



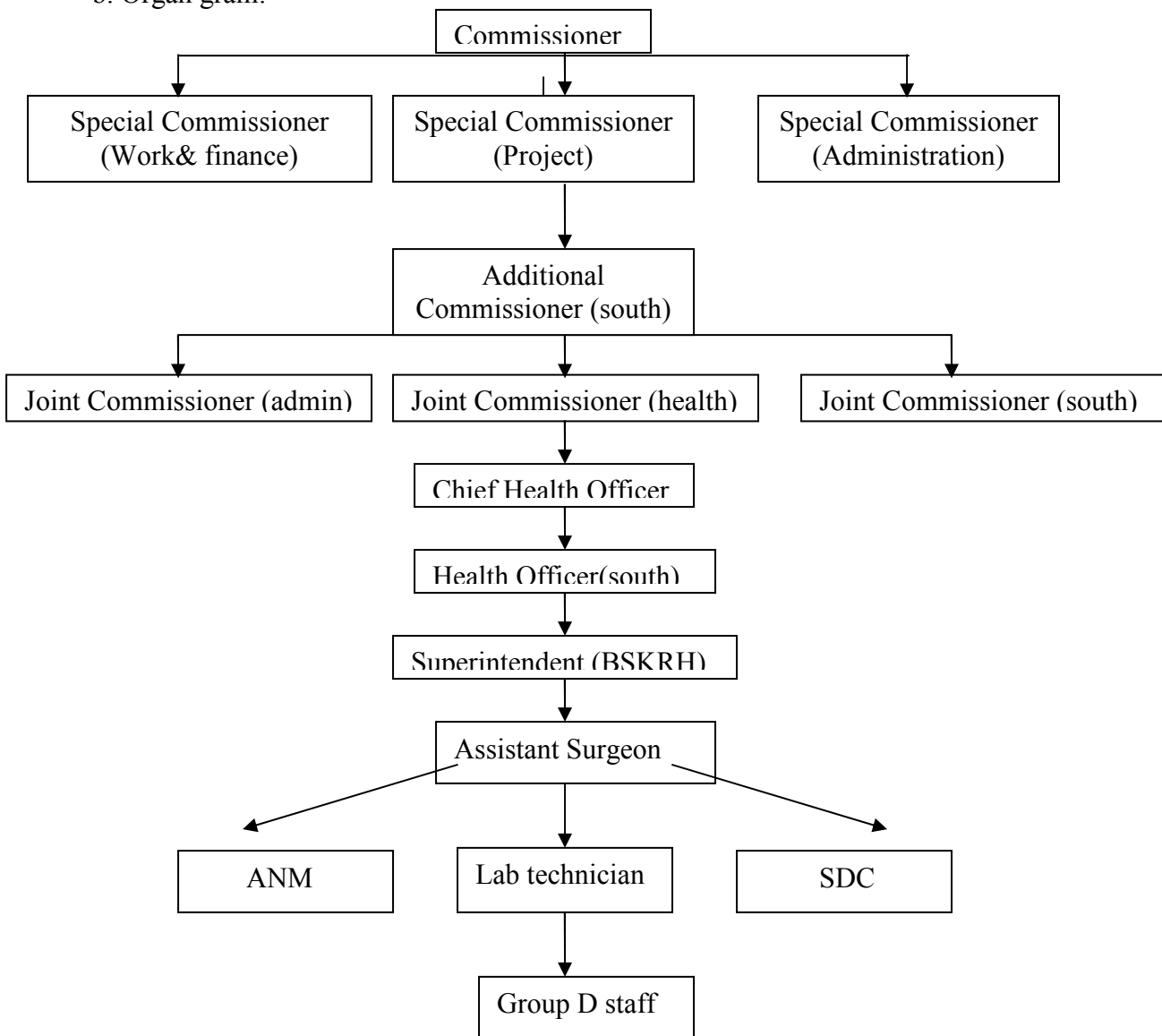
**Right to Information Act -2005 Section 4(1) B Rule**  
**Information about Pobbathi Maternity Home and UFWC**

**Infrastructure, Functions, Duties, Details of Pobbathi Maternity Home and UFWC**

**I. The particulars of its organization, functions and duties:**

a. Name of the Office: Pobbathi Maternity Home, Sajjan Rao circle, VV puram, Bangalore-4

b. Organ gram:



## **FUNCTIONS AND DUTIES:-**

Maternity home and UFWC are playing a major role in protecting the health of the citizens of BBMP. These Hospitals are working under the guidance of commissioner and other Officers as mentioned earlier. The functions of hospital are going on smoothly under the supervision of Medical Superintendent.

### **Functions:-**

- 1) Out patient services are given for all citizens (Male / Female / children) on all 7 days of the week:-  
Out patient services are provided to following health problems.
  - General illness- Cough, Cold, Fever etc.
  - Communicable diseases – GE, Malaria, Tuberculosis, Chikungunya, STDs, etc.
  - Treatment of dog bite cases with vaccine and other medicines.
  - Treatment and guidance to non communicable diseases like Diabetes, Hypertension, Asthma, Joint pains, allergies, etc.
- 2) Active involvement in implementation of National Health Programmes.
  - Revised National Tuberculosis control programme.
  - National Polio eradication Programme.
  - National Malaria eradication Programme.
  - National Leprosy elimination Programme.
  - National Blindness prevention Programme
  - National family welfare and MCH Programmes.etc
- 3) Along with curative services school and Anganwadi health checkup camps conducted and treat the children with necessary medications.
- 4) Treatment and guidance for Geriatric problems of senior citizens.
- 5) Health education programme:- Awareness are given for various communicable diseases, Personal hygiene and environmental hygiene, etc
- 6) Health education programmes for adolescent girls and boys at various high schools and colleges.
- 7) Periodic health checkup for pourakarmikas and officials of health department.
- 8) Janani Suraksha Yojane for BPL card holders and SC /ST mothers
- 9) Madilu yojane for hospital delivered mothers for 2 living children.

## **II. The Powers and Duties Of Its Officers And Employees:-**

- 1) Medical Officer / Assistant Surgeon- Dr. Chetana. N.  
She is the head of the Maternity Home and in charge of UFWC.

Duties:-      a) Clinical.                      B) Administrative

a) **Clinical Responsibilities / Duties:-**

- Treatment and guidance to patients seen at out patient department.
- Conducting ANC clinics, deliveries, MTO, Tubectomy operations and other family planning services.
- Implementation of National Health Programmes.
- School and anganwadi children health check ups
- Active participation in health check up camps.
- Screening and treatment of RTI/STI , mental health problems

b) **Administrative:-**

- Ensuring punctuality and Discipline to be followed by staffs.
- Inspection of the hospital and surrounding premises for cleanliness.
- Putting up advance programme of their activities on first working day of the month.
- Weekly meeting with staffs to discuss the performances.
- Periodic updating of all the relevant registers.
- Periodic procurement and supervision of medicine and equipment at stores.
- Submission of weekly and monthly reports.
- Sanction of leaves to staffs.
- To bring the negligence/ irresponsible behavior of the staff to the notice of the higher officers.
- To get trained periodically for improvement in the clinical skills.
- To supervise disinfection, segregation and disposal of hospital waste as per recommendation.
- Preparation and submission of monthly/ quarterly/ annual performance reports.

2) **SDC:-** Prepare pay bills of the staff, DC bills and maintenance of service registers, cash book and other administrative registers.

3) **ANM:-**

- To wear prescribed uniform
- To help medical officers in treatment of patients.
- To dispense medicines and give injections as prescribed by MO.
- To sterilize/ autoclave instruments, cotton, gauze, gloves in advance.
- To conduct deliveries and assist doctors in other procedures.
- To actively participate in National Health programmes.
- To supervise the work of group D staffs.
- To maintain cleanliness of hospital premises.
- Maintain dairies regularly.
- Indenting medicine and vaccine from City Central Stores
- Managing and updating stores and relevant registers.
- Preparation of weekly / monthly / quarterly / annual performances report.
- Active participation in health education programme (IEC)

- To behave politely and friendly with patients and citizens.
- To get trained periodically and improve the clinical skills.

4) **Lab technician:** doing investigations, collecting and maintaining users fees.

5) **Ayah :**

- To wear prescribed uniform during duty hours.
- To clean inside the premises of hospital.
- To segregate all the disinfected hospital waste and dispose safely.
- To behave politely with patients and publics.
- Help the ANM in preparation of swabs, dressings and autoclaving instruments.
- To look after tappal duties.

6) **P.K.**

- To wear prescribed uniform during duty hours.
- To clean inside the premises of hospital.
- To clean the toilets twice daily.
- To segregate all the disinfected hospital waste and dispose safely.
- To behave politely with patients and publics
- To maintain garden.

7) **Peon:**

- To wear prescribed uniform during duty hours
- To look after tappal duties.

### **Pobbathi UFWC:**

**Medical Officer:** Administrative work, supervision of field work, conducting out reach session, MCH and FW services.

**LHV:** Supervising and monitoring work of ANMs

**ANM:** Field work related to MCH and FW services , conducting ANC and immunization sessions at center and field, maintenance of method wise registers, supervision of group Ds work.

### **III) The procedure followed in the decision making process, including channel of supervision and accountability:-**

The information / application / requisition are sent to the superintendent (BSKRH) for their perusal and Medical Officers follow their orders.

### **IV) The norms set by it for the discharge of its functions:-**

Early diagnosis and treatment as per the standard recommendation and protocols prescribed by WHO, IMA, and KMC.

To follow and implement the orders of commissioner and higher authorities.

**V) The Rules, Regulations, Instructions, Manuals and Records held by it or under its control: or used by its employees for discharging its function:-**

- For clinical cases- WHO, IMA, KMC protocols/ guidelines.
- For administrative issues-KMC act, KCSR rules, Commissioner and CHO orders, CCA rules, periodical circulars, memos issued by higher authorities.

**VI) A statement of the categories of documents that are held by it or under its control.**

- 1) Attendance register
- 2) Stock register
- 3) OPD register
- 4) Immunization register
- 5) Indent book
- 6) Inspection book
- 7) Movement register
- 8) Dog bite register
- 9) Tappal book
- 10) Health education book
- 11) Users fees register
- 12) Waste management book
- 13) Method wise register
- 14) IP register
- 15) Parturition register
- 16) Acutance roll
- 17) service register
- 18) cash book
- 19) DC bill book
- 20) AC bill book
- 21) Discharge register

**VII) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation there of:-**

Suggestion box and health education programmes  
Medical officers.

**VIII) A statement of the boards, councils, committees and other bodies consisting of 2 or more persons constituted as its part or for the purpose of its advise, 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 are present for every hospital.

**IX) A directory of officers and employees:**

Sl No.	Name and Designation	Office address	CONTACT No.
1	Dr. Chetana. N (Assistant Surgeon)	Pobbathi Maternity Home, sajjan rao circle, VV puram, Bangalore-04	22975673
2	Padma bai (ANM) Sharadamma (ANM)	Pobbathi Maternity Home, sajjan rao circle, VV puram, Bangalore-04	22975673
3	Soubhagya (Lab tech.)	Pobbathi Maternity Home, sajjan rao circle, VV puram, Bangalore-04	22975673
4	Kempamma (ayah) Kuppammal (ayah)	Pobbathi Maternity Home, sajjan rao circle, VV puram, Bangalore-04	22975673

**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	Pay scale	Basic pay
1	Dr. Chetana. N (Assistant Surgeon)	14050-25050	15600
2	M. Asotha (LHV)	8000-14800	19050
3	Ramesh (SDC)	5800-10500	7100
4	B. K. Girija (ANM)	8000-14800	12000
5	Jagadeeshwari (ANM)	8000-14800	13700
6	Dakshayani (PEON)	5200-8200	8000
7	R. Tara Singh (PEON)	5200-8200	8000
8	Rangamma (peon)	5200-8200	7625
9	M. Chandra (peon)	5200-8200	5200
10	M Shylakumari (peon)	5200-8200	8000
11	Kempamma (ayah)	5200-8200	7275
12	Kuppamal (ayah)	5200-8200	6500
13	Putamma (ayah)	5200-8200	7450
14	Yellamma (P.K)	5200-8200	6950
15	Vimallamma (P.K)	5200-8200	7275
16	Putamma (P.K)	5200-8200	7275

**XI) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made:-**

Not applicable.

**XII) The manner of execution of subsidy programmes, including and 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 :-**

Not applicable.

**XIV) Details in respect of the information, available to or held by it, reduced in an electronic form:-**

Not applicable.

**XV) The particulars of facilities available to citizens for obtaining, including the working hours of library or reading room, if maintained for public use :-**

Not applicable.

**XVI) The names designations and, other particulars of the Public Information Officers:-**

- Health Officer (South)
- Medical Superintendent (BSKRH)
- Assistant surgeon Pobbathi Maternity Home.

**XVII) Such other information as may be prescribed, and there after update these publications every year:-**

The general information regarding Pobbathi Maternity Home has been included in BBMP website

Address of the BBMP website: [www.bbmp.gov.in](http://www.bbmp.gov.in)

Medical Officer  
Pobbathi Maternity Home  
Bruhat Bangalore Mahanagara Palike.