

## **Section 4 (1)(b)(i)**

The particulars of functions & duties in the office of Dy. Director of Health Services (State Bureau of Health Intelligence Vital Statistics) Pune.

Name of the office Dy. Director of Health Services (State Bureau of Health Intelligence Vital Statistics) Pune.  
Address Dr. Naidu Hospital Campus Kennedy Marg, Pune-1  
Head of the office: - Director of Health Services Maharashtra State, Mumbai  
Parent Government Dept:- Public Health Department .  
Reporting to which authority: - Jt. Director Of Health Services (Health) Pune-1  
Jurisdiction - Geographical: - Maharashtra State Functional Maharashtra State  
Mission: - Registration of Birth & Death  
Vision: -

Objectives : Implementation of Civil Registration System using Registration of Birth & Death Act. 1969 & Maharashtra State Birth & Death Rules, 2000

Scope : Rural & Urban Area of Maharashtra State

Functions : 1) To implement Act. & Rules  
2) Monitoring & Analysis Birth & Death Registration activities  
3) Monitoring & Analysis Medical Certification Cause of Death activities

Details Of services provided /duties :- Registration of Birth & Death

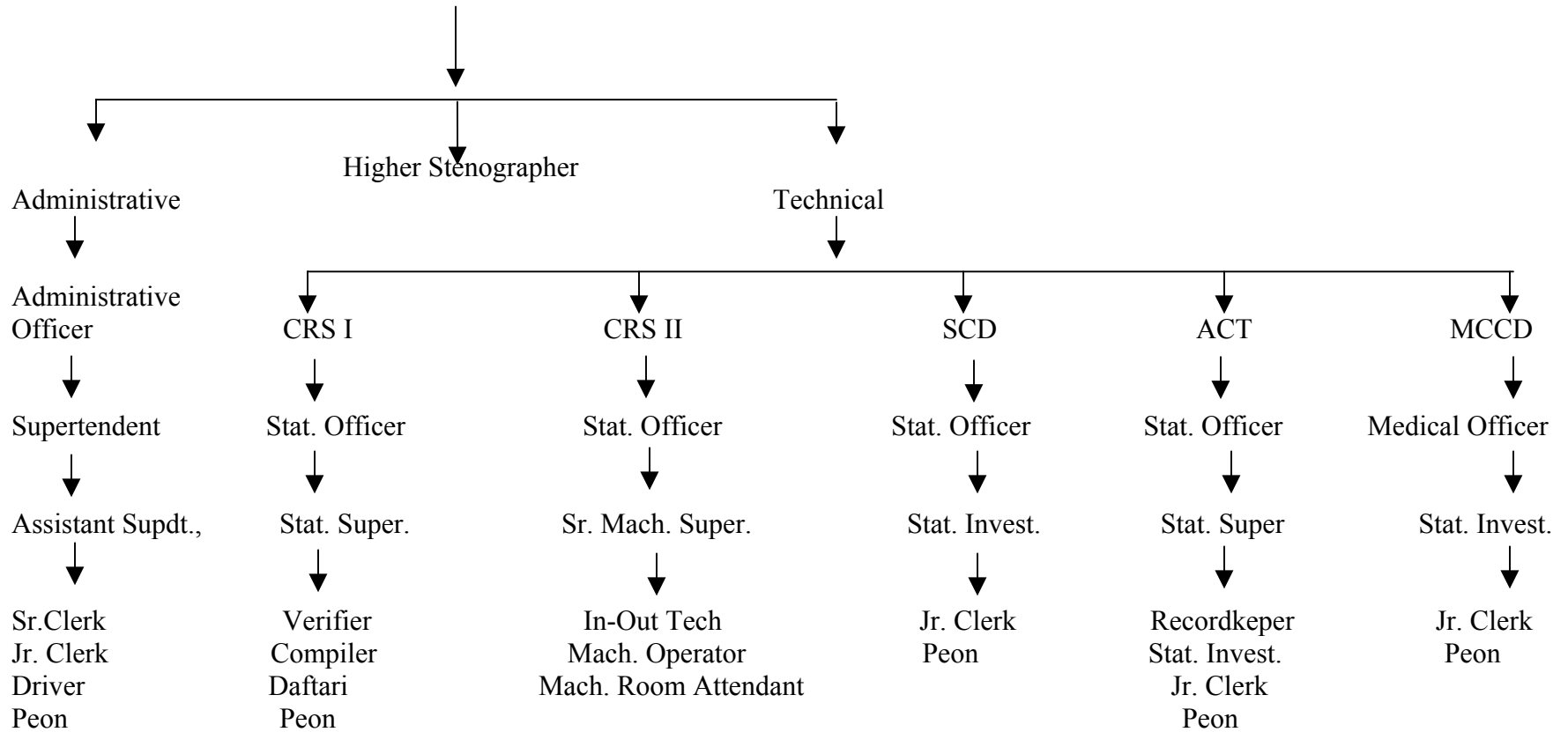
Physical Assets :- Statement of lands & building :- Own building Govt. of Maharashtra

Organisations structural chart at each level-Give linkage of jurisdiction and address , Telephone No.s and office Timing : Enclosed herewith / T.No. 26055530,26058292/ O.T. 10.00 to 5.45

Weekly holidays & Specific Service Timings : Every Sunday ,Second & Fourth Saturday

# ORGONGRAM

Deputy Dreictor of Health Services & Deputy Chief Registrar of Birth & Death , Pune 411001



## Section 4 (1) (b) (II) format A

The powers of officers & employees in the office of :- Deputy Director of  
Health Services & Deputy Chief Registrar of Birth & Death ,  
Pune 411001

A

Sr. No.	Designation	Powers Financial	Under which legislation/rules/orders /GRs/Circulars	Remark
1)	Deputy Director	Regional Heads	1) J.R.No विअप्र/1000 Letter no 46/01 विनियम Date 11 <sup>th</sup> July 01 २) विअप्र-1000/प्र.क्र 63/2001 विनियम Dt.20 March 02	
2)	Admin. Officer	Drawing & Disbursing Officer.	As delectated	

B

Sr.no	Designation	Powers Administrative	Under which legislation/rules/orders/GR s/circulars	Remark
1)	Deputy Director	Deputy Director	Heads of Dept शा.नि.क्र. डीओपी/२०८५/ ३२१४/आरोग्य -८ दिनांक २१/१०/८५	
2)	Administrative Officer	No Administrative Power	Drawing And Disbursing	
3)	Medical Officer (1 Post)			
4)	Statistical Officer(4 Post)			
5)	Sr. Supervisor (1 Post)			
6)	Supervisor ( 2 Post)			
7)	Input output Tech.(2 post)			
8)	Statistical Investigator (2Post)			
9)	Jr. Clerck ( 13 Post)			
10)	Machine Operator (10Post)			
11)	Daftari (1 Post)			
12)	Peon ( 4Post)			
				Maharashtra State Birth & Death Registration Rules 2000

## C

Sr.no	Designation	Powers-Magisterial	Under which legislation/rules/orders/GRs/circulars	Remark
Nil				

## D

Sr.no	Designation	Powers-Quasi-judicial	Under which legislation/rules/orders/GRs/circulars	Remark
Nil				

## Section 4 (1) (b) (II) Format B

The duties of officers & employees in the officer of :- Deputy Director of Health Services & Deputy Chief Registrar of Birth & Death , Pune 411001

Sr. No.	Designation	Duties	Under which Act/rules	Remarks
1	Deputy Director	Deputy Director:- is the head of the Bureau He works as Deputy Chief Registrar of Birth & Death for the state under the guidance of chief Registrar of Birth & Deaths of the state 2) Responsible for monitoring & implementation of the functioning of C. R. S.,M. C. C. D.& S.C.D activities 1) To publish the data through Annual Reports as Annual Vital Statistical Report (A.V.S.R) & S.C.D. 2) To take corrective steps and give suggestions as and when necessary in the implementation of RBD Act and Maharashtra Births & Deaths Rules- 3) Guide, verifiers and checks the procedures followed by Registrars in the Registration of Births & Deaths events 4) Take necessary action for the improvement of quality & quantity of registration	Maharashtra State Birth & Death Registration Rules 2000 As per MCSR, MTR,FR, Budget Manual and GRs , Circulars issued by Govt, from time time and also circulars issued by DHS Mumbai	
2	Medical Officer (1 Post)	To Monitor Medial Certification Cause of Death Scheme	Maharashtra State Birth & Death Rules 2000	
3	Statistical Officer (4 Post)	To Monitor Collect, Compile, & analyze the data generated in Civil Registration System to answers the queries of the beneficiary		
4	Supervisors ( 2 Post)	Monitoring of Civil Registration System		

5	Sr. Supervisor ( Post)	Monitoring of data entry of reports received in civil Registration System	As per MCSR, MTR, FR, and GR, Circulars, issued by Govt. ,from time time.and also by Director, Budget Manual,	
6	Input output Tech.(2Post)	Verification, backup and compilation of data entered by machine operators		
7	Statistical Investigator (3Post)	Prepare Management Information System reports of Civil Registration System, Medical certification Cause of death Scheme and Survey of Cause of Death Scheme		
8	Jr. Clerk (13 Post)	Collecting, Sorting, Birth & Death Registration Reports, data entry of Medical Certification of Cause of Death Scheme		
9	Machine Operator (10Post)s	Data entry of the reports registered and received through Civil Registration System		
10	Daptri (1Post)	Receiving and maintaining register of Birth & Death reports from Civil Registration System		
11	Peon ( 4Post)	Providing Bundles of Birth & Death reports to clerks and Machine operators time to time		
12	Administrative Officer	Functional Power such as Drawing and Disbursing Power as per delegated.	As per MCSR, MTR, FR, and GR, Circulars, issued by Govt. ,from time time.and also by Director, Budget Manual,	
13	Supdt.	Supervision to store, Est., &Account Section		
14	Asst.Supdt.	Office Establishment, Court, Lokaukt Earn leave, complaints, Transfers, Training, Pension, cases etc. day-today correspondence.		
15	1) Sr.Clerk	Annual, four monthly, eight monthly budget, Monthly expenditure statement distributions of budget grants, Medical reimbursement bills, Motor cycle, House building & computer advances bill.	As per MCSR, MTR, FR, and GR, Circulars, issued by Govt. ,from time time.and also by Director, Budget Manual,	
16	2) Ser.Clerk	Handling cash and disbursement maintenance of cash book A.C. to D.C.bill Out side audit & internal audit		

17	Jr-clerk	State cadre Establishment, of Statistical Investigator, Statistical Assistant, Statistical Supervisor, Machine Operator Input -out put , and Senior Machine Supervisor Appointment and Transfer , All this above cadre.		
18	Jr-clerk	Store keeper office maintenace of computers perch age computer stationery Electrical estument /A.C.maintenace and all other Office maintenace works.		
19	Jr.clerk	This office employes pay bills, T.A.bill, G.P.F., Reconciliation etc.		
20	Jr.clerk	Inward-outward all State letters received in this office inward register D.O. register, confidently register, Telegram,as well as outward office correspondance by post register A.D. by post, by telgram maintenace of service postage stamp account Act.		
21	Driver	filled along toor with Dy.Director Health services (SBHI&VS) Pune		
22	Peon	Treasury and other official works-		

### 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, State Bureau of Health Intelligence & Vital Statistics, Pune -411001

Name of Activity :- Implimentation of Civil Registration System in Maharashtra State

Related provisions :- Act & Rules of Birth & Death Registration

Name of Act :- Registration of Births & Deaths Act 1969

Name of Rules :- Maharashtra State Birth & Death Registration Rules 2000

Govt. Resolution :- Notification No. BDR 1099/896/C.R.173/F.W.3

Circulars :-

Office Orders :-

Sr.No	Details of Activity (Sequentially)	Day within the procedure duration. eg Day 1/ Day 16 etc.	Authority Responsible for that activity	Remarks
1	Registration of Birth & Death	21 days from the day of event with no fees, after that period with fees and necessary permissions	In rural area Gram-sevak of village where the event takes place. In Urban area Executive Health Officer/Health Officer of Municipal Corporation where the event takes place.Chief Officer of Municipal Council where the event take place	



2	Permission of Late Registration	22 to 30 days from the day of event	In rural area Gram-sevak of village where the event takes place. In Urban area Executive Health Officer/Health Officer of Municipal Corporation where the event takes place.Chief Officer of Municipal Council where the event take place	
3		31 days to 1 year from the day of event	In rural area Block Development Officer of the block where the event takes place. In Urban area Executive Health Officer/Health Officer of Municipal Corporation where the event takes place.Chief Officer of Municipal Council where the event take place	
4		After 1 year from the day of event	In rural as well as in Urban area The Executive Magistrate of respective area where the event take place	
5		To answers the doughts and queries of the beneficiary and/ or officers involved in registration procedure.	As early as possible	Dy. Director of Health Services, State Bureau of Health Intelligence & Vital Statistics

### **Section 4 (1) (b) (iv) Format (A)**

Norms set for discharge of its functions in the office of Dy. Director of Health Services,  
State Bureau of Health Intelligence & Vital Statistics, Pune -411001

#### **ORGANISATIONAL TARGETS ( Annual)**

Sr.	Function/Activity	Units to be covered	Financial Targets in Rs.	Remarks
1	Publication of Administrative Report and Publication of Annual Vital Statistics Reports for Maharashtra State based on Civil Registration System	43722 in Rural Area And 256 Urban Area	NIL	

### **Section 4 (1) (b) (iv) Format (B)**

Time limits for the activities for discharge of its functions

Time frame for each activity

Sr.	Function/Activity	No of days required for completion	Authority responsible	Authority for grievance redressal in case of failure
1	Publication of Administrative Report and Publication of Annual Vital Statistics Reports for Maharashtra State based on Civil Registration System	31 <sup>st</sup> July of next year	Dy. Director of Health Services, State Bureau of Health Intelligence & Vital Statistics, Pune -1	Director of Health Services, Maharashtra State, Mumbai - 1

### **Section 4 (1) (b) (v) Format (A)**

The rules/ regulations related with the functions of Dy. Director of Health Services, State Bureau of Health Intelligence & Vital Statistics, Pune -411001

Sr. No.	Subject as indicated in the notification	Rule No. & Its year	Remarks if any
1	Birth & Death Registration	Notification No. BDR 1099/896/C.R.173/F.W.3 in the year 2000	

### **Section 4 (1) (b) (v) Format (B)**

The Government Resolution related with the functions

Sr.	Subject as indicated in the resolution	Rule No. & Its Date	Remarks if any
1	Formation of Committees at different levels for improving Birth & Death Registration And Vital Statistics in rural area	GR No. Misc 2001/C.No. 1192/21 dated 12/12/2001	Member Secretary District : Dy.CEO(ICDS/VP) Block : CDPO (ICDS) Village : Anganwadi Sevika
2	Formation of Committees in Municipal Corporation area for improving Birth & Death Registration.	GR. No. Misc-10 2004/B R 10/C. No. 39/UD-20 dated 17/3/2004	Member Secretary Executive Health Officer

### **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
- NIL -			

### **Section 4 (1) (b) (v) Format (D)**

The Office Orders / Policy Circular related with the functions

Sr. No.	Subject as indicated in the Office Order	No. & Office Order date	Remarks if any
- NIL -			

## Section 4 (I) (b) (v) Format (E)

List of documents available in the Office /section/ward/branch  
Of The Dy. Director Health Services (SBHI&VS) at Pune.

### SUBJECT OF DOCUMENT

Sr.no	Type of document	SubTopic	person in charge/designation	Location of the person if not situated in the above mentioned office
1	Store	all type of purchasing & mentaince	Dy. Director Health Services	----
2	Establishment	all type of this office establishment & as well as state cadre. 2) Inward-Outward	Dy. Director Health Services	-----
3	Account	All type of this office account & as well as state cadre budget all type of bills, Handling cash & maintained off cash book	Dy. Director Health Services	
4	Registration of Births & Deaths Act 1969	-	Dy. Director of Health Services	In the Office
5	Maharashtra State Birth & Death Registration Rules 2000	-	Dy. Director of Health Services	In the Office
6	Formation of Committees at different levels for improving Birth & Death Registration And Vital Statistics in	-	Dy. Director of Health Services	In the Office

	rural area			
7	Formation of Committees in Municipal Corporation area for improving Birth & Death Registration.	-	Dy. Director of Health Services	In the Office
8	FAQ about Birth & Death Registration	-	Dy. Director of Health Services	In the Office
9	Publication of Annual Vital Statistics Reports	-	Dy. Director of Health Services	In the Office

## Section 4 (I) (a) (vi)

Statement of categories of documents held in the office of :- Dy. Director of Health Services (SBHI&VS) At Pune

1	Registration of Births & Deaths Act 1969	Booklet	Act	Forever
2	Maharashtra State Birth & Death Registration Rules 2000	Booklet	Rule	Forever
3	Formation of Committees at different levels for improving Birth & Death Registration And Vital Statistics in rural area	File	Rural Committees	Forever
4	Formation of Committees in Municipal Corporation area for improving Birth & Death Registration.	File	Urban Committees	Forever
5	FAQ about Birth & Death Registration	Booklet	FAQ	Forever
6	Publication of Annual Vital Statistics Reports	Books	AVSR	Forever
7	Store	All type of purchas file census project file printing file (Birth&Death,) printing of forms no 1,2,3,4 maintain file other department files Instrument files dead /stock, grant, stock, History,	Printing of birth & death form No 1,2,3,4, & distribute all over state D.H.O offices Offices maintenance Purchase of stationary and other essential equipments for office use.	as per rule 10 yers 5 yers 10 yers Permanently 30 yers Permanently 10 yers

		Telephone Electricity , Telegram, Meeting,& essential Register		5 yers 5 yers 5 yers 5 yers
8	establishment	Statistical Investigator post filled file Transfer file, Advance Increments file, court case, leave register, Muster, Late muster, New District Post creation file, Seniority list, Annual Increment file, Standing order file, GIS file,and essential corresponds to senior department .	Roaster Register, Promotion, Ministers level action taking corresponds register. Statistical Investigator post filled Register	Permanently 30 yers 30 yers 15 yers Permanently 10 yer 1yers 15 yers  30 yers  15 yers  Permanently Permanently Permanently
9 )	Account	All type of pay bill, Contgience bill, Telephone, Telegram, Electricity& Various type of Meintance bill , cash transaction, budget State cadre, All type of reimbursement, motor cycle , computer, home lone etc.	Pay bill Register, Grant Register, muster Register,MES Register,Cash book Register cheque Register essential Register	30 yers 30 yers 10yers  Permanently 30 yers 30 yers 30 yers 30 yers



### **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 of Dy. Director of Health Services, State Bureau of Health Intelligence & Vital Statistics, Pune -411001

Sr.	Consultation for	Details of the mechanism	Under which Act /Rule /Circular	Periodicity
1	FAQ related with Birth & Death Registration	By postal correspondence to this office or by direct visit to this office with application	RBD Act 1969 and MS B & D Rules 2000	As and when asked by beneficiary or by any officers in the Birth & Death Registration procedure as prescribed in the Maharashtra State Rules.



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

List of Committees to be published under

Sr .	Name of Committee	Composition of Committee	Purpose of Committee	Frequency of Meeting	Whether open to public or not	Minutes available in the office of
1	District level committee (Rural Area)	President: Collector Vice President: C E O, ZP President ICDS: ZP President Health Committee: ZP D H O: ZP Project officer (Tribal): District President (ImA): District PRO: Dy. CEO (ICDS/VP):	To improve the Birth & Death Registration	Quarterly	No	Dy. CEO,(ICDS/VP) ZP
2	Block level Committee (Rural Area)	President: Village Panchayat Member: BDO Member: MO PHCs Member: Project Officer ICDS Member: Panchayat Committee (Ladies Member) Member: Voluntary Organization	To improve the Birth & Death Registration	Quarterly	No	Project Officer ICDS Panchayat Samiti

3	Village level committee (Rural Area)	President: Sarpanch Member: Gram - Sevak Member: ANM Member: Anganwadi Sevika Member Secretary: Dai Member: Elected Lady (Gram Panchayat) Member: Voluntary organisation/Representative of Ladies	To improve the Birth & Death Registration	Quarterly	No	Anganwadi Sevika Gram Panchayat
4	Corporation level Committee	President: Corporation Commissioner Member : Police Commissioner Member : Joint Commissioner (Health)/Dy. Commissioner (Health) Member : Dy. Commissioner Administration Member : Divisional Officer Member : Dean, Medical College/ CS Member Secretary : Executive Health Officer (Registrar of Birth & Death)	To improve the Birth & Death Registration	Quarterly	No	Office of Medical Health Officer in Corporation

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

List of boards to be published under

1

Sr.	Name of boards	Composition of boards	Purpose of boards	Frequency of Meeting	Whether open to public or not	Minutes available in the office of
-NIL -						

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

List of councils to be published under

1

Sr.	Name of councils	Composition of councils	Purpose of councils	Frequency of Meeting	Whether open to public or not	Minutes available in the office of
-NIL -						

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

List of bodies to be published under

1

Sr.	Name of bodies	Composition of bodies	Purpose of bodies	Frequency of Meeting	Whether open to public or not	Minutes available in the office of
-NIL -						

## Section 4(1)(b)(ix)

Directory of the Officers & employees & their monthly remuneration in the  
office of Dy. Director of Health Services, (SBHI&VS) Pune1

Sr. No.	Designation	Name of Officer / Staff	Cadre	Date of Joining the Post	Contact Details Ph/ Fax/ E-mail	Gross Salary
1	Dy. D.H.S. (SBHI&VS)	Dr.A.M.Mehta	Tech.	10.12.2002		30185
2	Medical Officer	Dr.(Smt)V.R.Dhopade	Tech.	27.8.1986		25345
3	Medical Officer	Dr.B.A.Pawar	Tech.	5.8.1994		25956
4	Stat.Officer	Shri.S.B.Nandkar	Tech	17.1.1989		19055
5	Stat.Officer	Shri.A.M.Kulkarni	Tech	31.10.1996		17867
6	Stat.Officer	Shri.S.S.Inamdar	Tech	17.12.1996		16679
7	Stat.Officer	Shri.V..Mate	Tech.	13.12.1996		16679
8	H.Gr.Steno	Shri.S.B.Desai	Non Tech	12.10.1979		22223
9	Supdt.	Shri.T.B.Sali	Non Tech	2.3.2000		16081
10	Asstt. Supdt.	Smt.N.B.Gaikwad	Non Tech	6.6.2000		11725
11	Stat.Supervisor	Shri.H.H.Pathre	Tech	30.4.1993		16775
12	Stat.Supervisor	Shri.B.G.Borale	Tech	22.6.2001		14695
13	Sr.Clerk	Shri.P.R.Ghule	Non Tech	29.10.1994		11232
14	Sr.Clerk	Smt.J.P.Kedari	Non Tech	29.10.1994		10043
15	Recordkeeper	Shri.B.R.Chavan	Tech	9.10.1991		12616
16	Sr.Mach.Super	Shri.B.B.More	Tech	16.7.1999		12468
17	Stat.Investigator	Shri.S.T.Jadhav	Tech	17.12.1990		11428
18	Stat.Investigator	Shri.S.B.Lipare	Tech	3.3.1994		10439
19	Stat.Investigator	Shri.H.T.Kole	Tech	29.9.2003		8459
20	Input-Output Tech	Smt.A.D.Kulkarni	Tech	16.7.1999		12023
21	Input-Output Tech	Shri.V.P.Chavan	Tech	1.8.1989		11973
22	Mach.Operator	Smt.S.S.Deshpande	Tech	13.12.1977		12220
23	Mach.Operator	Smt.N.V.Shinde	Tech	8.7.1986		10240
24	Mach.Operator	Smt.S.A.Waghmare	Tech	17.12.1982		10835
25	Mach.Operator	Shri.A.R.Khot	Tech	3.11.1981		12023
26	Mach.Operator	Shri.M.K.Tiwatne	Tech	26.7.1982		11428
27	Mach.Opertaor	Shri.A.G.Dimble	Tech	22.4.1982		11428
28	Mach.Opretor	Shri.D.J.Deshpande	Tech	27.9.1982		11627
29	Mach.Operator	Shri.V.H.Gurav	Tech	14.10.1982		11428
30	Mach.Operator	Shri.S.S.Sadakal	Tech	16.7.1999		7765
31	Mach.Operator	Shri.A.A.Wanve	Tech	30.4.2001		6463
32	Verifier	Smt.V.V.Phadke	Non Tech	2.4.1993		9587

33	Verifier	Shri.S.S.Dhage	Non Tech	16.8.2001		7923
34	Verifier	Smt.S.T.Kadam	Non Tech	9.3.1993		7923
35	Compiler	Shri.U.G.Khot	Non Tech	30.3.1988		9251
36	Compiler	Smt.R.R.Atkire	Non Tech	30.3.1988		9251
37	Compiler	Shri.R.P.Bendkoli	Non Tech	4.6.1999		6393
38	Compiler	Shri.N.P.Mahashabde	Non Tech	23.7.1997		7626
39	Compiler	Shri.R.T.Bhalerao	Non Tech	16.3.1998		7323
40	Compiler	Smt.R.N.Hole	Non Tech	2.5.1983		7877
41	Compiler	Smt.S.S.Mhaske	Non Tech	19.7.2001		6883
42	Compiler	Shri.M.S.Vede	Non Tech	17.11.1994		7626
43	Compiler	Shri.D.N.Bhalerao	Non Tech	13.7.2000		7181
44	Typist	Shri.M.S.Shinde	Non Tech	31.8.1996		7774
45	Jr.Clerk	Shri.S.G.Rathod	Non Tech	1.3.1997		6656
46	Driver	Shri. R.S. Shinde	Non Tech	16.6.1984		10270
47	Daftari	Shri.A.M.Kamble	Non Tech	1.1.1995		7477
48	Peon	Shri.L.G.Gohire	Non Tech	2.4.1996		8260
49	Peon	Shri.R.S.Netke	Non Tech	16.9.1978		7477
50	Peon	Smt.K.D.More	Non Tech	3.7.1980		7477
51	Mach.Room Attendent	Shri.V.B.Bate	Non Tech	26.4.1982		8184
52	Peon	Shri.A.N.Unune	Non Tech	3.8.1992		6586
53	Peon	Shri.B.J.Jagdale	Non Tech	1.3.1984		6656

## Section 4 (1)(b)(x)

Details of remuneration of officers & employees in the office of the Dy.  
Director of Health Services (SBHI&VS) Pune

Sr.No.	Cadre & Class	Pay Scale	Admissible allowance in Rs.		
			Regular (included in the salary) like D.A.	Occasional (like T.A. bill)	Special like (project allowance, training allowance, any other)
1	Cadre Tech Class A	12000-16500	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. Rs.240/- Convey Allow.Rs.800/-	T.A. Rs.70/- per day of traveling	N.P.A. @ 25% of basic + D.P. for medical personnel only
2	Cadre Tech	10000-15200	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. Rs.240/- Convey Allow.Rs.800/-	T.A. Rs.70/- per day of traveling	N.P.A. @ 25% of basic + D.P. for medical personnel only
3	Cadre Non Tech Class B	6500-10500	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. Rs.240/- Convey Allow.Rs.400/-	T.A. Rs 60/- per day of traveling	No Special Allowance
4	Cadre Non Tech Class B	6500-10500	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. Rs.240/- Convey Allow.Rs.400/-	T.A. Rs 60/- per day of traveling	No Special Allowance
5	Cadre Non Tech Class C	5500-9000	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.>=6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 60/- per day of traveling	No Special Allowance



6	Cadre Non Tech Class C	5500-9000	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 60/- per day of traveling	No Special Allowance
7	Cadre Tech Class C	4500-7000	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 60/- per day of traveling	No Special Allowance
8	Cadre Tech Class C	4000-6000	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 60/- per day of traveling	No Special Allowance
9	Cadre Non Tech Class C	4000-6000	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 60/- per day of traveling	Rs.200/- cash allowance to cashier
10	Cadre Tech Class C	3200-4900	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 45/- per day of traveling	No Special Allowance
11	Cadre Non Tech Class C	3050-4590	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 45/- per day of traveling	Rs.500/- handicap allowance to handicapped person
12	Cadre Non Tech Class D	2610-4000	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 45/- per day of traveling	Rs.500/- handicap allowance to handicapped person
13	Cadre Non Tech Class D	2250-3200	D.P.50% of basic pay D.A.@17%of basic + D.P. H.R.A.@ 15% of basic + D.P. C.L.A. (Rs.240/-if basic + d.p.=>6000, or Rs.150/-) Convey Allow.Rs.100/-	T.A. Rs 45/- per day of traveling	No Special Allowance

## Section 4 (1)(b)(xi)

Details of allocation of budget and disbursement made in the office  
of Dy. Director of Health Services (SBHI&VS) Pune  
for the year 2005-2006

Non - Plan Budget

Sr. No	Budget Head Description	Item	Grants received (Rs.in thousand)	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs.	Remarks
1	2210 - Medical & Public Health	Salary	14875			
2	06 - Public Health	Travelling Allowance	572			
3	800 - Other Expenditure	Office Exp.	805			
4	004 - Health Statistics & Evaluation	P.O.L.	52			
5	(01)(01) Bureau of Vital Statistics & Health Intelligence Data (2210 108 2)	Motor Vehicle	28			

Plan Budget

Sr. No	Budget Head Description	Item	Grants received (Rs.in thousand)	Planned use (Give details area wise or work wise in a separate form)	If more grants expected then in Rs.	Remarks
1	2210 - Medical & Public Health	Material & Supply	500			
2	06 - Public Health	Material & Equipment	500			
	800 - Other Expenditure					
	004 - Health Statistics					

	& Evaluation					
	(01)(01) Bureau of Vital Statistics & Health Intelligence Data (2210 109 1)					

## Section 4 (1) (b) (Xii) (A) Format

Manner of execution of subsidy program  
in the office of Dy. Director of Health Services, State Bureau of Health Intelligence &  
Vital Statistics, Pune -411001

- ❖ Name of the program
- ❖ Eligibility of Beneficiary
- ❖ Pre -requisites for the benefit
- ❖ Procedure to avail the benefits of the programme
- ❖ Criteria for deciding eligibility
- ❖ Detail of the benefits given in the programme (also mention the amount of subsidy for other help given)
- ❖ Procure for the distribution of the subsidy
- ❖ Where to apply or whom to contact in the office for applying
- ❖ Application fee (where applicable)
- ❖ Application format (where applicable. If the application is made on plain paper please mention it along with the applicant should mention in the application)
- ❖ List of Annexure. (Certificates / documents)
- ❖ Where to contact in case of process related complaints
- ❖ Details of the available fund (At various levels like District level, Block Level etc)
- ❖ List of beneficiaries in the format given below

---- Nil -----

## **Section 4 (1) (b) (Xii) Format B**

Details of beneficiaries of subsidy program  
in the office of Dy. Director of Health Services, State Bureau of Health Intelligence &  
Vital Statistics, Pune -411001

Name of the scheme/ program

**-----Nil -----**

## **Section 4 (1) (b) (Xiii)**

Particulars of recipients of concession permits authorisation granted  
in the office of Dy. Director of Health Services, State Bureau of Health Intelligence &  
Vital Statistics, Pune -411001

Type of licenses/ permission /concession

**----Nil -----**

### **Section 4 (1) (b) (xiv)**

Details of information available in electronic form in the office of Dy. Director of Health Services, State Bureau of Health Intelligence & Vital Statistics, Pune -411001

Sr.	Type of document	Sub topic	In which electronic format it is kept	Mode of retrieval	Person in charge
1	Statistical information of Birth and Death registration	-	Hard Disk, CD, Floppy	Through computer	Dy. Director of Health Services

## Section 4 (1) (b) (xv)

Particulars of facilities available for citizen to obtaining information in the office of Dy.

Director of Health Services, State Bureau of Health Intelligence & Vital Statistics,

Pune -411001

Types of facilities

1. Information about visiting hours
2. Information about interactive website
3. Information about call centre
4. Information about facilities for inspections of record
5. Information about facilities for inspections of works
6. Information about facilities for providing samples
7. Information about notice boards
8. Information about library

Sr.	Types of facilities (facility No. as above)	Timings	Procedure	Location	Person in charge	Grievance redressal
1	1	10.00 am to 5.45 pm	Nil	office	Dy. Director of Health Services	Director of Health Services, Maharashtra state, Mumbai
2	2	No website				
3	3	No call centre				
4	4	10.00 am to 5.45 pm	On Application	office	Dy. Director of Health Services	Director of Health Services, Maharashtra state, Mumbai
5	5	10.00 am to 5.45 pm	On Application	office	Dy. Director of Health	Director of Health Services,

					Services	Maharashtra state, Mumbai
6	6	Nil				
7	7	Right to information and Anticorruption Boards are Displayed				
8	8	10.00 am to 5.45 pm	On Application	office	Dy. Director of Health Services	Director of Health Services, Maharashtra state, Mumbai



## Section 4 (I) (b) (xvi)

Details of Public Information Officers/Appellate authority in the jurisdiction of  
( Public authority)

### A

#### PIO

Sr.no	Name of PIO	Designation	jurisdiction as PIO under RTI	Address/Ph.n.	E-mail id for purpose of RTI	Appellate authority
1	Shri T.B.Sali	Administrative Officer	State level	: - Dy. Director of Health Services (SBHI&VS) At Pune Ph.no- 26055530	sbhivs@pn3.vsnl.net.in	Dy. Director of Health Services (SBHI&VS) At Pune

### B

#### APIOs

Sr.no	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.n.	E-mail id for purpose of RTI	Appellate authority
1	Shri S.S.Inamdar	Statistical Officer	State level	: - Dy. Director of Health Services (SBHI&VS) At Pune Ph.no- 26055530	sbhivs@pn3.vsnl.net.in	Dy. Director of Health Services (SBHI&VS) At Pune

### C

#### APPELLATE Authority

Sr.no	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.n.	E-mail id for purpose of RTI	Appellate authority
1	Dr.A.M. Mehta	Dy. Director	State level	: - Dy. Director of Health Services (SBHI&VS) At Pune Ph.no- 26058747	sbhivs@pn3.vsnl.net.in	Dy. Director of Health Services (SBHI&VS) At Pune

## **Section 4 (1) (b) (xvii)**

. Nil -

Note - Nothing is prescribed as on date 22 nd August, 2005

## **Section 4 (1) (c)**

. Nil -

List out the routine decisions/ important policies which you foresee will affect public. Formalize the details about such publications in such cases. Publish such information under this heading.

## **Section 4 (1) (d)**

- Nil -

Prepare a list of issues in which administrative and quasi - judicial decisions are generally taken in your office. Declare that henceforth you will provide reasons for such decision to affected persons

