

Bruhath Bangalore Mahanagara Palike

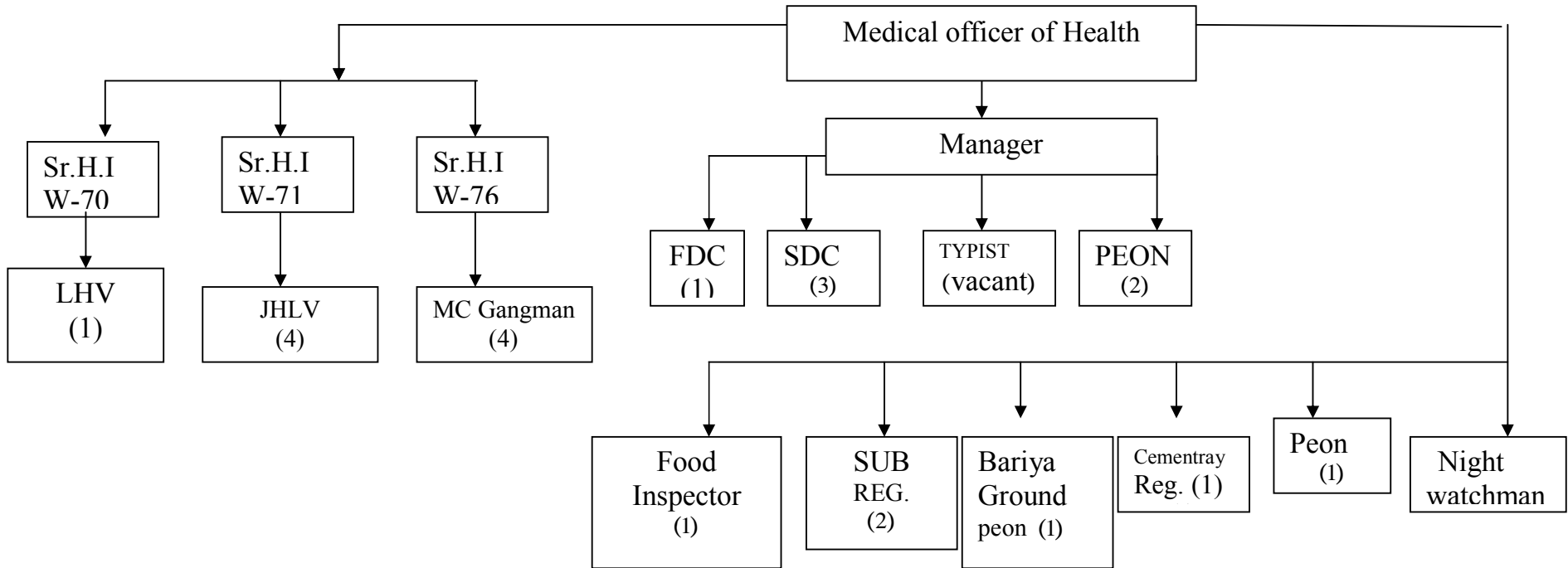
Manual of Right to Information-2005

Under Section 4(1)(B)

1) Details, Functions and Duties of the Institution.

A) Name of the Institution, Bruhath Bangalore Mahanagar Palike

Department : Medical Officer of Health, Shanthinagar Range.



Bruhath Bangalore Mahanagara Palike  
Manual of Right to Information-2005 Under Section 4(1)(B)  
Office of the Medical Officer of Health  
(Shanthinagar)

1) Details function and duties of the Institution.

A) Name of the Institution :

Bruhath Bangalore Mahanagara Palike,  
Department, Medical Officer of Health  
Shanthinagar Range

C) Functions and Duties

The functions and duties of the office of the Medical Officer of Health (Shanthinagar) coming under the Jurisdiction of the Bangalore Mahanagara Palike are as hereunder:-

Duties of the Officer and the Staff

1) Medical Officer of Health:

The Medical Officer of Health is the Head and Drawing Officer of this Office. The Medical Officer of Health is responsible for implementing all the schemes formulated by the Health Department. The cleaning of garbage, transporting of the garbage preventing epidemic diseases, creating awareness amongst the people regarding the diseases and including the public complaints and responding to it, maintenance of office, giving suggestions and instructions in day to day works to S.H.I, J.H.I and supervising them, controlling of unauthorized food industries, giving licence to industries run on electric power and other industries etc.

## 2) Senior Health Inspectors

The Senior Health Inspectors of 70,71,76, Division shall be present everyday at 6-30AM and shall examine the complaints, request received from the public and shall take action to readdress them. Supervision of the cleaning operation of the Division, giving suggestions and instructions to the Juniors Health Inspectors of the Division and cooperative to see that the transportation of garbage, cleaning works of the division are run smoothly. Regarding this to submit report to the Health Officer everyday. Creating awareness regarding the Industrialist Licence by the Palike in the Division and assisting in getting Licence to the Industrialists etc.

### Details of Office Staff

#### 1) Manager(Vacant)

The office manager is responsible for the smooth functioning of the office of eth Medical officer of Health. Distribution of work to the office clerks, giving suggestions and instructions. To see that complaints and requests of public are recorded at the office and to bring these details to the notice of the Medical officer of Health and reach S.H.I and give the details of readdressal action to the public in form of answer. To see preparing of bills in time by office clerks, files are maintained, examining the office correspondence are done in time and setting right, furnishing Annual Administrative Report, Maintenance of Office, Attendance Register, Movement Book, Staff Leave Book, disposal of applications received under Right to Information Act.

### Second Division Assistant

Receiving and recording the Tappal received from the public and other offices to the office and dispose them. Preparing the pay bill of the 'D' Group Pourakarmikas, Maintenance of Service Register, Correspondance with other offices, Maintenance of Materials used for Cleaning Programmes, Maintenance of Stock Book.

### Typists

Preparing letters pertaining to the office and performing the duties entrusted by the Medical Officer of Health.

### Office Peon

Be present before the office time and open the door and clean the table, chairs of the officer. Obeying the instructions of the office staff. Carrying Tappal, performing duties as per the instructions of the Higher officers.

### Night Watchman

Maintenance of office Security at Night times and other works as per the instructions of the Medical Officer of Health.

### Procedure that are to be adopted in taking decision, including supervision and responsibility

The many, complaints, appeals , requests received at the office from different sources will be received by the Tappal Clerk and will be brought to the notice of the Medical Officer of Health and will be handed over to the S.H.I of the respective division. Accordingly the S.H.I. will take action in this regard and report to the Medical Officer of Health. Removing of the unauthorized advertisement as decided at level of the Senior Officers , forfeiting unauthorized Eateries and conducting of meeting by Medical Officer of Health and S.H.I. on the occasion of mass cleaning programme and conduct meeting and act.

If unauthorized food Industries are run in the Division and the Industries are run causing problems to the neighbourers, then Medical Officer of Health along with Senior Health Inspector will take process of closing them after issuing notices as per KMC Ac t 1976.

**4) Yard Stick that are to be followed for functioning.**

As stipulated in KMC Act, 1976, the functioning done on day to day basis and as directed by the Commissioner and Medical Officer of Health of the Palike and the Yardsticks that are stipulated form time to time.

**5) Rules, Manual, Documents that the staff are having or using for the performance of their duties.**

- 1) The Karnataka Civil Service Rules, 1958.
- 2) Office Manual.
- 3) KMC Act 1976
- 4) Budget Manual
- 5) Treasury Code
- 6) Karnataka Financial Code
- 7) Manual of Cotingent Expenditure
- 8) C.C.A. Rules
- 9) Office Orders, Circular of the Commissioner.

**6) List of documents held by the Department.**

- 1) Acquittance Register
- 2) Stock Register.
- 3) Remittance Register
- 4) Telephone, Water Bill Register.
- 5) Cash Books
- 6) From and to Register

7) Details of Procedure that are in existence to formulate Rules and Regulations for Consultation with the Public.

The Bruhath Bangalore Mahanagara Palike is a Local Self Government and the Commissioner takes decision in consultation with the Councilors who are in the council, after being elected from the wards. Before formulating New Rules after collecting opinion by discussing with the public and associations and the organizations the officers of the Palike as per the order of the Commissioner and on the report given final order will be issued.

- 8) Details regarding whether as a part of the Government , the Board Council Committee consisting two or more members constituted for obtaining suggestions and its constituents and its meeting are open to the entry of the public or the proceedings of this meeting are made public.

-Not Applicable –

9) Directory of its officers and other staff members

Sl.No	Name	Disg	Range	Office Address	Phone.No
1	Dr.A.Siddappaji	MOH	Medical officer of Health (Shanthinagar) range	Near John son market, Opp. Petrol bunk, B'lore	22247527
2	H.S.Lakshminarasimhaswamy	Manager	“	“	“
3	B.K.Kiran Babu	FDC	“	“	“
4	R.S.Manjunatha	SDC	“	“	“
5	Annappa	Sr.H.I	“	“	“
6	Lakshminarayan	“	“	“	“
7	Atthaula Khan.R.M.	F.I Sr.H.I	“	“	“
8	N.Maruthi	Peon	“	“	“
9	K.Mohan Babu	“	“	“	“
10	Lokanath	Sub Register	“	“	“
11	Rafiq Ahmed	BGW	“	“	“
12	Muniyappa	DGM	“	“	“
13	Manjulakumari	Pharamasta	“	“	“
14	Neelamma	L.H.V	“	“	“
15	H.K.Manjulamma	ANM			
16	Sudhamani	ANM	“	“	“
17	B.K.Vani	JHLV	“	“	“
18	A.Narasimhaiah	Comp	“	“	“
19	K.Nataraj	Peon	“	“	“
20	Sirajunisa	Aya	“	“	“

21	Masthanamma	PK	“	“	“
22	Penchalaiah	Driver	“	“	“
23	B.V.Nagaraj	Driver	“	“	“
24	Anjanayalu	Driver	“	“	“
25	Lakshmaiah	MCG	“	“	“
26	G.L.Venkatesh	MCG	“	“	“
27	Srinivasa	MCG	“	“	“
28	Thangaraju	MCG	“	“	“

10) As per the roles the monthly salary drawn by the officials:

Sl.No	Name	Disg	Pay scale	Basicpay
1	Dr.A.Siddappaji	MOH		
2	H.S.Lakshminarasimhaswamy	Manager	7275-13350	11700
3	B.K.Kiran Babu	FDC	7275-13350	7275
4	R.S.Manjunatha	SDC	6250-12000	7625
5	Annappa	Sr.H.I	8000-14200	9050
6	Lakshminarayan	“	8000-14200	13700
7	Atthaula Khan.R.M.	F.I Sr.H.I	8000-14200	13700
8	N.Maruthi	Peon	4800-7275	5600
9	K.Mohan Babu	“	5200-8200	5800
10	Lokanath	Sub Register	5800-10500	8400
11	Rafiq Ahmed	BGW	5800-10500	8000
12	Muniyappa	DGM	5800-10500	8000
13	Manjulakumari	Pharamasta	7275-13350	8000
14	Neelamma	L.H.V	10800-20025	20550
15	H.K.Manjulamma	ANM	6250-12000	9275
16	Sudhamani	ANM	8000-14800	9750



17	B.K.Vani	JHLV	8000-14800	12000
18	A.Narasimhaiah	Comp	5800-10500	6375
19	K.Nataraj	Peon	5200-8200	5800
20	Sirajunisa	Aya	5200-8200	7100
21	Masthanamma	PK	5200-8200	7800
22	Penchalaiah	Driver	5200-8200	6950
23	B.V.Nagaraj	Driver	5800-10500	7100
24	Anjanayalu	Driver	5800-10500	7450
25	Lakshmaiah	MCG	5200-8200	7275
26	G.L.Venkatesh	MCG	5200-8200	6500
27	Srinivasa	MCG	5200-8200	7625
28	Thangaraju	MCG	5200-8200	7540

11) Details of grants fixed under the Head of Account of which Budget for the year 2005-06.

-Nil-

12) The mode of implementation of grant programmes including the amount allotted and details of beneficiaries of such programmes.

-Nil-

13) Details of the holders of concessions, permits or licences given by it.

-Nil-

14) Details pertaining to information available with him or held by them which have been computerized.

Details of Licence renewal of the Advertisement Boards.

K.G.Bridge Tender Documents, Advertisement Bye Laws, Pay and Use Tender Documents and any other information pertaining to the advertisement section.

15) If Libraries or Reading Rooms are maintained (if any) for the Public use, then to know about its working hours, the details of facilities available to the Public.

-Nil-

16) Name, Designation and other of Details of the Public Information Officers

Name and Designation			
Dr.MalaRamachandran Health Officer (E)	Appellate Officer	H O (East) Mayohall, Bangalore	22975850
Dr.Siddappaji MHO	Public Information Officer	MOH Shanthinagar Bangalore	22247527
Kiran FDC	Assistant Public Officer	MOH Shanthinagar Bangalore	22247527

17) Any other information that may be prescribed shall be published and thereafter shall be revised up-to-date every year.

**MOH SHANTHINAGAR  
BRUHAT BENGALURU MAHANAGARA PALIKE**