

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	Dr Seema Rai
2.	Head Of Office (HOO)	Dr Sameena Muzammil
3.	Link Officer to HOO	Dr Neena Mehan
4.	OPD In Charge	Dr Anil Nair
5.	IPD In Charge	Dr Satya Jain
6.	Academics In Charge	Dr Neena Mehan
7.	Examination In Charge	Dr Archana Narang

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

CPIOs :

1. Dr Madhu Aggarwal, Prof. (Retired)- 01/01/2015 To 30/06/2015
2. Dr Asha Chowdhary , Prof. 01/07/2015 To 13 /09 2016
3. Dr Sameena Muzammil, Prof. 14/9/2016 to 16 /8/2020

FAAs:

1. Dr Surender Verma (DDH), (Retired) 01/01/2015 To 30/04/2016
2. Mr. Devender Singh , Then Director ISM&H - 01/05/2016 TO 19/07/2016
3. Dr Mukesh Chawla , Principal I/C -20/07/2016 To 30/08/2018
4. Dr Asha Chowdhary , Principal I/C 30/8/2018- 30/8/2020

3. 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 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, manuscript and file; (b) any microfilm, microfiche and facsimile copy of a document; (c) any reproduction of image or images embodied in such microfilm (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 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 desire 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:

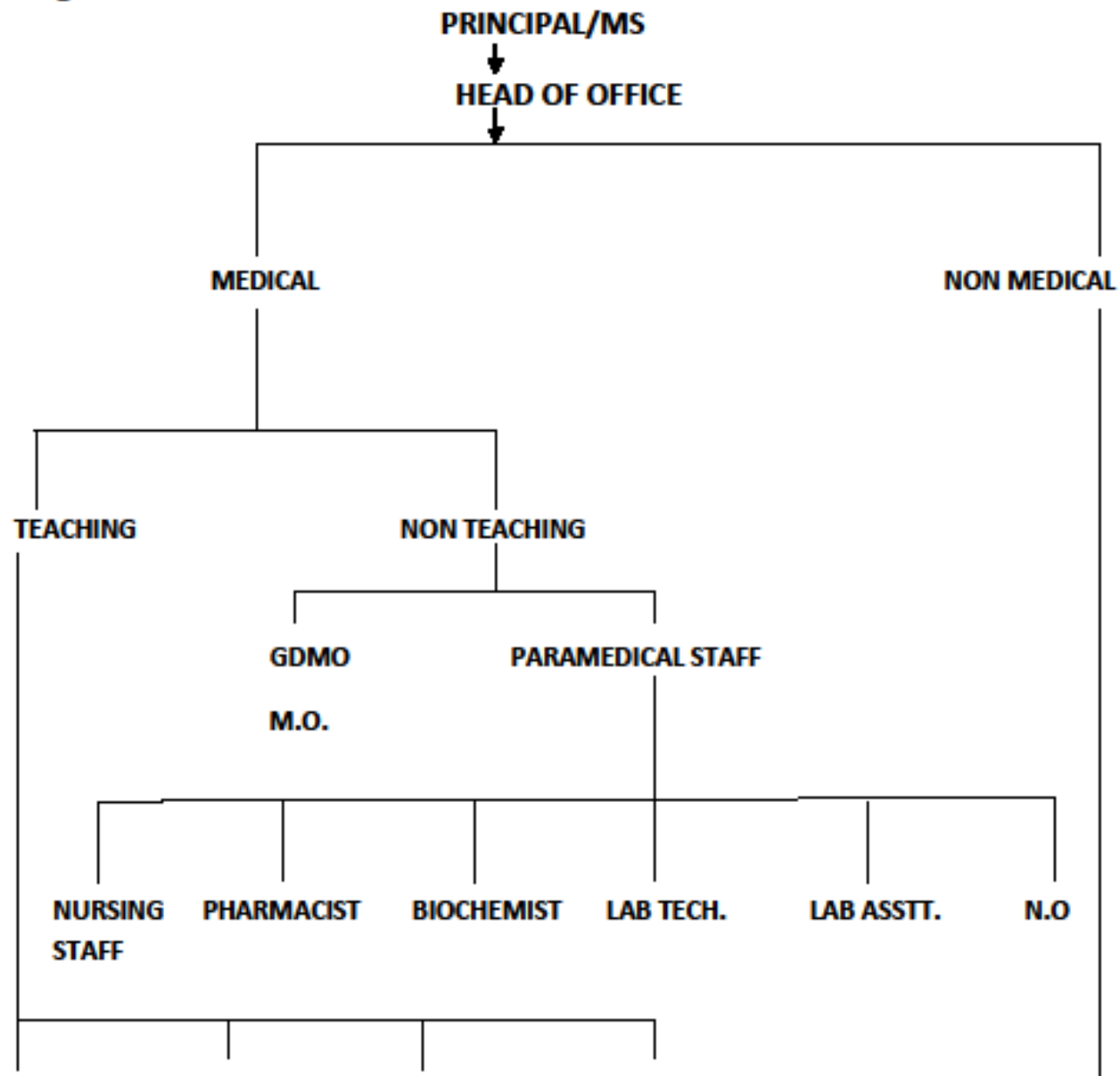
Dr. B. R. Sur Homoeopathic Medical College, Hospital and Research Centre Nanak Pura, Moti Bagh (West), New Delhi

Hospital runs following OPDs

Medical OPD	:	Daily
Gynae/Obs, OPD	:	Daily (Except Friday)
ENT OPD	:	Wednesday, Friday (8.00 am 2.30 p.m)
Eye OPD	:	Thursday (8.00 am – 12.30 pm)
OPD for Sr. Citizen	:	Thursday (8.00 a.m. – 12.30 p.m & 01.15p.m to 300 p.m.); Sunday (8.00 a.m.- 12.00 p.m.)
Physiotherapy	:	Tuesday, Thursday, & Saturday Friday (8.00 am – 12.30 p.m)

Head of the Organization : M.S./Principal

Organization Chart:



Outsourcing related information:

Sr No	Outsourcing Works	Name of the Outsourcing Agency	Address	Date of commencement and completion of contract	Amount of contract
1.	Security Services	Col. Bahadur Singh Bisht	M/s Advance High Tech Security, Flat No 302 3 rd Floor , Harmony Apartment , Sector 23, Dwarka, New Delhi E-563, Palam Extension , Near Vardhman City Mall, Ranphal Chowk, Sec 7 Dwarka, New Delhi 110075	01/10/2020-30/09/2021	Rs. 24,46,140,6/-
2.	Lab Attendant	Mr. Naresh Chandeliya	M/s Rishab Enterprises,C3-291,Lodhi colonyNew Delhi - 110003	25/9/2020 to 24/9/2020	Rs. 10,76,591.04/-
3.	Nursing Orderly	Smt. PushpaDevi	M.s Green House Keeping, D-1/102 Street No. 3, Shadhra Delhi 110093	23/10/2020 to 22/10/2021	Rs 36,67,184.25
4.	Sanitation	Brigadier Rakesh Sharma (Rtd)	M/s SA India, 493, Near DC Model School,Sector-9, Faridabad, Haryana 121006	01/9/2019 to 31/08/2020 1 st 6 month extension(01/09/2020 to 28/02/2021 1 st 6 month extension(01/03/2021 to 26/8/2021	Rs. 197.86 per patient
5.	DEO	Mr Ritesh Kumar Singh	Rootz Event and Brand Activation Private Ltd. E-254,New Ashok Nagar, New Delhi 110006	03/02/2021 to 02/02/2022	Rs.611197.39
6.	VEHICLE (Staff)	Mr. Neeraj Malhotra	M/s Neeraj Travel Agency, Shop No 158, Ground Floor , Janta Market , Flatted Factory Complex, Jhandewalan New Delhi 110005	27/8/2020 to 26/8/2021	Rs. 3,10,237.83
	VEHICLE (Principal)	Malhotra Trading	AB 435,Ramnagar,Paharganj New Delhi 110055	01/4/2021 to 30/6/2021	Rs. 1,16,997

Status Of RTI Application And Appeals Of Dr B R Sur Homoeopathic Medical College Hospital & Research Center						
Quarter & Year	Opening Balance as on beginning of Quarter	No.Of Application Received as transferred from Other PAs u/s 6(3)	No.Of Application Received During the Quarter (including case transferred to Other PAs)	No. Of Cases transferred to Other PAs u/s 6(3)	Decisions where requests/appeals rejected	Decisions where requests/appeals Accepted
4th Quarter of 2020-2021 Application	62	05	nil	nil	01	04
Requests	04	nil	04	nil	01	04
First Appeals	01	nil	01			01
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/s 20(2)			
40	nil	nil	nil			
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					20/4/2010	
D. Date of Audit of Mandatory disclosures under Sec4(1)(b)						
C. Has the Mandatory disclosure have been audited by third party as per DOPT vide OM No 1/6/2011-IR dated 15/04/2013?					Yes	
URL of website					www.shmch.delhigovt.nic.in	

Training Details of PIO, APIO,FAA

1. TRAINING ON 28/02/2018,09/01/2020 ATTENDED BY PIO, APIO – Lots of new information received , esp. how to submit quarterly returns , very informative .

Third party Audited Report for year 2019-2020

Self appraisal report Of Public Authority By Auditor -Year(2019-20)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]							
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Contact+Us	Fully Met	1.28	ok
1.1.2	Head of the organization	1.28	Fully Met	1.28	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Contact+Us	Fully Met	1.28	ok
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	http://shmch.delhigovt.nic.in/wps/wcm/connect/3d62aa004b47d54ba673f62b25f02d05/manual-1.pdf?MOD=AJPERES&lmod=1565886362&CACHEID=3d62aa004b47d54ba673f62b25f02d05	Fully Met	1.28	ok
1.1.4	Function and duties	1.28	Fully Met	1.28	http://shmch.delhigovt.nic.in/wps/wcm/connect/164dd10049648438bacffbc076c614fc/manual-2.pdf?MOD=AJPERES&lmod=1565856793&CACHEID=164dd10049648438bacffbc076c614fc	Fully Met	1.28	ok
1.1.5	Organization Chart	1.28	Fully Met	1.28	http://shmch.delhigovt.nic.in/wps/wcm/connect/3d62aa004b47d54ba673f62b25f02d05/manual-1.pdf?MOD=AJPERES&lmod=1565886362&CACHEID=3d62aa004b47d54ba673f62b25f02d05	Fully Met	1.28	ok
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	1.28	Fully Met	1.28	http://shmch.delhigovt.nic.in/wps/wcm/connect/19e206004b6fe78bb33af32b25f02d05/updated+manual+8.pdf?MOD=AJPERES&lmod=1566357820&CACHEID=19e206004b6fe78bb33af32b25f02d05	Fully Met	1.28	ok

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
	/ Commissions constituted from time to time have been dealt							
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)	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/164dd10049648438bacffbc076c614fc/manual-2.pdf?MOD=AJPERES&lmod=1565856793&CACHEID=164dd10049648438bacffbc076c614fc	Fully Met	1.54	ok
1.2 .2	Power and duties of other employees	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/164dd10049648438bacffbc076c614fc/manual-2.pdf?MOD=AJPERES&lmod=1565856793&CACHEID=164dd10049648438bacffbc076c614fc	Fully Met	1.54	ok
1.2 .3	Rules/orders under which powers and duty are derived and	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/164dd10049648438bacffbc076c614fc/manual-2.pdf?MOD=AJPERES&lmod=1565856793&CACHEID=164dd10049648438bacffbc076c614fc	Not Met	0	No specific information provided.
1.2 .4	Exercised	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/164dd10049648438bacffbc076c614fc/manual-2.pdf?MOD=AJPERES&lmod=1565856793&CACHEID=164dd10049648438bacffbc076c614fc	Not Met	0	No specific information provided.
1.2 .5	Work allocation	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/164dd10049648438bacffbc076c614fc/manual-2.pdf?MOD=AJPERES&lmod=1565856793&CACHEID=164dd10049648438bacffbc076c614fc	Fully Met	1.54	ok
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]							

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.3.1	Process of decision making Identify key decision making points	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/07b17c004b6fe654b30cf32b25f02d05/Manual+3.pdf?MOD=AJPERES&lmod=1565860218&CACHEID=07b17c004b6fe654b30cf32b25f02d05	Fully Met	1.54	ok
1.3.2	Final decision making authority	1.54	Fully Met	1.54	AS PER THE HIERARCHY AND ADMINISTRATIVE, FINANCIAL AND STATUTORY POWERS	Not Met	0	No URL provided.
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	AS PER THE PROVISIONS, ACTS / RULES OF GOVT. OF NCT OF DELHI	Not Met	0	No URL provided.
1.3.4	Time limit for taking a decisions, if any	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/e96f6e804b6fe69bb312f32b25f02d05/Manual+4.pdf?MOD=AJPERES&lmod=1565815731&CACHEID=e96f6e804b6fe69bb312f32b25f02d05	Partially Met	0.77	Complete information not provided.
1.3.5	Channel of supervision and accountability	1.54	Fully Met	1.54	AS PER THE HIERARCHY AND ADMINISTRATIVE, FINANCIAL AND STATUTORY POWERS	Not Met	0	URL not provided.
1.4	Norms for discharge of functions[Section 4(1)(b)(iv)]							
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/164dd10049648438bacffbc076c614fc/manual-2.pdf?MOD=AJPERES&lmod=1565856793&CACHEID=164dd10049648438bacffbc076c614fc	Not Met	0	The requisite information not provided.
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/e96f6e804b6fe69bb312f32b25f02d05/Manual+4.pdf?MOD=AJPERES&lmod=1565815731&CACHEID=e96f6e804b6fe69bb312f32b25f02d05	Not Met	0	The requisite information not provided.
1.4.3	Process by which	1.54	Fully Met	1.54	EDUCATION- BY INSPECTION CONDUCTED BY CCH AND GGSIP UNIVERSITY PATIENT CARE-A) PERFORMANCE AND FINANCIAL AUDIT	Not Met	0	No URL provided.

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
	these services can be accessed				B)PRESCRIPTION AUDIT C)PATIENT SATISFACTION SURVEY D)ASSESSMENT BY ROGI KALYAN SAMITI AND KAYAKULP E)LOCAL QUALITY CONTROL RESEARCH- ASSESSED BY CCRH			
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	http://shmch.delhigovt.nic.in/wps/wcm/connect/e96f6e804b6fe69bb312f32b25f02d05/Manual+4.pdf?MOD=AJPERES&lmod=1565815731&CACHEID=e96f6e804b6fe69bb312f32b25f02d05	Not Met	0	The requisite information not provided.
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	ACADEMIC COMMEETTEE(STUDENTS), PATIENT GRIEVANCES THROUGH OPD I/C, IPD I/C, M.S. THROUGH SUSSESTION BOX, PGMS AND CM TELEPHONE HELPLINE NO. 1031	Not Met	0	No URL / information provided.
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.	1.92	Fully Met	1.92	AS PER THE MANUALS AND INSTRUCTIONS ISSUED BY CCH, GGSIP UNIVERSITY AND GOVT. OF NCT OG DELHI	Not Met	0	No URL / information provided.
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	AS PER THE MANUALS AND INSTRUCTIONS ISSUED BY CCH, GGSIP UNIVERSITY AND GOVT. OF NCT OG DELHI	Not Met	0	No URL / information provided.
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	AS PER THE MANUALS AND INSTRUCTIONS ISSUED BY CCH, GGSIP UNIVERSITY AND GOVT. OF NCT OG DELHI	Not Met	0	No URL / information provided.
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	AS PER THE MANUALS AND INSTRUCTIONS ISSUED BY CCH, GGSIP UNIVERSITY AND GOVT. OF NCT OG DELHI	Not Met	0	No URL / information provided.
1.6	Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]							
1.6.1	Categories of documents	3.85	Fully Met	3.85	http://shmch.delhigovt.nic.in/wps/wcm/connect/a14062804b6fe714b32ef32b25f02d05/Manual+6.pdf?MOD=AJPERES&lmod=1565820608&CACHEID=a14062804b6fe714b32ef32b25f02d05	Fully Met	3.85	ok

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	http://shmch.delhigovt.nic.in/wps/wcm/connect/a14062804b6fe714b32ef32b25f02d05/Manual+6.pdf?MOD=AJPERES&lmod=1565820608&CACHEID=a14062804b6fe714b32ef32b25f02d05	Fully Met	3.85	ok
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]							
1.7.1	Name of Boards, Council, Committee etc.	0.96	Fully Met	0.96	http://shmch.delhigovt.nic.in/wps/wcm/connect/19e206004b6fe78bb33af32b25f02d05/updated+manual+8.pdf?MOD=AJPERES&lmod=1566357820&CACHEID=19e206004b6fe78bb33af32b25f02d05	Not Met	0	The requisite information not provided.
1.7.2	Composition	0.96	Fully Met	0.96	http://shmch.delhigovt.nic.in/wps/wcm/connect/19e206004b6fe78bb33af32b25f02d05/updated+manual+8.pdf?MOD=AJPERES&lmod=1566357820&CACHEID=19e206004b6fe78bb33af32b25f02d05	Not Met	0	The requisite information not provided.
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	http://shmch.delhigovt.nic.in/wps/wcm/connect/19e206004b6fe78bb33af32b25f02d05/updated+manual+8.pdf?MOD=AJPERES&lmod=1566357820&CACHEID=19e206004b6fe78bb33af32b25f02d05	Not Met	0	The requisite information not provided.
1.7.4	Term/Tenure	0	Not Applicable	0		Not Met	0	The requisite information not provided.
1.7.5	Powers and functions	0.96	Fully Met	0.96	http://shmch.delhigovt.nic.in/wps/wcm/connect/19e206004b6fe78bb33af32b25f02d05/updated+manual+8.pdf?MOD=AJPERES&lmod=1566357820&CACHEID=19e206004b6fe78bb33af32b25f02d05	Not Met	0	The requisite information not provided.
1.7.6	Whether their meetings are open to the public?	0	Not Applicable	0		Not Applicable	0	ok
1.7.7	Whether the minutes of the meetings are open to the public?	0	Not Applicable	0		Not Applicable	0	ok
1.7.8	Place where the minutes if	0	Not Applicable	0		Not Applicable	0	ok

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
	open to the public are available?							
1.8 Directory of officers and employees[Section 4(1) (b) (ix)]								
1.8 .1	Name and designation	3.85	Fully Met	3.85	http://shmch.delhigovt.nic.in/wps/wcm/connect/65531b804b47d5e6a680f62b25f02d05/manual+9+updated.pdf?MOD=AJPERES&lmod=1566294347&CACHEID=65531b804b47d5e6a680f62b25f02d05	Fully Met	3.85	ok
1.8 .2	Telephone , fax and email ID	3.85	Fully Met	3.85	http://shmch.delhigovt.nic.in/wps/wcm/connect/65531b804b47d5e6a680f62b25f02d05/manual+9+updated.pdf?MOD=AJPERES&lmod=1566294347&CACHEID=65531b804b47d5e6a680f62b25f02d05	Partially Met	1.93	complete information not provided.
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	3.85	Fully Met	3.85	http://shmch.delhigovt.nic.in/wps/wcm/connect/0bc60d804b47d635a686f62b25f02d05/Mannual-10.pdf?MOD=AJPERES&lmod=1565836535&CACHEID=0bc60d804b47d635a686f62b25f02d05	Partially Met	1.93	current details not provided. document attached of 2018
1.9 .2	System of compensation as provided in its regulations	3.85	Partially Met	1.93	EMPLOEES AND OFFICERS RECEIVING MONTHLY REMUNERATION/SALARIES AS PER DELHI GOVT. RULES , NO COMPENSATION BEING GIVEN	Not Met	0	No URL provided.
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	3.85	Fully Met	3.85	Manual 16 in m.s.word doc.format	Not Met	0	No information / URL provided.

Sr. No	Details of disclosure	Total Marks		Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
	Information officer (APIO) & Appellate Authority								
1.1 0.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	Manual 16 in m.s.word doc.format	Not Met	0	No information / URL provided.	
1.1 1	No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))								
1.1 1.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	NO SUCH CASE EXISTING /OCCURED	Not Met	0	NO URL provided.	
1.1 1.2	(ii) Finalised for Minor penalty or major penalty proceedings	0	Not Applicable	0		Not Met	0	NO URL provided.	
1.1 2	Programmes to advance understanding of RTI(Section 26)								

Sr. No	Details of disclosure	Total Marks		Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
1.1 2.1	Educational programmes	1.92	Fully Met	1.92	TRAINING ATTENDED BY PIO, APIO ON 28/02/2018,09/01/2020	Not Met	0	NO URL provided.	
1.1 2.2	Efforts to encourage public authority to participate in these programmes	1.92	Not Met	0		Not Met	0	NO URL provided.	
1.1 2.3	Training of CPIO/APIO	1.92	Not Met	0		Not Met	0	NO URL provided.	
1.1 2.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Not Met	0		Not Met	0	NO URL provided.	
1.1 3	Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]								
1.1 3.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	Fully Met	7.69	AS PER THE POLICY AND ORDERS OG GNCT OF DELHI	Not Met	0	NO URLprovided.	
Total		92		85		97	30		
Next									

2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]
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2.1 .1	Total Budget for the public authority	10	Fully Met	10.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/6c0771804b47d599a679f62b25f02d05/Manual-11.pdf?MOD=AJPERES&lmod=1565838863&CACHEID=6c0771804b47d599a679f62b25f02d05	Not Met	0	The current as well as previous year estimates not provided.
2.1 .2	Budget for each agency and plan & programmes	10	Fully Met	10.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/6c0771804b47d599a679f62b25f02d05/Manual-11.pdf?MOD=AJPERES&lmod=1565838863&CACHEID=6c0771804b47d599a679f62b25f02d05	Not Met	0	The current as well as previous year estimates not provided.
2.1 .3	Proposed expenditures	10	Fully Met	10.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/6c0771804b47d599a679f62b25f02d05/Manual-11.pdf?MOD=AJPERES&lmod=1565838863&CACHEID=6c0771804b47d599a679f62b25f02d05	Not Met	0	The current as well as previous year estimates not provided.
2.1 .4	Revised budget for each agency, if any	10	Fully Met	10.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/6c0771804b47d599a679f62b25f02d05/Manual-11.pdf?MOD=AJPERES&lmod=1565838863&CACHEID=6c0771804b47d599a679f62b25f02d05	Not Met	0	The current as well as previous year estimates not provided.
2.1 .5	Report on disbursements made and place where the related reports are available	10	Not Met	0		Not Met	0	The current as well as previous year estimates not provided.
2.2	Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)							
2.2 .1	Budget	16.67	Not Met	0		Not Met	0	No URL provided.
2.2 .2	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the	16.67	Not Met	0		Not Met	0	No URL provided.

	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								
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 combinatio	16.67	Not Met	0			Not Met	0	No URL provided.

	n of the above- and, (d) The rate/ rates and the total amount at which such procurement or works contract is to be executed.							
2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]								
2.3 .1	Name of the programme of activity	6.25	Fully Met	6.25	http://shmcch.delhigovt.nic.in/wps/wcm/connect/75ee6e004b6fe80fb346f32b25f02d05/Manual+13.pdf?MOD=AJPERES&Imod=1565843978&CACHEID=75ee6e004b6fe80fb346f32b25f02d05	Fully Met	6.25	ok
2.3 .2	Objective of the programme	0	Not Applicable	0		Not Applicable	0	ok
2.3 .3	Procedure to avail benefits	0	Not Applicable	0		Not Applicable	0	ok
2.3 .4	Duration of the programme/ scheme	0	Not Applicable	0		Not Applicable	0	ok
2.3 .5	Physical and financial targets of the programme	0	Not Applicable	0		Not Applicable	0	ok
2.3 .6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0		Not Applicable	0	ok
2.3 .7	Eligibility criteria for	0	Not Applicable	0		Not Applicable	0	ok

	grant of subsidy		cable					
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	Not Applicable	0		Not Applicable	0	ok
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]							
2.4.1	Discretionary and non-discretionary grants/allocations to State Govt./NGOs/other institutions	0	Not Applicable	0		Not Applicable	0	ok
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	Not Applicable	0		Not Applicable	0	ok
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	0	Not Applicable	0		Not Applicable	0	OK
2.5.2	For each concessions, permit or	0	Not Applicable	0		Not Applicable	0	OK

	<p>authorization granted - (a) Eligibility criteria, (b) Procedure for 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</p>								
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]								
2.6 .1	<p>CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.</p>	50	Fully Met	50.00	<p>1. AG AUDIT CONDUCTED FROM 29/09/2016 TO 10/10/2016 FOR THE PERIOD 2013-2016 THE AUDIT PARTY FORMED 07 PARAS 2. PAC AUDIT IS NOT HELD IN THIS INSTITUTION</p>	Not Met	0	No URL provided.	

Total	156	96	156	6
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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	0	Not Applicable	0			Not Met	0	No CURL provided.
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)	12.5	Fully Met	12.50	ROGI KALYAN SAMITI HEADED BY MLA OF THE AREA MEETING HEALD QUARTERLY		Not Met	0	No CURL provided.

	Contact details 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	0	Not Applicable	0			Not Applicable	0 ok
3.1.4	Public-private partnerships (PPP)-Detailed project reports (DPRs)	0	Not Applicable	0			Not Applicable	0 ok
3.1.5	Public-private partnerships (PPP)-Concession agreements.	0	Not Applicable	0			Not Applicable	0 ok

3.1.6	Public-private partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0		Not Applicable	0	ok
3.1.7	Public-private partnerships (PPP) - Other documents generated as part of the implementation of the PPP	0	Not Applicable	0		Not Applicable	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 authorization from the government	2.78	Not Met	0		Not Met	0	N O U R L p r o v i d e d .

3.1.9	Public-private partnerships (PPP) - Information relating to outputs and outcomes	2.78	Not Met	0		Not Met	0	N O R R L P P R O V I D E D
3.1.10	Public-private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	2.78	Not Met	0		Not Met	0	N O R R L P P R O V I D E D
3.1.11	Public-private partnerships (PPP) - All payment made under the PPP project	2.78	Not Met	0		Not Met	0	N O R R L P P R O V I D E D
3.2	Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]							
3.2.1	Publish all relevant	0	Not Applicable	0		Not Met	0	N O

	facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year							U R L p r o v i d e d .
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interacti	0	Not Applicable	0		Not Met	0	N o U R L p r o v i d e d .

	ve - Outline the Public consultation process								
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	0	Not Applicable	0			Not Met	0	N o U R L p r o v i d e d .
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]								
3.3.1	Use of the most effective means of communication	50	Fully Met	50.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/doiit_hmch/SHMCH/Home/		Fully Met	50.00	o k

	- Internet (website)							
3.4	Form of accessibility of information manual/ handbook[Section 4(1)(b)]							
3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Right+To+Information	Fully Met	25.00	ok
3.4.2	Information manual/handbook available in Printed format	25	Fully Met	25.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Right+To+Information	Fully Met	25.00	ok
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]							
3.5.1	List of materials available Free of cost	25	Fully Met	25.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Right+To+Information	Fully Met	25.00	ok
3.5.2	List of materials available At a reasonable cost of the medium	0	Not Applicable	0		Not Applicable	0	ok
Total		149		138			211	125

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Audit or Marks	Auditor Remarks/URL
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]							
4.1.1	English	14.29	Fully Met	14.29	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Right+To+Information	Fully Met	14.29	ok
4.1.2	Vernacular/ Local Language	14.29	Not Met	0		Not Met	0	No URL provided.

Sr. No	Details of disclosure	Total Marks	Selecte d Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Audit or Marks	Auditor Remarks/URL
4.2	When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]							
4.2.1	Last date of Annual updation	28.57	Fully Met	28.57	11Nov 2018	Partially Met	14.29	ok
4.3	Information available in electronic form[Section 4(1)(b)(xiv)]							
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	ALL THE INFORMATION MANUALS OF RTI ACT 2005	Not Met	0	No URL provided.
4.3.2	Name/ title of the document/reco rd/ other information	9.52	Fully Met	9.52	1. ALL THE RTI APPLICATIONS AND REPLIES THEREOF UPLODED ON THE OFFICIAL RTI WEBSITE OF GOVT. OF DELHI https:// rtionline.delhi.gov.in/ 2.ANNUAL RETURNS OF RTI UPLODED ON OFFICIAL WEBSITE OF CIC https://cic.gov.in/	Partially Met	4.76	specific information not provided.
4.3.3	Location where available	9.52	Fully Met	9.52	1. ALL THE RTI APPLICATIONS AND REPLIES THEREOF UPLODED ON THE OFFICIAL RTI WEBSITE OF GOVT. OF DELHI https:// rtionline.delhi.gov.in/ 2.ANNUAL RETURNS OF RTI UPLODED ON OFFICIAL WEBSITE OF CIC https://cic.gov.in/	Partially Met	4.76	Specific information not provided.
4.4	Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]							
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	http://shmch.delhigovt.nic.in/wps/wcm/connect/18abf8804b6fe8b3b352f32b25f02d05/manual-15.pdf?MOD=AJPERES&lmod=1565849227&CACHEID=18abf8804b6fe8b3b352f32b25f02d05	Fully Met	7.14	ok
4.4.2	Details of information made available	7.14	Fully Met	7.14	http://shmch.delhigovt.nic.in/wps/wcm/connect/18abf8804b6fe8b3b352f32b25f02d05/manual-15.pdf?MOD=AJPERES&lmod=1565849227&CACHEID=18abf8804b6fe8b3b352f32b25f02d05	Fully Met	7.14	ok
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Hospital+Services/Outdoor+Patient+Department	Fully Met	7.14	ok
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	http://shmch.delhigovt.nic.in/wps/wcm/connect/doi_t_hmch/SHMCH/Home/Contact+Us	Fully Met	7.14	ok

Sr. No	Details of disclosure	Total Marks	Selecte d Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Audit or Marks	Auditor Remarks/URL
4.5	Such other information as may be prescribed under Section 4(i) (b)(xvii)							
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	http://shmch.delhigovt.nic.in/wps/wcm/connect/189a10004b6fe928b35af32b25f02d05/Manual-17.pdf?MOD=AJPERES&lmod=1565854264&CACHEID=189a10004b6fe928b35af32b25f02d05	Fully Met	3.57	ok
4.5.2	Details of applications received under RTI and information provided	3.57	Fully Met	3.57	https://rtionline.delhi.gov.in/	Not Met	0	The requisite information not provided.
4.5.3	List of completed schemes/projects/ Programmes	0	Not Applicable	0		Not Met	0	No URL provided.
4.5.4	List of schemes/projects/ programme underway	0	Not Applicable	0		Not Applicable	0	ok
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	3.57	Not Met	0		Not Met	0	No URL provided.
4.5.6	Annual Report	3.57	Not Met	0		Not Met	0	No URL Provided.
4.5.7	Frequently Asked Question (FAQs)	3.57	Not Met	0		Not Met	0	No URL provided.
4.5.8	Any other information	3.57	Fully Met	3.57	a) Available	Not Met	0	No URL provided.

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Audit or Marks	Auditor Remarks/URL
	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							
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	14.29	Fully Met	14.29	PL. REFER https://rtionline.delhi.gov.in/	Not Met	0	The requisite information not provided.
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	on cic website	Not Met	0	No information provided.
4.7	Replies to questions asked in the parliament[Section 4(1)(d)(2)]							
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	NO PARLIAMENTARY Q. RELATING TO RTI HAS BEEN RECEIVED IN THIS INSTITUTION	Not Met	0	No URL provided.
Total		193		168		196	70	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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, (b) Earlier CPIO & FAAs from 1.1.2015	20	Fully Met	20.00	http://shmch.delhigovt.nic.in/wps/wcm/connect/189a10004b6fe928b35af32b25f02d05/Manual-17.pdf?MOD=AJPERES&lmod=1565854264&CACHEID=189a10004b6fe928b35af32b25f02d05	Fully Met	20.00	ok
5.1.2	Details of third party audit of voluntary disclosure - (a) Dates of audit carried out , (b) Report of the audit carried out	20	Not Met	0		Not Met	0	No URL Provided.
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	20	Fully Met	20.00	21 Dec.2019	Not Met	0	No URL Provided.
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates	20	Not Met	0		Not Met	0	No URL Provided.

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
	from which constituted, (b) Name & Designation of the officers							
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	20	Fully Met	20.00	21 Dec.2019	Not Met	0	No URL Provided.
Total		100		60		100	20	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	25	Fully Met	25.00	on website of this institute/http://shmch.delhigovt.nic.in/	Fully Met	25.00	ok

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA	Auditor Category	Auditor Marks	Auditor Remarks/URL
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	12.5	Not Met	0		Not Met	0	No URL provided.
6.2.2	Does the website show the certificate on the Website?	12.5	Not Met	0		Not Met	0	No URL provided.
Total		50		25		50	25	

Disciplinary Action :

1. Number of employees against whom disciplinary action has been
 - i) Pending for minor penalty or major penalty proceedings – Nil
 - ii) Finalized for minor penalty or major penalty proceedings – Nil

Parliamentary Questions(April 2020 to March 2021)

1. Number of parliamentary Q received -21
 2. Reply given – 21
-

Details of Projects in F.Y. 2020-2021

1. Research Projects

a) **Completed – Nil**

b) **List of Ongoing projects**

1. Respiratory diseases and Asthma
2. Joints Diseases & Arthritis
3. Renal & Gall Stones
4. Fibroid, Fibroadenoma ,PCOD
5. Psoriasis
6. Old age problems, Prostate Enlargement
7. Psychiatric Disorders
8. Life style disorders
9. Children Diseases
10. Vitiligo

