

# **BRUHAT BANGALORE MAHANAGARA PALIKE**

No:MOH(MLP)/PR/ / 09-10

Medical Officer of Health  
Mahalakshmpura Range  
Bruhath Bangalore Mahanagara

Palike

Bangalore Date : -01-2010.

As Per Right to Information Act 4(1)'B'

## **1. Rules and Responsibilities of the Office of Medical Officer of Health**

**Mahalakshmpura Range, as per Right to Information Act-2005**

### **a) Name of the Office: Center of Right to Information Act**

Medical Officer of Health  
Mahalakshmpura Range  
Bruhat Bangalore Mahanagara Palike commercial

Complex

2<sup>nd</sup> Block Rajajinagar

### **b) Structure**

- 1) Medical Officer of Health (Mahalakshmpura )
- 2) Senior Health Inspector (44,43,68,74.) (10,12,13,16)
- 3) First Division Assistant
- 4) Sub Registrar
- 5) A.N.M.
- 6) Class-4

\* Rules and Responsibilities : Coming the Bruhat Bangalore Mahanagara Palike Medical Officer of Health Under the Jurisdiction of Mahalakshmpura Range, is Supposed to Collect the Information Requested by the Public and Provide the Same also Suppose to Constatate Concern application bring to the notice of the higher authority.

\* Dr.M.Naveen kumar : He has been working as the MOH of Mahalakshmpura Range. He is answerable to the applications from the Center of Right to Information act and also to the higher authorities He is also Supposed to do range Inspection as well issue trade license of ward New No:44,43,68,74 Old No:10,12,13,16 Related to Mahalakshmpura range Supposed to Create awairness and Preventive Measures to Control epidemic diseases and notifying them to the higher authorities.

\* FDA: Miss Nagaveni is Supposed to Maintain the receipts, Cash Book, Kirdi Book entries, Processing application related to RTI and also do salary bills of the office staff.

Also Performing Audit Report, Maintenance of administrative charges, To- from Register, DCB.(10,12,13,16) Collection of Trade Licence Taxes ,Dog License, Army flag Amount Maintance and also Maintain Service Register of the office staff.

- Sub Register : Mahadevaraja & G.Manjunath does the Maintenance work of birth and death Certificates and registration of Birth and death.
- Class 4 : Tabassum and Stish.H.(Postman) looks after the office Cleanliness. They do assist of office Staff and the case Workers and discharge other necessary duties required.
- Food Inspector :-K.Naganna Food Sample, Food License,
- A.N.M.:-Anuradha D.P.
- Senior Health Inspector :- Y.G.Shankaralingaih, A.Ramachandra, B.V.Vijayakumar

Three of the Senior Health Inspector of the respective Wards do take Care of the Sales and Preparation of food Products that might be harmful to Public of

and also they do check the Trade License to be issued Satisfy the Corporation rules and also timely attend the Complaints from the Public and yearly renewal of trade license.

From Office of the medical Officer of Health Staffs are allotted to attend answer RTI related applications.

Details of Officer's and Staff of Information Center

SI No	Name of the Officer and Office Staff	Designation	Office Address	Telephone No	Remarks
01.	Dr. M.Naveen kumar	Medical Officer of Health	Centre of Right to Information Act Medical Officer of Health (Mahalakshmpura) Bruhath Bangalore Mahanagara Palike	22975623	
02.	Y.G.Shankaralingaiah	Senior Health	Centre of Right to Information Act		

		Inspector	Medical Officer of Health (Mahalakshmipura ) Bruhath Bangalore Mahanagara Palike		
03.	A.Ramachandra	Senior Health Inspector	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore Mahanagara Palike		
04.	B.V.Vijayakumar	Senior Health Inspector	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore Mahanagara Palike		
05.	K.Naganna	Food Inspector	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore Mahanagara Palike		
06.	Nagaveni	First Division Assistant	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore		

			Mahanagara Palike		
07	Mahadevaraja	Sub-Register	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore Mahanagara Palike		
08	G.Manjunath	Sub-Register	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore Mahanagara Palike		
09	Anuradha.D.P.	A.N.M.	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore Mahanagara Palike		
10	Tabassum	class 4	Centre of Right to Information Act Medical Officer of Health (Mahalakshmipura) Bruhath Bangalore Mahanagara Palike		
11	Satisha.H.	class 4 (Postman)	Centre of Right to Information Act		

			<b>Medical Officer of Health (Mahalakshmpura) Bruhath Bangalore Mahanagara Palike</b>		
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## Officer and Office Staff Direction of Information Center

Sl No	Name of the Officer and Office Staff	Designation	Telephone No	Remarks
೧	Dr. M.Naveen kumar	Medical Officer of Health	9480683674	
೨	Y.G.Shankaralingaiah	Senior Health Inspector	9480683690	
೩	A.Ramachandra	Senior Health Inspector	9480683692	
೪	B.V.Vijayakumar	Senior Health Inspector	9480683693	
೫	K.Naganna	Food Inspector	9448935724	
೬	Nagaveni	F.D.A		
೭	Mahadevaraja	Sub- Register		
೮	G.Manjunath	Sub- Register		
೯	Anuradha.D.P.	A.N.M.		
೧೦	Tabassum	Class 4		
೧೧	Satisha.H.	Class 4		

## **Record Maintenance Details of Mahalakshimpura Range as per 4(1)A**

- 1. Moment Register**
- 2. Office staff Acquittance Book**
- 3. D.C.B Books**
- 4. From and To Register**
- 5. Licence Files**
- 6. Kirdi Book**
- 7. Cash Book**
- 8. Stock Book**
- 9. Receipt Books**
- 10. Services Records**
- 11. Personal Register**
- 12. Attendance Book**