

# RTI Act, 2005 Section 4(1)(b)

Proactive Disclosure

- PROACTIVE DISCLOSURE under RTI Act 2005:
- (i) Particulars of its organisation, functions, and duties.
- (ii) Powers and duties of its Officers and Employees.
- (iii) Channels of supervision and accountability.
- (iv) Norms set for discharge of its functions.
- (v) Rules and regulations.
- (vi) Record maintenance.
- (vii) Arrangement in consultation with members of public for formulation of policy.
- (viii) Committees constituted.
- (ix) Directory.
- (x) Remuneration.
- (xi) Budget allocations.
- (xii) & (xiii) Financial assistance to patients living below poverty line.
- (xiv) Information in electronic form.
- (xv) Facilities for citizens.
- (xvi) Names, designations and other particulars of the Public Information Officers.
- (xvii) Other informations.

## (i) Particulars of its Organisation, Functions and Duties

- From hospital website:
- 1. About hospital
- 2. Facilities available
- 3. Accidents and Emergency
- 4. Departments
- 5. Sports Injury Centre
- 6. Support services
- 7. Government approved charges of tests

## (ii) Powers and Duties of its Officers and Employees

- From Hospital Manual –
- Page 108 to 162

## (iii) Channels of Supervision and Accountability

- Organogram (See APPENDIX -1)

## (iv) Norms set for discharge of its functions

- Hospital manual: Page no. 163 to 202 (SOP)
- Policy on Hospital Waste Management

# (v) Rules and Regulations

- The rules, regulations and instructions issued by Govt. of India and Central Civil Services Rules are used by its employees for discharging its functions:
- Old records pertaining to patients are held in Medical Records Department, Casualty, Forensic Deptt., and Paraclinical Deptts. Current records are held in the concerned departments.
- Records pertaining to service matters of its employees are maintained by various Administrative Sections including Academic Section.

## (vi) Record Maintenance

- Retention schedule in respect to records pertaining to Safdarjung Hospital ( from hosp. website)

(vii) Arrangement in consultation  
with members of public for  
formulation of policy

- Citizen Charter, Safdarjung Hospital

# (viii) Committees Constituted

- Office Order  
no:PMS/Hosp.Comm./Misc./2010 dated:
- 10.02.2010
- (a) these committees are constituted to facilitate the functioning of Medical Superintendent.
- (b) none of the committees are open to public.

## (ix) & (x) Directory and Remuneration

- From hospital website titled “ About Staff”
- Annexure A pages 1 to 27 attached.

## (xi) Budget allocations

- 3 pages annexed as Annexure B.

## (xii) & (xiii) Financial assistance to patients living below poverty line

- As per directives of Ministry of Health and Family Welfare, Govt. of India

## (xiv) Information in Electronic form

- All information loaded on the current website of the hospital

## (xv) Facilities for Citizens

- (a) uploaded on the website
- (b) 'MAY I HELP' desk ( Enquiry Counter) is situated in the ground floor of the OPD building, where information is provided to the public regarding particulars of facilities including working hours.

# (xvi) Names, Designations and other particulars of the Public Information Officers

- RTI Act 2005, from hosp website

## (xvii) Other Informations

- Remaining information from the hospital website which has not been loaded under points (i) to (xvi) above, may be uploaded.
- Annexure C: no of post graduate seats sanctioned – dept.wise- 2 pages