



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

Dt. 01/07/13

-: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. Catagories 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. Tejas A. shah	Dy.H.O.	9327555231
2	Dr. Biren Nayak	A.H.O.	9327038780
3	Mr. Dinesh Nayak	Sanitary Superintendent	9328197553
4	Mr. Umesh Patel	Sanitary Superintendent	9375031846
5	Mr. Bhupendra Khokhriya	Public Health Supervisor, kali	9328197549
6	Mr. D.H. Pathak	Public Health Supervisor, Ranip	9328197555
7	Mr. Ishwarlal Maru	Public Health Supervisor, Chandlodia	-
8	Mr. Jasubhai Limbachiya	Public Health Supervisor, Ghatlodia	-
9	Mr. Ashwin Upadhyay	Public Health Supervisor, Thaltej	9328399286
10	Mr. Harsdad Patel	Public Health Supervisor, Jodhpur	9374514315
11	Mr. Harish K. Purohit	Public Health Supervisor, Vejalpur	9328198735
12	Mr. Dharendra Solanki	Public Health Supervisor, Sarkhej	9375969524
13	Mr. J K Trivedi	Public Health Supervisor, Bodakdev	9328198736
14	Mr. Sanjay Joshi	Public Health Supervisor, Refuse	9376981406

10. Monthly Remuneration received by Officer and Employees.

WARD	PHS	Grade	SI	Grade	SSI	Grade
Gota	Yashvant Brahmabhatt 9328197554	9,300- 34,800 (4400)	Anil Patel 9427627598 Hiren Upadhyay 9426317337	5,200- 20,200 (2800)	NARESH LAKUM 9974163655	5,200-20,200 (2400)
					SENABHAI PARMAR 9978796670	FIX SALARY - 7800
					PRATAP CHAUHAN 9510330597	FIX SALARY - 7800
					JITENDRACHAUHAN 9879844950	5,200-20,200 (2400)
Kali	Bhupendrabhai b khokariya 9328197549 (O) 27522311	9300- 34,800 (4400)	Bharat Patel 9898030333	5,200- 20,200 (2800)	SHAILESH KISHORI 9426725994	5,200-20,200 (2400)
					PRAFUL PRAJAPATI 9924168510	FIX SALARY - 7800
					KANAIYALAL K VAGHELA 9974604140	5,200-20,200 (2400)
Ranip	Dahyabhai Pathak 9328197555	9300- 34,800 (4400)	BALDEVVAJI THAKOR 9586812492	5,200- 20,200 (2800)	NIKHIL PRAJAPATI 8401175419	5,200-20,200 (2400)
					SAINDHAV UPENDRA 9974424006	FIX SALARY - 7800
					PRAJAPATI VIJAY 9978775138	5,200-20,200 (2400)
Chandlodiya	Ishwar maru 7567961297	9300- 34,800 (4400)	Chetan Patel 9824163602	5,200- 20,200 (2800)	BHUVATRA SANJAY 9601882782	5,200-20,200 (2400)
					PRAJAPATI VIJAY 9978775138	5,200-20,200 (2400)
					VIJAYBHAI SOLANKI 9825082177	FIX SALARY - 5500
Ghatlodiya	Jasubhai Limbachiya 9898550929 (O) 27661919	9300- 34,800 (4400)	Uttam Patel 9898345812	5,200- 20,200 (2800)	RAYMAL RABARI 9067885824	5,200-20,200 (2400)
					JITENDRA VAGHELA 9998932011	5,200-20,200 (2400)
					ASHISH MISTRY- 9925832846	5,200-20,200 (2400)
Thaltej	Ashwin Upadyaya 9328399286 (O) 32984136	9300- 34,800 (4400)	G. D. Solanki 9879088929	5,200- 20,200 (2800)	PRAJAPATI BHARAT 9726529841	5,200-20,200 (2400)
					RAKESH SOLANKI 9662063980	5,200-20,200 (2400)
					KHARAGIYA RAMJI 9726506968	5,200-20,200 (2400)
					GHANSHYAM VYAS 9429023512	5,200-20,200 (2400)
Bodakdev	J K trivedi- 9328198736	9300- 34,800 (4400)	Mukesh Patel 9428596686 HEMANT PATEL 9824161099	5,200- 20,200 (2800)	SHAILESH MISTRY 9601762232	5,200-20,200 (2400)
					VISABHAI RABARI 9898017855	5,200-20,200 (2400)
					JAYANTI VAGHELA 9825896013	5,200-20,200 (2400)
					PRAKASH CHAUHAN	5,200-20,200 (2400)

Jodhpur	Harshad Patel 9374514315 (O) 26923625	9300- 34,800 (4400)	Ishudas Vargis 9426544003 Hemang Pandya 9638994770	5,200- 20,200 (2800)	KALPESHGIRI MEGHNATHI 8530721086	5,200-20,200 (2400)
					CHAUHAN VANRAJSINH 9428739118	5,200-20,200 (2400)
					AMIT PARMAR 7600006922	FIX SALARY - 7800
					PATEL MANUBHAI	5,200-20,200 (2400)
Vejalpur	Harish k purohit 9328198735 (O) 26813278	9300- 34,800 (4400)	M. G. TIRMIZI 9825067405	5,200- 20,200 (2800)	SANJAYBHAI CHHAIYA 9687524278	5,200-20,200 (2400)
					RAVAL CHIRAG R. 9898630312	5,200-20,200 (2400)
					GAVIT MANHARBHAI S. 9638848222	5,200-20,200 (2400)
Sarkhej	Dhirendra Solanki 9375969524 (O) 26823399	9300- 34,800 (4400)	A.S. Mansuri 7383444151	5,200- 20,200 (2800)	DISOJA BARNAD ROJARIYA 9924682600	5,200-20,200 (2400)
					MAYANKBHAI TRIPATHI 9825086073	FIX SALARY - 5200/-
					MEHUL L. PARMAR 9725314531	5,200-20,200 (2400)
					KANUBHAI SOLANKI 9825643925	5,200-20,200 (2400)
Refuse	Sanjay joshi 9376981406	9300- 34,800 (4400)	Dipikaben Vora 9426568656 CHAMPALAL HANS 9974041487 S K Bodat 9429305544	5,200- 20,200 (2800)	MANUBHAI PAREKH	5,200-20,200 (2400)
					BHOI MAYANKABEN 9427696326	FIX SALARY - 7800
					SOLANKI SONALBEN-	5,200-20,200 (2400)
					SUBHASHCHANDRA S. PARMAR – 9904344880	FIX SALARY - 7800
Khalkuva	-	-	ARVIND L. PATEL 9925461296	5,200- 20,200 (2800)	REKHA RATHVA	FIX SALARY - 7800
					RAJUBHAI RATHOD 9714692883	FIX SALARY - 7800

11. Proposed Details of Budgets, Plan and expenditure:

Sr. No.	Dept. Acc. Code	Dept. & Name of the Head	Estimated Amount in Lacks (Year 2012-13)	Remarks
1	352/48203	Garbage Collection Refuse/expense of garbage collection	3,97,72,689/-	
2	332/48204	Expense for Khalkuva/Nuisance Tanker	4,36,132/-	

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>, **Email id:** gtmakwana@egovamc.com

15. Facilities of libraries available to citizens.

- Not related to Heath Dept.

16. Details of Public Information Officer.

Sr.	Name of PIO /AU	Designation	Address	Contact Numbers
1	Dr. Tejas A. Shah	Dy.H.O. Zone Level P.I.O. and Appelet authority.	Health Dept., NWZ Health office, Raj mata vijya raje sindhiya bhavan, judges bunglow road, Bodakdev, Ahmedabad	9327555231
2	Mr. Bhupendra Khokhriya	PHS, kali Ward Level P.I.O.	Health Dept. Muster Station, Old Gota nagarpalika Building, Nr. Gota primary school, Gota gam, Ahmedabad	9328197549
3	Mr. D.H. Pathak	PHS, Ranip, Ward Level P.I.O.	Health Dept. Muster Station, Old Kali nagarpalika Building, Nr. Kali primary school, Kali gam, Ahmedabad	9328197555
4	Mr. Ishwarlal Maru	PHS, Chandlodia, Ward Level P.I.O.	Health Dept. Muster Station, Old chandlodiya nagarpalika Building, Nr. Chandlodiya primary school, Chandlodiya, Ahmedabad	9712967971
5	Mr. Jasubhai Limbachiya	PHS, Ghatlodia, Ward Level P.I.O.	Health Dept. Muster Station, Nr. Chankya puri bridge, Ghatlodiya, Ahmedabad.	9712967370
6	Mr. Ashwin Upadhyay	PHS, Thaltej, Ward Level P.I.O.	Health Dept. Muster Station, Old thaltej nagarpalika Building, Nr. water distribution tank, thaltej, Ahmedabad	9328399286
7	Mr. Harsdad Patel	PHS, Jodhpur, Ward Level P.I.O.	Health Dept. Muster Station, Old jodhpur nagarpalika Building, jodhpur gam, Ahmedabad	9374514315

8	Mr. Harish K. Purohit	PHS, Vejalpur, Ward Level P.I.O.	Health Dept. Muster Station, Old Vejalpur nagarpalika Building, Opp. Vejalpur police chowky, Vejalpur, Ahmedabad	9328198735
9	Mr. Dharendra Solanki	PHS, Sarkhej, Ward Level P.I.O.	Health Dept. Muster Station, Old Sarkhej nagarpalika Building, Nr. Sarkhej AMTS Bus Stand, Sakrhej gam, Ahmedabad	9375969524
10	Mr. J K Trivedi	PHS, Bodakdev, Ward Level P.I.O.	Health Dept. Muster Station, Opp. Gurudwara, Nr. Vanchetna kendra, Bodakdev, Ahmedabad	9328198736
11	Mr. Sanjay Joshi	PHS, Refuse dept P.I.O.	Reliance Gram samaj wadi, Opp. Vastrapur lake, Vastrapur, Ahmedabad.	9376981406

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

- Not Applicable.

**Dy. Health Officer
New West Zone**