


 सत्यमेव जयते	 महाराष्ट्र शासन	महाराष्ट्र शासन - सार्वजनिक आरोग्य विभाग राज्य आरोग्य माहिती व जीवनविषयक आकडेवारी कार्यालय	 महाराष्ट्र शासन	
उपसंचालक आरोग्य सेवा (आमाजीआ) तथा उपमुख्य निबंधक जन्म व मृत्यू महाराष्ट्र राज्य पुणे -१		संकेतस्थळ: arogya.maharashtra.gov.in कार्यालय : ०२० - २६०५९५३० नानोप विभाग: ०२० - २६०५८२९२ विवाह नोंदणी: ०२० - २६०५८६१० इ-मेल: dydhs.sbhivs@gmail.com		
आरोग्य सेवा	जा.क्र.उसंआसे आमाजीआ/आस्था/कक्ष८५ब/ नागरीकांची सनद / दिनांक 20/०९/२०२२		/२२ 13238-39	

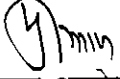
प्रति,

उपसंचालक आरोग्य सेवा
राज्य आरोग्य शिक्षण व
संपर्क विभाग, पुणे

विषय:- नागरीकांची सनद तयार करुन प्रसिध्द करण्याबाबत...

संदर्भ:- मा.संचालक आरोग्य सेवा यांचे पत्र क्र आसेआ/एमआयएस/कक्ष१८/नागरीकांची सनद
/१९८०-२००२/२०२२ दिनांक ०८/०९/२०२२

उपरोक्त संदर्भीय विषयान्वये,सविनय सादर करण्यात येते की,या कार्यालयाकडून नागरिकांना पुरविल्या जाणाऱ्या सेवाची माहिती नागरीकांची सनद तयार करुन प्रसिध्द करण्यासाठी सादर करण्यात येत आहे.


उपसंचालक आरोग्य सेवा
(आमाजीआ) पुणे ०१

प्रत सविनय सादर-

मा.संचालक आरोग्य सेवा-आयुक्तालय,मुंबई

उपसंचालक आरोग्य सेवा
राज्य आरोग्य शिक्षण व संपर्क विभाग
पुणे, पुणे - ४११००६

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प्रमुख उपसंचालक

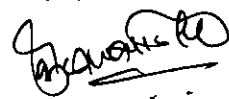
सहायक उपसंचालक

अधीक्षक

आस्था

आस्थापन

तपासून घ्यावे व Download करावी
ITNHM वर पाहवावे.



Dy. Director of Health Services
(State Bureau of Health Intelligence Vital Statistics),
Dr.Naidu Hospital Compound,
Kennedy Road Pune 01
Pune – 411 001.

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 – 411001.

Name of the office: Dy. Director of Health Services
(State Bureau of Health Intelligence Vital Statistics) Pune – 41101.

Address : Dr. Naidu Hospital Campus, Kennedy Marg, Pune-1

Head of the office: Dy. Director of Health Services Maharashtra
State, Mumbai.

Parent Government Dept: Public Health Department.

Reporting to Which authority: Director of Health Services,
Maharashtra State Mumbai – 400001.

Jurisdiction – Geographical: Maharashtra State Functional
Maharashtra State.

Mission: Registration of Births, Deaths & Marriages.

Vision: To get birth or death or marriage certificate to concern citizen.

Objectives: Implementation of Civil Registration System under
Registration of Birth & Death Act 1969 & Maharashtra
State Birth & Death Registration Rules, 2000.
Implementation of marriage bureaus and marriages under
Maharashtra Marriage Bureaus Regulation & Marriage Registration Act 1998
and Maharashtra Marriage Bureaus Regulation & Marriage Registration Rules 1999

Scope: Rural & Urban Area of Maharashtra State.

Functions: 1) To implement Act & Rules.
2) Monitoring & Supervision of Births, Deaths and marriages Registration activities.
3) Monitoring & Supervision of Medical Certification Cause of Death Activities.

Details of services provided / Duties: Monitoring & Supervision of Registration of Births, Deaths and marriages.

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

Address: – Dr. Naidu Hospital compound, behind Pune Railway station, Kennedy Road, Pune – 411 001

Telephone Numbers: - 020-26059530, 26058292, 26058610

Office Time: - 09.45 am to 06.15 pm

Weekly holidays & Specific Service Timings:-

Weekly holidays - Every Saturday, Sunday, Govt. holidays and Hon. Collector, Hon Commissioner, Division declared holidays.

Specific Service Timings – Monday to Friday, 09.45 am to 06.15 pm

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	Registration of Birth and Death Act 1969 & Maharashtra State Birth & Death Registration on Rules 2000	
2.	Admin. Officer	Drawing & Disbursing Officer.	As Per MCSR, MTR,FR, and GR, Circulars issued by Govt. from time to time and also by Director and Commissioner DHS,CRS	

B

Sr. No.	Designation	Administrative Powers	Under which legislation/ rules/orders/GRs/ Circulars	Remark
1	Deputy Director	Head of the Office	Registration of Birth and Death Act 1969 & Maharashtra State Birth & Death Registration on Rules 2000	
2	Admin. Officer	DDO	Drawing and Disbursing	
3	Medical Officer(01 Post)		Registration of Birth and Death Act 1969 & Maharashtra State Birth & Death Registration on Rules 2000	
4	Statistical Officer(04 Posts)			
5	Sr.Steno (01Posts)			
6	Superintendent (01Post)			
7	Assistant Superintendent(02 Posts)			
8	Statistical Supervisor (02Posts)			
9	Sr. Clerk (02 Posts)			
10	Jr. Clark (13 Posts)			
11	Statistical Investigator (03 Posts)			
12	Computer Supervisor (01 Post)			
13	Sr. Computer Operator. (02 Posts)		Registration of Birth and Death Act 1969 & Maharashtra State Birth & Death Registration on Rules 2000	
14	Computer Operator (10 Posts)			
15	Driver (01 Post)			
16	Record Keeper (01 Post)			
17	Peon (05 Posts)			
18	Machine Room Attendant (02 Posts)			

C

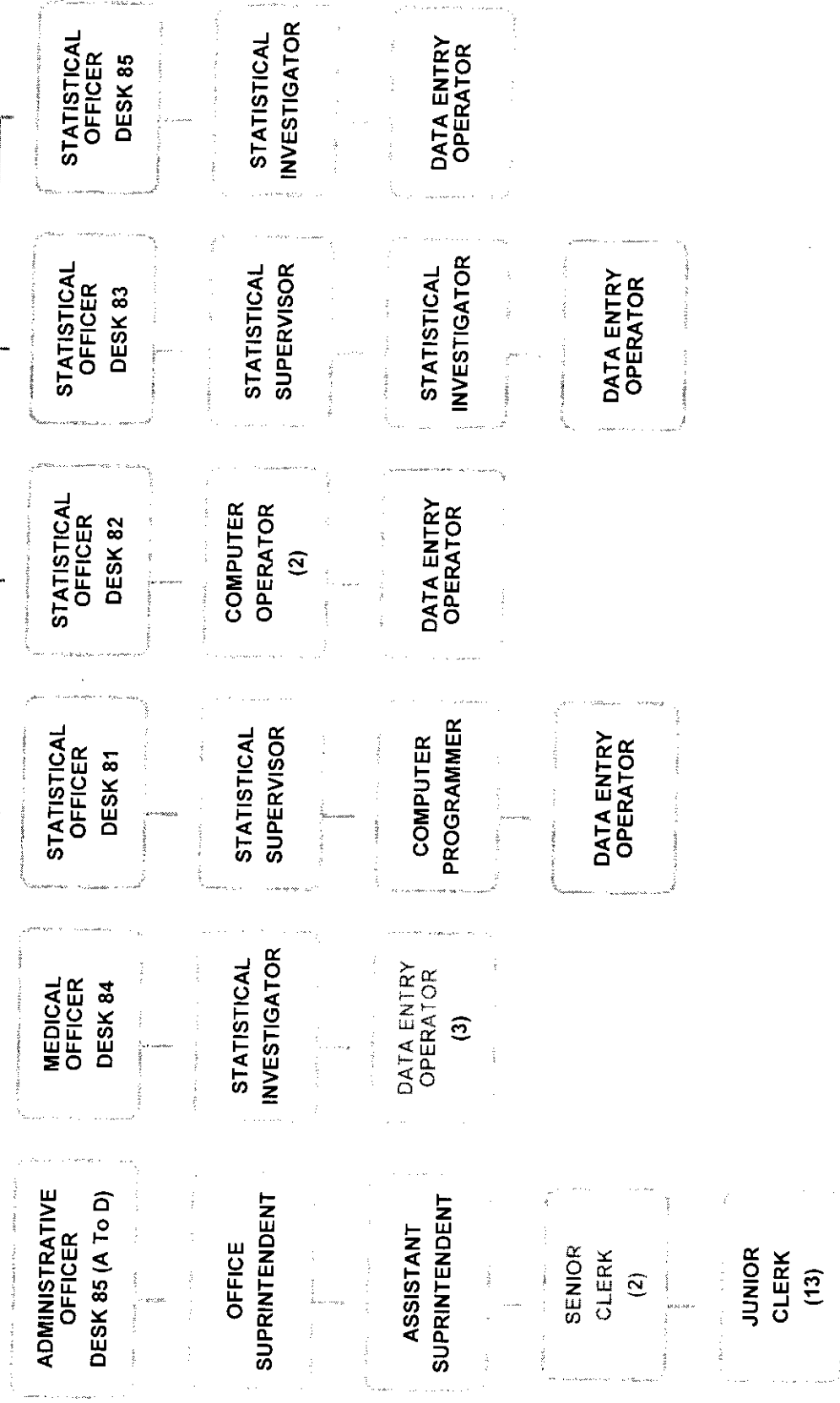
Sr. No.	Designation	Powers Magisterial	Under which legislation/rules/orders/GRs/Circulars	Remark
1			NIL	

D

Sr. No.	Designation	Powers Quasi judicial	Under which legislation/rules/orders/GRs/Circulars	Remark
1			NIL	

ORGANOGRAM

DEPUTY DIRECTOR



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.

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 Births & Deaths for the state under the guidance of chief Registrar of Birth & Deaths of the State. Responsible for monitoring & implementation of the functioning of C.R.S.M.C.C.D.&S.C.D. (R) activates.</p> <p>Dy. Chief Registrar Marriage Registration Act.</p> <p>1.To Publish the data regarding births and Deaths registration in Annual Reports as Annual vital Statistical Report (A.V.S.R.) & Working of Act.</p> <p>2.To Publish the date annual report of SCD(R)</p> <p>3. To take corrective steps and give necessary in the implantation. of RBD Act and Maharashtra Births & Deaths Registration Rules.</p> <p>4. To guide, verify and check the procedures followed by Registrars in the Registration of Births & in the Registration of Births & Deaths events.</p> <p>5. To take necessary action for improvement of quality & Quantity of the registration.</p> <p>6. Monitoring and Implementation of Marriage registration Act & Rule.</p> <p>7. RIT Appellate Officer (State).</p>	<p>Registration of Birth and Death Act 1969 & Maharashtra State Birth & Death Registries on Rules 2000.</p> <p>Maharashtra Regulation of Marriage Bureaus and Registration of Marriages Act 1998 and rules 1999</p>	
2.	Medical Officer (1 Post)	<p>1. To monitor Medical Certification of Cause of Death Scheme.</p> <p>2. Coding of MCCD Certificates and Training of registered Medical Practitioners.</p> <p>3.Submission of MCCD report to Registrar General of India, New Delhi and Central Bureau of Health Intelligence and Vital Statistics, New Delhi under technical guidance of Hon. Director of Health Services, Mumbai</p> <p>4. Publication of annual MCCD Report of Maharashtra.</p> <p>5. Follow up of Registrar for MCCD forms.</p> <p>6. Public Information Officer under RTI (MCCD)</p>	<p>Registration of Birth and Death Act 1969 & Maharashtra State Birth & Death Registration Rules 2000.</p>	OK

Sr. No	Designation	Duties	Under Which Act/Rules	Remark
3.	Statistical officer (4 Posts)	1.To monitor collect, compile & prepare monthly and annual report on Registration of birth and death registration system 2.To solve the queries raised by system personnel and citizens regarding birth and death registration. 3. To monitor collect, compile & analyze the data generated in survey of cause of Death (R) Scheme. 4. To Monitor collect, Compile & analyze the date of marriage registration to supervise the maintenance of duplicate marriage registration certificate. 5. Public Information officer under RTI (Technical Section)	Registration of Birth and Death Act 1969 & Maharashtra State Birth & Death Registries on Rules 2000. Maharashtra Regulation of Marriage Bureau and Registration Act.1998 Rule 1999	
4	Administrative officer (1 Post)	Functional Power such as an Administration, Drawing and Disbursing Power as per delegated. Budget Monitor and Control. Public Information Officer under RTI (Administrative Wing)	As Per MCSR, MTR, FR, and GR, Circulars issued by Govt., from time to time and also by Director and Commissioner DHS,CRS	
5	Superintendent (1Post)	Supervision to store and Establishment, & Account Section.		
6	Assistant Superintendent (1 Post)	State cadre Establishment of Statistical Cadre, Statistical Investigator, Statistical Assistant, Statistical Supervisor. Court, Lokaukt, Earn leave, complaints, Transfers, Training, Pension Cases, etc. Day-today Correspondence.		
7	Statistical Supervisor (2 Posts)	Monitoring of Civil Registration System	RBD Act 1969	
8	Sr. Clerk (2 Post)	Annual, four monthly, eight monthly badger, Monthly expenditure statement, Distribution and Monitor of budget grants, Medical reimbursement bills, Motor cycle, House building & Computer advances grant monitor. Appropriation of budget head.	As Per MCSR, FR ,GR Circulars of Gov.	

9	Jr. Clerk (Est Section) (01 Post)	Office Establishment. Transfer, leave, Service book update, Salary and TA Bill etc. Day-today Correspondence.		
10	Jr.Clerk (Store Section) (01 Post)	Officer Store Keeper. Office Purchase. Maintenance of computers, Printers, A.C. etc. Computer Stationery, Electrical instrument. Meeting Arrangement. State Purchase Proposal.	As Per MCSR, FR ,GR Circulars of Gov. Instructions by Commissioner and Director DHS Mumbai.	
11	Jr.Clerk (Cash Section) (01 Post)	Handle cash and disbursement maintenance of cash book. Outside audit & internal audit. Present SoE & UC for the grants received from state and Gov. of India. Audit Para Compilation.		
12	Jr. Clerk (Account Section) (01 Post)	This office employees Pay bills, T.A.,G.P.F., Bill Reconciliation etc.		Post Vacant
13	Jr. Clerk (Inward- outward Section) (02 Post)	Inward-outward all State letters received in this office. Inward register D.O. register, confidently register, as well as outward office correspondence by post register A.D.by post, Maintenance of service postage stamp account Act.		01 Post Vacant
14	Jr. Clerk (01 Post)	Medical certification cause of death Scheme and survey of Cause of Death Scheme.	RBD Act 1969 & Mahar ashtra State Birth & Death registration Rules 2000. Marriage Regis tration Act 1998,Rule 99	Post Vacant
15	Jr. Clerk (03 Post)	Prepare Management information System reports of civil Registration system.		Post Vacant
16	Jr. Clerk (01 Post)	Birth and Death Registration Act Division.		Post Vacant
17	Jr. Clerk (02 Post)	Compilation of marriage registration & reporting duplicate certificate maintenance.		Post Vacant
18	Statistical Investigator (3 Post)	Prepare Management information System reports of civil Registration system, Medical certification cause of death Scheme and survey of Cause of Death Scheme.		1 Post Vacant
19	Computer Supervisor (1 Post)	Monitoring of date entry of reports received in civil Registration system Backup and Compilation of Death enter of the old reports of Civil Registration system. Compilation of marriage registration & reporting duplicate certificate maintenance	Post vacant	
20	Sr.Computer Operator (2 post)	Backup and compilation of Date entry of the old reports of Civil Registration System. Compilation of marriage registration & reporting duplicate certificate maintenance.	Post vacant	

21	Computer operator (10 Post)	Backup and compilation of Date entry of the old reports of Civil Registration System. Compilation of marriage registration & reporting duplicate certificate maintenance.		09 Post Vacant
22	Driver (1)	Dy. Director Health Service (SBHI&VS) Pune Tours.		Vacant
23	Record keeper (1 Post)	Receiving and maintaining register of Birth & Death reports from Civil Registration System. Keeping of Office Record		
24	Peon (01 Post)	Treasury duty and other official works		
25	Peon (04 Post)	official works		04 Post Vacant
26	Machine Room Attendant (02 Post)	Providing Bundles of Birth & Death reports to clerks and Machine operators time to time.		02 Post Vacant

Section 4 (1) (b) (III)

The Procedure followed in the decision-Making process, including channels of supervision and accountability in the office of Dy. Director of Health services, State Bureau of Health Intelligence and Vital statistics, Pune-411001.

Bureau of Health Intelligence & vital Statistics, Pune-411001.

Name of Activity :- Implementation of Civil Registration System in Maharashtra State.

Related provisions :- Act & Rules of Birth & Death as well as marriage 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 & Officer Orders: - Various Circulars issued by Govt. of Maharashtra & Govt. of India.

Sr. No.	Detail of Activity (sequentially)	Day Within the procedure duration.eg.Day1/Day 16 etc.	Authority Responsible for that activity	Remark
1	Registration of Birth & Death	21 day from the day of event with no fees, after that period with fees and necessary permissions.	In rural area Gramsevak of village where the event occurs. In Urban area Executive Health Officer/Health officer of Municipal Corporation where the event occurs. Chief officer of Municipal Council/CEO of Cantonment Board where the event occurs. From Jan 2020, Heads of Government Health Institutions are appointed as Registrar, Births and Deaths for registering Births and Deaths in their institution and institution premises.	
2	Permission of Late Registration	22 to 30 days from the day of event	In rural area Gramsevak of village where the event occurs. In Urban area Executive Health Officer/Health Officer of Municipal Corporation where the event takes place. Chief Officer of Municipal Council/CEO of Cantonment Board where the event occurs. From Jan 2020, Heads of Government Health Institutions are appointed as Registrar, Births and Deaths for registering Births and Deaths in their institution and institution premises.	
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 occurs. In Urban area Executive Health Officer/Health Officer of Municipal Corporation where the event occurs. Chief Officer of Municipal Council/CEO of Cantonment Board where the event occurs. From Jan 2020, Heads of Government Health Institutions are appointed as Registrar, Births and Deaths for registering Births and Deaths in their institution and institution premises.	
4	Permission of Late Registration	After 1 year from the day of event	In rural area, the first class Judicial Magistrate & in urban area Metropolitan Magistrate of respective	

			area where the event occurs.	
5	To answers the doubts 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.	

The Procedure followed in the decision – making process, including channels of supervision & accountability in the office of Dy. Director of Health Service, state Bureau of Health Intelligence & Vital Statistics, Pune-411001.

Name of Activity :- Implementation of Marriage Registration.

Related provisions :- Act & Rules of Marriage Registration

Name of Act :- Maharashtra Marriage Bureaus Regulation & Marriage Registration Act 1998

Name of Rules :- Maharashtra Marriage Bureaus Regulation & Marriage Registration Rules 1999

Govt. Resolution :- Notification Vinoka 2007/938/Pra-Kra 237/ku.k.-2 Dated 01/11/2007

Circulars & Officer Orders: - Various Circulars of Govt. of Maharashtra.

Sr. No.	Detail of Activity (sequentially)	Day Within the procedure duration.eg Day1/Day 16 etc.	Authority Responsible for that activity	Remark
1.	Registration of marriage	Within 90 days from occurrence of marriage.	In rural area Gramsevak of village. In Urban area Executive Health Officer/Health officer of Municipal Corporation. Chief officer of Municipal Council (if Rural Hospital/sub-district hospital does not exist in /CEO of Cantonment Board. Medical Superintendent of Rural Hospital/sub-district hospital.	
2.	Permission of Late Registration	90 days from the day of marriage	In rural area Gramsevak of village. In Urban area Executive Health Officer/Health officer of Municipal Corporation. Chief officer of Municipal Council/CEO of Cantonment Board. Medical Superintendent of Rural Hospital/sub-district hospital.	
3.	Permission of Late Registration	90 days to 1 year from the day of marriage	In rural area Gramsevak of village. In Urban area Executive Health Officer/Health officer of Municipal Corporation. Chief officer of Municipal Council/CEO of Cantonment Board . Medical Superintendent of Rural Hospital/sub-district hospital.	

Sr. No.	Detail of Activity (sequentially)	Day Within the procedure duration.eg Day1/Day 16 etc.	Authority Responsible for that activity	Remark
4.	Permission of Late Registration	After 1 year from the day of marriage	In rural area Gramsevak of village. In Urban area Executive Health Officer/Health officer of Municipal Corporation. Chief officer of Municipal Council/CEO of Cantonment Board. Medical Superintendent of Rural Hospital/sub-district hospital.	
5.	To answers the doubts 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

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

ORGANISATIONAL TARGETS (Annual)

Sr. No.	Function/Activity	Units to be covered	Financial Targets in Rs.	Remark
1	Publication of Administrative Report and Publication of Annual Vital Statics Reports for Maharashtra State based on Civil Registration System	45646 in Rural Area And 766 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. No.	Function/Activity	No of days required for completion	Authority responsible	Authority for grievance redressed in case of failure
1	Publication of Administrative Report and Publication of Annual Vital Statics Reports for Maharashtra State based on Civil Registration System	31 st July of next Year	Dy. Director of Health Services, State Bureau of Health Intelligence & Vital Statistics, Pune-1	Dy. Director of Health Services, Maharashtra State, Mumbai-1

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

The rules/ regulations related with the functions of Dy. Director of Health Services, State Bureau of Health intelligence & Vital Statistics, and 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.3in the year 2000	
2	Marriage Bureaus and Marriages Registration	Notification Vionka 2007/938 /Prakra 237/ku.k.-2Dated 01/11/2007	

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

The Government Regulations related with the functions.

Sr.	Subject as indicated in the notification	GR No.& its Year	Remarks if any
1	Formation of Committees at different levels for improving Birth & Death Registration And Vital Statistics in rural area	GR No. VPM-2021/Pr. Kr. 52/PR-3 dtd. 12/2/2021	Member Secretary District: DHO, ZP Block : THO, PS Village: ANM
2	Formation of Inter Departmental Coordination Committee at State level	GR No.Jamruvi 2000/355/CR 1029/Ku.K.3 dated 02/09/2000	Member Secretary – Dy. Director (SBHI&VS) Dy. Chief Registrar Birth & Death, Pune
3	Task Force Committee	GR No.Sankirna 2016/Prak.ra. 91/Ku K.dated 11/11/2016	Director of Health Service, Maharashtra State, Mumbai-1

Section 4 (1) (b)(V) Format (C)

The Circulars related with the functions

Sr.	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 Circulars related with the functions

Sr.	Subject as indicated in the notification	Circular No.& Its date	Remarks if any
	NIL		

Section 4 (1) (b)(V) Format (E)

List of documents in the Office/ Section/ward/branch of The Dy. Director Health services (SBHI&VS)
Pune 01 .

SUBJECT OF DOCUMENT

Sr. No.	Type of document	Sub Topic	Person in Charge/ designation	Location of the person if not situated in the above mentioned office
1	Store	All type of Purchasing & maintenance	Dy. Director Health Services	
2	Establishment	All type of account this office, as well as state cadre budget all type of bills , Handling cash & update cash book	Dy. Director Health Services	
3	Account	All type of account this office, as well as state cadre budget all type of bills, Handling cash & update cash book	Dy. Director Health Services	
4	Registration of Births & Deaths Act 1969	Registration Activity	Dy. Director Health Services	
5	Maharashtra State Births & Deaths Registration Rules 2000	Registration Activity	Dy. Director Health Services	
6	Maharashtra Marriage Bureaus Regulation & Marriage Registration Act 1998	Registration Activity	Dy. Director Health Services	
7	Maharashtra Marriage Bureaus Regulation & Marriage Registration Rules 1999	Registration Activity	Dy. Director Health Services	

Sr. No.	Type of document	Sub Topic	Person in Charge/ designation	Location of the person if not situated in the above mentioned office
8	Formation of Committees at different levels for improving Birth & Death Registration And Vital Statistics in rural area	To Improve Birth And Death Registration Activity	Dy. Director Health Services	In the Office
9	FAQ about Birth & Death Registration	Frequently Asked Questions	Dy. Director Health Services	In the Office
10	Publication o Annual Vital Statistics Reports	Annual Report	Dy. Director Health Services	In the Office

Section 4 (1) (a)(VI)

Statement of Categories of documents held in the office of Dy. Director of Health Services (SBHI&VS) Pune 01.

Sr.	Document	Type	Particulars	Duration
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	GR	Rural Committees	Forever
4	FAQ about Birth & Death Registration	Booklet	FAQ	Forever
5	Publication of Annual Vital Statistics Reports	Booklet	Report	Forever
6	Maharashtra Marriage Bureaus Regulation and Marriage Registration Act 1998 and Maharashtra Marriage Bureaus Regulation & Marriage Registration Rules 1999	Booklet	Act and Rule	Forever

Sr.	Document	Type	Particulars	Duration
8	Store All type of purchase file census project file census project file printing file (B&D)printing of forms no 1,2,3,4		Printing of birth & death form No 1,2,3,4,& distribute all over state District Health Offices	As per rule 10 Year 5 Years
9	Establishment	Statistical	Roaster Register,	Permanently
		Investigator Post	Promotion,	30 Years
		Filled file	Ministers level	30 Years
		Transfer file,	Action taking	15 Years
		Advance	corresponds	Permanently
		Increments file,	Statistical	10 Years
		Court case, leave	Investigator Post	1 Years
		Register, Muster,	Filled	15 Years
		Late muster, New	Register	30 Years
		creation file, Seniority		15 Years
		Annual increment		Permanently
		File, Standing order		Permanently

Sr.	Document	Type	Particulars	Duration
10	Account	All type of pay	Pay bill Register,	30 Years
		bill, Continnence	Grant Register,	30 Years
		bill, Telephone,	muster	10 Years
		Telegram,	Register,MES	
		Electricity &	Register,Cash book	Permanently
		Various type of	Register cheaque	30 Years
		Maintenanc e bill,	Register essential	30 Years
		Cash transaction,	Register	30 Years
		Budget State cadre, All type of reimburse ment, motor cycle, computer, home lone etc.		30 Years

Section 4 (1) (b) (vii)

Sr.	Consultation for	Details if the mechanism	Under which Act/Rule/Circular	Periodicity
1	FAQ related with Birth, Death and marriage 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 Maharashtra Marriage Bureaus Regulation and Marriage Registration Act 1998 and Maharashtra Marriage Bureaus Regulation & Marriage Registration Rules 1999	As and when asked by beneficiary or by any officers in the Birth & Death Registration procedure. Similarly for marriage registration.

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

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 Joint President: CEO ZP Members – Project officer (ICDS) BDO (All Blocks in district) District President, IMA PRO, District Committee Dy.CEO (GP) Members Secretary:- DHO, ZP	To improve the Birth & Death Registration	Quarterly	No	DHO, ZP
2	Block level committee (Rural Area)	President: BDO Members Project officer (ICDS) Medical Superintendent, RH (in Rural area) Medical Officer PHC (all PHCs in block) Representative of Voluntary Organization related to health activities Extension Officer (Health and Village Panchayat) Member Secretary: Taluka Health Officer	To improve the Birth & Death Registration	Quarterly	No	Taluka Health Officer Panchayat Sammittee
3	Village level committee (Rural Area)	President: Gramsevak/Gramvikas Adhikari Members: ASHA worker Trained Dai Anganwadi Sevika Representative of Voluntary Organization/ mahila mandal Member Secretary: ANM	To improve the Birth & Death Registration	Quarterly	No	ANM, PHC

4	Inter Departmental Co-ordination Committee	Chairman:-Secretary Member: Commissioner (FW)PHD,Dy.Secretary, PHD, DHS Dy.Secretary (UDD)Dy.Secretary (School Education Dept.) Director Nagarpalika Prashashan, Commissioner ICDS,RGI New Delhi Office representative, Director ECO Stat. Member Secretary:Dy.DHS (SBHI & VS) & Dy.Chief Registrar Birth and Deaths	To improve the Birth & Death Registration in the State.	Yearly	No	Dy.Director (SBHI & VS) & Dy. Chief Registrar Birth and Deaths Pune.
5	Task Force Committee	Chairman:-Chief Secretary Members:-Additional Chief Secretary (FD) Commissioner ICDS,MD NHM,Dy.RGI, New Delhi,DCO Maha., Dy.Director (SBHI & VS) Secretor General of Registration and Marrage Registration. Prin.Secretary (PHD), Prin.Secretary (GAD), Secretary (Social Justice & Special Assistance), Members Secretary:-Director (Health Services)	To Strengthen Birth and Death registration in the State	-	No	Dy.Director (SBHI&VS) & Dy.Chief Registrar Birth and Deaths. Pune

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

Section 4(1) (b) (Viii) Format (c)
List of councils to be published under

Name Of boards	Composition Of boards	Purpose Of Meeting	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 councils to be published under

Name Of boards	Composition Of boards	Purpose Of Meeting	Frequency Of Meeting	Whether Open to public or not	Minutes available in the office of
NIL					

Section 4(1) (b) (ix)

Directory of Officers & employs & 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	Contact Details Ph/ Fax/ E-mail	Gross Salary (Rs.)
1	Dy. Director (SBHI&VS)	Vacant	Tech.		020-26058747	
2	Administrative Officer	Vacant	Non Tech.		020-26059530	
3	Medical Officer	Dr.R.J.Thorat	Tech.	17/04/1996	020-26059610	1,65,815/-
4	Stat. Officer	Shri S.S.Inamdar	Tech.	14/12/1990	020-26058292	1,47,510/-
5	Stat. Officer	Vacant	Tech.			
6	Stat. Officer	Vacant	Tech.			
7	Stat. Officer	Vacant	Tech.			
8	Superintendent	Shri A.S.Gholap	Non Tech	23/12/1985	020-26059530	1,01,058/-
9	H.Grade Steno	Vacant	Non Tech			
10	Asstt.Superintendent	Smt.S.V.Thakur	Non Tech	07/02/2014	020-26059530	55,807/-
11	Stat. Supervisor	Shri B.V.Gavit	Tech.	18/02/1991	020-26058292	1,22,230/-
12	Stat. Supervisor	Shri S.S.Ashtputre	Tech.	21/12/1990	020-26058292	1,15,436/-
13	Stat. Investigator	Smt Swati Mote	Tech.	23/07/2007	020-26058292	75,240/-
14	Stat. Investigator	Shri Nitin Renuse	Tech.	27/08/2007	020-26058292	75,240/-
15	Stat. Investigator	Smt Komal Jadhav	Tech.	23/04/2021		49,318/-
16	Sr.Clerk	Shri S.C.Band	Non Tech	31/12/2003	020-26059530	60,452/-
17	Sr.Clerk	Shri. G.R. Tarde	Non Tech	20/02/1990	020-26059530	62,190/-
18	Jr.Clerk	Shri.G.A.Deshmukh	Non Tech	01/01/2015	020-26059530	47,288/-

19	Jr.Clerk	Shri.R.A.Pawar	Non Tech	01/06/2009		46,054/-
20	Jr.Clerk	Shri.M.K. Jadhav	Non Tech	30/05/2009		56,105/-
21	Jr.Clerk	Shri.S.N.Goher	Non Tech	16/07/1991		62,190/-
22	Jr.Clerk	Smt.S.A.Varute	Non Tech	30-04-2021		37300/-
23	Jr.Clerk	Vacant	Non Tech			
24	Jr.Clerk	Vacant	Non Tech			
25	Jr.Clerk	Vacant	Non Tech			
26	Jr.Clerk	Vacant	Non Tech			
27	Jr.Clerk	Vacant	Non Tech			
28	Jr.Clerk	Vacant	Non Tech			
29	Jr.Clerk	Vacant	Non Tech			
30	Jr.Clerk	Vacant	Non Tech			
31	Sr.Computer Operator	Stri. S.S.Sadagal	Tech.	16/07/1999		72,618/-
32	Sr.Computer Operator	Vacant	Tech			
34	Computer Operator	Vacant	Tech.			
35	Computer Operator	Vacant	Tech.			
36	Computer Operator	Vacant	Tech.			
37	Computer Operator	Vacant	Tech.			
38	Computer Operator	Vacant	Tech.			
39	Computer Operator	Vacant	Tech.			
40	Computer Operator	Vacant	Tech.			

41	Computer Operator	Vacant	Tech.			
42	Computer Operator	Vacant	Tech.			
43	Computer Operator	Vacant	Tech.			
44	Driver	Vacant	Non. Tech.			
45	Record Keeper (Daftari)	Shri. B.S. Bhor	Non. Tech	13/03/1985		69,824/-
46	Mach.Room Attendernt	Vacant	Non. Tech			
47	Mach.Room Attendent	Vacant	Non. Tech			
48	Peon	Shri.V.V. Deogirikar	Non. Tech	05/09/2001		50,142/-
49	Peon	Vacant	Non. Tech			
50	Peon	Vacant	Non. Tech			
51	Peon	Vacant	Non. Tech			
52	Peon	Vacant	Non. Tech			

Section 4 (1)(b)(x)

**Details of remuneration of officers & employs 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	S-20:56100-177500	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic + Grade Pay C.L.A. Rs.240/-	T.A.Rs.120/- .per day of traveling	N.P.A.@35% of basic+D.P.for Medical personnel only
2	Cadre Tech Class	S-20:56100-177500	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.120/- .per day of traveling	N.P.A.@35% of basic+D.P.for Medical personnel only
3	Cadre Tech Class B	S-15:41800-132300	D.A.@34 %of basic Grade pay+H.R.A.@24% of Grade Pay basic+ Grade Pay C.L.A. Rs.240/-	T.A.Rs.110/- .per day of traveling	No Special Allowance
4	Cadre Tech Class C	S-15:41800-132300	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+ Grade Pay C.L.A. Rs.240/-	T.A.Rs.110/- .per day of traveling	No Special Allowance
5	Cadre Tech Class C	S-14:38600-122800	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.110/- .per day of traveling	No Special Allowance
6	Cadre Tech Class C	S-8:25500-81100	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.110/- .per day of traveling	No Special Allowance
7	Cadre Tech Class C	S-8:25500-81100	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.110/- .per day of traveling	No Special Allowance
8	Cadre Tech Class C	S-8:25500-81100	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.100/- .per day of traveling	No Special Allowance

9	Cadre Tech Class C	S-8:25500-81100	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.100/- .per day of traveling	No Special Allowance
10	Cadre Tech Class C	S-8:25500-81100	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.100/- .per day of traveling	No Special Allowance
11	Cadre Tech Class C	S-8:25500-81100	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.100/- .per day of traveling	No Special Allowance
12	Cadre Tech Class C	S-8:25500-47600	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	T.A.Rs.100/- .per day of traveling	No Special Allowance
13	Cadre Tech Class C	S-8:25500-45600	D.A.@34 %of basic Grade pay+H.R.A.@27% of Grade Pay basic+Grade Pay C.L.A. Rs.240/-	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 2022-2023

Non-Plan Budget (Rs in thousand)

Sr.No	Budget Head Description ----- Schem:22101082-004 1- Bureau of Vital Statistic & Health Intelligence Date	Item/Head	Grants received (yearly Budgeted	Planned use (Give details area wise of work wise in a separate form)	If more grants expected then Rs.	Remarks
1	01-SALARIES	Salary	123516	-	-	allocate on BDS
2	03-OVERTIME ALLOWANCES	OT	46		-	-
3	06-TELEPHONE ELECTRICITY AND WATER CHARGES	Tel. Elec. Water	310	-	-	
4	10- Contractual Services	Cont.Serv	228			-
5	11-DOMESTIC TRAVEL EXPENSES	TA	1522	-	-	allocate on BDS
6	13-OFFICE EXPENSES	OE	900	-	-	-
7	24-P.O.L.	POL	196	-	-	-
8	51-MOTOR VEHICLES	MO	13	-	-	-

Plan Budget (Rs in thousand)

1	Schemes in the Five Year Plan State Plan Schemes(01)(2) Strengthening of Vital Statistical Bureau-	Supplies and Materials	7500	-	-	Printing forms
2	State Plan Scheme (Voted) (01) (01) Strengthening of Vital Statistical Bureau-	Machinery and Equipment	1200	-	-	-

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

Manner of execution of subsidy program

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 programmed

*** Criteria for deciding eligibility

*** Detail of the benefits given in the programmed (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) (A) Format B

Detail of beneficiaries of subsidy program

In the office of Dy. Director of Health Service, State Bureau of Health Intelligence & Vital Statistics, Pune-411001 Name of the Scheme/ Program.

NIL

Section 4 (1) (b) (xii)

Particulars of recipients of Concession permits authorities granted in the office of Dy. Director of Health Services. State Bureau of Health Intelligence

& Vital Statistics, Pune-411004

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. No	Type of document	Sub topic	In which electronic format it is keep	Mode of retrieval	Person In Charge
1	Statistical Information of Birth and Death registration	Reports	Hard Disk, CD	Through Computer	Dy. Director of Health Service

Section 4 (1) (b) (xvii)

Particular 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. No.	Types of facilities (Facility No. as above)	Timings	Procedure	Location	Person in charge	Grievance redressed
1	1	09.45 am to 06.15 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	09.45 am to 06.15 pm	On application	Office	Dy. Director of Health services	Director of Health Services, Maharashtra State, Mumbai
5	5	09.45 am to 06.15 pm	On application	Office	Dy. Director of Health services	Director of Health Services, Maharashtra State, Mumbai
6	6	Nil				
7	7	Right to information and anticorruption boards are displayed.				
8	8	Nil				

Section 4 (1) (b) (xvi)

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

A

Administrative Section

Sr. No.	Name of PIO	Jurisdiction as PIO under RTI	Address /Ph No.	E-mail Id for Purpose of RTI	Appellate authority
1	Shri.S.A.Sayyad	Admin Officer	State level	dydhs.sbhivs@gmail.com	Dy. Director of Health Services (SBHI&VS)Pune 01

B
Technical Section

Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/Ph.No.	E-mail Id for Purpose of RTI	Appellate authority
Dr.R.J.Thorat (MCCD)	Medical Officer	State level	Health Service (SBHI&VS) Pune-01 Ph. No.-(020) 26058610	crsmccd@gmail.com	Dy. Director of Health Services (SBHI&VS) Pune
Shri.S.S. Inamdar (Marriage Registraion)	Statistical officer	State Level	H Health Service (SBHI&VS) Pune-01 Ph. No.-(020) 26058292	mahvivah@gmail.com	Dy. Director of Health Services (SBHI&VS) Pune
Shri.S. S. Ashtra putre (CRS)	Statistical officer (I/C)	State Level	Health Service (SBHI&VS) Pune-01 Ph. No.-(020) 26058292	Crs_d81@yahoo. com	Dy. Director of Health Services (SBHI&VS) Pune
Shri B.V.Gavit (RBD Act)	Statistical officer (I/C)	State Level	Health Service (SBHI&VS) Pune-01 Ph.No.-(020) 26058610	Crs_d83@yahoo. com	Dy. Director of Health Services (SBHI&VS) Pune

C
Appellate Authority

Name of PIO	Designation	Jurisdiction as PIO under RTI	Address/ Ph.No.	E-mail Id for Purpose of RTI	Appellate authority
Dr.N.D.Des hmukh	Dy. Director of health service	State level	Health Service (SBHI&VS) Pune-01 Ph.No.-(020) 26059530	dydhs.sbhivs@gmail.com	Dy. Director of Health Services (SBHI&VS) At Pune

Section 4 (1) (C)

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.

NIL

Section 4 (1) (d)

Prepare a list of issues in which administrative and quasi-judicial decisions are generally taken in your office. Declare that .

NIL