

Proactive Disclosure

Of

T.B.Hospital, Astodia

Information Updated on 01/05/2009

1.Particulars of organization:

Tuberculosis diseases newly affect around 1.8 million Indians every year. It is infectious disease caused by the bacillus *Mycobacterium tuberculosis* and spreads through the air. India accounts for a fifth of new TB cases in the world. Two of every five Indians are infected with the TB bacillus. Of them, 10% will develop TB disease during lifetime. Every day, about 5,000 people develop the diseases and around 1,000 die. Every year almost 1.8 million new cases occur in the country of which about half are infectious. In the world 5,000 die from Tuberculosis every day, although the diseases is both preventable and curable.

Considering the impact of tuberculosis in the city of Ahmedabad, Ahmedabad Municipal Corporation established TB hospital in 1951 to give specialized treatment to TB patients at Astodia opposite ST bus stop. This institute was started from the fund of Rupees 133077/- from Ahmedabad District Anti-TB Association. Shree Motilal Harilal Jagabhaiwala had given maximum donation in this fund, hence the name Sheth Motilal Harilal Jagabhaiwala has been given. Honorable chief minister Dr Jivaraj Mehta of Bombay state inaugurated this hospital on Dt.08/12/1951.

The hospital was started in a single premise. As the number of patients utilizing the services of this hospital was increased, a separate indoor section was created from the donation of Katpitia Mahajan.

In the hospital Diagnosis and treatment of Pulmonary Tuberculosis is done free of cost, and DOTS treatment is provided as per RNTCP guidelines. This institute is under administrative control of Health department of Ahmedabad Municipal Corporation and is affiliated with Smt. N.H.L Medical College. There is provision 32 indoor beds for seriously ill patients of Tuberculosis. Round the clock facility for emergency treatment and indoor admission for Tuberculosis is available.

2.Powers and duties of officers / employees

DESIGNATION	POWER	DUTIES
Superintendent	Administrative hold on all the staff. Financial power upto Rs. 500/-	<p>1) To obey & implement all orders of Superior 2) to co ordinate Medical college and health Dept. 3) To run Out Door patient Department.</p> <p>4) Conduct round of Indoor patient Department & attend emergency call & Ward Procedure .5)Reserch Activities.6)Strict Implementations of DOTS& related activities 7)observation of Departmental medical book library. 8) Strict Supervision and implementation of Bio-medical waste and Environment laws.9) To provide information as per right to information act..</p>
Professor & HOD	Administrative hold on Teaching staff, Medical Officers, Staff Nurses, X-ray & Laboratory Technician, Pharmacist& Class-4 Employees.	<p>1) To obey all orders of Superior.</p> <p>2) Teaching activity for TB & Chest Diseases Specialty in affiliation with NHL Medical</p>

		<p>College.</p> <p>3) To run Out Door patient Department.</p> <p>4) Conduct round of Indoor patient Department & attend emergency call & Ward Procedure</p> <p>.5) Reserch Activities.6) Strict Implementations of DOTS& related activities</p> <p>7) observation of Departmental medical book library. 8) Strict Supervision and implementation of Bio-medical waste and Environment laws</p>
Associate Professor	<p>Administrative hold on, Assist. Professor, Medical Officers, Staff Nurses, X-ray & Laboratory Technician, Pharmacist & Class-4 Employees.</p>	<p>1) To obey all orders of Superior.</p> <p>2) Teaching activity for TB & Chest Diseases Speciality in affiliation with NHL Medical College.</p> <p>3) To run Out Door patient Department.</p> <p>4) Conduct round of Indoor patient Department & attend emergency call & Ward Procedure</p> <p>.5) Reserch Activities.6) Strict Implementations of DOTS& related activities</p> <p>7) observation of Departmental</p>

		<p>medical book library. 8) Strict Supervision and implementation of Bio-medical waste and Environment laws</p>
Assistant Professor	<p>Administrative hold on Medical Officers, Staff Nurses, X-ray & Laboratory Technician, Pharmacist & Class-4 Employees.</p>	<p>1) To obey all orders of Superior. 2) Teachings Teaching activity for TB & Chest Diseases Speciality in affiliation with NHL Medical College. . 3) To run Out Door patient Department. 4) Strict Supervision of Indoor patient Department & attend emergency call & Ward Procedure. 5) Reserch Activities. 6) Strict Implementations of DOTS & related activities 7) observation of Departmental medical book library 8) Strict Supervision and implementation of Bio-medical waste and Environment laws.</p>
Medical Officers	<p>Administrative hold on ,Staff Nurses, X-ray & Laboratory Technician, Pharmacist & Class-4 Employees.</p>	<p>1) To obey all orders of Superior. . 2) Help in Out Door patient Department. 3) Strict Round the clock Duty at Indoor patient Department & attend emergency</p>

		call and to inform Superior 4)Strict Implementations of DOTS& related activities 5) Strict Supervision and implementation of Bio-medical waste and Environment laws.
Sister In charge	Administrative hold on Nurses and ward boys,aaya,sweepers.	1)To ensure proper running of indoor section 2) to maintain dead stock, contingency and conservancy Register and indent of medicines etc. 3) To ensure proper maintenance of Linen book, Dhobi book, Diet , milk, Death, procedure registers 4) To ensure proper maintenance of indoor Patient register, Biomedical waste register & reports 5) To obey all rules and regulation of Bio-medical waste and Environment laws 6) To maintain case records 7)To obey all orders of Superior
Staff Nurses	Administrative hold on Class-4 Employees.	1)To give IV fluids& Drugs, medicines to Patient, daily Patient care etc.2) To maintain indoor Patient register, Biomedical waste

		<p>register & reports 3) To maintain Linen book, Dhobi book, Diet , milk, Death, procedure registers 4) Supervision of Diet, milk ,water sanitation, 5) To obey all rules and regulation of Bio-medical waste and Environment laws 6) To obey all orders of Superior.</p>
Pharmacist	Administrative hold on Class-4 Employees.	<p>1) Dispense of Drugs, 2) to maintain drug expense book, 3) To maintain Re-embursment register, 4) To indent drugs from C.M.S.5) To obey all orders of Superior.</p>
X-ray Technician	Administrative hold on Class-4 Employees.	<p>1) To take X-ray, develop & report to Doctor, 2) To maintain expense book, Departmental dead stock register 3) To indent X-ray films, developer, fixer etc.4) To obey all orders of Superior.</p>
Laboratory Technician	Administrative hold on Class-4 Employees..	<p>1) To collect blood, urine & sputum Samples 2) To maintain Lab register and expense book, departmental dead stock register</p>

		<p>3) To conduct Lab. Investigation & ensure smooth running of Laboratory.4) Reporting of lab. Investigation.5) To obey all rules and regulation of Bio-medical waste and Environment laws 6)To obey all orders of Superior.</p>
X-ray Attendent		<p>1) To help Technician in preparing patient 2) Assist in X-ray procedure, developing, reporting 3) Cleaning & dusting 4) To obey all orders of Superior.</p>
Ward Boy/ Aaya		<p>1) To obey all orders of Superior 2) Cleaning & Dusting of wards 3) Shifting of patients 4) Oxygen, 5) Change of bed sheet 6) To help in diet preparation & diet /milk supply to patients.7) To wash dishes, bowls and to give daily over.8) Record of blankets 9) To obey all rules and regulation of Bio-medical waste and Environment laws.</p>
Mahetar/mahetarani		<p>1) To obey all orders of Superior</p>

		<p>2) Cleaning & Dusting of sanitation block, lobby, compound.3) To wash sputum Cups 4) To obey all rules and regulation of Bio-medical waste and Environment laws.</p>
Cook	Hold on Kitchen Servant	<p>1) To obey all orders of Superior 2) To prepare hygienic and nutritious diet and supply to indoor patients.3)To maintain diet slip and register.</p>
Kitchen Servant		<p>1) To obey all orders of Superior 2) To assist preparing hygienic and nutritious diet and supply to indoor patients.3)cleaning of grains, pulses etc.4) cleaning of kitchen & utensils</p>
Head Clerk	Administrative hold on Senior clerk, Junior Clerk & Peon	<p>1)) To obey all orders of Superior 2)Strict Supervision on all works of Senior clerk, Junior Clerk & Peon to ensure smooth running of administration and kitchen 3) To check & maintain Diet register.4) To attend meetings of audit objection &solution of it.5) To Check & maintain IMPRESS CASE register 6) To</p>

		<p>maintain dead stock register.7) To check & maintain right to information register</p> <p>8) To check & maintain Schedule register.</p>
Senior Clerk	Administrative hold on Junior Clerk & Peon	<p>1)) To obey all orders of Superior</p> <p>2)Strict Supervision on all works of Junior Clerk & Peon to ensure smooth running of administration and kitchen</p> <p>3) To maintain Diet register.4) To attend meetings of audit objection & solution of it.5) To maintain IMPRESS CASE register</p> <p>6) To maintain dead stock register.7) To maintain right to information register</p> <p>8) To maintain Schedule register.9) To indent & maintain contingency and conservancy Register</p> <p>10) to maintain service book of employee</p> <p>11) to check & maintain Account Register</p> <p>12) to check & to maintain Register of different types of loans.</p> <p>13) to fill up data form etc.14)account register.</p>

Junior Clerk	hold on Peon	1) To obey all orders of Superior 2) To prepare Salary bill & miscellaneous bill, to fill CHALAN of recovery of from Salary relevant employee. 3) to maintain inward-outward register 4) Account Register 5) To indent & maintain contingency and conservancy Register 6) to maintain service book of employee. 7) to fill up data form etc. 8) to maintain Register of different types of loans.
Peon		1) To obey all orders of Superior 2) cleaning, dusting 3) to send posts to different departments
Mali-Majoor		1) To obey all orders of Superior 2) all work related to maintenance of garden, fountain.

3. Procedure followed for decision-making: The diagnosis & treatment of TB is done as per RNTCP guideline.

4. Norms set for discharge of function: RNTCP & MCI guideline is followed.

5. Rules / manual Held: RNTCP Manual is used.

6. Categories of Documents Held:

Sr. No.	Document	Held under the Control Of:
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1	Indoor Patients Case-Paper	Sister I/C
2	Drug Indent & Expense Book	Pharmacist
3	Cash Register	Head Clerk/Senior Clerk
4	Daily Account Register	Head Clerk/Senior Clerk
5	Contingency & Conservancy	Senior Clerk
6	Diet Register	Senior Clerk
7	Bio-Medical Waste Register	Sister I/C
8	Right to Information Register	Senior Clerk
9	O.P.D. Register	Pharmacist
10	X-ray Register	X-ray Technician
11	Lab. Register	Lab. Technician
12	Dead Stock Register	Senior Clerk
13	Service book of Employee	Senior Clerk

9. Directory of officers and employees

Sr.	NAME	DESIGNATION	SALARY	PHONE(O)	REMARKS
1	DR.N.R.PATEL	PROF.&HOD	10000/- (fix)	25359421	Recruited Through Medical College
2	DR.S.B.TRIPATHI	ASSO.PROF. & I/C SUPT.	12000- 16500	25359421	Recruited Through Medical College
3	DR.N.C.DUTT	ASSI.PROF.	10000- 15200	25359421	Recruited Through Medical College
4	DR.MAHESH CHAUHAN	Medical Officer	8000- 13500	25359421	”
5	DR.MUKESH AKOLKAR	MEDICAL OFFICER	8000- 13500	25359421	”
6	DR.JIGNESH NAYAK	MEDICAL OFFICER	8000- 13500	25359421	”
7	DR.HEMENDRA ACHARYA	MEDICAL OFFICER	8000- 13500	25359421	”
8	I.V.SHAH	JR.PHARMACIST	5000- 8000	25359421	
9	R.S.CHRISTAN	NURSE	5000- 8000	25359421	
10	V.S.CHRISTAN	NURSE	5000- 8000	25359421	
11	STELABEN	NURSE	5000- 8000	25359421	
12	Solanki Sonalben K.	NURSE	3500 Fix	25359421	

13	Bhatia Nishaben S.	NURSE	3500 Fix	25359421	
14	Lakum Pallaviben B.	NURSE	3500 Fix	25359421	Salary From Shahpur Chkla .7
15.	Parmar Ronald I.	NURSE	3500 Fix	25359421	
16	S.D.DAMOR	HEAD CLERK	4500-7000	25359421	
17	Truptiben Mehta	LAB.TEC.	4500-7000	25359421	
18	Niranjanbhai Kuhadia	SR.CLERK	4000-6000	25359421	
19	HADIYAL L.M.	XRAY.ATT.	4000-6000	25359421	
20	M.J.VAGHELA	PAGI	3050-4590		DEPUTED TO NARODA MAT. HOME
21	B.M.NAGAR	COOK	3050-4590	25359421	
22	Brahmadev Ramfer Dube	MESS (KITCHEN) SERVANT	2610-3540	25359421	
23	Khemabhai	WARDBOY	1500 (Fix)	25359421	
24	B.D.PUROHIT	Lab. Attendant	4000-6000	25359421	Salary From ID Hospital
25	J.K.BHAVSAR	WARDBOY	2650-4000	25359421	
26	J.C.JOSHI	WARDBOY	2650-4000	25359421	
27	A.U.VORA	PEON	2650-4000	25359421	
28	D.P.BAROT	VAN ASSI.	2610-3540	25359421	
29	A.M.VAGHELA	SWEEPER	2610-3540	25359421	
30	Jashiben Lavantra	SWEEPER	2000 Fix	25359421	Salary from Health Dept. (Daily wage)
31	Champaben Kantilal	SWEEPER	2000 Fix	25359421	Salary from Health Dept. (Daily wage)
32	Saralaben Dineshbhai	SWEEPER	2000 Fix	25359421	Salary from Health Dept. (Daily wage)
33	N.B.RAVAL	AAYA	2610-3540	25359421	
34	B.K.PARMAR	AAYA	2610-3540	25359421	
35	Rangrej A.Y.	AAYA	2610-3540	25359421	

36	JADAV J.S.	MALI cum MAJUR	2550-3200	25359421	
37	M.B.PARMAR	D.SERVANT	2550-3200	25359421	
38	UMABEN G.	MESS (KITCHEN) SERVANT	2610-3540	25359421	
39	Y.F.SHAIKH	JR.CLERK	2500 FIX	25359421	
40	Dolatbanu (Jabinbanu)	PEON	1500Fix	25359421	
41	R.D.CHRISTIAN	NURSE	5000-8000	25359421	DEPUTED FROM LOKHANDWALA
42	Samimbanu Kureshi	Aya	1500 (Fix)	25359421	

10.Monthly remuneration received by officers and employees: As mentioned in Para 9.

11.Budget Information:

Yr.2009-10 (Rs. in Thousand)

Sr. No.	Account Head	Sanctioned Budget For Yr.2009-10
1	Salary Expenditure	4050
2	Uniform	50
3	Telephone & Trunk call (office)	30
4	Stationary	25
5	Other Expenses	60
6	Hospital &maternity Home	300
7	Other Electricity Expenses (light Energy)	119
8	Gas-Cooking Gas	60
9	Drugs	450
10	Surgical and Medical instruments and tools	200
11	Laboratory Chemicals & stores	50
12	X-ray Films & Stores	50
13	Linen	20
14	Food for Patients	250
15	Dhobi Expenses	20
	Total.....	5734

12.Manner of execution of subsidy programs: Not Applicable

13. Concession details: the diagnosis & treatment of TB is done as per RNTCP guideline & is free of cost.

14. Details of Material held in Electronic form: RNTCP update

13. Facilities available to citizen: The diagnosis & treatment of TB is done as per RNTCP guideline. Indoor admission facility is available to serious patients.

16. Details of PIO: Contact for Information of TB Hospital, Astodia, Ahmedabad:

Dr. S. B. Tripathi.
I/C Supt.
T.B.Hospital, Astodia,
Ahmedabad-380022.
Phone: 25359421,9327513365.

17. Such other information: Not applicable.

અમદાવાદ મ્યુનિસિપલ કોર્પોરેશન

તા-૦૩-૧૧-૦૮

અત્રેનાં ટી.બી.હોસ્પિટલ માં ફરજ બજાવનાર કર્મચારીની માહે ઓક્ટો. ૦૮ ની
હાજરી ની વિગત નીચે મુજબ છે.

અનં	નામ	હોદ્દો	હાજર દિન	રિમાર્ક્સ
૧	રીટાબેન ડી.કિશ્ચિયન	નર્સ	૩૧	
૨	લકુમ પલ્લવી એમ.	નર્સ	૩૧	