

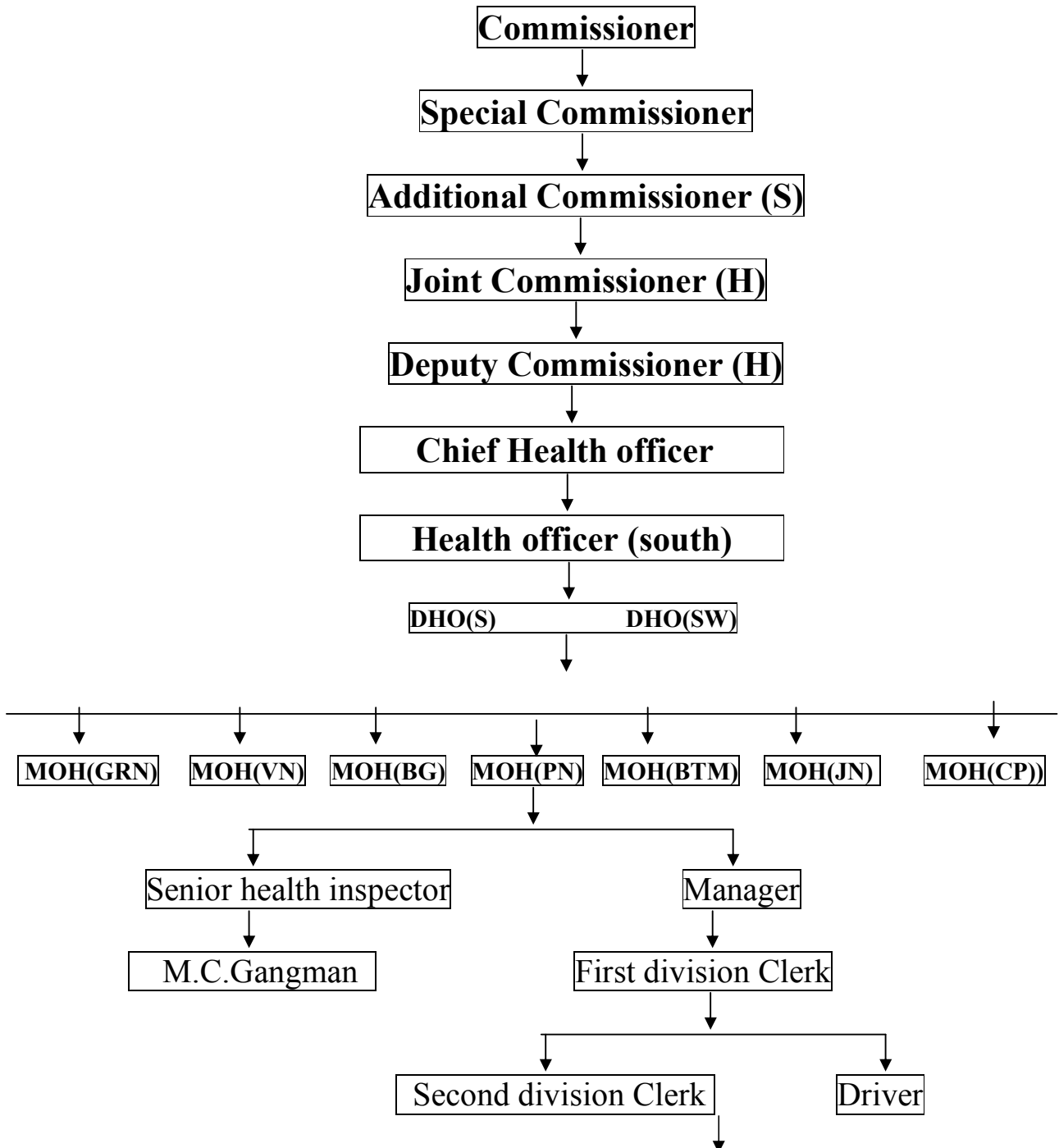
Health officer (south) zone Office

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1. Duties and performances of the office of the Health officer (south) zone

Name of the Office: - Health officer south (zone) office,
Bruhath Bangalore Mahanagara Palike
2nd floor, 9th Main, 9th Cross,
2nd Block, Jayanagara,
Bangalore -560011.

Constitute:-



Ho(s) earlier had 07 MOH's and 53 wards.

II. Duties and Functions of Officer and Staff

Duties of the Health Officers:

Dr.M.N.Lokesh(In charge)

He deals with all the questions which effect the Public Health of the City including inquiry into the causes of the outbreak of infectious diseases and formulate all sanitary measures in connection therewith.

Outdoor:

He inspects the various institutions of the Health Department from time to time and checks the work of the staff incharge of sanitation, medical, relief, registration of birth and deaths, and medical inspection of schools etc.

He periodically inspects market and other places where article of food are sold, inspects, restaurants and hotels add important licensable places, factories, theatres, schools etc., with reference to sanitary requirements.

He inspects slums and all backward areas frequently with regard to their proper cleaning and sanitary improvements.

Indoor :

He scrutinize all papers requiring his orders and instructions, correspondents with outside offices, relating to the following subjects and submits to the Commissioner, notes on important matters:-

1. Vital Statistics
2. Cholara and other Infectious Diseases
3. Anti-malarial operations
4. Conservancy
5. Trades Licence
6. Dispensaries and Hospitals
7. Schools children Health checkup
8. Disposal of pay bills of the Department and suppliers bills.

He deals with all papers relating to the Health Department, establishment, appointments, transfers, leaves, etc.

He visits periodically the different Sections of his office as well as the subordinate offices of the Health Department and ensures that the work is carried on methodically and that the officer are maintained tidily.

He attends every meeting of the Standing Committee (Health) and the Council and meetings of other Committees whenever necessary.

Manager:- **Smt M.P Neelamma.** Promoted as ARO in Head Office (RTI Section) under KCSR Rule 68

Smt Sarojamma, Manager, MOH(PN) OOD to HO(s)

Overall supervision of office work.

- Distribution of work to administrative staff.
- Inspect the office staff work and report.
- Monthly Reporting of all the office and field work to higher officers.
- Prepare the Budget, Audit report and administrative report and submit in time.
- Prepare the salary bill and other office bill and send in time
- Maintain all the office records, circulars and order copies of higher officers.
- To maintain cash book, cheque book etc.....,
- To maintain store.
- To Prepare salary bill of the office staff.
- Purchase of office stationary and conservancy articles and maintain the same.
- Replying to the questions relating to RTI Act 2005.

First Division Clerk:- Vacant

Second Division Clerk:- 1. **Sri V.Srinivas** - transferred as ood to ARO Citizen Service Centre South Office

Peon:- 1. **Sri P.Venkatesh**, transferred as ood to AEE(Pulikeshinagara)Range Office

2. **Sri B.N.Ranga** To dispatch the tappal from the office to the office where the file has to be received and get the acknowledgement. To clean and maintain the office and the office premises. To give the files dispatched from the office to the concerned office.

Driver:- 1. **N.Nagaraj** O.O.D to CHO Driver

Special Gangman:- 1. **Siddaiah**- ood To ho(south)office as Assistant

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 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) Stock Register | (h) Late Attendance Book |
| (b) Attendance Register | (i) RTI Application Book |
| (c) D.C bill Register (Remittance Register) | (j) Moment Register |
| (d) Acquaintance Register | (k) Officer & staff SR |
| (e) Cash Register | (l) Audit Book |
| (f) Tapal Book | (m) Furniture Book |
| (g) P.R. Book | (n) C.L. Register |
| | (o) public complaint register book |

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

Discussing with complaineer & licenced traders against complaints and solving the problems as per the rules and regulations

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.	Dr.M.N.Lokesh(In charge) Health officer	Office Of the Health officer (south) 2nd Floor, 9th Main, 9th Cross, 2nd Block, Jayanagara, Bangalore-560 011	22975750
2.	Smt Sarojamma Manager	Office Of the Health officer (south) 2nd Floor, 9th Main, 9th Cross, 2nd Block, Jayanagara, Bangalore- 560 011	22975750

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

Sl.No	Name and Designation	Scale of Pay	Basic Pay	Remarks
1.	<i>Health Officer</i> Dr.M.N.Lokesh (In charge)	18150-26925	19,050.00	DHO(North) In charge Health Officer (South)Zone
2.	Manager Smt M.P Neelamma	10000-18150	15200.00	Promoted as ARO in Head Office (RTI Section) under KCSR Rule 68
3.	Manager Smt Sarojamma	10000-18150	10000.00	Moh(pn) ood to ho(s) office
4.	SDC 1. Sri Srinivas	5800-10500	6000.00	O.O.D to ARO Citizen Service Centre South Office
5.	Driver (a)Sri.N.Nagaraj	5,800-10,500	9275.00	O.O.D to CHO Driver
6.	Peon 1. P.Venkatesh	4800-7275	5300.00	O.O.D to AEE(pulikeshinagara)
	2. B.N.Ranga	4800-7275	4800.00	
	Special Gangman 1. Siddaiah	5200-8200	7450.00	OOD To HO(south)Office as Working Assistant
	2.Muniyappa	5200-8200	7800.00	OOD To AEE(BSK) Sub Division Office As Working Sanitary Daffe Dar
	3. N.Narayan	5200-8200	8200.00	OOD to Superintend Alasur Referral Hospital as Working vehicle cleaner
	4. B.Nagaraj	5200-8200	9200.00	OOD To AEE(KML) Sub Division Office As Working Sanitary Daffe Dar
	5. B.T.Suheela	5200-8200	7450.00	OOD To Asst Surgeon Office as Working PK
	6. Subramani	5200-8200	7800.00	OOD To AEE(BTM L) Sub Division Office Ward 146 As Working PK
7. C.Yesudas	5200-8200	6125.00		
8. Ramaswamy	5200-8200	9200.00		

XI. Grants Provided under the budget Head during 2007-08.

Nil

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

Nil

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

Nil

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

Nil

(6)

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.M.N.Lokesh (In charge) Health officer (South)
Office Of the Health officer (south) 2nd Floor, 9th Main, 9th Cross, 2nd Block, Jayanagara,
Bangalore-560 011

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 Bruhath Bangalore Maha Nagara Palike same will be incorporated.