

Manual17

Other information as may be prescribed (Section4 (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	Dr.Neeraj Gupta
2.	Head Of Office(HOO)	Dr.RC Bawiskar
3.	Link Officer to HOO	Dr.Satya Jain
4.	OPD In Charge	Dr.Pramod K.
5.	IPD In Charge	Dr.NeenaMehan
6.	Academics In Charge	Dr.ArchanaNarang
7.	Examination In Charge	Dr.RajeevNair

2. Current CPIOs, APIO and FAA:

CPIO:

(Prof)Dr.Prabir Manna

APIO:

(Prof)Dr. Sandhya Rastogi

FAA:

(Prof) Dr. Neeraj Gupta

3. Earlier CPIOs FAAs, From 01/01/2015

CPIOs:

1. (Prof)Dr.Madhu Aggarwal(Retired)-01/01/2015To30/06/2015
2. (Prof)Dr.Asha Chowdhary(Retired)01/07/2015To13/09/2016
3. (Prof)Dr.Sameena Muzammil (Retired)14/9/2016to16/8/2020
4. (Prof)Dr.R.C Bawiskar 17/08/2020 to 28/08/2023

FAAs:

1. Dr. Surender Verma (DDH),(Retired)01/01/2015To30/04/2016
2. Mr.Devender Singh (Retired),ThenDirectorISM&H-01/05/2016TO19/07/2016
3. Dr.Mukesh Chawla (Retired),Principall/C-20/07/2016To30/08/2018
4. Dr.Asha Chowdhary (Retired),Principall/C30/8/2018-30/8/2020
5. Dr.SeemaRai, Principall/C31/8/2020–02/02/2023

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

FREQUENTLYASKEDQUESTIONS (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 organisations 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,manuscriptandfile;(b)anymicrofilm,microficheandfacsimilecopyofadocument;(c)any reproduction ofimageorimagesembodiedinsuchmicrofilm(whetherenlargedornot);and(d)anyothermaterial 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 outweighs 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:

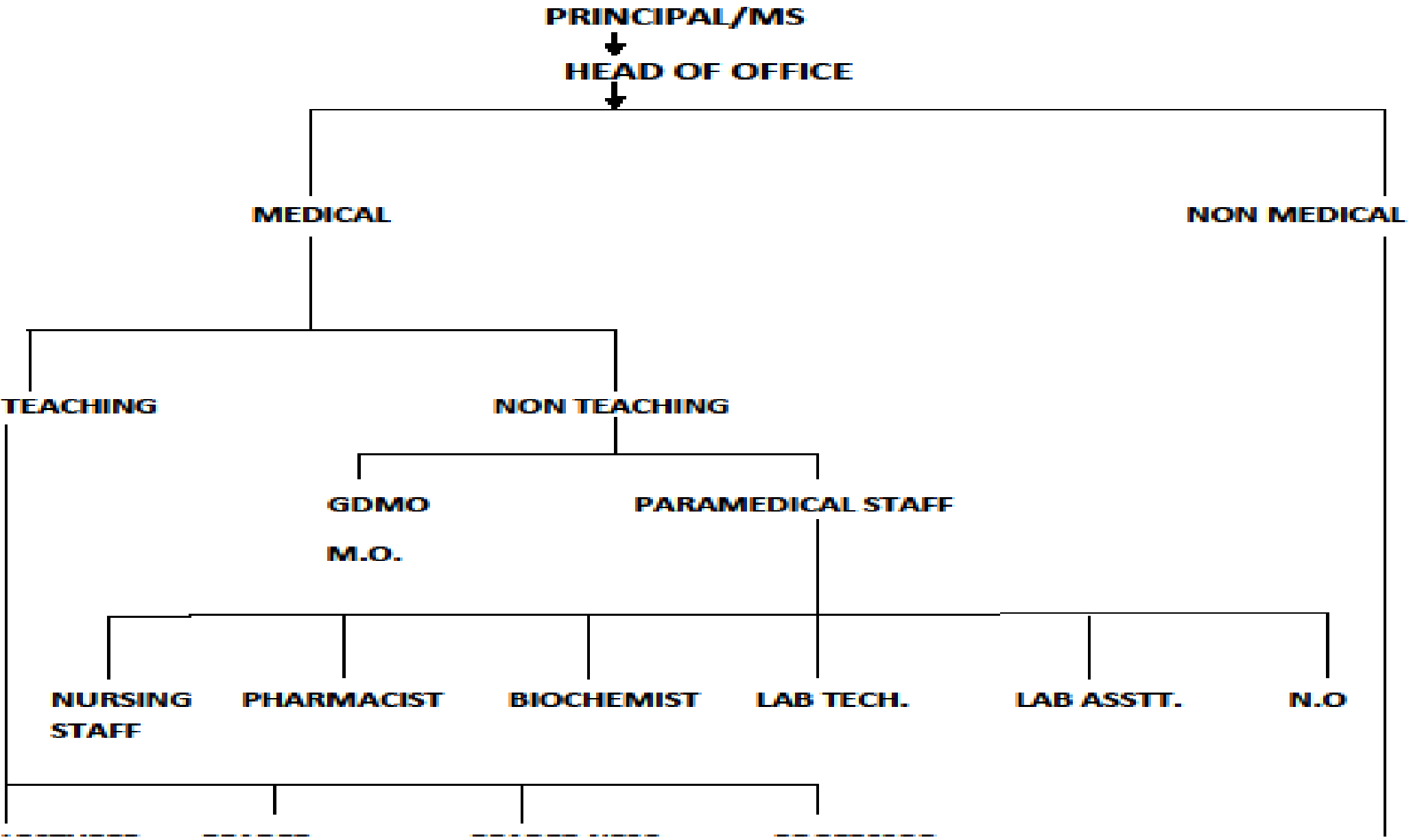
Dr. B.R. Sur Homoeopathic Medical College, Hospital and Research Centre, NanakPura, MotiBagh (West), New Delhi

Hospital runs following OPDs

Medical OPD-Daily
Surgical OPD- Daily
Gynae/obs. OPD-Daily (Except Friday)
ENT OPD-Tuesday & Thursday (1:30pm -3:00pm)
Wednesday (9.00am -10.30am)
Pediatric OPD- Thursday (9.00 am- 12 Noon)
Eye OPD-Thursday (9:00am–12:00 Noon)
OPD for Sr. Citizen- Thursday (8:00 am – 3 pm)
-Sunday (8:00am –12:00 Noon.)
Yoga- Monday (8:00am -12 Noon) & Saturday (9:00-10:30am)
Physiotherapy-Tuesday & Thursday (9:30am– 12:00 Noon)
Diet consultation – Wednesday & Friday (9:30am -12:00 am)

Head of the Organization: M.S./Principal

Organization Chart:



INFORMATION RELATED TO PROCUREMENT S-A) OUTSOURCE

Details of the bids awarded comprising the names of the suppliers of goods/services being procured,	<p>1. Lab Attendant-Bid No.GEM/2024/B/5722980 dated 18/12/2024M/s Shivam International</p> <p>2. Security Service Bid No. GEM/2024/B/S721714dated 18/12/2024 M/sEnovate Management Solution Pvt.Ltd</p> <p>3.Nursing Orderly Bid No.GEM/2024/B/5723153 dated 18/12/2024 M/s Re-Creation EnterpriS</p> <p>4.Dta Entry Operator Bid.No.GEM/2024/B/4517508 dated 22/1/2024 M/s Poddar HR Services</p> <p>5.Computer programmer Bid No.GEM/2024/B/4637276 dated.15/2/2024M/s SecureRingSecurity India Pvt. Ltd</p> <p>6.Sanitation Service Bid No.GEM/2024/B/5640285dated 23/11/2024 R .S .Enterprises</p>
The rate /rates and the total amount at which such procurement or works contract is to be executed.	<p>1. LabAttendant.Rs.12,80,419.30/</p> <p>2. Securityservice.Rs.28,80,943.42/</p> <p>3 NursingOrderly.Rs.43,90,986/</p> <p>4 DataEntryoperator.Rs.6,77,466/</p> <p>5 Computer Programmer.Rs.3,66,105/</p> <p>6 .SanitationService.Rs.14,83,990/</p>

B) MEDICAL STORE

Financial Year 2024-25	
Procurement Heads	Incurred Budget
Material and Supplies	919941/-
Machinery and Equipment	250740/-

C) GENERAL STORE DETAILS OF DISCLOSURE (F.Y24- 25)

Details of the bids awarded comprising the names of the suppliers of goods/services being procured,	<p>(i) Shivalika Corporation GEM no. 466600295dated 13.08.2024</p> <p>(II) ACESolution</p> <p>GEM no. 53091309 dated 20.01.2025</p> <p>GEMNo.43588524dt.15.05.2024</p> <p>GEMNo.43590577dt.15.05.2024</p> <p>\iii)Rainbowenterprises</p> <p>GEM No.44581086dt.15.05.2024</p> <p>GEMNo.43579804dt.15.05.2024</p>
The rate /rates and the total amount at which such procurement or works contract is to be executed.	<p>i)ShivalikaCorporation-Rs.50,850/-</p> <p>ii) ACE Solution-Rs.6,59,340/-</p> <p>iii) ACE Solution-Rs.65,100/-</p> <p>iv) ACESolution-Rs.1,26,000/-</p> <p>v) Rainbowenterprises-Rs.33,000/-</p> <p>vi) Rainbow enterprises- Rs.1,39,500/-</p>

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

StatusOfRTIApplicationAndAppealsOfDrBRSurHomoeopathicMedicalCollegeHospital&ResearchCenter						
3 rd Quarterof2024-2025	Opening Balance as on beginning of Quarter	No. Of Application Received as transferred from Other PAsu/s6(3)	No. Of Application Received During the Quarter (including case transferred to Other PAs)	No. Of Cases transferred to Other PAsu/s 6(3)	Decisions where requests/appeals rejected	Decisions where requests/appeals Accepted
Application	115	0	1	0	0	1
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 underSec4(1)b				2024-02-15		
D.DateofAuditofMandatorydisclosuresunderSec4(1)(b)				2024-05-15		
C.Has theMandatorydisclosurehavebeen auditedbythirdpartyasperDOPTvideOMNo1/6/2011-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 ORGANISED BY DIRECTORATE OF TRAINING GUTCS ON 28/10/24 AND 29/10/24 ATTENDED BY APIO.

Self appraisal report for Year (2023-24)

Auditor Agency: Mr. Aseem Kumar Goel (Directorate of Training (UTCS))

Ministry Name: U T o f Delhi Department

Name: Public Authority Name:

Dr. B.R. Sur Homoeopathic Medical College and Hospital

Sr. No	Details of disclosure	Category	Marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1	Organisation and Function							
1.1	Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	Fully Met	1.28	1.28	https://shmch.delhi.gov.in/en/shmch/contact-us	Fully Met	1.28	ok
1.1.2	Head of the organization	Fully Met	1.28	1.28	https://shmch.delhi.gov.in/en/shmch/contact-us	Fully Met	1.28	ok
1.1.3	Vision, Mission and Key objectives	Fully Met	1.28	1.28	https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-1.pdf This institute has been entrusted with the responsibility of A)providing and promoting	Fully Met	1.28	ok
Sr. No	Details of disclosure	category	Marks	Obtained Mark	remarks	Auditor category	Auditor Marks	Auditor Remarks/URL

					homoeopathic education and impart clinical training in Homoeopathy B) To provide quality health care C) To promote Research work in the field of Homoeopathy			
1.1.4	Function and duties	Fully Met	1.28	1.28	Manual 2 http://shmch.delhi.gov.in/sites/default/files/rti-files/manual-2.pdf a) To impart Homoeopathic Education b) To provide patient care in OPD and IPD c) To undertake Research Activities	Fully Met	1.28	ok
1.1.5	Organization Chart	Fully Met	1.28	1.28	Manual 1 http://shmch.delhi.gov.in/sites/d	Fully Met	1.28	ok

Sr. No	Details of disclosure	category	Marks	Obtained Mark	marks	Auditor Category	Auditor Marks	Auditor Remarks/URL
					efault/files/sh mch/rti-files/m anual-1.pdf			
1.1.6	Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Fully Met	1.28	1.28	In this hospital There are 12 departments in teaching Faculty; https://shmch.delhi.gov.in/en/shmch/about-us Outdoor Patient Department- https://shmch.delhi.gov.in/en/shmch/outdoor-patient-department Indoor patient department, https://shmch.delhi.gov.in/en/shmch/indoor-patient-department and Committees are constituted from time to time as required.	Fully Met	1.28	ok

Sr. No	Details of disclosure	Category	marks	Obtained Mark	Remarks	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.2	Power and duties of its officers and employees[Section 4(1) (b)(ii)]							
1.2.1	Powers and duties of officers(administrative, financial and judicial)	Fully Met	1.54	1.54	https://shmch.delhi.gov.in/sites/default/files/rti-files/manual-2.pdf Manual-2	Fully Met	1.54	Given link is not working, however data found on website
1.2.2	Power and duties of other employees	Fully Met	1.54	1.54	https://shmch.delhi.gov.in/sites/default/files/rti-files/manual-2.pdf Manual-2 https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page1	Fully Met	1.54	Given link is not working, however data found on website

1.2.3	Rules/orders under which powers and duty are derived and	Fully Met	1.54	1.54	https://shmch. delhi.gov.in/sites/default/files/inline-files/rti. Pdf , page39 As per the Rules and Orders of Govt. Of NCT of Delhi AND Departments own orders	Fully Met	1.54	Given link is not working, however data found on website
1.2.4	Exercised	Fully Met	1.54	1.54	https://shmch. delhi.gov.in/sites/default/files/inline-files/rti. pdf ,page39 Exercised as per the Rules and Orders of Govt. Of NCT of Delhi	Partially Met	0.77	ok
1.2.5	Work allocation	Fully Met	1.54	1.54	https://shmch. delhi.gov.in/sites/default/files/inline-files/rti. pdf ,page39As per the designation of the official/ Officer in accordance with the Rules	Partially Met	0.77	ok
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							
1.3.1	Process of decision making Identify key decision making points	Fully Met	1.54	1.54	Manual3 https://shmch. delhi. gov.in/sites/default/files/shmch/rti-files/ma nual_3.pdf https://shmch. delhi.gov.in/sites/ default/files/inl ine-files/rti.pdf ,page39	Fully Met	1.54	Given link is not working, however data found on website
1.3.2	Final decision making authority	Fully Met	1.54	1.54	As per the hierarchy and	Fully Met	1.54	Given link is not working,
Sr. No	Details of disclosure	category	marks	Obtained marks	remarks	Auditor category	Auditor Marks	Auditor Remarks/URL

					administrative, financial and statutory powers Manual 3 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual_3.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page39			However data found on website
1.3.3	Related provisions, acts, rules etc.	Fully Met	1.54	1.54	https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page39 As per the provisions, ACTs ,Rules of Govt. Of NCT of Delhi , Rules of and Acts of NCH Rules and Acts of Acts ofGovt. Of India	Fully Met	1.54	Given link is not working, however data found on website
1.3.4	Time limit for taking a decisions, if any	Fully Met	1.54	1.54	Manual 3 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual_3.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page39	Fully Met	1.54	Given link is not working,
Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
					https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual_3.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page39			However data found on website
1.3.5	Channel of supervision and accountability	Fully Met	1.54	1.54	Manual 3 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual_3.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page39	Fully Met	1.54	Given link is not working, however data found on website

1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	Fully Met	1.54	1.54	Patient care, Education and Research in Homoeopathy, Manual 3 http s://shmch.delh i.gov.in/sites/default/files/sh mch/rti-files/m anual_3.pdf Manual4 https://shmch. gov.in/sites/de fault/files/shm ch/rti-files/ma nual-4.pdf http s://shmch.delh i.gov.in/sites/d efault/files/inli ne-files/rti.pdf , page39	Fully Met	1.54	ok
1.4.2	Norms/ standards for functions/ service delivery	Fully Met	1.54	1.54	Patient care, Education and Research in Homoeopathy https://shmch. delhi.gov.in/sit es/default/files/shmch/rti-file /manual_3.pdf https://shmch. delhi.gov.in/sites/default/files /inline-files/rti.pdf ,page39	Fully Met	1.54	ok
1.4.3	Process by which these services can be accessed	Fully Met	1.54	1.54	By inspections conducted by NCH and GGSIP University , Performance and Financial Audit,	Fully Met	1.54	ok
1.4.4	Time-limit for achieving the targets	Fully Met	1.54	1.54	Manual 3 http s://shmch.delh i.gov.in/sites/default/files/sh mch/rti-files/m anual_3.pdf https://shmch.d elhi.gov.in/site s/default/files/i	Fully Met	1.54	ok

Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
					online-files/rti.pdf,page40			
1.4.5	Process of redress of grievances	Fully Met	1.54	1.54	Mannual 5 https://shmch.delhi.gov.in/sites/default/files/rti-files/manual5.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page40	Fully Met	1.54	ok
1.5	Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]							
1.5.1	Title and nature of the record/ manual /instruction.	Fully Met	1.92	1.92	As per the manuals and instructions issued by NCH,GGSSIP University and Govt. of NCT of Delhi https://shmch.delhi.gov.in/sites/default/files/rti-files/manual5.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page40	Fully Met	1.92	ok
1.5.2	List of Rules, regulations, instructions manuals and records.	Fully Met	1.92	1.92	https://shmch.delhi.gov.in/sites/default/files/rti-files/manual5.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,page40	Fully Met	1.92	ok

[illegible]

1.7.1	Name of Boards, Council, Committee etc.	Fully Met	0.96	0.96	Manual 8 http s://shmch.delh i.gov.in/sites/default/files/shmch /rti-files/manual-8.pdf	Fully Met	0.96	ok
1.7.2	Composition	Fully Met	0.96	0.96	Manual 8 http s://shmch.delh i.gov.in/sites/default/files/shmch, i-files/m	Fully Met	0.96	ok
1.7.3	Dates from which constituted	Fully Met	0.96	0.96	Manual 8 http s://shmch.delh i.gov.in/sites/default/files/sh mch/rti-files/manual-8.pdf	Fully Met	0.96	ok
1.7.4	Term/ Tenure	Fully Met	0.96	0.96	As long as new orders issued https:// shmch.delhi.gov.in/sites/defau lt/files/inline- files/rti.pdf ,Page40	Partially Met	0.48	ok
1.7.5	Powers and functions	Fully Met	0.96	0.96	Manual2 https://shmch.delhi. gov.in/sites/de fault/files/rti- files/manual-2.pdf https://shm ch.delhi.gov.in /sites/default/fi les/inline- files/rti.pdf ,page1	Fully Met	0.96	ok
1.7.6	Whether their meetings are open to the public?	Fully Met	0.96	0.96	No https://shm ch.delhi.gov.in /sites/default/fi les/inline- files/ rti.pdf ,Page41	Fully Met	0.96	ok
1.7.7	Whether the minutes of the meetings are open to the public?	Fully Met	0.96	0.96	On demand ht tps://shmch.d	Not Met	0	ok

Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
					elhi.gov.in/sites/default/files/inline-files/rti.pdf,Page41			
1.7.8	Place where the minutes if open to the public care available?	Fully Met	0.96	0.96	In the office filehttps://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf,Page41	Not Met	0	ok
1.8	Directory of officers and employees[Section 4(1) (b) (ix)]							
1.8.1	Name and designation	Fully Met	3.85	3.85	Manual 9 http s://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-9.pdf	Fully Met	3.85	ok
1.8.2	Telephone , fax and email ID	Fully Met	3.85	3.85	Manual 9 http s://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-9.pdf	Fully Met	3.85	ok
1.9	Monthly Remuneration received by officers & employees including system of compensation[Section 4(1) (b) (x)]							
1.9.1	List of employees with Gross monthly remuneration	Fully Met	3.85	3.85	Manual 10 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-10.pdf	Fully Met	3.85	ok
1.9.2	System of compensation as provided in its regulations	Fully Met	3.85	3.85	Not applicable https://shmch.	Fully Met	3.85	ok
Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL

					delhi.gov.in/sites/default/files/inline-files/rti.pdf,Page1			
1.10	Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]							
1.10.1	Name and designation of the public information officer(PIO),Assistant Public Information officer (APIO) & Appellate Authority	Fully Met	3.85	3.85	Manual 16 htt ps://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-16.pdf	Fully Met	3.85	ok
1.10.2	Address, telephone numbers and email ID of each designated official.	Fully Met	3.85	3.85	Manual 16 htt ps://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-16.pdf	Fully Met	3.85	ok
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))							
1.11.1	No. of employees against whom disciplinary action has been(i)Pending for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	01https://shmch.delhi.gov.in/sites/default/files/inline-files/ rti.pdf,PAGE3 6 01, Ms. Kumud, Statistical officer, has been issued Charge Sheet U/R-14 of CCS (CCA)Rules1965 vid	Partially Met	1.93	ok
Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
					ememorandumNo.F.5/Health/06/DOV/202 1/14128datec 16.11.2022and matter is pending with the Inquiring Authority.			

1.11.2	(ii)Finalised for Minor penalty or major penalty proceedings	Fully Met	3.85	3.85	Pending with Enquiry Officer, Ms. Kumud, Statistical officer, has been issued Charge-Sheet U/R-14 of CCS (CCA) Rules 1965 vide memorandum No.F.5/Health/06/DOV/2021/14128dated 16.11.2022and matter is pending with the Inquiring Authority. https://shmch.delhi.gov.in/sites/d	Partially Met	1.93	ok
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1.12 Programmes to advance understanding of RTI(Section 26)

1.12.1	Educational programmes	Fully Met	1.92	1.92	Time to time sensitization programme held for the department. https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf ,PAGE8	Partially Met	0.96	Given link is not working, however data found on website
1.12.2	Efforts to encourage public authority to participate in these programmes	Fully Met	1.92	1.92	Yes: Time to time sensitization programme held for the department, PIO, APIO sent for trainings. https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-7_0.pdf ,PAGE8	Partially Met	0.96	Given link is not working, however data found on website
1.12.3	Training of CPIO/APIO	Fully Met	1.92	1.92	TRAINING ON RTI	Partially Met	0.96	Given link is not working,

Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
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2.1.1	Total Budget for the public authority	Fully Met	10	10.00	https://shmch. delhi.gov.in/sites/default/files/inline-files/rti. pdf,PAGE1 Manual 11 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-11.pdf	Fully Met	10.00	ok
2.1.2	Budget for each agency and plan &programmes	Fully Met	10	10.00	https://shmch. delhi.gov.in/sites/default/files/inline-files/rti. pdf,PAGE1 Manual 11 htt	Fully Met	10.00	ok

Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
					ps://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-11.pdf			
2.1.3	Proposed expenditures	Fully Met	10	10.00	https://shmch. elhi.gov.in/sites/default/files/inline-files/rti. pdf,PAGE1 Manual 11 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-11.pdf	Fully Met	10.00	ok
2.1.4	Revised budget for each agency, if any	Fully Met	10	10.00	https://shmch. elhi.gov.in/sites/default/files/inline-files/rti. pdf,PAGE1 Manual 11 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-11.pdf	Fully Met	10.00	ok
2.1.5	Report on disbursements made and place where the related reports are available	Fully Met	10	10.00	https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf,PAGE1	Fully Met	10.00	ok
Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2.1	Budget	Fully Met	16.67	16.67	https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf,PAGE1	Not Met	0	ok

2.2.2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.- (a) Places visited, (b) The period of visit,(c)The number of members in the official delegation, (d) Expenditure on the visit	Fully Met	16.67	16.67	NO BUDGET ALLOCATED FOR FOREIGN TRAVEL EXPENSES IN THIS HOSPITAL. ht tps://shmch.d elhi.gov.in/sites/default/files/inline-files/rti.pdf,PAGE1	Not Met	0	ok
2.2.3	Information related to procurements- (a) Notice/tender enquires, and corrigenda if any thereon, (b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured,(c)The works contracts concluded – in any such combination of the above-and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.	Fully Met	16.67	16.67	https://shmch. delhi.gov.in/sites/default/files/inline-files/rti.pdf, PAGE 37&38	Not Met	0	ok
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]							
2.3.1	Name of the programme of activity	Fully Met	6.25	6.25	No kind of subsidy being provided by	Not Met	0	Details not found

Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
					the department, Manual 13 http s://shmch.delhi.gov.in/sites/default/files/rti-files/manual_13.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf,PAGE42			
2.3.2	Objective of the programme	Fully Met	6.25	6.25	Manual 13 https://shmch.delhi.gov.in/sites/default/files/r- files/manual_13.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf,PAGE42	Not Met	0	Details not found
2.3.3	Procedure to avail benefits	Fully Met	6.25	6.25	Manual 13 https://shmch.delhi.gov.in/sites/default/files/r- files/manual_13.pdfhttps://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf,PAGE42	Not Met	0	Details not found
2.3.4	Duration of the programme/ scheme	Fully Met	6.25	6.25	Manual 13 https://shmch.delhi.gov.in/sites/default/files/rt- files/manual_13.pdf https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf,PAGE42	Not Met	0	Details not found

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2.4.1	Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	Fully Met	25	25.00	NOSUCH GRANTS EXISIT IN THISHOSPITAL https://shmch.delhi.gov.in/sites/default/files/inline-files/rti.pdf ,PAGE1 https://shmch.delhi.ov.in/sites/default/files/inline-files/rti.pdf , PAGE1	Not Met	0	Details not found
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	Fully Met	25	25.00	NO SUCH GRANTS PROVIDED ht tps://shmch.d elhi.gov.in/sites/default/files/inline-files/rti.pdf ,PAGE1	Not Met	0	Details not found
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]							
2.5.1	Concessions, permits or authorizations granted by public authority	Fully Met	25	25.00	NIL Manual13 https://shmch.delhi.gov.in/sites/default/files/rti-files/ma nual_13.pdf ht tps://shmch.d elhi.gov.in/sites/default/files/inline-files/rti.pdf ,PAGE43	Not Met	0	Details not found
2.5.2	For each concessions, permit or authorization granted - (a) Eligibility criteria, (b) Procedure for	Fully Met	25	25.00	NIL Manual 13 https://shm	Not Met	0	Details not found

	getting the concession/ grant and/ or permits of authorizations, (c) Name and address of the recipients given concessions/ permits or authorizations,(d)Date of award of concessions/ permits of authorizations				ch.delhi.gov.in /sites/default/files/rti-files/ma nual_13.pdfhttps://shmch.d elhi.gov.in/sites/default/files/inline-files/rti.df,PAGE43			
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]							
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Fully Met	50	50.00	https://shmch.delhi.gov.in/sites/default/files/inline-files/rti. pdf,PAGE26-35	Not Met	0	Details not found
Total			300	300		300	50	
3	Publicity Band Public interface							
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]							
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Fully Met	12.5	12.50	ROGI KALYAN SAMITI https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/man ual-7.pdf	Not Met	0	ok
3.1.2	Arrangements for consultation with or representation by - (a) Members of the public in policy formulation/policy implementation,(b)Day & time allotted for visitors,(c) Contact details	Fully Met	12.5	12.50	https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-7.pdf	Not Met	0	ok

	of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants							
3.1.3	Public-private partnerships(PPP)-Details of Special Purpose Vehicle (SPV), if any	Fully Met	2.78	2.78	https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-7.pdf	Not Met	0	ok
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	Not Applicable	0	0	empty	Not Applicable	0	ok
3.1.5	Public- private partnerships (PPP)- Concession agreements.	Not Applicable	0	0	empty	Not Applicable	0	ok
3.1.6	Public-private partnerships(PPP)- Operation and maintenance manuals	Fully Met	2.78	2.78	As per the RKS Guidelines http s://shmch.delh i.gov.in/sites/default/files/ shmch/rti-files/manual-7.pdf	Not Met	0	ok
3.1.7	Public-private partnerships(PPP)-Other documents generated as part of the implementation of the PPP	Fully Met	2.78	2.78	Meeting reports https:// shmch.delhi.gov.in/sites/ default/files/shmch/rti- files/manual-7.pdf	Not Met	0	ok
3.1.8	Public-private partnerships(PPP)- Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the	Fully Met	2.78	2.78	No Scheme of Public Private Partnership(P PP) is being run in this institute hence information relating to fees, tools, and other kinds of revenues collected under authorization from the	Not Met	0	ok

	government				government i. r. o. this institute is NIL			
3.1.9	Public-private partnerships(PPP)- Information relating to outputs and outcomes	Fully Met	2.78	2.78	No Scheme of Public Private Partnership(P PP) is being run in this institute	Not Met	0	ok
3.1.10	Public-private partnerships (PPP)-The process of the selection of the private sector party (concessionaire etc.)	Fully Met	2.78	2.78	No Scheme of Public Private Partnership(P PP) is being run in this institute	Not Met	0	ok
3.1.11	Public-private partnerships(PPP)-All payment made under the PPP project	Fully Met	2.78	2.78	No Scheme of Public Private Partnership(P PP) is being run in this	Not Met	0	ok

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[illegible]

4.3.1	Details of information available in electronic form	Fully Met	9.52	9.52	Manuals1-17 https://shmch.delhi.gov.in/en/rti/rti-manual-0	Fully Met	9.52	ok
4.3.2	Name/ title of the document/record/ other information	Fully Met	9.52	9.52	Manuals 1 -17 https://shmch.delhi.gov.in/en/rti/rti-manual-0	Fully Met	9.52	ok
4.3.3	Location where available	Fully Met	9.52	9.52	Manuals1-17 https://shmch.delhi.gov.in/en/rti/rti-manual-0	Fully Met	9.52	ok
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	Fully Met	7.14	7.14	Website: https://shmch.delhi.gov.in/en/shmch/contact-us	Fully Met	7.14	ok
4.4.2	Details of information made available	Fully Met	7.14	7.14	https://shmch.delhi.gov.in/en/rti	Fully Met	7.14	ok
4.4.3	Working hours of the facility	Fully Met	7.14	7.14	Website-24x7, Display boards-8am to 3pm https://shmch.delhi.gov.in/en/rti	Fully Met	7.14	ok
4.4.4	Contact person & contact details(Phone, fax email)	Fully Met	7.14	7.14	Manual 16 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-16.pdf	Fully Met	7.14	ok
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	Fully Met	3.57	3.57	Manual:5 http://shmch.delhi.gov.in	Fully Met	3.57	ok

					i.gov.in/sites/default/files/rti-files/manual5.pdfManual17: https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf			
4.5.2	Details of applications received under RTI and information provided	Fully Met	3.57	3.57	Manual 17,PAGE8 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf	Partially Met	1.79	ok
4.5.3	List of completed schemes/projects/ Programmes	Fully Met	3.57	3.57	Manual 17,page33 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf	Fully Met	3.57	ok
4.5.4	List of schemes/ projects/ programme underway	Fully Met	3.57	3.57	Manual 17,page33 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf	Fully Met	3.57	ok
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Fully Met	3.57	3.57	Manual 17,page7 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf	Partially Met	1.79	ok
4.5.6	Annual Report	Fully Met	3.57	3.57	Manual 17,page10 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf	Fully Met	3.57	ok
4.5.7	Frequently Asked Question (FAQs)	Fully Met	3.57	3.57	Manual 17,page3 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf	Fully Met	3.57	ok

4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD),(c)Six monthly reports on the,(d)Performance against the benchmarks set in the Citizen's Charter	Fully Met	3.57	3.57	Manual 17,page5 http s://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/m	Fully Met	3.57	ok
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]							
4.6.1	Details of applications received and disposed	Fully Met	14.29	14.29	Manual 17,page8 http s://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/manual-17_0.pdf	Partially Met	7.15	ok
4.6.2	Details of appeals received and orders issued	Fully Met	14.29	14.29	Manual 17,page8 http s://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/m anual-17_0.pdf	Partially Met	7.15	ok
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	Fully Met	28.57	28.57	Manual 17,page33 http s://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/m anual-17_0.pdf	Partially Met	14.29	ok
Total			200	186		200	154	
5	Information as may be prescribed							
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]							
5.1.1	Name & details of - (a) Current CPIOs &FAAs,	Fully Met	20	20.00	Manual	Fully Met	20.00	ok

Sr. No	Details of disclosure	catego	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
	(b) Earlier CPIO & FAAs from 1.1.2015				17,PAGE2 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/m anual-17_0.pdf			
5.1.2	Details of third party audit of voluntary disclosure -(a)Dates of audit carried out,(b)Report of the audit carried out	Fully Met	20	20.00	Manual 17,page9 http s://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/m anual-17_0.pdf	Fully Met	20.00	ok
5.1.3	Appointment of Nodal Officers not below the rank of Joint Secretary/Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers	Fully Met	20	20.00	a) Not available b) Manual 17 https://shmch.delhi.gov.in/sites/default/files/shmch/rti-files/m anual-17_0.pdf	Fully Met	20.00	ok
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted,(b)Name &Designation of the officers	Fully Met	20	20.00	a)29/08/23b) Manual 16	Fully Met	20.00	ok
5.1.5	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI-a)Dates from which constituted, (b)Name & Designation of the Officers	Not Met	20	0	empty	Not Met	0	ok

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6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information							
6.1.1	Item/information disclosed so that public have minimum resort to use of RTI Act to obtain information	Fully Met	25	25.00	Maximum information is displayed on website https://shmch.delhi.gov.in/en	Fully Met	25.00	ok
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Publ							
6.2.1	Whether STQC certification obtained and its validity	Fully Met	12.5	12.50	The institute's website has been recently launched by the Govt. of Nct of Delhi- IT Deptt. along with the all other Delhi Govt. offices website hence STQC certificate is not available	Fully Met	12.50	ok
6.2.2	Does the website show the certificate on the Website?	Fully Met	12.5	12.50	The institute's website has been recently launched by the Govt. Of Nct of Delhi- IT Deptt. along with the all other Delhi Govt. offices website hence STQC certificate is not available	Fully Met	12.50	ok

Sr. No	Details of disclosure	category	marks	obtained mark	remarks	auditor category	Auditor Marks	Auditor Remarks/URL
Total			50	50		50	50	
Grand Total			961	927		961	568	

ANNUAL REPORT 2024

RTI Applications					
Quarter	Application Received as Transfer from other PA	Received during Quarter including cases transferred to other PA	No of case transferred to other PA	Requests Rejected	Requests Replied
Jan-March2024	0	5	0	0	4
April - June 2024	2	2	0	0	5
July -Sept.2024	1	3	0	0	4
Oct.-Dec 2024	0	1	0	0	1
Total	3	11	0	0	14
APPEALS					
Quarter	Application Received as Transfer from other PA	Received during Quarter including cases transferred to other PA	No of case transferred to other PA	Requests Rejected	Requests Replied
Jan-March2024	N/A	0	N/A	0	0
April - June 2024	N/A	0	N/A	0	0
July -Sept.2024	N/A	0	N/A	0	0
Oct.-Dec 2024	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
-

DetailsofProjectsinF.Y.2024-2025

1. Research Projects

a) Completed–02

b) List of Ongoing projects

2. Comparative effectiveness of high (above12CH) and low (below 12CH) potencies of individualised homoeopathic medicines in treatment of WARTS: a multi centric, double-blind, randomized trail.(collaborative study with N.H.M.C& D.N.DE H.C, kolkata)
3. Comparative effectiveness of high (above12CH) and low (below 12CH) potencies of individualised homoeopathic medicines in treatment of PLANTAR FASCIITIS: a multi centric, double-blind, randomized trail.(collaborative study with N.H.M.C& D.N.DE H.C, kolkata)
4. Comparative effectiveness of high (above12CH) and low (below 12CH) potencies of individualised homoeopathic medicines in treatment of PSORIASIS VULGARIS :a multi centric, double-blind, randomized trail.(collaborative study with N.H.M.C& D.N.DE H.C, kolkata)
5. Comparative effectiveness of high (above12CH) and low (below 12CH) potencies of individualised homoeopathic medicines in treatment of PAEDIATRIC UPPER RESPIRATORY TRACT INFECTION: a multi centric, double-blind, randomized trail.(collaborative study with N.H.M.C& D.N.DE H.C, kolkata)
6. Drug Proving Programme 2022 Onwards(in collaboration with C.R.I Noida)