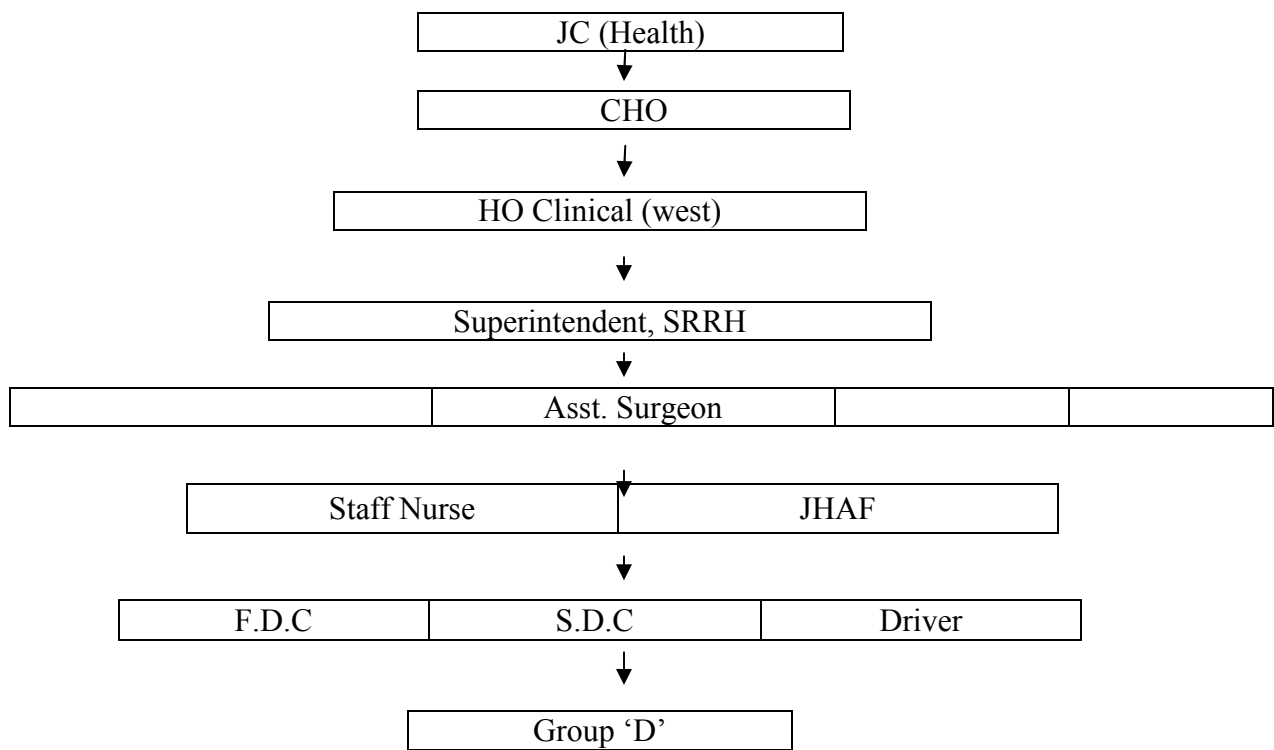


**COTTONPET MATERNITY HOME.**  
**RTI ACT 2005 SECTION 4 (1)(b)**

**SECTION 4 (1)(b)(i)- Organizational Structure, Aims and Functions**

Sl. No.	Name of the Organization	Address	Aims
1	Cottonpet Maternity Home	Cottonpet Maternity Home, Adhinarayana Temple Street Cottonpet Main Road Bangalore-53	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

**Organogram**



## **Functions:**

### **Services rendered at this hospital**

#### **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 Counseling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatment Of Dog bite cases with ARV ( Through Intradermal 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.

#### **B. INPATIENT SERVICES AT YMH**

- Normal deliveries.
- Baby Friendly Hospital.
- Medical termination of Pregnancy
- Prevention of mother to child transmission of HIV during labour (ICTC)
- Sonography
- 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.

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

<b>Sl. No.</b>	<b>Designation of the official I/Employee</b>	<b>Duties allotted</b>	<b>Powers</b>
1.	<b>Asst Surgeon</b>	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 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,	1. To draw salaries for establishment. 2. To sanction casual leaves to group B, C & D.

		<p>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. Issue of Birth and Death Certificates. 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 Furnitures of YMH and Maintenance of Relevant Registers.</p>	
2.	<b>Staff Nurse</b>	<p>Supervise the work done by Ayah/Group D. Autoclave the instruments &amp; 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>	
3.	<b>J.H.A (F)</b>	<p>Supervise the work done by Ayah/Group D. Autoclave the instruments &amp; 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</p>	

		<p>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.</p>	
4	<b><u>S.D.C</u></b>	<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>	
5	<b><u>Lab. Tech.</u></b>	<p>Performs Laboratory works like</p> <ol style="list-style-type: none"> <li>i. Blood- HB%, Group and RH, VDRL, HIV, RBs, HRs AG.</li> <li>ii. MP Smear</li> <li>ii. Sputum examination for TB after Diagnosis gives treatment as per doctors Advice</li> <li>iv. Urine Examn.: - Albumin, Sugar, M/s etc.</li> </ol>	

6	<b><u>Driver</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 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.	
7	<b>Group D Workers</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. 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 Instrument 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.	
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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**  
**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>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category A	Parturition Register	Record room officer Dr. Yoganand
	Incentive Payment Register	
	Service Book	
	Circulars	
	Indent Book	

**Category – ‘B’**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category B	Audit Report Follow up Reg.	Record room officer Dr. Yoganand
	Counter foil of user cheque book	
	Stock Book	
	Cash Book (User fee)	
	Cash Book (Family Planning and Incentive)	

**Category – ‘C’**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category D	PR Register	Record room officer Dr. Yoganand
	Tappal Books	
	Attendance Register	
	Indent Books	
	OPD Register	
	Admission Register	
	Antenatal Register	
	Sterilization Register	
	E.C. Books	
	Immunization Register	
	Voucher Incentive	
	Voucher Users Fee	
	Casual Leave Application	
	Right to Information Act File	
	Maternity Case Sheets	

	Antenatal Cards	
	Sterilization Case Sheets	
	M.T.P Register	
	IUCD Register	
	Immunization Card Foils	
	Lab Register	
	Referral Book	
	Doctors call book	
	Dog Bite Register	

**Category-‘D’**

**Category – ‘E’**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
<b>Category D</b>	<b>Casual Register</b>	<b>Record room officer Dr. Yoganand</b>

**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;**

**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> </ul>	<b>Yes</b>



- Any other subject of relevance

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

Sl. No.	Name of the Officers / Employees	Designation	Office Address/ Contact No/ Email ID	Monthly remuneration etc.
1.	Lakashamma	Peon	Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Working on OOD Srirampura U.F.W.C Bangalore-53.Ph:-22975675	16400.00
2	Nangamma	Ayah	Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 Working on OOD Shanthi Nagar M.H	18000.00
4	Manchamma	Ayah	Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 Working on OOD Srirampura U.F.W.C	17200.00
5	Adhilakshmi	Ayah	Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675	13600.00
6	Gowramma	Ayah	Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675	15250.00
7	Gowramma	P.K	Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 Working on OOD Magadi Road M.H	18400.00
8	Govindamma	P.K	Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53 Bangalore-53.Ph:-22975675 Working on OOD Nagappa Block Despen	18000.00

**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**

- Details of the Staff , salary, Expenses towards electricity, Water supply, Telephone, POL are available in electronic form
- Details of the Births and Deaths registered of SRRH and Hospitals of the zone are available in electronic form.

**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"><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)**

Sl. No	Name of the officer / administrative	Name & Designation of PIO	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Yoganand Cottonpet Maternity Home,	General Duty Medical Officer	08022975675 94806885325	-

	Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53			
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**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	Bagyalakshmi Cottonpet Maternity Home, Near Adhinarayana Temple Street Cottonpet Main Road Bangalore-53	F.D.C	08022975675	-

**b. Appellate authority**

Sl. No	Name of the officer / administrative	Name & Designation of Appellate authority	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Nirmala Buggi Health Officer (W) Clinical, 2 <sup>nd</sup> Floor Dasappa Hospital Compound, Bg.	Helath Officer (W)Clinical	08022975656 9480683907	Healthofficerwestclinical@yahoo.com

**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).

**Assistant Surgeon  
Cottonpet Maternity Home**