

SECTION 4 (1) (B) (i)**MANUAL NO 1****The particulars of functions & duties of the Office of Medical Officer of health E ward**

| | | |
|-----------|-------------------------------------|--|
| 1 | Name of the Public Authority | Dr. Shailendra Gujar – Medical Officer of Health E ward |
| 2 | Address | R No. 24, 2 nd Floor 'E' Ward 10, Shaikh Haffizuddin Marg, Byculla, Mumbai 400008 |
| 3 | Head of the Office | Medical Officer of Health E ward |
| 4 | Parent Government Department | Executive Health Officer – Public Health Department, MCGM |
| 5 | Reporting to which office | Assistant Commissioner E ward |
| 6 | Jurisdiction – Geographical | Boundaries <ul style="list-style-type: none">• East : Sea, Reay Road• West : Sane Guruji Marg, Western Railway, Suklaji Street• North : Dattaram Lad Marg• South : Ramchandra Bhatt Marg, Wadi Bunder, Maulana Shaukat Ali Road |
| 7 | Mission | <ol style="list-style-type: none">1. Supervision of Public Health Infrastructure in E Ward2. To regulate & control communicable diseases outbreak as well as Non-Communicable diseases |
| 8 | Vision | Ensuring maintenance of Public Health in its physical, Mental as well as the social dimensions |
| 9 | Objective | <ol style="list-style-type: none">1. Reduction in cases of Malaria, Dengue & other communicable diseases as well as Non-Communicable Diseases2. Timely registration of all Births & Deaths3. Good standards followed by all the Public Facilities like Eating Houses/ Nursing Home/Saloons/ Laundries/ Flour Mills4. Ensuring ideal physical, mental and social health for all individuals5. Prevention of Pre-Natal Diagnosis, Sex selection & Illegal Medical Termination of Pregnancy |
| 10 | Functions | <ol style="list-style-type: none">a) To take action under appropriate provisions of MMC Act/PC-PNDT/MNH/ Marriage Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundriesb) To prevent unauthorized food tradec) To prevent Sex-Determinationd) To issue Birth, Death & Marriage Certificatese) To control Eating Houses/ Nursing Homes/ Construction Sites.<ol style="list-style-type: none">i. To grant Eating House permits under section 394 of the MMC Actii. To renew Health Licensesiii. To take action against owners/ proprietors in case of failure to complyiv. To take action against construction sites failing to comply with Anti-Malarial measures. |

| | | |
|-----------|--|---|
| 11 | Details of services provided in brief | <ol style="list-style-type: none"> 1. Issuing Birth, Death & Marriage Certificates 2. Provision of Health Licenses 3. Supervision of Public Health Infrastructure in E ward 4. Family Planning & Immunization Services 5. Provision of Registration/Licenses under PNDT Act 1994, Amended as PC- PNDT Act 2003 |
| 12 | Tel No. & Office timing | <p>Telephone No. : 022-23081470 Email : mohe02.phd@mcm.gov.in Office Timing : 9.00 am to 5.00 pm (Monday to Friday) 9.00 am to 1.00 pm (Saturday) Visiting Hours : 3.00 pm to 5.00 pm Monday to Friday</p> |
| 13 | Holidays | Sunday and Public Holidays |

MEDICAL OFFICER OF HEALTH
SERVICE GIVEN BY MEDICAL OFFICER OF HEALTH, 'E' Ward

1. Registration of Birth and Death-

The registration of Births and Deaths in 'E' Ward are is done as per provision laid down under the 'Registration of Birth and Death Act,1969'. The reporting as well as registration for birth, still birth and deaths has been made compulsory. The Act lays down that the information about live birth/still births and deaths should be given to the Registrar/Sub-Registrar i.e Medical Officer of Health, 'E' Ward in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event.

It is the duty of Medical Officer of Health institutions (Municipal Government and Private) to report to the Sub-Registrar i.e. Medical Officer of Health, 'E' Ward in the prescribed form about the birth (Still Birth/Death) that takes place in their institution. Delay in reporting involves payment of late fees and compounding charges for registration in addition of production of documentary evidence such as affidavit made before notary or order from the Metropolitan Magistrate. (As the case may be).

Extract of Birth / Death registration is given to the applicant free of Cost.

Correction in Birth/Death Certificate (Erroneous Entries) can be done after production of at least 2 documents which are prior to the date of event of Birth or Death. "Declaration" made by 2 credible persons is required along with above documents.

No cause of death will be mentioned in the Certificate of Death as per provision of RBD Act.

2. Places of Disposal of Deaths in 'E' Ward-

Municipal Cemeteries

1. Vaikunthdham Hindu Cemetery- Signal Avenue Road, Reay Rd. Rly Station West, Mum - 10
 2. Nariyalwadi Muslim Cemetery- Sant Savata Marg, Love Lane, Reay Rd, Rly Station East, Mum -10
 - Composite Cemetery -
 1. Sunni Jamat (E69)
 2. Dawoodi Darga (E76)
 3. Siya Khoja (E72)
 4. Siya Mughal (E82)
 5. Siya Momin (E75)
 6. Banni Isaryl (E48)
 7. Ismail Khoja (B11)
 8. Bagdadi Jew Cemetery- N M Joshi Marg, Dr E Moses Road, Worli, Mum 18
- Sant Savata Marg, Love Lane,
Reay Rd, Rly Station East, Mum -10

3. Permission to removal of Dead Body out of limits of Mumbai-

Permission for removal of dead bodies by motor vehicle or places which can be reached within 24 hours from the time of death is also granted by the heads of the Municipal Hospital. Such permission is also issued during non-working hours and on Sunday and Holidays by the Medical Officer of emergency duty at the Municipal General Hospitals i.e Kasturba Hospital.

4. Pre-Conception and Prenatal Diagnostic Techniques Act-

Under this Act of the year 2003, Medical Officer of Health 'E' Ward has been appointed as Appropriate Authority. Under this Act, all Genetic Centers/Genetic Counseling Centers/Genetic Laboratories/Ultrasonography Centers/Imagine Clinics etc. are required to be registered.

5. Food Sanitation and Adulteration of Food Act-

Food sanitation comprises control and supervision over the food premises where articles of food are manufactured/prepared, stored and kept of sale. The control is exercised by enforcing a license under Maharashtra Prevention of Food Adulteration Act, 1962. Licenses given under this Act, stipulate conditions for hygienic maintenance of such trade activities. Control is exercised by implementing provision under Prevention of Food Adulteration Act, 1954 and rules there under.

6. Control over trades under Mumbai Municipal Corporation Act-

Trades mentioned under schedule 'M', of Public Health Department, e.g. Eating Houses, Bakery, Lodging Houses, Sweetmeat Shops, Panpatti Shops, etc. are issued trade licenses under Section 394 of MMC Act and 412 of MMC Act for milk and milk product. The control is exercised by enforcing a license under Mumbai Municipal Corporation Act.

Cinema theaters and Drama Hall etc. are controlled by Police Department by imposing license under the provision of "Maharashtra Cinema Regulation Act, 1953 and Rules for licensing and controlling place of Public Amusement 1960". Health Department issues, "No Objection Certificate", by ascertaining maintenance of requirement from Public Health Point of view at the time of issue of new licenses as well as at the time of renewal of license every year by Police Department.

Destruction of unwholesome and exposed food kept for sale by hawkers and shopkeepers is done by carrying joint raids by Junior Overseer (Food Destruction) of Medical Officer of Health, 'E' Ward office who works under the control of Supdt. of Licenses with a view to preventing food borne disease.

7. Registration of Nursing Homes –

Such establishments require license under the provisions of the Bombay Nursing Home Act, 1949 and rules there under. Such registration is given by Medical Officer of Health, E Ward after obtaining sanction from Deputy Executive Health Officer of Zone-I. For NEW NURSING Home Registration, 'Change of User', by Executive Engineer (Building Proposal) is must.

8. Malaria Control-

Under National Vector born Disease Control Programme, Surveillance staff working under Medical Officer of Health, 'E' Ward office carries out 'Active Surveillance', by covering house to house survey in their specified areas as per the micro plan.

They visit daily 150 houses for collection of blood slides of fever patients and for giving anti-malarial tablets. After examination of the blood slide, specific treatment is given to the patients and a report is sent to Pest Control Officer 'E' Ward.

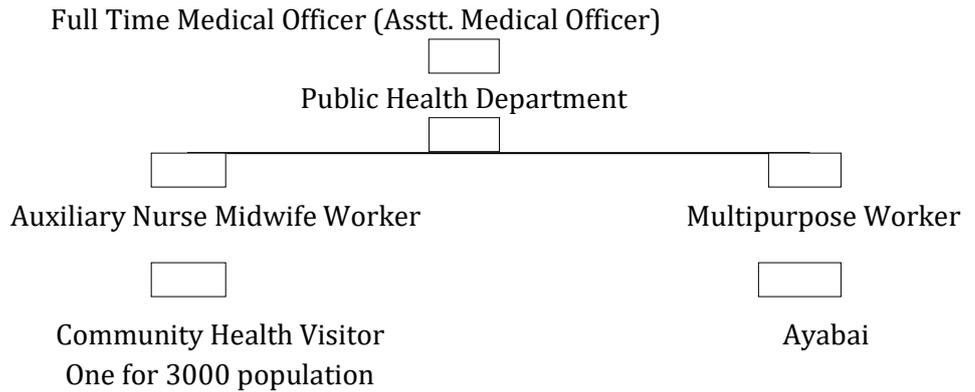
9. Health Post-

In 'E' Ward there are 7 Health Posts.

Duties of Health Post

- a. Eligible couple registration
- b. Immunization against Vaccine Preventable diseases
- c. Prevention and treatment of Nutritional Anemia
- d. De-worming and Vit-A supplements programme
- e. Detection and treatment of Infectious diseases.
- f. Detection of Home birth
- g. Maternal and Child Death Audit
- h. Pulse Polio Immunization
- i. Reproduction and Child Health
- j. Registration of ANC & New Born for Maternal and Child Tracking System
- k. IEC Activity
- l. Implementation of all National Health Programmes NVBDCP, RNTCP, NLEP, School health services, National Programme for control of NCD etc

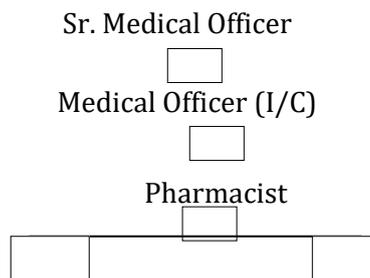
Staff Pattern of Health Post



ADDRESS OF HEALTH POST

| <u>Sr.No</u> | <u>Name of Health Post</u> | <u>Address of Health Post</u> |
|---------------------|-----------------------------------|--|
| 1 | Kasturba Hosp Health Post | Kasturba Hospital Compound, Kasturba hospital, Sane Guruji Marg, Mumbai 11 |
| 2. | Souter Street Health Post | Dr Ajmal Khan Munciple Dispensary, Zula Maida, Byculla. |
| 3. | Tadwadi Health Post | Tadwadi Health Post Excel Residency Tower, 1st Flr, Old Nesbit Rd, Dockyard Road, Opp Jasmin Aprt, Opp Dena Bank Mumbai 10 |
| 4. | Nawab Tank Health Post | Nawab Tank Health Post Excel Residency Tower, 1st Flr, Old Nesbit Rd, Dockyard Road, Opp Jasmin Aprt, Opp Dena Bank Mumbai 10 |
| 5. | Batlibouy Compound Health Post | Ferbunder, New bawan Chawl, Ghodapdev, Mumbai 33 |
| 6. | Reay Road Health Post | Reay Road Health Post Barrister nath pai marg, Dockyard, Mumbai 10 |
| 7. | Gaurabai Health Post | Maternity Home Compound Building, In front of Alexzendra Cinema, Mumbai Central. |

Staff Pattern of Dispensary



Name and Addresses of Dispensaries of 'E' Ward

| <u>Sr.No</u> | <u>Name of Health Post</u> | <u>Address of Health Post</u> |
|---------------------|---|---|
| 1. | Motishah Lane Dispensary | B.I.T. Chawl, motisha lane, Mazgaon, Mumbai 10 |
| 2. | Tanksquare Garden Dispensary | Behind mazgaon post office, nr. Wyayamshala school, mascerenches rd, mazgaon 10. |
| 3. | Tadwadi Dispensary | Excel Residency Tower, 1st Flr, Old Nesbit Rd, Dockyard Road, Opp Jasmin Aprt, Opp Dena Bank Mumbai 10 |
| 4. | Nawab Tank Dispensary | Nawab Tank TB clinic, 2nd flr, nr. Dockyard stn, Mazgaon M 10 shifted to Gr.floor, Devi ahilyabai Holkar Mat.home |
| 5. | E. S. Patanawala Dispensary | Maratha compound e s patanwala rd, Byculla Mumbai 27 |
| 6. | D P Wadi Dispensary | Dhaku Prabhuchi wadi, K B marg, Ghodapdev Mumbai 33 |
| 7. | N M Joshi Dispensary | Opp.byculla rly st N.M.Joshi marg,mum 11 |
| 8. | R J Compound Dispensary | Rasool jiva compound Disp, k.k.marg,satrasta mum 11 |
| 9. | Souter Street Dispensary Hakim Ajmal Khan Disp | Meghraj Sethi Marg, Opp Zula Maidan, Madanpura, Mumbai 08 |
| 10. | Gaurabai Dispensary | Gr. Floor, Gaurabai Maternity Home, 13th lane, Kamathipura Mum 08 |
| 11. | Sidharth Nagar Dispensary | Kamathipure Eye Hospital, M. S. A. road, Mumbai 08 |
| 12. | Huzaria Street Dispensary | Huzaria Street, Nagpada, Mumbai 08 |

Municipal Maternity Home
Name & Addresses of Mat. Home

No maternity Home In E Ward

The powers of officers and employees in the Office of Medical Officer of Health E ward

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

A- Financial Powers

| Sr No | Designation | Powers Financial | Under which legislation / rules/ orders/ GRs | Remarks |
|-------|-------------------------------|---------------------|--|---------|
| 1 | Medical Officer of Health | Rs.5000/- per month | As per the circular no. CA/FRD/I/48. Dt.31.01.2013 | - |
| 2 | Assistant Medical Officer | Nil | Nil | Nil |
| 3 | Community Development Officer | Nil | Nil | Nil |
| 4 | Sanitary Inspector | Nil | Nil | Nil |

SECTION 4 (1) (b) (ii)

B- Administrative Powers

| Sr No | Designation | Powers Administrative | Under which legislation / rules/ orders/ GRs | Remarks |
|-------|-------------------------------|---|--|---------|
| 1 | Medical Officer of Health | Please refer attached sheet for delegation of powers to Medical Officer of Health | Sections 394 & 412 MMC Act 1888 | - |
| 2 | Assistant Medical Officer | As delegated by M.O.H | Nil | Nil |
| 3 | Community Development Officer | Nil | Nil | Nil |
| 4 | Sanitary Inspector | Please refer attached sheet for delegation of powers to Sanitary Inspector | Sections 394 & 412 MMC Act 1888 | Nil |

SECTION 4 (1) (b) (ii)

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)

D- Quasi Judicial Powers

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

SECTION 4 (1) (b) (ii)

E - Judicial Powers

| Sr No | Designation | Powers Judicial | Under which legislation / rules/ 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 E ward

Medical Officer of Health E ward

Medical Officer of Health of the ward works as per Mumbai Municipal Corporation Act, 1888 (Section 394 & 412), Registration of Births & Death Act, 1969 and Rules 8/13 of Maharashtra Registration of Births & Deaths Rules, 2000, Mumbai Nursing Home Act, 1949 & Pre-Conception & Pre-Natal Diagnostic Techniques Act, 1996 and Maharashtra Marriage Act, 1998 to function effectively. The Medical Officer of Health 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 provision of MMC Act/RBD/PC-PNDT/MNH Act/ MMA against owners of Eating Houses/USG Centers/ Genetic Clinics/IVF Centres/ Nursing Home/ Maharashtra Marriages /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 and certify vital event such as Birth, 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 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 and new registration. Monitoring the Vital Statistics (Birth, Deaths & Marriages) of a particular ward. Assisting the Medical Officer of Health in conducting Mumbai Aarogya Abhiyan Camps. Co-ordination with 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 at the respective Health Posts and Dispensaries. Surveillance of Acute Flaccid Paralysis (AFP) cases in a ward. Surveillance and 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 (CDO) is a representative of FWMCH (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 and promoting Family Planning methods. CDO 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 CDO assists the Medical Officer of Health in conducting Population Census. Supervision of NUHM & NRHM activities in 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 mentioned in the Sections 394 & 412 of the MMC Act and 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 section and 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 and 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 Compliances 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 and syringe stock registers at the ward vaccine store.

Birth, Death & Marriage Clerk

The work consists of receiving applications for corrections of Birth and 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 and 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 and 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 E WARD

Under section 68 of the Mumbai Municipal Corporation Act 1888. Medical Officer of Health E ward 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 continuous to remove, discontinue or abate the nuisance by taking measures. |
| 384 (A) | Stabling animals or storing grains in dwelling houses be prohibited. |
| 384 (1)(4)(5) | Certain articles or animals not to be kept, and certain trades, processes and operations not to be carried on without license and 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 permissions |
| 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 MEDICAL OFFICER OF HEALTH E WARD

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

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

| Sections | Brief Description of powers, duties and functions delegated to be exercised & performed |
|-----------------|--|
| 253 | To inspect and examine drains etc. mentioned in the section. |
| 374 | To inspect premises to ascertain sanitary conditions |
| 396(1) | Powers of Inspection of premises where licensable articles are kept or trade, process or operation are carried on or where prohibited articles are kept. |
| 412(A) | Action for sale of Milk & Milk Products |
| 415 | Unwholesome articles etc. to be seized |
| 416 | Disposal of perishable articles seized under section 415. |
| 422 | To inspect any place where dangerous diseases are suspected and to take measures etc. |
| 424(1) | Commissioner may order removal of patients to hospital |
| 427(3) | Infected articles maybe destroyed |
| 479(5) | To require production of licenses for written permission |
| 483 | Notice & 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)

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 (E Ward)

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

Related Provisions - Under section 394 of MMC Act.

| 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 | 2-7 days | Sanitary Inspector/ Medical Officer of Health | |

Name of the Acts/Acts - MMC Act 1888

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 - --

| 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 | |

Circulars - --

NAME OF ACTIVITY - Action against illegal/ unlicensed Nursing Homes

Related Provisions - --

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

Rules - --

Govt. Resolutions - --

| 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 | |

Circulars - --

Section 4 (1) (b) (iv)

MANUAL NO 4

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

Section 4 (1) (b) (vi)

MANUAL NO 6

Statement of Categories of documents held in the office of

| 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 |

Medical Officer of Health (E Ward)

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 (E 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)

Attached

Section 4(1) (B) (IX)

| PAYSHEET NO.2484 | | | | | | | |
|---------------------|------------------|---------------------------------------|--------|------------------|-----------------------------|--------|------|
| S.No | title | Employee Full Name | Sex | Employee code | Designation of employee* | Email* | Post |
| 1 | MOH E MED SAN | SHAIENDRA GUJAR | MALE | 4211857 | MEDICAL OFFICER | | |
| 2 | MOH E MED SAN | KIRAN V. KENY | MALE | 3794300 | MEDICAL OFFICER | | |
| 3 | MOH E MED SAN | PRIYA BHUPAL DEOKAR | FEMALE | 4494429 | A.M.O. | | |
| 4 | MOH E MED SAN | SHARAD KAILASH TIWARI | MALE | 4503576 | A.M.O. | | |
| 5 | MOH E MED SAN | AJAYKUMAR SUDHAKAR DHAKANE | MALE | 4399445 | A.M.O. | | |
| 6 | MOH E MED SAN | SINGH VIKAS DEVENDRA | MALE | 4394828 | A.M.O. | | |
| 7 | MOH E MED SAN | KRANTIKUMAR MADHAVKUMAR NAVANDIKAR | MALE | 4498454 | A.M.O. | | |
| 8 | MOH E MED SAN | ATUL ANAND PRAMOD | MALE | 4498485 | A.M.O. | | |
| 9 | MOH E MED SAN | SURENDRA PANDHARINATH KOLAMKAR | MALE | 3360059 | SR.SANITARY INSP | | |

| | | | | | | | |
|----|------------------|--------------------------------|--------|----------|--------------------|--|--|
| 10 | MOH E MED SAN | GHAGARE MEERA BALURAO | FEMALE | 38021880 | CLERK | | |
| 11 | MOH E MED SAN | DHONE NAGESH ATMARAM | MALE | 4167817 | CLERK | | |
| 12 | MOH E MED SAN | KAMBLE PRAKASH RATNU | MALE | 1268296 | CLERK | | |
| 13 | MOH E MED SAN | MORE SWATI SURESH | FEMALE | 4167831 | CLERK | | |
| 14 | MOH E MED SAN | DALVI YOGITA BHIKAJI | FEMALE | 4167878 | CLERK | | |
| 15 | MOH E MED SAN | BONDARDE KRISHNA VASANT | MALE | 3609842 | SANITARY INSPECT | | |
| 16 | MOH E MED SAN | DHOPTA JAGDISH KASHIRAM | MALE | 3609732 | SANITARY INSPECT | | |
| 17 | MOH E MED SAN | KAZI JAVED JAFAR | MALE | 3395945 | SANITARY INSPECT | | |
| 18 | MOH E MED SAN | PAWAR MAHESH ATMARAM | MALE | 3578311 | SANITARY INSPECT | | |
| 19 | MOH E MED SAN | GHAVRIYA SHIVKUMAR NANUSING | MALE | 3782002 | SANITARY INSPECT | | |
| 20 | MOH E MED SAN | SANDEEP DATTARAM SURVE | MALE | 3599543 | SANITARY INSPECT | | |
| 21 | MOH E MED SAN | BHAWARI EKNATH SAKHARAM | MALE | 3601978 | SANITARY INSPECT | | |
| 22 | MOH E MED SAN | KAMBLE DEEPAK KAMALAKAR | MALE | 1264096 | DEATH REG. KARKN E | | |
| 23 | MOH E MED SAN | PAWADE VITTHAL YASHWANT | MALE | 1451937 | DEATH REG. KARKN E | | |

| | | | | | | | |
|----|------------------|-------------------------------|------|---------|--------------------|--|--|
| 24 | MOH E MED SAN | ALI MOHAMMED ABDUL AZIZ | MALE | 3331262 | DEATH REG. KARKN E | | |
| 25 | MOH E MED SAN | SAYED FIRAZ SAYED AHMED | MALE | 3423868 | DEATH REG. KARKN E | | |
| 26 | MOH E MED SAN | TAMBITKAR SANJAY KISAN | MALE | 3793608 | DEATH REG KARKN E | | |
| 27 | MOH E MED SAN | DHARADE NAVNATH KHANDU | MALE | 376006 | KAR BIRTH REG. E | | |
| 28 | MOH E MED SAN | GAWADE PRASHANT GURUNATH | MALE | 3900141 | KAR BIRTH REG. E | | |
| 29 | MOH E MED SAN | SURVE VILAS SHALIGRAM | MALE | 3638316 | KAR BIRTH REG. E | | |
| 30 | MOH E MED SAN | GAIKWAD RAJENDRA GHANSHYAM | MALE | 3841628 | KAR BIRTH REG. E | | |
| 31 | MOH E MED SAN | CHAVAN DILIP SHIVRAM | MALE | 3982125 | KAR BIRTH REG. E | | |
| 32 | MOH E MED SAN | PARADKAR SANJAY NARAYAN | MALE | 3785342 | KAR BIRTH REG. E | | |
| 33 | MOH E MED SAN | SAVALLA VYAKATAYYA BALYYA | MALE | 3451238 | KAR BIRTH REG. E | | |
| 34 | MOH E MED SAN | ROKADE KAILAS NAMDEO | MALE | 3590104 | KAR BIRTH REG. E | | |
| 35 | MOH E MED SAN | JADHAV SUNIL HARIBHAU | MALE | 3427604 | NOTICE KARKOON | | |
| 36 | MOH E MED SAN | PATEL SUNIL WAGHJI | MALE | 3471995 | PEON | | |
| 37 | MOH E MED SAN | SHEVADE AVINASH NARAYAN | MALE | 3796302 | PEON | | |

| | | | | | | | |
|----|------------------|----------------------------|--------|---------|-----------------|--|--|
| 38 | MOH E MED SAN | NADEKAR SATYABHAMA SUNIL | FEMALE | 4137500 | PEON | | |
| 39 | MOH E MED SAN | MARU ANJU JAISINGH | FEMALE | 4399469 | PEON | | |
| 40 | MOH E MED SAN | TAPASE VAISHALI SUDHIR | FEMALE | 4399469 | PEON | | |
| 41 | MOH E MED SAN | MUNDHE VIJAY LAXMAN | MALE | 3983748 | LABOUR | | |
| 42 | MOH E MED SAN | TALPADE KRISHANA PANDURANG | MALE | 4333368 | LABOUR | | |
| 43 | MOH E MED SAN | PEDNEKAR SAGAR SHANKAR | MALE | 3874031 | DSINFTG SB INSP | | |
| 44 | MOH E MED SAN | SAWANT RAVINDRA SHANKAR | MALE | 3568819 | DSINFTG LABR. | | |
| 45 | MOH E MED SAN | SALVI CHANDRAKANT S. | MALE | 4144487 | DSINFTG LABR. | | |
| 46 | MOH E MED SAN | DHUMAL MANISH TUKARAM | MALE | 4313436 | DSINFTG LABR. | | |
| 47 | MOH E MED SAN | DAGALE BHARAT KHANDU | MALE | 4333423 | DSINFTG LABR. | | |
| 48 | MOH E MED SAN | BHOMATE MANOJ GANPAT | MALE | 4402709 | DSINFTG LABR. | | |
| 49 | MOH E MED SAN | NARAYANKAR LAXMAN GOVIND | MALE | 4498461 | CEMETERY ATT. | | |
| 50 | MOH E MED SAN | SAKPAL RAMESH TULSIRAM | MALE | 3574094 | CEMETERY ATT. | | |
| 51 | MOH E MED SAN | POWAR AMOL SHIVAJI | MALE | 4565161 | CEMETERY ATT. | | |

| | | | | | | | |
|----|------------------|------------------------|------|---------|---------------|--|--|
| 52 | MOH E MED SAN | SADGIR MARTAND BABURAO | MALE | 4567541 | CEMETERY ATT. | | |
| 53 | MOH E MED SAN | KAMBLE JITENDRA DADU | MALE | 4141130 | CEMETERY ATT. | | |

MUNICIPAL CORPORATION OF GREATER MUMBAI - moh disp e ward PAYSHEET NO. 2484

| Sr no | Desig | Name of employees | Cadre | Date of joining post | Date of joining e ward | Contact details |
|-------|-----------------|-------------------------------------|----------|----------------------|------------------------|-----------------|
| 1 | MEDICAL OFFICER | GUJAR SHAILENDRA | A | 02/02/2009 | 07/06/2019 | 23081474 |
| 2 | MEDICAL OFFICER | KENY KIRAN | B | 24/05/1995 | 20/10/2018 | 23081474 |
| 3 | A.M.O. | DEOKAR PRIYA BHUPAL | B | -- | -- | 23081474 |
| 4 | A.M.O. | TIWARI SHARAD KAILASH | B | 11/11/2016 | -- | 23081474 |
| 5 | A.M.O. | NAVANDIKAR KRANTIKAMAR MADHAVRAO | B | 20/07/2016 | 16/08/2018 | 23081474 |
| 6 | A.M.O. | SINGH VIKAS DEVENDRA | B | 23/07/13 | 23/07/13 | 23081474 |

| | | | | | | |
|----|---------------------|-----------------------------------|---|------------|------------|----------|
| 7 | SR.SANITARY INSP | KOLAMKAR SURENDRA PANDHARINATH | B | 15/04/1985 | 07/05/2018 | 23081474 |
| 8 | CLERK | MORE SWATI SURESH | C | 07/08/08 | 07/08/08 | 23081474 |
| 9 | CLERK | KAMBLE PRAKASH RATNU | C | 20/07/1984 | 09/05/2018 | 23081474 |
| 10 | CLERK | DALVI YOGITA BHIKAJI | C | 02/07/2008 | 02/07/2008 | 23081474 |
| 11 | CLERK | DHONE NAGESH ATMARAO | C | 08/07/2008 | 08/07/2008 | 23081474 |
| 12 | CLERK | GHAGARE MEERA BALURAO | C | 01/09/1995 | 08/06/2009 | 23081474 |
| 14 | SANITARY INSPECT | GHAVRIYA SHIVKUMAR NANUSING | C | 06/11/81 | 16/05/15 | 23081474 |
| 15 | SANITARY INSPECT | SURVE SANDEEP | C | -- | -- | 23081474 |
| 17 | SANITARY INSPECT | KAZI JAVED JAFAR | C | 03/04/1987 | -- | 23081474 |
| 18 | SANITARY INSPECT | PAWAR MAHESH ATMARAM | C | 02/11/1989 | 31/12/2016 | 23081474 |
| 19 | SANITARY INSPECT | DHOPATE JAGDISH KASHIRAM | C | 06/12/1990 | 28/06/2018 | 23081474 |
| 20 | SANITARY INSPECT | BHAWARI EKNATH SAKHARAM | C | -- | 09/06/2015 | 23081474 |
| 21 | SANITARY INSPECT | BONDARDE KRISHNA VASANT | C | -- | -- | 23081474 |

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|----|-------------------------|-------------------------------|---|------------|------------|----------|
| 22 | DEATH REG. KARKN E | KAMBLE DEEPAK KAMALAKAR | D | 01/10/1991 | 01/10/1991 | 23081474 |
| 23 | DEATH REG. KARKN E | PAWADE VITTHAL YASHWANT | D | 15/12/1992 | 16/06/2010 | 23081474 |
| 24 | DEATH REG. KARKN E | TAMBITKAR SANJAY KISAN | D | 07/05/1993 | 07/07/2016 | 23081474 |
| 25 | DEATH REG. KARKN E | SAYED FIRAZ SAYED AHMED | D | 07/05/1987 | 27/03/2012 | 23081474 |
| 26 | DEATH REG KARKN E | ALI MOHD. ABDUL AZIZ | D | 14/01/1985 | 27/02/2012 | 23081474 |
| 27 | KAR BIRTH REG. | PARADKAR SANJAY NARAYAN | D | 13/04/1994 | 01/04/2019 | 23081474 |
| 28 | KAR BIRTH REG.(TP) E | GAIKWAD RAJENDRA GHANSHYAM | D | 01/09/1995 | 06/09/2018 | 23081474 |
| 29 | KAR BIRTH REG. E | SURVE VILAS SHALIGRAM | D | 01/06/1991 | 22/03/2019 | 23081474 |
| 30 | KAR BIRTH REG. E | GAWADE PRASHANT GURUNATH | D | 19/01/1998 | 01/04/2019 | 23081474 |
| 31 | KAR BIRTH REG. E | DHARADE NAVNATH KHANDU | D | 07/01/1994 | 09/04/2019 | 23081474 |
| 32 | KAR BIRTH REG. E | CHAVAN DILIP SHIVRAM | D | 19/09/2013 | 19/09/2013 | 23081474 |
| 33 | KAR BIRTH REG. E | KALAM GAJANAN PADMAKAR | D | 03/06/2008 | 09/09/2014 | 23081474 |

| | | | | | | |
|----|--------------------|------------------------------|---|-------------|------------|----------|
| 34 | NOTICE KARKOON | JADHAV SUNIL HARIBHAU | D | 023/06/1987 | 09/02/2011 | 23081474 |
| 35 | PEON | PATEL SUNIL WAGHJI | D | 21/08/1967 | 19/07/2012 | 23081474 |
| 36 | PEON | SHEVADE AVINASH NARAYAN | D | 20-06-1995 | 07-08-1995 | 23081474 |
| 37 | PEON | NADEKAR SATYABHAMA SUNIL | D | 22/10/2007 | 22/10/2007 | 23081474 |
| 38 | PEON | MARU ANJU JAISINGH | D | 05/09/2013 | 05/09/2013 | 23081474 |
| 39 | PEON | TAPASE VAISHALI SUDHIR | D | 10/06/2014 | 10/06/2014 | 23081474 |
| 40 | A.M.O. | DHAKANE AJAYKUMAR S. | B | 26/08/2013 | 26/08/2013 | 23081474 |
| 41 | A.M.O. | PRAMOD ATUL ANAND | B | 21/07/2016 | | 23081474 |
| 42 | LABOUR | MUNDHE VIJAY LAXMAN | D | 02/04/2005 | 10.04.2019 | 23081474 |
| 43 | LABOUR | TALPADE KRISHNA PANDURANG | D | 29.12.2011 | 23.03.2019 | 23081474 |
| 44 | DSINFTG SB INSP | PEDNEKAR SAGAR SHANKAR | D | 01/09/1995 | 31/05/2013 | 23081474 |
| 45 | DSINFTG LABR. | SAWANT RAVINDRA SHANKAR | D | 01/07/1989 | 15/04/2015 | 23081474 |
| 46 | DSINFTG LABR. | SALVI CHANDRAKANT S. | D | 01/08/2005 | 15/04/2015 | 23081474 |

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|----|------------------|-----------------------------|---|------------|------------|----------|
| 47 | DSINFTG LABR. | DHUMAL MANISH TUKARAM | D | 18/10/2011 | 15/04/2015 | 23081474 |
| 48 | DSINFTG LABR. | DAGALE BHARAT KHANDU | D | 15/12/2011 | 16/04/2015 | 23081474 |
| 49 | DSINFTG LABR. | BHOMATE MANOJ GANPAT | D | 19/09/2013 | 19/09/2013 | 23081474 |
| 50 | CEMETERY ATT. | NARAYANKAR LAXMAN GOVIND | D | 28/06/2016 | 28/06/2016 | 23081474 |
| 51 | CEMETERY ATT. | KAMBLE JITENDRA DADU | D | 01/04/2005 | 18/03/2019 | 23081474 |
| 52 | CEMETERY ATT. | POWAR AMOL SHIVAJI | D | 24/01/2019 | 25/01/2019 | 23081474 |
| 53 | CEMETERY ATT. | SADGIR MARTAND DADU | D | 08/03/2019 | 16/03/2019 | 23081474 |
| 54 | CEMETERY ATT. | SAKPAL RAMESH TULSIRAM | D | 09/01/1990 | 06/04/2019 | 23081474 |

MUNICIPAL CORPORATION OF GREATER MUMBAI**PAYSHEET NO. 2484**

| SR. No. | Designation | Name of Employee | PAY | GRP | DA | HRA | CA | TOTAL |
|----------------|--------------------|----------------------------------|------------|------------|-----------|------------|-----------|--------------|
| 1 | MEDICAL OFFICER | GUJAR SHAILENDRA | 70500 | | 8566 | 16920 | | 95986 |
| 2 | MEDICAL OFFICER | KENY KENY | 104500 | | 9405 | 25080 | | 138985 |
| 3 | A.M.O. | DEOKAR PRIYA | 54200 | | 4878 | 13008 | | 72086 |
| 4 | A.M.O. | TIWARI SHARAD | 54200 | | 4878 | 13008 | | 72086 |
| 5 | A.M.O. | DHAKANE AJAYKUMAR | 59300 | | 5337 | 14232 | | 78869 |
| 6 | A.M.O. | SINGH VIKAS DEVENDRA | 59300 | | 7205 | 14232 | | 80737 |
| 7 | A.M.O. | NAVANDIKAR KRANTIKUMAR MADHAVRAO | 54200 | | 6585 | 13008 | | 73793 |
| 8 | A.M.O. | PRAMOD ATUL ANAND | 54200 | | 6585 | 13008 | | 73793 |
| 9 | SR.SANITARY INSP | KOLAMKAR SURENDRA PANDHARINATH | 61300 | | 5517 | 14712 | | 81529 |
| 10 | CLERK | GHAGARE MEERA BALURAO | 43400 | | 3906 | 10416 | | 57722 |
| 11 | CLERK | KAMBLE PRAKASH RATNU | 46300 | | 4167 | 11112 | | 61579 |
| 12 | CLERK | DHONE NAGESH ATMARAM | 30300 | | 2727 | 7272 | | 40299 |
| 13 | CLERK | MORE SWATI SURESH | 31200 | | 2808 | 7488 | | 41496 |
| 14 | CLERK | DALVI YOGITA BHIKAJI | 31200 | | 2808 | 7488 | | 41496 |
| 15 | SANITARY INSPECT | DHOPTA JAGDISH KASHIRAM | 48200 | | 4338 | 11568 | | 64106 |
| 16 | SANITARY INSPECT | GHAVRIYA SHIVKUMAR NANUSING | 41100 | | 3699 | 9864 | | 54663 |

MUNICIPAL CORPORATION OF GREATER MUMBAI

PAYSHEET NO. 2484

| | | | | | | | | |
|----|------------------|----------------------------|-------|--|------|-------|--|-------|
| 17 | SANITARY INSPECT | SURVE SANDEEP | 49600 | | 4464 | 11904 | | 65968 |
| 18 | SANITARY INSPECT | KAZI JAVED JAFAR | 48100 | | 4329 | 11544 | | 63973 |
| 19 | SANITARY INSPECT | PAWAR MAHESH ATMARAM | 49900 | | 4491 | 11976 | | 66367 |
| 20 | SANITARY INSPECT | BONDARDE KRISHNA VASANT | 49300 | | 4437 | 11832 | | 65569 |
| 21 | SANITARY INSPECT | BHAWARI EKNATH SAKHARAM | 42600 | | 3834 | 10224 | | 56658 |
| 22 | BIRTH DEATH R KA | PARADKAR SANJAY NARAYAN | 37500 | | 3375 | 9000 | | 49875 |
| 23 | BIRTH DEATH R KA | SAVALLA VYAKATAYYA | 40300 | | 3627 | 9672 | | 53599 |
| 24 | BIRTH DEATH R KA | CHAVAN DILIP SHIVRAM | 33300 | | 2997 | 7992 | | 44289 |
| 25 | BIRTH DEATH R KA | SURVE VILAS SHALIGRAM | 38500 | | 3465 | 9240 | | 51205 |
| 26 | BIRTH DEATH R KA | ROKADE KAILASH NAMDEO | 39800 | | 3582 | 9552 | | 52934 |
| 27 | KAR BIRTH REG. E | GAIKWAD RAJENDRA GHANSHYAM | 36900 | | 3321 | 8856 | | 49077 |
| 28 | KAR BIRTH REG. E | GAWADE PRASHANT | 35500 | | 3195 | 8520 | | 47215 |
| 29 | KAR BIRTH REG. E | DHARADE NAVNATH KHANDU | 37000 | | 3330 | 8880 | | 49210 |
| 30 | DEATH REG KARKN | KAMBLE DEEPAK KAMALAKAR | 34300 | | 3087 | 8232 | | 45619 |
| 31 | DEATH REG KARKN | SAYAD FIROZ SAYAD AHMED | 40300 | | 3627 | 9672 | | 53599 |
| 32 | DEATH REG KARKN | PAWADE VITTHAL YASHWANT | 39600 | | 3564 | 9504 | | 52668 |
| 33 | DEATH REG KARKN | TAMBITKAR SANJAY KISAN | 37900 | | 3411 | 9096 | | 50407 |
| 34 | DEATH REG KARKN | ALI MOHD. ABDUL AZIZ | 40800 | | 3672 | 9792 | | 54264 |
| 35 | NOTICE KARKOON | JADHAV SUNIL HARIBHAU | 32800 | | 2952 | 7872 | | 43624 |
| 36 | PEON | PATEL SUNIL WAGHJI | 40300 | | 3627 | 9672 | | 53599 |
| 37 | PEON | SHEVADE AVINASH NARAYAN | 36200 | | 3258 | 8688 | | 48146 |
| 38 | PEON | NADEKAR SATYABHAMA SUNIL | 26300 | | 2367 | 6312 | | 34979 |
| 39 | PEON | MARU ANJU JAISINGH | 22000 | | 1980 | 5280 | | 29260 |
| 40 | PEON | TAPASE VAISHALI SUDHIR | 16800 | | 1512 | 4032 | | 22344 |
| 41 | LABOUR | MUNDHE VIJAY LAXMAN | 31000 | | 2790 | 7440 | | 41230 |
| 42 | LABOUR | TALPADE KRISHNA PANDURANG | 22300 | | 2007 | 5352 | | 29659 |
| 43 | DSINFTG SB INSP | PEDNEKAR SAGAR SHANKAR | 37400 | | 3366 | 8976 | | 49742 |
| 44 | DSINFTG LABR. | SAWANT RAVINDRA SHANKAR | 37700 | | 3393 | 9048 | | 50141 |
| 45 | DSINFTG LABR. | SALVI CHANDRAKANT S. | 27100 | | 2439 | 6504 | | 36043 |

MUNICIPAL CORPORATION OF GREATER MUMBAI**PAYSHEET NO. 2484**

| | | | | | | | | |
|----|---------------|--------------------------|-------|--|------|------|--|-------|
| 46 | DSINFTG LABR. | DHUMAL MANISH TUKARAM | 22300 | | 2007 | 5352 | | 29659 |
| 47 | DSINFTG LABR. | DAGALE BHARAT KHANDU | 22300 | | 2007 | 5352 | | 29659 |
| 48 | DSINFTG LABR. | BHOMATE MANOJ GANPAT | 17200 | | 1548 | 4128 | | 22876 |
| 49 | CEMETERY ATT. | KAMBLE JITENDRA DADU | 32000 | | 2880 | 7680 | | 42560 |
| 50 | CEMETERY ATT. | SAKPAL RAMESH TULSHIRAM | 37400 | | 3366 | 8976 | | 49742 |
| 51 | CEMETERY ATT. | NARAYANKAR LAXMAN GOVIND | 15700 | | 1413 | 3768 | | 20881 |
| 52 | CEMETERY ATT. | POWAR AMOL SHIVAJI | 18000 | | 1620 | 4320 | | 23940 |
| 53 | CEMETERY ATT. | SADGIR MARTAND BABURAO | 18000 | | 1620 | 4320 | | 23940 |

PAYSLIP DATA AS PER MARCH 2018

| SR NO | DESIGNATION | EMPLOYEE NAME | BASIC | GRP | DA | HRA | CA | NPPA | TOTAL |
|-------|---------------------|---------------------------|-------|------|-------|-------|-----|---------|---------|
| 1 | SR. MEDICAL OFFICER | TADVI JAMIR CHHABU | 29210 | 6300 | 66635 | 10653 | 750 | 12428.5 | 125976 |
| 2 | MEDICAL OFFICER | SHINDE SATISH TUKARAM | 31730 | 6000 | 70800 | 11319 | | 13205.5 | 133055 |
| 3 | MEDICAL OFFICER | CHINCHOLIKAR MEENA GOROBA | 31730 | 6000 | 70800 | 11319 | | 13205.5 | 133055 |
| 4 | MEDICAL OFFICER | GATE SONAL SUNIL | 32050 | 6000 | 71401 | 11415 | | 13317.5 | 134183 |
| 5 | MEDICAL OFFICER | DESHMUKH SEEMA CHANDRAHAS | 28990 | 6000 | 65659 | 10497 | | 12246.5 | 123392 |
| 6 | MEDICAL OFFICER | KADAM SUNITA POPATLAL | 35180 | 6000 | 77274 | 12354 | | 14413 | 145221 |
| 7 | MEDICAL OFFICER | CHAVAN PANKAJ ATMARAM | 24040 | 6000 | 56370 | 9012 | | 10514 | 105936 |
| 8 | MEDICAL OFFICER | GHAVRI RAMESH CHANDURAM | 35180 | 6000 | 77274 | 12354 | | 14413 | 145221 |
| 9 | MEDICAL OFFICER | AMRU DARSHANA PRAVIN | 36030 | 6000 | 78869 | 12609 | | 14710.5 | 148219 |
| 10 | MEDICAL OFFICER | SUREKHA GAIKWAD | 32600 | 6000 | 72433 | 11580 | | 13510 | 136123 |
| 11 | MEDICAL OFFICER | VARSHA VALA | 30000 | 6000 | 67554 | 10800 | | 12600 | 126954 |
| 12 | MEDICAL OFFICER | VRUSHALI MAHAJAN | 22310 | 6000 | 53124 | 8493 | | 9908.5 | 99835.2 |
| 13 | PHARMACIST | CHAUDHARI KAILAS TUKARAM | 19220 | 4200 | 32554 | 7026 | | | 62999.8 |
| 14 | PHARMACIST | GAIKWAD MANISH PRAKASH | 10800 | 2800 | 18904 | 4080 | | | 36584 |
| 15 | PHARMACIST | PATIL KAVITA VISHAL | 12070 | 2800 | 20669 | 4461 | | | 40000.3 |
| 16 | PHARMACIST | CHIPLUNKAR ANAGHA SHRIPAD | 20960 | 4200 | 34972 | 7548 | | | 67680.4 |
| 17 | PHARMACIST | KHADILKAR MANISHA P | 20920 | 4800 | 35751 | 7716 | | | 69186.8 |
| 18 | PHARMACIST | CHAUDHARI KIRAN SITARAM | 19800 | 2800 | 31414 | 6780 | | | 60794 |
| 19 | PHARMACIST | VISHE SAPANA SACHIN | 10400 | 2800 | 18348 | 3960 | | | 35508 |
| 20 | PHARMACIST | JAWALE SANDHYARANI H | 10010 | 2800 | 17806 | 3843 | | | 34458.9 |
| 21 | PHARMACIST | SHENDGE AJAY DIGAMBAR | 19690 | 4200 | 33207 | 7167 | | | 64264.1 |
| 22 | PHARMACIST | THOKAL PRAKASH PANDURANG | 12070 | 2800 | 20669 | 4461 | | | 40000.3 |
| 23 | PHARMACIST | SAWANT GEETANJALI ARVIND | 23660 | 4200 | 38725 | 8358 | | | 74943.4 |

| | | | | | | | | | |
|----|-----------------|--------------------------|-------|------|--------|------|--|--|---------|
| 24 | PHARMACIST | SONAR VRISHALI AASHISH | 10800 | 2800 | 18904 | 4080 | | | 36584 |
| 25 | LAB TECHNIITIAN | PHATAK SMITA AMIT | 12430 | 4200 | 23116 | 4989 | | | 44734.7 |
| 26 | LAB TECHNIITIAN | DESHPANDE NISHA VINIT | 11470 | 4200 | 21781 | 4701 | | | 42152.3 |
| 27 | LAB TECHNIITIAN | JADHAV MANDA VIJAY | 11470 | 4200 | 21781 | 4701 | | | 42152.3 |
| 28 | LAB TECHNIITIAN | KHADILKAR MANISHA P | 20920 | 4800 | 35751 | 7716 | | | 69186.8 |
| 29 | HEAD CLERK | LOKHANDE SHAILA MADHUKAR | 20530 | 4200 | 34375 | 7419 | | | 66523.7 |
| 30 | DRESSER | KANOJIYA DHEERAJKUMAR P | 10650 | 1900 | 17445 | 3765 | | | 33759.5 |
| 31 | DRESSER | KAMBLE BHUSHAN SURESH | 12460 | 1900 | 19960 | 4308 | | | 38628.4 |
| 32 | DRESSER | SABALE SUNIL MAHADU | 8220 | 1900 | 14067 | 3036 | | | 27222.8 |
| 33 | DRESSER | RANE MARUTI GANPAT | 11710 | 1900 | 18918 | 4083 | | | 36610.9 |
| 34 | DRESSER | CHAWAN PRAKASH SITARAM | 12310 | 1900 | 19752 | 4263 | | | 38224.9 |
| 35 | DRESSER | TIRKAR MOHAMMED ZAKARIA | 13030 | 1900 | 20753 | 4479 | | | 40161.7 |
| 36 | DRESSER | JAGDHANE BABASAHEB | 11780 | 1900 | 19015 | 4104 | | | 36799.2 |
| 37 | DRESSER | DALAVI ANANDA SANTU | 11340 | 1900 | 18404 | 3972 | | | 35615.6 |
| 38 | DRESSER | MOGARE GAJANAN SITARAM | 11840 | 1900 | 19099 | 4122 | | | 36960.6 |
| 39 | DRESSER | JADHAV RAMCHANDRA SAHDEO | 10650 | 1900 | 17445 | 3765 | | | 33759.5 |
| 40 | DRESSER | BAWKAR RAJAN SAHADEO | 10290 | 1600 | 16527 | 3567 | | | 31984.1 |
| 46 | HAMAL | CHAVHAN SUNIL SUBHASH | 6090 | 1800 | 10967 | 2367 | | | 21224.1 |
| 41 | WARD ATTENDANT | KHARAT MAHESH DAGADU | 5180 | 1300 | 9007.2 | 1944 | | | 17431.2 |
| 42 | SWEEPER | LAKAPPA KANTAPPA SHIRAM | 6840 | 1800 | 12010 | 2592 | | | 23241.6 |
| 43 | SWEEPER | SAKPAL URMILA PARSHURAM | 7940 | 1800 | 13539 | 2922 | | | 26200.6 |
| 44 | SWEEPER | MARU KIRAN KANJI | 5860 | 1800 | 10647 | 2298 | | | 20605.4 |
| 45 | SWEEPER | AMITA KOCHREKAR | 5200 | 1800 | 9730 | 2100 | | | 18830 |
| 46 | SWEEPER | OBALAMMA KONCHIKORVE | 4440 | 1300 | 7978.6 | 1722 | | | 15440.6 |
| 52 | SWEEPER | GANGURDE PRAKASH SHANKAR | 5180 | 1300 | 9007.2 | 1944 | | | 17431.2 |

| | | | | | | | | | |
|----|--------|--------------------------|-------|------|--------|------|--|--|---------|
| 47 | LABOUR | SANSARE RAVINDRA BABURAO | 11880 | 1800 | 19015 | 4104 | | | 36799.2 |
| 48 | LABOUR | KAZI MOHMMED RIZWAN H | 8240 | 1800 | 13956 | 3012 | | | 27007.6 |
| 49 | LABOUR | POONEKAR VIJENDRA V | 5380 | 1300 | 9285.2 | 2004 | | | 17969.2 |
| 50 | LABOUR | DARANE SHIVAJI SANTU | 5850 | 1800 | 10634 | 2295 | | | 20578.5 |
| 51 | LABOUR | RATORKAR RAJENDRA SHARAD | 11090 | 1800 | 17917 | 3867 | | | 34674.1 |
| 53 | LABOUR | SANTOSH GAVHANE | 5200 | 1800 | 9730 | 2100 | | | 18830 |
| 54 | LABOUR | SUNIL MAHAKALKAR | 5200 | 1800 | 9730 | 2100 | | | 18830 |

Section 4 (1) (b) (x)

| Sr | Name | Designation |
|----|-------------------------------|---------------------------|
| 1 | Dr. Shailendra Gujar | Medical Officer of Health |
| 2 | Dr. Sharad Tiwari | AMO (Ward) |
| 3 | Dr.Sunil Savalkar | AMO (EPI) |
| 4 | Shri Surendra Kolamkar | Sr. Sanitary Inspector |
| 5 | Shri Javed Jafar Kazi | Sanitary Inspector |
| 6 | Shri Krushna Bondarde | Sanitary Inspector |
| 7 | Shri Manoj Dange | Food J. O. |
| 8 | Smt. Shaila Madhukar Lokhande | Head Clerk |
| 9 | Smt Sasmita Surve | Clerk |
| 10 | Smt. Neha Jadhav | Clerk |
| 11 | Smt. Vaishali Patil | Clerk (EPI) |
| 12 | Shri. Venkatayya B. Saulla | BRK |

| | | |
|----|---------------------------------|--------------|
| 13 | Shri. Sanjay N. Paradkar | BRK |
| 14 | Shri. Rajendra Gaikwad | BRK |
| 15 | Shri Sagar Shankar Pednekar | DSI |
| 16 | Shri Kazi Rizwan Hasan Mo. | DSI Labour |
| 17 | Shri Chandrakant Salvi | DSI Labour |
| 18 | Shri Sunil Vaghaji Patel | Peon |
| 19 | Shri Avinash Shevde | Peon |
| 20 | Smt Satyabhama Sunil Nadekar | Peon |
| 21 | Shri Manoj Ganpat Bhomate | Labour |
| 22 | Shri Nitin Sawairam Rathod | Labour |
| 23 | Shri. Krushna Pandurang Talpade | Labour |
| 24 | Shri. Mundhe Vijay Laxman | Labour |
| 25 | Shri Sawant Ravindra S | Labour |
| 26 | Shri Manohar Shinde | Labour (EPI) |
| 27 | Shri D K Shinde | Labour (EPI) |

Section 4 (1) (b) (xi)

MANUAL NO 11

Details of allocation of budget and disbursement made in the office of **Medical Officer of Health (E Ward)** for the year 2019-2020

| Sr. No | Budget Head description | Grants received | Planned use (give details area wise or work wise in a separate form) | Remarks |
|---------------|--------------------------------|------------------------|--|----------------|
| 1 | 33402010100 (Allopathic)) | 54683000 | - | |
| 2 | 33101000000 (Gen Sup.) | 22195000 | - | |

Form B for previous year (2018-19)

| Sr. No | Budget Head description | Grants received | Grant utilized | Grant Surrendered | Result |
|---------------|--------------------------------|------------------------|-----------------------|--------------------------|---------------|
| 1 | 33402010100 (Allopathic)) | 53286600 | 50261577 | - | |
| 2 | 33101000000 (Gen Sup.) | 22129000 | 22701492 | - | |

Section 4 (1) (b) (xii)

MANUAL NO 12

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

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

Section 4 (1) (b) (xiv)

MANUAL NO 14

Required information 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 |
|----------------|---|------------------|--|-------------------------|
| | | | | |

| | | | | |
|--|----|----|----|----|
| | -- | -- | -- | -- |
|--|----|----|----|----|

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 E ward

| Sr No | Type of Facility | Timings | Procedure | Location | Person in charge |
|-------|-----------------------|---|--|---|----------------------------------|
| 1 | Inspection of Records | 10.30 am to 2.00 pm on all working days (except Saturday and public | For inspection of information which is maintained in these office record/files/papers on any working day | R No. 24, 2nd Floor 'E' Ward 10, Shaikh Haffizuddin Marg, | Medical Officer of Health E Ward |

| | | | | | |
|--|--|-----------|---|------------------------|--|
| | | holidays) | within office hour with prior intimation to this office. There is no charge for 1st one hour and Rs. 5/- for next each 15 minutes will be charged. You have to pay necessary charges for zerox copies which you required. | Byculla, Mumbai 400008 | |
|--|--|-----------|---|------------------------|--|

Section 4(1) (b) (xv)

MANUAL NO 16

Details of Public Information officers/ APIO's / Appellate Authority in the Jurisdiction of (Public Authority) in the Office of Medical Officer of Health E Ward

| Sr No | Name of PIO | Designation | Jurisdiction as PIO under RTI | Address PH No. | Email Id | Appellate Authority |
|-------|----------------------|-------------|---|--|-------------------------|---|
| 1 | Dr. Shailendra Gujar | MOHE Ward | Information related to the action taken against unauthorized eating houses/ Birth & Death Record verification | R No. 24, 2 nd Floor 'E' Ward 10, Shaikh Haffizuddin Marg, Byculla, Mumbai 400008 022-23081470 | mohe02.phd@mcmgm.gov.in | Smt.Alka Sasane Assistant Commissioner E Ward |

Section 4(1) (b) (xv)

Details of Public Information officers/ APIO's / Appellate Authority in the Jurisdiction of (Public Authority) in the Office of Medical Officer of Health E Ward

| Sr No | Name of APIO | Name of APIO | Designation | Jurisdiction as APIO under RTI | Address /Ph |
|-------|--------------|--------------|-------------|--------------------------------|-------------|
|-------|--------------|--------------|-------------|--------------------------------|-------------|

| | | | | | |
|---|-----|-----|-----|-----|-----|
| 1 | Nil | Nil | Nil | Nil | Nil |
|---|-----|-----|-----|-----|-----|

Section 4(1) (b) (xv)

Details of Public Information officers/ APIO's / Appellate Authority in the Jurisdiction of (Public Authority) in the Office of Medical Officer of Health E Ward

| Sr No | Name of Appellate | Designation | Jurisdiction as Appellate Authority | PIO Reporting | E Mail ID |
|-------|-------------------|-------------------------------|-------------------------------------|----------------------|-----------------------|
| 1 | Smt.Alka Sasane | Assistant Commissioner E Ward | E Ward | Dr. Shailendra Gujar | mohe02.phd@mcm.gov.in |

MANUAL NO 17

Special Activities undertaken by the Medical Officer of Health E Ward

The medical Officer of Health E ward conducts certain special activities for the citizens of E ward as well as the Municipal Employees working in the E ward Municipal Office. Following are the details of the same.:

1. **Screening for Non-Communicable diseases**: The Medical Officer of Health E ward organizes screening programs for Municipal Employees for disease like Diabetes Mellitus & Hypertension. If diagnosed with same, appropriate treatment/ referral services are provided.
2. **Implementation of National Health Programme**: The various National Health Programme like the National Malaria Control Program, Revised National Tuberculosis Control Program, Universal Immunization Program, Pulse Polio Immunization Program, Reproductive & Child Health Program etc.
3. **Mumbai Aarogya Abhiyaan Camps** : The Medical Officer of health E Ward conducts Mumbai Aarogya Abhiyaan Camps for the Citizen 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.
4. **IEC Activities**: Various IEC activities are conducted whereby Road-Plays, Health Talk, rallies, Poster – Pasting activities are done for increasing the awareness of the citizens regarding diseases like Malaria, Dengue, Leptospirosis, and also non-communicable disease like diabetes & Hypertension.
5. **Crusade Activities**: Crusades activities for various diseases are conducted within the community jointly along with PCO, AE (Maintenance), A.E. (Bldg & Fact), SWM under the guidance of the Assistant Commissioner E ward.
6. **Training Activities**: Training of UG & PG Medical/ Nursing Students are also conducted by the Medical Officer of Health E Ward
7. **Maternal & Child Health** : ANC & PNC Facilities are provided by the Health Post Staff to the Citizens.

Section 4(1) (b) (xviii)
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-F/S 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.
- In case of fever, kindly visit your nearest BMC Hospital / Dispensary / Health post and consult a Doctor.
- Do not self medicate or neglect any fever which is prolonged. Avoid use of tablet aspirin or pain killers without medical advice.
 - For protection against malaria & dengue change water once a week and observe dry day.
 - Keep water storage tanks in mosquito proof condition.
 - Use mosquito net & apply repellent on open parts of the body.
 - Do not allow water to stagnate near your dwelling-house.
 - Storing water in masonry tank should be avoided.

- Do not keep tyres & odd articles on roof tops, terraces or in compound.
- Good personal hygiene (e.g. hand washing), clean surroundings, avoid road side eateries. Safe water consumption.
 - Anti-rodent measures e.g. proper disposal of garbage.
 - Avoid walking bare-foot in water- logged places.
 - In case of cough more than 2 weeks, get sputum tested.
- Temporary relief is not complete cure. Incomplete treatment leads to complications, resistance, harmful side effects & expensive treatments.
 - Exclusive breast feeding up to 6 months of age.
 - Sleep well, stay physically active and effectively manage stress.
 - Drink plenty of water and eat nutritious food.
- Benefits of walking and moderate exercise are reducing diabetes and other diseases like heart ailments and stroke.