

Manual 17

Other information as may be prescribed (Section 4(1)(b)(xvii))

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

1. Names and designations of important Officers:

Sr. No	Designation	Name
1.	Principal/ M.S	Dr. Neena Mehan
2.	Head of Office (HOO)	Dr. R. C. Bawiskar
3.	Link officer to HOO	Dr. Rajeev Nair
4.	OPD Incharge	Dr. Pramod K.
5.	IPD Incharge	Dr. S. N. Jana
6.	Academics Incharge	Dr. Archana Narang
7.	Examination Incharge	Dr. Amar Bodhi

2. Current CPIOs, APIO and FAA:

CPIO:

(Prof) Dr. Sandhya Rastogi

APIO:

(Asst. Prof) Dr. Akash Kumar Sen

FAA:

(Prof) Dr. Neena Mehan

3. Earlier CPIOs FAAs, From

1. (Prof) Dr. Madhu Aggarwal (Retired) 01/01/2015 to 30/06/2015
2. (Prof) Dr. Asha Chowdhary (Retired) 01/07/2015 to 13/09/2016
3. (Prof) Dr. Sameena Muzammil (Retired) 14/9/2016 to 16/8/2020
4. (Prof) Dr. R. C. Bawiskar 17/08/2020 to 28/08/2023
5. (Prof) Dr. Pravir Manna 29/08/2023 to 11/11/2025

FAAs:

1. Dr. Surender Verma (DDH), (Retired) 01/01/2015 to 30/04/2016
2. Mr. Devender Singh (Retired), Then Director ISM&H- 01/05/2016 to 19/07/2016
3. Dr. Mukesh Chawla (Retired), Principal I/C 20/07/2016 to 30/08/2018
4. Dr. Asha Chowdhary (Retired), Principal I/C 30/8/2018 to 30/8/2020
5. Dr. Seema Rai, Principal I/C 31/8/2020 to 02/02/2023
6. Dr. Neeraj Gupta. Principal I/C 03/02/2023 to 10/03/2026

4. All Rules and Regulations of Govt. of NCT of Delhi are followed regarding Administration, Services, Finance and Transfers

FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI ACT

Q.1: What is information under RTI Act ?

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

Q.2: What is a Public Authority?

A "public authority "is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the appropriate Government. It also includes the bodies owned, controlled or substantially financed and non-Government organizations substantially financed directly or indirectly by funds provided by the appropriate Government.

Q.3: What is a Central Public Information Officer?

Public authority must designate some of its Officers as 'Central Public Information Officer (CPIO)' under section (5) of the RTI Act and the CPIO shall deal with the requests received from persons seeking information and render reasonable assistance to the persons seeking such information under purview of this Act.

Q.4: What does record mean under RTI Act?

Record under RTI Act includes: (a) any document, manuscript and file; (b) any micro film, micro fiche and facsimile copy of a document; (c) any reproduction of

image or images embodied in such micro film (whether enlarged or not); and (d) any other material produced by a computer or any other device;

Q.5:What is the Fee for the BPL applicant for Seeking Information?

If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee under this Act. However, the applicant should submit a proof in support of his/her claim to belong to the below poverty line as defined by appropriate Government.

Q.6:Is there any specific Format of Application?

There is no prescribed format of application for seeking information and the applicant shall only make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed to. The application can be made on plain paper along with a requisite as mentioned above. The application should, however, have the name and complete postal address of the applicant.

Q.7:Is it required to give any reason for seeking information?

The information seeker is not required to give reasons for seeking information.

Q.8:Is there any provision for exemption from Disclosure of information?

Sub-section(1) of section (8) and section (9) of the Act enumerate the types of information which are exempted from disclosure. Sub-section(2) of section (8), however, provides that information exempted under sub-section (8) (1) or exempted under the Official Secrets Act, 1923 can be disclosed, if public interest in disclosure overweighs the harm to the protected interest.

Q.9:What is the Time Period for Supply of Information?

In normal course, the information to an applicant shall be supplied within 30 days from the receipt of their application by the public authority (Section 7 of RTI Act). If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

Q.10:Is there any provision of Appeal under the RTI Act?

If CPIO doesn't supply information within the prescribed time of 30 days or 48 hours, as the case may be, or the applicant is not satisfied with the information furnished, the applicant may prefer an appeal to the First Appellate Authority (FAA) who is Senior in rank to the Central Public Information Officer (CPIO). Such appeal should be filed within a period of 30 days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Central Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of 30 days from the date of receiving such request or in exceptional cases within 45 days of the receipt of the appeal.

Q.11: Is there any scope for second appeal under the RTI Act?

If the First Appellate Authority fails to pass an order on the appeal within the prescribed period or if the appellant is not satisfied with the order of the First Appellate Authority, the applicant may prefer a second appeal with the Central Information Commission (CIC) within 90 days from the date on which the decision should have been made by the First Appellate Authority or was actually received by the appellant.

Q.12: What is Third Party Information?

Third party in relation to the Act means a person other than the citizen who has made request for the information. The definition of third party includes a public authority other than the public authority to whom the request has been made and shall be disposed/treated as per section (11) and other provisions of RTI Act. Q.16: What is the Method of Seeking Information? Any person who desires to obtain information under this Act should make an application to the Central Public Information Officer (CPIO) of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. The applicant should make appropriate payment of Rs.10/- as mentioned above as application fee under RTI Act at the time of submitting the application in the prescribed Form of that public authority if any.

Q.13: What if CPIO receives other Public Authority RTI requests wrongly?

Under Section (6) (3) of the RTI Act, where an application is made to a public authority requesting for information: (i) which is held by another public authority; or (ii) the subject matter of which is more closely connected with the functions of another public authority; the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer. Q.20: When was RTI Act came into existence? This Act was enacted on 15th June, 2005 and came into force on 12th October, 2005.

Citizen Charter:

Vision, Mission & Objective:

This institute has been entrusted with the responsibility of providing and promoting homoeopathic education and training to collate, and setting up the standards in the fields of research and community health care. Significant progress has been achieved since the inception of the institution in Directorate of ISM&H, Govt. of N.C.T. of Delhi.

Address of the organization:

Dr. B.R.Sur Homoeopathic Medical College, Hospital and Research Centre, Nanakpura, Motibagh, New Delhi

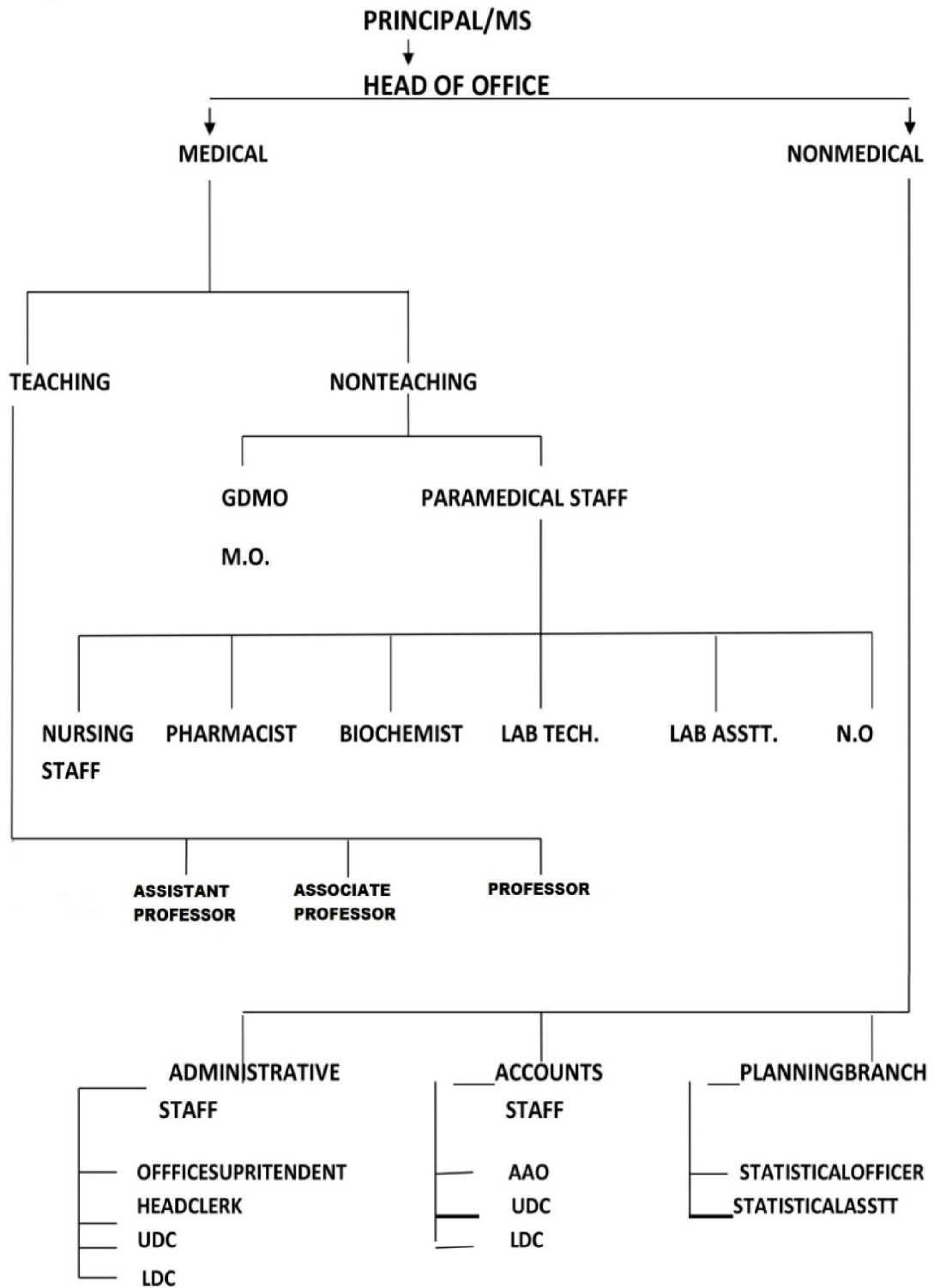
Hospital runs following OPDs

S.No.	Activity	Time frame / Norm
1.	OPD Activities	
	Monday to Friday	Morning: 9.00 a.m. – 1:00 p.m. Evening: 1:30 p.m. – 4.00 p.m.
	OPD Lunch Break	1:00 p.m.- 1:30 pm
	Saturday	Morning 9.00 a.m. – 1.00 p.m.
	Registration Timings	
	Monday to Friday	Morning: 8:30 a.m. – 12:30 p.m Evening: 1:00 p.m. – 3:30 p.m
	Registration Lunch Break	12:30pm -1:00pm
	Saturday	Morning: 8:30 a.m. – 12:30 p.m
	Hospital runs following OPDs	
	Medical OPD	Daily
	Gynae/Obs. OPD	Daily (Except Thursday)
	ENT OPD	Thursday (1:30 p.m. – 2:30 p.m.) Wednesday (9:30 a.m. - 10:30 a.m.)
	Paediatric OPD	Thursday (9 am - 1 pm)
	Eye OPD	Thursday (9:00 a.m. – 1:00 p.m.)
	OPD for Sr. Citizen	Thursday (9 am - 4 pm) Sunday (Morning 9.00 a.m. – 12.00 noon)
	Yoga	Monday (9 am - 1 pm) Saturday (9:00 am - 10:30 am)
	Physiotherapy	Tuesday and Thursday (9:30 am - 12:00 noon)
	Diet/Nutrition	Wednesday & Friday (9:30 am - 12:00 am)
	Ayush Stress Management Unit	Tuesday and Thursday (9:00 am -

		3:00 pm)
2.	Special Clinics:	
	Arthritis Project	Monday (9am-4pm)
	Respiratory Project	Monday (9am-4pm)
	Renal Stones Project	Tuesday (9am-4pm)
	Psoriasis & vitiligo Project	Tuesday (9am-4pm)
	Leucorrhoea Project	Tuesday (9am-4pm)
	ENT	Tuesday & Thursday (1.30 pm-3 pm) Wednesday (9 am - 10:30 am)
	Gastrointestinal Disease Project	Wednesday (9am-4pm)
	Migraine & Other Headache Project	Wednesday (9am-4pm)
	Psychiatry Project	Wednesday (9am-4pm)
	Fibroids/PCOS Project	Wednesday (9am-4pm)
	Paediatric OPD	Thursday (9am-1pm)
	Geriatrics Project	Thursday (9am-4pm)
	EYE OPD	Thursday (9am-1pm)
	Life style Disorders Project	Friday (9am-4pm)
	Paediatric Project	Saturday (9am-1pm)
	Thyroid Clinic	Saturday (9am-1pm)
	YOGA	Monday (9am-1pm) Saturday (9am-10:30am)
	Physiotherapy	Tuesday & Thursday (9.30am - 12 noon)
	Diet /Nutrition	Wednesday & Friday (9.30am - 12 noon)

Head of the Organization: M.S./Principal

Organization Chart:



INFORMATION RELATED TO PROCUREMENTS-

A) OUTSOURCE

Details of the bids awarded comprising the names of the suppliers of goods/services being procured,	1. Lab Attendant – Bid no. GEM/2026/B/7115002 dated 15.01.2026 M/s Khushi Enterprises 2. Security Services – Bid no. M/s WARRIORS SECURITY AND MANPOWER PRIVATE LIMITED GEM/2026/B/7114950 dated 15.01.2026 3. Nursing Orderly – Bid No. GEM/2026/B/7114845 dated 15.01.2026 M/s ACME EXCELLENT MANAGEMENT PRIVATE LIMITED 4. DEO – Bid No. GEM/2026/B/7423511 dated 08.04.2026 M/s RADHA ENTERPRISES 5. Computer Programmer - Bid No. GEM/2025/B/6322776 dated 9.06.2025 M/s R. S. Group 6. Sanitation- Bid No. GEM/2026/B/7115056 dated 15.01.2026 M/s PLANET SECURITY PRIVATE LIMITED
The rate/rates and the total amount at which such procurement or works contract is to be executed	1. Lab Attendant – 14,43,132.91/- 2. Security – 37,46,595.06/- 3. Nursing Orderly – 49,44,935.22/- 4. DEO- 7,63,385.38/- 5. Com. Prog. – 3,84,734.06/- 6. Sanitation – 16,70,935.14

B) MEDICAL STORE

Financial Year 2025-26		
S. No.	Procurement Heads	Incurred Budget
1.	Material and Supplies	5417871/-
2.	Machinery and Equipment	1408455/-

C) GENERAL STORE DETAILS OF DISCLOSURE (F.Y 25-26)

S. No.	Details of disclosure F.Y. 25-26)	Remarks
2.2.3	Information related to procurements :- (a) Notice/tender enquiry and corrigenda if any thereon,	Nil
	(b) Details of the bids awarded comprising the names of the suppliers of goods/services being procured.	AMC of SK Solution Gem No. 511687702421419 dated 13.08.2025 AMC of SK Solution Gem No. 511687763937810 dated 13.08.2025 AMC of SK Solution Gem No. 511687763937810 dated 13.08.2025 AMC of SK Solution Gem No. 511687757706454 dated 13.08.2025
	(c) The works contracts concluded – in any such combination of the above and,	Nil
	(d) The rate/rates and the total amount at which such procurement or works contract is to be executed.	AMC of SK Solution-36,000/- AMC of SK Solution-48,850/- AMC of SK Solution-2000/-

RTI Details of Dr. B. R. Sur Homoeopathic Medical College, Hospital & Research Center

Status of RTI Application And Appeals Of <u>Dr. B. R. Sur Homoeopathic Medical College Hospital & Research Center</u>						
4 th Quarter of 2025-2026	Opening Balance as on beginning of Quarter	No. Of Application Received as transferred from Other PA su/s6(3)	No. Of Application Received During the Quarter (including case transferred to Other PAs)	No. Of Cases transferred to Other PA su/s6(3)	Decisions where requests/appeals rejected	Decisions where requests/appeals Accepted
Application	115	1	1	0	0	2
First Appeals	0	N/A	0	N/A	0	0
Details of Fees Collected, penalty imposed and disciplinary action taken						
Registration Fee collected In Rs. U/s 7(1)	Additional Fee collected In Rs. U/s 7(3)	Penalty amount recovered in Rs. As directed by CIC	No of cases where disciplinary action taken against any officer u/s20(2)			
0	0	0	0			
Details Regarding Mandatory disclosures						
A. Is the Mandatory disclosures under Sec.4(1) posted on the website of Public Authority.				Yes		
B. Last date of updating of Mandatory disclosures under Sec 4(1)b				2025-04-02		
D. Date of Audit of Mandatory disclosures under Sec 4(1)(b)				2025-07-01		
C. Has the Mandatory disclosure have been audited by third party as per DOPT vide OM No1/6/2011-IR Dated 15/04/2013?				YES		
URL of website				https://shmch.delhi.gov.in		

Training Details of PIO, APIO, FAA:

1. Training On RTI Capacity Building Organized By Directorate of Training UTCS On 15/04/26 to 16/04/26 attended by PIO.
2. Training On RTI Capacity Building Organized By Directorate of Training UTCS On 18/11/25 to 19/11/25 and 21/01/26 to 22/01/26 attended by APIO.

ANNUAL REPORT 2025- 2026

RTI Applications					
Quarter	Applicati on Received as Transfer from other PA	Received during Quarter including cases transferred to other PA	No of case transferr ed to other PA	Reque sts Reject ed	Request s Replied
April-June 2025	1	3	2	0	2
July-Sept 2025	2	0	0	0	2
Oct-Dec 2025	1	3	0	0	4
Jan-March 2026	1	1	0	0	2
Total	5	7	2	0	10
APPEALS					
Quarter	Applicati on Received as Transfer from other PA	Received during Quarter including cases transferred to other PA	No of case transferr ed to other PA	Reque sts Reject ed	Request s Replied
April-June 2025	N/A	0	N/A	0	0
July-Sept 2025	N/A	0	N/A	0	0
Oct-Dec 2025	N/A	0	N/A	0	0
Jan-March 2026	N/A	0	N/A	0	0
Total	N/A	0	N/A	0	0

Disciplinary Actions

Number of employees against whom disciplinary action has been - {Ms. Kumud, Statistical officer, (compulsory retirement)}

1. Pending for minor penalty or major penalty proceedings– Nil
 2. Finalized for minor penalty or major penalty proceedings– Nil
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Details of Projects in F.Y.2025-2026

Research projects conducted at The Institute

1. Comparative effectiveness of high above 12 CH and below 12 CH potencies of individualised, homoeopathic medicine in treatment of warts: a multicentric, double Blind, randomised trial.
2. Comparative effectiveness of high above 12 CH and below 12 CH potencies of individualised Homoeopathic medicine in treatment of plantar fasciitis: a multicentric, double-blind, randomised trial
3. Comparative effectiveness of high above 12 CH and low below 12 CH potencies of individualised homeopathic medicines in treatment of paediatric upper respiratory tract infection: a multicentric, double Blind, randomised trial.
4. Comparative effectiveness of high above 12 CH and low below 12 CH potencies of individualised Homeopathic medicines with Placebo in treatment of Psoriasis vulgaris multicentric, double Blind, randomised trial.
5. To evaluate the effectiveness of individualised, Homoeopathic medicines versus Placebo in the management of obstructive sleep apnoea in patients with Type II diabetes undergoing conventional treatment.
6. exploring the cytotoxic potential of adensonia digitata in tincture, 6C, 12 C and 30 C potencies on Cancer cell lines: a preliminary in vitro study.

Dissertations of the PG students

1. To explore the effectiveness of individualised homeopathic medicine versus saline, nasal irrigation, Jalti in treatment of chronic rhino sinusitis: randomised controlled, clinical trial
2. Evaluating the effectiveness of individualised homoeopathic medicines versus thyroindium, 3X in treatment of subclinical hypothyroidism: and open labelled randomised control, clinical trial
3. To evaluate the effectiveness of individualised, Homeopathic medicines versus Chrysarobinum for the treatment of dermatophytosis: randomised, controlled, clinical trial.

4. Evaluating the effectiveness of oral individualised, Homeopathic medicines versus Thuja oxydentalis tincture as a local application in treatment of warts: an open labelled randomised, control, clinical trial.
5. Evaluating the effectiveness of individualised, Homoeopathic medicine versus Allium cepa, in treatment of allergic rhinitis: a randomised controlled clinical trial
6. Evaluating the effectiveness of oral individualised, Homeopathic medicines versus Hydrastis canadensis tincture as a local application in the treatment of bacterial vaginosis: and open label, randomised control clinical trial.
7. Effectiveness of Homoeopathic medicines with physiotherapy as an adjunct in the management of cervical spondylosis: a randomised placebo controlled trial.
8. To compare the effectiveness of individualised, Homeopathic medicines, and Natrum sulphuricum in the treatment of bronchial asthma: a randomised controlled, clinical trial
9. Effectiveness of individualised homeopathic medicines in the treatment of Vasomotor symptoms (hot flashes, and night sweats) during peri menopause/menopause: a single Blind randomised controlled clinical trial.
10. Effectiveness of individualised Homeopathic medicines versus Arsenicum, sulphuricum flavum in improving the quality among vitiligo patients: and open label, randomised controlled, clinical trial.
11. Evaluating the effectiveness of individualised homoeopathic medicines versus Iris versicolor in treatment of migraine: a randomised controlled clinical trial.
12. Effectiveness of individualised homoeopathic medicines as compared to Arsenicum iodatum in the management of Psoriasis: and open label, randomised controlled, clinical trial.