

અમદાવાદ મ્યુનિસિપલ કોર્પોરેશન  
મહાનગર સેવા સદન  
હેલ્થ(દક્ષિણ પશ્ચિમ ઝોન)



રાજમાતા વિજયા રાજે સિંધિયા ભવન  
જજીસ બંગલો પાસે, બોડકદેવ  
અમદાવાદ,

તા.૨૨/૦૮/૨૦૨૨

એનેક્સર - એ

( આર.ટી.આઈ.સરક્યુલર નંબર - ૦૧,વર્ષ ૨૦૨૨ - ૨૩ નું બીડાણ )

પ્રમાણપત્ર

આથી પ્રમાણીત કરવામાં આવે છે કે,મારી વડી કચેરી ( પ્રોપર) તથા મારા વહીવટ કાર્યક્ષેત્ર ના આ સાથેની યાદી મુજબ ના જાહેર સત્તા મંડળો દ્વારા માહિતી અધિકાર અધિનિયમની કલમ ૪ અંતર્ગત સ્વયં જાહેર કરવાની બાબતો(પ્રોએક્ટીવ ડીસક્લોઝર) (પી.એ.ડી.)તૈયાર કરવામાં આવી છે અને તા.૨૨/૦૮/૨૦૨૨ ની સ્થિતિ એ તે અધ્યતન કરવામાં આવેલ છે.

તા.૨૨/૦૮/૨૦૨૨ ની સ્થિતિ એ હવે કોઈ જાહેર સત્તા મંડળોના પ્રોએક્ટીવ ડીસક્લોઝર (પી.એ.ડી.) ઇન્સપેક્શન કમ ઓડીટ બાકી રહેલ નથી.

તા.૨૨/૦૮/૨૦૨૨

મુખ્ય મથક: દક્ષિણ પશ્ચિમ ઝોનની હેલ્થ ઝોનલ કચેરી,

રાજમાતા વિજયારાજે સીધીયા ભવન,

બીજો માળ,જજીસ બંગલો પાસે,બોડકદેવ,

અમદાવાદ.

હોદ્દો:ડે.હેલ્થ ઓફિસર (દક્ષિણ પશ્ચિમ ઝોન)

કચેરીનું નામ: દક્ષિણપશ્ચિમ ઝોન,હેલ્થ વિભાગ,અ.મ્યુ.કો.



અમદાવાદ મ્યુનિસિપલ કોર્પોરેશન  
મહાનગર સેવા સદન  
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રાજમાતા વિજયા રાજે સિંધિયા ભવન  
જજસ બંગલો પાસે, બોડકદેવ  
અમદાવાદ,

તા.૨૨/૦૮/૨૦૨૨

એનેક્ષર - બી

( આર.ટી.આઈ.સરક્યુલર નંબર - ૦૧,વર્ષ ૨૦૨૨ - ૨૩નું બીડાણ )

પ્રમાણપત્ર

આથી પ્રમાણીત કરવામાં આવે છે કે માહિતી અધિકાર અધિનિયમની કલમ ૪ અંતર્ગત સ્વયં જાહેર કરવાની બાબતો(પ્રોએક્ટીવ ડિસ્ક્લોઝર) (પી.એ.ડી.)મારા વિભાગ દ્વારા તૈયાર કરવામાં આવેલ છે અને તા.૨૨/૦૮/૨૦૨૨ ની સ્થિતિ એ અમારી મંજૂરી મેળવી અધ્યતન કરવામાં આવેલ છે.

તા.૨૨/૦૮/૨૦૨૨

૨૨/૮  
ડે.હેલ્થ ઓફિસર

દક્ષિણ પશ્ચિમ ઝોન



## Health Department

### South West Zone

Dt.22/08/2022

#### -: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, Bacticides, 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.



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".

### 8. Details of Committe.

- Health Committe.

### 9. Directory of officers and employees.



Sr.	Officers and Employees Name	Designation	Contact Numbers
1	Dr. milan nayak	Dy.H.O. And Appellate Officer (health and malaria department)	9327038837
2	vacand post	south West Zone	
3	Dr.minaxi desai	AHO	-
4	Dr.sandip shah	Medical Officer And Public Information Officer	9727721558
5	Dr.isha soni	south West Zone	
6	Dr.devyani shastri	Medical Officer	8306988472
7	Dr.trupti muktidar	Medical Officer	9825830303
8	Dr.parth patel	Medical Officer	9727721569
9	bharatbhai patel	Medical Officer	9714473233
10	vacand post	S.I.	9724214595
			9898030333
			-



**10. Monthly Remuneration received by Officer and Employees.**

NO.	NAME OF STAFF	POST	GRADE	REMARKS
1	Dr. milan nayak	Dy.H.O. And Appellate Officer (health and malaria department) south West Zone	78800-209200	
2	vacand post	AHO	-	-
3	Dr.minaxi desai	Medical Officer And Public Information Officer south West Zone	67700-208700	-
4	Dr.sandip shah	Medical Officer	53100-167800	-
5	Dr.isha soni	Medical Officer		Fix pay
6	Dr.devyani shastri	Medical Officer	67700-208700	
7	Dr.trupti muktidar	Medical Officer		Fix pay
8	Dr.parth patel	Medical Officer		Fix pay



10	vacand post		S.S.I.	-	
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### 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 S.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. milan Nayak	Dy.H.O.	9327038837	-
2	Dr. minaxi desai	Medical Officer	9727721558	vejapur
3	Dr.sandip shah	Medical Officer	8306988472	new vejapur
4	Dr.isha soni	Medical Officer	9825830303	sarkhej
5	Dr.devyani shastri	Medical Officer	9727721569	jodhpur
6	Dr.trupti muktidar	Medical Officer	9714473233	sankalit Nagar
7	Dr.parth patel	Medical Officer	9724214595	bopal

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

- **Website:** <http://www.ahmedabadcity.gov.in>, **Email id:** [dyhoswz@ahmedabadcity.gov.in](mailto:dyhoswz@ahmedabadcity.gov.in)

*Mr. Milan Nayak*  
22.8.22  
Jr.Clerk

*(Signature)*  
22/8/22  
S.T.

Dr.Milan Nayak

Dy. Health Officer

South West Zone