

PROACTIVE DISCLOSURE

OF

**INFECTIOUS DISEASE
HOSPITAL
CALLICO MILL ROAD,
BAHERAMPURA,
AHMEDABAD-380022**

**AHMEDABAD MUNIICIPAL
CORPORATION**

UPDATED ON 01/02/2010

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.
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.	I/C Medical Officer	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, sweepers. leave record of staff (staff nurse,ayas,ward boys, sweepers) 8)Supervision of milk,tea,sanitation 8) 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.

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 Measels, Mumps, Chickenpox, Acute Gastro Enteritis, Cholera, Dysentry, 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	Junior clerk
4	Contingency,Conservency	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	Pharmacist
9	X-Ray Register	X-Ray Technician
10	Lab Register	Microbiologist
11	Dead stock Register	Junior Clerk

7. ARRANGEMENTS FOR CITIZENS CONSULTATIONS

In charge Medical Officer, ID hospital, Behrampura, Calico Mill road, Ahmedabad, Ph. 32984190 (H), Fax 25323646, 26768505 @, 9377482292 (M), E-Mail id : idhnetahmedabad@yahoo.co.in

8. DETAILS OF BOARDS/ COUNCILS /COMMITTEES

Managed by Ahemdabad Municipal Corporation, Health Department, Hospital Committee

9. DIRECTORY OF OFFICER AND EMPLOYEE

NO	OFFICER	PHONE / FAX NO(HOSP.)	RESIDENCE
1	MEDICAL OFFICER I/C	Phone No. 32984190 /25323646 E-Mail : idhnetahmedabad@yahoo.co.in	26768505 9377482292 (M)
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	M.O.I/C	15600-39100	27380	64048
2	Dr. A.N.Momin	M.O.	9300-34800	21550	50692
3	Dr.K.H.Dutt	MO	9300-34800	15440	39464
4	Dr.P.N. Chaudhari	MO	9300-34800	14240	37229
5	Niranjanaben A.Christi	Staff Nurse	9300-34800	16680	31592
6	Xamaben F. Chritian	Staff Nurse	9300-34800	15100	29269
7	Ashaben Y. Trivedi	Staff Nurse	9300-34800	16680	31592
8	Arvindbhai C.Patel	JR.Pharmacist	9300-34800	13540	26726
9	Ramabhai B. Senma	Ju.Clerk	5200-20200	9580	18359
10	Nasimbanu Pathan	Sahayak nurse	3500 FIX	3500 FIX	3500 FIX
11	Sarlet S.Christian	Sahayak nurse	3500 FIX	3500 FIX	3500 FIX
12	Bhupendra D,Purohit	Lab.Attendent	5200-20200	9270	15561
13	Yogesh N.Patel	Lab.Atten.	5200-20200	10170	19291
14	Vijuben Mohanlal	Ayaa	4440-7440	7610	13899
15	Pannaben Arjunbhai	Ayaa	4440-7440	7210	13011
16	Imtiaz U.Kazi	Ward Boy	4440-7440	6210	11908
17	Gitaben Jayantilal	Metarani	4440-7440	7610	13899
18	Dahiben J. Makwana	Metarani	4440-7440	7610	11697
19	Hiraben Valjibhai	Metarani	4440-7440	7480	13708
20	Manjuben Kanubhai	Metarani	4440-7440	7210	11189
21	Jamanaben Nattuhbhai	Metarani	4440-7440	7210	13011
22	Hiraben Ballubhai	Metarani	4440-7440	5530	8873
23	Kanubhai K. Solanki	Metar	4440-7440	7610	11697
24	Ballubhai Nanabhai	Metar	4440-7440	7610	11697
25	Chandubhai Jagabhai	Metar	4440-7440	7210	11189
26	Dahyabhai M. Vaghela	Metar	4440-7440	5650	10516
27	Ghnashyam Rambax	Garden Coolie	4440-7440	7070	12805
28	Mahendra M Thakor	Peon	4440-7440	6760	12202

* As per Pay Bill of ID Hospital –Ahmedabad Jan-2010

STAFF ON DEPUTATION

1.	Dr.A.D.Patel	Medical Officer
2	Nevil B.Christian	Male Staff Nurse
3	Zenith Kharadi	Tech.
4	Nasirkhan Pathan	X-Ray Atten.
5	Priyanka Choksi	S/Nurse(Fix)
7	Pravinbhai Dahyabhai	Metar
8	Ramsingh D.Solanki	Watch Man
9	M.Husein Kadari	D.Servant
1.	Dr.A.D.Patel	Medical Officer

11. BUDGET INFORMATION

Sr. no.	Account head	Sanctioned budget 2009-10 (Rs. In Thousands)
1	Salary Expenditure	5750
2	Uniform	20
3	Telephone and trunk call (office)	30
4	Telephone (Residence)	15
5	Stationary	20
6	Other Expense	100
7	Hospital and Maternity home	400
8	Other electricity expense (light energy)	188
9	Cooking Gas	5
10	Drugs	500
11	Surgical and medical instruments and tools	150
12	Laboratory chemicals and stores	100
13	Xerox	3
14	Linen	5
15	Food for patients	80
16	Dhobi expenses	10
	TOTAL.....	7376

12. MANNER OF EXECUTION OF SUBSIDY PROGRAMMES

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

13. CONCESSIONAL DETAILS

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

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

Monthly reporting to NICD as per the Operational Research Project “Networking of Infectious Diseases Hospitals and NICD for sentinel surveillance of infectious diseases” since Jan. 2006

15. FACILITIES AVAILABLE TO THE CITIZENS

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

16. DETIALS OF PIOs

Dr.Vijaysinh N Jhala
In-Charge M.O.
ID Hospital Ahmedabad
Phone No. 32984190 /25323646
E-Mail : ldhnetahmedabad@yahoo.co.in

17. SUCH OTHER INFORMATION AS PRESCRIBED

Infectious disease patient's admission / 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