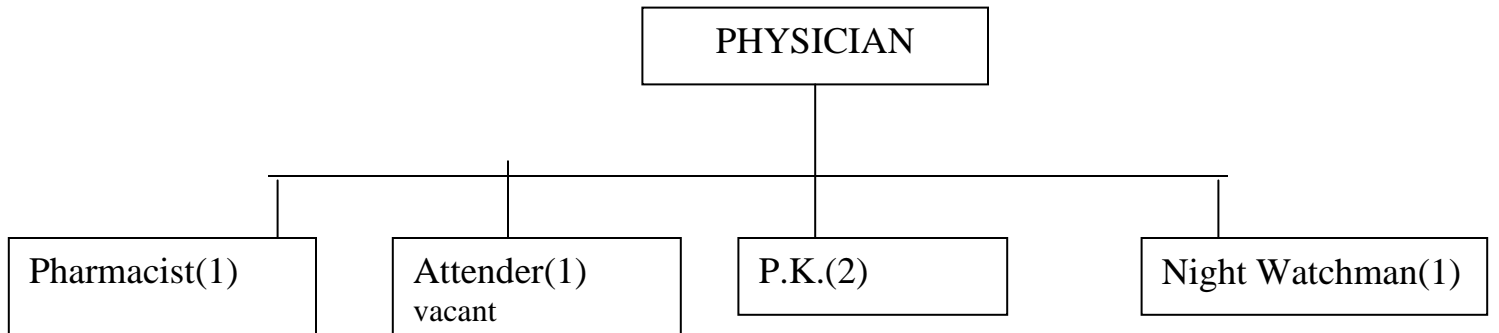


Bruhat Bengaluru Mahanagara Palike
Manual of Right to Information-2005
Under Section 4(1)(b)

Details, Functions and Duties of the Institution.

- A) Name of the institution: Corporation Unani Dispensary, BBMP
B) Department : Physician.



Bruhat Bengaluru Mahanagara Palike

Manual of Right to Information – 2005 under Section of 4(1)(b).
Corporation Unani Dispensary (Shivajinagar).

1) Details of Function and Duties of the Institution

- A) Name of the institution: Corporation Unani Dispensary
Bruhat Bengaluru Mahanagara Palike
- B) The function and duties of the office of physician coming under the jurisdiction of Bengaluru Palike as here under.

2) Duties of the officer and the staff

1. Physician :

- a) Duty begins at 9 am.
- b) Will see to that the hospital opens before 9 am.
- c) Monitoring the duty of ayah and P.K to ensure that the hospital is clean and maintained properly.
- d) Treating out patients and dispensing medicines.
- e) Do all the administration work of the hospital.
- f) Do all the national health programs like pulse polio etc.
- g) Attending to all epidemic diseases like Chikungunya and Swine flu.
- h) Attending medical camps.
- i) Attending monthly meetings

2. Pharmacist :

Medicine stock and issuing.

3. Attender : (vacant)

Be present before the hospital time and open the door and clean the hospital.

4. P.K :

Helps ayah in cleaning the hospital. Carrying tapal and performing the duties as per the instruction of the doctor.

5. Night Watchman:

Maintains dispensary security at night time.

3) **List of the documents held by the department.**

1. Attendance registers
 2. OPD registers
 3. Stock registers
 4. Acquaintance registers
 5. Electricity bills register
 6. Files, official circulars received
- 4) Details of Procedures that are in existence to formulate rules and regulations for consulting with the public :

The Bruhat Bengaluru Mahanagara Palike is a local self government and the office of the dispensary follows all directions issued by the commissioner and other officers who are delegated to issue directions.

5) **Directory of its officers and other staff members**

Name & designation	Address	Phone Number
Dr. NARGIS AYESHA Physician	Corporation Unani Dispensary HKP road, Shivajinagar Bangalore - 51	None
MOHAMMED AMANULLAH Pharmacist	Corporation Unani Dispensary HKP road, Shivajinagar, Bangalore - 51	None
ANTHONIAMMA P.K	Corporation Unani Dispensary HKP road, Shivajinagar, Bangalore - 51	None
SAVITHRI P.K	Corporation Unani Dispensary HKP road, Shivajinagar, Bangalore - 51	None
NARAYANA Night Watchman	Corporation Unani Dispensary HKP road, Shivajinagar, Bangalore-51	None

6) **As per the roles, the monthly salary drawn by the officials**

Name	Designation	Pay scale	Basic Pay
Dr. NARGIS AYESHA	Physician	14,050- 25,050	19,500
MOHAMMED AMANULLAH	Pharmacist	8,000- 14,050	14,050
ANTHONIAMMA	P.K	OOD	
SAVITHRI	P.K	OOD	
NARAYANA	Night watchman	OOD	