

BRIHANMUMBAI MAHANAGARPALIKA

As per provision of RTI Act 2005, section 4,
17 Manuals of K/West Ward

Medical Officer of Health (K/West Ward)

Address - K/West Ward Bldg.,
Paliram Path,
Opp BEST Depot,
Andheri(W), Mumbai - 400 058

INTRODUCTION

Medical Officer of Health (K/West Ward)

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

The registration of Births and deaths in K/West 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, K/West in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (K/West Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in K/West Ward. He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centers/ Genetic Clinics/ IVF Centers/ 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 K/West 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 K/West 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)

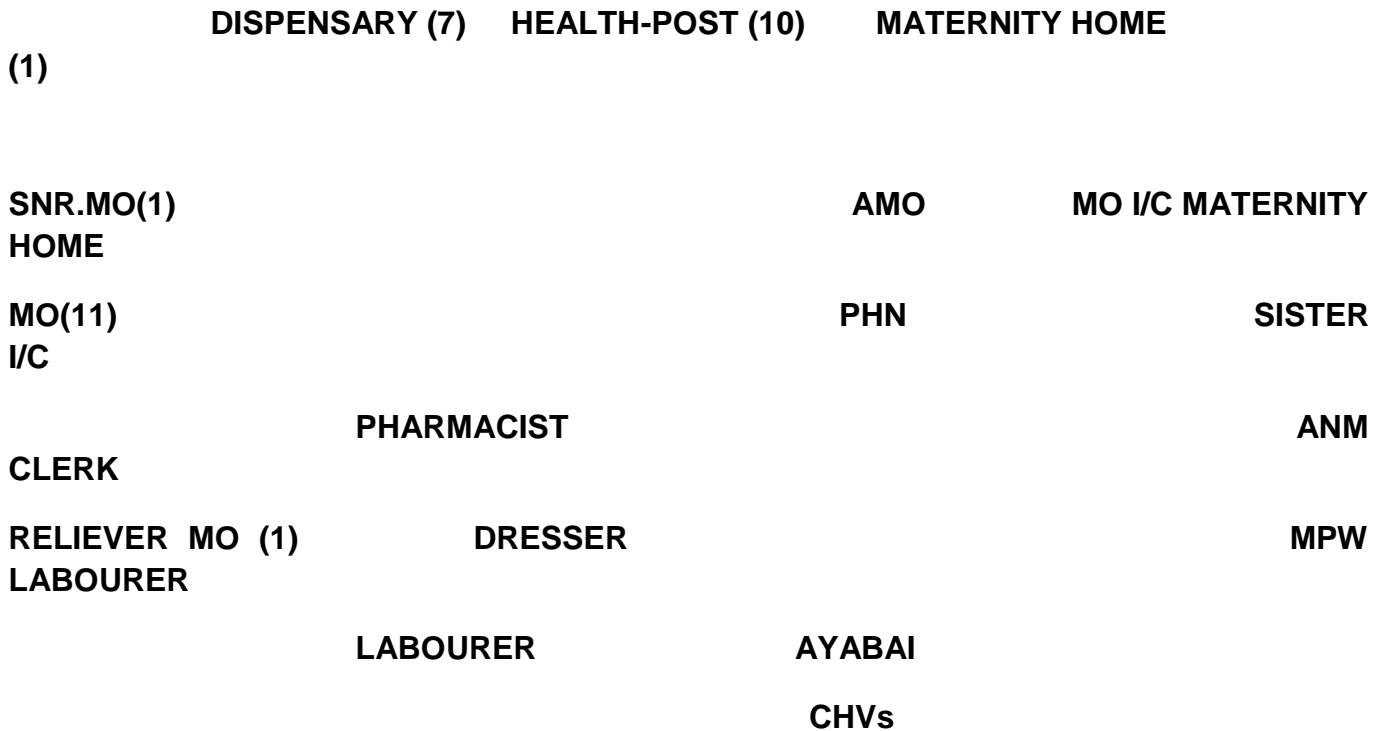
The particulars of functions & duties of the Office of Medical Officer of Health (K/West Ward)

1	Name of the Public Authority	Dr. Ajit Pumpatwar Medical Officer of Health (KW Ward)
2	Address	K/West Ward Bldg., Paliram Path, Opp BEST Depot, Andheri(W), Mumbai - 400 058
3	Head of the Office	Medical Officer of Health (KW Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, K/West Ward
6	Jurisdiction-Geographical	K/West ward is bounded by the Arabian Sea on the East, central railway on West, Mumbai Marathi Granth Sangrahalaya Marg on North and Dattaram Lad Marg on South side.
7	Mission	<ul style="list-style-type: none">• Supervision of Public Health Infrastructure in K/W Ward• To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.
8	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.
9	Objectives	<ul style="list-style-type: none">• Reduction in Cases of Malaria, Dengue & other Communicable Diseases as well as Non-Communicable Diseases.• Timely registration of all Births & Deaths.• Good standards followed by all the Public Facilities like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills.• Ensuring ideal physical, mental & social health for all individuals.• Prevention of Pre-Natal Diagnosis, Sex Selection & Illegal Medical Termination of Pregnancy.

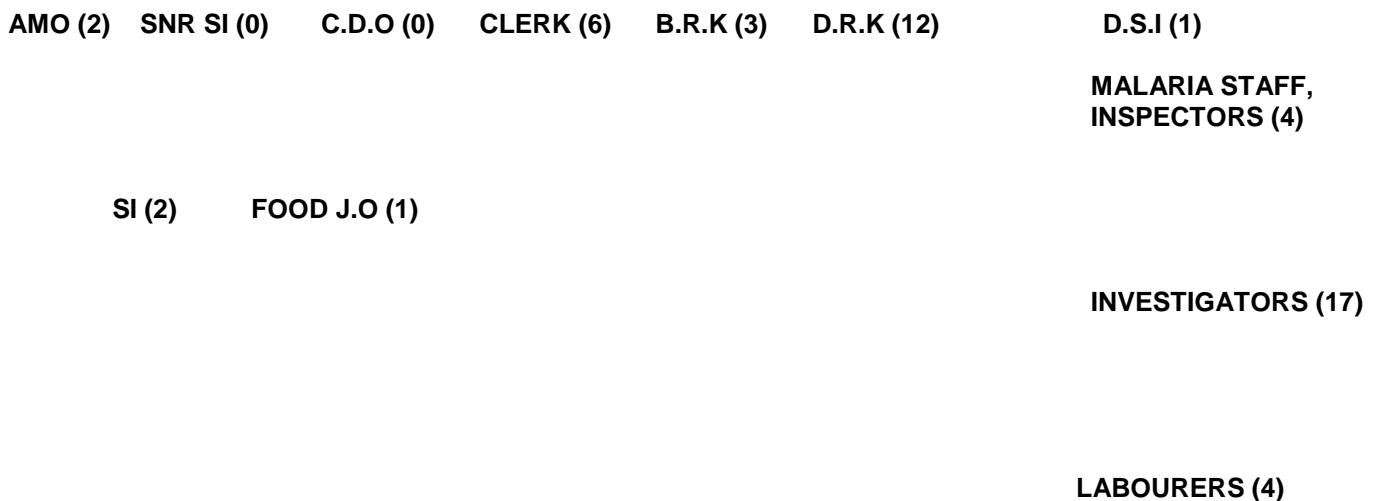
10	Functions	<p>(a) To take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries.</p> <p>(b) To prevent unauthorized food trade.</p> <p>(c) To prevent Sex-Determination.</p> <p>(d) To Issue Birth, Death & Marriage Certificates.</p> <p>(e) To Control Eating Houses/ Nursing Homes/ Construction Sites.</p> <p>(i) To Grant Eating House permits under section 394 of the MMC Act.</p> <p>(ii) To Renew Health Licenses.</p> <p>(iii) To take action against owners/proprietors in case of failure to comply.</p> <p>(iv) To take action against construction sites failing to comply with Anti- Malarial measures.</p>
11	Details of Services provided (In Brief)	<ul style="list-style-type: none"> • Issuing Birth, Death & Marriage Certificates. • Provision of Health Licenses. • Supervision of Public Health Infrastructure in K/W Ward. • Family Planning & Immunization Services. • Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.
12	Tel. No.s & Office Timings	<p>Telephone no :</p> <p>Email : mohkw.phd@mcgm.gov.in</p> <p>Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. (Monday to Friday):08.00am to 11.30 am on Saturdays</p> <p>Visiting Hours: 03.00 p.m. to 05.00 pm (Monday to Friday)</p>
13	Weekly Holidays	Sunday and Public Holidays.

ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)

MOH K/W WARD (1)



MOH K/W OFFICE STAFF



SECTION 4 (1) (b) (ii)**The powers of officers and employees in the Office of Medical Officer of Health (K/W 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 (K/West 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
(K/West 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
(K/West 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 (K/West Ward)

E – Judicial Powers

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

Section 4 (1) (b) (ii)

The duties of officers and employees in the office of Medical Officer of Health (K/West Ward)

Medical Officer of Health (K/West 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 (K/West 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 Centers/ 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 Centers 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.

D.S.I. (Water Samples)

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

Birth/Death Record Keepers

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

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (K/WEST WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of Health- K/West 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- K/West 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 :-

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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 (K/West Ward)

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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.

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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)

The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Medical Officer of Health (K/West 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
 Rules -
 Govt. Resolutions -
 Circulars - 1.DMC(RE)/6618, dt : 15/03/2012 (Refer pg- of Annexure)
 2. D.M.C./R.E./141 dt: 12/4/2013
 Office Orders -

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)

Norms set for discharge of its functions in the office of Medical Officer of Health (K/West 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)

The rules / regulation related with the functions of Medical Officer of Health (K/West 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	<ul style="list-style-type: none"> • Registration of Births and Deaths Act, 1969 • Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000 • HO/35875/REG NO 1/ Dt 30.01.2013 – Provision for Child name insertion in birth certificate for the period of 2yrs (01.01.2013 – 31.12.2014), even if >15yrs have lapsed since birth. 	
2	Act regarding registration of marriage in the ward	1.Maharashtra State Government Rules & Regulation for Marriage Registration 1998 2.HO/10798/Dt 08.03.2010	
3	Act regarding registration & supervision of nursing homes in the ward	Bombay Nursing Home Act, 1949	
4	Act regarding registration & supervision of PC-PNDT centres in the ward	1.The Pre-Natal Diagnostic Techniques (Regulation & Prevention of Misuse) Act, 1994 Amended as – The Pre-conception & Pre-Natal Diagnostic Techniques (Prohibition of Sex selection) Act, 2003 2.Ministry of Health & Family Welfare Notification dt 04.06.2012	
5	Act regarding supervision of MTP centres in the ward	Medical Termination of Pregnancy Act 1971	
6	Health Licenses	Sections 394 & 412 of MMC Act 1888	

Section 4 (1) (b) (vi)

**Statement of Categories of documents held in the office of
Medical Officer of Health (K/West 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 K/West 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/	1 Year

				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)

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 (K/West Ward)

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

Section 4 (1) (b) (viii)

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)**PAYSHEET NO. 5320**

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in K/West Ward	Contact No.
1	MEDICAL OFFICER (M.O.H.)	Ajit Pampatvar	B	07.09.2009	14.01.2021	26239131
2	MEDICAL OFFICER	VACANT	B			
3	ASSISTANT MEDICAL OFFICER	Sushilkumar Mewalal Mourya	B	08.05.2020	08.05.2020	26239131
4	ASSISTANT MEDICAL OFFICER	Siddhi Vishwadeep Amberkar	B	07.05.2020	07.05.2020	26239131
5	SENIOR SANITARY INSPECTOR	VACANT	C			
6	SANITARY INSPECTOR	SHAIKH IMTIYAZ SHAIKH NABIJAN	C	01.02.1990	04.06.2019	26239131
7	SANITARY INSPECTOR	VACANT	C			
8	SANITARY INSPECTOR	NAIK KISHOR HARI (SUSP)	C	04.02.1985	11.08.2009	26239131
9	HEAD CLERK	SANKHE ANJALI	C	01.08.1985	11.10.2019	26239131
10	CLERK	SONAWANE DEEPAK SAKHARAM	C	22.06.2010	22.06.2010	26239131
11	CLERK	JOSHI VINIT NILKANTH	C	05.10.1990	11.05.2012	26239131
12	CLERK	SHIRSATH SHRADDHA MUKESH	C	05.02.2015	05.02.2015	26239131
13	CLERK	BHOGLE SHILPA PANDURANG	C	02.07.2008	02.07.2008	26239131
14	CLERK	DHAGE PALLAVI PANDURANG	C	08.07.2008	08.07.2008	26239131
15	CLERK	MEHER MANISHA BIPIN	C	27.08.2008	27.08.2008	26239131
16	D.S.I.	SAHU RAJENDRAPRASAD S.	C	14.05.1997	07.11.2016	26239131

17	NOTICE KARKOON	LINGAYAT RAVINDRA Y.	D	16.12.2000	13.03.2014	26239131
18	BIRTH REGISTRATION KARKOON	VACANT	D			
19	BIRTH REGISTRATION KARKOON	GHUDE NAVNEET PANDURANG	D	23.03.2000	01.04.2019	26239131
20	BIRTH REGISTRATION KARKOON	KHANVILKAR ANKITA AJAY	D	13.03.1998	03.04.2019	26239131
21	BIRTH REGISTRATION KARKOON	PRAKASH SEVA PAWAR	D	03.12.2008	29.03.2019	26239131
22	PEON	SHUKLA RAJESHKUMAR SURESHCHANDR A	D	01.03.2017	01.03.2017	26239131
23	PEON	SAMBHAJI SHENDGE JAGANNATH	D	05.09.1988	22.01.2004	26239131
24	LABOURER	VACANT	D			
25	LABOURER	SHINDE SANJAY NARAYAN	D	01.09.1988	04.06.2012	26239131
26	LABOURER	SAWANT DEEPAK SHANKAR	D	01.10.1988	16.04.2015	26239131
27	LABOURER	Junaid Ahmed Siraj Gurjar	D	10.10.1996	07.04.2021	26239131
28	LABOURER	VACANT	D			
29	LABOURER	KAMBLE ARVIND PRABHAKAR	D	10.01.2008	12.02.2016	26239131
30	DEATH REGISTRATION KARKOON	VACANT	D			
31	DEATH REGISTRATION KARKOON	SUHAS GAJANAN RANE	D	11.12.1995	08.10.2019	26239131
32	DEATH REGISTRATION KARKOON (NON SHED)	VIKRAM RANE	D	23.03.2000	23.11.2019	26239131
33	DEATH REGISTRATION KARKOON	MAGAR ASHOK UTTAM	D	03.11.1987	22.03.2013	26239131

34	DEATH REGISTRATION KARKOON	SARAK BALIRAM BABU	D	03.02.2012	28.08.2018	26239131
35	DEATH REGISTRATION KARKOON (NON SHED)	DALVI LAHU MADHUKAR	D	07.06.2008	28.01.2014	26239131
36	DEATH REGISTRATION KARKOON	MAHESH NANA CHAVAN	D	13.08.1990	02.12.2019	26239131
37	DEATH REGISTRATION KARKOON	SUDHIR SHANKAR PATIL	D	01.12.2005	07.10.2019	26239131
38	DEATH REGISTRATION KARKOON	VACANT	D			
39	DEATH REGISTRATION KARKOON (NON SHED)	VACANT	D			
40	DEATH REGISTRATION KARKOON	NANASAHEB KUSHBA SHELKE	D	03.10.1989	11.10.2019	26239131
41	DEATH REGISTRATION KARKOON	NITIN RAMDAS MHATRE	D	12.09.1995	07.10.2019	26239131
42	DEATH REGISTRATION KARKOON	VACANT	D			
43	DEATH REGISTRATION KARKOON	SALGAR BAPU	D	01.12.1999	13.12.2019	26239131
44	DEATH REGISTRATION KARKOON (NON SHED)	LOKHANDE JAGAN SITARAM	D	01.09.2007	09.10.2013	26239131

45	CEMETERY ATTENDANT	NARBEKAR VISHAL RAVINDRA	D	11.03.2019	11.03.2019	26239131
46	CEMETERY ATTENDANT	PALEKAR AMOL SUBHASH	D	11.03.2019	11.03.2019	26239131
47	CEMETERY ATTENDANT	VACANT	D			
48	CEMETERY ATTENDANT	RAMESH SHANKAR PATIL	D	09.04.2013	15.03.2019	26239131
49	CEMETERY ATTENDANT	VANARASE RAJENDRA NAMDEV	D	09.12.1990	18.03.2019	26239131
50	CEMETERY ATTENDANT	SURESH SITARAM JADHAV	D	02.08.1992	18.03.2019	26239131
51	CEMETERY ATTENDANT	GOSAVI VISHNU NARAYAN	D	22.05.1987	19.03.2019	26239131
52	CEMETERY ATTENDANT	VACANT	D			
53	CEMETERY ATTENDANT	CHAVAN BHAUSAHEB ANANDA	D	04.05.1995	18.03.2019	26239131
54	CEMETERY ATTENDANT	MAHADEV SARJA TAMBE	D	23.04.1991	18.03.2019	26239131

55	CEMETERY ATTENDANT	DHAKATE UMESH VISHWANATH	D	13.03.2019	13.03.2019	26239131
56	CEMETERY ATTENDANT	DIPAK MAHIPAT TAWDE	D	02.08.1992	18.03.2019	26239131
57	CEMETERY ATTENDANT	CHANDORKAR MAHESH BALARAM	D	01.08.1995	26.09.2007	26239131
58	CEMETERY ATTENDANT	BANPATE SUNIL NAGESH	D	07.05.1997	22.03.2019	26239131
59	CEMETERY ATTENDANT(NON SHED)	AVINASH VISHNU KAMBLE	D	13.03.2019	13.03.2019	26239131
60	CEMETERY ATTENDANT(NON SHED)	VACANT	D			
61	CEMETERY ATTENDANT(NON SHED)	PANKAJ JADHAV	D	07.03.2012	13.04.2018	26239131
62	CEMETERY ATTENDANT(NON SHED)	VACANT	D			
63	ELECTRICIAN GRADE 1	VACANT	D			
64	ELECTRICIAN GRADE 2	VACANT	D			
65	FURNACE OPERATOR	SANAP NAVNATH VITTHAL	D	04.10.2017	04.10.2017	26239131
66	FURNACE OPERATOR	KHANVILKAR SANJAY C	D	20.04.1991	14.01.2005	26239131
67	FURNACE OPERATOR	VACANT	D			
68	FURNACE OPERATOR	VACANT	D			
69	CREMATORIUM ATTENDANT	SHIVAJI NIVRUTTI METKARI	D	26.09.2013	26.09.2013	26239131

70	CREMATORIUM ATTENDANT	FULZELE KHUSHAL BHIKAJI	D	22.10.2012	22.10.2012	26239131
71	CREMATORIUM ATTENDANT	PRAVIN SUDAM CHAVAN	D	01.04.2005	12.03.2019	26239131
72	CREMATORIUM ATTENDANT	VACANT	D			
73	CREMATORIUM ATTENDANT	VACANT	D			
74	CREMATORIUM ATTENDANT	VACANT	D			
75	CREMATORIUM ATTENDANT	VACANT	D			
76	MALI-CUM- SWEEPER	DHARMA SANA RATHOD	D	02.06.1995	16.05.2001	26239131
77	MALI	VACANT	D			
78	MALI-CUM- SWEEPER	VACANT	D			
79	MALI-CUM- SWEEPER	YADRUK PRATAP BHIVA	D	04.04.1990	before 1996	26239131

PAYSHEET NO. 5322

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in K/West Ward	Contact No.
1	SENIOR MEDICAL OFFICER	VACANT	B			
2	MEDICAL OFFICER	VACANT	B			
3	MEDICAL OFFICER (non sche- millat nagr)	SANKHE RAJSHREE MAHENDRA	B	09.11.1992	22.01.2014	26239131
4	MEDICAL OFFICER	GHONGADE SHRADDHA SWAPNIL	B	07.08.2009	27.07.2017	26239131
5	MEDICAL OFFICER	THORAT SAMIDHA PRAFULLA	B	12.02.2009	09.12.2013	26239131
6	MEDICAL OFFICER	DHAMBHARE SUPRIYA DEVIDAS	B	12.08.2009	10.09.2014	26239131
7	MEDICAL OFFICER	SHETYE SANTOSH PANDURANG	B	05.10.2007	01.06.2010	26239131
8	MEDICAL OFFICER	NAGARSEKAR PRACHI SHRIPAD	B	05.02.2007	13.08.2010	26239131
9	MEDICAL OFFICER	TOPALE VEERDHAWAL R	B	24.02.2009	31.10.2014	26239131
10	MEDICAL OFFICER (non sche- banana leaf)	PHALKE SUJATA UDAY	B	1.11.1991	02.06.2014	26239131

11	MEDICAL OFFICER(RELIVER)	VACANT	B			
12	MEDICAL OFFICER	PRITI ANIL RICHHAWAL	B	27.08.2012	14.11.2018	26239131
13	PHARMCIST	VACANT	C			
14	PHARMCIST	DARSHANA RAMCHANDRA SALUNKHE	C	07.06.2013	11.07.2019	26239131
15	PHARMCIST	VACANT	C			
16	PHARMCIST	VACANT	C			
17	PHARMCIST	VACANT	C			
18	PHARMCIST	VACANT	C			
19	PHARMCIST	SHIRSE RAJESH HIRAMAN	C	17.06.2013	17.06.2013	26239131
20	PHARMCIST	CHILVERI PRATIBHA MANOHAR	C	18.09.2008	27.09.2011	26239131
21	PHARMCIST	KAShte MITALI RAKESH	C	28.09.2011	09.11.2011	26239131
22	PHARMCIST	VACANT	C			
23	PHARMCIST(NON SCHED)	VACANT	C			
24	PHARMCIST(NON SCHED)	VACANT	C			
25	LAB TECHNICIAN	VACANT	C			
26	LAB TECHNICIAN	GHARVE RUPALI HARESH	C	26.04.2011	26.04.2011	26239131
27	LAB TECHNICIAN	VACANT	C			
28	LAB TECHNICIAN	VACANT	C			
29	LAB TECHNICIAN	VACANT	C			
30	LAB TECHNICIAN(NON SCHED)	VACANT	C			
31	LAB TECHNICIAN(NON SCHED)	VACANT	C			
32	LAB TECHNICIAN(NON SCHED)	VACANT	C			
33	LAB TECHNICIAN(NON SCHED)	VACANT	C			
34	REGISTRATION ASSISTANT	VACANT	C			
35	REGISTRATION ASSISTANT	VACANT	C			
36	DRESSER	VACANT	D			
37	DRESSER	KUVLEKAR LAXMAN VASANT	D	10.07.1989	07.02.2003	26239131
38	DRESSER	MOHITE ARUN RAMCHANDRA	D	08.12.1992	03.12.2010	26239131
39	DRESSER	VACANT	D			
40	DRESSER	SUNIL SHRIWARDHANKAR KANU	D	01.10.1991	01.12.2012	26239131
41	DRESSER	VEER HARISHCHANDRA	D	02.04.2005	09.02.2016	26239131
42	DRESSER	WAITI RAGHUNATH	D	25.03.1991	29.02.2016	26239131
43	DRESSER	VACANT	D			
44	DRESSER	VACANT	D			

45	DRESSER(NON SHCED)	VACANT	D			
46	DRESSER(NON SHCED)	VACANT	D			
47	LABOURER	PAUL MACWAN HEMANTKUMAR	D	23.02.2006	09.02.2015	26239131
48	LABOURER	VACANT	D			
49	LABOURER	MURGESH THANGRAJ	D	08.09.2010	08.09.2010	26239131
50	LABOURER	BANDBE UMESH RAMESH	D	20.07.2007	20.07.2007	26239131
51	LABOURER	BERA RAVI KAMAL	D	02.02.2011	02.02.2011	26239131
52	LABOURER	JOGLE SANTOSH RAMA BANGAR DAULATRAO KASHINATH	D	01.12.2012	01.12.2012	26239131
53	LABOURER	NAIDU LAXMAN PALANI LOKHANDE PRALHAD SHAMRAO	D	16.11.2010	16.11.2010	26239131
54	SWEEPER	PURABIA SUNNY CHANDU	D	11.08.2014	11.08.2014	26239131
55	SWEEPER	RATHOD UMESH LALJI	D	7.11.2014	07.11.2014	26239131
56	SWEEPER	VACANT	D			
57	P.T. LABOURER	VACANT	D			
58	P.T. LABOURER	VACANT	D			
59	P.T. LABOURER	VACANT	D			
60	P.T. LABOURER	VACANT	D			
61	BAHU UDDESHIYA KAMGAR(NON SCHED)	VACANT	D			
62	BAHU UDDESHIYA KAMGAR(NON SCHED)	VACANT	D			
63	AYAH	VACANT	D			
64						

Section 4(1)(b)(x)

Details Remuneration of the Officer and Employees in the office of Administrative officer K / WEST Ward

PAYSHEET NO:- 5320

Sr No.	DESIGNATION	EMPLOYEE NAME	GRD	Basic Pay
1	MEDICAL OFFICER (M.O.H.)	Ajit Pampatvar	B	75500
2	MEDICAL OFFICER	VACANT	B	
3	ASSISTANT MEDICAL OFFICER	Sushilkumar Mewalal Mourya	B	52000
4	ASSISTANT MEDICAL OFFICER	Siddhi Vishwadeep Amberkar	B	52000
5	SENIOR SANITARY INSPECTOR	VACANT	C	
6	SANITARY INSPECTOR	SHAIKH IMTIYAZ SHAIKH NABIJAN	C	55000
7	SANITARY INSPECTOR	VACANT	C	
8	SANITARY INSPECTOR	NAIK KISHOR HARI (SUSP)	C	53400
9	HEAD CLERK	SANKHE ANJALI	C	74300

10	CLERK	SONAWANE DEEPAK SAKHARAM	C	31100
11	CLERK	JOSHI VINIT NILKANTH	C	51500
12	CLERK	SHIRSATH SHRADDHA MUKESH	C	26000
13	CLERK	BHOGLE SHILPA PANDURANG	C	34000
14	CLERK	DHAGE PALLAVI PANDURANG	C	32000
15	CLERK	MEHER MANISHA BIPIN	C	34000
16	D.S.I.	SAHU RAJENDRAPRASAD S.	C	39700
17	NOTICE KARKOON	LINGAYAT RAVINDRA Y.	D	37200
18	BIRTH REGISTRATION KARKOON	VACANT	D	
19	BIRTH REGISTRATION KARKOON	GHUDE NAVNEET PANDURANG	D	39400
20	BIRTH REGISTRATION KARKOON	KHANVILKAR ANKITA AJAY	D	38300
21	BIRTH REGISTRATION KARKOON	PRAKASH SEVA PAWAR	D	28400
22	PEON	SHUKLA RAJESHKUMAR SURESHCHANDRA	D	20700
23	PEON	SAMBHAJI SHENDGE JAGANNATH	D	44400
24	LABOURER	VACANT	D	
25	LABOURER	SHINDE SANJAY NARAYAN	D	39900
26	LABOURER	SAWANT DEEPAK SHANKAR	D	42300
27	LABOURER	Junaid Ahmed Siraj Gurjar	D	37600
28	LABOURER	VACANT	D	
29	LABOURER	KAMBLE ARVIND PRABHAKAR	D	26400
30	DEATH REGISTRATION KARKOON	VACANT	D	
31	DEATH REGISTRATION KARKOON	SUHAS GAJANAN RANE	D	40600
32	DEATH REGISTRATION KARKOON (NON SHED)	VIKRAM RANE	D	38300
33	DEATH REGISTRATION KARKOON	MAGAR ASHOK UTTAM	D	41800
34	DEATH REGISTRATION KARKOON	SARAK BALIRAM BABU	D	24500
35	DEATH REGISTRATION KARKOON (NON SHED)	DALVI LAHU MADHUKAR	D	27600
36	DEATH REGISTRATION KARKOON	MAHESH NANA CHAVAN	D	41800
37	DEATH REGISTRATION KARKOON	SUDHIR SHANKAR PATIL	D	40600
38	DEATH REGISTRATION KARKOON	VACANT	D	
39	DEATH REGISTRATION KARKOON (NON SHED)	VACANT	D	
40	DEATH REGISTRATION KARKOON	NANASAHEB KUSHBA SHELKE	D	44400
41	DEATH REGISTRATION KARKOON	NITIN RAMDAS MHATRE	D	36100
42	DEATH REGISTRATION KARKOON	VACANT	D	
43	DEATH REGISTRATION KARKOON	SALGAR BAPU	D	35000
44	DEATH REGISTRATION KARKOON (NON SHED)	LOKHANDE JAGAN SITARAM	D	28400

45	CEMETERY ATTENDANT	NARBEKAR VISHAL RAVINDRA	D	18000
46	CEMETERY ATTENDANT	PALEKAR AMOL SUBHASH	D	18000
47	CEMETERY ATTENDANT	VACANT	D	
48	CEMETERY ATTENDANT	RAMESH SHANKAR PATIL	D	22100
49	CEMETERY ATTENDANT	VANARASE RAJENDRA NAMDEV	D	39900
50	CEMETERY ATTENDANT	SURESH SITARAM JADHAV	D	39900
51	CEMETERY ATTENDANT	GOSAVI VISHNU NARAYAN	D	35400
52	CEMETERY ATTENDANT	VACANT	D	
53	CEMETERY ATTENDANT	CHAVAN BHAUSAHEB ANANDA	D	38700
54	CEMETERY ATTENDANT	MAHADEV SARJA TAMBE	D	37600
55	CEMETERY ATTENDANT	DHAKATE UMESH VISHWANATH	D	18000
56	CEMETERY ATTENDANT	DIPAK MAHIPAT TAWDE	D	38700
57	CEMETERY ATTENDANT	CHANDORKAR MAHESH BALARAM	D	24200
58	CEMETERY ATTENDANT	BANPATE SUNIL NAGESH	D	36520
59	CEMETERY ATTENDANT(NON SHED)	AVINASH VISHNU KAMBLE	D	18000
60	CEMETERY ATTENDANT(NON SHED)	VACANT	D	
61	CEMETERY ATTENDANT(NON SHED)	PANKAJ JADHAV	D	22800
62	CEMETERY ATTENDANT(NON SHED)	VACANT	D	
63	ELECTRICIAN GRADE 1	VACANT	D	
64	ELECTRICIAN GRADE 2	VACANT	D	
65	FURNACE OPERATOR	SANAP NAVNATH VITTHAL	D	22600
66	FURNACE OPERATOR	KHANVILKAR SANJAY C	D	42100
67	FURNACE OPERATOR	VACANT	D	
68	FURNACE OPERATOR	VACANT	D	
69	CREMATORIUM ATTENDANT	SHIVAJI NIVRUTTI METKARI	D	22100
70	CREMATORIUM ATTENDANT	FULZELE KHUSHAL BHIKAJI	D	22800
71	CREMATORIUM ATTENDANT	PRAVIN SUDAM CHAVAN	D	34400
72	CREMATORIUM ATTENDANT	VACANT	D	
73	CREMATORIUM ATTENDANT	VACANT	D	
74	CREMATORIUM ATTENDANT	VACANT	D	
75	CREMATORIUM ATTENDANT	VACANT	D	
76	MALI-CUM- SWEEPER	DHARMA SANA RATHOD	D	39900
77	MALI	VACANT	D	
78	MALI-CUM- SWEEPER	VACANT	D	
79	MALI-CUM- SWEEPER	YADRUK PRATAP BHIVA	D	39900

PAYSHEET NO:- 5322

Sr No.	DESIGNATION	EMPLOYEE NAME	GRD	Basic Pay
1	SENIOR MEDICAL OFFICER	VACANT	B	
2	MEDICAL OFFICER	VACANT	B	
3	MEDICAL OFFICER (non sche- millat nagr)	SANKHE RAJSHREE MAHENDRA	B	107700

4	MEDICAL OFFICER	GHONGADE SHRADDHA SWAPNIL	B	70500
5	MEDICAL OFFICER	THORAT SAMIDHA PRAFULLA	B	75500
6	MEDICAL OFFICER	DHAMBHARE SUPRIYA DEVIDAS	B	75500
7	MEDICAL OFFICER	SHETYE SANTOSH PANDURANG	B	77800
8	MEDICAL OFFICER	NAGARSEKAR PRACHI SHRIPAD	B	80100
9	MEDICAL OFFICER	TOPALE VEERDHAWAL R	B	75500
10	MEDICAL OFFICER (non sche- banana leaf)	PHALKE SUJATA UDAY	B	124700
11	MEDICAL OFFICER(RELIVER)	VACANT	B	
12	MEDICAL OFFICER	PRITI ANIL RICHHAWAL	B	67100
13	PHARMCIST	VACANT	C	
14	PHARMCIST	DARSHANA RAMCHANDRA SALUNKHE	C	35900
15	PHARMCIST	VACANT	C	
16	PHARMCIST	VACANT	C	
17	PHARMCIST	VACANT	C	
18	PHARMCIST	VACANT	C	
19	PHARMCIST	SHIRSE RAJESH HIRAMAN	C	35900
20	PHARMCIST	CHILVERI PRATIBHA MANOHAR	C	41600
21	PHARMCIST	KASHTE MITALI RAKESH	C	38100
22	PHARMCIST	VACANT	C	
23	PHARMCIST(NON SCHED)	VACANT	C	
24	PHARMCIST(NON SCHED)	VACANT	C	
25	LAB TECHNICIAN	VACANT	C	
26	LAB TECHNICIAN	GHARVE RUPALI HARESH	C	46200
27	LAB TECHNICIAN	VACANT	C	
28	LAB TECHNICIAN	VACANT	C	
29	LAB TECHNICIAN	VACANT	C	
30	LAB TECHNICIAN(NON SCHED)	VACANT	C	
31	LAB TECHNICIAN(NON SCHED)	VACANT	C	
32	LAB TECHNICIAN(NON SCHED)	VACANT	C	
33	LAB TECHNICIAN(NON SCHED)	VACANT	C	
34	REGISTRATION ASSISTANT	VACANT	C	
35	REGISTRATION ASSISTANT	VACANT	C	
36	DRESSER	VACANT	D	
37	DRESSER	KUVLEKAR LAXMAN VASANT	D	43100
38	DRESSER	MOHITE ARUN RAMCHANDRA	D	41800
39	DRESSER	VACANT	D	
40	DRESSER	SUNIL SHRIWARDHANKAR KANU	D	43100
41	DRESSER	VEER HARISHCHANDRA	D	35000
42	DRESSER	WAITI RAGHUNATH	D	38300
43	DRESSER	VACANT	D	
44	DRESSER	VACANT	D	
45	DRESSER(NON SHCED)	VACANT	D	
46	DRESSER(NON SHCED)	VACANT	D	
47	LABOURER	PAUL MACWAN HEMANTKUMAR	D	28000

48	LABOURER	VACANT	D	
49	LABOURER	MURGESH THANGRAJ	D	22800
50	LABOURER	BANDBE UMESH RAMESH	D	26400
51	LABOURER	BERA RAVI KAMAL	D	23500
52	LABOURER	JOGLE SANTOSH RAMA	D	19700
53	LABOURER	BANGAR DAULATRAO KASHINATH	D	22100
54	SWEEPER	NAIDU LAXMAN PALANI	D	21500
55	SWEEPER	LOKHANDE PRALHAD SHAMRAO	D	24200
56	SWEEPER	PURABIA SUNNY CHANDU	D	18000
57	SWEEPER	RATHOD UMESH LALJI	D	18000
58	SWEEPER	VACANT	D	
59	P.T. LABOURER	VACANT	D	
60	P.T. LABOURER	VACANT	D	
61	P.T. LABOURER	VACANT	D	
62	BAHU UDDESHIYA KAMGAR(NON SCHED)	VACANT	D	
63	BAHU UDDESHIYA KAMGAR(NON SCHED)	VACANT	D	
64	AYAH	VACANT	D	

Section 4 (1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Medical Officer of Health (K/West Ward) for the year 2021-22.

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	33402010100 (Health)	62,64,000.00	Utilized till date 22,86,046.48	
2	33101000000 (Health)	30,11,000.00	Utilized till date – 7,790.00	
3	33601000000 (Bhoiwada Cemetery)			
4	33602000000 (Bhoiwada Cemetery)			

Form B for previous year (2020-21)

Sr. No	Budget Head description	Grants received	Grant utilized	Grant Surrendered	Result
1	33402010100 (Health)	74,79,000.00	58,16,050.50	16.62,949.50	
2	33101000000 (Health)	40,75,000.00	5,46,399.11	35,28,600.89	
3	33601000000 (Bhoiwada Cemetery)				
4	33602000000 (Bhoiwada Cemetery)				

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Medical Officer of Health (K/West Ward)

- No subsidy programs are executed by this office.

Section 4 (1) (b) (xii)

**Details of Beneficiaries of subsidy program in the office of
Medical Officer of Health (K/West Ward)**

Sr. No	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
1	NIL	NIL

Section 4 (1) (b) (xiii)

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

Section 4 (1) (b) (xiv)

**Details of information available in electronic form in the office of Medical Officer of Health
(K/West Ward)**

Required information is 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)

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

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	10.00 am to 06.00 pm on all working days (except All 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, K/West Ward BMC office, Parel, Mumbai-12.	Medical Officer of Health, K/West ward.

Section 4 (1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Medical Officer of Health (K/West 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. Ajit Pumpatwar	MOH K/W	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	K/West Ward Bldg., Paliram Path, Opp BEST Depot, Andheri(W), Mumbai - 400 058	mohkw.phd@mcm.gov.in	Shri. Vishwas Pandurang Mote (A.C. K/West Ward)

Section 4 (1) (b) (xvi)

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

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

Section 4 (1) (b) (xvi)

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

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Vishwas Pandurang Mote	A.C. K/West Ward		Dr. Ajit Pumatwar	mohkw.phd@mcgm.gov.in

Section 4 (1) (b) (xvii)

Special Activities undertaken by the Medical Officer of Health (K/West Ward)

The Medical Officer of Health (K/West Ward) conducts certain special activities for the citizens of K/West 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 (K/West 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 (K/W).

- **Training Activities:**

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

- **Maternal & Child Health:**

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