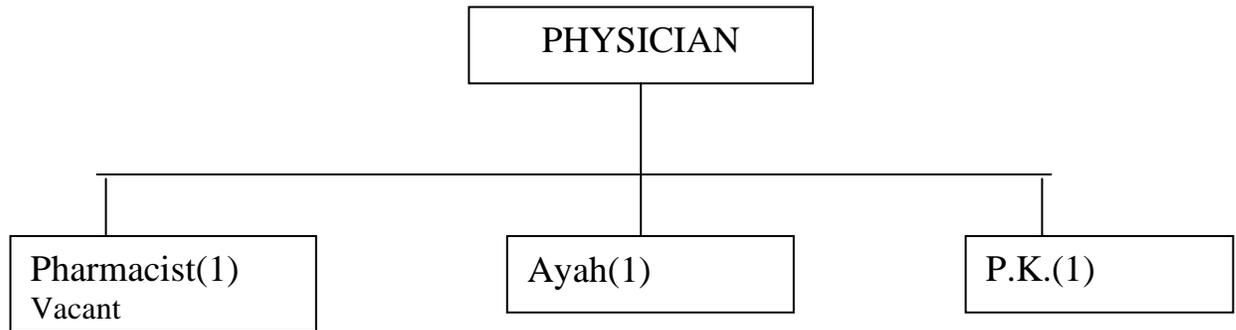


Bruhat Bengaluru Mahanagara Palike
Manual of Right to Information-2005
Under Section 4(1)(b)

Details, Functions and Duties of the Institution.

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



Bruhat Bengaluru Mahanagara Palike

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

1) Details of Function and Duties of the Institution

- A) Name of the institution: Ayurvedic 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 : (Vacant)

Medicine stock and issuing.

3. Ayah :

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.

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. SHYLAJA. K Physician	Ayurvedic Dispensary Seppings road, Shivajinagar, Bangalore - 51	+91-9964947448
SOMINI Ayah	Ayurvedic Dispensary Seppings road, Shivajinagar, Bangalore - 51	None
NARAYANA P.K	Ayurvedic Dispensary Seppings road, Shivajinagar, Bangalore - 51	None

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

Name	Designation	Pay scale	Basic Pay
Dr. SHYLAJA K	Physician	14,050- 25,050	19,500
SOMINI	Ayah	5,200- 8,200	7,625
NARAYANA	P.K	5,200-8,200	6,375