

Section 2(h) Format A
Department wise list of Public Authorities under Section 2(h) RTIA 2005

Name of the Dept.- Public Health Department
Under Section 2(h) a/b/c/d

Sr.No.	Name of the Authority	Designation of the head	Location/Address
1	Dr. Ashok Bhimrao Patil	Dy. Director of Health Services (TB & BCG)	OPD Building, 1st floor, Room No. 25, Sir J.J.Hospital Compound, Byculla, Mumbai-400008

Section 2(h) Format B

List of Public Authorities substantially financed by Govt.

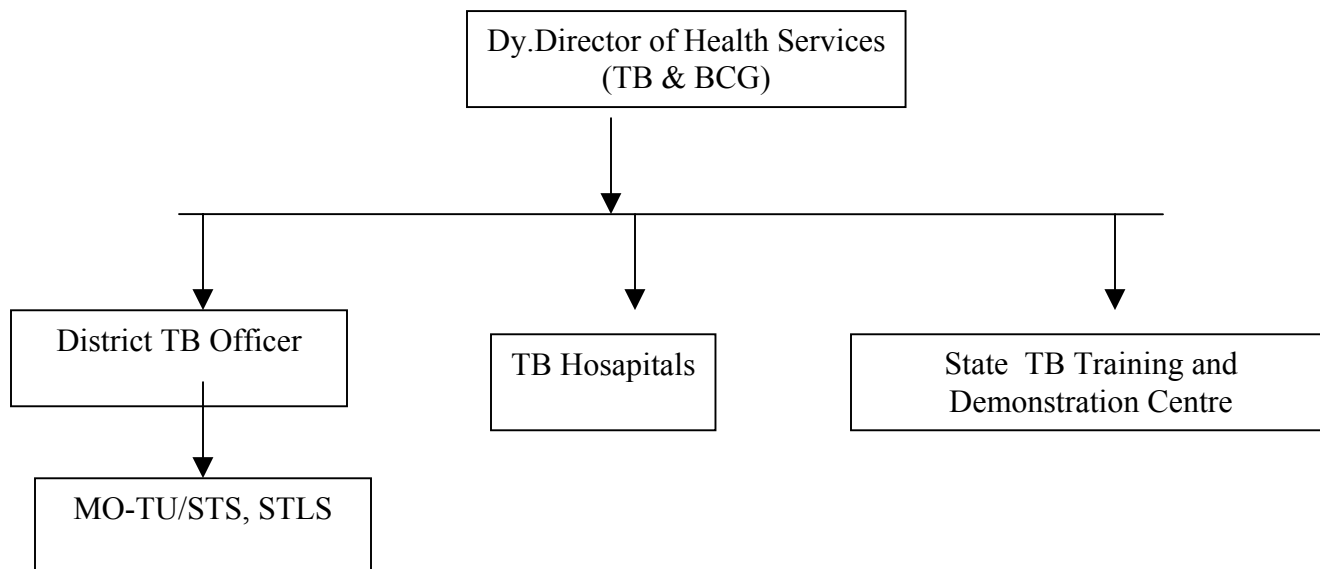
Name of the Dept.- Public Health Department
Under Section 2(h)(i) (ii)

Sr.No.	Name of the Authority	Designation of the head	Location/Address
1	Dr. Ashok Bhimrao Patil	Dy. Director of Health Services (TB & BCG)	OPD Building, 1st floor, Room No. 25, Sir J.J.Hospital Compound, Byculla, Mumbai-400008

Section 4(1) (b) (i)

The particulars of functions & duties in the office of _ :	Dy. Director of Health Services (TB&BCG) Mumbai
Name of the office-	Dy. Director of Health Services (TB&BCG) Mumbai
Address-	OPD Building, 1 st floor, Room No. 25, Sir J.J.Hospital Compound, Byculla, Mumbai-400008
Head of the Office-	Dr. A.B.Patil
Parent Govt. Dept.	Public Health Department
Reporting to which authority-	Director of Health Services, Mumbai
Jurisdiction - Geographical	Maharashtra State
Functional	City and Rural
*Mission-	Implementation of Revised National TB Control Programme in the State
*Vision -	
Objectives-	Revised National TB Control Programme 1) To cure 85% sputum positive cases and maintain this rate constantly 2) To detect 70% sputum positive patient and maintain the rate (every year to detect 56 New sputum positive cases per lakh population)
Scope-	1) To detect more TB cases from the field 2) To convert sputum positive cases in to sputum negative 3) Out of patients on treatment, 85% patients be successfully treated 4) Implementation of IEC activities on large scale 5) To give financial and administrative help to all district and city TB Societies.
Functions -	1) Political and administrative commitment 2) Accurate case detection by sputum examination on microscopy 3) Constant supply of good quality medicines to patients 4) Directly Observed Treatment to patients near his home. 5) Systematic monitoring and supervision
Details of Services provided/duties -	1) To receive anti TB drugs from Central Govt. and store them in Central Drug Stores so that all the districts and corporation should get medicine in time. 2) To supply binocular microscope to all microscopy centres and to train Lab Technicians for sputum

	<p>examination</p> <p>3) To bring back patients on treatment who has left the treatment in between for that two wheelers were provided for STS and STLS.</p> <p>4) Supervision and monitoring :</p> <ul style="list-style-type: none"> • Supervision of MO-TU, STS, STLS by DTOs • Evaluation and feedback of RH , PHCs by DTOs. • Evaluation of TUs and Districts by State Office • District visit from Head Quarter <p>5) Strengthening of State Training and Demonstration Centre</p> <p>6) To give training MO, LT, Para- medical staff so that 80% RNTCP trained staff will be available in the institute.</p> <p>7) To participate Medical Colleges, ESIS, Private Practitioners, NGOs, Railways into RNTCP Programme.</p> <p>8) To implement IEC activities on large scale at village,district and state level by wall paintings, pamphlet, mobile vans, hoardings, flex panels, advertisements in new papers, panels in ST buses.</p>
Physical Assets - Statement of lands & buildings -	NIL
Organizations structural Chart at each level-Give linkage of jurisdiction & Address, Tel. No.s & Office Timings	<p>Attached</p> <p>Office Telephone No. : 23759300 23782483</p> <p>Office timing : - 9.45 to 5.30</p>
Weekly holidays & Specific Service Timings	2 nd and 4 th Saturday, all Sundays and Govt. holidays.



Section 4(1) (b) (ii) format A

The powers of officers & employees in the office of __Dy. Director of Health Services
(TB & BCG) Mumbai

A

Sr. No.	Designation	Powers-Financial	Under which legislation/rules/orders/GRs/circulars	Remark
1	Dy. Director of Health Services (TB & BCG)	Dy. Director has been declared bureau chiefs hence all the powers delegated by Govt to bureau chief Payment to contractual staff : All the grants to be distributed under RNTCP Societies.	Maharashtra contingency rule, Maharashtra treasury rule, Bombay Financial rules and MCSR Guidelines issued by Central Govt. to the State TB Society.	
2	Administrative Officer	Drawing and disbursement powers related to office.	Maharashtra contingency rule, Maharashtra treasury rule, Bombay Financial rules and MCSR	

B

Sr. No.	Designation	Powers-Administrative	Under which legislation/rules/orders/GRs/circulars	Remark
1	Dy. Director of Health Services (TB & BCG)	Administrative control over regular staff and contractual staff appointed under State TB Society	Maharashtra Civil Services rule Guidelines issued by Central Govt. to State TB Society.	

C

Sr. No.	Designation	Powers-Magisterial	Under which legislation/rules/orders/GRs/circulars	Remark
NIL	NIL	NIL	NIL	NIL

D

Sr. No.	Designation	Powers-Technical	Under which legislation/rules/orders/GRs/circulars	Remark
1	Dy. Director of Health Services (TB & BCG)	Technical control over all the institutes working under RNTCP	Maharashtra Civil Services rule Guidelines issued by Central Govt. to State TB Society.	

Section 4(1) (b) (ii) format B

The duties of officers & employees in the office of _ Dy. Director of Health Services (TB & BCG)

Sr. No.	Designation	Duties	Under which Act/rules	Remark
1	Dy. Director of Health Services (TB & BCG)	1) To get work done from all DTOs/CTOs regarding implementation of RNTCP 2) To supervise districts and corporations 3) To give guidelines to Districts, Corporations, Hospitals regarding programme implementation		
2	Supervisory Medical Officer	1) Supervision and monitoring of the Programme. 2) Feedback to poor performing districts and corporations 3) To prepare information, presentation of meetings regarding programme 4) To assist Dy. Director for his routine works.		
3	Statistical Officer	1) Monitoring and Data analysis of the Quarterly RNTCP reports received from Districts 2) To prepare monthly MIS reports		
4	Administrative Officer	1) To give guidelines to staff handling various administrative and financial cases 2) Drawing and disbursement activities.		
5	Office Superintendent	1) To handle administrative matters related to periphery offices		
6	Assistant Superintendent	1) Preparation of budget, grant distribution, and all accounts matter of periphery offices.		
7	Senior Clerk	1) Correspondence related to periphery offices.		
8	Junior Clerk	1) Correspondence related to periphery offices. and assist senior		

		staff and officers. 2) Inward/Outward, Typing work		
9	Health Supervisor	1) To assist Dy. Director on technical matters on preparation of reports of tours		
10	Health Assistant	1) Correspondence regarding MIS reports and activities.		
11	Driver	Driving work and maintenance of Govt. vehicle		
12	Class-IV servants	Cleaning and routine works of the office		
1	Medical Officer – RNTCP	1) To assist STO in his function of planning, training, monitoring and supervision.		
2	IEC Officer	1) Planning IEC activities 2) Supervision and monitoring of IEC activities 3) Sensitization of providers, hiring professional agencies.		
3	Accountant	1) Handle accounts, budget, financial matters pertaining to RNTCP 2) Organize fund flow from Centre. 3) Submission of Reports and Accounts		
4	Secretarial Assistance	1) Dictation, maintenance of records, appointment and tour diaries.		
5	Data Entry Operator	1) Regular entry of relevant data, analyze data, compile report, maintenance of computer .		

Section 4(1) (b) (iii)

The Procedure followed in the decision-making process, including channels of supervision & accountability in the office of : _Dy. Director of Health Services (TB & BCG) Muumbai

NAME OF ACTIVITY : Activity in Maharashtra State

Related provisions : ---

Name of the Act/Acts : Maharashtra civil services rule/guidelines received from Central Govt.

Rules-
Govt. Resolutions : } To act as per GR, Circular, Orders
Circulars : } issued from Govt.
Office Orders : }

Sr.No.	Details of Activity (Sequentially)	Day with in the procedure duration e.g. Day 1/Day16 etc.	Authority Responsible for that activity	Remarks
1	Grants	15 days	Dy. Director Health Services	Redistribution of grants received from State Govt. to periphery offices
2	Expenditure	Every month	Administrative Officer	To meet the expenditure from grants received and reconciliation activities with AG
3	IEC	Regular	IEC Officer	To publish IEC material and IEC activities regarding programme
4	Statistical	Regular	Statistical Officer	To compile, scrutiny and analyze Districts and quarterly reports
5	Supervision	Regular	Supervisory Medical Officer	1) Supervision and monitoring activities of the Programme. 2) Feedback to districts 3) Consolidation of information

Section 4(1) (b) (iv) format (A)

Norms set for discharge of its functions in the office of Dy. Director of Health Services (TB & BCG)Mumbai

ORGANISATIONAL TARGETS (Annual)

Sr. No.	Function Activity	Units to be covered	Financial Targets in Rs.	Remarks
1	Reconciliation	To consolidate monthly expenditure statements from districts and reconcile with the figures of AG	—	—

Section 4(1) (b) (iv) format (B)

Time limits for the activities _____ for discharge of its functions

Time frame for each activity

Sr. No.	Activity	No.of Days required for completion	Authority Responsible	Authority for Grievance redressal in case of failure
1	Reconciliation	10 days in every quarter	Dy.Director of Health Services	

Section 4(1) (b) (v) format (A)
The rules/regulation related with the functions of _____

Sr.No.	Subject as indicated in the notification	Rule No. & Its year	Remarks if any
1	Service matter	Maharashtra Civil Services Rules and GRs issued by Govt from time to time.	
2	Accounts matter	Bombay finance rules, Contingency rules and treasury rules	
3	Programme implementation	Guidelines and notification received from Govt. of India.	

Section 4(1) (b) (v) format (B)

The Government Resolution related with the functions of _____

Sr.No.	Subject as given in the resolution	GR No. & Its date	Remarks if any
1	Service matter	GRs issued by Govt. from time to time.	
2	Accounts matter	GRs issued by Govt. from time to time.	
3	Programme implementation	Guidelines issued from Govt. of India in Jan. 2002 for State TB Society.	

Section 4(1) (b) (v) format (C)

The Circulars related with the functions

Sr.No.	Subject as indicated in the circular	Circular No. & Its date	Remarks if any
1	Service matter	Circulars issued by Govt. from time to time.	
2	Accounts matter	Circulars issued by Govt. from time to time.	

Section 4(1) (b) (v) format (D)

The office Orders/Policy Circulars related with the functions of _____

Sr.No.	Subject as indicated in the office order	No. & office order date	Remarks if any
1	Service matter	GRs /Circulars issued by Govt. from time to time.	
2	Accounts matter	GRs/Circulars issued by Govt. from time to time.	
3	Programme implementation	Guidelines issued from Govt. of India	

Section 4(1) (b) (v) format (E)

List of documents available in the office/section/ward/branch of _____ at _____

SUBJECT OF DOCUMENT -

Sr.No.	Type of Document	Sub Topic	Person in charge/Designation	Location of the person if not situated in the above mentioned office
1	Inward/Outward Register	To inward and outward letters	Shri.A.R.Zugare Health Supervisor	Shri. A.S.Shinde Health Assistant
2	Muster roll	Daily attendance	Shri. V.D.Puranik Administrative Officer	Shri.G.H.Pawar Assistant Superintendent
3	GR files	GRs	Shri G.H.Pawar Assistant Superintendent	Shri N.B.Ghughe Junior Clerk
4	Personal files of staff	Service matter	Shri N.B.Ghughe Junior Clerk	Shri V.P.More Junior Clerk
5	Service Book	Service entries	Shri N.B.Ghughe Junior Clerk	Shri V.P.More Junior Clerk
6	Central Stock Register	Material	Shri S.M. Pole Senior Clerk	Shri Y.Z. Salve Health Assistant
7	Stamp Register	Govt. Stamps	Shri.A.R.Zugare Health Supervisor	Shri. A.S.Shinde Health Assistant
8	Increment Register	Annual increment	Shri N.B.Ghughe Junior Clerk	Smt. A.A.Dangle Junior Clerk
9	Cashbook	Cash transaction	Shri V.P.More Junior Clerk	Smt. A.A.Dangle Junior Clerk
10	GPF Register	CI-IV GPF	Smt. A.A.Dangle Junior Clerk	Shri V.P.More Junior Clerk
11	MIS, Quarterly Report	Statistical information	Smt. Tamhankar Statistical Officer	Shri. P.S.Adhav Health Assistant

Section 4(1) (a) (vi)

Statement of Categories of documents held in the office of _____ at _____

Sr.No.	Subject	Type of Document file/muster/register/v oucher etc	Particulars of Heading/type in the document	Periodicity of preservation
1	Establishment Statement	File	A	35 yrs
2	Contingency Expenditure	Register	C	5 yrs
3	Budget	File	C	5 yrs
4	TA & Acquaintance Roll	File	C	3 yrs
5	Service Book	Register	A	5 yrs after death and retirement
6	Leave record	File	C	3 yrs
7	Pension cases	File	C	5 yrs
8	Pay bill	File	A	35 yrs
9	Stock Register	Register	C	5 yrs
10	Stamp Register	File	D	1 year
11	Annual Stock Report	File	D	1 year
12	Revenue income & expenditure register	Register	B	25 yrs
13	MES Report	File	B	15 yrs
14	Payslip	File	D	3 yrs

Section 4(1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office _____

Sr. No.	Consultation for	Details of the Mechanism	Under which act/rule/circular	Periodicity
1	Services and facilities	To take necessary action		

Section 4(1) (b) (viii) Format A

List of committees to be published under

Sr.No.	Name of the committee	Composition of committee	Purpose of the committee	Frequency of meetings	Whether open to public or not	Minutes available in the office of
NIL	NIL	NIL	NIL	NIL	NIL	NIL

Section 4(1) (b) (viii) Format B List of boards to be published under

Sr.No.	Name of boards	Composition of boards	Purpose of the boards	Frequency of meetings	Whether open to public or not	Minute available in the office of
NIL	NIL	NIL	NIL	NIL	NIL	NIL

Section 4(1) (b) (viii) Format C List of councils to be published under

Sr. No.	Name of the councils	Composition of councils	Purpose of the councils	Frequency of meetings	Whether open to public or not	Minutes available in the office of
NIL	NIL	NIL	NIL	NIL	NIL	NIL

Section 4(1) (b) (viii) Format D

List of other bodies to be published under

Sr.NO.	Name of the other bodies	Composition of other bodies	Purpose of the other bodies	Frequency of meetings	Whether open to public or not	Minutes available in the office of
NIL	NIL	NIL	NIL	NIL	NIL	NIL

Section 4(1) (b) (ix)

Directory of the officers and employees and their monthly remuneration in the office of _____

Sr. No.	Designation	Name of the officers/employee	Cadre	Dt.Of joining the post	Contact Details Ph/Fax/E-mail	Gross Salary
1	Dy. Director of Health Services	Dr. A.B.Patil	M.M.H.S.CI-I	6-12-02	23759300	34647
2	Supervisory Medical Officer	Dr. Pooja Singh	M.M.H.S.CI-I	20-11-04	23759300	21740
3	Administrative Officer	Shri. V.D.Puranik	G.S.S. CI-II	6-8-03	23759300	21207
4	Statistical Officer	Smt. N.P.Tamhankar	G.S.S. CI.II	5-9-96	23759300	15969
5	Office Superintendent				23759300	
6	Asstt. Superintendent	Shri. G.H.Pawar	Class-III	16-6-2000	23759300	14146
7	Lowegrade steno	Shri. D.G.Karade	Class-III	13-3-03	23759300	18702
8	Senior Clerk	Shri .S.M. Pol	Class-III	2-4-04	23759300	10503
9	Senior Clerk	Shri. J.S. Bhosle	Class-III	9-11-94	23759300	12678
10	Junior Clerk	Shri V.P.More	Class-III	12-10-96	23759300	8171
11	Junior Clerk	Shri N.B.Ghuge	Class-III	12-10-99	23759300	7852
12	Junior Clerk	Smt. V.V.Taware	Class-III	1-1-02	23759300	9661
13	Junior Clerk	Smt. A.A.Dangle	Class-III	9-9-96	23759300	8679
14	Health Surpevisor	Shri. A.R.Zugare	Class-III	1-1-97	23759300	15184
15	Health Assistant	Shri. Y.Z.Salve	Class-III	14-3-89	23759300	13741
16	Health Assistant	Shri.K.D.Nanaware	Class-III	1-9-2004	23759300	12528
17	Health Assistant	Shri. A.S.Shinde	Class-III	1-9-2004	23759300	12528
18	Health Assistant	Shri. P.S.Adhav	Class-III	1-9-2004	23759300	12528
19	Driver	Shri.S.B.Patil	Class-III	18-3-94	23759300	9040
20	Driver	Shri.D.K.Walawalkar	Class-III	10-1-95	23759300	8709
21	Peon	Shri.Babriya	Class -IV	22-9-84	23759300	8517
22	Peon	Shri.Mayekar	Class -IV	25-11-86	23759300	8379
23	Peon	Shri.S.Jadhav	Class -IV	16-4-96	23759300	7607
1	Medical Officer	Dr. Nalte	Contractual	11-8-05	23759300	15000
2	IEC Officer	Shri Khedekar	Contractual	6-1-2005	23759300	12000
3	Accountant	Shri Lagwankar	Contractual	1-10-2005	23759300	10000
4	Personal Assistant	Shri Mokal	Contractual	1-6-2005	23759300	5000
5	Data Entry Operator	Smt. M.S.Padave	Contractual	1-4-2005	23759300	5000
6	Driver	Shri Bhople	Contractual	3-3-2005	23759300	4000

Section 4(1) (b) (x)

Details of remuneration of officers and employees in the office of Deputy Director Health Services TB& BCG

Sr.No.	Cadre & Class	Pay Scale	Admissible allowances in Rs.		
			Regular (included in the salary) like DA	Occasional (Like TA Bill)	Special like (project allowance, training allowance, any other)
1	Dy- Director Cl-I	12000-16500	Asper Rule	Asper Rule	Asper Rule
2	SUP. MED Officer	8000- 13500	Asper Rule	Asper Rule	Asper Rule
3	Statistical Officer	6500-10500	Asper Rule	Asper Rule	Asper Rule
4	Administrative Officer	6500 - 10500	Asper Rule	Asper Rule	Asper Rule
5	Assistant Suptd	5000 - 8000	Asper Rule	Asper Rule	Asper Rule
6	Sr Clerk	4000 - 6000	Asper Rule	Asper Rule	Asper Rule
7	Jr. Clerk	3050 - 4590	Asper Rule	Asper Rule	Asper Rule
8	Driver	3050 - 4590	Asper Rule	Asper Rule	Asper Rule
9	Stenographer	5500 - 9000	Asper Rule	Asper Rule	Asper Rule
10	Health Supervisor	5000 - 8000	Asper Rule	Asper Rule	Asper Rule
11	Health Assistant	4000 - 6000	Asper Rule	Asper Rule	Asper Rule
12	Peon (Grp -D)	2500 - 3200	Asper Rule	Asper Rule	Asper Rule

Section 4(1) (b) (xi)

Details of allocation of budget and disbursement made in the office of Deputy Director Health Services (TB&BCG) at Mumbai for the year 2005-06

- **Publish copy of budget**
- **Publish copy of grant distribution**

Rs in Thousands

Sr.No.	Budget head description	Grants received	Planned use (Give details area wise or work wise in a separate form)						If more grants expected then in Rs	Remarks
			Pay	TA	OE	POL	MS	MV		
1	22100674	4590	4200	70	183	130	-	7	-	-
2	22100932	18853	-	-	-	-	18853	-	-	-

Section 4(1) (b) (xii) (A) Format

Manner of execution of subsidy program

In the office of **Director Health Services (TB&BCG) at Mumbai**

- Name of the Program- NIL
- Eligibility of Beneficiary NIL
- Pre-requisites for the benefit Nil
- Procedure to avail the benefits of the programme NIL
- Criteria for deciding eligibility NIL
- Detail of the benefits given in the programme NIL
- Procedure for the distribution of the subsidy NIL
- Where to apply or whom to contact in the office NIL
- Application Fee (where applicable) NIL
- Other Fees (where applicable) NIL
- Application format NIL

Section 4(1) (b) (xii) Format B

Details of beneficiaries of subsidy program

In the office of Deputy Director Health Services TB & BCG at Mumbai

Name of the scheme/program-

Sr. NO.	Beneficiary of Name and Address	Amount of subsidy/concession	Criteria of selection	Remarks
NIL	NIL	NIL	NIL	NIL

Section 4(1) (b) (xiii)

Particulars of recipients of concession permits or authorization granted in the office of Deputy Director Health Services TB & BCG at Mumbai

Type of licence/permission/concession-

Sr.NO.	Name of the licensee	Nature*	License No	Issued on	Valid up to	General Conditions	Details of the license**
1	NIL	NIL	NIL	nil	nil	nil	nil

Section 4(1) (b) (xiv)

Details of information available in electronic form in the office of Deputy Director Health Services TB & BCG at Mumbai

Sr.No.	Type of Document	Sub Topic	In which electronic format it is kept	Mode of retrieval	Person in charge
nil	nil	nil	nil	nil	nil

Section 4(1) (b) (xv)

Particulars of facilities available for citizen to obtaining information in the office of Deputy Director Health Services TB & BCG at Mumbai

Types of facilities –

- Information about visiting hrs. 3.00 P.M to 5.00 P.M
- Information about interactive website www.tbcindia.org
- Information about call center Not available
- Information about facilities for record 3.00 P.M to 5.00 P.M
- Information about facilities for works 3.00 P.M to 5.00 P.M
- Information about facilities for providing samples. Nil
- Information about Notice boards. Available pr
- Information about library Available in programme manuals

Sr.No.	Type of facility	Timings	Procedure	Location	Person in charge	Grievance redressal
1	-	-	-	Dy. Director Health Services (TB&BCG) R.no 25, OPD Buldg, JJ Hosp Comp, Byculla Mumbai-8		

Section 4 (1) (b) (xvi)

Details of Public Information Officers/ APIOs/ Appellate authority in the jurisdiction of (public authority) Deputy Director Health Services (TB&BCG) at Mumbai

PIO

A

Sr. No	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.no	E-mail ID for purpose of RTI	Appellate authority
1	Shri V.D Puranik	Administrative Officer	Office of the Deputy Director Health Services (TB&BCG)	R.No 25, OPD Buldg, JJ Hosp comp,Byculla Mumbai- 8	stomh@tbcindia.org	Deputy Director Health Services (TB&BCG)

APIOs

B

Sr.no	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/Ph.No
-	-	-	-	-

Appellate authority

C

Sr. no	Name of Appellate Authority	Designation	Jurisdiction as Appellate Authority	PIO reporting	E-mail ID for purpose of RTI
1	Dr.A.B Patil	Deputy Director Health Services (TB&BCG)	Maharashtra State	R.No 25, OPD Buldg, JJ Hosp comp,Byculla Mumbai- 8	stomh@tbcindia.org ddtmaha@vsnl.net

Section 4 (1) (b) (xvii)

List of published Documents at office of the Deputy Director Health Services TB&BCG

NIL