



# **Brihanmumbai Mahanagarpalika**

Section 4 Manuals As Per Provision  
Of Rti Act, 2005 Of G/North Ward

## **Medical Officer Of Health Department**

Address - Office Of Medical Officer Of Health,  
R No.11 , Ground Floor, G/North  
Ward Building, Dr. Harishchandra  
Yelwe Road, Dadar (West),  
Mumbai  
- 400028

Updated Till

15/07/2021

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**Introduction**  
**Medical Officer of Health (G/N 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 V (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, G/North Ward Is Hereby Publishing the Handbook For 17 Manuals as Required Under RI 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, 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, G/N Ward Whose Office Is Situated at Ground Floor, Room No 11, G/N Ward Building, Harishchandra Yale Marg, Dadar (West) Mumbai-400028 The Procedure and Fee Structure for Getting Information Is as Per the Provisions of RI 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. Mohr Is Under Administrative Control of Assistant Commissioner. Although The Functional Control of The Mohr Lies with The Executive Health Officer of The Public Health Department. The Mohr Is Separately Delegated Powers U/S 394 & 412 Of Mm Act and Registration of Births & Deaths Act, 1969 And Rule 8/13 Of Maharashtra Registration of Births & Deaths Rules, 2000, Pc-Pundit Act, 2003, To Function Effectively.

The Registration of Births and Deaths In G/North Ward Area Is Done as Per Provisions Laid Down Under the 'Registration of Births and Deaths Act, 1969'. The Act Lays Down That the Information About Live Births/Still Births and Deaths Should Be Given to The Registrar/Sub-Registrar I.E. Medical Officer of Health, G/N in The Respective Forms Prescribed for The Purpose Within 21 Days from The Date of Occurrence of The Event. The Medical Officer of Health (G/N Ward) Is the Sectional Head of Health Department Who Exercises Supervisory Control Over Public Health Infrastructure In G/N Ward. He Has to Take Action Under Appropriate Provisions of Mm Act/Red/Pc-Pundit/MN Act Against Owners of Eating Houses/ Us Centers/ Genetic Clinics/ If Centers/ Nursing Homes/ Construction Sites/ Saloons/ Laundries/Flour Mills. He Has to Prevent Unauthorized Food Trade and Also Prevention of Sex-Determination. He Has to Also Regulate and Control Outbreaks of Communicable Diseases In G/N Ward. He Also Supervises All the Health-Related Activities in A Particular Ward. He Is the Appropriate Authority to Register & Certify Vital Events Such as Births, Deaths & Marriages. Under The Pc-Pundit Act of The Year 2003, Medical Officer of Health Of G/North Ward Has Been Appointed as Appropriate Authority. Under This Act, All Genetic Centers / Genetic Counseling Centers / Genetic Laboratories / Ultrasonography Centers / Imaging Clinics Etc. Are Required to Be Registered. They Are Supposed to Comply with The Norms Laid Down Under the Pc-Pundit 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 G/N Ward Is Dr Rutina Barracker

**Medical Officer of Health  
G/North 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 (G/N Ward)
2	Address	Room No. 11, Ground Floor, G/North Ward Office Building, Dr. Harishchandra Yale Marg, Dadar (West), Mumbai- 400028
3	Head Of the Office	Medical Officer of Health (G/N Ward)
	Name Of the Public Authority	Dr. Virendra V. Mohite (Medical Officer of Health G/N Ward)
	Office Timings	Monday To Friday 9.00 A.M. To 12.00 Noon And 2.30 P.M. To 5.30 P.M. Saturdays 08.00am To 11.30 Am Visiting Hours - (Monday – Friday) 03.00 P.M. To 05.00 Pm
	Contact Details	Telephone No: 022- 24397800 Email : <a href="mailto:Mohgn.Phd@McgM.Gov">Mohgn.Phd@McgM.Gov</a>
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting To Which Office	Assistant Commissioner, G/North Ward
6	Jurisdiction Geographical	G/North Ward Is Bounded by The Mahim Creek on The North, Western Railway on West Kaka Saheb Gadigal Marg on South and Dataram Lad Marg on South Side Covering North Central Portion of The City.
	Vision	Ensuring Maintenance of Public Health in Its Physical, Mental as Well As The Social Dimensions.
7	Mission	1. Supervision Of Public Health Infrastructure In G/N Ward 2. To Regulate & Control Communicable Disease Outbreaks as Well as Non- Communicable Diseases.
9	Objectives	1. Reduction In Cases of Malaria, Dengue & Other Communicable Diseases as Well as Non-Communicable Diseases.

		<ol style="list-style-type: none"> <li>2. Timely Registration of All Births &amp; Deaths.</li> <li>3. Good Standards Followed by All the Public Facilities Like Eating Houses/Nursing Homes/ Saloons/ Laundries/ Flour Mills.</li> <li>4. Ensuring Ideal Physical, Mental &amp; Social Health for All Individuals.</li> <li>5. Prevention Of Pre-Natal Diagnosis, Sex Selection &amp; Illegal Medical Termination of Pregnancy.</li> </ol>
10	Functions	<p>(a) Take Action Under Appropriate Provisions of Mm Act/Red/Pc- Pundit/MN Act Against Owners of Eating Houses/ Us Centers/ Genetic Clinics/ If Centers/ 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 &amp; Marriage Certificates</p> <p>(e)Control Over Eating Houses/ Nursing Homes/ Construction Sites.</p> <p>(l)Granting of Eating House Permits Under Section 394 Of the Mm Act.</p> <p>(l)Renewal of Health Licenses.</p> <p>(lllc)Action Against Owners/Proprietors in Case of Failure to Comply.</p> <p>(lv)Action Against Construction Sites Failing to Comply with Anti- Malarial Measures.</p>
11	Details Of Services Provided (In Brief)	<ol style="list-style-type: none"> <li>1. Issuing Birth, Death &amp; Marriage Certificates.</li> <li>2. Provision Of Health Licenses.</li> <li>3. Supervision Of Public Health Infrastructure In G/N Ward.</li> <li>4. Family Planning &amp; Immunization Services.</li> <li>5. Provision Of Registration/License Under Pundit Act, 1994, Amendedas Pc-Pundit Act 2003.</li> </ol>
13	Weekly Holidays	Sunday And Public Holidays.



**Details Of Health Posts In G/N Ward**

<b>Sereno</b>	<b>Health Posts</b>	<b>Name Of Amo</b>	<b>Address</b>	<b>Timings</b>
1	Bai Gulab	Dr Sandhya Chandran	Ground FL, Sadguru Heights, Bhavani Shankar Road, Mumbai 28	09.00 Am to 4.00 Pm
2	Gokhale Road	Vacant	3 <sup>rd</sup> Floor, Gokhale Road Municipal School, Gokhale Road, Dadar (West) Mumbai 28	09.00 Am to 4.00 Pm
3	Mihai Maternity	Vacant	Mahim Maternity Home Building, Ground Floor, Dili Gupte Marg, Mahim, Mumbai 17	09.00 Am to 4.00 Pm
4	EI Baradei	Dr Sachine Bansode	Mahim Dargah Road, Mahim 17	09.00 Am to 4.00 Pm
5	Kumbha Wada	Dr Priyanka Durley	Valmiki Nagar, Maharshi Valmiki Road, Matunga Labor Camp, Mumbai 19	09.00 Am to 4.00 Pm
6	Urban Health Centre	Dr Vishal Kolte	Urban Health Centre, 60feet Road, Dharavi, Mumbai 16	09.00 Am to 4.00 Pm
7	Shashtrinagar-1	Vacant	Shattering Municipal School, Shattering, Dharavi, Mumbai 16	09.00 Am to 4.00 Pm
8	Pila Bangla	Dr Amruta Gavaskar	Near Pila Bangla Municipal School, Pila Bangla, Dharavi-17	09.00 Am to 4.00 Pm
9	Shashtrinagar-2	Dr Rajendra Patel	Heritage Building Shed Complex Mg Road Near Husseini Masjid Dharavi -17	09.00 Am to 4.00 Pm

<b>Sr. No</b>	<b>Name Of Heath Post</b>	<b>Doctor</b>	<b>Phin</b>	<b>An+ Few</b>	<b>MP+ Cordia Natori</b>	<b>Clerk</b>	<b>Aya Bai</b>	<b>Ch</b>
1	Bai Gulab	1	1	2	1	0	1	12
2	Gokhale Road	0	1	4	1	0	1	16
3	Mihai Maternity	0	0	2	2	0	1	12
4	EIBaradei	1	1	2	2	0	1	17
5	Kumbha Wada	1	0	5	2	0	0	20
6	Urban Health Centre	1	1	4	2	0	1	19
7	Shashti Agar 1	0	0	2	2	0	1	17
8	Pila Bang low	1	1	5	2	0	1	25
9	Shashti Agar 2	1	0	5	0	0	1	18

**Details Of Dispensaries In G/N Ward**

<b>Sr. No</b>	<b>Dispensary</b>	<b>Name Of Medical Officer</b>	<b>Address</b>	<b>Timings</b>
1	Bai Gulbai dispensary	Vacant	Ground FL, Sadguru Heights, Bhavani Shankar Road, Mumbai 28	09.00 Am to 4.00 Pm
2	ShreeCinema dispensary	Dr Madhuri Gauge	Near Mahim Mat. Home, Dili Gupte Road, Mahim – 16	09.00 Am to 4.00 Pm
3	Welkarwadi dispensary	Vacant	Mahim Dargah Road, Mahim 17	09.00 Am to 4.00 Pm
4	MatungaLab. Camp dispensary	Dr Ragini Pote	Matunga Lab. Camp, Opp. Tata Power House, Matunga Lab. Camp, Dharavi 17	09.00 Am to 4.00 Pm
5	Dharavi Main Road dispensary	Dr Bansode Sanchita	Dharavi Main Road, Near Badi Masjid, Dharavi – 17	09.00 Am to 4.00 Pm
6	Pila Bangla dispensary	Dr Shingnapurkar Priya	Near Pila Bangla Municipal School, Pila Bangla, Dharavi-17	09.00 Am to 4.00 Pm
7	TransitCamp dispensary	Dr Umesh Deshpande	Near Transit Camp School, Behind Dharavi Police Station, Transit Camp, Dharavi – 17	09.00 Am to 4.00 Pm
8	Kumbharwada dispensary	Vacant	Opp. Kamaraj Highschool, Kumbha Wada, 90 Ft. Road, Dharavi -17	09.00 Am to 4.00 Pm
9	ShahuNagar dispensary	Dr Mahindra Nirbhuvane	Near Shahu Nagar Fire Brigade, Shahu Nagar Darvis 17	09.00 Am to 4.00 Pm

<b>Sr No</b>	<b>Name Of the Nursing Home</b>	<b>Address</b>	<b>Contact No</b>	<b>Email</b>
1	Mahim Mat. Home	Mahim Maternity Home Building, Ground Floor, Dili Gupte Marg, Mahim, Mumbai 17	-	-
2	Urban Health Centre	Urban Health Centre, 60feet Road, Dharavi, Mumba Ai 16	-	-

<b>Details Of State Govt. Hospital</b>				
<b>Sr No</b>	<b>Name Of the Hospital</b>	<b>Address</b>	<b>Contact No</b>	<b>Email</b>
1	-	-	-	-

Sr No	Name Of the Nursing Home	Address		Contact No	Email
Details Of Private Hospitals					
Sr No	Name Of the Hospital	Address	Contact No	Email	
1	P.D. Hinduja Hospital	S.V. Road, Mahim – 16	022 24451515	<a href="mailto:Info@Hindujahospital.Com">Info@Hindujahospital.Com</a>	
2	S.L. Raheja Hospital	S.L. Raheja RunawayMarg, Mahim (W) – 16	022 66529999	<a href="mailto:Info@Rahejahospital.COM">Info@Rahejahospital.COM</a>	
3	Purusha Hospital		02224472694		
4	Dhanwantari Hospital	D.L. Vaidya Road, Shivaji Park, Dadar (W) – 28	022 24304082	Dhanwantari02@RediffMail.Com	

Details Of E.S.I.S Hospital				
Sr No	Name Of the Hospital	Address	Contact No	Email
1	-	-	-	-

2	Gupte Nur. Home & Surgical Center	143, Rajdeep, Dilip Gupte Marg, Mahim-16	022 24465903	
3	Dr Mathur's Surgical Clinic	Citylight Cinema, L.J. Road, Mahim – 16	9820044662	
4	Ashwini Childran's Hospital	Sahayog Chs, L.J. Road Mahim	022 3294765	
5	Hinduja National Hospital	F.V.S. Marg, Mahim	9322280036	
6	National Health & Education Soc.	F.V.S. Marg, Mahim	9322280036	
7	Prabhat Nur. Home & Surgical Center	Prabhat Bhavan, Kapad Bazar, Mahim -16	-	
8	Surlata Hospital	Sahayog Chs, L.J. Road, Mahim- 16	022 2446288	
9	Pikle Health Care Hospital	Uma Mahesh, Mmc Cross Road, Mahim-16	022 24467138	
10	S.L. Raheja Hospital	Raheja Marg, Mahim-16	9004479537	
11	Ashwini Nur. Home	L.J. Road, Mahim- 16	022 24455155	
12	Nirveda Nur. Home	Dharavi Main Road, Dharavi (E), Dharavi-17	022 24020903	
13	Sandhay Nur. Home	Dharavi Main Road, Dharavi (E), Dharavi- 17	022 24074900	
14	Taj Gen. Hospital & Diagnostic Center	60 Ft. Road, S.R.A. Buld., Mahim (E) – 17	022 24084512	
15	Ashirvad Nur. Home	Rajgeer Sadan, Sion Dharavi Road, Dharavi –17	022 25773629	

**Details Of Private Nursing Homes**

16	Bava Nur. Home	90 Ft. Road, Dharavi – 17	022 24013562	
17	Resham Nur. Home	New Neharu Nagar Soc.,90 Ft. Road, Dharavi – 17	9594606786	
18	Dhanwantraai Nur. Home & Gen. Stor	60ft. Road, Mahim (E) -16	022 24304082	
19	Janani Children Hospital	90ft. Road, Dharavi – 17	022 24087576	
20	Citreas Hospital	Mukund Nagar, Dharavi –17	9820023473	
21	Dr Patkar Surgical & Nur. Home	Keluskar Road, ShivajiPark Dadar (W) – 28	9821051411	
22	Ashwini Nur. Home	Keluskar Road, ShivajiPark Dadar (W) – 28	9820148795	
23	Shre Shiddhivinayak Nur. Home	Near Shiddhivinayak Tempel, Dadar (W) – 28	9469535465	
24	Dev Nur. Home	Shankar Ghanekar Marg,Dadar (W) – 28	9869019048	
25	Ashtvinayak Hospital & Surgical Eay Hospital	Mtnl Marg, Dadar (W) – 28	9821386809	
26	Navneet Jain Health Care	Gyan Mandir Road, Dadar (W) – 28	022 24382121	
27	Dhanvantri Hospital & Reserch Center	D.L. Vaidy Marg, Dadar (W) – 28	022 24304082	
28	Shree Nur. Home	Gokhale Road, Dadar (W) – 28	9821054985	
29	Pregnancy Adv.& Servic	S.B. Marg, Dadar (W) - 28	022 24300885	
30	Pai's Health Center	S.B. Marg, Dadar (W) - 28	9820057722	
31	Endoscopic Clinic & Hospital	Pandurang Naik Chawl, Shivaji Park, Dadar (W) – 28	022 24449536	
32	Purandare Hospital	M.B. Raut Road, Shivaji Park – 28	022 24449501	
33	Sushrusa Citigan Hospital	Ranade Road, Dadar (W) –28	022 24449161	
34	Yashodhan Hospital	S.K. Bhole Road, Dadar (W) – 28	9821375141	
35	Dyangeet Hospital	Shivaji Park, Dadar (W) –28	-	

36	Sunil Kawali Surgical Clinic	S.K. Bhole Road, Dadar (W) – 28	9820033257	
37	Ashirwad Nur. Home	Gopi Tank Road, Mahim- 16	9821039756	
38	Rahul Nur. Home	Bhagoji Khear Marg, Mahim	9820094830	
39	Prabhu Eay Clinic & Nur. Home	Bhagoji Khear Marg, Mahim	9867499669	
40	Netra Ratina & Leser Center	Shitla Devi Mandir Road, Mahim – 16	9820032270	
41	Shwokat Nur. Home	110, Natvarlal Building, Mahim – 16	022 24440804	
42	Sane Nur. Home	S.K. Bhole Road, Dadar (W) – 28	9820307691	
43	Gokhale Hospital	Gokhale Road, Dadar (W)28	022 24227425	
44	Sai Madical Cear Service Pvt. Ltd.	90 Ft. Road, Dharavi	9819966701	
45	Ayush Hospital	90 Ft. Road, Dharavi	9820923436	
46	Triveni Nur. Home	V.S. Marg, Mahim – 16	022 24466316	
47	Fonsica Clinic	Mari Nagar, Mahim – 16	9821450905	
48	Bharat D. Cear	Sheetla Devi Mandir Road, Mahim – 16	022 24454616	
49	Sukda Nur. Home	Balgovinddas Road, Mahim – 16	-	
50	Rajiv Clinic	Shivaji Park Road No. 5, Mahim -16	022 24456110	
51	Family Clinic Nur. Home	Mogal Lane, Mahim – 16	022 24307474	
52	Sangvi Mat. Home	S.B. Marg, Mahim -16	9870070177	
53	Kamat Hospital	L.J. Road, Mahim -16	9820501113	
54	Dr. Vaje's Mat. & Surgical Center	S.H. Parlekar Marg, Shivaji Park – 28	9871023637	
55	Nadkarni Nur. Home	L.J. Road, Mahim -16	022 24437538	
56	Shre Shiddhivinayak Nur. Home	R.B.S.K. Bhole Road, Dadar (W) -28	9457393843	



57	Shredhar Hospital	Anil Apartment, Dadar (W) -28	9821054783	
58	Narakar Surgical Center	S.B. Road, Dadar (W) 28	9820012440	
59	Pinto Hospital	S.B. Road, Dadar (W) 28	9820195845	
60	Gandhi Nur. Home	S.K. Bhole Road, Dadar (W) 28	9820303414	
61	Dr. Thakur Nur. Home	Vidhya Bhavan, Shivaji Park, Dadar (W) 28	-	
62	Nirmal Nur. Home	Ranade Road, ShivajiPark -28	-	
63	Akanksha Nur. Home	M.N. Road, Matunga – 16	9821122152	
64	North Bombay Clinic	L.J. Road, Mahim -16	9820087321	
65	Uttara Clinic	L.J. Road, Mahim -16	9820087321	
66	Desai Navalkar Mat. Home	B . Parulekar Marg, Dadar (W) 28	9820622485	
67	Ingal SurgicalMat. Home	V.S. Road, Dadar – 28	9322875313	
68	Rudhra Blue Clinic & Surgical Center	Dadarsaheb Rege Marg, Dadar (W) -28	022 24375332	
69	Amita Nur. Home	60 Ft. M.L. Camp, M.L. Compaund - 19	022 24078810	
70	Joshi Nur. Home	Dharavi Road, Mahim (E)	022 24444251	
71	Shruti Nur. Home	Sankalp Chs, Dharavi – 17	022 24099790	
72	Donald's Mat. Home	M.S. Chawl, Dharavi -17	022 24017731	
73	Life Cear Hospital	R.No. 102, B Wing, Dharavi – 17	022 24042588	
74	Silvas Clinic Cear Center	90 Ft. Road, Matunga – 19	022 24017540	
75	Jagtap Mat. Home	Mahim Machhimar Nagar	022 24461049	
76	Dhanvantri Mat.& Nur. Home	60 Ft. Road, Mahim, Dharavi	022 24016338	

**List Of Pndt Centres In G/N Ward**

<b>Sr.No</b>	<b>Name Of Centre</b>	<b>Address</b>
1	<b>Dhanvantri Dignostic Cente</b>	Dr.Tushar Andhale, Dhanvantri Dignostic Center,1 <sup>st</sup> Floor,United Enclave, 60 Ft Rd Dharavi 16
2	<b>Amita Nursing Home</b>	Dr. Amita Surve. Md Obgy,101 Kalyani Soc 60 Ft Rd M.L.Camp Rd 16 24078810
3	<b>Bharat Lab &amp; Digno Center</b>	Suresh Hiranandani Bharat Lab & Digno Center ,Markendia Co Op Soc, Shop No 8, R.P. Nagar, 60 Ft Rd, M.L. Camp,Dharavi 24075894
4	<b>Helth Care Polyclinic &amp; Dignosti Center</b>	Dr.Mahrukh Azimuuduin,Bums, Helth Care Polyclinic & Dignosti Center Shop No 3 Sathi Co Op Hsg Soc 90 Ft Rd.Dhravi 17
5	<b>Sai Hospital</b>	Dr Khalid Shaikh,Mbbs, Near Dharavi Police Station,90ft Rd,Dharavi
6	<b>Auyush Hospital</b>	Mr Rh Chavarkar,Near Kamraj Highschool,Dharavi
7	<b>Gupte Maternity &amp; Surg</b>	Dr Rajan Gupte, Md,Dgo,143, Rajdeep,Dilip GupteMarg,Mahim 16
8	<b>Laxmi Clinic</b>	Dr Renu Valicha, Md,Dgo, Sitakung,Kotnis Path,OppHinduja Hospital, Mahim
9	<b>Mahim Maternity Home</b>	Dr. Kumta Kamta, Md,Dgo, Mahim Maternity Home, T.H. Kataria Marg Mahim 16 24458168
10	<b>Ashwini Maternity Home</b>	Dr Vikram Shah, Md, Dgo,Mohan Niwas,56,KeluskarMarg,Shivaji Park,Dadar
11	<b>Prabhat. Mat &amp; Surg.</b>	Dr Shah Rajesh, Dgo, Prabhat Mat & Nursing Home,26, Kapad Bazar, Prabhat Bhuvan, Mahim
12	<b>Medicheck Diagn.Centre</b>	Dr S.D. Jain Md, Medicheck Medical Dignositic CenterKapad Bazar 24 Gopal Bhavan Mahim 16
13	<b>Sonorays Dignostic Centre</b>	Dr Tejashri Panchal ,Md,Dnb,Dmer, Sonorays DignosticCentre,779, Vay Niwas,Next To Best Bus Depo,Mori Road, Mahim16,24451078, 920414500
14	<b>Jagatap Meternity&amp;Gen Nursing Home,</b>	Dr Bela Jagtap, Md(Obgy), Jagatap Meternity&Gen Nursing Home, 18/801,Fisharman Colony, Mahim 16

15	<b>Dr Mhatre Diag Centre,Opp Sachin Hotel, AnantPatil Marg,Dadar28</b>	Dr S Mhatre, Md(Radio), Dr Mhatre Diag Centre,Opp Sachin Hotel, Anant Patil Marg,Dadar28	
16	<b>Ashwini X-Ray Centre,</b>	Ashwini X-Ray Centre, Ganesh Apt, Lj Rd,Mahim 16,4455105	
17	<b>Dr Vijaya Choudhary Usg Clinic,</b>	Dr Vijaya Choudhary Usg Clinic,30/ B2 Sitalakrupa, L.J. Rd,Mahim 16 24451339	
18	<b>Navneet Jain Health Centre</b>	Navneet Jain Health Centre,12,Gyan Mandir, Dadar West	
19	<b>Shushrusha Hospital</b>	Shushrusha Hosp Diag Cent,Rande Rd, Dadar,2449161	
20	<b>Dadar Imaging Centre, No 4 Dallas Bldg GyanMandir Rd , Dadar W</b>	Dadar Imaging Centre, No 4 Dallas Bldg Gyan Mandir Rd ,Dadar W 24368080	
21	<b>Royal Dignostic Center Kala Killa Shop No 10Dharavi 17</b>	Saddrudin Shaikh,Royal Dignostic Center Kala Killa Shop No10 Dharavi 17	
22	<b>Resham Dignositic Center,101,Opp Hindustan Bank,90ft Rd,Dharavi 17</b>	Shehla Ansari,Bsc, Resham Dignositic Center,101,OppHindustan Bank,90ft Rd,Dharavi 17	
23	<b>Bharat Sonography Centre,Blg No 28, Shop No104,Vindeshwari Soiety, 90ft Rd, Dharavi</b>	Suresh Hiranandani, Dmlt, Bharat Sonography Centre,Vindeshwari Soiety, 90ft Rd, Dharavi	
24	<b>Citrus Hospital Mukund Nagar Bandra Rd Opp Ongc Bldg Dharavi 17</b>	Sadrudin Shaikh, ,Citrus Hospital C 24/25, Subhashchandra Chs,Mukund Nagar Bandra Rd Opp Ongc Bldg Dharavi 17	
25	<b>Taj General Hospital And Diag Centre</b>	Dr Nasim Khan, Taj Sra Chs, Mukund Nagar Dharavi 17	
26	<b>Shailesh Diagn Centre</b>	Dr Shankar Pol, Md,Dmrd, 101, 1st Flr, Kamraj Society, 90 Ft Rd, Dharavi17	
27	<b>Urban Health Centre</b>	Dr. Sandhya Kamat, Urban Health Centre, 60 Feet Road,Dharavi	
28	<b>Dr. Donald Mat. Home</b>	Sist. Roseline, S. M. Chawl, Near Old Police Station, Dharavi400017	
29	<b>Dr. Joshi Nur. Home</b>	Dr. Maulik Joshi, Mdobgy, 14, 1 St Floor, Vaibhav Bldg.,Dharavi Main Cross Road, Mahim Mumbai 40017	
30	<b>New Life Care Dig. Centre</b>	Dr. Jamshed Shaikh, Jay Ganesh C.H.S., Bldg. No. 4, M.L.Compound, 60 Feet Road, Dharavi	
31	<b>Life Care Dig. Centre</b>	Shri Vasumati Jairaj, Dmlt, Block No. 9, A/ 9, TransistCamp, Dharavi	

32	<b>Rashiv Dig. Centre</b>	Dr. Tripathi Rajkumar, Ms(Surjan), Shri Raj Bldg., Opp. Matunga Station, Matunga	
33	<b>Pd Hinduja National Hosp, Svs Marg, Mahim24452222</b>	Mr Lele Pramod., Hinduja National Hosp, Svs Marg,Mahim 24452222	
34	<b>Pd Hinduja National Hosp, Svs Marg, Mahim24452222</b>	Mr Lele Pramod., Hinduja National Hosp, Svs Marg,Mahim 24452222	
35	<b>Rajvi Diag Centre</b>	Dr V N Jain,Dmre, Shop No 4, Swastik Blg, Dadar 18	
36	<b>Dr. Purandare Nur. Home</b>	Dr. Shrikand Purandare, Mdobgy,114, Mb Road, ShivajiPark,	
37	<b>Shah Diag Centre</b>	Dr Paresh Shah, Md (Rad),1st Flr, Sahyog Chs, Lj Road,Mahim,	
38	<b>Dr Acharya Clinic</b>	Dr Sameer Acharya, Md (Rad), Dmrd,Vishvkamal, Gr FIBalgovindas Rd Mahim 16	
39	<b>Family Care Hospital</b>	Dr Gautam Deshpande , M.S(Surg), Family Care Hospital , UmamaheshBlg, 2 Cross Road,Mmc Marg,Mahim16	
40	<b>Dr Gaytonde Sonography Clinic</b>	Dr Uday Gaitonde, Md(Rad),Dr Gaytonde Sonography Clinic,C1 Garden Colony, Sonawala Agairy Lane, Mahim 16	
41	<b>Dr Fonseca's Clinic</b>	Dr Malcom Fonseca, Md (Obgy),	
42	<b>Singhavi's Surgical &amp; Mat Home</b>	Dr.Mrs Chapala S. Shinghvi, Md Obgy, Singhavi'sSurgical & Mat Home 28 J.P. Rd Mahim 16	
43	<b>Dhanvantri Hosp &amp; Research Centre</b>	Mr Khandekar,Dhanvantri Hosp, D.L.Vaidya Rd ,Near Shivsena Bhavan,Dadar West	
44	<b>Raheja Hospital</b>	Raheja Hospital Marg, Mahim -16	
45	<b>Dr Khajanji's Clinic</b>	Dr Meeta Khanjanji, Dmrd, 10/11, Khosravi Estate, Sk BoleRoad, Agar Bazar, Dadar 28,	
46	<b>Gandhi Nursing Home</b>	Dr Manoj Gandhi, Dnb(Surg), Mangalmurti Chs, 1st Flr,Near Dadar Film Lab, Dadar 28	
47	<b>Shree Diagnostic Centre</b>	Dr Rajiv Zankar, Md( Rad), A.R House No4, Grd Flr, OppPortuge Church, Gokhale Rd, Dadar28	
48		No 5, Shivaji Park, Mahim 16	
49	<b>Ankur Fertility Clinic</b>	Dr Kedar Ganla, Md(Obgy),,A1 Ground Flr, Ultra Chs, DilipGupte Marg, Mahim 16	

	<b>Endoscopic Clinic &amp; Hospital</b>	Dr Sharad Bapat,147, Ameya Second Floor Shivaji Park	
	<b>Medhekar Sonography Clinic</b>	Dr Seema T Medhekar,Flat No. 12 Second FloorsahyogChsoff L T Road	
	<b>Fayth Clinic</b>	1st Flr, Shivshakti Chs, Churchwadi Junction Of Sk Bole Rd,Dadar 28	

<b>Mtp Centres Of G/N Ward</b>		
<b>Sr.No</b>	<b>Name Of Centres</b>	<b>Address</b>
1	Amita Nursing Home	Dr. Amita Surve. Md Obgy,101 Kalyani Soc 60 Ft Rd M.L.Camp Rd 16 24078810
2	Gupte Maternity & Surg	Dr Rajan Gupte, Md,Dgo,143, Rajdeep,Dilip Gupte Marg,Mahim 16
3	Laxmi Clinic	Dr Renu Valicha, Md,Dgo, Sitakung,Kotnis Path,Opp Hinduja Hospital, Mahim
4	Mahim Maternity Home	Dr.Kumta Kamta,Md,Dgo, Mahim Maternity Home, T.H. Kataria Marg Mahim 16
5	Ashwini Maternity Home	Dr Vikram Shah,Md,Dgo,Mohan Niwas,56,Keluskar Marg,Shivaji Park,Dadar
6	Prabhat . Mat & Surg.	Dr Shah Rajesh, Dgo, Prabhat Mat & Nursing Home,26,Kapad Bazar,Prabhat Bhuvan, Mahim
7	Thakur Hospital	Thakur Hospital,Gokul,93,Ranade Road, Shivaji Park, Dadar
8	Jagatap Meternity&Gen Nursing Home,	Dr Bela Jagtap, Md(Obgy), Jagatap Meternity&Gen Nursing Home, 18/801,Fisharman Colony, Mahim 16

9	Nirmal Nursing Home Ranade Rd Shivaji Park Dadar 28 24453068	Dr.Satish Thakur, Md,Dgo, Nirmal Nursing Home Ranade Rd Shivaji Park Dadar 28
10	Dr Patkars Surgical And N.M	74, Anant Niwas, Kelkar Road, Shivaji Park, Dadar 28
11	Dadar Surg & Mat Hosp,	Dadar Surg & Mat Hosp, Prajapati Bhavan, Gokhale Rd(N)
12	Dr Koppikars Family Clinic,	Dr A P Koppikar, Dr Koppikars Family Clinic, 1,Kanara House, Mogal Lane,Mahim
13	Life Care Hospital,	Dr Kishor Mehta, Bds, B 102, Priyadarshani Chs, Sion Bandra Link Road, Dharavi 17
14	Fonsica Nursing Home	Nitya Sahayya Bld Senapati Bapat Marg Mari Nagar , Opposite Cafe Coffe Day Mahim -16
15	Dr. Purandare Nur. Home	Dr. Shrikand Purandare, Mdobgy,114, Mb Road, Shivaji Park,Dadar
16	North Bombay Clinic	Dr Shivkumar Uttare Md (), 185/B, Dinah Blg, Lj Road, Mahim
17	Surlata Hospital,	Dr Sharad Gogate Md (Obgy), 1 <sup>st</sup> Flr, Sahyog Chs, Lj Road, Mahim
18		
19	Rahul Maternity Home	Dr Rajkumar Tripathi, Tadeshwar Chs, Bhagoji Kiv Road, Mahim-16
20	Singhavi's Surgical & Mat Home	Dr.Mrs Chapala S. Shinghvi, Md Obgy, Singhavi's Surgical & Mat Home 28 J.P. Rd Mahim 16
21	Dhanvantri Hosp & Research Centre	Mr Khandekar,Dhanvantri Hosp, D.L.Vaidya Rd ,Near ShivsenaBhavan,Dadar West
22	Raheja Hospital	Raheja Trust, S.L Raheja Road, Mahim 16
23	Pai's Health Centre,	Dr Hrishukesh Pai Md Obgy, 3rd Flr, Pearl Centre, Dadar 28

24	Gandhi Nursing Home	Dr Manoj Gandhi, Dnb(Surg), Mangalmurti Chs, 1st Flr, NearDadar Film Lab, Dadar 28
25	Ashtavinayak Maternity & Eye Clinic	Dr Sandeep Jeshte(Md Obgy) Near Mtnl Office
26	Dr Desai Hospital	Dr K. S Desai(Mbbs), Nana Niwas Baburao Parulekar Marg Dadar 28
27	Yashodhan Hospital	Dr Uttara Shukla(Md Obgy) Sarswati Niwas Second Floor Sk BoleRoad Bolewadi Dadar 28
28	Sandhya Nursing Home	Dr Anil Phadake (Md Obgy) 11 First Floor Vaibhav AppartmentDharavi Mumbai 17
29	Shobhana Nursing Home	Dr Shrikant Kamat (Md Obgy) 57 Shaffi Manzil Lj Road Mahim 16
30	<b>Joshi Nur. Home</b>	Dr. Maulik Joshi, Mdobgy, 14, 1 St Floor, Vaibhav Bldg., DharaviMain Cross Road, Mahim Mumbai 40017

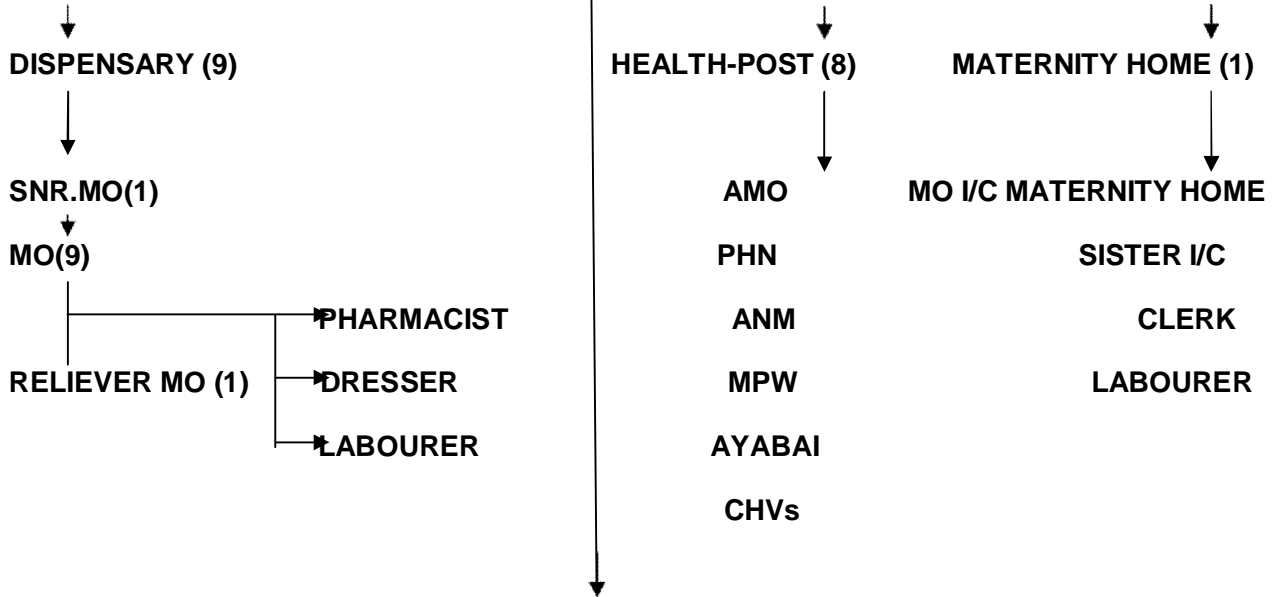
#### **Details Of Cemeteries Of G/N Ward**

1. Hindu Cemetery- (Mcgm) – 2
  - a) Shivaji Park Hindu Cemetery (Traditional Firewood And Electric)al)
  - b) Dharavi Hindu Cemetery
2. Christian Cemetery (Pvt) -3
3. Muslim Kabrastan (Pvt)-2
  - a) Mahim Muslim Qabrastan
  - b) Dharavi Muslim Kabrastan

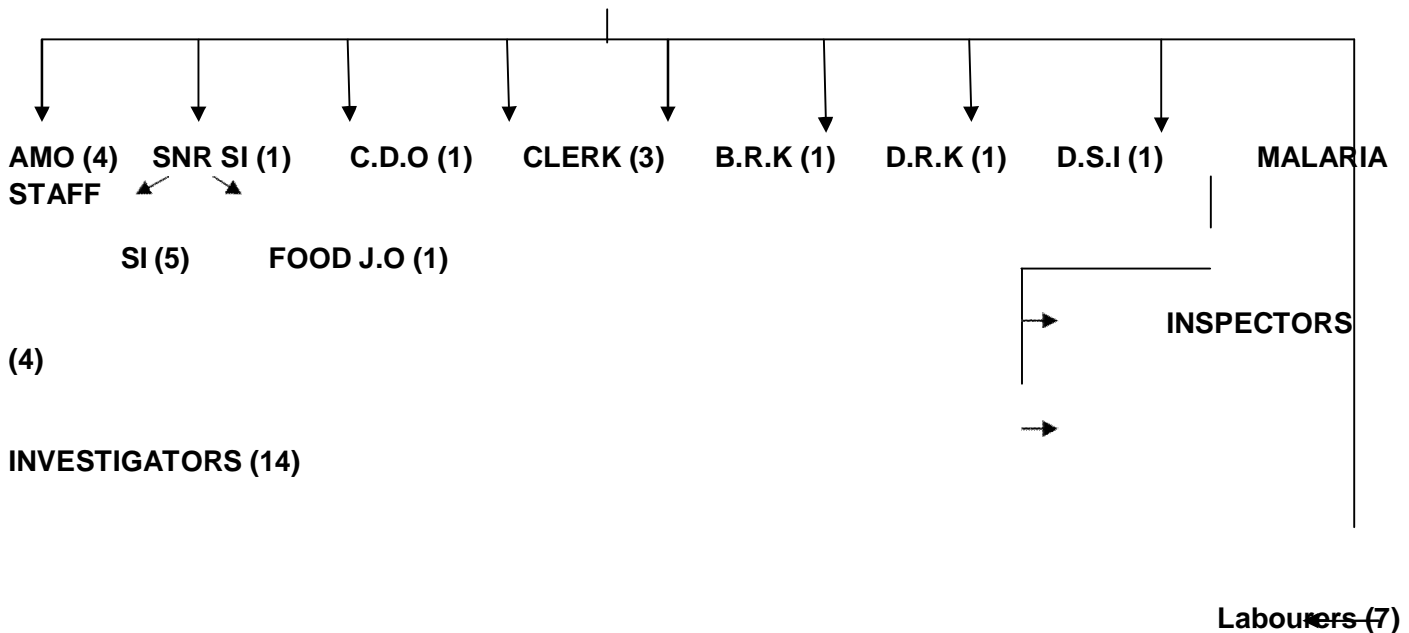


Organisation's Structural Chart (Organogram) Moh G/N

Ward (1)



Moh G/N Office Staff



**Staff Positioning Report Of G/N Ward**

<b>Sr.No</b>	<b>Staff</b>	<b>Total Post</b>	<b>Filled Post</b>	<b>Vacancy</b>
1	Moh	1	1	0
2	Assistant Medical Officer	3	3	0
3	Sr. Medical Officer	1		0
4	Medical Officer	11	10	1
5	Pharmacist	11	9	2
6	Sr. Sanitary Inspectors	1	0	1
7	Sanitary Inspectors	4	2	2
8	Clerk	8	6	2
9	B.R.K	4	4	0
10	D.R.K	14	14	0
11	R.A.			
12	D.S.I	1	1	0
13	Repair Bearer	2	0	2
14	Dresser	11	6	5
15	Electrician	2	1	1
16	Furnace Operator	3	3	0
17	Lab Technician	5	4	1
18	Cemetery Attendant	11	11	0
19	Electric Attendant	7	6	1
20	Gardener			
21	Malaria Inspectors	3	3	0
22	Malaria Investigators			

**Section 4 (1) (B) (ii)**

**Manual No 2**

**The Powers Of Officers And Employees In The Office Of Medical Officer Of Health (G/N**

**Ward)A – Financial Powers**

<b>Sr. No</b>	<b>Designation</b>	<b>Powers-Financial</b>	<b>Under Which Legislation / Rules / Orders / Grs</b>	<b>Remarks</b>
1	Medical Officer Of Health	Rs.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 (G/N**

**Ward)B - Administrative Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Administrative</b>	<b>Under Which Legislation / Rules /Orders / Grs</b>	<b>Remarks</b>
1	Medical Officer OfHealth	Please Refer To Delegation Of PowersTo 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 PowersTo Sanitary InspectorOn Pg.	Sections 394 & 412 Mmc Act 1888	

**Section 4 (1) (B) (li)**

**The Powers Of Officers And Employees In The Office Of Medical Officer Of Health (G/Nward)**

**C – Magisterial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Magisterial</b>	<b>Under Which Legislation / Rules / Orders / Grs</b>	<b>Remarks</b>
1	Medical Officer Of Health	N.A	N.A	N.A

**Section 4 (1) (B) (li)**

**The Powers Of Officers And Employees In The Office Of Medical Officer Of Health**

**(G/Nward)D - Quasi Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Quasi Judicial</b>	<b>Under Which Legislation / Rules / Orders / Grs</b>	<b>Remarks</b>
1	Medical Officer Of Health	N.A		

**Section 4 (1) (B) (li)**

**The Powers Of Officers And Employees In The Office Of Medical Officer Of Health (G/N**

**Ward)E – Judicial Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Judicial</b>	<b>Under Which Legislation / Rules / Orders / Grs</b>	<b>Remarks</b>
1	Medical Officer Of Health	N.A	--	--

## **Brihanmumbai Mahanagarpalika**

### **Delegation Of Powers To Medical Officer Of Health (G/Nward)**

Under Section 68 Of The **Mumbai Municipal Corporation Act 1888**, Medical Officer Of Health- G/North Is Hereby Empowered To Exercise, Perform And Discharge Under The Control And Subject To The Revision Of The Commissioner, The Several Powers, Duties And Functions Conferred Or Imposed Upon Or Vested In The Commissioner By The Several Sections, Sub-Sections And Clauses Of The Said Act Herein Below Mentioned

:-

**Explanation** :- The Entries In The Second Column Of The Below Table Headed 'Nature Of Powers' Etc. Are Not Intended As Definitely Described In Sections, Sub-Sections And Clauses Mentioned In The First Column Or Even As Abstracts Of Those Sections, Sub-Sections And Clauses, The Numbers Of Which Are Given In The First Column.

<b>Sections</b>	<b>Brief Description Of Powers, Duties And Functions Delegated To Be Exercised &amp; Performed</b>
84	Leave Of Absence Maybe Granted.
112	To Receive Payments On Accounts Of The Municipal Fund And To Lodge Them In A Bank.
381	To Issue Notice In Writing Require The Person By Whose Act, Default Or Sufferance, Nuisance Arises, Exists Or Continues To Remove, Discontinue Or Abate The Nuisance By Taking Measures.
384 (A)	Stabling Animals Or Storing Grains In Dwelling Houses Is Prohibited.
394 (1)(4)(5)	Certain Articles Or Animals Not To Be Kept, And Certain Trades, Processes & Operations Not To Be Carried On Without License & Things Liable To Be Seized, Destroyed Etc. To Prevent Danger Or Nuisance.
396 (1)	Powers Of Inspection (At Any Time, By Day Or By Night Without Notice) Of Premises Where Licensable Articles Are Kept Or Trade, Process Or Operations Are Carried On Where Prohibited Articles Are Kept.
412 (A)	License Required For Dealing In Milk Or Other Milk Products.
415	Unwholesome Articles Etc. To Be Seized.
416	Disposal Of Perishable Articles Seized Under Section 415.
422	To Inspect Any Place Where Dangerous Diseases Are Suspected And To Take Measures Etc.
424 (1)	To Issue Orders For Removal Of Patients To Hospital.
425 (1)	Disinfection Of Building Etc. To Prevent Or Check The Spread Of Any Dangerous Diseases.
427 (3)	Infected Articles Maybe Destroyed.
479 (5)	To Require Production Of Licenses For Written Permission.

483	Notices & Summons Etc. To Be Served Upon.
488	To Enter Any Premises For Any Purposes Of Inspection, Survey Or Execution Of Necessary Work.

## Brihanmumbai Mahanagarpalika

### Delegation Of Powers To Sanitary Inspector

Under Section 68 Of The **Mumbai Municipal Corporation Act 1888**, Medical Officer Of Health- G/North Is Hereby Empowered To Exercise, Perform And Discharge Under The Control And Subject To The Revision Of The Commissioner, The Several Powers, Duties And Functions Conferred Or Imposed Upon Or Vested In The Commissioner By The Several Sections, Sub-Sections And Clauses Of The Said Act Herein Below Mentioned

:-

Explanation :- The Entries In The Second Column Of The Below Table Headed 'Nature Of Powers' Etc. Are Not Intended As Definitely Described In Sections, Sub-Sections And Clauses Mentioned In The First Column Or Even As Abstracts Of Those Sections, Sub-Sections And Clauses, The Numbers Of Which Are Given In The First Column.

<b>Sections</b>	<b>Brief Description Of Powers, Duties And Functions Delegated To Be Exercised &amp; Performed</b>
253	To Inspect And Examine Drains Etc. Mentioned In The Section.
374	To Inspect Premises To Ascertain Sanitary Conditions.
396 (1)	Powers Of Inspection Of Premises Where Licensable Articles Are Kept Or Trade, Process Or Operation Are Carried On Or Where Prohibited Articles Are Kept.
412 (A)	Action For Sale Of Milk & Milk Products.
415	Unwholesome Articles Etc. To Be Seized.
416	Disposal Of Perishable Articles Seized Under Section 415.
422	To Inspect Any Place Where Dangerous Diseases Are Suspected And To Take Measures Etc.
424 (1)	Commissioner May Order Removal Of Patients To Hospital.
427 (3)	Infected Articles Maybe Destroyed.
479 (5)	To Require Production Of Licenses For Written Permission.
483	Notices & Summons Etc. To Be Served Upon.
488	To Enter Any Premises For Any Purposes Of Inspection, Survey Or Execution Of Necessary Work.

## **Section 4 (1) (B) (li)**

### **The Duties Of Officers And Employees In The Office Of Medical Officer Of Health (G/N**

#### **Ward)Medical Officer Of Health (G/N Ward)**

- Medical Officer Of Health Of The Ward Works As Per Mumbai Municipal Corporation Act, 1888 (Section 394 & 412), Registration Of Births & Deaths Act, 1969 And Rule 8/13 Of Maharashtra Registration Of Births & Deaths Rules, 2000, Mumbai Nursing Home Act, 1949 & Pre-Conception & Pre-Natal Diagnostic Techniques Act, 1996 To Function Effectively.
- The Medical Officer Of Health (G/N Ward) Is The Sectional Head Of Health Department Who Exercises Supervisory Control Over Public Health Infrastructure In The Concerned Ward.
- He Has To Take Action Under Appropriate Provisions Of Mmc Act/Rbd/Pc-Pndt/Mnh Act Against Owners Of Eating Houses/ Usg Centres/ Genetic Clinics/ Ivf Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries.
- He Has To Prevent Unauthorized Food Trade And Also Prevention Of Sex-Determination.
- He Has To Also Regulate And Control Outbreaks Of Communicable Diseases In The Concerned Ward.
- He Also Supervises All The Health Related Activities In A Particular Ward. He Is Also The Appropriate Authority To Register & Certify Vital Events Such As Births, Deaths & Marriages.



### **Assistant Medical Officer (Inoc.)**

- 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 AllThe Points In A Ward Along With Collection Of Samples From Complaint Areas.
- Ensuring Timely Submission Of The Samples Collected & Keeps Track Of The Reports.
- Co-Ordination With The Staff Of A E (Water Works) Of The Ward.
- Monitoring Of Cases Of Waterborne Diseases In A Ward.

### **Birth/Death Record Keepers**

- Maintaining The Birth & Death Records For A Particular Ward.
- Processing The Birth & Death Reports Received From The Medical Facilities.
- Feeding (Data Entry) Of The Birth/Death Reports Into The Municipal Corporation Portal.
- Sending Applications For The Birth/Death Extracts.
- Co-Ordination With The Cemetery Staff For Transportation Of Dead Bodies.

**Section 4 (1) (B) (lii)**

**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 (G/N Ward)

Name Of Activity - Action Against Eating Houses/ Community Kitchens/ Flour Mills

Related Provisions - Under Section 394 Of Mmc Act.

Name Of The Acts/Acts - Mmc Act 1888

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps Involved</b>	<b>Time Limit</b>	<b>Authority Role And Responsibility Of The Employee/Officer In Connection With Each Activity. (Mention Designation)</b>	<b>Remark</b>
1	Action Against Eating Houses/ Community Kitchens/ Flour Mills.	1. Detection Of Non-Compliance With Respect To Section 394, Mmc Act During Usual Round Of Inspection Or On Receipt Of Complaint From Citizen. 2. Taking Photographs Of Discrepancies If Necessary. 3. Preparation Of Inspection Report. 4. Filing Court Case In Case Of Non-Compliance Within The Stipulated Time.	2-7 Days	Sanitary Inspector/ Medical Officer Of Health	

Name Of Activity - Action Against Usg Centres/ Ivf Centres/ Genetic Clinics

Related Provisions - --

Name Of The Acts/Acts - Pc-Pndt Act, 2003.

Rules - --

Govt. Resolutions - --

Circulars - --

Sr. No.	Activity	Steps Involved	Time Limit	Authority Role And Responsibility Of The Employee/Officer In Connection With Each Activity. (Mention Designation )	Remark
1	Action Against Usg Centres/ Ivf Centres/ Genetic Clinics	1. Detection Of Illegal Usg/ Sex Determination Practices During Usual Round Of Inspection Or On Receipt Of Complaint From Citizen. 2. Taking Photographs Of Discrepancies If Necessary.	Within 2-7 Days.	Medical Officer Of Health	
		Scrutiny Of The Records (F-Forms) At A Particular Centre. Preparation Of Inspection Report.	Within 2-7 Days.	Medical Officer Of Health	
		Issuing Show-Cause Notice/ Sealing The Usg Machine/ Equipment Or The Entire Centre As Per The Severity Of The Discrepancy/ Offence Found.	Within 2-7 Days.	Medical Officer Of Health	
		Filing Court Case In Case Of Non-Compliance	7 Days	Medical Officer Of Health	

Name Of Activity - Action Against Illegal/ Unlicensed Nursing Homes

Related Provisions - --

Name Of The Acts/Acts - Bombay Nursing Homes Act, 1949.

Rules - --

Govt. Resolutions - --

Circulars - --

<b>Sr. No.</b>	<b>Activity</b>	<b>Steps Involved</b>	<b>Time Limit</b>	<b>Authority Role And Responsibility Of The Employee/Officer In Connection With Each Activity. (Mention Designation)</b>	<b>Remark</b>
1	Action Against Illegal/ Unlicensed Nursing Homes	1. Detection Of Illegal/Unlicensed Nursing Homes During Usual Round Of Inspection Or On Receipt Of Complaint From Citizen. 2. Taking Photographs Of Discrepancies If Necessary.	Within 2-7 Days.	Medical Officer Of Health	
		Preparation Of Inspection Report.	Within 2-7 Days.	Medical Officer Of Health	
		Filing Court Case In Case Of Non-Compliance	7 Days	Medical Officer Of Health	

**Section 4 (1) (B) (iv)**

**Manual No 4**

Norms Set For Discharge Of Its Functions In The Office Of **Medical Officer Of Health (G/N Ward)**

Organizational Targets (Annual)

<b>Sr. No.</b>	<b>Designation</b>	<b>Activity</b>	<b>Financial Targets In Rs.</b>	<b>Time Limit</b>	<b>Remarks</b>
1	Medical Officer Of Health	As Mentioned In Section 4 (1) (B)(li)	There Are No FinancialTargets Set For This Department. As Mentioned Earlier The Work Is Carried Out OnDay-To-Day Basis.	Time Limit For EachActivity Is As Mentioned In Section 4 (1) (B) (lii)	
2.	Assistant Medical Officer	As Mentioned In Section 4 (1) (B)(li)	There Are No FinancialTargets Set For This Department. As Mentioned Earlier The Work Is Carried Out OnDay-To-Day Basis.	Time Limit For EachActivity Is As Mentioned In Section 4 (1) (B) (lii)	

**Section 4 (1) (B) (V)****Manual No 5**The Rules / Regulation Related With The Functions Of **Medical Officer Of Health (G/N Ward)**

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R. /Circular / Office Order. Rule No.Notification Etc. Date.</b>	<b>Remarks If Any</b>
1	Act Regarding Registration Of Birth & Death In The Ward	1. Registration Of Births And Deaths Act, 1969 2. Rule 8/13 Of Maharashtra Registration Of Births & Deaths Rules, 2000 3. Ho/35875/Reg No 1/ Dt 30.01.2013 – Provision For Child Name Insertion In Birth Certificate For The Period Of 2yrs ( 01.01.2013 –31.12.2014), Even If >15yrs Have Lapsed Since Birth.	
2	Act Regarding Registration Of Marriage In The Ward	1. Maharashtra State Government Rules & Regulation For Marriage Registration 1998. 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 (G/N Ward)**

<b>Sr No</b>	<b>Subject</b>	<b>Type Of Document/ File Or Register</b>	<b>File No. Or Register No.</b>	<b>Particulars</b>	<b>Periodicity Of Preservation</b>
1	Birth & Death Registers / Hospital (Confinement) Records	Register		Details Of Birth & Death Events Occurred In The Ward	Permanent
2	Marriage Register	Register		Details Of Marriages Of Residents Who Wish To Register The Event With The Respective Ward	Permanent
3	Pc-Pndt 'H' Form & 'A' Form Of Individual Centres	Soft Copy Of 'H' Form File Of Individual Centres		Details Of Pc-Pndt Centres	10 Years
4	I.R. Book	Register		Inspection Reports Of Various Facilities Bearing Health License	10 Years
5	Offence Sheet	Register		Record Of Various Offences Committed By The Facilities Bearing Health Licenses & The Action Taken.	5 Years
6	'C' Form	Register		Health License Details	5 Years
7	Vaccine Stock Registers	Registers		Inventory Of The Stock Of The Vaccines In The Ward Vaccine Store	5 Years
8	Afp Register	Register / Box File		Record Of All Acute Flaccid Paralysis Cases In The Ward.	5 Years
9	Aefi Register	Register / Box File		Record Of All Cases Of Adverse Events Following Immunization In The Ward.	5 Years



10	Df & Ilr Temperature Chart Monitoring Log Book	Log Book		Temperature Records Of The Cold Chain Equipment In TheWard Vaccine Store.	5 Years
11	Routine Monthly Report Of	Box File		Monthly Reports Having Number Of Beneficiaries OfRoutine Immunization In A	5 Years

	Immunization			Particular Month.	
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 G/North Ward.	1 Year
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 Consolation With The Members Of Public In Relation To The Formulation Of Policy And Implementation In The Office Of **Medical Officer Of Health (G/N Ward)**

<b>Sr. No.</b>	<b>Consultation For</b>	<b>Details Of Mechanism</b>	<b>Under Which Legislation / Rules / Orders / Grs</b>	<b>Periodicity</b>
	Nil	Nil	Nil	Nil

**Section 4 (1) (B) (Viii)****Manual No 8**

Statement Of Boards, Councils, Committees Or Other Bodies

<b>Sr. No.</b>	<b>Name Of The Committee Board / Council / Other Bodies</b>	<b>Composition Of Committee Board Council Other Bodies</b>	<b>Purpose Of The Committee Board/ Council/ Other Bodies</b>	<b>Frequency Of Meetings</b>	<b>Whether Meeting Open To Public Or Not</b>	<b>Whether Minutes Are Available To Public Or Not</b>	<b>Minutes Available At.</b>
	Nil	Nil	Nil	N.A.	N.A.	N.A.	N.A.

**Section 4 (1) (B) (Ix)****Manual No 9**

<b>Sr. No.</b>	<b>Designation</b>	<b>Officer's &amp; Employee's Name</b>	<b>Category</b>	<b>Date Of Appointment In Mcgm</b>	<b>Date Of Appointment In G/N Ward</b>	<b>Contact No. 24134560</b>
1	Medical Officer Health	Dr. Rutuja Baraskar		22.08.78	19.01.15	
2	Assistant Medical Officer (Inc)	Dr. Mahendra Khanadade		22.06.09	22.06.09	
3	Assistant Medical Officer (Epi)	Dr. Tulsiram Karpe				
4	Assistant Medical Officer (Ward)	Dr Sandip Patil		08.06.14	01.02.14	
5	Assistant Medical Officer (Ward)	Dr Sunil Burange		25.07.13	25.07.13	
6	Sr. Sanitary Inspector	Shri. Vinod Rane		14.06.82	19.08.14	
7	Sanitary Inspector	Shri. Subodhchandra Rane		15.04.82	10.04.13	
8	Sanitary Inspector	Shri. Paresh Korgaokar		02.05.85	16.08.13	
9	Sanitary Inspector	Shri. Vasant Ahire		15.04.85	16.08.13	
10	Sanitary Inspector	Shri. Hulchandra Patil		16.07.85	03.09.14	
11	Clerk	Mr. Lalu Bendkoli		01.06.94		
12	Clerk	Mrs. Manisha Kamdi		03.12.08		

13	Clerk-Cum-Typist	Mrs. Priyanka Achrekar		08.10.90	01.07.04	
14	B.R.K.	Mr. Ashok P. Kamble		27.09.90		
15	B.R.K.	Mr. Sanjay Paradkar		13.04.94	12.01.12	
16	B.R.K.	Mr. Navneet Ghude		23.03.00	16.04.13	
17	B.R.K.	Mr. Dnyandeo S. Kamble		21.10.85	15.02.13	
18	D.R.K.	Mr. Mangesh Thombare		02.06.08	20.01.14	
19	D.R.K.	Mr. Santosh Ghude		23.03.00	03.02.14	
20	D.R.K.	Mr. Eknath S. Bavalekar			12.09.14	
21	D.R.K.	Mr. Anand Y. Kamble		01.10.86		
22	D.R.K.	Mr. Ramchandra B. Sawant		18.12.87	22.11.11	
23	D.R.K.	Mr. Vijay T. Jadhav		17.09.81	03.12.12	
24	D.R.K.	Mr. Ashok S. Sawant		11.12.90	18.08.09	
25	D.R.K.	Mr. Ravindra N. More		06.12.93		
26	D.R.K.	Mr. Ekramkhan D Pathan		02.02.95	18.09.07	
27	D.R.K.	Mr. Jagannath Avaghade		07.11.93	19.09.07	
28	D.R.K.	Mr. Sanjay Tambitkar		07.05.93	10.08.10	
29	D.R.K.	Mr. Vishwas Gaikwad			01.03.13	
30	D.R.K.	Mr. Pradeep Thakur		01.02.95	17.11.12	
31	D.R.K.	Mr. Prakash Pawar			21.01.14	
32	Notice Clerk	Mr. Deepak S. Kamble		15.06.70	29.09.14	
33	Peon	Mr. Tukara M. Jadhav		12.12.92		
34	Dis-Inspection Sub-Inspector	Mr. T. Krishna Mariappa		07.02.89		
35	Electrician-First	Mr. Anil Dhotre		27.10.88		
36	Cemetary Attendant	Mr. Mangesh Sakpal		07.10.78		
37	Cemetary Attendant	Mr. Namdev Ughade		18.02.82		
38	Cemetary Attendant	Mr. Dayanand Y. Kamble		01.01.83		
39	Cemetary Attendant	Mr. Rajvardhan Sagre		01.12.83		

40	Cemetary Attendant	Mr. Vijay Nagaonkar		01.08.85	06.09.08	
41	Cemetary Attendant	Mr. Sahebrao Patekar		01.08.85		
42	Cemetary Attendant	Mr. Ramappa Kunchikarve		11.05.90		
43	Cemetary Attendant	Mr. Rajendra Veerkayde		17.07.90		
44	Cemetary Attendant	Mr. Uday Jadhav		23.10.90	02.06.97	
45	Cemetary Attendant	Mr. Rajendra Gangurde		02.06.94		
46	Cemetary Attendant	Mr. Pravin Jadhav		16.09.94		
47	Labour	Mr. Ravindra Sawant		07.01.89		
48	Labour	Mr. Govind Narayankar		04.09.92	11.1.12	
49	Labour	Mr. Arvind Dhandhore		13.03.95	07.05.12	
50	Labour	Mr. Ashok S. Kamble		12.08.77		
51	Labour	Mr. Anant Khadapkar		07.01.89		

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53	Designation	Officer's & Employee's Name	Category	Date Of Appointment In Mcgm	Date Of Appointment In G/N Ward	Contact No. 24134560
54	Medical Officer	Hindlekar Ravindrakumar		13.09.1988		
55	Medical Officer	Sane Chandrakant		18.11.1987	17.12.2011	
56	Medical Officer	Nadgere Bhushan Somanna		14.08.1990	01.11.2007	
57	Medical Officer	Sheelvant Atul Vasant		18.09.1991	01.07.2002	
58	Medical Officer	Dhabdhabe Madhuri		02.11.1992	01.12.2006	
59	Medical Officer	ShingnapurkarPriya		05.01.1993	29.12.2011	

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60	Medical Officer	Nirbhuwane Mahendra		16.12.1992	03.05.2002	
61	Medical Officer	Madhuri Ghuge		15.11.1994	04.11.2000	
62	Medical Officer	Deshmukh Archana Vikram		05.02.2007	16.06.2010	
63	Medical Officer	Bansode Sachita Prasanna		29.01.2009	05.03.2014	
64	Medical Officer					
65	Sr. Medical Officer	Pimple Bhushan Damodar		06.02.1992	03.10.2011	
66	Pharmacist	Sawlani Gokul		21.02.1983	01.03.1992	
67	Pharmacist	Dahiwadkar Dilip Bhikaji		11.01.1984	06.11.1989	
68	Pharmacist	Patil Devika Arjun		01.06.1987	30.03.1988	
69	Pharmacist	Tare Anita Hemant		06.05.1989	01.01.1998	
70	Pharmacist	Gargatte Neelkamal		03.01.1991	03.01.1991	
71	Pharmacist	Kumathekar Dattatray		05.03.1991	14.10.2010	
72	Pharmacist	Chaudhari Liladhar Narayan		28.02.1991	01.09.1994	
73	Pharmacist	Tirmal Yogesh Tulshiram		19.09.2008	19.09.2008	
74	Pharmacist	Chopade Nilesh Niwrutti		21.06.2013	21.06.2013	

75	Pharmacist					
76	Pharmacist					
77	Lab Technician	Shah Meeta Piyush		16.11.1991	01.07.1994	
78	Lab Technician	Jadhav Vidya Vinayak		28.05.2009	28.05.2009	
79	Lab Technician	Shelar Harshal Suresh		15.09.2011	15.09.2011	
80	Lab Technician	Pawar Manoj Shriram		01.11.2012	01.11.2012	
81	Lab Technician					
82	Sr. Pharmacist					
83	Record Attendant					
84	Dresser	Khandagle Sahadeo Mahdeo		07.07.1978	24.02.2000	
85	Dresser	Sambhaji Sakharam Bhagat		14.11.1992	08.08.2008	
86	Dresser	Talekar Ashok Pandurang		19.12.1992	08.12.1990	
87	Dresser	Abhimane Ramesh Rohidas		01.11.1991	18.03.2013	
88	Dresser	Patil Vasudev Popat		22.06.1999	09.07.2003	
89	Dresser	Sonawane Pramod Dagdu		05.05.1997	25.08.2009	
90	Dresser					
91	Dresser					



92	Dresser					
93	Dresser					
94	Dresser					
95	Sweeper	Chikane Manohar Mahadeo		02.09.1985	20.07.2012	
96	Sweeper	Padachi Almel Veri Muttu		18.07.2006	18.07.2006	
97	Sweeper	Main Jayashree Jayram		02.04.2008	18.07.2009	
98	Sweeper	Balid Rohidas Rangnath		02.08.2010	02.08.2010	
99	Labour	Kapse PrabhakarKeru		29.11.1982	18.03.2014	
100	Labour	Kamble Gunidas Sitaram		08.10.1986	01.08.2005	
101	Labour	Padaya Savji		01.04.1988	01.08.2006	
102	Labour	Nakti Shantaram Ganpat		07.04.2005	04.02.2005	
103	Labour	Nipurte Bharat Katod		03.07.2007	03.07.2007	
104	Labour	Pagare Dattatray Jaganath		23.01.2008	23.01.2008	
105	Labour	Khandagle Vilas Vishnu		26.08.2011	26.08.2011	

106	Labour	Valvi Pandharinath		15.12.2011	15.12.2011	
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**Section 4 (1) (B) (X)**

Designation	Officer's & Employee's Name	Basic GRP	Manual Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowa nce/AAP	Gross Pay
Medical OfficerHealth	Dr. Rutuja Baraskar	27700	29639		1600	8310	87318
Assistant Medical Officer	Dr. Mahendra Khanadade	22830	32978		1200		65662
Assistant Medical Officer	Dr Sandip Patil	19450	28674		1600	5955	63227
Assistant Medical Officer	Dr Sunil Burange	18700	27012		1200	5610	59730
Sr. Sanitary Inspector	Shri. Vinod Rane	21190	22673		600	6357	51483
Sanitary Inspector	Shri. Subodhchandra Rane	19080	20416		600	5723	46483
Sanitary Inspector	Shri. Paresh Korgaokar	18540	19838		600	5562	45203
Sanitary Inspector	Shri. Vasant Ahire	19070	20405		600	5721	46459
Sanitary Inspector	Shri. Hulchandra Patil	19810	21197		600	5943	48213
Clerk	Mr. Lalu Bendkoli	13020	13931		600	3906	31657
Clerk	Mrs. Manisha Kamdi	10130	10839		600	3039	24808
Clerk-cum-typist	Mrs. Priyanka Achrekar	16460	17612	75	600	4938	39885
B.R.K.	Mr. Ashok P. Kamble	13600	14552		622	392	29459
B.R.K.	Mr. Sanjay Paradkar	129500	13857		600	3885	31607
B.R.K.	Mr. Navneet Ghude	11480	13354		600		26749
B.R.K.	Mr. Dnyandeo S. kamble	13240	14167		600	326	28648
D.R.K.	Mr. Mangesh Thombare	9010	9641		600	2703	22334
D.R.K.	Mr. Santosh Ghude	12120	12968		600	3636	29639
D.R.K.	Mr. Eknath S. Bavalekar	13250	14178		600	3975	32318
D.R.K.	Mr. Anand Y. Kamble	13930	14905		600	786	30536
D.R.K.	Mr. Dhanendra P.	12520	14466		600	4056	32057

D.R.K.	Mr. Ashok S. Sawant	13380	14317		600	4014	33356
D.R.K.	Mr. Ravindra N. More	13230	14156		600	748	29049
D.R.K.	Mr. Ekramkhan DPathan	12610	13493		600	2823	29841
D.R.K.	Mr. Jagannath Avaghade	13330	14263		600	723	29076
D.R.K.	Mr. Sanjay Tambitkar	13060	13974		600	3918	31867
D.R.K.	Mr. Vishwas Gaikwad	14040	15023		600	4212	34190
D.R.K.	Mr. Pradeep Thakur	12610	13493		600	3783	30801
D.R.K.	Mr. Prakash Pawar	8740	9352		600	2622	21590
Notice Clerk	Mr. Deepak S.Kamble	12930 0	13835		600		27680
Peon	Mr. Tukara M. Jadhav	13310	14242		600	3993	32460
Dis- Inspection Sub- Inspector	Mr. T. Krishna Mariappa	14050	15034		600	4215	34677
Electrician- First	Mr. Anil Dhotre	15030	16082	115	600	4509	36651
Cemetary Attendant	Mr. Mangesh Sakpal	13870	14841		600	776	30402
Cemetary Attendant	Mr. Namdev Ughade	13330	14263		600	753	29261
Cemetary Attendant	Mr. Dayanand Y.Kamble	13730	14691		600	753	30089
Cemetary Attendant	Mr. Rajvardhan Sagre	13730	14691		600	776	30112
Cemetary Attendant	Mr. Vijay Nagaonkar	13730	14691		600		29336
Cemetary Attendant	Mr. Sahebrao Patekar	12330	14263		600	790	29298
Cemetary Attendant	Mr. Ramappa Kunchikarve	11130	11909		600	3339	27293
Cemetary Attendant	Mr. Rajendra Veerkeyde	13280	14210		600	3984	32389
Cemetary Attendant	Mr. Uday Jadhav	13280	14210		600	740	29145
Cemetary Attendant	Mr. Rajendra Gangurde	13020	13931		600	3906	31772
Cemetary	Mr. Pravin Jadhav	12010	12851		600	776	26552

Attendant							
Labour	Mr. Ravindra Sawant	13000	13910		600	3900	31725
Labour	Mr. Govind Narayankar	0	0	0	0	0	0
Labour	Mr. Arvind Dhandhore	12140	12990		600	3642	29687
Labour	Mr. Ashok S. Kamble	11030	11802		600	3309	27879
Labour	Mr. Anant Khadapkar	9820	10507		600	2946	24188

<b>Designation</b>	<b>Officer's &amp; Employee's Name</b>	<b>Basic + Grp</b>	<b>Dearness Allowance</b>	<b>Special Pay</b>	<b>Transport Allowance</b>	<b>House Rent Allowance</b>	<b>Gross Pay</b>
Medical Officer	Hindlekar Ravindrakumar	40810	58951		1600	12243	128088
Medical Officer	Sane Chandrakant	38450	55542		1600	11535	120785
Medical Officer	Nadgere Bhushan Somanna	40030	57824		1600	12009	125674
Medical Officer	Sheelvant Atul Vasant	35280	50962		1600	10584	109942
Medical Officer	Dhabdhabe Madhuri	34520	49864		1600	10356	108622
Medical Officer	ShingnapurkarPriya	35310	51006		1600	10593	111068
Medical Officer	Nirbhuvane Mahendra	38450	55542		1600	11535	120785
Medical Officer	Madhuri Ghuge	36100	52146		1600	10830	113510
Medical Officer	Deshmukh Archana Vikram	27700	40013		1600	8310	87981
Medical Officer	Bansode Sachita Prasanna	22940	33137		1600	6882	72788
Sr. Medical Officer	Pimple Bhushan Damodar	36190	52277		1600	10857	114254
Pharmacist	Sawhani Gokul	24470	26183		600	7341	58794
Pharmacist	Dahiwadkar Dilip	24470	26183		600	7341	58794

	Bhikaji						
Pharmacist	Patil Devika Arjun	24010	25691		600	7203	57704
Pharmacist	Tare Anita Hemant	23140	24760		600	6942	55642
Pharmacist	Gargatte Neelkamal	22280	23840		600	6684	53604
Pharmacist	Kumathekar Dattatray	19850	21240		600	5955	47845
Pharmacist	Chaudhari Liladhar Narayan	22280	23840		600	6684	53604
Pharmacist	Tirmal Yogesh Tulshiram	13600	14552		600	4080	33032
Pharmacist	Chopade Nilesh Niwrutti	11700	12519		600	3510	28529
Pharmacist							
Lab Technician	Shah Meeta Piyush	23110	24728		600	6933	55571
Lab Technician	Jadhav Vidya Vinayak	15670	16767		600	4701	37880
Lab Technician	Shelar Harshal Suresh	14760	15793		600	4428	35781
Lab Technician	Pawar Manoj Shriram	14330	15333		600	4299	34762
Sr. Pharmacist							

Record Attendant							
Dresser	Khandagle Sahadeo Mahdeo	14300	15301	265	600	4290	35221
Dresser	Sambhaji Sakharam Bhagat	13460	14402	265	600	4038	33230
Dresser	Talekar Ashok Pandurang	13460	14402	265	600	4038	33230
Dresser	Abhimane Ramesh Rohidas	13200	14124	265	600	3960	32614
Dresser	Patil Vasudev Popat	11960	12797	265	600	3588	30202
Dresser	Sonawane Pramod Dagdu	12340	14124	265	600	3960	30576
Dresser							
Dresser							
Sweeper	Chikane Manohar Mahadeo	13780	14745		600	4134	33764
Sweeper	Padachi Almel Veri Muttu	8900	9523		600	2670	22198
Sweeper	Main Jayashree Jayram	8380	8967		600	2514	20966
Sweeper	Balid Rohidas Rangnath	7890	8442		600	2367	19804
Labour	Kapse PrabhakarKeru	13330	14263		600	3999	32507
Labour	Kamble Gunidas	13560	14509		600	4068	33052

	Sitaram						
Labour	Padaya Savji	13000	13910		600	3900	31725
Labour	Nakti Shantaram Ganpat	11030	11802		600	3309	27056
Labour	Nipurte Bharat Katod	8640	9245		600	2592	21392
Labour	Pagare Dattatray Jaganath	8380	8967		600	2514	20776
Labour	Khandagle Vilas Vishnu	7660	8196		600	2298	19069
Labour	Valvi Pandharinath	7660	8196		600	2298	19069
Labour							
Labour							

\* Moh Gets Monthly Imbursement Of Telephonic Bill Of Rs 600/-



**Section 4 (1) (B) (Xi)**

**Manual No 11**

Details Of Allocation Of Budget And Disbursement Made In The Office Of **Medical Officer Of Health (G/NWard)** For The Year 2014-15

<b>Sr. No</b>	<b>Budget Head Description</b>	<b>Grants Received</b>	<b>Planned Use ( Give Details Area Wise Or Work Wise In A Separate Form)</b>	<b>Remarks</b>
1	33402010100 (Health)	3,14,5000	Utilized Till Date -1265000	
2	33101000000 (Health)	192000	Utilized Till Date – 46000	
3	33601000000 (Shivaji Park Cemetery)	1040000	Utilized Till Date – 235000	
4	33602000000 (Dharavi Cemetery)	107000	Utilized Till Date – 0	

**Form B For Previous Year (2013-14)**

<b>Sr. No</b>	<b>Budget Head Description</b>	<b>Grants Received</b>	<b>Grant Utilized</b>	<b>Grant Surrendered</b>	<b>Result</b>
1	33402010100 (Health)	1178000	Na	Na	
2	33101000000 (Health)	172000	Na	Na	
3	33601000000 (Shivaji Park Cemetery)	1577000	Na	Na	
4	33602000000 (Bhoiwada Cemetery)	507000	56,25,480	14,36,520	

**Section 4 (1) (B) (Xii)**

**Manual No 12**

**Manner Of Execution Of Subsidy Program In The Office Of Medical Officer Of Health (G/N 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 (G/N Ward)**

----- Nil-----

**Section 4 (1) (B) (Xiv)**

**Manual No 14**

**Required Information Available At**

**[Http://Portal.Mcgm.Gov.In](http://Portal.Mcgm.Gov.In) In Electronic Format**

<b>Sr. No.</b>	<b>Type Of Documents File/ Register</b>	<b>Sub Topic</b>	<b>In Which Electronic Format It Is Kept</b>	<b>Person In Charge</b>
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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 (G/N Ward)

<b>Sr. No.</b>	<b>Type Of Facility</b>	<b>Timings</b>	<b>Procedure</b>	<b>Location</b>	<b>Person In Charge</b>
1	Inspection Of Record	10.30 Am To 05.30 Pm On All Working Days (Except 2 <sup>nd</sup> & 4 <sup>th</sup> Saturday & Holidays)	For Inspection Of Entries From Birth/Death Registers Searching Fees Of Rs. 2/- Charged.	Office Of Medical Officer Of Health, 11, Ground Flr, G/N Wardoffice Building, Harishchandra Yelwe Marg, Dadar(West) Mumbai-28.	Medical Officer Of Health, G/ N 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 (G/N Ward)

<b>Sr. No.</b>	<b>Name Of Pio</b>	<b>Designation</b>	<b>Jurisdiction As Pio Under Rti</b>	<b>Address / Ph. No.</b>	<b>E Mail Id For Purpose Of Rti</b>	<b>Appellate Authority</b>
1	Dr. Rutuja Baraskar	Moh G/N	Information Related To The Action Taken Against Unauthorized Eating Houses/  Birth & Death Record Verification	Room No.11, Public Health Dept, Ground Flr, G/ N Ward Building, Harishchandra Yelwe Marg, Dadar(West)	Mohgn.Phd @ Mcgm.Gov.In	Shri. Ughade Sharad  (A.C. F/S Ward)

<b>Sr. No.</b>	<b>Name Of Apio</b>	<b>Name Of Apio</b>	<b>Designation</b>	<b>Jurisdiction As Apio Under Rti</b>	<b>Address / Ph No.</b>
1	Nil	Nil	Nil	Nil	Nil

## Section 4 (1) (B) (Xvii)

### Manual No 17

#### Special Activities Undertaken By The Medical Officer Of Health (G/N Ward)

The Medical Officer Of Health (G/N Ward) Conducts Certain Special Activities For The Citizens Of G/N Ward As Well As The Municipal Employees Working In The G/N Municipal Office. Following Are The Details Of The Same:

- **Screening For Non- Communicable Diseases:**  
The Medical Officer Of Health ( G/N Ward) Organizes Screening Programs For Municipal Employees For Diseases Like Diabetes Mellitus & Hypertension. If Diagnosed With The Same, Appropriate Treatment/ Referral Services Are Provided.
- **Implementation Of National Health Programs:**  
The Various National Health Programs Like The National Malaria Control Program, Revised National Tuberculosis Control Program, Universal Immunization Program, Pulse Polio Immunization Program, Reproductive & Child Health Program Etc.
- **Mumbai Aarogya Abhiyaan Camps:**  
The Medical Officer Of Health Conducts Mumbai Aarogya Abhiyaan Camps For The Citizens During Which Curative, Diagnostic, Referral And Iec Services Are Provided. These Camps Are Conducted On A Regular Basis With The Help Of The Local Councilors. The Main Purpose Is Control Of Communicable Diseases.
- **Iec Activities:**  
Various Iec Activities Are Conducted Whereby Role-Plays, Health Talks, Rallies, Poster-Pasting Activities Are Done For Increasing The Awareness Of The Citizens Regarding Diseases Like Malaria, Dengue, Leptospirosis And Also Non- Communicable Diseases Like Diabetes & Hypertension.
- **Crusade Activities:**  
Crusades Activities For Various Diseases Are Conducted Within The Community Jointly Along With Pco, Ae (Maintenance), Ae (Bldg. & Factories), Swm Under The Guidance Of The Asst. Municipal Commissioner (G/N ).
- **Training Activities:**  
Training Of Ug & Pg Medical/ Nursing Students Are Also Conducted By The Medical Officer Of Health (G/N Ward).

Sr. No.	Name Of Appellate Authority	Designation	Jurisdiction As Appellate Authority	Pio Reporting	E Mail Id For Purpose Of Rti
1	Shri. Ughade Sharad	A.C. G/N Ward		Dr. Rutuja Baraskar	

- **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-G/N 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 HeartAilments And Stroke.**