



## BRIHANMUMBAI MAHANAGARPALIKA



AS per provision of RTI Act 2005, section 4, 17 Manuals  
of R/North Ward

### M.O.H R/NORTH WARD

Address - Medical Officer of Health,R.NO.31,  
Below Sangeetkar Sudhir Phadke  
Flyover Bridge, Jaywant Sawant  
Marg,Dahisar (West), Mumbai – 400  
068

Year - **2014-2015**

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## **INTRODUCTION**

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

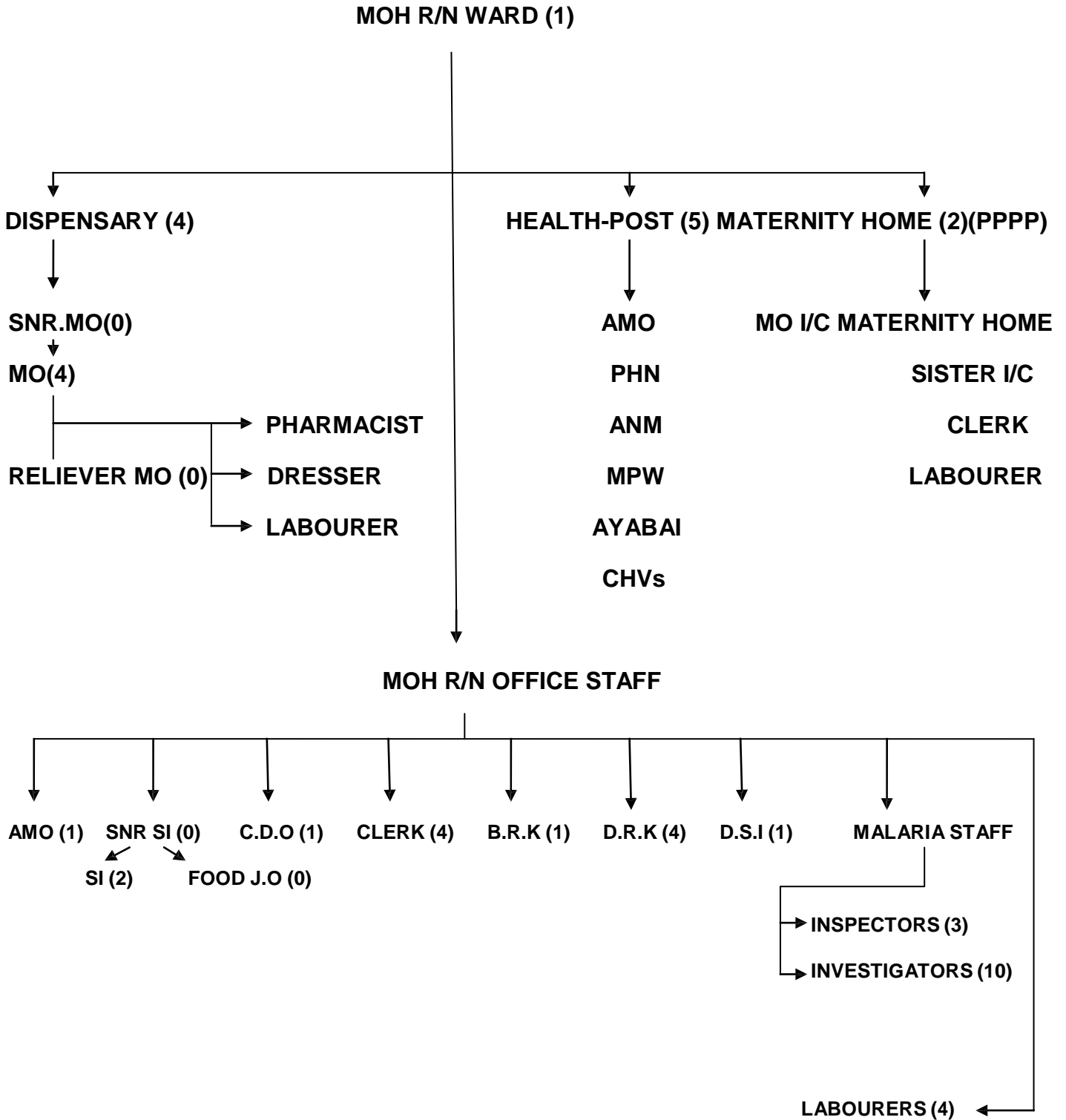
## SECTION 4 (1) (B) (i)

### The particulars of functions & duties of the Office of Medical Officer of Health (R/N Ward)

1	Name of the Public Authority	Dr. Nilkantha M. Patil Medical Officer of Health (R/N Ward)
2	Address	Medical officer of Health, R.No.31,Below Sudhir Fadhake fly over bridge ,J.S. Road,Dahisar(W) Mum-68
3	Head of the Office	Medical Officer of Health (R/N Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, R/North Ward
6	Jurisdiction-Geographical	R/North ward is bounded by the Arabian Sea on the West, National Park on East Side , Dahisar Check Naka on the North and Sudhir Phadke bridge on South side.
7	Mission	1. Supervision of Public Health Infrastructure in R/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 &amp; 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"> <li>1. Issuing Birth, Death &amp; Marriage Certificates.</li> <li>2. Provision of Health Licenses.</li> <li>3. Supervision of Public Health Infrastructure in R/N Ward.</li> <li>4. Family Planning &amp; Immunization Services.</li> <li>5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.</li> </ol>
12	Tel. No.s & Office Timings	<p>Telephone no : 022-28936000</p> <p>Email : mohnr.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)



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

**The powers of officers and employees in the Office of Medical Officer of Health (R/N**

**Ward) A – Financial Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	Rs.500 /- 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 (R/N**

**Ward) B - Administrative Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	Please refer to Delegation of powers to Medical Officer of Health on Pg.	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 (R/N Ward) C – Magisterial Powers**

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

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

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

**D - Quasi Judicial Powers**

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

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

**The powers of officers and employees in the office of Medical Officer of Health (R/N**

**Ward) E – Judicial Powers**

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



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

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

#### **Medical Officer of Health (R/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 (R/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.

## **BRIHANMUMBAI MAHANAGARPALIKA**

### **DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (R/N WARD)**

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

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

<b>SECTIONS</b>	<b>BRIEF DESCRIPTION OF POWERS, DUTIES AND FUNCTIONS DELEGATED TO BE EXERCISED &amp; PERFORMED</b>
84	Leave of absence maybe granted.
112	To receive payments on accounts of the Municipal Fund and to lodge them in a bank.
381	To issue notice in writing require the person by whose act, default or sufferance, nuisance arises, exists or continues to remove, discontinue or abate the nuisance by taking measures.
384 (A)	Stabling animals or storing grains in dwelling houses 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-R/North is hereby empowered to exercise, perform and discharge under the control and subject to the revision of the Commissioner, the several powers, duties and functions conferred or imposed upon or vested in the Commissioner by the several Sections, Sub-Sections and Clauses of the said Act herein below mentioned :-

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

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

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

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

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



NAME OF ACTIVITY - Action against illegal/ unlicensed Nursing Homes

Related Provisions - --

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

Rules - --

Govt. Resolutions - --

Circulars - --

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps involved</b>	<b>Time limit</b>	<b>Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)</b>	<b>Remark</b>
1	Action against 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 (R/N Ward)**

Organizational targets (Annual)

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

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

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

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

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

**Statement of Categories of documents held in the office of  
Medical Officer of Health (R/N Ward)**

<b>Sr No</b>	<b>Subject</b>	<b>Type of Document / file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of Preservation</b>
1	Birth & death registers / Hospital (confinement) records	Register		Details of birth & death events occurred in the ward	Permanent
2	Marriage Register	Register		Details of marriages of residents who wish to register the event with the respective ward	Permanent
3	PC-PNDT 'H' Form & 'A' form of individual 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	1 Year

				forwarded to Internal departments of R/Northward.	
19	Outward Register (External correspondence)	Document		Details of Applications/ complaints/ other documents forwarded to external departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	1 Year
20	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
21	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year

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

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 (R/N Ward)**

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

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

**Statement of Boards, Councils, Committees or Other bodies**

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

**Section 4(1) (b) (ix)****Directory of the officer and employees**

<b>SR. NO.</b>	<b>DESIGNATION</b>	<b>EMPLOYEE NAME</b>	<b>GRD</b>	<b>DATE OF APPOINTMENT IN MCGM</b>	<b>APPOINTMENT IN Nilkantha M. Patil</b>	<b>TELEPHONE NO.022-28936000, Fix No.28924894</b>
1	Medical Health Officer	Dr. Shri. Nilkanth M. Patil	B	13.09.1989	16.01.2015	
2	Head Clerk	Smt. Sukhatankar Pooja S.	C	18.05.1999	26.08.2014	
3	Clerk	Shri. Pawar Shailesh G.	C	03.07.2006	01.02.2013	
4	Clerk	Shri. Pendurkar Dinkar P.	C	14.05.1991	28.01.2013	
5	Clerk	Smt. Khedekar Tanuja R.	C	17.06.1988	15.02.2000	
6	Sanitary Inspector	Shri. Solanki Jayantilal T.	C	01.08.1981	07.07.2012	
7	Sanitary Inspector	Shri.Tare Rajendra Namdeo	C	15.02.1992	13.09.2011	
8	Death Reg Clerk	Shri. Rane Suhas G.	C	11.12.1995	27.09.2007	
9	Death Reg Clerk	Shri. Shelke Nanasahab K.	C	03.10.1989	26.12.1999	
10	Death Reg Clerk	Shri.Bharankar Maruti G.	C	28.03.1987	23.09.2013	
11	Death Reg Clerk	Shri Gharat Nandkumar M.	C	11.01.1999	16.03.2013	
12	Birth Reg Clerk	Shri. Chavan Dasharath S.	C	01.02.1980	10.09.2003	



13	Peon	Shri. Kadam Milind Ganpat	D	07.09.2013	23.06.2014	
14	Dsinf. Sub Insp.	Shri. More Santosh V.	C	15.02.1993	01.01.2004	
15	Labour	Shri. Kamble Sanjay S.	D	10.10.1995	25.09.2001	
16	Dsinf. Sub Lab	Shri. Malkar Satyavan G.	D	10.02.1986	03.12.2003	
17	Cementary attendant	Vacant	D			
18	Cementary attendant	Shri. Ingale Ramesh B.	D	01.12.1988	26.12.1999	
19	Cementary attendant	Shri. Vankalas Bhimrao S.	D	09.09.1992	26.12.1999	
20	Cementary attendant	Shri. Dupte Kalpesh S.	D	01.04.2005	01.04.2005	
21	Cementary attendant	Shri. Kadam Chandrashekhar	D	30.10.2003	30.10.2003	
22	Cementary attendant	Shri. Howale Chandrakant N.	D	28.03.1994	31.12.2007	
23	Cementary attendant	Vacant	D			
24	Medical Officer	Smt.Vallepawar Shailaja D.	B	02.03.2009	27.05.2014	
25	Medical Officer	Smt.Kantharia Binitha Paresh	B	24.06.2009	09.09.2014	
26	Medical Officer	Dr. Jakhia Hemat G.	B	01.11.1994	29.06.2012	
27	Medical Officer	Dr. Mangela Bharat Keshav	B	21.04.1999	26.04.2013	
28	Medical Officer	Dr.Rashmi Shirgoankar	B	11.07.2007	11.12.2014	
28	Pharmasist	Smt. Vyas Kokila S.	C	18.10.1980	13.04.2006	
29	Pharmasist	Smt. Prabhudesai Vibha S.	C	21.04.1986	26.12.1999	

30	Lab Tech	Smt. Nerurkar Gauri S.	C	16.05.1979	29.11.2011	
31	Dresser	Shri. Rane Vilas L.	D	07.12.1990	01.10.2008	
32	Dresser	Shri. Patil Ashok Sukur	D	19.06.1991	17.07.2013	
33	Labour	Shri.Patil Dharmendra Prakash	D	-	02.06.2014	
34	Notice Karkoon	Vacant	C			
35	Typist	Vacant	C			
36	Sweeper	Shri. Jayanti M. Makavana	D	28.12.2010	28.12.2010	

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

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations**

<b>Paysheet No. 5857</b>		<b>SALARY</b>									
<b>MONTH- DECEMBER 2014</b>											
<b>SR. NO.</b>	<b>Designation</b>	<b>EMPLOYEE NAME</b>	<b>EMPLOYEE CODE</b>	<b>Basic + GRP</b>	<b>DA</b>	<b>WCCA</b>	<b>TA</b>	<b>MMA</b>	<b>HRA</b>	<b>TOTAL SALARY</b>	
1	Medical Health Officer	Dr. Shri. Nilkanth M. Patil	3560275	29030+6000	472901		1600	200	10509	106891	
2	Head Clerk	Smt. Sukhatankar Pooja S.	1676846	14310+4200	19806		600	200	5553	44669	
3	Clerk	Shri. Pawar Shailesh G.	1689626	7380+2000	10037		600	200	2814	23031	
4	Clerk	Shri. Pendurkar Dinkar P.	3627435	13110+2000	16168		600	200	4533	36611	
5	Clerk	Smt. Khedekar Tanuja R.	3469233	16500+2400	20223		600	200	5670	45593	
6	Sanitary Inspector	Shri. Solanki Jayantilal T.	3208557	17990+2100	21496		600	200	6027	48876	
7	Sanitary Inspector	Shri.Tare Rajendra	3694338	14030+2100	17259		600	200	4839	39491	
8	Death Reg Clerk	Shri. Rane Suhas G.	3783931	11140+1900	13953	115	600	200	3912	31820	
9	Death Reg Clerk	Shri. Shelke Nanasahab K.	3563869	12450+1900	15355	115	600	200	4305	34925	
10	Death Reg Clerk	Shri.Bharankar Maruti G.	1050635	11970+1900	14841	115	600	200	4161	33787	
11	Death Reg Clerk	Shri Gharat Nandkumar M.	3981942	11330+1900	14156	115	600	200	3969	32270	
12	Birth Reg Clerk	Shri. Chavan Dasharath S.	3154579	12392+1900	15290	115	600	200	346	30841	

13	Peon	Shri. Kadam Milind Ganpat	4399160	5720+1850	8100			600	200	2271	18741
14	Dsinf. Sub Insp.	Shri. More Santosh V.	3732636	1060+1900	13867			600	200	3888	31515
15	Labour	Shri. Kamble Sanjay S.	3938140	10910+1800	13600	115		600	200	3813	31038
16	Dsinf. Sub Lab	Shri. Malkar Satyavan G.	3345201	11930+1800	14691	115		600	200	4119	33459
17	Cementary attendant	Vacant									
18	Cementary attendant	Shri. Ingale Ramesh B.	3524295	11200+1800	13910	115		600	200	3900	31725
19	Cementary attendant	Shri. Vankalas Bhimrao S.	3712319	0	0	0		0	0	0	0
20	Cementary attendant	Shri. Dupte Kalpesh S.	3998991	9230+1800	11802	115		600	200	3309	27056
21	Cementary attendant	Shri. Kadam Chandrashekhar	3999002	9290+1800	11866	115		600	200	3327	27198
22	Cementary attendant	Shri. Howale Chandrakant N.	4141491	6840+1800	9245	115		600	200	2592	21392
23	Cementary attendant	Vacant									
24	Medical Officer	Smt.Vallepawar Shailaja D.	4211510	17690+600	34221			1600	200	7107	75110
25	Medical Officer	Smt.Kantharia Binitha Paresh	4227609	18350+600	35174			1600	200	7305	77152
26	Medical Officer	Dr. Jakhia Hemat G.	3779057	33610+6000	57217			1600	200	11883	124374
27	Medical Officer	Dr. Mangela Bharat Keshav	3928899	26940+6000	47582			1600	200	9882	103733
28	Medical Officer	Dr.Rashmi Shirgoankar	4127280	20900+6000	38857			1600	200		76972
29	Pharmasist	Smt. Vyas Kokila S.	3151387	20700+4200	26643			600	200	7470	59813
30	Pharmasist	Smt. Prabhudesai Vibha S.	3382653	19810+4200	25691			600	200	7203	57704

31	Lab Tech	Smt. Nerurkar Gauri S.	3086005	21340+4800	27970			1200	200	7842	63352
32	Dresser	Shri. Rane Vilas L.	3610118	11540+1900	14381	115		600	200	4032	33382
33	Dresser	Shri. Patil Ashok Sukur	3651966	11890+1900	14755	115		600	200	4137	33862
34	Labour	Shri.Patil Dharmendra Prakash	4328012	5860+1800	8196	115		600	200	2298	19069
35	Notice Karkoon	Vacant									
36	Typist	Vacant									

	Sweeper	Shri. Jayanti M. Makavana	4286538	6090+1800	8442			600	200	2367	19799
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**Section 4 (1) (b) (xi)**

**Details of allocation of budget and disbursement made in the office of Medical Officer of Health (R/N Ward) for the year 2013-2014.**

<b>Sr. No</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Planned use ( give details area wise or work wise in a separate form)</b>	<b>Remarks</b>
1	33402010100 (Health)	3267000.000	1507795.51 1,507,795.51	
2	33101000000 (Health)	565000.00	262135.00	
3	33601000000 (Dahisar Hindu Cemetery)	723000.00	140254.00	

**Form B for previous year (2012-13)**

<b>Sr. No</b>	<b>Budget Head description</b>	<b>Grants received</b>	<b>Grant utilized</b>	<b>Grant Surrendered</b>	<b>Result</b>
1	33402010100 (Health)	3085000.00	1178674.84		
2	33101000000 (Health)	505000.00	222171.00		
3	33601000000 (Dahisar Hindu Cemetery)	715000.00	139701.00		

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

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

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

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

<b>Sr. No.</b>	<b>Type of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Inspection of Record	10.30 am to 05.30 pm on all working days (except 2 <sup>ND</sup> & 4 <sup>TH</sup> Saturday & holidays)	For inspection of entries from Birth/Death registers searching fees of Rs. 2/- charged.	Office of Medical Officer of Health R.No.31, Below Sudhir phadake fly over bridge, J.S road road, Dahisar(W) mum-68	Medical Officer of Health, R/North 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 (R/N  
Ward)**

<b>Sr. No.</b>	<b>Name of PIO</b>	<b>Designation</b>	<b>Jurisdiction as PIO under RTI</b>	<b>Address / Ph. No.</b>	<b>E mail id for purpose of RTI</b>	<b>Appellate authority</b>
1	Dr. Nilkantha Patil .	MOH R/N	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Below sudhir phadake flyover Bridge , Jayawant Sawant Rd. , Dahisar (W) Mumbai- 68 Ph. 28936000 Ext. 141	Mohrn.phd@mcgm.gov.in	Shri. Santosh kumar Dhonde  (A.C. R/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 (R/N Ward)**

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

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

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

<b>Sr. No.</b>	<b>Name of Appellate Authority</b>	<b>Designation</b>	<b>Jurisdiction as Appellate authority</b>	<b>PIO Reporting</b>	<b>E mail id for purpose of RTI</b>
1	Shri. Santoshkumar Dhonde	A.C. R/N Ward		Dr. Nilkantha Patil	mohrn.phd@mcgm.gov.in

## Section 4 (1) (b) (xvii)

### Special Activities undertaken by the Medical Officer of Health (R/N Ward)

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

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

The Medical Officer of Health (R/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.

- **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 (R/N).

- **Training Activities:**

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

- **Maternal & Child Health:**

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