

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 functions of dispensary is going on smoothly under the supervision of Hebbal Range/MOH(MCH).

Functions:-

1) Out patient services are given for all citizens (Male Females/Children)

out patient services are provided to following health problems.

- General illness Cough, Fever, Etc.,
- Communicable Diseases GE Cases, Malaria, Tuberculosis, Chikun Gunya fever, STDs, etc.,
- Treatment of Dog bite wounds and other medicines.
- First aid treatment for Accidents & other emergency cases.
- Treatment and guidance to chronic diseases like Diabetes, Blood pressure, Asthma, Joint pains, allergies, etc.,
- 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 Family Welfare Programme

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, etc.,

6) Health Education Programme for Adolescent Girls & Boys at various high schools & Colleges.

7) Periodical Health Check up for Pura Karmikas and Officials of Health Department.

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

1) Assistant Surgeon – Dr.R.L.USHA RANI

She is the Head of the Dispensary

Duties : a) Clinical b) Administrative

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 West 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 equipments 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 to the notice of Supervisory officer.
- 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.

Varija – LHV

1. Injecting TT for ANC
2. Children immunization
3. Helping in family welfare programme
4. Dressing wounds.
5. Assisting in pulse polio programme

Laxmamma (Ayah)

1. Maintaining hygiene in and out side the hospital
2. Maintaining and cleaning toilet
3. Segregation of waste, glass needles, dressing bandages etc.,
4. Executing the Doctors orders.

III. The Procedure Followed in decision making Process, including channel of supervision and accountability

The Decision of treatment the various diseases and maintaining the records and registers is don as per the standard protocols. The decision making regarding Administrative issues lies C MOH. In some areas, the applications are forwarded to higher authorities and decision given by them is followed.

MOH follows the Instructions/advise/Orders From, CHO and JC (H) and JC (Admn), Special commissioner and commissioner and other higher authorities.

IV. The norms set by it for the discharge of its functions

The Norms/Protocols set by World Health organization (WHO), Indian medical council for diagnostic and therapeutic purposes are followed at BBMP Hospitals. For Administrative purposes K.C.S.R, K.M.C act. Karnataka Medical Rules, CCA Rules and Circulars, Official Memorandums and Guidelines issued from higher authorities of BBMP are followed.

V. The rules, Regulations, Instructions, Manuals and Records held by it or under its control: or used by us employees for discharging its functions.

The Indian medical council protocols are followed and the guidelines and orders of CHO/Higher authorities of BBMP are followed. For Administrative purposes K.C.S.R, K.M.C Guidelines issued from higher authorities of BBMP are followed. The decision taken at the meetings of Board visitors and at the meetings of higher authorities are followed.

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

- | | |
|-------------------------|---------------------------------|
| 1. Attendance Register | 6. Register of dog bite patient |
| 2. Out patient Register | 7. Movement Register |
| 3. Stock Book | 8. Visitors Register |
| 4. ANC Register | 9. RNTCP-sputum test Register |
| 5. Tappal Book | |

VII. The Particulars of any 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;

- Through Opinions of Elected representative, Board of Visitors, Local Leaders, etc.
- Through Suggestion/complaint box
- Through Medical officer or MOH
(Whose Phone numbers are Displayed in the OPD)
- Health education/Health awareness campaigns.
- Patients opinion and feed back registers maintained in OPD and Wards.

VIII. A statement of the boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, Councils, Committees and other bodies are open to the public or the minutes of such meetings are accessible for public;

Board of visitors for each hospital is constituted and Meetings are held by them periodically Minutes of the meeting are documented and their advice is followed.

IX. A directory of its officers and employees;

Sl.No.	Name and Designation	Officer Address	Phone/Mobile No.
1.	Dr. R.L.USHA RANI Asst. Surgeon Mobile: 9480683890	Sanjay Nagar, Dispensary, Near Bus Stand, Sanjay Nagar, Bangalore 94.	9480683840
2.	Varija LHV		
3.	LAXMAMMA Ayah		

X. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Sl.No.	Name and Designation	Basic pay	Pay Scale
1.	Dr. R.L.USHA RANI Asst. Surgeon	7450-25050	16,800
2.	VARIJA LHV	8000-14800	13,350
3.	LAXMAMMA Ayah	5200-8200	6,000

XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

14- Health Medical, Administrative Expenses Employees Pay.

XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not Applicable

XIII. Particulars of recipients of concessions, permits or authorizations granted by it;

B.P.L. Card Holders, People Referred from Board of Visitors and Individuals referred from Higher Officers are given concessions.

XIV. Details in respect of the information, available to or held by it, reduced in an electronic form.

The information's with respect to this Hospital are available in website: www.bmponline.org and through I.E.C. Posters, citizen and Patient Charters.

XV. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

Not Applicable

XVI. The names, designations and other particulars of Public information officers;

Public Information Officer	A.P.I.O (First)	A.P.I.O (Second)
C.H.O, 2nd Floor, Annex Building, BBMP, N.R. Square, Bangalore – 02. Tel: 22112019	Deputy Commissioner (Health), 2nd Floor, Annex Building, BBMP, N.R. Square, Bangalore – 02. Tel:- 22975591	Commissioner, Karnataka Information Commission, 3rd Floor, Multi Storied Building, Ambedkar Veedi, Bangalore – 01. Ph: 22371192/91

XVII. Such other information as may be prescribed, and there after update these publications every year;

The information's with respect to this Hospital are available in website: www.bmponline.org

**Asst. Surgeon
Sanjay Nagar Dispensary
B.B.M.P**