

**BRUHAT BANGALORE MAHANAGARA
PALIKE**

**MANUAL OF RIGHT TO INFORMATION
2005
UNDER SECTION 4(1)(B)**

HEALTH OFFICER (EAST)

MAYO HALL.

BANGALORE – 560 001

PH: 22975850/852

Bruhat Bangalore Mahanagara Palike

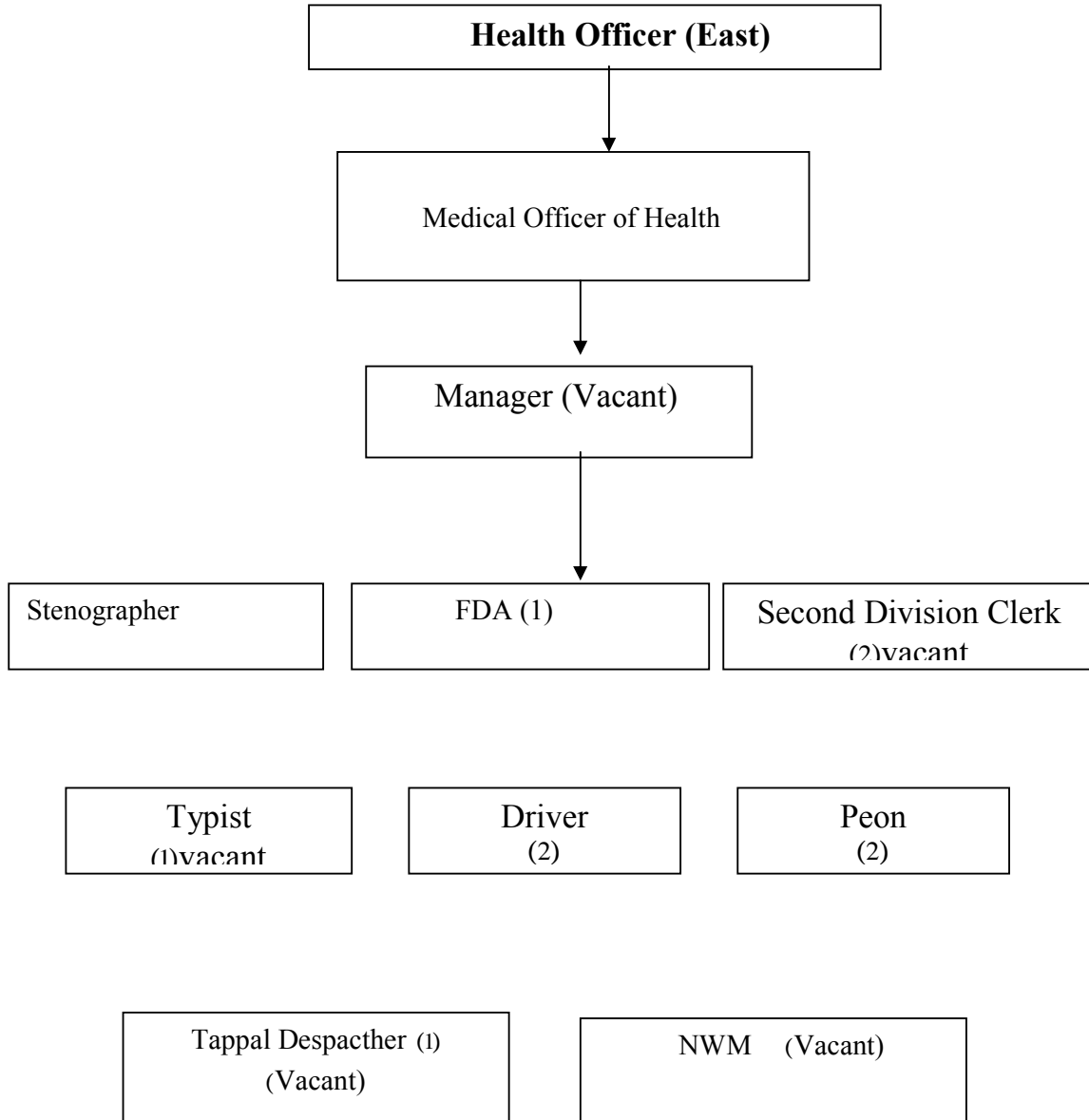
Manual of Right to Information-2005

Under Section 4(1)(b)

Details, Functions and Duties of the Institution.

A) Name of the Institution, Bruhath Bangalore Mahanagar Palike

B) Department : **Health Officer (East) Mayo Hall.**



Bruhat Bangalore Mahanagara Palike

Manual of right to information – 2005 Under Section of 4 (1) b

Office of the **Health Officer (East) Mayo Hall.**

1) Details of function and duties of the Institution.

A) Name of the Institutions:

Bruhat Bangalore Mahanagara Palike

B) Department of Health Officer (East) Mayo Hall.

C) Functions and Duties:

D) The function and duties of the office of the **Health Officer (East) May Hall.**

coming under the jurisdiction of the Bangalore Palike are as hereunder:-

2. Duties of the Officer and the staff

1) : Health Officer (East)

- 1 Communicable Diseases : Investigation of cases of Dengue, Chikungunia, Gastro enteritis and Cholera by household visit .Source identification and reduction of larval breeding and elimination of adult mosquitoes. Water sampling and identification of water leakage points along with BWSSB engineers on a daily basis. Conducting weekly meetings of members of Joint Monitoring Team as nodal officers with involvement of BWSSB and BBMP engineers and Health Centre doctors. Conducting health camps in high risk and hot spot areas. Conducting awareness programmes with doctors of BBMP health centers and Government health facility doctors Collection of reports on communicable diseases on daily basis from sentinel centers of Government and major private hospitals. Birth and Death registration, issue of certificates and investigation/ mahazar of home deliveries and deaths. Issue of health licences and inspection of trade establishments.
- 2 Attending to RTI. Court cases, Cases from KHRC and Lok Ayuktha
- 3 Control room duty at both East control room and central control
- 4 Election duty
- 5 MLA padayatra/ meetings and Jana spandana programmes
- 6 Attending to all Epidemic Dieses out break Like Swine Flu

Details of Office Staff:

Manager: (Vacant)

The Office Manger is responsible for the smooth functioning of the office . Distribution of works to the office clerks giving suggestions and instruction. To see that complaints and requests of public are recorded at this office and transfer the information to the concerned Senior Health Inspector and MOH and duly inform the complainant after action is taken. To ensure salary bills are prepared in time by office clerks. To ensure files are maintained as per ABCD cataloguing , Ensuring office correspondence are done in time and setting right any anomalies. Preparing annual administrative report and maintenance of office and register of attendance, Movement Book, Staff Leave Registers and disposal of application received under RTI, and maintenance of Receipt books.

Stenographer:

Collecting the information from the division as per the directios of the Health Officer and Forwarding the message to the concerned officers
Maintenance of DCB of trade licences

First Division Clerk: (Vacant)

Receiving the application submitted under Right to Information Act, forwarding the same to the concerned Information Officer. Receiving the application and reply to the applicant. Pending application details given every week and fortnight to the central office establishment work.

Second Division Clerk:

Receiving and recording the tappal received from the public and other offices to the office and dispose them , preparing the pay bill of the D Group MC,Gangmen, maintenance of Service Registers , correspondence with other officers, maintenance of stock book.

TYPIST:

Typing and preparing letters pertaining to the offices and performing the duties entrusted by the drawing officers.

Office Peon:

Be present before the office time and open the door and clean the furniture's in the office and maintenance of office cleaning and to obey the orders of office staff and to entrust the work allotted.

Tappal Peon:

Carrying Tappal, performing duties as per the instruction of the higher officers and officials.

Night Watchman: Maintenance of office security at night times and other works as per the instruction of the officers.

3. Procedure that are to be adopted in taking decision , including supervision and responsibility.

The many complaints, appeals, request received at the office from different sources will be received by the tappal clerk and will be brought to the notice of the medical officer of health and will be handed over to the SHI of the respective division . Accordingly the SHI 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 eateries and conducting of meeting by Medical Officers of Health and SHI on the occasion of mass public programme and conduct meeting and act.

If unauthorized food industries are run in the division and the industries are running causing problems to the public and neighbourers 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 BBMP and the yard sticks that are stipulated form time to time.

5. Rules, Manual, documents that the staff are having used for the performance of their duties.

- a) The Karnataka Civil Service Rules, 1958
- b) Office Manual
- c) KMC Act 1976
- d) Budget Manual
- e) Treasury Code
- f) Karnataka financial Code
- g) Manual of Contingent expenditure
- h) CCA Rules
- i) Office Orders, Circulars of the Commissioner.

6) List of the document held by the department:

- a) Acquaintance Registers
- b) Contract Bill registers
- c) Stock registers
- d) Remittance registers and Cash Book
- e) Telephone and Water Bill Registers.

- f) From and to Registers
- g) Audit Followup Registers
- h) Recovery Registers
- i) Cheque Issuing Registers
- j) Licence DCB and Files
- k) RTI Files.

7) Details of Procedures that are in existence to formulate rules and regulations for consulting with the public:

The Bruhath Bangalore Mahangara Palike is a local self Government and the office of the MOH follows all directions issued by the Commissioner and other officer who are delegated to issue directions

8) Not applicable

9) Directory of its Officers and Other Staff Members :

Name & Designation	Address	Phone No
DR.S.B.NAGARAJ H.O.(East)	Right to information Health Officer(East) Mayo Hall, Bangalore -560 001	22975850/852
Manager	Right to information Health Officer(East) Mayo Hall, Bangalore -560 001	22975850/852
Smt. Vijaya bai Stenographer	Right to information Health Officer(East) Mayo Hall, Bangalore -560 001	22975850/852
Smt. V.Shreedevi First Division Clerk	Right to information Health Officer(East) Mayo Hall, Bangalore -560 001	22975850/852
Sri.R.Narayana Rao Driver	Right to information Health Officer(East) Mayo Hall, Bangalore -560 001	22975850/852
Sri. S.Raju Driver	Right to information Health Officer(East) Mayo Hall, Bangalore -560 001	22975850/852
Sri Jnana Prakash Peon	Right to information Health Officer(East) Mayo Hall, Bangalore -560 001	22975850/852

10) As per the roles the monthly Salary drawn by the officials:

Name	Designation	Pay Scale	Basic Pay
DR.S.B.NAGARAJ	H.O.(East)	20025-28275	20025-28275
Manager	Manager		Vacant
Smt. Vijaya bai	Stenographer	7275-13350	8200
Smt. V.Shreedevi	FDC	7275-13350	8200
Sri.R.Narayana Rao	Driver	5800-10500	8600
Sri. S.Raju	Driver	5800-10500	7800
Sri.Jnana Prakash	Peon	4800-7275	4900

11. Details of budget fixed under the Head of Account of which Budget for the year 2009-10

-Nil-

12. The mode of implementation of grant programmes including the amount allotted in details of beneficiaries of such programme

-Nil-

13. The Details of the holders of Concessions , permits or licenses given by it

-Nil-

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

Nil

15. If libraries or reading rooms are maintained (if any) for the public use, then to know about its working hours the details of this facilities available of he public

-Nil-

**16.Name.Designation and other details of the Public Information Officers:
Medical Officer of Health Public Information Officer**

Name and Designation	Public Information Officers		
Sri.Shiva Shankar Additional Commissioner (East)	Appellate Officer	Assistant Commissioner (east)	22975801
DR.S.B.NAGARAJ Health Officer(E)	Public Information Officer	H O (East) Mayohall Bangalore	22975850/852
Smt.V.Shreedevi. FDA	Assistant Public Officer	H O (East) Mayohall Bangalore	22975850/852

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

Sd/-
Health Officer (East)
Mayo Hall