

Pune Municipal Corporation
RTI Act 2005

(1) The particulars of its organization, functions and duties.

Department Name

Introduction:- Health dept.—**Kamala Nehru Hospital, 35, Mangalwarpeth, Pune 411011**

Objective:-To provide Primary and Secondary Health services to the citizens

Responsibilities:-

- 1) To RUN OPD's
- 2) To give Indoor Services
- 3) To give the routine investigation facilities
- 4) To implement the PNDT& MTP Act
- 5) To give Family planning services
- 6) To conduct the National Programmes as per the GoI's Guidelines
- 7) To conduct post graduate courses (CPS)

II)The Powers and duties of its Officers and employees

Class 1

- 1) Medical Superintendent:- Overall Administration and Clinical Management.
- 2) Administrative Officer :- Overall Administration and upgradation of the new project of Hospital
- 3) Asst.Medical Supdt.:- To Assist the Med.Suptd & Administrative Officer in their work
- 4) Resident Surgeon:- To perform all sorts of Surgeries
- 5) Paediatrician:- I/c of Paediatric ward & NICU
- 6) Psychiatrist:- I/c of Psychiatric faculty & Academic Director for Post graduate course (CPS)
- 7) Radiologist:- I/c of Radiology and Sonography
- 8) Microbiologist:- I/c Microbiology laboratory

Class 2

- 9) M.O./R.M.O.:- To Manage OPD& Indoor patients respectively.
- 10) Biochemist:- To Analyse Blood samples and other Blood Products.

Class 3

- 11) Matron:- To Manage all Nursing Staff and to Assist the Supdt.& A.O in administration
- 12) Sr.Nurse:- Management of respective wards and Operation Theatres.
- 13) Medical Social Worker:- Counselling and guidance to patients
- 14) Stewart:- Maintenance,management of Logistics and contingency.
- 15) Radiographer:- To do X-ray and ECG.
- 16) Jr.Nurse :- Nursing care to the Patients
- 17) Pharmacist:- To indent and dispense Medicines and Medical Equipments
- 18) Laboratory Technician:- Investigation of all samples and to prepare reports
- 19) Auxillary Nurse Midwifery(ANM):- Nursing care to the Patients
- 20) Telephone operator – Tele communication and to maintain EPBX System

P.T.O.

- 21) Tailor:- Tailoring of linen
- 22) Multiclerk :- OPD Registration ,billing and other clerical work.
- 23) Batti Inspector:- To maintain all electric supplies of the hospital

Class 4

- 24) Driver:- Driving of Ambulance
- 25) Dark room assistant :- X-ray development
- 26) Liftman:- To operate lift
- 27) Theatre attendant:- Cleaning ,autoclaving and to help the other staff for preparationof theatre
- 28) Watchman:- To maintain security of hospital
- 29) Nursing Orderly:- Cleaning of ward,OPD and dressing ,outdoor work of hospital
- 30) Aaya:- Cleaning and sweeping
- 31) Mehter & Mehtarani:- To keep clean sanitary blocks and sweeping the premises of wards and OPD's
- 32) Bigari:- Cleaning ,sweeping and other related work of hospital
- 33) Zaduwalla:- To clean and maintain the surrounding premises of hospital
- 34) Field worker:- Spraying and other related work

111) **The procedure followed in the decision making process, including channels of supervision and accountability**

- 1) Medical Suprentendant
 - 2) Administrative Officer
- } Kamala Nehru Hospital

1V) **The norms set by it for the discharge of its functions**

- 1) Medical Supdt --- -- --
- 2) Administrative Officer - Overall Administration & upgradation of new project

V) The rules regulations instructions,manuals,and records, held by it or under its control or used by its employees for discharging its functions.

Act	Activity
1) BPMC act 1949-69	Providing Primary & Secondary Health care to the citizens
2) PNDDT Act 1994	To prevent sex determination
3) MTP Act	Medical Termination of Preganancy

VI) A Statement of cateories of documents that are held by it or under its control

- 1) Class 1 ----- Administrative Officer -- Overall Administration – Inward & Out ward Registers
Respectiev documents/ correspondence
Of the Concerned other departments

VII) Particulars are given by Psychatric Dept. KNH

VIII)Not Applicable

IX)A directory of its officers and employees

1) Medical Supdt	-----	-----	25508511
2) Administrative Officer	Dr. S.A.TORE		25508574
3) Asst Supdt	Dr(Mrs) S.Jadhav		25508575
4) Matron	Mrs.A.R.Dikhale		25508515
5) Office	R.O. Kumavat		25508512
6) Telephone Operator	-----		25508500

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

- 1) Med.Supt ----- 10,000 – 325 – 13,250 – 350 – 20,250
- 2) Administrative Officer ---- 10,000 – 325 – 13,250 – 350 – 20,250
- 3) Resident Surgeon----- 10,000 – 325 – 13,250 – 350 – 20,250
- 4) Paediatrician----- 10,000 – 325 – 13,250 – 350 – 20,250
- 5) Psychiatrist----- 10,000 – 325 – 13,250 – 350 – 20,250
- 6) Microbiologist----- 10,000 – 325 – 13,250 – 350 – 20,250
- 7) Radiologist----- 10,000 – 325 – 13,250 – 350 – 20,250
- 8) Asst.Supt --- 8000 – 275 – 10750 – 300 – 16750
- 9) M.O./R.M.O. ---- 8000 – 275 – 10750 – 300 – 16750
- 10) Biochemist ----- 8000 – 275 – 10750 – 300 – 16750
- 11) Matron ----- 6000 – 175 – 7225 – 200 – 9625 – 225 – 12325 – 250 – 13075
- 12) S.Nurse ---- 5500 – 175 – 7250 – 200 – 9650 – 225 – 12350 – 250 – 12850
- 13) Social Worker ---- 5500 – 175 – 9000
- 14) Jr.Nurse ----- 5000 – 150 – 6800 – 175 – 8900 – 200 - 10900 – 225 – 11125
- 15) Stewart ----- 5000 – 150 – 6800 – 175 – 8900 – 200 -10900 – 225 – 11125
- 16) Radiographer ---- 5000 – 150 – 6800 – 175 – 8900 – 200 -10900 – 225 – 11125
- 17) Pharmacist ----- 4500 – 13- 5930 – 150 – 7430 – 175 – 10055
- 18) Jr.Technician --- 4500 – 13- 5930 – 150 – 7430 – 175 – 10055
- 19) Aux.Nurse ---- 4000 – 100 – 4300 – 115 – 5105 – 130 – 6145 – 150 – 7945 – 175 – 9695
- 20) Tel Operator ---- 4000 – 100 – 4300 – 115 – 5105 – 130 – 6145 – 150 – 7945 – 175 – 9695
- 21) Dark room Assistant – 3050 – 75 – 3350 – 8 – 3830 – 90 – 4550 – 100 – 7150 P.T.O.
- 22) Nursing Orderly ---- 2630 – 65 – 2825 – 75 – 3350 – 80 – 3910 – 90 – 5530
- 23) Theatre Attendant ---- 2610 – 65 – 2805 – 75 – 3330 – 80 – 3890 – 90 – 5510
- 24) Field Worker --- 2610 – 65 – 2805 – 75 – 3330 – 80 – 3890 – 90 – 5510
- 25) Aaya ---- 2610 – 65 – 2805 – 75 – 3330 – 80 – 3890 – 90 – 5510
- 26) Mehtar ---- 2610 – 65 – 2805 – 75 – 3330 – 80 – 3890 – 90 – 5510
- 27) Bigari ---- 2610 – 65 – 2805 – 75 – 3330 – 80 – 3890 – 90 – 5510
- 28) Sweeper ----- 2610 – 65 – 2805 – 75 – 3330 – 80 – 3890 – 90 – 5510

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

NOT APPLICABLE

XII) The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such a programmes

NOT APPLICABLE

P.T.O.

XIII) Particulars of receipts of concessions permits or authorization granted by it

1) Health dept (Kamala Nehru Hospital) -- 100% free for BPL

50% Concession given as per circular no HO/5570/

DATED 09/12/2005

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

NOT APPLICABLE

XV) The particulars of facility available to citizens for obtaining information,including the working hours of a library or reading room, if maintain for public health use

NOT APPLICABLE

XVI) The names ,designations and other particulars of the public information officers

NOT APPLICABLE

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

NOT APPLICABLE

Administrative Officer

Kamala Nehru Hospital

P.M.C.

