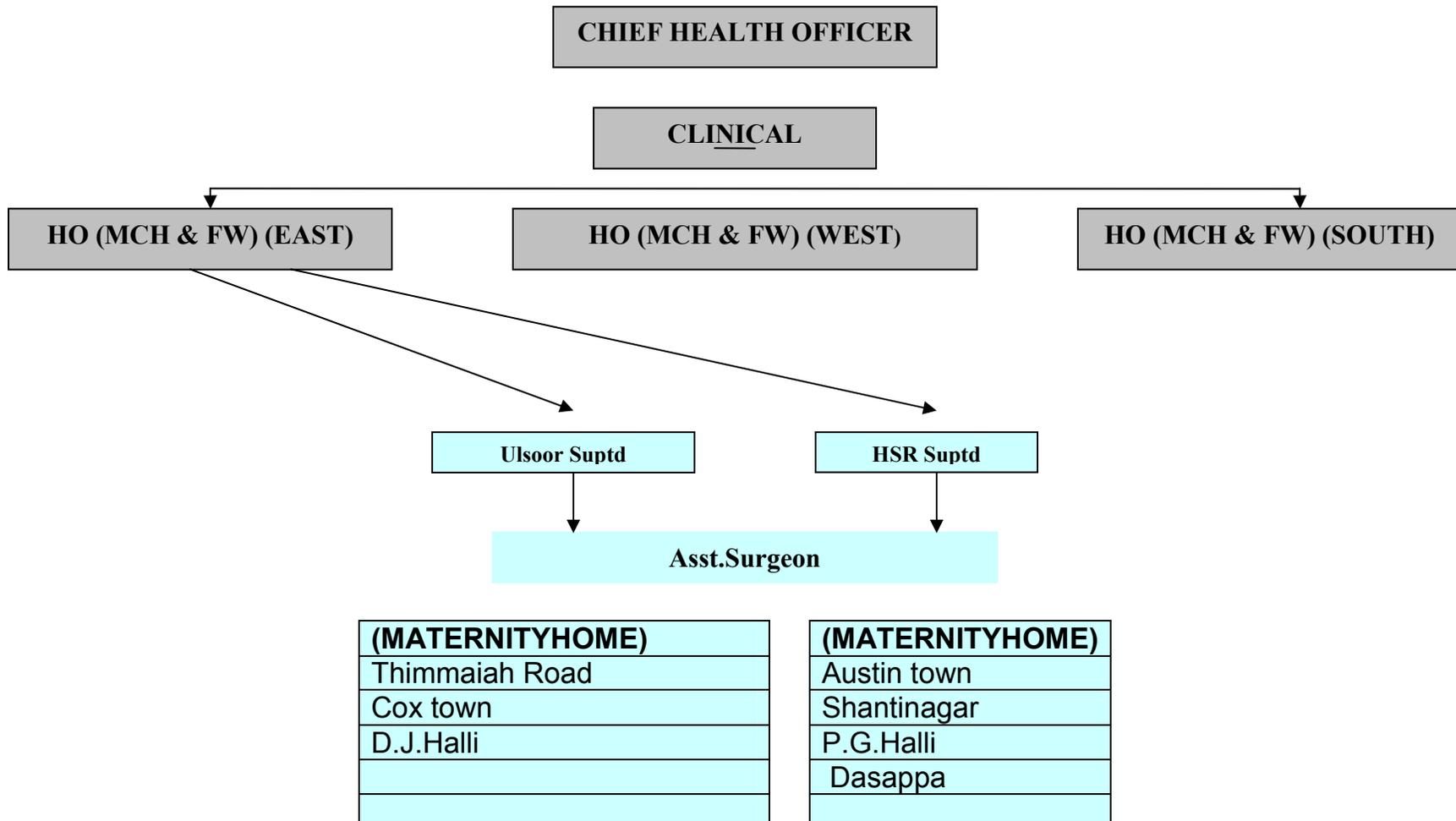


BRUHAT BANGALORE MAHANAGAR PALIKE
HEALTH CLINICAL
RTA 2005 SECTION 4 (1)(b)

SECTION 4 (1)(b)

(i)- Organizational Structure, Aims and Functions



Sl. No.	Name of the Organization	Address	Aims
1	Health Office (MCH & FW) East Clinical	Dasappa Hospital Compound 2 nd floor SJP Road Bangalore – 02	
	H.Siddaiah Road Referral Hospital	H.Siddaiah Road Referral Hospital, J.C.Road, Bangalore – 560002.	
2	ULSOOR REFERRAL HOSPITAL	ULSOOR REFERRAL HOSPITAL Cambridge Road, Near Police Station, Ulsoor, Bangalore – 560008.	

Sl. No.	Name of the Organization	Address	Aims
1	Austin Town Maternity Hospital	Austin Town Maternity Home, Near Austin Town Bus Stop, Bangalore – 560047.	
2	Dasappa Maternity Hospital	Dasappa Maternity Home, Near Town Hall, S.J.P.Road, Bangalore – 560002.	
3	Palace Guttahalli Maternity Hospital	Palace Guttahalli Maternity Home, Near NTI Qtrs, Jataka Stand, Bangalore.	
5	Shanthi Nagar Maternity Hospital	Shanthi Nagar Maternity Home, Nanjappa Circle, Lang Ford Road, Bangalore – 560027.	
5	D J Halli MATERNITY HOSPITAL	D J Halli MATERNITY HOSPITAL Near Foot Ball Ground, Devara Jeevana Halli, Bangalore - 45	
6	THIMMAIAH ROAD MATERNITY HOSPITAL	THIMMAIAH ROAD MATERNITY HOSPITALN Bharathi Nagar, Thimmaiah Road, Bangalore - 01	
7	COX TOWN MATERNITY HOSPITAL	COX TOWN MATERNITY HOSPITAL Near Frazer Town Police Station, Cox Town, Bangalore – 05 Ph:22975893	

Service to Referral Hospital	Service to Maternity Home
<p style="text-align: center;">Out Patients service</p> <ul style="list-style-type: none"> ● RCH Programme: Antenatal care. Postnatal care. FW Programme. ● Immunization (7 preventable diseases). ● HIV / AIDS screening & ICTC Programme. ● Cancer detection & Treatment. ● Family Planning Counselling. ● RNTCP (Tuberculosis screening & DOTS). ● Treatment Of Dog bite cases with ARS & ARV through ID Route (tissue culture vaccine). ● Treatment of RTI/STD Cases. ● Treatment of ARI & GE Cases. ● Drawing Malarial Smears and Treatment. ● Treatment of General illnesses & H1N1/Chikungunya/ Dengue Fever cases ● Basic lab facilities. ● Sonography & Calposcopy. 	<p style="text-align: center;">Out Patients service</p> <ul style="list-style-type: none"> ● RCH Programme: Antenatal care. Postnatal care. FW Programme. ● Immunization (7 preventable diseases). ● HIV / AIDS screening & ICTC Programme. ● Cancer detection & Treatment. ● Family Planning Counselling. ● RNTCP (Tuberculosis screening & DOTS). ● Treatment Of Dog bite cases with ARV tissue culture vaccine through IM ● Treatment of RTI/STD Cases. ● Treatment of ARI & GE Cases. ● Drawing Malarial Smears and Treatment. ● Treatment of General illnesses & H1N1/Chikungunya/ Dengue Fever cases ● Basic lab facilities
<p style="text-align: center;">IN Patients service</p> <ul style="list-style-type: none"> ○ Normal deliveries. ○ Baby Friendly Hospital. ○ Management of High risk Pregnancies. ○ Caesarian Sections. ○ Gynaecological Surgery. ○ Advanced endoscopic surgery. ○ Sterilization - Tubectomy Laparoscopic Sterilization. No Scalpel Vasectomy. ○ Medical termination of Pregnancy ○ Prevention of mother to child transmission of HIV during labour. ○ Sonography and colposcopy ○ Issue of one free copy of Birth Certificate to all Babies Born in Referral Hospitals & Maternity homes. ○ Free Milk, One pound Bread and One Banana Supply to all Inpatients. ○ Free Madilu Kits – distributed to mothers delivered (With One or Two Children). 	<p style="text-align: center;">IN Patients service</p> <ul style="list-style-type: none"> ○ Normal deliveries. ○ Baby Friendly Hospital. ○ Medical termination of Pregnancy ○ Prevention of mother to child transmission of HIV during labour (ICTC) ○ Issue of one free copy of Birth Certificate to all Babies Born in Referral Hospitals & Maternity homes. ○ Free One pound Bread and One Banana Supply to all Inpatients ○ Free Madilu Kits – distributed to mothers delivered (With One or Two Children). ○ Janani Suraksha Yojane Beneficiaries Are Given the Cheque at the time of discharge(From 1/3/08 onwards). ○ Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept. ○ Incentive Money as per GOI Order is distributed to family planning beneficiaries.

- Janani Suraksha Yojane Beneficiaries Are Given the Cheque at the time of discharge(From 1/3/08 onwards).
- Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept.
- Incentive Money as per GOI Order is distributed to family planning beneficiaries.

SECTION 4 (1)(b)(ii)- Powers and Duties of its Officers and Employees :

Sl. No	Designation of the official I/Employee	Duties allotted	Powers
1	Health Officer (E) Clinical 1. Dr. G.M Vathsala	<p>ವಲಯ ವ್ಯಾಪ್ತಿಯ ಆರೋಗ್ಯ ವೈದ್ಯಕೀಯ ಇಲಾಖೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ “ಬಿ” ವೃಂದ ಅಧಿಕಾರಿಗಳಿಗೆ 30 ದಿನಗಳ ಪರಿವರ್ತಿತ ರಜೆ ಮಂಜೂರು ಮಾಡುವುದು 2) ವಲಯ ವ್ಯಾಪ್ತಿಯ ಆರೋಗ್ಯ ವೈದ್ಯಕೀಯ ಇಲಾಖೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಕಾಲವಿಳಂಬ ಮನ್ನಾ ಮಾಡಿ “ಸಿ” ಮತ್ತು “ಡಿ” ವೃಂದದ ನೌಕರರಿಗೆ 3 ರಿಂದ 5 ವರ್ಷಗಳವರೆವಿಗೆ ತಡೆ ಹಿಡಿಯಲಾದ ವಾರ್ಷಿಕ ವೇತನ ಬಡ್ಡಿಗಳನ್ನು ಮಂಜೂರು ಮಾಡುವುದು. 3) ವಲಯ ವ್ಯಾಪ್ತಿಯ ಆರೋಗ್ಯ ವೈದ್ಯಕೀಯ ಇಲಾಖೆಗೆ ಸಂಬಂಧಿಸಿದಂತೆ “ಸಿ” ಮತ್ತು “ಡಿ” ವೃಂದದ ನೌಕರರಿಗೆ ಸ್ಥಗಿತ ವೇತನ ಮತ್ತು ವಾರ್ಷಿಕ ವೇತನ ಬಡ್ಡಿಗಳನ್ನು ಮಂಜೂರು ಮಾಡುವುದು. 4) ಮರಣ ಹೊಂದುವ “ಸಿ” ಮತ್ತು “ಡಿ” ವೃಂದದ ನೌಕರರಿಗೆ ಆ ದಿನಕ್ಕೆ ಇರುವಂತಹ ಗಳಿಕೆ ರಜೆಯನ್ನು ಹಣ ನಗದೀಕರಿಸಲು ಮಂಜೂರಾತಿ ನೀಡುವುದು. 5) “ಸಿ” ಮತ್ತು “ಡಿ” ವೃಂದದ ನೌಕರರಿಗೆ 10 ವರ್ಷಗಳ ಕಾಲಮಿತಿ ವೇತನ ಶ್ರೇಣಿ, 15 ವರ್ಷಗಳ ವಿಶೇಷ ಕಾಲಮಿತಿ ವೇತನ ಬಡ್ಡಿ ಮಂಜೂರು ಮಾಡುವುದು. 6) “ಸಿ” ಮತ್ತು “ಡಿ” ದರ್ಜೆ ನೌಕರರುಗಳಿಗೆ 91 ರಿಂದ 120 ದಿವಸಗಳವರೆಗೆ ಗಳಿಕೆ / ಪರಿವರ್ತಿತ ರಜೆ ಮಂಜೂರಾತಿ ನೀಡುವುದು. 7) ವಲಯ ವ್ಯಾಪ್ತಿಯಲ್ಲಿನ ವಾಹನ ದುರಸ್ತಿಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ರೂ. 25.000-00 ಗಳ ಆಡಳಿತಾತ್ಮಕವಾಗಿ ಮಂಜೂರಾತಿ ನೀಡುವುದು. 8) ನಗರ ಪಾಲಿಕೆ ಅಧಿಕಾರಿ/ಸಿಬ್ಬಂದಿ ವರ್ಗದವರು ಸರ್ಕಾರಿ ವರ್ಗದವರು ಸರ್ಕಾರಿ ಅಧಿಸೂಚಿತ ಷೆಡ್ಯೂಲ್ (ದರಗಳ ಪಟ್ಟಿಯಂತೆ) ನ ದರಗಳಲ್ಲಿ ವೈದ್ಯಕೀಯ ಶಶ್ರುಷಣೆಯನ್ನು ಪಡೆದು ಸಲ್ಲಿಸುವ ಕಡತಗಳನ್ನು ಪರಿಶೀಲಿಸಿ ಸೂಕ್ತ ವರದಿಯನ್ನು ಮೇಲಾಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸುವುದು. 9) “ಸಿ” ಮತ್ತು “ಡಿ” ವೃಂದದ ನೌಕರರುಗಳಿಗೆ ಗರ್ಭಪಾತ ಹಾಗೂ ಹೆರಿಗೆ ರಜೆಯನ್ನು 1958ರ ಕೆ.ಸಿ.ಎಸ್.ಆರ್ ನಿಯಮದಡಿಯಲ್ಲಿ ಮಂಜೂರಾತಿಗಾಗಿ ಮೇಲಾಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸುವುದು. 10) ಸಾರ್ವಜನಿಕ ಕುಂದುಕೊರತೆಗಳ ಕಡತವನ್ನು ಸಮರ್ಪಕವಾಗಿ ಎಲ್ಲಾ ಇಲಾಖೆಗಳೊಡನೆ ಸಮನ್ವಯ ಮಾಡಿಕೊಳ್ಳುವ ಬಗ್ಗೆ ಮೇಲಾಧಿಕಾರಿಗಳಲ್ಲಿ ಚರ್ಚಿಸುವುದು. 11) “ಸಿ” ಮತ್ತು “ಡಿ” ವೃಂದದ ನೌಕರರ ಕುಟುಂಬ ನಿವೃತ್ತಿ ಹಾಗೂ ವಿಶ್ರಾಂತಿ ವೇತನ ಕಾಲವಿಳಂಬ ಮನ್ನಾ ಮಾಡುವ ಬಗ್ಗೆ ಕಡತವನ್ನು ಮೇಲಾಧಿಕಾರಿಗಳಿಗೆ ಸಲ್ಲಿಸುವುದು. 12) “ಸಿ” ಮತ್ತು “ಡಿ” ವೃಂದದ ನೌಕರರ ವಯೋಮಿತಿಗೆ ಅನುಗುಣವಾಗಿ ನಿವೃತ್ತಿ ಹೊಂದಲು ಅನುಮತಿ ನೀಡುವ ಬಗ್ಗೆ ವಲಯ ಜಂಟಿ ಆಯುಕ್ತರಿಗೆ ವರದಿ ಮಂಡಿಸುವುದು. 13) ವ್ಯಾಪ್ತಿಗೆ ಒಳಪಡುವ ಅನುಕಂಪದ ಆಧಾರದ ಮೇಲೆ ಸರ್ಕಾರದ ನಿಯಮಾವಳಿ ರೀತ್ಯಾ ನೇಮಕಾತಿ ಮಾಡುವ ಪ್ರಸ್ತಾವನೆಗಳನ್ನು ವಲಯ ಜಂಟಿ ಆಯುಕ್ತರವರಿಗೆ ಮಂಡಿಸುವುದು. 14) ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ-2005 ರ ಅಡಿಯಲ್ಲಿ ಕಛೇರಿಗೆ ಸಂಬಂಧಪಟ್ಟಂತೆ ಸಾರ್ವಜನಿಕರು ಕೋರುವ ಮಾಹಿತಿಯನ್ನು ಸಲ್ಲಿಸುವುದು. 15) ದಕ್ಷಿಣ ವಲಯದಲ್ಲಿನ ರೆಫರಲ್ ಆಸ್ಪತ್ರೆಗಳು, ಹೆರಿಗೆ ಆಸ್ಪತ್ರೆಗಳು, ಕು.ಕ.ಕೇಂದ್ರಗಳು, ಆರೋಗ್ಯ ಕೇಂದ್ರಗಳು, ಹಾಗೂ ಔಷಧಾಲಯಗಳಿಗೆ ಭೇಟಿ ನೀಡಿ ಕಾರ್ಯನಿರ್ವಹಣೆಗೆ ಬಗ್ಗೆ ಪರಿಶೀಲಿಸುವುದು ಮತ್ತು ಸಾರ್ವಜನಿಕರಿಗೆ ಉತ್ತಮ ಸೇವೆ ನೀಡುವ ನಿಟ್ಟಿನಲ್ಲಿ ಹಲವಾರು ನಿರ್ಧಾರಗಳನ್ನು ತೆಗೆದುಕೊಳ್ಳುವುದು ಹಾಗೂ ಕೆಲಸಕಾರ್ಯಗಳು ಸುಸೂತ್ರವಾಗಿ ನಡೆಯುವಂತೆ ನೋಡಿಕೊಳ್ಳುವುದು.</p>	

2	Medical Superintendents 2 Referral Hospitals 1. Dr. Nuzhat Bai 2. Dr. Fathima	<p>The Superintendents of the zone shall be responsible for the overall smooth and effective functioning of all the Health institutions in their jurisdiction. They shall inspect all the Health facilities, viz. Referral Hospitals, Maternity Homes, in their jurisdiction at least once a week. During inspection of the facility the superintendent should Review performances based on community needs. Inspect stores and redistribute the excess stock if any to other better performing hospitals. Ensure stock books are maintained properly as per norms. Check expiry or shelf life of drugs for redistribution. Should ensure electricity, Water Bills, etc. are paid regularly. Staff salary, increments, leave, etc. are properly attended. Should ensure patients are not put to hard ships due to staff behavior and they receive timely appropriate care without being made to wait or attend hospital several times. The superintendents should verify records of patients referred. Reasons for referral, whether protocols are followed should also be reviewed. They shall investigate all cases of infant and maternal mortality. They will participate in Board of Visitors meeting and make it purposeful. They will attend to all grievances of public and ensure a complaint free functioning of health facilities. They will ensure all Health Services rendered are of high quality and will ensure that the patient's charter is strictly followed in all the health facilities. Issue of Birth and Death Certificates.</p> <p>Also additional incharge of (Ulsoor RH Dr. Nuzrath Bai) Ulsoor Control Room which has 15 Hearse Vans which attends public Funeral Calls of East Zone. Rs.15 collected towards User Charge per call.</p>	<ul style="list-style-type: none"> • Recommending officer for zonal administrative files. • For repairs of ambulance; sanction of Rs10,000/- at a time. • Counter signing authority for contingency bills.
2	Senior Specialist 2 Referral Hospital 1. Dr. S.K Lalitha 2. Dr. Mala M.K	<p>Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting ANC's deliveries operations and M.T.Ps as per the schedule. Maintenance of all the Registers like Admission, Parturition, O.T. and M.T.P Registers properly and also ensure the Maintenance of Call Book, Referral Book, Minutes Book, Visitors Book, Inspection Book, etc. Ensure up-to-date payment of bills like Water, Electricity, Telephone and Bread Bills and Imprest amount bills regularly otherwise action to be initiated for the clearance of bills. Sanction of Leave, Increments and submission of pension papers, etc. of all the officials. IEC programmes conducted and awareness created among patients, for the promotion of Family Welfare and Maternal Child Health Programmes. Active participation in all the programmes, which are implemented from time to time from higher authorities. Send reports and data of the performances. Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time.</p>	<ul style="list-style-type: none"> • To draw salaries for establishment. • To sanction casual leaves to group B,C & D.

3	<p style="text-align: center;">Anaesthetist Referral Hospital</p> <p>1. Dr. Kumar Swamy</p>	<p>Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Participate in all national programmes and any other work entrusted from time to time. Conducting Anesthesia Work, Incharge User fee Records and Registers.</p>	
4	<p style="text-align: center;">Pediatricians 2 Referral Hospital</p> <p>1. Dr. Kalpana</p>	<p>Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting Pediatric OPD, In charge of Medical Bill reimbursement files scrutiny, RTI, biomedical waste, RNTCP programme, Dog bite, lab, Record section. Of Referral Hospitals IEC programmes conducted and awareness created among patients, for the promotion of Family Welfare and Maternal Child Health Programmes. Active participation in all the programmes, which are implemented from time to time from higher authorities. Participate in all national programmes and any other work entrusted from time to time.</p>	
5	<p style="text-align: center;">Assistant surgeon Referral Hospital</p> <p>1. Dr. Muktha Bai 2. Dr. D Geethanjli</p>	<p>Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting ANC's deliveries operations and M.T.Ps as per the schedule. Maintenance of all the Registers like Admission, Parturition, O.T. and M.T.P Registers properly and also ensure the Maintenance of Call Book, Referral Book, Minutes Book, Visitors Book, Inspection Book, etc. IEC programmes conducted and awareness created among patients, for the promotion of Family Welfare and Maternal Child Health Programmes. Active participation in all the programmes, which are implemented from time to time from higher authorities. Send reports and data of the performances. Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time. Incharge of Stores, ICTC at Referral Hospitals and Maintenance of Relevant Registers.</p>	

<p>6</p>	<p>Assistant surgeon Maternity Home</p> <ol style="list-style-type: none"> 1. Dr. Jayalakshmi 2. Dr. Chethan 3. Dr. Shnathi 4. Dr. Pushpa Latha .G 5. Dr. Manjula 6. Dr. Sarojini Karning 7. Dr. Gayathri Bai 	<p>Punctuality of all the staff to be ensured. Maintenance of cleanliness in and around the hospital and surrounding premises by giving proper instructions to the designated staff. Citizens Charter, Attendants and Patients Charter should be followed. Conducting ANC's deliveries operations and M.T.P s as per the schedule. Maintenance of all the Registers like Admission, Parturition, O.T. and M.T.P Registers properly and also ensure the Maintenance of Call Book, Referral Book, Minutes Book, Visitors Book, Inspection Book, etc. Ensure up-to-date payment of bills like Water, Electricity, Telephone and Bread Bills and Imprest amount bills regularly otherwise action to be initiated for the clearance of bills. Sanction of Leave, Increments and submission of pension papers, etc. of all the officials. IEC programmes conducted and awareness created among patients, for the promotion of Family Welfare and Maternal Child Health Programmes. Active participation in all the programmes, which are implemented from time to time from higher authorities. Send reports and data of the performances. Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time. Incharge of Bio Medical waste management and Incharge of Equipments, Instruments, Linen and Furniture's of RH & MH and Maintenance of Relevant Registers.</p>	<ol style="list-style-type: none"> 1. To Draw salaries for establishment. 2. To sanction casual leaves to group "D"
<p>7</p>	<p>Staff Nurse Referral Hospital</p> <ol style="list-style-type: none"> 1. Diasy Freeda 2. Bindu Josh 3. Devaki 4. Vasantha 5. Prameela 6. Bhagyalakshmi 	<p>House keeping Incharge, registration of OPD cases. To give anti rabies vaccine and some cases of class 3 Bites ARS, with help of Doctor to maintain the Dog Bite Cases registers, ARV and ARS stocks. Supervise the work done by Ayah/Group D. Autoclave the instruments & linen required for the OT/Labour Ward. Ensure that these are kept ready a day before the conduct of Operation. In case any instruments required for the OT are not functioning, inform the MO at the earliest. Maintain the chart/ Register for fumigation (and Autoclaving). Always keep ready the emergency and pre-medication drugs in the OT and Labour Room. Prepare the patient for surgery / delivery. Conduct Normal delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery and delivery. Observe the patient post-operatively as long as she is in OT. Assess the general condition of the patient before shifting her to the ward. Maintained daily issue register for Inj. And Tablets.</p>	

8	<p align="center">Staff Nurse Maternity Home</p> <ol style="list-style-type: none"> 1. Vanitha Kumari 2. Mary .D 3. Venikala 4. Veena 5. D.C. Veena 6. M. Shanthamma 7. Vimala Debora 8. Jayanthi 9. Kokilavani 10. Shivamma 11. Sreeja 12. Rechal 13. Kanika Mary 	<p>House keeping Incharge, registration of OPD cases. To give anti rabies vaccine and some cases of class 3 Bites ARS, with help of Dr to maintain the Dog Bite Cases registers, ARV and ARS stocks. Supervise the work done by Ayah/Group D. Autoclave the instruments & linen required for the OT/Labour Ward. Ensure that these are kept ready a day before the conduct of Operation. In case any instruments required for the OT are not functioning, inform the MO at the earliest. Maintain the chart/ Register for fumigation (and Autoclaving). Always keep ready the emergency and pre-medication drugs in the OT and Labour Room. Prepare the patient for surgery / delivery. Conduct Normal delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery and delivery. Observe the patient post-operatively as long as she is in OT. Assess the general condition of the patient before shifting her to the ward. Maintained daily issue register for Inj. And Tablets.</p>	
9	<p align="center">JHA Referral / Maternity Hospital</p> <ol style="list-style-type: none"> 1. Radha S 2. Susan 3. Nagaveni 4. Rajkumari 5. S.L Nagamani 6. Mariamma 7. Premlatha 8. Boja Bai 9. Gouramma 10. Lakshmidivi 11. Therese 12. Usha Shantha Bai 	<p>Supervise the work done by Ayah/Group D. Autoclave the instruments & linen required for the OT/Labour Ward. Ensure that these are kept ready a day before the conduct of Operation. In case any instruments required for the OT are not functioning, inform the MO at the earliest. Maintain the chart/ Register for fumigation (and Autoclaving). Always keep ready the emergency and pre-medication drugs in the OT and Labour Room. Prepare the patient for surgery / delivery. Conduct Normal delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery and delivery. Observe the patient post-operatively as long as she is in OT. Assess the general. Assist MO in the outpatient clinic, in Health checkup camps, ANC clinic, Immunization clinic, MTP and IUCD clinic. Assist in regular OPD. Conduct Normal Deliveries. Active participation in all the National Programmes. Maintaining Diaries. Supervision of the cleaning activity in the Hospital. Autoclaving the instruments/ syringes/needles well in Advance. Making Dressing and swabs and keeping Adequate Dressing materials ready at all times. Ensure Washing and fumigation of OT on every Saturday in RH Maintenance of the Immunization stock register. Ensuring cleanliness of the linen used for patients and supervising the disinfection, etc. of the linen prior to giving it to the laundry. Supervision of the cleanliness. Administering medicines and treatment as per MO's instructions. Admissions and discharges in the RH and keeping records as indicated. Supervision of the work of Class IV staff. Maintaining records and submitting required records and reports from time to time to the higher officers. Preparation of the monthly reports / weekly reports and quarterly and Annual reports. Maintaining patients charts, registers and reports and appraising herself of the condition of the patient. Providing bedside care to mother as per Standard Management Protocols. Giving Inj. To the general OPD Cases and Dog bite cases. Maintained daily issue register for Inj. And Tablets.</p>	

10	<p>Lab Technician Referral / Maternity Hospital</p> <ol style="list-style-type: none"> 1. Manjula 2. Annapurna 3. Jabeen Taj 4. Shobha 5. Mohan 6. Chamundeshwari 7. Prakash 	<p>Performs Laboratory works like</p> <ol style="list-style-type: none"> i. Blood- HB%, Group and RH, VDRL, HIV, RBs, HRs AG. ii. MP Smear. iii. Sputum examination for TB after Diagnosis gives treatment as per doctors Advice. iv. Urine Exam.- Albumin, Sugar, M/s etc. 	
11	<p>FDC / SDC Referral / Maternity Hospital</p> <ol style="list-style-type: none"> 1. Lalitha 2. Ramesh G 3. Shanthamma 4. Sujatha 5. S. Rajeshwari 6. Lokesh 	<p>Prepares salary bill of the staff- Follow-up of files- Maintains the receipt book and Cash registers of user fees - Notes done the proceedings Of various meetings held in Hospitals and board of visitors meetings Registration of the birth certificate and Distribution of birth certificates. Submits the annual reports to the statistical department Prepares payment of Water, electricity bills and Fuel bills of Ambulance. Preparation of the Budget Reports. Maintenance of Service Registers, Increments, Pension Claims and Surrender Leaves etc. of Employees.</p>	
12	<p>Sub Register Referral Hospital</p> <ol style="list-style-type: none"> 1. Nanjappa 	<p>Registration of the birth certificate and Distribution of birth certificates. Submits the annual reports to the statistical department.</p>	
13	<p>Driver Referral / Maternity Hospital</p> <ol style="list-style-type: none"> 1. Ranganath 2. Gurumurthy 3. Ramakrishna 4. C. Ramu 5. Jayram 	<p>To attend to emergencies round the clock, including shifting of patients and bringing doctors not in the premises, to the hospitals, for emergencies. To ensure admission of patient at referral hospital and ensure accompanying staffs are returned to institution. To attend camps as per advance Programme. To attend Health units work as per advance programme. To maintain log book and movement register. To bring indents collectively for the zone as indicated by the superintendents. To make alternate arrangements during leave period and intimate the duty staff. Ensure the vehicle is cleaned and maintained, timely servicing is done and annual insurance is paid. First Aid Kit is available. To do duty at Control room once in a month for one week.</p>	
14	<p>Group "D" Referral / Maternity Hospital Peon / Ayah / P.K</p> <ol style="list-style-type: none"> 1. Prakash 2. Narsappa 3. Murthy 4. Basappa 5. Vijaya Lakshmi 	<p>Allow the visitors to see the patient only during the visiting hours. Allow only one attender per patient to stay during nights. Remove the cobwebs in the entire hospital once in a week. Clean all the windows, lockers, veranda, and all the sofas every day and swab them once a week. Periodic cleaning of Roof. Help the Staff Nurse in autoclaving. Maintain working condition of the solar water heater. Ensure pumping of water regularly, and control lighting (switching on and off) in the hospital. Report any lapses/ problems immediately to the MO. Supply water to Ayahs for ward cleaning. Maintenance of the materials and furniture, which are kept outside. Look after Tappal Duties. Ensure that no one smokes tobacco and / or Chews Betel</p>	

<ol style="list-style-type: none"> 6. Subbaraudu 7. K. Prakash 8. M. Selva Kumar 9. Suresh 10. Savithri 11. Ashwath 12. Narayana 13. Shanthi 14. Prabhavathi 15. Anjanamma 16. Shivamma 17. Elejabeth 18. Nagarathna 19. Nagamma 20. Kasthuri 21. Saraswathamma 22. Kanaka 23. Sarsamma 24. Vasantha 25. Rajeshwari 26. Siddamma 27. Rukmini 28. Rathnamma 29. Unnamalai 30. Parvathamma 31. Gangamma 32. Nanjamma 33. Rathnamma 34. Suguna 35. Prema Leela 36. Yashodamma 37. Padma 38. Balamma 39. Lakshmidivi 40. Lakshamma 	<p>Leaves in the premises. Ensure security of the hospital. Maintain Garden. Wear Prescribed OT gowns while working in the OT. Sweep and swab the OT everyday and clean the OT Equipments. Use separate cleaning material (Broom, swab, etc) for the OT. Fumigate the OT once in 15 days for minor OT and once a week in Major OT and as and when required, under the supervision of the Staff Nurse Using. OT care Insturement OR, 150 gms of potassium permanganate in 500 ml of formalin + liter Water for 10X10X10X sized room. Carbonise OT every day. After surgery. Wash and soak the instruments, gloves and linen in Bleaching powder solution for half an hour use one cup of Bleaching powder with 10 cups of water. Thereafter clean and put up for drying. Clean the OT. Keep the equipments and instruments in order under the supervision of Staff Nurse. Help in preparation of the patient for OT. Maintain the cleanliness of the labour ward all the 24 hours. Intensive cleaning to be done once a week. Clean the instruments and Equipments. Help the Staff Nurse in keeping at least 5 sets of delivery kits ready at a given time. Provide a gown to each patient in Labour Ward before Delivery. Clean the Labour cot after each Delivery. Shift the mother and baby to the postnatal ward after 2 hours of delivery under the supervision of the Staff Nurse. Prepare the beds for the patients in advance. Supply milk/ bread to the patients as per Rules. Wash the soiled linen every day. Supply Hot water to the patients</p>	
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SECTION 4 (1) (b) (iii) - Procedure Followed in decision making Process:

Activity	Description	Decision-making Process /time limit for taking Decision / channels of supervision and accountability	Designation of final decision authority
Clinical Administrative	As mentioned under section 4 (1)(b)(ii) – Duties allotted	Depends on the activity	Addl. Commissioner (Health)

SECTION 4 (1)(b)(iv)- norms set for the discharge of functions

Sl. No	Function /Service	Norms/Standards of performance set	Time-Frame	Reference documents prescribing the norms (Citizen’s Charter, Service Charter, etc..)
1	Clinical	1. The Norms/Protocols set by World Health organization (WHO)& standard medical text books for diagnostic and therapeutic purposes are followed at BBMP Hospitals.	Immediate	WHO& standard medical text books.
2	Administrative	2. For Administrative purposes K.C.S.R, K.M.C act. KFC Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed.	Depends on the issue	K.C.S.R, K.M.C act, .KFC Karnataka Medical Rules, CCA Rules, Orders by Higher Officers.

SECTION 4 (1)(b)(v)- rules, Regulations, Instructions, Manuals and Records held / used

Sl No.	List of Acts, Rules, Regulations, Instructions, Manuals	Gist of Act, Rules etc.,
1	K.C.S.R	Govt. service rules for employees
2	K.M.C Act	Municipal rules for BBMP
3	KFC	Financial Matters
4	Karnataka Medical Rules	For Medical reimbursement
5	CCA Rules	Civil Conduct rules for employees
6	KTTP act	For purchase of medicines / equipments etc.,
7	RTA	RTA rules

SECTION 4 (1)(b)(vi)- categories of documents held

Category – ‘A’

Category Of the document	Title of the Document	Custodian of the Document
Category A	Parturition Register	Record room officer For Referral Hospital Superintendent Medical Officer for Maternity Homes
	Birth and Death Register	
	Indent Book	
	Niyojana File	
	Transfer File	
	Circulars (Suttolegala Adesha)	
	Service Book (Old + New)	
	Acutance Rolls & Pay and Other Allowances	

Category – ‘B’

Category Of the document	Title of the Document	Custodian of the Document
Category B	Repairs and Maintenance Vehicle Register. <ul style="list-style-type: none"> • Petrol Bill Book } D.C. Bill • Diesel Bill Book } D.C. Bill • Repair Bill Book – D.C. Bill • Reading Record Book • KGD Insurance Book 	Record room officer For Referral Hospital Superintendent Medical Officer for Maternity Homes
	Festival Advance Register	
	Legal Files (Nyayaladha Kadatagalu)	
	Audit Report Follow up Register	
	User Fees Register <ul style="list-style-type: none"> • Challen Reg. • UF Cash Book • Bank Pass Book • Receipt Books counter foils 	
	Stock Book	

Category – ‘C’

Category Of the document	Title of the Document	Custodian of the Document
Category C	Scale Register of Establishment	Record room officer For Referral Hospital Superintendent Medical Officer for Maternity Homes

Category – ‘D’

CategoryOf the document	Title of the Document	Custodian of the Document
Category D	P.R. Register	Record room officer For Referral Hospital Superintendent Medical Officer for Maternity Homes
	Tappal Book	
	Attendance Register	
	Medical Reimbursement files (Reg.)	
	D.C. Bill Book	
	Log Books	
	LPC Register	
	Out Patient Register	
	Admission Register	
	Antenatal Register	
	Major O.T. Register	
	Minor O.T. Register	
	Infant Death Register	

Category – ‘E’

Category Of the document	Title of the Document	Custodian of the Document
Category E	R.T.I Register	Record room officer For Referral Hospital Superintendent Medical Officer for Maternity Homes
	Casual Leave Register	
	Dog Bite Register	
	Maternity Case Sheet (Delivery + Major case sheet)	
	Sterilization Case Sheets	
	M.T.P Register	
	IUCD Register	
	Lab Register	
	Referral Book	
	Complaint Files	
	Condemned Register	
	Scanning Register	
	Doctor’s call Book	

SECTION 4 (1)(b)(vii)- arrangement that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation there of;

Not Applicable

SECTION 4 (1)(b)(viii)- boards, Councils, Committees and other bodies constituted as part of the public authority

Names of board council, committee, etc.,	Composition	Power and functions	Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;
Board of visitors	Ward Councilors NGO's Social workers		Yes

SECTION 4 (1) (b) (viii)- boards, Councils, Committees and other bodies constituted as part of the public authority

Names of board council, committee, etc.,	Composition	Power and functions	Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;
Board of visitors	Ward Councilors NGO's Social workers	<ul style="list-style-type: none"> • Quarterly review meetings • Review of activities of the health facilities in the Jurisdiction • Review plans budgets Programmes and performances of the health facilities • Review and approve income from the user charges or other sources and expenditure out of such funds • Resource mobilization • Review and redressal of unresolved public complaints received • Proposal of measures for better governance • Any other subject of relevance 	Yes

SECTION 4 (1)(b)(ix)- A directory of its officers and employees;

Sl. No	Name of the Officers / Employees	Designation	Office Address/ Contact No/ Email ID	Monthly remuneration etc.
1	Dr. GM Vathsala	Health Officer (E) Clinical	Health Office (E) Clinical Dasappa Maternity Compound SJP Road Tel No 22120955	20025-28275
1	Dr. Fathima.B	Medical Superintendent	H.Siddaiah Road Referral Hospital J.C.Road, Bangalore- 02. 22975785	18150 -26925
2	Dr. S.K.Lalitha	Senior Specialist		13135-24335
3	Dr. Muktha Bai	Asst. Surgeon		14050-25050
4	Dr. Kalapana	Pediatrician		
5	Dr. Kumar Swamy	Anesthetist		
6	Daisy Freeda	Staff Nurse		8000-14800
7	Binu Jose	Staff Nurse		8000-14800
8	Devaki	Staff Nurse		8000-14800
9	S.L.Nagamani	A.N.M		8000-14800
10	Mariyamma	A.N.M		8000-14800
11	Premalatha,	A.N.M		8000-14800
12	Boja Bai	A.N.M		8000-14800
13	Manjula	Lab Technician		8825-
14	Shanthamma	S.D.C		5800-10500
15	Ranganath	Driver		5800-10500
16	Prakash	Peon		4800-7275
17	Narasappa.	Peon		4800-7275
18	Prabhavathi	Ayah		5200-8200
19	Anjanamm	Ayah		5200-8200
20	Shivamma	Ayah		5200-8200
21	Elejabeth	Ayah		5200-8200
22	Nagarathna	P.K		5200-8200
23	Nagamma	P.K		5200-8200
24	Kasthuri	P.K		5200-8200
25	Saraswathamma	P.K		5200-8200

Sl. No.	Name of the Officers / Employees	Designation	Office Address/ Contact No/ Email ID	Monthly remuneration etc.
1	Dr. Manjula	Medical Officer	Austin Town Maternity Home, Near Austin Town Bus Stop, Bangalore – 560047. 22975868	14050-25050
2	Vanitha Kumari,	Staff Nurse		8000-14800
3	Mary .D	Staff Nurse		8000-14800
4	Venikala	Staff Nurse		8000-14800
5	Annapurna	Lab Technician		8000-14800
6	Sujatha	F.D.C		6150-13000
7	Gurumurthy	Driver		5800-10500
8	Murthy	Peon		4800-7275
9	Kanaka	Ayah		5200-8200
10	Sarasamma	P.K		5200-8200
11	Vasantha	P.K		5200-8200
12	Rajeshwari	DHOBI		5200-8200
13	Dr. Pushpalath.G	Asst. Surgeon.	Dasappa Maternity Home, Near Town Hall, S.J.P.Road, Bangalore –02. Office No. 22975684	14050-25050
14	M.Shanthamma	Staff Nurse		8000-14800
15	Vimala Debora	Staff Nurse		8000-14800
16	Shantha Bai	A.N.M		8000-14800
17	Lokesh	S.D.C		5800-10500
18	Ramakrishna	Driver		5200-8200
19	Selva Kumar	Peon		5200-8200
20	Yashodamma	Ayah		4800-7275
21	Padma	Ayah		5200-8200
22	Balamma	P.K		5200-8200
23	Lakshmidevi	Ayah		5200-8200
24	Lakshamma	Dhobi		4800-7275
25	Dr. Sarojini Karning	Asst. Surgeon.	Palace Guttahalli Maternity Home, Near NTI Qtrs, Jataka Stand, P.G.Halli, Bangalore. Office No. 23447072 Mobile: 9448437300	14050-25050
26	Veena	Staff Nurse		8000-14800
27	Gouramma,	A.N.M		8000-14800
28	Lakshmidevi	A.N.M		8000-14800
29	S.Rajeshwari	S.D.C		5800-10500
30	Basappa	Peon		4800-7275
31	Vijayalakshmi	Peon		4800-7275
32	Subbarayudu	Peon		4800-7275

33	Siddamma	Ayah		5200-8200	
34	Rukmini	Ayah		5200-8200	
35	Rathnamma	Ayah		5200-8200	
36	Unnamalai	Ayah		5200-8200	
37	Parvathamma	P.K.		5200-8200	
38	Gangamma	P.K.		5200-8200	
39	Dr. Gayathri Bai	Asst. Surgeon.	<p style="text-align: center;">Shanthi Nagar Maternity Home, Nanjappa Circle, Lang Ford Road, Bangalore-27 Office No.22975867 Mobile: 9480684152</p>	14050-25050	
40	D.C.Veena	Staff Nurse		8000-14800	
41	Usha,	A.N.M		8000-14800	
42	Thresca	A.N.M		8000-14800	
43	Jabeen Taj	Lab.Tech			
44	Lokesh	S.D.C		5800-10500	
45	Nanjamma,	Ayah		5200-8200	
46	Rathnamma	Ayah		5200-8200	
47	Suguna	Ayah		5200-8200	
48	Premaleela,	P.K.		5200-8200	
49	K.Prakash	Peon		4800-7275	
50	Dr. Nuzhath Bai	Med. Superintendent		<p style="text-align: center;">Ulsoor Referral Hospital, Near Ulsoor Police Station, Cambridge Road, Ulsoor, Bangalore 08 Ph:22975876, 2554833</p>	18150-26925
51	Dr. Mala M K	Senior Specialist			14050 - 25050
52	Dr. D Geethanjali	Asst.Surgeon			14050 - 25050
53	Dr. Ramesh N	Peadiatrician	14050-25050		
54	V. Vasantha	Staff Nurse	8000-14800		
55	Pramila	Staff Nurse	8000-14800		
56	Bhagyalakshmi	Staff Nurse	8000-14800		
57	Radha S	A N M	8000-14800		
58	Shobha	Lab.Tech	7275-13350		
59	Lalitha	F D C	7275-13350		
60	Ramesh	S D C	5800-10500		
61	Nanjappa	Sub Register	8000-14800		
62	Suresh	Peon	5200-8200		
63	Valarmathi	Ayah	5200-8200		
64	Rathnamma	Ayah	5200-8200		
65	Jayaram	Driver	5800-10500		
66	C. Ramu	Driver	5800-10500		

67	Dr. Jayalakshmi	Medical Officer	Thimmaiah Road Maternity Home, Bharathi Nagar, Thimmaiah Road, Bangalore-1 22975877	(14050-25050)
68	Vijaya Shantha Kumari	A N M		(8000-14800)
69	Sarojini Savanth	A N M		(8000-14800)
70	Radha S	A N M		(8000-14800)
71	Gayathri	A N M		(6250-12000)
72	Ramesh	S.D.C		(5800-10250)
73	Muniyappa	Peon		(5200-8200)
74	Nagaiah	Peon		(5200-8200)
75	Shanthi	Ayah		(5200-8200)
76	Savithri	Ayah		(4800-7275)
77	Plarence Menaka	Ayah		(5200-8200)
78	Saroja	P.K.		(5200-8200)
79	Putta Swamy	P.K		(5200-8200)
80	Dr. Shanthi	Medical Officer		D J Halli MATERNITY HOSPITAL Near Foot Ball Ground, Devara Jeevana Halli, Bangalore - 45 22975881
81	Kanika Mary	Staff Nurse	(8825-16000)	
82	Rechal	Staff Nurse	(8000-14800)	
83	Raja Kumari	A N M	(8000-14800)	
84	Prakash	Lab.Tech	6250	
85	Ramesh	S.D.C	(5800-10500)	
86	Shanthi	Ayah	(5200-8200)	
87	Surya Babu	Driver	(5800-10500)	
88	Dr. Chethana	Medical Officer	COX TOWN MATERNITY HOSPITAL Near Frazer Town Police Station, Cox Town, Bangalore - 05 22975893	(14050-25050)
89	Shivamma	A N M		(6250-12000)
90	P H Nagaveni	A N M		(6250-12000)
91	Sreeja	Staff Nurse		(8000-14800)
92	Ashwath Narayana	Peon		(5200-8200)
93	Ramesh G	S.D.C		(5800-10250)
94	Chandra Shekar	Driver		(5200-8200)

SECTION 4 (1)(b)(xi)- The budget allocated to each of its agency including plans, etc.,

Budget allocation to each programme is done at higher officer's level.

SECTION 4 (1)(b)(xii)- manner of execution of subsidy programmes

Not applicable

SECTION 4 (1)(b)(xiii)- Particulars of recipients of concessions, permits or authorizations granted by public authority.

Sl. No	Name and address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of Granting authority
1	Patients with BPL and Anthyodaya Card holders	Exempted from user fees charges	-	As per commissioner's order

SECTION 4 (1)(b)(xiv)- information, available in electronic form

Nil

SECTION 4 (1)(b)(xv)- particulars of facilities available to citizens for obtaining information

Facility	Description (Location facility/name, etc.,	Details of information available
MCH & FW services	Displayed on the notice board put up in the OPD block of hospital.	<ul style="list-style-type: none">• Out patients and In Patients services• User fees charges• Janani Suraksha Yojane• Madilu Yojane• Family planning Incentive.• Medicines availability.• Performance of hospitals.• Birth registration and issue of certificates etc,• Citizen's charters.

SECTION 4 (1)(b)(xvi)- names, designations and other particulars of Public information officers**a. Public information officer (PIO)**

Sl. No	Name of the officer / administrative	Name & Designation of PIO	Office tel. No. Residence tel no. fax	E-mail
1	Dr: Vathsala Health officer (E) Clinical.2 nd Floor Dasappa Hospital Compound, Bangalore-02.	Health Officer (E)Clinical	Phone No:08022120955 Mobile: 9480684128	
2	Dr: Fathima.B H.Siddaiah Road Referral Hospital	Medical Superintendent	Phone No:08022975785 Mobile: 9480683788	
3	Dr: Nuzrath Bai ULSOOR REFERRAL HOSPITAL	Medical Superintendent	Phone No:08022975876 Mobile: 9844163878	
4	Dr: Manjula Austin Town Maternity Home,.	General Duty Medical Officer	Phone No:08022975868 Mobile: 9480684157	
5	Dr: Pushpalatha.G Dasappa Maternity Home,	General Duty Medical Officer	Phone No:08022975684 Mobile: 9480684002	
6	Dr: Sarojini Karning Palace Guttahalli Maternity Home,	General Duty Medical Officer	Phone No:080-23447072 Mobile: 9448437300	
7	Dr: Gayathri Bai Shanthi Nagar Maternity Home,	General Duty Medical Officer	Phone No:08022975867 Mobile: 9480684152	
8	Dr Shanthi DJ Halli Maternity Home	General Duty Medical Officer	Phone No:08022975881 Mobile: 9480684155	
9	Dr Jayalakshmi Thimmaiah Road Maternity Home	General Duty Medical Officer	Phone No:08022975877 Mobile: 9480684130	
10	Dr Chethana Cox Town Maternity Home	General Duty Medical Officer	Phone No:08022975893 Mobile: 9480684134	

b. Asst. Public information Officer

Sl. No	Name of the officer / administrative	Name & Designation of APIO	Office tel. No. Residence tel no. fax	E-mail
1	R. Lokesh Health office (E) Clinical.	S.D.C	Phone No:08022120955	
2	Shanthamma H.Siddaiah Road Referral Hospital	S.D.C	Phone No:08022975785	
3	Sujatha Austin Town Maternity Home,	F.D.C	Phone No:08022975868	
4	Lokesh BN Dasappa Maternity Home,	S.D.C	Phone No:08022975684	
5	S.Rajeshwari Palace Guttahalli Maternity Home,	S.D.C	Phone No:08022975867	
6	Lokesh Shanthi Nagar Maternity Home,	S.D.C	Phone No:08022975867	
7	Ramesh ULSOOR REFERRAL HOSPITAL	S.D.C	Phone No:08022975876	

c. Appellate authority

Sl. No	Name of the officer / administrative	Name & Designation of Appellate authority	Office tel. No. Residence tel no. fax	E-mail
1	Additional Commissioner (Health)	Additional Commissioner (Health)	Phone No: 08022975534	
2	Health Officer (MCH&FW) East Clinical	Health Officer (E)Clinical	Phone No: 08022120955	

SECTION 4 (1)(b)(xvii)- Any other useful information / information frequently asked by the public. Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.

The information's with respect to this Hospital are available in website: www.bbmp.gov.in and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).