

## Pune Municipal Corporation

पुणे महानगरपालिका

RTI Act 2005

माहिती अधिकार अधिनियम २००५

(i) The particulars of its organization, functions and duties.

### Contributory Health Scheme

अंशदायी वैद्यकीय सहाय योजना

- **Introduction**
- *The CHS scheme is a medical reimbursement scheme mainly for employees , retired employees and acting councillors . A total of 1% of basic and DA is collected each month from the employees pay and Rs. 30 each month from the acting councillors*  
परिचय
- Objective. - Medical Reimbursement and provide Health care not available in PMC for the above class.  
उद्देश / हेतू
- Responsibilities (Shall / May) – as below  
जबाबदाऱ्या

(ii) The powers and duties of its officers and employees.

### Contributory Health Scheme

अंशदायी वैद्यकीय सहाय योजना

Designation हुद्दा	Responsibilities कर्तव्य	Remarks शेरा
Class 1 - ONE वर्ग १	1.Checking all medical bills of PMC , Education Dept and PMPL Dept. 2. Issuing CHS cards 3. Control of epidemics of communicable diseases 4. Senior citizen health scheme 5. Cyclist accident insurance scheme 6. Checking all donation forms of public demanding for heart , brain, kidney transplant and blood cancer cases	
Class 2 – ONE वर्ग २	Assistance to all the above	
Class 3 - वर्ग ३		
Class 4 [Optional] - वर्ग ४ (पर्यायी)		

(iii) The procedure followed in the decision making process, including channels of supervision and accountability.

**Department / Ward office Structure in hierarchy as per signing authority. If possible file movement process.**

विभाग / क्षेत्रिय कार्यालयाचे अधिकारप्राप्त सेवकांची यादी. आवश्यकतेनुसार दस्तऐवजांचे ठिकाण

(iv) the norms set by it for the discharge of its functions.

Serial No. अ. क्र.	Designation हुद्दा	Activity कार्य	Time limit [Optional] कालमर्यादा (पर्यायी)	Remarks शेरा
1.	AMOH & MO	Checking all medical bills	One month	
2.				
3.				

(v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.

Ward office/ Department name क्षेत्रिय कार्यालय / विभागाचे नाव		
Serial no. अ.क्र.	Act / Regulation कायदा / अधिनियम	Activity / Program कार्य / नियोजन
1.	Nil	
2.	Nil	

(vi) a statement of the categories of documents that are held by it or under its control.

Ward office/ Department Name क्षेत्रिय कार्यालय / विभागाचे नाव				
Serial No. अ.क्र.	Designation हुद्दा	Subject विषय	Type प्रकार	Remarks शेरा
1.	Class 1 वर्ग १	a) RTI b) Monthly reports of communicable diseases. c) Medical Bills d) Senior citizen health Scheme e) Cyclist accident insurance scheme	a) Register RTI , monthly reports of communicable diseases , senior citizens health scheme , cyclist accident insurance scheme b) File – nil	
2.		a) b)		

(vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of.

Serial No. अ.क्र.	Subject विषय	Consulting Authority माहिती सल्लागार	Type प्रकार	Remarks शेरा
1.	Senior citizen health scheme	a) Senior citizen health scheme with Sahyadri Speciality Hospital, karve road , Pune	Health service	

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

Serial No. अ. क्र.	Name of the Committee समितीचे नाव	Total Members एकूण संख्या	Purpose उद्देश / हेतू	Type प्रकार	Frequency of Meetings सभेची वेळ	Document available for Public नागरिकांसाठी उपलब्ध माहिती
1.	CHS committee	7	Formulate policy and settle special medical reimbursement bills .		3 months	Proceedings of the meet
2.						

(ix) a directory of its officers and employees.

Ward office/ Department Name क्षेत्रिय कार्यालय / विभागाचे नाव				
Serial No. अ.क्र.	Designation हुद्दा	Name नाव	Office Address कार्यालयाचा पत्ता	Phone (Extn.) दूरध्वनी नं.
1.	Medical Officer of Health -1			25501211
2.	Asst. MOH -1			25501222
3.	Medical Officer - 1			25501227
4.	Junior clerk - 3			25501234
5	Auxillary Nurse - 1			25501227
6	Class IV – 7			25501234

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.

Ward office/ Department Name क्षेत्रिय कार्यालय / विभागाचे नाव			
Serial No. अ. क्र.	Designation हुद्दा	Name नाव	Gross Salary पूर्ण पगार
1.			
2.			

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Serial No. अ. क्र.	Budget head / Department Name खातेवारी / विभागाचे नाव	Work / Activity कार्य	Budget provision देय रक्कम	Expenditure खर्च	Current Status चालू स्थिती
1.	CHS For councillors	Medical reimbursement	60 lacs		
2	CHS For employees	Medical reimbursement	7 Crores		
3.	Senior citizen health scheme	Health services to members above age 59 years	1 Crore	2 Lacs and 91 thousand	

4.	Cyclist accident insurance scheme	Medical reimbursement and death insurance	25 Lacs	Nil	
5.	Donation for heart , brain and kidney transplant	75 lacs	1 Crore	27 lacs and 90 thousand	

(xii) the manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Serial No. अ.क्र.	Program name (Activities) प्रकल्पाचे नाव	Allotted Amount देय रक्कम	Report अहवाल	Remarks शेरा
1.				
2.				

(xiii) particulars of recipients of concessions, permits or authorisations granted by it.

Serial No. अ.क्र.	Organization संस्था	Concessions / Permits / Authorities सूट / मान्यता / अधिकार	Report अहवाल	Remarks शेरा
1.				
2.				

(xiv) details in respect of the information, available to or held by it, reduced in an electronic form.

**Web address of the Ward office / Department.**

क्षेत्रिय कार्यालयातील विविध खात्यातील वेब अॅड्रेस

**List of the activity done through computerization.**

संगणकावर विकसित केलेल्या प्रणालीचे नाव

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Serial No. अ.क्र.	Information collection centres माहिती केंद्र	Timing (Open / Close) वेळ (चालू / बंद)	Remarks शेरा
1.	Nil		
2.			
3.			
4.			
5.			

(xvi) the names, designations and other particulars of the Public Information Officers.

Serial No. अ.क्र.	Name नाव	Department/ Ward office विभाग / क्षेत्रिय कार्यालय	Designation हुद्दा	Work Timing कामाची वेळ	Office Address कार्यालयाचा पत्ता	Office Phone कार्यालय दूरध्वनी	Email ई-मेल
1.							
2.							

(xvii) such other information as may be prescribed and thereafter update these publications every year.

1. Budget अंदाजपत्रक
2. Citizen charter [Optional] नागरिकांना देण्यात येणाऱ्या सुविधा (पर्यायी)
3. City development plan [Optional] शहर विकास नियोजन (पर्यायी)