

**Informational Rights Act Section २००५(४) Under  
Spontaneously Public To do Regarding information.**

**Section ४ (१)(b)(i)**

**Health Department, District Council Thane Here Of works And Duties Theirs Details**

|  |  |
|--|--|
| Office name  | Health Department, Zilla Parishad Thane  |
| Address  | Square Fit Homes, २nd Floor Plot No.१०६/१०७, S. G. Barve Road, Opposite S. T. Bhavan, Wagle Estate MIDC, २२nd Circle, Thane (West) |
| Head of Office   | District Health Officer, Zilla Parishad Thane  |
| Name of government department  | Public Health Department, Mantralaya Mumbai  |
| Under which ministry's department?                                     | Public Health Department, Mantralaya Mumbai  |
| Area of operation — Geographical function                              | Thane jurisdiction   |
| Specific tasks   | Taking all health preventive measures  |
| Departmental Mission/Policy  | Taking preventive measures regarding health issues   |
| Policy   | Providing health facilities to the rural population  |
| All relevant personnel   | Medical Officer/Technical Staff in the Health Department   |
| Task   | Providing health services within the scope of work.  |
| Broad scope of work  | To implement health services as per the government's decision.   |
| Property details Building and site details                             | Primary Health Center and Sub-Center buildings, Medical Officer/Staff Residence  |
| Services available   | Implementing all government-approved National Health Service programs  |
| Details of each level of the scope of work in the organizational chart | A table is attached.   |
| Office telephone numbers and hours                                     | ०२२-२५३४६४०५, ०२२-२५३६९६८२ Time:-९.४५ am to ६.१५ pm  |
| Weekly holidays and designated times for specific services             | Saturday, Sunday, Public Holiday   |

Section 4 (1)(b)(ii) Specimen-a  
Details of powers of officers and employees of Health Department, Zilla Parishad Thane

A

| A.S. | Designation             | Rights Financial  | According to which law and government decision   | Feedback |
|------|-------------------------|---|--|----------|
| 1    | District Health Officer | 1. Power to grant administrative approval for major constructions and repairs   | M.G.P. and P.S. Accounts Compliance Rules-1968 (Rule 4 below) Appendix-Two             | -        |
|      |                         | From 1,00,001 to 10,00,000*   | Rural Development Department, S.N.No.ZPA-2016/Pr.No.56/Finance-9 dated 07 October 2017 |          |
|      |                         | 2. Power to give administrative approval in relation to development plans   |  |          |
|      |                         | From 0 to 10,00,000*  | ---// ---  |          |
|      |                         | 3. Power to give technical approval in relation to development schemes implemented from the self-generated resources of the ZP. |  |          |
|      |                         | 5,00,001 to #10,00,000*   | ---// ---  |          |
|      |                         | 4. Power to accept tenders or contracts for construction or development projects  |  | -        |
|      |                         | From 1,00,001 to 10,00,000*   | ---// ---  |          |
|      |                         | 5. Withdrawal and Disbursement Officer  | M.G.P. and P.S. Accounts Competence Rules -1968  | -        |
| 2    | Administrative Officer  | Salary and allowances, withdrawal and distribution of grants received on schemes  |  | -        |

B

| A.S. | Designation             | Administrative authority   | According to which law/rule/government decision and circular?                           | Feedback |
|------|-------------------------|--|---|----------|
| 1    | District Health Officer | Subordinate employee-  | Powers delegated by Hon'ble Chief Executive Officer 1.No. S.P.R./Delegation/Aastha3/756 |          |
|      |                         | 1. Salary increase.  | Dated 1 May 1999  |          |
|      |                         | 2. Granting leave  | 2.No.Sapravi/Delegation/Astha3/1883   |          |
|      |                         | 3. Minor punishment.   | Dated 17.7.2002   |          |
|      |                         | 4. Reporting and reviewing confidential reports.                           | 3.No.Sapravi/Aastha-3/1300  |          |
|      |                         | 5. Entries in the service book of officers and employees                   | Date 31.8.2000  |          |
|      |                         | To sign.   | 4.J.No./Sapravi/Delegation/Aastha-3A/128/14 Dated :- 23/01/2014                         |          |
|      |                         | 1. Preparation of appointment/promotion proposals for Class 3 and Class 4. | 5. No./Sapravi/Delegation/Aastha-3A/1052/14 Dated :- 28/08/2015                         |          |
|      |                         | 2. To oversee the work of the Health Committee as Member Secretary.        | 6.J.No.Thajip/Sapravi/Aastha-3/Vashi/1603/2017 Dated :- 07/11/2017                      |          |

C

| A.S.           | Designation | Rights Criminal          | According to which law/rule/government decision and circular? | Feedback |
|----------------|-------------|--------------------------|---|----------|
| Not applicable |             |                          |   |          |
| Absolute       |             |                          |   |          |
| D              |             |                          |   |          |
| A.S.           | Designation | Authority-quasi-judicial | According to which law/rule/government decision and circular? | Feedback |
| Absolute       |             |                          |   |          |

Section 4(1)(b)(ii)

Details of the work of officers and employees of the Health Department, Zilla Parishad Thane Division

| A.S. | Designation   | Powers and duties of the position  | Order No   | Feedback |
|------|---|--|--|----------|
| 1    | Dr. Gangadhar Parge   | Administration, control and supervision of all national health programs  | Officers transferred by Hon'ble Chief Executive Officer 1.No. S.P.R./Delegation/Aastha3/756 dated 1st May 1999 |          |
|      | District Health Officer   | Subordinate employee-  |  |          |
|      |   | 1. Salary increase.  | 2.No.Sapravi/Delegation/Astha3/1883 dated 17.7.2002  |          |
|      |   | 2. Granting leave  | 3.No.Sapravi/Aastha-3/1300 dated 31.8.2000   |          |
|      |   | 3. Minor punishment.   | 4.J.No./Sapravi/Delegation/Aastha-3A/128/14 Dated :- 23/01/2014  |          |
|      |   | 4. Confidential report reporting and review.   | 5. No./Sapravi/Delegation/Aastha-3A/1052/14 Dated :- 28/08/2015  |          |
|      |   | 5. Signing the entries in the service books of officers and employees  | 6.J.No.Thajip/Sapravi/Aastha-3/Vashi/1603/2017 Dated :- 07/11/2017   |          |
|      |   | 6. Granting special leave for tuberculosis and cancer.   |  |          |
|      |   | 7. Approval of medical reimbursement payments  |  |          |
|      |   | 8. Preparation of appointment/promotion proposals for Class 3 and Class 4.   |  |          |
|      |   | 9. To oversee the work of the Health Committee as Member Secretary.  |  |          |
| 2    | Dr. Swati Shinde District Mother and Child Welfare Officer            | Reproductive and Child Health Programme, Universal Immunization Programme, Polio Eradication Programme (PPI), AFP Surveillance, Anganwadi Checkup, Navsanjeevani Scheme, Human Development Programme, Vitamin A Distribution Campaign, Deworming Campaign, IDCF, Birth and Death |  |          |
| 3    | Dr. Anjali Chaudhary Medical Officer District Training Center         | To control the functioning of the District Training Center.  |  |          |
| 4    | Administrative Officer post vacant Additional charge Dr. Swati Shinde | Overseeing the entire office supervision, salaries and allowances, withdrawal and distribution of grants received on schemes, all accounting matters, and functioning as a Public Information Officer.   |  |          |

|   |  |  |  |  |
|---|--|--|--|--|
| 5 | Assistant<br>Accounts<br>Officer<br>Additional<br>Charge Shri.<br>Sarita<br>Chougule | Supervise and control all accounting work, complete payroll, allowances and all types of audit, account verification etc.<br>Control and complete work related to other accounts.  |  |  |
| 6 | Mr. Yogita<br>Dhiwar<br>(Pataker)<br>Assistant<br>Administration<br>Officer          | 1. Absence of Heads of Office/Heads of Department on office work<br>To keep control.<br>2. Control over daily employee attendance sheet.<br>3. Controlling the daily movement register.<br>4. Register and control the daily and advance travel programs of the Head of Office.<br>5. To ensure the arrangements of senior officers/officials during their visits.<br>6. Coordination tools for local level officers and officials.<br>7. Control and monitor all offices.<br>8. In addition to the office at the taluka level, the headquarters (district) level also has to monitor the work and court cases as per their accounts.<br>9. Disposition of Vidhan Sabha starred questions/unstarred questions/Lokayukta cases.<br>10. In addition, to carry out work as per the orders given by the superiors from time to time. |  |  |
| 7 | Mr. Nitin<br>Ghodke Junior<br>Administration<br>Officer No. 1                        | 1. To control the functioning of the establishment.<br>2. Control the work of updating the entire office files in a systematic manner as per the Maha.Zilla Parishad and Panyayat Samiti (Classification/Censorship of Documents) Rules, 1964, with the cooperation of the concerned employees.<br>3. Grievance redressal register and control over that work.<br>4. Preparing and presenting consolidated information required for district level meetings.<br>5. Maintain and control the telephone register by keeping it up to date and complete the documents in collaboration with the concerned staff.  |  |  |

|    |  |  |  |  |
|----|--|--|--|--|
|    |  | <p>6. To maintain records (collected) in court cases and to complete the documents with the cooperation of the concerned employees.</p> <p>7. To assume supervisory responsibility for the above-mentioned activities related to them.</p> <p>9. In addition, to carry out work as per the orders given by him from time to time.</p>  |  |  |
| 8  | Shri. Rutuja Sarnobat<br>Junior Administrative Officer No. 2 | <p>1. To control the functioning of the establishment.</p> <p>2. To complete the documents with the cooperation of the concerned employees regarding the correction of doubts in the inspection notes of the Hon'ble Commissioner/MCO/DPO.</p> <p>3. To consolidate the summary of the work report letters of all employees and to consolidate the summary of the records of the postal department (to keep the consolidated records updated by taking notes in the register book)</p> <p>4. Inspecting the files of clerical staff and keeping the records and inspection reports updated.</p> <p>5. Supervise the marking and distribution of daily mail.</p> <p>6. To take care of the issuance of Assembly/Starred/Unstarred Question References and important Government References in collaboration with the concerned employees.</p> <p>7. To control and exercise supervisory responsibility over the training activities of employees/officers/officers.</p> <p>8. In addition, to carry out work as per the orders given by him from time to time.</p> |  |  |
| 9  | Mr. Prashant Yashwantrao<br>Junior Accounts Officer          | <p>Submitting salary payments, travel allowance payments, additional allowance payments and other payments of various schemes for approval under the main account head 2211, checking various scheme accounts, preparing budgets, (quarterly, eighth, eleventh) withdrawing and distributing grants under the account head 2211 from the treasury. Reconciling the expenditure and completing the expenditure accounts. Preparing monthly/quarterly expenditure reports every month and submitting them to the administrative department. Performing work assigned as per the orders of the S.L.A.</p>   |  |  |
| 10 | Shri. Dattatray Butare Junior Assistant                      | <p>Office establishment</p> <p>1. Complete service record of officers and employees</p> <p>2. All activities related to the establishment</p>  |  |  |

|    |   |   |  |  |
|----|---|---|--|--|
|    | Establishment-1                                       | 3. Pension matters and group insurance policies of officers/employees at the headquarters as well as all ancillary matters.   |  |  |
| 11 | Shri. Chetmaya Pun Senior Assistant Establishment-2   | 1. Complete establishment of Medical Officers Group-A and Group-B<br>2. Complete service record of Medical Officers, Group A and Group B. Complete service record.<br>3. Pension matters and group insurance claims of Medical Officers, Group A and Group B and all ancillary matters.   |  |  |
| 12 | Mr. Yogesh Ghag Junior Assistant Establishment-3      | 1. Complete functioning of the establishment of a leprosy technician<br>2. Complete functioning of the establishment of the Health Supervisor<br>3. Complete functioning of the establishment of Health Assistant (Male)<br>4. Complete functioning of the establishment of health workers (male)<br>5. Complete operation of the sanitation workers' establishment   |  |  |
| 13 | Padrikta Asthana-4 Additional Shri Ghag               | 1. All the related work related to the establishment of the Drug Manufacturing Officer cadre<br>2. All the related work related to the establishment of the Laboratory Technician cadre   |  |  |
| 14 | Shri. Akanksha Desai Junior Assistant Establishment-5 | 1. All the related work related to the establishment of the Health Servant (Female) cadre<br>2. All the related work related to the establishment of the Health Assistant (Female) cadre<br>3. All the ancillary work related to the establishment of the part-time female attendant cadre for the assistant nurse midwife.   |  |  |
| 15 | Mr. AV Kolhe, Junior Assistant Establishment - 7      | 1. All group insurance cases within the scope of work,<br>2. Pension matters of all officers/employees in the jurisdiction,<br>3. Advance tour program and daily schedule of headquarters officers and staff<br>4. Ancillary work and correspondence regarding employees/soldiers at Primary Health Center level<br>5. All establishment related matters of employees (sepais) regularized under Kalelkar agreement |  |  |
| 16 | Mr. Sunil Kolambe                                     | Health Committee: All administrative and financial responsibilities and all other meeting activities  |  |  |

|    |   |   |  |  |
|----|---|---|--|--|
|    | Extension Officer<br>(Statistics)<br>Administration-1         | Working of Panchayat Raj Committee, Scheduled Caste Committee, Scheduled Tribe Welfare Committee.<br>Family planning program<br>Submitting reports under Yashwant Raj Panchayat Abhiyan<br>Smart PHC Scheme<br>Coordination meeting of Hon. Mu Ka A   |  |  |
| 17 | Mr. Vikrant Kamble Health Supervisor<br>Administration-2      | 1. Right to information received in the office, first appeal, second appeal<br>2. Aaple Sarkar Portal Application Action 1.RDD 2.Health Department<br>3. Panchayat Samiti Inspection Program, Hon'ble Divisional Commissioner Inspection<br>4. Employee organization activities<br>5. Action on newspaper clippings<br>6. Office staff office check Taluka Health Office and Primary Health Center office<br>7. Collect biometric reports from taluka level and submit reports to the Deputy Director's office<br>8. Archive room functioning   |  |  |
| 18 | Mr. Tejal Ugle Junior Assistant Accounts Accounts Branch -2,3 | 1. Full responsibilities of the accountant position<br>2. Distribute checks received by the Health Department regarding payments to suppliers of medicines, equipment and supplies purchased by the Warehouse Branch.<br>3. Prepare and pay invoices to the relevant account as per the requirement and under the account head.<br>4. Complete the cash book by summarizing undisbursed cash and cash withdrawals.<br>Additional duties Junior Accounts Officer, Senior Assistant Accounts<br>5. Transferring medical bills, travel allowance payments, xerox payments, overtime allowance payments, cheques received after approval to the account of the concerned officer/employee.<br>6. Requesting and making available necessary grants.<br>7. All matters regarding water bills, electricity bills, etc.<br>8. Computer and Xerox Repair and Maintenance<br>9. Heavy collection register |  |  |



|    |  |  |  |  |
|----|--|--|--|--|
| 19 | Mr. Amol Bodhe Health Assistant Payroll Office Accounts Branch-3 | 1. Salary payments of officers/employees at headquarters                             |  |  |
|    |  | 2. Salary payments of Medical Officers Group A and Group B                           |  |  |
|    |  | 3. All income tax related matters of all officers/employees                          |  |  |
|    |  | 4. Complete differential payments of officers/employees/medical officers             |  |  |
|    |  | 5. Medical bills of headquarters employees.  |  |  |
|    |  | 6. Travel allowance payments to headquarters staff                                   |  |  |
|    |  | 7. Xerox payments of headquarters employees. Overtime allowance payments.            |  |  |
| 20 | Ms. Sunita Vakse Junior Assistant Incoming and Outgoing Branch   | Complete operations of the postal, incoming and outgoing branch in the office        |  |  |
| 21 | Mr. Rajan Handore Health Assistant Vehicle Branch                | Complete operations of the vehicle branch  |  |  |
|    |  | Correspondence, proceedings from NGOs  |  |  |
|    |  | Appreciation program for meritorious officers and employees of the health department |  |  |
|    |  | Primary Health Center Level Security Guard Related Work                              |  |  |
| 22 | Mr. Jagannath Dhangar Health Services 1                          | 1) Taking necessary measures in terms of public health                               |  |  |
|    |  | 2) Publication Literature Printing Z.P. Scheme                                       |  |  |
|    |  | 3) Provision of facilities in case of travel emergencies.                            |  |  |
|    |  | 4) Medical Payments Technical Approval and Administrative Approval                   |  |  |
|    |  | 5) Submitting a proposal to provide financial assistance to terminally ill patients. |  |  |
|    |  | 6) Proceedings regarding hotel, lodging boarding, water park exemption certificate   |  |  |
|    |  | 7) Assisting Dr. Masal Taluka Health Officer Kalyan for hospital registration        |  |  |
|    |  | 8) Processing of school exemption certificates                                       |  |  |
| 23 | Mr. Namdev Tarse Health Supervisor                               | 1. Ashram School Inspection Report   |  |  |
|    |  | 2. Implement Pulse Polio vaccination campaign.                                       |  |  |
|    |  | 3. Special Pulse Polio Vaccination Campaign –(SNID)                                  |  |  |
|    |  | 4. Implementing NDD campaigns  |  |  |

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|----|---|---|--|--|
|    | Health Services<br>2  | 5. Human Development Supervision  |  |  |
| 24 | Mr. Sajit<br>Jadhav Health<br>Supervisor<br>Health Services<br>3                | 1. Planning Department Assistant<br>2. NCD Programme Non-communicable Diseases<br>3. Health Enhancement Scheme<br>4. Pradhan Mantri Jan Arogya Yojana   |  |  |
| 25 | Shri.<br>Prabhawati<br>Salunkhe<br>Health<br>Supervisor<br>Health Services<br>4 | 1. All programs and reports related to child health<br>2. National Program Supervision (Pulse Polio, NDD, SAANS, SAM-MAM, RCH & HMIS Portal)<br>3. Working as per instructions given by the authorities from time to time   |  |  |
| 26 | Mr. Anirdha<br>Lodh<br>Health<br>Assistant<br>Health care 5<br>Epidemics        | 1. Preparation of District Health Officer ATP and Dairy.<br>2. Proposals for private nursing schools and government nursing schools RPH actioned<br>3. Actions and correspondence regarding Bogus Doctor District Level Bogus Doctor Review Committee Meeting and Planning Actions<br>3. Waterborne Pest IHIP Supplementary Circulars, Preventive Measures Preliminary and Final Report Presentation<br>4. Animal Disease Committee District Level Committee Meeting and<br>5. Infectious Disease District Level Committee Meeting and Planning Proceedings<br>6. Climate Change and Human Health District Level Task Force Committee Meeting and Planning Proceedings<br>7. Sansad Adarsh Village Scheme.<br>8. Sonography examination of pregnant mothers Z.P. scheme |  |  |
| 27 | Shri Amarbabu<br>Tayde Health<br>Assistant<br>Health Service<br>6               | 1) Implementing human development programs<br>2) Implementing the Navsanjeevani Yojana program<br>3) CTC sunk wages cess fund   |  |  |
| 28 |   | 3) Responsible meetings<br>4) Core Committee<br>5) Submission of Pune Office Report<br>6) Submission of Tribal Project Shahapur Report<br>7) PADA Volunteer/Medical Aid Team Monthly Report   |  |  |

|    |  |   |  |  |
|----|--|---|--|--|
| 29 | Srimilan<br>Checkup<br>Health<br>Assistant<br>Health Service<br>7  | 1) AMB Program (Anaemia Mukta Bharat) WIFS  |  |  |
|    |  | 2) National Tuberculosis Eradication Programme  |  |  |
|    |  | 3) National Leprosy Eradication Programme   |  |  |
|    |  | 4) Non-communicable diseases  |  |  |
|    |  | 5) Keeping records of collecting LAQ  |  |  |
|    |  | 6) OPD/ IPD report collection   |  |  |
|    |  | 7) School Health Checkup Report   |  |  |
|    |  | 8) Work as per instructions given by the authorities from time to time  |  |  |
|    |  | 9. ATP Reports Survey Reports and Actions   |  |  |
| 30 | Shri Pramod<br>Gharat Aragya<br>Assistant<br>Health Service<br>8   | 1) Epidemic weekly and monthly report proceedings   |  |  |
|    |  | 2) Leptospirosis and swine flu daily report action  |  |  |
|    |  | 3) Water Quality and Sanitation Survey Report Action  |  |  |
|    |  | 4) Heatstroke report action   |  |  |
|    |  | 5) Monsoon Period Action Plan, related reports and correspondence proceedings   |  |  |
|    |  | 6) Snakebite, dogbite and scorpion sting report action  |  |  |
| 31 | Mr. Vishal<br>Kodarlikar<br>Junior Assistant<br>Planning<br>Branch | 1) Working of the Planning Branch   |  |  |
|    |  | 2) Preparing the District Annual Plan (General) and requesting for grants   |  |  |
|    |  | 3) Preparing District Annual Plan (Tribal) and requesting for grants  |  |  |
|    |  | 4) Preparation of a new comprehensive plan for the maintenance and repair of health institutions  |  |  |
|    |  | 5) Planning by taking resolutions in the District Planning Committee Meeting, Zilla Parishad General Meeting, Standing Committee Meeting, Health Committee Meeting - Meetings |  |  |
|    |  | 7) Providing space for health institutions  |  |  |
|    |  | 8) Health Department Building Maintenance and Repair  |  |  |
|    |  | 9) Overseeing all the activities of the Planning Branch   |  |  |
| 32 | Mr. Rakesh<br>Dolkar Health<br>Worker Health<br>Service 9          | 1. Administrative approval of medical payments by medical officer   |  |  |
|    |  | 2. Travel and camp management, providing health facilities at the Mahalaxmi Saras Exhibition, Konkan Saras Exhibition venues  |  |  |
|    |  | 3. Redressal of health related complaints received from citizens/officers   |  |  |

|    |  |   |  |  |
|----|--|---|--|--|
|    |  | 4. IMI, SAANS, Pulse Polio, NDD and all other various programs (printing, publicity) publicity – tender processing, distribution of publicity materials and accounting. Proceedings   |  |  |
|    |  | 5. Additional District Health Officer to prepare ATP and Diary  |  |  |
|    |  | 6.Preparation of District Maternal Child Welfare Officer ATP and Diary  |  |  |
|    |  | 7.IODINEMinority Disorders Program Report   |  |  |
|    |  | 8. Assistance to the drug store branch  |  |  |
| 33 | Shri. Afsarbana Sheikh Health Service Women's Warehouse Branch-2 | 1) Maintaining all activities related to the vaccination program, vaccine stock and distribution register.<br>2) Other campaigns from time to time,<br>3) Regular vaccination program |  |  |
| 34 | Shri.N.H.Patil Drug Manufacturing Officer Warehouse Branch       | To perform all the operations of the warehouse branch.  |  |  |
| 35 | Mr. Arjana Gaikwad Statistical Supervisor Statistics Department  | To carry out all the work related to birth and death registration   |  |  |
| 36 | Mr. Khilchand Bendale, Cold Storage Technician                   | 1) Maintenance and repair of refrigerators at primary health center and sub-center level.   |  |  |

Section 4 (1)(b)(iii)

Publication of procedures for determining the responsibility and accountability for supervision in the decision-making process in the Health Department Office

The staff handling the work of the office submits the file of the relevant subject to the District Health Officer for final decision/approval through the Assistant Administrative Officer, Junior Administrative Officer, Administrative Officer, Assistant District Health Officer.

The employees of the concerned office are responsible for receiving and submitting information/reports from Primary Health Centers, Sub-Centers and other departments. The responsibility of supervising this work lies with the Assistant Administrative Officer, Junior Administrative Officer, Health Supervisor, Statistical Officer, Additional District Health Officer, Assistant District Health Officer respectively.

It is the responsibility of the employees of the relevant office to keep the records they have up to date.

| A.S. | Nature of work  | Duration  | Responsible officer/employee   | Feedback |
|------|---|---|--|----------|
| 1    | Receiving and compiling monthly reports of various development schemes from Primary Health Centers, Sub-Centers and other departments.  | 1 month   | The concerned office staff, Assistant Administrative Officer, Junior Administrative Officer, Health Supervisor, Statistical Officer, Assistant District Health Officer, Additional Health Officer supervise this matter. |          |
| 2    | Zilla Parishad, Hon'ble Deputy Director Health Services Mumbai Board  | As per the instructions given by the government from time to time | Administrative Officer, Assistant District Health Officer, Additional District Health Officer  |          |
|      | Inspection of work under development schemes being implemented through Thane  |   |  |          |
| 3    | Government, Hon. To take action to fill technical posts as per the letter from the Chief Executive Officer, to prepare information about vacant posts, to handle all establishment-related matters, to submit applications from general citizens, applications, complaints etc. from Primary Health Center workers. | As per the instructions given by the government from time to time | Responsible employee of the relevant office  |          |

Section 4 (1)b (v) Specimen (a)

Rules/Acts related to work in the Health Department Office

| A.S. | Topics given as per the syllabus                   | Rule No. and Year  | Feedback |
|------|--|--|----------|
| 1    | Monitoring of development works of Zilla Parishads | Maharashtra Zilla Parishad and Panchayat Samiti Act 1964 and rules thereunder  |          |
|      |  | Mumbai Gram Panchayat Act 1958   |          |
| 2    | Employee establishment matters                     | The technical and non-technical work of the Zilla Parishad is carried out as per the laws and rules made by the Government of Maharashtra from time to time. The following laws and rule books are used to carry out administrative and public affairs work in the Zilla Parishad. | --       |
|      |  | 1) Maharashtra Zilla Parishad and Panchayat Samiti Act 1961  | --       |
|      |  | 2) Mumbai Gram Panchayat Act 1958  |          |
|      |  | 3) Protection of Civil Rights Act 1955   |          |
|      |  | 4) Maharashtra Zilla Parishad and Panchayat Samiti Accounts Code Act 1968  |          |
|      |  | 5) Maharashtra Civil Services (General Conditions) 1981  |          |
|      |  | 6) Maharashtra Civil Services (Leave) 1981   |          |
|      |  | 7) Maharashtra Civil Services (Salary) 1981  |          |
|      |  | 8) Maharashtra Civil Services (Retirement Pay) 1982  |          |
|      |  | 9) Maharashtra Civil Services (Extra-Voluntary Service, Tenure, Suspension) 1981   |          |
|      |  | 10) Maharashtra Zilla Parishad and Panchayat Samiti Fund Review 1961   |          |
|      |  | 11) Maharashtra Zilla Parishad and Panchayat Samiti Budget Rules 1966  |          |
|      |  | 12) Maharashtra Zilla Parishad and Panchayat Samiti Contingency Expense Rules  |          |
|      |  | 13) Maharashtra General Provident Fund Rules   |          |
|      |  | 14) Maharashtra Zilla Parishad (Discipline and Appeal) Rules 1964  |          |
|      |  | 15) Maharashtra Zilla Parishad (District Services) Service Entry Rules 1967  |          |

Section 4 (1) (b) (vi)

Classification of documents in the District Health Department

| A No. | Document type | Subject                        | Detailed topic of major issues                       | Safekeeping period |
|-------|---------------|--------------------------------|--|--------------------|
| 1     | A             | Compilation of Standing Orders | Various standing orders received from the government | Permanent          |
| 2     | A             | service manuals                | Service books of officers/employees                  | Permanent          |
| 3     | A             | Hardcover book                 | Office furniture notes                               | Permanent          |
| 4     | A             | Incoming records               | Record of all mail arriving at the office            | Permanent          |
| 5     | B             | Advance registration           | Records of advances given to personnel officers      | 30 years           |
| 6     | B             | Attendance sheet               | Daily attendance record of employees                 | 10 years           |
| 7     | C             | Stock register                 | Records of office supplies used daily                | 10 years           |
| 8     | C             | Inspection report              | Visits to work/work                                  | 10 years           |
| 9     | C             | Inquiry report                 | Investigation of complaints received                 | 10 years           |
| 10    | C             | Job Description / Case File    | Collection of various topics                         | 10 years           |
| 11    | C             | Diary                          | Monthly work diary of officers                       | 10 years           |
| 12    | C             | Diary                          | Monthly work diary of medical officers               | 10 years           |
| 13    | D             | fixed times                    | Monthly/Quarterly/Annual Progress Reports            | 1 years            |

Section 4 (1) (b) (vii)

Arrangement for consultation with the public for impactful work in the District  
Health Department

| A No. | Subject of consultation                               | Detailed description of the working system  | By which circular?  | Repetitive tense |
|-------|---|---|---|------------------|
| 1     | Overview of all national health programs              | Problems are resolved by holding monthly review meetings of all medical officers in the district.   | Deputy Director Health Services and District Health Officer                             | Every month      |
| 2     | Training and supervision of various national programs | District Medical Officer, Health Officer, Assistant Nurse, Public Relations Officer, Health Supervisor, Statistical Officer, Health Assistant, Health Servant | Training is organized as per the letter received from the government from time to time. | 3 months         |

Section 4 (1) (b) (viii)

Sample (A)

Publishing details of meetings of committees/councils/board of the District Health  
Department

| A. No. | Name of the Committee | Committee members                               | Objective of the committee  | Is the meeting open to the public or not? | Minutes of the meeting  |
|--------|-----------------------|---|---|---|---|
| 1      | Health Committee      | Hon. Speaker (Chairman) 1 + Members 8 = Total 9 | Approving various schemes in the health department.   | No  | Secretary, Health Committee and District Health Officer, Zilla Parishad Thane |
|        |                       |   | Implementing innovative plans.  |   |   |
|        |                       |   | Implementing Central Government and State Government schemes at Primary Health Center level |   |   |



## Section 4 (1) (b) (viii)

Sample (B)

## Publishing the list of meetings in the District Health Department

| A. No.   | Name of the Assembly | Members of the meeting | How often is it taken? | Is the meeting open to the public or not? | Minutes of the meeting (available) |
|----------|----------------------|------------------------|------------------------|---|------------------------------------|
| Absolute |                      |                        |                        |   |                                    |

## Section 4 (1) (b) (viii)

Sample (a)

## Publishing a list of councils in the District Health Department

| A. No.   | Name of the council | Council members | Objectives of the conference | How often is it taken? | Is the meeting open to the public or not? | Minutes of the meeting |
|----------|---------------------|-----------------|------------------------------|------------------------|---|------------------------|
|          |                     |                 |                              |                        |   | (Available)            |
|          |                     |                 |                              |                        |   |                        |
| Absolute |                     |                 |                              |                        |   |                        |

## Section 4 (1) (b) (viii)

Sample (d)

### Publishing a list of any institutions in the District Health Department

| A. No.   | Name of the Institution | Members of the organization | Objectives of the organization | How often is it taken? | Is the meeting open to the public or not? | Minutes of the meeting |
|----------|-------------------------|-----------------------------|--------------------------------|------------------------|---|------------------------|
|          |                         |                             |                                |                        |   | (Available)            |
|          |                         |                             |                                |                        |   |                        |
| Absolute |                         |                             |                                |                        |   |                        |

Section 4 (1) B ( X)

Officers and employees of Health Department Zilla Parishad Thane Division Their names,  
addresses and monthly salaries

| A.S. | Designation   | Officers/employees Name       | Class | Ruju Date  | Telephone number | Total salary |
|------|---|-------------------------------|-------|------------|------------------|--------------|
| 1    | District Health Officer                                     | Dr. Gangadhar Parge           | 1     |            | 857608865        | 306863       |
| 2    | Extreme District Health Officer                             | Dr. Dinesh Sutar              | 1     |            | 8669822425       | 224600       |
| 3    | Administrative Officer District Family Welfare Organization | Dr. Swati Anup Shinde         | 1     |            | 8356000050       | 275420       |
| 4    | Medical Officer Class- 2                                    | Dr. Anjali Yogesh Chaudhary   | 1     |            | 9821623815       | 179400       |
| 5    | Medical Officer Ayush                                       | Dr. Balaji Gawade             | 2     |            | 9822675584       | 199706       |
| 6    | District Extension and Media Officer                        | Mr. Sanjay Prabhakar Jadhav   | 2     | 19/03/2024 | 7350935272       | 82735        |
| 7    | Statistics Officer  | Shrim. Supriya Darekar        | 2     | 2/4/2025   | 9664236539       | 80330        |
| 8    | S.P.A.  | Mr. Yogita Laxman Dhivar      | 3     |            | 8452903255       | 121400       |
| 9    | C.P.A.  | Shrim. Rituja Rupesh Sarnobat | 3     |            | 9619729580       | 88470        |
| 10   | C.P.A.  | Mr. Nitin Eknath Ghodke       | 3     |            | 9967835484       | 88765        |
| 11   | S.L.A.  | Mr. Shantaram Mahadev Shinde  | 3     |            | 8097705252       | 111225       |
| 12   | Health Supervisor   | Mr. Jagannath Anna Dhangar    | 3     |            | 9987103592       | 134720       |
| 13   | Health Supervisor   | Mr. Namdev Ganpat Tarse       | 3     |            | 9673213925       | 130835       |
| 14   | Extension Officer   | Mr. Sunil Spring turtles      | 3     |            | 9421018077       | 104010       |
| 15   | V. Six.   | Shrim. Ruchira Manoj Bende    | 3     | 24/01/2025 | 7620344512       | 83475        |
| 16   | C. Six.   | Shri.Akanksha Anil Desai      | 3     |            | 8433616272       | 83660        |

|    |                   |                                   |   |  |            |        |
|----|-------------------|-----------------------------------|---|--|------------|--------|
| 17 | C. Six.           | Shrim. Snehal Gawli               | 3 |  | 8390149705 | 61090  |
| 18 | C. Six.           | Shrim. Rekha Dnyaneshwar Waste    | 3 |  | 8655266791 | 50730  |
| 19 | C. Six.           | Mr. Tejal Pradeep Ugle            | 3 |  | 7738361881 | 40925  |
| 20 | A.N.A.            | Mr. Nitin Hemchandra Patil        | 3 |  | 9892259942 | 144525 |
| 21 | Health Supervisor | Mr. Sujith Vasant Jadhav          | 3 |  | 8888222243 | 70525  |
| 22 | Health Supervisor | Mr. Vikrant Shashikant Kamble     | 3 |  | 7021914007 | 70525  |
| 23 | Health Supervisor | Mr. Prabhawati Dilip Salunke      | 3 |  | 9373312470 | 134720 |
| 24 | Health Assistant  | Mr. Pramod Nakul Gharat           | 3 |  | 8425909722 | 108265 |
| 25 | Health Assistant  | Mr. Rajan Krishna Handore         | 3 |  | 9967427730 | 105120 |
| 26 | Health Assistant  | Mr. Amarbabu Mahadev Tayde        | 3 |  | 9665590003 | 111410 |
| 27 | Health Assistant  | Mr. Milan Baburao Check           | 3 |  | 7219650809 | 102160 |
| 28 | Health worker     | Mr. Rakesh Dattatreya Dolkar      | 3 |  | 9867715457 | 108265 |
| 29 | Health worker     | Mr. Amol Prabhakar Bodhe          | 3 |  | 9028278999 | 85880  |
| 30 | C. Six.           | Shrim. Aneri Amit Mahamunkar      | 3 |  | 8451928377 | 50730  |
| 31 | K.L.A.            | Mr. Prashant Dashrath Yashwantrao | 3 |  | 9224245283 | 76815  |
| 32 | health worker(s)  | Shrim. Afsarbano Md. Khan         | 3 |  | 9028717690 | 112520 |
| 33 | V. Six.           | Mr. Sunita Ganpat More            | 3 |  | 9657533852 | 62755  |
| 34 | V. Six.           | Mr. Chetmaya Pun                  | 3 |  | 9594976782 | 83660  |
| 35 | C. Six.           | Shrim. Astha Chaitanya Chipkar    | 3 |  | 8169240617 | 54060  |
| 36 | C. Six.           | Mr. Prathamesh Bibhishan Shinde   | 3 |  | 9892503299 | 39815  |
| 37 | Air driver        | Mr. Anil Damodar Shinde           | 3 |  | 8806247899 | 88335  |
| 38 | Air driver        | Mr. Ramesh Mukund Vide            | 3 |  | 9867326308 | 88335  |
| 39 | Soldier           | Mr. Mahendra Bhaskar Patil        | 3 |  | 9323104616 | 50680  |
| 40 | Soldier           | Mr. Meena Anil Khadang            | 3 |  | 9004572111 | 67700  |
| 41 | Soldier           | Mr. Sunita Sunil Kharat           | 3 |  | 9987196580 | 61595  |
| 42 | Soldier           | Mr. Surekha Mohan More            | 3 |  | 9594644127 | 50680  |

|    |                  |                               |   |  |            |        |
|----|------------------|-------------------------------|---|--|------------|--------|
| 43 | Soldier          | Ms. Shilpa Ram Naik           | 3 |  | 8454879427 | 45315  |
| 44 | Soldier          | Mr. Nitin Kashinath Bhere     | 3 |  | 9370426234 | 59560  |
| 45 | Health Assistant | Mr. Anirudh Anant Lodh        | 3 |  | 9987236702 | 111410 |
| 46 | C. Six.          | Mr. Dattatreya Gopal Butare   | 3 |  | 9082746422 | 72375  |
| 47 | Soldier          | Mr. Manisha Ashok Bhadane     | 3 |  | 8422097850 | 49150  |
| 48 | C. Six.          | Mr. Ramchandra Tukaram Jadhav | 3 |  | 7039692049 | 72375  |
| 49 | Air driver       | Mr. Suresh Bhav Singh Pawar   | 3 |  | 8550904686 | 73905  |
| 50 | Air driver       | Mr. Narendra Rajaram Bhoir    | 3 |  | 9967835458 | 88335  |

Section 4 (1) B ( X)

Health Department Zilla Parishad Thane Division Officers and Employees Publishing detailed information about their salaries

| A. No. | Employees Name                 | Designation   | Basic salary | Grade pay | Dearness Allowance | House rent allowance | Local supplement Allowance | Transport Allowance / Vehicle Allowance / PTA | NON PRA Allowance | Washing Allowance/ NPA/ DCPS | Total  |
|--------|--------------------------------|---|--------------|-----------|--------------------|----------------------|----------------------------|---|-------------------|------------------------------|--------|
| 1      | 2                              | 3   | 4            | 5         | 6                  | 7                    | 8                          | 9   | 10                | 11                           | 12     |
|        | Dr. Gangadhar Parge            | District Health Officer                                     | 148600       | 0         | 81730              | 44580                | 300                        | 5400  | 38141             | 0                            | 318751 |
|        | Dr. Dinesh Sutar               | Extreme District Health Officer                             | 99500        | 0         | 54725              | 29850                | 300                        | 5400  | 34825             | 0                            | 224600 |
|        | Dr. Swati Anup Shinde          | Administrative Officer District Family Welfare Organization | 122600       | 0         | 67430              | 36780                | 300                        | 5400  | 42910             | 0                            | 275420 |
|        | Dr. Anjali Yogesh Chaudhary    | Medical Officer Class- 2                                    | 90000        | 0         | 49500              | 27000                | 300                        | 5400  | 31500             | 0                            | 179400 |
|        | Dr. Balaji Gawade              | Medical Officer Ayush                                       | 106000       | 0         | 58300              | 31800                | 300                        | 5400  | 0                 | 0                            | 201800 |
|        | Mr. Sanjay Prabhakar Jadhav    | District Extension and Media Officer                        | 43100        | 0         | 23705              | 12930                | 300                        | 2700  | 0                 | 0                            | 82735  |
|        | Shrim. Supriya Darekar         | Statistics Officer  | 41800        |           | 22990              | 12540                | 300                        | 2700  | 0                 | 0                            | 80330  |
| 1      | Mr. Yogita Laxman Dhivar       | S.P.A.  | 64000        | 0         | 35200              | 19200                | 300                        | 2700  | 0                 | 0                            | 121400 |
| 2      | Shrim. Rituja Rupesh Sarnobat  | C.P.A.  | 46200        | 0         | 25410              | 13860                | 300                        | 2700  | 0                 | 0                            | 88470  |
| 3      | Mr. Nitin Eknath Ghodke        | C.P.A.  | 44900        | 0         | 24695              | 13470                | 300                        | 5400  | 0                 | 0                            | 88765  |
| 4      | Mr. Shantaram Mahadev Shinde   | S.L.A.  | 58500        | 0         | 32175              | 17550                | 300                        | 2700  | 0                 | 0                            | 111225 |
| 5      | Mr. Jagannath Anna Dhangar     | Health Supervisor   | 71200        | 0         | 39160              | 21360                | 300                        | 2700  | 0                 | 0                            | 134720 |
| 6      | Mr. Namdev Ganpat Tarse        | Health Supervisor   | 69100        | 0         | 38005              | 20730                | 300                        | 2700  | 0                 | 0                            | 130835 |
| 7      | Mr. Sunil Spring turtles       | Extension Officer   | 54600        | 0         | 30030              | 16380                | 300                        | 2700  | 0                 | 0                            | 104010 |
| 8      | Shrim. Ruchira Manoj Bende     | V. Six.   | 43500        | 0         | 23925              | 13050                | 300                        | 2700  | 0                 | 0                            | 83475  |
| 9      | Shri.Akanksha Anil Desai       | C. Six.   | 43600        | 0         | 23980              | 13080                | 300                        | 2700  | 0                 | 0                            | 83660  |
| 10     | Shrim. Snehal Gawli            | C. Six.   | 31400        | 0         | 17270              | 9420                 | 300                        | 2700  | 0                 | 0                            | 61090  |
| 11     | Shrim. Rekha Dnyaneshwar Waste | C. Six.   | 25800        | 0         | 14190              | 7740                 | 300                        | 1000  | 0                 | 0                            | 49030  |

|    |                                   |                   |       |   |       |       |     |      |   |    |        |
|----|-----------------------------------|-------------------|-------|---|-------|-------|-----|------|---|----|--------|
| 12 | Mr. Tejal Pradeep Ugle            | C. Six.           | 20500 | 0 | 11275 | 6150  | 300 | 1000 | 0 | 0  | 39225  |
| 13 | Mr. Nitin Hemchandra Patil        | A.N.A.            | 76500 | 0 | 42075 | 22950 | 300 | 2700 | 0 | 0  | 144525 |
| 14 | Mr. Sujith Vasant Jadhav          | Health Supervisor | 36500 | 0 | 20075 | 10950 | 300 | 2700 | 0 | 0  | 70525  |
| 15 | Mr. Vikrant Shashikant Kamble     | Health Supervisor | 36500 | 0 | 20075 | 10950 | 300 | 2700 | 0 | 0  | 70525  |
| 16 | Mr. Prabhawati Dilip Salunke      | Health Supervisor | 71200 | 0 | 39160 | 21360 | 300 | 2700 | 0 | 0  | 134720 |
| 17 | Mr. Pramod Nakul Gharat           | Health Assistant  | 56900 | 0 | 31295 | 17070 | 300 | 2700 | 0 | 0  | 108265 |
| 18 | Mr. Rajan Krishna Handore         | Health Assistant  | 55200 | 0 | 30360 | 16560 | 300 | 2700 | 0 | 0  | 105120 |
| 19 | Mr. Amarbabu Mahadev Tayde        | Health Assistant  | 58600 | 0 | 32230 | 17580 | 300 | 2700 | 0 | 0  | 111410 |
| 20 | Mr. Milan Baburao Check           | Health Assistant  | 53600 | 0 | 29480 | 16080 | 300 | 2700 | 0 | 0  | 102160 |
| 21 | Mr. Rakesh Dattatreya Dolkar      | Health worker     | 56900 | 0 | 31295 | 17070 | 300 | 2700 | 0 | 0  | 108265 |
| 22 | Mr. Amol Prabhakar Bodhe          | Health worker     | 44800 | 0 | 24640 | 13440 | 300 | 2700 | 0 | 0  | 85880  |
| 23 | Shrim. Aneri Amit Mahamunkar      | C. Six.           | 25800 | 0 | 14190 | 7740  | 300 | 2700 | 0 | 0  | 50730  |
| 24 | Mr. Prashant Dashrath Yashwantrao | K.L.A.            | 39900 | 0 | 21945 | 11970 | 300 | 2700 | 0 | 0  | 76815  |
| 25 | Shri. Afsarbano Md. Mine          | health worker(s)  | 59200 | 0 | 32560 | 17760 | 300 | 2700 | 0 | 0  | 112520 |
| 26 | Shrim. Sunita Ganpat More         | V. Six.           | 32300 | 0 | 17765 | 9690  | 300 | 2700 | 0 | 0  | 62755  |
| 28 | Shrim. Chetamaya re               | V. Six.           | 43600 | 0 | 23980 | 13080 | 300 | 2700 | 0 | 0  | 83660  |
| 29 | Mr. Belief consciousness Sticky   | C. Six.           | 27600 | 0 | 15180 | 8280  | 300 | 2700 | 0 | 0  | 54060  |
| 30 | Mr. Prathamesh Bibhishan Shinde   | C. Six.           | 19900 | 0 | 10945 | 5970  | 300 | 1000 | 0 | 0  | 38115  |
| 31 | Mr. Anil Damodar Shinde           | Air driver        | 46100 | 0 | 25355 | 13830 | 300 | 2700 | 0 | 50 | 88335  |
| 32 | Mr. Ramesh Mukund Vide            | Air driver        | 46100 | 0 | 25355 | 13830 | 300 | 2700 | 0 | 50 | 88335  |
| 33 | Mr. Mahendra Bhaskar Patil        | Soldier           | 25800 | 0 | 14190 | 7740  | 200 | 2700 | 0 | 50 | 50680  |
| 34 | Shrim. Meena Anil Khadang         | Soldier           | 35000 | 0 | 19250 | 10500 | 200 | 2700 | 0 | 50 | 67700  |
| 35 | Shrim. Sunita Sunil Kharat        | Soldier           | 31700 | 0 | 17435 | 9510  | 200 | 2700 | 0 | 50 | 61595  |
| 36 | Mr. Surekha Mohan More            | Soldier           | 25800 | 0 | 14190 | 7740  | 200 | 2700 | 0 | 50 | 50680  |
| 37 | Ms. Shilpa Ram Naik               | Soldier           | 22900 | 0 | 12595 | 6870  | 200 | 2700 | 0 | 50 | 45315  |

|    |                                |                  |        |   |       |       |     |      |   |    |        |
|----|--------------------------------|------------------|--------|---|-------|-------|-----|------|---|----|--------|
| 38 | Mr. Nitin Kashinath Bhare      | Soldier          | 30600  | 0 | 16830 | 9180  | 200 | 2700 | 0 | 50 | 59560  |
| 39 | Mr. Anirudh Anant Lodh         | Health Assistant | 58600  | 0 | 32230 | 17580 | 300 | 2700 | 0 | 0  | 111410 |
| 40 | Mr. Dattatreya Gopal Butare    | C. Six.          | 37500  | 0 | 20625 | 11250 | 300 | 2700 | 0 | 0  | 72375  |
| 41 | Shri.Manisha Ashok Bhadane     | Soldier          | 25000  | 0 | 13750 | 7500  | 200 | 2700 | 0 | 0  | 49150  |
| 42 | Mr. Ramachandra Tukaram Jadhav | C. Six.          | 37500  | 0 | 20625 | 11250 | 300 | 2700 | 0 | 0  | 72375  |
| 43 | Mr. Suresh Bhavsingh Pawar     | Air driver       | 38300  | 0 | 21065 | 11490 | 300 | 2700 | 0 | 50 | 73905  |
| 44 | Narendra Rajaram Bhoir         | Air driver       | 46100  | 0 | 25355 | 13830 | 300 | 2700 | 0 | 50 | 88335  |
|    |                                |                  | 106300 | 1 | 58465 | 31890 | 300 | 2700 | 0 | 50 | 199706 |

Section 4 (1) b (xi)

Approved budget and expenditure details from the Health Department office (figures in rupees)

8 Public Health District Plan Year 2024-25 Improved And 2025-26 Basic budget

| A. No. | Heading   | Of the plan Name  | Year 2024-25 Zip. Revised budget Provision | ZP Basic Budget Provisions for the Year 2025-26 |
|--------|-----------|---|--|---|
| 1      | 2210-0101 | Linen And buying mattresses and furniture materials   | 1000000                                    | 1000  |
| 2      | 2210-0102 | Liquid form Supplying chlorine  | 300000                                     | 300000  |
| 3      | 2210-0104 | At the headquarters Supply of medicines and supplies for the ZP pharmacy as well as maintenance and repair of the medicine store Toiletries and portorage costs, etc. | 200000                                     | 200000  |
| 4      | 2210-0105 | Companions Purchase of disease/snake bite/insect bite/dog bite vaccine and medical supplies   | 7500000                                    | 11500000  |
| 5      | 2210-0106 | Health Supply of publicity/printing materials and materials regarding thematic programs, purchase of computers etc. (case paper , register and other materials etc.)  | 2500000                                    | 2500000   |
| 6      | 2210-0107 | Travel/ Providing facilities in case of emergency   | 500000                                     | 500000  |
| 7      | 2210-0108 | Public Taking necessary measures for health reasons   | 11000000                                   | 25000000  |
| 8      | 2210-0109 | Pregnant Sonography examination of mothers  | 3000000                                    | 2500000   |

|    |           |  |                 |                 |
|----|-----------|--|-----------------|-----------------|
| 9  | 2210-0110 | Pregnant Laboratory test screening of mothers  | 1500000         | 1500000         |
| 10 | 2210-0112 | Cancer , heart disease, etc. Providing financial assistance to terminally ill patients.  | 500000          | 500000          |
| 11 | 2210-0113 | Health Supply of Ayurvedic medicines to institutions.  | 1300000         | 0               |
| 12 | 2210-0116 | Health Department's essential emergency expenses   | 6000000         | 6000000         |
| 13 | 2210-0117 | Corpse Vehicle/Multi-Purpose Vehicle (Vaccine Vehicle/Emergency Vehicle) Incidental Expenses (Driver Servicing , repairs and maintenance as well as minor expenses | 500000          | 0               |
| 14 | 2210-0118 | Innovation Complete plan - New on-grid solar system at primary health center level Installation/Maintenance Repair   | 500000          | 0               |
| 15 | 2210-0119 | Prof. B. Hiring security guard services for the center and headquarters  | 2000000         | 0               |
| 16 | 2210-0120 | Prof. For A. Center Necessary to provide sanitation facilities Measures  | 3300000         | 3300000         |
| 17 | 2210-0121 | At the headquarters Purchase of computers for officers and employees , internet facilities , computer maintenance and repair , e-governance , e-office, etc.       | 2000000         | 500000          |
| 18 | 2210-0122 | Mahaarogya Organizing a camp.  | 3000000         | 3000000         |
| 19 | 2210-0123 | Rural Goods transport vehicle to provide medicines/materials to health institutions in the area Rent and related expenses  | 200000          | 50000           |
| 20 | 2210-0124 | Emergency To purchase basket stretchers to provide emergency facilities in rural areas in case of emergency.   | 200000          | 0               |
| 21 | 2210-0125 | Health To commend the qualified medical officers and health workers in the department.   | 500000          | 200000          |
| 22 | 2210-0126 | Sam Providing referral services to Ma'am's children in C.T.C. , N.R.C.   | 500000          | 200000          |
| 23 | 2210-0127 | Autopsy Those who do Private sweeper service arrangement To take   | 500000          | 500000          |
| 24 | 2210-0128 | Primary Implementing CTC at health center level  | 2000000         | 200000          |
| 25 | 2210-0129 | Taluka Transportation for health officers for supervision at primary health center level Service arrangements  | 500000          | 0               |
|    |           | <b>Total</b>   | <b>51000000</b> | <b>58451000</b> |



Section 4 (1)(b) (xii)

Procedure of grant distribution program in the office of Health Department Zilla Parishad Thane  
To be published for this year

Name of the program:- Financial assistance to terminally ill patients like cancer, heart disease, kidney disease etc.

Terms and conditions regarding eligibility of the beneficiary:- 1) The beneficiary should be from the rural area of Thane district.

2) Certificate from an expert doctor of an authorized medical institution stating that the beneficiary is suffering from serious diseases like cancer, heart disease, and kidney disease.

Or a certificate from the District Surgeon must be attached with the application.

3) Certificate from the competent authority stating that the beneficiary patient is a landless, smallholder, below poverty line or a self-employed person.

Must be attached to the application.

4) It is necessary to attach the photo identity card of the beneficiary patient and a photocopy of the bank passbook along with the application.

Conditions for availing the benefit:- 1) The patient should be suffering from a serious disease like cancer, heart disease and kidney disease from the economically weaker section.

2) The patient should be a resident of a rural area.

3) Preference will be given if the patient is a landless, smallholder, below poverty line or a freedom fighter.

4) Certificate from a specialist doctor of an authorized medical institution or district surgeon stating that the patient is suffering from a serious disease

Must have.

5) The beneficiary patient or his/her informed relative should submit the application in the name of the District Health Officer, Zilla Parishad, Thane.

It is necessary to do.

Procedure for availing benefits:- Benefits are provided as per the approval of the Chief Executive Officer after obtaining the approval of the selection committee at the district level.

Documents required to determine eligibility:- :- 1) The beneficiary should be from the rural area of Thane district.

2) Certificate from an expert doctor of an authorized medical institution stating that the beneficiary is suffering from serious diseases like cancer, heart disease, and kidney disease.

Or a certificate from the District Surgeon must be attached with the application.

3) Certificate from the competent authority stating that the beneficiary patient is a landless, smallholder, below poverty line or a freedom fighter.

Must be attached to the application.

4) It is necessary to attach a photo ID card of the beneficiary patient and a photocopy of the bank passbook along with the application.

Detailed information about the benefits available in the program: - Funds available from the Zilla Parishad Cess Fund for the treatment of chronic diseases like heart disease, kidney disease and cancer.

An amount of Rs. 15,000/- is provided as assistance to each of the above-mentioned patients.

Procedure for allocating grants: - After receiving the proposal from the district level, the proposal is approved by the selection committee and approved by the Hon'ble Chief Executive Officer.

Benefits are provided to the beneficiaries as per their orders.

Designation of Competent Officer:- Hon. Chief Executive Officer, Zilla Parishad Thane

Fees to be charged along with the request form:- The beneficiary is not charged any fee along with the request form.

Other charges :- -

Request Application Form:- Making a simple application.

List of documents (documents/showcases) to be attached:- -

Sample of attached document:- -

Designation of the concerned officer for redressal of grievances regarding the procedure:- -

Detailed and available funds at each level (e.g. district level, taluka level, village level):- This fund is available only at the district level.

Section 4 (1)(b) (12)

Details of beneficiaries under the grant program of the Health Department Zilla Parishad Thane office

Name of the scheme/programme

Financial assistance to terminally ill patients such as cancer, heart disease, and kidney disease

| A.S. | Beneficiary's name and address | Amount/form of grant/benefit | Selection Eligibility Criteria | Feedback |
|------|--------------------------------|------------------------------|--------------------------------|----------|
| 1    | 2                              | 3                            | 4                              | 5        |
|      |                                | Absolute                     |                                |          |

Section 4 (1) (b) (xiii)

Detailed information for the current year regarding any concessions/licenses received from the Health Department.

| A.No. | License holder name   | License type                 | License number | From the date | By date  | General conditions                              |
|-------|---|------------------------------|----------------|---------------|----------|---|
| 1     | License is not issued by this office. A no objection certificate is issued for issuing a license. | Health clearance certificate | -----          | January       | December | General conditions for No Objection Certificate |
|       |   |                              |                |               |          | 1. Sewage system                                |
|       |   |                              |                |               |          | 2. Internal and external cleaning               |
|       |   |                              |                |               |          | 3. Food quality                                 |
|       |   |                              |                |               |          | 4. Safe storage of food                         |
|       |   |                              |                |               |          | 5. Personal hygiene of workers                  |
|       |   |                              |                |               |          | 6. Pure water supply                            |
|       |   |                              |                |               |          |   |

Section 4 (1) (b) (xiv)

Health In the department Electronic In form Available Stored information

| A.No.    | Document type | Subject | In which electronic format is the information stored? | Method of obtaining information | Responsible person |
|----------|---------------|---------|---|---------------------------------|--------------------|
| 1        | 2             | 3       | 4   | 5                               |                    |
| Absolute |               |         |   |                                 |                    |
|          |               |         |   |                                 |                    |

Section 4 (1)(b)(xv)

| A.No. | Facility type   | Time   | Procedure   | Place   | Responsible person  | Complaint                          |
|-------|---|--|---|---|---|------------------------------------|
|       |   |  |   |   | Staff   | Remedy                             |
| 1     | Meeting with officers/employees                         | For appointments as per pre-scheduled time, from 09.45 to 6.15 | On official working days (excluding public holidays) and excluding days of travel for government work and field visits. | District Health Officer, Wagle Estate Road No. 22 | Relevant Office Staff/Administrative Officer/Assistant Administrative Officer/Junior Administrative Officer | Additional District Health Officer |
|       |   | 4 to 5 pm without prior appointment                            |   |   |   |                                    |
|       |   |  |   |   |   |                                    |
| 2     | Obtaining information related to the development branch | S. 09.45 to 6.15   | On office working days (excluding public holidays)  |   | Assistant District Health Officer (Qualified Medical Officer)   | Administration                     |

Section 4 (1)(b)(xvi)

Information about Public Information Officer/Assistant Public Information Officer and Appellate Authority

Health Department, Zilla Parishad Thane

(a) Government Information Officer

| Acre | Name of the Government Information Officer | Designation  | area of work   | Address/Phone  | E-mail                                  | Appellate Authority                            |
|------|--|--|----------------|--|---|--|
| 1    | Dr. Swati Patil                            | Administrative Officer,<br>District Family Welfare Organization,<br>Zilla Parishad Thane | Thane District | Health Department,<br>District Council Thane Wagle Estate,<br>Opposite GST Office, Road No. 22, Thane West | E-mail ID-<br>dhozpthane@rediffmail.com | Dr. Gangadhar Parge<br>District Health Officer |

| Acre | Name of the Appellate Authority | Designation             | area of work   | Address/Phone  | E-mail                    | Government Information Officer under him  |
|------|---------------------------------|-------------------------|----------------|--|---------------------------|---|
| 1    | Dr. Gangadhar Parge             | District Health Officer | Thane District | Health Department,<br>District Council Thane Wagle Estate,<br>Opposite GST Office, Road No. 22, Thane West | dhozpthane@rediffmail.com | Dr. Swati Patil<br>Administrative Officer,<br>District Family Welfare Organization,<br>Zilla Parishad Thane |