

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, 7 th Cross, Cottonpet, Bg-53.	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

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 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.

B. INPATIENT SERVICES AT CPMH

- 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.

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.	Asst. Surgeon Dr. R.K. Gayathri	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. 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 CPMH and Maintenance of Relevant Registers.	1. To draw salaries for establishment. 2. To sanction casual leaves to group B,C & D.
2	J.H.A. (F) Puttabasamma	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 MH 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 MH 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.	
3	F.D.C Bhagyalakshmi	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. Preparation of the Budget Reports. Maintenance of Service Registers, Increments, Pension Claims and Surrender Leaves etc. of Employees.	
4	Lab Tech. Premalatha	Performs Laboratory works like i. Blood- HB%, Group and RH, VDRL,HIV, RBs, HRs AG. ii. MP Smear ii. Sputum examination for TB after Diagnosis gives treatment as per doctors Advice iv. Urine Examn.: - Albumin, Sugar, M/s etc.	
5	Group D Workers	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.	
	V. Adhi lakshmi Gowramma		

		<p>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.</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

41(a) Maintenance of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.

Category – ‘A’

Category Of the document	Title of the Document	Custodian of the Document
Category A	Parturation Register	Record room officer Dr. R.K. Gayathri
	Service Book	
	Acquaintance Rools	
	Circular	
	Indent Book	

Category – ‘B’

Category Of the document	Title of the Document	Custodian of the Document
Category B	Audit Report Follow up Reg.	Record room officer Dr. R.K. Gayathri
	Stock Book	
	Festival Advance Reg.	
	User Fee Cash Book	
	Bank Pass Book	
	Counter foils of Receipt Book	
	Counter foils of Cheque Book	

Category – ‘C’

Category Of the document	Title of the Document	Custodian of the Document
Category C	0	Record room officer Dr. R.K. Gayathri

Category – ‘D’

Category Of the document	Title of the Document	Custodian of the Document
Category D	P.R. Reg.	Record room officer Dr. R.K. Gayathri
	Tappal Book	
	Attendance Reg.	
	OPD Reg.	
	Admission Register	
	ANC Reg.	
	Immunization Register	
	Voucher Book (User Fee)	
	Lab Register	
LPC Register		

Category – ‘E’

Category Of the document	Title of the Document	Custodian of the Document
Category E	RTI File	Record room officer Dr. R.K. Gayathri
	C.L. File	
	C.L. Book	
	RTI File	
	Maternity case sheet	
	ANC Cards	
	MTP Register	
	IUD Register	
	Referral Book	
	Dog bite book	
	Doctor 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	<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;
(As per Aquitence)**

Sl. No.	Name of the Officers / Employees	Designation	Office Address/ Contact No/ Email ID	Monthly remuneration etc.
1.	Lakshamma	Peon	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53. 22975675 Working on OOD at Srirampura UFWC	8000 (5200-8200)
2	Nanjamma	Ayah	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53. 22975675 Working on OOD at Shanthinagar M.H	9200 (5200-8200)
3	Manchamma	Ayah	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53. 22975675 Working on OOD at Srirampura UFWC	8400 (5200-8200)
4	Adhilakshmi	Ayah	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53. 22975675	6375 (5200-8200)
5	Gowramma	Ayah	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53. 22975675	7100 (5200-8200)
6	Gowramma	P.K.	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53. 22975675 Working on OOD at Magadiroad M.H	8600 (5200-8200)
7	Govindamma	P.K.	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53. 22975675 Working on OOD at Nagappa Blk, Disp.	8600 (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

- 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">• 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.,• Citizens 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. R.K. Gayathri Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53.	General Duty Medical Officer	08022975675 9480683780	-

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	Bhagya Lakshmi Cottonpet Maternity Home, Adhinarayana Temple Street, 7 th Cross, Cottonpet, Bg-53.	F.D.C	08022975675	-

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	Dr. Manjula. K.E Health Officer (W) Clinical, 2 nd Floor Dasappa Hospital Compound, Bg.	Helath Officer (W)Clinical	22975656 9480684126	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 and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).

**General Duty Medical Officer
Cottonpet M.H**