

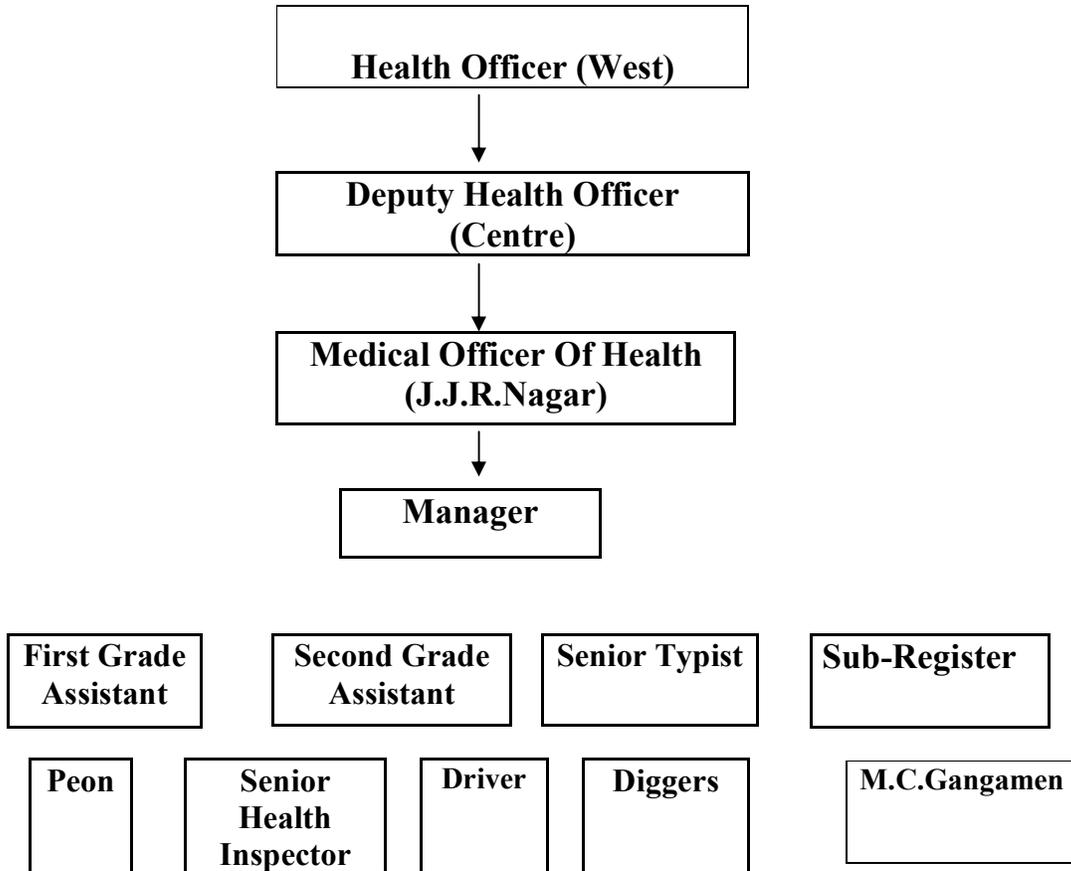


**Medical Officer of Health (Jaga Jeevana Ram Nagar) Range Office
2009-10 Administrative report**

**1. Duties and performances of the office of the Medical Officer Of Health
Jaga Jeevana Ram Nagar.**

**Name of the Office : - Medical Officer of Health
Jagar Jeevan Ram Nagar,
Pipe Line Road, K.B.Nagar,
Bangalore.**

Costitute : -



Duties of the Office of the Medical Officer (J.J.R.Nagar Range) Maintenance of debris Clearance of J.J.R.Nagar Range, Issue Of Licences for Trader, Compliances to the Public Complaints Arrangements for issue of Births and Deaths Certificates.

P.T.O.

(2)

II. Duties and Function of Officer and Staff

1. **Medical Officer of Health** : - Medical officer of Health is the head of Office of the Medical office J.J.R.Nagar Range.
Drll R.Surendra
Attending Administrative matters taking Highest Qualitative measwer in maintaining Sanitation and Cleanlyness as well as Mosquito Controlling,Matters pertaining To Trade Licences Management Control of the Office.
2. **Manager** :- Vacant
3. **First Grade Assistant** :- Vacant
4. **Second Grade Assistant** : - Sri.Mahadevappa.N. – Office management maintenance of service records of the Staff maintenance of Contractors bills and staff salary bills, Collection And Remittance of Prescribed licence fees and Administrative fees maintenance of each cash Register and Audit replies registers.
5. **Second Grade Assistant** :- Sri.Naga Muttu – O.O.D. A.E.E. (Hanumantanagar)
6. **Senior Typist** :- Vacant
7. **Sub-Register** :- Sri.P.Krishna Murthy - , MOH (J.J.R.N) Range, Work of Birth & Death Registration and Issue Certificates.
8. **Senior Health Inspector** : - Sri.K.S.Venkateshalu – Collection of Debris pertaining to Ward No : 43 & 45 (N.W: 135 & 141), maintenance of Cleaning workSupervision well as Inpection of Trade licence of Traders as levying Administrative charges complying Public Complaints Maintenance of Register in repect of Records received from the office and their Disposals.
9. **Senior Health Inspector** : - Sri. A.Nagabhushnam – Collection of Debris pertaining to Ward No : 44, (N.W : 136 * 137) maintenance of Cleaning work Supervision as well as Inpection of Trade licence of Traders levying Administrative charges complying Public Complaints Maintenance of Register in repect of Records received from the office and their Disposals.
10. **Senior Health Inspector** : - Vacant **Ward No : 45 (N.W : 141)**
11. **Driver** :- a) Sri.Yangaiah, O.O.D.Prahari Van,
b) Vacant
12. **Digger** :- Smt. Kempagangamma & Sri R.Janadhran
13. **M.C.Gangamen** :- Sri. Lokesh, is Working Sparying

(3)

III. Observing the Procedure, Regarding the Enquiry while Taking Decision :

Granting Sanction on Subjects with in the delegated Powers and to made ecommendation 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 for following while taking action

V. While carrying out the Works and the rules attached and the subording officials use to follow the rules schedules, booklet and documents.

As per the Instructions of the Commissioner

VI. Registers having in the Deparement.

- a) Stocks Register
- b) Attendance Register
- c) D.C.bill Register (Remittance Register)
- d) Khirdhi Register
- e) Acquittance Register
- f) D.C.B. Register
- g) Cash Register.

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

(a) Medical officer of Health (J.J.R.Nagar) having Progamme to Conduct meeting with senior Helath Inspector once in a week to discuss the problems of the wards and to review the action taken on Complaint recived from public.

(b) Complaints received orally, Writing or through Telephone calls While Medical officer of the J.J.R.Nagar Range, availbae in the Range arrangements being made for immediate action to salve

VIII. Availability of proceedings of the meetings of Boards Parishath samithy Contituted with two or more members to the general public

Not applicable.

(4)

IX. Deatils of Health Officers and Staff.

SIN o	Name and Designation	office address	Telephone / Moblie No
1.	Medical Officer of Health Drll R.Surendra	Medical officer of Health J.J.R.Nagar, Pipe Line Road, K.B.nagar, Bangalore.	9480683673
2.	Manger	Vacant	22975758
3.	First Grade Assistant	Vacant	22975758
4.	Second Grade Assistant a) Sri.N.Mahadevappa b) Sri.Nagamuttu	Medical officer of Helath J.J.R.Nagar, Range	22975758
5.	Senior Typist	Vacant	22975758
6.	Senior Health Inspector a) Sri.K.S.Venakteshalu b) Sri. A.Nagabhushnam	Medical Officer of Health J.J.R.Nagar Range.	22975758
7.	Driver a) Yangaiah	Medical Officer of Health J.J.R.Nagar Range.	22975758
8.	M.C. Gangamen a) Lokesh	Medical Officer of Health J.J.R.Nagar Range.	22975758
9.	Digger a) Smt.Kempagangamma b) Sri R.Janadhran	Medical Officer of Health J.J.R.Nagar Range.	22975758

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

Sl No	Name and Desiganation	Scale of Pay	Basic Pay
1.	Medical Officer of Health Drll R.Surendra	14,050-25,050	16,800.00
2.	Manger	8,000-14,800	8,000.00
3.	First Grade Assistant	7,275-13,300	7,275.00
4.	Second Grade Assistant a) Sri.N.Mahadevappa b) Sri.Nagamuttu	5,800-10,500 5,800-10,500	6,375.00 6,650.00
5.	Senior Health Inspector a) Sri.K.S.Venakteshalu b)Sri. M.S.Nagashesu	8,000-14,800 8,000-14,800	9,500.00 13,350.00
6.	Senior Typist	5,800-10,500	5,800.00
7.	Lorry Driver a) Sri.Yangaiah	5,800-10,500	6,375.00
8.	M.C. Gangamen a) Lokesh	4800-7275	7,275.00
9.	Digger a)Smt.Kempagangamma b) Sri R.Janadhran	1000	2,000.00

(5)

Grants Provided under the budget Head during 2009-10

Nil

XI. Amount allotted towards grants and the programme for its implementation and the details of been beneficiaries.

Nil

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

Nil

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

Nil

XIV. Facilities of public library or reading room maintaining if any and its working hours and the facilities to the general public.

Nil

XV. Public information officer name designation and other Particulars.

Drll Devaki Umesh .T. Health officer (West)

XVI. To be prescribed information and other particulars to be published and to publish in future years.

Information if any prescribed by the Ban galore Maha Nagara Palike same will be incorporated

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Form – 1

MOH : - Manoranjan Hegde
MOH (J.J.R.N) Range,
Peered : - 07-06-2008

ADMINISTRATIVE REPORT M.O.H. (J.J.R.N)

SI No	Designation	Sactioned post	Working staff	Vacancies	Salary	Ramark
1.	Manager	1	---	1	8000-14800	
2.	F.D.C.	1	---	1	7275-13350	
3.	S.D.C.	3	2	1	5800-10500	
4.	Typist	1	----	1	7275-13350	
5.	Tappal Peons	1	----	1	5200-8200	
6.	Peons	3	3	----	5200-8200	
7.	Sub-Register	3	1	2	5800-10500	
9.	Driver	2	1	1	5800-10500	
10.	Night Watchman	2	----	2	5200-8200	
12.	Sr.H.I.	4	2	2	8000-14800	
13.	Digger	2	2	---	1000	
14.	M.C.Gangamen	5	1	4	4800-7275	
	Total	28	12	16		

Form – 2

2009-10	2009 Badject	30-11-2009 details in Rupees & Lack
Total Incom	Licence	16,02,704.00
	Birth & Death	65,330.00
	Dog Licence	400.00
	Administrative Charges	1200.00
	Total	16,69,634.00
	Pay	14,55,925.00

Medical Officer of Health
(JagJeevanRam.Nagar Range)