



Govt. of Karnataka



VICTORIA HOSPITAL
UNDER BANGALORE MEDICAL COLLEGE & RESEARCH
INSTITUTE

[An Autonomous Institute of Govt. of Karnataka]

K.R. Road, Fort, Bangalore – 560 002.

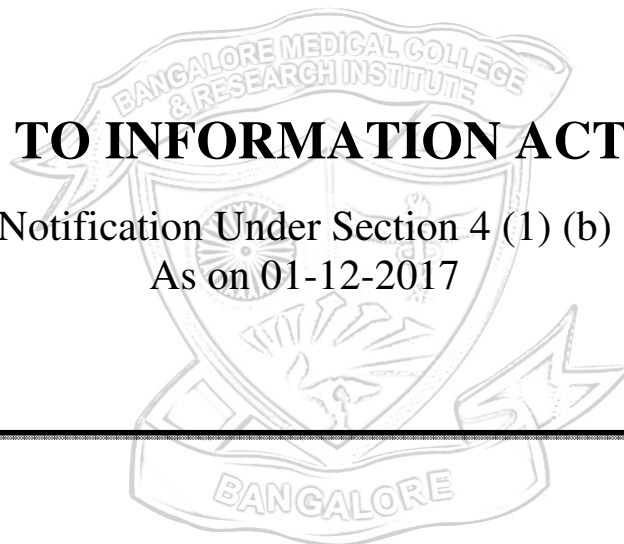
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RIGHT TO INFORMATION ACT – 2005

Notification Under Section 4 (1) (b)

As on 01-12-2017





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No. VH/RTI/ 50 /17-18

Dated: 01-12-2017

NOTIFICATION

In Exercise power conferred under section 4 (i) (b) of the Right to Information Act 2005 (Central Act no. 22 of 2005), the detailed information relating to the Victoria Hospital under Bangalore Medical College & Research Institute, Bangalore is published as here under for Information of General Public.

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

The following are under the administrative control of Medical Superintendent.

1. Victoria Hospital
2. School of Nursing

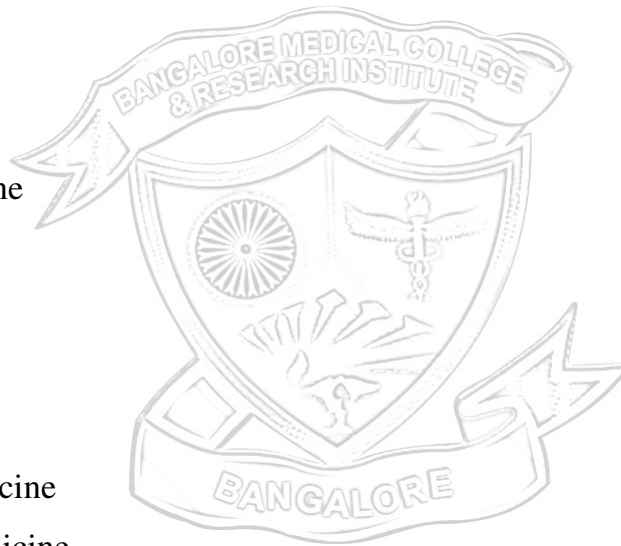
Victoria Hospital is functioning through the following section and Departments:

- 1) Medical Superintendent.
- 2) Resident Medical Officer.
- 3) Administrative officer (Medical /Surgeons).
- 4) Assistant Administrative Officer.
- 5) Office superintendent.
- 6) Establishments: 1, 2, 3 & G.
- 7) ADM Section.
- 8) RTI Section.
- 9) General Section.
- 10) Supply Section.
- 11) Supply (2) Section.
- 12) Building Section.
- 13) Bio Medical waste.
- 14) Cash Section.

- 15)DC Bill section
- 16)Pay bill section
- 17)Medical Reimbursement Bill Section
- 18)Audit section
- 19)Cleaning and security Agency section
- 20)Linen Section.
- 21)Main store
- 22)Laundry Section.
- 23)Medical Records Department.
- 24)Electrical Section.

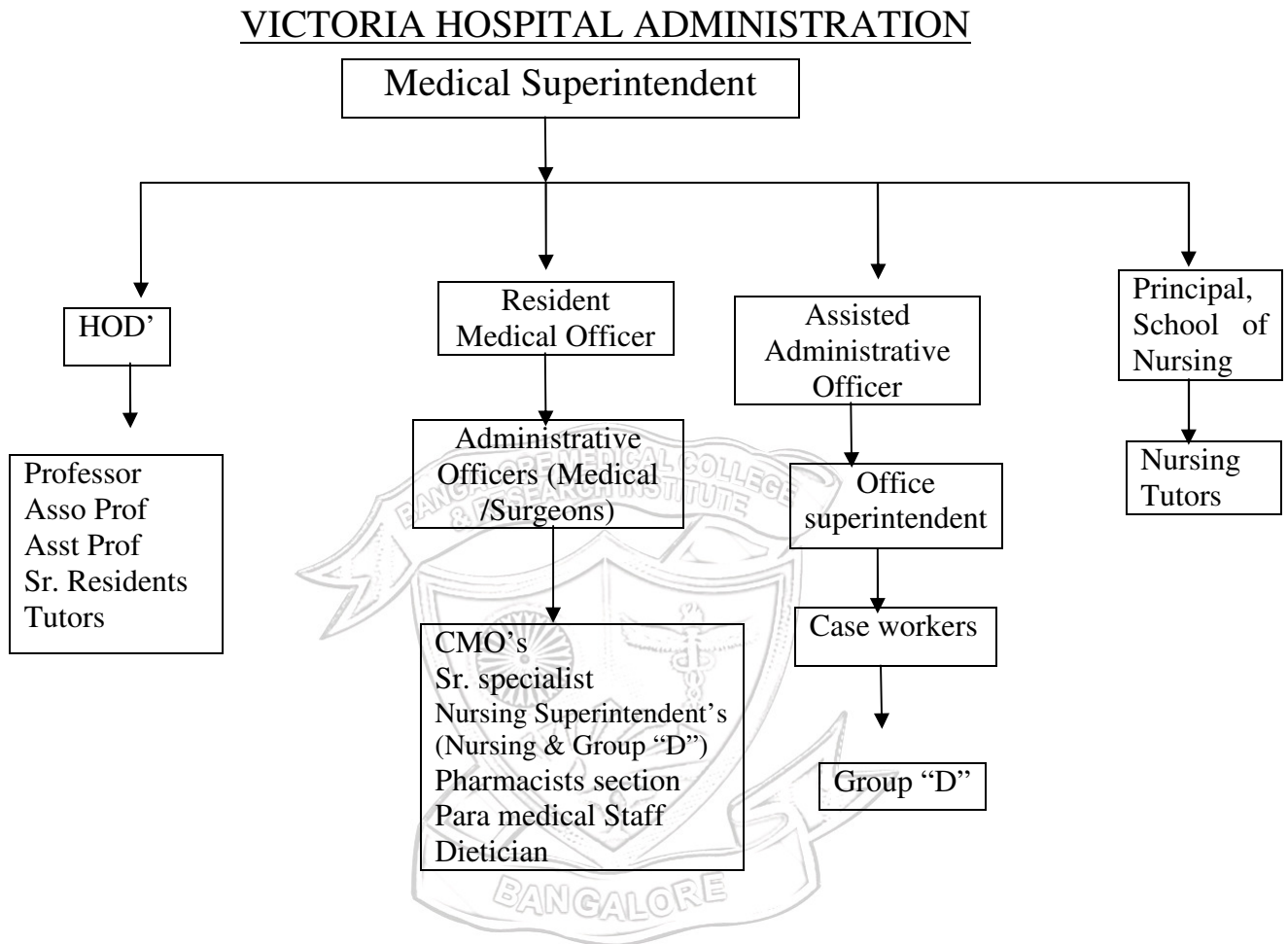
Departments:

1. Medicine
2. Surgery
3. Orthopeadic
4. Radio-Diagnosis
5. Radio Therapy
6. Forensic Medicine
7. E.N.T
8. Anesthesia
9. Dermatology
10. Psychiatry
11. Pulmonary Medicine
12. Transfusion Medicine
13. Clinical Hematology
14. Cardio Thoracic Surgery
15. Emergency Medicine
16. Plastic Surgery and Burns
17. Medical Gastroenterology
18. Geriatric Medicine
19. Pathology
20. Microbiology
21. Biochemistry



(I) The Organizational Chart of the Hospitals is shown as below:

Organizational Chart



The Functions and Duties of all the above sections are as shown below:

Job Chart

MEDICAL SUPERINTENDENT

1. Setting up the high standard of professional conduct.
2. Planning and administering rules and regulations to maintain efficient Medical services of the hospital.
3. Implementation of recommendations and regulations that are issued from time to time by the Director, BMCRI or other regulatory authorities.
4. Regular supervisory rounds of all hospital wards and departments and premises and maintenance of clean atmosphere.
5. Indenting for necessary equipment's and purchase of Drugs, equipment's.
6. Official correspondence for hospital administration.
7. Arrangement of duty roster for casualty Medical Officers, nurse and group 'D' officials in consultation with RMO / Matron.
8. Promotion of good relations between all categories of staff and public.
9. Enforcing strict discipline in the subordinate teaching and non – teaching staff.
10. Maintenance of attendance registers.
11. Investigations of complaints and reports.
12. Ensuring adequate supply of essential drugs by purchase within delegation of powers and sending indent of drugs to Director cum Dean, BMCRI.
13. Supervision and Maintenance of service registers of non-teaching staff members (NGO).
14. Supervision and Maintenance of building with the help of PWD staff.
15. Sanction of all types of leave to non-teaching staff members of the hospital and CL of teaching staff and maintenance of their records.
16. Supervising the Nursing staff in providing proper care.
17. Arranging inter-departmental meetings to sort out any problems.
18. Supervision and Maintenance of Statistics.
19. Any other works entrusted by Director cum Dean, BMCRI and any other regulatory higher authorities.
20. Professor's / HOD's work.
21. Administration pertaining to maintenance and conduct of school of Nursing examination and Nursing students welfare..
22. Responsible for hospital biomedical waste management as per the Government orders issued from time to time.

HEAD OF THE DEPARTMENT / PROFESSOR

In addition to duties of his post he has to do the following duties as HOD:

1. Setting up high standard of professional conduct in the department
2. Planning the teaching schedule in consultation with other staff in the department.
3. Planning practical training to U.G and P.G. along with ward assignment.
4. Planning clinical teaching programmes / with Intra and Inter departmental co-ordination.
5. Organization of Seminars, Panel Discussions, Symposia, debates, journal clubs and other learning activities.
6. Display of Circulars and Educational materials in Notice Boards.
7. Carrying out teaching work with assistance from members of staff.
8. Conduct of Internal Assessment /Tests / Compilation of marks and dispatch to Principal / University.
9. Guidance to students in methods of study and use of reference books and library.
10. Guiding P.G's and their Dissertation Work.
11. Taking part in college council meeting.
12. Conduct of U.G / P.G. Exams
13. Supervise Admission and discharge of patients.
14. Supervise Out patient work
15. Supervision of maintenance of ward cleanliness, patient's records. X-Ray and other documents.
16. Action for Up keeping and timely repairs of equipments.
17. Action for Indent for drugs, surgical supplies and equipments necessary for the department.
18. Supervise and Maintenance of stock Registers and inventories.
19. Co-ordinating and facilitating work of their staff members.
20. Investigation of complaints and suitable remedial measures.
21. Formulation of short term and long term plans for growth and developments of the department.
22. Any other work entrusted by superintendent, Director cum Dean.
23. Supervise Compilation and maintenance of statistics of department.
24. Submission of C.R. of sub-ordinate teaching and non teaching staff to higher officer.
25. Sanction of CL to sub –ordinate staff.
26. Official correspondence.
27. Supervision of pre-operative operation and post-operative care of the patients.
28. Establishment and maintenance of departmental library / Museum and Seminar room.
29. Maintenance of Movement register of the dept. staff.
30. In addition to the duties enumerated above he is responsible for assigning special work related to his department as he feels fit to his sub-ordinates.
31. Deputing Teaching Staff as per protocol during VIP and VVIP visits.

Duty to be assigned to his sub-ordinates to perform emergency surgery, In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult surgery if need arise to takes over the surgical procedure. On operation day he is responsible to keep sub-ordinate to be on duty of smooth functioning of the Department.

Biochemistry:

Maintain the standards of the investigative procedure.
Able to cater to the needs of the demand.
If possible, emergency lab services.

Pathology:

-Equipped to cater to the needs of the hospital.
-Emergency services, if possible, to be provided.
-Clinical autopsy of interesting cases as per request of other clinical Dept. HOD's

Microbiology:

-AIDS Surveillance
-Raise to the occasion during localized focal outbreaks / epidemics
-Other communicable diseases identification.

Forensic Medicine:

1. Medico-legal autopsy to be attended by staff of the department when they are on duty as and when requisition for P.M. examination is received either by Police or Magistrate.
2. To attend to all clarifications sought by the police or magistrate in consultation with HOD of the dept.
3. To issue medico legal document attended by the staff to concerned police or Magistrate within 24 hours after attending the case.
4. To attend the course whenever summons are issued to give evidence in respective courts.

Radio Diagnosis:

1. To attend to any Medico-legal cases such as age estimation, examination of sexual offences cases, examination of skeletal remains, examination of autopsy etc. whenever referred by police.

Blood Bank:

- To take needed action to renew license regularly.
- To arrange voluntary blood donation camps
- To maintain records as per drugs and cosmetics act as per instructions of drug controller
- To issue compatible blood observing norms of drug

Clinical Subjects:

1. Running the special clinics on the whole.

PROFESSOR * (EXISTING) / ASSOCIATE
PROFESSOR AS AMMENDED C & R RULES

1. Setting up of high, standard of professional conduct in the unit / department.
2. Taking active participation in the preparation of course contents, teaching schedule of U.G and P.G. Teaching both bedside and diadatic lecture classes for U.G. & P.G.
3. Co-ordinating the unit activities.
4. Attending Seminars, Panel Discussions, Symposia, Debates, Journal Clubs and other learning activities of the department / College.
5. Carrying out teaching work with assistance from members of staff.
6. Conduct of Internal assessment tests and compilation and dispatch of marks list to principal / University.
7. Guiding the P.G's in their Dissertation.
8. Conducting U.G / P.G. Exams
9. Out – patient work.
10. Admission and discharge of patients.
11. Supervision of pre-operative, operations and post – operative care of the patients.
12. Supervision of maintenance of ward cleanliness.
13. Supervision of maintenance of patients records / X-Ray and other documents.
14. Any other work entrusted by HOD / Supdt. / Principal / Director / University.

***(EXISTING) / ASSOCIATE PROFESSOR AS AMMENDED C & R RULES**

1. To ensure department discipline, decorum and conduct and patient service.
2. Hands on teaching of cases of Academic interest.
3. To conduct clinical and epidemiological work and to present paper at conferences and chairing sessions (of national and International) conferences.
4. It is mandatory that one shall not refuse any work related to examination of University / Government / National Board without any valid reason.
5. In case of emergency / any other official work, professional services should be made available for 24 hours even on holiday as it is essential service.
6. **OPD Attendance:** On these days working will be from 9 am to 9 am next day. Duty to be assigned to his subordinates to perform emergency surgery. In case Asst. Professor wants opinion of Chief, he should be available for 2nd opinion and also in case of difficult surgery if need arise to take over the surgical procedure. On operation day he is responsible to keep subordinate to be on duty for smooth functioning of the Department.
7. To attend VIP & VVIP's as per protocol as and when required

ASSISTANT PROFESSOR

1. He shall ensure smooth and successful completion of the assigned official work entrusted to him by the unit head both regarding the teaching work as well as patient care.
2. He should be available in the hospital premises during duty hours and as assigned by unit chief on OP / OT days.
3. Shall consult his seniors whenever he feels necessary in the interest of the patient.
4. Take part in teaching programmes of the department.
5. Helping the post-graduates in preparation of Discretion and seminar / journal club as assigned by HOD / Unit chief.
6. Carrying out the IPD /OPD work.
7. Assisting the Unit Chief in Examination work.
8. Any other work entrusted by the Unit Chief / HOD / Superintendent / Principal / University in the interest of teaching / administration / examination / patients service in the interest of public / patient / student / department.
9. To carry out Research work in co-ordination with HOD / Unit Chief.
10. To Support and guide students in their curricular and extracurricular activities, maintenance of the department and other subordinate staff.
11. To participate in Seminars, Conferences of State national and International Level to present papers or to participate.
12. Promptly carryout the examination duties as assigned by superiors / university and if not complied, considered as dereliction of duty.

13. On OPD day duty is from 9am to 9am next day. When posted for duty he should be available in the premises for consultation, examination and to surgery in case of emergency. On operation day he should do duty as assigned by unit chief. On VVIP duties there should not be any complaints from any of them in discharging duties. Leave should not be applied on the days on which they have teaching schedule.
14. In case of emergency or any other official work his services should be available for 24 hours on any day including holidays as this is essential service.
15. Attending VIP & VVIP's as per protocol as and when required

LECTURER (EXISTING) / SENIOR RESIDENT/ TUTOR (AMENDED)

1. He shall ensure smooth and successful completion of all assignments entrusted to him by the Unit head both regarding teaching work and patient care.
2. He should be available in the hospital premises all the 24 hours on his assigned O.P. duty days.
3. Shall consult his seniors whenever deemed fit.
4. Take active part in teaching programmers of the department both P.G. and U.G.
5. Helping the post – Graduates in preparation of dissertation as directed by the unit chief / HOD.
6. Carrying out IPD / OPD work.
7. Assisting the unit chief in conducting internal assessment for U.G.
8. Assisting the unit chief in conducting university examination work.
9. Any other departmental work entrusted by the unit chief / HOD / Principal / University.
10. To carry out research work as directed by unit chief and to present papers at Regional National and International Conference.
11. To support an guide students in their curricular and extracurricular activities and maintenance of the department and subordinate staff.
12. Promptly carryout examination duties as assigned by superiors/university and if not complied considered as dereliction of duty.
13. OPD day working will be from 9 AM to 9 AM next day. Lecturer on duty should remain in the premises during working hours and available for consultation, examination of patients in emergency and surgery. Relaxation of this should be viewed seriously. On O.T. days he should help other doctors in completing list and any complication that arise, duty as assigned by unit chief.
14. In discharging VVIP duties there should not be any complaint.
15. Leave should not be applied on the days on which he has teaching schedules.

Resident (Specialist-which are existing in the departments of Medicine, OBst. & gynaecology, Radiology, Anaesthesia, Pathology, Paediatrics etc)

RESIDENT MEDICAL OFFICER

- 1) He should reside in hospital premises whenever designated quarters are provided. He will look after the problems arising with regard to functioning of the hospital.
- 2) He is in charge of main stores and looks after distribution of drugs to the sub stores and departments.
- 3) He is the indenting officer for drugs and chemicals. He regulates postings for specialist, Sr.Specialists, General Duty Medical Officers. To casualty Pharmacists and nursing staff & group d in concurrence with medical superintendent/ and nursing superintendent/ Matron in charge of group D.
- 4) He attends to legal matters concerned with treatment of patients and issue of copies of documents concerned with treatment of patients.
- 5) He is member of purchase committee of the concerned Hospital.
- 6) He arranges postings of specialist prof and other teaching staff for VVIP visit as per protocol.
- 7) Periodic visit to kitchen to ensure food is prepared under hygienic condition and proper distribution of food to patients is done.

SURGEONS: ADMINISTRATIVE OFFICER

Each surgeon will look after the functioning of OPD Casualty or other areas of posting. He is overall supervisor of concerned area of posting.

Any problem between non-teaching staff, patient and general public should be sorted out by him. All non-teaching staff/ nursing staff, Group D of concerned area comes under his control. He should listen to grievances of these people and solve them. Their leave letter should be channeled through him. In addition he should carryout any work assigned by RMO/ superintendents.

SENIOR SPECIALIST/SPECIALIST/G.D.M.O

These categories of doctors mainly man the casualty and attends to emergencies to give medical aid in emergency. To deal withal Medico-legal and accident cases. To maintain accident register in proper order to keep good information of cases.

To issue wound certificates and other Medico-Legal certificates. To assist courts when summons served to give evidences in accident and medico legal cases.

ASSISTANT ADMINISTRATIVE OFFICER (GAZETTED)

The Assistant Administrative Officer of the institute will be under the control of Chief Administrative officer and the Administrative Officer of the of hospitals will be under the control

of Medical Superintendents of the teaching Hospitals of BMCRI. He will be in exclusive charge of non-technical organization of the administration of the institution.

- a) He will assist the head of the institution in all administrative and financial matter.
- b) He will be in entire charge of ministerial establishment including class IV employees attached to the office and kitchen and responsible for proper working of the non-technical branch of the administration.
- c) He will be solely responsible for the maintenance of all the accounts, relating to cash transactions viz., cash books, permanent advance register, contingent register etc.,
- d) He is disbursing officer and draws AC bills. DC bills of the office establishment and pay bill of establishment, ministerial, nursing and group D officials.
- e) He is responsible for proper accounting and maintenance of registers relating to diet accounts. He is also responsible for preparation of indents of diets, placing indents on the contractors, proper drawal of articles and proper and correct distribution. He will be in complete control of kitchen section of the hospital.
- f) He will exercise and check according to purchase and financial rules an all purchases made in the hospital or college and arrange payment of bills after the scrutiny and proper accounting in the stock registers.
- g) He is responsible for upkeep and proper maintenance records of the institution he is attached to.
- h) He is responsible for preparation of annual budgets pertaining to the institution.
- i) He is the drawing and disbursing officer for the subordinate of the institution to which he is attached. He is responsible for proper accounting of all sums drawn from treasury.
- j) He is charged with the duties of inviting tenders for annual supplies, diets etc., and its submission to the Head of the department for acceptance or otherwise.
- k) He is responsible for getting the contract agreements executed by the contractors in favour of government.
- l) He will under emergence authority of the superintendent or principal correspond with the office of the Head of the department on matters of routine and non-technical nature.
- m) Proper maintenance of service registers of all staff under his control.

CHIEF PHARMACIST

1. He shall directly work under the control of Medical Superintendent.
2. He shall be head of the department of hospital pharmacy, which comprises (a) manufacturing section (b) Dispensing section (c) Quality control section (d) control section and central sterilization section of hospital.
3. He shall ensure quality and quantity of drugs of hospital, storage condition of drugs manufactured in the hospital as well as purchased from outside obviating the scarcity and financial loss.
4. He shall collect information on all drugs and pharmaceuticals used in the hospital and new products in the market and operating a drug information centre for the benefit of medical & para medical staff.
5. He shall conduct periodical meetings of all pharmacists to keep them informed of the latest development in the technology of drugs and their clinical utility.
6. He shall be liaison between pharmacy and medical and paramedical staff in the hospital.
7. He shall be advising the matters of planning pertaining to pharmacy to the head of the institution.
8. He shall prepare and submit project reports for manufacture viz., of various pharmaceutical preparations like I.V. Fluids, Capsules, ointments, oral liquids and diagnostic agents used in the hospital.
9. He shall be in overall charge of training of students, pharmacist under educational regulations of the pharmacy act and teach pharmacy to students of pharmacy and nursing.
10. He shall participate and adhere to the safety programme of the hospital.
11. He shall prepare and submit the annual progress report of the department of hospital pharmacy.
12. He shall maintain attendance of all staff (Viz. pharmacists, ministerial staff & class IV staff working in the department of hospital pharmacy)
13. He shall prepare and submit "Production cost" of each preparation manufactured in the hospital.
14. He shall countersign the daily records of manufacturing and quality control.
15. He shall do any other duties assigned to him suitable to his post and qualification by the head of the institution.
16. He shall send drugs periodically for quality testing as per drug controllers instructions needed action in case.

GRADUATE PHARMACIST

1. He will work directly under the control of Chief Pharmacist.
2. He will be in charge of manufacturing of fluid section in the hospital.
3. He will be in charge of quality control of drug section of the hospital.
4. He shall be responsible for the manufacture of sterile parenteral preparations like I.V. drugs and fluids which may be taken up from time to time.

5. He shall be responsible for the quality control and analysis of drugs, chemicals manufactured in the hospital as well as procured from outside.
6. He shall supervise the working of central sterilization section of the hospital.
7. He shall supervise the working of dispensing section of the hospital.
8. He shall impart training to students, pharmacists.
9. He shall maintain the manufacturing premises as per the standard laid down in the drugs and cosmetic act and rules made there under.
10. He shall maintain manufacturing records and registers as laid down in the drugs and cosmetic act and rules made there under.
11. He shall maintain stock of raw materials and finished product in the hospital pharmacy.
12. He shall maintain the stock of chemicals reagents required for the quality control analysis.
13. He shall prepare and submit monthly progress report and annual report of the section concerned.
14. He shall prepare and submit "Production cost" of each preparation manufactured in the hospital.
15. He shall participate and adhere to the safety programs of the hospital.
16. He shall do any other duties assigned to him suitable to his qualification and post by the chief pharmacist/head of the hospital.

STAFF NURSE

1. Should get acquainted with work of various branches.
2. Should possess knowledge of all duties to be performed in the department.
3. Should be punctual in their duties and report ½ an hour early to the department, should leave the department only after closing.
4. Should be kind and soft spoken and have patience while conversing with patients/subordinates.
5. To assist and help in various teaching and hospital duties irrespective of holidays.
6. Responsible for overall cleanliness and hygiene of the department and undertake regular rounds of the department and labs, O.T. etc.,
7. Responsible for supervision of Linen and proper sterilization and proper disposal of waste.
8. Sterilization: should ensure that proper sterilization and aseptic techniques are followed assist staff members at chair side. While treating the patient by providing proper instruments, materials, etc.,
9. To assist the teaching staff i.e. Lecturers and Asst.Prof.
10. Maintaining the statistics and accounts in the department.
11. Taking stock of the material and instrument, timely maintenance and supply to the students and staff while working.
12. Keep stock of various medicines. Emergency drugs in the department and maintaining it.
13. Patient counseling.
14. Assigns duties to the sub-ordinates.

15. Delegate's responsibility with authority.
16. Supervises the safety and comfort of a patient.
17. Staff nurse posted in the department of Oral Surgery will have additional duties of Minor O.T., which involves fumigation pre and post operative preparation and care of patient, Autoclaving of instruments, and all other clinical ward OT duty as assigned by the in charge of department.
18. Staff nurses should also participate in camps and other Oral Health Programs whenever they are posted.
19. Apart from above said duty, staff nurse should carry out official duty entrusted by the HOD.

KITCHEN STAFF

1. Food supervisor (FDA), Dietician are responsible to receive diet articles and other articles from the suppliers as per the indent received from the office and the food Supervisors will maintain the accounts.
2. Daily receipt and issue is to be attested by the nursing supdt. Gr.I and she is wholly responsible for proper maintenance of accounts and in overall supervision of kitchen work and distribution of food to patients.
3. Cooked food sample is to be certified by the Resident Medical Officer every day as is being done.
4. Daily indent of diet tickets is to be prepared by the caseworker s in the office and should be signed by the office superintendent every day and to be sent to kitchen for further needful. In the absence of office superintendent the Internal Auditor will sign the indent.
5. The caseworkers while preparing bills relating to kitchen should get the stock certificate duly recorded on the bill by the nursing supdt.GR.I,I/c. of kitchen. Before passing he should verify the same with reference to daily indent and diet roll should record the same on the bill duly attested by the internal auditor.
6. The administrative surgeon.I/c. of kitchen will visit kitchen and supervise at least twice in a day.

NURSING TEACHING FACULTY

The principal should be the administrative head of the school. He/She should hold qualification as laid down by INC. The Principal should be the controlling authority for the budget of the school and also be the drawing and disbursing officer. The Principal and Vice-Principal should be Gazetted officers in Government Schools and of equal status (Though non – Gazetted) in non-government Schools.

Qualification of teaching staff for General Nursing and Midwifery programme with 40 students intake:

Ratio of Female and Male Nursing Teachers in School Programme

- **For every 7 female nursing teachers there shall be 3 male nursing teachers i.e. 7:3 female to male nursing teacher ratio.**

[i.e., maximum of 30% will be male] it does not direct that female teacher to be replaced by male. The following is for 60 student's intake:

Sl.No	Teaching faculty	Qualification & Experience	No. Required
i.	Principal	M.Sc. Nursing with 3 years of teaching experience or B.Sc. Nursing (Basic) / Post Basic with 5 years of teaching experience.	01
ii.	Vice-Principal	M.Sc. Nursing or B.Sc. Nursing (Basic)/ Post Basic with 3 years of teaching experience.	01
iii.	Tutor	M.Sc. Nursing or B.Sc. Nursing (Basic/Post Basic) or Diploma in Nursing Education and Administration with 2 years of Professional experience.	16
Total			18

Note:

- Teacher student ratio should be 1:10 on sanctioned strength of students.
- One of the Tutors needs to stay at the community health filed by rotation.
- The salary structure of the teaching faculty in private Schools of Nursing should not be less than what is admissible in the schools of the nursing under state/Central Government.
- Nursing service personnel should actively participate in instruction, Supervision, guidance and evaluation of student in the clinical and field/ community practice areas. The teaching faculty of the school of nursing should work in close coordination with nursing service personnel.
- The teaching faculty of the school and the nursing service personnel should be deputed to attend short term educational courses/ workshops/ conferences etc. to update their knowledge.

- It is mandatory for school authorities to treat teaching faculty of the school of nursing on duty when nominated/ selected for the purpose of examination or inspection or inspection by the Council.
- All nursing faculty including Principal shall spend at least four hours each day in the clinical area for clinical teaching and / or supervision of care by the students.
- 50% of the non-nursing subjects should be taught by the nursing teachers. However, it will be supplemented by the external faculty who are doctors or candidates having PG Qualification in the requisite subject. **Nursing teachers who are involved in non-nursing subjects shall be examiners for the programme.**

EXTERNAL FACULTY

Besides the regular teaching faculty in the school of Nursing, there should be provision for external lectures for teaching the students. They should possess the desired qualification in the respective subjects which are to be taught. Remuneration of these external lecturers is to be paid as per the institute/ Govt. policy. The external Faculty may comprise Medical Faculty and Scientists, General Educationist including teaching experts in English, computer Education. Physical Education/ Yoga, Psychologists, Sociologists, Health Economist/ Statistician, Nutritionist.

School Management Committee

Following members should constitute the Board of management of the school.

Principal	Chairperson
Vice-Principal	Member
Tutor	Member
Chief Nursing Officer/ Nursing Superintendent	Member
Administrative staff for School of Nursing	Member

Additional Staff for School of Nursing

Stenographer/Personal Assistant	One	} Should have Knowledge of computer
Senior Clerk cum Cashier/Accountant	One	
Junior Clerk cum Typist	One	
Librarian	One	
Laboratory Attendant	One	
Chowkidar/Watchman	Two	
Driver	One for each Vehicle	
Cleaner	One for each Vehicle	
Peon	Three	
Sweeper/Safai Karmachari	Two	
Machine (Duplicating /Xerox) Operator	One	

NB: Provision should be made to have leave reserve staff in addition to the regular staff according to rules.

GENERAL MANAGEMENT STRATEGIES

1. Regular departmental meeting will be convened separately for teaching and non-teaching staff. Head of department should appraise each staff member's duties and responsibilities as per duty manual.
2. Feedback must be sought and discussion should be healthy and amicable.
3. Alternative arrangements should be made so that work should not suffer when a member is on leave/not available.

4. Management Group of Activities needed for planning:

To have calendar of events for teaching, clinical, practical, bedside etc. Theory classes.

To preplan as Head of Department with Professors by periodic meeting.

To plan the activities for the academic year as per university and Medical Council of India recommendations.

To execute/ Implement by assigning responsibilities on the teaching team mates.

5. Administrative activities:

To progress with Team Spirit.

To build up punctuality in attendance, involvement in work.

To have stock of things and review for purchase service.

To fix responsibility of officer, sub-ordinate staff in administration.

Speedy disposal of files for priorities of Tappals.

To carry out planned and surprise visits to various sections to find fact -and improve upon.

6. Academic activities including continuous improvement:

Inter Department teaching programmes.

Fix responsibilities on the teaching staff and essential task.

To conduct weekly seminars for post graduate's other doctors of the institution like journal club, clinical seminars, mortality reviews, X-ray reviews, arranging monthly guest lectures.

7. Financial Planning and Accounts:

- To discuss with all sub-ordinate staff like surgeons, Laboratory personnel, radiologist, matron etc. to decide about needs and necessities of various sections.
- To plan and submit a budget to higher authorities well in advance.
- To save water, electricity, etc.,
- To arrange more economical transport.
- To raise revenue in accordance with Govt. rule.

8. For Co-Ordinating with University/MCI and other agencies:

- To select teachers who have zeal to work.
- To plan and execute in accordance with the requirement.
- To keep a separate section to maintain correspondence, to review letters and communicates.
- To carry out regular recording, reporting and reviewing the activities.
- To approach such other agencies who can help in upliftment of institutions.

9. Methods to appraise the teachers and others to make aware of their duties and responsibilities:

- To encourage the junior teaching staff to take clinics and lectures.
- To make post graduates and junior teachers to attend lectures given by senior teachers.
- To discuss their job and responsibilities & their performance as frequently as possible.

To have feed back of the performance of subordinates and to discuss with them to provide repeated opportunities to improve upon their performance and their assigned responsibilities.

Personal Discussions improve once performance rather than issuing Memo's

Know the fact and never find the fault with others.

Every Head of Department should be answerable to all problems of his department.

Bio-Medical Waste Management should be a joint responsibility of Medical Superintendent, RMO+ Nursing Superintendent Grade-I as they are stationed internal administrations, they should be answerable.

10. Regular supervising of all, attending the needs and necessities and inspection of department along with the concerned Head of Department and Carryout, Co-operate and suggest for improvement.

11. Ask to maintain the teaching dairies of all the teachers and then scrutinize it for corrective measures. Through Head of department satisfactorily implement Medical Council of India and University recommendations.

Development of concept of Accountability different Categories:

1. Promotion of work culture and “Work without supervision “ by role modeling.
2. Reward the best performance.
3. Inculcate a sense of pride and belonging.
4. Share the credit with everyone in the team.
5. Make colleagues accept responsibility for their behavior and action.
6. Give respect to every members of the Unit/Department.
7. Make work more interesting.
8. Throw a challenge now and then.

(II) The Powers and duties of its Officers and employees:

(III) The procedure followed in the decision making , including channels of supervision and accountability

&

(IV) The norms set by it for the discharge of its functions:

Case Worker	Opening of a new file on receipt of proposals or processing the receipt in the existing file.
Office Superintendent	Will scrutinize the proposal with all relevant facts and mark the file to Assistant Administrative Officer with a course of action to be adopted.
Assistant Administrative Officer	Will suggest the suitability or otherwise of the course of action suggested and define the same in the light of the existing provision of Rules or Acts or take appropriate decision under the delegated powers. Will review the case with an overall view and submit the file to the Director cum Dean for approval of the ultimate course to be adopted on the proposal that is under consideration or take appropriate decision under the delegated powers.

The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

(a) Acts:

- 1) Karnataka Administrative Tribunals Act
- 2) Karnataka Transparency in public Procurements Act, 1999 & Rules 2000
- 3) Karnataka Lokayukta Act
- 4) K.C.S (R.P.P) act 1973
- 5) K.C.S (Determination of Age) act 1974
- 6) Right to information Act 2005
- 7) The Rajiv Gandhi University of Health sciences Act 1994
- 8) Indian Medical council act 1956
- 9) Dentists Act 1948
- 10) The Karnataka Anatomy Act 1957

(b) Rules:

- 1) Byelaw of the Institute
- 2) K.C.S (C.C.A) Rules 1957
- 3) Karnataka Civil service Rules 1958
- 4) K.C.S conduct Rules 1966
- 5) Karnataka Civil service (Time Bound Advancement) Rules 1983
- 6) Karnataka Civil Services (Automatic Grant of special Promotion to senior Scale) rules 1991
- 7) K.C.S (General Recruitment) Rules 1977
- 8) K.C.S (Medical Attendance) Rules 1963
- 9) K.C.S (R.P.P.P) Rules 1978
- 10) Karnataka Right to information Rules 2005
- 11) K.P.S.C (Consultation) Regulation 2005
- 12) Karnataka Government (Transaction of Business) Rules 1977
- 13) Karnataka Government servants (Seniority) rules
- 14) C & R Rules of Concerned Departments/Institutions
- 15) KCS (Probationary) Rules 1977
- 16) And all other Rules , Government Orders, circulars, Notifications issued by the DPAR, FD, LD & Planning department
- 17) Establishment of Medical College Regulations, 1999

(c) Instructions, Manuals and Others:

- 1) Matters relating to Budget and Budget manuals
- 2) Karnataka Financial code
- 3) Karnataka Treasury Code
- 4) Audit paras, C & A.G Report, Inspection reports and Annual plans
- 5) Karnataka Secretariat Manual
- 6) All circulars and Guidelines issued by DPAR, FD, LD & PD
- 7)

(V) A Statement of the categories of documents that are held by it or under its control

Following documents of Group - A, Group- B, Group - C and Group – D Officials.

Government Orders, Notifications, standing orders and similar instruments issued relating to service matters.

(VI) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof

-NIL-

(VII) A Statement of the Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

Government councils of the autonomous institutions come under the Medical Education Department.

(VIII) A Directory of its officers and employees

&

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

Dr. H.S.Satish
Medical Superintendent,
Victoria Hospital, Bangalore

Name and Designation Smt/Sri	Gross Salary	Address	Phone Number
Dr. H.S.Satish Medical Superintendent	Rs.2,02,097/-	Victoria Hospital, Fort, Bangalore – 560 002	9449862454 26703320

(IX) The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such programmes.

No Subsidy Programmes are implemented by Medical education department.

(X) Particulars of recipients of concession, permits or authorization granted by it

No concessions, permits or authorization are granted by this department.

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

-NIL-

(XII) The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

No Library or reading room is maintained by the department separately

(XIII) The Names, designation and other particulars in respect of Public information Officers

Public information Officer (RTI Act – 2005 section 5(1))	Assistant Public information Officer (RTI Act – 2005 section 5(2))	First Appelatte authority (Right to information Act 2005 19(1))
Dr.R.Srinivasa Resident Medical Officer, Victoria Hospital Bangalore – 560 002 Contact No:080-26703611 Mob: 9449862445	Smt.K.C.Pushapavani., Asssiatant Adminsitrative Officer, Victoria Hospital, Bangalore \ Contact No:080-26703645 During Office Working Hours	Dr. H.S.Satish Medical Superintendent Victoria Hospital Bangalore Contact No:080-26703320 Mob: 9449862454

(XIV) Such other information as may be prescribed and thereafter update the publications every year

-NIL-

**Sd/-
Medical Superintendent
Victoria Hospital,
Bengaluru**

Copy to:

- 1) The Secretary to Govt., Health & Family welfare (Medical Education), Vidhana Soudha for kind information.
- 2) The Private Secretary to Hon'ble Minister for Medical Education, Vidhana Soudha, Bangalore.
- 3) The Deputy Secretary to Govt., Health & Family welfare (Medical Education), Vikasa Soudha for kind information.
- 4) The Director, Medical Education, Ananda Rao Circle, Bangalore.
- 5) The Director Cum Dean, Bangalore Medical College & Research Institute, Bangalore
- 6) The Chief Administrative Officer, BMCRI, Bangalore.
- 7) The Chief Accounts Officer cum Financial Adviser, BMCRI, Bangalore.
- 8) The All Head of the Department, Victoria Hospital, Bangalore.
- 9) The AAO, Victoria Hospital, Bangalore
- 10) Office copy



Victoria Hospital, Bangalore

Statement Showing the All Cadre Staff, Sr. Specialist, CMO,s, A.O, A.A.O , N/s Grade-I & II, Office Superintendent, Staff Nurse, Office Staffs, Group-D Working in Victoria Hospital, Bangalore.

Sl.No	Name	Designation	gross salary	Working Addres & Contact No
`1	SRINIVASA R.	RMO	127840	Victoria Hospital, Ph. No: 08026701150
`2	DR NAGAMURTHY G	A.O	127840	- do -
`3	DR. NARASHIMA MURTHY N	A.O	115306	- do -
`5	K.C.PUSHPAVANI	Lay Secretary	54454	- do -
`6	DR.RAMESH.R.	SENIOR SPECIALIST	85108	- do -
`7	DR.B.K.KUSUMA	SENIOR SPECIALIST	113495	- do -
`8	DR B.N.SATHYANARAYAN	SENIOR SPECIALIST	113495	- do -
`9	POORNIMA R.N	D V B D C O	116406	- do -
`10	DR.G.V.RAJAREDDY	SENIOR SPECIALIST	106998	- do -
`11	DR.M.S.VIJAYASHREE	SENIOR SPECIALIST	90306	- do -
`12	DR.B.N.THYAGARAJA	SENIOR SPECIALIST	113495	- do -
`13	DR.H.V.SHIVAKUMAR	SENIOR SPECIALIST	118373	- do -
`14	DR.B.VISHWANATH	SENIOR SPECIALIST	102840	- do -
`15	DR.B.RAMESH	SENIOR SPECIALIST	106998	- do -
`16	DR.K.A.VARALAKSHMI	SENIOR SPECIALIST	85108	- do -
`17	S.K.PANKAJA	GRADUATE PHARMACIST	41980	- do -
`18	K.PUTTASWAMY	GRADUATE PHARMACIST	45445	- do -
`19	M.VASANTHAKUMARI	NURSING SUPDT.GR.1	73825	- do -
`20	M SAVITHRI	NUR SUPDT.GR.1	33404	- do -
`21	T LALITHAMMA	NURSING SUPDT.GR.1	70187	- do -
`22	B JANAKI	PRINCIPAL	77638	- do -
`23	TESSY TOMY	NURSHING TUTORS	76214	- do -
`24	BABY MUNISWAMY	NURSHING TUTORS	70362	- do -
`25	SAVITRI SUBHASH NAIK	NURSHING TUTORS	71661	- do -
`26	SHIVAMMA.B	NURSHING TUTORS	75694	- do -
`27	K.M.CHANDRAKALA	Office Sptd	44282	- do -
`28	S.PADMAVATHI	FDA	51559	- do -

`29	ASIF PASHA	FDA	34234	- do -
`30	CHONDAMMA M B	FDA	45495	- do -
`31	SAVARIRAJ	FDA	43145	- do -
`32	MAYILVAGANAN.N	FDA	31808	- do -
`33	KOMALA S.S	SDA	26871	- do -
`34	JAYALAKSHMI.A	SDA	26871	- do -
`35	HEMAVATHI.S.V	SDA	26871	- do -
`36	SHARADHAMMA.S	SDA	26871	- do -
`37	KAMALA HEGGADE	SDA	26871	- do -
`38	T.NAGESH	FDA	34234	- do -
`39	SAVITHRI HEGGADE	SDA	26871	- do -
`40	FATIMA SULTANA	PHYSIOTHERAPAST	50606	- do -
`41	MANJUNATH.K.M	SR.PHARMACIST	61559	- do -
`42	M.S.VIJAYANATH	SR PHAMACIST	61584	- do -
`43	PREMABAI.K	PHARMACIST	35100	- do -
`44	SHEELA.T	PHARMACIST	35100	- do -
`45	NARASMHA MURTHY S D	SRPHARMACIST	37058	- do -
`46	PADMA DINESH	PHARMACIST	35100	- do -
`47	CHANDRAMMA.B.G	PHARMACIST	36300	- do -
`48	B.BALAJI GUPTHA	SR PHARMACIST	62820	- do -
`49	PAVITHRA J	PHARMACIST	29556	- do -
`50	VIJAYALAKSHMI.L.R	PHARMACIST	37333	- do -
`51	M.N.KAVITHA	LAB TECHNOLOGIST	31029	- do -
`52	KALPANA.B	LAB TECHNOLOGIST	33668	- do -
`53	NAGAROOPA.M	PHARMACIST	35100	- do -
`54	VEERANAGAPPA.V.N	SR LAB TECHNOLOGIST	57576	- do -
`55	VEENA.G.S	LAB TECHNOLOGIST	35100	- do -
`56	N.K Vathasala	X-RAY TECHNICIAN	25958	- do -
`57	BHOJEGOWDA.H.M	X-RAY TECHNICIAN	61884	- do -
`58	g.Gajendra	X-RAY TECHINCIAN	26831	- do -
`59	K.E.KRISHNEGOWDA	X-RAY TECHNICIAN	29238	- do -
`60	KALA.B	RADIO GRAPHER	60556	- do -
`61	VENKATESH BABU.V	X-RAY TECHNICIAN	47108	- do -
`62	NALINA.K.R	X-RAY TECHNICIAN	35400	- do -
`63	ASHWATHNARAYANA.R	DRIVER	37268	- do -
`64	RAJENDRAN.M	DIALYSISTECHNICIA N	31029	- do -
`65	SURENDRANATH.T.D	DIALYSISTECHNICIA N	31029	- do -
`66	V.UDAYAKUMARI	SENIORSTAFF NURSE	75844	- do -
`67	BABY SURYAKUMARI	SENIORSTAFF NURSE	59187	- do -

`68	G.R.SREEMATHY	SENIORSTAFF NURSE	68543	- do -
`69	H.C.SUJATHA	SENIORSTAFF NURSE	53518	- do -
`70	R.ANANDAJYOTHI	N/S GRADE 11	71936	- do -
`71	B.MANJULA	SENIORSTAFF NURSE	73220	- do -
`72	CAVERAMMA	SENIORSTAFF NURSE	71661	- do -
`73	T.HANITHAMANI	SENIORSTAFF NURSE	69977	- do -
`74	N.KAVITHA	STAFF NURSE	57801	- do -
`75	J.USHA SNEHALATHA	SR STAFF NURSE	76214	- do -
`76	AMEERABANU	STAFF NURSE	65299	- do -
`77	SAVITHRAMMA	STAFF NURSE	43920	- do -
`78	T.C.JAGADAMBA	STAFF NURSE	52257	- do -
`79	I.SHANTHA	STAFF NURSE	57676	- do -
`80	N.BHAVANI	STAFF NURSE	52132	- do -
`81	UMADEVI	STAFF NURSE	52132	- do -
`82	MENAKA.K	STAFF NURSE	45895	- do -
`83	ASHADAVID	STAFF NURSE	68418	- do -
`84	SHOBHA.B.JEKABAAL	STAFF NURSE	74655	- do -
`85	P.BALASOUNDARY	STAFF NURSE	66858	- do -
`86	GANGA.V.HEGGADE	STAFF NURSE	68568	- do -
`87	B.LALITHA	STAFF NURSE	56290	- do -
`88	B.L.MANU	STAFF NURSE	52132	- do -
`89	K.L.RAGHU	STAFF NURSE	38272	- do -
`90	MANJULA	STAFF NURSE	49533	- do -
`91	L.PUNITHAVATHI	STAFF NURSE	68418	- do -
`92	M.SUJATHA	STAFF NURSE	49533	- do -
`93	K.R.SARASWATHAMMA	STAFF NURSE	56290	- do -
`94	HEMALATHA KAMATH	STAFF NURSE	74655	- do -
`95	RAECHEL NAVARATHNA KUMARI	STAFF NURSE	52132	- do -
`96	N.HEMAVATHI	STAFF NURSE	66858	- do -
`97	K.VISHALAKSHMI	STAFF NURSE	57676	- do -
`98	K.K.INDRAVATHI	STAFF NURSE	52132	- do -
`99	H.M.LALITHAMMA	STAFF NURSE	49533	- do -
`100	M.BHAVANI	STAFF NURSE	44807	- do -
`101	B.N.NAGARAJ	STAFF NURSE	52132	- do -
`102	K.M.KATHIJABI	STAFF NURSE	73095	- do -
`103	K.SUNANDAMMA	STAFF NURSE	56290	- do -
`104	B.R.SUNITHA	STAFF NURSE	49533	- do -
`105	A.H.SARASWATHI	STAFF NURSE	52257	- do -
`106	C.V.PRAMILAKUMARI	STAFF NURSE	52432	- do -
`107	SELVAMMA	STAFF NURSE	56415	- do -

`108	R.JAYAMARY	STAFF NURSE	49533	- do -
`109	P.M.JYOTHILAKSHMI	STAFF NURSE	49533	- do -
`110	SAROJAMMA	STAFF NURSE	74780	- do -
`111	C.GEETHA	STAFF NURSE	66983	- do -
`112	S.VELAVAN	STAFF NURSE	52257	- do -
`113	STELLA SUGUNA	STAFF NURSE	56290	- do -
`114	SHIVAGANGAMMA PATIL	STAFF NURSE	54904	- do -
`115	MANJULA.S.PATIL	STAFF NURSE	49533	- do -
`116	V.PADMINI	STAFF NURSE	52432	- do -
`117	MAMATHA	STAFF NURSE	52432	- do -
`118	HANUMANTHARAYAPPA	STAFF NURSE	44682	- do -
`119	NIRMALA	STAFF NURSE	52257	- do -
`120	B.S.PUSHPAVATHI	STAFF NURSE	66858	- do -
`121	B.D.LEELA	STAFF NURSE	71536	- do -
`122	S.AMSAVENI	STAFF NURSE	56290	- do -
`123	G.M.MANJULA	STAFF NURSE	52432	- do -
`124	H.PUSHPA	STAFF NURSE	44682	- do -
`125	B.K.UMASHANKARI	STAFF NURSE	56290	- do -
`126	C.T.PADMAKSHI	STAFF NURSE	66858	- do -
`127	K.P.LEELAVATHI	STAFF NURSE	56290	- do -
`128	S.SARGUNAMMA	STAFF NURSE	66858	- do -
`129	S.REVATHI	STAFF NURSE	54904	- do -
`130	SIDDAGANGAMMA.S	STAFF NURSE	52132	- do -
`131	K.RATHNAVATHI	STAFF NURSE	55029	- do -
`132	MEENAKSHI.I.NAIK	STAFF NURSE	52132	- do -
`133	LAKSHMI	STAFF NURSE	71686	- do -
`134	A.SUMITHRA	STAFF NURSE	52257	- do -
`135	H.MANJULA	STAFF NURSE	39312	- do -
`136	GANGALAKSHMAMMA	STAFF NURSE	56290	- do -
`137	P.SAVITHA	STAFF NURSE	56415	- do -
`138	S.GEETHAKUMARI	STAFF NURSE	73220	- do -
`139	D.K.NAGARATHNAMMA	STAFF NURSE	11865	- do -
`140	P.M.MEENAKSHI	STAFF NURSE	56515	- do -
`141	M.JAYALAKSHMAMMA	STAFF NURSE	52257	- do -
`142	B.VASANTHI	STAFF NURSE	52257	- do -
`143	PREMA.M.HEGGADE	STAFF NURSE	68568	- do -
`144	INDIRA PRIYADARSHINI	STAFF NURSE	52132	- do -
`145	R.BHANUMATHI	STAFF NURSE	54904	- do -
`146	SHAILA.T.NAIK	STAFF NURSE	52132	- do -
`147	LAKSHMIDEVAMMA	STAFF NURSE	52132	- do -
`148	J.M.KALYANI	STAFF NURSE	54904	- do -

`149	SHANTHAMMA	STAFF NURSE	52132	- do -
`150	N.C.GANGAMMA	STAFF NURSE	52132	- do -
`151	TEJESWINI PALEKAR	STAFF NURSE	52132	- do -
`152	S.VADIVAMBAAL	STAFF NURSE	68418	- do -
`153	V.KOUSALYA	STAFF NURSE	56290	- do -
`154	J.JYOTHIKUMARI	STAFF NURSE	52132	- do -
`155	H.K.SHOBHA	STAFF NURSE	52482	- do -
`156	S.K.MANJULA	STAFF NURSE	52357	- do -
`157	SHASHIKALAKUMARI	STAFF NURSE	52132	- do -
`158	P.SUREKHA	STAFF NURSE	52132	- do -
`159	VARALAXMI PATIL	STAFF NURSE	43470	- do -
`160	C.S.ASHA	STAFF NURSE	44682	- do -
`161	LATHAKUMARI	STAFF NURSE	52432	- do -
`162	MAMATHA.m.n	STAFF NURSE	32208	- do -
`163	UMA.H.M.	STAFF NURSE	32208	- do -
`164	LAKSHMI G V	STAFF NURSE	31429	- do -
`165	SURESH BABU.G	STAFF NURSE	32208	- do -
`166	GIRISH	STAFF NURSE	32208	- do -
`167	VENUGOPAL B.R.	STAFF NURSE	32208	- do -
`168	REVANNA SIDDAPPA HUNALI	STAFF NURSE	32208	- do -
`169	VENKATESH .G.	STAFF NURSE	32208	- do -
`170	IMMANUVEL .P	STAFF NURSE	32208	- do -
`171	DEEPTHI MERI K.C.	STAFF NURSE	32208	- do -
`172	NARAYANSWAMY T S	STAFF NURSE	32208	- do -
`173	SOMASHEKAR.Y	STAFF NURSE	32208	- do -
`174	BASAVARAJ S S	STAFF NURSE	32208	- do -
`175	VISHWANATH G N	STAFF NURSE	32208	- do -
`176	VEENA.M.S.	STAFF NURSE	32208	- do -
`177	POORNIMA.B	STAFF NURSE	31429	- do -
`178	MANJUNATH.C	STAFF NURSE	32208	- do -
`179	DEEPA HOOGHAR	STAFF NURSE	32208	- do -
`180	PAVITRA.E.	STAFF NURSE	32208	- do -
`181	SHANMUKH SULIKERI	STAFF NURSE	32208	- do -
`182	HEMA THERESA MARY	STAFF NURSE	32208	- do -
`183	VASUMATHI H.K.	STAFF NURSE	32208	- do -
`184	SACHINA..B.T.	STAFF NURSE	32208	- do -
`185	REEMA RODGREES	STAFF NURSE	32208	- do -
`186	GANESH B N	STAFF NURSE	31429	- do -
`187	SAVITHA KUMARI A P	STAFF NURSE	32208	- do -
`188	NIZAMUDDIN BINNI KODA	STAFF NURSE	32208	- do -
`189	RAVI KUMAR.N	STAFF NURSE	32208	- do -

`190	SHEELAVANTHA SOUDHAGAR	STAFF NURSE	32208	- do -
`191	KALAVATI	STAFF NURSE	32208	- do -
`192	PRASANNA KUMAR K.G.	STAFF NURSE	32208	- do -
`193	ANANTH KUMAR	STAFF NURSE	32208	- do -
`194	MANJULA P.N.	STAFF NURSE	32208	- do -
`195	VENKATESHA.M.	STAFF NURSE	32208	- do -
`196	SUCHITHA KUMARI.C.T.L.	STAFF NURSE	32208	- do -
`197	DINESH T.H.	STAFF NURSE	32208	- do -
`198	HEMANTHACHARI N.A.	STAFF NURSE	32208	- do -
`199	LOKESH P.S.	STAFF NURSE	32208	- do -
`200	NARSHINGA RAO	STAFF NURSE	32208	- do -
`201	RAMAKRISHNA SHARMA	STAFF NURSE	32208	- do -
`202	PRASHANTH	STAFF NURSE	32208	- do -
`203	NETAJI JADAV	STAFF NURSE	31429	- do -
`204	RAMESH MALI	STAFF NURSE	32208	- do -
`205	RAJU	STAFF NURSE	32208	- do -
`206	SUVARNA	STAFF NURSE	32208	- do -
`207	CHANDRAPPA. G.H.	STAFF NURSE	32208	- do -
`208	PRASANNA M.H.	STAFF NURSE	32208	- do -
`209	REENA JYOTHI PINTO	STAFF NURSE	32208	- do -
`210	ANIL KUMAR INGULASHAWAR	STAFF NURSE	32208	- do -
`211	MAHENDRA.M.	STAFF NURSE	32208	- do -
`212	MAHADEVA SWAMY A.C.	STAFF NURSE	32208	- do -
`213	ASHWINI.N.M	STAFF NURSE	31429	- do -
`214	TINA THOMAS	STAFF NURSE	31429	- do -
`215	PRABHU HARIJAN	STAFF NURSE	31429	- do -
`216	KUSUMA.R	STAFF NURSE	31429	- do -
`217	PRASHANTH.D	STAFF NURSE	32208	- do -
`218	NALINI	STAFF NURSE	31429	- do -
`219	PRAVEEN SIDRAM MAGADUMA	STAFF NURSE	31429	- do -
`220	BHAMINI G.K	STAFF NURSE	31429	- do -
`221	BHOGESH.h	STAFF NURSE	32208	- do -
`222	AMITHA	STAFF NURSE	32208	- do -
`223	ASHWINI SUGANDI	STAFF NURSE	32208	- do -
`224	SOWBAGHYAMMA	STAFF NURSE	31429	- do -
`225	CHAITHRA.P	STAFF NURSE	31429	- do -
`226	RAJU BAKSU BILLALLI	STAFF NURSE	31429	- do -
`227	SUPRIYALATHA	STAFF NURSE	32208	- do -
`228	HANUMAREDDI HALAMANI	STAFF NURSE	31429	- do -

`229	RAGHAVENDRA K.N.	STAFF NURSE	31429	- do -
`230	NANDINI	STAFF NURSE	32208	- do -
`231	VITALA	STAFF NURSE	32208	- do -
`232	MANJU TRESA JOSE	STAFF NURSE	31429	- do -
`233	NISCHALA.H.N.	STAFF NURSE	31429	- do -
`234	MADHUKARA S	STAFF NURSE	31429	- do -
`235	AMISHA SANGEETHA D'SOUZA	STAFF NURSE	31429	- do -
`236	VINAY K P	STAFF NURSE	31429	- do -
`237	VISHNU MASUTHI N	STAFF NURSE	31429	- do -
`238	YATHI KUMARI	STAFF NURSE	31429	- do -
`239	S ANITHA	STAFF NURSE	31429	- do -
`240	MYLARI KARABEER	STAFF NURSE	32208	- do -
`241	SHIVASHANKAR	STAFF NURSE	32208	- do -
`242	JAYALAKSHMI	STAFF NURSE	31429	- do -
`243	MANJUNATH BHUVANAGOWDAR	STAFF NURSE	31429	- do -
`244	RAJESHWARI	STAFF NURSE	31429	- do -
`245	SHIVAKUMAR KAMBI	STAFF NURSE	31429	- do -
`246	SHIVAKUMARI	STAFF NURSE	31429	- do -
`247	MANJUNATH H S	STAFF NURSE	31429	- do -
`248	VASANTHKUMAR Y A	STAFF NURSE	32208	- do -
`249	MOHAMAD NAZAR K	STAFF NURSE	31429	- do -
`250	NAVEEN D R	STAFF NURSE	31429	- do -
`251	ASHOKA S	STAFF NURSE	31429	- do -
`252	KUSUMA K	STAFF NURSE	31429	- do -
`253	MANJULA S R	STAFF NURSE	31429	- do -
`254	SNEHA K MOHAN	STAFF NURSE	31429	- do -
`255	PRASANNA K S	STAFF NURSE	31429	- do -
`256	BEENA K S	STAFF NURSE	31429	- do -
`257	MALLAPPA ARABHAVI	STAFF NURSE	31429	- do -
`258	LAKSHMIKANTHA	STAFF NURSE	31429	- do -
`259	CHANDRASHEKAR K B	STAFF NURSE	31429	- do -
`260	SACHIN KONKANI	STAFF NURSE	31429	- do -
`261	SAVITHA N	STAFF NURSE	32208	- do -
`262	ASHWINI	STAFF NURSE	31429	- do -
`263	DHANAJAYA U	STAFF NURSE	31429	- do -
`264	SANTHOSH KUMAR A	STAFF NURSE	31429	- do -
`265	M.VASANTHA	LASKER	32888	- do -
`266	AMMAIAH	SANATARY WORKER	30549	- do -
`267	M.B.PARVATHI	SANATARY WORKER	27171	- do -

`268	SHANTHAMMA	SANATARY WORKER	36786	- do -
`269	C.SHESHAIAH	SANATARY WORKER	22531	- do -
`270	MANGALAMMA (MAGADI)	SANATARY WORKER	32108	- do -
`271	A.VENKATAIAH	Group D	29931	- do -
`272	SHIVALINGAIAH	SANATARY WORKER	29163	- do -
`273	ABHIDULLA	SANATARY WORKER	27171	- do -
`274	MAHADEVAMMA/CHANNAIAH	SANTARY WORKER	36006	- do -
`275	HANUMAKKA	SANATARY WORKER	37566	- do -
`276	JAINABEE	SANATARY WORKER	30771	- do -
`277	N.SAROJA(J)	SANATARY WORKER	27171	- do -
`278	R.GOPALA	SANATARY WORKER	27371	- do -
`279	B.MARUGAMMA	SANATARY WORKER	25958	- do -
`280	MUNIYAMMA	SANATARY WORKER	25958	- do -
`281	MOHAMMED JAFFER	SANATARY WORKER	27171	- do -
`282	SUSHEELA	SANATARY WORKER	17382	- do -
`283	S.T.GOVINDAIAH	SANATARY WORKER	36786	- do -
`284	N.RADHAKRISHNA	SANATARY WORKER	27171	- do -
`285	VENKATASUBBAMMA	SANATARY WORKER	32888	- do -
`286	ABDUL RAZAK	SANATARY WORKER	32337	- do -
`287	UMADEVI	O.T ATTENDER	34447	- do -
`288	Y.CHANDRASHEKAR	O.T ATTENDER	27827	- do -
`289	L.RAJAMMA	O.T ATTENDER	31329	- do -
`290	JAYAMMA/MAYANNA	O.T ATTENDER	29856	- do -
`291	RENUGOPAL	WARD ATTENDER	27171	- do -
`292	M.VENKATARAMU	WARD ATTENDER	27171	- do -
`293	RAMEEZA BEGUM	WARD ATTENDER	30549	- do -
`294	S.SHIVASHANKAR	WARD ATTENDER	21540	- do -
`295	MALANSAB	WARD ATTENDER	33896	- do -
`296	N.SAROJA	WARD ATTENDER	31329	- do -
`297	K.NAGARAJA	WARD ATTENDER	32108	- do -
`298	MUTHU	WARD ATTENDER	27171	- do -
`299	P.S.INBUROJA	WARD ATTENDER	27171	- do -
`300	C.MUNIRAJU	WARD ATTENDER	30222	- do -
`301	SOMAYYA VASTRADA	WARD ATTENDER	22260	- do -
`302	V.KALYANAKUMAR	WARD ATTENDER	21743	- do -
`303	Y.SURESHKUMAR	WARD ATTENDER	21543	- do -
`304	K.RAJANNA	WARD ATTENDER	22260	- do -
`305	MANIYAMMA	WARD ATTENDER	40078	- do -
`306	ANTHONY LURDANATHAN	WARD ATTENDER	36006	- do -
`307	INDIRA	WARD ATTENDER	35227	- do -
`308	M.YASHODAMMA	WARD ATTENDER	32888	- do -

`309	M.RAMESHA	WARD ATTENDER	29856	- do -
`310	C.KUMARI	WARD ATTENDER	28470	- do -
`311	MANJAMMA	WARD ATTENDER	28470	- do -
`312	NARASAMMA/CHOWDAIAH	WARD ATTENDER	27171	- do -
`313	M.SARASWATHI	WARD ATTENDER	23273	- do -
`314	ABDUL GAFOOR	WARD ATTENDER	33116	- do -
`315	SHIVALINGAIAH(MAGADI)	WARD ATTENDER	28470	- do -
`316	SHIVANNAPPA KATTANNANAVAR	WARD ATTENDER	32938	- do -
`317	SUSHEELA/BENZAMEN	WARD ATTENDER	32888	- do -
`318	KRISHNA/MARAI AH	WARD ATTENDER	32888	- do -
`319	C.V.SUNDARRAJ	WARD ATTENDER	28470	- do -
`320	H.SUSHEELA	WARD ATTENDER	23273	- do -
`321	PARVATHI	WARD ATTENDER	9377	- do -
`322	NAGARAJU/KALASHETTY	PEON	35297	- do -
`323	GURUPADAPPA	PEON	33167	- do -
`324	B.J.GOVINDARAJU	DAFEDAAR	33718	- do -
`325	PUSHPARAJ	PORTER AND CLEANERS	11071	- do -
`326	BASHEERA BEE	PORTER AND CLEANERS	32337	- do -
`327	MARIYAMMA	OP ATTENDERS	30549	- do -
`328	C.DASAPPA	LAB ATTENDER	40078	- do -
`329	SURYA KUMARI	LAB ATTENDER	29163	- do -
`330	NAGARAJA	WATCHMAN	32888	- do -
`331	MANGALAMMA	DHOBI	34447	- do -
`332	S.SHANKARANARAYANA	LITTERATE ATTENDER	34977	- do -
`333	C.R.VENKATESHACHARY	LITTERATE ATTENDER	34147	- do -
`334	R.ANANDI	LITTERATE ATTENDER	23492	- do -
`335	H.H.HAJIRA BANU	LITTERATE ATTENDER	23492	- do -
`336	SELVARAJ	LITTERATE ATTENDER	23492	- do -
`337	THIPPANNA	LITTERATE ATTENDER	35260	- do -
`338	R.PRADEEP	LITERATE ATTENDER	21240	- do -

Sd/-
Medical Superintendent
Victoria Hospital, Bangalore.