



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

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Dt. 24/07/15

**-: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.**

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

<b>10</b>	14(3) E.F.G. Complaint Register (SSI).
<b>11</b>	Vehicle Register. (AMC)
<b>12</b>	Vehicle Register. (Private)
<b>13</b>	Safai Karmchari fine Register.
<b>15</b>	Dead Stock Register.
<b>16</b>	Issue Register. (Safai Kamdar)
<b>17</b>	Expense Book. (Conservancy & Contingency)
<b>18</b>	Safai Kamadar attendant Register.
<b>19</b>	License inward Register.
<b>20</b>	License Outward Register.
<b>21</b>	I Card & Health book issue Register.
<b>22</b>	Water Storage tank safai notice Register.
<b>23</b>	Muni. councilor & MLA compliance Register.
<b>24</b>	Right to information Act Register.
<b>25</b>	Information Register.
<b>26</b>	Daily Report Register.
<b>27</b>	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. 1	9327038780
3	Dr. Arvind Patel	A.H.O. 2	9712970768
4	Mr. Umesh Patel	Sanitary Superintendent- 1	9375031846
5	Mr. Dinesh Nayak	Sanitary Superintendent- 2	9328197553
6	Mr. Yashwant Bhrahmbhatt	Public Health Supervisor, Gota	9328197554
7	Mr. Chetan Patel	Public Health Supervisor, kali	9824163602
8	Mr. D.H. Pathak	Public Health Supervisor, Ranip	9328197555
9	Mr. Kalpesh Mashkar	Public Health Supervisor, Chandlodia	9376981404
10	Mr. Rohit Patel	Public Health Supervisor, Ghatlodia	9377482278
11	Mr. Ashwin Upadhyaya	Public Health Supervisor, Thaltej	9328399286
12	Mr. Harshad Mehta	Public Health Supervisor, Bodakdev	9328198698
13	Mr. G. K. Patel	Public Health Supervisor, Jodhpur	9377482289
14	Mr. Harish K. Purohit	Public Health Supervisor, Vejalpur	9328198735
15	Mr. Dharendra Solanki	Public Health Supervisor, Sarkhej	9375969524
16	Mr. Ramesh Mandaliya	Public Health Supervisor, Refuse	9328198736

### 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 MUKESH PRAJAPATI 9979852818	5,200- 20,200 (2800)	NARESH LAKUM 9974163655	5,200-20,200 (2400)
					SENABHAI PARMAR 9978796670	5,200-20,200 (2400)
					PRATAP CHAUHAN 9510330597	5,200-20,200 (2400)
					RAYMAL RABARI 9067885824	5,200-20,200 (2400)
Kali	Chetan Patel 9824163602 (O) 27522311	9300- 34,800 (4400)	vacant post	5,200- 20,200 (2800)	SHAILESH KISHORI 9426725994	5,200-20,200 (2400)
					PRAFUL PRAJAPATI 9924168510	5,200-20,200 (2400)
					K. K. VAGHELA 9974604140	5,200-20,200 (2400)
Ranip	Dahyabhai Pathak 9328197555	9300- 34,800 (4400)	BALDEVAJI THAKOR 9586812492	5,200- 20,200 (2800)	NIKHIL PRAJAPATI 8401175419	5,200-20,200 (2400)
					SAINDHAV UPENDRA 9974424006	5,200-20,200 (2400)
					GHANSHYAM VYAS 9429023512	5,200-20,200 (2400)
Chandlodiya	Kalpesh Mashkar9376 981404	9300- 34,800 (4400)	vacant post	-	BHUVATRA SANJAY 9601882782	5,200-20,200 (2400)
					NARENDRA CHAUHAN 9978775138	5,200-20,200 (2400)
					VIJAY SOLANKI 9825082177	5,200-20,200 (2400)
Ghatlodiya	Rohit Patel 9377482278 (O) 27661919	9300- 34,800 (4400)	Uttam Patel 9898345812	5,200- 20,200 (2800)	vacant post	-
					JITENDRA VAGHELA 9998932011	5,200-20,200 (2400)
					ASHISH MISTRY- 9925832846	5,200-20,200 (2400)
Thaltej	Ashwin Upadhyaya 9328399286	9300- 34,800 (4400)	vacant post	-	PRAJAPATI BHARAT 9726529841	5,200-20,200 (2400)
					MITESH PRAJAPATI 9537816190	5,200-20,200 (2400)
					KHARAGIYA RAMJI 9726506968	5,200-20,200 (2400)
					BHANUPRASAD CHAUHAN 9924509812	5,200-20,200 (2400)
Bodakdev	Mr. Harshad Mehta 9328198698	9300- 34,800 (4400)	Hiren Upadhyaya 9426317337 HEMANT PATEL 9824161099	5,200- 20,200 (2800)	SHAILESH MISTRY 9601762232	5,200-20,200 (2400)
					VISABHAI RABARI 9898017855	5,200-20,200 (2400)
					PRAKASH CHAUHAN 9924509812	5,200-20,200 (2400)
					MANUBHAI PAREKH 9924306176	5,200-20,200 (2400)

Jodhpur	Mr. G. K. Patel 9377482289 (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	5,200-20,200 (2400)
					vacant post	-
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)	YASHWANT YADAV 9904518900	5,200-20,200 (2400)
					MEHUL L. PARMAR 9725314531	5,200-20,200 (2400)
					KANUBHAI SOLANKI 9825643925	5,200-20,200 (2400)
					MAYANK TRIPATHI 9825086073	5,200-20,200 (2400)
Refuse	Ramesh Mandaliya 9328198736	9300-34,800 (4400)	Dipikaben Vora 9426568656 CHAMPALAL HANS 9974041487 Bharat Patel 9898030333	5,200-20,200 (2800)	BHOI MAYANKABEN 9427696326	5,200-20,200 (2400)
					SOLANKI SONALBEN- 9824673161	5,200-20,200 (2400)
					MANISH RATHOD 9898072259	5,200-20,200 (2400)
					RAJUBHAI RATHOD 9714692883	5,200-20,200 (2400)
Khalkuva	-	-	vacant post	-	REKHA RATHVA 8238906899	5,200-20,200 (2400)



**11. Proposed Details of Budgets, Plan and expenditure:**

<b>Sr. No.</b>	<b>Dept. Acc. Code</b>	<b>Dept. &amp; Name of the Head</b>	<b>Estimated Amount in Lacks (Year 2015-16)</b>	<b>Remarks</b>
1	352/48203	Garbage Collection Refuse/expense of garbage collection	1,00,00,000	
2	332/48204	Expense for Khalkuva/Nuisance Tanker	17,50,000	

**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:** tashah@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 bungalow road, Bodakdev, Ahmedabad	9327555231
2	Mr. Umesh Patel	Sanitary Superintendent-1 & Ward Level P.I.O. (GOTA, KALI, RANIP, CHANDLODIYA, GHATLODIYA)	Health Dept., NWZ Health office, Raj mata vijya raje sindhiya bhavan, judges bungalow road, Bodakdev, Ahmedabad	9375031846
3	Mr. Dinesh Nayak	Sanitary Superintendent-2 & Ward Level P.I.O. ( THALTEJ, BODADEV, JODHPUR, VEJALPUR, SARKHEJ)	Health Dept., NWZ Health office, Raj mata vijya raje sindhiya bhavan, judges bungalow road, Bodakdev, Ahmedabad	9328197553

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

- Not Applicable.

**Dy.H.O.**  
**New West Zone**