

RIGHT TO INFORMATION ACT, 2005 (ME CELL, DGHS)

ANNEXURE -1

a.	1) Particular of the organization 2) Functions and duties	1) M.E. Cell Room No. 649 'A' wing Nirman Bhawan, New Delhi 2) As per Annexure 'A'
b.	The powers & duties of its officers & employees	Powers delegated under DFPR Rules Helping Staff assists the officers.
c.	The Procedure followed in decision making process including channels of supervision and accountability	Procedure is followed as per Govt. Rules, regulations and orders in decision making process as per prescribed channel of submission, supervision and accountability. As per the channel of submission i.e. SO (M.E. Cell)/ADG (ME)/DDG (M)/Addl. D.G. (VKA) the files are disposed off by these officers in term of delegated powers and beyond this, the files are submitted to HOD (DGHS) for final approval in respect of powers delegated to him. The cases beyond this are sent to the Ministry and if necessary, further sent to the nodal Ministries/Departments.
d.	The norms set by it for the discharge of its functions.	As per Government norms.
e.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	The 'Scheme' devised & approved by Hon'ble Supreme Court for allocation of All India Quota's U.G. & P.G. seats & copies of various Orders passed by the Hon'ble Court from time-to-time relating to 'Scheme'.
f.	A statement of the categories of documents that are held by it or under its control;.	Un-classified documents of routine nature only are handled by it.
g.	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;.	Not Applicable
h.	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	Not Applicable

	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;	
i.	A directory of its officers and employees	As per Annexure 'B'
j.	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	Information is available with Cash Section.
k.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made.	The funds are allocated to this Cell by the CBSE & AIIMS for the conduct of U.G. & P.G. counselling every year.
l.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not Applicable
m.	Particulars of recipients of concessions, permits or authorizations granted by it.	Not Applicable
n.	Details in respect of the information, available to or held by it, reduced in an electronic form;	Details about the allotment of Course/College to the candidates by counselling on the basis of the All India Pre-Medical/Pre-Dental Entrance Examination & All India P.G. Entrance Examination.
o.	The particulars of facilities available to citizens for obtaining information, including the working; hours of the library or reading room, if maintained for public use.	The information about the number of seats & allotments made is available on Ministry's web-side during counselling period.
p.	The names designations and other particulars of Public Information Officers;.	As per Annexure 'C'
q.	Such other information as may be prescribed and thereafter update these publications every year.	Not applicable

ANNEXURE 'A'

1. Implementation of All India Quota Scheme devised & approved by the Hon'ble Supreme Court for allocation of PG/UG seats & modification/ amendment thereto.
2. Allotment of 50% All India Quota seats for admission to MD/MS/Diploma/MDS courses in the recognized Govt. Medical & Dental Colleges all over the country.
3. Allotment of 15% All India Quota seats for admission to MBBS/BDS courses in the recognized Govt. Medical & Dental College all over the country.
4. Arrangements for P.G./U.G. Counselling for allotment of seats.
5. Court cases related to 'Scheme' & allotments of P.G./U.G. seats.

ANNEXURE 'B'

Sl. No.	Designation	Staff in position	Name of the Officer/Officials
1.	Additional Director General (VKA)	1	Dr. V.K. Arora
2.	Deputy Director General (M)	1	Dr. S. Badrinath
3.	ADG (ME)	1	Dr. B.C. Kabi
4.	Section Officer	1	Sh. D.B.R. Bhasin
5.	Assistant	2	Shri Mangal Singh Smt. Manmohan Kaur
6.	LDC	2	Shri Ajay Kumar Shri Kapil Deo Prashad
7.	Daftry	1/2	Shri Phool Chand
8.	Peon	1/2	Shri Mukesh

PUBLIC INFORMATION OFFICER – M.E. Cell

1. Name of Officer : Dr. B.C. Kabi
2. Designation : Asstt. Director General (ME)
3. Address : Room No. 451 'A' wing
Nirman Bhawan
New Delhi
Tele: 011-23061907

