

Ahmedabad Municipal Corporation

Health Department

North West Zone

Dt.09/09/2021

-:Pro Active Disclosure :-

1. Particular of organization function and duties :

(A) Epidemic Cell:

1. Chlorination test in Field as routine check for water quality monitoring.
2. Collection of Water sample in field & sending it to central laboratory.
3. Notice to the not maintaining hygienic condition in Hotels & Restaurants and education and prosecution under B.P.M.C. Act.
4. Collection of Administration Charges
5. Health education to shopkeepers, Hotel-Restaurants & Slum dwellers.
6. Survey with Link workers, MPHWS & SSIs.
7. Distribution of Drugs, Chlorine tablets, ORS packets etc
8. As per requirements providing facility of Mobile Dispensary
9. Collection of Water sample & Chlorine test

10. Distribution of Health Education pamphlets

(B) 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.

(C) 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, Baticides, fishes, abate, etc.
5. Collection of Blood smear, CS,BS & provision of presumptive treatment & radical treatment
6. Checking of construction sites for breeding.

(D) 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 epidemic condition in the zone and implementation of National health programme.
2	Asst. Health Officer	Over all supervision, monitoring & administration of Health of people & epidemic condition in the zone.
3	Medical Officer	Over all supervision, monitoring & administration epidemic condition in the ward
4	Sanitary Inspector	Over all supervision, monitoring & administration epidemic condition in the ward, chlorine test, collection of water sample and monitoring, Health License Establishment
5	S.S.I.	Over all supervision, monitoring & administration epidemic condition in the ward, chlorine test, collection of water sample and monitoring.

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	Chlorine Test Register
3	Water Sample Register.
4	Epidemic Register.
5	Movement Register.
6	Public Grievances Register.
7	Dead Stock Register.
8	Issue Register. (Medicine)

9	Expense Book. (Medicine)
10	License inward Register.
11	License Outward Register.
12	Muni. councilor & MLA compliance Register.
13	Right to information Act Register.
14	Information Register.
15	Daily Report Register.
16	License Demand Register

7. Arrangement for citizen consultations:

- Dy.H.O., A.H.O., S.I., & S.S.I. moved in field for supervision, monitoring of 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".

9. Directory of officers and employees.

Sr.	Officers and	Designation	Contact
-----	--------------	-------------	---------

	Employees Name		Numbers
1	Dr. Mehul Acharya	Dy.H.O.	9327555217
2	Dr.Swati Acharya	A.H.O.	7567877402
3	Dr.Bhavna Patel	Medical Officer	9925222032
4	Dr.Jayna Patel	Medical Officer	9727753505
5	Dr.Rajni Contractor	Medical Officer	9727721553
6	Dr.Pavan Patel	Medical Officer	9998864107
7	Dr.Chetan Chaudhri	Medical Officer	9727721555
8	Dr.Dipika Gajjar	Medical Officer	9376188476
9	Dr.Jayesh Parmar	Medical Officer	9727721556
10	Dr.Nischal Mehta	Medical Officer	8200015599
11	Damjibhai Sudra	S.I.	9825662024
10	Hiralben Chapla	S.S.I.	9429322587

10. Monthly Remuneration received by Officer and Employees.

NO.	NAME OF STAFF	POST	GRADE	REMARKS
1	Dr. Mehul Acharya	Dy.H.O.	78800-209200	
2	Dr.Swati Acharya	A.H.O.	15600-39100	
3	Dr.Bhavna Patel	Medical Officer		Fix pay
4	Dr.Jayna Patel	Medical Officer	15600-39100	
5	Dr.Rajni Contractor	Medical Officer		Fix pay
6	Dr.Pavan Patel	Medical Officer		Fix pay
7	Dr.Chetan Chaudhri	Medical Officer	67700-208700	
8	Dr.Dipika Gajjr	Medical Officer	53100-167800	
9	Dr.Jayesh Parmar	Medical Officer		Fix pay
10	Dr.Nischal Mehta	Medical Officer	53100-167800	
11	Damjibhai Sudra	S.I.		Fix pay
12	Hiralben Chapla	S.S.I.	25500-81100	

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	352/48203	Health Dept./RCH Center	8	
2	401/43102	Torent Power Bill	8	

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.ahmedabadcity.gov.in>

15. Facilities of libraries available to citizens.

- Not related to Health Dept.

16. Details of Public Information Officer.

Sr.No.	Name of Public Information Officer.	Designation	Contact Numbers	UHC Name
1	Dr. Mehul Acharya	Dy.H.O.	9327555217	-
2	Dr.Swati Acharya	A.H.O.	7567877413	-
3	Dr.Bhavna Patel	Medical Officer	9925222032	Oganaj
4	Dr.Jayna Patel	Medical Officer	9879539430	New Gota
5	Dr r.Rajni Contractor	Medical Officer	9727721553	Chandlodiya
6	Dr Pavan Patel	Medical Officer	9998864107	Ghatlodiya
7	Dr Chetan Chaudhri	Medical Officer	9727721555	Thaltej
8	Dr Dipika Gajjr	Medical Officer	9376188476	Ambli
9	Dr.Jayesh Parmar	Medical Officer	9727721556	Bodakdev
10	Dr.Nischal Mehta	Medical Officer	8200015599	Bopal

17. Particulars of the facilities available to citizens for obtaining information.

- **Website:** <http://www.ahmedabadcity.gov.in>, **Email id:** dyhonwz@ahmedabadcity.gov.in

Jr.Clerk

S.I.

Dr.Mehul Acharya

Dy. Health Officer

North West Zone