

**भारत सरकार**  
**GOVERNMENT OF INDIA**  
**स्वास्थ्य सेवा महानिदेशालय**  
**DIRECTORATE GENERAL OF HEALTH SERVICES**  
**लेडी हार्डिंग मेडिकल कॉलेज एवं श्रीमती सुचेता कृपलानी अस्पताल, नई दिल्ली**  
**LADY HARDINGE MEDICAL COLLEGE & SMT. S.K.HOSPITAL, NEW DELHI**

List of RTI Committee members dated-26/08/2016

- |      |   |   |                |
|------|---|---|----------------|
| i.   | Dr. Asha Hans, Addl.M.S                             | : | Chairperson    |
| ii.  | Dr. Anita Shankar Acharya, Prof. of PSM Deptt.      | : | Co-chairperson |
| iii. | Dr. Gaurav Swami, Assoc. Prof. of Physiology Deptt. | : | Member         |
| iv.  | Sh. Neeraj Sachdeva, DD(A)                          | : | Member         |
| v.   | Ms. Darshan, Admn. Officer                          | : | Member         |

Procedure for handling the RTI matter :-

- i. The R & I Section will send all the RTI Applications / Ist Appeals / Appeal to CIC to Dr. Asha Hans, Addl.M.S, Chairperson of the Committee.
- ii. The office staff of the chairperson will maintain proper record of the RTI Applications / Ist Appeals / Appeal to CIC under the supervision of Addl.M.S. Thereafter, RTI Application / Ist Appeal / Appeal to CIC will be marked by Chairperson Co- Chairperson / Dr. Gaurav Swami, Assoc. Prof. of Physiology to the concerned PIO / Appellate Authority as per the order issued by the Admn. I Section nominating PIO / Appellate Authority and its record will be maintained by the office staff of the Chairperson.
- iii. The office staff of Chairperson will maintain a separate register for the RTI Application / Ist Appeal / Appeal to CIC received from the MoHFW / DGHS and received otherwise.
- iv. This committee will also act as MONITORING COMMITTEE for timely / proper disposal of the RTI Application / Ist Appeal / Appeal to CIC.
- v. Whenever any PIO / Appellate Authority in LHMC submits the reply to the RTI Application / Ist Appeal / Appeal to CIC a copy of the same should also be invariably endorsed to the chairperson of the committee.
- vi. The chairperson of the committee through her office will ensure that the status of the RTI Application / Ist Appeal / Appeal to CIC is indicated against the entry made in the relevant register for proper monitoring.
- vii. If, any RTI Application / Ist Appeal / Appeal to CIC is not disposed off within the stipulated period, the chairperson of the committee will also take up the matter with concerned PIO / Appellate Authority.
- viii. The chairperson of the committee will also arrange to call a monthly meeting of the committee to monitor the progress of the RTI Application / Ist Appeal / Appeal to CIC.
- ix. In the monthly meeting those PIOs / Appellate Authorities may also be called who have not responded the RTI Application / Ist Appeal / Appeal to CIC timely.
- x. Minutes of the monthly meeting should be sent to the Director within a week after the conduct of the meeting, along with suggestions for corrective / remedial measures to be taken, if any.

  
13/9/21  
निदेशक / Director  
लेडी हार्डिंग मेडिकल कॉलेज एवं सह-अस्पताल  
Lady Hardinge Medical College & Assoc. Hospitals  
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