

# HOSAHALLI REFERRAL HOSPITAL

## RTA 2005 SECTION 4 (1)(b)

### 4(1)(b) (i) –Organisational Structures, aims and functions

<i>Sl. No</i>	<i>Name of the Organisation</i>	<i>Address</i>	<i>Aims</i>
1.	Hosahalli Referral Hospital	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040.	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

### **Functions:**

#### **Services rendered at HRH**

##### **A.Outpatient services**

- 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.

##### **B. INPATIENT SERVICES AT HRH**

- 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).
- 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.
- Conducting Highest Number of Major & Minor Surgeries among all BBMP Ref. Hospitals.
- Highest Number of Family Planning Operations among all BBMP Ref. Hospitals
- **Recognised Laparoscopic Training Centre for doctors from all over Karnataka**

***Section 4(1)(b)(ii)-Power and duties of officers and employees***

<b>Sl. No</b>	<b>Densignation of the Official/ employee</b>	<b>duties allotted</b>	<b>Powers</b>
1	<b>Superintendent</b>	<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. Referral Hospital and Maternity Home which function round the clock should be inspected at least twice 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 behaviour 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.</p>	<p>Recommending officer for zonal administrative files. For repairs of ambulance; sanction of Rs10,000/- at a time. Counter signing authority for contingency bills.</p>
2	<p>Senior Specialist</p> <p><u>Panel of Gynecologist is also working</u></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. Ensure up-to-date payment of bills like Water, Electricity, Telephone and Bread 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 Conduct weekly meeting cum training of staff. Participate in all national programmes and any other work entrusted from time to time.</p> <p>To take LTO Training for trainees (Deputed Govt. Doctors) Medical reimbursement files scrutiny preparation of file &amp; submission to superintendent Complete charge of <b>establishment of HRH</b> All service registers All types of Bills (Salary, BSNL, BWSSB, KEB, Incentive)</p>	<ul style="list-style-type: none"> <li>• To draw salaries for establishment</li> <li>• To sanction casual leaves to group B,C &amp; D.</li> </ul>

		Overall Administration, In charge of JSY Scrutinize Leave (CL/EL) Applications of Staff of HRH	
3	Anaesthetist	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. In charge of OT	
4	Pediatrician	Complete charge of vaccines, indent, stock, maintenance of all cold chain equipments, (Center/out reach immunization relevant Registers. To monitor, RNTCP-Programme & Ambulance Indents. Preparation of Pediatric monthly & Annual (OPD, ARI, GE, High risk N/B & N/B Referrals) reports To supervise & send reports regarding outreach immunization services (as a coregroup team member) in HRH. Incharge of Duty Roster of Doctors (every month). And Bio medical waste Management	
5	<b><u>Staff Nurse</u></b>  <b><u>Panel of Staff Nurse is also working</u></b>	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.	
6	<b><u>ANM</u></b>	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. Prepare the patient for surgery / delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery. 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. Ensure premises inside and outside the hospital is clean. Ensure clean linen is provided to patients and changed daily. Ensure toilets are cleaned at 7.00 AM, 2.00 P.M. & 9.00 PM. Ensure Major OT / Minor OT and Labour Ward are fumigated as per requirements. Ensure visiting hours are strictly regulated. Check Biological Waste Handling and disposal in done as per Norms. Monthly dairy rosters of all personnel are prepared. Attend to any patients grievances. Ensure washing of wards, OPD as per schedule once a week. Ensure washing of windows, sinks and lockers, fans, lights and roof is cleaned weekly, Check emergency tray in OT., Labour ward and OPD daily along with Oxygen Cylinder. Maintained daily issue register for Inj. And Tablets.	
11	<b><u>Pharmacist</u></b>	Manage Stores Completely, To assist Dr.Lalitha (stores)	
12	<b><u>Lab Tech.</u></b>	Performs Laboratory works like , Blood- HB%, Group and RH, VDRL,HIV, RBs, HRs AG. MP Smear, Sputum examination for TB after Diagnosis gives treatment as per doctors Advice, Urine Examn.: - Albumin, Sugar, M/s etc.	

13	<b><u>F.D.C</u></b>	Assist Dr. Thriveni in maintenance of user fee money cash books. To write cash book, maintenance of challan, payment to bank, maintaining the account. 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	
14	<b><u>S.D.C</u></b>	Prepares salary bill of the staff- Follow-up of files- 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.	
15	<b><u>Sub-Registrar</u></b>	Registration of the birth certificate and Distribution of birth certificates. Ambulance Indent Billing , Medical Reimbursement files	
16	<b><u>Drivers</u></b>	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 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.	
17	<b><u>Peon</u></b>	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 Leaves in the premises. Ensure security of the hospital. Maintain Garden.	
18	<b><u>Ayah</u></b>	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.	

**SECTION 4 (1)(b)(iii)- Procedure Followed in decision making Process:**

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

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

<i>Sl. No</i>	<i>Function /Service</i>	<i>Norms/Standards of performance set</i>	<i>Time-Frame</i>	<i>Reference documents prescribing the norms (Citizen’s Charter, Service Charter, etc..)</i>
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**

<i>Sl No.</i>	<i>List of Acts, Rules, Regulations, Instructions, Manuals</i>	<i>Gist of Act, Rules etc.,</i>
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	KTPP act	For purchase of medicines / equipments etc.,
7	RTA	RTA rules

**SECTION 4 (1)(b)(vi)- categories of documents held**  
**41(a) Maintenance of all Records of this hospital duly catalogued and Indexed**  
**in a manner and form as per RIT Act.**

**Category – ‘A’**

<b><i>Category Of the document</i></b>	<b><i>Title of the Document</i></b>	<b><i>Custodian of the Document</i></b>
Category A	Parturition Register	Record room officer Dr. Thriveni.C.N
	Birth and Death Register	
	Indent Book	
	Niyojana File	
	Transfer File	
	Circulars (Suttolegala Adesha)	
	Service Book (Old + New)	
	Acutance Rolls & Pay and Other Allowances	
	Incentive Payment Reg.	
	Incentive Cash Book	

**Category – ‘B’**

<b><i>Category Of the document</i></b>	<b><i>Title of the Document</i></b>	<b><i>Custodian of the Document</i></b>
Category B	Repairs and Maintenance Vehicle Register. <ul style="list-style-type: none"> <li>• Petrol Bill Book</li> <li>• Diesel Bill Book</li> <li>• Repair Bill Book – D.C. Bill</li> <li>• Reading Record Book</li> <li>• KGD Insurance Book</li> </ul>	Record room officer Dr. Thriveni.C.N
	Festival Advance Register	
	Legal Files ( Nyayalayadha Kadathagalu)	
	Audit Report Follow up Register	
	User Fees Register <ul style="list-style-type: none"> <li>• Challen Reg.</li> <li>• UF Cash Book</li> <li>• Bank Pass Book</li> <li>• Receipt Books counter foils</li> </ul>	
	Stock Book	

**Category – ‘C’**

<b><i>Category Of the document</i></b>	<b><i>Title of the Document</i></b>	<b><i>Custodian of the Document</i></b>
Category C	Scale Register of Establishment	Record room officer Dr. Thriveni.C.N

**Category – ‘D’**

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category D	P.R. Register	Record room officer Dr. Thriveni.C.N
	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	
Dog Bite Register		

**Category – ‘E’**

<i>Category Of the document</i>	<i>Title of the Document</i>	<i>Custodian of the Document</i>
Category E	R.T.I Register	Record room officer Dr. Thriveni.C.N
	Casual Leave 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;***

<i>Sl.No</i>	<i>Function/Service</i>	<i>Arrangement for consultation with, or representation of public in relation with policy formulation</i>	<i>Arrangement for consultation with, or representation of public in relation with policy implementation</i>
Not Applicable			

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

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

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

<b>Sl. No.</b>	<b>Name of the Officers / Employees</b>	<b>Designation</b>	<b>Office Address/ Contact No/ Email ID</b>	<b>Monthly remuneration etc.</b>
<b>1</b>	Dr. Nirmala Buggi	Med. Superintendent	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>  <b>Mobile: 9480683907</b>	40,050 (36,300-53,850)
<b>2</b>	Dr. Thriveni	Senior Specialist	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>  <b>Mobile: 9480683909</b>	39,000 (36,300-53,850)
<b>3</b>	Dr.Lalitha	Asst Surgeon	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>  <b>Mobile: 9480683798</b>	35,400 (28,100-50,100)
<b>4</b>	Dr.Nalini kumari K	Panel Gynaecologist	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	30,000
<b>5</b>	Dr.Vanitha M.G	Panel Gynaecologist	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040 <b>22975766</b>	30,000
<b>6</b>	Hemavathi T	F.D.C.	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara	15,250 (14,550-26,700)



			, Bangalore – 560040. <b>22975766</b>	
7	Jayamma R	S.D.C	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	12,000 (11,600-21,000)
8	K.C Seethamma	A.N.M	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	27,400 (16,000-29,600)
9	C.Saroja	A.N.M	Ashokpuram Dispensari	20,000 (14,550-26,700)
10	B.M Shylaja	Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	26,700 (17,650-32,000)
11	Dhanalakshmi S	Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	16,800 (16,000-29,600)
12	Jyothi M.S	Panel Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	7000-00
13	Archana M.S	Panel Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	7000-00
14	Hemavathi M.G	Panel Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	7000-00
15	Bhagya S	Panel Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 560040. <b>22975766</b>	7000-00
16	Shobha C.R	Panel Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara Bangalore – 560040. <b>22975766</b>	7000-00
17	Asharani M	Panel Staff Nurse	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara Bangalore – 560040. <b>22975766</b>	7000-00
18	Sharadamma M	Ayah	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara Bangalore – 560040. <b>22975766</b>	18,550 (10,400-16,400)
19	Thulasamma D	P.K.	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara Bangalore – 560040. <b>22975766</b>	16,000 (10,400-16,400)
20	Mahadev	Driver	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara Bangalore – 560040. <b>22975766</b>	13,300 (11,600-21,000)
21	Hanumantha R	Peon	Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara Bangalore – 560040. <b>22975766</b>	9,800 (9,600-14,550)

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

Agency	Plan/Programme /Scheme/Project	Proposed expenditure	Expected out comes	Report of disbursements made or where such details are Available (website, reports, notice board)
Budget allocation to each programme is done at higher officer's level.				

**Section4(1)(b)(xii)-Manner of execution of subsidy Programmes**

**a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer compeltent to grant subsidy under various programmes/schemes**

Sl.No	Name of Programme/Activity	Nature/Scale of subsidy	Eligibility for grant of subsidy	Designation of officer for grant of subsidy
Not applicable				

**Section4(1)(b)(xiii)-particulars of recipients of concessions, permits or authorizations granted by the public authority**

Sl.No	Name and address of recipient institutions	Nature/Quantum of benefit granted	Date of grant	Name of designation of granting authority
1	Patients with BPL and Anthyodaya Card holders	Exempted from user fees charges	-	<b>As per commissioner's order</b>

**Section 4(1)(b) (xiv)-information available in electronic forms**

Sl. No	Electronic data	Description (site Address/Location where available etc	Contents or title	Designation and address of the custodian of information (held by whom)
	<ul style="list-style-type: none"> <li>IEC on health related topics like RCH, FP, Breast Feeding, Pulse Polio, RNTCP, HIV/AIDS, Dog Bite Management are in CD form.</li> <li>Establishment Bills (Salary), Budget, Contingency Bills, Fuel Indent Bills etc., of HSRH are in electronic Form (Online).</li> <li>Birth and Death events of RH/MH are registered online.</li> </ul>	<ul style="list-style-type: none"> <li>OPD Counters of BBMP Hospitals</li> <li>Citizen's charters</li> <li>Notice Boards of Hospitals</li> <li>Anganawadi centers</li> </ul> <p>Help Desk</p>	<p>IEC on Health related topics like RCH, Family Planning, Breast feeding, Pulse-Polio Programme, RNTCP, HIV, Dog-Bite Management in CD form</p> <p>User fees charges</p>	Commissioner (BBMP)

- IEC on health related topics like RCH, FP, Breast Feeding, Pulse Polio, RNTCP, HIV/AIDS, Dog Bite Management are in CD form.
- Establishment Bills (Salary), Budget, Contingency Bills, Fuel Indent Bills etc., of HRH are in electronic Form (Online).
- Birth and Death events of RH/MH are registered online.

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

<i>Facility</i>	<i>Description (location of facility/ name Etc)</i>	<i>Details of information available</i>
MCH & FW services	<ul style="list-style-type: none"> <li>• OPD Counters</li> <li>• Help Desk in Hospitals</li> <li>• Citizen's charters</li> <li>• Notice Boards of Hospitals</li> <li>• Anganawadi centers</li> </ul> <p>Telephone numbers of doctors and superintendents are displayed at MH/RH- OPD Block</p>	<p>Through IEC materials like Pamphlets, Charts, Posters, Arogya Samachar Vahini (Quarterly Magazine by Health Department) the following information is available to public:-</p> <ul style="list-style-type: none"> <li>• Out patients and In Patients services</li> <li>• User fees charges</li> <li>• Janani Suraksha Yojane</li> <li>• Madilu Yojane</li> <li>• Family planning Incentive.</li> <li>• Medicines availability.</li> <li>• Performance of hospitals.</li> <li>• Birth registration and issue of certificates etc.,</li> <li>• Citizens charters.</li> </ul>

***Section 4(1)(b) (xvi)- Names, designations and other particulars of public information officers***

***a . Public information officer(PIO)***

<i>Sl. No</i>	<i>Name of the office/ administrative unit</i>	<i>Name &amp; Designation of PIO</i>	<i>Office tel.No Residence tel.No Fax</i>	<i>E-Mail</i>
1	<b>Dr. Nirmala Buggi</b> Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 40.	Medical Superintendent	08022975766 9480683907	hosahallirh_105@yahoo.com

***b. Asst. Public information officer***

<i>Sl. No</i>	<i>Name of the office/administrative unit</i>	<i>Name &amp; designation of APIO</i>	<i>office Tel.No residence tel.No Fax</i>	<i>E-Mail</i>
1	<b>Dr. Thriveni.C.N</b> Hosahalli Referral Hospital, 5 <sup>th</sup> Main, 7 <sup>th</sup> Cross, M.C.Layout, Vijayanagara , Bangalore – 40.	Senior Specialist	08022975766 9480683909	hosahallirh_105@yahoo.com

***C. Appellate authority***

<i>Sl. No</i>	<i>Name of the office/administrative unit</i>	<i>Name &amp; Designation of appellate authority</i>	<i>Office tel.No residence tel.no Fax</i>	<i>E-mail</i>
1	<b><i>Dr. Nirmala Buggi</i></b> Health Officer (W) Clinical, 2 <sup>nd</sup> Floor Dasappa Hospital Compound, Bg.	Health Officer (W)Clinical	22975656 9480683907	<a href="mailto:Healthofficerwestclinical@yahoo.com">Healthofficerwestclinical@yahoo.com</a>

***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](http://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).

