

No. Z.17025/18/2005- O&M (RTI)
Government of India
Directorate General of Health Services
(RTI Section)

Dated the 5th January, 2006
Nirman Bhawan, New Delhi.

OFFICE MEMORANDUM

Sub: Right to Information Act 2005 – procedures to be adopted.

Under the Right to Information Act 2005, members of the public are entitled to seek information from the Government Department after making the necessary payments in cash or through a DD in the name of the Accounts Officer. To improve the services available to the members of the public and for guidance of the various CPIOs, the following procedure for receipt and response to the queries received under the Act is put in place.

The SO (RTI) is designated as the Nodal Officer for Dte. G.H.S. under the RTI Act and is available in Room Number 649 A Wing, on phone PABX No.2797.

The queries received under the RTI Act can be received in three ways, each of which is described below :

- a). The queries under the RTI Act which are directly received by the concerned CPIO

Such queries should be directly processed by the concerned CPIO as per the provisions of the Act. A diary / cash book should be got maintained by all the CPIOs and the cash/DD should be entered in the same and deposited in the Government accounts through the Cash Section on the same day. A weekly report intimating the status of pendency (in the format enclosed as Annexure) in this regard may be sent to the RTI Section

- b). The queries under the RTI Act which are received by post in the C.R.I Section

The C.R. Section should enter the queries in a separate register and forward the same to the concerned CPIO along with the payment appended to the query. In case the identity of the concerned CPIO/ Division cannot be clearly made out from the reading of the query, the same should be forwarded to the Nodal Officer designated under the RTI Act in the RTI Section for clarification. All queries under the Act may be forwarded in this

RIGHT TO INFORMATION ACT 2005**WEEKLY REPORT FOR THE WEEK ENDING :**

1	Total Number of queries received from the public till Friday of the preceding week	
2	Total Number of queries received on transfer from other CPIOs till Friday of the preceding week	
3	Total Number of queries disposed of till Friday of the preceding week	
4	Total Number of queries transferred to other CPIOs till Friday of the preceding week	
5	Total Number of queries pending as on Friday of the preceding week	

Note : The total number should tally with the serial number in the register maintained for the queries.

The queries received on transfer from other CPIOs should be counted as a fresh query and entered in the register

The queries transferred to other CPIO should be counted as disposed of.

The queries which are partially transferred to other CPIOs should continue to be shown as pending

Pl. Jeeva
Sh. Jeeva Singh
19/1/06

Sh. Jeeva Singh

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Directorate General of Health Services
(RTI Section)

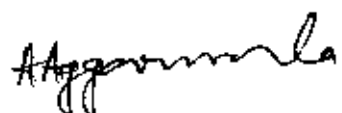
Dated the 16th January, 2006
Nirman Bhawan, New Delhi.

OFFICE MEMORANDUM

Sub:- Right to Information Act, 2005-Procedures to be adopted.


In continuation of the O.M. of even number dated 5th January, 2006 on the subject mentioned above, it is clarified that the drafts for application fee to be charged under the RTI Act, 2005 for the information to be provided by the CPIOs of Directorate General of Health Services whose accounts are maintained by Pay & Accounts Office, DGHS are to be made in favour of PAO DGHS.

Cash as well as draft received is to be deposited with the Cash Section, DGHS in the Head of Account- RAT-0210- Medical and Public Health, 800- Other Receipts for RTI Act, 2005 under intimation to RTI Section.


(Ajay Aggarwala)
Director (A&V)

1. All CPIOs in the DGHS.
2. All Sections/Desks/Cells in the DGHS.
3. Pay and Accounts Office, DGHS.
4. Cash Section, DGHS

19/1/06


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| 5 | M.S.O (R.C.Pm) |
| 6 | N.M.L |
| 7 | C.H.E.B |

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19/1/06