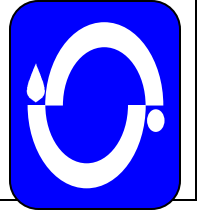


**Dy. Director of Health Services**  
**(State Bureau of Health**  
**Intelligence Vital Statistics),**  
**Pune - 411 001.**

**17-Manual**  
**Information-2014**



उपसंचालक आरोग्य सेवा  
(राज्य आरोग्य माहिती व जीवनविषयक आकडेवारी  
कार्यालय तथा उपमुख्य निबंधक जन्म व मृत्यु महाराष्ट्र राज्य)  
डॉ.नायडू रुग्णालय आवार, केनेडी रोड, पुणे-४११ ००१.



## 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 - 411 001.

**Name of the office** :- Dy. Director of Health Services  
(State Bureau of Health Intelligence Vital Statistics)  
Pune - 411 001.

**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** :- Director of Health Services,  
Maharashtra State Mumbai - 400 001.

**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** :- Monitoring & Analysis of Registration of Birth & Death.

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

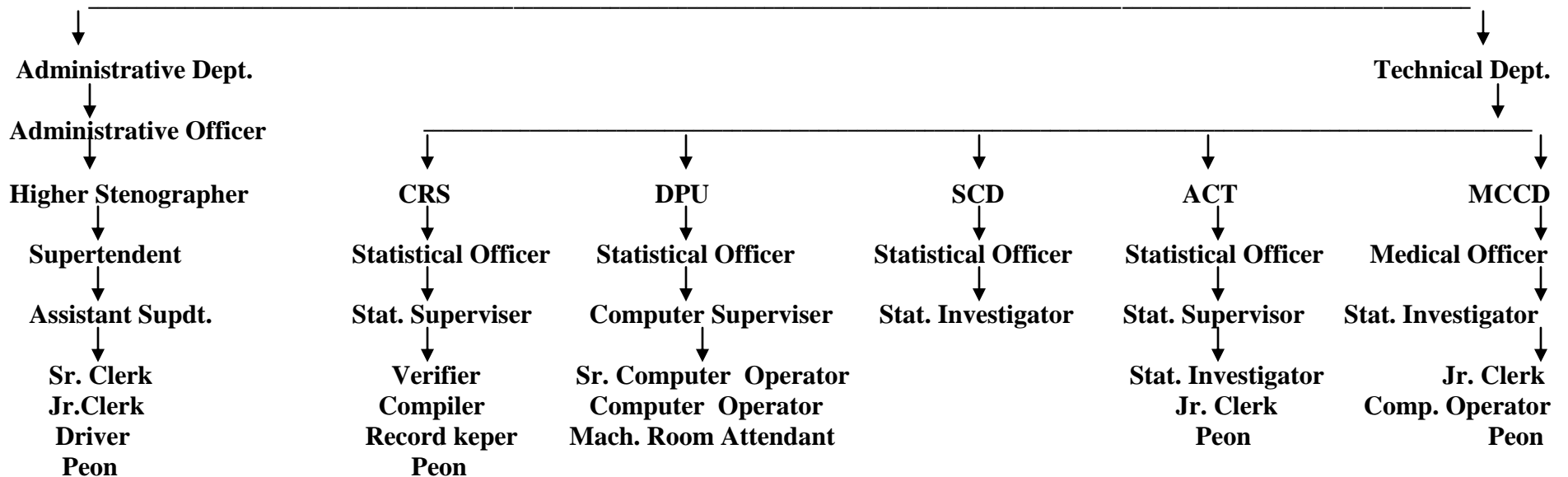
**Organisations structural chart at each level** - Give linkage of jurisdiction and address, Telephone No.s and office Timing : Enclosed herewith / Tel.No.020-26059530, 26058292 / Office Time :- 10.00 to 5.45.

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

# O R G O N G R A M

**Dy. Director of Health Services (State Bureau of Health Intelligence Vital Statistics)**

**& Dy. Chief Registrar of Birth & Death , Pune-01**



## 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, Dt- 11 <sup>th</sup> July, 01 2) 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 /GRs/Circulars	Remark
1	Deputy Director	--	Heads of Dept शा.नि.क्र.डीओपी/ २०८५/ ३२१४/आरोग्य -८, दिनांक २१/१०/८५	
2	Admin. Officer	--	Drawing and Disbursing	
3	Medical Officer (1)	No Administrative Power	Maharashtra State Birth & Death Registration Rules 2000	
4	Statistical Officer (4)			
5	Sr.Steno (1 Post)			
6	Supritendent ( 1Post)			
7	Assistant Supritendent ( 1Post)			
8	Statistical Supervisor (2 Post)			
9	Sr. Clark (2 Post)			
10	Jr. Clark (13 Post)			
11	Statistical Invetigator (3 Post)			
12	Computer Supervisor (1 post)			

13	Sr.Computer Oparator (2 post)	No Admitrative Power	Maharashtra State Birth & Death Registration Rules 2000	
14	Computer Oparator (10 post)			
15	Driver (1)			
16	Record Keeper (1)			
17	Peon (5)			
18	Machine Room Attendant (2)			

C

Sr. No.	Designation	Powers Magisterial	Under which legislation/ rules/orders /GRs/Circulars	Remark
1.	N i L			

D

Sr. No.	Designation	Powers Quasi Judicial	Under which legislation/ rules/orders /GRs/Circulars	Remark
1.	N i L			

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

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

### A

Sr. No.	Designation	Duties	Under which Act / Rules	Remark
1	Deputy Director	<p>Deputy Director:- is the head of the Bureau He works as Deputy Chief Registrar of Birth &amp; Death for the state under the guidance of chief Registrar of Birth &amp; Deaths of the state</p> <p>2) Responsible for monitoring &amp; implementation of the functioning of C. R. S.,M.C.C.D.&amp; S.C.D activities.</p> <ol style="list-style-type: none"> <li>1. To publish the data through Annual Reports as Annual Vital Statistical Report (A.V.S.R) &amp; S.C.D.</li> <li>2. To take corrective steps and give suggestions as and when necessary in the implementation of RBD Act and Maharashtra Births &amp; Deaths Rules-</li> <li>3. Guide, verifiers and checks the procedures followed by Registrars in the Registration of Births &amp; Deaths events</li> <li>4. Take necessary action for the improvement of quality &amp; quantity of registration</li> </ol>	<p>Maharashtra State Birth &amp; Death Registrati on Rules 2000 As per MCSR, MTR, FR, Budget Mannual and GRs, Circulara issued by Govt, from time time and also circulars issued by DHS Mumbai</p>	
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 and to answers the queries of the beneficiary		

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties</b>	<b>Under which Act / Rules</b>	<b>Remark</b>
4	Administrative Officer (1 Post)	Functional Power such as Drawing and Disbursing Power as per delegated.	As per MCSR, MTR, FR, and GR, Circulars, issued by Govt., from time and also by Director, Budget Manual	
5	Supritendent (1)	Supervision to store, Est., & Account Section		
6	Assistant Supritendent (1)	Office Establishment, Court, Lokaukt Earn leave, complaints, Transfers, Training, Pension, cases etc. day-today correspondence.		
7	Statistical Supervisor (2 Post)	Monitoring of Civil Registration System	Maharashtra State Birth & Death Rules 2000	
8	Sr. Clark (2 Post)	Annual, four monthly, eight monthly budget, Monthly expenditure statement distributions of budget grants, Medical rebursement bills, Motor cycle, House building & computer advances bill.	As per MCSR, MTR, FR, and GR, Circulars, issued by Govt., from time to time and also by Director, Budget Manual	
9	Jr. Clark (Est Section)	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.		
10	Jr. Clark (Store Section)	Store keeper office maintenace of computers perch age computer stationery Electrical estument / A.C.maintenace and all other Office maintenace works.		
11	Jr. Clark (Cash Section)	Handling cash and disbursement maintenace of cash book A.C. to D.C.bill Out side audit & internal audit		
12	Jr. Clark (Account section)	This office employes pay bills, T.A.bill, G.P.F., Reconciliation etc		
13	Jr. Clark (Inward-outward Section)	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.		
14	Statistical Invetigator (3)	Prepare Management Information System reports of Civil Registration System,		

	Post)	Medical certification Cause of death Scheme and Survey of Cause of Death Scheme.		
15	Computer Supervisor (1 post)	Monitoring of data entry of reports received in civil Registration System		
16	Sr.Computer Operator .(2 post)	Verification, backup and compilation of data entered by machine operators		
17	Computer Operator (10 post)	backup and compilation of Data entry of the reports registered and received through Civil Registration System		
18	Driver (1)	filled along toor with Dy. Director Health Services (SBHI&VS) Pune		
19	Record Keeper (Dapatari ) (1)	Receiving and maintaining register of Birth & Death reports from Civil Registration System Keeping of Office Record		
20	Peon	Treasury and other official works		
21	Peon	Providing Bundles of Birth & Death reports to clerks and Machine operators time to time.		
22	Machine Room Attendant (2)			



## 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 -411 001.

**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.	Detail 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 Gramsevak 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	

<b>Sr. No.</b>	<b>Detail of Activity (Sequentially)</b>	<b>Day within the procedure duration. eg Day 1/ Day 16 etc.</b>	<b>Authority Responsible for that activity</b>	<b>Remarks</b>
3	Permission of Late Registration	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 first Class Judicial Magistrate / Metro Politain 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)**

<b>Sr.</b>	<b>Function/Activity</b>	<b>Units to be covered</b>	<b>Financial Targets in Rs.</b>	<b>Remarks</b>
<b>1</b>	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	N i L	

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

Time limits for the activities for discharge of its functions

Time frame for each activity

<b>Sr.</b>	<b>Function / Activity</b>	<b>No of days required for completion</b>	<b>Authority responsible</b>	<b>Authority for grievance redressal in case of failure</b>
<b>1</b>	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.	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 Municipal Corporation

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

The Circulars related with the functions

<b>Sr.</b>	<b>Subject as indicated in the Circular</b>	<b>Circular No. &amp; Its date</b>	<b>Remarks if any</b>
1	N i L		

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

The Office Orders / Policy Circular related with the functions

<b>Sr.</b>	<b>Subject as indicated in the Office Order</b>	<b>No. &amp; Office Order date</b>	<b>Remarks if any</b>
1	N i L		

## 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-Outwar	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 Health Services	In the Office
5	Maharashtra State Birth & Death Registration Rules 2000	----	Dy. Director Health Services	In the Office
6	Formation of Committees at different levels for improving Birth & Death Registration And Vital Statistics in rural area	----	Dy. Director Health Services	In the Office
7	Formation of Committees in Municipal Corporation area for improving Birth & Death Registration.	----	Dy. Director Health Services	In the Office

8	FAQ about Birth & Death Registration	----	Dy. Director Health Services	In the Office
9	Publication of Annual Vital Statistics Reports	----	Dy. Director 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	Act	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	Printing of birth & death form No 1,2,3,4, & distribute all over state D.H.O offices Offices maintenance	as per rule 10 yers 5 yers

		maintain file other department files Instrument files dead /stock, grant, stock, History, Telephone Electricity , Telegram, Meeting,& essential Register	Purchase of stationary and other essential equipments for office use.	10 yers Permanently 30 yers Permanently 10 yers 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

<b>Sr.</b>	<b>Consultation for</b>	<b>Details of the mechanism</b>	<b>Under which Act /Rule /Circular</b>	<b>Periodicity</b>
<b>1</b>	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 Members Committee Chairman ICDS :- ZP Chairman Health Committee: ZP Members :- D H O: ZP Project officer (Tribal): District President (ImA): District PRO : Members Secretary :- Dy. CEO (ICDS/VP):	To improve the Birth & Death Registration	Quarterly	No	Dy. CEO,(ICDS/VP) ZP
2	Block level Committee (Rural Area)	President: Panchayat Samiti Chairman Member: BDO Member: MO PHCs Secretary 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

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

<b>Sr.</b>	<b>Name of boards</b>	<b>Composition of boards</b>	<b>Purpose of boards</b>	<b>Frequency of Meeting</b>	<b>Whether open to public or not</b>	<b>Minutes available in the office of</b>
<b>1</b>	<b>N i L</b>					

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

List of councils to be published under

<b>Sr.</b>	<b>Name of councils</b>	<b>Composition of councils</b>	<b>Purpose of councils</b>	<b>Frequency of Meeting</b>	<b>Whether open to public or not</b>	<b>Minutes available in the office of</b>
<b>1</b>	<b>N i L</b>					

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

List of bodies to be published under

<b>Sr.</b>	<b>Name of bodies</b>	<b>Composition of bodies</b>	<b>Purpose of bodies</b>	<b>Frequency of Meeting</b>	<b>Whether open to public or not</b>	<b>Minutes available in the office of</b>
<b>1</b>	<b>N i L</b>					

## 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. P.S. PAWAR	Tech.	08.02.1983	020 - 26059530	98,909
2	Administrative Officer	Shri. A.S. Bangar	Non Tech.	03.02.1996	--- "---	41,759
3	Medical Officer	Dr.Smt.	Tech.	01.03.2014	--- "---	
4	Stat.Officer	Shri. M.R. Zope	Tech.	04.07.1992	--- "---	64,042
5	Stat.Officer	Smt. G.S. Tambe	Tech.	29.07.1992	--- "---	61,312
6	Stat.Officer	Vaccant	Tech.	-----	--- "---	-----
7	Stat.Officer	Vaccant	Tech.	-----	--- "---	-----
8	Supritendent	Smt.J.P.Kedari	Non Tech.	19.12.1986	--- "---	38,513
9	H.Grede Steno	Vaccant	Non Tech.	-----	--- "---	-----
10	Asstt. Supritendent	Shri.A.V.Joshi	Non Tech.	06.03.1985	--- "---	34,230
11	Stat.Supervisor	Smt. P.K.Kale	Tech.	01.09.1980	--- "---	50,462
12	Stat.Supervisor	Shri.A.S.Jadhav	Tech.	16.07.1994	--- "---	46,955
13	Stat.Investigator	Shri. S.S.Kadam	Tech.	30.06.1998	--- "---	35,678
14	Stat.Investigator	Shri.S.D.Bhoite	Tech.	08.06.2006	--- "---	26,102
15	Stat.Investigator	Shri.P.L.Shinde	Tech.	31.07.1985	--- "---	25,346
16	Sr.Clerk	Shri. V.V.Pise	Non Tech.	14.08.1985	--- "---	28,244
17	Sr.Clerk	Vaccant	Non Tech.	-----	--- "---	-----
18	Jr.Clerk	Shri. V.C.Dolas	Non Tech.	27.10.1983	--- "---	17,173
19	Jr.Clerk	Smt. T.J.Arcot	Non Tech.	17.04.1978	--- "---	31,331
20	Jr.Clerk	Shri. B.D.Potdar	Non Tech.	02.01.2004	--- "---	20,594
21	Jr.Clerk	Smt. R.G.Khune	Non Tech.	05.01.2004	--- "---	22,150
22	Jr.Clerk	Shri.S.C.Band	Non Tech.	31.12.2004	--- "---	21,350
23	Jr.Clerk	Shri. S.S.Mhaske	Non Tech.	08.07.2009	--- "---	16,918

<b>Sr. No.</b>	<b>Designation</b>	<b>Name of Officer / Staff</b>	<b>Cadre</b>	<b>Date of Joining the Post</b>	<b>Contact Details Ph/Fax/ E-mail</b>	<b>Gross Salary</b>
24	Jr.Clerk	Smt. P.B.Saidani	Non Tech.	31.10.2000	020 - 26059530	16,556
25	Jr.Clerk	Shri.R.R.Dhakne	Non Tech.	02.06.2009	--- "---	15,037
26	Jr.Clerk	Shri.P.S.Kamble	Non Tech.	01.08.1983	--- "---	27,530
27	Jr.Clerk	Vaccant	Non Tech.	-----	--- "---	-----
28	Jr.Clerk	Vaccant	Non Tech.	-----	--- "---	-----
29	Jr.Clerk	Vaccant	Non Tech.	-----	--- "---	-----
30	Jr.Clerk	Vaccant	Non Tech.	-----	--- "---	-----
31	Sr. Computer.Operator	Shri.V.P.Chavan	Tech.	01.08.1989	--- "---	37,673
32	Sr. Computer.Operator	Smt.A.D.Kulkarni	Tech.	16.7.1999	--- "---	36,602
33	Computer.Operator	Smt.N.V.Shinde	Tech.	08.07.1986	--- "---	33,536
34	Computer.Operator	Smt.S.A.Waghmare	Tech.	17.12.1982	--- "---	35,573
35	Computer.Operator	Shri.A.R.Khot	Tech.	03.11.1981	--- "---	38,702
36	Computer.Operator	Shri.A.G.Dimble	Tech.	22.04.1982	--- "---	37,190
37	Computer.Operator	Shri.V.H.Gurav	Tech.	14.10.1982	--- "---	37,190
38	Computer.Operator	Shri.S.S.Sadakal	Tech.	16.07.1999	--- "---	26,228
39	Computer.Operator	Vaccant	Tech	-----	--- "---	-----
40	Computer.Operator	Vaccant	Tech	-----	--- "---	-----
41	Computer.Operator	Vaccant	Tech	-----	--- "---	-----
42	Computer.Operator	Shri.A.A.Wanve	Tech.	30.04.2001	--- "---	22,974
43	Driver	Shri. S.M. Kale	Non Tech.	23.06.1994	--- "---	26,089
44	Daftari	Shri. P.B. Yadav	Non Tech.	01.07.1980	--- "---	25,417
45	Mach.Room Attendent	Shri.S.B.Raghatwan	Non Tech.	30.05.2009	--- "---	13,958
46	Mach.Room Attendent	Vaccant	Non Tech.	-----	--- "---	-----
47	Peon	Shri. A.M. Kale	Non Tech.	01.08.1995	--- "---	21,127
48	Peon	Shri. S.M. Bhonde	Non Tech.	01.07.1994	--- "---	19,195
49	Peon	Smt. B.K.Birajdar	Non Tech.	23.11.2009	--- "---	12,662

## 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.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs.1600/-	T.A. Rs.120/- per day of traveling	N.P.A. @ 35% of basic + D.P. for Medical personnel only
2	Cadre Tech	10000-15200	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs.800/-	T.A. Rs.120/- per day of traveling	N.P.A. @ 35% of basic + D.P. for Medical personnel only
3	Cadre Non Tech Class B	(PB-2) 9300-34800 GP- 4400	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs.800/-	T.A. Rs 110/- per day of traveling	No Special Allowance
4	Cadre Non Tech Class B	(PB-2) 9300-34800 GP- 4400	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs.800/-	T.A. Rs 110/- per day of traveling	No Special Allowance
5	Cadre Non Tech Class C	(PB-2) 9300-34800 GP- 4300	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs.200/-	T.A. Rs 100/- per day of traveling	No Special Allowance
6	Cadre Non Tech Class C	(PB-2) 9300-34800 GP- 4300	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs.200/-	T.A. Rs 100/- per day of traveling	No Special Allowance
7	Cadre Tech Class C	(PB-1) 5200-20200 GP- 2800	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs.200/-	T.A. Rs 100 per day of traveling	No Special Allowance



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)
8	Cadre Tech Class C	(PB-1) 5200- 20200 GP- 2400	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs200/-	T.A. Rs 100 per day of traveling	No Special Allowance
9	Cadre Non Tech Class C	(PB-1) 5200- 20200 GP- 2400	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs200/-	T.A. Rs 100 per day of traveling	No Special Allowance
10	Cadre Tech Class C	(PB-1) 5200- 20200 GP- 2000	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs200/-	T.A. Rs 100 per day of traveling	No Special Allowance
11	Cadre Non Tech Class C	(PB-1) 5200- 20200 GP- 1900	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs200/-	T.A. Rs 100 per day of traveling	No Special Allowance
12	Cadre Non Tech Class D	(-1S) 4440- 7440 GP- 1600	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs200/-	T.A. Rs 100 per day of traveling	No Special Allowance
13	Cadre Non Tech Class D	(-1S) 4440- 7440 GP- 1300	D.A.@90% of basic Grade pay + H.R.A.@ 20% of Grade pay basic + Grade pay C.L.A. Rs.240/- Convey Allow.Rs200/-	T.A. Rs 100 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 2013-2014

Non - Plan Budget (Rs in thousand)

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	10000			
2	06 - Public Health	Travelling Allowance	1650			
3	800 – Other Expenditure	Office Exp.	650			
4	004 - Health Statistics & Evaluation	P.O.L	100			
5	(01)(01) Bureau of Vital Statistics & Health Intelligence Data (2210 108 2)	Motor Vehicle	3			

**Plan Budget (Rs in thousand)**

<b>Sr. No</b>	<b>Budget Head Description</b>	<b>Item</b>	<b>Grants received (Rs.in thousand)</b>	<b>Planned use (Give details area wise or work wise in a separate form)</b>	<b>If more grants expected then in Rs.</b>	<b>Remarks</b>
1	2210 - Medical & Public Health  06 - Public Health  800 - Other Expenditure  004 - Health Statistics & Evaluation  (01)(01) Bureau of Vital Statistics & Health Intelligence Data (4210 1091)	Material & Supply	9000			

**Plan Budget (Rs in thousand)**

<b>Sr. No</b>	<b>Budget Head Description</b>	<b>Item</b>	<b>Grants received (Rs.in thousand)</b>	<b>Planned use (Give details area wise or work wise in a separate form)</b>	<b>If more grants expected then in Rs.</b>	<b>Remarks</b>
1	(4210 1262)	Material & Equipment	800			

**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

----                    **N                    i                    L**                    ----

## **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

---- **N i L** ----

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

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

Type of licenses/ permission /concession

---- **N i L** ----

## 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 -411 001

<b>Sr.</b>	<b>Type of document</b>	<b>Sub topic</b>	<b>In which electronic format it is kept</b>	<b>Mode of retrieval</b>	<b>Person in charge</b>
<b>1</b>	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 -411 001.

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 services	Director of Health Services, Maharashtra state, Mumbai
6	6	N i L				
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

#### Administative Section

Sr .	Name of PIO	Designa tion	jurisdiction as PIO under RTI	Address/Ph.n.	E-mail id for purpose of RTI	Appellate authority
<b>1</b>	Shri A.S.Bangar	Admin Officer	State level	Health Services (SBHI&VS) Pune- 411 001. Ph.No-(020) 26059530	<b>dydhs.sbhivs@gmail.com</b>	Dy. Director of Health Services (SBHI&VS) At Pune

### B

#### Technical Section

Sr .	Name of PIO	Designa tion	jurisdiction as PIO under RTI	Address/Ph.n.	E-mail id for purpose of RTI	Appellate authority
<b>1</b>	Shri M.R.Zope	Statistic al Officer	State level	Health Services (SBHI&VS) Pune- 01. Ph.No- (020) 26059530	<b>dydhs.sbhivs@gmail.com</b>	Dy. Director of Health Services (SBHI&VS) At Pune

### C

#### Appilate Authority

Sr .	Name of PIO	Designa tion	jurisdiction as PIO under RTI	Address/Ph.n.	E-mail id for purpose of RTI	Appellate authority
<b>1</b>	Dr. P.S.Pawar	Dy. Director of health Service	State level	Health Services (SBHI&VS) Pune- 01. Ph.No-(020) 26059530	<b>dydhs.sbhivs@gmail.com</b>	Dy. Director of Health Services (SBHI&VS) At Pune



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

**----- N i L -----**

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

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

**----- N i L -----**

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)**

**----- N i L -----**

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