

SRIRAMPURA REFERRAL HOSPITAL

RTA 2005 SECTION 4 (1)(B)

I. Particulars of its organization, functions and duties;

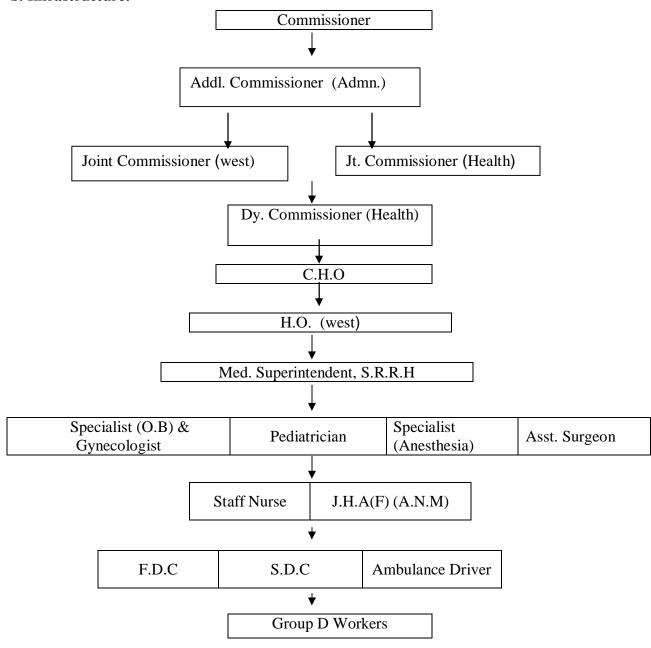
a. Name of the Office: Srirampura Referral Hospital,

Bhashyam Circle, Rajajingar 5th Block,

(Dr. Nagaraja Smaraka Hospital)

Bangalore - 560010.

b. Infrastructure:



I (ii) Functions and Duties of the Hospital:

Services rended at SRRH

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 ARS & ARV (tissue culture vaccine).
- 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.
- Sonography & Calposcopy.

B. INPATIENT SERVICES AT SRRH

- Normal deliveries.
- o Baby Friendly Hospital.
- o Management of High risk Pregnancies.
- o Caesarian Sections.
- o Gynaecological Surgery.
- Advanced endoscopic surgery.
- o Sterilization Tubectomy

Laparoscopic Sterilization.

No Scalpel Vasectomy.

- Medical termination of Pregnacy
- o Prevention of mother to child transmission of HIV during labour.
- Sonography and colposcopy
- Issue of one free copy of Birth Certificate to all Babies Born in Referral Hospitals & Maternity homes.
- Free Milk Supply to all Inpatients.
- o Free Madilu Kits ó distributed to mothers delivered (With One or Two Children).
- o Janani Suraksha Yojane Beneficiaries Are Given the Cheque at the time of discharge(From 1/3/08 onwards).
- o Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept.
- o Incentive Money as per GOI Order is distributed to family planning beneficiaries.

II. Powers and Duties of its Officers and Employees:

Sl.	Name and Designation	Powers and Duties	
No. 1	Dr. Saraswathi, Medical Superintendent	The Superintendents of the zone shall be responsible for the overall smooth and effective functioning of all the Healt institutions in their jurisdiction. They shall inspect all the Health facilities, viz. Referral Hospitals, Maternity Homes, itheir jurisdiction at least once a week between 2.00 P.M. to 4.00 P.M. as per a fixed advance programme to be intimated to Joint Commissioner, Chief Health Officer and report back at the referral hospital at 4.00 P.M. They shall be available at the Referral Hospital from 9.00 A.M. to 2.00 P.M. Referrat Hospital and Maternity Home which function round the cloc should be inspected after the working hours at least twice week. During inspection of the facility the superintender should Review performances bases on community needs. Inspect stores and redistribute the excess stock if any to othe better performing hospitals. Ensure stock books at maintained properly as per norms. Check expiry or shelf lift of drugs for redistribution. Should ensure electricity, Wate Bills, etc. are paid regularly. Staff salary, increments, leave etc. are properly attended. Should ensure patients are not put to hard ships due to staff behavior and they receive timel appropriate care without being made to wait or attend hospital several times. The superintendents should verify records of patients referred. Reasons for referral, whether protocols are followed should also be reviewed. They shall investigate a cases of infant and maternal mortality. They will participate it Board of Visitors meeting and make it purposeful. They will attend to all grievances of public and ensure a complaint frefunctioning of health facilities. They will ensure all Healt Services rendered are of high quality and as per standardize protocols. They will ensure that the patient charter is strictly followed in all the health facilities. They shall conduct a	
2.	Dr. I. Kusuma, Senior Specialist	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	

		time to time
		time to time.
5.	Dr. N. Vasanth Nag, Asst. Surgeon	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 Ambulance Services, Bio Medical waste management, Stores (Drugs) Management and Userfee Records and Registers.
6.	Staff Nurse	Supervise the work done by Ayah/Group D. Autoclave the
	Vasugi Sunanda J.P. Indiramma	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 condition of the patient before shifting her to the ward. Maintained daily issue register for Inj. And Tablets.
	Staff Nurse / House Keeper	Supervise the work done by Ayah/Group D. Autoclave the
	Sani J.P. Indiramma	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. Prepare the patient for surgery / delivery. Administer pre-medications to the patient as per the instructions of the MO. Assist the MO during surgery. Observe the patient post-operatively as long as she is in OT. Assess the general condition of the patient before shifting her to the ward. Ensure

premises inside and outside the hospital is clean. Ensure clean linen is provided to patients and changed daily. Ensure toilets are cleaned at 7.00 AM, 20.00 P.M. & 9.00 PM. Ensure Major OT / Minor OT and Labour Ward are fumigated as per requirements. Ensure visiting hours are strictly regulated. Check Biological Waste Handling and disposal in done as per Norms. Monthly dairy rosters of all personnel is prepared. Attend to any patients grievances. Ensure washing of wards, OPD as per schedule once a week. Ensure washing of windows, sinks and lockers, fans, lights and roof is cleaned weekly, Check emergency tray in OT., Labour ward and OPD daily along with Oxygen Cylinder. Maintained daily issue register for Inj. And Tablets. In charge of Maintenance of Stock books of Stores (Medicine / Equipment Instruments/Linen).

J.H.A.(F)

Krishnaveni. R. Gowramma, Kamalamma. N.

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/ Always keep Register for fumigation (and Autoclaving). 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 postoperatively 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 RH 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 MOøs instructions. Admissions and discharges in the RH 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 Protocals. Giving Inj. To the general OPD Cases and Dog bite cases. Maintained daily issue register for Inj. And Tablets.

Lab Tech.	Performs Laboratory works like
Mohan.	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.
S.D.C T. Hemavathi Priyanka.B.	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 Fuel bills of Ambulance. Preparation of the Budget Reports. Maintenance of Service Registers, Increments, Pension Claims and Surrender Leaves etc. of Employees.
Drivers N.P. Doreswamy M. Shivababu.	To attend to emergencies round the clock, including shifting of patients and bringing doctors not in the premises, to the hospitals, for emergencies. To ensure admission of patient at referral hospital and ensure accompanying staff are returned to institution. To attend camps as per advance Programme. To attend Health units work as per advance programme. To maintain log book and movement register. To bring indents collectively for the zone as indicated by the superintendents. To make alternate arrangements during leave period and intimate the duty staff. Ensure the vehicle is cleaned and maintained, timely servicing is done and annual insurance is paid. First Aid Kit is available. To do duty at Control room once in a month for one week.
Group D Workers Peon Sridhar S.V. Parvathamma	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. 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.
Ayah Contract	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 Insturement 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. 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.

III. The Procedure Followed in decision making Process, including channel of supervision and accountability

The Decision of treating the various diseases and maintaining the records and registers is don as per the standard protocols. The decision making regarding Administrative issues lies partly with Superintendent of the referral hospital (For the entire Zone). In some areas, the applications are forwarded to higher authorities and decision given by them is followed.

Superintendent follows the Instructions/advise/Orders From Health officer(s), CHO and JC (H) and JC (Admn), Special commissioner and commissioner and other higher authorities.

IV. The norms set by it for the discharge of its functions

The Norms/Protocols set by World Health organization (WHO), Indian medical council for diagnostic and therapeutic purposes are followed at BBMP Hospitals. For Administrative purposes K.C.S.R, K.M.C act. Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed.

V. The rules, Regulations, Instructions, Manuals and Records held by it or under its control: or used by us employees for discharging its functions

The Indian medical council protocols are followed and the guidelines and orders of CHO/Higher authorities of BBMP are followed. For Administrative purposes K.C.S.R, K.M.C act. Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed. The decision taken at the meetings of Board visitors and at the meetings of higher authorities are followed

VI. A statement of the categories of documents that are held by it or under its control.

1. Attendance book	17. Stock book (Main stores/ Sub Stores/ Daily Stores)
2. OPD book	18. Health cards to Employees Register
3. Drug Stock book	19. Acquaintance book
4. Parturition book	20. PR register
5. ANC book	21. Tappal Book
6. Birth Register	22. House surgeons attendance book
7. Admission book	23. Nursing students attendance book
8. Major OT book	24. MTP/Mini lap Training book
9. Sterilization Book	25. Electricity / Water bill book
10. IUCD book	26. User fee book
11. MTP/ D&C book	27. Log book of ambulance
12. Dog-bite cases book	28. Family welfare maintenance book
13. Dog-bite injection book	29. Board of visitor meeting book
14. Referral book	30. Madilu Yojane Beneficiaries Register
15. Milk book	31. Milk Supply (to inpatients) Register
16. Linen book	32. JSY Beneficiaries Register

VII. The Particulars of any 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;

- Through Opinions of Elected representatives, Board of Visitors, Local Leaders, etc.
- Through Suggestion / complaint box
- Through Medical officer or Medical superintendent of the referral hospital (Whose Phone numbers are Displayed in the OPD)
- Health education/Health awareness campaigns.
- Patients opinion and feed back registers maintained in OPD and Wards.

VIII. A statement of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public;

Board of visitors for each hospital is constituted and Meetings are held by them periodically Minutes of the meetings are documented and their advice is followed.

IX. A directory of its officers and employees;

Sl. No.	Name and Designation	Office Address	Phone / Mobile No.
1	Dr. Saraswathi Med. Superintendent	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674 Mobile: 9480683779
2	Dr. H.N. Anasuya, Senior Specialist	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674

3	Dr. I. Kusuma, Senior Specialist	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
4	Dr. Vasanth Nag, Asst. Surgeon.	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
5	R. Krishnaveni, A.N.M	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
6	V. Lakshmidevi, A.N.M	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
7	H.S. Vijayalakshmi A.N.M	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
8	N. Kamalamma, A.N.M	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
9	Habeebunnisa Ayah	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
10	Narayanamma, Ayah	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
11	Kokila, Ayah	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
12	Komala.A Ayah	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674

13	Pillamma, P.K.	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
14	Philomina Narinha, P.K.	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
15	Susheela, P.K	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
16	N.P. Doreswamy, Driver	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
17	B. Priyanka, S.D.C.	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
18	R. Venkatesh Peon	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674
19	M. Shivababu, Peon	Srirampura Referral Hospital, Bhashyam Circle, Rajajingar 5 th Block, (Dr. Nagaraja Smaraka Hospital) Bangalore ó 560010.	22975674

X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

SL.	Name and Designation	Basic pay	Pay Scale
No.			
1	Dr. Saraswathi	18150-26925	18150
	Med. Superintendent		
2	Dr. H.N. Anasuya,	13135-24335	16085
	Senior Specialist		
3	Dr. I. Kusuma,	7400-13120	10100
	Senior Specialist		
4	Dr. Vasanth Nag,	14050-25050	16000
	Asst. Surgeon.		

5	R. Krishnaveni, A.N.M	8000-14800	14400
6	V. Lakshmidevi, A.N.M	8000-14800	10250
7	H.S. Vijayalakshmi A.N.M	8000-14800	10800
8	N. Kamalamma, A.N.M	8000-14800	11700
9	Habeebunnisa Ayah	5200-8200	6000
10	Narayanamma, Ayah	5200-8200	8400
11	Kokila, Ayah	5200-8200	5900
12	Komala.A Ayah	4800-7275	5200
13	Pillamma, P.K.	5200-8200	7275
14	Philomina Narinha, P.K.	5200-8200	7800
15	Susheela, P.K	5200-8200	7800
16	N.P. Doreswamy, Driver	6250-12000	9275
17	B. Priyanka, S.D.C.	5800-10500	6000
18	R. Venkatesh Peon	5200-8200	6800
19	M. Shivababu, Peon	5200-8200	5300

XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

14- Helath Medical, Administrative Expenses Employees Pay.

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes

Not Applicable

XIII. Particulars of recipients of concessions, permits or authorizations granted by it;

B.P.L. Card Holders, People Referred from Board of Visitors and Individuals referred from Higher Officers are given concessions.

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form.

The information with respect to this Hospital are available in website: www.bbmp.gov.in and through I.E.C. Posters, citizen charters, and Patient Charters.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Not Applicable

XVI The names, designations and other particulars of Public information officers;

Public Information Officer	A.P.I.O (First)	A.P.I.O (Second)
C.H.O,	Deputy Commissioner	Commissioner,
2 nd Floor, Annex Building,	(Health),	Karnataka Information
BBMP, N.R. Square,	2 nd Floor, Annex Building,	Commission,
Bangalore – 02.	BBMP, N.R. Square,	3 rd Floor, Multi Storied
Tel:- 22112019	Bangalore – 02.	Building,
	Tel:- 22975591	Ambedkar Veedi,
		Bangalore – 01
		Ph:- 22371192 / 91

XVII. Such other information as may be prescribed, and there after update these publications every year;

The information with respect to this Hospital are available in website: www.bbmp.gov.in

Med. Superintendent Srirampura Referral Hospital, B.B.M.P.