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**MANUAL-17**

**INFORMATION OF NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL**

- Dr Seema Rai is the M.S./H.O.D. / PRINCIPAL / FIRST APPELLATE AUTHORITY NHMC & H
- Dr Mohit Mathur - DMS/ NHMC & H
- Dr. Bipin Jethani - H.O.O., NHMC & H
- Dr. Rakesh Thakkar - P.I.O, NHMC&H
- Dr. Chander Mohan- A.P.I.O, NHMC&H
- All Indian Postal Order for RTI applications should be addressed to DDO, NHMC&H, Delhi.

**Timing of OPD Registration :**

Weekdays (Monday to Friday)-8.45 am to 3.00 P.M

Saturday - 8.45 am to 12.30 pm

Sunday-8.45 am to 12.30 p.m

- **OPD Timings:**

Weekdays (Monday to Friday)-9.00 am to 4.00 P.M

Saturday: 9.00 am to 1.00 p.m

Sunday : 9.00 am to 1.00 p.m

Covid Testing Center(CTC) Timings 9.00 A.M to 1.00 P.M

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## FREQUENTLY ASKED QUESTIONS (FAQs) ON RTI ACT

**Q 1: What is information under RTI Act?**

Information is any material in any form. It includes records, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form. It also includes information relating to any private body which can be accessed by the public authority under any law for the time being in force.

**Q 2: What is a Public Authority?**

A "public authority" is any authority or body or institution of self government established or constituted by or under the Constitution; or by any other law made by the Parliament or a State Legislature; or by notification issued or order made by the appropriate Government. It also includes the bodies owned, controlled or substantially financed and non-Government organisations substantially financed directly or indirectly by funds provided by the appropriate Government.

**Q 3: What is a Central Public Information Officer?**

Public authority must designate some of its Officers as 'Central Public Information Officer (CPIO)' under section (5) of the RTI Act and the CPIO shall deal with the requests received from persons seeking information and render reasonable assistance to the persons seeking such information under purview of this Act.

**Q 4: What does record mean under RTI Act?**

Record under RTI Act includes: (a) any document, manuscript and file; (b) any microfilm, microfiche and facsimile copy of a document; (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and (d) any other material produced by a computer or any other device;

**Q 5: What is the Fee for the BPL applicant for Seeking Information?**

If the applicant belongs to below poverty line (BPL) category, he/she is not required to pay any fee under this Act. However, the applicant should submit a proof in support of his/her claim to belong to the below poverty line as defined by appropriate Government.

**Q 6: Is there any specific Format of Application?**

There is no prescribed format of application for seeking information and the applicant shall only make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed to. The application can be made on plain paper along with a requisite as mentioned above. The application should, however, have the name and complete postal address of the applicant.

**Q 7: Is it required to give any reason for seeking information?**

The information seeker is not required to give reasons for seeking information.

**Q 8: Is there any provision for exemption from Disclosure of information?**

Sub-section (1) of section (8) and section (9) of the Act enumerate the types of information which are exempted from disclosure. Sub-section (2) of section (8), however, provides that information exempted under sub-section (8) (1) or exempted under the Official Secrets Act, 1923 can be disclosed, if public interest in disclosure overweighs the harm to the protected interest.

**Q 9: What is the Time Period for Supply of Information?**

In normal course, the information to an applicant shall be supplied within 30 days from the receipt

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of their application by the public authority (Section 7 of RTI Act). If information sought concerns the life or liberty of a person, it shall be supplied within 48 hours. In case the application is sent through the Assistant Public Information Officer or it is sent to a wrong public authority, five days shall be added to the period of thirty days or 48 hours, as the case may be.

**Q.10:** Is there any provision of Appeal under the RTI Act?  
If CPIO doesn't supply information within the prescribed time of 30 days or 48 hours, as the case may be, or the applicant is not satisfied with the information furnished, the applicant may prefer an appeal to the First Appellate Authority (FAA) who is Senior in rank to the Central Public Information Officer (CPIO). Such appeal should be filed within a period of 30 days from the date on which the limit of 30 days of supply of information is expired or from the date on which the information or decision of the Central Public Information Officer is received. The appellate authority of the public authority shall dispose of the appeal within a period of 30 days from the date of receiving such request or in exceptional cases within 45 days of the receipt of the appeal.

**Q.11:** Is there any scope for second appeal under the RTI Act?  
If the First Appellate Authority fails to pass an order on the appeal within the prescribed period or if the appellants not satisfied with the order of the First Appellate Authority, the applicant may prefer a second appeal with the Central Information Commission (CIC) within 90 days from the date on which the decision should have been made by the First Appellate Authority or was actually received by the appellant.

**Q.12:** What is Third Party Information?  
Third party in relation to the Act means a person other than the citizen who has made request for the information. The definition of third party includes a public authority other than the public authority to whom the request has been made and shall disposed/treated as per section (11) and other provisions of RTI Act.

**Q.13:** What if CPIO receives other Public Authority RTI requests wrongly?  
Under Section (6) (3) of the RTI Act, where an application is made to a public authority requesting for information: (i) which is held by another public authority; or (ii) the subject matter of which is more closely connected with the functions of another public authority; the public authority, to which such application is made, shall transfer the application or such part of it as may be appropriate to that other public authority and inform the applicant immediately about such transfer.


**Q.14:** What is the Method of Seeking Information?  
Any person who desire to obtain information under this Act should make an application to the Central Public Information Officer (CPIO) of the concerned public authority in writing in English or Hindi or in the official language of the area in which the application is made. The application should be precise and specific. The applicant should make appropriate payment of Rs.10/- as mentioned above as application fee under RTI Act at the time of submitting the application in the prescribed Performa of that public authority if any.

**Q.15:** When was RTI Act came into existence?  
This Act was enacted on 15th June, 2005 and came into force on 12th October, 2005.

RTI Annual Report ( APRIL,2023- MARCH,2024)

	Opening Balance	No of Application received as transferred from other PA's	Received during quarter+ cases transferred	No of cases Transferred to other PA's	Decision where Request/App eal Pending	Request/ Appeal accepted
Request	1	03	11	-	0	12
Appeal	0	-	1	-	-	01

Registration fee Collected	Additional fee Collected	Penalty	No of Cases where disciplinary action taken
70	782/-	-	-

  
 ((Prof. Dr. Rakesh Thakkar )  
 PIO/NHMC & Hospital

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## Monthly Report -2023

Status Of RTI Application And Appeals Of Nehru Homoeopathic Medical College And Hospital						
Month & Year	Opening Balance as on beginning of Month	No.Of Application Received as transferred from Other PAs u/s 6(3)	Received During the Month (Including case transferred to Other PAs)	No. Of Cases transferred to Other PAs u/s 6(3)	Decisions where requests/appeals rejected	Decisions where requests/appeals Accepted
Year 2023						
Jan-2023 Application	0	1	0	0	0	1
Appeals	0	0	0	0	0	0
Feb-2023 Application	0	0	1	0	0	1
Appeals	0	0	0	0	0	0
Mar-2023 Application	0	1	0	0	0	0
Appeals	0	0	0	0	0	0
April-2023 Application	1	1	2	0	1	2
Appeals	0	0	0	0	0	0
May-2023 Application	1	1	0	1	0	1
Appeals	0	0	1	0	0	0
Jun-2023 Application	1	1	0	0	0	2
Appeals	1	0	0	0	0	0
July-2023	0	0	0	0	0	0
Appeals	1	0	0	0	0	0
August	0	2	0	0	0	1
Appeal	1	0	0	0	0	1
Sept-2023	0	0	0	0	0	0
Appeals	0	0	0	0	0	0
Oct-2023	0	0	0	0	0	1
Appeals	0	0	0	0	0	0
Nov-2023	1	1	1	0	0	2
Appeals	0	0	0	0	0	0
Dec-2023	1	0	0	0	0	0
Appeals	0	0	0	0	0	0

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## Self appraisal report by Public Authority

Year:\*

2019-2020



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### Organisation and FunctionYear(2023-24)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>1.1</b>	<b>Particulars of its organisation, functions and duties[Section 4(1)(b)(i)]</b>				
1.1.1	Name and address of the Organization	1.28	Fully Met	1.28	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.1.2	Head of the organization	1.28	Fully Met	1.28	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.1.3	Vision, Mission and Key objectives	1.28	Fully Met	1.28	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.1.4	Function and duties	1.28	Fully Met	1.28	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.1.5	Organization Chart	1.28	Fully Met	1.28	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.1.6	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	1.28	Fully Met	1.28	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.2</b>	<b>Power and duties of its officers and employees[Section 4(1) (b)(ii)]</b>				
1.2.1	Powers and duties of officers (administrative, financial and judicial)	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.2.2	Power and duties of other employees	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.2.3	Rules/ orders under which powers and duty are derived and	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.2.4	Exercised	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.2.5	Work allocation	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.3</b>	<b>Procedure followed in decision making process [Section 4(1)(b)(iii)]</b>				
1.3.1	Process of decision making Identify key decision making points	1.54	Partially Met	0.77	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.3.2	Final decision making authority	1.54	Partially Met	0.77	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.3.3	Related provisions, acts, rules etc.	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.3.4	Time limit for taking a decisions, if any	1.54	Partially Met	0.77	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.3.5	Channel of supervision and accountability	1.54	Partially Met	0.77	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.4</b>	<b>Norms for discharge of functions[Section 4(1)(b)(iv)]</b>				
1.4.1	Nature of functions/ services offered	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.4.2	Norms/ standards for functions/ service delivery	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.4.3	Process by which these services can be accessed	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.4.4	Time-limit for achieving the targets	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.4.5	Process of redress of grievances	1.54	Fully Met	1.54	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.5</b>	<b>Rules, regulations, instructions manual and records for discharging functions[Section 4(1)(b)(v)]</b>				
1.5.1	Title and nature of the record/ manual /instruction.	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.5.2	List of Rules, regulations, instructions manuals and records.	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.5.3	Acts/ Rules manuals etc.	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.5.4	Transfer policy and transfer orders	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.6</b>	<b>Categories of documents held by the authority under its control[Section 4(1)(b) (vi)]</b>				
1.6.1	Categories of documents	3.85	Fully Met	3.85	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.6.2	Custodian of documents/categories	3.85	Fully Met	3.85	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.7</b>	<b>Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]</b>				
1.7.1	Name of Boards, Council, Committee etc.	0.96	Fully Met	0.96	<a href="https://www.delhihomeboard.in/">https://www.delhihomeboard.in/</a>
1.7.2	Composition	0.96	Fully Met	0.96	<a href="https://www.delhihomeboard.in/">https://www.delhihomeboard.in/</a>
1.7.3	Dates from which constituted	0.96	Fully Met	0.96	<a href="https://www.delhihomeboard.in/">https://www.delhihomeboard.in/</a>



Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.7.4	Term/ Tenure	0.96	Fully Met	0.96	<a href="https://www.delhihomeoboard.in/">https://www.delhihomeoboard.in/</a>
1.7.5	Powers and functions	0.96	Fully Met	0.96	<a href="https://www.delhihomeoboard.in/">https://www.delhihomeoboard.in/</a>
1.7.6	Whether their meetings are open to the public?	0	Not Applicable	0	
1.7.7	Whether the minutes of the meetings are open to the public?	0	Not Applicable	0	
1.7.8	Place where the minutes if open to the public are available?	0	Not Applicable	0	
<b>1.8</b>	<b>Directory of officers and employees[Section 4(1) (b) (ix)]</b>				
1.8.1	Name and designation	3.85	Fully Met	3.85	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.8.2	Telephone , fax and email ID	3.85	Fully Met	3.85	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.9</b>	<b>Monthly Remuneration received by officers &amp; employees including system of compensation[Section 4(1) (b) (x)]</b>				
1.9.1	List of employees with Gross monthly remuneration	3.85	Fully Met	3.85	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.9.2	System of compensation as provided in its regulations	0	Not Applicable	0	
<b>1.10</b>	<b>Name, designation and other particulars of public information officers[Section 4(1) (b) (xvi)]</b>				
1.10.1	Name and designation of the public information officer (PIO), Assistant Public Information officer (APIO) & Appellate Authority	3.85	Fully Met	3.85	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.10.2	Address, telephone numbers and email ID of each designated official.	3.85	Fully Met	3.85	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.11</b>	<b>No. Of employees against whom Disciplinary action has been proposed/ taken(Section 4(2))</b>				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
1.11.1	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings	3.85	Fully Met	3.85	1 case to be decided by competent authority
1.11.2	(ii) Finalised for Minor penalty or major penalty proceedings	0	Not Applicable	0	
<b>1.12</b>	<b>Programmes to advance understanding of RTI(Section 26)</b>				
1.12.1	Educational programmes	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.12.2	Efforts to encourage public authority to participate in these programmes	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.12.3	Training of CPIO/APIO	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
1.12.4	Update & publish guidelines on RTI by the Public Authorities concerned	1.92	Fully Met	1.92	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>1.13</b>	<b>Transfer policy and transfer orders[F No. 1/6/2011- IR dt. 15.4.2013]</b>				
1.13.1	Transfer Policy And Transfer Orders[F No. 1/6/2011- IR Dt. 15.4.2013]	7.69	Fully Met	7.69	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
<b>Total</b>		<b>89</b>		<b>86</b>	
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**Self appraisal report by Public Authority**

Year:\*

2019-2020



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**Budget and Programme Year(2023-24)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>2.1</b>	<b>Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc.[Section 4(1)(b)(xi)]</b>				
2.1.1	Total Budget for the public authority	10	Fully Met	10.00	<a href="https://nhmc.delhi.gov.in/rti/manual">https://nhmc.delhi.gov.in/rti/manual</a>
2.1.2	Budget for each agency and plan & programmes	10	Fully Met	10.00	<a href="https://nhmc.delhi.gov.in/rti/manual">https://nhmc.delhi.gov.in/rti/manual</a>
2.1.3	Proposed expenditures	10	Fully Met	10.00	<a href="https://nhmc.delhi.gov.in/rti/manual">https://nhmc.delhi.gov.in/rti/manual</a>
2.1.4	Revised budget for each agency, if any	10	Fully Met	10.00	<a href="https://nhmc.delhi.gov.in/rti/manual">https://nhmc.delhi.gov.in/rti/manual</a>
2.1.5	Report on disbursements made and place where the related reports are available	10	Fully Met	10.00	<a href="https://nhmc.delhi.gov.in/rti/manual">https://nhmc.delhi.gov.in/rti/manual</a>
<b>2.2</b>	<b>Foreign and domestic tours(F.No. 1/8/2012- IR dt. 11.9.2012)</b>				
2.2.1	Budget	0	Not Applicable	0	
2.2.2	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	0	Not Applicable	0	
2.2.3	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 –	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
	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.				
<b>2.3</b>	<b>Manner of execution of subsidy programme [Section 4(i)(b)(xii)]</b>				
2.3.1	Name of the programme of activity	0	Not Applicable	0	
2.3.2	Objective of the programme	0	Not Applicable	0	
2.3.3	Procedure to avail benefits	0	Not Applicable	0	
2.3.4	Duration of the programme/ scheme	0	Not Applicable	0	
2.3.5	Physical and financial targets of the programme	0	Not Applicable	0	
2.3.6	Nature/ scale of subsidy /amount allotted	0	Not Applicable	0	
2.3.7	Eligibility criteria for grant of subsidy	0	Not Applicable	0	
2.3.8	Details of beneficiaries of subsidy programme (number, profile etc)	0	Not Applicable	0	
<b>2.4</b>	<b>Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]</b>				
2.4.1	Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	0	Not Applicable	0	
2.4.2	Annual accounts of all legal entities who are provided grants by public authorities	0	Not Applicable	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>2.5</b>	<b>Particulars of recipients of concessions, permits of authorizations granted by the public authority[Section 4(1) (b) (xiii)]</b>				
2.5.1	Concessions, permits or authorizations granted by public authority <b>Self explanatory including outsourcing of functions as done.</b>	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
2.5.2	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 authorizations, (d) Date of award of concessions/ permits of authorizations	<input type="text" value="0"/>	Not Applicable	<input type="text" value="0"/>	
<b>2.6</b>	<b>CAG &amp; PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]</b>				
2.6.1	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	<input type="text" value="50"/>	Fully Met	<input type="text" value="50.00"/>	<a href="https://nhmc.delhi.gov.in/rti/manual">https://nhmc.delhi.gov.in/rti/manual</a>
<b>Total</b>		<b>100</b>		<b>100</b>	
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**self appraisal report by Public Authority**

Year:\*

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**Publicity Band Public interfaceYear(2023-24)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>3.1</b>	<b>Particulars for any arrangement for consultation with or representation by the members of the public in relation to formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]</b>				
3.1.1	Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	0	Not Applicable	0	
3.1.2	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	0	Not Applicable	0	
3.1.3	Public- private partnerships (PPP)- Details of Special Purpose Vehicle (SPV), if any	0	Not Applicable	0	
3.1.4	Public- private partnerships (PPP)- Detailed project reports (DPRs)	0	Not Applicable	0	
3.1.5	Public- private partnerships (PPP)- Concession agreements.	0	Not Applicable	0	
3.1.6	Public- private partnerships (PPP)- Operation and maintenance manuals	0	Not Applicable	0	
3.1.7	Public- private partnerships (PPP) - Other documents generated as part of the	0	Not	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
	implementation of the PPP		Applicable		
3.1.8	Public- private partnerships (PPP) - Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	0	Not Applicable	0	
3.1.9	Public- private partnerships (PPP) -Information relating to outputs and outcomes	0	Not Applicable	0	
3.1.10	Public- private partnerships (PPP) - The process of the selection of the private sector party (concessionaire etc.)	0	Not Applicable	0	
3.1.11	Public- private partnerships (PPP) - All payment made under the PPP project	0	Not Applicable	0	
<b>3.2</b>	<b>Are the details of policies / decisions, which affect public, informed to them[Section 4(1) (c)]</b>				
3.2.1	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Policy decisions/ legislations taken in the previous one year	0	Not Applicable	0	
3.2.2	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive - Outline the Public consultation process	0	Not Applicable	0	
3.2.3	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive- Outline the arrangement for consultation before formulation of policy	0	Not Applicable	0	
<b>3.3</b>	<b>Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]</b>				
3.3.1	Use of the most effective means of communication - Internet (website)	50	Fully Met	50.00	<a href="https://nhmc.delhi.gov.in/rti/manual">https://nhmc.delhi.gov.in/rti/manual</a>

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>3.4</b>	<b>Form of accessibility of information manual/ handbook[Section 4(1)(b)]</b>				
3.4.1	Information manual/handbook available in Electronic format	25	Fully Met	25.00	https://nhmc.delhi.gov.in/rti/manual
3.4.2	Information manual/handbook available in Printed format	25	Partially Met	12.50	https://nhmc.delhi.gov.in/rti/manual
<b>3.5</b>	<b>Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]</b>				
3.5.1	List of materials available Free of cost	0	Not Applicable	0	
3.5.2	List of materials available At a reasonable cost of the medium	0	Not Applicable	0	
<b>Total</b>		<b>100</b>		<b>88</b>	

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### E-GovernanceYear(2023-24)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>4.1</b>	<b>Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]</b>				
4.1.1	English	14.29	Not Met	0	
4.1.2	Vernacular/ Local Language	14.29	Not Met	0	
<b>4.2</b>	<b>When was the information Manual/Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]</b>				
4.2.1	Last date of Annual updation	28.57	Not Met	0	
<b>4.3</b>	<b>Information available in electronic form[Section 4(1)(b)(xiv)]</b>				

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.3.1	Details of information available in electronic form	9.52	Fully Met	9.52	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
4.3.2	Name/ title of the document/record/ other information	9.52	Fully Met	9.52	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
4.3.3	Location where available	9.52	Fully Met	9.52	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
<b>4.4</b>	<b>Particulars of facilities available to citizen for obtaining information[Section 4(1)(b)(xv)]</b>				
4.4.1	Name & location of the faculty	7.14	Fully Met	7.14	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
4.4.2	Details of information made available	7.14	Fully Met	7.14	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
4.4.3	Working hours of the facility	7.14	Fully Met	7.14	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
4.4.4	Contact person & contact details (Phone, fax email)	7.14	Fully Met	7.14	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
<b>4.5</b>	<b>Such other information as may be prescribed under Section 4(i) (b)(xvii)</b>				
4.5.1	Grievance redressal mechanism	3.57	Fully Met	3.57	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
4.5.2	Details of applications received under RTI and information provided	0	Not Applicable	0	
4.5.3	List of completed schemes/ projects/ Programmes	0	Not Applicable	0	
4.5.4	List of schemes/ projects/ programme underway	0	Not Applicable	0	
4.5.5	Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	0	Not Applicable	0	
4.5.6	Annual Report	3.57	Fully Met	3.57	<a href="https://nhmc.delhi">https://nhmc.delhi</a>
4.5.7	Frequently Asked Question (FAQs)	3.57	Not Met	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
4.5.8	Any other information such as - (a) Citizen's Charter, (b) Result Framework Document (RFD), (c) Six monthly reports on the , (d) Performance against the benchmarks set in the Citizen's Charter	3.57	Fully Met	3.57	<a href="https://nhmc.delhi.gov.in/sites/default/files/2023-03/citize_charter.pdf">https://nhmc.delhi.gov.in/sites/default/files/2023-03/citize_charter.pdf</a>
<b>4.6</b>	<b>Receipt &amp; Disposal of RTI applications &amp; appeals [F.No 1/6/2011-IR dt. 15.04.2013]</b>				
4.6.1	Details of applications received and disposed	14.29	Fully Met	14.29	<a href="https://nhmc.delhi.gov.in/sites/default/files/2023-07/monthly_quarterly_report_0.pdf">https://nhmc.delhi.gov.in/sites/default/files/2023-07/monthly_quarterly_report_0.pdf</a>
4.6.2	Details of appeals received and orders issued	14.29	Fully Met	14.29	<a href="https://nhmc.delhi.gov.in/sites/default/files/2023-07/monthly_quarterly_report_0.pdf">https://nhmc.delhi.gov.in/sites/default/files/2023-07/monthly_quarterly_report_0.pdf</a>
<b>4.7</b>	<b>Replies to questions asked in the parliament[Section 4(1)(d)(2)]</b>				
4.7.1	Details of questions asked and replies given	28.57	Fully Met	28.57	Reply on time
<b>Total</b>		<b>186</b>		<b>125</b>	

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**Information as may be prescribedYear(2023-24)**

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>5.1</b>	<b>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]</b>				
5.1.1	Name & details of - (a) Current CPIOs & FAAs, (b) Earlier CPIO & FAAs from 1.1.2015	20	Fully Met	20.00	<a href="https://nhmc.delhi.gov.in/rti/rti-manual">https://nhmc.delhi.gov.in/rti/rti-manual</a>
5.1.2	Details of third party audit of voluntary disclosure -(a) Dates of audit carried out , (b) Report of the audit carried out	20	Fully Met	20.00	<a href="https://nhmc.delhi.gov.in/audit%20done">https://nhmc.delhi.gov.in/audit done</a> ( <a href="https://dsscic.nic.in/question/audit-report?year=2023">https://dsscic.nic.in/question/audit-report?year=2023</a> )
5.1.3	Appointment of Nodal Officers not below the rank of Joint	0	Not	0	

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
	Secretary/ Additional HoD - (a) Date of appointment , (b) Name & Designation of the officers		Applicable		
5.1.4	Consultancy committee of key stake holders for advice on suo-motu disclosure - (a) Dates from which constituted, (b) Name & Designation of the officers	0	Not Applicable	0	
5.1.5	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	0	Not Applicable	0	
<b>Total</b>		<b>40</b>		<b>40</b>	

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#### Information Disclosed on own InitiativeYear(2023-24)

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
<b>6.1</b>	<b>Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information</b>				
6.1.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain informationPercentage of total profile activities which is disseminated in public domain. Time target to accomplish the remaining activities.	25	Partially Met	12.50	<a href="https://dsscic.nic.in/question/audit-report?year=2023">https://dsscic.nic.in/question/audit-report?year=2023</a>

Sr. No	Details of disclosure	Total Marks	Selected Category by PA	Marks Obtained by PA	Remarks by PA
6.2	<b>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, Publ</b>				
6.2.1	Whether STQC certification obtained and its validity	12.5	Fully Met	12.50	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
6.2.2	Does the website show the certificate on the Website?	12.5	Fully Met	12.50	<a href="https://nhmc.delhi.gov.in/">https://nhmc.delhi.gov.in/</a>
<b>Total</b>		<b>50</b>		<b>38</b>	
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