

The Information handbook under the Right to Information Act 2005
of the Government of India

Introduction:

I am glad to prepare the manuals relating to the basic information about functioning of Seth Gordhandas Sunderdas Medical College & King Edward VII Memorial Hospital in compliance with the provisions of the Right to Information Act 2005 of the Government of India.

Total 17 manuals have been prepared which describe information about the various subjects of the hospital administration.

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Director (M.E.& R)
Seth G. S. Medical College &
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INDEX

SR. NO.	MANUAL SUBJECT
1	Particulars of Organization, Function and Duties.
2	Powers and Duties of Officers and Employees.
3	The procedure followed in the decision making process.
4	Norms set by it for the discharge of its functions.
5	Rules, Regulations, Instructions, Manuals and Records for Discharging Functions.
6	A statement of the categories of documents that are held by it or under its control.
7	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or administration thereof.
8	Procedure followed in Decision Making Process

9	Directory of Officers and Employee.
10	The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.
11	The Budget Allocated to each Agency.
12	The Manner of Executive of Subsidy Programmes.
13	Particulars of Recipients of Concession, permits or authorization granted by it.
14	Information available in an electronic form.
15	Particulars of the facilities available to citizens for obtaining information.
16	The names, designations and other particulars of the Public Information Officers
17	Other Useful Information.