

BRUHATH BANGALORE

MAHANAGARA PALIKE

Office of the Medical Officer of Health

Manual of Right Information Under Section 4(1) (B)

Banasawadi Range

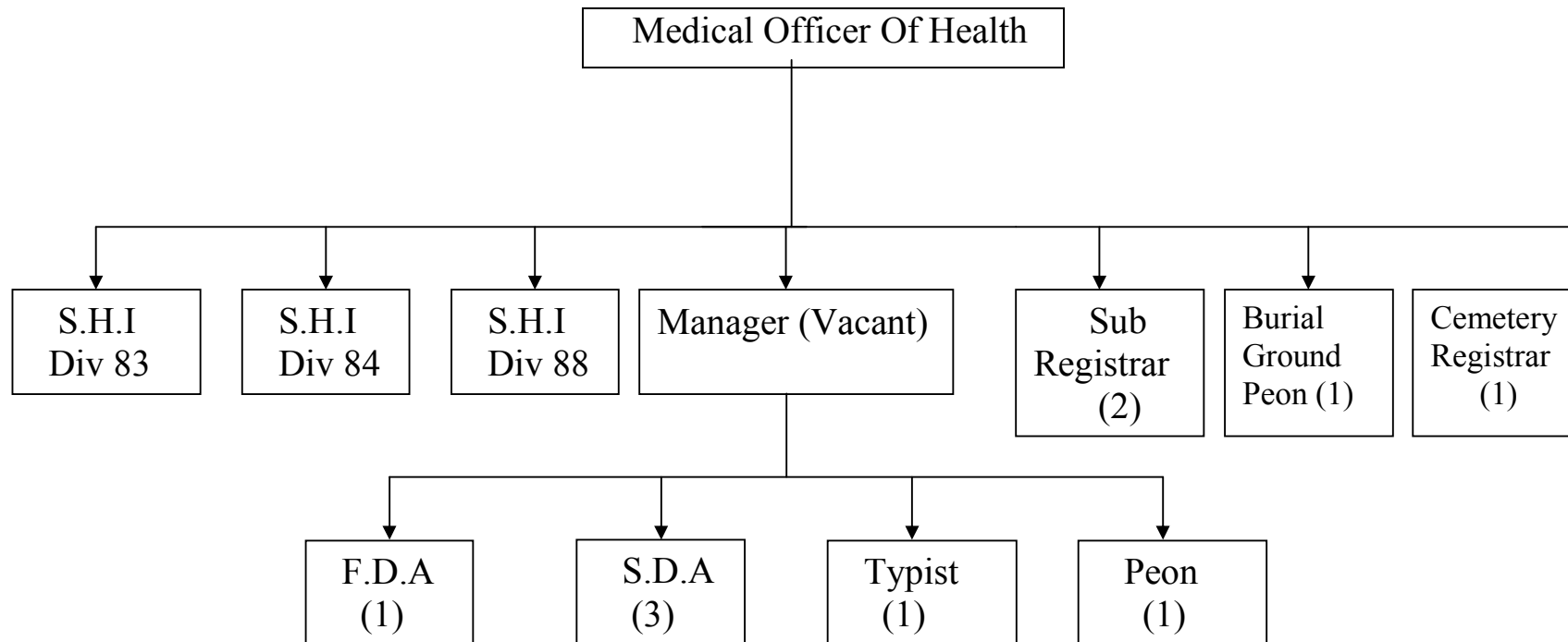
Bruhath Bangalore Mahanagara Palike

Manual of Right to Information-2005 Under Section 4(1) (B)

1) Details, Functions and Duties of the Institution.

A) Name of the Institution, Bruhath Bangalore Mahanagar
Palike

Department: Medical Officer of Health, Banasawadi Range.



Bruhath Bangalore Mahanagara Palike

Manual Of Right to Information-2005 Under Section 4 (1)(B)

Office of the Medical Officer of Health

(Banaswadi)

1) Details function and duties of the Institution.

A) Name of the Institution:

Bruhath Bangalore Mahanagara Palike
Department, Medical Officer of Health
Banaswadi Range

B) Functions and Duties:

The functions and duties of the office of the Medical Officer of the Health(Banasawadi) coming under the Jurisdiction of the Bangalore Manahanagara Palike are as hereunder:-

Duties of the Officer and the Staff:

1) Medical Officer of Health:

The Medical officer of Health is the head and Drawing officer of this office. The Medical Officer of Health is responsible for implementing all the schemes formulated by the Health Department. The cleaning of garbage, transporting of the garbage preventing epidemic diseases and including the public complaints and responding to it, Maintenance of office, giving suggestions and instructions

in day to day works to S.H.I, J.H.I and supervising them, controlling of unauthorized food industries, giving license to industries run electric power and other industries etc.

2) Senior Health Inspectors

The Senior Health Inspectors of 83,84,88th Division shall be present everyday at 6-30 AM and shall examine the complaints request received from the public and shall take action to readdress them. Supervision of the cleaning operation of the Division, giving suggestions and instructions to the Junior health Inspectors of the division and complaining of-operative to see that the transportation of garbage, cleaning works of the division are run smoothly. Regarding this he/she has to submit the report to the Health officer everyday. Creating awareness on the Industrialist License from the Palike and assisting in getting License to the Industrialists etc.

Details of Office Staff

A) Manager(Vacant):

The office Manager is responsible for the smooth functioning of the office of the Medical officer of Health. Distribution of work to the office clerks, giving suggestions and instructions. To see that complaints and request of public are recorded at the office and to bring these details to the details of readdressed action to the public in form of answer. To see preparing of bills in time by office clerks, files are maintained, examine the office correspondence are done in time and setting right, furnishing annual administrative report, Maintenance of office, Attendance Register, Movement Book, staff leave book, disposal of applications received under right to information Act.

b) Second Division Assistant:

Receiving and recording the tappal received from the public and other offices to the office and dispose them. Preparing the pay bilaterally of the 'D' group Pourakarmikas, Maintenance of Materials used for cleaning programmes, Maintenance of stock book.

c) Typist:

Preparing letters pertaining to the office and performing the duties entrusted by the Medical Officer of Health.

d) **Office Peon:**

Be present before the office time and peon the door and clean the table, chairs of the officer. Obeying the instructions of the office staff. Carrying tappal, performing duties as per the instructions of higher officers.

e) **Night watchman:**

Maintenance of office security at night times and other works as per the instructions of the Medical Officer of Health.

Procedure that are to be adopted in taking decision,

Including supervision and responsibility

The many complaints, appeals, requests received at the office from different sources will be received by the tappal clerk and will be handed over to the S.H.I of the respective division. Accordingly the S.H.I will take

action in this regard and report to the Medical officer of Health. Removing of the unauthorized advertisement as decided at level of the senior officers, forfeiting unauthorized entries and conducting meeting by Medical officer of health and S.H.I on the occasion of mass cleaning programme and conduct meeting and act. If unauthorized food Industries are run in the division and Industries are causing problems to the neighbours, then Medical Officer of Health along with Senior Health Inspector will take process of closing them after issuing notices as per KMC Act 1976.

4) Yard Stick that is to be followed for Functioning.

As Stipulated in KMC Act ,1976, the functioning done on day to day basis and as directed by the Commissioner and Medical officer of Health of the Palike and the Yardsticks that are stipulated from time to time.

5) Rules, Manuel & Documents that the staffs are having or using for the performance of their duties.

- 1) The Karnataka Civil Service Rules 1958.
- 2) Office Manual
- 3) KMC Act 1976
- 4) Budget Manual
- 5) Treasury Code

- 6) Karnataka Financial Code
- 7) Manual of Contingent Expenditure
- 8) C.C.A rules
- 9) Office orders, Circular of the Commissioner.

6) List of documents held by the Department.

- 1) Acquaintance Register
- 2) Contract Bilaterally Register
- 3) Stock Register
- 4) Remittance Register
- 5) Telephone, Water bill register
- 6) Cash Books
- 7) From and to Register

7) Details of Procedure that are in existence of formulated Rules and Regulations for Consultation with the Public.

The Bruhath Bangalore Mahanagar palike is a local self Government and the Commissioner takes decision in consultation with the councilors who are in the council, after being elected from the wards, before formulating New Rules after collecting opinion by discussing with the public and associations and the organizations the officers of the palike as per the order will be issued.

8) Details regarding whether as a part of the Government, the Board Council Committee consisting two or more members constituents and its meeting are open to the entry of the public or the proceedings of this meeting are made public.

Not Applicable

9) Details of grants fixed under the Head of Account of which Budget for the year 2005-06.

Nil

10) The mode of implementation of grant programs including the amount allotted and details of beneficiaries of such programs.

Nil

11) Details of the holders of concessions, permits or licenses given by it.

Nil

12) Details pertaining to information available with him or held by them, which have been computerized.

Details of License renewal of the Advertisement By Laws, Pay and use tender Documents and any other information pertaining to the advertisement section.

13) If Libraries or Reading rooms are maintained (if any) for the Public use, then to know about it's working hours, the details of facilities available to the public.

Nil

Name and Designation	Public information Officers		
Dr. Mala Ramachandran Health Officer (E)	Appellate Offer	H O (East) Mayohall Bangalore	22975850/852
Dr. H. Jayamegowda	Public Information Officer	MOH Banaswadi 2 nd Main 1 st Cross, Kasturinagar, Bangalore – 43	25422686
Sri Thimmegowda	Assistant Public Officer	MOH Banaswadi 2 nd Main 1 st Cross, Kasturinagar, Bangalore – 43	25422686

14. Any other information that may be prescribed shall be published and there after shall be revised upto dat every year.

MOH BANASWADI
BRUHAT BANGALORE MAHANAGARA
PALIKE

14) Name, Designation and other Details of the Public Information Officers.

Joint Commissioner (Development) Public Information Officer.

Assistant Commissioner (Advertisement) Central office,

Assistant Information Officer.

Special Commissioner, First Appellate Authority.

15) Any other information that may be prescribed shall be published and thereafter shall be revised up to date every year.

The General Information regarding the Advertisement Department has been put on website of the palike.

Website Address of the Palike: www.bbmp.gov.in

Joint Commisioner (development)

And Public Information Officer,

Bangalore Mahanagara Palike.

16) As Per The Roles The Monthly Salary Drawn By The Officer

Sl No	Name of the Officers	Designation	Pay Scale	Basic Pay
1	Dr V H Jayarame Gowda	MOH(BW)	12000	
2	V Subulu	SrHi	8000-14800	10800
3	Nanjappa	SrHi	8000-14800	8825
4	KO Chenakeshava	SrHi	8000-14800	14400
5	Thimme Gowda	SDA	6250-12000	7625
6	S Padamavathy	Typist	6250-12000	7625
7	N Puttaraju	Peon	4800-7275	5800
8	Venkata Gin	Driver	5800-10500	8400

17) Directory of its officers and other staff members

Sl No	Name of the Officers	Designation	Address	Phone No
1	Dr V H Jayarame Gowda	MOH(BW)	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286
2	V Subulu	SrHi	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286
3	Nanjappa	SrHi	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286
4	KO Chenakeshava	SrHi	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286
5	Thimme Gowda	SDA	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286
6	S Padamavathy	Typist	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286

7	N Puttaraju	Peon	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286
8	Venkata Gin	Driver	Right to information 2nd Main,1st Cross Kasturinagar,B'lore-43	2542286