

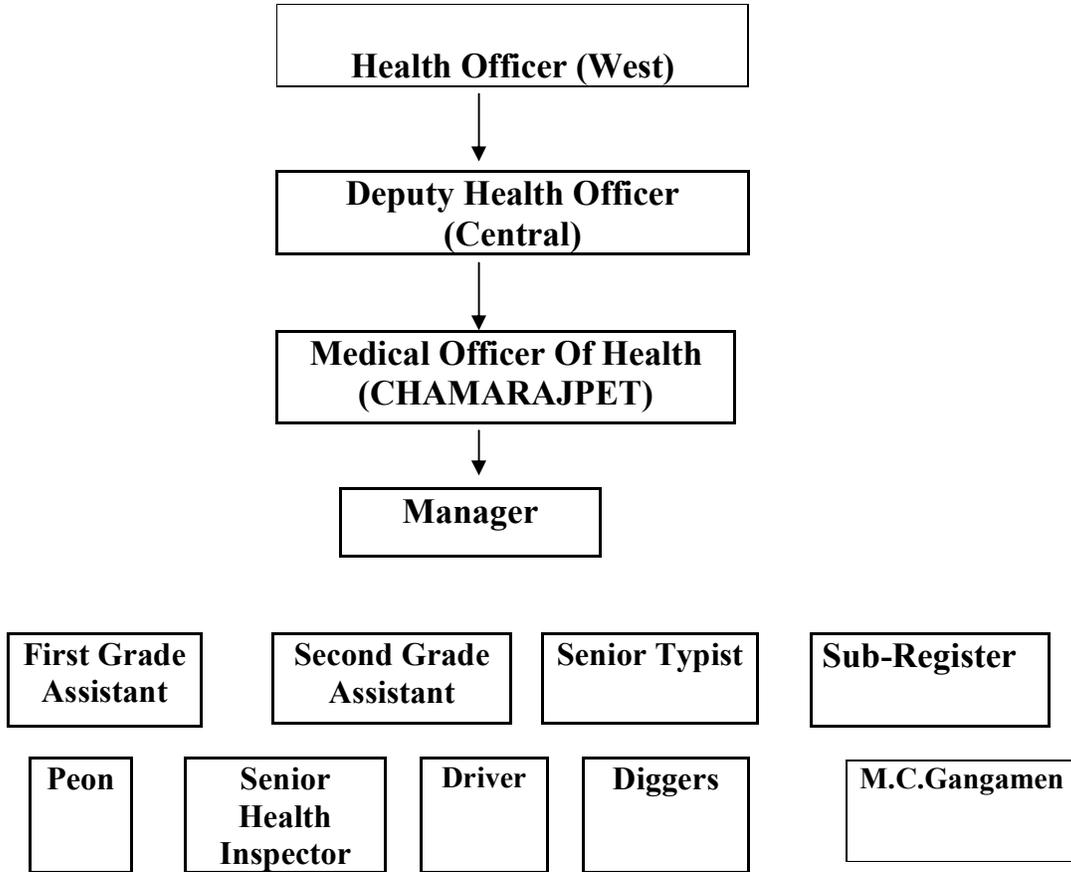


**Medical Officer of Health (CHAMARAJPET) Range Office 2009-10
Administrative report**

**1. Duties and performances of the office of the Medical Officer Of Health
Chamarajpet Range.**

**Name of the Office : - Medical Officer of Health
Chamarajpet Range,
J.C.Road,
Bangalore.**

Costitute : -



Duties of the Office of the Medical Officer (Chamarajpet Range) Maintenance of D.C.B. Issue Of Licences for Traders, 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 Chamarajpet Range.
Drll R.Surendra
M : 9480683673
Attending Administrative matters taking Highest Qualitative 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** :- Vacant
5. **Senior Typist** :- Manjunatha Swamy.C.
6. **Sub-Register** :- Sri.R.Laxshma - , MOH (Chamarajpet) Range, Work of Birth & Death Registration and Issue Certificates.
7. **Senior Health Inspector** :- Sri Jagadheesh –Ward No : 30 & 31 (N.W: 138 & 138) maintenance of Cleaning work Supervision well as Inpection of Trade licence of Traders as levying Administrative charges complying Public Complaints Maintenance of Register in respect of Records received from the office and their Disposals.
8. **Senior Health Inspector** :- Sri. Anjaneya –Ward No : 46 (N.W: 140) maintenance of Cleaning work Supervision as well as Inpection of Trade licence of Traders levying Administrative charges complying Public Complaints Maintenance of Register in respect of Records received from the office and their Disposals.
9. **Senior Health Inspector** :- Sri. Somashekar **Ward No : 45 (N.W : 141)** maintenance of Cleaning work Supervision as well as Inpection of Trade licence of Traders levying Administrative charges complying Public Complaints Maintenance of Register in respect of Records received from the office and their Disposals.
10. **Driver** :- a) Sri.Venkatesh, B.B.M.P. deiver
b) Vacant
11. **Digger** :- Sri.Eshwer

(3)

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 for following while taking action

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

As per the Instructions of the Commissioner

VI. Registers having in the Department.

- 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 (Chamarajpet) having Programme to Conduct meeting with senior Health Inspector once in a week to discuss the problems of the wards and to review the action taken on Complaint received from public.

(b) Complaints received orally, Writing or through Telephone calls While Medical officer of the Chamarajpet Range, available in the Range arrangements being made for immediate action to salve

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

Not applicable.

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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 Chamarajpet, J.C.Road, Bangalore 02.	9480683673
2.	Manger	Vacant	22975664
3.	First Grade Assistant	Vacant	22975664
4.	Second Grade Assistant	Vacant	22975664
5.	Senior Typist	Manjunatha Swamy.C.	22975664
6.	Senior Health Inspector a) Sri. Anjaneya b) Sri. Jagadheesh c) Someshekar	Medical officer of Health Chamarajpet, J.C.Road, Bangalore 02.	22975664
7.	Driver	Vacant	22975664
8.	M.C. Gangamen	Vacant	22975664
9.	Digger	Vacant	22975664

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	5,800-10,500 5,800-10,500	6,375.00 6,650.00
5.	Senior Health Inspector a) Sri. Anjaneya b) Sri. Jagadheesh c) Someshekar	8,000-14,800 8,000-14,800 8,000-14,800	9,500.00 13,350.00 8,600.00
6.	Senior Typist	5,800-10,500	6,650.00
7.	Lorry Driver a) Sri.Venkatesh (OOD)	5,800-10,500	6,375.00
8.	M.C. Gangamen	4800-7275	7,275.00
9.	Digger	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 implementaion 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 Peticulars.

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

(6)
Form – 1

MOH : - Dr.R.Surendra
MOH (Chamarajpet) Range,
Bangalore

ADMINISTRATIVE REPORT M.O.H. (Chamarajpet)

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	---	3	5800-10500	
4.	Typist	1	----	1	7275-13350	
5.	Tappal Peons	2	2	----	5200-8200	
6.	Peons	3	3	----	5200-8200	
7.	Sub-Register	5	2	3	5800-10500	
9.	Driver	2	----	2	5800-10500	
10.	Night Watchman	2	----	2	5200-8200	
12.	Sr.H.I.	3	3	----	8000-14800	
13.	Digger	1	----	1	1000	
14.	M.C.Gangamen	5	----	5	4800-7275	
15.	A.N.M	2	2	---	6250-12000	
	Total	31	12	19		

Form – 2

2009-10	2009 Badject	30-11-2009 details in Rupees & Lack
Total Incom	Licence	7,06,230.00
	Birth & Death	1,39,500.00
	Dog Licence	4,500.00
	Administrative Charges	50,600.00
	Total	9,00,830.00
	Pay	3,09,06,766.00