



Medical Office of health (Vijaynagar)Range Office
2009-10 Administrative Report.

I. Duties and performances of the office of the Medical Officer of Health
Vijaynagar.

Name of the Office : Medical Officer of Health
Vijaynagar Range,
4th Cross, Magadi road,
Bangalore-23.

Constitute :-

1. Health Officer (South)
2. Deputy Health Officer (South-West)
3. Medical Officer of Health(Vijaynagar)
4. Manager
5. First Grade Assistant
6. Second Grade Assistant
7. Typist
8. Senior health Inspectors
9. A.N.M
10. Sub Registrars (Birth & death)
11. Drivers
12. M.C.Gangmen & Syno Gas Men
13. Cleaners
14. Peons
15. Night Watchmen.

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

II. Duties and Function of Officer and Staff :-

1. Medical Officer of Health :- Sri. Dr. B.S.Ramachandra Medical officer of
Is the head of the Office of the Medical Office.
Vijaynagar Range.
Attending administrative matters, effective
implementation of the mosquito control
programmes, control the epidemics in his
jurisdiction, matters pertaining to trade licences,

issued of Birth & death Certificates. Supervision of Hospitals under his control, management control of office.

2. Manager : vacant
3. First Grade Assistant : Sri. K. Anand. Office management maintenance of Service records, Staff Sallary bill & Maintaianance the Trade Licece Receipts.
4. Second Grade Assistant : 3 post vacant
5. Typist : vacant
6. Seniour Health Inspectors : Maintainance of Cleaning work Supervision well as Inspection of Trade licence of Trade as levying Administrative charges complying Public Complaints Maintanance of register in respect of Records received from of office and their Disposals.
1. N. Venkatarama
2. Devaraj Naidu
3. Kollaiah
4. Manju
5. K. Nagaraj
6. H.T. Naganna Gowda
7. H.M.Gangaiah
7. A.N.M : Working at Vijaynagar Dispensory.
8. Sub Registrors(Birth&death) : Sri. B Ramaiah & Sri T. Devaraj work of birth & Death registration and Issue Certificates.
9. Drivers : 5 Post vacant
10. M.C. Gangmen : Y. Srinivas
B. Velu & K. Raju working as OOD at Moh Govindarajanagar range.
11. Syno Gas Man : Papanna working as syno Gas man at Moh Vijaynagar range
5 Post vacant.
12. Cleaners : 4 Post Vacant.
13. Peons : Smt. Vijaya,
Smt. Shobha working as OOD at Assistant Revenue Officer,
14. Night watchmen : 2 Post Vacant.

(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 (Vijaynagar) 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 (Vijaynagar)Range, availbae in the Range Arrangements being made for immediate action to solve

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

Not applicable.

IX. Details of Health Officers and Staff :-

Sl.No.	Name and designation	Officer address	Telephone/ Mobile No.
1	MOH Dr. B.S.Ramachandra	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754
2	F.D.C K.Anand	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754
3	Senior health Inspectos 1. N. Venkatarama 2. Devaraj Naidu 3. Kollaiah 4. Manja 5. K. Nagaraj 6. H.T.Naganna Gowda 7. H.M.Gangaiah	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754
4	A.N.M Smt. Sundaramma	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754
5	Sub Registrors 1. B. Ramaiah 2. T. Devaraj	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754
6	M.C.Gangamen 1. B. Velu 2. K. Raju 3. Y. Srinivas	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754
7	Syno Gas Man Papanna	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754
8	Peon Smt. Vijaya. Smt. Shobha	MOH (Vijaynagar)Range. 4 th Cross, Magadi Road, Bangalore023	22975754

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

Sl.No.	Name & Designation	Scale of Pay	Basic pay
1	MOH Dr. B.S.Ramachandra	18150-26925	22650.00
2	F.D.C K.Anand	7275-13350	9275.00
3	Senior health Inspectos 1. N. Venkatarama 2. Devaraj Naidu 3. Kollaiah 4. Manja 5. K. Nagaraj 6. H.T.Naganna Gowda 7. H.M.Gangaiah	8000-14800 8000-14800 8000-14800 8000-14800 8000-14800 8000-14800 7275-13350	8600.00 9275.00 10000.00 10500.00 9275.00 8600.00 9050.00
4	A.N.M Smt. Sundaramma	8000-14800	12000.00
5	Sub Registrors 1. B. Ramaiah 2. T. Devaraj	5800-10500 5800-10500	9275.00 6125.00
6	M.C.Gangamen 1. B. Velu 2. K. Raju 3. Y. Srinivas	5200-8200 5200-8200 5200-8200	8000.00 7275.00 6500.00
7	Syno Gas Man Papanna	5200-8200	7275.00
8	Peon Smt. Vijaya. Smt. Shobha	4800-7275 4800-7275	5700.00 5900.00

(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 Particulars.

Dr. S.B.Nagaraj Health officer (South)

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

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

Form-I

MOH :- Dr. B.S.Ramachandra
MOH (Vijaynagar)Range
4th cross, Magadi Road,
Bangalore-23.
Period : 17-02-2007.

ADMINISTRATIVE REPORT M.O.H (VIJAYNAGAR)RANGE

Sl. No.	Designation	Sanctioned Post	Working staff	Vacancies	Salary	Remarks
1	MOH	1	1	---	18150-26925	
2	Manager	1	---	1	8000-14800	
3	F.D.C	1	1	---	7275-13350	
4	S.D.C	3	---	3	5800-10500	
5	Typist	1	---	1	7275-13350	
6	Sr. HI	8	7	1	8000-14800	
7	A.N.M	1	1	---	8000-14800	
8	Sub Registers	3	2	1	5800-10500	
9	M.C.Gangaman	8	3	5	5200-8200	
10	Syno Gas man	6	1	5	5200-8200	
11	Drivers	5	---	5	5800-10500	
12	Cleaners	4	---	4	5200-8200	
13	Night Watchmen	2	---	2	5200-8200	
14	Peon	2	2	---	5200-8200	
		46	16	30		

Form-2

2009-10	2009 Budget	30-11-2009 details in Rupees in Lakhs.
Total Income	Licence	25,34000.00
	Birth & death	1,03000.00
	Dog licence	840.00
	Administrative Charges	1950.00
	Total	26,39,790.00
	Pay	2,20,000.00

Medical Officer of Health
Vijaynagar Range.
Bruhath Bangalore Mahanagara Palike