

PROACTIVE DISCLOSURE

INFECTIOUS DISEASE HOSPITAL

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

AHMEDABAD MUNIICPAL CORPORATION

UPDATED ON 17/06/2015

PROACTIVE DISCLOSURE UNDER RTI ACT 2005

**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. 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 milk, tea, 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	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
7	Microbiologist	Administrative hold on class-IV employee	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.
8	Junior clerk	Administrative hold on class-IV employees.	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 challans, pay recoveries of employees, maintenance of service books, data filling of pay, PF, Welfare loans etc., under administration of Dy.HO (sz) 8) To clear audit objections 9) To maintain RTI Act register 10) To obey and implement orders of superiors. 11) coordination with higher authority, sending and receiving all information regarding administration and to maintain facilities for patients and relatives.

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 / MANULAS/ 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, 26768505 ®, 9377482292 (M), E-Mail id : idhnetahmedabad@yahoo.co.in

8. DETAILS OF BOARDS/ COUNCILS /COMMIITTEES

Managed by Ahemdabad 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 Suprintendent	15600-39100	34710	125262
2	Dr. A.N.Momin	M.O.	15600-39100	27430	101284
3	Dr.P.N. Chaudhari	MO	15600-39100	18790	76120
4	Ritaben S.Christian	Staff Nurse	9300-34800	18530	50689
5	Priyanka SonI	Staff Nurse	5200-20200	9640	30833
6	Sarlet S.Christian	Staff Nurse	5200-20200	9640	30833
7	Minal P.Mal	Sahayak Staff Nurse	6600 FIX	6600 FIX	6600 FIX
8	Yogesh N.Patel	Leb. Atte.	5200-20200	12650	37912
9	Chanderkant B.Chunara	Sahayak SSI	7800 FIX	7800 FIX	7800 FIX
10	Hasmukhbhai S Parmar	Junior Clerk	5200-20200	5830	18361
11	Imtiaz U.Kazi	Ward Boy	4440-7440	7270	21438
12	Mahendra Thakor	Peon	4440-7440	8070	23086
13	Ganshyam Rambax	Garden Coolie	4440-7440	8640	25463
14	Kishor Parmar	Sahayak Pharmasist	6600 FIX	6600 FIX	6600 FIX
15	Pannaben Arjunbhai	Ayaa	4440-7440	8610	24577
16	Ballubhai Nanabhai	Metar	4440-7440	9760	24757
17	Chandu Jaga	Metar	4440-7440	8610	21775
18	Dahyabhai M. Vagela	Safai Kamdar	4440-7440	6780	19425
19	Hiraben Valjibhai	Metarani	4440-7440	9400	27001
20	Jamanaben Nattuhbhai	Metarani	4440-7440	8610	21775
21	Hiraben Ballubhai	Metarani	4440-7440	6650	17333

* As per Pay Bill of ID Hospital –Ahmedabad MAY-2015.

STAFF ON DEPUTATION

1.	Dr.A.D.Patel	Medical Officer
2.	Dr.Paresh Shah	Medical Officer
3.	Dr.Vaibhav Hathila	Medical Officer
4.	Dhiraj L.Patel	Juni. Clerk
5.	Madhuri B.Dabhi	Staff Nurse
6.	Nishaben Bhatiya	Staff Nurse
7.	Nevil B. Christian	Staff Nurse
8.	Kelvin Vagela	Staff Nurse
9.	Renil S. Christian	Staff Nurse
10	Zenith Kharadi	X-Ray Tech.
11	Virendra A. Shah	Pharmacist
12	Gayatri P.Gandhi	Lab.Asst.
13	Pravinbhai Dahyabhai	Metar
14	Lilaben Manubhai	Metarani
15	Labhuben Babubhai	Metarani

11. BUDGET INFORMATION

Sr. no.	Account head	Sanctioned budget 2015-2016 (Rs. InLacs)
1	Salary Expenditure	117.87
2	Uniform	00.36
3	Telephone and trunk call (office)	1.20
4	Telephone (Residence)	0.20
5	Stationary	1.00
6	Other Expense	0.72
7	Hospital and Maternity home	6.00
8	Other electricity expense (light energy)	38.40
9	Cooking Gas	0.24
10	Drugs	18.00
11	Surgical and medical instruments and tools	8.00
12	Laboratory chemicals and stores	2.10
13	Food for patients	0.90
14	Printing	0.72
	TOTAL	169.56
HOSPITAL DEVELOPMENT EXPENSE		
1	Hospital	200.00
2	Medical equipments	000.00
	TOTAL.....	200.00

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

Monthly reporting to NCDC DELHI as per the Operational Research Project “Networking of Infectious Diseases Hospitals and NICD for sentinel surveillance of infectious diseases” and Weekly Reporting in IDSP Project Information formats.

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. DETAILS OF PIOs

Dr. Vijaysinh N. Jhala
Medical Superintendent,
ID Hospital Ahmedabad
Phone No. 25323646 – M-9377482292
E-mail : ldhnetahmedabad@yahoo.co.in

APPELATE AUTHORITY

Dr. Govindbhai T. Makwana
Incharge Dy. H.O. (S.Z.)
South Zone Office Ram Baug,
Maninagar, Ahmedabad.
Phone No ; 07925466095 Mob: 9327038814
E-mail : gtmakwana@egovamc.com

17. SUCH OTHER INFORMATION AS PRESCRIBED

Infectious disease patient's admission and/ deaths

Sr no.	Year	Indoor Cases	Deaths
1	2001	1356	9
2	2002	1478	6
3	2003	1848	9
4	2004	1591	3
5	2005	1765	2
6	2006	1708	3
7	2007	2113	5
8	2008	1746	1
9	2009	2488	2
10	2010	2723	2
11	2011	2762	2
12	2012	2158	2
13	2013	2198	1
14	2014	2404	3

MEDICAL CERTIFICATE

**This is to certify that
Mr/Mrs/Miss..... Age.....is/was
Suffering from he/she
is/was under my treatment and is/was advised rest from Date
..... to Date He/She is medically
fit to resume duty from.....**

MEDICAL OFFICER