

## GOVERNMENT HOSPITAL, DIU

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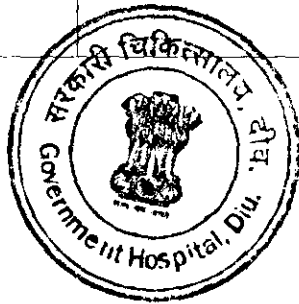
SUO-MOTO PUBLICATION OF 17 MANUALS

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PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)(b)(i)  
OF THE R.T.I ACT. 2005

### I. The particular of the organization function and duties

Sr. No.	Name of the Organization	Function and Duties (in brief)
1	Government Hospital, Diu	<p>Government Hospital, Diu provides medical care to all the patients who come in Hospital. The standards are influenced by patient load, and availability of resources. All patients are treated free service. The Hospital is having a 40 bed capacity.</p> <p>Contact No.</p> <ol style="list-style-type: none"><li>1) 02875 - 252480 - Emegency call</li><li>2) 02875 - 254651 - Sr. Surgeon Office.</li><li>3) 02875 - 255080 - Office Fax No.</li><li>4) 02875 - 252495 - Sr. Surgeon Resi</li></ol> <p>Working hours from 9:00 am to 1:00 pm and 2:30 pm to 5:00 pm and Saturday from 9.00 am to 1 :00 pm Emergency services in Causality 24 x 7 &amp; Ambulance service round the clock &amp; 24 hrs service for institutional delivery.</p>



## II. The powers and duties of the officers & employees

Sr. No.	Name of the Posts	Powers and duties (Brief)
1)	Health Officer	Additional charge and functions as Head of Office (declared under rule 14 of DFP rules) for Govt. Hospital, Diu and overall control of Health system. The Head of Office being the administrative authority deals with following matter Finance & Accounts, Service matter.
2)	Senior Surgeon	In-charge of Surgery Department conducts OPD and surgery operation in the capacity of general surgeons. Attend emergency cases, visit the indoor patients, attend protocol duties and other supervision works in hospital.
3)	Junior Anesthetist	To give anesthesia to the patient during operative procedure, Emergency endo-tracheal intubation and other resuscitation measures.
4)	Physician	In-charge of Medicine Department To conduct OPD for severe chronic diseases. To tackle Emergency cases.
5)	Senior Gynecologist	In-charge of Gynecology department To conduct OPD for ANC, deliveries, PNC, Ceasarian section, D&C, family planning operation
6)	Pathologist	In-charge of Pathology department To conduct certain pathological laboratory investigation
7)	Orthopedic Surgeon	In-charge of Orthopedic department To conduct OPD / apply splints / operative reduction methods of fracture.
8)	Senior Anesthetist	In-charge of Anesthesia Department To give anesthesia to the patient during operative procedure, Emergency endo-tracheal intubation and other resuscitation measures.
9)	Radiologist	In-charge of Radiology department To give opinion after reading X-rays and ultrasounds reports
10)	Pediatrician	To conduct OPD for Neonatal care, infant and children and tackle emergency duty.
11)	Medical Officer	Conduct OPD, attend emergency cases, legal medico cases, performed duty during VVIP, Supervise the National Health Programme and Conduct Post mortem.
12)	Ward Sister	Administrative control with regards to the Nursing personal. Management of duties amongst staff Nursing care in the managed care.
13)	Medical Record Technical	Records keeping of patients and relevant data relating to health manangement
14)	Physiotherapist	To conduct Physio therapy like certain exercise,
15)	Staff Nurse	To give Nursing care to the patient wards, performing duty maintenance of medicines requirement
16)	Lab technician	To conduct various medical test-blood, urine, culture, etc of the patient
17)	X-Ray technician	To conduct X-ray of Patient
18)	Pharmacist	Dispensing of medicines prescribed by doctors, maintenance of medical stores records of all drugs
19)	UDC	Office works relating to financial matters, establishment & records keeping. Other service relating to patient welfare
20)	LDC	The office works to assist UDC, correspondence, dispatch works typing works
21)	Driver	To drive Ambulance, Van & other hospital vehicle and keep the vehicle roadworthy. To Maintain the log book of the vehicles.
	Multi Tasking Staff (Servant)	All types of works in office and dispatch works



- III. The procedure followed in the decision making process, including channels of supervision and accountability.

The procedure followed in decision making is per the standard norms of the UT Administration. The channel of supervision and accountability is as per the Secretary (Health) and Director Medical & Health Services. Major policy decision is vested with the UT Administrator and the Ministry of Health & Family Welfare for approval and consideration.

- IV. The norms set by it for the discharge of its functions

For the discharge of function allocated to the Health officer and Head of Office. The day-to-day administrative functioning is governed by various set of Rules / Act and instruction issued by UT Admn from time to time. The financial powers is vested in accordance to the DFP rules, and the powers re-delegated by the UT Admn.

- V. The rules, regulations, instructions, manuals and record, held by it or under its control or use by its employees for discharge its functioning

The concerned dealing hands have Act & Rules to submit the process with Act & Rules to consider the application.

- VI. Statement of the Categories of documents that are held or under control

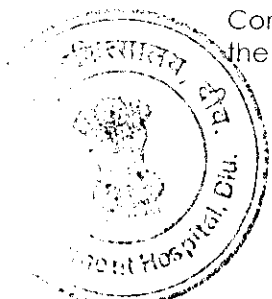
Sr. No.	Categories of documents
1	Outdoor Patient and Indoor Patient records
2	Post mortum reports
3	Records of Disability certificates issued
4	Birth & Desalth registration

- VII. The particulars of any arrangement that exists for consultantion with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof.

As far as concerned there is no any particulars of any arrangement that exists, for consultation with or representation by the members of the public in relation to the formulation of is policy or implementation thereof, but if decided and it come into force it will be implemented.

- VIII. 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 meeting of those boards, council, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public:

As far as concerned under NRHM Programme a Committee composed of Executive Committee and Governing Body has been constituted under Rogi Kaiyan Samiti for welfare of the patients.



IX. Directory of the officers and employees

Sl No	Name of the Officer / Employees	Desination	Telephone / Per. Mobile No
1.	Dr. Sanjay Verma,	Sr. Surgeon	8980034723
2.	Dr. Ajay Sharma,	Jr. Anesthetist	99044061782
3.	Smt. Maria Elena Almeida,	Ward Sister	9727321850
4.	Smt. Hansa A. Rathod,	Ward Sister	9428887800
5.	Smt. Mangla P Rathore	Ward Sister	9428823442
6.	Shri Harshad O Chauhan,	Physiotherapist	9033103211
7.	Kum. Varsha S. Goswami,	Staff Nurse	7698719949
8.	Smt. Bharti H. Pandya	Staff Nurse	9737706389
9.	Smt. Makodiya Heena P.	Staff Nurse	9979583866
10.	Smt, Dhapa Rasila D.	Staff Nurse	7874099311
11.	Shri Mahesh K. Solanki	Pharmacist	9998886986
12.	Shri Hitesh K. Bamaniya	Lab Tech	9033197023
13.	Shri Sopan N. Sonawane	X-Ray tech	9904681864
14.	Shri N. A, Goswami	UDC	9924062034
15.	Shri Nelson S. Almeida	LDC	9426982039
16.	Shri Shailesh K. Patel,	MTS	9586610805



X. Monthly remuneration received by Officer / Employees

Monthly salaries is disbursement as per the Central 6<sup>th</sup> Pay Commission with all allowance, increase of pay is based on Annual increment and delare of Dearness allowance. Pay and allowance as on July, 2013

Sr. No	Name of the Officers / Employees	Monthly (July-2013) Remuneration / salary (Rs.)
1.	Dr. Sanjay Verma, Sr. Surgeon	93908
2.	Dr. Ajay Sharma, Jr. Anesthetist	82516
3.	Smt. Maria Elena Almeida, Ward Sister	62470
4.	Smt. Hansa A. Rathod, Ward Sister	50440
5.	Smt. Mangla P Rathore Ward Sister	52690
6.	Shri Harshad O Chauhan, Physiotherapist	28520
7.	Kum. Varsha S. Goswami, Staff Nurse	48440
8.	Smt. Bharti H. Pandya Staff Nurse	45660
9.	Smt. Makodiya Heena P. Staff Nurse	41385
10.	Smt, Dhapa Rasila D. Staff Nurse	43220
11.	Shri Mahesh K. Solanki Pharmacist	26340
12.	Shri Hitesh K. Bamaniya Lab Tech	22040
13.	Shri Sopan N. Sonawane X-Ray tech	22208
14.	Shri N. A, Goswami UDC	27170
15.	Shri Nelson S. Almeida LDC	26640
16.	Shri Shailesh K. Patel, MTS	15652



- XI. The budget allocation to each of its agency, indicating the particulars of all plans, proposed expenditure and report on disbursement made.

Budget is being allotted by the Finance Department, Secretariat, Daman under Plan and Non Sector. The utility of funds is for patient welfare service, procurement of medicines, medical equipments, management of hospital and other uplift expenses.

<b>NON PLAN</b>			
Sr No.	Budget Head/unit of appropriation	Allotted funds for 2013-14 (Rs. In lakh)	Expr incurred Till 31-1-2014
2210	Major Head – Non Plan		
01	Medical & Public Health		
110	Urban Health Service Allopathy		
30	Hospitals and Dispensaries		
	Govt. Hospitals		
30.00.01	Salaries	2200	1796
30.00.02	Wages	400	147
30.00.06	Medical Treatment	000	000
30.00.11	Domestic T.E.	000	000
30.00.13	Office expenses	300	240
30.00.21	Materials & Supplies	085	000
06	Public Health		
001	Direction & Administration		
06	Directorate of Health Services		
06.00.01	Salaries	4200	3455
06.00.02	Wages	300	100
06.00.06	Medical Treatment	050	048
06.00.11	Domestic T.E.	075	000
06.00.13	Office expenses	200	200
06.00.21	Materials & Supplies	800	352

<b>PLAN</b>			
Sr No.	Budget Head/unit of appropriation	Allotted funds for 2013-14 (Rs. In lakh)	Expr incurred Till 31-1-2014
2210	Major Head – Plan		
01	Medical & Public Health		
110	Urban Health Service Allopathy		
30	Hospitals and Dispensaries		
	Govt. Hospitals		
30.00.01	Salaries	6725	6144
30.00.02	Wages	010	003
30.00.06	Medical Treatment		
30.00.11	Domestic T.E.	700	700
30.00.13	Office expenses	8775	5800
30.00.21	Materials & Supplies		
06	Public Health		
001	Direction & Administration		
06	Directorate of Health Services		
06.00.01	Salaries	1200	843
800	Other Expenditure		
21	Other schemes		
21.00.50	Other Charges	700	625



- XII. The manners of execution of subsidy programs, including the amount allocated and the details of beneficiaries of such programmes;

As far as this office has concerned there is no any Schemes for which subsidy programmes is being implement.

- XIII. Particulars of recipient of concessions, permit or authorization granted by it;

The information may please be treated as Nil

- XIV. Details in respect of the information, available to or held by it, reduced in an electronic forms:

Citizen charter available on the official website of Daman and Diu. Issue of Disability certificate on samay sudhi Naseva.

- XV. The particulars of facilities available to citizens for obtaining information including the works hours of a library or reading room, if maintained for public use;

Casualty & Emergency Services 27 x 7, Ambulance available round the clock on all days. Duty doctors and other Staff Nurse are available round the clock. In case of Emergency Dial 108 (Toll Free) for Ambulance in collaboration with GVK / EMRI with advance life saving system. Mortuary Van Ambulance service available 24 hrs.

Facilities Available - X-Ray with CR System, ECG, Ultra Sound, Doppler, Clinical Laboratory, Pharmacy, TMT, Physiotherapy service, Panchkarma Unit, AYUSH Unit and Dental service

Indoor Treatment & Services Free treatment and Diet are provided to all patients, Staff Nurse is on duty round the clock in the Ward. Admitted patients can contact the Nurse on Duty for any Medical Assistance. IEC / BCCI activities on Health issues such flex screen boards, preventive of Health hazardous.

- XVI. The Names, designation and other particulars of the Public Information officers

Dr. M. J. Vaishya, Head of Office for Govt. Hospital, Diu is the Public Information officer.

- XVII. Such other information as may be prescribed: and thereafter update these publications every year:

Citizen Charter, Public Information such as Notice Board, Anti-Corruption Board, RTI Information board, List of all Specialist / Medical officer, Service of Health facilities. The deptt is modifying the action for update these publications every year.

