

Bruhat Bangalore Mahanagara Palike

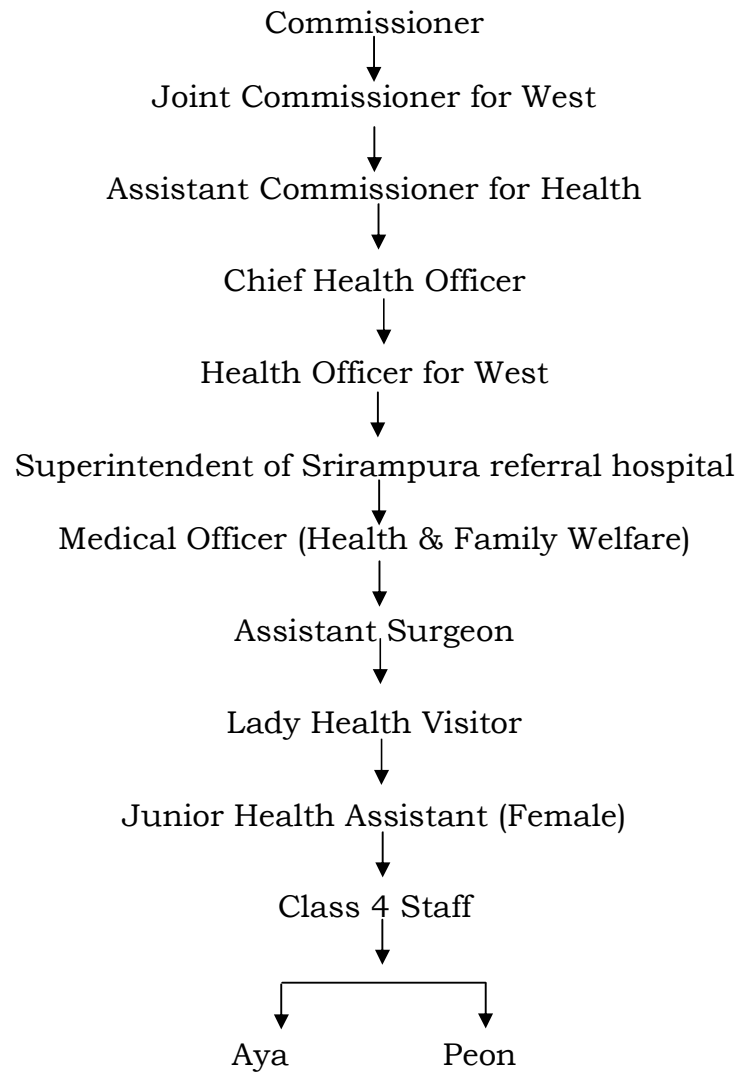
Anjanappa Garden Health Centre,

Right to Information Act - 2005 session 4(1) (B)

I. The particulars of organization, functions and duties.

a) Office Name: Anjanappa Garden Health Centre,
Bruhat Bangalore Mahanagara Palike,
Ward No.138, Jagajeevan Ramnagar Division,
Mysore Road, Bangalore - 18.

b) Staff Stream



Anjanappa Garden Health Centre being an ISO Centre Comes under West Zone has the population of about 46,000 and works from 9.00 am to 4.00 pm.

The Facilities available in this health centre are as follows:-

- ❖ Ante Natal Checkups (Monday and Friday)
- ❖ Immunization programmes (Every Thursday and Tuesday)
- ❖ Medical Termination of Pregnancy.
- ❖ Out Patients Checkups every day
- ❖ Family planning programmes, IUD insertion, distribution of OP, cc.
- ❖ Motivation of To/ LTO
- ❖ Blood Checkups and treatment for diabetes
- ❖ Laboratory (Blood and Urine Checkups)
- ❖ Junior Health Assistant Female house visit (daily), Advice and health messages and information (family planning services)
- ❖ Free treatment for Tuberculosis (RNTCP) through DOTS
- ❖ Blood Test for HIV in pregnant Women and Counseling.
- ❖ Distributing of nutrition food to ANC's and PNC's under Sanjeevani Programme.
- ❖ Antirabies (Rabipur) injections to dog bite person.
- ❖ Collection of fees (money) from the patients during Blood Check up and maintaining an account in bank. This amount is used for fixed planned repairs & expenses with the permission of board of visitors.
- ❖ Vitamin 'A' Camp is held for 9 months to 5 years children six months once.
- ❖ School health checkups and school immunization programmes are held every year.
- ❖ During pulse polio programmes all children those who come under 0-5yr are orally

- ❖ vaccinated by putting polio drops for the population of 46,000 the centre has.
- ❖ Anganawadi Centres visits and health checkups to the children belonging to anganwadis.
Health camps are held along with the supporting health staffs.
- ❖ This Centre has been a training centre for the students of M.S. Ramaiah Medical College.

II Duties and responsibilities of Medical Officer and the health Centres staff:-

1. Dr. R. Jayanthi (Assistant Surgeon)

- ❖ Ensuring punctuality and discipline of all the staff
- ❖ Daily inspection of the hospital and premises for cleanliness before the start of clinics
- ❖ Putting up advance programmes for the month on the 1st Working day of every month.
- ❖ Conducting clinics as per the schedule
- ❖ Ensuring MCH Services as per guidelines
- ❖ Organizing for and personal supervision to ensure availability of required facilities/materials on the pervious day itself.
- ❖ Attending to general patients on all days. Do not turn away any patients as far as possible. First aid is given to any kind of emergency.
- ❖ OT is kept ready to render any MCH and FP services. Only autoclaved instruments are used for all minor services rendered.
- ❖ Ensuring adequate stock of FP and immunization materials at all times.
- ❖ Active Participation in all the activities in field.
- ❖ Conducting weekly review meetings with staffs and organization training based on the needs.

- ❖ Checking the refrigerator for:
 - Vaccine Expiry Date and Batch Number.
 - Regular defrosting.
- ❖ Verification of the EC registers and other method wise registers.
- ❖ Identification of Annual training needs of the personnel of the center.
- ❖ Submission of periodic reports on various aspects as required by the head office.
- ❖ Maintenance of various registers / records as per the quality systems.
- ❖ Every Monday and Friday ANC checkups are done in ANC days.
- ❖ Conducting school health programmes.
- ❖ Visiting Anganawadi centres and health checkups to ANC's and children of those Angawadis.
- ❖ Family planning services like IUD insertion, distributing OP, CC and follow-up checkups to To/LTO.
- ❖ Giving guidelines to Junior Health Assistants and checking their registers and dairies.
- ❖ Taking part in national Immunization programme. (Pulse Polio programme, Vit A camps)

2. Lady health Visitor - Vacant

3. Junior health Assistants - 2 working - 1 vacant

a) N.Umavathi - Junior Health Assistant Female.

- ❖ Field Visits - Household survey and Ec register maintenance every day.
- ❖ Conducting outreach Immunization on every Tuesdays.
- ❖ Motivating women for Family Planning Adoption.

- ❖ Distribution of OP/CC at the field level.
 - ❖ ANC Registration at the field level.
 - ❖ Conducting awareness programme in the community on various subjects.
 - ❖ Maintenance of registers for both FP and Immunization.
 - ❖ Taking cases from Health Centre to Maternity homes for TO after they are screened by the Medical Officer.
 - ❖ Assist MO in the outpatient clinic, Health checkup camps, ANC Clinic, Immunization Clinic, MTP and IUCD Clinic and in regular OPD.
 - ❖ Maintaining dairies.
 - ❖ Supervision of cleaning activity in the hospitals.
 - ❖ Autoclaving the instruments I syringes I needles well in advance.
 - ❖ Making dressing and swabs and keeping adequate dressing materials adequate at all times.
 - ❖ Ensure washing and fumigation of OT on every Saturday in Health centre once in 15 days.
 - ❖ Maintenance of Immunization stock register.
 - ❖ Ensuring cleanliness of linen used for patients and supervising the disinfection etc of the lines prior to laundering of linen by Ayas.
 - ❖ Supervision of work of class IV staff.
 - ❖ Participating in Pulse Polio programmes and Health Camps.
 - ❖ Distribution of O.R.S.
 - ❖ Assisting MO in Anganwadi visits and Health checkups.
- b) Salma Jabeen - Junior Health Assistant Female.**
- ❖ Field Visits - Household survey and Ec register maintenance every day.
 - ❖ Conducting outreach Immunization on every Tuesdays.

- ❖ Motivating women for Family Planning Adoption.
- ❖ Distribution of OP/CC at the field level.
- ❖ ANC Registration at the field level.
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- ❖ Assisting MO in Anganwadi visits and Health checkups.

c) Junior health Assistant - One Vacant place.

4. Smt. Puttamma (Aaya)

- ❖ Sweeping and swabbing twice a day.
- ❖ Cleaning toilets twice a day.
- ❖ Maintenance of cleanliness around the center.
- ❖ Fumigation of Minor OT.
- ❖ Washing all instruments and making them ready for autoclaving as per the instructions.
- ❖ At the end of the procedure, keeping all the equipments and instruments in order in proper places.
- ❖ Helping the peon maintain garden.
- ❖ Waste disposals as per instructions.

5. Smt.Boramma (Poura Karmika)

- ❖ Sweeping and swabbing twice a day.
- ❖ Cleaning toilets twice a day.
- ❖ Maintenance of cleanliness around the center.
- ❖ Fumigation of Minor OT.
- ❖ Washing all instruments and making them ready for autoclaving as per the instructions.
- ❖ At the end of the procedure, keeping all the equipments and instruments in order in proper places.
- ❖ Helping the peon maintain garden.
- ❖ Waste disposals as per instructions.

6. Smt.Komala.A (Aaya)

- ❖ Sweeping and swabbing twice a day.
- ❖ Cleaning toilets twice a day.
- ❖ Maintenance of cleanliness around the center.
- ❖ Fumigation of Minor OT.

- ❖ Washing all instruments and making them ready for autoclaving as per the instructions.
- ❖ At the end of the procedure, keeping all the equipments and instruments in order in proper places.
- ❖ Helping the peon maintain garden.
- ❖ Waste disposals as per instructions.

7. Sri.Beerappa (Peon)

- ❖ Allow the visitors to see the patient only during visiting hours.
- ❖ Remove the cobwebs in the entire hospital once in a week.
- ❖ Periodic cleaning of a roof.
- ❖ Helping in Auto calving.
- ❖ Ensure pumping of water regularly and control lighting (switch on and off) in all the rooms. Report any lapses/problems immediately to the MO.
- ❖ Supply water to Aya's for hospital and surrounding cleaning.
- ❖ Maintenance of the materials and furniture which are kept outside.
- ❖ Look after Tappal duties.
- ❖ Ensure that no one smokes tobacco and or chew betel leaves in the premises.
- ❖ Helping in bringing indent stocks.

III Procedure followed in the decision making process including channels of supervision and accountability:-

- a) A weekly meeting is conducted every Saturday in the presence of Medical Officer in which the MO used to discuss about the target progress of all MCH programmes with Junior Health Assistants and link workers.

- b) Grievances are discussed and suggestions invited during board of visitors meeting.
- c) Supervision of grievances and complaint of AGHC is held every Saturday and decision is taken regarding the same.
- d) Any emergency will be dealt as and when and where in occurs.

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

1976 KMC act laws, by laws and time to time acts, order formed by the department and government.

V The rules, regulations, instructions, manuals and records, held by its or under its control or used by its employees for discharge its functions:-

- 1. Following the guidelines of the Medical Officer, while at work.
- 2. K.C.S.R rules.
- 3. 1976 KMC rules.
- 4. Book for Junior Health Assistants.
- 5. Following the guidelines/notice, the circulars, GO orders issued by the higher authorities at Hon. Commissioner of BBMP.
- 6. C.C.A Rules.

VI A Statement of the categories of documents that are held:

- ❖ Staff Attendance register.
- ❖ Out Patient Register.
- ❖ ANC Registration Book.
- ❖ Stock book for Medicines.
- ❖ Tubectomy and Laparoscopic family planning register.
- ❖ IUD register.
- ❖ MTP register.
- ❖ Dog bites injections register.
- ❖ Guidelines register.

- ❖ Tappal book.
- ❖ House Surgeons Attendance register.
- ❖ Electricity and Water Bills book.
- ❖ User's fee book and Cash book.
- ❖ Movement register.
- ❖ Cheque book.
- ❖ Customers satisfaction book.
- ❖ Complaint book.
- ❖ Training book.
- ❖ IEC book.

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 thereof:-

- a) When any complaint is received regarding any of the staff of hospital the area workers (link workers and ANM's) are utilized to contact the public (consumer) and obtain a detail report and after consultation with-local leader, a decision is reached and the matter is solved and same is discussed in monthly meetings.
- b) They can complaint even to the Superintends/Medical Officer of Health directly in writing.

VIII Boards, Parishats, Committees formed in view to provide the suggestions to be implended for the public:-

Zonal referrals wise board of visitor is formed. This committee consists of NGO's BMP council member, social work, who during the meeting give advice for the improvement of services.

IX A Directory of AGHC Officers and employees:

Sl. No.	Name and designation	Office address	Phone No.
1.	Dr. Jayanthi.R Assistant Surgeon	Anjanappa Garden Health Centre, Mysore Road, Near Binnypet, Bangalore-18.	26701567 9480683783
2.	Smt. N. Umavathi Jr.H.A. (F)	Anjanappa Garden Health Centre, Mysore Road, Near Binnypet, Bangalore-18.	26701567
3.	Smt. Salma Jabeen Jr. H.A. (F)	Anjanappa Garden Health Centre, Mysore Road, Near Binnypet, Bangalore-18.	26701567
4.	Smt. Puttamma Aaya	Anjanappa Garden Health Centre, Mysore Road, Near Binnypet, Bangalore-18.	26701567
5.	Smt.Boramma (PK)	Anjanappa Garden Health Centre, Mysore Road, Near Binnypet, Bangalore-18.	26701567
6.	Smt.Komala.A Aaya	Anjanappa Garden Health Centre, Mysore Road, Near Binnypet, Bangalore-18.	26701567
7.	Sri.Beerappa Peon	Anjanappa Garden Health Centre, Mysore Road, Near Binnypet, Bangalore-18.	26701567

X. Details of Officers and staff salary pattern:

Sl. No.	Name and Designation	Basic Scale	Present Basic
1.	Dr. Jayanthi.R Assistant Surgeon	14050-25050	15200/-
2.	Smt. N. Umavathi Jr.H.A. (F)	8600-14800	9750/-
3.	Smt. Salma Jabeen Jr. H.A. (F)	6500-12000	7100/-
4.	Smt. Puttamma Aaya	5200-8200	8000/-
5.	Smt.Boramma (PK)	5200-8200	7450/-
6.	Smt.Komala.A Aaya	4800-7875	5200/-
7.	Sri.Beerappa Peon	5200-8200	7450/-

XI The Budget allocated to each of this agency indicating the particulars of all plans, proposed, expenditures and reports on disbursements made:-

14-Health Medical

XII The manner of execution of subsidy programme's including the amounts allocated and the details of beneficiaries of such programmes:

Not Applicable.

XIII Particulars of recipients of concessions, permits or authorization's granted by it:

Not applicable.

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

The details of this Health Centre are available in website www.bmponline.org.

XV The particulars of facilities available to citizens for obtaining information, including, the working hours of a library or reading room, its maintained for public use.

Not applicable.

XVI The names, designation and other particulars of the public information officers :-

- ❖ Commissioner
- ❖ Joint Commissioner (West)
- ❖ Assistant Commissioner (Health)
- ❖ Chief Health Officer
- ❖ Superintendent of Srirampura Referral Hospital
- ❖ Medical Officer of Health, Health of Family Welfare.

XVII Such other information as may be prescribed :-

All the General Information concerning to the Health Department is shown is the BMP web site: www.bmponline.org.

Assistant Surgeon

Anjanappa Garden Health Centre,
Bruhat Bangalore Mahanagara Palike,
Bangalore.