

INTRODUCTION

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

1	Name of the Public Authority	Dr. Mangesh Narayan Kumbhare Medical Officer of Health ('N' Ward)
2	Address	Ground Floor, BMC 'N' Ward Office, Jawahar Road, Ghatkopar (East), Mumbai 400 077
3	Head of the Office	Medical Officer of Health ('N' Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, 'N' Ward
6	Jurisdiction-Geographical	'N' ward is bounded by: East: National Park (Forest Deptt.and 'T' Ward office Boundry) West: Arabic Sea bank North: R/South Ward office Boundry-Nursing Lane –Krant Nagar – Appa Pada –Gandhi Nagar South: P/South Ward office Boundry –Chincholi Bunder Road – Upper Govind Nagar –Gen. Arunkumar Baidya Marg –East side of Film City.
7	Mission	1. Supervision of Public Health Infrastructure in 'N' Ward 2. To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.
8	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.
9	Objectives	1. Reduction in Cases of Malaria, Dengue & other Communicable Diseases as well as Non-Communicable Diseases. 2. Timely registration of all Births & Deaths. 3. Good standards followed by all the Public Facilities like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills. 4. Ensuring ideal physical, mental & social health for all individuals. 5. Prevention of Pre-Natal Diagnosis, Sex Selection & Illegal Medical Termination of Pregnancy.

10	Functions	<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)	<ol style="list-style-type: none"> 1. Issuing Birth, Death & Marriage Certificates. 2. Provision of Health Licenses. 3. Supervision of Public Health Infrastructure in 'N' Ward. 4. Family Planning & Immunization Services. 5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.
12	Tel. No.s & Office Timings	<p>Telephone no : 022-25010161</p> <p>Email : mohn.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 'N' WARD (1)

DISPENSARY (7)		HEALTH-POST (10)	MATERNITY HOME (1)
SR.MO(1)		AMO	MO I/C MATERNITY HOME
MO(7)		PHN	SISTER I/C
	PHARMACIST	ANM	CLERK
RELIEVER MO (1)	DRESSER	MPW	LABOURER
	LABOURER	AYABAI	
		CHVs	

MOH 'N' OFFICE STAFF

AMO (2)	SR SI (1)	C.D.O (1)	CLERK (3)	B.R.K (3)	D.R.K (4)	D.S.I (1)	MALARIA STAFF
	SI (4)	FOOD J.O (1)					
							INSPECTORS (5)
							INVESTIGATORS (18)
							LABOURERS (7)

SECTION 4 (1) (b) (ii)**The powers of officers and employees in the Office of Medical Officer of Health ('N' 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 ('N' 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 ('N' 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 ('N' 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		

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH ('N' 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 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-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 ('N' Ward)

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

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

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

Assistant Medical Officer (E.P.I.)

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

Community Development Officer

The Community Development Officer (C.D.O.) is a representative of the F.W.M.C.H. (Family Welfare) Department in the Health Department. The work consists of supervision of the R.C.H.

(Reproductive & Child Health) Programme in a particular ward. Monitoring of Family Planning activities in a particular ward & promoting Family Planning Methods. C.D.O. is also in-charge of all the IEC activities in a particular ward. Conducts training activities of the Health Care Workers as well as the Community Health Volunteers. The C.D.O. assists the Medical Officer of Health in conducting Population Census. Supervision of NUHM & NRHM activities in a particular ward.

Sanitary Inspectors

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

Malaria Inspectors

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

Malaria Investigators

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

E.P.I. Clerk

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

Birth, Death & Marriage Clerk

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

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)

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

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks, if any
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1	Act regarding registration of birth & death in the ward	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 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 ('N' 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 'N' ward.	1 Year
19	Outward Register (External correspondence)	Document		Details of Applications/ complaints/ other	1 Year

				documents forwarded to external 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)

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 ('N' Ward)

Sr. No.	Consultation	Details of	Under which	Periodicity
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	for	Mechanism	legislation / rules / orders / GRs	
	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:- 6419

Sr. No.	Designation	Employee Name	Grd	Date Of Appointment In Mcgm	Appointment In N Ward	Telephone Number

1	Med.Offr.	Vacant	B			
2	Med.Offr.Health	Kumbhare Mangesh N.	B	21.3.2006	21.5.2013	
3	Sr.San.Inpector	Vacant	C	4.6.1982	21.2.2008	
4	Clerk Head	Gujar Vidya S	C	1.3.1985	10.6.2009	
5	Typist	Vacant	C			
6	Clerk	Vacant	C			
7	Clerk	Farande Bharati C	C	21.10.1985	4.11.1997	
8	Clerk	Vacant	C			
9	Clerk	Vacant	C			
10	Clerk	Vacant	C			
11	Clerk	Vacant	C			
12	San.Inpector	Shaikh Jafar A.A. Latif	C	4.6.1982	21.2.2008	
13	San.Inpector	Kamble Suresh Hari	C	15.4.1985	7.9.2011	
14	San.Inpector	Patil Sahebrao S	C	3.8.1981	9.12.2011	
15	San.Inpector	Bhurke Deepak S	C	20.1.1984	8.12.2009	
16	Birth Reg. Karkoons	Khade Dashrath J	D	1.11.1994	1.7.2009	
17	Birth Reg. Karkoons	Sinkar Dhanjay Vasant	D	1.2.1997	5.12.2012	
18	Birth Reg. Karkoons	Zende Rajendra N	D	8.4.1996	16.1.2001	
19	Peon	Jadhav Pramod P	D	3.7.1981	14.12.2006	
20	Labour	Vacant	D			
21	Labour	Panhalkar Hanif Abbas	D	21.3.1998	3.6.2007	
22	Labour	Korade Vinayak S	D	12.9.1992	12.09.1995	
23	Labour	Chaus Dilawar D	D	2.9.1994	15.3.2003	
24	Labour	Chouqule Salauddin Hasan	D	16.08.2013	20.9.2014	
25	Death Reg. Karkoon	Kode Harishchanda R	D	2.2.1995	7.8.2012	
26	Asst.Med.Offr.	Kachan Avdoot Dinkar	B	26.7.2013	26.7.2013	
27	Sanetary Inspector	Vacant	C			
28	D.S.I.	Laad Sonu Sahdev	C	1.10.1980	31.8.2004	
29	Death Reg. Karkoon	Abdul Munaf Mahmud	D	17.12.1992	15.2.2013	

30	Death Reg. Karkoon	Loke Suhas P	D	3.11.1998	3.11.1998	
31	Death Reg. Karkoon	Vacant	D			
32	Death Reg. Karkoon	Shinde Ramesh Yashwant	D	4.11.1993	10.9.2007	
33	Death Reg. Karkoon	Patil Prabhakar K	D	13.05.1991	09.06.2011	
34	Death Reg. Karkoon	Rasal Ramesh Shankar	D	21.4.1991	23.2.2013	
35	Death Reg. Karkoon	Kokane Sudam K	D	25.4.1994	8.7.2009	
36	Death Reg. Karkoon	Bhatkar Areif D.	D			
37	Death Reg. Karkoon	Pawar Pravin Bajirav	D	3.12.1989	15.03.2014	
38	Death Reg. Karkoon	Keluskar Liladhar M	D	15.4.1985	6.10.2011	
39	Death Reg. Karkoon	Shelke Prakash M	D	15.4.1985	10.1.2011	
40	Death Reg. Karkoon	Vacant	D			
41	Mali	Vacant	D			
42	Cemetery Att.	Ghag Umakant V	D	02.09.1985	29.09.2011	
43	Cemetery Att.	Shardul Namdev Nana	D	25.10.1974	26.12.2007	
44	Cemetery Att.	Rane Chandrakant B	D	7.4.1988	10.4.2007	
45	Cemetery Att.	Ostine Lorence P	D	11.8.1988	1994	
46	Cemetery Att.	Jadhav Vijay R	D	11.8.1988	01.02.2011	
47	Cemetery Att.	Lengare Vijay M	D	1.10.2012	1.10.2012	
48	Cemetery Att.	Vacant	D			
49	Cemetery Att.	Vacant	D			
	Mali Ni Safaigar	Palange Rajendra G.	D	11.10.2011	2.3.2013	

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Sr. No.	Designation	Employee Name	Grd	Date Of Appointment In Mcgm	Appointment In N Ward	Telephone Number
1	Med. Officer	Gaikwad Avinash R.	B	21.9.1990	30.11.2009	
2	Med. Officer	Salve Vijay Vishnu	B	25.1.1991	26.3.2011	
3	Med. Officer	Gaikwad Surekha S	B	17.4.1997	2.1.2009	

4	Med. Officer	Sannaki Suchita A	B	21.4.1999	29.4.2011	
5	Med. Officer	Adkar Shruti Ravindra	B	21.4.1999	6.1.2009	
6	Med. Officer	Naik Bhawana R.	B	8.10.2008	9.1.2014	
7	Med. Officer	Pawar Dhanshri Vijay	B	25.2.2009	8.8.2014	
8	Sr. Med. Officer	Amdekar Madhura R	B	1.7.1982	19.10.2004	
9	Pharmacist	Vacant				
10	Pharmacist	Rade Prakash Murlidhar	C	7.1.1981	10.1.1992	
11	Pharmacist	Sonaje Rajendra D	C	15.11.1980	11.3.2008	
12	Pharmacist	Khachane Yuvraj B	C	1.12.1983	20.9.2008	
13	Pharmacist	Nemade Vijay L	C	22.7.1985	2002	
14	Pharmacist	Kulkarni Milind P	C	22.4.1995	14.10.1987	
15	Pharmacist	Patil Chetana V	C	31.10.2008	12.6.2012	
16	Pharmacist	Jagtap Tushar Y.	C	12.5.1992	23.5.2013	
17	Lab. Technician	Meenu Heeralal	D	4.2.1992	1999	
18	Lab. Technician	Adhau Pankaj P	C	22.9.2011	27.9.2011	
19	Dresser	Bhujbal Bhagaji K	D	2.10.1978	1.1.2011	
20	Dresser	Vacant	D			
21	Dresser	Kolpate Baban T	D	21.7.1989	29.5.2002	
22	Dresser	Shitap Shantaram G	D	12.8.1993	30.11.1997	
23	Dresser	Magar Ashok R	D	20.11.1992	1.8.2005	
24	Dresser	Gavas Santosh T	D	1.4.2005	29.1.2013	
25	Dresser	Mahadik Mukund B.	D	12.12.1989	19.3.2013	
26	Dresser	Rajguru Baban V.	D	2.8.2005	26.6.2014	
27	Sweeper	Dubal Amrutrao Rao	D	28.9.1957	31.8.2010	
28	Sweeper	Gholap Indrayani V	D	1.9.1995	30.3.2013	
29	Labour	Yadav Balkrushna S	D	21.4.1983	1997	
30	Labour	Kadam Purushottam V	D	10.10.1981	20.6.2007	
31	Labour	Pawar Harishchandra S	D	24.4.1986	12.5.2007	
32	Labour	Bhagat Shantaram K	D	9.5.1986	2.5.2001	

33	Labour	Patade Mahesh V	D	28.8.1984	2.12.2008	
34	Labour	Kadu Rajendra C.	D	11.10.2011	10.11.2011	
35	Sweeper	Dhengale Santosh L	D	21.11.2011	19.11.2011	

Section 4 (1) (b) (xi)

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

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks
1	33401000000 (Health)	80000	Utilized 30.9.2014 – 0	
2	33101000000 (Health)	3636000	Utilized 30.9.2014 – 2402000	
3	33601000000 (Barvenagar Kailas Bhoomi Cemetery)	2679000	Utilized 30.9.2014 – 1085000	
4	33602000000 (Varshanagar Hindu Cemetery)	1338000	Utilized 30.9.2014 – 470000	
5	33600000000 (Pvt Cemetery)	500000	Utilized 30.9.2014 – 190000	

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of Medical Officer of Health ('N' Ward)

³⁵₁₇ 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 ('N' 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 ('N' Ward)

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of Medical Officer of Health ('N' Ward)

Required information is available at <http://portal.mcg.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 ('N' 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, Ground Floor, BMC 'N' Ward Office, Jawahar Road, Ghatkopar (East), Mumbai 400 077	Medical Officer of Health, 'N' 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 ('N' Ward)**

Public Information Officers:

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
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1	Dr. Mangesh N. Kumbhare	MOH 'N'	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Ground Floor, BMC/'N' Ward Office, Jawahar Road, Ghatkopar (East), Mumbai 400077 Ph: 022 25010161	mohn.phd@mcgm.gov.in	Shri. Ajitkumar Ambi (A.C. 'N' Ward)
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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 ('N' 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 (N WARD)

Appellate authority

Sr. No.	Name of Appellate	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Ajitkumar Ambi	A.C. N Ward		Dr. Mangesh N. Kumbhare	

Section 4 (1) (b) (xvii)

Special Activities undertaken by the Medical Officer of Health ('N' Ward)

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

³⁵/₁₇ **Screening for Non- Communicable Diseases:**

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

³⁵/₁₇ **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.

³⁵/₁₇ **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.

³⁵/₁₇ **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.

³⁵/₁₇ **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 ('N' Ward).

³⁵/₁₇ **Training Activities:**

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

³⁵/₁₇ **Maternal & Child Health:**

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