

C H A P T E R - 1

INTRODUCTION

1.1 BACKGROUND

Please throw light on the background of this handbook - Right to Information Act and its key objectives.

1.2 OBJECTIVE/PURPOSE OF THIS INFORMATION HANDBOOK

Describe the provisions of Section 4(1)(b) of the Act regarding mandatory suo-motu disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public.

1.3 WHO ARE THE INTENDED USERS OF THE HANDBOOK?

Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.4 DEFINITIONS OF KEY TERMS

Please provide definitions of key terms used in this handbook.

1.5 ORGANIZATION OF INFORMATION

Describe how information is organized in this handbook and what is contained in different chapters.

1.6 GETTING ADDITIONAL INFORMATION

Describe the sources, procedures and fees structure for getting information not available in this handbook.

1.7 NAMES & ADDRESSES OF KEY CONTACT POINTS

Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

C h a p t e r 2
Organization, Functions and Duties
[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

SI. No.	Name of the Organization	Address	Functions	Duties
1	GOVT. HOSPITAL FOR MENTAL CARE/ INSTITUTE OF MENTAL HEALTH, HYDERABAD	ERRAGADDA, HYDERABAD	PROVIDING MENTAL HEALTH CARE	DUTIES ARE PERFORMED AS PER THE GOVT. RULES AND REGULATIONS

Chapter 3

Powers and Duties of Officers and Employees [Section 4(1) (b) (ii)]

- 3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

Name of the Officer/Employee	Designation	Duties allowed	Powers
DR. M. UMA SHANKAR	Superintendent	See Annexure	See Annexure

Annexure

Powers & Duties Allotted:

- 1 He is in-charge of the general administration and discipline of the Hospital including all departments attached to the hospital. All official correspondence of the hospital passes through him.
- 2 He is empowered to appoint, grant leave, punish under CCA Rules, the employees for whom he is the appointing authority.
- 3 Sanction expenditure under all heads of accounts, provided that the appropriation placed at her disposal for the year will not exceed and subject to the condition that his limits of sanction prescribed or delegated are not exceeded for the various charges.
- 4 Make periodical inspection of the hospital and nurses quarters at least once in a week along with the Resident Medical Officer Nursing Superintendent, Assistant Director (Admn.), Electrician, Plumber and the representative of the APHMHIDC and take decision on the spot.
- 5 He is assisted by the following officers in the administration of the hospital:
 - a. Resident Medical Officer with regard to the hospital administration.
 - b. Assistant Director (Admn.), with regard to the non-technical organization of administration.
 - c. Nursing Superintendent with regard to the Nursing Services.
- 6 Allocate duties to the Medical Officers.

- 7 Sanction leave to Civil Surgeons and Civil Asst. Surgeons where no substitute arrangements are required.
- 8 Attend to the desk work, as head of the office and ensure that proper actions are taken on all the papers received in the office.
- 9 He shall submit the periodical reports about the work done in the hospital to the Director of Medical Education as and when called for.
- 10 He is responsible for the Director of medical Education for proper functioning of the hospital.
- 11 Ensure proper maintenance of various records as prescribed by the department.
- 12 He is the Chairman of the Drug Procurement Committee.
- 13 He is the Member- Convener of the Hospital Development society
- 14 He is the Member Secretary of the State Mental Health Authority.

CIVIL SURGEON / RESIDENT MEDICAL OFFICER:

Sl. No	Name of the Officer / Employees	Designation	Duties allotted
2	DR. BALAJI PAWAR	Civil Surgeon Resident Medical Officer.	See Annexure

Annexure**Powers & Duties Allotted**

1. The Resident Medical Officer shall assist the (Medical) Superintendent in all administrative function.
2. The out-patients department, dispensary and medical stores and workshop will be under her administrative charge except where separate arrangements exist for charge of these departments.
3. All male employees like Nursing orderlies, Pharmacists, Sweepers, Thoties etc., will be under her control.
4. The sanitation and conservancy of the hospital will be under her supervision.
5. She/He will daily inspect the kitchen and the rations and see that they are of the proper quality.
6. She/He will go round the hospital during the night at any hour between 9 PM and midnight and or at any other time which she considers necessary. She will report to the Superintendent any irregularities noticed during her rounds.
7. She/He shall pay surprised visits to the milk supply, provision stores and medical stores and take samples to be sent for analysis at frequent intervals at least once a month and keep proper record of such analysis made from time to time.
8. She/He will, as a routine, examine the food cooked or supplied by diet canteen for the patients before distribution.
9. She/He will scrutinize the morning report before its submission to the Superintendent.
10. She/He is responsible for the adequacy of the fire protection arrangements in the hospital will hold fire alarm practice once in six months.

11. She/He will be provided duplicate keys for all the rooms which are closed at nights.
12. She/He will accompany the Superintendent on his weekly inspection *of* the hospital and the nurse's quarters.
13. She/He will be responsible for the medical care of the Nursing staff.
14. She/He will be appraised by the members of the staff any unusual occurrence taking place in the hospital either by day or night which comes to their knowledge in the course of their official duties.
15. The allotment of rooms in the special wards will rest with her. She will maintain a register of those awaiting admission into the hospital.
16. She/He will see that all birth and deaths occurring in the hospital are promptly reported to the municipal authorities as per the statutory provisions.
17. She/He will examine and sign the case sheets and diet sheets of the patient's discharge on the previous day.
18. She/He will be responsible for the proper maintenance of all medical records relating to inpatients.
19. She/He will supervise the maintenance of all statistical records.
20. She/He should reside in the quarters provided in the hospital and be available for emergencies at all times. During her absence from the hospital premises, the Dy. Civil Surgeon R.M.O./Asst. R.M.O./Duty Medical Officer will look after her duties.
21. She/He shall enlist the cooperation of all the civil Surgeon Specialists and see that medical care is provided in all branches of the hospital.

DEPUTY CIVIL SURGEON / (ASST. RESIDENT MEDICAL OFFICER):

SI. No	Name of the Officer / Employees	Designation	Duties allotted
3	DR. R. MOHAN	Deputy Civil Surgeon (Asst. Resident Medl Officer).	Annexure Enclosed

Annexure

1. He will go around the hospital and look to the sanitation. He will maintain sanitation daily and submit it to the RMO daily and to the Superintendent once a week.
2. On alternative days he will attend to all memos from the wards and departments and make a round of the hospital between 9PM and midnight or at any other time he consider necessary, relieving the RMO from the duty.
3. He will assist the RMO in exercising general control over all subordinate male hospital employees and will bring to the notice of the RMO the absence or misconduct of any of the staff.
4. He will check up the quality of the milk supplied to the hospital and quality supplied to the wards and patients.
5. He will also be responsible for the cleanliness, sanitation etc., of the hospital rooms and the wards.
6. He will scrutinize the inpatients nominal register daily to see that the entries there in are correctly and legibly written. The entries regarding discharge, deaths etc., will be attested by her will reference to the entries in the bed head tickets.
7. He will see that the accident registers are written and maintained property.
8. **He** Will scrutinize and initial the statistical registers relating to the inpatients.
9. He will see that the registers of inpatients and other registers are maintained by the casualty department property.
10. He will scrutinize the indents for drugs and dressings from the wards and departments and satisfy herself that the articles indented for are absolutely necessary and confirm to the minimum requirements
11. He will reside in the residential quarters provided for in the hospital

12. He will attend to the other functions of RMO in her absence from the hospital premises.
13. He shall attend to any other work entrusted to him by the Superintendent. He shall also attend to clinical duties if he has got any degree / diploma in any specialty.

PROFESSORS:

Powers & Duties Allotted:

The Professor (Civil Surgeons) will have collateral (lilies in Medical Colleges and attached Teaching Hospital, They will be under the administrative control of the principal of concerned Medical Colleges and all their service matter viz., leave, sanction of increments etc., will be dealt with by the Principal. They are post-graduates or with super-specialty degree and sufficient teaching experience in their specialty.

He will be responsible for teaching of both undergraduate and post-graduate in his subject, as per the curriculum/syllabus. He will be responsible for the general discipline of the students (both under graduates and post-graduates) and programmes of their studies. He will be responsible for both theoretical and clinical teaching for the students posted to his unit. Each one will be allotted certain number of beds in the hospital which is usually called a Unit.

ASSOCIATE PROFESSOR

Powers & Duties Allotted:

1. These posts are created in the year 1997 as per norms of Medical Council of India.
2. The Associate Professor of Clinical subjects will have collateral duties in Medical Colleges and teaching hospital.
3. He will work under the administration control of the Principal, Medical College and will work under the control the Professor concerned.
4. The Associate Professor of non-clinical subject will have duties in the Medical Colleges.

ASSISTANT PROFESSOR/CIVIL ASSISTANT SURGEON/TUTOR

Powers & Duties Allotted:

He/She is the basic medical person in the hierarchy of the Medical Department. A Civil Assistant Surgeon having a post-graduate Degree in any specialty is only posted as Assistant Professor in that specialty. He will work under the administrative control of the Principal, Medical College and technical control of the concerned Professor/Associate Professor. The Professor in clinical department will discharge collateral duties of teaching in Medical. Colleges and clinical duties (patient care) in the hospital as in the case of Clinical Professors.

Civil Asst. Surgeon is not having a post-graduate degree but having a diploma in any specialty or not having even diploma, is called Tutor in the department. He will

work under the administrative control of the Principal, Medical College and technical control of the Professor of the concerned department in which he is posted.

There are certain numbers of Reserve Medical Officer Posts in every teaching hospital in which Civil Asst. Surgeons with or without post-graduate qualification are posted.

Their services are utilized in Medical/Surgical Stores/dispensary/ casualty / Blood Bank / as Assistant to Resident Medical Officer or any other department of the hospital according to the needs, by the Superintendent of the hospital. They will be under the administrative and technical control of the Superintendent.

ASSISTANT DIRECTOR (ADMN):

NAME OF THE OFFICER / EMPLOYEE	DESIGNATION	DUTIES ALLOTTED
Smt. Shweta Monga	Assistant Director (ADMN)	Annexure

Annexure:

The post of Assistant Director (Admn) is created in the hospital with a view to relieve the Superintendent of some of his administrative and non-technical duties so as to enable him to look after professional and technical work. She will work under the administrative control of the superintendent.

Functions:

1. She will be in entire charge of the clerical establishment and the Class IV staff working in the office and be responsible for the proper work of the non technical branch of the office, discipline and decorum of the office.
2. She will be solely responsible for the maintenance of all accounts relating to cash transactions viz., cash book, permanent advance register, contingent register etc.,
3. She will be responsible for the proper maintenance of various stock accounts of stores such as:
 - I. Furniture.
 - II. Linen
 - III. Drugs and Dressings
 - IV. Instruments and appliances
 - V. Major and minor equipment
 - VI. Forms and Stationary

4. She will arrange periodical verification of the stocks as prescribed under financial code.
5. She will check and sign all indents for stores such as drugs, dressings, instruments, appliances etc., purchased and will inspect the supplies received.
6. She shall exercise a particular check over the purchase and maintenance of valuable articles of furniture, hospital equipment etc.,
7. She is responsible for the proper accounting and maintenance of registers relating to diet accounts and see that the rules prescribed relating to diet are strictly followed, bringing to the notice of the Superintendent any uneconomical issues of diet and extras. She will verify that the perishable articles stock register is written daily and contains a record of all perishable articles supplied by the contractor during the day. She will also review the diet accounts and check the postings in the diet register with the entries in diet sheet.
8. She will scrutinize the expenditure of non-diet articles in wards and departments and articles such as dressing lotions, thermometers, syringes etc., and bring to the notice of the Superintendent any wasteful expenditure of these articles.
9. She will exercise check over the contingent expenditure of the hospital.
10. She will be responsible for the work connected with tenders and contracts.
11. She will be responsible for the proper maintenance and upkeep of the hospital buildings.
12. She will supervise the consumption of electricity, gas and water.
13. She will be present:
 - I. At the auction sale of all condemned articles.
 - II. When the pay of the hospital staff is disbursed.
14. She will be delegated by the Superintendent of the hospital the following financial powers:
 - a. To draw the pay and allowances bills of the establishment.
 - b. To draw the contingent bills
 - c. To draw other bills
 - d. To sign for the head of the office bills, vouchers and orders sanctioning expenditure.
 - e. To incur sanction charges on account of ordinary and recognized contingencies except special medicines.
 - f. To attest entries in the service books and verify the service records annually.
 - g. To be the drawing and disbursing officer.

15. She will be responsible for the custody of the cash in the hospital.
16. She will be responsible for the preparation of budget and revised estimates, financial returns etc., review the progress of expenditure of the appropriations placed at the disposal of the Superintendent any abnormal expenditure that may lead to exceeding budget allotted.
17. She shall be well conversant of the financial rules, treasury rules, service rules and the civil service rules with their up to date amendments and shall guide the Superintendent in all financial and administrative matter correctly.
18. All papers, drafts, statements, returns etc., for the signature of the Superintendent should be routed through the Assistant Director (Adm.), who will scrutinize them and initial.

NURSING SUPERINTENDENT GRADE— I:

Name of the Officer /Employee	Designation	Duties allotted	Powers
Vacant	Nursing Superintendent Grade - I.	Annexure	Annexure

Annexure Powers & Duties Allotted:

1. She is responsible to the superintendent of the Hospital of the efficient nursing of the sick, for the discipline, conduct and duties of the nursing staff.
2. She will exercise a general supervision over the linen department. She will take stocks of clothing and bedding once in every three months and report the result to the superintendent.
3. The female nursing orderlies and female thotis and sweepers are under the control of Nursing Superintendent. She is responsible to the Superintendent of their proper discharge of duties and discipline.
4. She will arrange for the role call of the ward female servants to be taken by a senior member of the nursing staff and will herself take the role call once in a week.

5. She will maintain the duty rosters of the members of nursing staff and female ward servants.
6. She will maintain a record of casual leave, days of half days and late permissions granted to the members of nursing staff and the female ward servants.
7. She will make a round of the hospital at least once daily and will visit the patients to see that they are properly attended to by the nurses.
8. She will countersign after proper scrutiny all memorandums, indents etc., from members of the nursing staff.
9. In Hospital where the posts of Nursing Superintendent Grade - 11 exists, the later will assist the Nursing Superintendent Grade -1 in all her duties and by special order of the Superintendent, specific duties may be assigned to Nursing Superintendent Grade-11, for which she is responsible to Nursing Superintendent Grade-I.
10. She will see that proper facilities are provided for carrying out the correct techniques of medical and surgical procedures.
11. She will make surprise visits to the wards in the night.
12. She will be member of the hospital condemnation Board.
13. She will attend her office daily from 8 am to 4 pm with an interval of one hour.
14. She will be permitted weekly day off making alternative arrangements by the Superintendent.
15. She shall be responsible for giving and receiving reports to and from night Superintendent.
16. She shall see to the promotion of good relationship between various departments and categories of nursing staff / other staff / patients.
17. She will accompany the Superintendent of the hospital in sanitary rounds.
18. If there are nursing staff quarters, she shall be responsible for housekeeping, sanitation and general management of such quarters.
19. She will be responsible for the maintenance of the mess in Nurses quarters and for keeping proper accounts of the mess expenditure and for the proper maintenance of

the furniture, crockery and other equipment provided at Government cost for the use in the nurses quarters.

20. She should be well conversant with manual of rules of nurses in Govt. hospitals and be responsible for other functions narrated therein.

NURSING SUPERINTENDENT GRADE— II:

Name of the Officer /Employee	Designation	Duties allotted	Powers
Smt. G. Shoba Rani	Nursing Superintendent Grade - II.	Annexure	Annexure

Annexure Powers & Duties Allotted:

1. If there is no post of Nursing Superintendent Grade – I, she will perform all the duties of Nursing Superintendent Grade-I in the hospital.
2. Where she work as an Assistant to Nursing Superintendent Grade - I here specific duties will be assigned by the Nursing Superintendent Grade-I by special order of the Superintendent.
3. She will attend the office daily during the hours specified by the Nursing Superintendent Grade-I
4. She will maintain the health index cards of the Nursing Staff.
5. She will visit the linen departments and the laundry every day to see that the works in the two departments are carried on properly and that all dhobies are on duty. All new linen will be unpacked and counted in her presence and she will supervise the marking of all new linen.
6. She will make rounds of the hospital wards alternative with the Nursing Superintendent Grade-I and see that the patients are properly attended by the Nursing Staff.
7. She will assist the Nursing Superintendent Grade-I in running the Nursing Schools.

DIETICIAN

Name of the Officer /Employee	Designation	Duties allotted	Powers
Sri. S. Ramesh	Dietician	Annexure	Annexure

He is a non-medical officer but qualified with Degree / Diploma in Dietetics.

ANNEXURE

1. He will prescribe suitable diet to the patients referred to him by the Civil Surgeon (specialists) such as diabetic diet, high protein diet, low protein diet etc., while considering the conditions of the patient for which he will be available in outpatient department during OP timings. He shall also given his advise to the inpatients referred to him.
2. He will supervise the preparation of various types of diets prepared in the hospital kitchen whether they are of the required standards.
3. He will plan the menu for the patients as per the consolidated diet sheet received from Kitchen stores prepared out of the diet sheets received from the wards.
4. He will ensure the availability of the diet articles utensils etc., required for the Kitchen.
5. Establishment and maintenance of safe food storage practices.
6. He will supervise the proper distribution of food to the ward and also to the patients.
7. He will also maintain diet charts of the patients.

C h a p t e r 4
Procedure Followed in Decision-making Process
[Section 4(1)(b)(iii)]

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making
Goal-setting Planning	----	----	----
Budgeting	----	----	----
Formulation programmes, schemes and projects	----	----	----
Recruitment/ hiring of personnel	----	----	----
Release of funds	----	----	----
Implementation/ delivery of service/utilization of funds	----	----	----
Monitoring evaluation	----	----	----
Gathering feedback from public	----	----	----
Undertaking improvements	----	----	----

Chapter 5
Norms set for the Discharge of Functions
[Section 4(1)(b)(iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

[illegible]

Chapter 6
Rules, Regulations, Instructions, Manual and Records, for
Discharging Functions
[Section 4(1)(b)(v)]

- 6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl.No.	Description	Gist of Contents	Price of the publication if priced
Acts			
1	Mental Health Act 1987	Admission and Discharge Procedures of Mentally ill, rights of mentally ill etc.,	Rs. 200/- approx.
Rules & Regulations			
1	Service Rules of Govt of AP	Fundamental Rules, Subsidiary Rules, Leave Rules & CCA Rules of Govt. of AP	Published in Gazette which is free of cost
Instructions			
1	Govt. Instructions	Instructions are issued through Govt. Orders	Published in Gazette which is free of cost
Manuals			
1	Depart Manuals	Manuals are issued by Head of the Departs	Published in Gazette which is free of cost
Records			
1	-----	-----	----
Publications			
1	-----	-----	-----

Chapter 7
nts held by the P
its Control
[Section 4(1)(b)(vi)]

7.1 Provide information about the official document held by the public authority or under its control

[illegible]

Chapter 8
Arrangement for consultation with, or Representation by, the
Members of the Public in relation to the Formulation of Policy
or Implementation thereof
[Section 4(1)(b)(vii)]

8.1 Describe arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies?

[illegible]

Chapter 9
Boards, Councils, Committees and other Bodies Constituted as part
of Public authority
[Section 4(1)(b)(viii)]

1.1 Please provide information on boards, councils, committees and other bodies related to Public authority in the following format.

Name of the Board, Council, Committee, etc.,	Composition	Powers & Functions	Whether its meeting open to public / minutes of its meetings
Hospital Development Society, Govt. Hospital for Mental Care, Hyderabad	<p>1. District Collector/a Senior IAS Officer to be nominated by the Government is a Chairman.</p> <p>2. Superintendent of the Hospital Member/ Convener,</p> <p>3. One Doctor by rotation nominated by the Chairman as a member,</p> <p>4. Three Representatives selected from self-help groups /NGO's/Social Workers /Prominent Citizens, which at least one shall be women and Three MLA's and one Mayor /Municipal Chairman(to be nominated by the chairman in consultation with Government).</p>	<p>The Primary object of the society is to achieve the development and welfare to the Hospital and also the welfare of the patients.</p> <p>The Hospital Development society is empowered to utilize the funds, which includes, Hospital Stoppages and Donations, etc.,</p>	<p>The Meeting of the Hospital Development Society shall be conducted once in two months or a pre-notified day, which each development Society may fix as a permanent day of meeting. If that day is a holiday the meeting shall be convened on next working day. Minutes of its meeting are accessible for public.</p>

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in difference units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

Sl. No.	Name of the Office / Admn Unit	Name & Address of the Employee	Designation	Contact No.
1	GOVT HOSPITAL FOR MENTAL CARE, HYD	Dr. M. Uma Shankar	Supdt / Prof. of PSY	
2	GOVT HOSPITAL FOR MENTAL CARE, HYD	Dr. P Chandra Bhanu Gupta	Prof. of PSY	
2	GOVT HOSPITAL FOR MENTAL CARE, HYD	Dr. B. Rajashekar	Prof. of PSY	
3	GOVT HOSPITAL FOR MENTAL CARE, HYD	Dr. Balaji Pawar	CSRMO	
4	GOVT HOSPITAL FOR MENTAL CARE, HYD	Smt. G. Shoba rani	Nr. Supdt Gr.II	
5	GOVT HOSPITAL FOR MENTAL CARE, HYD	Smt. Shweta Monga	Asst. Director	
6	GOVT HOSPITAL FOR MENTAL CARE, HYD	Vacant	Tutor	
7	GOVT HOSPITAL FOR MENTAL CARE, HYD	Dr. R. Mohan	DY CSRMO	
8	GOVT HOSPITAL FOR MENTAL CARE, HYD	Dr. Mohd. Javed Hussain	CAS RMO	
9	GOVT HOSPITAL FOR MENTAL CARE, HYD	Smt. Susheela	Asst. Prof. of Nursing	
10	GOVT HOSPITAL FOR MENTAL CARE, HYD	Sri. Chandrashekar	Bio Chemist	
11	GOVT HOSPITAL FOR MENTAL CARE, HYD	Sri. Komalaiah	Statistical Officer	
12	GOVT HOSPITAL FOR MENTAL CARE, HYD	Vacant	Asst. Professor	
13	GOVT HOSPITAL FOR MENTAL CARE, HYD	Sri. T. Nagarjuna Reddy	O/ Supdt	
14	GOVT HOSPITAL FOR MENTAL CARE, HYD	M. Jhansi	Sr. Asst	
15	GOVT HOSPITAL FOR MENTAL CARE, HYD	K. Sudhakar Reddy	Sr. Asst	
16	GOVT HOSPITAL FOR MENTAL CARE, HYD	P. Nagraj	Sr. Asst	
17	GOVT HOSPITAL FOR MENTAL CARE, HYD	Vacant	TYPIST	
18	GOVT HOSPITAL FOR MENTAL CARE, HYD	S. Laxmi Narayana	Jr.(Asst)	
19	GOVT HOSPITAL FOR MENTAL CARE, HYD	Md. Muzaffaruddin	Jr.(Asst)	

20	GOVT HOSPITAL FOR MENTAL CARE,HYD	T. Daniel Paul	Jr.(Asst)	
21	GOVT HOSPITAL FOR MENTAL CARE,HYD	H. NIRMALA	Jr.Asst	
22	GOVT HOSPITAL FOR MENTAL CARE,HYD	N Sujitha	Jr.Asst	
23	GOVT HOSPITAL FOR MENTAL CARE,HYD	Vasanth Latha	Jr.Asst	
24	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ch. Aruna	Jr.Asst	
25	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ch. Vijaya	HEAD NURSES	
26	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Vajra	HEAD NURSES	
27	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ratna	HEAD NURSES	
28	GOVT HOSPITAL FOR MENTAL CARE,HYD	A.Padma	HEAD NURSES	
29	GOVT HOSPITAL FOR MENTAL CARE,HYD	K.Indira	HEAD NURSES	
30	GOVT HOSPITAL FOR MENTAL CARE,HYD	I. Shailaja	HEAD NURSES	
31	GOVT HOSPITAL FOR MENTAL CARE,HYD	A.Sulochana	HEAD NURSES	
32	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ch. Jyothi	HEAD NURSES	
33	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ch. Sarojini	HEAD NURSES	
34	GOVT HOSPITAL FOR MENTAL CARE,HYD	D. Vidya Rani	HEAD NURSES	
35	GOVT HOSPITAL FOR MENTAL CARE,HYD	D. Vijayalaxmi	HEAD NURSES	
36	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Chandrakala	HEAD NURSES	
37	GOVT HOSPITAL FOR MENTAL CARE,HYD	Shashikala	HEAD NURSES	
38	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. Drakshavalli	HEAD NURSES	
39	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Fathima	HEAD NURSES	
40	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. Aneela	HEAD NURSES	
41	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ghousia Begum	HEAD NURSES	
42	GOVT HOSPITAL FOR MENTAL CARE,HYD	C. Lalitha	HEAD NURSES	
43	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Susheela	HEAD NURSES	
44	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Venkata Laxmi	HEAD NURSES	
45	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Suma mala	Staff Nurse	
46	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Rebecca Rani	Staff Nurse	
47	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. manjula	Staff Nurse	
48	GOVT HOSPITAL FOR MENTAL CARE,HYD	P. Uma	Staff Nurse	
49	GOVT HOSPITAL FOR MENTAL CARE,HYD	Sagaya Mary	Staff Nurse	
50	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Prasanna Latha	Staff Nurse	

51	GOVT HOSPITAL FOR MENTAL CARE,HYD	A. Vanaja	Staff Nurse	
52	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. anitha	Staff Nurse	
53	GOVT HOSPITAL FOR MENTAL CARE,HYD	N. Sangeetha	Staff Nurse	
54	GOVT HOSPITAL FOR MENTAL CARE,HYD	D. Mary Pushpa	Staff Nurse	
55	GOVT HOSPITAL FOR MENTAL CARE,HYD	P K Kusuma Kumari	Staff Nurse	
56	GOVT HOSPITAL FOR MENTAL CARE,HYD	D. Anitha	Staff Nurse	
57	GOVT HOSPITAL FOR MENTAL CARE,HYD	T. Sarada	Staff Nurse	
58	GOVT HOSPITAL FOR MENTAL CARE,HYD	M Laxmi Devi	Staff Nurse	
59	GOVT HOSPITAL FOR MENTAL CARE,HYD	Moncy Cherian	Staff Nurse	
60	GOVT HOSPITAL FOR MENTAL CARE,HYD	M J Elizebeth	Staff Nurse	
61	GOVT HOSPITAL FOR MENTAL CARE,HYD	J Regina	Staff Nurse	
62	GOVT HOSPITAL FOR MENTAL CARE,HYD	I Prashanti Kalpana	Staff Nurse	
63	GOVT HOSPITAL FOR MENTAL CARE,HYD	N. Laxmi	Staff Nurse	
64	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Saritha	Staff Nurse	
65	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Anuradha	Staff Nurse	
66	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Chandramma	Staff Nurse	
67	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Vijaya Kumari	Staff Nurse	
68	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Aruna Kumari	Staff Nurse	
69	GOVT HOSPITAL FOR MENTAL CARE,HYD	T. Pushpalatha	Staff Nurse	
70	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. Dhanalaxmi	Staff Nurse	
71	GOVT HOSPITAL FOR MENTAL CARE,HYD	P. Rambha Kumari	Staff Nurse	
72	GOVT HOSPITAL FOR MENTAL CARE,HYD	Amruthamma	Staff Nurse	
73	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Vijayalaxmi	Staff Nurse	
74	GOVT HOSPITAL FOR MENTAL CARE,HYD	Reni Abraham	Staff Nurse	
75	GOVT HOSPITAL FOR MENTAL CARE,HYD	P. Dilla	Staff Nurse	
76	GOVT HOSPITAL FOR MENTAL CARE,HYD	B.V.S.Murthy	Yoga Instructor	
77	GOVT HOSPITAL FOR MENTAL CARE,HYD	V. Chandrakala	MRC	
78	GOVT HOSPITAL FOR MENTAL CARE,HYD	Smt.N.Hemalatha	Pharm Gr-II	
79	GOVT HOSPITAL FOR MENTAL CARE,HYD	M.Sukanya	Pharm Gr-II	
80	GOVT HOSPITAL FOR MENTAL CARE,HYD	Smt.P.Padma	Asst Tailor-1	
81	GOVT HOSPITAL FOR MENTAL CARE,HYD	A.R.Siddappa	MPHEO	

82	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Rajendra Kumar	Radio Grapher	
83	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT	ASST.LIBRARIAN	
84	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT-1	PHARMACIST-GR.II	
85	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT -1	WEAVING MASTER	
86	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT-1	HEAD COOK	
87	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT- 1	MSW-GR-I	
88	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT-1	LAB-TECH-GR-II	
89	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT -1	ELECTRICIAN-GR-II	
90	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT-1	HIS	
91	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT-2	TAILORS	
92	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT-1	JAMEDAR	
93	GOVT HOSPITAL FOR MENTAL CARE,HYD	VACCANT-1	HEAD DHOBI	
94	GOVT HOSPITAL FOR MENTAL CARE,HYD	Vacant – 3	Tele operator	
95	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ibrahim Ali Khan	Drivers	
96	GOVT HOSPITAL FOR MENTAL CARE,HYD	R.Srinivas Rao	Drivers	
97	GOVT HOSPITAL FOR MENTAL CARE,HYD	S. Mahender	Drivers	
98	GOVT HOSPITAL FOR MENTAL CARE,HYD	K.Jaya Prakash	MNO	
99	GOVT HOSPITAL FOR MENTAL CARE,HYD	CH.Omkar	MNO	
100	GOVT HOSPITAL FOR MENTAL CARE,HYD	Gulab Singh	MNO	
101	GOVT HOSPITAL FOR MENTAL CARE,HYD	K.Krishna	MNO	
102	GOVT HOSPITAL FOR MENTAL CARE,HYD	N. Vara Laxmi	FNO	
103	GOVT HOSPITAL FOR MENTAL CARE,HYD	Nawab Baig	MNO	
104	GOVT HOSPITAL FOR MENTAL CARE,HYD	S.Chandra sekhar	MNO	
105	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ameeruddin	MNO	
106	GOVT HOSPITAL FOR MENTAL CARE,HYD	B.Venkanna	MNO	
107	GOVT HOSPITAL FOR MENTAL CARE,HYD	T.Manikrao	MNO	
108	GOVT HOSPITAL FOR MENTAL CARE,HYD	Mohd .Ghouse	MNO	
109	GOVT HOSPITAL FOR MENTAL CARE,HYD	ShameemBanu	FNO	
110	GOVT HOSPITAL FOR MENTAL CARE,HYD	G.RamChander	MNO	
111	GOVT HOSPITAL FOR MENTAL CARE,HYD	B.P.Anil Kumar	MNO	

112	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ahmed Pasha	MNO	
113	GOVT HOSPITAL FOR MENTAL CARE,HYD	B.Chandra Mohan	MNO	
114	GOVT HOSPITAL FOR MENTAL CARE,HYD	P.Rajesh	MNO	
115	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Balamani	MNO	
116	GOVT HOSPITAL FOR MENTAL CARE,HYD	Sk. Babu	MNO	
117	GOVT HOSPITAL FOR MENTAL CARE,HYD	MD.Nooruddin	MNO	
118	GOVT HOSPITAL FOR MENTAL CARE,HYD	M.Narshima Reddy	MNO	
119	GOVT HOSPITAL FOR MENTAL CARE,HYD	M.Vasanth	FNO	
120	GOVT HOSPITAL FOR MENTAL CARE,HYD	S.HariPrasad	MNO	
121	GOVT HOSPITAL FOR MENTAL CARE,HYD	G.Hemalatha	FNO	
122	GOVT HOSPITAL FOR MENTAL CARE,HYD	T. Sathyanarayana Singh	MNO	
123	GOVT HOSPITAL FOR MENTAL CARE,HYD	R.Mahender	MNO	
124	GOVT HOSPITAL FOR MENTAL CARE,HYD	M.Vimalamma	FNO	
125	GOVT HOSPITAL FOR MENTAL CARE,HYD	Narender Singh	MNO	
126	GOVT HOSPITAL FOR MENTAL CARE,HYD	C.Shailender	MNO	
127	GOVT HOSPITAL FOR MENTAL CARE,HYD	Shobhanamma	FNO	
128	GOVT HOSPITAL FOR MENTAL CARE,HYD	P.Raju	MNO	
129	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Srinivas	MNO	
130	GOVT HOSPITAL FOR MENTAL CARE,HYD	MD.Jamal Khan	MNO	
131	GOVT HOSPITAL FOR MENTAL CARE,HYD	R. Panduranganna	MNO	
132	GOVT HOSPITAL FOR MENTAL CARE,HYD	C Yadagiri	MNO	
133	GOVT HOSPITAL FOR MENTAL CARE,HYD	Mohd jahangir Ali	MNO	
134	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Veeraiah	MNO	
135	GOVT HOSPITAL FOR MENTAL CARE,HYD	Faheemullah Khan	MNO	
136	GOVT HOSPITAL FOR MENTAL CARE,HYD	R.Rajeshwar Rao	MNO	
137	GOVT HOSPITAL FOR MENTAL CARE,HYD	Mohd Basheer	MNO	
138	GOVT HOSPITAL FOR MENTAL CARE,HYD	P. Shoba Rani	FNO	
139	GOVT HOSPITAL FOR MENTAL CARE,HYD	Gousia Begum	FNO	
140	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Ramesh	MNO	
141	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Seetharamulu	MNO	
142	GOVT HOSPITAL FOR MENTAL CARE,HYD	Md. Manzoor Ali	MNO	

143	GOVT HOSPITAL FOR MENTAL CARE,HYD	S. Malathi	FNO	
144	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Sathyavathi	Office Sub	
145	GOVT HOSPITAL FOR MENTAL CARE,HYD	Kehkashan Begum	Office Sub	
146	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Sudhir Kumar	Office Sub	
147	GOVT HOSPITAL FOR MENTAL CARE,HYD	S. Vittal	Dhobi	
148	GOVT HOSPITAL FOR MENTAL CARE,HYD	N. Raja Shekar	Dhobi	
149	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. Chandra Mohan	Dhobi	
150	GOVT HOSPITAL FOR MENTAL CARE,HYD	Syed Nazima	Dhobi	
151	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Balamani	Sweeper	
152	GOVT HOSPITAL FOR MENTAL CARE,HYD	R. Pramodhar	Sweeper	
153	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Vijaya	Sweeper	
154	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Shirish	Sweeper	
155	GOVT HOSPITAL FOR MENTAL CARE,HYD	D. Nagaiah	Sweeper	
156	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Prasad	Sweeper	
157	GOVT HOSPITAL FOR MENTAL CARE,HYD	R. Sarojana	Sweeper	
158	GOVT HOSPITAL FOR MENTAL CARE,HYD	Anasuya	Sweeper	
159	GOVT HOSPITAL FOR MENTAL CARE,HYD	D. Murali Krishna	Sweeper	
160	GOVT HOSPITAL FOR MENTAL CARE,HYD	A. Narsing Rao	Sweeper	
161	GOVT HOSPITAL FOR MENTAL CARE,HYD	R. Srinivas	Sweeper	
162	GOVT HOSPITAL FOR MENTAL CARE,HYD	Kanakalaxmi	Sweeper	
163	GOVT HOSPITAL FOR MENTAL CARE,HYD	S. Jyothi	Sweeper	
164	GOVT HOSPITAL FOR MENTAL CARE,HYD	Ajay Jain	Sweeper	
165	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Rani	Sweeper	
166	GOVT HOSPITAL FOR MENTAL CARE,HYD	Vacant - 4	Sweeper	
167	GOVT HOSPITAL FOR MENTAL CARE,HYD	Abid Ali Khan	Kamati	
168	GOVT HOSPITAL FOR MENTAL CARE,HYD	Rafeeq Baig	Kamati	
169	GOVT HOSPITAL FOR MENTAL CARE,HYD	Kamal Nayan Aswa	Kamati	
170	GOVT HOSPITAL FOR MENTAL CARE,HYD	Sheeka Yadagiri	Kamati	
171	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Ravi Kumar	Kamati	
172	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. Ramesh	Kamati	
173	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. Vijay raj	Thoti	

174	GOVT HOSPITAL FOR MENTAL CARE,HYD	Shaik Kaleem	Thoti	
175	GOVT HOSPITAL FOR MENTAL CARE,HYD	Md. Waseem	Thoti	
176	GOVT HOSPITAL FOR MENTAL CARE,HYD	Md Abdul Rasheed	Thoti	
177	GOVT HOSPITAL FOR MENTAL CARE,HYD	Akhtar Begum	Thoti	
178	GOVT HOSPITAL FOR MENTAL CARE,HYD	N. Narsing Rao	Thoti	
179	GOVT HOSPITAL FOR MENTAL CARE,HYD	P Ganesh	Thoti	
180	GOVT HOSPITAL FOR MENTAL CARE,HYD	M. Kalavathi	Thoti	
181	GOVT HOSPITAL FOR MENTAL CARE,HYD	Shakti Singh	Thoti	
182	GOVT HOSPITAL FOR MENTAL CARE,HYD	Sham Bahadur	THoti	
183	GOVT HOSPITAL FOR MENTAL CARE,HYD	Shaheenunnisa	Thoti	
184	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Surender	Thoti	
185	GOVT HOSPITAL FOR MENTAL CARE,HYD	T. Ganga Prasad	Thoti	
186	GOVT HOSPITAL FOR MENTAL CARE,HYD	P. Mahender	Gate Porter	
187	GOVT HOSPITAL FOR MENTAL CARE,HYD	N. Karunakar Reddy	Gate Porter	
188	GOVT HOSPITAL FOR MENTAL CARE,HYD	B. Naveen Kumar	Barber	
189	GOVT HOSPITAL FOR MENTAL CARE,HYD	K. Vijaya Chander	Barber	
190	GOVT HOSPITAL FOR MENTAL CARE,HYD	T. Hari Kishan	Barber	
191	GOVT HOSPITAL FOR MENTAL CARE,HYD	G. Shiva Kumar	Barber	
192	GOVT HOSPITAL FOR MENTAL CARE,HYD	Lal Mohamad	Scavenger	
193	GOVT HOSPITAL FOR MENTAL CARE,HYD	Shaik Jani	Scavenger	
194	GOVT HOSPITAL FOR MENTAL CARE,HYD	Asha Bee	Scavenger	
195	GOVT HOSPITAL FOR MENTAL CARE,HYD	Sabeir Baig	Ambulance Cleaner	
196	GOVT HOSPITAL FOR MENTAL CARE,HYD	B.Durga Bhavani	Class IV O.T	
197	GOVT HOSPITAL FOR MENTAL CARE,HYD	G.Vigneshwar	Mali	

Chapter 11
Monthly Remunerations received by Officers and Employees,
including the System of Compensation as provided in Regulations
[Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format :

Sl. No.	Name & Address of the Employee	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
1	Dr. M. Uma Shankar	Supdt / Prof. of PSY	Rs 167132=00	Through Pay Bill
2	Dr. K. Ashok Reddy	Prof. of PSY	Rs 207654=00	Through Pay Bill
	Dr. P. Chandrabhanu Gupta	Prof. of PSY	Rs 126407=00	Through Pay Bill
3	Vacant	CSRMO	NIL	Through Pay Bill
4	Smt. G. Shoba rani	Nr. Supdt Gr.II	Rs.131247=00	Through Pay Bill
5	Smt. Shweta Monga	Asst. Director	Rs 90143=00	Through Pay Bill
6	Vacant	Tutor	Nil	Through Pay Bill
7	Vacant	Tutor	Nil	Through Pay Bill
8	Dr. R. Mohan	DY CSRMO	---	Through Pay Bill
	Dr. K. Sandhya	CAS/ Asst. Prof	Rs 100613=00	Through Pay Bill
9	Smt. Susheela	Asst. Prof. of Nursing	Rs 88335=00	Through Pay Bill
	Smt. N. Jhansi Rani	Lecturer in Nursing	Rs 129787=00	Through Pay Bill
10	Sri. Chandrashekar	Bio Chemist	Rs 66369=00	Through Pay Bill
11	Sri. Komalaiah	Statistical Officer	Rs 94964=00	Through Pay Bill
	Sri. S. Ramesh	Dietician	Rs. 71482=00	Through Pay Bill
12	Vacant	Asst. Professor	Nil	Through Pay Bill
13	Sri. T. Nagarjuna Reddy	O/ Supdt	Rs 94939=00	Through Pay Bill
14	M. Jhansi	Sr.Asst	Rs 45983=00	Through Pay Bill

15	K.Sudhakar Reddy	Sr.Asst	Rs 57312=00	Through Pay Bill
16	P. Nagraj	Sr. Asst	Rs 39492=00	Through Pay Bill
17	Vacant	TYPIST	Nil	Through Pay Bill
18	S.Laxmi Narayana	Jr.(Asst)	Rs 67652=00	Through Pay Bill
19	Vacant	Jr.(Asst)	Nil	Through Pay Bill
20	Vacant	Jr.(Asst)	Nil	Through Pay Bill
21	Md. Muzaffaruddin	Jr.Asst	Rs 39997=00	Through Pay Bill
22	T. Daniel Paul	Jr.Asst	Rs 36821=00	Through Pay Bill
23	H.NIRMALA	Jr.Asst	Rs 35825=00	Through Pay Bill
24	N Sujitha	Jr.Asst	Rs37825=00	Through Pay Bill
	Vasanth Latha	Jr. Asst	Rs. 41107=00	Through Pay Bill
25	Ch. Vijaya	HEAD NURSES	Rs 112199=00	Through Pay Bill
26	K. Vajra	HEAD NURSES	Rs 112059=00	Through Pay Bill
27	Ratna	HEAD NURSES	Rs 112149=00	Through Pay Bill
28	A.Padma	HEAD NURSES	Rs 112109=00	Through Pay Bill
29	K.Indira	HEAD NURSES	Rs 111999=00	Through Pay Bill
30	I. Shailaja	HEAD NURSES	Rs 112109=00	Through Pay Bill
31	A.Sulochana	HEAD NURSES	Rs 111909=00	Through Pay Bill
32	Ch. Jyothi	HEAD NURSES	Rs 107780=00	Through Pay Bill
33	Ch. Sarojini	HEAD NURSES	Rs 112109=00	Through Pay Bill
34	D. Vidya Rani	HEAD NURSES	Rs 102441=00	Through Pay Bill
35	D. Vijayalaxmi	HEAD NURSES	Rs 102441=00	Through Pay Bill
36	G. Chandrakala	HEAD NURSES	Rs 102441=00	Through Pay Bill
37	Shashikala	HEAD NURSES	Rs 107860=00	Through Pay Bill
38	B. Drakshavalli	HEAD NURSES	Rs 112149=00	Through Pay Bill
39	K. Fathima	HEAD NURSES	Rs 97659=00	Through Pay Bill
40	B. Aneela	HEAD NURSES	Rs 97534=00	Through Pay Bill
41	Ghousia Begum	HEAD NURSES	Rs 68609=00	Through Pay Bill
42	C. Lalitha	HEAD NURSES	Rs 86140=00	Through Pay Bill
43	K. Susheela	HEAD NURSES	Rs 92993=00	Through Pay Bill
44	M. Venkata Laxmi	HEAD NURSES	Rs 92907=00	Through Pay Bill

45	K. Suma mala	Staff Nurse	Rs 84083=00	Through Pay Bill
46	M. Rebecca Rani	Staff Nurse	Rs 61576=00	Through Pay Bill
47	B. Manjula	Staff Nurse	Rs 75934=00	Through Pay Bill
48	P. Uma	Staff Nurse	Rs 56984=00	Through Pay Bill
49	Sagaya Mary	Staff Nurse	Rs 84023=00	Through Pay Bill
50	M. Prasanna Latha	Staff Nurse	Rs 52736=00	Through Pay Bill
51	A. Vanaja	Staff Nurse	Rs 63479=00	Through Pay Bill
52	K. Anitha	Staff Nurse	Rs 84023=00	Through Pay Bill
53	N. Sangeetha	Staff Nurse	Rs 56984=00	Through Pay Bill
54	D. Mary Pushpa	Staff Nurse	Rs 84023=00	Through Pay Bill
55	P K Kusuma Kumari	Staff Nurse	Rs 84023=00	Through Pay Bill
56	D. Anitha	Staff Nurse	Rs 63479=00	Through Pay Bill
57	T. Sarada	Staff Nurse	Rs 84023=00	Through Pay Bill
58	M Laxmi Devi	Staff Nurse	Rs 84023=00	Through Pay Bill
59	Moncy Cherian	Staff Nurse	Rs 70297=00	Through Pay Bill
60	M J Elizebeth	Staff Nurse	Rs 84023=00	Through Pay Bill
61	J Regina	Staff Nurse	Rs 84023=00	Through Pay Bill
62	I Prashanti Kalpana	Staff Nurse	Rs 56984=00	Through Pay Bill
63	N. Laxmi	Staff Nurse	Rs 84083=00	Through Pay Bill
64	K. Saritha	Staff Nurse	Rs 63479=00	Through Pay Bill
65	M. Anuradha	Staff Nurse	Rs 75934=00	Through Pay Bill
66	M. Chandramma	Staff Nurse	Rs 75894=00	Through Pay Bill
67	M. Vijaya Kumari	Staff Nurse	Rs 8303=00	Through Pay Bill
68	M. Aruna Kumari	Staff Nurse	Rs 79944=00	Through Pay Bill
69	T. Pushpalatha	Staff Nurse	Rs 76102=00	Through Pay Bill
70	B. Dhanalaxmi	Staff Nurse	Rs 0	Through Pay Bill
71	P. Rambha Kumari	Staff Nurse	Rs 76102=00	Through Pay Bill
72	Amruthamma	Staff Nurse	Rs 60335=00	Through Pay Bill
73	M. Vijayalaxmi	Staff Nurse	Rs 68640=00	Through Pay Bill
74	Reni Abraham	Staff Nurse	Rs 68640=00	Through Pay Bill
75	P. Dilla	Staff Nurse	Rs 68700=00	Through Pay Bill

76	B.V.S.Murthy	Yoga Instructor	Rs 77189=00	Through Pay Bill
77	V. Chandrakala	MRC	Rs 41107=00	Through Pay Bill
78	Smt.N.Hemalatha	Pharm Gr-II	Rs 62462=00	Through Pay Bill
79	M.Sukanya	Pharm Gr-II	Rs 83489=00	Through Pay Bill
80	Smt.P.Padma	Asst Tailor-1	Rs 71489=00	Through Pay Bill
81	A.R.Siddappa	MPHEO	Rs 81483=00	Through Pay Bill
82	K. Rajendra Kumar	Radio Grapher	Rs 69914=00	Through Pay Bill
83	VACCANT	ASST.LIBRARIAN	Rs Nil=00	Through Pay Bill
84	VACCANT-1	PHARMACIST-GR.II	Rs 0	Through Pay Bill
85	VACCANT -1	WEAVING MASTER	Rs 87158=00	Through Pay Bill
86	VACCANT-1	HEAD COOK	Rs 49983=00	Through Pay Bill
87	VACCANT- 1	MSW-GR-I	Rs 69128=00	Through Pay Bill
88	VACCANT-1	LAB-TECH-GR-II	Rs 56786=00	Through Pay Bill
89	VACCANT -1	ELECTRICIAN-GR-II	Rs 65711=00	Through Pay Bill
90	VACCANT-1	HIS	Rs 57791=00	Through Pay Bill
91	VACCANT-2	TAILORS	Rs 0	Through Pay Bill
92	VACCANT-1	JAMEDAR	Rs 0	Through Pay Bill
93	VACCANT-1	HEAD DHOBI	Rs 0	Through Pay Bill
94	Vacant – 3	Tele operator	Rs 0	Through Pay Bill
95	Ibrahim Ali Khan	Drivers	Rs 40517=00	Through Pay Bill
96	R.Srinivas Rao	Drivers	Rs 40537=00	Through Pay Bill
97	S. Mahender	Drivers	Rs 38337=00	Through Pay Bill
98	K.Jaya Prakash	MNO	Rs 49169=00	Through Pay Bill
99	CH.Omkar	MNO	Rs. 49517=00	Through Pay Bill
100	Gulab Singh	MNO	Rs. 55672=00	Through Pay Bill
101	K.Krishna	MNO	Rs. 49170=00	Through Pay Bill
102	N. Vara Laxmi	FNO	Rs. 47456=00	Through Pay Bill
103	Nawab Baig	MNO	Rs. 52592=00	Through Pay Bill
104	S.Chandra sekhar	MNO	Rs. 45363=00	Through Pay Bill
105	Ameeruddin	MNO	Rs. 41130=00	Through Pay Bill

106	B.Venkanna	MNO	Rs. 54070=00	Through Pay Bill
107	T.Manikrao	MNO	Rs. 51983=00	Through Pay Bill
108	Mohd .Ghouse	MNO	Rs. 42650=00	Through Pay Bill
109	ShameemBanu	FNO	Rs. 47956=00	Through Pay Bill
110	G.RamChander	MNO	Rs. 45234=00	Through Pay Bill
111	B.P.Anil Kumar	MNO	Rs. 50393=00	Through Pay Bill
112	Ahmed Pasha	MNO	Rs. 54592=00	Through Pay Bill
113	B.Chandra Mohan	MNO	Rs.46090=00	Through Pay Bill
114	P.Rajesh	MNO	Rs. 47688=00	Through Pay Bill
115	M. Balamani	MNO	Rs. 50519=00	Through Pay Bill
116	Sk. Babu	MNO	Rs. 37907=00	Through Pay Bill
117	MD.Nooruddin	MNO	Rs. 38967=00	Through Pay Bill
118	M.Narshima Reddy	MNO	Rs. 42652=00	Through Pay Bill
119	M.Vasantha	FNO	Rs. 39943=00	Through Pay Bill
120	S.HariPrasad	MNO	Rs. 25718=00	Through Pay Bill
121	G.Hemalatha	FNO	Rs. 35690=00	Through Pay Bill
122	T. Sathyanarayana Singh	MNO	Rs. 40997=00	Through Pay Bill
123	R.Mahender	MNO	Rs. 36138=00	Through Pay Bill
124	M.Vimalamma	FNO	Rs. 37830=00	Through Pay Bill
125	Narender Singh	MNO	Rs. 55093=00	Through Pay Bill
126	C.Shailender	MNO	Rs. 37894=00	Through Pay Bill
127	Shobhanamma	FNO	Rs. 31056=00	Through Pay Bill
128	P.Raju	MNO	Rs. 33829=00	Through Pay Bill
129	K. Srinivas	MNO	Rs. 32507=00	Through Pay Bill
130	MD.Jamal Khan	MNO	Rs. 30476=00	Through Pay Bill
131	R. Panduranganna	MNO	Rs. 47477=00	Through Pay Bill
132	C Yadagiri	MNO	Rs. 42581=00	Through Pay Bill
133	Mohd jahangir Ali	MNO	Rs. 42512=00	Through Pay Bill
134	M. Veeraiah	MNO	Rs. 55522=00	Through Pay Bill
135	Faheemullah Khan	MNO	Rs. 46503=00	Through Pay Bill
136	R.Rajeshwar Rao	MNO	Rs. 40329=00	Through Pay Bill

137	Mohd Basheer	MNO	Rs 43492=00	Through Pay Bill
138	P. Shoba Rani	FNO	Rs. 36424=00	Through Pay Bill
139	Gousia Begum	FNO	Rs. 22660=00	Through Pay Bill
140	G. Ramesh	MNO	Rs. 32125=00	Through Pay Bill
141	G. Seetharamulu	MNO	Rs 26992=00	Through Pay Bill
142	Md. Manzoor Ali	MNO	Rs. 26548=00	Through Pay Bill
143	S. Malathi	FNO	Rs. 26703=00	Through Pay Bill
144	M. Sathyavathi	Office Sub	Rs. 20072=00	Through Pay Bill
145	Kehkashan Begum	Office Sub	Rs. 21289=00	Through Pay Bill
146	M. Sudhir Kumar	Office Sub	Rs. 18106=00	Through Pay Bill
147	S. Vittal	Dhobi	Rs. 24561=00	Through Pay Bill
148	N. Raja Shekar	Dhobi	Rs. 21499=00	Through Pay Bill
149	B. Chandra Mohan	Dhobi	Rs. 51633=00	Through Pay Bill
150	Syed Nazima	Dhobi	Rs. 21541=00	Through Pay Bill
151	K. Balamani	Sweeper	Rs. 31335=00	Through Pay Bill
152	R. Pramodhar	Sweeper	Rs. 30468=00	Through Pay Bill
153	M. Vijaya	Sweeper	Rs 26326=00	Through Pay Bill
154	G. Shirish	Sweeper	Rs. 30076=00	Through Pay Bill
155	D. Nagaiah	Sweeper	Rs. 25299=00	Through Pay Bill
156	K. Prasad	Sweeper	Rs. 23853=00	Through Pay Bill
157	R. Sarojana	Sweeper	Rs. 51963=00	Through Pay Bill
158	Anasuya	Sweeper	Nil	Through Pay Bill
159	D. Murali Krishna	Sweeper	Rs. 27717=00	Through Pay Bill
160	A. Narsing Rao	Sweeper	Rs. 26008=00	Through Pay Bill
161	R. Srinivas	Sweeper	Rs 25166=00	Through Pay Bill
162	Kanakalaxmi	Sweeper	Rs. 37473=00	Through Pay Bill
163	S. Jyothi	Sweeper	Rs. 20213=00	Through Pay Bill
164	Ajay Jain	Sweeper	Rs. 21250=00	Through Pay Bill
165	G. Rani	Sweeper	Rs. 18606=00	Through Pay Bill
166	Vacant - 4	Sweeper	Nil	Through Pay Bill
167	Abid Ali Khan	Kamati	Rs. 25526=00	Through Pay Bill

168	Rafeeq Baig	Kamati	Rs. 36797=00	Through Pay Bill
169	Kamal Nayan Aswa	Kamati	Rs. 31383=00	Through Pay Bill
170	Sheeka Yadagiri	Kamati	Rs 37821=00	Through Pay Bill
171	G. Ravi Kumar	Kamati	Rs. 34881=00	Through Pay Bill
172	B. Ramesh	Kamati	Rs. 24561=00	Through Pay Bill
173	B. Vijay raj	Thoti	Rs. 31135=00	Through Pay Bill
174	Shaik Kaleem	Thoti	Rs. 26476=00	Through Pay Bill
175	Md. Waseem	Thoti	Rs. 26471=00	Through Pay Bill
176	Md Abdul Rasheed	Thoti	Rs. 29145=00	Through Pay Bill
177	Akhtar Begum	Thoti	Rs. 42143=00	Through Pay Bill
178	N. Narsing Rao	Thoti	Rs. 56414=00	Through Pay Bill
179	P Ganesh	Thoti	Rs 46444=00	Through Pay Bill
180	M. Kalavathi	Thoti	Nil	Through Pay Bill
181	Shakti Singh	Thoti	Rs. 35553=00	Through Pay Bill
182	Sham Bahadur	THoti	Rs 31312=00	Through Pay Bill
183	Shaheenunnisa	Thoti	Rs. 21250=00	Through Pay Bill
184	G. Surrender	Thoti	Rs. 18060=0	Through Pay Bill
185	T. Ganga Prasad	Thoti	Rs. 19711=00	Through Pay Bill
186	P. Mahender	Gate Porter	Rs. 32076=00	Through Pay Bill
187	N. Karunakar Reddy	Gate Porter	Rs. 28265=00	Through Pay Bill
188	B. Naveen Kumar	Barber	Rs 21791=00	Through Pay Bill
189	K. Vijaya Chander	Barber	Rs. 21791=00	Through Pay Bill
190	T. Hari Kishan	Barber	Rs. 44543=00	Through Pay Bill
191	G. Shiva Kumar	Barber	Rs 57264=00	Through Pay Bill
192	Lal Mohamad	Scavenger	Rs. 21541=00	Through Pay Bill
193	Shaik Jani	Scavenger	Rs. 32376=00	Through Pay Bill
194	Asha Bee	Scavenger	Rs. 34304=00	Through Pay Bill
195	Sabeir Baig	Ambulance Cleaner	Rs. 50328=00	Through Pay Bill
196	B.Durga Bhavani	Class IV O.T	Rs. 18256=00	Through Pay Bill
197	G.Vigneshwar	Mali	Rs. 18256=00	Through Pay Bill

CHAPTER – 12
Budget Allocated to Each Agency including Plans etc.,
[Section 4 (1)(b)(xi)]

12.1. Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency

Agency	Plan/Programme/ Scheme / Project / Activity / Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (Web site)
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12.2

Agency	Plan/Programme/ Scheme / Project / Activity / Purpose for which budget is allocated	Amount released : last Year	Amount spent last year	Budget allocated current year	Budget release current year
Govt. Hospital for Mental Care, Hyderabad	020 – Wages	Nil	Nil	NIL	NIL
	111 – TA/DA	Nil	Nil	Nil	Nil
	130/131 – SPTTC	88500/-	87577/-	35000/-	10444/-
	130/132 – OOE	56000/-	55543/-	25,000/-	21070/-
	130/133 – W&E	20000000/-	14467402/-	60,00,000/-	5322684/-
	230 – Diet	9600000/-	8743821/-	1200000/-	1180421/-
	240 – POL	148000/-	147667/-	50000/-	32112/-
	300 – OCS	1115000/-	1108604/-	6,00,000/-	244056/-
	270/278 – Emergency Repairs	NIL	NIL	NIL	NIL

	510 – MV	Nil	NIL	NIL	NIL
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CHAPTER – 13

Manner of Execution of Subsidy Programme

[Section 4 (1)(b)(xii)]

- 13.1. Describe the activities / programmes / schemes being implemented by the public authority for which subsidy is provided.
- 13.2 Provide information on thenature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme activity	Nature / Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
NOT APPLICABLE			

- 13.3. Describe the manner of execution of the subsidy programmes.

Name of programme activity	Application Procedure	Sanction Procedure	Disbursement procedure
NOT APPLICABLE			

CHAPTER – 14

Particulars of Receipts of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4 (1)(b)(xiii)]

Institutional Beneficiaries

14.1.

Sl. NO.	Name & Address of recipient institutions	Nature /quantum of benefit granted	Date of Grant	Name & Designation granting authority
NOT APPLICABLE				

Name of Programme / Scheme :

Sl. NO.	Name & Address of recipient institutions	Nature /quantum of benefit granted	Date of Grant	Name & Designation granting authority
NOT APPLICABLE				

Individual Beneficiaries

Sl. NO.	Name & Address of recipient institutions	Nature /quantum of benefit granted	Date of Grant	Name & Designation granting authority
NOT APPLICABLE				

Name of Programme / Scheme :

Sl. NO.	Name & Address of recipient institutions	Nature /quantum of benefit granted	Date of Grant	Name & Designation granting authority
NOT APPLICABLE				

CHAPTER – 15

Information Available in Electronic Form

[Section 4 (1)(b)(xiv)]

- 15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web site, Internet etc.,)

Electronics Format	Description (site address / location where available etc,)	Contents or title	Designation and address of the custodian of Information (held by whom?)
----	----	----	----

- 15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents is made available to the public.

Chapter 16
Particulars of Facilities available to Citizens for Obtaining
Information
[Section 4(1)(b)(xv)]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility / Name etc.,)	Details of Information made available
Notice Board	OP Block	Information pertaining to the employees, circulars and orders
News Paper Report	----	----
Public Announcements	----	----
Information counter	OPD	Information centre is available in the room no. 14 of the OPD where the Statistical Officer will provide the information
Publication	----	----
Office Library	1 st Floor of the Admn Block	Books and journals in Psychiatry for the use of PGs of the Institute
Websites	----	----
Other facilities (Name)	OPD	Citizen Charter Charts, procedure for the admissions and discharges of the unmanageable cases.

CHAPTER – 17

Names, Designations and other Particulars of Public Information Officers

[Section 4 (1)(b)(xvi)]

17.1 Please provide contact information about the Public Information Officers and Asst. Public Information Officers designated for various offices/administrative units and Appellate Authority / Officers for the public authority in the following format.

Public Information Officer(s)

S.No.	Name of the Office / Administrative Unit	Name & Designation of PIO	Office Tel: Res. Tel. Fax.	E-mail
1	Govt. Hospital for Mental Care, Hyd	Dr. Balaji Pawar CSRMO	9849903004	imhhyd@yahoo.com

Assistant Public Information Officer(s)

17.1

S.No.	Name of the Office / Administrative Unit	Name & Designation of APIO	Office Tel: Res. Tel. Fax.	E-mail
1	Govt. Hospital for Mental Care, Hyd	Smt. Shwetha Monga	9849903005	imhhyd@yahoo.com

Appellate Authority

Sl. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices / Administrative units of the authority)	Office Tel Res : Fax.	E-mail
1	Dr. M. Uma Shankar	Superintendent / Prof. of PSY	9849903003	imhhyd@yahoo.com

CHAPTER – 18

Other Useful Information

[{ Section 4 (1)(b)(xvii)}]

18.1 Please give below any other information or details of publications, which are of relevance or use to the citizens.

1. -----
2. -----
3. -----
4. -----

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and / or under Rules of the State Govt. as guidelines to the public seeking information from your department.

SD/-
Name and Designation of the
Officer Department

Place : Hyderabad

Date :

Note : Information provided in these chapters should be updated from time to time and revised date should be mentioned.