

Directorate General of Health Services

RTI Section

Information under Section 4(1) of the RTI Act,2005

a.	i) Particulars of organization ii) Functions and duties	i) RTI Room No. 748 'A' wing, Nirman Bhawan, New Delhi ii) As per Annexure 'A'
b.	The powers & duties of its officers & employees	Duties explained in Annexure A
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. Channel of submission is RTI Section → Director Administration (KVSR) → DDG(M)
d.	The norms set by it for the discharge of its functions	As per Government Rules and the provisions under the RTI Act,2005
e.	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	Right to Information Act,2005
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 . . Records of applications filed under the RTI Act,2005. Record of voluntary disclosure of information supplied by various sections and subordinate offices.
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,	RTI Applications can be submitted at the facilitation counter to the clerk appointed specifically for this purpose. SO(RTI) has been designated as nodal officer to receive and mark the applications and appeals from the general public.
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 whether meetings of those boards, councils, committees and other bodies are open to the	Not Applicable

	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	As per Annexure 'A'
k.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	Not Applicable
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;	CDs./Floppies sent by different subordinate offices and sections of the DGHS kept in the custody of the RTI Section.
o.	The particulars of facilities available to citizens for obtaining information, including the working; hours of a library or reading room, if maintained for public use	Facilitation counter is open during the working hours of the Directorate General of Health Services.
p.	The names, designations and other particulars of the Public Information Officers;	Sh.Mohan Singh, Director Administration 439 'A' Wing, Nirman Bhawan, New Delhi. Phone No.23062649.
q.	Such other information as may be prescribed and thereafter update these publications every year.	Organisation Chart in respect of the Dte. GHS is printed in the Annual Report of the Ministry of Health & Family Welfare and is updated every year.

ANNEXURE-‘A’

1. Getting the information regarding Sections and Subordinate Offices uploaded on the web-site of the Ministry.
2. Preparing consolidated list of CPIOs/Appellate Authorities. And updating the same.
3. Receiving applications under R T I Act, 2005 from General Public
4. Deposit of Fee collected under the R T I Act, 2005.
5. Quarterly Report to CIC.
6. Annual Return to CIC.
7. To circulate letters from MOHFW/CIC/DOPT.
8. Circulation of Training circular of I S T M and forwarding of application to ISTM.
9. Clarifications on queries from CPIOs and Section on R T I Act, 2005
10. Parliament Question on R T I.
11. Conducting meetings and presentations on RTI to create awareness about the RTI Act, 2005.
RTI Section→ Director Administration (KVSR)→DDG(M)

ANNEXURE-‘B’

Sl. No.	Name & Designation of the Officer/Officials	Residential Address	Gross Monthly Pay (Rs.)
1.	Mrs. S.V.R. Ramana Section Officer	402, Sector II Sadiq Nagar, New Delhi	14650
2.	S hri B.L.Meena Assistant	RZH 839, Rajnagar Part II Palam Colony Dehi	13105
3.	Sh. O.P. Bhatt ,UDC	4/81, (New) Prem Nagar, New Delhi-110003.	8000
4.	Shri Brij Lal UDC	22, Bazar Lane, Bhogal New Delhi.	10,000
