

NAWALE NARAYAN DHONDIBA

Personal Secretary to Director

Directorate of Medical Education and Research, Mumbai

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PERSONAL DETAILS

Narayan Dhondiba Nawale, 57 years old, originally from Aurangabad District of Marathwada region in Maharashtra. I have worked for 36 years in an administrative capacity at The Directorate of Medical Education & Research, Mumbai DMER, under Medical Education and Drugs Department of Maharashtra Government.

ADDRESS

Current Home Address: 4 R.M.O Quarters, 1st Floor, Sir J.J. Hospital Campus, Byculla, Mumbai – 400 008

Permanent Address: At Post Pishore, Taluka Kannad, Dist. Aurangabad, Pin 431004

EDUCATIONAL QUALIFICATIONS

B.COM., M.B.A.(Human Resources)

B.Com. - Marathwada University, Aurangabad in the Year 1992.

M.B.A. (Human Resources) from Yashwantrao Chavan Maharashtra Open University.

Computerization based diploma Course from Govt. recognized Institute.

Recipient of **BEST GOVERNMENT PERSONNEL AWARD** by Dean, Grant Government Medical College and Sir J.J. Group of Hospitals Mumbai

PROFESSIONAL RESPONSIBILITIES

PERSONAL SECRETARY

This is a Class-II Gazetted Officer of Post of Personal Secretary to Director in the office of the Directorate of Medical Education and Research, Mumbai from June, 2006 till date. My job responsibilities include Handling all important, confidential issues related to administration of DMER and 17 Govt. Medical Colleges and Hospitals in Maharashtra under the direct supervision of Director. I also look after Government of India liaisoning, as well as co-ordination with VIPs and VVIPs.

REGISTRAR, MAHARASHTRA COUNCIL OF ACUPUNCTURE

I also hold the additional charge of Registrar, Maharashtra Acupuncture Council from October 2018 till date. I have a major contribution in assistance with making the draft

Acupuncture Council Act. I have prepared Marathi/English Rules for the Council. I also take care of the daily correspondence of the council. I have handled court case of the council admitted at Aurangabad High Court.

MAHARASHTRA PUBLIC HEALTH NUTRITION (MPHN)

I look after the day to day administration of Maharashtra Public Health Nutrition (MPHN) Program run by DMER and UNICEF. The MPH(N) course has been started by State Government in 7 Government Medical Colleges.

PARAMEDICAL COUNCIL, OCCUPATIONAL THERAPY AND PHYSIOTHERAPY COUNCIL

In addition to my work responsibilities, duties, I was tasked by the guidance of Director, Medical Education and Research to assist in the formation and inception of both these councils. I helped in drafting the State Act, rules As the Registrar post was vacant, I looked after and guided the newly recruited clerk.

MAHARASHTRA PARAMEDICAL AND NURSING BOARD

From the inception of the Board I have assisted in formulating draft of the acts, draft rules. I also aided in the conduction of 1st year GNM examination process of the Board.

WORKSHOPS, SEMINARS

Arranged All India DME Conference of Director of Medical Education in the country in Mumbai in which President, Secretary, Joint Secretary of MCI, Director, Medical Education of all States were present.

SOCIAL ACTIVITIES

Whilst continuing working in Government Service, I have pursued in a dedicated manner, working actively towards social causes. My passion is specially in rendering assistance to poor and needy patients coming from various districts for hospital care particularly in Mumbai, Aurangabad, Dhule, Akola, Pune etc. I have also regularly organized Free Ophthalmic Camps for Cataract patients as well as General Health camps at various places through Non-governmental organizations. Medical relief for the poor in underserved, hard to access areas is the social cause that drives me the most.