Information under Section 4(I)(b) of RTI, 2005

1. ORGANISATION AND FUNCTION

S.No.	Item	Details of disclosure	Information
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	**Government Medical College & Hospital (GMCH)** Sector 32, Chandigarh, PIN 160030 Phone: EPABX No. 0172-2601023-24 Enquiry No. 0172-2663301 Fax No. 0172-2609360 E-Mail: dpgmch-chd@gmch.gov.in Website: www.gmch.gov.in Link http://gmch.gov.in/sites/default/files/documents/1.1.pdf
		(ii) Head of the organization	Director Principal, Government Medical College & Hospital Sector 32, Chandigarh, PIN 160030 Phone No. 0172-2601023-24 Ex: 4321 Fax No. 0172-2609360 E-Mail: dpgmch-chd@gmch.gov.in Brief Profile of Director Principal : Link: http://www.gmch.gov.in/about-us/meet-the-director

		(iii) Vision, Mission and Key objectives	Link: http://www.gmch.gov.in/sites/default/files/documents/1.1.pdf
		(iv) Function and duties	
		(v) Organization Chart	
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	Link: http://www.gmch.gov.in/sites/default/files/documents/1.1.pdf http://www.gmch.gov.in/about-us/about-gmch http://www.gmch.gov.in/hospital-services/about-hospital
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	Link: http://www.gmch.gov.in/sites/default/files/documents/a2.pdf
		(ii) Power and duties of other employees	
		(iii) Rules/ orders under which powers and duty are derived and	
		(iv) Exercised	
		(v) Work allocation	
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points.	Link http://www.gmch.gov.in/sites/default/files/documents/a3.pdf Link http://gmch.gov.in/node/6635
		(ii) Final decision making authority	
		(iii) Related provisions, acts, rules etc.	
		(iv) Time limit for taking a decisions, if any	
		(v) Channel of supervision and accountability	

1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	Link http://www.gmch.gov.in/sites/default/files/documents/a4.pdf Right to Service Act (GMCH-32) http://gmch.gov.in/node/6635 Link http://gmch.gov.in/public-forum/citizen-charter
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Various Committees are constituted to redress of grievances i.e. Sexual Harassment Committee, Anti Ragging Committee, Disciplinary Committee, Public suggestion complaints grievances committee **http://www.gmch.gov.in/sites/default/files/documents/a8.pdf**
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	http://www.gmch.gov.in/sites/default/files/documents/a5.pdf http://gmch.gov.in/recruitment-rules
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	The Chandigarh Administration has been implemented the policy i.e. Intra Departmental Transfer Policy (IDTP) and the transfers from one office to other office of Chandigarh Administration is being made by the Personnel Department of Chandigarh Administration from time to time and our Institute is also part of said policy. http://192.168.1.18/circulars/writereaddata/658.PDF
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents	Link http://www.gmch.gov.in/sites/default/files/documents/a6.pdf
		(ii) Custodian of documents/categories	

1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Link http://www.gmch.gov.in/sites/default/files/documents/a8.pdf
		(ii) Composition	
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	No
		(vii) Whether the minutes of the meetings are open to the public?	No
		(viii) Place where the minutes if open to the public are available?	No
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	http://www.gmch.gov.in/sites/default/files/documents/a9.pdf Link http://www.gmch.gov.in/about-us/directory-of-hods Link http://www.gmch.gov.in/about-us/telephone-directory-new
		(ii) Telephone , fax and email ID	
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	Link http://www.gmch.gov.in/sites/default/files/documents/a10.pdf
		(ii) System of compensation as provided in its regulations	
1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	Link http://www.gmch.gov.in/sites/default/files/documents/a16.pdf http://www.gmch.gov.in/sites/default/files/documents/Datewise_CPIO.pdf http://www.gmch.gov.in/node/5766/

	[Section 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	http://www.gmch.gov.in/node/5768/ http://gmch.gov.in/rtiauthorities-under-rti/nodal-officer-rti-cell http://www.gmch.gov.in/sites/default/files/documents/CurrentCPIO.pdf
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	Link http://www.gmch.gov.in/node/5764/
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	Link http://www.gmch.gov.in/sites/default/files/documents/Section%2026.pdf http://www.gmch.gov.in/node/6440 http://www.gmch.gov.in/node/6441
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	

1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		The Chandigarh Administration has been implemented the policy i.e. Intra Departmental Transfer Policy (IDTP) and the transfers from one office to other office of Chandigarh Administration is being made by the Personnel Department of Chandigarh Administration from time to time and our Institute is also part of said policy.http://192.168.1.18/circulars/writereaddata/658.PDF

2. BUDGET AND PROGRAMME

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority (ii) Budget for each agency and plan & programmes (iii) Proposed expenditures (iv) Revised budget for each agency, if any (v) Report on disbursements made and place where the related reports are available	Link http://www.gmch.gov.in/sites/default/files/documents/a11.pdf

2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	http://www.gmch.gov.in/sites/default/files/documents/tours.pdf
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the 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	http://www.gmch.gov.in/sites/default/files/documents/tours.pdf
		(iii) 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 combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Link http://www.gmch.gov.in/notice-for-procurement-of-proprietary-items http://gmch.gov.in/public-forum/tendersupply-orders http://gmch.gov.in/public-notices http://etenders.chd.nic.in/nicgep/app https://gem.gov.in/
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	http://www.gmch.gov.in/sites/default/files/documents/a12.pdf
		(ii) Objective of the programme	
		(iii) Procedure to avail benefits	
		(iv) Duration of the programme/ scheme	
		(v) Physical and financial targets of the programme	
		(vi) Nature/ scale of subsidy /amount allotted	

		(vii)	Eligibility criteria for grant of subsidy	
		(viii)	Details of beneficiaries of subsidy programme (number, profile etc)	
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i)	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	http://www.gmch.gov.in/sites/default/files/documents/Grants.pdf
		(ii)	Annual accounts of all legal entities who are provided grants by public authorities	
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i)	Concessions, permits or authorizations granted by public authority	http://www.gmch.gov.in/sites/default/files/documents/a13.pdf
		(ii)	For each concessions, permit or 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 authorisations d) Date of award of concessions /permits of authorizations	
2.6	`CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.		Nil report http://gmch.gov.in/sites/default/files/documents/2.6.pdf

3. PUBLICITY BAND PUBLIC INTERFACE

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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)]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	RTI Application Form: http://www.gmch.gov.in/node/5759/ RTI Appeal Form: http://www.gmch.gov.in/node/5774/ RTI Act: http://www.gmch.gov.in/node/6442 http://www.gmch.gov.in/node/6443 http://gmch.gov.in/sites/default/files/documents/a7.pdf Helpline Numbers: http://gmch.gov.in/public-forum/helplines OPD/Lab Schedule: http://gmch.gov.in/opdlab-schedule Disability : http://gmch.gov.in/hospital-services/disability-cell
	[F No 1/6/2011-IR dt. 15.04.2013]	(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	http://gmch.gov.in/sites/default/files/documents/a7.pdf http://gmch.gov.in/contact-us OPD/Lab Schedule: http://gmch.gov.in/opdlab-schedule
		Public- private partnerships (PPP)	Not Applicable

		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	Not Applicable
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	
		(vii) Information relating to outputs and outcomes	
		(viii) The process of the selection of the private sector party (concessionaire etc.)	
		(ix) All payment made under the PPP project	
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Link http://gmch.gov.in/rti/rti-info-under-section-41c **Patient Awareness :** http://gmch.gov.in/patient-awareness http://gmch.gov.in/covid-19-information-corner NATIONAL DIGITAL HEALTH MISSION http://gmch.gov.in/national-digital-health-mission Right to Service Act http://gmch.gov.in/right-to-service-0
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before	

		formulation of policy	
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	http://gmch.gov.in/
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	**Handbook of GMCH:** http://gmch.gov.in/educational/handbook-of-gmch-2019 **Homecare for COVID-19** **http://gmch.gov.in/sites/default/files/documents/HOMECARE%20FOR%20COVID%20FINAL1.pdf** **Bio Medical Waste:** http://gmch.gov.in/sites/default/files/documents/BMW.pdf http://gmch.gov.in/sites/default/files/documents/AntibioticBook.pdf Laqshya Initiative Drive: http://gmch.gov.in/public-forum/gmch-launches-laqshya-initiative-drive
		(ii) Printed format	
3.5	Whether information manual/ handbook	List of materials available (i) Free of cost	Yes

	available free of cost or not [Section 4(1)(b)]	(ii) At a reasonable cost of the medium	Free

4. E.GOVERNANCE

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	**Handbook of GMCH:** http://gmch.gov.in/educational/handbook-of-gmch-2019 **Bio Medical Waste:** http://gmch.gov.in/sites/default/files/documents/BMW.pdf http://gmch.gov.in/sites/default/files/documents/AntibioticBook.pdf Laqshya Initiative Drive: http://gmch.gov.in/public-forum/gmch-launches-laqshya-initiative-drive
		(ii) Vernacular/ Local Language	English
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	Year 2022
4.3	Information available in electronic form	(i) Details of information available in electronic form	Link GMCH Website http://gmch.gov.in/
		(ii) Name/ title of the document/record/ other information	

	[Section 4(1)(b)(xiv)]	(iii) Location where available	http://gmch.gov.in/sites/default/files/documents/a14.pdf
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty (ii) Details of information made available (iii) Working hours of the facility (iv) Contact person & contact details (Phone, fax email)	Online Patient Registration http://admser.chd.nic.in/gmchjul Online Payment (Lab Test) https://164.100.185.21/test_main.aspx Lab Reports http://www.gmch.gov.in/node/6595 National Digital Health Mission http://gmch.gov.in/national-digital-health-mission Citizens Charter http://gmch.gov.in/public-forum/citizen-charter Hospital Chargeshttp://gmch.gov.in/hospital-services/charges Vacancies http://gmch.gov.in/jobs-and-training Disability Certificate http://gmch.gov.in/hospital-servicesabout-disability/disability-certificate Contacthttp://gmch.gov.in/contact-us http://gmch.gov.in/sites/default/files/documents/a15.pdf
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	Various Committees are constituted to redress of grievances i.e. Sexual Harassment Committee, Anti Ragging Committee, Disciplinary Committee, Public suggestion complaints grievances committee
		(ii) Details of applications received under RTI and information provided	**Quarterly Reports** 2021-22: http://gmch.gov.in/sites/default/files/documents/Qtr_Return_2021-22.pdf 2020-21: http://gmch.gov.in/node/6569/ 2019-20: http://gmch.gov.in/node/5791/ 2018-19: http://gmch.gov.in/node/5790/ 2017-18: http://gmch.gov.in/node/5789/ 2016-17: http://gmch.gov.in/node/6413/

			2015-16: http://gmch.gov.in/node/6412/ 2014-15: http://gmch.gov.in/node/6411/ 2013-14: http://gmch.gov.in/node/6410/ 2012-13: http://gmch.gov.in/node/6409/ 2011-12: http://gmch.gov.in/node/6408/ **Annual Reports** 2021-22: **http://gmch.gov.in/sites/default/files/documents/AR_2021-22.pdf** 2020-21: http://gmch.gov.in/node/6568 2019-20: http://gmch.gov.in/node/6450 2018-19: http://gmch.gov.in/node/6449 2017-18: http://gmch.gov.in/node/6448 2016-17: http://gmch.gov.in/node/6447 2015-16: http://gmch.gov.in/node/6446 2014-15: http://gmch.gov.in/node/6445 2013-14: http://gmch.gov.in/node/6444
		(iii) List of completed schemes/ projects/ Programmes (iv) List of schemes/ projects/ programme underway	Projects:http://gmch.gov.in/sites/default/files/documents/Grants.pdf Implementation of Centrally Sponsored Schemes http://gmch.gov.in/public-forum/implementation-of-centrally-sponsored-schemes
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	http://gmch.gov.in/sites/default/files/documents/a17.pdf
		(vi) Annual Report	**Annual Reports** 2021-22: **http://gmch.gov.in/sites/default/files/documents/AR_2021-22.pdf** 2020-21: http://gmch.gov.in/node/6568 2019-20: http://gmch.gov.in/node/6450 2018-19: http://gmch.gov.in/node/6449 2017-18: http://gmch.gov.in/node/6448 2016-17: http://gmch.gov.in/node/6447 2015-16: http://gmch.gov.in/node/6446

			2014-15: http://gmch.gov.in/node/6445 2013-14: http://gmch.gov.in/node/6444
		(vii) Frequently Asked Question (FAQs)	RTI FAQs https://rtionline.gov.in/faq.php
		(viii) Any other information such as a) Citizen's Charter	http://www.gmch.gov.in/public-forum/citizen-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]	(i) Details of applications received and disposed	**Quarterly Reports** 2021-22: http://gmch.gov.in/sites/default/files/documents/Qtr_Return_2021-22.pdf 2020-21: http://gmch.gov.in/node/6569/ 2019-20: http://gmch.gov.in/node/5791/ 2018-19: http://gmch.gov.in/node/5790/ 2017-18: http://gmch.gov.in/node/5789/ 2016-17: http://gmch.gov.in/node/6413/ 2015-16: http://gmch.gov.in/node/6412/ 2014-15: http://gmch.gov.in/node/6411/ 2013-14: http://gmch.gov.in/node/6410/ 2012-13: http://gmch.gov.in/node/6409/ 2011-12: http://gmch.gov.in/node/6408/ **Annual Reports** 2021-22: **http://gmch.gov.in/sites/default/files/documents/AR_2021-22.pdf** 2020-21: http://gmch.gov.in/node/6568
		(ii) Details of appeals received and orders issued	

			2019-20: http://gmch.gov.in/node/6450 2018-19: http://gmch.gov.in/node/6449 2017-18: http://gmch.gov.in/node/6448 2016-17: http://gmch.gov.in/node/6447 2015-16: http://gmch.gov.in/node/6446 2014-15: http://gmch.gov.in/node/6445 2013-14: http://gmch.gov.in/node/6444
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	http://www.gmch.gov.in/rti/rti-info-under-section-41d2

5. INFORMATION AS MAY BE PRESCRIBED

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
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]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	(a) http://www.gmch.gov.in/node/5766/ http://www.gmch.gov.in/sites/default/files/documents/CurrentCPIO.pdf (b) http://www.gmch.gov.in/node/5767/ http://www.gmch.gov.in/sites/default/files/documents/Datewise_CPIO.pdf
		(ii) Details of third party audit of voluntary disclosure	a) Third Party Audit of GMCH-32 is carried out by the Mahatma Gandhi State

		(a) Dates of audit carried out (b) Report of the audit carried out	Institute of Public Administration, Punjab b)http://gmch.gov.in/sites/default/files/documents/Trans_Report_2019_20.pdf
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	http://gmch.gov.in/rtiauthorities-under-rti/nodal-officer-rti-cell http://gmch.gov.in/rtiauthorities-under-rti/datewise-order-of-nodal-officer
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	(a) 07.11.2016, 05.11.2018, (b) http://www.gmch.gov.in/sites/default/files/documents/a8.pdf
		(v) 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	(a) 12.03.2021 (b) http://www.gmch.gov.in/node/5766/ http://www.gmch.gov.in/sites/default/files/documents/CurrentCPIO.pdf

6. INFORMATION DISCLOSED ON OWN INITIATIVE

S.No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain		http://gmch.gov.in/sitemap http://gmch.gov.in/public-forum/helplines/

	information		
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, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Yes http://www.gmch.gov.in/sites/default/files/documents/Security%2019_0.pdf

Sitemap of GMCH website http://www.gmch.gov.in/sitemap