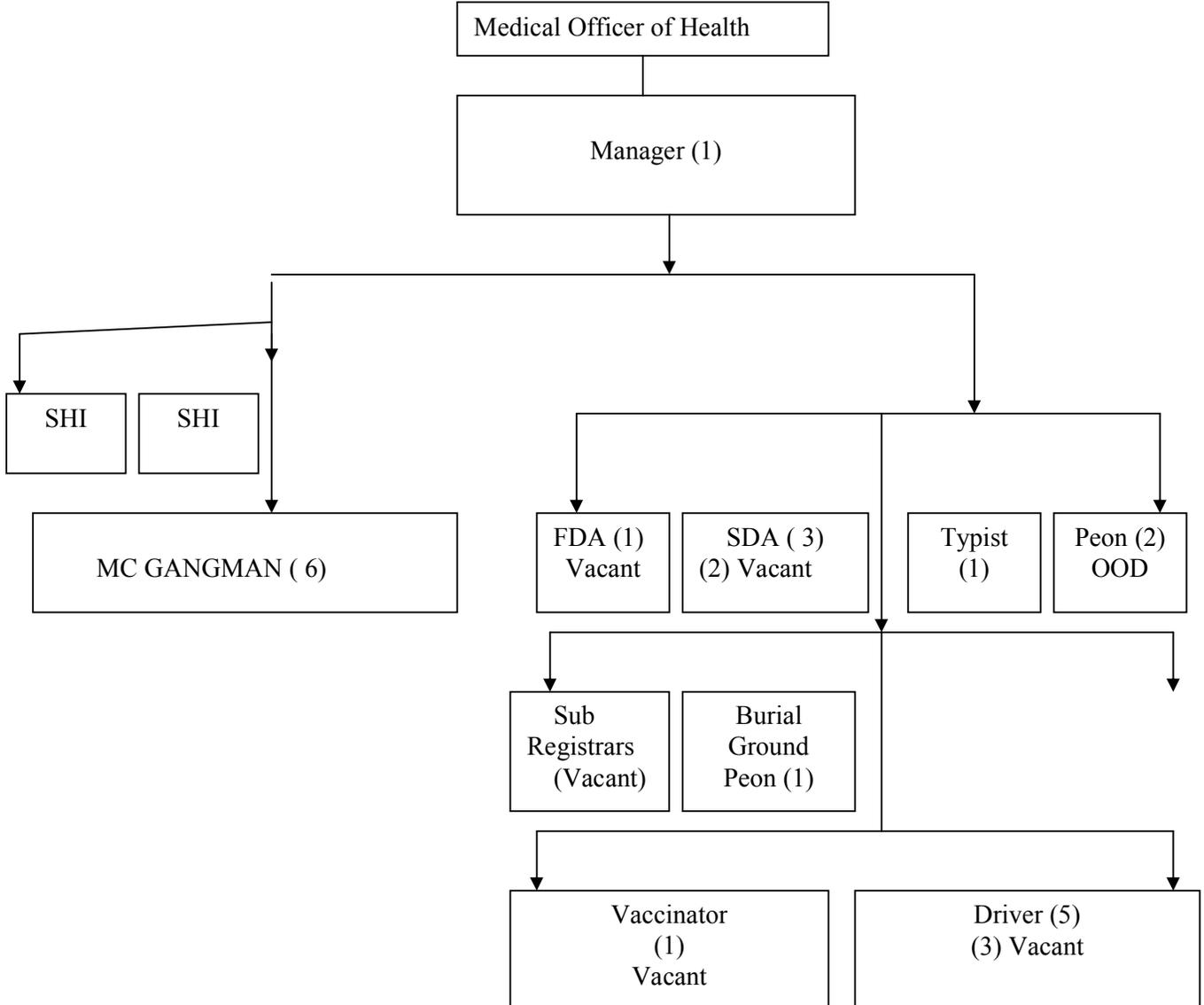


Bruhat Bangalore Mahanagara Palike
Manual of Right to Information-2005
Under Section 4(1)(b)

Details, Functions and Duties of the Institution.

- A) Name of the Institution, Bruhath Bangalore Mahanagar Palike
Department: Medical Officer of Health Shanthinagar Range
Domlur Sub Division)



Bruhat Bangalore Mahanagara Palike

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

Office of the Medical Officer of Health (Shanthinagar Range Domlur Sub Division)

1) Details of function and duties of the Institution.

A) Name of the Institutions:

Bruhat Bangalore Mahanagara Palike

B) Department Medical Officer of Health

Hebbal Range

B) Functions and Duties:

C) The function and duties of the office of the Medical Officer of Health (Domlur) coming under the jurisdiction of the Bangalore Palike are as hereunder:-

2. Duties of the Officer and the staff

1) Medical Officer of Health:

- 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 programmers 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 licenses 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

2) Senior Health Inspector relating to health department activities

The Senior Health Inspectors of 72,73,74,75 Division shall be present every day at 6-30 AM and shall examine the complaints, request received from the public and shall take action to redress them. 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 on a daily basis. Conducting awareness programmes with doctors of BBMP health centres and Government health facility doctors Collection of reports on daily basis from sentinel centres of Government and major private hospitals etc. Issue of health licences and inspection of trade establishments Control room duty at both East control room and central control Election duty . MLA padayatra/ meetings and Jana spandana programmes Attending to all Epidemic Dieses out break Like Swine Flu Management

MC Gangaman: Identify the water stagnated areas and spray larvicide as per fixed advance programme once a week in the same area. If there is any new source of breeding they will identify and remove it along with giving education to the family. In the evening they will conduct fogging of insecticides as per advance programme.

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.

First Division Clerk: (Vacant)

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

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 Gang men, 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 furnitures 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 are 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-

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. ETHIRAJ MOH	MOH Shathinagar Range Domlur Division	22975857
ABDUL WAJIDKHAN SHI	MOH Shathinagar Range Domlur Division	22975857
Krishnaiah SHI	MOH Shathinagar Range Domlur Division	22975857
ANANDA.N S.D.C	MOH Shathinagar Range Domlur Division	22975857
NALINI.V TYPIST	MOH Shathinagar Range Domlur Division	22975857
DHANALAKSHMI D SUB REGISTRAR	MOH Shathinagar Range Domlur Division	22975857
Lokanathan Driver	MOH Shathinagar Range Domlur Division	22975857
Veeramani A Driver	MOH Shathinagar Range Domlur Division	22975857
Vinaod Babu M driver	MOH Shathinagar Range Domlur Division	22975857
Muzahid Driver	MOH Shathinagar Range Domlur Division	22975857
BABU DRIVER	MOH Shathinagar Range Domlur Division	22975857
PRAKASH K M.C.Gangman	MOH Shathinagar Range Domlur Division	22975857
KUMARA C M.C.Gangman	MOH Shathinagar Range Domlur Division	22975857
ANJINAPPA M.C.Gangman	MOH Shathinagar Range Domlur Division	22975857
SHEKAR.M M.C.Gangman	MOH Shathinagar Range Domlur Division	22975857
ANJI M.C.Gangman	MOH Shathinagar Range Domlur Division	22975857
SEENA M.C.Gangman	MOH Shathinagar Range Domlur Division	22975857

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

Name	Designation	Pay Scale	Basic Pay
DR.ETHIRAJ	MOH Shanthinagar	12000	
ABDUL WAJIDKHAN	SHI	8000-14800	12300
Krishnaiah	SHI	8000-14800	14800
ANANDA.N	S.D.C	5800-10500	6250
NALINI.V	TYPIST	7275-13350	12300
DHANALAKSHMI D	S.R	5800-10500	6375
Lokanathan Driver	Drive	5800-10500	10250
Veeramani A Driver	Drive	5800-10500	5800
Vinaod Babu M driver	Drive	5800-10500	5800
Muzahid Driver	Drive	5800-10500	5900
BABU	P.K (Driver)	5200-8200	7625
PRAKASH K	M.C.Gangman	5200-8200	7275
KUMARA C	M.C.Gangman	5200-8200	7275
ANJINAPPA	M.C.Gangman	5200-8200	8200
SHEKAR.M	M.C.Gangman	5200-8200	7275
ANJI	M.C.Gangman	5200-8200	7275
SEENA	M.C.Gangman	5200-8200	5700

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-

-8-

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

Name and Designation			
Dr.S.B.Nagaraj Health Officer(E)	Appellate Officer	H O (East) Mayohall Bangalore	22975850
Dr.Ethiraj MOH	Public Information Officer	MOH Shathinagar Range Domlur Division	22975857
Anand SDA	Assistant Public Officer	MOH Shathinagar Range Domlur Division	22975857

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

Sd/-

Medical Officer of Health
Shanthinagar Range