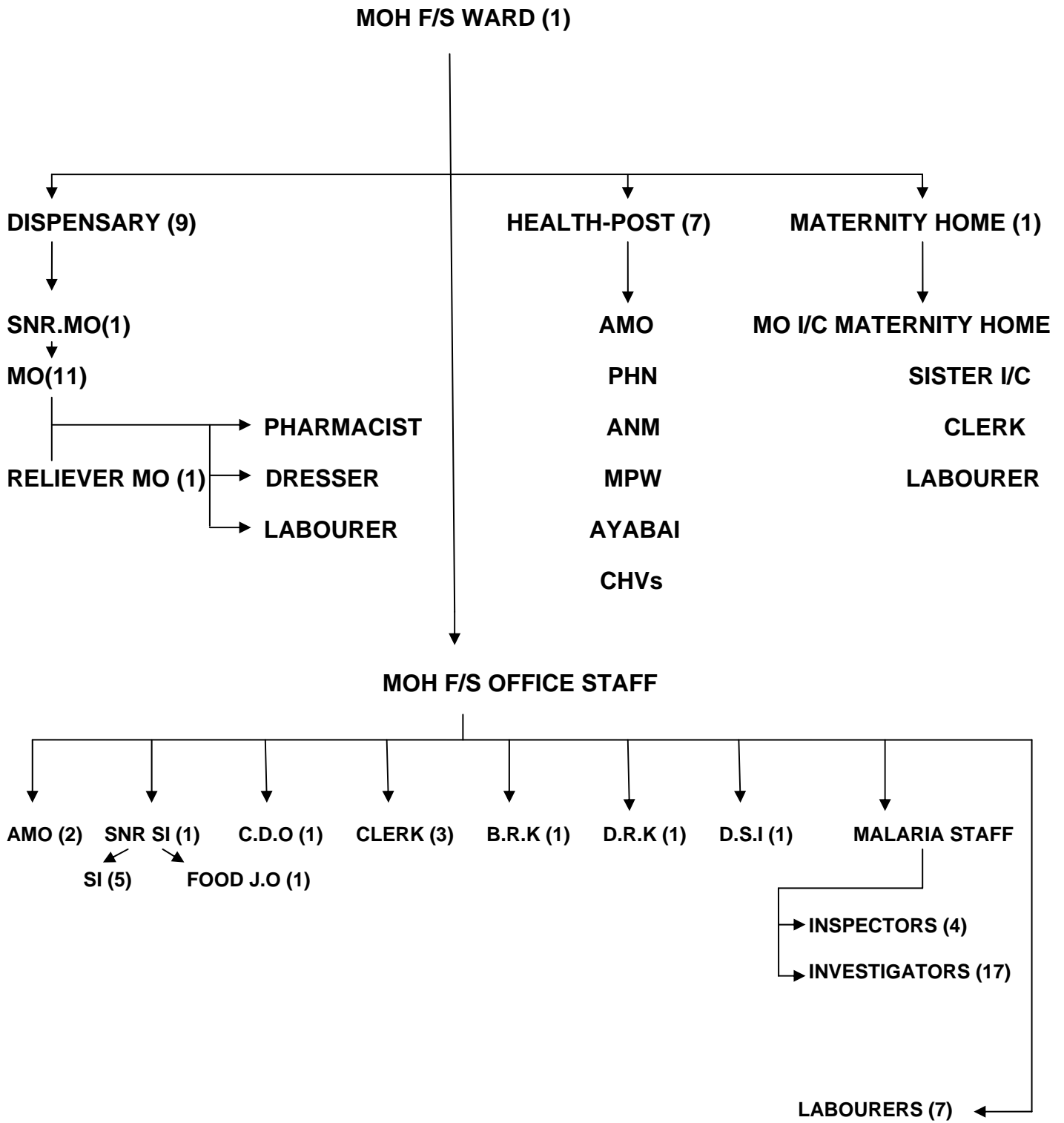
42	FAMILY WELFARE HOSPITAL	3RD FLOOR ,F SOUTH WARD BUILDING, ZAOBAWADI PPC, PAREL MUM -12	
43	CIDRIM HEART CENTRE	SHOP NO 4, GRD FLR, PATEL TERRACE, A.D. MARG, NR PAREL NAKA, PAREL 12	
44	SOHAM DIAGNOSTICS	D/6, VEENA BEENA APTS, A.D.MARG, SEWREE 15	
45	GLOBAL HOSPITAL SUPER SPECIALITY & TRANSPLANT CENTRE (A UNIT OF CDKD)	35, DR E.BORGES ROAD, HOSPITAL AVENUE, OPP SHIRODKAR HIGH SCHOOL, PAREL 12	
46	JAIN DIAGNOSTIC CENTRE	3, SARABAI BLDG, DR S.S. RAO ROAD, LALBAUG MUM 12	
47	HEALTHCARE	SHOP NO 12, SUPARIBAUG, PLOT 54/55, DR E BORGES ROAD, PAREL, MUMBAI 12	
48	A TO Z GENETIC SERVICES	C/O MANGREESH PATHOLOGY LABORATORY, SHOP NO 8 & 9, HARI BLDG, DR BATLIWALA ROAD, PAREL MUMBAI 12	
49	ROTUNDA BLUE FERTILITY CLINIC & KEYHOLE SURGERY CENTRE	601 A, 6TH FLOOR, 35/ TRUST HOUSE, GLOBAL HOSPITAL ANNEXE, DR E BORGES ROAD, PAREL, MUMBAI 12	
50	PAREL MULTI SPECIALITY DIAGNOSTIC CENTER	1ST FLR 96/97, J.W RD, NEXT TO TATA HOSP BHOIWADA, PAREL MUM 12	SEALED
51	RIDDHI	9, DEHNOO BLDG, DR B.A. ROAD PAREL MUM 12	

MTP CENTRES OF F/S WARD		
SR.NO	NAME OF CENTRES	ADDRESS
1	NAIGAON MATERNITY	V. Y. DAHIWALKAR MARG NAIGAON,DADAR MUM-12
2	KEM HOSP	A. D. MARG PAREL MUM 12
3	MGM HOSP	DR S.S. RAO ROAD, PAREL MUM 12
4	N J WADIA HOSP	A.D. MARG PAREL MUM-12
5	DR ASHOK SHIVDIKAR	DR ASHOK SHIVDIKAR, DR SHIVDIKAR BUILDING NO28, J.B.ROAD,PAREL 12
6	ASHWINI NURSING HOME	5 , RUPAL APARTMENT, D.PHALKE. ROAD, DADAR MUM 14
7	SADGURU NURSING HOME (DR MRS KAUSHALAYA MISTRY)	200, NEXT TO CHITRA CINEMA DR AMEDKAR ROAD,DADER,(EAST)-MUM 12
8	GADRE NURSING HOME	COMRADE CHAMBER 21 GOVIND KENI ROAD NAIGAON 14
9	ARYAN HOSPITAL & ICU	SHOP NO 4 FLAT NO 11-12, ROYAL GARDEN G. D. AMBEKAR MARG KALACHOWKI MUM 33
10	PAREL HOSP (DR VIJAYA DESAI)	94,PARMAR GURUJI MARG,PAREL MUM12
11	SEWREE NURSING HOME	IBRAHIM KHAN DOST MOHD KHAN BLDG, GATE NO.7 ,1ST FLR, PLOT NO , SEWREE X RD, SEWREE (WEST), MUMBAI 15
12	PAREL HOSPITAL (DR A D S IRANI)	96/97, J.W RD, NEXT TO TATA HOSP BHOIWADA, PAREL MUM 12

DETAILS OF CEMETRIES OF F/S WARD

1. BHOIWADA HINDU CEMETRY –
 - a) TRADITIONAL (FIREWOOD)
 - b) ELECTRIC
2. CHRISTIAN CEMETRY
3. MUSLIM KABRASTAN
 - a) BOHRA MUSLIM QABRASTAN
 - b) GARIB NAWAZ MUSLIM
 - c) AHMADIYA QABRASTAN

ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)



STAFF POSITIONING REPORT OF F/S WARD

SR.NO	STAFF	TOTAL POST	FILLED POST	VACANCY
1	MOH	1	1	0
2	ASSISTANT MEDICAL OFFICER	2	2	0
3	SR. MEDICAL OFFICER	1	1	0
4	MEDICAL OFFICER	11	11	0
5	PHARMACIST	10	10	0
6	SR. SANITARY INSPECTORS	1	1	0
7	SANITARY INSPECTORS	7	7	0
8	CLERK	8	8	0
9	B.R.K	6	1	5
10	D.R.K	7	7	0
11	R.A.	1	1	0
12	D.S.I	1	1	0
13	REPAIR BEARER	1	1	0
14	DRESSER	10	10	0
15	ELECTRICIAN	2	1	1
16	FURNACE OPERATOR	3	2	1
17	LAB TECHNICIAN	2	1	1
18	CEMETRY ATTENDANT	12	12	0
19	ELECTRIC ATTENDANT	10	10	0
20	GARDENER	3	3	0
21	MALARIA INSPECTORS	4	4	0
22	MALARIA INVESTIGATORS	17	17	0

SECTION 4 (1) (b) (ii)**MANUAL NO 2****The powers of officers and employees in the Office of Medical Officer of Health (F/S 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 (F/S 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 Pg.	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 (F/S 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 (F/S 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 (F/S 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 (F/S WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health-F/South 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 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-F/South 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 (F/S Ward)

Medical Officer of Health (F/S 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 (F/S 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.
- Ensure 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.

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 (F/S 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 role 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 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)

MANUAL NO 4

Norms set for discharge of its functions in the office of **Medical Officer of Health (F/S 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 (F/S 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 (F/S 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 F/South ward.	1 Year
19	Outward Register (External correspondence)	Document		Details of Applications/ complaints/ other documents forwarded to external	1 Year

				departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	
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 (F/S Ward)**

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

Section 4 (1) (b) (ix)

MANUAL NO 9

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in F/S Ward	Contact No. 24134560
1	Medical Officer Health	Dr. Ruia Sharad M.	B	20.04.1999	10.09.2011	
2	Assistant Medical Officer	Dr. Naik Sneha	B	30.05.2011	30.05.2011	
3	Assistant Medical Officer (EPI)	Dr. Yadav Sheshnath C	B	04.09.2013	01.10.2013	
4	Sr. Sanitary Inspector	Shri. Attarde Shantaram Nimba	B	19.12.1979	01.10.2012	
5	Sanitary Inspector	Shri. Chavan Raviraj Hiranman	B	28.11.1991	14.09.2009	
6	Sanitary Inspector	Shri. Bendale Janardan N.	C	01.03.1982		
7	Sanitary Inspector	Shri. D'souza Manual D.	C	08.02.1985	24.10.2012	
8	Sanitary Inspector	Shri. Bovalekar Vijay Shivaji	C	08.02.1985	17.11.2006	
9	Sanitary Inspector	Shri. Jadhav Shailesh	C	20.04.1992		
10	Sanitary Inspector	Shri. Bhanwar Anil	C	17.05.1979		
11	Head Clerk	Vacant				
12	Clerk	Smt. Thoke Jyoti Prashant	C	11.02.2009	11.02.2009	
13	Clerk	Smt. Thoke Archana Yuvraj	C	11.02.2009	11.02.2009	
14	Clerk	Smt. Bhoir Pragati Vijay	C	27.07.2006	27.07.2006	
15	Clerk	Shri. Bhoir Balu Ramchandra	C	15.02.2007	15.02.2007	
16	Clerk	Smt. Chile Swapnali Suryakant	C	10.01.2007	10.01.2007	
17	Clerk	Smt. Bhadsavale Arati Ameya	C	17.11.2006	17.11.2006	
18	Clerk	Shri. Kedare Bhagwan Pandurang	C	22.09.1993	05.12.2008	
19	Clerk (EPI)	Shri. Shelar Prakash	C	02.04.1989	13.08.2012	
20	B.R.K.	Shri. Sawant Ashok Ganpat	C	08.06.1985	14.02.2013	
21	B.R.K.	Shri. Ajit Vishram Koyande	C		14.07.2012	
22	B.R.K.	Shri. Nalavade Liladhar S.	C	01.07.1991	01.07.1991	
23	D.R.K.	Vacant	C			
24	D.R.K.	Vacant	C			

25	D.R.K.	Vacant				
26	D.R.K.	Shri. Kamble Anant Laxman	C	09.05.1979	27.07.2011	
27	D.R.K.	Shri. Raut Pradip B.	C	10.07.1991	13.03.2009	
28	Notice Clerk	Shri. Yadav Sanjivan Govind	C	15.05.1990		
29	Gardener	Shri. Mahadik Shyam Dhonda	D	31.11.1988		
30	Gardener	Shri. Bhadarka Jasubhai S.	D	01.01.1989		
31	Peon	Shri. Vichare Shrinivas Baliram	D	15.10.1980		
32	Peon	Shri. Kanakappa Savarappa	D	29.06.1995		
33	Dis-Inspection Sub-Inspector	Shri. Shrivias Rajesh Phulchand	C	01.04.1993		
34	Electrician-First	Vacant	D			
35	Electrician	Vacant	D			
36	Boiler Attendant	Shri. Dethe Pratap Baburao	D	01.12.1990	30.03.2013	
37	Boiler Attendant	Shri. Nagothkar Nitin Hiraman	D	03.05.1994		
38	Report Bearer	Shri. Amberkar Suryakant J.	D	01.05.1982	31.10.2009	
39	Cemetery Attendant	Vacant	D			
40	Cemetery Attendant	Shri. Chate Gorakh Ramkisan	D		16.12.2012	
41	Cemetery Attendant	Shri. Giri Dilip Ganpat	D	09.03.1977		
42	Cemetery Attendant	Smt. Kunchikorve Durga Sayyappa	D	26.09.1995		
43	Cemetery Attendant	Shri. Tharli Suresh Dhonda	D	06.06.2007	06.07.2007	
44	Cemetery Attendant	Shri. Kharmate Raosaheb V.	D	04.03.1977	04.03.2007	
45	Cemetery Attendant	Shri. Madav Shashikant Guvant	D	15.08.1988		
46	Cemetery Attendant	Shri. Pantoji Abdul Razak A.	D	01.07.1989	01.07.1989	
47	Cemetery Attendant	Shri. Avhad Kailas K.	D			
48	Cemetery Attendant	Shri. Gohil Naran Savaji	D	27.12.2007	27.12.2007	
49	Cemetery Attendant	Shri. Kamble Santosh Shankar	D	28.12.2007	28.12.2007	
50	Cemetery Attendant	Shri. Rajguru Prakash R.	D	01.11.1995		
51	Cemetery Attendant	Shri. Padekar Sunil Balu	D	23.10.1995		
52	Cemetery Attendant	Shri. Hindlekar Gautam Gopal	D	01.06.1982		
53	Cemetery Attendant	Shri. Khude Ganesh Bajirao	D	11.11.1993	16.02.2002	

54	Labour	Shri. Jadhav Ramesh Ravji	D	01.03.1987		
55	Labour	Shri. Vishwanath Gawade	D	29.03.1993	01.01.1997	
56	Labour	Shri. Dattatraya Shinde	D	18.11.1997	23.04.2012	
57	Gardener cum Sweeper	Shri. Makwana Lavji Govind	D	15.07.2009	15.07.2009	

PAYSHEET NO. 2784

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in F/S Ward	Contact No.
58	Medical Officer	Dr. Jadhav Veena Sunil	B	01.07.1999	01.07.1999	
59	Medical Officer	Dr. Nakhawa Rajashri Devdas	B	14.11.1994		
60	Medical Officer	Dr. Kadam Sanjay Laxman	B	26.09.1990		
61	Medical Officer	Dr. Tupe Supriya Sachin	B	12.06.1991		
62	Medical Officer	Dr. Mitra Ranjana Bhupendra	B	29.09.1991		
63	Medical Officer	Dr. Karekar Jayant Rajaram	B	24.09.1991	24.09.1991	
64	Medical Officer	Dr. Adate Suvarna Tanaji	B	14.11.1994	29.09.2008	
65	Medical Officer	Dr. Pole Shrinivas Vishnu	B	23.05.1987		
66	Medical Officer	Dr. Kamat Asavari Anand	B	21.04.1999		
67	Medical Officer	Dr. Pakale Sunil Anant	B	19.01.1994		
68	Medical Officer	Dr. Pathade Paradip Kaluram	B	24.05.1997	24.05.1997	
69	Pharmacist	Smt. Rathod Pratibha Pravin	C	27.03.2006	15.11.2011	
70	Pharmacist	Smt. Sali Gajanan Eknath	C	23.02.2012	23.02.2012	
71	Pharmacist	Shri. Agnihotri Narendra Vasudev	C	19.05.1978		
72	Pharmacist	Shri. Thakare Dinesh Jagannath	C	18.09.2008		
73	Pharmacist	Shri. Sonar Dilipkumar B.	C	22.01.1981		
74	Pharmacist	Shri. Chaudhary Dinesh R.	C	25.03.1981	25.03.1981	
75	Pharmacist	Smt. Raikar Vinita Dilip	C	14.11.1980		
76	Pharmacist	Shri. Komal Badrinath Veej	C	20.04.1982		
77	Pharmacist	Smt. Udmale Rupali Shankar	C	13.05.2013		
78	Pharmacist	Shri. Mangale Vishnu B.	C	25.01.2011	25.11.2011	
79	Lab Technician	Shri. Javale Rajan Kamalakar	C	24.12.2008	24.12.2008	
80	Sr. Pharmacist	Vacant	C			

81	Record Attendant	Smt. Darade Pratibha Sonu	C	16.07.2008	16.07.2008	
82	Dresser	Shri. Shelar Pritam Atmaram	D	22.04.1995		
83	Dresser	Shri. Kamble Baban Sitaram	D	20.04.1973		
84	Dresser	Shri. Kamble Bhimrao Bandu	D		03.09.2010	
85	Dresser	Shri. Shinde Umakant Daji	D	19.02.1990		
86	Dresser	Shri. Vange Anil Govind	D	17.09.1984		
87	Dresser	Shri. Dhotre Murlidhar Shankar	D	01.04.1986		
88	Dresser	Shri. Thorat Gulab Mahadev	D	23.06.1986		
89	Dresser	Shri. Londhe Sadashiv Sayappa	D	06.06.1985		
90	Sweeper	Shri. Avasarmal Suman Prabhaker	D	01.09.1995		
91	Sweeper	Smt. Bodi Sushila Jems	D	01.09.1995		
92	Labour	Shri. Madne Dilip Ayappa	D	03.11.2012	03.11.2012	
93	Labour	Shri. Bhoir Bharat Bhagwan	D	02.11.1979	02.11.2011	
94	Labour	Shri. Kadam Mohan Sakharam	D	01.08.1984	01.08.1984	
95	Labour	Shri. Dabholkar Ramchandra V.	D	11.11.1989	11.11.1989	
96	Labour	Shri. Patekar Harishchandra S.	D	12.11.1990	15.11.2011	
97	Labour	Shri. Khanvilkar Santosh Balu	D	15.11.2011	15.11.2011	
98	Labour	Shri. Munde Dnyaneshwar	D	01.12.2011	01.12.2011	
99	Labour	Shri. Petekar Rajesh Maruti	D	10.01.2008	10.01.2008	
100	Labour	Shri. Manjerekar Rohidas Dattatra	D	13.08.2008	13.08.2008	
101	Labour	Shri. Patil Narayan Balu	D	06.09.2008	06.09.2008	

Section 4 (1) (b) (x)

MANUAL NO 10

Designation	Officer's & Employee's Name	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
Medical Officer Health	Dr. Ruia Sharad M.*	26530+6000	32530	8133	1600	9759	84752
Assistant Medical Officer	Dr. Naik Sneha	16090+4800	25382	5223	1200	6267	61251
Assistant Medical Officer (EPI)	Dr. Yadav Sheshnath C	13350+4800	22053	5223	1200	5445	53864
Sr. Sanitary Inspector	Shri. Attarde Shantaram Nimba	14470+2800	13816	0	600	5181	37530
Sanitary Inspector	Shri. Chavan Raviraj Hiranman	15870+1900	14216	339	600	5331	38919
Sanitary Inspector	Shri. Bendale Janardan N.	16640+2100	14992	0	600	5622	40617
Sanitary Inspector	Shri. D'souza Manual D.	11120+1900	10416	0	600	3906	29485
Sanitary Inspector	Shri. Bovalekar Vijay Shivaji	15870+1900	14216	339	600	5331	38919
Sanitary Inspector	Shri. Jadhav Shailesh	12300+1900	11360	0	1080	4260	32547
Sanitary Inspector	Shri. Bhanwar Anil	11500+1700	10560	0	1080	3960	32072
Head Clerk	Vacant						
Clerk	Smt. Thoke Jyoti Prashant	7190+2000	7352	0	600	2757	20099
Clerk	Smt. Thoke Archana Yuvraj	7190+2000	7352	0	600	2757	20099
Clerk	Smt. Bhoir Pragati Vijay	9020+2000	8816	0	600	3306	25440
Clerk	Shri. Bhoir Balu Ramchandra	9020+2000	8816	0	600	3306	25442
Clerk	Smt. Chile Swapnali Suryakant	9350+2000	9080	0	600	3405	26135
Clerk	Smt. Bhadsavale Arati Ameya	9350+2000	9080	0	600	3405	26135
Clerk	Shri. Kedare Bhagwan Pandurang	12660+2100	11808	0	600	4428	32259
Clerk (EPI)	Shri. Shelar Prakash	11470+2000	10992	0	600	4122	29654

B.R.K.	Shri. Sawant Ashok Ganpat	10940+1900	10272	0	600	0	24027
B.R.K.	Shri. Koyande Ajit Vishram	9560+1600	8928	0	600	3348	24351
B.R.K.	Shri. Nalavade Liladhar S.	10300+1900	9760	0	600	3660	26535
D.R.K.	Vacant	9520+1900	9136	2791	1080	3426	28053
D.R.K.	Vacant						
D.R.K.	Vacant						
D.R.K.	Shri. Kamble Anant Laxman	9900+1600	9200	916	1080	3450	26461
D.R.K.	Shri. Raut Pradip B.	9730+1600	9064	0	1080	3399	25188
Notice Clerk	Shri. Yadav Sanjivan Govind	10790+1850	10112	0	600	3792	27459
Gardener	Shri. Mahadik Shyam Dhondu	10330+1800	9704	948	1080	317	24494
Gardener	Shri. Bhadarka Jasubhai S.	11610+1850	10768	0	600	341	25484
Peon	Shri. Vichare Shrinivas Baliram						
Peon	Shri. Kanakappa Savarappa						
Dis-Inspection Sub- Inspector	Shri. Shrivastav Rajesh Phulchand	9950+1950	9520	804	1080	3570	27189
Electrician-First	Vacant						
Electrician	Vacant						
Boiler Attendant	Shri. Detha Pratap Baburao	11620+1950	10856	0	600	4071	29412
Boiler Attendant	Shri. Nagothkar Nitin Hiraman	9280+1650	8744	75	1080	317	22409
Report Bearer	Shri. Amberkar Suryakant J.	9310+1950	10856	0	600	4071	29412
Cemetery Attendant	Vacant						
Cemetery Attendant	Shri. Chate Gorakh Ramkisan	5200+1800	5600	0	600	2100	15500
Cemetery Attendant	Shri. Giri Dilip Ganpat	9700+1300	8800	0	600	313	21028
Cemetery Attendant	Smt. Kunchikorve Durga Sayyappa	9510+1800	9048	0	600	3393	25402

Cemetery Attendant	Shri. Tharli Suresh Dhondu	5590+1300	5512	0	600	2067	15384
Cemetery Attendant	Shri. Kharmate Raosaheb V.	5200+1800	5600	0	600	2100	15500
Cemetery Attendant	Shri. Madav Shashikant Gunvant	9960+1300	9008	892	1080	3378	25933
Cemetery Attendant	Shri. Pantoji Abdul Razak A.	10340+1800	9712	0	600	0	22767
Cemetery Attendant	Shri. Avhad Kailas K.	5200+1800	5600	0	600	2100	15500
Cemetery Attendant	Shri. Gohil Naran Savaji	8900+1800	8560	0	600	3210	23270
Cemetery Attendant	Shri. Kamble Santosh Shankar	8580+1800	8304	0	600	0	19484
Cemetery Attendant	Shri. Rajguru Prakash R.	9510+1800	9048	0	600	3390	24666
D. Labour	Shri. Padekar Sunil Balu	10180+1800	9584	0	600	3594	26073
D. Labour	Shri. Hindlekar Gautam Gopal	10550+1300	9480	0	0	0	21645
D. Labour	Shri. Khude Ganesh Bajirao	9940+1800	9392	0	600	0	22047
Labour	Shri. Jadhav Ramesh Ravji	10630+1800	9944	0	600	0	23289
Labour	Shri. Vishwanath Gawade						
Labour	Shri. Dattatraya Shinde						
Gardener cum Sweeper	Shri. Makwana Lavji Govind	6360+1300	6128	0	600	2298	17001

Designation	Officer's & Employee's Name	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
Medical Officer	Dr. Jadhav Veena Sunil	25040+6000	31040	7760	1600	9312	80952
Medical Officer	Dr. Nakhawa Rajashri Devdas	36440+6300	42740	10685	1600	12822	112767
Medical Officer	Dr. Kadam Sanjay Laxman	32860+6000	38860	9715	1600	11658	100893
Medical Officer	Dr. Tupe Supriya Sachin	29050+6000	35050	8763	1600	10515	91178

Medical Officer	Dr. Mitra Ranjana Bhupendra	27800+6000	33800	8450	1600	10140	87990
Medical Officer	Dr. Karekar Jayant Rajaram	31710+6000	37710	9428	1600	11313	98921
Medical Officer	Dr. Adate Suvarna Tanaji	26810+6000	32810	8203	1600	9843	85466
Medical Officer	Dr. Pole Shrinivas Vishnu	33620+6000	39620	9905	1600	11886	102831
Medical Officer	Dr. Kamat Asavari Anand	28270+6000	34270	8568	1600	10281	90149
Medical Officer	Dr. Pakale Sunil Anant	30240+6000	36240	9060	1600	10872	94212
Medical Officer	Dr. Pathade Paradip Kaluram	28230+6000	34230	8558	1600	10269	89087
Pharmacist	Smt. Rathod Pratibha Pravin	11120+2800	11136	0	600	4176	30032
Pharmacist	Smt. Sali Gajanan Eknath	8500+2800	9040	0	600	3390	24530
Pharmacist	Shri. Agnihotri Narendra Vasudev	19660+4200	19088	0	600	7158	50906
Pharmacist	Shri. Thakare Dinesh Jagannath	8500+2800	9040	0	600	3390	24530
Pharmacist	Shri. Sonar Dilipkumar B.	19260+4200	18768	450	600	7038	50516
Pharmacist	Shri. Chaudhary Dinesh R.	18850+4200	18440	0	600	6915	49205
Pharmacist	Smt. Raikar Vinita Dilip	19260+4200	18768	0	600	7038	50066
Pharmacist	Shri. Komal Badrinath Veej	18850+4200	18440	0	600	6915	49205
Pharmacist	Smt. Udmale Rupali Shankar	8560+2800	9060	0	600	3400	24630
Pharmacist	Shri. Mangale Vishnu B.	9190+2800	9592	0	600	3597	25979
Lab Technician	Shri. Javale Rajan Kamlakar	11010+4200	12168	0	600	4563	32741
Sr. Pharmacist	Vacant						
Record Attendant	Smt. Darade Pratibha Sonu	6860+1950	7048	0	600	2643	19566
Dresser	Shri. Shelar Pritam Atmaram	9290+1900	8952	0	600	3357	24414

Dresser	Shri. Kamble Baban Sitaram	11600+1900	10800	265	600	0	29530
Dresser	Shri. Kamble Bhimrao Bandu	10200+1600	9440	265	600	3540	25960
Dresser	Shri. Shinde Umakant Daji	10710+1900	10088	265	600	3783	27661
Dresser	Shri. Vange Anil Govind	11050+1900	10360	265	600	3885	28375
Dresser	Shri. Dhotre Murlidhar Shankar	11330+1900	10584	265	600	3969	28963
Dresser	Shri. Thorat Gulab Mahadev	11140+1900	10432	265	600	3912	28564
Dresser	Shri. Londhe Sadashiv Sayappa	11330+1900	10584	265	600	3969	28963
Sweeper	Shri. Avasarmal Suman Prabhaker	9830+1800	9304	0	600	3489	25338
Sweeper	Smt. Bodi Sushila Jems	8870+1300	8136	0	1080	3051	22752
Labour	Shri. Madne Dilip Ayappa	5200+1800	5600	0	600	2100	15500
Labour	Shri. Bhoir Bharat Bhagwan	5410+1800	5768	0	600	5768	15941
Labour	Shri. Kadam Mohan Sakharam	10580+1800	9904	0	600	3714	26913
Labour	Shri. Dabholkar Ramchandra V.	10340+1800	9712	0	600	3642	26409
Labour	Shri. Patekar Harishchandra S.	10340+1800	9712	0	600	3642	26409
Labour	Shri. Khanvilkar Santosh Balu	5410+1800	5768	0	600	2367	17964
Labour	Shri. Munde Dnyaneshwar	5410+1800	5768	0	600	2163	15941
Labour	Shri. Petekar Rajesh Maruti	6830+1300	6504	0	1080	2439	18353
Labour	Shri. Manjerekar Rohidas Dattatra	6590+1300	6312	0	1080	2367	17964
Labour	Shri. Patil Narayan Balu	6330+1800	6504	0	600	2439	17988

* MOH gets monthly imbursement of telephonic bill of Rs 600/-

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

Details of allocation of budget and disbursement made in the office of **Medical Officer of Health (F/S Ward)** for the year 2013-14.

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	33402010100 (Health)	2,85,82,000	Utilized till date - 1,09,13,236.93	
2	33101000000 (Health)	24,16,000	Utilized till date – 2,61,233	
3	33601000000 (Bhoiwada Cemetery)	1,05,71,000	Utilized till date – 22,79,141.50	
4	33602000000 (Bhoiwada Cemetery)	68,35,000	Utilized till date – 9,87,776	

Form B for previous year (2012-13)

Sr. No	Budget Head description	Grants received	Grant utilized	Grant Surrendered	Result
1	33402010100 (Health)	5,53,26,000	5,41,01,762.49	12,24,237.5	
2	33101000000 (Health)	9,18,000	8,91,585	26,415	
3	33601000000 (Bhoiwada Cemetery)	95,99,000	65,31,500	30,67,500	
4	33602000000 (Bhoiwada Cemetery)	70,62,000	56,25,480	14,36,520	

Section 4 (1) (b) (xii)

MANUAL NO 12

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

----- NIL-----

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 (F/S 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 (except 2 ND & 4 TH Saturday & holidays)	For inspection of entries from Birth/Death registers searching fees of Rs. 2/- charged.	Office of Medical Officer of Health Department, 1 st floor, F/South Ward BMC office, Parel, Mumbai-12.	Medical Officer of Health, F/South ward.

Section 4 (1) (b) (xvi)

Manual 16

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 (F/S Ward)

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Dr. S.M.Ruia	MOH F/S	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Room No.3, 1 st floor, F/South ward office, Dr.B.A. Road, Parel, Mumbai-12. Ph. 24134560 Ext. 212	drsharads@gmail.com	Shri. Kurhade (A.C. F/S Ward)

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	E mail id for purpose of RTI
1	Shri. Kurhade	A.C. F/S Ward		Dr. S.M.Ruia	

Section 4 (1) (b) (xvii)

MANUAL NO 17

Special Activities undertaken by the Medical Officer of Health (F/S Ward)

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

- **Screening for Non- Communicable Diseases:**
The Medical Officer of Health (F/S 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 (F/S).
- **Training Activities:**
Training of UG & PG Medical/ Nursing students are also conducted by the Medical Officer of Health (F/S Ward).
- **Maternal & Child Health:**
ANC & PNC facilities are provided by the Health Post staff to the citizens.
- **Census:**
MOH conducts census of the area with the help of C.D.O & health post staff.

APPEAL TO CITIZENS

- **While applying for birth/ death certificate ensure that all the details regarding the event are completely filled in the form.**
- **For correction in birth/ death certificate, submit at least 2 properly attested documents (which have been issued before the date of event) along with the application form.**
- **For marriage certificate application, submit all the documents as per the notice board displayed, outside the MOH-F/S office.**
- **For Health License application under Sec 394/412, submit all the documents as per the MMC Act, 1888.**
- **Do not discriminate between girl and boy child. It is a criminal offence to ask for sex determination of foetus (unborn child) during Sonography or any other antenatal diagnostic/fertility treatment procedure.**
- **While applying for an application under the Right to Information Act. 2005, please give complete discrete & separate specification regarding the nature of the information sought. Also, please request only regarding one subject matter at a time.**
- **Cover your mouth and nose with a handkerchief or tissue while coughing or sneezing.**
- **Wash your hands every time after coughing or sneezing, thoroughly with soap and water, before and after touching your nose, eyes and mouth.**
- **Stay at home if infected with flu like illness.**
- **In case of fever, kindly visit your nearest BMC Hospital / Dispensary / Health post and consult a Doctor.**
- **Do not self medicate or neglect any fever which is prolonged. Avoid use of tablet aspirin or pain killers without medical advice.**
- **For protection against malaria & dengue change water once a week and observe dry day.**
- **Keep water storage tanks in mosquito proof condition.**
- **Use mosquito net & apply repellent on open parts of the body.**

- **Do not allow water to stagnate near your dwelling-house.**
 - **Storing water in masonry tank should be avoided.**
 - **Do not keep tyres & odd articles on roof tops, terraces or in compound.**
 - **Good personal hygiene (e.g. hand washing), clean surroundings, avoid road side eateries.**
- Safe water consumption.**
- **Anti-rodent measures e.g. proper disposal of garbage.**
 - **Avoid walking bare-foot in water- logged places.**
 - **In case of cough more than 2 weeks, get sputum tested.**
 - **Temporary relief is not complete cure. Incomplete treatment leads to complications, resistance, harmful side effects & expensive treatments.**
 - **Exclusive breast feeding up to 6 months of age.**
 - **Sleep well, stay physically active and effectively manage stress.**
 - **Drink plenty of water and eat nutritious food.**
 - **Benefits of walking and moderate exercise are reducing diabetes and other diseases like heart ailments and stroke.**