

# BRUHATHBANGALORE MAHANAGARA PALIKE

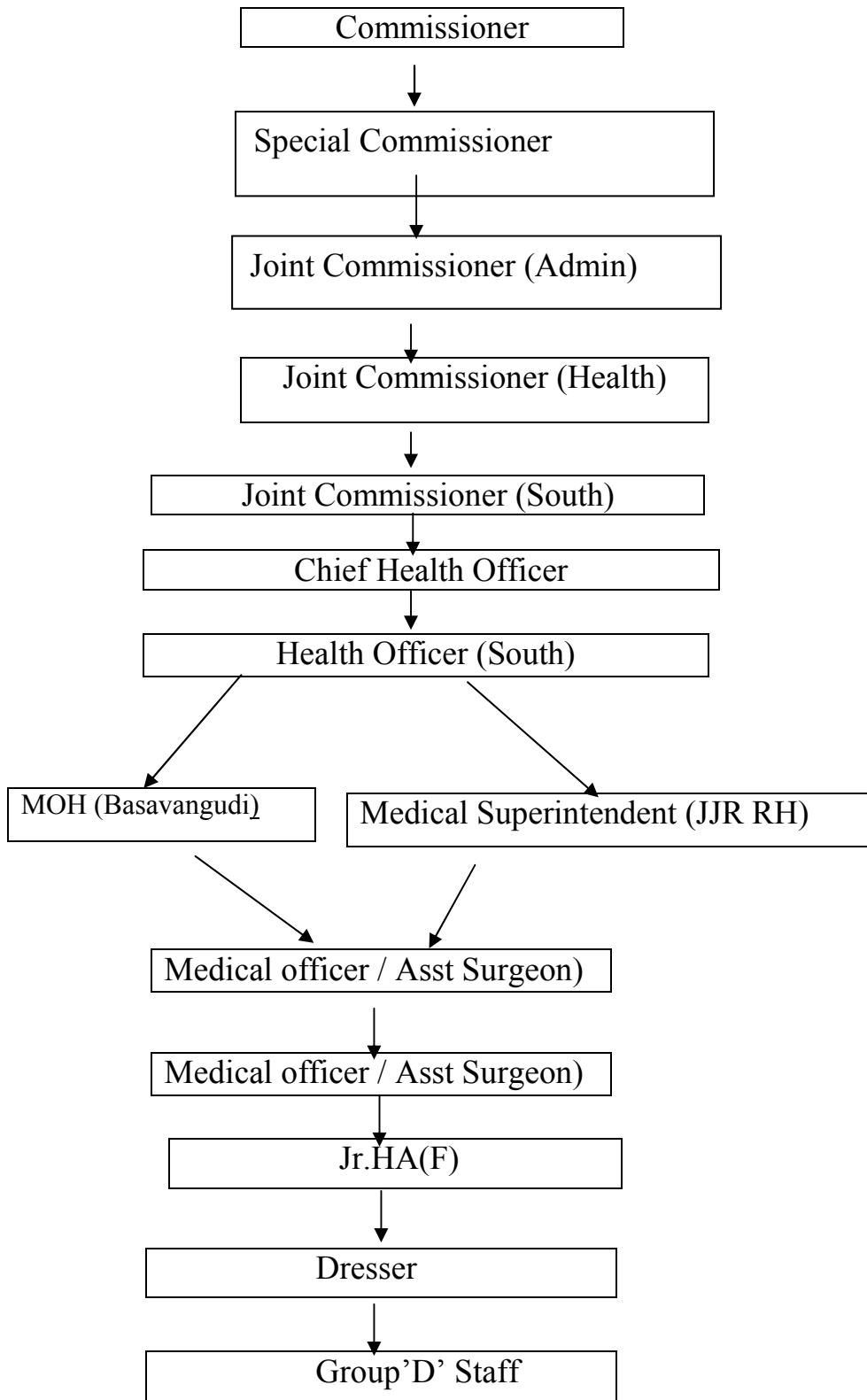
## RIGHT TO INFORMATION ACT-2005 SECTION 4(1)B

### Information About Hanumanth Nagar , Dispensary Section 4(1)B Rule-1

Infrastructure ,Functions , Duties , Details of Hanumanth Nagar , Dispensary

1. The Particulars of its organization, Functions & Duties :

- a.) Name of the Office :- Hanumanthnagar Dispensary Near  
Gavigandhara Temple ,  
Gavipuram, Bangalore -560019 PH: 22975792.



b) Functions and Duties :-

Dispensary is playing a major role in protecting the Health of the citizens of BBMP. These dispensaries are working under the guidance of commissioner and other officers as mentioned earlier the function of dispensary is going on smoothly under the supervision of Medical superintendents and MOH (Basavanagudi.)

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 , Fever , ETC.
- Communicable Diseases GE Cases, Malaria, Tuberculosis, Chikun Gunya fever STD,s etc.
- Chikun guniya fever STDs, etc.
- Treatment of Dog bite wounds with vaccine and other medicines.
- First aid treatment for accidents & other emergency cases.
- Treatment and guidance to chronic diseases like Dibetes, Blood pressure ,Asthma, Joint Pains allergies,etc.
- Suturing and dressing of wounds.

2.) Active involvement in implementation of national Health Programmes.

- Revised National Tuberculosis control programme (RNTCP)
- National Polio Eradication Programme.
- National Malaria Control Programme.
- National Leprosy Elimination Programme.
- National Blindness Prevention Programme.
- National Family welfare Programmme.

3.) Along with curative services School Health Check up camps conducted at all Schools in the Jurisdiction of the Dispensary and treat the children with necessary medication.

4.) Treatment and guidance for geriatric problems of senior citizens.

- 5.) Health Education programme :- Awareness are given for various communicable diseases, personal hygiene & Environmental hygiene
- 6.) Health Education programme for Adolescent Girls & Boys at various high school & Colleges.
- 7.) Periodical Health Check up for Pura Karmikas and officials of Health Department.

I. The Powers & Duties of its Officers & Employees:

1.) Medical Officer .Assistant Surgeon –Dr Ramesh Chandra Reddy

He is the Head of the Dispensary.

a.) Clinical Responsibilities /Duties.

- Treatment & Guidance to patients seen at out patient department on all days.
- Immediate treatment & guidance to Road traffic accident and other emergency cases.
- Implementation of National Health Programmes.
- Screening check up guidance & treatment of patients with Mental Health Problems.
- School .College student Health Check up.
- Active participation in Health check up camps arranged in south zone.

b.) Administrative:-

- Ensuring Punctuality and discipline to be followed by staffs.
- Inspection of the dispensary and surrounding premises for cleanliness.
- Putting up Advance programme of their activities for the month on the first working day of every month.
- Weekly meeting with the staffs to discuss the performance and guide and train them.
- Discussion with higher officials –once in a month (During monthly meeting.)
- Periodic updating of all the relevant registers.
- Periodic procurement and supervision of medicines and equipment at stores.
- Submission of weekly and monthly reports of OPD, Dog bite, RNTCP Stock position of Medicines etc.
- Sanctioning of casual leaves to staff.

- To bring the negligence / irresponsible behavior of the staff the notice of supervisory officers.
- To maintain dairy of daily events at dispensary.
- To get trained periodically for improvement in the clinical skills.
- To supervise Disinfection –segregation & disposal of Hospital waste as per recommendation.
- Preparation & Submission of monthly /Quarterly/ Annual performance Reports.

2.) Jr.H.A.F Smt. Radha K.K

- To wear prescribed uniform.
- To help Medical officer for treatment of patients at OPD.
- To dispense medicines and give injections as prescribed by M.O.
- To sterilize /Autoclave instruments cotton gauze well in advance
- To actively participate in National Health Programmes.
- To supervise the work of group 'D' staffs.
- To maintain cleanliness of Hospital premises.
- Maintaining dairies regularly.
- Indenting Medicine & Vaccines from city central stores.
- Managing and updating stores and relevant registers.
- Preparation of weekly /monthly /quarterly/annual performance report.
- Active participation in Health Education Programmed(IEC)
- To behave politely and friendly with patients and citizens.
- To get trained periodically and improve the clinical skills.

3.) Dresser – Vacant post at present.

Duty – Cleaning and Dressing of the wounds.

4.) P.K Ramu

- a.) To wear prescribe uniform during duty hours.
- b.) To clean inside premises of the Dispensary.
- c.) To segregate all the disinfected hospital waste and dispose safely.
- d.) To behave politely with patient and public.

- e.) Help the ANM in preparation of swabs dressings and autoclaving instruments.
- f.) To look after tapal duties.
- 5.) Peon- Muddamma , Nagarathamma, to look after Tapal duties and other work ordered by M.O.

II. The Procedure followed in the decision making process, including channels of supervision & accountability.

The information /Application / Requisition are sent to the superintendent (JJR RH) and MOH (Basvanugudi) branch for their perusal & Medical officer follows their orders.

III. 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 & KMC.  
To follow & implement the orders of commissioner & Higher authorities.

IV. The Rules, Regulations, Instructions, Manuals & 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 KCS Rules, commissioner & CHO orders, CCA rules , periodical circulars, memos issued by higher authorities.

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

- a.) Attendance Register.
- b.) Stock Register
- c.) OPD Register
- d.) JBWSSB , KPTCL bill Register & ARV bill Register
- e.) Indent Book.
- f.) Inspection Book.
- g.) Minute Book.
- h.) Movement Register

- i.) Dig bite cases Register.
  - j.) Tappal Book.
  - k.) Health Education Book (IEC Book.)
- VI. The particulars of any arrangement that exists for consultation with of representation by the members of the public in relation to the formulation of its policy or implementation there of:
- a. Suggestion box & Health Education Programmes.
  - b. Medical officers.
- VII. A statement of the boards councils , committees & other ibodies consisting of 2 or more persons constituted as its part or for the purpose of its advice, & as to whether meetings of those boards, council, committees & other bodies are open to the public or the minutes of such meetings are accessible for public.

Not Applicable.

VIII. A Directory of officer & Employees:

SL; NO	Name & Designation	Office Address	Contact NO
1	Dr. Ramesh Chandra Reddy	Hanumanth nagar Disp Gavipuram, Near Gavigangadhareswara Temple Bangalore	22975792
2	Smt Radha K.K		
3	Ramu, (PK)		
4	Nagarathamma (Peon) Muddamma (Peon)		

The monthly remuneration received by each of its officers and employs including the system of compensation as provided in its regulations.

SL NO	Name & Designation	Designation	Pay scale	Basic Pay	P.NO
1	Dr. Ramesh Chandra Reddy	Asst Surgeon	19450-27600	21600	9480684060
2	Smt. Radha K.K	Jr. HA(F)	14450-19450	14800	9902606959
3	Smt. Nagarathnamma	Peon	5200-8200	6250	9964552357
4	Muddamma	Peon	5200-8200	7275	22975792
5	Ramu	P.K	5200-8200	8200	22975792

11.) The budget allocated to each of its agency indicating the particulars of all plans proposed expenditure and report on disbursements made.

Not Applicable.

12.) The Manner of execution of subsidy programmes including and the amounts allocated and the details of beneficiaries of such programmes.

Not Applicable.

13.) Particulars of recipients of concessions permits or authorization granted by it:

Not applicable.

14.) Details in respect of the information available to or held it reduced in an electronic form.

Not applicable.

15.) The particulars of facilities available to citizen for obtaining information including the working hours of library or reading if maintained for public use.

Not Applicable.

16.) The names designation And other particulars of the public information offers.

Health Officer (South)

Medical Officer of Health (MCH^FW)



MOH(Basavanagudi)

Asst Surgeon :Dr. Ramesh Chandra Reddy.

17.) Such other information as may be prescribed and thereafter update these publications every year

The General information regarding Hanumanthnagar Dispensary has been included in BBMP website

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

Medical officer  
Hanumanthnagar Dispensary  
Bruhat Bangalore Mahanagara Palike