

Pune Municipal Corporation
Health Department
City Family Welfare Bureau

- **Department Name** :- City Family Welfare Bureau
- **Introduction** :- City Family Welfare Bureau implement The Family Welfare Programme through the Family Welfare Centres. The Target are given by the state govt for various indicators of the family welfare programme , school health programme is implemented every year in which all the students of 1st to 4th Standard of PMC schools are examined & treatment. The complicated student are referred to Kamala Nehru Hospital, Gaadikhana for treatment.
- **Object** :- Implementing Family Welfare Programme & taking steps to achieve the target. – Implementing School Health Programme , Distribute targets to all FWCs, Take feedback from them, Collecting from all FWCs & PMPs , report cases of Tubectomy death, failure & complications.

| Designation | Responsibilities | Remarks |
|------------------------------|---|---------|
| Class – 2 Medical Officer | Give targets to all FWCs , Monitor their work regularly , Carry out all the instructions given by the state Family Welfare Bureau , implement school Health Programme | |
| Class – 3 | 1] <u>Statistical Assistant</u> – Collecting reports from all FWCs & PMPs compiling them & sending monthly & yearly reports to SFWB. Helping M.O. in implements, Family Welfare Programme as per State Government guidelines. 2] <u>Nurse</u> – Maintain reporting of MCH , orders to MOs about indicators , School Health , M.T.P. reports. Etc. 3] <u>Senior Clerk</u> – Grant -in-Aid put up payment record of all FW staff & Manage all the financial matters it with the help of Junior Clerks | |

| | | |
|-----------|---|--|
| | 4] 2 <u>Junior Clerks</u> – Inward / Outward , Saivtribai Phule Yojana , Payment of School Health , Compensation for sterilization . 5] 2 <u>Drivers</u> :- Officer work | |
| Class – 4 | 1] 2 Bigaris – Cleaness and Helping all staff. | |

iii] The procedure followed in the decision making process including channels of Supervision and accountability

Implementing all the programme.

State Government – Gives directives [GR, circular] to M.C. To M.O.H. To M.O. To Concerned staff member , M.O. CFWB with the directives of MCH implement the programme reports to the State Government .

[iv

| Sr. No. | Designation | Activity | Time limit [Optional] | Remarks |
|-----------------|-------------|----------|----------------------------|---------|
| As stated above | | | | |

| Sr .No. | Act / Regulation | Activity / Programm |
|---------|--------------------|---------------------|
| 1 | BPMC Act 1949 – 69 | |
| 2 | Any other act | MTP Act |

[Vi] a statement of the categories of documents that are held by it or under its control :- Circulars & a Rs. From State Government, reports received from all FWCs , Hospital , Report submitted to State Government . Registers maintains financial matters.

| Department – C.F.W.B. | | | | |
|-----------------------|--------------|--|------|---------|
| Sr. No. | Designation | Subject | Type | Remarks |
| 1 | Sr. Clerk | Grant-in-Aids Grant-in-Aids files | | |
| 2 | Junior Clerk | 1] Inward/ Outward Register 2] Register for financial record of School Health 3] Register for financial record of compensation for sterilization . | | |

| Sr.No. | Name of the Committee | Total Members | Purpose | Type | Frequency of Meetings | Document available for Public |
|--------|---------------------------------------|---------------|--|------|-----------------------|-------------------------------|
| 1 | Executive committee for RCH Programme | 7 | Take a review of activities Permission for activities planned | | 3-4 meetings | |
| 2 | | | | | | |

| Sr.No. | Desgination | Name | Office Address | Phone No. |
|--------|-----------------------|------|--------------------|-----------|
| 1 | Medical Officer | | PMC , Shivajinagar | 25501444 |
| 2 | Statistical Assistant | | PMC , Shivajinagar | 25501445 |
| 3 | Junior Nurse | | PMC , Shivajinagar | 25501448 |
| 4 | Senior Clerk | | PMC , Shivajinagar | 25501448 |
| 5 | Junior Clerk | | PMC , Shivajinagar | 25501448 |
| 6 | Junior Clerk | | PMC , Shivajinagar | 25501448 |
| 7 | Peon | | PMC , Shivajinagar | 25501448 |

| Sr.No. | Desgination | Name | Gross Salary | |
|--------|-----------------------|------|--------------|--|
| 1 | Medical Officer | | 36618 | |
| 2 | Statistical Assistant | | 12490/- | |
| 3 | Senior Nurse | | 22000 | |
| 4 | Senior Clerk | | | |
| 5 | Junior Clerk | | 13700 | |
| 6 | Junior Clerk | | 9300 | |
| 7 | Driver | | 14400 | |
| 8 | Peon | | | |

| Sr.No. | Budget head | Work Activity | Budget provision | Expenditure | Current Status |
|--------|-------------|---------------|------------------|-------------|----------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |

| Sr.No. | Program name [Activities] | Alloted amount | Report | Remarks |
|--------|--------------------------------|-------------------|--------|---------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

List of the activity done through computerization :- All F.W. Programme reports , school health reports, Reporting to State Govt. and correspondence letters.

Medical Officer i/c
City Family Welfare Bureau
Pune Municipal Corporation.