



# **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act 2005 of K/East Ward

## **MEDICAL OFFICER OF HEALTH** **(K/EAST WARD)**

### **YEAR 2015 -2016**

Address - K/East ward office bldg.,  
Azad road Gundavli,  
Andheri East,  
MUMBAI 400069

## **INTRODUCTION**

### **Medical Officer of Health (K/EAST Ward)**

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

The registration of Births and deaths in K/EAST 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, K/EAST in the respective forms prescribed for the purpose within 21 days from the date of occurrence of the event. The Medical Officer of Health (K/EAST Ward) is the sectional Head of Health Department who exercises supervisory control over Public Health Infrastructure in K/EAST Ward. He has to take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries/Flour Mills. He has to prevent unauthorized food trade and also Prevention of Sex-Determination. He has to also regulate and control Outbreaks of Communicable Diseases in K/EAST Ward. He also supervises all the Health Related activities in a particular ward. He is the appropriate authority to register & certify Vital Events such as Births, Deaths & Marriages. Under the PC-PNDT Act of the year 2003, Medical Officer of Health of K/EAST Ward has been appointed as Appropriate Authority. Under this act, all Genetic Centers / Genetic Counseling Centers / Genetic Laboratories / Ultrasonography Centers / Imaging clinics etc. are required to be registered. They are supposed to comply with the norms laid down under the PC-PNDT Act, 2003.

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

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

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

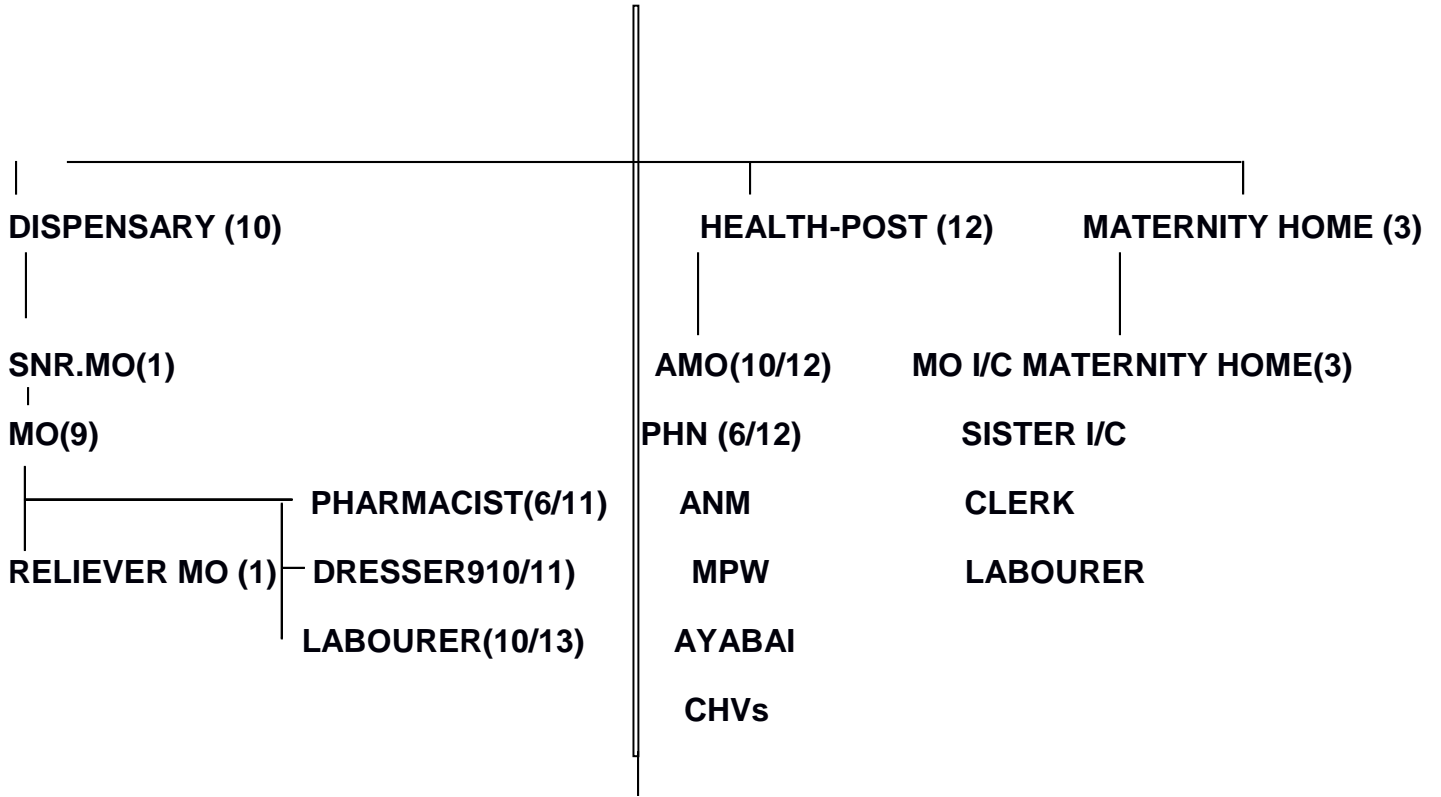
1	Name of the Public Authority	Dr. Bhupendra Kesharsing Patil  Medical Officer of Health (K/EAST Ward)
2	Address	Room No. 408, 4 <sup>th</sup> floor, K/East ward office Building, Telli Gully, Gundavli, Andheri(E) , Mumbai- 400 069
3	Head of the Office	Medical Officer of Health (F/S Ward)
4	Parent Government Department	Executive Health Officer- Public Health Department, Municipal Corporation of Greater Mumbai
5	Reporting to which office	Assistant Commissioner, K/EAST Ward

6	Jurisdiction- Geographical	<p>K/East ward is bounded by the</p> <table border="1" data-bbox="505 170 1045 877"> <tr> <td data-bbox="505 170 594 348">East</td> <td data-bbox="594 170 1045 348">Mithi River</td> </tr> <tr> <td data-bbox="505 348 594 527">West</td> <td data-bbox="594 348 1045 527">Western Railway Line</td> </tr> <tr> <td data-bbox="505 527 594 705">North</td> <td data-bbox="594 527 1045 705">SRP compound wall, Sariput Nagar</td> </tr> <tr> <td data-bbox="505 705 594 877">South</td> <td data-bbox="594 705 1045 877">Milan Subway, Airport</td> </tr> </table>	East	Mithi River	West	Western Railway Line	North	SRP compound wall, Sariput Nagar	South	Milan Subway, Airport
East	Mithi River									
West	Western Railway Line									
North	SRP compound wall, Sariput Nagar									
South	Milan Subway, Airport									
7	Mission	<ol style="list-style-type: none"> <li>1. Supervision of Public Health Infrastructure in K/EAST Ward</li> <li>2. To regulate &amp; control Communicable Disease Outbreaks as well as Non- Communicable Diseases.</li> </ol>								
8	Vision	Ensuring maintenance of Public Health in its physical, mental as well as the social dimensions.								
9	Objectives	<ol style="list-style-type: none"> <li>1. Reduction in Cases of Malaria, Dengue &amp; other Communicable Diseases as well as Non-Communicable Diseases.</li> <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>								

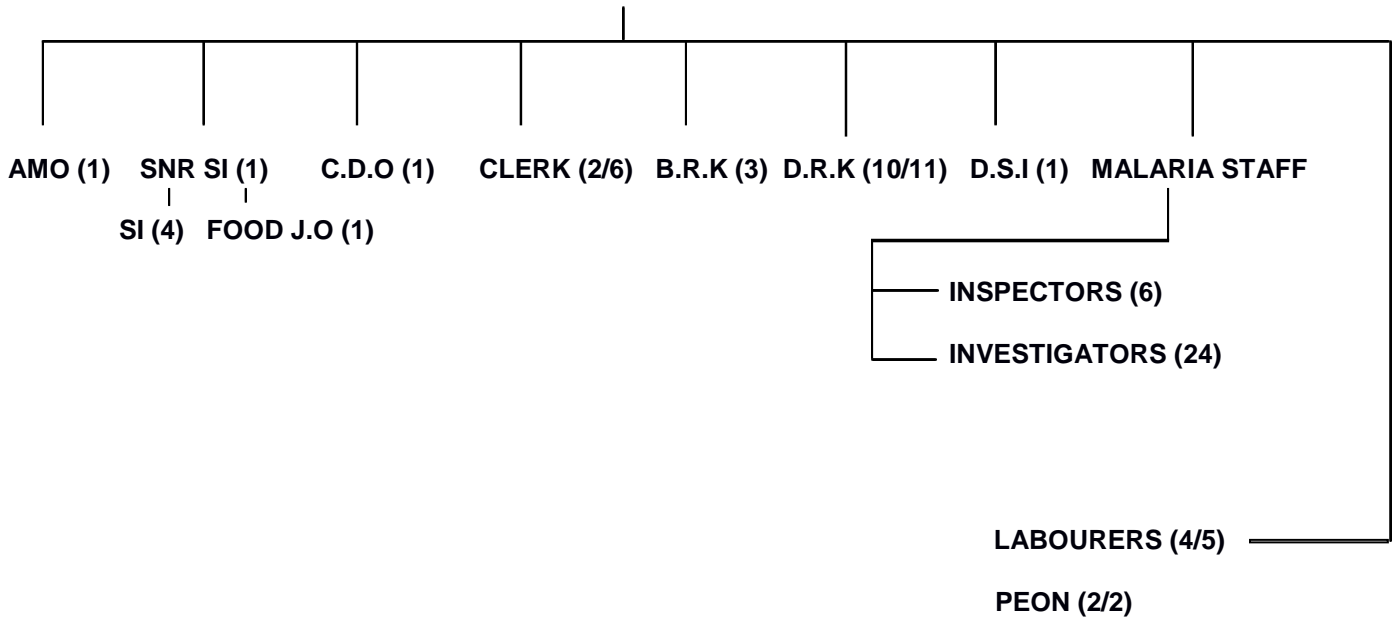
10	Functions	<p>(a) To take action under appropriate provisions of MMC Act/RBD/PC-PNDT/MNH Act against owners of Eating Houses/ USG Centres/ Genetic Clinics/ IVF Centres/ Nursing Homes/ Construction Sites/ Saloons/ Laundries.</p> <p>(b) To prevent unauthorized food trade.</p> <p>(c) To prevent Sex-Determination.</p> <p>(d) To Issue Birth, Death &amp; Marriage Certificates.</p> <p>(e) To Control Eating Houses/ Nursing Homes/ Construction Sites.</p> <p>(i) To Grant Eating House permits under section 394 of the MMC Act.</p> <p>(ii) To Renew Health Licenses.</p> <p>(iii) To take action against owners/proprietors in case of failure to comply.</p> <p>(iv) To take action against construction sites failing to comply with Anti- Malarial measures.</p>
11	Details of Services provided ( In Brief)	<ol style="list-style-type: none"> <li>1. Issuing Birth, Death &amp; Marriage Certificates.</li> <li>2. Provision of Health Licenses.</li> <li>3. Supervision of Public Health Infrastructure in K/EAST Ward.</li> <li>4. Family Planning &amp; Immunization Services.</li> <li>5. Provision of Registration/License under PNDT Act, 1994, Amended as PC-PNDT Act 2003.</li> </ol>
12	Tel. No.s & Office Timings	<p>Telephone no : 022-26816730</p> <p>Email : <a href="mailto:mohke.phd@mcgm.gov.in">mohke.phd@mcgm.gov.in</a></p> <p>Office timing : 8.00 a.m. to 12.00 noon and 2.30 P.M. to 5.30 p.m. (Monday to Friday):08.00am to 11.30 am on Saturdays</p> <p>Visiting Hours: 03.00 p.m. to 05.00 pm (Monday to Friday)</p>
13	Weekly Holidays	Sunday and Public Holidays.

**ORGANISATION'S STRUCTURAL CHART (ORGANOGRAM)**

**MOH K/EAST WARD**



**MOH K/EAST OFFICE STAFF**



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

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

**B - Administrative Powers**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers - Administrative</b>	<b>Under which legislation / rules / orders / GRs</b>	<b>Remarks</b>
1	Medical Officer of Health	Please refer to Delegation of powers to Medical Officer of Health on Pg.	Sections 394 & 412 MMC Act 1888	
2	Asst. Medical Officer	NIL	NIL	NIL
3	Community Development Officer	NIL	NIL	NIL
4	Sanitary inspector	Please refer to Delegation of powers to Sanitary Inspector on Pg.	Sections 394 & 412 MMC Act 1888	

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

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

**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) (ii)**

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

**D - Quasi Judicial Powers**

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



## SECTION 4 (1) (b) (ii)

### The powers of officers and employees in the office of Medical Officer of Health (K/EAST Ward)

#### E – Judicial Powers

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

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

### The duties of officers and employees in the office of Medical Officer of Health (K/EAST Ward)

#### Medical Officer of Health (K/EAST 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 (K/EAST 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. Ensuring RT Compliance of all Malaria +ve cases.

### **E.P.I. Clerk**

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

### **Birth, Death & Marriage Clerk**

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

### **D.S.I. (Water Samples)**

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

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

Maintaining the Birth & Death Records for a particular ward. Processing the Birth & Death reports received from the medical facilities. Feeding (Data Entry) of the Birth/Death reports into the Municipal Corporation Portal. Sending applications for the birth/death extracts. Co-ordination with the Cemetery staff for transportation of Dead bodies.

## **BRIHANMUMBAI MAHANAGARPALIKA**

### **DELEGATION OF POWERS TO MEDICAL OFFICER OF HEALTH (K/EAST WARD)**

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

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

<b>SECTIONS</b>	<b>BRIEF DESCRIPTION OF POWERS, DUTIES AND FUNCTIONS DELEGATED TO BE EXERCISED &amp; PERFORMED</b>
84	Leave of absence maybe granted.
112	To receive payments on accounts of the Municipal Fund and to lodge them in a bank.
381	To issue notice in writing require the person by whose act, default or sufferance, nuisance arises, exists or continues to remove, discontinue or abate the nuisance by taking measures.
384 (A)	Stabling animals or storing grains in dwelling houses be prohibited.
394 (1)(4)(5)	Certain articles or animals not to be kept, and certain trades, processes & operations not to be carried on without license & things liable to be seized, destroyed etc. to prevent danger or nuisance.
396 (1)	Powers of inspection (at any time, by day or by night without notice) of premises where licensable articles are kept or trade, process or operations are carried on where prohibited articles are kept.
412 (A)	License required for dealing in Milk or other Milk Products.
415	Unwholesome articles etc. to be seized.
416	Disposal of perishable articles seized under Section 415.
422	To inspect any place where dangerous diseases are suspected and to take measures etc.
424 (1)	To issue orders for removal of patients to hospital.
425 (1)	Disinfection of building etc. to prevent or check the spread of any dangerous diseases.
427 (3)	Infected articles maybe destroyed.
479 (5)	To require production of licenses for written permission.
483	Notices & Summons etc. to be served upon.
488	To enter any premises for any purposes of inspection, survey or execution of necessary work.

**BRIHANMUMBAI MAHANAGARPALIKA**

**DELEGATION OF POWERS TO SANITARY INSPECTOR**

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

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<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) (ii)**

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

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### **D.S.I. (Water Samples)**

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

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

Maintaining the Birth & Death Records for a particular ward. Processing the Birth & Death reports received from the medical facilities. Feeding (Data Entry) of the Birth/Death reports into the Municipal Corporation Portal. Sending applications for the birth/death extracts. Co-ordination with the Cemetery staff for transportation of Dead bodies.

### Section 4 (1) (b) (iii)

#### The Procedure followed in the decision- making process, including channels of supervision and accountability in the office of Medical Officer of Health (K/EAST Ward)

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

Related Provisions - Under section 394 of MMC Act.

Name of the Acts/Acts - MMC Act 1888

Rules -

Govt. Resolutions -

Circulars - 1.DMC(RE)/6618, dt : 15/03/2012 (Refer pg- of Annexure )  
2. D.M.C./R.E./141 dt: 12/4/2013

Office Orders -

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

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

Related Provisions - --

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

Rules - --

Govt. Resolutions - --

Circulars - --

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

NAME OF ACTIVITY - Action against illegal/ unlicensed Nursing Homes

Related Provisions - --

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

Rules - --

Govt. Resolutions - --

Circulars - --

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

### Section 4 (1) (b) (iv)

#### Norms set for discharge of its functions in the office of Medical Officer of Health (K/EAST 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)

#### The rules / regulation related with the functions of Medical Officer of Health (K/EAST 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"> <li>1. Registration of Births and Deaths Act, 1969</li> <li>2. Rule 8/13 of Maharashtra Registration of Births &amp; Deaths Rules, 2000</li> <li>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 &gt;15yrs have lapsed since birth.</li> </ol>	
2	Act regarding registration of marriage in the ward	<ol style="list-style-type: none"> <li>1. Maharashtra State Government Rules &amp; Regulation for Marriage Registration 1998</li> <li>2. HO/10798/Dt 08.03.2010</li> </ol>	
3	Act regarding registration & supervision of nursing homes in the ward	Bombay Nursing Home Act, 1949	

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

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

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

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

5	Offence sheet	Register		Record of various offences committed by the facilities bearing Health Licenses & the action taken.	5 Years
6	'C' Form	Register		Health License details	5 Years
7	Vaccine stock registers	Registers		Inventory of the stock of the vaccines in the Ward Vaccine Store	5 Years
8	AFP Register	Register / Box File		Record of all Acute Flaccid Paralysis cases in the ward.	5 Years
9	AEFI Register	Register / Box File		Record of all cases of Adverse Events Following Immunization in the ward.	5 Years
10	DF & ILR Temperature chart monitoring log book	Log Book		Temperature records of the Cold Chain equipment in the Ward Vaccine Store.	5 Years
11	Routine Monthly Report of Immunization	Box File		Monthly Reports having number of beneficiaries of Routine Immunization in a particular month.	5 Years
12	Routine Monthly Report of VPD	Box File		Monthly Reports having number of cases of Vaccine Preventable Diseases in a particular month.	5 Years
13	Report of Pulse Polio Immunization	Box File		Reports of number of beneficiaries immunized during Pulse Polio Immunization Rounds.	5 Years
14	Routine Monthly Account Report of Immunization & Pulse Polio	Box File		Account of expenses incurred for Routine Immunization & Pulse Polio Immunization	5 Years

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

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 (K/EAST Ward)

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

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

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

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

**Section 4 (1) (b) (ix)**

**PAYSHEET NO. 5516**

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in K/East ward	Contact No. 26816730
1	Medical Officer Health	Dr. Bhupendra K. Patil	B	21.03.2006	22.05.2013	
2	Assistant Medical Officer	Dr. Shweta Avatramani	B	22.07.2013	22.07.2013	
3	Assistant Medical Officer (EPI)	Dr. Rashmi Gala	B	26.08.2013	19.09.2013	
4	Sr. Sanitary Inspector	Shri. Mahesh M. Laxmeshwar	C	01.08.1980	22.07.2013	
5	Sanitary Inspector	Shri. Dilip T.Vajramkar	C	21.04.1984	22.08.2009	
6	Sanitary Inspector	Shri. Rajendra Tare	C	15.02.1992	12.05.2015	
7	Sanitary Inspector	Shri.Manuvel D'souza	C	08.02.1985	29.04.2015	
8	Sanitary Inspector	Shri. Chandrakant Kamble	C	15.04.1985		
11	Head Clerk	Vacant				
12	Clerk	Smt. Riya Mahadik	C	04.08.2008	04.08.2008	
13	Clerk	Shri Surendra P. Pagare	C	01.07.2006	01.07.2006	
19	Clerk (EPI)	Shri. Sudhakar P.Singh	C	27.07.1994	01.07.2007	
20	B.R.K.	Shri. Sawant Sanjay	C	17.12.1992		
21	B.R.K.	Shri. Kajrekar Narayan	C	18.05.1990	31.10.2013	
22	B.R.K.	Shri Jadhav Sanjay	C	03.09.1991	05.03.2014	
23	Peon	Shri. Agatrao Burange	D	01.08.1987	22.01.2004	
24	Peon	Shri. Rajeshwar Kamble	D	21.08.2008	14.02.2014	
25	Dis-Inspection Sub-Inspector	Shri. Sunil Jadhav	C	28.03.1987	05.06.2013	
26	Electrician-First	Vacant	D			
27	Electrician	Vacant	D			
28	Cemetary Attendant	Vacant	D			
29	Cemetary Attendant	Mr Ramakant Kamble	D			
30	Cemetary Attendant	Mr Chandrakant Ghaytadke	D			

42	Cemetary Attendant	Mr Shrikrishna Chaugule	D			
43	Cemetary Attendant	Mr Kumar Salvi	D			
44	Cemetary Attendant	Mr Shivram Haladankar	D			
45	Cemetary Attendant	Mr Iqbal patel	D			
46	Cemetary Attendant	Mr Arvind kamble	D	10.01.2008	09.02.2008	
47	Cemetary Attendant	Mr Ravikumar Vaidya	D			
48	Labour	Mr Shankar Gosavi	D	06.12.1993		
49	Labour	Mr. Sanjay Mane	D	02.07.1988	03.12.1992	
50	Labour	Mr Mahendra Jadhav	D	01.11.1988	05.08.2013	
51	Labour	Mr Appasaheb Kuchekar	D	07.05.1987	29.04.2015	
52	Labour	Mr Bhola Yadav	D	28.03.1994	08.11.2013	
53	Labour	Mr Yatin Baraskar	D	17.09.2013	06.11.2013	

PAYSHEET NO. 5517

Sr. No.	Designation	Officer's & Employee's Name	Category	Date of Appointment in MCGM	Date of Appointment in K/East ward	Contact No.
58	Medical Officer Sr.	Dr. Divya Shah	B	24.07.1987	30.08.2013	
59	Medical Officer	Dr. Archana Nakhawa	B	14.11.1994	05.09.2014	
60	Medical Officer	Dr. Deepa Dhonde	B	14.11.1994	17.05.2010	
61	Medical Officer	Dr. Kulkarni	B			
62	Medical Officer	Dr. Pradeep Kashale	B	10.12.2008	30.04.2013	
63	Medical Officer	Dr. Shabnam Bilgi	B	01.02.2007	20.10.2009	
64	Medical Officer	Dr. Naresh Dandekar	B	01.07.1999	13.02.2009	
65	Medical Officer	Dr.Prajakta Ambekar	B	02.03.2009	30.10.2013	
66	Medical Officer	Dr. Kathin	B			
67	Medical Officer	Dr. Shailesh Salvi	B			
68	Medical Officer	Dr. Prerana Majumdar	B	08.07.1986	14.10.2008	

69	Pharmacist	Smt. Neena Bhat	C	21.03.1986	06.05.2009
70	Pharmacist	Mr. Prafulchandra Chawda	C	20.03.1986	04.03.2014
71	Pharmacist	Mr Sunil Thorbole	C	01.12.1986	01.12.1992
72	Pharmacist	Mr Hiten Desai	C	25.05.1992	25.05.1992
73	Pharmacist	Mr. Kapildev Pawra	C	24.01.2011	24.01.2011
74	Pharmacist	Mr Rohan Phad	C		
75	Lab Technician	Smt Uma Vyas	C	07.11.1983	27.08.2003
76	Lab Technician	Smt Shruti Bandivadekar	C	12.11.1984	05.11.1986
77	Lab Technician	Smt Pratibha Hase	C	01.06.1992	20.08.2009
78	Lab Technician	Vacant	C		
79	Lab Technician	Vacant	C		
80	Sr. Pharmacist	Vacant	C		
81	Record Attendant	Vacant	C		
82	Dresser	Mr Ramchandra Kavitkar	D	01.10.1982	30.05.2009

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

**PAYSHEET NO. 5516**

Designation	Officer's & Employee's Name	Basic + GR P	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
Medical Officer Health	Dr. Bhupendra K. Patil	20770+6000	40838	9370+463	1600	8031	87072
Assistant Medical Officer	Dr. Shweta Avatramani	15670+5400	32143	7375+463	1600	6321	68972
Assistant Medical Officer (EPI)	Dr. Rashmi Gala	15670+5400	32143	7375+463	1600	6321	68972
Sr. Sanitary Inspector	Shri. Mahesh M. Laxmeshwar	19190+2800	24849	463	600	6597	54499

Sanitary Inspector	Shri. Dilip T.Vajramkar	19010+2100	23857	463	600	6333	52360
Sanitary Inspector	Shri. Rajendra Tare	14520+2100	18781	463	600	4986	41450
Sanitary Inspector	Shri.Manuvel D'souza	18600+2100	23391	463	600	6210	51364
Sanitary Inspector	Shri. Chandrakant Kamble	18600+2100	23391	463	600	6210	51364
Head Clerk	Vacant						
Clerk	Smt. Riya Mahadik	8370+2000	11718	-	600	3111	25799
Clerk	Shri Surendra P. Pagare	10510+2000	14136	-	600	3753	30999
Clerk (EPI)	Shri. Sudhakar P.Singh	14960+2000	19165	-	600	5080	
B.R.K.	Shri. Sawant Sanjay	11560+1900	15210	115	600	4038	33423
B.R.K.	Shri. Kajrekar Narayan	12310+1900	16057	115	600	4263	35245
B.R.K.	Shri Jadhav Sanjay						
Peon	Shri. Agatrao Burange	11410+1850	14984	115	600	3978	32937
Peon	Shri. Rajeshwar Kamble	6950+1850	9944	115+4000	600	2640	26099
Dis-Inspection Sub-Inspector	Shri. Sunil Jadhav	14510+1950	18600	463	600	4938	41061
Electrician-First	Vacant						
Electrician Cemetery Attendant	Vacant						

t Cemetary Attendant	Mr Ramakant Kamble	12060+1800	15662	115+331	600		30568
Cemetary Attendant	Mr Chandrakant Ghaytadke	12170+1800	15786	115	600	4191	34662
Cemetary Attendant	Mr Shrikrishna Chaugule	11880+1800	15458	115	600	4104	33957
Cemetary Attendant	Mr Kumar Salvi	11590+1800	15131	115	600	4017	33253
Cemetary Attendant	Mr Shivram Haladankar	11430+1800	14950	115	600	3969	32864
Cemetary Attendant	Mr Iqbal patel	-	-	-	-	-	-
Cemetary Attendant	Mr Arvind kamble	6840+1800	9763	115	600	-	19118
Cemetary Attendant	Mr Ravikumar Vaidya	6840+1800	9763	115	600	2592	21710
Labour	Mr Shankar Gosavi	11430+1800	14950	115	600	3969	32864
Labour	Mr. Sanjay Mane	11880+1800	15458	115	600	4104	33957
Labour	Mr Mahendra Jadhav	12030+1850	15684	115+317	600	-	30596
Labour	Mr Appasaheb Kuchekar	11800+1800	15368	115	600	4080	33763

Labour	Mr Bhola Yadav	8900+1800	12091	115	600	3210	26716
Labour	Mr Yatin Baraskar	4800+1300	6893	-	600	1830	15423

**PAYSHEET NO. 5517**

Designation	Officer's & Employee's Name	Basic + GRP	Dearness Allowance	Special Pay	Transport Allowance	House Rent Allowance	Gross Pay
Medical Officer Sr.	Dr. Divya Shah	39010+6300	69121	15859	1600	13593	145483
Medical Officer	Dr. Archana Nakhawa	34420+6000	61661	14147	1600	12126	129954
Medical Officer	Dr. Deepa Dhonde	32000+6000	57969	13300	1600	11400	122269
Medical Officer	Dr. Kulkarni						
Medical Officer	Dr. Pradeep Kashale	20290+6000	40106	9202	1600	7887	85085
Medical Officer	Dr. Shabnam Bilgi	21480+6000	41921	9618	3200	8244	90463
Medical Officer	Dr. Naresh Dandekar	27930+6000	51761	11876	1600	10179	109346
Medical Officer	Dr. Prajakta Ambekar	18400+6000	37222	5540	1600	7320	79082
Medical Officer	Dr. Kathin	KW					
Medical Officer	Dr. Shailesh Salvi	20910+4800	39221	8999	1200	6852	81982
Medical Officer	Dr. Prerana Majumdar	30340+6000	55437	12719	1600	10902	116998
Pharmacist	Smt. Neena Bhat	20530+4200	27945	600	7419	-	60694
Pharmacist	Mr. Prafulchandra Chawda	19210+4200	26453	600	500	-	50963
Pharmacist	Mr Sunil Thorbole	20530+4200	27945	1200	7419	-	61294

Pharmacist	Mr Hetan Desai	18310+4200	25436	450	600	6753	55749
Pharmacist	Mr. Kapildev Pawra	9850+2800	14295	-	600	3795	31340
Pharmacist	Mr Rohan Phad	9260+2800	13628	-	600	3618	29906
Lab Technician	Smt Uma Vyas	21240+4800	29425	-	1200	7812	64477
Lab Technician	Smt Shruti Bandivadekar	20810+4800	28939	-	1200	7683	63432
Lab Technician	Smt Pratibha Hase	18560+4800	26397	-	1200	7008	57965
Lab Technician	Vacant						
Lab Technician	Vacant						
Sr. Pharmacist	Vacant						
Record Attendant	Vacant						
Dresser	Mr Ramchandra Kavitkar	13170+1900	17029	115+265	600	4521	37600
Dresser	Mr Anant Sakpal	12700+1900	16498	115+265	4000	4380	40458
Dresser	Mr Ashok Randive	12260+1900	16001	115+265	600	4248	35389
Dresser	Mr Navinchandra Ghogale	12310+1900	16057	115+265	600	4263	35510
Dresser	Mr Ramprasad Yadav	11090+1900	14679	115+265	600	3897	32546
Dresser	Mr Shrikrishna Kokate	10710+1900	14249	115+265	600	3783	31622
Dresser	Mr Anant Mhadye	7110+1900	10131	115+265	600	2703	22874
Dresser	Mr Vinod Bhavar	6850+1900	9888	115+265	600	2625	22243
Sweeper	Smt Shanta Jadhav	11800+1800	15368	115+4000	600	4080	37763



Sweeper	Smt Jasu Patel	7370+1800	10362	115	600	2751	22998
Sweeper	Mr Sunil Howale Suni	6330+1800	9187	115	600	2439	20471
Sweeper	Mr Umeshkumar Maru	4990+1300	7108	115	600	1887	16000
Labour	Mr Anant Rahate	11390+1800	15515	115	600	4119	34079
Labour	Mr Balu Bandgar	12010+1800	15605	115	600	4143	34273
Labour	Mr Sanjay Salaskar	7800+1800	10848	115	600	2880	24043
Labour	Mr Juber Qureshi	6540+1800	9763	115	600	2592	21710
Labour	Mr Shashank Zankar	6840+1800	9763	115	600	2592	21710
Labour	Mr Premjit Mahimkar	5860+1800	8656	-	600	2298	19214
Labour	Mr jagdish Mhatre	5630+1800	8396	-	600	2229	18655

**Section 4 (1) (b) (xi)**

**Details of allocation of budget and disbursement made in the office of Medical Officer of Health (K/EAST Ward) for the year 2013-14.**

<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)	2,85,82,000	Utilized till date - 1,09,13,236.93	
2	33101000000 (Health)	24,16,000	Utilized till date – 2,61,233	
3	33601000000 (Bhoiwada Cemetery)	1,05,71,000	Utilized till date – 22,79,141.50	
4	33602000000 (Bhoiwada Cemetery)	68,35,000	Utilized till date – 9,87,776	

**Form B for previous year (2013-14)**

<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>	<b>Sr. No</b>
1	33402010100 (Health)	2,85,82,000	Utilized till date - 1,09,13,236.93		
2	33101000000 (Health)	24,16,000	Utilized till date – 2,61,233		
3	33601000000 (Bhoiwada Cemetery)	1,05,71,000	Utilized till date – 22,79,141.50		
4	33602000000 (Bhoiwada Cemetery)	68,35,000	Utilized till date – 9,87,776		

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

**Manner of execution of subsidy program in the office of Medical Officer of Health (K/EAST Ward)**

- No subsidy programs are executed by this office.

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

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

Sr. No	Name and Address of Beneficiary	Amount of Subsidy / Concession Sanctioned
1	NIL	NIL

**Section 4 (1) (b) (xiii)**

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

--N.A.--

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

**Details of information available in electronic form in the office of Medical Officer of Health  
K/EAST Ward)**

Required information is available at <http://portal.mcg.gov.in>

**In Electronic Format**

Sr. No.	Type of Documents File/ Register	Sub Topic	In which Electronic Format it is kept	Person In Charge
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**Section 4 (1) (b) (xv)**

**Particulars of facilities available for citizen for obtaining information in the office of Medical Officer of Health (K/EAST Ward)**

Sr. No.	Type of Facility	Timings	Procedure	Location	Person In Charge
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 Dept, 4 <sup>th</sup> floor ,K/E, ward Office Bldg., Azad Road, Gundavali, Andheri(East), Mumbai-400 069.	Medical Officer of Health, K/EAST ward.

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

**Details of public information officers / APIO's / appellate authority in the jurisdiction of (Public authority) in the office of Medical Officer of Health (K/EAST 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. B.K.Patil	MOH K/EAST	Information related to the action taken against unauthorized eating houses/  Birth & Death Record verification	Room No.408,4 <sup>th</sup> floor, K/East ward office, Teli Gully, Gundavli, Andheri(E) Mumbai-69. Ph. 26816730 Ext. 790	mohke.phd@mcbgm.gov.in	Smt. Bhagyashree Kapase (A.C. K/EAST Ward)

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

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

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

## Section 4 (1) (b) (xvi)

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

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as Appellate authority	PIO Reporting	E mail id for purpose of RTI
1	Smt. Bhagyashree Kapase	A.C. K/EAST Ward	K/EAST ward	Dr. B.K.Patil	mohke.phd@mcgm.gov.in

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

### Special Activities undertaken by the Medical Officer of Health (K/EAST Ward)

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

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

The Medical Officer of Health (K/EAST 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 (K/EAST).

- **Training Activities:**

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

- **Maternal & Child Health:**

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