

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI-29.

No.F.35-17/2005/RTI -Estt.I

Dated the: 7 Jul 2010

OFFICE MEMORANDUM

Subject:- Designation of Appellate Authority, Central Public Information Officer & Central Assistant Public Information Officer under Right to Information Act, 2005 at the AIIMS.

In supersession of the Office Memorandum of even number dated 03.06.2006, 09.06.2009, 22.06.2009 and 03.07.2009 on the subject cited above, the Director in exercise of the power conferred by Section 5 of the Right to Information Act, 2005; has been pleased to designate the faculty/officers as "Central Public Information Officer", Central Assistant Public Information Officer" and the "Appellate Authority" for performing to look after the work under RTI Act 2005 in respect of areas assigned to them as per details given below with immediate effect:-

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
1.	Dr. R.P.Centre	Dr. R.V. Azad, Professor of Ophthalmology.	Sr. A. O./A.O.	Dr. Supriyo Ghose Prof. & Chief, R. P. Centre
2.	Dr. BRA-IRCH	Dr. P. K. Julka, Professor of Radiotherapy.	A.O/AAO	Dr. G. K. Rath, Prof. & Head Deptt. of Radiotherapy & Chief Dr. BRAIRCH
3.	C. T. Centre	Dr. Sandeep Chauhan, Professor of Cardiac – Anaesthesia	Sh. Shyam Lal, Asstt. Admn. Officer (C.N. Centre)	Dr. Balram Airan Chief of CTVS
4.	N. S. Centre	Dr. N. K.Mishra, Professor & HOD of Neuro-Radiology.	Sh. Shyam Lal, Asstt. Admn. Officer (C.N. Centre)	Dr. H. H. Dash Chief, Neuro Science Centre
5.	NDDTC & Deptt. of Psychiatry	Dr. Raka Jain, Professor of Chemistry, N.D.D.T.C.	Sh. Udai Singh, Asstt. Admn. Officer (NDDTC)	Dr. Rajat Ray HOD of Psychiatry & Chief of NDDTC
6.	C.D.E.R.	Dr. O.P. Kharbanda, Professor of Dental Surgery.	Sh. K. K. Vaid, Sr. Admn. Officer (CDER)	Dr. Naseem Shah Chief of CDER

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
7.	J.P.N.A. Trauma Centre	Dr. Sanjeev Lalwani, Assistant Professor of Forensic Medicine (JPNATC)	Sh. Raja Velu Simon Admn. Officer (JPNATC)	Dr. M. C. Misra Chief of J.P.N.A. Trauma Centre
8.	Anatomy	Dr. Shashi Wadhwa, Professor of Anatomy	Dr. Ritu Sehgal, Associate Professor of Anatomy	Dr. Rani Kumar HOD (Anatomy) & Dean
9.	Biophysics	Dr. Krishna Dalal Associate Professor & Head (Biophysics)	Dr. Sharmistha Dey, Sr. Scientific Officer, (Biophysics)	
10.	Biostatistics	Dr. S. N. Dwivdei, Additional Professor of Biostatistics	Dr. V. Sreenivas, Associate Professor of Biostatistics	
11.	Biotechnology	Dr. J. S. Tyagi, Professor of Biotechnology	Dr. Anushree Gupta, Assistant Professor (Biotechnology)	
12.	Physiology	Dr. Rashimi Mathur, Professor of Physiology.	Dr. Anjana Talwar Associate Professor of Physiology.	
13.	Pharmacology	Dr. V. L. Kumar, Professor of Pharmacology	Dr. K.H. Reeta, Assistant Professor of Pharmacology	Dr. J. C. Samantaray HOD (Microbiology)
14.	Biochemistry	Dr. D. N. Rao, Professor of Biochemistry	Dr. N.C.Chandra, Assistant Professor of Biochemistry(adhoc)	
15.	Microbiology	Dr. Shobha Broor, Professor of Microbiology.	Dr. U.B. Singh, Assistant Professor of Microbiology.	
16.	College of Nursing	Dr. Manju Vatsa Principal, College of Nursing	Ms. Kamlesh K. Sharma, Lecturer, College of Nursing.	
17.	Reproductive Biology	Dr. Anand Kumar, Professor & Head Deptt. of Reproductive Biology	Dr. P.K.Chaturvedi, Associate Professor of Reproductive Biology	

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
18.	Pathology	Dr. Chitra Sarkar, Professor of Pathology (NSC)	Dr. Sandeep R. Mathur, Assistant Professor of Pathology	Dr. T. D. Dogra HOD, (Forensic Medicine)
19.	Laboratory Medicine	Dr. A. K. Mukhopadhyay, Professor & Head (Laboratory Medicine)	Dr. Subhadra Sharma, Associate Professor of Laboratory Medicine (Haematology)	
20.	N. M. R.	Dr. Rama Jayasunder, Associate Professor of N.M.R.	Dr. S.S. Kumaran, Assistant Professor of N.M.R.	
21.	Nuclear Medicine	Dr. A. Malhotra Professor & Head Deptt. of Nuclear Medicine	Dr. Rakesh Kumar, Associate Professor Deptt. of Nuclear Medicine	
22.	Forensic Medicine	Dr. O.P. Murty, Additional Professor of Forensic Medicine	Dr. Millo Tabin, Associate Professor of Forensic Medicine	
23.	Transfusion Medicine (Blood Bank)Main Hosp.	Dr. Kabita Chatterjee, Assistant Professor of Transfusion Medicine	Dr. Poonam Coshic, B.T. O., Deptt. of Transfusion Medicine.	Dr. P. P. Kotwal HOD, (Orthopaedics)
24.	Emergency Medicine & Casualty	Dr. Praveen Agarwal , Professor-In-Charge Emergency & Casualty Services	Dr. L.R. Murmu, Professor of Emergency Medicine (Surgery)	
25.	Transplant Immunology & Immunogenetics	Dr. D. K. Mitra, Associate Professor, Transplant Immunology & Immunogenetics	Dr. Uma Kanga, Scientist-II Deptt. of Transplant Immunology & Immunogenetics	
26.	Radio-diagnosis	Dr. Arun Kumar Gupta, Professor & Head Deptt. of Radio-diagnosis	Dr. Smriti Hari, Assistant Professor Deptt. of Radio-diagnosis	
27.	Centre for Community Medicine	Dr. C. S. Pandav, Professor & Head Centre for Community Medicine	Dr. Y. R. Kusuma Kumari, Assistant Professor Centre for Community Medicine	

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
28.	Anaesthesiology	Dr. Chandra Iekha Professor & Head (Anaesthesiology)	Dr. Anjolie Chhabra, Assistant Professor (Anaesthesiology)	Dr. M. C. Misra HOD, Surgery & Chief, Trauma Centre (JPNATC)
29.	Derm. & Vene.	Dr. V. K. Sharma Professor & Head (Derm. & Vene.)	Dr. Somesh Gupta, Assistant Professor (Derm. & Vene.)	
30.	Surgical Disciplines	Dr. Arvind Kumar, Professor of Surgical Disciplines	Dr. Anita Dhar, Associate Professor (Surgical Disciplines)	
31.	Physical Med. & Rehabilitation	Dr. U. Singh, Professor & Head (P.M.R.)	Dr. Gita Handa, Associate Professor (P.M.R.)	
32.	Haematology	Dr. Renu Saksena, Professor & Head (Haematology)	Dr. P. C. Mishra, Assistant Professor (Cl. Haem.)	
33.	Endo. & Metab.	Dr. A. C. Ammini, Professor & Head Endocrinology & Metabolism	Dr. Viveka P. Jyotsna, Associate Professor (Endo. & Metab.)	Dr. S. K. Acharya HOD, (Gastro. & Human Nutrition)
34.	Paediatric Surgery	Dr. D. K. Gupta, Professor & Head (Paediatric Surgery)	Dr. M. Srinivas, Associate Professor (Paediatric Surgery)	
35.	Nephrology	Dr. Sanjay K. Agarwal, Professor & Head (Nephrology)	Dr. Sandeep Mahajan, Associate Professor (Nephrology)	
36.	Urology	Dr. P. N. Dogra, Professor & Head (Urology)	Dr. Rajiv Kumar, Associate Professor (Urology)	
37.	Gastro. & HNU	Dr. Y. K. Joshi, Professor of (H.N.U.)	Dr. Govind Kumar Makharia, Associate Professor of (H.N.U.)	
38.	G. I. Surg. & Liver. Transplant.	Dr. Sujoy Pal, Assistant Professor (G.I. Surgery & Liver Transplant)	Dr. Nihar Ranjan Das, Assistant Professor (G.I. Surgery & Liver Transplant)	

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
39.	Medicine	Dr. S. K. Sharma, Professor & Head (Medicine)	Dr. Shefali K. Sharma, Assistant Professor (Medicine) JPNATC	Dr. Suneeta Mittal HOD, (Obst. & Gynaecology)
40.	Obst. & Gynaecology	Dr. Alka Kriplani, Professor of Obstetrics & Gynaecology	Dr. Pradeep K. Garg, Assistant Professor of Obstetrics & Gynaecology (Adhoc)	
41.	Orthopaedics	Dr. S. Rastogi, Professor of Orthopaedics	Dr. Vijay Kumar, Assistant Professor of Orthopaedics	
42.	E.N.T.	Dr. S. C. Sharma, Professor & Head (E.N.T.)	Dr. C. Venkata Karthikeyan, Assistant Professor (E.N.T.)	
43.	Paediatrics	Dr. V. K. Paul, Professor & Head (Paediatrics)	Dr. Ramesh K. Aggarwal, Assistant Professor (Paediatrics)	
44.	a) Hospital Admn. b) O/o The Medical Supdt. c) Laundry d) E.H.S. e) Hospital Store f) M. R. Section g) Welfare Office h) Dietetics Deptt. i) Estt. Section (H) j) C.S.S.D. K) O/o C.N.O. L) M.S.S.O. Unit	Dr. S. Satpathy, Additional Professor, Hospital Administration (Dr. BRAIRCH)	Dr. Sanjay K. Arya, Associate Professor (Hospital Admn.) Laundry Manager Dr. Prasanna V. Kumar, Chief Medical Officer & In-charge E.H.S. Sh. S. S. Bhaduria Store Officer (H) Mr. N. K. Sharma, Chief M.R.O Mrs. Preeti Ahluwalia, Welfare Officer Mrs. Alka Mohan Chief Dietician(Actg.) Mr. Kundan Kumar. Administrative Officer (Hosp.) Mrs. Nirmal Kalra Chief Nursing Officer(Actg.) Mr. R. C. Sharma, Chief M.S.S.O.	Dr. D. K. Sharma, Medical Supdt. AIIMS (Hospital)

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
45.	Transport Office & Garage	Sh. V. V. Mishra, Administrative Officer (Transport)	Sh. Manohar Lal, Special Gr. Driver	Dr. U. Singh HOD, (Physical Medicine & Rehabilitation)
46.	Finance & Accounts:-			
	a) Budget & G.P.F. Section	Sh. Sunil Kumar, Financial & Chief Account Officer	Sh. M. J. Razdan, Account Officer	Mrs. Basanti Dalal, Financial Advisor
	b) Cash Section		Sh. S.K. Gupta Account Officer	
	c) Pre- Audit & Pension & Cashier Cell		Sh. Satish Khurana, Account Officer	
	d) Work- Audit & M.S.U.		Sh. Bhoom Singh, Account Officer	
	e) Stores Accounts			
47.	Security	Mr. R. S. Rawat, Security Officer	Mr. Deepak Kumar, Security Officer	Sh. Rajiv Lochan Dy. Chief Security Officer
48.	Engg. Service Department:-			
	a) Civil	Mr. Manjul Rastogi, Executive Engineer (Civil)	Mr. K. K. Thareja, Executive Engineer(A/C)	Mr. B. S. Anand, Superintending Engineer
	b) Electrical			
	c) Horticulture			
	d) Sanitation			
	e) Air-conditioning			
	f) Telephone Exchange			
	g) Divisional Accounts			
	h) Estate Section		Mr. V.V. Mishra, Administrative Officer (Estate)	

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
49.	Establishment Section (DO):-			
	a) Estt. Section-I	Mr. Lalit Kumar, Administrative Officer (Estt.)	Mr. A. K. Sharma, Office Supdt.	Sh. Attar Singh, Chief Administrative Officer, AIIMS
	b) Estt. Section-II		Mrs. Pravesh Sachdeva, Office Supdt. (Acting)	
	c) General Section	Mr. V. V. Mishra, Administrative Officer (General)	Mrs. Sunila Anand, Office Supdt.	
	d) Coord. Section+ RTI Cell	Mr. A. K. Nim, Administrative Officer (Co-ordination)		
	e) ACR/SC & ST Cell			
	f) Hindi Section		Mr. P. S. Tomar, Hindi Officer	
	g) Recruitment Cell	Mr. Ravi Chauhan, Administrative Officer (Rectt.)	Office Supdt.	
	h) Faculty Cell	Mr. Lalit Kumar, Administrative Officer(DO)	Mr. G. R. Pillai, Office Supdt.	
	i) Legal Cell	Mr. Bhagirath Jha, Administrative Officer (Legal)	Mr. J. Chakraborty, Office Supdt.	
50.	Vigilance Cell	Sr. Admn. Officer (V.)	Mr. B. S. Gill, Officer Supdt.	
51.	Examination Section	Dr. A. K. Dinda, Sub-Dean (Exam.)	Mr. B. C. Joshi, Asstt. Controller of Exam.	Dr. K. K. Verma, Prof – In charge , Examination
52.	Academic Section	Dr. Sunil Chumber, Sub-Dean (Acad.)	Mr. V.P. Gupta, Registrar	Dr. Rani Kumar Prof. & Head (Anatomy) & Dean (Academic)
53.	Hostel Section & Gymkhana	Dr. H. N. Mallick, Professor, Deptt. of Physiology	Mr. Ravi Chauhan, Administrative Officer (Rectt.)	Dr. H. H. Dash Chief, Neuro Science Centre

Sr. No.	Name of Department	Name of individual to be designated as Central Public Information Officer CPIO	Name of individual to be designated as Central Assistant Public Information Officer (CAPIO)	Name of Appellate Authority
54.	Central Workshop	Dr. Shashi Kant, Professor of C.C.M. (In-charge C.W.S.)	Shri A. K. Sharma, Sr. Technical Officer	Dr. A. B. Dey, Dean (Research)
55.	B. B. Dixit Library	Dr. Chitra Sarkar, Professor of Pathology Prof. In –charge (B. B. Dixit Library)	Mr. K. P. Singh, Chief Librarian	
56.	CMET	Dr. O. P. Kharbanda, Professor In- charge	Mr. Yogesh Kumar, Educational Media Journalist	
57.	Central Experimental Animal Facility	Dr. D. N. Rao, Officer In-charge (E.A.F.)	Dr. P. K. Yadav, Sr. Veterinary Officer (E.A.F.)	
58.	Research Section	Mr. E. Lakra, Sr. Admn. Officer	Mrs. Krishna Madan, Office Supdt.	
59.	Stores Section(DO)	Mr. K. D. Sharma, Store Officer(DO)	Mr. V. M. S. Gandhi, Store Officer (DO)	
60.	Computer Facility	Dr. P. P. Kotwal, Professor In- charge(Computer Facility)	Mr. S. Kailash, Sr. Analyst (Computer Facility)	

The duties to be performed by the aforesaid designated officers under the RTI Act, 2005 are as under:-

1) APPELLATE AUTHORITY

The Appellate Authority is supposed to consider the 1st appeal when the request for seeking information has been rejected by the Central Public Information Officer.

2) CENTRAL PUBLIC INFORMATION OFFICER

The Central Public Information Officer shall be responsible to deal with the applications received in writing or through electronic means in English or Hindi or any other official language accompanied by the prescribed fee,

for providing information and shall provide such information or reject the application within a period of 30 days from the date of receipt of the request. In case, a request for providing information is rejected by the Public Information Officer, the latter will communicate so to the requester and will also communicate him the particulars of the Appellate Authority in this regard.

3) CENTRAL ASSTT. PUBLIC INFORMATION OFFICER

He is supposed to receive the applications for information or Appeals under this Act for forwarding the same forthwith to the Central Public Information Officer or the Appellate Authority, as the case may be.

Any person, be it employee of the Institute or general public, who desires to obtain any information under the Right to Information Act, shall make a specific request in writing or through electronic means in English or Hindi or in the official language, accompanying prescribed fee of Rs. 10/- to the concerned Public Information Officer specifying the particulars of the information sought and intimate his/her personal details that may be necessary for contacting him/her or communicating the desired information. For further details and any clarification regarding the Right to Information Act, 2005, the aforesaid designated officers may log on to **www.cic.nic.in**.

(ATTAR SINGH)
CHIEF ADMINISTRATIVE OFFICER