

1/78538/2023

**DELHI STATE CANCER INSTITUTES**

- centres par excellence in the service of humanity  
(A group of autonomous institutions under the Govt. of NCT of Delhi)

**EAST:** DILSHAD GARDEN, DELHI 110095

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**ADMIN BRANCH**

File No. DSCI-B014/54/2019-ADMN(DSCI) // 78538/2023


Dated: 26/07/2023

**MANUAL 8**

**A Statement of Boards, Council, Committees and other Bodies Constituted  
Under [(Section 4(1)(b)(viii)]**

Minutes of meeting of 1<sup>st</sup> Governing CouncilMinutes of meeting of 2<sup>nd</sup> Governing CouncilMinutes of meeting of 3<sup>rd</sup> Governing CouncilMinutes of meeting of 4<sup>th</sup> Governing CouncilMinutes of meeting of 5<sup>th</sup> Governing CouncilMinutes of meeting of 7<sup>th</sup> Governing CouncilMinutes of meeting of 8<sup>th</sup> Governing CouncilMinutes of meeting of 9<sup>th</sup> Governing CouncilMinutes of meeting of 10<sup>th</sup> Governing CouncilMinutes of meeting of 11<sup>th</sup> Governing CouncilMinutes of meeting of 12<sup>th</sup> Governing CouncilMinutes of meeting of 13<sup>th</sup> Governing CouncilMinutes of meeting of 14<sup>th</sup> Governing Council

MOA + Rules of Society (Copy enclosed)

  
(DR KISHORE SINGH )  
DIRECTOR, DSCI

Encl: As above

**CERTIFICATE OF REGISTRATION  
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

NO. S- 55632 of 2006

I hereby certify that DELHI STATE CANCER  
INSTITUTE

Address:- Delhi State Cancer Instt. Building,  
Dilshad Garden, DELHI (Campus of the GTB hospital  
complex

has this day been registered\* under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi on this 16<sup>th</sup> day of May

Two Thousand Six.

\*Fee of Rs. 50/- paid.



Registrar of Societies  
Delhi

*Balwanti Gupta*  
**REGISTRAR OF SOCIETIES  
GOVT. OF NCT OF DELHI  
DELHI.**

\*This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association / person may kindly make necessary verifications (on their own) of the assets and liabilities of the society before entering into any contract / assignment with them.

## MEMORANDUM OF ASSOCIATION OF THE DELHI STATE CANCER INSTITUTE, DELHI

- 1. NAME OF THE SOCIETY : DELHI STATE CANCER INSTITUTE**
- 2. THE REGISTERED OFFICE OF THE SOCIETY :** The Society's Registered Office shall be situated at the Delhi State Cancer Institute's building in Dilshad Garden, Delhi (presently a part of the campus of the GTB Hospital complex).

**3. AIMS AND OBJECTS:**

**The primary mission of the Society shall be as follows:**

(1) To develop a facility with international standards, which shall provide a comprehensive and most modern set-up for the diagnosis and treatment of all types of cancers; an advanced Institute for dedicated research and a resource for advanced training in the field of Oncology. The Institute would provide **world-class medical care for patients suffering with cancers** including screening/early detection and rehabilitation services, at affordable costs **matching with standards maintained by some of the best available facilities in the field in India and abroad.**

(2) The Delhi State Cancer Institute would serve as a 'role model' for health care by amalgamating the academic skills of the Universities, clinical acumen of the super-specialists, research skills of the international institutions, managerial skills of the corporate world and technology development skills of the industry.

The broad objectives for which the Delhi State Cancer Institute is being established are:

**A. Patient Care:**

- (i) To establish a "centre of excellence" as a national resource facility in the capital that would provide state-of-the-art diagnostic, early detection and management facilities for patients with various types of cancers.

To establish and maintain an ultra-modern super specialty hospital to provide comprehensive medical, surgical, interventional and related facilities under one roof for patients suffering from various types of cancers.

- (iii) To establish and maintain latest and fully integrated facilities for radiotherapy and chemotherapy including intra-operative radiotherapy, Bone Marrow Transplant, Stem Cell Transplant, fractional Blood components and other supportive facilities as may be required in the management of various cancers.

- (iv) To explore and establish facilities for heavy particle radiotherapy as a National Facility for management of difficult cancers.





- (v) To develop facilities for newer modalities of treatment in cancer and related disorders.
- (vi) To set-up advanced facilities for diagnostic and therapeutic endoscopy for cancers including LASER treatment, photodynamic therapy, hyperthermia and other newer modalities under investigation.
- (vii) To serve as the National Core facility for the diagnosis, laboratory investigations and management of various cancers with international accreditation of various facilities.
- (viii) To manage all other patients with different types of cancers and related disorders in addition to what stated above.
- (ix) To organise facilities for supportive care for patients with cancer, especially in the domiciliary set up for terminally ill patients.
- (x) To establish facilities for the practice of telemedicine.
- (xi) To establish all ancillary and incidental facilities required for achieving the objectives of the Institute.
- (xii) To coordinate and collaborate with various hospitals/medical professionals for back referrals of patients for management of routine problems and follow ups near their homes.

#### B. Research:

- (i) To establish a core facility for research on cancer and other related diseases and to provide a stand-alone platform for coordinated research for different agencies and researchers from different disciplines from across the country and also from abroad.
- (ii) To undertake, aid, promote, guide and coordinate research of a high calibre in basic and applied sciences related to cancer and related disorders.
- (iii) To provide and promote effective linkages on a continuing basis between various scientific and research agencies/laboratories and other organizations working in the country in the field of medicine, surgery, endoscopy, indigenous systems of medicine, virology, molecular biology, community medicine, biotechnology, physiology, pharmacology, immunology and related clinical and basic science areas.
- (iv) To carry out research for development of vaccines and other tools for prevention against cancer.
- (v) To provide consultancy and interact with the industry for development and manufacture of newer technologies and drugs for the management and prevention of cancer.
- (vi) To collaborate with foreign research institutions and laboratories and other international organizations in fields relevant to the objectives of the Institute.





### C. Teaching and Training:

- (i) To establish comprehensive and dedicated facilities in the field of Oncology for teaching and training at the post-graduate and post-doctoral level in the specialty at the National and International level.
- (ii) The training shall primarily cover the medical and surgical aspects of various cancers in all age groups with special references to specific problems of the aged and paediatric age cancers.
- (iii) The training shall lay emphasis on the latest techniques and concepts evolving in the field of Oncology including allied sciences and basic and molecular aspects.
- (iv) To initiate dedicated academic curricula of post graduate and post doctoral courses (like MD, MS, DNB, DM, MCh, BSc, MSc, PhD etc) in clinical, applied and basic Oncology including investigative methodologies in oncology for the medical, para-medical, nursing, technical and social sector personnel where the students shall have the benefit of having clinical and research experience of highest standards and the country shall get the most well trained human resource in the field of Oncology.
- (v) To establish affiliation with recognized universities and institutions of higher learning both in India and other countries for the purpose of enabling physicians and research scholars to register for post-graduate degrees.
- (vi) Affiliations from international Centres of Oncology shall be sought for recognition of work and improvement in the curriculum of training.
- (vii) To serve as a Reference Centre for Cancer and Related diseases and to provide consultancy service to medical and paramedical institutions, public health agencies and industry in the country.
- (viii) To develop the Institute into a deemed university with independent curriculum and degrees.
- (ix) To offer professorships, other faculty positions, fellowships, research cadre positions and scholarships, etc., for realizing the objectives of the Institute.
- (x) To organise post-graduate teaching courses, workshops, live-surgical training programs, seminars, symposia and training programs of a specialized nature in the field of Oncology and related areas.
- (xi) To provide weekend training courses for various medical professionals, especially Family Physicians for early diagnosis, timely referrals and post treatment follow up of patients.
- (xii) To organize training programs for the technical staff in methods and techniques, related to the objectives of the Institute.



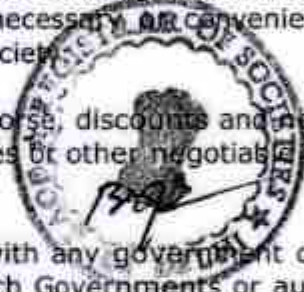
*[Handwritten signatures]*

- (xiii) To establish, maintain, manage and administer the hospital, laboratories, workshops, stores and all other facilities for the efficient discharge of model patient care, scientific and technological research in the field of Oncology and related areas.
- (xiv) To publish and disseminate information relating to results of new developments and research.

#### D. TECHNOLOGY DEVELOPMENT:

The Institute, in collaboration with technical experts, researchers and reputed industrial houses shall guide and coordinate indigenous growth and development of modern technology equipments to make the same easily available, affordable and maintainable for those in Delhi or elsewhere in the country in the larger public interests.

- E. To receive monetary assistance from foreign sources including international organizations for training programs, scientific research and other activities.
- F. To acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable and/or immovable and to construct, improve, alter, demolish or repair building and structures in any part of India or overseas as may be necessary or convenient for carrying out the activities of the Institute/Society.
- G. To draw, accept, make and endorse, discounts and negotiate promissory notes, bills of exchange, cheques or other negotiable instruments for the purpose of the Society.
- H. To enter into any agreement with any government or authority, Indian or overseas, to obtain from such Governments or authorities any rights or privileges, concessions, effectively or otherwise, to obtain and carryout, exercise and comply with such arrangements and rights, privileges and concessions that the Society may deem desirable.
- I. To invest the funds or money entrusted to the Institute, to open such securities or to invest in such manner as may, from time to time, be determined by the Governing Body and to sell/transpose such investment as deemed fit in the interests of the Institute/Society.
- J. To do all other such activities, as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.
- K. As a long-term plan, to develop the Institute into fully autonomous and self-reliant centre of excellence of national and international repute.



#### 4. For the realization of the above objectives the Institute shall:

- (i) Develop and maintain proper campus of the Institute at the already established place at Dilshad Garden and at any other place as required in future with congenial and patient friendly environment at par with the best internationally acceptable standards.



- (ii) Acquire and install adequate technology and competence at the Institute at par with the best-established international standards.
- (iii) Collect information and scientific knowledge in the form of books, journals, audiovisual and electronic material in a well-equipped and staffed Reference Library of international standards.
- (iv) Provide technology transfer and technical service facilities to governmental and voluntary organizations in the formulation and implementation of programmes in the field and to provide direction and boost to the National Cancer Control Programme of India.
- (v) Invite representatives of Government, Universities, other organizations in India and abroad and other outstanding scientists in the field to participate in the programs of the Institute.
- (vi) Appoint, employ and associate persons required for the purpose of the Institute permanently, temporarily, contractually or on honorary basis *inter-alia* to Professorships, Associate Professorships and Assistant Professorships, Research Scholars, Consultants, Advisors and to all other posts of various descriptions and to pay them salaries, wages, honorariums, fees, gratitude, etc. in return for services.
- (vii) Deal with the property belonging to or vested in the Institute in any manner, which is considered necessary for promoting the objectives as specified.
- (viii) Issue appeals and applications for money and funds in furtherance of the said objectives.
- (ix) Offer grants scholarships/fellowships, stipends, prizes and awards, in furtherance of the goals of the Institute.
- (x) Make and enforce rules and byelaws and, if necessary, to appeal, amend and alter the same from time to time.
- (xi) Pay all costs, charges and expenses incurred in the promotion, formation, establishment and registration of the Institute.
- (xii) Do all such things as are incidental or conducive to the attainment of the aims and objectives of the Institute.
- (xiii) Co-ordinate, guide and help the Government of Delhi, other Governments at the Central or State levels and other organisations in India or abroad to establish similar facilities in other regions by way of consultancy, technology transfer and through human resource development programmes of the Institute.

## 5. GOVERNING COUNCIL:

The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, byelaws and orders of the Governing Council. The names, addresses, occupations and designations of the present members of the Governing Body to whom the management of the Institute is entrusted as required under the Societies Registration Act, 1860 (XXI of 1860), are as follows:

(i)	Chief Secretary, Govt. of NCT, Delhi	<b>Chairperson, Ex-Officio</b>
(ii)	Principal Secretary (Health & FW), Govt. of NCT, Delhi	<b>Vice Chairman, Ex-Officio</b>
(iii)	Principal Secretary (Finance), Govt. of NCT, Delhi	<b>Member, Ex-Officio</b>
(iv)	Principal Secretary (Planning), Govt. of NCT of Delhi	<b>Member, Ex-Officio</b>
(v)	Director General Health Services, Ministry of Health & FW, GOI or his/her nominee	<b>Member, Ex-Officio</b>
(vi)	Director General, ICMR, New Delhi or his/her nominee	<b>Member, Ex-Officio</b>
(vii)	Director, AIIMS, New Delhi or his/her nominee	<b>Member, Ex-Officio</b>
(viii)	Principal University College of Medical Sciences, Delhi	<b>Member, Ex-Officio</b>
(ix)	Medical Superintendent, GTB Hospital, Delhi	<b>Member, Ex-Officio</b>
(x)	Two renowned Oncologists from the country	<b>Member</b>
(xi)	Two renowned scientists related with research and/or technology development in field of Oncology	<b>Member</b>
(xii)	Two renowned media personalities/social activists	<b>Member</b>
(xiii)	Director/Project Director of the Institute	<b>Member Secretary</b>



**6. DESIROUS PERSONS:** We, the undersigned are desirous of forming a society, namely, **Delhi State Cancer Institute**, under the Societies Registration Act, 1860 (XXI of 1860) in pursuance of this Memorandum of Association.

#### **SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION**

i. Chief Secretary,  
Govt. of NCT of Delhi

**Chairman,  
Ex-Officio**

*S. REGUNATHAN*  
Chief Secretary  
Govt. of Delhi  
(D.S. NEG1)

ii. Principal Secretary (Health & FW), Govt. of NCT of Delhi

**Vice-  
Chairman,  
Ex-Officio**

Pr. Secretary (H & FW)  
Govt. of NCT of Delhi  
Delhi Secretariat,  
I. P. Estate, New Delhi

iii. Principal Secretary (Finance & Planning), Govt. of NCT of Delhi

**Member,  
Ex-Officio**

*V V BHAT*  
वि. वि. भट्ट  
V V BHAT  
प्रधान सचिव (वित्त एवं योजना)  
Pr. Secretary (Finance & Planning)  
दिल्ली सरकार/Govt of Delhi  
नई दिल्ली-2/New Delhi-2

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- iv. Director General Health Services, Ministry of Health & FW, Govt. of India **Member, Ex-Officio**  **डा० आर० के० श्रीवास्तव**  
Dr. R. K. SRIVASTAVA  
स्वास्थ्य सेवा मंत्रालय  
Director General of Health Services  
संघ सरकार/Govt. of India  
विमान भवन, नई दिल्ली  
New Delhi-110029
- v. Director General, ICMR, New Delhi **Member, Ex-Officio**  **Prof. N. K. GANGULY**  
Director General  
Indian Council of Medical Rese.  
Ansari Nagar, New Delhi-110
- vi. Director, AIIMS, New Delhi **Member, Ex-Officio**  **P. Venugopal**  
निदेशक/Director  
अखिल भारतीय आयुर्विज्ञान संस्थान  
All India Institute of Medical Sciences  
अंसारी नगर, नई दिल्ली-29  
Ansari Nagar, New Delhi-110029
- vii. Principal, University College of Medical Sciences, Delhi **Member, Ex-Officio**  **Principal**  
University College of Medical Sciences & G.T.B. Hos  
Shahdara, Delhi-110
- viii. Medical Superintendent, GTB Hospital, Delhi **Member, Ex-Officio** \_\_\_\_\_
- ix. Dr G.K. Rath, Professor & Head of Radiation Oncology, DBRA TRCH, AIIMS, New Delhi **Member**  **Dr. G.K. RATH (एम.बी.एड.)**  
अध्यक्ष एवं अध्यक्ष / Professor & Head  
रेडियेशन ऑन्कोलॉजी / Radiation Oncology  
डॉ. बी. आर. अ., सं. रो. की, अस्पताल  
Dr. B. R. A., I. R. C. H.  
अ. बा. अ. सं. नई दिल्ली-29  
A.I.M.S., New Delhi-29
- x. Dr RK Grover, Project Director, Delhi State Cancer Institute, GNCT of Delhi **Member Secretary**  **Dr. R. K. GROVER, MD**  
Professor & Lecturer  
Dept. of Radiotherapy & Oncology  
GTB Hospital & U.C.S., Delhi  
Member Secretary & Project Director  
DSC

Signatories appearing at Serial Nos. (i) to (iii) and (x) shall sign on behalf of all the signatories for application purposes before the Registrar of Societies.



जिल्हा वृद्धि  
 नं. 55632  
 1108



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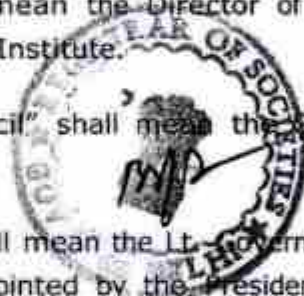
वृद्धि रजिस्ट्रार  
 16/11/06

Section 19 of S.R. Act 1960  
 Registrar of Societies



## RULES OF THE DELHI STATE CANCER INSTITUTE, DELHI

1. **Address of the Society:** The Registered Office of the Society shall be situated in the premises of the Delhi State Cancer Institute at Dilshad Garden, Delhi.
2. **Definitions:**
  - 2.1 The "Act" shall mean the Societies Registration Act, 1860 (XXI of 1860).
  - 2.2 The "Chairman" shall mean the Chairman of the Governing Council of the Institute.
  - 2.3 The "Director" shall mean the Director of the Institute appointed under the rules of the Institute.
  - 2.4 The "Governing Council" shall mean the Governing Council of the Institute.
  - 2.5 The "Government" shall mean the Lt. Governor of the National Capital Territory of Delhi appointed by the President under Article 239 and designated as such under article 239 AA of the Constitution of India.
  - 2.6 The "Institute" shall mean the Delhi State Cancer Institute, Delhi that would function under the Society.
  - 2.7 The "Society" shall mean the Society for the Delhi State Cancer Institute, Delhi.
  - 2.8 The "Year" shall mean the period of twelve calendar months commencing from first day of April and ending on 31<sup>st</sup> day of March in the succeeding year.
3. It is clarified that the words importing the singular number shall include the plural number and vice-versa if the context so requires and further that the words importing the masculine gender shall include the feminine gender, if the context so requires.
4. **Powers and functions of the Society:** The powers and functions of the Society shall be:



- 4.1 To establish, administer and manage the National level Institute in Oncology and such other centres for treatment, research, education, instruction, Human Resource Development, competence build up, technology development, technology transfer and other such functions as may be necessary for the furtherance of the objectives of the Society/Institute;
- 4.2 To establish and provide facilities for teaching and training at the post-graduate and post-doctoral level in the specialty of Oncology comprising fields of clinical oncology, experimental oncology, oncology nursing, para-medical technology, biotechnology, social sciences and other related disciplines at the National and International level;
- 4.3 To develop the Institute into a deemed university with independent curriculum and degrees;
- 4.4 To determine and provide for admission of students/fellows, trainees to the Institute and to admit patients for treatment;
- 4.5 To initiate dedicated academic programmes like DNB, MD, DM, MS, MCh, BSc, MSc, PhD and other such research/academic programmes where the country shall have the benefit of having exceptionally well trained human resource with excellent clinical and research experience;
- 4.6 To establish affiliation with recognized universities and institutions of higher learning both in India and abroad for the purpose of collaborative research, training and exchange programmes for staff and students of the Institute;
- 4.7 To seek affiliations from international Centres/organisations of Oncology for recognition of work and improvement in the curriculum of training;
- 4.8 To serve as a National Reference Centre for cancer & related diseases/ aspects and to provide consultancy service to medical and paramedical institutions, public health agencies and industry in the country;
- 4.9 To create professorships, other faculty positions, fellowships, research cadre positions and scholarships, etc., for realizing the objectives of the Institute;





- 4.10 To organize post-graduate teaching courses, workshops, live training programs, seminars, symposia, conferences and other training programs of a specialized nature through audio-visual, print and/or electronic means in the field of Oncology and related areas;
- 4.11 To organize training programs for the technical staff in methods and techniques, related to the objectives of the Institute;
- 4.12 To establish, maintain, manage and administer the hospital, laboratories, workshops, stores and all other facilities as necessary for the efficient discharge of patient care services and scientific and technological research in the field of Oncology and for other related areas;
- 4.13 To publish and disseminate information relating to results of new developments and research;
- 4.14 To fix, demand and receive fees and other charges;
- 4.15 To regulate and enforce discipline among the trainees and scholars and to take such disciplinary measures in this regard as may be necessary;
- 4.16 To appoint persons as professors, associate professors or otherwise as teacher, researchers & advisors of the Institute;
- 4.17 To provide for printing, reproduction and publication of research and other works in electronic or print form and to organize exhibitions for bringing awareness amongst professionals as well as in general public about various aspects related with the disease;
- 4.18 To determine the number, order and grades of pay of academic, technical, administrative and other posts; to create and abolish the academic, technical administrative and other posts; to fix emoluments and terms and conditions of service of the employees of the Institute; and also to fix special terms wherever required;
- 4.19 To appoint all academic, technical, administrative and such other staff as may be needed;
- 4.20 To make rules for the conduct of meetings and affairs of the Institute and to adopt and vary them from time to time, if necessary;



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- 4.21 To issue appeals for raising funds in furtherance of the objectives of the Institute; to receive grants, subscriptions, donations and gifts for the purpose of the Institute - provided that no subscriptions, donations, gifts shall be accepted if they are accompanied by conditions inconsistent or in conflict with the satisfactory running of the Institute or conflicting with the objectives for which the Institute is established;
- 4.22 To interact with various forms of print and electronic media, other communication/promotional methods and with various social welfare organisations for furthering the aims & objectives of the Institute;
- 4.23 To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Institute, movable or immovable, on such terms as the Governing Council may deem fit and proper without prejudice to the interests and activities of the Institute; provided that for the disposal of the immovable property by selling, exchange or long-term lease, concurrence of the Government shall be taken;
- 4.24 To delegate, all or any of its powers to the Director/Project Director of the Institute.



## 5. Teaching at the Institute:



- 5.1 All recognized teaching, in connection with the courses, shall be conducted with guidance of the Academic Committee by teaching staff of the Institute, and shall include clinical training, lecturing, laboratory work, research work, fieldwork and other teaching conducted in accordance with a syllabus prescribed by the Rules.
- 5.2 Teaching by eminent visiting dignitaries, scientists or Professors from India & abroad shall also be imparted, whenever feasible. The Academic Committee shall function under the overall control of the Governing Council.
- 5.3 The authorities responsible for organizing such teaching shall be prescribed by the Regulations.
- 5.4 The courses and curricula shall be prescribed by the Rules and subject thereto, by the Regulations.

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**6. Authorities of the Society:**

6.1 The following shall be the authorities of the Society:

- i) Governing Council
- ii) Finance Committee
- iii) Academic Committee
- iv) Scientific Advisory Committee or Research Committee
- v) Public Welfare Committee
- vi) Such other authorities, as may be declared as such.

**7. Membership of the Governing Council:**

7.1 There shall be a Governing Council of the Society which shall consist of not less than **eight** and not more than **twenty-one** members from amongst distinguished academicians, scientists, clinicians, administrators and such other persons as the Government may deem appropriate.

7.2 The following persons shall constitute the first Governing Council of the DELHI STATE CANCER INSTITUTE:

(i)	Chief Secretary, Govt. of NCT, Delhi	<b>Chairperson, Ex-Officio</b>
(ii)	Principal Secretary (Health & FW), Govt. of NCT, Delhi	<b>Vice Chairman, Ex-Officio</b>
(iii)	Principal Secretary (Finance), Govt. of NCT, Delhi	<b>Member, Ex-Officio</b>
(iv)	Principal Secretary (Planning), Govt. of NCT of Delhi	<b>Member, Ex-Officio</b>
(v)	Director General Health Services, Ministry of Health & FW, GOI or his/her nominee	<b>Member, Ex-Officio</b>
(vi)	Director General, ICMR, New Delhi or his/her nominee	<b>Member, Ex-Officio</b>
(vii)	Director, AIIMS, New Delhi or his/her nominee	<b>Member, Ex-Officio</b>
(viii)	Principal, University College of Medical Sciences, Delhi	<b>Member, Ex-Officio</b>
(ix)	Medical Superintendent, GTB Hospital, Delhi	<b>Member, Ex-Officio</b>
(x)	Two renowned Oncologists from the country	<b>Member</b>
(xi)	Two renowned scientists related with research and/or technology development in field of Oncology	<b>Member</b>
(xii)	Two renowned media personalities/social activists	<b>Member</b>
(xiii)	Director/Project Director of the Institute	<b>Member Secretary</b>

## 8. Membership Roll

- 8.1 The Society shall keep a roll of members of the Governing Council, stating therein his rank or occupation and address and every member shall sign the same. No person shall be deemed to be a member or be entitled to exercise the rights & privileges of a member unless he has signed the Membership Roll.
- 8.2 If a member of the Governing Council changes his address he shall notify his new address in the roll of Members; but if the member fails to notify his new address, the address in the roll of Members shall be deemed to be his correct address.
- 8.3 The list of members will be sent to the Registrar of Societies annually.



## 9. Meetings of the Governing Council:

- 9.1 The Chairman shall preside over the meetings of the Governing Council and in his/her absence the Vice Chairman shall do so and if both are absent one of the members present shall preside over the meeting.

## 10. Functions and powers of the Chairman:

- 10.1 The Chairman shall exercise such powers for the conduct of the business of the Institute as may be delegated to him by the Governing Council.
- 10.2 The Chairman may, in writing, delegate such powers as are considered essential for the efficient running of the Institute, to the Director.



## 11. Director:

- 11.1. The Governing Council with the concurrence of the Government, shall appoint, a distinguished and dedicated Oncologists as the Director of the Institute. If the post is filled by a serving officer of the CHS or any other cadre of the All India Services, the filling up of the same would be subject to the rules governing the service to which the officer belongs.
- 11.2 The Professor Incharge of the Institute who has been closely associated with the establishment of this Institute may be appointed as the Director/Project Director of the Institute till a regular appointment against the post. The Project Director shall have the same powers, functions and responsibilities as that of the Director.

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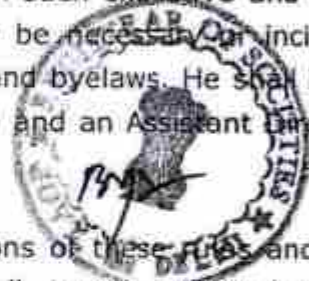
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- 11.3 Tenure of the Director: The tenure of the Director shall be for a period of five years. The term may be renewed for another term after five years of satisfactory performance and on the recommendation of the Governing Council, subject to age limit as applicable to similar posts in other premier institutions like the AIIMS and PGIMER etc. under the Govt. of India. The tenure of the first Director shall commence from the date of commissioning of the Institute.

## 12. Functions and Powers of the Project Director/Director:

- 12.1 He shall be the Chief Executive Officer of the Institute and would be responsible for the proper administration of the affairs and funds of the Institute under the direction and guidance of the Governing Council. He shall be vested with such executive and administrative powers of the Institute, as may be necessary or incidental for the purpose, subject to these rules and byelaws. He shall be assisted by a Joint/Deputy Director (Admin.) and an Assistant Director (Admin.) in daily administrative matters.
- 12.2 He shall, subject to the provisions of these rules and byelaws and decisions of the Governing Council, exercise general supervision and disciplinary control over the staff and officers of the Institute and prescribe their duties & functions.
- 12.3 He shall have the power to fix, on the recommendation of the Selection Committee, the pay at the time of initial appointment of an incumbent at higher stage than the minimum of the scale but not involving more than 5 increments in any case. Cases, where more than 5 increments are recommended by the Selection Committee, shall be put upto the Governing Council. Where ad-hoc appointment is made by the Director in terms of byelaws, he shall be empowered to grant higher start by granting up to maximum of 5 increments on initial of the scale. This shall be subject to the rules of the Government of India, as applicable on the subject.
- 12.4 He shall coordinate and exercise powers and general supervision over all the activities of the Institute.
- 12.5 He shall be the Member Secretary and shall have the same administrative status and pay scales etc. as the Director of the Institute of Human Behaviour and Allied Sciences (IHBAS) and the Institute of Liver and Biliary Sciences (ILBS) under the Government



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of NCT of Delhi. For the purposes of the Society Registration Act, the Principal Secretary (H & FW), GNCTD shall be considered the Secretary of the Institute. In case of emergency, the Secretary may take such action as may be necessary and report it to the Governing Council.

12.6 All members of the staff of the Institute shall be under the administrative control of the Project Director/Director. He shall allocate duties to officers and staff of the Institute and shall exercise such supervision, control and discipline as may be necessary.

### 13. Terms of Office of Members of the Governing Council:

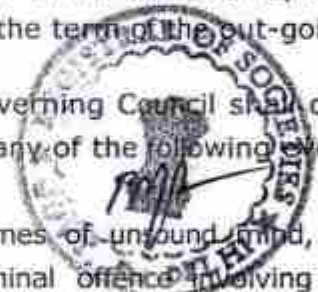
13.1 Unless the membership of the Governing Council is terminated as provided under the Rules and subject to the provisions under the Rules, each nominated member of the Governing Council shall relinquish his membership on the expiry of two years from the date on which he becomes a member of the Governing Council. But he shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the remaining portion of the term of the out-going member.

13.2 A member of the Governing Council shall cease to be the member on the happening of any of the following events:

- i) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve the Governing Council or he goes abroad for a continuous period exceeding one year.
- ii) If he does not attend three consecutive meetings of the Governing Council, without prior permission of the chairperson.

13.3 Whenever a member desires to resign from the membership of the Governing Council, he shall forward a letter containing his resignation addressed to the Member Secretary and his resignation shall take effect on its acceptance by the Chairman.

13.4 Whenever a person holds the membership of the Governing Council by virtue of an office held by him (ex-officio), his membership shall terminate when he ceases to hold that office and the vacancy so caused shall automatically be filled by his successor to that office.





13.5 The members of the Governing Council shall not be entitled to any remuneration from the Institute excepting the full time Director of the Institute. However, the members of the Governing Council or any committee appointed by it may be paid by the Institute such travelling allowances and honorarium/sitting fee as may be decided by the Governing Council from time to time.

13.6 A person holding the membership of the Governing Council by virtue of an office held by him (ex-officio) shall attend the Governing Council meetings himself in person.

13.7 The Member Secretary shall attest the signatures of all the members of newly elected Governing Council and shall ensure that the said signatures of the outgoing Governing Council tally with the annual list as filed with the Registrar of Institute before 30 days of the succeeding month in which elections were held.

**14. Vacancies among Members of the Governing Council:**

14.1 Any vacancy in the Governing Council shall be filled either by appointment or nomination, as the case may be, by the respective authority or association entitled to make such appointment or nomination and shall be valid for the unexpired portion of the term of the member who has left.

14.2 The Governing Council shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Governing Council shall be invalidated merely by reason of the existence of a vacancy or vacancies in the body or of any defect in the nomination or appointment of any of the members.

**15. Functions and Powers of the Governing Council:**

15.1 The Governing Council shall be the principal executive authority of the Institute, and shall have the power to review actions of the Scientific Advisory Committee, Finance Committee, Academic Committee, Public Welfare Committee and all other Committees and shall exercise all powers of the Institute not otherwise provided for by the Rules.



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- 15.2 It shall generally carry out and pursue the objectives of the Institute, as set forth in the Memorandum of its Association.
- 15.3 It shall have the powers, in particular and without prejudice to the generality of the foregoing provisions, subject to the provisions of these Rules and the byelaws framed by it to:
- i) consider the annual and supplementary budgets and reports placed before it by the Director from time to time, and pass them with such modifications as the Governing Council may deem fit;
  - ii) create and abolish posts – the creation of the posts of Group 'A' & 'B' category is to be done after getting the approval from Finance/Planning Departments of the Government;
  - iii) appoint the Director, Professors, Professor-Emeritus, various faculty members, consultants, ~~researchers~~, scientists, scientific/technical/administrative and other officers and staff of the Institute, fix their remuneration and define their duties and terms of employment;
  - iv) enter into arrangements with the Government of India, State and local Government, other public or private organizations or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Institute, on mutually agreed terms and conditions, provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Institute; provided, further that for any such arrangement with foreign and/or international agencies, organization/corporate bodies the approval of the Government of India shall be obtained;
  - v) take over, acquire by purchase, grants, gifts, exchange, lease or hire or otherwise from Government of India, State and local Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds and facilities together with any attendant obligations and engagements not inconsistent with the objectives of the Institute; provided that for any such activity involving a foreign and/or international agency or organization, the approval of the Government of India shall be obtained.



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- vi) appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve/discontinue any of them,
- vii) delegate such administrative and financial powers as it may think proper to the Chairman and to the Director, as may be considered essential for achieving the objectives of the Institute;
- viii) frame, amend or repeal bye-laws, for the proper and efficient administration and management of the affairs of the Institute and in particular to provide for the following matters:

1. preparation and sanction of budget, estimates, expenditure, enter into and execution of contracts, investment of the funds of the Institute, sale or alteration of such investments and maintenance of accounts and their audit;
2. lay down procedure for recruitment of officers and establishment in the service of the Institute.
3. lay down terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishment of the Institute;
4. set out terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects not inconsistent with the objectives of the Institute.
5. set out such other matters as may be necessary for the administration of the affairs and funds of the Institute,



- 15.4 co-opt from time to time as its member, eminent clinician, scientist, distinguished person of repute as it deems desirable in the interest of the Institute and with the approval of the Government.
- 15.5 consider and pass the resolutions on the annual reports and the financial estimates and audit report on such accounts;
- 15.6 undertake such steps as are required for full autonomy or establish corporate structure based on a sound economic policy;

- 15.7 give directions on specific matters.
- 15.8 approve and adopt the amendments to the Rules and Regulations of the Institute.
- 15.9 conduct periodical review and monitoring of the activities of the Institute and take remedial measures as deemed fit to meet the aims and objectives of the Institute.
- 15.10 recommend the broad policies and programmes of the Institute and suggest measures for the improvement and the development of the Institute.
- 15.11 perform such other functions as may be prescribed by Rules.

**16. Proceedings of the Governing Council:**

- 16.1 The meeting of the Governing Council shall be held at least once in every three months.
- 16.2 In the first meeting of the Governing Council, in every financial year, a report of the working of the Institute during the previous year, together with a statement of receipts and expenditure, the audited balance sheet and the financial estimate shall be presented.
- 16.3 Meetings of the Governing Council shall be called by the Chairman, and in his absence by the Director either on his own or at the request of not less than five members of the Governing Council.
- 16.4 Every meeting of the Governing Council shall be presided over by the Chairman; in his absence by the Administrative Secretary of the Dept. of Health & FW; and in his absence by the Director; and if he is also not available, then by a member chosen from amongst themselves by members present, to preside over the meeting.
- 16.5 Five members of the Governing Council, present in person, shall constitute a quorum at any meeting of the Governing Council.
- 16.6 Not less than fifteen day's clear notice of every meeting of the Governing Council shall be given to each member of the governing Council. The accidental omission to give notice to or the non-receipt





of notice by any member shall, however, not invalidate the proceedings at the meeting.

16.7 Normally two meetings of the Governing Council shall be held in each half of the year or more frequently, if the need arises in the opinion of the Chairman.

16.8 The decision of the Governing Council shall be taken by the majority of the members present and voting.

16.9 The Chairman may himself call, or by a requisition in writing signed by him, may require the Director to call a meeting of the Governing Council at any time and on the receipt of such a requisition, the Director shall forthwith call such a meeting.

16.10 Five members of the Governing Council may, by a requisition in writing signed by them, request the Secretary to call a meeting of the Governing Council and on the receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.

16.11 Each member of the Governing Council shall have one vote and, if there shall be an equality of votes on any question to be decided by the Governing Council, the Chairman or the member presiding over the meeting shall have a casting vote.

16.12 Any business which may be necessary for the Governing Council to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effective and binding as if such resolution had been passed at a meeting of the Governing Council provided that at least five members of the Governing Council have recorded their approval to the resolution,

or

If urgent action by the Governing Council becomes necessary, the Chairman of the Governing Council may permit the business to be transacted by circulation of papers to the members of the Governing Council. The action proposed to be taken shall not be taken unless agreed to by a majority of members of the Governing Council. The action so taken shall be forthwith intimated to all the members of the Governing Council. The papers shall be placed before the next meeting of the Governing Council for confirmation.



16.13 The Chairman may, irrespective of the opinion of the members of the Governing Council, refer any question, which in his opinion is of sufficient importance, for decision to the Government of NCT of Delhi,

16.14 In case of difference of opinion among the members, the opinion of the majority of the members present shall prevail.

## 17. The Finance Committee:

17.1 In order to consider important financial and other related matters, the Governing Council shall nominate the Finance Committee to make its recommendations to the Governing Council of the Institute with the following composition:

- |  |                             |
|--|-----------------------------|
| i. Principal Secretary (Finance), GNCT of Delhi  | Chairperson                 |
| ii. Principal Secretary (H & FW), GNCT of Delhi  | Member (Ex-officio)         |
| iii. Secretary (Planning), GNCT of Delhi   | Member (Ex-officio)         |
| iv. Secretary (AR), GNCT of Delhi  | Member (Ex-officio)         |
| v. Director/Project Director of the Institute, GNCT of Delhi   | Member (Ex-officio)         |
| vi. Special Invitee: Two senior faculty members of the Institute, one each from the discipline of clinical wing, & investigations/research wing to be nominated on recommendations of the Director | Member                      |
| vii. Financial Advisor of the Institute  | Member Secretary & Convener |



17.2 The Finance Committee shall meet at least once in three months.

17.3 The tenure of the non Ex-officio members shall be for the period of two years. However, they will be eligible for renomination.



**18. Functions of the Finance Committee:**

18.1 The Financial Committee shall function in accordance with the Rules of the Institute. The function of the Finance Committee shall be:

- 18.1.1 to consider in details annual budget estimates and revised estimates of the Institute and make recommendations thereon to the Governing Council;
- 18.1.2 to consider and approve proposals for incurring of expenditure on account of major works and purchases;
- 18.1.3 to consider proposals for creation of new posts and make recommendations to the Governing Council;
- 18.1.4 to consider revisions of pay scales, allowances and other terms and service conditions of staff having financial implications and make recommendations to the Governing Council;
- 18.1.5 to review financial position of the Institute and make recommendations from time to time to the Governing Council;
- 18.1.6 to consider financial aspects of various projects and make suitable recommendations to the Governing Council. The Governing Council shall exercise full powers for sanctioning projects within the approved budget/scheme. It may also delegate such powers in this regard to the Director of the Institute, as deemed appropriate;
- 18.1.7 to recommend fixing, levying and reviewing user charges for various services rendered by the Institute to the Governing Council for its consideration and approval.
- 18.1.8 to consider the periodical statements of the accounts and to review the finances of the Institute from time to time and to consider re-appropriation of funds and audit reports and to make recommendations to the Governing Council in regard to financial flows and the gap, if any likely to develop and means to bridge such gaps.
- 18.1.9 To give its views and to make recommendations to the Governing Council on any financial question affecting the Institute either on its own initiative or on reference from the Governing Council, or the Director.



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**19. The Scientific Advisory Committee:**

19.1 A Scientific Advisory Committee (SAC) to facilitate clinical and basic research work shall be constituted to advise on policy, to monitor progress and to facilitate in-depth exchange of views in specific fields. The Governing Council would nominate the Scientific Advisory Committee and this would be chaired by a renowned Oncologist/academician/scientist. The Director of the Institute would be the member secretary of the SAC. Faculty members from the Institute and renowned academicians/researchers/scientists in the field shall be invited to the SAC. A senior legal expert shall be nominated to the SAC to look into the ethical and legal aspects.

19.2 The Scientific Advisory Committee shall evolve the scientific and technical programs of the Institute, review them periodically and shall take further course of action as deemed fit for furthering scientific and technological research of the Institute. The recommendations of the Committee would be submitted to the Governing Council for approval. The Scientific Advisory Committee shall meet at least once every three months, i.e. at least 4 time a year. The tenure of the non-Ex-officio members will be for the period of two years. However, they will be eligible for renomination.

**20. The Academic Activities:**

20.1 For realizing the objectives indicated in the Memorandum of Association, the Institute shall have long-term courses/training leading to award of MD, MS, DM, MCh, MSc, PhD, Fellowships and other courses/programmes as may be considered necessary in national and public interests. The Institute may conduct these courses as a 'deemed university' or seek affiliation with Universities/Institutes of higher learning in the country or overseas for conducting such courses. An Academic Committee/Council shall be constituted in terms of the respective ordinance of the concerned University/Institute of higher learning, which would be chaired by the Director of the Institute and shall have senior faculty members from the Institute and renowned academicians/technical experts from India/abroad as its members.





## 21. Funds of the Institute:

21.1 The funds of the Institute will consist of the following:

21.1.1 Grant-in-aid provided by the Government of NCT of Delhi for establishing the Institute, to cover both the recurring expenses as well as the growth of the Institute, to fulfil all the objectives envisaged in the Memorandum of Association and byelaws of the Institute. The Institute shall be provided Grant-in-Aid on the basis of the Pattern of Assistance approved by the Finance Department of the Government. The funding of the Institute shall be on the net deficit basis.

21.1.2 Grants received from Government of India.

21.1.3 Charges for providing diagnostic and therapeutic services to public. A proportion of the patients, as decided by the Governing Council, would be seen free or at concessional rates and the remaining would pay for the services at the rates laid down by the Governing Council. The funds so generated would be utilized for the growth of the Institute, for the benefit of the patients as well as for the staff as per the norms laid down by the Governing Council from time to time.

21.1.4 Project related assistance from various Bilateral as well as Multilateral funding agencies from India/abroad.

21.2 A preliminary business model for the running of the Institute shall be proposed for perusal and review by the Governing Council from time to time. All funds of the Institute shall be paid into the Institute's account with State Bank of India or in a scheduled/nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered in writing on his behalf by the Governing Council.

21.3 The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association of the Institute. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them.



**22. Accounts and Audit:**

22.1 The accounts of the Institute shall be audited by accredited Chartered Accountants. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by bye-laws to be framed by the Governing Council and in general, would conform to the guidelines followed by other similar organisations functioning under the Government. The accounts of the Institute shall be open for audit by the Examiner Local Fund Accounts (ELFA), GNCT of Delhi.

**23. Annual Report:**

23.1 An Annual Report of the proceedings of the Institute and of all work undertaken during the year shall be prepared by the Director of the Institute. This report and the audited accounts of the Institute along with the auditor's reports thereon shall be placed before the Governing Council at the General Meeting.

**24. Alteration of Rules:**

24.1 The Rules of the Institute may be amended at any time on the recommendation of the Governing Council by a Resolution passed by a majority of the members of the Council with the concurrence of the Government.

24.2 A resolution passed by a majority, not less than 3/4<sup>th</sup> of the total members of the Institute, can determine that the Institute shall be dissolved forthwith or on such date as may be agreed upon and confirmed by 3/4<sup>th</sup> of the members present at the second special meeting.

**25. Terms and conditions of Service of the Staff of the Institute:**

25.1 These would be formed in detail by the Governing Council and form a part of the Byelaws. These would be, by and large, comparable to those applicable to similar categories of employees in other premier institutions like the AIIMS and PGIMER etc., under the Govt. of India.

25.2 The employees of the Institute shall be classified into the four functional categories on approval by the Governing Council.





25.3 The four categories proposed are:

- I. Clinical and Teaching Staff;
- II. Research & Scientific Staff;
- III. Nursing, Paramedical and Technical Staff including dieticians, social scientists, Record keeping & Statistics staff and other supportive staff like photographers, artists, peons, nursing orderlies, sweepers, gardeners, drivers etc.;
- IV. Administrative, Finance and Maintenance Staff including Housekeepers and Public Relation Managers.

25.4 **Tenure of Appointment:** The appointment of all categories of staff will be initially made for a period of 2 years on contract/probation. A review will be carried out at the end of 2 years to assess the suitability of the candidate for regular appointment thereafter, or extensions of probation or termination of the contract, as the case may be.

25.5 The Governing Council may sanction special allowances to any person/category as considered necessary with respect to terms and conditions of service. The actual details of the pay scales and allowances including special allowances will be approved by the Governing Council taking into account the special needs and objectives of the Institute. Special privileges honorarium, allowances, payment, etc. for specialists coming from overseas/other states would be ensured. The Director, with the approval of the Governing Council, may appoint experts/specialists as consultants for specific assignments requiring special expertise.

25.6 **Superannuation:** The age of superannuation for the Institute's staff shall be at par with other similar institutes in the country like the AIIMS, PGIMER, IHBAS, ILBS etc. It may be extendable, in exceptional cases as per rules, if the interests of the Institute so warrant, with the approval of the Governing Council.

25.7 **Re-employment of superannuated persons:** Superannuated persons may be re-employed on contract in exceptional cases and with the approval of the Governing Council subject to the terms and conditions specified therein. On re-employment, the total emoluments will be regulated in accordance with Central Government orders on the subject.



- 25.8 **Termination of Appointment:** The appointment shall be terminable on either side after giving to the other party not less than three months notice in writing except during the period of probation when no such notice will be required.
- 25.9 The Institute will encourage participation of scientific/academic staff and scholars of the Institute in recognized professional meetings, symposia and conferences etc. within the country and abroad. Academic papers to be presented by the Institute staff in such meetings will have the approval of the Director. Staff attending such meetings with due approval shall be considered on duty leave and will be eligible to actual train/airfare, incidental expenses, D.A. and registration/delegate fee, if any, paid by them, as per rules.
- 25.10 For pursuance of the scientific activities, scientists are required to visit abroad for attending seminars, symposia, workshops, conferences, training programs, visits under bilateral exchange programs, technology transfer programmes, WHO/UN and other aided projects etc. For this purpose guidelines framed by the Governing Council will be followed.
- 25.11 **Consultancy Practices:** The Governing Council may lay down guidelines from time to time for the acceptance of consultancy/ sponsored research/assignment by the staff of the Institute.
- 25.12 **Sharing of Royalties/Consultancy earnings, etc.:** The Institute shall encourage an atmosphere promoting active interests of the staff towards patients' care, research, inventions, patents and publications etc. in the field of Oncology, beyond their normal duties. The Governing Council, with approval of the Government, may formulate a policy, as might be existing in other similar institutions, for sharing of royalties/consultancy, earnings etc. received for any such work, as an incentive for the staff in acknowledgment of their achievements.
- 25.13 The Institute staff may, if invited to do so, accept professional assignments subject to the approval of the Competent Authority of the Institute.
- 25.14 **Training:** Members of the staff may be deputed for training for the work of the Institute at the discretion of the Director.
- 25.15 Publications in scientific literature, resulting from the work carried out in the Institute by the scientists/staffs of the Institute, shall be made with the approval of the Director and shall carry the Institute's name even after the scientist has left the Institute.



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**26. Execution of Contracts:**

- 26.1 All contracts relating to the management and administration of the Institute shall be expressed as made by the Institute and shall be executed by the Director.

**27. Suit by or against the Institute:**

- 27.1 The Member Secretary or his nominee shall be considered to be the appropriate authority of the Institute to initiate or defend any legal proceeding in the name of the Institute.

**28. Applicability Clause:**

- 28.1 All the provisions of the Societies Registration Act, shall apply to this Institute.
- 28.2 The Institute undertakes to abide itself to adhere to the Societies Registration Act.



**29. Working Hours:**

- 29.1 The facilities of the Institute would be available round the clock. The working hours for all the staff at the Centre would be decided according to the needs, and could be any time of the day or night.

**30. Dissolution:**

- 30.1 Dissolution, if necessary, shall be done in accordance with the relevant rules under the Act.



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 राजस्व नं० .....  
 दाखल नं० .....  
 दिनांक .....



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16/10/88

Notified U/S 19 of S.R. Act 1860

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 Registrar of Societies



**Manual 08**  
**A Statement of Boards, Council, Committees and other Bodies Constituted**  
**[(Section 4(1)(b)(viii)]**

List of Boards, Councils, Committees etc.     -

1	2	3	4	5	6	7	8	9	10
SI No	Name & Address of the Consultative Committee / bodies	Constitution of the Committee/body	Main Function of the body	Frequency of Meetings	Date of Constitution	Date upto which valid	Whether meetings Open to public	Whether minutes accessible to public	Remarks
1	Medical Board	<ul style="list-style-type: none"> <li>• Dr Pankaj Tyagi: HOD Gastroenterology (Chairperson)</li> <li>• Dr Vinita Jaggi Kumar: Asstt Professor Surgical / Gynae Oncology (Member)</li> <li>• Dr Dhruv Jain: HOD Onco-Pathology, DSCI (Member)</li> <li>• Dr Pragya Shukla: HOD Clinical Oncology, DSCI (Member)</li> </ul>	Permanent Medical Board constituted in r/o matters of specific isolated cases / medical examinations of patients of this Institute or outsiders	Subject to requirement	31.08.2021	Permanent	No	No	Constituted vide Order No. DSCI-F014/1/2021-MRS(DSCI)/I-55148 dated 31.08.2021





# DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity  
(A group of autonomous institutions under the Govt. of NCT of Delhi)

**EAST:** DILSHAD GARDEN, DELHI 110095

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F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/795-805/51/2023

Date: 28/6/2023

To,

Head of the Deptt. / Incharge

All Concerned officials  
DSCI

**Sub: Regarding submission of RTI Quarterly Returns and Transparency Audit of Disclosures under Section 4 (1) (b) of RTI Act, 2005 on CIC Portal.**

Sir/Madam,

With reference to the email dated 15.05.2023 received from Administrative Reforms Department, Govt. of NCT of Delhi, C - Wing, 7<sup>th</sup> Level, Delhi Secretariat, IP Estate, New Delhi-110002 regarding **RTI Quarterly Return Pending for 2022-23 in respect of e-RTI portal of GNCTD** and another email dated 11.05.2023 received from Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding **Transparency Audit of Disclosures under Section 4 (1)(b) of the RTI Act, 2005 by the Public authorities.**

In email dated 10.05.2023, CIC conveyed that **"In compliance to the DOPT's guidelines issued vide OM No. 1/6/2011-IR dated 07/11/2019 and OM No. 1/34/2013-IR (Pt.) dated 20/09/2022, it is informed that the Central Information Commission (CIC) has made some changes in the functioning of the existing software for carrying out third party audit exercise for the year 2022-23 onwards. As per the new system Ministries/Departments/Public Authorities (PAs) need not send particulars of training institutes for third party audit to the CIC for mapping, this process is now provided to respective PA at their level. The User manual regarding functioning of software for carrying out third party audit is available on the website and the same is attached for your reference.**

**Accordingly, it is, therefore, requested to start the process of carrying out third party audit exercise for the year 2022-23 through the software".**

In this regard particulars to be filled in the 3<sup>rd</sup> party audit requires disclosures under Section 4(1) (b) of RTI Act, 2005 is mandatory. While going through the website of DSCI it has been observed that the mandatory information under Section 4(1) (b) of RTI Act, 2005 i.e. 17 Manuals are not disclosed. The Transparency Audit to be carried out cannot be filed in absence of updation of said information on Institute's website. This needs to be filled by 30<sup>th</sup> June 2023. Failing to submit the said report may impose penalty on the Institute.

For preparation of above mentioned 17 Manuals undersigned need some department wise information. Accordingly, for reference HODs/ Incharges can seek help from 17 Manuals uploaded by other Govt hospitals/ Institute viz IHBAS, GTBH etc. on their official website.

If any of the point of 17 Manuals marked to a concerned HOD's/Incharges pertains to another Deppt/Section, may be forwarded to concerned Official/Deppt at their level accordingly with intimation to the Nodal Officer (RTI).

*o/c*



18/C

In view of the urgency of the matter it is directed to all HOD's/ Deptt Incharges to provide required information related to their respective Deptt./field for preparation of 17 Manuals for uploading on the website of the Institute strictly within two days.

Yours faithfully,

*Monica*  
(Dr Monica Gupta)  
Nodal Officer (RTI)

Encl.: as above

F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/795-805/51/2023  
Copy for information & necessary action to the following:

Date: 28.6.2023

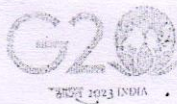
1. PA to Director, DSCI
2. Guard File

*O/C*

Nodal Officer (RTI)

1. Admin Incharge, DSCI - *28.6.23*
2. Asst Director (CO) - *Ann 28/6/23*
3. Purchase officer, DSCI - *28/6/23*
4. Store officer, DSCI - *Vinay 28/6/23 5:00 PM*
5. Medical Record officer, DSCI - *28/06/23*
6. Ex. Engineer (Civil) - *28/06/2023*
7. Dy Controller of Accounts, DSCI - *28/6/23*
8. Nodal officer (RTI) -
9. Nodal officer (IT) - *28/6/2023 03:25 PM*
10. Nodal officer (NQAS / NABH) - *28/6/2023*
11. PA to Director *28/06/2023*





17/c

Department of Water Resources, Government of Goa.

(f)

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## Manuals (i - xvii) under Section 4 (1) (b) of RTI Act

Home (/) / Manuals (i - xvii) under Section 4 (1) (b) of RTI Act

Sr. No.	Section	Description
1	Section 4 (1) (b) (i)	Vision & Mission ( <a href="http://goawrd.gov.in/administration/about-the-department">http://goawrd.gov.in/administration/about-the-department</a> ), Organization Chart ( <a href="http://goawrd.gov.in/administration/organization-chart">http://goawrd.gov.in/administration/organization-chart</a> ), Functions and Duties. Admin
2	Section 4 (1) (b) (ii)	Powers and duties of its Officers / employees. Admin
3	Section 4 (1) (b) (iii)	Channel of Supervision / Decision Making Authorities Corporate Office. Admin
4	Section 4 (1) (b) (iv)	Norms set for the discharge of functions. ADC
5	Section 4 (1) (b) (v)	Rules, Regulations, Instructions, Manual and records held. ( <a href="https://goawrd.gov.in/acts-rules">https://goawrd.gov.in/acts-rules</a> ) Admin
6	Section 4 (1) (b) (vi)	A statement of the categories of documents that are held by it or under its control. Purchase officer / Strategical / MRI
7	Section 4 (1) (b) (vii)	Arrangement for consultation with, or representation by, members of the public in relation to the Formation of its Policy or implementation thereof. Admin
8	Section 4 (1) (b) (viii)	Statement of Boards, Councils, Committees and other bodies consisting of two or more persons constituted as its part for the purpose of its advise, as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are assessable for public. Admin
9	Section 4 (1) (b) (ix)	Directory of its Officers and Employees. ( <a href="https://goawrd.gov.in/sites/default/files/Staff%20Directory.xlsx">https://goawrd.gov.in/sites/default/files/Staff%20Directory.xlsx</a> ) E.E (civil)
10	Section 4 (1) (b) (x)	Monthly remuneration received by each of its Officers and Employees, including system of compensation as provided in its regulation. ( <a href="https://goawrd.gov.in/sites/default/files/Staff%20Directory.xlsx">https://goawrd.gov.in/sites/default/files/Staff%20Directory.xlsx</a> ) Admin / Accounts
11	Section 4 (1) (b) (xi)	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursement made. Account
12	Section 4 (1) (b) (xii)	The manner of execution of subsidy programme ( <a href="https://goawrd.gov.in/faq-page">https://goawrd.gov.in/faq-page</a> ) including amount allocated and the details of beneficiaries of such programme. Admin / Accounts
13	Section 4 (1) (b) (xiii)	Particulars of recipients of concession, permits of authorisation granted by Company. Admin
14	Section 4 (1) (b) (xiv)	Details in respect of the information available or held by it reduced in an electronic form. Nodal officer IT
15	Section 4 (1) (b) (xv)	Facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public. Admin
16	Section 4 (1) (b) (xvi)	Names, designation and other particulars of PIOs / APIOs. ( <a href="https://goawrd.gov.in/citizens-corner/public-information-officers">https://goawrd.gov.in/citizens-corner/public-information-officers</a> ) - NO-RTI
17	Section 4 (1) (b) (xvii)	Such other information may be prescribed ( <a href="https://goawrd.gov.in/citizens-corner/citizens-charter">https://goawrd.gov.in/citizens-corner/citizens-charter</a> ) NO NQAS / NABH

Welcome to the Department of Water Resources, Goa, India.

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## About Us

The Department (/administration/about-the-department)

Organization Chart (/administration/organization-chart)

Contact Details (/administration/contact-details)





# DELHI STATE CANCER INSTITUTES

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**WEST:** C-2/B, JANAK PURI, NEW DELHI 110058

EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 3333

Website: [www.dsci.nic.in](http://www.dsci.nic.in) E-mail: [dsci.delhi@yahoo.co.in](mailto:dsci.delhi@yahoo.co.in)

**MOST URGENT**



F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/814-846/51/2023 Date: 26/7/23

## NOTICE OF MEETING

Notice is hereby given that a meeting of all Deptt's Heads/Deptt Incharge's will be held on 28.07.2023 at 12:00 PM in the Board Room of the Director, DSCI under the Chairmanship of the Director, DSCI to discuss the matter related to email dated 11.05.2023 received from **Central Information Commission (CIC)**, Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding **Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities.**

It is intimated that above mentioned 17 Manuals under Section 4(1)(b) contains points wise information about the day to day procedures, aim and objectives, services & duties available in Deptt's/Institute, timings, contact details, staff members etc.

In this regard particulars to be filled in the 3<sup>rd</sup> party audit requires disclosures under Section 4(1) (b) of RTI Act, 2005 is mandatory. While going through the website of DSCI it has been observed that the mandatory information under Section 4(1) (b) of RTI Act, 2005 i.e. 17 Manuals are not disclosed. The Transparency Audit to be carried out cannot be filed in absence of updation of said information on Institute's website. The last date of submission was 30<sup>th</sup> June 2023 but now it has been extended to 31<sup>st</sup> July 2023, failing to submit the said report may impose penalty on the Institute.

For preparation of above mentioned 17 Manuals undersigned needs complete department wise information. Accordingly, for reference HODs/Incharge's can seek help from **17 Manuals uploaded by other Govt hospitals/ Institute viz IHBAS, GTBH etc. on their official website i.e. <https://ihbas.delhi.gov.in/rti/rti-manual>.**

In this regard a letter dated 28.06.2023 was also issued to the all the departments, few responses have been received but received responses are incomplete and not in the proper format.

In view of above and the urgency of the matter it is directed to all HOD's/Deptt Incharge's to attend the meeting and to review the 17 Manuals for reference with the help of link mentioned above and bring the detailed required information at the time of attending the meeting related to their respective Deptt./field for preparation of 17 Manuals for uploading on the website of the Institute.

This issues with the prior approval of the Competent Authority, DSCI.

o/c

Monica  
26/7/23  
(Dr Monica Gupta)  
Nodal Officer (RTI)

Encl.: as above

F. No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/814-846/51/2023 Date: 26/7/23

Copy for information & necessary action to the following:

1. Joint Director (Admn), DSCI

2. Admn In-charge, DSCI

3. Asstt Director (Co-ordination), DSCI

27/7/23



4. HOD, Clinical Oncology, DSCI *Shrey*
5. Asstt Professor, Surgical Oncology, DSCI *Vinod 27/7/2023*
6. Asstt Professor, Gastroenterology, DSCI *Barry*
7. Asstt Professor, Anesthesia, DSCI *A 26.7.23*
8. Asstt Professor, Oncopathology, DSCI *Monica 27/7/2023*
9. Asstt Professor, Lab Medicine, DSCI *Manish*
10. Deputy Controller of Accounts, DSCI *Gur*
11. Vigilance Officer *18*
12. Purchase Officer, DSCI *Pankaj*
13. Store Officer, DSCI *Suraj*
14. Asstt. Engineer (Civil), DSCI *Anshu 27/7/2023*
15. Planning Officer, DSCI *Suraj*
16. Medical Record Officer, DSCI *W*
17. In-charge, DSCI (West)
18. In-charge Nursing Deptt., DSCI *Sonia*
19. In-charge, Pharmacy, DSCI *Pooja*
20. In-charge, Operation Theater, DSCI *Vinod 27/7/2023*
21. In-charge, Radiotherapy, DSCI *Indy 27/7/2023*
22. In-charge, Radiology, DSCI *Indy 27/7/2023*
23. In-charge, Nuclear Medicine, DSCI *Indy*
24. In-charge, Dharamshala, DSCI *Anshu 27/7/2023*
25. In-charge, Reception Counter, DSCI *Indy*
26. In-charge, Library, DSCI *Shrey*
27. Public Relation Officer, DSCI *Rij*
28. Nodal Officer (RTI), DSCI *Monica*
29. Nodal Officer, CRU Section, DSCI *Monica 27/7/2023*
30. Chief Dietician, DSCI is also requested to make arrangement for Tea/Coffee for the participants. *Deepi Lahoti 27/7/2023*
31. Nodal Officer (IT), DSCI is also requested to make necessary arrangement for presentation through projector with the help of laptop during the meeting. *Head clerk - IT on leave 27/07/2023*
32. PA to Director, DSCI *Monica 27/7/2023*
33. Guard File

*%c*


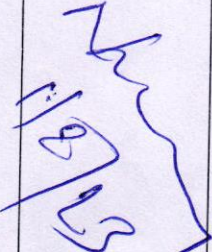
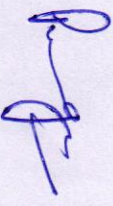
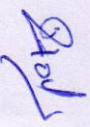
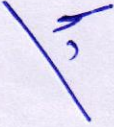
*Monica*  
26/7/23  
Nodal Officer (RTI)



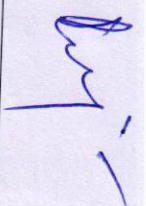




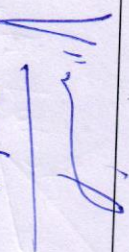

32/c

**Name of Participants who attended the meeting regarding Transparency Audit of Disclosures under Section 4(1)(b) of the RTI Act, 2005 by the Public authorities at 12:00 PM on 28.07.2023 in the Board Room of the**

**Director, DSCI.**

S No.	Name & Designation	Contact Details			Signature
		E-mail	Mobile No.	Landline No.	
1.	2.	3.	4.	5.	6.
1.	Dr Kishore Singh Director, DSCI	dsci.delhi@yahoo.co.in	9968604364	011-22110303	
2.	Sh Neeag Kumar SO	neagkumar.delli govt 1879@gmail. com	8383930305	—	
3.	Dr Pragya Shukla HOD, Clinical Oncology	Prshukla.41@gmail. com	9560390107	—	
4.	Sh Deepanshu Cereel AE (Civil)	deep.41@gmail. in	9560390101	—	
5.	Ms Jyoti Joshi Sr Nursing officer	Jyoti.41@gmail. in	9811863394	—	



6.	RANJANA KUMAR	PR EXECUTIVE	9711971506		
7.	Vijay & Pillai	Vijay Pillai in De gavin	971190913	011-22116503	
8.	Dr Dharmajan	Dr. Durefull	9560350108		
9.	SATINDER N.	m.saurabh.n.41@gov.in	9971491127	-	
10.	Hemant Sharma	hsharma.41@gov.in	9560390155		
11.	Dr Vinita Kumar Jaggi	vkjaggi@gov.in	9560390112		 28/7/2023
12.	Dr Monica Gupta		9560390110		 28/7/23



13.	D. Suresh Kumar	SKumar.41@gmail.com					A
14.	D. Suresh Kumar		99535 10121				
15.	Ms Deepthi Lakshmi Senior Dietitian Executive.	alakoti.41@gmail.com	9718423717				Deepthi Lakshmi
16.	Mohd Nabeel Akbar HE-III	masbae.41@gmail.com	9717185786				
17.							
18.							
19.							





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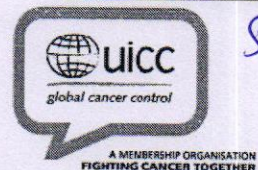
EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505

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EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 3333

Website: [www.dsci.nic.in](http://www.dsci.nic.in) E-mail: [dsci.delhi@yahoo.co.in](mailto:dsci.delhi@yahoo.co.in)

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F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/ 848/51/2023 Date: 31.07.2023

## **MINUTES OF THE MEETING HELD ON 28.07.2023 AT 12:00 PM IN THE BOARD ROOM OF THE DIRECTOR, DSCI REGARDING TRANSPARENCY AUDIT OF DISCLOSURES UNDER SECTION 4 (1) (B) OF THE RTI ACT, 2005 BY THE PUBLIC AUTHORITIES**

As per meeting Notice No. F No.DSCI-B014/51/2019-Jt Dir (DSCI)-O/o DIR (DSCI)814-846/51/2023 dated 26.07.2023 held on 28.07.2023 in the Chairmanship of the Dr Kishore Singh, Director, DSCI to discuss the issue regarding email dated 11.05.2023 received from Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding *Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities.*

### **FOLLOWING OFFICIALS ATTENDED THE MEETING:**

1. Dr Kishore, Singh, Director, DSCI
2. Dr Monica Gupta, Nodal Officer (RTI)
3. Dr Surender Kumar, Administration Incharge
4. Dr Dhruv Jain, Asstt Director (Co-ordination)
5. Dr Pankaj Tyagi, Purchase Officer / Nodal Officer (NQAS/NABH)/Incharge, Pharmacy/Incharge, Nuclear Medicine
6. Dr Pragya Shukla, HOD, Clinical Oncology / Vigilance Officer / Incharge Library
7. Dr Vinita Kumar Jaggi, Asstt Prof. Surgical Oncology / Incharge OT
8. Sh Neeraj Kumar, Planning Officer / Store Officer
9. Ms Ranjana Kumari, Public Relation Officer
10. Sh Deepanshu Goyal, Asstt Engineer (Civil)
11. Ms Deepti Lahoti, Chief Dietician
12. Sh Hemant Sharma, Medical Record Officer / Link Officer (DAK)
13. Sh Vinu S Pillai, Hospital Executive-I
14. Ms Jyoti Joshi, Sr Nursing Officer
15. Mohd Naheed Ashar, Hospital Executive-III

The 17 Manuals under Section 4 (1) (b) of the RTI Act, 2005 are to be uploaded on the Website of this Institute was discussed point wise during the meeting:

### **MANUAL - 1**

#### **PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES**

##### **[Section 1 (1) (b) (i)]**

- The information needs to be provided by the Nodal Officer (NQAS/ NABH) and has been conveyed to the respective Nodal Officer.



- 49/c
- May kindly refer to Manual-1 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS for reference purpose only.

## MANUAL - 2

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

#### [Section 4 (1) (b) (ii)]

- The Power and duties with respect to Worthy Director, DSCI, Joint Director (Admn), Administration Incharge and Asstt Director (Co-ordination) needs to be provided as is not mentioned in the Manual - 2 submitted by Administration Branch.
- All other Deptts of the Institute viz.
  1. Incharge, Purchase Branch
  2. Incharge, Accounts Branch
  3. Medical Records Officer
  4. Incharge, Clinical Oncology
  5. Incharge, Gynecology
  6. Incharge, Gastroentrology
  7. Incharge, Anesthesiology
  8. Incharge, Radiology
  9. Incharge, Histopatholgy
  10. Incharge, Cytology
  11. Incharge, Hematopathology
  12. Incharge, Lab Medicene
  13. Incharge, Blood Bank
  14. Incharge, Planning
  15. Incharge, Store
  16. Incharge, Engineering Deptt
  17. Incharge, Maintenance Deptt.
  18. Incharge, Nursing Deptt.
- may also provide information to be uploaded in Manual-2 in a format given below for reference:-

S No.	Name of Official	Designation	Duties in brief
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- Information in respect to all the staff/employees may be provided.
- May kindly refer to Manual-2 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS for reference purpose only.

## MANUAL - 3

### PROCEDURE FOLLOWED IN DECISION MAKING

#### [Section 4 (1) (b) (iii)]

- Information pertaining to Manual has been provided by the Administratio Branch. The other section may provide the remaining information.
  - All other Deptts of the Institute viz.
- 4



1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. Medical Records Officer
4. Incharge, Clinical Oncology
5. Incharge, Gynecology
6. Incharge, Gastroenterology
7. Incharge, Anesthesiology
8. Incharge, Radiology
9. Incharge, Histopathology
10. Incharge, Cytology
11. Incharge, Hematopathology
12. Incharge, Lab Medicine
13. Incharge, Blood Bank
14. Incharge, Planning
15. Incharge, Store
16. Incharge, Engineering Deptt
17. Incharge, Maintenance Deptt.
18. Incharge, Nursing Deptt.

- may also provide information to be uploaded in Manual-3.
- May kindly refer to Manual-3 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS for reference purpose only.

#### MANUAL - 4

### NORMS SET FOR DISCHARGE OF FUNCTIONS

#### [Section 4 (1) (b) (iv)]

- All the Deptts of the Institute viz.

1. Incharge Administration
2. Incharge, Purchase Branch
3. Incharge, Accounts Branch
4. Medical Records Officer
5. Incharge, Clinical Oncology
6. Incharge, Gynecology
7. Incharge, Gastroenterology
8. Incharge, Anesthesiology
9. Incharge, Radiology
10. Incharge, Histopathology
11. Incharge, Cytology
12. Incharge, Hematopathology
13. Incharge, Lab Medicine
14. Incharge, Blood Bank
15. Incharge, Planning
16. Incharge, Store
17. Incharge, Engineering Deptt
18. Incharge, Maintenance Deptt.
19. Incharge, Nursing Deptt.

- may provide information to be uploaded in Manual-4.



- 47/c
- May kindly refer to Manual-4 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS for reference purpose only.

### MANUAL - 5

#### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS** [Section 4 (1) (b) (v)]

- Information has been submitted by Administration Branch

### MANUAL - 6

#### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT FOR UNDER ITS CONTROL** [Section 4 (1) (b) (vi)]

- Retention schedule of Hospital Record may be submitted by all the Deptts of our Institute in the following format:

S No.	Name of Record	Details of info available	Unit Section where available	Retention Period
-------	----------------	---------------------------	------------------------------	------------------

- Information may be submitted by-

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. Medical Records Officer
4. Incharge, Clinical Oncology
5. Incharge, Gynecology
6. Incharge, Gastroenterology
7. Incharge, Anesthesiology
8. Incharge, Radiology
9. Incharge, Histopatholgy
10. Incharge, Cytology
11. Incharge, Hematopathology
12. Incharge, Lab Medicene
13. Incharge, Blood Bank
14. Incharge, Planning
15. Incharge, Store
16. Incharge, Engineering Deptt
17. Incharge, Maintenance Deptt.
18. Incharge, Nursing Deptt.

- May kindly refer to Manual - 6 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS for reference purpose only.

### MANUAL - 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 OF IMPLEMENTATION** [Section 4 (1) (b) (vii)]



- No Information is available with any Deptt of this Institute in this regard.

### MANUAL - 8

#### **A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED** [Section 4 (1) (b) (viii)]

- Information has been provided by the Administration Branch. However, Administration and Director Office may provide orders of Internal Committees constituted for various Hospital procedures.
- May kindly refer to Manual - 8 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS for reference purpose only.

### MANUAL - 9

#### **DIRECTORY OF OFFICERS AND EMPLOYEES** [Section 4 (1) (b) (ix)]

- Information may be provided department wise by the Nodal Officer (IT) & Engineering Branch in the following format:

S No.	Name of Officer / Employee	Designation & Deptt.	Official Contact Number / Intercom	Email
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### MANUAL - 10

#### **THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS** [Section 4 (1) (b) (x)]

- Information has been provided by the Administration Branch.

### MANUAL - 11

#### **THE BUDGET ALLOTTED TO EACH AGENCY INCLUDING ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE ETC** [Section 4 (1) (b) (xi)]

- Information needs to be provided by the Accounts Department.
- May kindly refer to Manual-11 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS for reference purpose only.

### MANUAL - 12

#### **THE MANNER OF EXECUTION OF SUBSIDY PROGRAM** [Section 4 (1) (b) (xii)]



- 45/c
- No information available with any Deptt of the Institute in this regard. / If any information is available in any Deptt may be provided to the Nodal Officer (RTI)

### MANUAL - 13

#### **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED** [Section 4 (1) (b) (xiii)]

- No information available with any Deptt of the Institute in this regard. / If any information is available in any Deptt may be provided to the Nodal Officer (RTI)

### MANUAL - 14

#### **INFORMATION AVAILABLE IN AN ELECTRONIC FORM** [Section 4 (1) (b) (xiv)]

- Information has been provided by the IT Deptt.

### MANUAL - 15

#### **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION** [Section 4 (1) (b) (xv)]

- Information may be provided by the Nodal Officer (RTI).

### MANUAL - 16

#### **Particulars of PIOs** [Section 4 (1) (b) (xvi)]

- Information may be provided by the Nodal Officer (RTI)

### MANUAL - 17

#### **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED** [Section 4 (1) (b) (xvii)]

- Information may be provided by the Nodal Officer (RTI) / Nodal Officer (NQAS/ANBH)

#### **Note:**

- 1) The information sought under section 4(1)(b) is voluminous and hence may be provided in a standard format as mentioned and also 17 manuals of IHBAS may be referred to for reference.
- 2) All the details may be provided in the form of hard copy as well as soft copy of the document for the purpose of compilation and for uploading on the website of this Institute



44/C

- 3) The information is to be provided in next 03 working days i.e. 03.08.2023 so that it may be further compiled & uploaded for further process.

*Kishore*

(Dr Kishore Singh)  
Director, DSCI





43/c

LIST OF OFFICIALS / OFFICERS TO WHOM MINUTES OF THE MEETING HELD ON 28.07.2023 AT 12:00 PM IN THE BOARD ROOM OF THE DIRECTOR, DSCI REGARDING TRANSPARENCY AUDIT OF DISCLOSURES UNDER SECTION 4 (1) (B) OF THE RTI ACT, 2005 BY THE PUBLIC AUTHORITIES HAS BEEN SENT.

1. Joint Director (Admn), DSCI — *help 1/8/23*
2. Admn Incharge, DSCI — *myr 1/8/23*
3. Asstt Director (Co-ordination), DSCI
- 11 - 4. HOD, Clinical Oncology, DSCI — *shelly 1/8/23*
- 22 - 5. Asstt Professor, Surgical Oncology, DSCI — *1/8/23*
- 20, 12 - 6. Asstt Professor, Gastroenterology, DSCI — *1/8/23*
- 7. Asstt Professor, Anesthesia, DSCI — *1/8/23*
8. Asstt Professor, Oncopathology, DSCI — *1/8/23*
9. Asstt Professor, Lab Medicine, DSCI — *1/8/23*
10. Deputy Controller of Accounts, DSCI
- 11. Vigilance Officer, DSCI
- 8 - 12. Purchase Officer, DSCI / Nodal Officer (NQAS/NABH) — *1/8/23*
- 16 - 13. Store Officer, DSCI
14. Asstt Engineer (Civil), DSCI — *1/8/23*
15. Incharge, Maintenance
- ✓ 16. Planning Officer, DSCI — *1/8/23 Nodal*
17. Medical Record Officer, DSCI / Link Officer (DAK)/AGO — *1/8/23*
- ✓ 18. Incharge, DSCI (West) — *1/8/23*
19. Incharge Nursing Deptt., DSCI — *1/8/23*
- 8 - 20. Incharge, Pharmacy, DSCI — *1/8/23*
21. Incharge, Operation Theater, DSCI



22. Incharge, Gynecology
23. Incharge, Blood Bank *W*
24. Incharge, Cytology
25. Incharge, Hematopathology *W*
26. Incharge, Histopathology
27. Incharge, Lab Medicine
28. Incharge, Radiotherapy, DSCI
29. Incharge, Radiology, DSCI *Shelly*
30. Incharge, Nuclear Medicine, DSCI *Dr*
31. Incharge, Dharamshala, DSCI *Amrta 01/08/2023*
32. Incharge, Reception Counter, DSCI
33. Incharge, Library, DSCI *Pr 01/08/23*
34. Public Relation Officer, DSCI *ee hij-*
35. Nodal Officer (RTI), DSCI *M*
36. Nodal Officer, CRU Section, DSCI *18/8/23*
37. Chief Dietician, DSCI *Deepthi Lahoti 11/8/2023*
38. Nodal Officer (IT), DSCI *P 02/08/2023*
39. PA to Director, DSCI *Damir 10/08/2023*



54/c

REMINDER-I



## DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity  
(A group of autonomous institutions under the Govt. of NCT of Delhi)

**EAST:** DILSHAD GARDEN, DELHI 110095

EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505

**WEST:** C-2/B, JANAK PURI, NEW DELHI 110058

EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 3333

Website: [www.dsci.nic.in](http://www.dsci.nic.in) E-mail: [dsci.delhi@yahoo.co.in](mailto:dsci.delhi@yahoo.co.in)



F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/ 877/51/2023 Date: 07/08/2023

To,

All Deptt Incharges / Heads  
Delhi State Cancer Institute

**Sub: Reminder for providing information regarding Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities on CIC Portal.**

Sir,

With reference to the minutes of meeting held on dated 31.07.2023 regarding Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities.

Particulars to be filled in the 3<sup>rd</sup> party audit requires disclosures under Section 4(1) (b) of RTI Act, 2005 is mandatory. While going through the website of DSCI it has been observed that the mandatory information under Section 4(1) (b) of RTI Act, 2005 i.e. 17 Manuals are not disclosed on the website of DSCI. The Transparency Audit to be carried out cannot be filed in absence of updating of said information on Institute's website. Failing to submit the said report may impose penalty on the Institute. The last date of filing the said audit on CIC Website was 31.07.2023 and now it is extended to 20.08.2023.

In this regard it is observed that in the minutes of the meeting on the subject mentioned above, directions were issued to the all the Deptts of this Institute for providing needed information related to the respective Deptts., Information from some of Deptts has already been received but some information is still awaited and pending at the end of other Deptts.

Therefore, you are again requested to provide concerned/related information with the soft copy of the same for uploading on the DSCI's official website within three days i.e. till 10<sup>th</sup> August 2023 so that the compilation process followed by self-appraisal may be done on the CIC Website. Kindly treat this as most urgent.

Yours faithfully,

*Monica Gupta*  
(Dr Monica Gupta)  
Nodal Officer (RTI)

Encl.: as above

F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/

Copy for information & necessary action to the following:

Date:

1. PA to Director, DSCI
2. PA to Jt. Director (Admn)
3. Guard File

*[Signature]*

Nodal Officer (RTI)



**LIST OF OFFICIALS / OFFICERS TO WHOM REMINDER-I HAS BEEN GIVEN FOR PROVIDING INFORMATION RELATED TO TRANSPARENCY AUDIT OF DISCLOSURES UNDER SECTION 4 (1) (B) OF THE RTI ACT, 2005 ON 08.08.2023.**

1. Joint Director (Admn), DSCI
2. Admn Incharge, DSCI
3. Asstt Director (Co-ordination), DSCI
4. HOD, Clinical Oncology, DSCI
5. Asstt Professor, Surgical Oncology, DSCI
6. Asstt Professor, Gastroenterology, DSCI
7. Asstt Professor, Anesthesia, DSCI
8. Asstt Professor, Oncopathology, DSCI
9. Asstt Professor, Lab Medicine, DSCI
10. Deputy Controller of Accounts, DSCI
11. Vigilance Officer, DSCI
12. Purchase Officer, DSCI / Nodal Officer (NQAS/NABH)
13. Store Officer, DSCI
14. Asstt Engineer (Civil), DSCI
15. Incharge, Maintenance (Egpt.)
16. Planning Officer, DSCI
17. Medical Record Officer, DSCI / Link Officer (DAK)/AGO
18. Incharge, DSCI (West)
19. Incharge Nursing Deptt., DSCI
20. Incharge, Pharmacy, DSCI
21. Incharge, Operation Theater, DSCI

*[Signature]*  
08/8/23

*Vinil*  
8/8/2023

*A*  
8-8-23

*Already submitted*

*Gan*  
8/8/23

*Rd Shukla*  
8/8/23

*[Signature]*  
08/08/23

*Anty*  
08/08/2023

*(Egpt.)*  
8/8/23

*[Signature]*  
Nodal

*Already submitted through email dtd 02/08/2023*

*Sopin*  
8/8/23



22. Incharge, Gynecology
23. Incharge, Blood Bank *W*
24. Incharge, Cytology
25. Incharge, Hematopathology *W*
26. Incharge, Histopathology
27. Incharge, Lab Medicine *W*
28. Incharge, Radiotherapy, DSCI
29. Incharge, Radiology, DSCI
30. Incharge, Nuclear Medicine, DSCI
31. Incharge, Dharamshala, DSCI *Sanu 08/08/2023*
32. Incharge, Reception Counter, DSCI
33. Incharge, Library, DSCI *W 8/8/23*
34. Public Relation Officer, DSCI
35. Nodal Officer (RTI), DSCI *W*
36. Nodal Officer, CRU Section, DSCI *Namki 08/08/2023*
37. Chief Dietician, DSCI *Deepthi Lahoti 8/8/2023*
38. Nodal Officer (IT), DSCI *W 08/08/2023*
39. PA to Director, DSCI *Namki 08/08/2023*

52/c  
Gynecological Oncology  
(Surgical)  
*Vinil*  
*8/8/2023*  
*3 pm*