

F.No. 1-2/2005-Admn.I/
GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF HEALTH SERVICES
LADY HARDINGE MEDICAL COLLEGE & SMT. S. K. HOSPITAL

“Right to information Act-2005”.

The Right to Information Bill 2005 passed by the House of Parliament, has been published in the Gazette of India on 21st June, 2005.

The following officers have been nominated as Public Information Officer and Appellate Authorities in accordance with the provision of Sec. 19(1):

- | | | |
|----------------------------|---|--|
| Public Information Officer | - | Dr. S.C.Mohapatra
Addl. Medical Supdt.
LHMC & Smt.S.K.Hospital,
New Delhi. |
| Appellate Authority | - | Prof. G.K.Sharma
Principal & Medical Supdt.
LHMC & Smt.S.K.Hospital,
New Delhi. |

A copy of “The Right to Information Bill 2005” is enclosed for information and further necessary action in this regard.

(R.N.MISHRA)
DEPUTY DIRECTOR (ADMN)

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF HEALTH SERVICE
**LADY HARDINGE MEDICAL COLLEGE & SMT. S. K. HOSPITAL
NEW DELHI.**

- a) Name of the office : Lady Hardinge Medical College &
(with full address) Smt.S.K.Hospital, Shaheed Bhagat Singh
Marg, New Delhi- 110 001.
- b) Telephone No. : 23363728
- c) Channel of submission of files:

Administration Section

Admn.I, Admn.II, Admn.III,
Nursing Sec., Vigilance Cell,
Estate Cell, Hindi Section,
R& I Section

Head Clerk/ Office Supdt.,-
Admn.Officer, Deputy Director Admn
- Principal & Medical Supdt.

Accounts Section

Head Clerk/ Accountant, Asstt. Accounts
Officer, Accounts Officer, Principal &
Medical Supdt.

Stores Section

Head Clerk, Stores Officer (vacant),
CMO(Store), DDA, Principal & Medical
Supdt.

Assistant Registrar Office

Assistant Registrar-Vice Principal-Principal
& Medical Supdt.

School of Nursing

Senior Tutor- Principal Tutor-DDA-
Principal & Medical Supdt.

Nursing Supdt. Office

Nursing Supdt-DDA- Principal & Medical
Supdt.

Dy. Labour Welfare
Commissioner's Office

DLWC-Addl. M.S.- Principal & Medical
Supdt.

Addl. M. S. Office

HC/OS/Addl. M. S. – DDA/P&MS.

Medical Record Section

Medical Record Officer-DLWC-Addl. M.S.-
Principal & Medical Supdt.

d) Name of Public Information
Officer

:Dr. S.C.Mohapatra, Addl. Medical Supdt

e) Name of the Appellate Authority

:Dr. G.K.Sharma, Principal & Medical
Supdt

f) Staff strength in the office

:

<u>SNO</u>	<u>NAME OF THE POST</u>	<u>STAFF IN POSITION</u>	<u>NAME OF THE OFFICER</u>
1	Dy. Director Admn. & Estate Officer(1)	01	Sh. R.N.Mishra
2	Addl. M.S.(4)	02	Dr. A.K.Dutta Dr. S.C.Mohapatra
3	GDMO(4)	02	Dr. Sudha Kapoor Dr. H.R.Singh
4	Accounts Officer & DDO(1)	01	Sh. R.S.Saini
5	Administrative Officer(1)	01	Sh. Prem Chand
6	P.S.(1)	01	Sh. Kamal Kapoor
7	Store Officer(1)	00	--
8	CMO (Store)(1)	01	Dr. S.B. Purohit
9	Hindi Officer(1)	01	Sh. Vinod Rai
10	Asstt. Accounts Officer(1)	00	--
11	Asstt. Registrar(1)	01	Smt. Suman Barera
12	Medical Record Officer(1)	01	Sh. Mahavir Yadav
13	Principal-School of Nursing (1)	00	--
14	Principal Tutor(1)	01	Smt. Chandan Kashyap
15	Office Supdt.(4)	04	Smt. Darshan Sh. Ram Kishore Sh. H.R. Meena Smt. Lalita
16	Head Clerk(7)	07	
17	Accountant(1)	01	Sh. Ishwar Singh
18	Assistant(3)	03	
19	U.D.C.(26)	26	
20	L.D.C.(73)	52	

g) Work Allocation:		
1	Dy. Director Admn. & Estate Officer, Sh. R.N.Mishra	Overall incharge of service matters and Estate Office & Head of the Office
2	<u>Addl. M.S.</u> Dr. A.K.Dutta	Vice Principal Overall incharge of Admission of MBBS students, P.Gs and Medical College.
	Dr. S.C.Mohapatra	Overall incharge of Accident & Emergency, Hospital Admn., Kitchen, Medical Store, Telephones, Public Grievances Cell, Public Information Officer. Medical Social Worker Deptt., Indent Drugs
3	GDMO Dr. Sudha Kapoor	Overall incharge of Linen Store, Death Committee Meetings, Hospital Kitchen, Hospital Laundry & Dispensary
	Dr. H.R.Singh	Incharge of Accident & Emergency, Minor OT & ECG.
4	Accounts Officer & DDO	Overall incharge of Accounts and Budget matters
5	Administrative Officer	Supervision of Admn. II&III, Estate Cell, R&I Section
6	P.S.	PMS office.
7	CMO (Store)	Overall incharge of Stores, Purchase, Repair & Maintenance of Machineries.
8	Hindi Officer	Overall incharge of Hindi Section, Incharge Nursing Section.
9	Asstt. Registrar	Overall incharge of MBBS admissions, PGs.
10	Medical Record Officer	Incharge Medical Record Section
11	Principal Tutor Office Supdt.	Overall incharge of School of Nursing. 1 Incharge R&I 2 Incharge Addl. M.S. Office 3 Incharge Admn. III 4 Incharge Accounts Section
12	Head Clerk	Monitoring respective sections.
13	Accountant	Work related to the Accounts
14	Assistant	Monitoring respective sections
15	U.D.C. & L.D.C.	Dealing hands of allotted seats

IMPORTANT POINTS ON WHICH ACTION NEEDS TO BE TAKEN IN A
TIME BOUND MANNER

1. "Each public authority has to maintain all its records, catalogued and indexed in such a manner and form which would facilitate the right to information under Right to Information Act, 2005. All the records which are appropriate for computerization are to be computerized subject to availability of resources within a reasonable time and connected to different networks."

Comments: Necessary instructions to be issued to every Department and Section of LHMC & Smt.S.K.Hospital regarding maintenance of records, preparing catalogued & indexing as well as computerization of records.

2. Within 120 days of the enactment of the Act, the following details are to be published:-
 - a) Within 120 days of the enactment of the Act, the following details are to be published, the particulars of its Organization, functions and duties;

Comments: LHMC & Smt. S.K.Hospital is a subordinate office under Ministry of Health & Family Welfare, Department of Health. Hospital is engaged in treatment of Male & Female patients. There are following clinical departments in the Hospital:

Medicine, Surgery, Obst. & Gynae, ENT, Ophthalmology, Dental Surgery, Anaesthesia, Skin & STD, Orthopaedics, Radiology.

The Medical College is engaged in MBBS & Post Graduate Courses.The School of Nursing is engaged in Nursing Courses.

- b) Within 120 days of the enactment of the Act, the following details are to be published, the power and duties of its officers and employees.

Comments: Hospital and Medical College is being run by four Addl. M.S., four GDMO, Assistant Registrar, Dy. Director Admn. under direct control of Principal & Medical Supdt. The officers and employees are governed by CCS (Conduct) rules, CCS(CCA) Rules, CCS(Pension) Rules, FR & SR and Manual of Office Procedure which are applicable for all Central Govt. Employees.

- c) Within 120 days of the enactment of the Act, the following details are to be published, the procedure followed in the decision making process including channels of supervision and accountability;

Comments: So far as Administrative Divisions are concerned, the respective sections put up their files through Office Supdt/ Head Clerk, Administrative Officer, Accounts Officer and Store Officer (presently vacant) to concerned Dy. Director Admn., who in turn put up the file to Principal & Medical Supdt. for decision. The Wards/ Units report to HODs, Addl. M.S., DDA. In addition other departments like Radiology etc. report to their respective Heads. Addl. M.S. are the over all administrative incharge of the Hospital.

d) Within 120 days of the enactment of the Act, the following details are to be published, the norms set by it for the discharge of its functions;

Comments: The Institution strictly follows the Central Govt. rules and Regulations applicable.

e) Within 120 days of the enactment of the Act, the following details are to be published, the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Comments: The Institutions maintains all the related files and records under its custody.

f) Within 120 days of the enactment of the Act, the following details are to be published, a statement of the categories of documents that are held by it or under its control;

Comments: The Institution maintains related files and documents of Court Cases, administrative matters, budget matters and purchase matters. In addition to all these, Medical Record Section maintains all record related to patients.

g) Within 120 days of the enactment of the Act, the following details are to be published, the particulars of any arrangement that exist for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

Comments: Public Grievance Officer has been appointed in the Institution to attend the representation by the members of the public. So far as formulation of policy or implementation is concerned, being a subordinate office, it does not formulate any policy, if only implements the policy formulated by Ministry of H & F/W.

h) Within 120 days of the enactment of the Act, the following details are to be published, a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;

Comments: There are various committees in the Hospital like Purchase Committee, Annual Maintenance Committee, Quarter Allotment Committee, security Review Committee, Transport Committee, Conference Committee, Death Committee & Public Grievance Cell etc. The decision of the Committee can be informed to public if the decisions are not confidential in nature.

PRINCIPAL & MEDICAL SUPERINTENDENT