

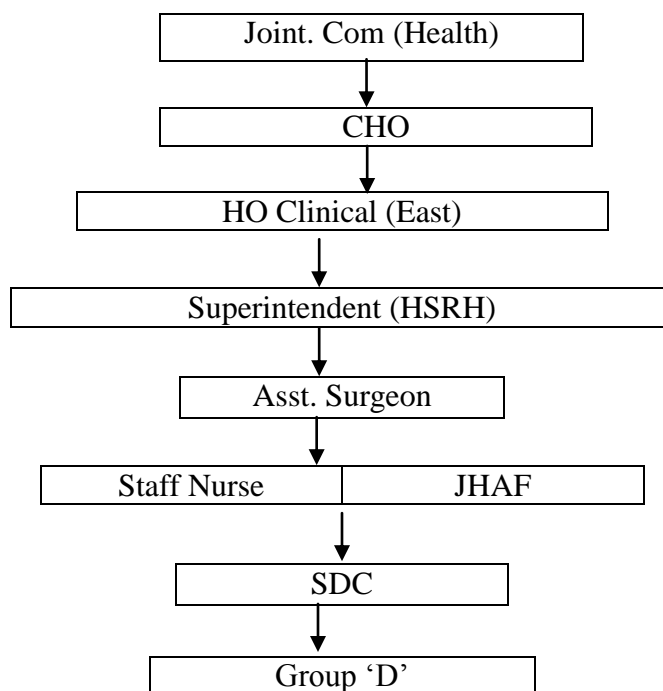
# SHANTHI NAGAR MATERNITY HOME

## RTI Act 2005 SECTION 4 (1) (B)

### SECTION 4 (1)(b)(i)- Organizational Structure, Aims and Functions

Sl. No.	Name of the Organization	Address	Aims
1	Shanthi Nagar Maternity Hospital	Shanthi Nagar Maternity Home, Nanjappa Circle, Lang Ford Road, Bangalore – 560027.	Rendering Maternal and child health care services in order to reduce maternal and child morbidity and mortality

### Organogram



#### Functions:

#### Services rendered at SNMH

##### A. Outpatient services

- RCH Programme:  
Antenatal care.  
Postnatal care.  
FW Programme.
- Immunization (7 preventable diseases).
- HIV / AIDS screening & ICTC Programme.

- Cancer detection & Treatment.
- Family Planning Counseling.
- RNTCP (Tuberculosis screening & DOTS).
- Treatment of Dog bites cases with ARS & ARV through ID Route (tissue culture vaccine).
- Treatment of RTI/STD Cases.
- Treatment of ARI & GE Cases.
- Drawing Malarial Smears and Treatment.
- Treatment of General illnesses & H1N1/Chikungunya/ Dengue Fever cases
- Basic lab facilities.

### **B. INPATIENT SERVICES AT SRRH**

- Normal deliveries.
- Baby Friendly Hospital.
- Sterilization - Tubectomy
- Laparoscopic Sterilization.
- Medical termination of Pregnancy
- Prevention of mother to child transmission of HIV during labour.
- Issue of one **free copy of Birth Certificate to all Babies Born in Referral Hospitals & Maternity homes.**
- Free One pound Bread and One Banana Supply to all Inpatients.
- Free Madilu Kits – distributed to mothers delivered (With One or Two Children).
- Janani Suraksha Yojane Beneficiaries Are Given the Cheque at the time of discharge (From 1/3/08 onwards).
- Bhagya lakshmi Yojane beneficiaries are Identified and Referred to Social welfare dept.
- Incentive Money as per GOI Order is distributed to family planning beneficiaries.

### **SECTION 4 (1)(b)(ii)- Powers and Duties of its Officers and Employees :**

<b>Sl. No</b>	<b>Designation of the official I/Employee</b>	<b>Duties allotted</b>	<b>Powers</b>
1	<b><u>Asst.Surgeon</u></b> DR. Kaveri	<ul style="list-style-type: none"> <li>• Conduct ANC Clinic, MTP, IUCD,LSCS, Sterilisation Operations (TO+LTO)</li> <li>• Treatment of Gynac Patients &amp; Conducting Gynac Surgeries.</li> <li>• Carryout Out Patients &amp; In Patient Services available at Palike Hospitals.</li> <li>• Participation in National Programmes.</li> <li>• Maintenance of Hospital Stores, Drugs, Equipments, Linen, Furnitures, and Timely lookout for the repair of all Equipments,</li> </ul>	<ul style="list-style-type: none"> <li>• To draw salaries for establishment.</li> <li>• To sanction casual leaves to group B,C &amp; D.</li> <li>• Responsible for userfee expenditure within the limits.</li> </ul>

		<p>Furnitures.</p> <ul style="list-style-type: none"> <li>• Supervision of records and Registers.</li> <li>• Supervision of Cleanliness of Hospital premises, Bio medical waste management as per act.</li> <li>• Submission of daily, weekly, Monthly and yearly reports.</li> <li>• Perform duties as entrusted by higher authority.</li> <li>• Issue of Incentives to Beneciaries Under different State Government Programmes and maintain related records.</li> <li>• Should be punctual in their duties.</li> <li>• Shoud be kind and soft spoken and have patience while conversing with patients/subordinates.</li> </ul>	
2	<p><b><u>Staff Nurse</u></b> Veena</p> <p><b><u>(Contract Basis)</u></b> Roopa. R Asha Rani .K.R</p>	<ul style="list-style-type: none"> <li>• Should be punctual in their duties &amp; report an ½ hour to the hospital.</li> <li>• Should leave departmrnt only after handing over the charges to the reliever.</li> <li>• Should be kind &amp;soft spoken &amp; have patience while convercing with patients &amp; relatives.</li> <li>• Should posses knowledge of all the services given in the hospital.</li> <li>• Responcible for overall cleanliness of the hospital premises.</li> <li>• Responcible for the management of drugs , equipment, furniture, linen,hospital Stores &amp; maintenance of hospital registers.</li> <li>• Responcible for Biomedical waste management as per its rules.</li> <li>• Keep stock of emergency medicines &amp;maintaine it.</li> <li>• Registration of OPD patients, assist Medical officer in OPD &amp;clinics ,counsel the patients , conduct normal deliveries, immunization.</li> <li>• Carry ouy fumigation of major OT,minor OT, Labour ward as per schedule,autoclave of all sets of instruments &amp;linen required for procedures, follow up of medicalofficer’s instructions,assist medical officer in all procedures.</li> <li>• Preparation&amp;submissionofdaily,weekly,monthly,yaerly reports.</li> <li>• Perform duties as entrusted by higher authorities .</li> <li>• Participation in all National programmes.</li> </ul>	

3	<p><b><u>J.H.A.(F)</u></b></p> <p><b>Vacant</b></p>	<ul style="list-style-type: none"> <li>• Should be punctual in their duties &amp; report an ½ hour to the hospital.</li> <li>• Should leave department only after handing over the charges to the reliever.</li> <li>• Should be kind &amp; soft spoken &amp; have patience while conversing with patients &amp; relatives.</li> <li>• Should possess knowledge of all the services given in the hospital.</li> <li>• Responsible for overall cleanliness of the hospital premises.</li> <li>• Responsible for the management of drugs, equipment, furniture, linen, hospital Stores &amp; maintenance of hospital registers.</li> <li>• Responsible for Biomedical waste management as per its rules.</li> <li>• Keep stock of emergency medicines &amp; maintain it.</li> <li>• Registration of OPD patients, assist Medical officer in OPD &amp; clinics, counsel the patients, conduct normal deliveries, immunization.</li> <li>• Carry out fumigation of major OT, minor OT, Labour ward as per schedule, autoclave of all sets of instruments &amp; linen required for procedures, follow up of medical officer's instructions, assist medical officer in all procedures.</li> <li>• Preparation &amp; submission of daily, weekly, monthly, yearly reports.</li> <li>• Perform duties as entrusted by higher authorities.</li> <li>• Participation in all National programmes.</li> </ul>
4	<p><b><u>Lab Tech.</u></b> <b><u>(Un Sanctioned Post)</u></b> <b><u>Working on OOD Basis</u></b></p> <p>Jabeen Taj</p>	<ul style="list-style-type: none"> <li>• Performs Laboratory works like Blood- HB%, Group and RH, VDRL, HIV, RBs, HRs AG.MP Smear, Sputum examination for TB, Urine Examn.: - Albumin, Sugar, M/s etc.</li> <li>• Perform duties as entrusted by higher authorities.</li> <li>• Preparation &amp; submission of daily, weekly, monthly, yearly reports.</li> <li>• Responsible for Biomedical waste management as per its rules.</li> <li>• Participation in all National programmes</li> </ul>
5	<p><b><u>S.D.C</u></b> Shwetha.G</p>	<ul style="list-style-type: none"> <li>• Maintenance of establishment registers, &amp; other registers</li> <li>• Maintenance of records related to health cards, medical reimbursement bills</li> <li>• Maintenance of user fee records</li> <li>• Birth &amp; Death registration</li> <li>• Maintenance of all bills of hospitals</li> <li>• Preparation of reports &amp; submission</li> <li>• Maintenance of files related to RTI 2005</li> <li>• Perform duties as entrusted by higher authorities</li> </ul> <p>Attending audit objections &amp; maintaining audit registers</p>
	<p><b>Group D Workers</b></p>	<ul style="list-style-type: none"> <li>• Allow the visitors to see the patient only during the visiting hours. Allow only one attendant per patient to stay during nights.</li> </ul>
6	<p><b><u>Peon</u></b> Prakash. K</p>	<ul style="list-style-type: none"> <li>• Remove the cobwebs in the entire hospital once in a week.</li> <li>• Clean all the windows, lockers, veranda, and all the sofas every day</li> <li>• Help the Staff Nurse in autoclaving.</li> <li>• Maintain working condition of the solar water heater.</li> <li>• Ensure pumping of water regularly, and control lighting (switching on and off) in the hospital. Report any lapses/ problems immediately to the MO.</li> <li>• Supply water to Ayahs for ward cleaning.</li> <li>• Maintenance of the materials and furniture, which are kept outside.</li> <li>• Look after Tappal Duties.</li> </ul>

		<ul style="list-style-type: none"> <li>• Ensure that no one smokes tobacco and / or Chews Betel Leaves in the premises.</li> <li>• Ensure security of the hospital.</li> <li>• Maintain Garden.</li> <li>• Perform duties as entrusted by MO, higher authorities.</li> </ul>
7	<p><b><u>P.K. (Vacant)</u></b> <b><u>Dhobi (Vacant)</u></b></p> <p><b><u>Ayah</u></b> Suguna (Ayah)</p>	<ul style="list-style-type: none"> <li>• Intensive cleaning of hospital to be done once a week.</li> <li>• Maintain the cleanliness of the labour ward all the 24 hours.</li> <li>• Clean the instruments and Equipments. Help the Staff Nurse in keeping at least 5 sets of delivery kits ready at a given time.</li> <li>• Provide a gown to each patient in Labour Ward before Delivery.</li> <li>• Shift the mother and baby to the postnatal ward after 2 hours of delivery under the supervision of the Staff Nurse.</li> <li>• Supply milk/ bread to the patients as per Rules.</li> <li>• Wash the soiled linen every day.</li> <li>• Supply Hot water to the patients.</li> <li>• Sweep and swab the OT everyday and clean the OT Equipments.</li> <li>• Assist S/N in fumigation of the major, minor OT and as and when required.</li> <li>• Perform duties as entrusted by MO, higher authorities.</li> <li>• Follow the Biomedical waste management rules. As per act.</li> </ul>

#### SECTION 4 (1)(b)(iii)- Procedure Followed in decision making Process:

Activity	Description	Decision-making Process /time limit for taking Decision / channels of supervision and accountability	Designation of final decision authority
Clinical Administrative	As mentioned under section 4 (1)(b)(ii) –Duties allotted	Depends on the activity	Addl. Commissioner (Health)

#### SECTION 4 (1)(b)(iv)- norms set for the discharge of functions

Sl. No	Function /Service	Norms/Standards of performance set	Time-Frame	Reference documents prescribing the norms (Citizen's Charter, Service Charter, etc...)
1	Clinical	1. The Norms/Protocols set by World Health organization (WHO)& standard medical text books for diagnostic and therapeutic purposes are followed at BBMP Hospitals.	Immediate	WHO& standard medical text books.
2	Administrative	2. For Administrative purposes K.C.S.R, K.M.C act. KFC Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed.	Depends on the issue	K.C.S.R, K.M.C act, .KFC Karnataka Medical Rules, CCA Rules, Orders by Higher Officers.

**SECTION 4 (1)(b)(v)- rules, Regulations, Instructions, Manuals and Records held / used**

Sl No.	List of Acts, Rules, Regulations, Instructions, Manuals	Gist of Act, Rules etc.,
1	K.C.S.R	Govt. service rules for employees
2	K.M.C Act	Municipal rules for BBMP
3	KFC	Financial Matters
4	Karnataka Medical Rules	For Medical reimbursement
5	CCA Rules	Civil Conduct rules for employees
6	KTTP act	For purchase of medicines / equipments etc.,
7	RTA	RTA rules

**SECTION 4 (1)(b)(vi)- categories of documents held**

**41(a) Maintenance of all Records of this hospital duly catalogued and Indexed in a manner and form as per RIT Act.**

**Category – ‘A’**

Category Of the document	Title of the Document	Custodian of the Document
Category A	Parturition Register	Dr. Gayathri Bai Asst.Surgeon
	Incentive Payment Register	
	Service Book	
	Circulars	
	Acquaintance Rolls for pay and other allowances	
	Indent Book	

**Category – ‘B’**

Category Of the document	Title of the Document	Custodian of the Document
Category B	Classified Register for Receipts / Payment (User Fee)	Dr. Gayathri Bai Asst.Surgeon
	Bank Pass Book	
	Stock Books	
	Counter foils of User fee Cheque Book	
	Audit Reports	
	UF Cash Book	

**Category – ‘C’**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category C	0	Dr. Gayathri Bai Asst.Surgeon

**Category – ‘D’**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category D	OPD Register	Dr. Gayathri Bai Asst.Surgeon
	Admission Register	
	Antenatal Register (UFWC)	
	Sterilization Register	
	E.C. Register	
	Immunization Register	
	Voucher’s (Incentive)	
	Tappal Book	
	P.R. Register	
Attendance Register Maternity Home		

**Category – ‘E’**

<b>Category Of the document</b>	<b>Title of the Document</b>	<b>Custodian of the Document</b>
Category E	Causal Leave Application	Dr. Gayathri Bai Asst.Surgeon
	Condemn Register	
	Antenatal / Maternal Case Sheets	
	Antenatal Cards	
	M.T.P Register	
	IUCD Register	
	Immunization Card Foils	
	Lab Register	
	Referral Book	
	Doctor’s Call Book	
	Dog bite Register	

**SECTION 4 (1)(b)(vii)- arrangement that exists for consultation with or representation by members of the public in relation to the formulation of its policy or implementation there of;**

Every MH/RH has kept complaint/Suggestion box in the hospital which is inspected and action is taken by head of the hospital for public complaints.

Telephone numbers of doctors and superintendents are displayed at MH/RH/OPD's.

Suggestion and advise of board of visitors (MLAs, Corporators, Local Leaders, Social Workers, NGOs) and Committee's members are taken and implemented as per the decisions taken in the board of visitor meetings.

**SECTION 4 (1)(b)(viii)- boards, Councils, Committees and other bodies constituted as part of the public authority**

Names of board council, committee, etc.,	Composition	Power and functions	Whether its meetings are open to the public/ whether minutes of meetings are accessible for public;
Board of visitors	Ward Councilors NGO's Social workers	<ul style="list-style-type: none"> <li>• Quarterly review meetings</li> <li>• Review of activities of the health facilities in the Jurisdiction</li> <li>• Review plans budgets Programmes and performances of the health facilities</li> <li>• Review and approve income from the user charges or other sources and expenditure out of such funds</li> <li>• Resource mobilization</li> <li>• Review and redressal of unresolved public complaints received</li> <li>• Proposal of measures for better governance</li> <li>• Any other subject of relevance</li> </ul>	<b>Yes</b>

**SECTION 4 (1)(b)(ix)- A directory of its officers and employees;**

Sl. No.	Name of the Officers / Employees	Designation	Office Address/ Contact No/ Email ID	Monthly remuneration etc.
1	Dr. Kaveri	Asst. Surgeon (1-1-0)	Shanthi Nagar Maternity Home 9480683503, 22975867	28100 (28100-50100)
2	S. Premalath Geethabai Vacant (4)	J.H.A.F (6-2-4)	Austin Town Maternity Home 22975868 Jayanagar Dispensory	21000 17650-32000 21000 17650-32000
3	Shwetha. G	S.D.C (1-1-0)	Chief Health Office	14900 11,600-21,000



4	1.Rathnamma 2.Vacant (4)	Ayah (5-1-4)	Chief Health Office	12750 10400-16400
5	1. Rajalaxmi 2. Ramakka 3. Vacant (1)	P.K. (3-2-1)	Gavipuram Guttalli Maternity Home Ulsoor Dispensory	16000 10400-16400 16400 10400-16400
6	1. Prakash.K 2. Munibairegowda 3. Vacant (3)	Peon (5-2-3)	Shanthi Nagar Maternity Home 22975867 Mysore Road Crometorium	12000 9,600-14,550 13900 10400-16400
7	Vacant	Dhobi(1-0-1)	-	-

**SECTION 4 (1)(b)(xi)- The budget allocated to each of its agency including plans, etc.,**

Under 14-Health Medical Budget head – Money is drawn for this hospital establishment (as separate budget is not allocated for individual hospital)

**SECTION 4 (1)(b)(xii)- manner of execution of subsidy programmes**

JSY Beneficiaries are paid cheque of Rs.600/-, Family Planning Incentive amount is given to sterilization beneficiaries as per govt order, Madilu kits are given to eligible mothers who have delivered at BBMP hospitals

**SECTION 4 (1)(b)(xiii)- Particulars of recipients of concessions, permits or authorizations granted by public authority.**

Sl. No	Name and address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of Granting authority
1	Patients with BPL and Anthyodaya Card holders	Exempted from user fees charges	-	<b>As per commissioner's order</b>

**SECTION 4 (1)(b)(xiv)- information, available in electronic form**

- IEC on health related topics like RCH, FP, Breast Feeding, Pulse Polio, RNTCP, HIV/AIDS, Dog Bite Management are in CD form.
- Establishment Bills (Salary), Budget, Contingency Bills, Fuel Indent Bills etc., of HSRH are in electronic Form (Online).

- Birth and Death events of RH/MH are registered online.

**SECTION 4 (1)(b)(xv)- particulars of facilities available to citizens for obtaining information**

Facility	Description (Location facility/name, etc.,	Details of information available
MCH & FW services	Displayed on the notice board put up in the OPD block of hospital.	<ul style="list-style-type: none"> <li>• Out patients and In Patients services</li> <li>• User fees charges</li> <li>• Janani Suraksha Yojane</li> <li>• Madilu Yojane</li> <li>• Family planning Incentive.</li> <li>• Medicines availability.</li> <li>• Performance of hospitals.</li> <li>• Birth registration and issue of certificates etc,</li> <li>• Citizen's charters.</li> </ul>

**SECTION 4 (1)(b)(xvi)- names, designations and other particulars of Public information officers**

a. PIO and APIO Details

Sl. No	Name of the Hospital	Name & Designation of PIO	Office Ph. No & Email. ID	Name & Designation of Applete Authority	Office Ph. No & Email. ID of Applete Authority
1	Shanthinagar Maternity Home	Dr. Shobha Asst. Surgeon	080-22975867	Dr. Vathsala Health Office (East) Clinical	080-22120955 9480684128 hoeastclinical@gmail.com

**SECTION 4 (1)(b)(xvii)- Any other useful information / information frequently asked by the public. Please give any other information or details of publications which are of relevance or of use to the citizens or which are frequently asked by the public.**

The information's with respect to this Hospital are available in website: [www.bbmp.gov.in](http://www.bbmp.gov.in) and the information frequently asked by the public is published in citizens charters and in Aroghya Samachar Vahini Quarterly Magazine (for clinical information).

Asst. Surgeon  
Shanthi Nagar Maternity Home  
Bruhat Bangalore Mahanagara Palike

