

PROACTIVE DISCLOSURE

INFECTIOUS DISEASE HOSPITAL

**CALLICO MILL ROAD,
BEHRAMPURA,
AHMEDABAD-380022**

AHMEDABAD MUNICIPAL CORPORATION

UPDATED ON 01/06/2021

AHMEDABAD MUNICIPAL CORPORATION

INFECTIOUS DISEASE HOSPITAL

1. PARTICULARS OF ORGANIZATION / FUNCTIONS AND DUTIES

Name of department: Infectious Disease Hospital.

Functions and Duties are as under.

1. Treatment of infectious disease patients like Acute gastroenteritis, Cholera, Dysentery, Viral Hepatitis, Diphtheria, Measles, Mumps, Chickenpox.
2. Indoor facility round the clock for Infectious Disease patients.
Bed capacity is 110 beds.
3. O.P.D. for Infectious Disease patients during 9: 00 A.M. To 11:00 A.M.
4. Free of cost treatment and investigation to each and every patient irrespective of income and residence of patients.
5. X-Ray and Laboratory diagnostic facility during day time.

2. POWERS AND DUTIES OF OFFICERS / EMPLOYEES

Sr. No	Officer / Employee	Powers	Functions / Duties
1.	Medical Superintendent	Administrative hold on all employees	Treatment of patients. Supervision of duties of all staff members of the hospital. Supervision of all activities of hospital. Implementation of orders issued by superior authorities.
2	Medical Officer	Administrative hold on staff class-III and class-IV employees.	Treatment of OPD and Indoor patients and to attend emergency calls and to inform Superiors regarding hospital events. Supervise the staff duties during duty hours. Strict supervision of biomedical waste

			management and environmental laws, cleanliness of hospital premises. To obey orders of superiors.
3	Sister in charge	Administrative hold on nurses and class-IV employees	<p>1) To ensure smooth running of indoor section.2) To maintain stocks record, contingency and conservancy register and indent of medicines for indoor patients. 3) To maintain linen book, dhobi book, and milk registers.</p> <p>4) To prepare emergency drug tray with regular supervision of oxygen cylinders suction machine and emergency drug tray. 5) To ensure proper maintenance of indoor patients register, Bio- Medical Waste register& daily reports register. 6) Ensure cleanliness in hospital 7) Arranging duty list of staff nurses, ward boys, ayas, and sweepers. Leave record of staff (staff nurse, ayas, ward boys, sweepers) 8) Supervision of sanitation 9) To obey orders of superiors.</p>
4	Staff Nurses		<p>1)To give drugs .injection as advised by doctor on duty.2)Nursing care of patients.3)To maintain patient order book, indoor register, Bio Medical Waste register.3)To maintain emergency drug tray, oxygen cylinders, suction machine, 4) To obey Bio Medical Waste Management rules.& Environmental laws.5) supervision of milk, tea distribution &sanitation.6) To obey orders of superiors</p>
5	Pharmacist		<p>1) Dispensing the drugs as advised. 2) To maintain drug expense book, sick certificate book. 3) To indent drugs from C.M.S. 4) To obey orders of superiors.</p>
6	X-Ray technician	Administrative hold on class-IV employee	<p>1) To take X-Ray, develop & report to doctors. 2) To maintain expense book &departmental dead stock register.3)To indent X-Ray films, developer , fixer etc. 4)To obey orders of superiors.</p>

7	Microbiologist	Administrative hold on laboratory class-IV employee	<p>1) To collect blood, urine, stool samples and process the samples 2) Ensure smooth running of laboratory.3) Reporting of lab. Investigation 4) To maintain dead stock register, expense book and reports register.5) to indent chemicals, kits and instruments from C.M.S.6) To obey orders of higher authorities.7) Maintanance of lab.equipments.</p>
8	Junior clerk	Administrative hold on class-IV employees.	<p>1) Ensure smooth running of hospital administration.2) To check and maintain muster register 3)To check and maintain IMPRESS CASH register.4)Ensure smooth administration under Dy.HO(s.z.)5)To maintain dead stock register, inward outward register, contingency and conservancy register 7)To prepare salary bills , miscellaneous bills, to fill</p> <p>challans ,pay recoveries of employees, maintenance of service books , data filling of pay, PF, Welfare loans etc.,under administration of Dy.HO(s.z.)8)To clear audit objections</p> <p>9)To maintain RTI Act register</p> <p>10) To obey and implement orders of superiors.11) co ordination with higher authority, sending and receiving all information regarding administration and to maintain facilities for patients and relatives.</p>

3. PROCEDURE FOLLOWED FOR DECISION MAKING

As per the clinical and laboratory diagnosis and disease case definition the patients of infectious diseases are treated.

4. NORMS SET FOR THE DISCHARGE OF FUNCIONS

Treatment of infectious diseases patients like Measles, Mumps, Chickenpox, Acute Gastro Enteritis, Cholera, Dysentery, Diphtheria, Viral Hepatitis etc.,

5. RULES / REGULATIONS / INSTRUCTIONS / MANULS/ RECORDS HELD

Daily, weekly, monthly and yearly records of OPD & Indoor patients.

6. Categories Of Documents Held

Sr.No.	Documents	Held under control of
1	Indoor patient case paper	Sister in charge
2	Drug indent and Expense Book	Pharmacist
3	Impress cash register,dead stock regi.muster	Junior clerk
4	Contingency,Conservency,challan book	Junior clerk
5	Milk,Tea, Sugar Register, drug indent book	Sister in charge
6	Bio- Medical Waste register	Sister in charge
7	Right To Information Act Register	Junior clerk
8	OPD Register	Case Writer
9	X-Ray Register and expense register	X-Ray Technician
10	Lab Register, expense register	Lab-Tech
11	Dead stock Register	Junior Clerk

7. ARRANGEMENTS FOR CITIZENS CONSULTATIONS

Medical Superintendent , ID hospital, Behrampura, Calico Mill road, Ahmedabad, Ph 25323646,

9377482292 (M), E-Mail id : idhnetahmedabad@yahoo.co.in

8. DETAILS OF BOARDS/ COUNCILS /COMMIITTEES

Managed by AhmEedabad Municipal Corporation, Health Department, Hospital Committee

9. DIRECTORY OF OFFICER AND EMPLOYEE

NO	OFFICER	PHONE / FAX NO(HOSP.)	RESIDENCE
1	Medical Superintendent	Phone No. 25323646 E-mail : indhnetahmedabad@yahoo.co.in	26768505 (M)9377482292
2	MEDICAL OFFICERS	AS ABOVE	---

10. Monthly remunerations received by officers and employees*

Sr. No.	Employee's Name	Post	Grade	Basic Pay (Rs.)	Gross Pay (Rs.)
1	Dr. V.N.Jhala	Medical Superintendent	78800-209200	146700	202496
2	Dr. A.N.Momin	M.O.	78800-209200	122900	169286
3	Priyanka .Soni	Staff Nurse	35400-112400	42300	54797
4	Sarlet S.Christian	Staff Nurse	35400-112400	42300	54797
5	Minal P.Mal	Staff Nurse	29200-92300	32900	42905
6	Lalitaben Bhabhor	Staff Nurse	29200-92300	37000	47942
7	Chandrakant B.Chunara	SSI	25500-81100	29600	40751
8	Hasmukhbhai S. Parmar	Junior Clerk	19900-63200	23800	30356
9	Imtiaz U.Kazi	Ward Boy	19900-63200	29300	37739
10	Mahendra Thakor	Peon	15000-47600	30600	39318
11	Ganshyam Rambax	Garden Coolie	15700-50000	32000	41186

12	Chandu Jaga	Metar	15700-50000	33000	39064
13	Dahyabhai M. Vaghhela	Safai Kamdar	15000-47600	30600	39271
14	Hiraben Ballubhai	Metarani	15000-47600	29700	35148

* As per Pay Bill of ID Hospital –Ahmedabad MAY-2019.

STAFF ON DEPUTATION

1	Dr.Vaibhav Hathila	Medical Officer
2	Madhuri B.Dabhi	Staff Nurse
3	Nishaben. Bhatiya	Staff Nurse
4	Renil S. Christian	Staff Nurse
5	Shital Christian	Staff Nurse
6	Tweenkal Chouhan	Staff Nurse
7	Ilaben B. Patel	Lab.Tec.
8	Pravinbhai Dahyabhai	Metar
9	Rameshbhai Dahyabhai	Metar
10	Sureshbhai Kantibhai	Metar
11	Jitendra Babubhai	MPHW
12	Laxmansinh Mohansinh	Ward Boy

11. BUDGET INFORMATION

Sr. no.	Account head	Sanctioned budget 2021-2022 (Rs. In Lacs)
1	Salary Expenditure	136.09

2	Uniform	0.30
3	Telephone and trunk call (office)	0.35
4	Telephone (Residence)	0.11
5	Stationary	0.75
6	Other Expense	0.70
7	Hospital and Maternity home	4.00
8	Other electricity expense (light energy)	20.00
9	Cooking Gas	0.20
10	Drugs	30.00
11	Surgical and medical instruments and tools	15.00
12	Laboratory chemicals and stores	2.00
13	Food for patients	1.50
14	Printing	0.55
	TOTAL	211.55
HOSPITAL DEVELOPMENT EXPENSE		
1	Hospital	10.00
2	Medical equipments	25.00
	TOTAL.....	35.00

12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

All the patients are treated free of cost irrespective of income and residence of the patients.

13. CONCESSIONAL DETAILS

All the patients are treated free of cost irrespective of income and residence of the patients

14. DETAILS OF MATERIAL IN ELECTRONIC FORMS HELD BY THE OFFICE

In IDSP INSUNET for Weekly reporting to MOH, EMO, SSO IDSP, SSO IDSP GUJARAT, EMO , NPO NICD DELHI in prescribed format etc. Form-P (Indoor) Form –P (OPD), Form –L (Lab) .

15. FACILITIES AVAILABLE TO THE CITIZENS

Treatment of infectious diseases patients like Measles, Mumps, Chickenpox, Acute Gastro Enteritis, Cholera, Dysentery, Diphtheria, Viral Hepatitis etc.,

16. DETIALS OF PIOs

Dr.Vijaysinh N. Jhala

Medical Superintendent,

ID Hospital Ahmedabad

Phone No. 25323646 – M-9377482292

E-mail : dhnetahmedabad@yahoo.co.in

APPELATE AUTHORITY

Dr. Tejas A. Shah

Dy. H.O. (S.Z.)

South Zone Office Ram Baug,

Maninagar, Ahmedabad.

Phone No ; 07925465255 Mob: 9327555231

E-mail :tejasshah29@live.com

17. SUCH OTHER INFORMATION AS PRESCRIBED

Indoor cases In IDH Ahmedabad .

Sr no.	Year	Indoor Cases	Deaths
16	2016	2225	0
17	2017	2348	0
18	2018	2201	0
19	2019	2235	0
20	2020	1026	1