

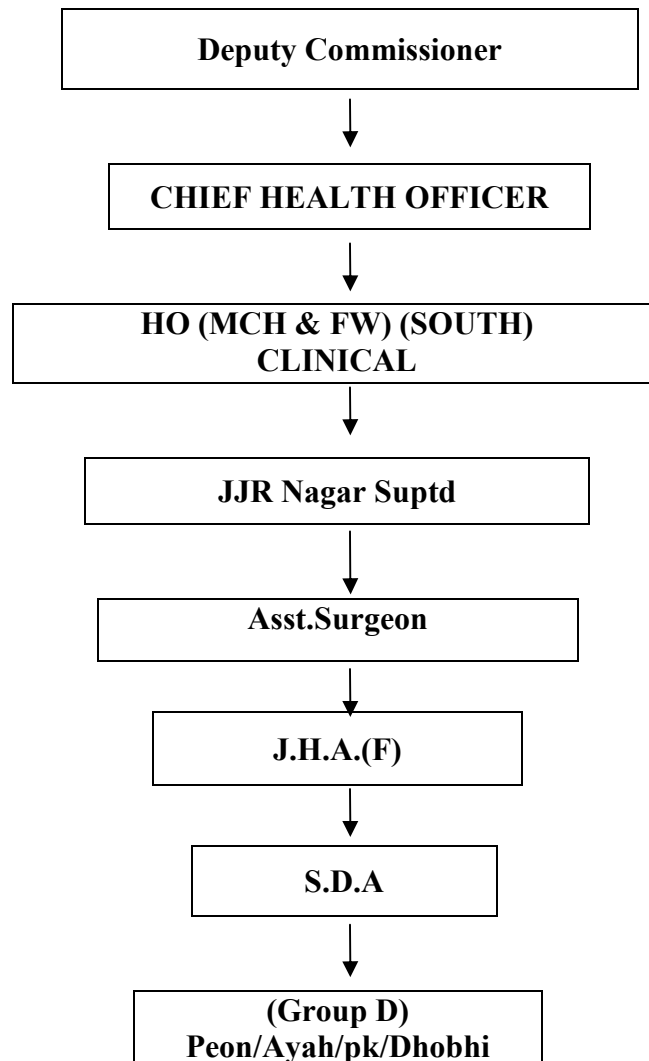
# GAVIPURAM GUTTAHALLI MATERNITY HOME.

RTI 2005 SECTION 4 (1)(b)

## SECTION 4 (1)(b)(i)- Organizational Structure, Aims and Functions

Sl. No.	Name of the Organization	Address	Aims
1	Gavipuram Guttahalli Maternity Home	Gavipuram Guttahalli MH Kempegowda Nagar Near Police Station, Bangalore-18 Phone No. 26611231	Rendering Maternal and child health care services in order to reduce maternal and child mortality and morbidity

### Organizational Structure,



## **Functions:**

### **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 GGMH**

- 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.

**SECTION 4 (1)(b)(ii)- Powers and Duties of its Officers and Employees :**

Sl. No.	Designation of the official I/Employee	Duties allotted	Powers
1.	<b>Asst. Surgeon,</b>	<ul style="list-style-type: none"> <li>• Conduct ANC Clinic, MTP, IUCD,, Sterilisation Oparetions (TO)</li> <li>• Treatment of Gynac Patients Carryout Out Patients &amp; In Patient Services available at Palike Hospitals.</li> <li>• Participation in National Programmes.</li> <li>• Maintenance of Hospital Stores, Drugs, Equipments, Linen, Furnitures, and Timely lookout for the repair of all Equipments, Furnitures.</li> <li>• Supervision of records and Registers.</li> <li>• Supervision of Cleanliness of Hospital premises, Bio medical waste management as per act.</li> <li>• Submission of daily, weekly, Monthly and yearly reports.</li> <li>• Perform duties as entrusted by higher authority.</li> <li>• Issue of Incentives to Beneciaris Under different State Government Programmes and maintain related records.</li> <li>• Should be punctual in their duties.</li> <li>• Shoud be kind and soft spoken and have patience while conversing with patients/subordinates.</li> </ul>	<ul style="list-style-type: none"> <li>• To draw salaries for establishment.</li> <li>• To sanction casual leaves to group B,C &amp; D.</li> <li>• Responsible for userfee expenditure within the limits.</li> </ul>
2.	<b>Staff Nurse</b>	<ul style="list-style-type: none"> <li>• Should be punctual in their duties &amp; report an ½ hour to the hospital.</li> <li>• Should leave departmrnt only after handing over the charges to the reliever.</li> <li>• Should be kind &amp;soft spoken &amp; have patience while convercing with patients &amp; relatives.</li> <li>• Should posses knowledge of all the services given in the hospital.</li> <li>• Responcible for overall cleanliness of the hospital premises.</li> <li>• Responcible for the management of drugs , equipment, furniture, linen,hospital Stores &amp; maintenance of hospital registers.</li> <li>• Responcible for Biomedical waste management as per its rules.</li> <li>• Keep stock of emergency medicines &amp;maintaine it.</li> <li>• Registration of OPD patients, assist Medical officer in OPD &amp;clinics ,counsel the patients , conduct normal deliveries, immunization.</li> <li>• Carry ouy fumigation of major OT,minor OT, Labour ward as per schedule,autoclave of all sets of</li> </ul>	

		<p>instruments &amp; linen required for procedures, follow up of medical officer's instructions, assist medical officer in all procedures.</p> <ul style="list-style-type: none"> <li>• Preparation &amp; submission of daily, weekly, monthly, yearly reports.</li> <li>• Perform duties as entrusted by higher authorities .</li> <li>• Participation in all National programmes.</li> </ul>	
3.	<b>J.H.A (F)</b>	<ul style="list-style-type: none"> <li>• Should be punctual in their duties &amp; report an ½ hour to the hospital.</li> <li>• Should leave department only after handing over the charges to the reliever.</li> <li>• Should be kind &amp; soft spoken &amp; have patience while conversing with patients &amp; relatives.</li> <li>• Should possess knowledge of all the services given in the hospital.</li> <li>• Responsible for overall cleanliness of the hospital premises.</li> <li>• Responsible for the management of drugs , equipment, furniture, linen, hospital Stores &amp; maintenance of hospital registers.</li> <li>• Responsible for Biomedical waste management as per its rules.</li> <li>• Keep stock of emergency medicines &amp; maintain it.</li> <li>• Registration of OPD patients, assist Medical officer in OPD &amp; clinics , counsel the patients , conduct normal deliveries, immunization.</li> <li>• Carry out fumigation of major OT, minor OT, Labour ward as per schedule, autoclave of all sets of instruments &amp; linen required for procedures, follow up of medical officer's instructions, assist medical officer in all procedures.</li> <li>• Preparation &amp; submission of daily, weekly, monthly, yearly reports.</li> <li>• Perform duties as entrusted by higher authorities .</li> <li>• Participation in all National programmes.</li> </ul>	
4	<b>S.D.C</b>	<ul style="list-style-type: none"> <li>• Maintenance of establishment registers, &amp; other registers</li> <li>• Maintenance of records related to health cards , medical reimbursement bills</li> <li>• Maintenance of user fee records</li> <li>• Birth &amp; Death registration</li> <li>• Maintenance of all bills of hospitals</li> <li>• Preparation of reports &amp; submission</li> <li>• Maintenance of files related to RTI 2005</li> <li>• Perform duties as entrusted by higher authorities</li> <li>• Attending audit objections &amp; maintaining audit</li> </ul>	

		registers	
5	<b>Lab Tech.</b>	<ul style="list-style-type: none"> <li>• Performs Laboratory works like Blood- HB%, Group and RH, VDRL,HIV, RBs, HRs AG.MP Smear,Sputum examination for TB ,Urine Examn.: - Albumin, Sugar, M/s etc.</li> <li>• Perform duties as entrusted by higher authorities.</li> <li>• Preparation&amp;submissionofdaily,weekly,monthly,yae rly reports.</li> <li>• Responsible for Biomedical waste management as per its rules.</li> <li>• Participation in all National programmes</li> </ul>	
6	<b>Group D Workers</b>	<ul style="list-style-type: none"> <li>• Allow the visitors to see the patient only during the visiting hours. Allow only one attender per patient to stay during nights.</li> <li>• Remove the cobwebs in the entire hospital once in a week.</li> <li>• Clean all the windows, lockers, veranda, and all the sofas every day</li> <li>• Help the Staff Nurse in autoclaving.</li> <li>• Maintain working condition of the solar water heater.</li> <li>• Ensure pumping of water regularly, and control lighting (switching on and off) in the hospital. Report any lapses/ problems immediately to the MO.</li> <li>• Supply water to Ayahs for ward cleaning.</li> <li>• Maintenance of the materials and furniture, which are kept outside.</li> <li>• Look after Tappal Duties.</li> <li>• Ensure that no one smokes tobacco and / or Chews Betel Leaves in the premises.</li> <li>• Ensure security of the hospital.</li> <li>• Maintain Garden.</li> <li>• Perform duties as entrusted by MO, higher authorities.</li> </ul>	
	<b>Ayah/pk</b>	<ul style="list-style-type: none"> <li>• Intensive cleaning of hospital to be done once a week.</li> <li>• Maintain the cleanliness of the labour ward all the 24 hours.</li> <li>• Clean the instruments and Equipments. Help the Staff Nurse in keeping at least 5 sets of delivery kits ready at a given time.</li> <li>• Provide a gown to each patient in Labour Ward before Delivery.</li> <li>• Shift the mother and baby to the postnatal ward after 2 hours of delivery under the supervision of the Staff Nurse.</li> <li>• Supply milk/ bread to the patients as per Rules.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Wash the soiled linen every day.</li> <li>• Supply Hot water to the patients.</li> <li>• Sweep and swab the OT everyday and clean the OT Equipments.</li> <li>• Assist S/N in fumigation of the major, minor OT and as and when required.</li> <li>• Perform duties as entrusted by MO, higher authorities.</li> <li>• Follow the Biomedical waste management rules. Asper act.</li> </ul>	
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### **SECTION 4 (1)(b)(iii)- Procedure Followed in decision making**

#### **Process:**

<b>Activity</b>	<b>Description</b>	<b>Decision-making Process /time limit for taking Decision / channels of supervision and accountability</b>	<b>Designation of final decision authority</b>
Clinical Administrative	As mentioned under section 4 (1)(b)(ii) –Duties allotted	Depends on the activity	<b>Addl. Commissioner (Health)</b>

### **SECTION 4 (1)(b)(iv)- norms set for the discharge of functions**

<b>Sl. No</b>	<b>Function /Service</b>	<b>Norms/Standards of performance set</b>	<b>Time-Frame</b>	<b>Reference documents prescribing the norms (Citizen’s Charter, Service Charter, etc..)</b>
1	Clinical	1. The Norms/Protocols set by World Health organization (WHO)& standard medical text books for diagnostic and therapeutic purposes are followed at BBMP Hospitals.	Immediate	WHO& standard medical text books. Citizan charter
2	Administrative	2. For Administrative purposes K.C.S.R, K.M.C act. KFC Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed.	Depends on the issue	K.C.S.R, K.M.C act, .KFC Karnataka Medical Rules, CCA Rules, Orders by Higher Officers.

### **SECTION 4 (1)(b)(v)- rules, Regulations, Instructions, Manuals and Records held / used**

Sl No.	List of Acts, Rules, Regulations, Instructions, Manuals	Gist of Act, Rules etc.,
1	K.C.S.R	Govt. service rules for employees
2	K.M.C Act	Municipal rules for BBMP
3	KFC	Financial Matters
4	Karnataka Medical Rules	For Medical reimbursement
5	CCA Rules	Civil Conduct rules for employees
6	KTTP act	For purchase of medicines / equipments etc.,
7	RTA	RTA rules

### **SECTION 4 (1)(b)(vi)- categories of documents held**

#### **Category – ‘A’**

Category Of the document	Title of the Document	Custodian of the Document
Category A	Parturition Register	Record room officer Dr. Manjula
	Incentive Payment Register	
	Service Book	
	Circulars	
	Acquaintance Rolls for pay and other allowances	
	Indent Book	

#### **Category – ‘B’**

Category Of the document	Title of the Document	Custodian of the Document
Category B	Classified Register for Receipts / Payment (User Fee)	Record room officer Dr. Manjula
	Bank Pass Book	
	Stock Books	
	Counter foils of User fee Cheque Book	
	Audit Reports	
	UF Cash Book	

#### **Category – ‘C’**

Category Of the document	Title of the Document	Custodian of the Document
Category C	0	Record room officer Dr. Manjula

#### **Category – ‘D’**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category D	OPD Register	Record room officer Dr. Manjula
	Admission Register	
	Antenatal Register (UFWC)	
	Sterilization Register	
	E.C. Register	
	Immunization Register	
	Voucher's (Incentive)	
	Tappal Book	
	P.R. Register	
	Attendance Register Maternity Home	

**Category – 'E'**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category E	Causal Leave Application	Record room officer Dr. Manjula
	Condemn Register	
	Antenatal / Maternal Case Sheets	
	Antenatal Cards	
	M.T.P Register	
	IUCD Register	
	Immunization Card Foils	
	Lab Register	
	Referral Book	
	Doctor's Call Book	
	Dog bite Register	

**SECTION 4 (1)(b)(vii)- 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;**

Complaint/suggestion box is kept in the hospital premises & these suggestions are checked periodically. Suggestions from Board of visitor meetings ,MLA,Councillors, ward committee members are followed for better function of the hospital



**SECTION 4 (1)(b)(viii)- boards, Councils, Committees and other bodies constituted as part of the public authority**

Names of board council, committee, etc.,	Composition	Power and functions	Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;
Board of visitors	Ward Councilors NGO's Social workers	<ul style="list-style-type: none"> <li>• Quarterly review meetings</li> <li>• Review of activities of the health facilities in the Jurisdiction</li> <li>• Review plans budgets Programmes and performances of the health facilities</li> <li>• Review and approve income from the user charges or other sources and expenditure out of such funds</li> <li>• Resource mobilization</li> <li>• Review and redressal of unresolved public complaints received</li> <li>• Proposal of measures for better governance.</li> <li>• Any other subject of relevance</li> </ul>	Yes

**SECTION 4 (1)(b)(ix) & (x)- A directory of its officers and employees;  
; (As per Aquitence)**

<b>Sl. No.</b>	<b>Name of the Officers / Employees</b>	<b>Designation</b>	<b>Office Address/ Contact No/ Email ID</b>	<b>Monthly remuneration etc.</b>
1	Nagamani	J.H.A (F)	Gavipuram Guttahalli MH Kempegowda Nagar Near Police Station, Bangalore-18 Phone No. 26611231	8000=00 6250-12000
2	Jayasree	J.H.A (F)	Gavipuram Guttahalli MH Kempegowda Nagar Near Police Station, Bangalore-18 Phone No. 26611231	8000=00 6250-12000
3	Shamamma	J.H.A (F)	Audugodi Dispensary	12300=00 7275-13350
4	Siddamma	Ayah	Sirsi Road MH	7275=00 5200-8200
5	Venkatamma	Ayah	Bapooji Nagar HC	9000=00 5200-8200
6	Sharadamma	Ayah	AvalaHalli HC	9000=00 5200-8200
7	Shivalingamma	Ayah	Hanumantha Nagar UFWC	9000=00 5200-8200
8	Beera	Peon	Panthara Palya HC	9000=00 5200-8200
9	Manjula	Peon	Gandhi Bazaar Dispensary	6000=00 4800-7275
10	Gangaiah	PK	Mayohall Office	6375=00 5200-8200
11	Marakka	PK	AvalaHalli HC	7450=00 5200-8200
12	Siddamani	PK	C.T. Bed HC	7450=00 5200-8200
13	Mangala	Peon	Gavipuram Guttahalli MH Kempegowda Nagar Near Police Station, Bangalore-18 Phone No. 26611231	4800=00 4800-7275

**SECTION 4 (1)(b)(xi)- The budget allocated to each of its agency including plans, etc.,**

Budget allocation is done under 14<sup>th</sup> Health Medical

**SECTION 4 (1)(b)(xii)- manner of execution of subsidy programmes**

Beneficiaries under JSY given Rs. 600 cheque, incentives for sterilization operations. Madilu kit for eligible mothers delivered in Palike Hospitals.

**SECTION 4 (1)(b)(xiii)- Particulars of recipients of concessions, permits or authorizations granted by public authority.**

Sl. No	Name and address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of Granting authority
-	-	-	-	-

**SECTION 4 (1)(b)(xiv)- information, available in electronic form**

IEC on Health related topics like RCH, Family Planning, Breast feeding, Pulse-Polio Programme, RNTCP, HIV, Dog-Bite Management in CD form.

**SECTION 4 (1)(b)(xv)- particulars of facilities available to citizens for obtaining information**

Facility	Description (Location facility/name, etc.,	Details of information available
MCH & FW services	Displayed on the notice board put up in the OPD block of hospital.	<ul style="list-style-type: none"><li>• Out patients and In Patients services</li><li>• User fees charges</li><li>• Janani Suraksha Yojane</li><li>• Madilu Yojane</li><li>• Family planning Incentive.</li><li>• Medicines availability.</li><li>• Performance of hospitals.</li><li>• Birth registration and issue of certificates etc.,</li><li>• Citizens charters.</li></ul>

**SECTION 4 (1)(b)(xvi)- names, designations and other particulars of Public information officers**

**a. Public information officer (PIO)**

Sl. No	Name of the officer / administrative	Name & Designation of PIO	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Manjula Gavipuram Guttahalli MH Kempegowda Nagar Near Police Station, Bangalore-18 Phone No. 26611231	General Duty Medical Officer	Phone No. 26611231 9845398123	-

**b. Asst. Public information Officer**

Sl. No	Name of the officer / administrative	Name & Designation of APIO	Office tel. No. Residence tel no. fax	E-mail
1	Kala Gavipuram Guttahalli MH Kempegowda Nagar Near Police Station, Bangalore-18	SDA	Phone No. 26611231	-

**c. Appellate authority**

Sl. No	Name of the officer / administrative	Name & Designation of Appellate authority	Office tel. No. Residence tel no. fax	E-mail
1	Dr. L.T. Gayathri Health Officer (South) Clinical, 2 <sup>nd</sup> Floor Dasappa Hospital Compound, Bg.	Health Officer (South)Clinical	22975855 9480683147	

**SECTION 4 (1)(b)(xvii)- Any other useful information / information frequently asked by the public. Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.**

The information's with respect to this Hospital are available in website: [www.bbmp.gov.in](http://www.bbmp.gov.in) and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).