

Medical Officer of Health(Padmanabha Nagara) Office
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1. Duties and performances of the office of the Medical Officer of Health Padmanabha Nagara.

**Name of the Office: - Medical officer of Health
Padmanabha Nagara Range, C.T. Bed
Channamma kere, S.S.M School Opposite
Bruhath Bangalore Mahanagara Palike.
Bangalore.**

Constitute:-

Commissioner

Special Commissioner

Joint Commissioner (H)

Joint Commissioner (S)

Health officer (south)

Medical officer of Health

Manager

**First Grade
Assistant**

**Second Grade
Assistant**

**Senior Health
Inspector**

Sub-Register

Peon

Driver

**Littered
Colli**

Duties of the Office of the Medical Officer (Padmanabha Nagara Range)
Maintenance of Garbage & debris Clearance of Padmanabha Nagara Range
Issue of Licences for Trader, Compliances to the Public Complaints
Arrangements for issue of Births and Deaths Certificates .

II.Duties and Functions of Officer and Staff

1. **Health Officer :-** Nagaraj.S.B Head of the Department
2. **Medical officer of Health:-** Medical officer of Health is the Head of
Dr|| M L Prakash Babu Office of the Medical office Padmanabha
Nagara Range.
Attending Administrative matters taking
Highest qualitative measweras well as
Mosquito Controlling, Matters pertaining
To Trade Licences Management control of
The office.
3. **Manager :-** Vacant
4. **First Grade Assistant:-** Vacant
5. **Second Grade Assistant:- Sri.PuttaSwamy-** office management
Maintenance of service records of the
Staff Maintenance of Contractors bills
And staff salary bills, Collection and
Remittance of Prescribed licence fees
And Administrative fees Maintenance
Of cash register and Audit replies registers
6. **Senior Typist:- Sri. L Anitha -** Maintenance of Movement register of
Files and Receiving references
maintain of Work of Birth
Registration and issue Certificates
Receiving Complaints and Their
Registration pertains to Ward No Is
55 and 56 New Ward No. 161, 165,
166, 167, 180, 181, 182, 183
7. **Second Grade Assistant:-** Sri. Y.L.Nagaraj- O.O.D. In
M.O.H (Binnipet) Range

8. Senior Health Inspector:- Sri.C.V.BalaGangadhar-Collection of Garbage & Debris pertaining to Ward No.55 new No.161,183, 181, 182
Maintenance of Cleaning Work
Supervision levying Administrative Charges Compliance to the Public Complaints and to solve the Problems
Maintenance of register in respect of Records received from the office and their Disposals

9. Senior Health Inspector:-Sri.Chaandregowda Collection of Garbage & Debris pertaining to Ward No.59 New Ward No.166, 167
Maintenance of Cleaning Work
Supervision as well as Inspection of Trade licence of Traders levying Administrative Charges Complying Public Complaints Maintenance of Register in respect of Records received From the office and their disposals

10. Senior Health Inspector:-Sri.S.N.Chandrayya Collection of Garbage & Debris pertaining to Ward No.59 New Ward No.165, 180
Maintenance of Cleaning Work
Supervision as well as Inspection of Trade licence of Traders levying Administrative Charges Complying Public Complaints Maintenance of Register in respect of Records received From the office and their disposals

11. Lorry Driver:- To drive the Lorries in the Jurisdiction of
A) **Sri. RamaSwamy** Padmanabha nagara Range. Which are
B) **Sri.N.Srinivasalu** attached with the machine for spreading Mosquito Control medicine.

12. Littered Colli :- Sri.K.T.Narendra Assistant in Birth & Death Registration.

13. Peon :- Sri. Madhava Rao Tapal Peon
Sri. T Nagaraju Office Attender

III. Observing the Procedure, Regarding the Enquiry while Taking Decision:

Granting Sanction on Subjects with in the delegated Powers And to made recommendation to the higher authorities in Respects of cases involve higher responsibilities.

IV. Measures to be observed while discharging duties.

Measures specified and instructions issued by the Commissioner time to time for following while taking action.

V. While carrying out the Works and the rules attached and the subordinate officials use to follow the rules schedules, booklet and documents.

As per the Instructions of the Commissioner

VI. Registers having in the Department.

- (a) Stocks Register
- (b) Attendance Register
- (c) D.C bill Register (Remittance Register)
- (d) Khirdhi Register (Bank Rementice Book)
- (e) Acquaintance Register
- (f) D.C.B Register
- (g) Cash Register
- (h) Birth & Death Register Book
- (i) Complaints Book
- (j) Movement Register
- (k) M.C.Oil Stock

VII. Constitution of Programme and its Implementation with the public discussion to Wards Importance-System in existence.

- (a) Medical officer of Health (Padmanabha nagara) having Programme to Conduct meeting with senior Health Inspector once in a week to discuss the problems of the wards and to review the action taken on Complaint received from public.
- (b) Complaints received orally, Writing or through Telephone calls While Medical Officer of the Health Padmanabha nagara Range available in the range arrangements being made for immediate action to salov.

VIII. Availability of proceedings of the meetings of Boards Parishath samithy Constituted with two or more members to the general public.

Not applicable.

IX. Details of Health Officers and Staff

Sl.No	Name and Designation	Office address	Telephone/Mobile No
1.	Health officer(s) Dr Nagaraj.S.B	Health officer(s) Range Jayanagara Complex 2 nd Black, Bangalore	22975750
2.	Medical officer of Health Dr M L Praksh Babu	Medical officer of Health PadmanabhaNagara Range, C.T. Bed Channamma kere, S.S.M School Opposite, Bangalore Mahanagara Palike. Bangalore.	9480683926
3.	Second Grade Assistant (a) Sri.PuttaSwamy (b) Smt. L Anitha (c) Y.L.Nagaraj	Medical officer of Health PadmanabhaNagara Range, C.T. Bed Channamma kere, S.S.M School Opposite, Bangalore Mahanagara Palike. Bangalore.	26799319
4.	Senior Health Inspector (a) Sri.C.V.BalaGangadhar (b) Sri. Chadre Gowda (c) Sri. Chandrayya	Medical officer of Health PadmanabhaNagara Range, C.T. BedChannamma kere,S.S.M School Opposite, Bangalore	26799319

X. Details of Monthly salary being drawn by the officer and staff

Sl.No	Name and Designation	Scale of Pay	Basic Pay
1.	Health Officer (s) Dr Nagaraj.S.B	10,620-16,960	14,960-00
2.	Medical officer of Health Dr M L Praksh Babu	9,580-14,200	12,800-00
3.	Second Grade Assistant (a)Sri.PuttaSwamy (b)Smt. L Anitha (c)Y.L.Nagaraj	3,000-5,450-00 3,000-5,450-00 3,000-5,450-00	4,050-00 3,000-00 3,225-00
4.	Senior Health Inspector (a)Sri.C.V.Bala Gangadhar (b) Sri.Chandregowda (c) Sri. Chandrayya	4,150-7,800-00 4,150.-7,800-00	4,700-00 5,200-00
5.	Lorry Driver (a)Sri.RamaSwamy (b) Sri.N.Srinivasalu	2,600-3,850-00 2,600-3,850-00	3,750-00 3,150-00
6.	Sub-Register a)Sri. A.K.Subramanya thirtha (b)Sri.Narasimha.N	3,300-6,300 3,300-6,300	5,850-00 3,225-00
7.	Littered Colli (a) K.T.Narendra	2,500-3,850	3,150-00
8.	Peon (a) Madhava Rao (b) T Nagaraju	2,600-3,850-00 2,600-3,850-00	3,550-00 3,850-00

XI. Grants Provided under the budget Head during 2005-06.

06 Health, 008 Medical Fund, Meyer Medical Fund

XII. Amount allotted towards grants and the programme for its Implementation and the details of beneficiaries.

62 Members

XIII. Concessions granted permission letters or the details of official who receiver letters Ex.

B.M.P Councilor Recommendation For Medical Help Fund

XIV. It has with it or having details, which could convert to wards electronic media.

Nil

XV. Facilities of public library or reading room maintaining if any and its working hours and the facilities available to the general public.

Nil

XVI. Public Information officer name designation and other Particulars.

Dr||S.B Nagaraj Health officer(South)

XVII. To be prescribed Information and other other particulars to be published and to publish, publications in future years.

Information if any prescribed by the Bangalore Maha Nagara Palike same will be incorporated.

Medical officer of Health
Padmanabha Nagara Range
Bruhat Bangalore Mahanagara Palike.
Bangalore