

File No. Z. – 17025 / 21 / 2019 – RTI Cell

Government of India

Ministry of Health and Family Welfare
(Directorate General of Health Services)

Room No. 649, 'A' – Wing,
Nirman Bhavan, New Delhi – 110 011.

Dated : 05th May, 2020.

OFFICE MEMORANDUM

Subject: **Suo motu disclosure of Information under Right to Information Act, 2005 – Regarding.**

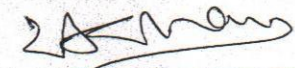
Under Sub-section (2) of Section 4 of Right to Information Act 2005, it has been approved by the Competent Authority to upload following documents on the website of Directorate General of Health Services under "RTI" Head for 'suo-motu' disclosure under Right to Information Act, 2005.

Sr. No	Documents to be uploaded on the website of DteGHS for suo-motu disclosure	Concerned Division / Desk / Unit / Cell in Dte.GHS
1.	Organisational Chart of Directorate General of Health Services	O & M Section
2.	Functions and Duties of Directorate General of Health Services	Administration Division
3.	Subordinate Offices / Institutions / Hospitals etc. under the administrative control of Directorate General of Health Services	O & M Section
4.	Who is Who in the Directorate General of Health Services	Administration Division
5.	Powers and duties of officers and employees of the Directorate General of Health Services	Administration Division
6.	Rules, regulations, instructions, manuals and records, held by Directorate General of Health Services or under its control or used by its employees for discharging its functions	Respective Administrative / Technical Divisions
7.	Information related to Procurement	Procurement Cell.
8.	List of Employees with Gross monthly remuneration.	Admn. / Cash Section
9.	Citizen Charter of Directorate General of Health Services	Administration Division
10.	Boards, Councils Committee and other bodies consisting of two or more persons etc.	Respective Administrative / Technical Divisions

The respective Administrative / Technical Divisions in Directorate General are requested to make available the requisite (**updated as on 07th May, 2020**) documents alongwith duly filled-in prescribed proforma to IT Cell (Room No. 443, A-Wing, Nirman Bhavan) by **07th May, 2020 positively** and ensure themselves that their documents are uploaded under "RTI" Head of website of Directorate General of Health Services by the stipulated date. A copy of the same may also be made available to O&M Section for record. This may please be taken '**on priority**', as audit of the contents under 'suo motu' disclosure is likely to be undertaken by Central Information Commission shortly.

In addition to the above, the respective Administrative / Technical Divisions in Directorate General are also requested to identify the information / documents / material to be made available on the website of the Directorate General of Health Services under "RTI" Head for 'suo motu' disclosure and send a copy of the same alongwith duly filled-in prescribed proforma to the IT Cell for uploading and to O&M Section for record, after taking approval of the Competent Authority.

This issues with the approval of Joint Secretary (SKJ).


(Z. A. Khan)
Deputy Director

*Handed to
13/05/2020
To
IT-cell*

JS (RM) / JS (SKJ) / DDG (O/A) / DDG (P) / DDG (M) / DDG (MH&IH) / DDG (Lep.) / Adviser (PH) / Adviser (NCD) / Director (EMR) / Addl.DDG (PS) / Director (CBHI) / DDG (Store) / Director (NML).

Director (GM) / Director (CSP) / Director (VM).

Deputy Director (SKT) / Deputy Director (SS) / Deputy Director (Admn.) / Deputy Director (AC) / Deputy Director (VP) / Deputy Director (SK) / Deputy Director (ZAK) / Section Officer (RTI / O&M).

Copy for necessary action pl : IT Cell, Room No. 443, Dte.GHS A-Wing, Nirman Bhavan, New Delhi.