



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act, 2005 of B Ward

Shri.Santoshkumar S. Dhonde - Assistant Commissioner

PUBLIC HEALTH DEPARTMENT

Office of Medical Officer of Health, R No. 14, 1st Floor, B Ward
Building, Opp. J. J. Hospital, Babula Tank Cross Lane,
Mumbai – 400 009.

Public Information officer- Smt. Reshma Sabale - MOH.

First Appellate Authority – Shri.Santoshkumar S. Dhonde- Asstt.Com. (B Ward)

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INTRODUCTION

Medical Officer of Health (B Ward)

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

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

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

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

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Medical Officer of Health, B ward whose office is situated at B ward office, 1st floor, B Ward B.M.C Building, Opp. J. J. Hospital, Babula Tank X Lane, Mumbai-400009. The procedure and fee structure for getting information is as per the provisions of RTI Act, 2005.

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

The registration of Births and deaths in B 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, B in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (B Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in B 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 B Ward. He also supervises all the Health Related activities in a particular ward. He is the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages. Under the PC-PNDT Act of the year 2003, Medical Officer of Health of F/South Ward has been appointed as Appropriate Authority. Under this act, all Genetic Centers / Genetic Counseling Centers / Genetic Laboratories / Ultrasonography Centers / Imaging clinics etc. are required to be registered. They are supposed to comply with the norms laid down under the PC-PNDT Act, 2003.

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

PUBLIC INFORMATION OFFICER (PIO) for Medical Officer of Health Dept of B ward is Dr. Shilendra D. Gujar.

**Medical Officer of Health
B Ward**

SECTION 4 (1) (B) (i)

MANUAL NO. 1

The particulars of functions & duties of the public authority

1	Name of the Section	Office of Medical Officer of Health (B Ward)
2	Address	Room No. 14, 1 st floor, B ward office Building, Opp. J. J. Hospital, Babula Tank X Lane, Mumbai- 400 009
3	Head of the Office	Medical Officer of Health (B Ward)
4	Name of the Public authority	Dr. Rashmi Shirgaonkar (Medical Officer of Health B Ward)
5	Office Timings	Monday to Friday 09.00 am to 05.00 pm Saturdays 09.00 am to 12.30 pm Visiting Hours - (Monday – Friday) 03.00 p.m. to 05.00 pm
6	Contact Details	Telephone no : 022- 23736622 Extn : 121,122 022- 23714664 (Fax) Email : mohb.phd@mcgm.gov.in
7	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
8	Reporting to which office	Assistant Commissioner, B Ward
9	Jurisdiction	North- Ramchandra Bhatt Road and Jivabhai Mulji Road

		<p>South- Lokmanya Tilak Road</p> <p>East- P.D. Mello Road</p> <p>West- Ibrahim Rahimtulla Road and Abdul Rehman Street</p>
10	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.

11	Mission	<ol style="list-style-type: none"> 1. Supervision of Public Health Infrastructure in B Ward 2. To regulate & control Communicable Disease Outbreaks as well as Non- Communicable Diseases.
12	Objectives	<ol style="list-style-type: none"> 1. Reduction in Cases of Malaria, Dengue & other Communicable Diseases as well as Non-Communicable Diseases. 2. Timely registration of all Births & Deaths. 3. Good standards followed by all the Public Facilities like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills. 4. Ensuring ideal physical, mental & social health for all individuals. Prevention of Pre-Natal Diagnosis, Sex Selection & Illegal 5. Medical Termination of Pregnancy.
13	Functions	<p>(a) Take action under appropriate provisions of MMC Act/RBD/PC- PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries.</p> <p>(b) He has to prevent unauthorized food trade.</p> <p>(c) Prevention of Sex-Determination.</p> <p>(d) Issuing Birth, Death & Marriage Certificates</p> <p>(e)Control over Eating Houses/ Nursing Homes/ Construction Sites.</p> <p>(i)Granting of Eating House permits under section 394 of the MMC Act.</p> <p>(ii)Renewal of Health Licenses.</p> <p>(iii)Action against owners/proprietors in case of failure to comply.</p> <p>(iv)Action against Construction Sites failing to comply with Anti-Malarial measures.</p>
14	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 B Ward. 4. Family Planning & Immunization Services.

		Provision of Registration/License under PNDD Act, 1994, 5. Amended as PC-PNDD Act 2003.
15	Weekly Holidays	Sunday and Public Holidays.

DETAILS OF HEALTH POSTS IN B WARD

Sr. No.	Health Post	Name of AMO	Address	Timings
1	JAIL ROAD	DR. SIDDHI KOLI	B-WARD, BABULA TANK CROSS ROAD, OPP. J. J. HOSPITAL, MUMBAI – 400 009	09.00 AM TO 4.00 PM
2	JANABAI MADHAVRAO ROKADE	DR. DIPALI PALSHIKAR	JANABAI MADHAVRAO ROKADE STREET, NEAR MASJID BUNDER, MUMBAI – 400 009	09.00 AM TO 4.00 PM

Sr. No.	Name of Health Post	Doctor	PHN	ANM	MPW	Clerk	Ayab Bai	CHV	DEO
1	JAIL ROAD	1	1	1	2	NIL (1 VACANT)	1	13	1
2	JANABAI MADHAVRAO ROKADE	1	0	2	1	NIL (1 VACANT)	0	19	1

DETAILS OF DISPENSARIES IN B WARD

Sr. No.	Dispensary	Name of Medical Officer	Address	Timings
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1	JAIL ROAD ALLOPATHIC DISPENSARY	DR. SMT WRUSHALI DOLAS	GROUND FLOOR, 20, KOLSA MOHALLA, PYADHONIE, MUMBAI 400003	09.00 AM TO 4.00 PM
2	WALPAKHADI DISPENSARY	DR. SUHAIB SIDDIQUI	WALPAKHADI MUNICIPAL DISPENSARY A-BLK MAUJI RATHOD ROAD, MUMBAI 400009	09.00 AM TO 4.00 PM
3	S. V. P. ROAD ALLOPATHIC DISPENSARY	DR. SANDEEP KASBE	S V P ROAD NO 269, NEAR ZAKERIYA MASJID STREET, MUMBAI 400009	09.00 AM TO 4.00 PM
4	KOLSA MOHALLA UNANI DISPENSARY	DR. SMT SAMINA SAYED	1ST FLOOR, 20, KOLSA MOHALLA, PYDHONIE, MUMBAI 400003	09.00 AM TO 4.00 PM
5	JAIL ROAD UNANI DISPENSARY	DR. ZAFAR ANSARI	S V P ROAD NO 269, NEAR ZAKERIYA MASJID STREET, MUMBAI 400009	09.00 AM TO 4.00 PM

DETAILS OF PRIVATE NURSING HOMES

SR. NO.	NAME OF NURSING HOME	ADDRESS	EMAIL ID	CONTACT NO.
1	DHOLKAWALA MATERNITY AND NURSING HOME	58, MOHD. ALI ROAD, 3 RD FLOOR, MUM – 400 003	dholkawala13@yahoo.co.in	022-55737064
2	HABIB HOSPITAL	159, JAIL ROAD, MUM – 400 009	support@habibhospital.com	022-23757573
3	NOOR HOSPITAL	49, MOHD ALI ROAD, MUM – 400 003	info@noorhospital.in	022-23463500
4	HAJI KARIM MATERNITY AND CHILD CARE CENTRE	MOHAMMED ALI ROAD, MUMBAI-400 003	hajikarimhospital.ad@gmail.com	022-23448450
5	M. H. SABOO SIDDIQUE MATERNITY AND GENERAL HOSPITAL	IMAMMWADA ROAD, OPP. MUGHAL MASJID, MUM – 400 009	dr-raufsumar@gmail.com	022-23767343
6	AL-SADDIQUE HOSPITAL	30, MOHD. ALI ROAD, GRD FLOOR, MUM-03	-	9323273148

LIST OF PNDD CENTRES IN B WARD

SR. NO.	NAME OF REGISTERED PCPNDT CENTRE	ADDRESS	CONTACT NO.
1	MUNTAS SONOGRAPHY CENTRE	178, NAGDEVI STREET, 1ST FLOOR, MUMBAI – 400 003	022-23435773 9833490636
2	SHAH MALSHI GHELABAI GUDALWALA CUTCHI JAIN SARVODAYA KENDRA	122, DR. MAHESHWARI RD, DONGRI, MUMBAI – 400 009	022-23700064 9819775100
3	NOOR HOSPITAL	49, MOHAMMED ALI ROAD, MUMBAI – 400 009	022-23463500 9320112252
4	HABIB HOSPITAL	159, JAIL ROAD(E), DONGRI, MUMBAI – 400 009	022-23757573
5	DHOLKAWALA MATERNITY HOME	58, MOHAMMED ALI ROAD, 3RD FLOOR, MUMBAI- 400 003	022-55737064 9322520869
6	THE MUSLIM AMBULANCE SOCIETY	154, KAMBEKAR STREET, MUMBAI – 400 009	9833653416
7	TATA POWER COMPANY	34, SANT TUKARAM ROAD, MUMBAI – 400 009	022-25654113 9223276270
8	KHAIR DIAGNOSTIC CENTRE	SHOP NO. 1, BLDG NO. 5/1, IMMAMWADA ROAD, MUMBAI – 400 009	022-23703782 9820785816
9	SABOO SIDDIQUE MATERNITY & GENERAL HOSPITAL	IMMAMWADA ROAD, OPP MUGHAL MASJID, MUMBAI – 400 009	022-23767343 9223231077
10	VIJAYA CLINIC	AMBIKA RERRACE, OPP INDIAN SAILORS HOME, MUMBAI – 400 009	022-23480960 9324266045
11	KHATRI DIAGNOSTIC CENTER	RUBY BLDG, SHOP NO. 15, KAMBEKAR STREET, MUMBAI – 400 003	022-23456343 9867466346
12	SHIFA DIAGNOSTIC CENTRE	SHOP NO. 11, 12, MITHIBAI MANSION, 1ST NAVROJI HILL ROAD, DONGRI, MUMBAI – 400 009	8767016738
13	SIDRA DIAGNOSTIC CENTRE	REHMAN CASTLE, PLOT NO. 86, MOHD. UMER KOKIL MARG, NISHANPADA, CHINCHBUNDER, MUMBAI – 400 009	9167007733

14	KHAIR-E-UMMAT TRUST	BIT CHAWL, IMAMMWADA COMPOUND, MUMBAI – 400 009	022-23703782 9820785816
15	SAANVI DIAGNOSTICS	SHOP NO. 9, GROUND FLOOR, BANDUKWALA MANZIL, OPP. J. J. HOSPITAL, MUMBAI – 09	8369497244
16	J. J. HOSPITAL	J. J. GROUP OF HOSPITAL, BYCULLA, MUMBAI-08	9820021492

DETAILS OF CEMETRIES OF B WARD

SR. NO	NAME OF CEMETERY	CEMETERY ADDRESS	TYPE OF CEMETERY	RELIGION
1	SHIYA IMAMI ISLAMI KABRASTAN	277, S. V. P. ROAD, MUMBAI- 400 009	PRIVATE CEMETERY	KHOJA MUSLIM
2	KHOJA SUNNI JAMMAT KABRASTAN	JAIL ROAD NORTH, ASHA SADAN MAIN ROAD, MUMBAI – 400 009	PRIVATE CEMETERY	KHOJA MUSLIM

1. ORGANISATION'S STRUCTURAL CHART

(ORGANOGRAM) MOH B WARD (1)

DISPENSARY (5)

HEALTH-POST (2)

SR. MO (0)

AMO (2)

MO(2) + DTO(1)

PHN (1)

AMO UNANI(1)

ANM (3)

RELIEVER MO (0) —

MPW (3)

PHARMACIST(3)

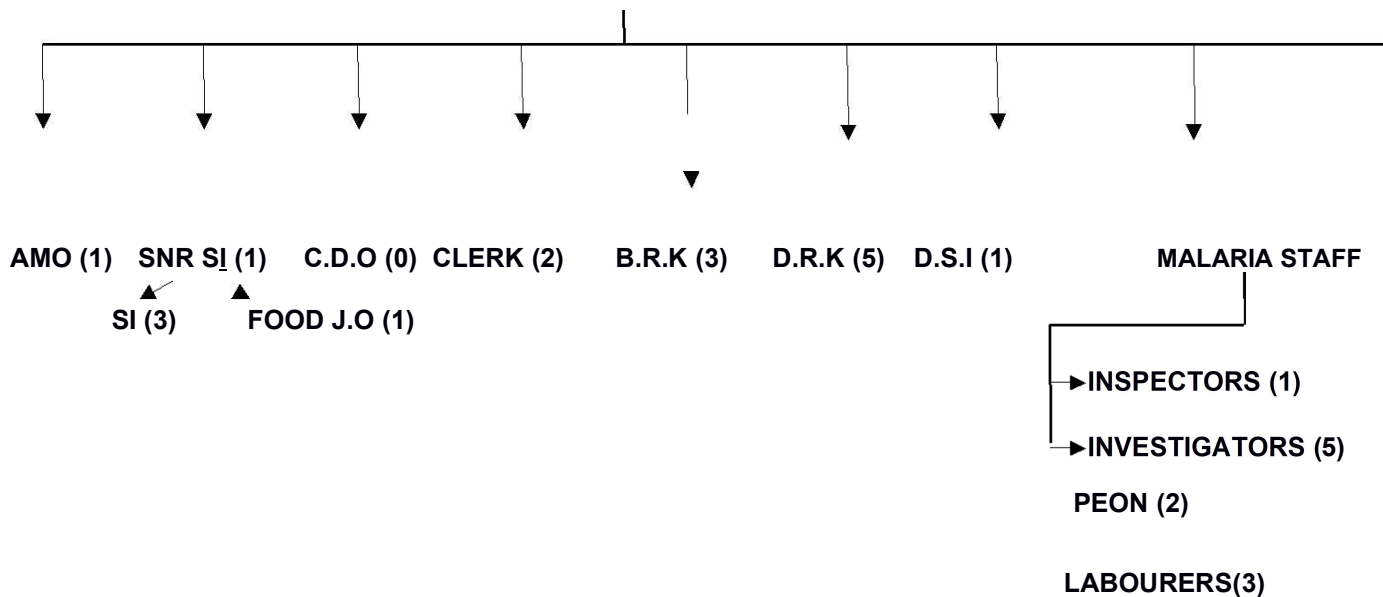
AYAHBAI (1)

LAB
TECHNICIAN(3)

CHVs
(Contract
Basis) (32)

REGN. ASST. (0)
DRESSER (1)
LABOURER (3)
SWEEPER (3)

MOH B OFFICE STAFF



STAFF POSITIONING REPORT OF B WARD

Sr. No.	STAFF	TOTAL POST	FILLED POST	VACANCY
1.	MOH	1	1	0
2.	ASSISTANT MEDICAL OFFICER	3	2	1
3.	SR. MEDICAL OFFICER	1	0	1
4.	MEDICAL OFFICER -DISP	2	1	1
5.	ASSISTANT MEDICAL OFFICER - DISP	2	1	1
6.	SR. SANITARY INSPECTORS	2	1	1
7.	SANITARY INSPECTORS	5	3	2
8.	HEAD CLERK	1	0	1
9.	CLERK	7	2	5
10.	D. R. K.	5	5	0
11.	B. R. K.	3	3	0
12.	PHARMACIST	6	3	3
13.	D. S. I.	1	1	0
14.	R. A.	1	0	1
15.	REPORT BEARER	1	0	1
16.	DRESSER	5	1	4

17.	SWEEPER	3	3	0
18.	LABOURER	8	3	5
19.	LAB TECHNICIAN	3	3	0
20.	PEON	3	2	1
21.	MALARIA INSPECTOR	2	1	1
22.	MALARIA INVESTIGATORS	7	5	2

SECTION 4 (1) (b) (ii)

MANUAL NO 2

The powers of officers and employees in the Office of Medical Officer of Health (B Ward)

A – Financial Powers

Sr. No	Designation	Powers-Financial	Under legislation / orders / GRs	which rules /	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 (B 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 (B Ward)

C – Magisterial Powers

Sr. No.	Designation	Powers -Magisteria I	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 (B Ward)

D - Quasi Judicial Powers

Sr. No.	Designation	Powers - Quasi Judicial	Under which legislation / rules / orders /	Remarks
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			GRs	
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 (B Ward)

E – Judicial Powers

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

BRIHANMUMBAI MAHANAGARPALIKA

DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (B WARD)

Under Section 68 of the **Mumbai Municipal Corporation Act 1888** , Medical Officer of Health - B 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 THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
84	To grant leave of absence.
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 continuous to remove, discontinue or bate the nuisance by taking measures.
384A	To prohibit stabling animals or storing grains in dwelling houses.
394(1)	To grant license to keep certain articles or animals and to carry on certain trades, processes and operations.
394(4)	To prevent danger or nuisance the commissioner may be written notice require the person, keeping the article or animals to take measures within the specified time, failing which commissioner may seize and carry away or seal such article or

	animals or any machinery or device used in connection with such trade, process or operations.
394(5)	To grant any license subject to certain restrictions or conditions or for the purpose of ensuring public safety to withhold any such license with recording his reasons in such withholding and furnish the same to person concerned.
396(1)	To inspect (at any time, by day or by night without notice) premises where licensable articles are kept or trade, process or operation are carried on or where prohibited articles are kept.
412A	To grant license for dealing in Milk or other Milk products.
415	To seize unwholesome articles.
416	To dispose of perishable articles seized under section 415.
422	To inspect any place where dangerous disease are suspected and to take measure.
424(1)	To issue order for removal of patients to hospital.
425(1)	To disinfect building to prevent or check the spread of any dangers diseases.
427(3)	To destroy infected articles.
479(5)	To direct the party to produce license or written permission.
483	To serve upon notices and summons.
488	To enter any premises for purpose 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 - B 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 THE POWERS AND FUNCTIONS TO BE EXERCISED AND PERFORMED
374	To inspect premises to as certain sanitary conditions.
396(1)	To inspect (at any time, by day or by night without notice) premises where licensable articles are kept or trade, process or operation are carried on or where prohibited articles are kept.
412A	To take action for unlicensed trades dealing in Milk or Milk Products.
415	To seize unwholesome articles.
416	To dispose of perishable articles seized under section 415.
422	To inspect any place where dangerous disease are suspected and to take measure.
424(1)	To issue order for removal of patients to hospital.

427(3)	To destroy infected articles.
479(5)	To direct the party to produce license or written permission.
483	To serve upon notices and summons.
488	To enter any premises for purpose 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 (B Ward)

Medical Officer of Health (B 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 (B Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in the concerned ward.
- He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries.
- He has to prevent unauthorized food trade and also Prevention of Sex-Determination.
- He has to also regulate and control Outbreaks of Communicable Diseases in the concerned ward.

- He also supervises all the Health Related activities in a particular ward. He is also the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages.

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

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

Assistant Medical Officer (E.P.I.)

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

Community Development Officer

- The Community Development Officer (C.D.O.) is a representative of the F.W.M.C.H. (Family Welfare) Department in the Health Department.
- The work consists of supervision of the R.C.H. (Reproductive & Child Health) Programme in a particular ward. Monitoring of Family Planning activities in a particular ward & promoting Family Planning Methods.
- C.D.O. is also in-charge of all the IEC activities in a particular ward. Conducts training activities of the Health Care Workers as well as the Community Health Volunteers.
- The C.D.O. assists the Medical Officer of Health in conducting Population Census. Supervision of NUHM & NRHM activities in a particular ward.

Sanitary Inspectors

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

Malaria Inspectors

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

Malaria Investigators

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

E.P.I. Clerk

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

Birth, Death & Marriage Clerk

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

D.S.I. (Water Samples)

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

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 (B Ward)

NAME OF ACTIVITY	- Action against Eating Houses/ Community Kitchens/ Flour Mills
Related Provisions	- Under section 394 of MMC Act.
Name of the Acts/Acts	- MMC Act 1888

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against Eating Houses/ Community Kitchens/ Flour Mills.	1. Detection of non-compliance with respect to Section 394, MMC Act during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary. 3. Preparation of inspection report. 4. Filing court case in case of non-compliance within the stipulated time.	2-7 days	Sanitary Inspector/ Medical Officer of Health	

NAME OF ACTIVITY - Action against USG centres/ IVF Centres/ Genetic Clinics

Related Provisions - --

Name of the Acts/Acts - PC-PNDT Act, 2003.

Rules - --

Govt. Resolutions - --

Circulars - --

Sr. No.	Activity	Steps involved	Time limit	Authority role and	Remark
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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 (B Ward)

NAME OF ACTIVITY - Action against Eating Houses/ Community Kitchens/ Flour Mills

Related Provisions - Under section 394 of MMC Act.

Name of the Acts/Acts - MMC Act 1888

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against Eating Houses/ Community Kitchens/ Flour Mills.	1. Detection of non-compliance with respect to Section 394, MMC Act during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary.	2-7 days	Sanitary Inspector/ Medical Officer of Health	

		3. Preparation of inspection report. 4. Filing court case in case of non-compliance within the stipulated time.			
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NAME OF ACTIVITY - Action against USG centres/ IVF Centres/ Genetic Clinics

Related Provisions - --

Name of the Acts/Acts - PC-PNDT Act, 2003.

Rules - --

Govt. Resolutions - --

Circulars - --

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against USG centres/ IVF Centres/ Genetic Clinics	1. Detection of illegal USG/ Sex Determination practices during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary.	Within 2-7 days.	Medical Officer of Health	

Scrutiny of the records (F-forms) at a particular centre. Preparation of inspection report.	Within 2-7 days.	Medical Officer of Health
Issuing Show-Cause Notice/ Sealing the USG machine/equipment or the entire centre as per the severity of the discrepancy/offence found.	Within 2-7 days.	Medical Officer of Health
Filing court case in case of non-compliance	7 days	Medical Officer of Health

NAME OF ACTIVITY - Action against illegal/ unlicensed Nursing Homes

Related Provisions - --

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

Rules - --

Govt. Resolutions - --

Circulars - --

Sr. No.	Activity	Steps involved	Time limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remark
1	Action against illegal/ unlicensed Nursing Homes	1. Detection of illegal/unlicensed Nursing Homes during usual round of inspection or on receipt of complaint from citizen. 2. Taking photographs of discrepancies if necessary.	Within 2-7 days.	Medical Officer of Health	

		Preparation of inspection report.	Within 2-7 days.	Medical Officer of Health	
		Filing court case in case of non-compliance	7 days	Medical Officer of Health	

Section 4 (1) (b) (iv)

MANUAL NO 4

Norms set for discharge of its functions in the office of **Medical Officer of Health (B Ward)**

Organizational targets (Annual)

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

Section 4 (1) (b) (v)

MANUAL NO 5

The rules / regulation related with the functions of **Medical Officer of Health (B 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	<ol style="list-style-type: none">1. Registration of Births and Deaths Act, 19692. Rule 8/13 of Maharashtra Registration of Births & Deaths Rules, 20003. 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 19982.HO/10798/Dt 08.03.2010	
3	Act regarding registration & supervision of nursing homes in the ward	Bombay Nursing Home Act, 1949	

4	Act regarding registration & supervision of PC-PNDT centres in the ward	1.The Pre-Natal Diagnostic Techniques (Regulation & Prevention of Misuse) Act, 1994 Amended as – The Pre-conception & Pre-Natal Diagnostic Techniques (Prohibition of Sex selection) Act, 2003 2.Ministry of Health & Family Welfare Notification dt 04.06.2012	
5	Act regarding supervision of MTP centres in the ward	Medical Termination of Pregnancy Act 1971	
6	Health Licenses	Sections 394 & 412 of MMC Act 1888	

Section 4 (1) (b) (vi)

MANUAL NO 6

Statement of Categories of documents held in the office of
Medical Officer of Health (B Ward)

Sr No	Subject	Type of Document/ file or register	File No. or Register No.	Particulars	Periodicity of Preservation
1	Birth & death registers / Hospital (confinement) records	Register		Details of birth & death events occurred in the ward	Permanent
2	Marriage Register	Register		Details of marriages of residents who wish to register the event with the respective ward	Permanent
3	PC-PNDT 'H' Form & 'A' form of individual centres	Soft copy of 'H' form File of individual centres		Details of PC-PNDT Centres	10 Years

4	I.R. Book	Register		Inspection reports of various facilities bearing Health License	10 Years
5	Offence sheet	Register		Record of various offences committed by the facilities bearing Health Licenses & the action taken.	5 Years
6	'C' Form	Register		Health License details	5 Years
7	Vaccine stock registers	Registers		Inventory of the stock of the vaccines in the Ward Vaccine Store	5 Years
8	AFP Register	Register / Box File		Record of all Acute Flaccid Paralysis cases in the ward.	5 Years

9	AEFI Register	Register / Box File		Record of all cases of Adverse Events Following Immunization in the ward.	5 Years
10	DF & ILR Temperature chart monitoring log book	Log Book		Temperature records of the Cold Chain equipment in the Ward Vaccine Store.	5 Years
11	Routine Monthly Report of Immunization	Box File		Monthly Reports having number of beneficiaries of Routine Immunization in a particular month.	5 Years
12	Routine Monthly Report of VPD	Box File		Monthly Reports having number of cases of Vaccine Preventable Diseases in a particular month.	5 Years
13	Report of Pulse Polio Immunization	Box File		Reports of number of beneficiaries immunized during Pulse Polio Immunization Rounds.	5 Years
14	Routine Monthly Account Report of Immunization & Pulse Polio	Box File		Account of expenses incurred for Routine Immunization & Pulse Polio Immunization	5 Years

15	Malaria & Dengue report	Soft Copy		Cases of Malaria & Dengue during a particular month	3 Years
16	Water Sample Report	Soft Copy		Record of Fit & Unfit water samples during a particular month along with samples positive for E. Coli.	3 Years
17	Log sheets	Document		Details of Applications/ complaints/ other documents received by department	1 Year
18	Outward Register (Internal departments)	Document		Details of Applications/ complaints/ other documents forwarded to Internal departments of F/South ward.	1 Year

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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)

MANUAL NO 7

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of **Medical Officer of Health (B Ward)**

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

Section 4 (1) (b) (viii)

MANUAL NO 8

Statement of Boards, Councils, Committees or Other bodies

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

Section 4 (1) (b) (ix)
MANUAL NO 9
PAYSHEET NO 2118

SR. NO.	DESIGNATION	OFFICER'S AND EMPLOYEE'S NAME	CATEGORY	DATE OF APPOINTMENT IN MCGM	DATE OF APPOINTMENT IN B WARD	CONTACT NO. 23736622
1.	MOH	DR. RESHAMA SABALE	B		12.04.2022	022-23736622
2.	AMO	DR. BHAGAT SHARDA RAM	B	26.08.2013	26.08.2013	022-23736622
3.	AMO	DR. IBADULLAH A. SYED	B	06.05.2020	06.05.2020	022-23736622
4.	SR. SAN. INSP	KAZI JAVED JAFER	C	03.04.1987	12.06.2015	022-23736622
5.	HEAD CLERK	VACANT	-	-	-	-
6.	CLERK	VACANT	-	-	-	-
7.	CLERK	CHOGALE RAHUL RAMAKANT	C	18.07.2018	18.07.2018	022-23736622
8.	CLERK	NANGARE MAHENDRA M.	C	09.04.2007	01.02.2013	022-23736622
9.	SANITARY INSPECTOR	SHAIKH SHAKEEL	C	06.12.1990	10.12.2021	022-23736622
10.	SANITARY INSPECTOR	MANOHAR B. SHEWALE	C	01.12.1990	08.11.2021	022-23736622

11.	SANITARY INSPECTOR	PRADIP R. SAWANT	C	04.11.1991	09.11.2021	022-23736622
12.	D. S. I.	KATKAR DILIPKUMAR SHYAM	C	16.04.1990	03.12.2020	022-23736622
13.	DRK	RAJENDRA C. KADU	D	11.10.2021	16.12.2021	022-23736622
14.	DRK	KALPANA P. CHAVHAN	D	07.09.2013	16.12.2021	022-23736622
15.	DRK	PRAKASH M. MORE	D	07.03.2006	13.12.2021	022-23736622
16.	DRK	SHAILSH S. JADHAV	D	08.08.2008	10.12.2021	022-23736622
17.	DRK	SAKSHI V. PATIL	D	16.11.2011	14.12.2021	022-23736622
18.	BRK	PARAB SHRADDHA SUDHIR	D	08.07.1995	20.03.2019	022-23736622
19.	BRK	KADAM PADMAKAR POPATLAL	D	04.05.1993	07.03.2014	022-23736622
20.	BRK	SHAIKH MOHSIN ISAK	D	02.03.1991	24.06.2019	022-23736622
21.	PEON	SHIRKE TRUPTI LAXMAN	D	09.09.2008	09.09.2008	022-23736622
22.	PEON	NILESH ANANT RAUT	D	22.12.2020	22.12.2020	022-23736622
23.	LABOURER	VACANT	-	-	-	-
24.	LABOURER	GHAVAT GOVIND GANPAT	D	15.12.2011	16.04.2015	022-23736622
25.	LABOURER	PALVE TANAJI KACHESHWAR	D	17.09.2013	17.09.2013	022-23736622
26.	LABOURER	WADEKAR AJIT DINKAR	D	28.12.2007	28.12.2007	022-23736622

PAYSHEET NO 2119

Sr. No.	DESIGNATION	OFFICER'S AND EMPLOYEE'S NAME	CATEGORY	DATE OF APPOINTMENT IN MCGM	DATE OF APPOINTMENT IN B WARD	CONTACT NO. (022-23736622)
27.	MEDICAL OFFICER	DR. DOLAS WRUSHALI RAJESH	B	12.07.1999	03.06.2002	022-23736622
28.	AMO	DR. ANSARI ZAFAR IQBAL KALEEM AHMED	B	01.10.1997	13.07.2002	022-23736622
29.	PHARMACIST	WADNERE SHRIRAM SUBHASH	C	01.03.2011	01.03.2011	022-23736622
30.	PHARMACIST	WAKCHAURE GANESH M.	C	26.09.2011	26.09.2011	022-23736622
31.	PHARMACIST	WAKODE MONALI	C	07.06.2012	13.06.2018	022-23736622
32.	LAB TECHNICIAN	AMBRULE VIDYA KIRAN	C	23.02.2007	23.02.2007	022-23736622
33.	LAB TECHNICIAN	KIRTAWADE MANGALA GANESH	C	29.05.2009	29.05.2009	022-23736622

34.	LAB TECHNICIAN	JADHAV PRITI RAJENDRA	C	11.11.2011	11.11.2011	022-23736622
35.	REGN. ASST.	VACANT	-	-	-	-
36.	DRESSER	VACANT	-	-	-	-
37.	DRESSER	PAWAR HANUMANT BAPURAO	D	04.06.1989	03.12.2012	022-23736622
38.	SWEEPER	CHUDASAMA MANOJ SHAMJI	D	06.08.2014	06.08.2014	022-23736622
39.	SWEEPER	SARVAIYA RAMESH BABU	D	04.10.2013	04.10.2013	022-23736622
40.	SWEEPER	KADAM AJAY RAMCHANDRA	D	03.04.2012	03.04.2012	022-23736622
41.	LABOURER	TORKAD KUNDALIK RAMRAO	D	22.09.2017	22.09.2017	022-23736622
42.	LABOURER	BOHAT MUKESH S.	D	22.01.1996	22.01.1996	022-23736622

Section 4 (1) (b) (x)

MANUAL NO. 10

Dictionary of the officer and employees in the office MOH B Ward **PC -2118**

SR. NO.	DESIGNATION	EMPLOYEE NAME	GRD	Basic	DA	TA	HRA	TOTAL SALARY
1.	MEDICAL OFFICER OF HEALTH	DR. RESHAMA SABALE	B					
2.	AMO	DR. SHARDA BHAGAT	B	64100	10897	1600	15384	106648
3.	AMO	DR. IBADULLAH SYED	B	52000	8840	1600	12480	83919
4.	SR. SAN. INSP	JAVED KAZI	C					
5.	CLERK	RAHUL CHOGALE	C	24500	7595	600	6615	39309
6.	CLERK	MAHENDRA NANGARE	C	31100	5287	600	7464	44661
7.	SAN. INSP.	SHAKEEL SHAIKH	C					
8.	SAN. INSP.	MANOHAR SHEWALE	C					
9.	SAN. INSP.	PRADIP SAWANT	C					
10.	D. S. I.	DILIPKUMAR KATKAR	C	43400	13454	600	11718	78072
11.	DRK	RAJENDRA C. KADU	D	24200	7502	600	6534	38951
12.	DRK	KALPANA P. CHAVHAN	D					

13.	DRK	PRAKASH M. MORE	D					
14.	DRK	SHAILSH S. JADHAV	D	27200	8432	600	7344	43690
15.	DRK	SAKSHI V. PATIL	D					
16.	BRK	PARAB SHRADDHA SUDHIR	D	41800	12958	600	11286	67221
17.	BRK	KADAM PADMAKAR POPATLAL	D	44400	7548	600	10656	63782
18.	BRK	SHAIKH MOHSIN ISAK	D	41800	716	600	10032	60115
19.	PEON	SHIRKE TRUPTI LAXMAN	D	27800	4726	600	6672	43998
20.	PEON	NILESH ANANT RAUT	D	19500	6045	600	5265	31524
21.	LABOURER	GHAVAT GOVIND GANPAT	D	23500	3995	600	5640	40934
22.	LABOURER	PALVE TANAJI KACHESHWAR	D	22100	3757	600	5304	36011
23.	LABOURER	WADEKAR AJIT DINKAR	D	27200	4624	600	6528	39067

Dictionary of the officer and employees in the office MOH B Ward PC -2119

SR. NO.	DESIGNATION	EMPLOYEE NAME	GR D	Basic	DA	TA	HRA	TOTAL SALARY
24.	MEDICAL OFFICER	DR. WRUSHALI R. DOLAS	B	107700	18309	1600	25848	167062
25.	A. M. O.	DR. ZAFAR K. A. ANSARI	B	52000	8840	1600	12480	82120
26.	PHARMACIST	MONALI WAKODE	C	35900	6103	600	8616	57818
27.	PHARMACIST	SHRIRAM S. WADNERE	C	39200	6664	1200	9408	62172
28.	PHARMACIST	GANESH M. WAKCHAURE	C	39200	6664	600	9408	62472
29.	LAB. TECHN.	VIDYA K. AMBRULE	C	53600	9112	600	12864	76176
30.	LAB. TECHN.	MANGALA G. KIRTAWADE	C	49000	8330	600	11760	76289
31.	LAB. TECHN.	PRITI R. JADHAV	C	46200	7854	600	11088	73241
32.	DRESSER	JEEVAN U. CHARNIYA	D	41800	7106	600	10032	59917
33.	DRESSER	HANUMANT B. PAWAR	D	43100	7327	600	10344	61750
34.	SWEEPER	MANOJ S. CHUDASAMA	D	22100	3757	600	5304	32287

35.	SWEeper	RAMESH B. SARVAIYA	D	18500	3145	600	4440	41200
36.	SWEeper	AJAY R. KADAM	D	22800	3876	600	5472	39162
37.	LABOURE	KUNDALIK R. TORKAD	D	19700	3349	1200	4728	39477
38.	LABOURE	MUKESH S. BOHAT	D	35400	6018	600	-	42133
39.	LABOURE	SANTOSH M. GHUGE	D	23500	3995	600	5640	41050

Section 4 (1) (b) (xi)

MANUAL NO 11

Details of allocation of budget and disbursement made in the office of **Medical Officer of Health (B Ward)** for the year 2020-21.

Sr. No	Budget Head description	Grants received	Planned use (give details area wise or work wise in a separate form)	Remarks

Form B for previous year (2021-22)

Sr.	Budget Head	Grants	Grant utilized	Grant	Result
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No	description	received		Surrendered	
1	33402010100 (Health)	1,87,47,700	1,64,58,088	22,89,611	
2	33402010200 (Health)	91,81,200	58,52,842	33,28,357	
3	33101000000	80,97,900	67,61,690	13,36,209	

Section 4 (1) (b) (xii)

MANUAL NO 12

**Manner of execution of subsidy program in the office of Medical Officer of Health (B
Ward)**

----- **NIL** -----

Section 4 (1) (b) (xiii)

MANUAL NO 13

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

----- NIL-----

Section 4 (1) (b) (xiv)

MANUAL NO 14

Required information 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)

MANUAL NO 15

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

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
1	Inspection of Record	09.00 am to 05.00 pm on all working days (except 2 ND & 4 TH Saturday & holidays)	For inspection of entries from Birth/Death registers searching fees of Rs. 2/- charged.	Office of Medical Officer of Health Department, 1 st floor, B Ward BMC office, Opp J.J. Hospital,	Medical Officer of Health, B ward.

Section 4 (1) (b) (xvi)**Manual 16**

Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Designated officer & Medical Officer of Health (B Ward)

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address / Ph. No.	E mail id for purpose of RTI	Appellate authority
1	Dr. Rashmi Shirgaonkar	MOH B	Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification	Room No.14, 1 st floor, B ward office, Opp J. J. Hospital, Mumbai-09. Ph. 23736622 Ext. 121, 122	mohb.phd@mcmgm.gov.in	Shri. Dhanaji Herlekar (A.C. B Ward)

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

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Shri. Dhanaji Herlekar	A.C. B Ward		Dr.Rashmi Shirgaonkar	

Section 4 (1) (b) (xvii)

MANUAL NO 17

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

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

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

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

- **Implementation of National Health Programs:**

The various National Health Programs like the National Malaria Control Program, Revised National Tuberculosis Control Program, Universal Immunization Program, Pulse Polio Immunization Program, Reproductive & Child Health Program etc.

- **Mumbai Aarogya Abhiyaan Camps:**

The Medical Officer of Health conducts Mumbai Aarogya Abhiyaan Camps for the citizens during which curative, diagnostic, referral and IEC services are provided. These camps are conducted on a regular basis with the help of the local councilors. The main purpose is control of communicable diseases.

- **IEC Activities:**
Various IEC activities are conducted whereby Role-Plays, Health Talks, Rallies, Poster-Pasting activities are done for increasing the awareness of the citizens regarding diseases like Malaria, Dengue, Leptospirosis and also non- communicable diseases like Diabetes & Hypertension.
- **Crusade Activities:**
Crusades Activities for various diseases are conducted within the community jointly along with PCO, AE (Maintenance), AE (Bldg. & Factories), SWM under the guidance of the Asst. Municipal Commissioner (F/S).
- **Training Activities:**
Training of UG & PG Medical/ Nursing students are also conducted by the Medical Officer of Health (F/S Ward).
- **Maternal & Child Health:**
ANC & PNC facilities are provided by the Health Post staff to the citizens.
- **Census:**
MOH conducts census of the area with the help of C.D.O & health post staff

APPEAL TO CITIZENS

- While applying for birth/ death certificate ensure that all the details regarding the event are completely filled in the form.
- For correction in birth/ death certificate, submit at least 2 properly attested documents (which have been issued before the date of event) along with the application form.
- For marriage certificate application, submit all the documents as per the notice board displayed, outside the MOH-B office.
- For Health License application under Sec 394/412, submit all the documents as per the MMC Act, 1888.
- Do not discriminate between girl and boy child. It is a criminal offence to ask for sex determination of foetus (unborn child) during Sonography or any other antenatal diagnostic/fertility treatment procedure.
- While applying for an application under the Right to Information Act. 2005, please give complete discrete & separate specification regarding the nature of the information sought. Also, please request only regarding one subject matter at a time.
- Cover your mouth and nose with a handkerchief or tissue while coughing or sneezing.
- Wash your hands every time after coughing or sneezing, thoroughly with soap and water, before and after touching your nose, eyes and mouth.
- Stay at home if infected with flu like illness.