

**DHO MAHADEVAPURA OFFICE MAHADEVAPURA OFFICE STRUCTURE OF WORK
AND DELIGATION POWERS**

Section 4(1)(b)(i)-Organizational Structure, aims and functions

Sl. No.	Name of the organization	Address	Aims	Functions
1	Office of DHO(Wards 17)	BBMP, Mahadevapura, R.H.B. Colony, Bangalore-48. Ph:28510864	To Provide services of BBMP Public Health department to citizen of Ward nos.54, 82, 85, 86, 83, 84, 149, 150, 25, 26, 56, 53, 55, 87, 52, 81, 51	<ul style="list-style-type: none"> • Control measures for epidemic diseases like H1N1,communicable diseases and vector-borne diseases • Issue of Birth & Death Certificates. • Issue & Renewal of Trade Licences. • Enforcement of Tobacco Control programmes.

Section 4(1)(b)(ii)- Powers and duties of officers and employees

Sl. No.	Designation of the official/employee	Duties allotted	Powers
1	DHO –Deputy Health Officer	<ul style="list-style-type: none"> • Control Measures for epidemc/communicable/vector-borne diseases like fogging/spraying, Source reduction activities and awareness programmes. • Inspection of trade premises and issue/renewal of licenses. • Attend to RTI, lokadalath and other Office correspondence. • Surveillance of Dengue, Chikungunya. • Inspect private Hospitals to check adherence to KSPCB norms. • Enforce Tobacco control programme. • Supervise staff of DHO Office. 	<ul style="list-style-type: none"> • Control the staff of DHO Office. • Inspect trade premises, hotels.etc.within jurisdiction. • Confiscate items of offenders and close trades in case of violation of rules. • Issue/reneval/withdraw trade licences by superior officers.
2	Senior Health Inspectot	<ul style="list-style-type: none"> • Attend to any work allotted. • Co-Ordination of National Programs • Attend to all public complaints and work allotted by DHO in the field. 	

		<ul style="list-style-type: none"> • Enforce Tobacco control measures. • Collect surveillance reports from Private/Government Hospitals • Participate in National programmes like pulse-polio. • Conduct source reduction and awareness programmes in fields. • Attend to works allotted by DHO. • Inspect trade premises When directed by DHO. 	
3	Manager/SDC	<ul style="list-style-type: none"> • Maintain Office records, DCB, Registers, and Stock Books etc. • Receive all tapal and process them. • Prepare Pay bills of Staff. • Maintain receive registers of employees of DHO Office. • Correspond with other department upon the direction of DHO. • Attend to all duties entries fed by DHO. 	
4	Birth & Death registration clerk	<ul style="list-style-type: none"> • Receive applications for birth and death. • Process them. • Timely issue of birth/death certificates. 	
5	Peon-Group D	<ul style="list-style-type: none"> • Maintain Cleanliness of Office premises. • Work as per instruction of 	

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
1. Arranging Spraying/Fogging	Arrange workers, medicines and equipment.	DHO will decide in consultation with health inspectors. Spot decisions are fuller suspension by MOH. Signature of public in filed workers books verified by inspectors and DHO	1. JC, Mahadevapura 2. Commissioner, BBMP
2. Issue of Birth/Death Certificates	Process birth/death details as per protocol.	DHO shall supervise and cross verify details if required. Decisions taken on spot by DHO.	1. JC, Mahadevapura 2. Commissioner, BBMP.
3. Issue of Trade Licence	Inspection of premises.	Work of Inspectors will be periodically checked by DHO, decisions taken in consultation with HO (East) as per norms of KMC act 1976.	1. HO(east) 2. JC, Mahadevapura 3. Commissioner, BBMP
4. Tobacco Control Measures	Enforcement of Laws.	Decisions taken based on COTPA act.	Programme officer (Tobacco Control Program) JC, Mahadevapura Commissioner, BBMP.

Section 4(1) (b) (iv) - Norms set for the discharge of functions

Sl. No.	Function/service	Norms/standards of performance set	Time-frame	Reference document prescribing the norms (Citizens Charter, Service charter, etc.)
1	Spraying/fogging	WHO guidelines	Daily	WHO guidelines
2	Issue of Birth/Death Certificates	Guidelines of registrar of General, India ministry of Home Affairs.	1 Week	Registration manual on registration of birth and deaths.
3	Issue of Trade Licences	'Suvarna Arogya Paravanige' Manual of BBMP.	30 days	'Suvarna Arogya Paravanige' Manual of BBMP.
4	Tobacco Control measures	CODPA Act		COTPA Act

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	KCSR 1958	Describes receive rules of Government servants.
2	KMC act 1976	
3	COTPA act	Rules of BBMP only
4	CCA rules	Tobacco control measures
5	KFC/MCE/Budget Manual	Punishment method for Govt. servants.
6	Circulars/orders of JC (Mahadevapura), Commissioner	Maintenance of Office accounts.

Section 4(1)(b)(vi)- Categories of documents held

Sl.No.	Category of the document	Title of the document	Custodian of the document
1	Applications for Birth/Death	Birth/death certificates	Birth/Death Clerk
2	Trade Licences	Trade licence	Manager
3	Stock registers	certificates/applications	
4	Telephone/Current/Water registers		Manager
5	From – To registers		SDC
6	Receipt books Cash		SDC
7	Books Remittance		Manager/SDC
8	books Service		Manager/SDC
9	Registers DCB/Mayor		Manager
10	fund files RTI Files		Manager
11			Manager

Section 4(1)(b)(vii)- Arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof

Sl.No.	Function/Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relation with policy implementation
		Not Applicable	

Section 4(1)(b)(viii)-Boards, councils, committees and other bodies constituted as part of the public authority

Name of board, council, committee, etc.	Composition	Powers and functions	Where its meetings are open to the public / whether minutes of meetings accessible for public
		Not Applicable	

Section 4(1)(b)(ix) & Section 4(1)(b)(x)- Directory of officers/employees and their monthly remuneration

Sl. No	Name of the officers/employees	Designation	Office address/contact number/e-mail ID	Monthly remuneration etc.
1	Dr.Kalpana.P	DHO	BBMP, Mahadevapura, R.H.B. Colony, Bangalore-48. Ph:28510864	Basic:17150 Tot.Emoluments:30540.00
			BBMP, Mahadevapura,	Basic:

2	Jaya B Harti	Manager	R.H.B. Colony, Bangalore-48. Ph:28510864	Tot.Emoluments:
3	Bhargav Krishna	Sr. Health Inspector	BBMP, Marathahalli, Bangalore	Basic: Tot.Emoluments:
4	Srinivasappa	Sr. Health Inspector	BBMP, Varthur, Bangalore	Basic: Tot.Emoluments:
5	Devaraj M	Sr. Health Inspector	BBMP, Doddanekkundi Bangalore.	Basic: Tot.Emoluments:
6	K L Vishwanath	Sr. Health Inspector	BBMP, Ramurthy Nagar Bangalore	Basic: Tot.Emoluments:
7	Mukundappa C	Sr. Health Inspector (Incharge)	BBMP, K.R.Puram & Devasandra Bangalore	Basic: Tot.Emoluments:
8	Raghavendra L	Sr.Health Inspector	BBMP, A.Narayanapura, Bangalore	Basic: Tot.Emoluments:
9	Raghavendra J N	Sr.Health Inspector	BBMP, Basavanapura, Bangalore	Basic: Tot.Emoluments:
10	K V Raghavendra	Sr.Health Inspector	BBMP, Vignananagar, Banaglore	Basic: Tot.Emoluments:
11	V Nagaraj	Sr.Health Inspector	BBMP, Hoodi, Bangalore	Basic: Tot.Emoluments:
12	Srinivasalu	Sr.Health Inspector	BBMP, Garudacharpalya, Bangalore	Basic: Tot.Emoluments:
13	Akkammadevi	Sr.Health Inspector	BBMP, Kadugodi, Bangalore	Basic: Tot.Emoluments:
14	Prakash K N	Sr.Health Inspector	BBMP, Hagadur, Bangalore	Basic: Tot.Emoluments:
15	Mahiboob	Sr.Health Inspector	BBMP, Marathahalli, Bangalore	Basic: Tot.Emoluments:

16	Mahish Kumar.S	Sr.Health Inspector	BBMP, Bellandur, Bangalore	Basic: Tot.Emoluments:
17	Lakashmamma	Peon	BBMP, Bellandur, Bangalore	Basic: Tot.Emoluments:
18	Krishnappa	Tapalu From-To Registration	BBMP, Marathahalli, Bangalore	Basic: Tot.Emoluments:
19	Venkatesh	PK	BBMP, Marathahalli, Bangalore	Basic: Tot.Emoluments:
20	Mohammed Saleem	SDC	BBMP, Marathahalli, Bangalore	Basic: Tot.Emoluments:
21	Raghu K L	Sub-Register	BBMP, Marathahalli, Bangalore	Basic: Tot.Emoluments:

Section 4(1)(b)(xi) – Budget allocated to each agency including plans, etc.

Agency	Plan/programme/ scheme/project/activity/ purpose for which budget is allotted	Proposed expenditure as on last year	Expected outcomes	Report of disbursements made or where such details are available (website,reports,notice board)
		Not Applicable		

Section 4(1)(b)(xii)-Manner of execution of subsidy programmes

- a. Information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes**

Sl. No.	Name of programme/activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer for grant of subsidy
		Not Applicable		

b. Describe the manner of execution of the subsidy programme

Sl. No.	Name of programme/activity	Application procedure	Sanction procedure	Disbursement procedure
		Not Applicable		

Section 4(1)(b)(xiii)-Particulars of recipients of concessions, permits or authorizations granted by the public authority

Sl. No.	Name and address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & designation of granting authority
		Not Applicable		

Section 4(1)(b)(xiv)-Information available in electronic form

Sl. No.	Electronic data	Description (site address/location where available, etc.)	Contents or title	Designation and address of the custodian of information (held by whom)
1	Birth/death Certificates		Birth/death Certificates	DHO
2	Trade Licences		Trade Licence Certificates	DHO

Section 4(1) (b) (xv)-Particulars of facilities available to citizens for obtaining information

Facility	Description (location of facility/name, etc.)	Details of information available
Birth/Death Certificates	http://www.sasbbmp.com/birthdeath	Fee Structure Documents registered
Trade Licence	http://www.sasbbmp.com/tradelicence	<ol style="list-style-type: none"> 1. Address of DHO Offices 2. Procedure for obtain Trade Licence. 3. Documents required.Etc.

