



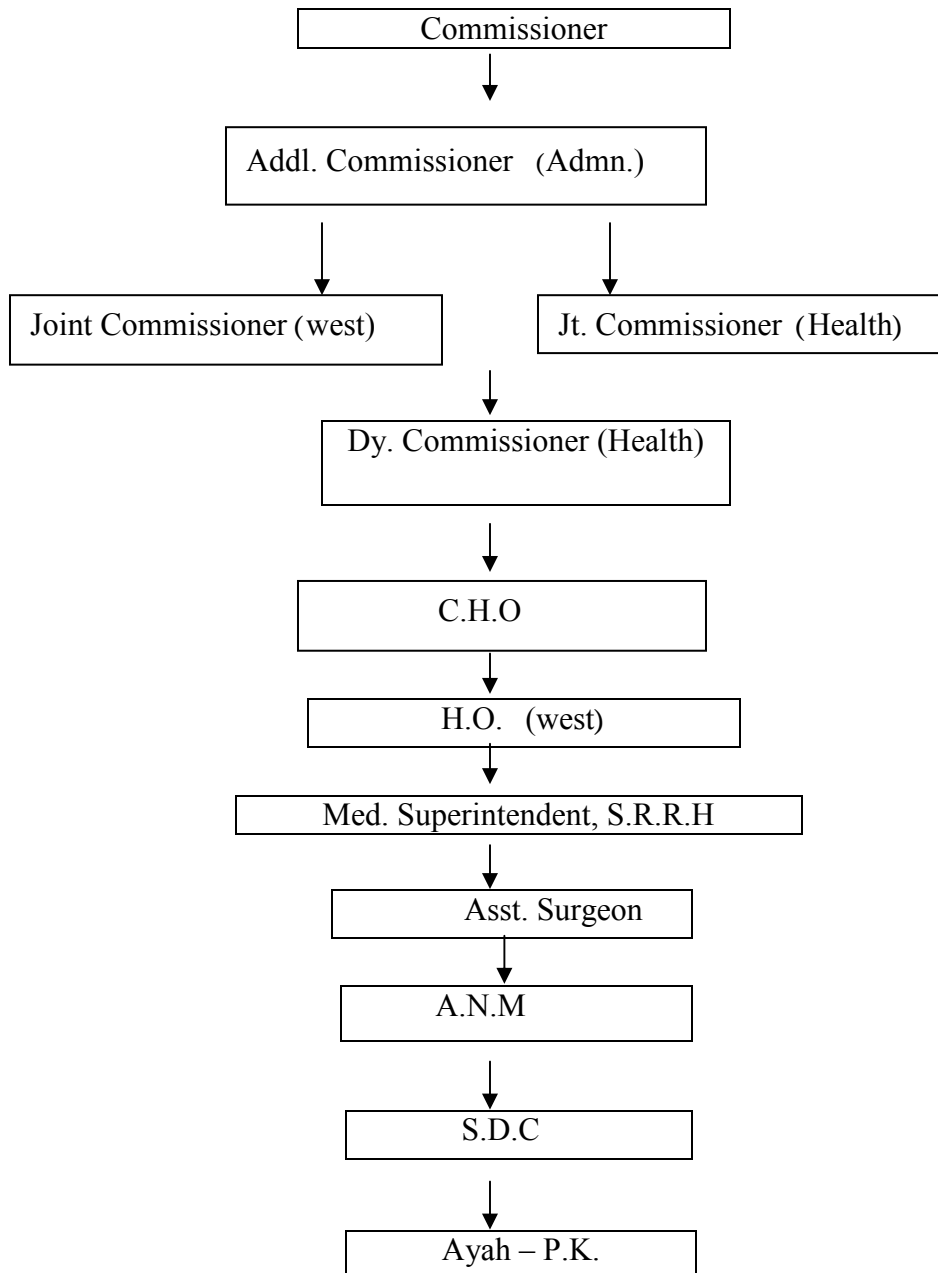
# COTTONPET MATERNITY HOME

RTA 2005 SECTION 4 (1)(B)

## I. Particulars of its organization, functions and duties;

**a. Name of the Office:** Cottonpet Maternity Home,  
Adhinarayana Temple Street,  
7<sup>th</sup> Cross, Cottonpet, Bg-53.

**b. Infrastructure:**



## **I (ii) Functions and Duties of the Hospital:**

### **Services rendered at this hospital**

#### **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 ARV tissue culture vaccine through IM.
- 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.

#### **B. INPATIENT SERVICES AT SRRH**

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

## II. Powers and Duties of its Officers and Employees :

Sl. No.	Name and Designation	Powers and Duties
1.	<b>Asst. Surgeon Dr. R.K. Gayathri</b>	<p>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 Bio Medical waste management and Incharge of Equipments, Instruments, Linen and Furnitures of SRRH and Maintenance of Relevant Registers.</p>
2	<b>J.H.A. (F) Puttabasamma</b>	<p>Supervise the work done by Ayah/Group D. Autoclave the instruments &amp; 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. 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</p>

		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 MH 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 MO's instructions. Admissions and discharges in the MH 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 Protocols.
3	<b>Lab. Tech.</b> <b>Premalatha</b>	Performs Laboratory works like 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.
4	<b>S.D.C</b> K. Bhagyalakshmi	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.
5	<b>Group D workers</b>	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. 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
	Adhi Lakshmi S. Prabhakar Gowramma	

	<p>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 Instrument 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. Clean the 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.</p>
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### **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
2. OPD book
3. Drug Stock book
4. Parturition book
5. ANC book
6. Birth Register
7. Admission book
8. Sterilization Book
9. User fee book
10. IUCD book
11. Dog-bite cases book
12. Dog-bite injection book
13. Referral book
14. Linen book
15. Stock book (Main stores/ Sub Stores/ Daily Stores)
16. Health cards to Employees Register
17. Acquaintance book
18. PR register
19. Tappal Book
20. Nursing students attendance book
21. MTP/Mini lap Training book
22. Electricity / Water bill book
23. 11. MTP/ D&C book
24. Log book of ambulance
25. Family welfare maintenance book
26. Board of visitor meeting book
27. Madilu Yojane Beneficiaries Register
28. Milk Supply (to inpatients) Register
29. 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.	<b>Dr. R.K. Gayathri</b> <b>Asst. Surgeon</b> Mobile:- 9480683780	Cottonpet Maternity Home, Adhinarayana Temple Street, 7 <sup>th</sup> Cross, Cottonpet, Bg-53.	22975675
2	K. Bhagya Lakshmi S.D.C		

3	Puttabasamma ANM		
4	S. Prabhakar Peon		
5	Adilakshmi Ayah		
6	Gowramma Ayah		

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

SL. No.	Name and Designation	Basic pay	Pay Scale
1	Lakshamma Peon	5200-8200	7625
2	S. Prabhakar Peon	5200-8200	9000
3	Nanjamma Ayah	5200-8200	9000
4	Manchamma Ayah	5200-8200	8000
5	Adhilakshmi Ayah	5200-8200	6125
6	Gowramma Ayah	5200-8200	6800
7	Gowramma P.K.	5200-8200	8400
8	Govindamma P.K.	5200-8200	8400

**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's with respect to this Hospital are available in website: [www.bbmp.gov.in](http://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)
<b>C.H.O, 2<sup>nd</sup> Floor, Annex Building, BBMP, N.R. Square, Bangalore – 02. Tel:- 22112019</b>	<b>Deputy Commissioner (Health), 2<sup>nd</sup> Floor, Annex Building, BBMP, N.R. Square, Bangalore – 02. Tel:- 22975591</b>	<b>Commissioner, Karnataka Information Commission, 3<sup>rd</sup> Floor, Multi Storied Building, Ambedkar Veedi, Bangalore – 01 Ph:- 22371192 / 91</b>

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

The information's with respect to this Hospital are available in website: [www.bbmp.gov.in](http://www.bbmp.gov.in)

Asst. Surgeon  
Cotton pet Maternity Home  
B.B.M.P.