

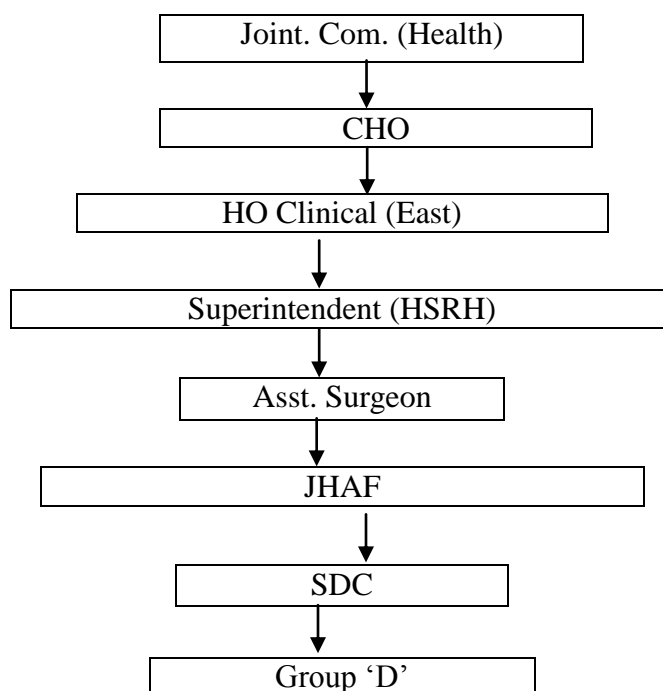
PALACE GUTTAHALLI MATERNITY HOME

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	Palace Guttahalli Maternity Hospital	Palace Guttahalli Maternity Home, Near NTI Qtrs, Jataka Stand, Bangalore.	Rendering Maternal and child health care services in order to reduce maternal and child morbidity and mortality

Organogram



Functions:

Services rendered at PGMH

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 :

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

		<p>Furnitures.</p> <ul style="list-style-type: none"> • Supervision of records and Registers. • Supervision of Cleanliness of Hospital premises, Bio medical waste management as per act. • Submission of daily, weekly, Monthly and yearly reports. • Perform duties as entrusted by higher authority. • Issue of Incentives to Beneciaries Under different State Government Programmes and maintain related records. • Should be punctual in their duties. • Shoud be kind and soft spoken and have patience while conversing with patients/subordinates. 	
2	<p><u>Panel of Gynecologist is also working Dr. Jayanthi Vittal</u></p>	<ul style="list-style-type: none"> • Conduct ANC Clinic, MTP, IUCD,LSCS, Sterilisation Oparetions (TO+LTO) • Treatment of Gynac Patients & Conducting Gynac Surgeries. • Carryout Out Patients & In Patient Services available at Palike Hospitals. • Participation in National Programmes. • Maintenance of Hospital Stores, Drugs, Equipments, Linen, Furnitures, and Timely lookout for the repair of all Equipments, Furnitures. • Supervision of records and Registers. • Supervision of Cleanliness of Hospital premises, Bio medical waste management as per act. • Submission of daily, weekly, Monthly and yearly reports. • Perform duties as entrusted by higher authority. • Issue of Incentives to Beneciaries Under different State Government Programmes and maintain related records. • Should be punctual in their duties. • Shoud be kind and soft spoken and have patience while conversing with patients/subordinates. 	<ul style="list-style-type: none"> • To draw salaries for establishment. • To sanction casual leaves to group B,C & D. • Responsible for user fee expenditure within the limits.

3	<p>Staff Nurse (Un Sanctioned Post) Working on OOD Basis Veena.H</p> <p>Jayalaxmi (Contract) Uma.V (Contract)</p>	<ul style="list-style-type: none"> • Should be punctual in their duties & report an ½ hour to the hospital. • Should leave department only after handing over the charges to the reliever. • Should be kind & soft spoken & have patience while conversing with patients & relatives. • Should possess knowledge of all the services given in the hospital. • Responsible for overall cleanliness of the hospital premises. • Responsible for the management of drugs, equipment, furniture, linen, hospital Stores & maintenance of hospital registers. • Responsible for Biomedical waste management as per its rules. • Keep stock of emergency medicines & maintain it. • Registration of OPD patients, assist Medical officer in OPD & clinics, counsel the patients, conduct normal deliveries, immunization. • Carry out fumigation of major OT, minor OT, Labour ward as per schedule, autoclave of all sets of instruments & linen required for procedures, follow up of medical officer's instructions, assist medical officer in all procedures. • Preparation & submission of daily, weekly, monthly, yearly reports. • Perform duties as entrusted by higher authorities. • Participation in all National programmes.
4	<p>J.H.A.(F) Vacant</p>	<ul style="list-style-type: none"> • Should be punctual in their duties & report an ½ hour to the hospital. • Should leave department only after handing over the charges to the reliever. • Should be kind & soft spoken & have patience while conversing with patients & relatives. • Should possess knowledge of all the services given in the hospital. • Responsible for overall cleanliness of the hospital premises. • Responsible for the management of drugs, equipment, furniture, linen, hospital Stores & maintenance of hospital registers. • Responsible for Biomedical waste management as per its rules. • Keep stock of emergency medicines & maintain it. • Registration of OPD patients, assist Medical officer in OPD & clinics, counsel the patients, conduct normal deliveries, immunization. • Carry out fumigation of major OT, minor OT, Labour ward as per schedule, autoclave of all sets of instruments & linen required for procedures, follow up of medical officer's instructions, assist medical officer in all procedures. • Preparation & submission of daily, weekly, monthly, yearly reports. • Perform duties as entrusted by higher authorities. • Participation in all National programmes.
5	<p>Lab Tech. (Un Sanctioned Post) Working on OOD Basis Sheema Tabassum</p>	<ul style="list-style-type: none"> • 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. • Perform duties as entrusted by higher authorities. • Preparation & submission of daily, weekly, monthly, yearly reports. • Responsible for Biomedical waste management as per its rules. • Participation in all National programmes
		<ul style="list-style-type: none"> • Maintenance of establishment registers, & other registers

5	S.D.C Shantamma	<ul style="list-style-type: none"> • Maintenance of records related to health cards ,medical reimbersment bills • Maintenance of userfee records • Birth &Death registration • Maintenance of all bills of hospitals • Preparation of reports & submission • Maintenance of files related to RTI 2005 • Perform duties as entrusted by higher authorities <p>Attending audit objections & maintaining audit registers</p>
	Group D Workers	<ul style="list-style-type: none"> • Allow the visitors to see the patient only during the visiting hours. Allow only one attender per patient to stay during nights.
6	Peon Basappa Vijayalaxmi Shekar Subbarayudu Raju	<ul style="list-style-type: none"> • Remove the cobwebs in the entire hospital once in a week. • Clean all the windows, lockers, veranda, and all the sofas every day • Help the Staff Nurse in autoclaving. • Maintain working condition of the solar water heater. • Ensure pumping of water regularly, and control lighting (switching on and off) in the hospital. Report any lapses/ problems immediately to the MO. • Supply water to Ayahs for ward cleaning. • Maintenance of the materials and furniture, which are kept outside. • Look after Tappal Duties. • Ensure that no one smokes tobacco and / or Chews Betel Leaves in the premises. • Ensure security of the hospital. • Maintain Garden. • Perform duties as entrusted by MO, higher authorities.
7	Ayah P.K. Rathnamma Rukmini G. Prabhavathi Bai Jayamma Parvathamma	<ul style="list-style-type: none"> • Intensive cleaning of hospital to be done once a week. • Maintain the cleanliness of the labour ward all the 24 hours. • Clean the instruments and Equipments. Help the Staff Nurse in keeping at least 5 sets of delivery kits ready at a given time. • Provide a gown to each patient in Labour Ward before Delivery. • Shift the mother and baby to the postnatal ward after 2 hours of delivery under the supervision of the Staff Nurse. • Supply milk/ bread to the patients as per Rules. • Wash the soiled linen every day. • Supply Hot water to the patients. • Sweep and swab the OT everyday and clean the OT Equipments. • Assist S/N in fumigation of the major, minor OT and as and when required. • Perform duties as entrusted by MO, higher authorities. <p>Follow the Biomedical waste management rules. Asper act.</p>

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	Deputy 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. Sarojini Karning 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. Sarojini Karning Asst. Surgeon
	Bank Pass Book	
	Stock Books	
	Counter foils of User fee Cheque Book	
	Audit Reports	
	UF Cash Book	

Category – ‘C’

Category Of the document	Title of the Document	Custodian of the Document
Category C	0	Dr. Sarojini Karning Asst. Surgeon

Category – ‘D’

Category Of the document	Title of the Document	Custodian of the Document
Category D	OPD Register	Dr. Sarojini Karning 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’

Category Of the document	Title of the Document	Custodian of the Document
Category E	Causal Leave Application	Dr. Sarojni Karning 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	<ul style="list-style-type: none"> • Quarterly review meetings • Review of activities of the health facilities in the Jurisdiction 	Yes

	Social workers	<ul style="list-style-type: none"> Review plans budgets Programmes and performances of the health facilities Review and approve income from the user charges or other sources and expenditure out of such funds Resource mobilization Review and redressal of unresolved public complaints received Proposal of measures for better governance Any other subject of relevance 	
--	----------------	---	--

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

Sl. No.	Name of the Officers / Employees	Designation (S-W-V)	Pay Scale	Gross Pay
1	Dr. Sarojini Karning	Asst. Surgeon (1-1-0)	28100-50100	90.675
2	Vacant	J.H.A.F (6-0-6)	-	-
3	Vacant	S.D.C (1-0-1)	-	-
4	1.Basappa 2.Raju 3.Shekhar. V 4.Subbarayudu 5.Vijayalakshmi 6.Vacant (1)	Peon (6-5-1)	10400-16400 9600-14550 9600-14550 9600-14550 10400-16400	21.739 17.964 16.756 15.246 23.249
5	1.Jayamma 2.G. PraBhavathi Bai 3.Rathnamma 4.Rukmini	Ayah (6-4-2)	1. 10,400-16,400 2. 16400+800 ಪಿ.ಪಿ 10,400-16,400 3. 16400+800 ಪಿ.ಪಿ (10,400-16,400) 4. 10,400-16,400	21.739 26.722 26.722 21.739
6	Parvathamma	PK	10400-16400	25.514
7	Vacant (2)	Dhobhi (2-0-2)	-	-

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	-	As per commissioner's order

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"> • Out patients and In Patients services • User fees charges • Janani Suraksha Yojane • Madilu Yojane • Family planning Incentive. • Medicines availability. • Performance of hospitals. • Birth registration and issue of certificates etc, • Citizen's charters.

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

a. Public information officer (PIO)

Sl. No	Name of the officer / administrative	Name & Designation of PIO	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Sarojini Karning, Palace Guttahalli Maternity Home, Near NTI Qtrs, Jataka Stand, P.G.Halli, Bangalore.	Asst. Surgeon	Phone No:08023447072 Mobile: 9480685322	-

b. Asst. Public information Officer

Sl. No	Name of the officer / administrative	Name & Designation of APIO	Office tel. No. Residence tel no. fax	E-mail
1	Shanthamma Palace Guttahalli Maternity Home, Near NTI Qtrs, Jataka Stand, P.G.Halli, Bangalore.	S.D.C	Phone No:08023447072	-

c. Appellate authority

Sl. No	Name of the officer / administrative	Name & Designation of Appellate authority	Office tel. No. Residence tel no. fax	E-mail
1	Dr. Vatsala. G.M Health officer (E) Clinical. 2 nd Floor Dasappa Hospital Compound, Bangalore-02.	Health Officer (E)Clinical	Phone No:08022120955 Mobile: 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 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
Palace Guttahalli Maternity Home
Bruhat Bangalore Mahanagara Palike