

**Deputy Director Of Health Service
(Transport), Pune-411 001.**

**Central Government
Right To Information
Act-2005**

Section 2 ,H Form (A)

**Departmentwise List of Public Authority Regarding Right To Information Act 2005
Name Of Government Department - Deputy Director Of Health Service (Transport), Pune-1.**

Section 2 (h) a/b/c/d

Sr.No.	Public Authority Institute	Designation of Head of Institute	Place/Address
1	Director, Public Health Department	Director	Arogya Bhavan, Behind St.Georges Hospital. Mumbai -1
2	Jt.Director of Health Services (Malaria, Filariasis & Water Born Diseases)	Jt.Director	New Central Building, Pune-1
3	Deputy Director Of Health Service (Transport),	Deputy Director (Transport)	8, Kennedy Road, Naidu Hospital Compound, Pune-1

Section 2 ,H Form (B)

List Of Public Authority Institutes Which Received Sufficient Grant From Government

Name Of Government Department - Deputy Director Of Health Service (Transport), Pune-411 001.

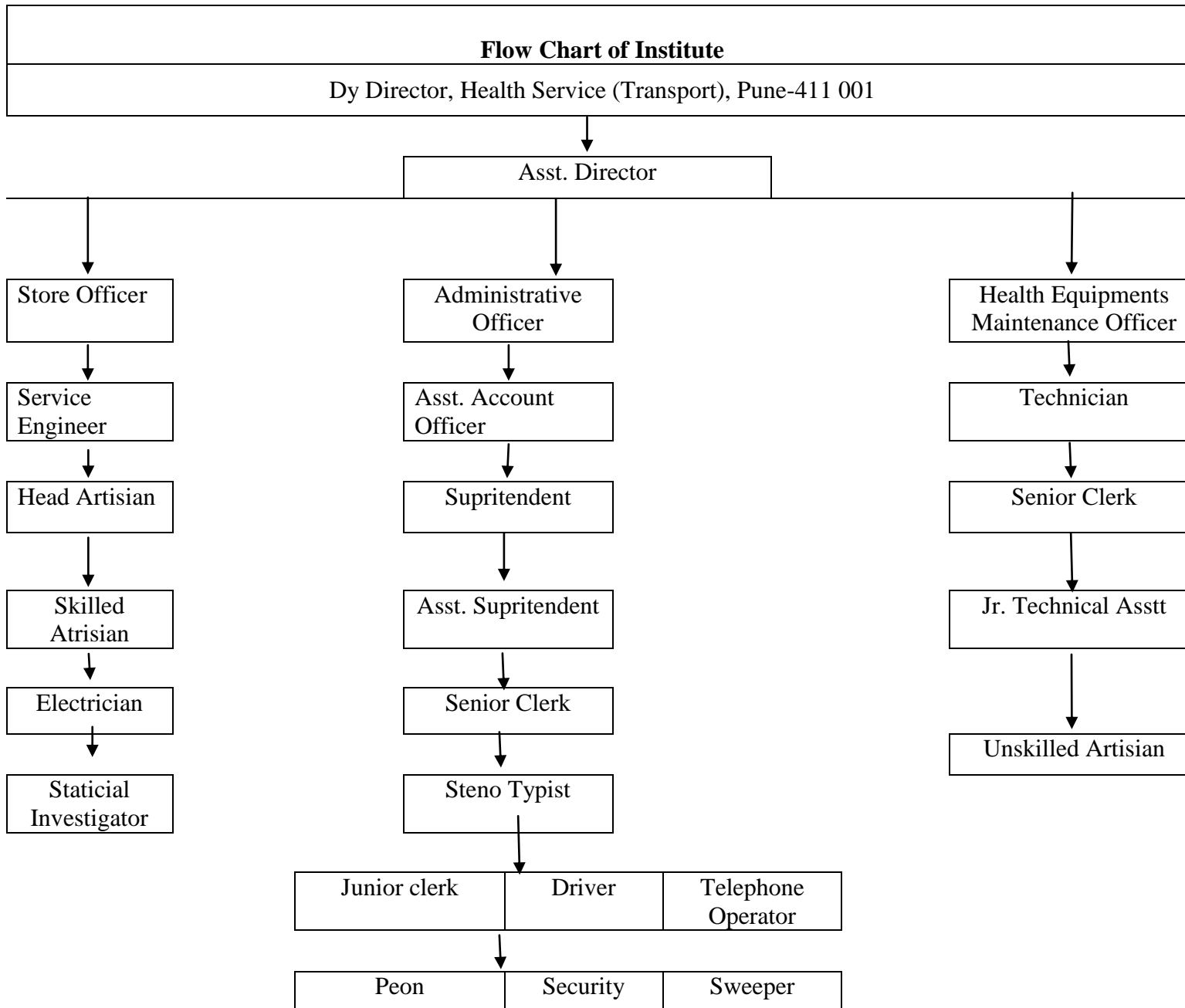
Section 2 (h) (ii)(ii) under

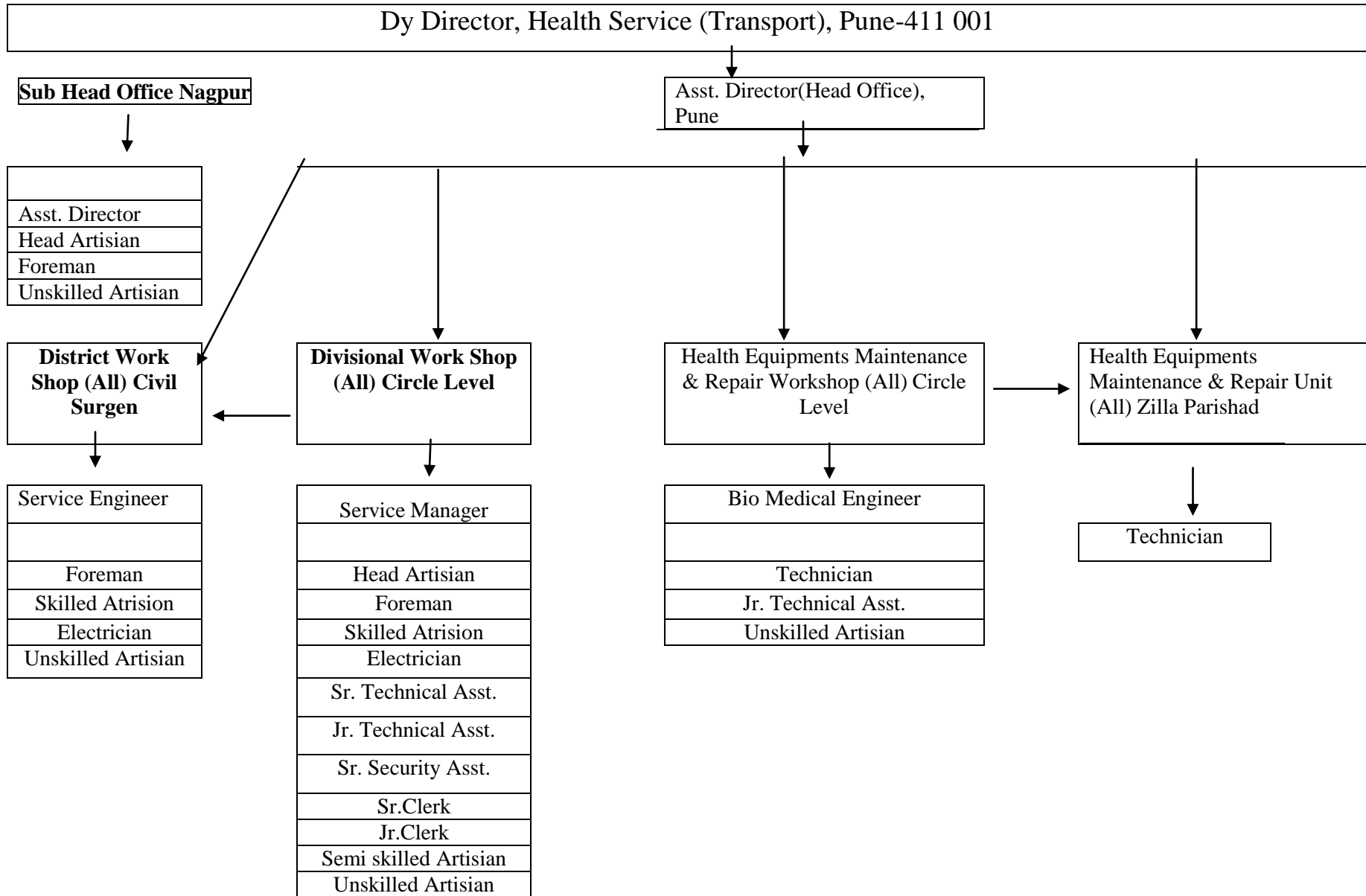
Sr.No.	Public Authority Institute	Designation of Head of Institute	Place/Address
1	Director, Public Health Department	Director	Arogya Bhavan, Behind St.Georges Hospital. Mumbai -1
2	Jt.Director of Health Services (Malaria, Filariasis & Water Born Diseases)	Jt.Director	New Central Building, Pune-1
3	Deputy Director Of Health Service (Transport),	Deputy Director (Transport)	8, Kennedy Road, Naidu Hospital Compound, Pune-1

Section 4 (1) (B) (i)

Details of Duties And Working's of Deputy Director, Health Service (Transport), Pune -1 Office

Name of Office	Deputy Director, Health Service (Transport), Pune -1
Address	8, Kennedy Road, Naidu Hospital Compound, Pune-1
Head of office	Deputy Director, Health Service (Transport), Pune-1
Name of Government Department	Public Health Department, Maharashtra State, Mumbai.
Under Which Department of Mantralaya	Public Health Department, Maharashtra State, Mumbai.
Jurisdiction	Maharashtra State
Special Work's	Vehicle Repairs & Maintenance/Health Equipment Maintenance & Repairs
Department's Aim/Policy	As above
All concern Employee	Detailed list enclosed herewith
Works	Vehicle Repairs & Maintenance/Health Equipment Maintenance & Repairs
Details of Property	Office has Own Building
Available Services	Vehicle Repairs & Maintenance/Health Equipment Maintenance & Repairs
Office Phone Number's	(020)- 26058373, 26058378, 26058912, (Per.) -26058525.
Office Timing	Morning 10:00 To Evening 5:45
Weekly off & Time Table for Special Service	Weekly Off - Every Sunday & Second & Fourth Saturday And Government Declared Public Holidays as per etc





Section 4 (1) (B) (i) Form (A)

Chart of Powers of Officer and Employees of office of the Dy. Director, Health Service (Transport), Pune

Chart A

Sr.No.	Designation	Authority - Financial	Name of Act/Rule/Government Resolution/Circular	Remark
1	Dy. Director, Health Service (Transport), Pune	Budget distribution, Control on financial matters as Controlling Officer	As per Government Resolution	—
2	Administrative Officer	Work as Drawing and disbursement Officer	As per Government Resolution	

Chart B

Sr.No.	Designation	Authority - Administrative	Name of Act/Rule/Government Resolution/Circular	Remark
1	Dy. Director, Health Service (Transport), Pune	Control on establishment of Transport and Health Equipment and maintenance Employees	As per Maharashtra Civil Services Rules	—
2	Administrative Officer	Work on establishment of Transport and Health Equipment and maintenance Employees	As per Maharashtra Civil Services Rules	—

Chart C

Sr.No.	Designation	Authority Criminal	Name of Act/Rule/Government Resolution/Circular	Remark
Not Applicable				

Chart D

Sr.No.	Designation	Authority-Quassi Judicial	Name of Act/Rule/Government Resolution/Circular	Remark
Not Applicable				

Chart E

Sr.No.	Designation	Authority-Judicial	Name of Act/Rule/Government Resolution/Circular	Remark
Not Applicable				

Dy Director, Health Service (Transport), Pune-411 001

Section 4 (1) (B) (ii) Form (B)

Chart of Duties of Officers and Employees of office of the Dy. Director, Health Service (Transport), Pune

Chart A

Sr.No.	Designation	Financial- Duties	Name of Act/Rule/Government Resolution/Circular	Remark
1	Dy. Director, Health Service (Transport), Pune	Budget distribution, Control on financial matters as Controlling Officer	As per Financial Rules and Maharashtra Treasury Rules	—
2	Administrative Officer	Work as Drawing and disbursement Officer	As per Financial Rules and Maharashtra Treasury Rules	—

Chart B

Sr.No.	Designation	Administrative - Duties	Name of Act/Rule/Government Resolution/Circular	Remark
1	Dy. Director, Health Service (Transport), Pune	Control on establishment of Transport and Health Equipment and maintenance Employees	As per Maharashtra Civil Services Rules	—
2	Administrative Officer	Work on establishment of Transport and Health Equipment and maintenance Employees	As per Maharashtra Civil Services Rules	—

Chart C

Sr.No.	Designation	Duties -Criminal	Name of Act/Rule/Government Resolution/Circular	Remark
Not Applicable				

Chart D

Sr.No.	Designation	Duties-Quasi Judicial	Name of Act/Rule/Government Resolution/Circular	Remark
Not Applicable				

Chart E

Sr.No.	Designation	Duties-Judicial	Name of Act/Rule/Government Resolution/Circular	Remark
Not Applicable				

Clause-4 (1) (B) (III)

Supervision in the process of decision making, fixing of responsibilities and publication of work procedures in office of The Deputy Director of Health Services (Transport) Pune.

- Nature of work :- To repair and maintenance of the Vehicles in Public Health Department. To repair and maintenance of the hospital equipment in Public Health Department.
- Relevant provision :- Not related.
- Name of The Act. :- Not related.
- Rules :- Maharashtra Civil Services (General condition of services) Rules
- Government Resolutions :- Resolutions issued by Government.
- Circulars :- Circulars issued by Government of Maharashtra, Directorate of Health Services, Mumbai, Joint Director of Health Services (M.F.& Water Born Disease) Pune-1
- Office Orders :- Orders issued by Government of Maharashtra, Directorate of Health Services, Mumbai, Joint Director of Health Services (M.F.& Water Born Disease) Pune-1

Sr.No.	Nature of work	Period (No. of days)	Responsible Officer for work	Remarks
1.	To repair and maintenance of the Vehicles in Public Health Department. To repair and maintenance of the hospital equipment in Public Health Department.	Within Year	Deputy Director , Health Services (Transport), Assistant Director , Health Services (Transport), Store Officer, Administrative Officer, Assistant Account Officer, Service Manager, Bio Medical Engineer, Service Engineer, Technician.	

Clause-4 (1) (B) (iv) Format (A)

Criteria laid down by Dy. Director Health Services (Transport) for Completion of objectives of the Organisation

Sr.No.	Work	Volume	Financial Target	Remarks
Maintenance of Vehicles and Health Equipments				

Clause-4 (1) (B) (iv) Format (B)

Time Limit set by office of Dy. Director of Health Services (Transport) Pune for responsibilities and Completion of objectives

Sr. No.	Work	Days/Hours required	Responsible Officer	Grievance Redressal Officer
1	Maintenance of vehicles and Health Equipments	Type of Repairs	Service Manager, Service Engineer, Biomedical Engg.	Deputy Director Pune Circle Dy. Director of Health Services (Transport) Pune

Clause-4 (1) (B) (v) Format (A)

The rules and regulations related to the work of Administrative Section of Deputy Director of Health Services (Transport) Pune

Sr.No.	Subject as per circular	Rule No. & year	Remarks
1	Being published in Maharashtra Civil Service Rule & 1981	Rule 1979 & 1981	--

Clause-4 (1) (B) (v) Format (B)

The Government Resolutions concerned with the work of Deputy Director of Health Services (Transport) Pune

Sr.No.	Subjects as per guidelines	Rule No. & year	Remarks
1	Government Resolution issued time to time by the government	Time To time Declared by Government	Available at Govt Website

Clause-4 (1) (B) (v) Format (C)

The Circulars concerned with Deputy Director of Health Services (Transport) Pune

Sr.No.	Subjects as per guidelines	Rule No. & year	Remarks
1	Government Resolution issued time to time by the government	Time To time Declared by Government	Available with Govt Departments concerned

Clause-4 (1) (B) (v) Format (D)

The Office orders and policy decisions concerned with Deputy Director of Health Services (Transport) Pune

Sl.No.	Subjects as per guidelines	Rule No. & year	Remarks
1	Government Resolution issued time to time by the government	Time To time Decleared by Government	--

Clause 4(1) (B)(v) Format (E)

List of available records at O/o. DDHS (Transport), Pune.

Sr.no.	Types of Record	Subject	Concern person / Designation	In place of concern person / if not available in the above said office
1	List of registers and files as per the Government prescribed format according to MTR 1961 & 1966 contingency expenditure rules and BFR .	Cash book, Cheque book, Bill book, Salary register, GIS register, T.A . register , contingency expenditure register, GPF slip register, GPF account register, Advance and Deposit amount register (House building/ Scooter/ cycle/ Computer/Traveling allowance/ Festival advance), Duplicate registers, Retirement benefit register, Telephone bill register, Monthly expenditure register, Challan register, Medical expenditure register , Supplementary register .	Cashier, Senior clerk & Junior clerk	Cash section, DDHS(Transport), Pune
2	Departmental Promotion Committee meeting and minutes	Promotion	Administrative Officer	DDHS(Transport), Pune
3	Retirement registers and files	Retirement cases	As above	As above
4	Court matter files & registers	Court cases	As above	As above
5	Lokayukta cases files & registers	Lokayukta cases	As above	As above
6	Deemed Date files	Deem Date cases	As above	As above
7	Updating Seniority list	Seniority list	As above	As above
8	Consolidation and files for Preparation of revised recruitment rules	Recruitment rules	As above	As above
9	Time bound benefits file	Time bound benefit	As above	As above
10	Transfer proposals files	Transfer	As above	As above
Sr.no.	Types of Record	Subject	Concern person /	In place of concern

			Designation	person / if not available in the above said office
11	Files for GPF Approval	GPF (Refundable /Non refundable) advance cases	As above	As above
12	Deputation files and consolidation	Deputation cases	As above	As above
13	Additional charge special pay approval file	Additional charge	As above	As above
14	Pay fixation file	Pay fixation	As above	As above
15	Voluntary retirement file and consolidation	Voluntary retirement	As above	As above
16	Assets and Liabilities statement files	Assets and Liabilities statements	As above	As above
17	Personal files and Original Service book preparation	Service book	As above	As above
18	Leave w/o permission, Medical leave files	Leave	As above	As above
19	Exemption for Hindi/Marathi examination	Exemption for Hindi/Marathi examination	As above	As above
20	Leave register	Long leave	As above	As above
21	Hindi/Marathi register	Hindi/Marathi	As above	As above
22	Bill register	Bills	As above	As above
23	Voluntary retirement register	Voluntary retirement	As above	As above
24	Pension register	Regular superannuation retirement	As above	As above
25	Family pension register	Family pension	As above	As above
26	Lokayukta cases register	Lokayukta cases	As above	As above
27	Court cases register	Court cases	As above	As above
28	Passport register	Passport	As above	As above
29	Resignation register	Resignation	As above	As above
30	EB register	EB	As above	As above
31	Absentee register	Absentee	As above	As above
32	End of service	End of service	As above	As above

Clause 4(1) (B) (vi)

Categorization of available records at O/o. DDHS (Transport), Pune.

Sr.no.	Subject	Types of Record Files/ Muster / Register / Vouchers	Matter description	Period of keeping records safe
1	Muster for class II,III,IV	Muster	Muster	5 Years
2	Roster register	Register	Register	Permanent
3	Employee's Personal files	File	File	Up to retirement of employee
4	Rules and Government Resolutions	Subject wise files	Files	Permanent
5	Annual increment	Register	Increment Register	10 Years
6	Status of Sanctioned, Filled and Vacant post	Register	Review Register	Permanent
7	Employee's service books	Service book	Service book	Permanent
8	Employee's confidential reports	Files and Registers	Files	Permanent
9	Cadre wise departmental promotion committee	Register	External (Third party) committee files	Permanent
10	Departmental inquiry	Register	Inquiry Register	Permanent
11	Court, Lokayukta and MAT cases	Register	Separate Register for all courts	Permanent
12	Assembly / Councils LAQs, Assurance registers	Register	Year wise Separate Register for Assembly and Councils	10 Years
13	Inward Outward Confidential	Register	Register	Permanent
14	Long leave cases	Register	Leave Register	10 Years
15	Casual leave cases	Register	Casual leave register	10 Years
16	Postal revenue register	Register	Account register	Permanent
17	Cadre wise seniority list	Files	Seniority list	Permanent
18	Cash register	Register	Cash register	Permanent
19	Cheque register	Register	Cheque register	Permanent
20	Bill register	Register	Bill register	Permanent
21	Grants	Register	Grant Register	Permanent
22	Leave Travel Concession	Register	Register	Permanent
Sr.no.	Subject	Types of Record	Matter description	Period of keeping

		Files/ Muster / Register / Vouchers		records safe
23	Group Insurance Scheme / Account	Register	Account register	Permanent
24	Travel allowance	Register	T.A. Register	Permanent
25	Contingency expenditure	Register	Contingency expenditure Register	Permanent
26	GPF account/ Broad sheet	Register	Account Register	Permanent
27	Security Deposit	Register	Account Register	Permanent
28	House building/ motor cycle / computer advance	Register	Account Register	Permanent
29	Festival advance	Register	Advance register	Permanent
30	Duplicate account register	Register	Duplicate Register	Permanent
31	Retirement benefits	Register	Registration register	Permanent
32	Telephone bills	Register	Register / Files	Permanent
33	Salary and allowances	Register	Register / Files	Permanent
34	Challan	Register	Challan Account Register	Permanent
35	Medical reimbursement	Register	Register / Files	Permanent
36	T.A. advance	Register	Register / Files	Permanent
37	Supplementary bills	Register	Register / Files	Permanent
38	Undistributed registers	Register	Salary & allowance register	Permanent
39	Leave	Register	Leave register	Permanent
40	Resignation register	Register	Register	Permanent
41	Absent	Register	Register	Permanent
42	Exemption for Marathi and Hindi language	Register	Register	Permanent
43	Passport	Register	Register	Permanent
44	Suspension	Register	Register	Permanent
45	Human Rights Commission	Register	Register	Permanent
46	Probationary period	Register	Register	Permanent
47	Permanency benefit	Register	Register	Permanent
48	Condonation of Services	Register	Register	Permanent
49	Monthly expenditure report	Register	Register	Permanent

CLAUSE 4 (1)(b)(vii)

ARRANGEMENT OF CONSULTATION WITH PUBLIC FOR EFFECTIVE WORK OF DY. DIRECTOR OF HEALTH SERVICES (TRANSPORT), PUNE-1

Sr.No.	Subject of Consultation	Detail Description of work Strategy	By which Act/ Rule/ Circular	Repetition period
Nil				

CLAUSE 4 (1)(b)(viii) FORM (A)

PUBLICATION OF LIST OF COMMITTEE IN THE OFFICE OF DY. DIRECTOR OF HEALTH SERVICES (TRANSPORT), PUNE-1

Sr.No.	Name of Committee	Member of Committee	Target of Committe	How Many Times the Meeting is conducted	Whether the Meeting is Open for Public or Not	Availability of Minutes of Meeting
Nil						

CLAUSE 4 (1)(b)(viii) Form B

PUBLICATION OF LIST OF COUNCILS IN OFFICE OF THE DY. DIRECTOR OF HEALTH SERVICES (TRANSPORT), PUNE-1

Sr.No.	Name of Council	Member of Council	Object of Council	How Many Times the Meeting is conducted	Whether the Meeting is Open for Public or Not	Availability of Minutes of Meeting
Nil						

CLAUSE 4 (1) (B) (viii) Format C

Publication of List of councils in the office of Deputy Director of Health Services (Transport) Pune

Sr.No.	Name of Council	Member of Council	Objectives of Council	How many times taken	Whether council is for general people or not	Minutes of meeting of council
Nil						

CLAUSE 4 (1) (B) (viii) Format D

Publication of List of any Institutes in the office of Deputy Director of Health Services (Transport) Pune

Sr.No.	Name of Institute	Member of Institute	Objectives of Institute	How many times taken	Whether council is for general people or not	Minutes of meeting of council
Nil						

1	Dy. Director, Health Services (Transport), Pune	<p>A) Administrative Duties</p> <ol style="list-style-type: none"> 1) Establishment, Recruitment & Appointment of class III & IV cadres Service Engineer, Head Artisan, Sr. Tech. Asst, Jr. Tech. Asst., Foreman, Mechanic, Skilled Artisan, Electrician, Telephone Operator, Semi skilled Artisan, Unskilled Artisan, Sr. Security Asst., HEMR Technician, Jr. Tech. Asst., Unskilled Artisan 2) Checking & inspection of Regional workshops & offices under Regional workshops <p>B) Financial Powers – As a controlling officer</p> <ol style="list-style-type: none"> 1) To ensure availability of grants & its state level allocation. 2) Monitoring of expenditure 3) Allocation of grant to Govt. Institutions 4) To ensure availability of spare parts & its distribution 5) Planning & organize trainings for HEMR technical personnel <p>C) Technical</p> <ol style="list-style-type: none"> 1) For proper management of repairs & maintenance of Cold Chain & Hospital Equipments in the state, organize & conduct Training programmes effectively in collaboration with Government of India & UNICEF & as per the guidelines of Govt. of India. 2) Programme monitoring & performance analysis.
2	Asst. Director, Health Services (Transport), Pune	<ol style="list-style-type: none"> 1) Monitoring Regional workshops & offices under Regional workshops for vehicle repairs & maintenance. 2) Inspection of official administrative & financial matters 3) To make available the required information to the Head office. 4) To prepare proposals to be sent to Head office & Government. 5) To assist Dy. Director (Transport) in carrying out the office work.
3	Administrative Officer	<ol style="list-style-type: none"> 1) Responsibility of official administrative work. 2) To perform duties & responsibilities of DDO in O/o Dy. Director, Health Services (Transport), Pune. 3) Monitor the office financial matters 4) Responsible for office accounts & finance matters 5) To get audit done of DDHS (Transport) office & further needful action accordingly. 6) To prepare & make provision of DDHS (Transport) office budget & accordingly monitoring. 7) Necessary action on official general correspondence. 8) To take immediate & appropriate action on the complaints received from public & employees.

4	Assistant Account Officer	<ol style="list-style-type: none"> 1) Budget distribution to 8 regional SHTO/HEMR workshops as per requirement 2) Preparation of Annual Budget plan 3) Four monthly Budget Distribution received from Govt. 4) Reconciliation of Budget received from time to time 5) Monitoring on Account division 6) Preparation of payment bills and leave payments of all staff and Officers 7) Preparation of Medical reimbursement bills of all staff and Officers 8) Preparation of proposals for Sanctioning of GPF 9) Preparation of transfer TA and TA bills
5	Superintendent	<ol style="list-style-type: none"> 1) Distribution of work in their desk considering responsibility work to responsible person 2) Distribution and marking of incoming letters to respective desks 3) Monitoring on work sheets of colleague staff members and necessary inputs to given to Office in charge 4) Monitoring on work diary of colleague staff members and countersigning on it 5) Urgent reply to reminders received from Govt. in any cases 6) Urgent reply to DO letters in any cases 7) To give Support to colleague staff members for up-keepment and speedy procedures in daily working 8) Providing information to Stenographer regarding the visitors and various meetings of I/C institution 9) Maintenance of general circulars circulated by desk 10) To inform all GR and circulars to all colleague staff members 11) Rotation of work duty of all staff after 2-3 years 12) Monitoring on attendance of colleague staff members and their leave time table 13) Monitoring on moving of office files and taking care that such files will not to be taken at home by colleague staff members and attendance of colleague staff members on Holidays 14) To give necessary guidelines to peon to help in movement of files between desk staff members
6	Assistant Superintendent	<ol style="list-style-type: none"> 1) To do all official work of Group A, B, C, D cadre 2) Preparation of payment bills and leave payments of all staff and Officers 3) Handling of job duties of Cashier 4) Handling of the correspondence of Right to Information 5) Recruitment/Promotion/ Transfers/Deputation etc. of technical staff of Group C and D 6) Correspondence of time bound promotions 7) Preparation of seniority lists 8) Monitoring and preparation of legal court cases 9) Monitoring on Suspension/Govt. quarters and official complaints 10) Monitoring on RTI MIS

7	Senior Clerk	<ol style="list-style-type: none"> 1) Budget distribution to 8 regional SHTO/HEMR workshops as per requirement 2) Preparation of Annual Budget plan four monthly Budget Distribution received from Govt. 3) Reconciliation of Budget received from time to time 4) Controlling on activities of Budget division 5) Administrative work of Group A, B, C and D 6) Preparation of payment bills and leave payments of all staff and Officers 7) Preparation of Medical reimbursement bills of all staff and Officers 8) Preparation of proposals for Sanctioning of GPF 9) Preparation of transfer TA and TA bills 10) Preparation & maintaining CR's of all staff.
8	Junior Clerk	<ol style="list-style-type: none"> 1) Help to Assistant Superintendent in the all types of administrative work (from Service Engineer to Unskilled Artizen) technical staff of all cadres including SHTO and HEMR workshops 2) Preparation and maintenance of original Service books of all staff members 3) Administrative correspondence and leave sanction of all staff members 4) Submission of pension cases to AG 5) Preparation of seniority lists and related correspondence of all technical staff 6) Helping to Senior Clerk in account related work 7) Vehicles repairs budget distribution 8) Preparation, presentation and maintaining of all documents to decision making authority in administrative and legal cases 9) Receiving the letters from Junior / senior offices and General public 10) Segregation of letters received at inward section into General/ Confidential and notation of letters 11) Separate inward register is maintained for letters received from Hon. Ministers, Government & Hon. Director, Health Services, Mumbai. After reviewing the letters by the appealing officers the same is handed over to concern clerk with acknowledgement. The report of action taken is being submitted to Head office. 12) Letters signed by Hon. Appealing officer is being sent to concern person. It is being scrutinized for General/D.O./Confidential & Meeting letters. It is recorded & maintained in a separate file. 13) Preparation of Medical reimbursement bills of all staff and Officers 14) Preparation of proposals for Sanctioning of GPF 15) Preparation of transfer TA and TA bills
9	Store Officer	<ol style="list-style-type: none"> 1) To make & ensure availability of spare parts required for repairs & maintenance of vehicles & ambulances in various health institutions in the state. 2) To make & ensure availability of necessary machineries & tools for regional & district workshops. 3) To make & ensure availability of computers/printers & office furniture for regional workshops. 4) To issue guidelines to Service Manager, Divisional workshops regarding procurement policy. 5) To implement the process of Tendering & Procurement. 6) Purchasing of new ambulances/vehicles as per Government rules & regulations and its distribution to concern institutions.

10	Service Engineer	<ol style="list-style-type: none"> 1) General correspondence related to technical matters. 2) Preparation of various proposals 3) Implementation of Tendering process 4) To prepare technical reports/information as required by Head office. 5) Updating vehicle inventory & accordingly MIS 6) Preparation of statistical data related to assembly & other subjects. 7) Organizing of various meetings
11	Head Artisan	<ol style="list-style-type: none"> 1) Consolidation of information & statistical data of regional & district workshops. 2) General correspondence related to under repair & accidental vehicles. 3) To submit the report based on information received in various review meetings.
12	Skilled Artisan	<ol style="list-style-type: none"> 1) Prepare vehicle technical inspection report regarding its repair & maintenance.
13	Electrician	<ol style="list-style-type: none"> 1) Prepare vehicle technical inspection report regarding its repair & maintenance.
14	Statistical investigator	<ol style="list-style-type: none"> 1) Preparation Management Information System reports 2) Preparation of information & its power point presentations as required for state/regional level meetings. 3) Correspondence with Government of India & UNICEF as per the letters received. 4) Updating vehicle information & its publishing. 5) Analysis of information received through MIS mechanism & submission of the same to seniors. 6) Obey the orders/instructions given by superior officers & processing of matters accordingly.
15	Health Equipment Maintenance Officer	<ol style="list-style-type: none"> 1) Monitoring of reports generated through the MIS. 2) Preparation of information & its power point presentations as required for state/regional level meetings. 3) Correspondence with Government of India & UNICEF as per the letters received. 4) Analysis of information received through MIS mechanism & submission of the same to seniors. 5) Obey the orders/instructions given by superior officers & processing of matters accordingly. 6) To organize various Cold Chain/SNCU equipments repair & maintenance training programme as per the guidelines received from Government of India & UNICEF. 7) Monitor the working of stores meant for spares & accessories required for repair & maintenance of hospital equipments. 8) As per the reports based on MIS, accordingly take corrective measures for functioning of under repair hospital equipments. 9) Monitor on working methodology of regional HEMR workshops & review the progress made.
16	Technician	<ol style="list-style-type: none"> 1) Carry out repair & maintenance of Hospital & Cold Chain Equipments as per the technical trade. 2) Obey the orders/instructions given by superior officers.
17	Junior Technical Assistant	<ol style="list-style-type: none"> 1) Based on technical trade, to assist technician, in carrying out repair & maintenance work of Hospital & Cold Chain Equipments. 2) Obey the orders/instructions given by superior officers.

18	Unskilled artisan	1) Based on technical trade, to assist technician, in carrying out repair & maintenance work of Hospital & Cold Chain Equipments. 2) Obey the orders/instructions given by superior officers.
19	Driver	1) To perform the duties & responsibilities laid for the driver post. 2) To get the vehicles timely repaired/maintained & keep the same in good working condition.
20	Watchman	1) To do security of Government assests.
21	Peon	1) To perform the duties of class IV cadre as per the orders/instructions of superior officials.
22	Sweeper	1) Carry out cleaning work of office & workshop premises.

Clause 4 (1) (B) (ix)

List of Officers and Employees in the office of Dy. Director of Health Services (Transport) pune.

Sr.no.	Post	Name of Employee/Officer	Class	Date Joining	Phone No.
1	Dy. Director Health Services (Transport)	Vacant	Class-I	-	-
2	Asst. Director, H.S.(Tr)	Shree V.B. Mahajan	Class-I	10/04/1985	9422500977
3	Administrative officer	Shree R S Mane	Class-II	23/09/2011	9420949500
4	Store Officer	Shree J G. Mulay	Class-II	29/11/1996	9011092646
5	Health Equipment & Maintaince Officer	Shree A G Dhende	Class-II	04/04/1986	9423043682
6	Office Superitendant	Shree D.M. Shrungare	Class-III	12/02/1997	9881454825
7	Office Superitendant	SMT M.V.Takawale	Class-III	07/01/1981	9765819462
8	Asst.A/c Officer	Shree S S Kumawat	Class-III	16/09/1993	9860861090
9	Stenographer	Vacant			
10	Asst. Superitendant	Smt L B Dhaware	Class-III	23/09/1982	9689918753
11	Asst. Superitendant	Shree N.V. Gaikwad	Class-III	14/11/1985	8028729593
12	Senior Clerk	Shree S.G. Joshi	Class-III	26/04/1991	9158997704
13	Senior Clerk	Vacant			
14	Senior Clerk	Shree M.N. Kadam	Class-III	30/04/2007	9921629430
15	Senior Clerk	Smt A.S.Jadhav	Class-III	14/05/1987	922134550
16	Junior Clerk	Shree D N Bhalerao	Class-III	07/07/1999	9763372074
17	Junior Clerk	Shree G B Bankar	Class-III	06/02/1996	9921994258
18	Junior Clerk	Shree P S Rupnur	Class-III	03/09/1998	9921215267
19	Junior Clerk	Shree S S Mhaske	Class-III	12/11/1999	9763372074
20	Junior Clerk	Shree A P Kurude	Class-III	01/11/2001	9767122478
21	Junior Clerk	Shree P P Vaishampayan	Class-III	05/01/2004	Nil
22	Junior Clerk	Vacant	Class-III		
23	Junior Clerk	Shree V B Gurav	Class-III	03/09/1998	9657885954
24	Driver	Vacant	Class-III		
25	Driver	Shree A G Altekar	Class-III		
26	Service Engineer	Shree.S.G.Londhe	Class-III	23/03/2007	9423389648
27	Statistical Investigator	Smt S.B.Mote	Class-III	23/07/2007	9923106412
28	Statistical Investigator	Shri.S.B.Jagadale	Class-III	19/07/2007	9423580127

Sr.no.	Post	Name of Employee/Officer	Class	Date Joining	Phone No.
29	Head Artisan	Shri.S.S. Rajguru	Class-III	12/11/2013	8796007799
30	Head Artisan	Shri. M.G.Barde	Class-III	12/11/2013	9011052883
31	Skilled Artisan	Shri. M.G.Pawar	Class-III	13/10/1997	9021521966
32	Electrician	Vaccant	Class-III		
33	Telephone Operator	Smt. R.A. Jadhav	Class-III	17/1/1983	9823160037
34	Technician	Shri. D.K.Deshmukh	Class-III	21/4/1986	9423577275
35	Technician	Shri. G.M. Dhadage	Class-III	7/8/1987	9850873760
36	Unskilled Artisan	Shri. S.L. Kangale	Class-IV	7/7/2003	8275884566
37	Peon	Shri. B.J. Jagdale	Class-IV	1/3/1984	9605640783
38	Peon	Shri. N.P. Rengade	Class-IV	11/5/1987	9271252418
39	Peon	Shri. V. L. Jadhav	Class-IV	22/10/1992	9766169541
40	Peon	Shri. K.D. Nighot	Class-IV	19/10/1992	Nil
41	Peon	Smt. A.A. Kambale	Class-IV	18/4/2013	8888809465
42	Peon	Vaccant	Class-IV		
43	Peon	Vaccant	Class-IV		
44	Peon	Vaccant	Class-IV		
45	Sweeper	Smt. C.S. Ghute	Class-IV	24/10/1990	9922221635
46	Watchman	Vaccant	Class-IV		

Clause 4 (1) (B) (X)

Publication Pay and Allowances of Officers and Employees in the office of

Deputy Director of Health Services (Transport) Pune-1

Sr.No.	Class	Pay Scale	T.A., D.A., HRA	T.A.	Special Allowances
1	1	15600-39100 G.P. 7600	As per Rule	As per Rule	As per Rule
2	1	15600-39100 G.P. 5400	As per Rule	As per Rule	As per Rule
3	2	9300-34800 G.P. 4400	As per Rule	As per Rule	As per Rule
4	3	9300-34800 G.P. 4300	As per Rule	As per Rule	As per Rule
5	3	9300-34800 G.P. 4200	As per Rule	As per Rule	As per Rule
6	3	5200-20200 G.P.2800	As per Rule	As per Rule	As per Rule
7	3	5200-20200 G.P.2400	As per Rule	As per Rule	As per Rule
8	3	5200-20200 G.P.1900	As per Rule	As per Rule	As per Rule
9	4	5200-20200 G.P.1800	As per Rule	As per Rule	As per Rule
10	4	4440-7440 G.P. 1300	As per Rule	As per Rule	As per Rule

CLAUSE 4 (1) (b) (xi)

2013-14 Information of Grants & Expenditure			
Dy.Director, Health Services (Transport) Pune			
Major Head 2210-06-Public health, 001 Establishment 800 Other Sub Head 800 (1)			
(01) (01) Establishment of the State Health transport Organisation (22101053).			
(Amt. in thousand)			
Sr.no	Object	Year 2013-2014 (Grant)	Year 2013-2014 (Exp)
1	01-Salary	110436	106962
2	03-O.T. allowance	9	0
3	06-Tel.& Ele.& Water	1021	930
4	10-Contract	738	650
5	11-T.E.	611	227
6	13-O.E	1141	922
7	14-R.R.T	200	145
8	17-Comp.Exp	45	40
9	21-M.S	67	58
10	24-P.O.L	1440	925
11	26-Adv.&Publicity	135	119
12	27-Minor works	146	100
13	34-Stipend	135	81
14	51-M.V.	474	350
15	52-M.E	90	90
Total		116688	111599

2013-14 Information of Grants & Expenditure			
Dy.Director, Health Services (Transport) Pune			
Major Head 2210-06-Public health, 001 Establishment 800 Other Sub Head 800 (2)			
(01)(02) Establishment of the HEMR (22101062). (Amt. in thousand)			
Sr.no	Object	Year 2013-2014 (Grant)	Year 2013-2014 (Exp)
1	01-Salary	2816	2817
2	03-O.T. allowance	1	0
3	06-Tel.& Ele.& Water	35	28
4	11-T.E.	33	9
5	13-O.E	123	0
6	14-R.R.T	8	0
7	17-Comp.Exp	18	16
8	24-P.O.L	44	20
9	51-M.V.	113	0
10	52-M.E	132	35
Total		3323	2925

2013-14 Information of Grants & Expenditure			
Dy.Director, Health Services (Transport) Pune			
Major Head 2210-06-Public health, 001 Establishment Sub Head 001-001 (1)			
001 Establishment Sub Head 001-001 (1)			
Jt.DHS (Health) Pune (22104615). Bharit Exp 50-Other			(Amt. in thousand
Sr.no	Object	Year 2013-2014 (Grant)	Year 2013-2014 (Exp)
1	Bharit Exp	3218	3097
	Total	3218	3097

2013-14 Information of Grants & Expenditure			
Dy.Director, Health Services (Transport) Pune			
Major Head 2210-06-Public health Department,			
Pool grant Under Motor Vehicle (Various 27 Heads)			
			(Amt. in thousand)
Consolidated Grants (Motar Vehicle)			
Sr.no	Object	Year 2013-2014 (Grant)	Year 2013-2014 (Exp)
1	Motor Vehicle (Various 27 Heads)	5027	4440
	Total	5027	4440

Clause 4 (1) (B) (XII) Form A

Details of Information of Budget Distribution Programme of Deputy Director of Health Services (Transport), Pune
Scheme/ Programme

Sr.No.	Name of Programme	Health Service
		N.A.

Clause 4 (1) (B) (XII) Form B

Detail Information of Beneficiary under Budget Distribution Programme of Deputy Director of Health Services (Transport), Pune
Scheme/ Programme

Sr.No.	Name of Beneficiary	Budget/Amount of Beneficiary/Type	Norms of Selection	Remarks
				N.A.

Clause 4 (1) (B) (XIII)

Detail Information of License Issued by Deputy Director of Health Services (Transport), Pune for current year.

License/Permission/Types of Exemption:-

Sr.No.	Name of license Holder	Type of license	License no.	From	To	General conditions	Remarks
N.A.							

Clause 4 (1) (B) (XIV)

Details of Information Published by Deputy Director of Health Services (Transport), Pune for current year.

Sr.No.	Types of Record	Subject	Electronic Format	Procedure of Getting Information	Responsible Person
1	Desk 116 Admin. Dept.	Establishment	Computer	Concerned Desk	Administrative Officer
2	Desk 117 Acct. Dept.	Account	Computer	Concerned Desk	Assistant Account Officer
3	Desk 118 Tech.Dept.	Technical (Vehicle)	Computer	Concerned Desk	Store Officer
4	Desk 120 HEMR	Technical (HEMR)	Computer	Concerned Desk	HEMO

Clause 4 (1) (B) (XV)

Information of Facilities Provided to Public for Getting Information from Establishment Section of The office of Deputy Director of Health Services
(Transport), Pune

Types of Facilities :-

Sr.No.	Types of Facility	Time	Procedure	Place	Responsible Person/ Employee	Complaint Grievance
1	Information of Visiting Hours	In the Noon 3.00 to 5.00	By taking Entry in the Visitors Book	DDHS (Tr.) Pune	Administrative Officer	Probably Complaint will be solved by Discussion
2	Details of Web Site	http://www.maha-arogya.gov.in				
3	Facility for Checking Record	In the Noon 2.00 to 5.30	By Prior Intimation	DDHS (Tr.) Pune	Administrative Officer	As above
4	Facility for Checking Services	In the Noon 2.00 to 5.30				
5	Facility for Providing Formats	In the Noon 2.00 to 5.30				
6	Information of Notice Bord	Between Working Hours of Office				
7	Information of Library	N.A.				

Clause 4 (1) (B) (XVI)

Detail Information of Government Information Officer/Assistant Government Information Officer / Appellate Officer of office of The Deputy Director of Health Services (Transport), Pune

Sr. No.	Desk	Appellate Officer	Information Officer	Assistant Information Officer
1	Office of The Deputy Director of Health Services (Transport), Pune	Deputy Director of Health Services (Transport), Pune	Administrative Officer (HQ) Pune	Superintendent (HQ) Pune

Clause 4 (1) (B) (XVII)

Information Published by office of The Deputy Director of Health Services (Transport), Pune

N.A.
