

MUNICIPAL CORPORATION OF GREATER MUMBAI

Section 4 Manuals as per provision of
RTI Act 2005 of R/SOUTH WARD

MEDICAL OFFICER OF HEALTH DEPARTMENT

Address :- MEDICAL OFFICER OF HEALTH

Asstt. Commissioner office,

M.G. CROSS NO.2, NEAR SVP SWIMMING POOL,

KANDIVALI WEST, MUMBAI 400067.

2 INTRODUCTION

Medical Officer of Health (R/SOUTH WARD)

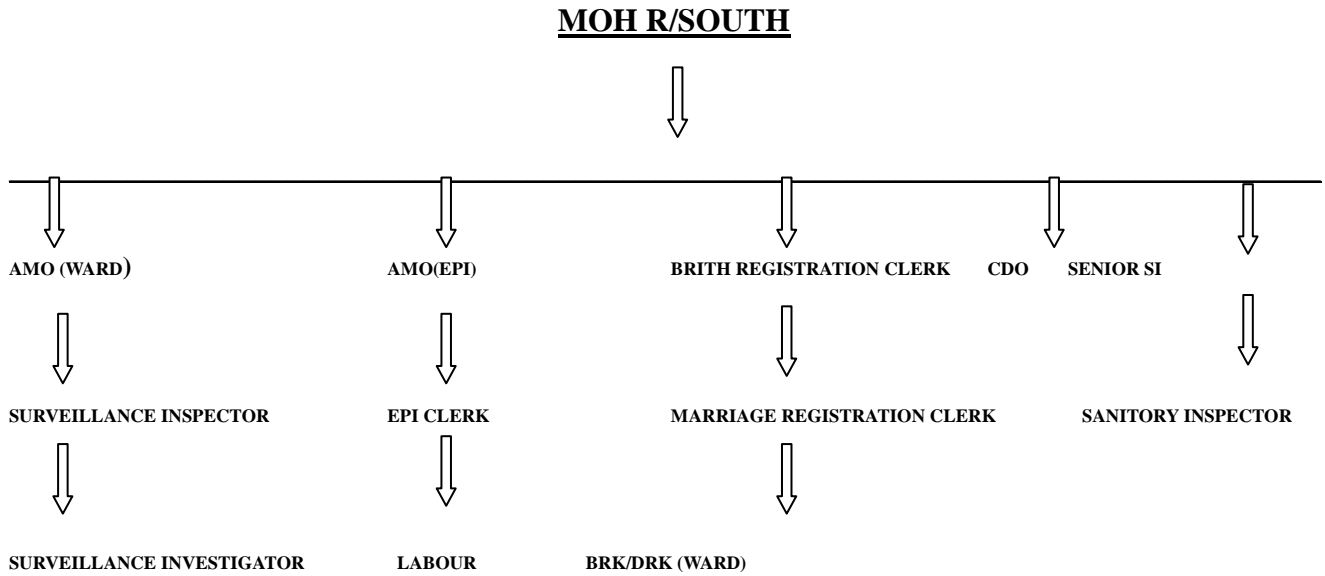
The Municipal Corporation of Greater Mumbai has decentralized most of the main departments and placed the relevant sections of these Departments under the Assistant Commissioner at ward level. MOH is under administrative control of Assistant Commissioner. Although the functional control of the MOH lies 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/South Ward area is done as per provisions laid down under the 'Registration of Births and Deaths Act, 1969'. The act lays down that the information about live births/still births and deaths should be given to the Registrar/Sub- Registrar i.e. Medical Officer of Health, R/South 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 (R/South Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in R/South Ward . He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries/Flour Mills. He has to prevent unauthorized food trade and also Prevention of Sex- Determination. He has to also regulate and control Outbreaks of Communicable Diseases in F/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/South Ward has been appointed as Appropriate Authority. Under this act, all Genetic Centers / Genetic Counseling Centers / Genetic Laboratories / Ultrasonography Centers / Imaging clinics etc. are required to be registered. They are supposed to comply with the norms laid down under the PC-PNDT Act, 2003.

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

ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)

MOH R/ SOUTH WARD



BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (R/South Ward)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888**, Medical Officer of

Health- R/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
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.

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BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO SANITARY INSPECTOR

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

SECTIONS	BRIEF DESCRIPTION OF POWERS, DUTIES AND FUNCTIONS DELEGATED		
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 may be 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.		

numbers of which are given in the first column.

6
SECTION 4 (1) (B) (i)

MANUAL NO. 1

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

1		Name of the Public Authority	Dr. Charulata Hemant Jakhia Medical Officer of Health(R/South Ward)
2	Address	M.G. CROSS NO.2, NEAR SVP SWIMMING POOL,KANDIVALI WEST, MUMBAI 400067.	
3	Head of the Office	M.G. CROSS NO.2, NEAR SVP SWIMMING POOL,KANDIVALI WEST, MUMBAI 400067.	
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai	
5	Reporting to which office	Assistant Commissioner, R/SOUTH WARD	
6	Jurisdiction-Geographical	R/SOUTH WARD is bounded by:- on the East upto Gautam nagar Kandivali East, West upto Charkop Sec 2 Kandivali West North upto Borsapada Road Kandivali West South upto Goras Wadi Bandongari Kandivali East.	
7	Mission	1. Supervision of Public Health Infrastructure in R/SOUTH WARD	
8	Vision	Ensuring maintenance of Public Health in its physical, mental as	
9	Objectives	1. Reduction in Cases of Malaria, Dengue & other Communicable	

		<p>Diseases as well as Non-Communicable Diseases.</p> <p>2. Timely registration of all Births & Deaths.</p> <p>3. Good standards followed by all the Public Facilities like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills.</p> <p>4. Ensuring ideal physical, mental & social health</p>
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)	<p>1. Issuing Birth, Death & Marriage Certificates.</p> <p>2. Provision of Health Licenses.</p> <p>3. Supervision of Public Health Infrastructure in R/South ward.</p> <p>4. Family Planning & Immunization Services.</p> <p>5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.</p>
12	Tel. No.s & Office Timings	<p>Telephone no : 022-28056000</p> <p>Email : mohrs.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.</p> <p>(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.

SECTION 4 (1) (b) (ii)

MANUAL NO. 2

**The powers of officers and employees in the Office of Medical Officer of Health
(R/SOUTH WARD)****A – Financial Powers**

Sr. No	Designation	Powers-Financial	Under which legislation / rules / orders / GRs	Remarks		
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		

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

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

B - Administrative Powers

Sr. No.	Designation	Powers - Administrative	Under which legislation / rules / orders/ GRs	Remarks
	Medical Officer of Health	Please refer to Delegation of powers to Medical Officer of Health on Pg.	Sections 394 & 412 MMC Act 1888	
	Asst. Medical Officer	NIL	NIL	NIL
	Community Development Officer	NIL	NIL	NIL
	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/S
Ward)**

C – Magisterial Powers

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

SECTION 4 (1) (b) (ii)

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

D - Quasi Judicial Powers

Sr. No.	Designation	Powers - Magisterial	Under which legislation /	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 R/SOUTH WARD

E – Judicial Powers

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

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

Medical Officer of Health of the ward works as per Mumbai Municipal Corporation Act, 1888 (Section 394 & 412), Registration of Births & Deaths Act, 1969 and Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000, Mumbai Nursing Home Act, 1949 & Pre-Conception & Pre-Natal Diagnostic Techniques Act, 1996 to function effectively. The Medical Officer of Health (R/S Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in the concerned ward. He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries. He has to prevent unauthorized food trade and also Prevention of Sex-Determination. He has to also regulate and control Outbreaks of Communicable Diseases in the concerned ward. He also supervises all the Health Related activities in a particular ward. He is also the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages.

Assistant Medical Officer (Inoc.)

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.

Surveillance 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.

Surveillance 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)

MANUAL NO. 3

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

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(Referpg- f Annexure)
2.D.M.C./R.E./141dt:12/4/2013

OfficeOrders :-

Sr. No.	Activity	Steps involved	Time limit	Authority	Remarks	Medical Officer of Health
	Activity 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.	usual round	role and responsibility of the employee/ officer		Medical Officer of Health
		Preparation of inspection report.		in connection with each activity.	Medical Officer of Health	Medical Officer of Health
		Filing court non-compliance	case in case of	(mentioned signation)	Medical Officer of Health	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/SWard)

Organizational targets (Annual)

Sr. No.	Designation	Activity	Financial Targets in Rs.	Time Limit)	Remark	
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)		
	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/S Ward)

Sr. No.	Subject	G.R. /Circular / Office order. Rule no. Notification etc. date.	Remarks, if any
1	Act regarding registration of birth & death in the ward	1. Registration of Births and Deaths Act, 1969 2. Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000 3. HO/35875/REG NO 1/ Dt 30.01.2013 – Provision for Child name insertion in birth certificate for the period of 2yrs (01.01.2013 – 31.12.2014), even if >15yrs have lapsed since birth.	
	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	
2	Act regarding registration & supervision of nursing homes in the ward	Bombay Nursing Home Act, 1949	
3	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	
4	Act regarding supervision of MTP centres in the ward	Medical Termination of Pregnancy Act 1971	
5	Health Licenses	Sections 394 & 412 of MMC Act 1888	

Section 4 (1) (b) (vi)

**MANUAL NO. 6
Statement of Categories of documents held in the office of
Medical Officer of Health (R/SWard)**

s r. N o .	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	Log Book		Temperature records of the Cold Chain equipment in the	5 Years

	book			Ward Vaccine Store.	
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				3 years
14	Routine Monthly Account Report of Immunization & Pulse Polio	Box File		Account of expenses incurred for Routine Immunization & Pulse Polio Immunization	5 Years
15	Malaria & Dengue report	Soft Copy		Cases of Malaria & Dengue during a particular month	3 Years
16	Water Sample Report	Soft Copy		Record of Fit & Unfit water samples during a particular month along with samples positive for E. Coli.	3 Years
17	Log sheets	Document		Details of Applications/ complaints/ other documents received by department	1 Year
18	Outward Register (Internal departments)	Document		Details of Applications/ complaints/ other documents forwarded to Internal departments of F/North ward.	1 Year
19	Outward Register (External correspondence)	Document		Details of Applications/ complaints/ other documents forwarded to external	1 Year

				departments of MCGM/ Other Govt. authorities and correspondence with applicants/ complainants /citizens etc.	
20	RTI application & their reply (Except appeal cases)	Document		Details of application received under RTI Act & reply given to the same.	01 year
21	First & second appeal made under RTI Act	Document		Details of First & second appeal made by applicant under RTI Act by the applicant against reply of Public Information Officer and/or order passed by First Appellate Authority	01 year

Section 4 (1) (b) (vii)

MANUAL NO. 07

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/S Ward)**

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

Section 4 (1) (b) (viii)
MANUAL NO. 8
Statement of Boards, Councils, Committees or Other bodies

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

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Section4(1)(b)(ix)
MANUAL NO. 9

Sr.No.	Name	Desigantion	DOA	DOAF	Contact NO.
1.	Dr.Jakhia Charulata Hemant	MOH	23.05.1995	9920759827	---
2.		MO			---
3.		A.M.O			---
4.		A.M.O			---
5.		Clerk			---
6.		Clerk			---
7.		Clerk			---

8.		Clerk			---
9.		Clerk			---
10.		S.I			---
11.		S.I			---
12.		S.I			---
13.		B.D.RKA			---
14.		B.D.RKA			---
15.		B.D.RKA			---
16.		D.R.K(TP)			---
17.		D.R.K TP)			---
18.		D.R.K(TP)			---
19.		D.R.K			---
20.		D.R.K			---
21.		D.R.K			---
22.		D.R.K			---
23.		Peon			---
24.		D.SB.Insp			---
25.		Labur			---
26.		Labur			---
27.		Labur			---
28.		Cemetery Att			---
29.		Cemetery Att			---
30.		Cemetery Att			---
31.		Cemetery Att			---
32.		Cemetery Att			---
33.		Cemetery Att			---
34.		Mali			---
35.		Mali			---
36.		Cemetery Att			---
37.		Furniture op			---
38.		Furniture op			---
39.		Furniture op			---
40.		Furniture op			---
41.		Cemeatorium			---
42.		Furniture op			---
43.		Cemeatorium T.P			---
44.		Furniture op			---
45.		Furniture op			---
46.		Furniture op			---
47.		Sr.MO			---
48.		Pharmacist			---

49.		Lab Technician			---
50.		Dresser			---
51.		Labur			---
52.		Sweeper			---
53.		M.O			---
54.		Pharmacist			---
55.		Dresser			---
56.		Labur			---
57.		MO			---
58.		MOIC			---
59.		Pharmacist			---
60.		Lab Technician			---
61.		Dresser			---
62.		labur			---
63.		Sweeper			---
64.		MOIC			---
65.		Pharmacist			---
66.		Dresser			---
67.		Labur			---
68.		A.M.O			---
69.		P.H.N			---
70.		ANM			---
71.		ANM			---
72.		ANM			---
73.		FFW			---
74.		H.C			---
75.		H.C			---
76.		AMO			---
77.		PHN			---
78.		Clerk			---
79.		ANM			---
80.		ANM			---
81.		ANM			---
82.		Co-Ordinator			---
83.		Co-Ordinator			---
84.		MOIC			---
85.		Pharmacist			---
86.		Dresser			---
87.		Sweeper			---
88.		AMO			---

89.		ANM			---
90.		ANM			---
91.		ANM			---
92.		ANM			---
93.		ANM			---
94.		Co-Ordinator			---
95.		Co-Ordinator			---
96.		Ayabai			---
97.		ANM			---
98.		ANM			---
99.		ANM			---
100.		ANM			---
101.		ANM			---
102.		Co-Ordinator			---
103.		Co-Ordinator			---
104.		Ayabai			---
105.		MO			---
106.		Pharmacist			---
107.		Lab Technician			---
108.		Dresser			---
109.		Labur			---
110.		Sweeper			---
111.		Furniture op			---
112.		Furniture op			---
113.		Aayabai			----
114.		AMO			----
115.		ANM			----
116.		GNM			----
117.		GNM			----
118.		GNM			----
119.		Aayabai			---

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**Section4(1)(b)(x)
MANUAL NO. 10**

Paysheet

<i>Sr. No.</i>	<i>Name</i>	<i>DESIGANTION</i>	<i>PAY</i>	<i>GRP</i>	<i>D.A</i>	<i>HRA</i>	<i>CA</i>	<i>TOTAL</i>
1.	Dr.Jakhia Charulata Hemant	MOH	32810	6000	62349	11643		
2.		MO						

3.		A.M.O						
4.		A.M.O						
5.		Clerk						
6.		Clerk						
7.		Clerk						
8.		Clerk						
9.		Clerk						
10.		S.I						
11.		S.I						
12.		S.I						
13.		B.D.RKA						
14.		B.D.RKA						
15.		B.D.RKA						
16.		D.R.K(TP)						
17.		D.R.K TP)						
18.		D.R.K(TP)						
19.		D.R.K						
20.		D.R.K						
21.		D.R.K						
22.		D.R.K						
23.		Peon						
24.		D.SB.Insp						
25.		Labur						
26.		Labur						
27.		Labur						
28.		Cemetery Att						
29.		Cemetery Att						
30.		Cemetery Att						
31.		Cemetery Att						
32.		Cemetery Att						
33.		Cemetery Att						
34.		Mali						
35.		Mali						
36.		Cemetery Att						
37.		Furniture op						
38.		Furniture op						
39.		Furniture op						
40.		Furniture op						
41.		Cemeatorium						
42.		Furniture op						
43.		Cemeatorium T.P						

44.		Furniture op						
45.		Furniture op						
46.		Furniture op						
47.		Sr.MO						
48.		Pharmacist						
49.		Lab Technician						
50.		Dresser						
51.		Labur						
52.		Sweeper						
53.		M.O						
54.		Pharmacist						
55.		Dresser						
56.		Labur						
57.		MO						
58.		MOIC						
59.		Pharmacist						
60.		Lab Technician						
61.		Dresser						
62.		labur						
63.		Sweeper						
64.		MOIC						
65.		Pharmacist						
66.		Dresser						
67.		Labur						
68.		A.M.O						
69.		P.H.N						
70.		ANM						
71.		ANM						
72.		ANM						
73.		FFW						
74.		H.C						
75.		H.C						
76.		AMO						
77.		PHN						
78.		Clerk						
79.		ANM						
80.		ANM						
81.		ANM						
82.		Co-Ordinator						
83.		Co-Ordinator						
84.		MOIC						

85.		Pharmacist						
86.		Dresser						
87.		Sweeper						
88.		AMO						
89.		ANM						
90.		ANM						
91.		ANM						
92.		ANM						
93.		ANM						
94.		Co-Ordinator						
95.		Co-Ordinator						
96.		Ayabai						
97.		ANM						
98.		ANM						
99.		ANM						
100.		ANM						
101.		ANM						
102.		Co-Ordinator						
103.		Co-Ordinator						
104.		Ayabai						
105.		MO						
106.		Pharmacist						
107.		Lab Technician						
108.		Dresser						
109.		Labur						
110.		Sweeper						
111.		Furniture op						
112.		Furniture op						
113.		Aayabai						
114.		AMO						
115.		ANM						
116.		GNM						
117.		GNM						
118.		GNM						
119.		Aayabai						

