



Ahmedabad Municipal Corporation
Health Department
New West Zone

Dt. 12/07/17

-: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 Karmchahi 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. moves in field for supervision, monitoring of conservancy system & health of citizens.
- Dy.H.O. and A.H.O. Allotted time for citizen consultation in afternoon.
- Yearly arrangement of "Lok Darbar" and "SEVA SETU" .

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. MILAN NAYAK	DY.H.O.	9327038837
2	DR. ARVINDKUMAR PATEL	A.H.O.	9712970768
3	MR. MAHENDRA BODAT	SANITARY SUPERINTENDENT	9327038682
4	MR. CHETAN PATEL	PUBLIC HEALTH SUPERVISOR, GOTA	7567877545
5	MR. SAMANDAR BODAT	PUBLIC HEALTH SUPERVISOR, GOTA	7567889876
6	MR. KALPESH MASHKAR	PUBLIC HEALTH SUPERVISOR, CHANDLODIA	9376981404
7	MR. ROHIT PATEL	PUBLIC HEALTH SUPERVISOR, GHATLODIA	9377482278
8	MR. HEMANT BHATT	PUBLIC HEALTH SUPERVISOR, THALTEJ	9712967281
9	MR. BABU PATEL	PUBLIC HEALTH SUPERVISOR, THALTEJ	9712967781
10	MR. HARSHAD MEHTA	PUBLIC HEALTH SUPERVISOR, BODAKDEV	9328198698
11	MR. ARVIND THAKKAR	PUBLIC HEALTH SUPERVISOR, JODHPUR	9327038709
12	MR. RAVINDRA KAUNGAL	PUBLIC HEALTH SUPERVISOR, VEJALPUR	7069093427
13	MR. HEMANT PATEL	PUBLIC HEALTH SUPERVISOR, SARKHEJ	9328385562
14	MR. DHIRENDRA SOLANKI	PUBLIC HEALTH SUPERVISOR, MAKTAMPURA	9375969524
15	MR. G. K. PATEL	PUBLIC HEALTH SUPERVISOR, REFUSE	9377482289

10. Monthly Remuneration received by Officer and Employees.

WARD	PHS	GRADE	SI	SSI	GRADE	GRADE	
GOTA	SAMANDAR	9,300-34,800 (4400)	ANIL PATEL 9427627598 MUKESH PRAJPTI 9979852818		5,200-20,200 (2800)	NARESH LAKUM 9974163655	5,200-20,200 (2400)
	BODAT 7567889876 CHETAN PATEL 7567877545					PRATAP CHAUHAN 9510330597 RAYMAL RABARI 9067885824 PRAFUL PRAJAPATI 9924168510	
CHANDLODIYA	KALPESH MASKAR 9376981404	9,300-34,800 (4400)	BHARAT PATEL 9898030333		5,200-20,200 (2800)	NARENDRA CHAUHAN 9601342706 SENABHAI PARMAR 9978796670 DARSHAN RAVAL 9173568090 VIJAY SOLANKI 9825082177	5,200-20,200 (2400)
GHATLODIYA	ROHIT PATEL 9377482278	9,300-34,800 (4400)	ATUL BAROT 7624018960		5,200-20,200 (2800)	ASHISH MISTRY- 9925832846 BALU DAMASIYA - 9173347147 MAHESH MAKWANA MANUBHAI SOLANKI 7359289756	5,200-20,200 (2400)
THALTEJ	HEMANT BHATT 9712967281 BABU PATEL 9712967781	9,300-34,800 (4400)	HIREN UPADHYAY 9426317337		5,200-20,200 (2800)	MITESH PRAJAPATI 9537816190 KHARAGIYA RAMJI 9726506968 KIRANBHAI VASAIYA 9712505614 PINAKIN PRIYDARSHANI 9737926583	5,200-20,200 (2400)
BODAKDEV	HARSHAD MEHTA 9328198698	9,300-34,800 (4400)	HEMANT PATEL 9824161099		5,200-20,200 (2800)	SHAILESH MISTRY 9137916970 VISABHAI RABARI 9898017855 MANUBHAI PAREKH 9924306176 PRAKASH CHAUHAN 9924509812 NITESH PATEL 9173005003	5,200-20,200 (2400)
JODHPUR	ARVIND THAKKAR 9327038709 079-26923625	9,300-34,800 (4400)	HEMANG PANDYA 9638994770		5,200-20,200 (2800)	CHAUHAN VANRAJ 9879561021 AMIT PARMAR 7383420730 SUNIL MAKWANA 8530888450 MANISH VAGHELA 8401818602	5,200-20,200 (2400)
VEJALPUR	RAVINDRA KAUNGAL 7069093427 (O) 26813278	9,300-34,800 (4400)	M. G. TIRMIZI 9825067405		5,200-20,200 (2800)	SANJAY CHAIYA 9687524278 GAVIT MANHARBHAI S. 9409630624 8401728555 MAHESH PARMAR 7801857879	5,200-20,200 (2400)
SARKHEJ	HEMANT PATEL 9328385562	9,300-34,800 (4400)	VIMAL CHAUHAN 9879733870 JAYESH UPADHYAY 9825888287		5,200-20,200 (2800)	VIJAY JADAV 7698073576 MAYANK TRIPATHI 9825086073 MEHUL L. PARMAR 9725314531 KALPESHGIRI 8530721086	5,200-20,200 (2400)
MAKATAMPURA	DHIRENDRA SOLANKI 9375969524	9,300-34,800 (4400)	JAYSWAL NAVINCHANDRA 9376135822		5,200-20,200 (2800)	RAVAL CHIRAG R. 9898630312 MANISH RATHOD CHIRAG SOLANKI 9712782760 BHUVATRA SANJAY 9601882782	5,200-20,200 (2400)
ZONAL OFFICE	-	-	DAMJIBHAI SUDRA		5,200-	KAMALKISHOR PARMAR	5,200-

			(SI- OFFICE) 9825662024		20,200 (2800)	9099176020 HIRAL CHANGELA 9429322587 LALAJIBHAI MAKAWANA 7874819320	20,200 (2400)
KHALKUVA	-	-	-	-	-	REKHA RATHVA8238906899	5,200- 20,200 (2400)
REFUSE	G K PATEL 9377482289	9,300- 34,800 (4400)	ANIL G PATEL 9426010808 KEYUR TRIVEDI 9624704337	5,200- 20,200 (2800)	5,200- 20,200 (2400)	BHOI MAYANKABEN 9429748086 SOLANKI SONALBEN 9824673161 RAJUBHAI RATHOD 9714692883 KANUBHAI SOLANKI 9825643925 JAYANTI VAGHELA 8401490807	5,200- 20,200 (2400)

11. Proposed Details of Budgets, Plan and expenditure:

Sr. No.	Dept. Acc. Code	Dept. & Name of the Head	Estimated Amount in Lacks (Year 2017-18)	Remarks
1	352/48203	Garbage Collection Refuse/expense of garbage collection	1,45,00,000	
2	332/48204	Expense for Khalkuva/Nuisance Tanker	30,00,000	

12. Manner of execution of subsidy programs:

- BPL families are given up to 50% concession in therapeutic service in municipal hospital & total free services for AMC karmcharis through provision of health book.
- BPL families are given free information according to RTI act 2005.

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>, Email id: milannayak@ahmedabadcity.gov.in

15. Facilities of libraries available to citizens.

- Not related to Health Dept.

16. Details of Public Information Officer.

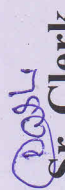
Sr.	Name of PIO /AU	Designation	Address	Contact Numbers
1	Dr. Milan Nayak	Dy.H.O. & Zone level P.I.O. and Appeler authority.	Health Dept., NWZ Health office, Raj mata vijaya raje sindhiya bhavan, judges bunglow road, Bodakdev, Ahmedabad	9327038837
2	Mr. Mahendra Bodat	Sanitary Superintendent- & Ward Level P.I.O. (Ward level)	Health Dept., NWZ Health office, Raj mata vijaya raje sindhiya bhavan, judges bunglow road, Bodakdev, Ahmedabad	9327038682

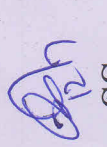
17. Particulars of the facilities available to citizens for obtaining information.

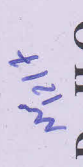
- Website: <http://www.ahmedabadcity.gov.in>, Email id: milannayak@ahmedabadcity.gov.in


Jr. Clerk
N.W.Z.


SSI (O)
N.W.Z.


Sr. Clerk
N.W.Z.


SS
N.W.Z.


Dy.H.O.
N.W.Z.