



**Ahmedabad Municipal Corporation
Health Department
New West Zone**



Dt. 01/05/09

-:Pro Active Disclosure :-

1. Particular of organization function and duties :

(A) Conservancy Cell :

1. Daily Safai and streets and Main Roads.
2. Cleaning of Nuisance spot & Public Toilet.
3. Chlorination test in Field as routine check for water quality monitoring.
4. Collection of Water sample in field & sending it to central laboratory.
5. Notice to the Nuisance creators & not maintaining hygienic condition in Hotels & Restaurants and education and prosecution under B.P.M.C. Act.
6. Collection of Administration Charges
7. Health education to shopkeepers, Hotel-Restaurants & Slum dwellers.

(B) Epidemic Cell :

1. Survey with Link workers, MPHWS & SSIs.
2. Distribution of Drugs, Chlorine tablets, ORS packets etc
3. As per requirements providing facility of Mobile Dispensary
4. Collection of Water sample & Chlorine test
5. Distribution of Health Education pamphlets

(C) Urban Health Centre :

1. Outdoor Patient Work.
2. Indoor Patient Work.
3. Family planning Work.
4. ANC, PNC Work.
5. Health Education of patients & city dwellers.
6. Implementation of National Health Programmes like RNTCP, EPI, NVBDCP etc.
7. Immunization work.
8. RCH out reach services by Link Workers and MPHWS.

(D) Malaria :

1. Survey of Houses for breeding sites, ID work , Peridomestic work.
2. Indoor - Outdoor Destruction of breeding sites
3. Intradomestic Fogging.
4. Anti larval measures with MLO, Bacticides, fishes, abate, etc.
5. Collection of Blood smear, CS,BS & provision of presumptive treatment & radical treatment
6. Checking of construction sites for breeding.

(E) Birth & Deaths:

1. Registration of Births & Deaths.
2. Issue of birth & Death certificates.
3. Immunization work.
4. Registration of marriages.
5. Maintenance of records of birth, death, and marriages registration & vaccination work.

2. Powers & Duties of Officers / Employees :

Sr. No.	Officers / Employee	
1	Dy. Health Officer	Over all supervision and monitoring of U.H.C. ,health of people & administration of conservancy, sanitation & epidemic condition in the zone and implementation of National health programme.
2	Asst. Health Officer	Over all supervision, monitoring & administration of sanitation. Health of people & epidemic condition in the zone.
3	Sanitary Superintendent	Over all supervision, monitoring & administration conservancy & sanitation condition in the zone.
4	Public Health Supervisor	Over all supervision, monitoring & administration conservancy & sanitation condition in the Ward.
5	Sanitary Inspector	Supervision & arrangement of safai, chlorine test, collection of water sample and monitoring of work of SSI and supervision and monitoring of Health License Establishment.
6	Sanitary Sub Inspector	All Safai kamdars' Attendants, Monitoring of Safai Kamdar and Mukadam's work,
7	Mukadam	Supervision of safai and taking work from safai kamdar.
8	Safai kamadar	To sweep area which allotted to him/her.

3. Procedure followed for Decision making:

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

4. Norms set for discharge 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.

Sr. No.	Name of Register.
1	Inward Register.
2	Outward Register (sanitary)
3	Outward Register (conservancy-safai kamadar)
4	Chlorine Test Register
5	Water Sample Register.
6	Epidemic Register.
7	Movement Register.
8	Public Grievances Register.
9	License Without License B.P.M.C. Act Complaint Register (S.I).

10	14(3) E.F.G. Complaint Register (SSI).
11	Vehicle Register. (AMC)
12	Vehicle Register. (Private)
13	Safai Karmchari fine Register.
15	Dead Stock Register.
16	Issue Register. (Safai Kamdar)
17	Expense Book. (Conservancy & Contingency)
18	Safai Kamadar attendant Register.
19	License inward Register.
20	License Outward Register.
21	I Card & Health book issue Register.
22	Water Storage tank safai notice Register.
23	Muni. councilor & MLA compliance Register.
24	Right to information Act Register.
25	Information Register.
26	Daily Report Register.
27	License Demand Register

7. Arrangement for citizen consultations:

- Dy.H.O., A.H.O.,S.S.,P.H.S., S.I., & S.S.I. moved in field for supervision, monitoring of conservancy system & health of citizens as well as for citizen consultations.
- Dy.H.O. and A.H.O. Allotted time for citizen consultation in afternoon.
- Yearly arrangement of "Lok Darbar".

8. Details of committees:

- Health Committee.
- Solid Waste Committee.

9. Directory of officers and employees.

Sr.	Officers and Employees Name	Designation	Contact Numbers
1	Dr. G.T.Makwana	I/C. Dy.H.O.	9327038814
2	Dr. Mehul Acharya	A.H.O.	9327555217
3	Dr. Biren Nayak	A.H.O.	9327038780
4	Mr. Ashok K. Shah	Sanitary Superintendent	9327038680
5	Mr. Harisinh K. Rajput	Public Health Supervisor, kali	9327038731
6	Mr. J.C.Patel	Public Health Supervisor, Ranip	9374514310
7	Mr. Mahesh Patel	Public Health Supervisor, Chandlodia	9374514234
8	Mr. Sanjay Joshi	Public Health Supervisor, Ghatlodia	9376981406
9	Mr. Navin Patel	Public Health Supervisor, Thaltej	9374514297
10	Mr. G.B. Pandya	Public Health Supervisor, Jodhpur	9374514390
11	Mr. Rohit Pandya	Public Health Supervisor, Vejalpur	9374514336
12	Mr. D J Vaghela	Public Health Supervisor, Sarkhej	9374514393
13	Mr. Bipin Patel	Public Health Supervisor, Bodakdev	9374514245

10. Monthly Remuneration received by Officer and Employees.

NO.	NAME OF STAFF	POST	GRADE	REMARKS
1	DR.G.T.MAKWANA	I/C. DY.H.O.	8000- 13500	
2	DR.MEHUL ACHARYA	A.H.O-1	8000- 13500	
3	DR. BIREN NAYAK	A.H.O-2	8000- 13500	
4	ASHOKBHAI K. SHAH	SS	6500- 10500	
5	MR. H.K. RAJPUT	PHS KALI	5500-9000	
6	MR. J C PATEL	PHS RANIP	5500-9000	
7	MR. MAHESH PATEL	PHS CHANDLODIYA	5500-9000	
8	MR. SANJAY JOSHI	PHS GHATLODIYA	5500-9000	
9	MR. NAVIN PATEL	PHS THALTEJ	5500-9000	
10	MR. G.B. PANDYA	PHS JODHPUR	5500-9000	
11	MR. ROHIT PANDYA	PHS VEJLPUR	5500-9000	
12	MR. DINESH VAGHELA	PHS SERKHEJ	5500-9000	
13	MR. BIPIN PATEL	PHS BODAKDEV	5500-9000	
14	BHATT HEMANTKUMAR J.	SI KALI	4500-7000	
15	ANILBHAI C. PTEL	SI KALI	4500-7000	
16	MUKESHBHAI PATEL	SI RANIP	4500-7000	
17	CHETANKUMAR A. PATEL	SI CHANDLODIYA	4500-7000	
18	JAYANTIBHAI PATEL	SI GHATLODIYA	4500-7000	
19	SOLANKI GAURISHANKAR D.	SI THALTEJ	4500-7000	
20	PATEL HEMANTKUMAR T.	SI THALTEJ	4500-7000	
21	THAKKAR ARVIND V.	SI BODAKDEV	4500-7000	
22	HIRENBHAI UPADHYAY	SI BODAKDEV	4500-7000	
23	ISHUDAD VARGIS	SI JODHPUR	4500-7000	

24	VISHNUBHAI PATEL	SI JODHPUR	4500-7000	
25	RAJESHBHAI DARJI	SI VEJLPUR	4500-7000	
26	RAMJIBHAI RABARI	SI VEJLPUR	4500-7000	
27	M Y. PATHAN	SI SERKHEJ	4500-7000	
28	ABDUL SATAR MANSURI	SI SERKHEJ	4500-7000	
29	NISARTA SURESHBHAI B.	ASST SSI KALI	2500	
30	VISHAL SEJPAL	ASST SSI KALI	2500	
31	LIMBACHIYA SANDEEPKUMAR S.	ASST SSI RANIP	2500	
32	KADAM KALPESHKUMAR B.	ASST SSI RANIP	2500	
33	PRAJAPATI PRAVINKUMAR B.	ASST SSI CHANDLODIYA	2500	
34	PRAJAPATI NIKHILKUMAR D.	ASST SSI CHANDLODIYA	2500	
35	SHAILESH KISHORI	ASST SSI CHANDLODIYA	2500	
36	PATEL TUSHARKUMAR M.	ASST SSI GHATLODIYA	2500	
37	LAKUM NARESHKUMAR	ASST SSI GHATLODIYA	2500	
38	ASHWIN RAVAL	SSI GHATLODIYA	4000-6000	
39	PRAJAPATI BHARATKUMAR S.	ASST SSI THALTEJ	2500	
40	PRAJAPATI MITESHKUMAR K.	ASST SSI THALTEJ	2500	
41	PATEL MANOJKUMAR A.	ASST SSI THALTEJ	2500	
42	CHAUHAN PRAKASH	ASST SSI BODAKDEV	2500	
43	SHAILESH BHURIYA	ASST SSI BODAKDEV	2500	
44	JITENDRA VAGHELA	SSI BODAKDEV	4000-6000	
45	AJIT RAVAL	ASST SSI	2500	

		JODHPUR		
46	SHAILESH MISTRY	SSI JODHPUR	4000-6000	
47	CHAUHAN VANRAJSINH P.	ASST SSI JODHPUR	2500	
48	VIJAYBHAI SOLANKI	SSI JODHPUR	5500	
49	SANJAYBHAI CHHAIYA	ASST SSI VEJLPUR	2500	
50	RAVAL CHIRAG R.	ASST SSI VEJLPUR	2500	
51	VINODBHAI SEVAK	SSI VEJLPUR	4000-6000	
52	MEGHNATHI KALPESHGIRI M.	ASST SSI SERKHEJ	2500	
53	GAVIT MANHARBHAI S.	ASST SSI SERKHEJ	2500	
54	MAYANKBHAI TRIPATHI	SSI SERKHEJ	4000	
55	MANISH RATHOD	SSI SERKHEJ	4000-6000	
56	KEYUR TRIVEDI	SSI VEHICLE	4000-6000	
57	PARMAR KAMALKISHOR M.	ASST SSI VEHICLE	2500	
58	SIKLI GAR SMITABEN N.	ASST SSI OFFICE	2500	
59	SUNIL J. MAKWANA	ASST SSI OFFICE	2500	

11. Proposed Details of Budgets, Plan and expenditure:

Sr. No.	Dept. Acc. Code	Dept. & Name of the Head	Estimated Amount in Lacks (Year 2007-08)	Remarks
1	351/51119	Grant of Door to Door	300	
2	352/48203	Garbage Collection Refuse/wastebin	200	
3	352/48203	Garbage Collection Refuse/expense of garbage collection	125	
4	401/38222	Health Dept./Muster Station	6	
5	332/48204	Expense for Khalkuva/Nuisance Tanker	2.45	
6	352/30199	Rasta Saaf Pagar Kharcha	50.	

12. Manner of execution of subsidy programs:

- A.M.C. provides average Rs. 10/- Per House per Month to Resident Welfare Association or contractor for Door to Door / Gate to gate Collection of Garbage.

13. Concession details:

- BPL families given up to 50% concession in therapeutic service in municipal hospital & total free services for AMC karmcharis through provision of health book.

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

- Collection and Compilation of daily activity reports made available from different wards of N.W.Zone.
- Website: <http://www.egovamc.com>

15. Facilities of libraries available to citizens.

- Not related to Health Dept.

16. Details of Public Information Officer.

Sr.	Name of Public Information Officer.	Designation	Contact Numbers
1	Dr. G.T.Makwana	I/C. Dy.H.O. Zone Level P.I.O.	9327038814
2	Mr. Harisinh K. Rajput	PHS, kali, Ward Level P.I.O.	9327038731
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Dr.G.T.Makwana
Dy. Health Officer
New West Zone