

# RTI – Information under section 4(1)b

## 1 – The particulars of its organization , functions, and duties.

NAME AND ADDRESS OF THE ORGANIZATION: ATAL BIHARI VAJPAYEE GOVERNMENT MEDICAL COLLEGE VIDISHA MP 464001. Website:- <https://gmcvidisha.org/>

### INTRODUCTION :

ATAL BIHARI VAJPAYEE MEDICAL COLLEGE VIDISHA has Sanctioned Intake Capacity for UG (MBBS) . The capacity of 150 students per year is sanctioned by Govt. of India, Ministry of Health and Family Welfare, Department of Health. (Ref.: Letter No.: U-12012/38/2018-ME-1[FTS.3154176], Dated: 18th July 2018)

ATAL BIHARI VAJPAYEE MEDICAL COLLEGE VIDISHA is an Institute which strives to provide excellent patient care, world class medical education and groundbreaking research. ATAL BIHARI VAJPAYEE MEDICAL COLLEGE VIDISHA has been successfully working on its mission of best health care services in form of Out-Patient Departments (OPD) consultations.

### HEAD OF THE ORGANIZATION :

Details of Dean Information :-

- Details Name of Dean - Dr.Manish Nigam
- Qualifications - MBBS, MD (Forensic Medicine)
- Address- ABVGMC Campus, Vidisha, MP, Pin-464001
- Telephone Number -07592-299254
- Email address- [deangmcvidisha@gmail.com](mailto:deangmcvidisha@gmail.com)

### VISION :

- To achieve global standards in patient care by adapting national and/or international accreditation standards and developing a culture of excellence in professionalism, governance and leadership.
- To achieve global standards in providing medical education.
- To achieve excellence in public health.
- To achieve excellence in research.

### MISSION :

The mission of the college is to produce medical graduates who can meet the professional and scientific challenges of society and the state. The college with its eminent faculty, high standards of education, research and patient care will attract some of the finest young minds seeking a carrier in the medicine.

## **FUNCTIONS AND DUTIES :**

All the functions and duties distributed and followed by the RULES OF SHEKSHANIK ADARSH SEVA NIYAM 2018 .

### **2- The powers and duties of its officers and employees.**

#### **DEAN :**

- Process the cases of all Group 'A,B,C & D posts. Duties:
- Recruitment/ Promotion/ Confirmation against Faculties ,Para Medical and Nursing Staff
- Issue of No Dues Certificates/ No Objection Certificate / Forwarding Applications in respect of all posts.
- Processing the cases relating to appointments, postings, transfers, disciplinary action ,enquiries/ vigilance enquiries, termination, all court cases related to Hospital Administration
- Ordering of Preliminary & regular inquiries and Grant of Honorarium and acceptance of Fee.
- Admissions of MBBS as per MPMSU JABALPUR.

#### **Medical Superintendent :**

- Hospital Administration
- Central Stores (Hospital)
- Establishment/ Administration of Nursing Staff
- Establishment/ Administration of Para Medical Staff

#### **Clerk :**

Typing work, Maintain the record of the personal/policy files, Record keeping, Receipt & dispatch of the Dak, Handle the data feeding, Production of Records, put up the various cases to the authorities etc

### **(3)- The procedure followed in the decision making process, including channels of supervision and accountability.**

- 1) Process of decision making Identify key decision making points.
- Cases are initiated by dealing clerk/dealing Assistant of the branch .
  - The cases are decided as per delegation of Administrative, Financial and Judicial power.

## 2) Final decision making authority

- .Dean , Atal bihari Vajpayee Government Medical College & Hospital vidisha .

### •) Time limit for disposing off RTI Applications:

- 1) Supply of information in normal course and The limit for disposing off applications is 30 days.
- 2) Supply of information if it concerns the life or liberty of a person and The limit for disposing off applications is 48 hours.
- 3) Supply of information if it relates to third party and the third party has treated it as confidential then it Should be provided after following the procedure given in under section 11 of RTI Act.

### **Channel of supervision and accountability :**

1→• Establishment matters relating to Professor , Associate professor , Assistant professors , Senior resident and Junior resident

- The matter pertaining to framing /notification of Recruitment Rules of Group 'A' posts
- The matter pertaining to the preparation and maintenance of ACRs of Group 'A' posts.
- The matter pertaining to preparation and maintenance of Service Books, Pay Fixation, Increments, , Leave Salary etc. of Group 'A' posts.

The above mentioned cases are initiated by establishment section through Dean.

2-> Establishment matters relating to Nursing and para medical staff .

- The matter pertaining to framing /notification of Recruitment Rules .
- The matter pertaining to preparation and maintenance of Service Books, Pay Fixation, Increments, , Leave Salary etc. of Nursing and para medical staff.

The above mentioned cases are initiated by establishment section through medical superintendent.

### **(4)- The norms set by it for the discharge of its functions.**

Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	To Provide Medical Education and Training to the students of MBBS
	Norms/ standards for functions/ service delivery	Rules and Regulations of National Medical Commission and MPMSU Jabalpur

**(5)- The rules regulations, instructions, manuals and records, held by it or under its control or used by its employees for the discharging its functions.**

- All the rules regulations and instruction are followed according to RULES OF SHEKSHANIK ADARSH SEVA NIYAM 2018 .

**(6)- A statement of the categories of documents that are held by it or under its control.**

Custodian of documents	Categories of documents
Medical Record Department	Medical Record of patients is maintained in Medical Record Department
Students section	All records relating to Admission of MBBS
Establishment Section	Personal Files/Service Matter of Group A officers Service Books, ACR files, Inquiry Files, , RTI Files, Posting & Transfer files, Circular/Instructions/Rules/Guidelines files, DAK books, Receipt Register, Dispatch Registers, , Recruitment Records & Files etc.
RTI Cell	Record of all RTI Applications and appeals, stock register of RTI Cell, Record of Circular related to RTI, Fee Collection Record, Fee deposited with cashier record

**(7)- The particulars of any arrangements that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

- Not Applicable.

**(8)- A statement of the boards ,councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public.**

- 1) Institutional Ethics Committee
- 2) Literary Committee
- 3) Disciplinary Committee

- 4) Student Council
- 5) Anti Ragging Committee
- 6) Research Committee
- 7) Sexual Harassment Committee
- 8) Medical Education Unit
- 9) Curriculum Committee
- 10) Pharmacovigilance Committee

**(9)- A directory of its officers and employees.**

- Enclosure .

**(10)- The monthly remuneration received by each of its officers and employees including the system compensation as provided in its regulation.**

S.no	Officers and Employees	Monthly Remuneration ( Pay Scale)
1.	Dean	37400-67000+grade pay 10000
2.	Professors	37400-67000+grade pay 10000
3.	Associate Professors	37400-67000+grade pay 9000
4 .	Assistant professors	18600-39100+garde pay 7000
5.	Demonstrators	15600-39100+grade pay 6000
6.	Clerks	1900-20200+garde pay 1900

**(11)-The budget allocated to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements made.**

- NIL

**(12)- The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.**

- Not Applicable

**(13)- Particulars of recipients of concessions permits or authorizations grants by it.**

- As per Government norms BPL card holders are getting concession for medical treatment .

**(14)- Details in respects of the information available to or held by it reduced in an electronic form.**

- Website:- <https://gmavidisha.org/>

**(15)- The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room if maintained for public use .**

- All the facilities available to the citizens are mentioned in citizen charter on the website.:- <https://gmavidisha.org/> .
- Library and reading rooms are not open for public use.

**(16)- The names designations and other particulars of the public information officers.**

- 1) **Public Information Officer (PIO)** - Dean - Dr. Manish Nigam (Dean)
- 2) **Assistant Public Information Officer (APIO)** - Dr Sevras Hingwe (Associate Professor)  
Atal Bihari Vajpayee Government Medical College , near khel parisar Vidisha pincode 464001 phone no. 07592-299254 Email address- [deangmavidisha@gmail.com](mailto:deangmavidisha@gmail.com)