

BRUHAT BENGALURU MAHANAGARA PALIKE

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

MEDICAL OFFICER OF HEALTH
(PULIKESHINAGAR) RANGE

BRUHAT BENGALURU MAHANAGARA PALIKE

Manual Of Right to information-2005

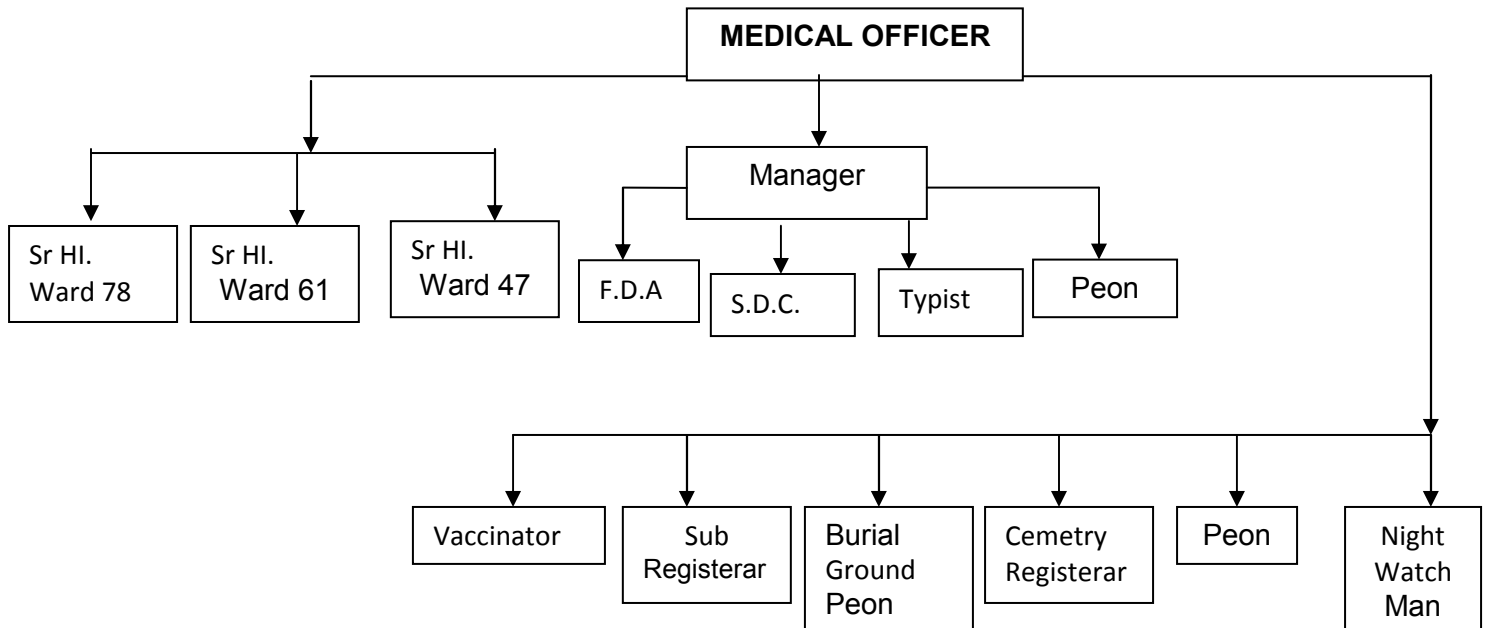
Under Section 4(1)(B)

1) Details, Functions and Duties of the Institution.

a) Name of the Institution, Bruhat Bengaluru mahanagara Palike

Department : Health

Medical Officer of Health, Pulikeshinagar Range



BRUHATH BENGALURU MAHANAGARA PALIKE

Manual of right to information-2005 Under section 4(1)(B)
Office of the Medical Officer of Health
(Pulikeshinagar)

1) Details function and duties of the Institution.

a) Name of the Institution:-

Bruhath Bengaluru Mahanagara palike.
Department, Medical Officer of Health.
Pulikeshinagar Range.

b) Functions and Duties

The functions and duties of the office of the Medical Officer of Health (Pulikeshinagar) Coming under the Jurisdiction of the Bruhat Bengaluru mahanagara 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. Preventing epidemic diseases, creating awareness amongst the people regarding the diseases and including the public complaints and responding to it, maintenance of office, giving suggestions and instruction in day to day works to S.HI and other staff. He is also in charge of implementation and monitoring of various national Health Programme, License issuing and regulation of trades and maintenance of vital statistics. Like birth and death. Implementation of PNDT and MTP Acts.

2) Senior Health Inspector:-

The Senior Health Inspectors incharge of Trade License sanctioning after inspecting the trade place and the documents they are also incharge of implementation monitoring various national health programme. Mosquito Control operations in the ward level headed by Senior Health Inspectors. They also work towards creating awareness about public health.

DETAILS OF OFFICE STAFF

1. Office Manager

The office manager is responsible for the smooth functioning of the office the Medical officer of Health. Distribution of work to the office clerks, and other office staff. Giving suggestions and Instructions. To see that complaints and requests of public are recorded at the office and to bring these details to the notice of the Medical Office of Health and reach Senior health inspector and give the details of readdressal action to the public in form of answer. To see preparing of bills in time by office clerks, files are maintained, examining 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.

First Division Assistant:-

F.D.A. is incharge of Medical officer Salary, and other office staff monthly salaries. He looks after files and other documents pertaining to Trade Licences. Collection and consolidation of informations and other office works directed by medical officer.

Second Division Assistant:-

Receiving and recording the Tappal received form the public and other officers to the office and dispose them. Preparing the pay bills and other bills. Maintenance of Service Register, Correspondence with other offices, Maintenance of Materials used for Cleaning Programmes, Maintenance of Stock Book.

Typists:-

Preparing letter pertaining to the office and performing the duties entrusted by the Medical officer of Health.

Office Peon

Be present before the office time and open 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 the Higher officers.

Night Watchman

Maintenance of office Security at Night times and other works as per the instructions of the Medical Officer 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 brought to the notice of the Medical Officer of Health and will handed over to the Senior health inspector of thee respective division. Accordingly the Senior Health inspector 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 officer. Closuer of unauthorized eateries.

If unauthorized food Industries are run in the Division and the Industries are run causing problems to the neighbourers, then Medical officer of health along with Senior Health inspector

will take necessary action to close down the trades. Then after issuing notices as per KMC Act 1976.

4. Yard Stick that are to be followed for functioning.

As stipulated in KMC Act, 1976 the functioning done on day to day basic and as directed by the Commissioner and state Govt and the Yardsticks that are stipulated form time to time.

5. Rules Manual, Documents that the staff 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
- 8) C.C.A. Rules
- 9) Office Orders, Circular of the Commissioner.

6. List of Documents held by the Department.

- 1) Acquittance Register
- 2) Contract Bill 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 to formulate Rules and Regulations for Consultation with the Public.

The Bruhath Bengaluru Mahanagara palike is a Local Self Government and the Commissioner takes decision in consultation with 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 association and the organizations the officer of the Palike as per the order of the Commissioner and on the report given order will be issued.

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

9. Nil

10. Nil

11. Details of Grants fixed under the Health of Account of which Budget for the year 2009-10.

Nil

12. The mode of implementation of grant programmes including the amount allotted an details of beneficiaries of such progremmes.

Nil

13. Details of the holders of concessions, permits or licences given by it.

Nil

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

Details of Licenses renewel of the Advertisement Boards.

K.G. Bridge Tender Documents, Advertisement Bye laws, Pay and Use Tender Documents and any other information pertaining to the advertisement section.

15. If Libraries or Reading Rooms are maintained (if any) for the Public use, then to know about its working hours, the details of facilities available to the public.

Nil

16. Name, Designation and other of Details of the public Information Officer.

Medical Officer of Health Public Information Officer

Sl No.	Name & Designation	Public Information Officer		
1	Dr.Lokesh Health Officer(E)	Appellate Officer	H O (East) Mayohall Bangalore	22975850/852
2	Dr.H.R. Kumar Medical Officer of Health	Public Information officer	MOH PN Suthann ji Gunta Road, Bamboo Bazar, Frazer Town, Bengaluru-51	22975862
3	R. Shamprasad First Division Clerk	Assistant Public Officer	MOH PN Suthann ji Gunta Road, Bamboo Bazar, Frazer town, Bengaluru-51	22975862

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

STATEMENT SHOWING LIST OF THE OFFICIAL WORKING IN
M.O.H.(PULIKESHINAGAR) RANGE

Sl No.	Name	Designation	Ward/ Office Address	Office Address	Phone No.
1	Dr.V.H. Jayaramegowda	M.O.H.	Sulthan Ji Gunta Road, Bamboo Bazaar, Frazer Town, Bengaluru-51		22975862
2	Ravanaiah.P.	Sr.HI	--"---	--"---	--"---
3	Muninanjappa	Sr.HI	--"---	--"---	--"---
4	Hanumaiah	Manager	--"---	--"---	--"---
5	R. Shamprasad	F.D.A.	--"---	--"---	--"---
6	Pattabiramdass	S.D.A.	--"---	--"---	--"---
7	Kamalnathan	Peon	--"---	--"---	--"---
8	Jayaprakash	Vaccinator	--"---	--"---	--"---
9	jayaram	Peon	--"---	--"---	--"---
10	Natarajan	Night Watch Man	--"---	--"---	--"---
11	somashekhar	Peon	--"---	--"---	--"---
12	yangaiah	Night Watch Man	--"---	--"---	--"---
13	Nirmala	Peon	--"---	--"---	--"---
14	Mayanna	M.C. Gangman	--"---	--"---	--"---