

Ahmedabad Municipal Corporation

Health South Zone

Pro-Active Disclosure 2009 - 2010

1. Particular of Organization function and duties :

(A) Conservancy cell :

1. Daily Safai of streets & main Roads.
2. Cleaning of nuisance spot & public Toilet
3. Chlorination checking at source and consumer level.
4. Collection of water sample in field for testing bacteriological / chemical quality of water supplied by A.M.C.
5. Regular checking of food establishments for hygiene, and issuing notices as well as filing prosecution against the defaulters.
6. Health education of shopkeepers, hotel-restaurant owners & slum dwellers regarding cleanliness.

(B) Epidemic cell :

1. House to house survey for intra domestic mosquito breeding elimination.
2. Survey of slum pockets regularly to keep watch over water borne as well as vector borne diseases.
3. Weekly reporting from private hospitals and laboratories.
4. Mobile medical van services to give services in outreach areas & epidemic affected/prone areas.
5. Implementation of integrated disease surveillance project. (IDSP)

(C) Urban Health Center/ Referral hospitals:

1. Outdoor patient services
2. Indoor patient services
3. Family planning services
4. Antenatal, natal and postnatal services.
5. Health education counseling etc.
6. National programme RNTCP, EPI, NVBDCP, IPPI etc implementation.
7. Routine Immunization

(D) National vector borne disease control programme:

1. Intradomestic house to house mosquito breeding elimination.
2. Peri-domestic elimination of breeding sites
3. Anti-adult measures.: Fogging.
4. Antilarval measures : through mosquito larvicidal oil, bacticide powder and temephos application.
5. Surveillance work - Cllection of Blood smear & presumptive treatment fever cases & Radical treatment of PV cases

2. Power & Duties of officers/employee :

S.No. Officer/Employee	Duties
1. Dy.Health Officer	Over all supervision, monitoring of health related activities performed by health department, administration of conservancy, & epidemic department & Implementation of national health programmes in the zone.
2. Asst.Health Officer	Over all supervision, monitoring of health related activities performed by health department & implementation & monitoring of conservancy, sanitation, epidemic condition & national health programs in the zone.
3. Sanitary Superintendent	Over all supervision, monitoring of sanitation condition in the zone. Administration of conservancy department in the zone.
4. Public Health Supervisor	Over all supervision, monitoring of sanitation condition in the ward. Administration of conservancy department in the ward.
5. Sanitary Inspector	Supervision of Safai & testing residual Chlorine at source & at consumer end, taking Water samples & Monitoring PFA & FOOD license as well as hygienic conditions at food vendors
6. Sanitary Sub Inspector	Taking Safai Kamdars Attendance, Monitoring of Safai Situation in their wards.
7. Mukadam	Supervision of Safai work of Safai kamdars.
8. Safai Kamdar	To sweep & clean the areas, which is allotted to him/her.

3. Procedure followed for decision making :

- As per the B.P.M.C. Act.1949

4. Norms set for discharge of function :

- As per the B.P.M.C. Act.1949

5. Rules/regulation/instruction/manuals/records to be followed by employees of Health Department :

- As per the B.P.M.C. Act.1949

6.

Categories of documents

No.	Name Of Register	No.	Name Of Register
1	Inward Register	2	Outward Register (Sanitary)
3	Outward Register (Conservancy)	4	license register.
5	Movement Register.	6	Public Grievance Register.
7	Chlorine Test Register	8	Water Sample Register
9	14(3) E.F.G.Complaint	10	Epidemic Register.
11	Vehicle Register(A.M.C.)	12	Vehicle Register(Private)
13	Safai Karmachari Kapat Register.	14	Safai Kamdar Casual Register..
15	Licence outward Register.	16	I Card & Health book Issue.
17	Dead Stock Register	18	Issue Register (Safai Kamdar)
19	Water Storage tank Safia notice.	20	Expense Book (Conservancy-Contingency)
21	Muni.Councilor & MLA compliance Register.	22	Safai Kamdar attendeant Register
23	Licence inward Register.	24	Right to information Act. Register
25	Information Register.	26	Daily Report Register.
27	License Demand Register.		

7. Arrangement for citizen consultations

Every ward is having complaint supervisors to register complaints of citizens. P.H.S. of every wards is having mobile phones to attend complaints of citizens. In addition to this DYHO,AHO,SS,PHS,SI,& SSI performs field visit for supervision& monitoring of conservancy system & health related activities where people can approach them. there is also allotted time in the office of DYHO ,AHO, S.S., & P.H.S. in the afternoon hours.

- Yearly arrangement of "**Lok Darbar** "

8. Details of committees

- Health & Solid waste management committee.

9. Directory of officers and employees

Sr.No	Name	Designation	Place
1.	Dr. Tejas Shah	Dy.H.O (S/Z)	AMC South Zone Office,Opp. Fire station Maninagar A'bad. (9327555231)
2.	Dr. Milan nayak	A.H.O.(S/Z)	9327038837
3.	Mr. Vijayraj Upadhyay	S.S.(S/Z)	9328198717
4.	Mr Chirayu A. Barot	S.S.I(O)	9925044748
5.	Mr.Ashish Patel	P.H.S.	Maninagar (9328198705)
6.	Mr.Hashmukh Pandya	P.H.S.	Kankaria (9328198713)
7.	Mr.Manibhai Patel	P.H.S.	Baherampura (9328197555)

8.	Mr.Wilbert Frank	P.H.S.	Danilinda (9327038709)
9.	Mr.Labhubhai J. Dhanani	P.H.S.	Bagefirdos (9374514315)
10.	Mr.Amul Pandya	P.H.S.	Vatva (9328198706)
11.	Mr.Kiranbhai Brahmbhatt	P.H.S.	Isanpur (9327554915)
12.	Mr.Indravadan Nayak	P.H.S.	Lambha (9328198740)

10. Monthly remuneration received by officers and employee

Sr.	Designation	Grade	Grade-Pay
1	Dy.H.O.	15600-39100	6600
2	A.H.O.	9300-34800	5400
3	Sanitary Superintendent	9300-34800	4200
4	Public Health Supervisor	9300-34800	4200
5	Sanitary Inspector	5200-20200	2800
6	Sanitary sub Inspector	5200-20200	2400
7	Mukadam	4440-7440	1650
8	Safai-Kamdar	4440-7440	1300

11. Proposed Details of Budget, plan and expenditure :

- Cleaning of streets & roads of city:
Rs.2,00,00,000/-
- Collection of garbage :
Rs.3,25,00,000/-

12.Manner of execution of subsidy programs :

- A.M.C. provide Rs.10/- per house per month to Resident Welfare Association for Door to Door collection of garbage.

13. Concession details :

- Only Rs.30/- per treep is charged for 1 trip of Khalkuva tanker & Rs.171/- Bared by AMC in Total Amount of Rs. 201/- for one trip of khalkuva tanker.

14. Details of materials in electronic form held by the office :

- Collection and compilation of daily activity reports made available from different wards of south zone.
- Website : [http : \\www.egovamc.com](http://www.egovamc.com)

15. Facilities of libraries available to citizens.

- N. A.

16. Details of PIO :

Name	Designation	Contact No.
1. Dr. Tejas Shah-	Dy.H.O(S/Z)	9327555231
2. Mr.Ashish Patel	P.H.S.	Maninagar (9328198705)
3. Mr.Hashmukh Pandya	P.H.S.	Kankaria (9328198713)
4. Mr.Manibhai Patel	P.H.S.	Baherampura (9328197555)
5. Mr.Wilbert Frank	P.H.S.	Danilimda (9327038709)
6. Mr.Labhubhai J. Dhanani	P.H.S.	Bage Firdosh (9374514315)
7. Mr.Amul Pandya	P.H.S.	Vatva (9328198706)
8. Mr.Kiranbhai Brahmhatt	P.H.S.	Isanpur (9327554915)
9. Mr.Indravadan Nayak	P.H.S.	Lambha (9328198740)

17. Any other information available: N.A.

S.S. (S/Z)

A.H.O. (S/Z)

Dy.H.O. (S/Z)

Dy.M.C. (S/Z)

