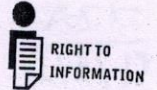


738
22/11/19

RTI Matter/Top Priority/Most Urgent



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND
RESEARCH, PUDUCHERRY - 605 006.
An Institution of National Importance
(Under Ministry of Health & Family Welfare, Government of India)**



**OFFICE OF THE CENTRAL ASSISTANT PUBLIC INFORMATION OFFICER
AND NODAL OFFICER**

No. JIP/CAPIO/RTI/Misc./2019-20

OFFICE MEMORANDUM

Date: 21 NOV 2019

Sub: **Suo Motu/ Proactive disclosure of information under RTI Act, 2005 – Reg.**
Ref.: Note received from the AAO of Administration-I (Recruitment Cell)
No. Admn-I/RTI/21 dated : 15.10.2019

With reference to the subject mentioned above, herewith forwarding a copy of the note sheet received from the Assistant Administrative Officer, Administration – I (Recruitment Cell) and the same has been approved by the Director, JIPMER.

As per the note approval the compliance on the matter of Suo- Motu/Pro-actively disclosure in the official website of JIPMER may please be arranged to be displayed as mandated for the Public Authorities under section 4 (1) of RTI Act, 2005.

Accordingly, all the Public Authorities (CPIOs of JIPMER) may kindly extend full Co-operation and to send the copy of the information to the undersigned and Soft copy of the same may be sent to the RTI Cell email ID: rti@jipmer.edu.in.

21.11.19

HAWA SINGH
Administrative Officer and Nodal Officer, RTI
JIPMER.

To:

1. Shri. R. Felix Raj, CPIO, Administration – I (Recruitment Cell), JIPMER, Puducherry – 06.
2. Shri. S. Krishnan, CPIO, Office of the Director, JIPMER, Puducherry – 6.
3. Shri. S. Veeraputhiran, CPIO, Accounts Section, JIPMER, Puducherry – 06.
4. B. Sekara Rajan, CPIO, RTI Cell, JIPMER.
5. Smt. C. Ratna Mary, CPIO, Pay Bill Section – Gazetted, JIPMER, Puducherry-6.
6. Dr. Ravendiran, CPIO, CRAFT Section, JIPMER, Puducherry-06.
7. Shri. A. Srinivasan, CPIO, Pay Bill Section – Non- Gazetted, JIPMER, Puducherry-6.
8. Shri. V. Sivabalan, CPIO, Purchase Section, JIPMER, Puducherry-6.
9. Shri. S. Deivanayagam, CPIO, Transport Section, JIPMER, Puducherry-6.
10. Shri. S. Murthy, CPIO, Hospital Office, JIPMER, Puducherry – 06.
11. Dr. Anita Rustagi, CPIO, Medical Records Department, JIPMER, Puducherry-6.

Copy to: The IT Wing, JIPMER - Request to upload the same in the JIPMER website

[Handwritten signature]

A55
12/11/17

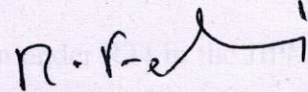
5

JIPMER, PUDUCHERRY-6.
ADMINISTRATION - I (RECRUITMENT CELL)

Endt. No. Admn-I/RTI/ 21

Dated: 15.10.2018

The copy of the Note approved by the Director regarding Suo moto/ proactive disclosure of information's under RTI Act, 2005 is forwarded to the RTI cell for taking necessary action.



Assistant Administrative Officer

सहायक प्रशासनिक अधिकारी
ASSISTANT ADMINISTRATIVE OFFICER
जिपमेर, पुदुच्चेरी - 605 006
JIPMER, Puducherry - 605 006

Encl.: as above.

To
The Nodal Officer (RTI)
RTI Cell
JIPMER.

No. Admin-1/RTI/Vol 21

dated: 31/8/2019

FR may be seen please

FR is the email correspondence of Sh. Azhagesan.

Under FR Sh. Azhagesan requested to upload the information under RTI in the JIPMER Official Website.

The Director JIPMER also request to prepare a list of what matters all needs to go to the JIPMER website in respect of RTI.

In this connection, it is submitted that the following information may disclosed suo muto/ proactively in the Official website.

As per section 4(1) of the RTI Act the following information should be pro-actively disclosed in the official website.

1. The particulars of its organisation, functions and duties;
2. The powers and duties of its officers and employees;
3. The procedure followed in the decision making process, including channels of supervision and accountability;
4. The norms set by it for the discharge of its functions;
5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;
6. A statement of the categories of documents that are held by it or under its control;
7. The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;
8. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether

3

meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

- 9) A directory of its officers and employees:
- 10. The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;
- 11) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;
- 12. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;
- 13. Particulars of recipients of concessions, permits or authorisations granted by it;
- 14. Details in respect of the information, available to or held by it, reduced in an electronic form;
- 15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;
- 16) The names, designations and other particulars of the Public Information Officers;
- 17. Such other information as may be prescribed; and thereafter update these publications every year:
 - a) publish all relevant facts while formulating important policies or announcing the decisions which affect public;
 - b) provide reasons for its administrative or quasi-judicial decisions to affected persons.

Away from the above information's, the following information may pro-actively disclosed as per O.M. No.1/6/2011-IR dt.15.04.2013.

1. Information related to procurement

- a. Publication of notice/tender enquiries, corrigenda thereon, and details of bid awards detailing the name of the supplier of goods/services being procured or the works contracts entered or any such combination of these and the rate and total amount at which such procurement or works contract is to be done should be disclosed. (The price limit fixed at Rs.10.00 lakhs).

- b. In case of procurements made through DGS&D Rate Contracts or through Kendriya Bhandar/ NCCF, only award details need to be published.

2. **Public Private Partnerships**

- a. All information relating to the PPPs must be disclosed in the public domain by the Public Authority entering into the PPP contract/concession agreement. This may include details of the Special Purpose Vehicle (SPV), if any set up, detailed project reports, concession agreements, operation and maintenance manuals and other documents generated as part of the implementation of the PPP project.
- b. Further, information about fees, tolls, or other kinds of revenue that may be collected under authorization from the Government, information in respect of outputs and outcomes, process of selection of the private sector party may also be proactively disclosed. All payments made under the PPP project may also be disclosed in a periodic manner along with the purpose of making such payment.

3. **Transfer Policy and Transfer Orders** Transfer policy for different grades/cadres of employees serving in Public Authority should be proactively disclosed. All transfer orders should be publicized through the website or in any other manner listed in Section 4(4) of the Act.

4. **RTI Applications**

All Public Authorities shall proactively disclose RTI applications and appeals received and their responses, on the websites maintained by Public Authorities with search facility based on key words.

5. **Citizens Charter**

Citizens Charter prepared by the Ministry/Department, as part of the Result Framework Document of the department/organization should be proactively disclosed and six monthly report on the performance against the benchmarks set in Citizens Charter should also be displayed on the website of public authorities.

6. **Discretionary and Non-discretionary grants** Annual Accounts of all legal entities who are provided grants by Public Authorities should be made available through publication, directly or indirectly on the Public Authority's website.

7. **Foreign Tours of PM/Ministers**

575/0221
827/AR
04/09/19
90831 (Ret)
03/9/19

70/2288
06/9/19

80/00
24/9/19

P.H.
ALL
31/3/2019

- a. As per DoPT's OM No. 1/8/2012-IR dated 11/9/2012, Public Authorities may proactively disclose the details of foreign and domestic official tours undertaken by the Minister(s) and officials of the rank of Joint Secretary to the Government of India and above and Heads of Departments, since 1st January, 2012. The disclosures may be updated once every quarter.
- b. Information to be disclosed proactively may contain nature of the official tour, places visited, the period, number of people included in the official delegation and total cost of such travel undertaken.

If approved, the details may be forwarded to the RTI Cell to coordinate the work to proactive disclosure ~~from~~ ^{from} all the departments and section concerned.

discuss pt

Asst. Secy (A.S.)
31/08/19

31/9
AAO

A/O
discuss
6-9-19

12-9-19

DD/(A) 13/08/19
H/O

Agree
4.10.19
Director