

BANGALORE MAHANAGARA PALIKE
Department: - HEALTH

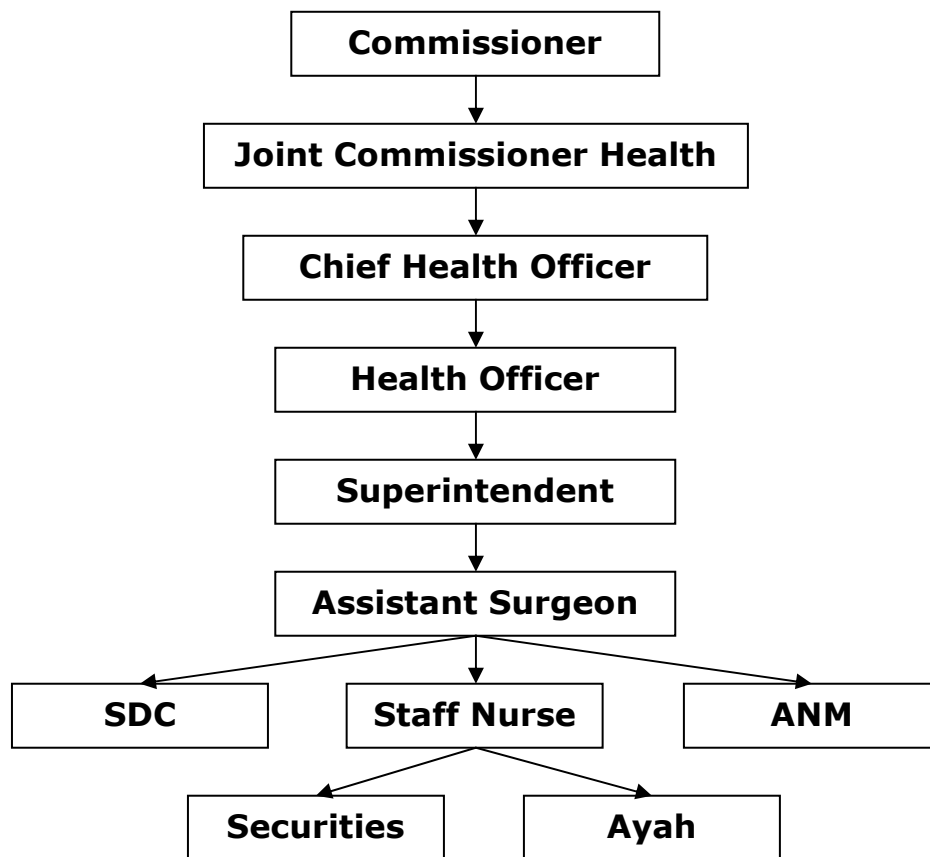
JAYANAGAR MATERNITY HOME

Sub: - Details under Right to Information Act 2005, Section 4 (1) (B)

I. Activities Conducted at Jayanagar Maternity Home

a) Name of the Office → Jayanagar Maternity Home
II Block, Jayanagar, Bangalore

b) Organization Chart



c) Activities at Jayanagar Maternity Home

- 1) Daily OPD
- 2) Round the Clock Deliveries
- 3) Minor Procedures → Medical Termination of Pregnancy
- 4) Sterilization Operation → Tubectomy, Laproscopic Sterilization
- 5) Family Planning Procedures → IUCD, Oral Pill, Nirodh Distribution
- 6) Laboratory Facility
- 7) HIV Counseling and Testing for Pregnant Women → Under PPTCT Project

II. Job Responsibilities of Officers and Staff

Dr. K. Chitra, Assistant Surgeon

- 1) Antenatal Checkup
- 2) OPD Cases Checkup
- 3) To conduct LTO Camp
- 4) Administrative Charges
- 5) Discharge of PPTCT Project
- 6) Store Maintenance
- 7) User Fee Book and Cash Book Maintenance

Staff Nurse

→ **Salomi.P.T &**

→ **P. C. Mariyamma**

- 1) Conduct Deliveries and other Hospital Activities
- 2) To monitor Waste Management
- 3) Maintenance & Hospital Cleanliness
- 4) Sub Store Maintenance and Register Maintenance
- 5) Linen Maintenance
- 6) Assist in Minor Surgeries

ANM

→ **Sarvodaya**

- 1) Conduct Deliveries
- 2) To assist Minor Procedures

SDC

→ **Meenakshi**

- 1) Prepare Salary bill of the Staff
- 2) Follow up files

Lab Technician

→ **Showbhgya**

- 1) To do minimal lab investigation
- 2) Maintenance of lab and its Cleanliness
- 3) Lab Reporting
- 4) RNTCP investigation and reporting – done at Jayanagar Dispensary

Ayah

→ **6 Members** : Contract Basis → From Business Associates

Security

→ **2 Members** : From Naval Securities

III. Rules to be followed while executing the Supervision and Job Responsibilities

- 1) Required treatment to the Patients.
- 2) Maintenance of records of the Hospital.
- 3) Maintenance of service registers of the Staff.

IV. Follow the Order of Higher Officers

V. Follow the Order of Higher Officers

VI. List of the records at the Hospital

- 1) Attendance Book
- 2) OPD Book
- 3) Drug Stock Book
- 4) Parturition Book
- 5) ANC Book
- 6) Birth Register
- 7) Admission Book
- 8) Acquittance Book
- 9) Tapal Book
- 10) User Fee Book
- 11) Cash Book
- 12) IUCD Book
- 13) Sterilization Book
- 14) Referral Book
- 15) MTP Book

VII. Regarding complaints from Patients → Complaint Box is provided

VIII. Board of Visitors is constituted which consists of NGO and Councilors. Meeting will be held every 3 months. User fee expenditure for the hospital is done after the consent of the Board Members and their Suggestions will be taken.

IX. SL. No.	Name & Designation	Telephone
1.	Dr. K. Chitra Lady Medical Officer II Block, Jayanagar	22975771

X. Monthly Salary Expenditure

Sl. No.	Name	Designation	Basic Pay	Pay Scale
1.	Dr. K. Chitra	Lady M. O.	Rs. 14,050	Rs. 14,050 – Rs. 25,050
2.	T. M. Gangamma	ANM	Rs. 9,750	Rs. 8,000 – Rs. 14,800
3.	V. Padmabai	ANM	Rs. 12,300	Rs. 6,250 – Rs. 12,000
4.	Meenakshi	SDC	Rs. 6,500	Rs. 5,800 – Rs. 10,500
5.	Soubhagya	Ayah	Rs. 6,000	Rs. 5,200 – Rs. 8,200
6.	Susheela M	Peon	Rs. 7,275	Rs. 5,200 – Rs. 8,200
7.	Srinivas R. S.	Peon	Rs. 7,450	Rs. 5,200 – Rs. 8,200

8.	Ashwathama	PK	Rs. 7,275	Rs. 5,200 – Rs. 8,200
9.	Lakshmiddevamma	PK	Rs. 8,200+800	Rs. 5,200 – Rs. 8,200
10.	Shanthamma	PK	Rs. 7,275	Rs. 5,200 – Rs. 8,200
11	Naveenkumar.n	peon	Rs.4,900	Rs. 5,200 – Rs. 8,200

XI.Details of grants, which ascertained under Head of A/c during 2005-06 Budget

15 → Health

XII.Distribution of Incentives to the Beneficiaries

---- NIL ----

XIII.Any Permission Letters or Order Copy → Details

---- NIL ----

XIV.Availability of Information

---- NIL ----

XV.Facilities available to the public including the working hours of the Library or Reading Room maintained for the Public. Details if maintained

---- NIL ----

XVI.Officers → Public Information

---- NIL ----

XVII.Rules applicable regarding information and also the information to be updated in the subsequent years.

Any information to the public may be included in the Palike Website.
Address: - "<http://www.bbmp.gov.in>"

**Commissioner
Joint Commissioner
Head Office South
Bangalore Mahanagara Palike**