



# 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 9999

Website: <https://dsci.delhi.gov.in> E-mail: [director.dsci@nic.in](mailto:director.dsci@nic.in)

NIN ID: DSCI (East) – 1112313380 & DSCI (West) - 1115545855



**ADMIN (HR) Branch, DSCI**

## MANUAL - 8

### A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED

#### [SECTION 4 (1) (b) (viii)]

- This Institute has own Governing Council and Finance Committee as per Bye-Laws/ MOA. Moreover, this Institute also follows Committees as per requirement and directions of Governing Council time to time.



LIGHTING CANCER TOGETHER

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

List of Boards, Councils, Committees etc.

1 Sl No	2 Name & Address of the Consultative Committee / bodies	3 Constitution of the Committee/body	4 Main Function of the body	5 Frequency of Meetings	6 Date of Constitutio n	7 Date upto which valid	8 Whether meetings Open to public	9 Whether minutes accessible to public	10 Remarks
1	<b>Medical Board</b>	<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



**HEMANT SHARMA**  
 Medical Record Officer  
 Delhi State Cancer Institute  
 Dilshad Garden, Delhi-110095





- 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, INDIA  
EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505  
**WEST:** C-2/B, JANAK PURI, NEW DELHI 110058, INDIA  
EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 3333  
Website: [www.dsci.nic.in](http://www.dsci.nic.in) E-mail: [director.dsci@nic.in](mailto:director.dsci@nic.in) NIN No: 1112313380

**TIME BOUND**

No. DSCI-F014/1/2021-MRS(DSCI)/

Date:

**ORDER**

Approval of the worthy Director, DSCI is hereby conveyed for constitution of the Permanent Medical Board for specific isolated cases / medical examinations of patients of this Institute or outsiders requested for examinations by Board.

The Medical Board consists of the following members:-

- |                           |   |
|---------------------------|---|
| (1) Dr Pankaj Tyagi       | : HOD Gastroenterology – Chairperson        |
| (2) Dr Vinita Jaggi Kumar | : Asstt Professor Surgical / Gynae Oncology |
| (3) Dr Dhruv Jain         | : HOD Onco-Pathology                        |
| (4) Dr Pragya Shukla      | : HOD Clinical Oncology, DSCI -             |

The Members of the Board shall examine the patients and submit the report/opinion with recommendations in the matters to the Director, DSCI.

This issues with the approval of the Director, DSCI

(Dr Surendra Kumar)  
Asstt Director (Coord)

Copy for information and necessary action to:

1. All the Members of Board
2. PA to Director, DSCI
3. PA to Jt Director, DSCI

**"Wear Mask, Follow Physical Distancing and Maintain Hand Hygiene"**

Signed by Surendra Kumar

Date: 31-08-2021 15:36:13

Reason: Approved

**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, INDIA  
EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505  
**WEST:** C-2/B, JANAK PURI, NEW DELHI 110058, INDIA  
EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 3333  
Website: [www.dsci.nic.in](http://www.dsci.nic.in) E-mail: [director.dsci@nic.in](mailto:director.dsci@nic.in) NIN No: 1112313380



**TIME BOUND**

No. DSCI-F014/1/2021-MRS(DSCI)/

Date:

## ORDER

Approval of the worthy Director, DSCI is hereby conveyed for constitution of the Permanent Medical Board for specific isolated cases / medical examinations of patients of this Institute or outsiders requested for examinations by Board.

The Medical Board consists of the following members:-

- |                           |   |
|---------------------------|---|
| (1) Dr Pankaj Tyagi       | : HOD Gastroenterology – Chairperson        |
| (2) Dr Vinita Jaggi Kumar | : Asstt Professor Surgical / Gynae Oncology |
| (3) Dr Dhruv Jain         | : HOD Onco-Pathology                        |
| (4) Dr Pragya Shukla      | : HOD Clinical Oncology, DSCI -             |

The Members of the Board shall examine the patients and submit the report/opinion with recommendations in the matters to the Director, DSCI.

This issues with the approval of the Director, DSCI

(Dr Surendra Kumar)  
Asstt Director (Coord)

Copy for information and necessary action to:

1. All the Members of Board
2. PA to Director, DSCI
3. PA to Jt Director, DSCI

**“Wear Mask, Follow Physical Distancing and Maintain Hand Hygiene”**

Signed by Surendra Kumar

Date: 31-08-2021 15:36:13

Reason: Approved





# 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 9999

Website: [www.dsci.delhi.gov.in](http://www.dsci.delhi.gov.in) E-mail: [director.dsci@nic.in](mailto:director.dsci@nic.in) NIN No: 1112313300

NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1115545855



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

Dated:

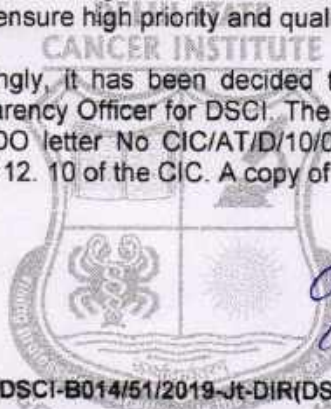
## Office Memorandum

### **Sub: Appointment of Transparency Officer-reg.**

As per the powers vested in the Central Information Commission by Section 19 (8)(a) of the RTI Act-05, the Commission has given direction to the Public Authority to set out the obligations in Section 4 of the RTI Act-05 to be discharged by the Public Authority as per the time-limits set out against each activity

For the purpose of implementation of these obligations as set out in Section 4 of the Act. the Commission has further given direction to all the Public Authorities to designate one of their senior officers as Transparency Officer. The main function of the Transparency Officer may be summarized as to promote institutional transparency within the public authority through proactive and effective implementation of the provisions of section 4 of the RTI Act-05. These include effective record management, digitization of records, networking and incremental proactive disclosures. At the same time to ensure high priority and quality in disposing off the RTI applications

Accordingly, it has been decided to designate Dr. Pankaj Tyagi, Associate Professor in Gastro as Transparency Officer for DSCI. The details of role and function of the Transparency officer is explained in the DO letter No CIC/AT/D/10/000111, dated 15.11.10 and DO letter No CIC/AT/D/10/000111/2, dated 9.12.10 of the CIC. A copy of each of the same is enclosed



global cancer control

*[Signature]*  
(Dr. Diwakar)  
Director & CEO, DSCI

File No. DSCI-B014/51/2019-Jt-DIR(DSCI)-O/o DSCI/ 1222-15/51/2019

Dated: 10.05.2019

### **Copy for Information & Necessary Action:**

1. First Appellate Authority, DSCI
2. Nodal Officer, RTI - DSCI
3. Admin In-Charge-II, DSCI
4. All HODs / Purchase In-Charges, DSCI
5. Deputy Controller of Accounts (DCA), DSCI
6. In-Charge IT - for uploading the order on the website portal and ensuring necessary arrangements of e-office.
7. PA to Director, DSCI
8. PA to Joint Director, DSCI



148/c

**CENTRAL INFORMATION COMMISSION**  
**New Delhi**

CIC/AT/D/10/000111  
Dated 15.11.2010

**Implementation of Section 4 of the RTI Act**  
**Direction to Public Authorities u/s 19(8)(a) of RTI Act**

Commission has been noting in its decisions that although the RTI Act has now been in place for five years, a key element of the law – voluntary disclosure by public authorities, enshrined in Section 4 of the Act – has not been fully implemented in letter and spirit. There are, no-doubt, departments and public authorities, which are more transparent and open than the others, but most do not conform to the matrix of disclosure set-out in Section 4.

2. Transparency has not become such a good idea because of the presence of the RTI Act, but it is good because transparency promotes good governance. Of the records, documents and files held by public authorities, a very large part can be made available for inspection, or be disclosed on request to the citizens, without any detriment to the interest of the public authority. This has not been done, or has still not been systematically addressed, largely because of an intuitive acceptance of secrecy as the general norm of the functioning of public authorities. This mental barrier needs to be crossed, not so much through talks and proclamation of adherence to openness in governance, but through tangible action – small things, which cumulatively promote an atmosphere of openness.

## II. Personnel related details and functions of public authorities:

The relevant portions of Section 4 calls upon public authorities to carry out the following:-

*"b) publish within one hundred and twenty days from the enactment of this Act,—*

- (i) the particulars of its organisation, functions and duties;*
- (ii) the powers and duties of its officers and employees;*
- (iii) the procedure followed in the decision making process, including channels of supervision and accountability;*
- (iv) the norms set by it for the discharge of its functions;*
- (v) the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;*
- (vii) the particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;*
- (viii) 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 meetings are accessible for public;*
- (ix) a directory of its officers and employees;*
- (x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;*
- (xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;*





सत्यमेव जयते

विपिन बिहारी श्रीवास्तव

B. B. Srivastava

सचिव / Secretary

केंद्रीय सूचना आयोग

Central Information Commission

2 तल, विंग 'ब' / 2nd Floor, 'B' Wing

अगस्त क्रांति भवन / August Kranti Bhawan,

भीकाजी कामा प्लेस / Bhikaji Cama Place,

नई दिल्ली-110066 / New Delhi-110066

Telephone : 26167932, Fax : 26106287

E-mail: secy-cic@nic.in

D.O.No. CIC/AT/D/10/000111/2

Dated: December 09, 2010

Dear Sir,

Subject : 1. Roles of CPIO and Transparency Officer (TO)  
2. Level of Transparency Officer (TO)  
3. Job Chart of Transparency Officer (TO)

Reference: D.O.No.CIC/AT/D/10/000111 dated 15.11.2010

Apropos the subject and reference cited, there has been requests for clarification, from some public authorities, regarding the role of the Transparency Officer (T.O.) vis-à-vis the CPIO, and the level of the Transparency Officer.

2. It is clarified that the institution of Transparency Officer is in fact an administrative arrangement for promotion of institutional transparency within the public authority through proactive and effective implementation of the provisions of Section 4 of the RTI Act, 2005. These include effective record management, digitization of records, networking and incremental proactive disclosures.

3. The CPIO and the Appellate Authority, on the other hand, are parts of the RTI-regime and, in that sense, are statutory officers under the RTI Act. Their functions shall be as defined in Sections 7 and 19(1) of the Act respectively.

4. Within the public authority, a CPIO will be free to seek guidance from the Transparency Officer about disclosure-norms — both in its general and specific aspects.

5. The level of Transparency Officer, in any public authority, may vary depending on the availability of personnel of a requisite level. However, to be effective, a Transparency Officer should be of sufficiently high seniority in the organization, having uninterrupted and free access to the head of the public authority. He should also be able to effectively communicate and liaise with Divisional Heads of the public authority.

महानिदेशक, सीएसआइआर  
एवं सचिव डीएसआइआर का कार्यालय  
आयुक्त संख्या 2520  
दिनांक: 15.12.2010

15/12/2010

सचिव, सी. एस. आइ. आर.





# 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 9999

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

NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1115545855



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

Dated:

## OFFICE ORDER

In pursuance of the directives issued by the Central Information Commission (CIC) for conducting the Third Party Transparency Audit for the year 2024-25 through the software available on the CIC website, a **Consultancy Committee** is hereby constituted for the **preparation/updation of the 17 Manuals**, as uploaded on the official website of DSCI.

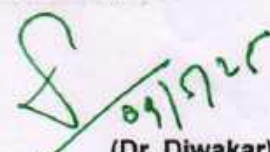
The composition of the Committee shall be as under:

S. No.	Name & Designation	Role in Committee
1.	Dr. Monica Gupta, Nodal Officer (RTI), DSCI	Chairperson
2.	Dr. Vikram Pratap Singh, Assistant Director (Co-ordination), DSCI	Member
3.	Dr. Faiz Ansari, Associate Professor (Clinical Oncology), DSCI	Member

The above Committee is entrusted with the responsibility of reviewing and updating the existing data/manuals provided by the concerned departments in accordance with the requirements specified in the Self-Appraisal Form. The completed exercise shall be submitted through the designated software on the CIC website **on or before 15.05.2025**, the deadline prescribed by the Central Information Commission.

Given the urgency and importance of the matter, it is directed that meetings of the Committee be held on **alternate days post forenoon** until the task is completed. The Committee is further **authorized to seek assistance from any department or employee** of the Institute, as may be required for the effective discharge of its responsibilities.

o/k

  
(Dr. Diwakar)  
Director, DSCI

File No. DSCI-B014/51/2019-Jt-DIR(DSCI)-O/o DSCI/ 1226-30/695/2015

Dated: 10.08.2015

Copy to:

- 1) FAA, DSCI
- 2) All Concern Officers
- 3) All Deptt Heads/Incharge's, DSCI
- 4) Mr. Nahid, HE-III, to coordinate and assist the committee during meetings.
- 5) PA to the Director, DSCI





# 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, INDIA

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

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

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

Website: www.dsci.nic.in E-mail: director.dsci@nic.in NIN No: 1112313380

NIN NO: DSCI EAST 1112313380 DSCI WEST 1115545855



## ATTENDANCE SHEET

CHAIRPERSON: DIRECTOR, DSCI

AGENDA OF THE MEETING: DISCUSSION REGARDING

UPDATION OF 17 MANUALS

DATE: 04<sup>TH</sup> JUNE 2025 (WEDNESDAY)

TIME : 09:30 AM

SL No	NAME	DESIGNATION	CONTACT No./ EMAIL ID	SIGNATURE
1.	Dr. Ankita Gupta	Asst. Prof. Lab medicine	9711443346	Ankita
2.	Dr. Pankaj Chopra	Assistant Professor Lab med	8800218261	Pankaj
3.	Dr. Shweta Arand	Asst Professor Chest & Respir Med	9643914221	Shweta
4.	Dr. AMIT TATE	Asst Prof. Surgical oncology	7642405822	Amit
5.	Dr. Surendra Kumar	Asst Prof. Ance	8800180660	Surendra
6.	Dr. Monica Gupta	Asstt Prof Oncopath	9560390110	Monica
7.	Dr. Manish Kumar Sharma	Medical officer	9582817847	Manish
8.	Dr. Faiz Anwar Amiri	Asst Prof. Clinical Oncol.	8860333345	Faiz
9.	Dr. Afrana Shah	Asst Prof	9560390119	Afrana
10.	SINIMOL BABY	ADN	8447511702	Sinimol
11.	JYOTI JOSHI	ADN	9811863394	Jyoti
12.	Dr. Nidhi Seivarkara	AP, Hematology	9643252100	Nidhi



# 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, INDIA

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

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

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

Website: [www.dsci.nic.in](http://www.dsci.nic.in) E-mail: [director.dsci@nic.in](mailto:director.dsci@nic.in) NIN No: 1112313380

**NIN NO:** DSCI EAST 1112313380 DSCI WEST 1115545855



## ATTENDANCE SHEET

CHAIRPERSON: DIRECTOR, DSCI

AGENDA OF THE MEETING: DISCUSSION REGARDING

UPDATION OF 17 MANUALS

DATE: 04<sup>TH</sup> JUNE 2025 (WEDNESDAY)

TIME : 09:30 AM

SL No	NAME	DESIGNATION	CONTACT No./ EMAIL ID	SIGNATURE
1.	Dr. Swati Bhan.	Asoc. Prof. Anaesthesia	8860 595020	Swati
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				





## 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)



COPY OF THE MINUTES OF THE URGENT MEETING CALLED BY THE WORTHY DIRECTOR, DSCI HELD ON 04.06.2025 AT 09:30 AM IN THE BOARD ROOM OF THE DIRECTOR, DSCI REGARDING THIRD PARTY TRANSPARENCY AUDIT FOR THE YEAR 2025.

S No.	Name & Designation of Officer/ Official	Signature
1.	Dr Pankaj Tyagi Associate Professor (Gastroenterology)	
2.	Dr Dhruv Jain Assitant Professor (Oncopathology)	
3.	Dr Vikram Pratap Singh Asstt Director (C) / Asstt Professor Palliative Care	
4.	Dr Vinita K Jaggi Asstt Professor, Surgical Oncology	 6/6/2025
5.	Dr Surender Kumar Associate Professor Onco-Anesthesia	
6.	Dr Faiz Akram Ansari Associate Professor, Clinical Oncology	
7.	Sh Anil Kumar, Dy Controller of Accounts, DSCI	
8.	Dr Monica Gupta Asstt Professor, Onco-Pathology	
9.	Dr Prgaya Shukla Associate Professor Surgical Oncology	
10.	Ms Sinimol Baby Asstt Director (N), DSCI	 6/6/25
11.	Ms Jyoti Joshi Asstt Director (N)	 11/6/25
12.	Dr Swati Bhan Associate Professor Onco- Anesthesia	
13.	Dr Shweta Anand, Asstt Professor(Chest & Respiratory Medicine)	 10/6/25
14.	Dr Parul Chopra Asstt Professor (Lab Medicine)	 9/6/25



15.	Dr Ankita Gupta Asstt Professor (LM)	Ankita 9/6/25
16.	Dr Manish Sharma Clinical Oncology, DSCI	Manish 9/6/25
17.	Dr Sunaina Wadhwa, Asstt Professor (Surgical Oncology)	Sunaina 9/6/25
18.	Dr Amit Tyagi Asstt Professor, Surgical Oncology	Amit 9/6/25
19.	Dr Nidhi Shrivastava Asstt Professor Hemato-Oncology	Nidhi 9/6/25
20.	Dr Anuradha Patel Asstt Professor Onco-Anesthesia	Anuradha 9/6/25
21.	Dr Afsana Shah Asstt Professor Clinical/Radiation Oncology	Afsana
22.	Dr Rahul Aggarwal Asstt Professor Surgical Oncology	
23.	Dr Minakshi Mann Asstt Professor, Cancer Research	Minakshi 9/6/25
24.	Mr Neeraj Kumar Statistical Officer (Planning)	Neeraj
25.	Sh Hemant Sharma Medical Record Officer, DSCI	Hemant
26.	Incharge Reception Counter, DSCI	Incharge
27.	Ms Deepti Lahoti Senior Dietary Executive, DSCI	Deepti Lahoti 9/6/2025
28.	Ms Ranjana Kumari Public Relation Officer, DSCI	Ranjana Kumari 9/6/25
29.	Nodal Officer CRU Section, DSCI	
30.	PA to Director, DSCI	PA to Director



**Reagarding updating 17 manuals to be uploaded on DSCI website**

*Email Sent on 04.06.2025*

**mgupta.41** <mgupta.41@delhi.gov.in>

Wed, 04 Jun 2025 2:24:15 PM +0530

To "dr.faizansari"<dr.faizansari@delhi.gov.in>,"skumar.41"<skumar.41@delhi.gov.in>,"PANK AJ TYAGI"<ptyagi.41@gov.in>,"vkjaggi.41"<vkjaggi.41@gov.in>,"djain.41"<djain.41@delhi.gov.in>,"vpsingh.41"<vpsingh.41@delhi.gov.in>,"sbhan.41"<sbhan.41@delhi.gov.in>,"ANU RADHA PATEL"<apatel.41@delhi.gov.in>,"ANKITA GUPTA"<agupta.41@delhi.gov.in>,"pchopra.41"<pchopra.41@delhi.gov.in>,"AMIT TYAGI"<amtyagi.41@delhi.gov.in>,"Rahul Arora"<rdarora.41@nic.in>,"Neeraj Kumar"<neeraj.kumar1979@delhi.gov.in>,"IT Section DSCI"<itdel.dsci@delhi.gov.in>,"Afsana Shah"<ashah.41@delhi.gov.in>,"Manish Kumar Sharma Manish Kumar Sharma"<manishsharma.847@delhi.gov.in>,"NIDHI SRIVASTAVA"<nsrivastava.41@delhi.gov.in>,"sanand.41"<sanand.41@delhi.gov.in>,"mgupta.41"<mgupta.41@gov.in>,"Mohd Naheed Ashar"<nashar.41@nic.in>

Cc "Director DSCI"<director.dsci@nic.in>,"DMS Legal"<dmslegalgtb@gmail.com>

Dear All

Kindly find attached minutes of the meeting held today at 9.30AM regarding updating 17 manuals on website of DSCI.

Regards

Dr Monica Gupta  
Asstt Prof Oncopathology &  
Nodal Officer RTI.

**1 Attachment(s)**

Discussion held during the mM...  
813 KB





## 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** DLSHAD 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: +91-11-2501 1111, 2504 1111 FAX: +91-11-2504 3333  
Website: [www.dscilnctn.org](http://www.dscilnctn.org) E-mail: [dscilnctn@yahoo.co.in](mailto:dscilnctn@yahoo.co.in)



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

Date:

### DISCUSSION HELD DURING THE URGENT MEETING CALLED BY THE WORTHY DIRECTOR, DSCI HELD ON 04.06.2025 AT 09:30 AM IN THE BOARD ROOM OF THE DIRECTOR, DSCI REGARDING THIRD PARTY TRANSPARENCY AUDIT FOR THE YEAR 2025.

An emergent meeting was called by the Worthy Director, DSCI on 04.06.2025 at 09:30 AM in the Board Room of the Worthy Director. DSCI regarding email dated 14.05.2023 received from Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding *Third Party Transparency Audit for the year 2025 by the Public authorities.*

### ALL SENIOR FACULTY MEMBERS AND STAFF FROM OTHER DEPT'S WAS PRESENT DURING THE MEETING INCLUDING TWO MEMBERS OF THE TRANSPARENCY COMMITTEE, DSCI

1. Dr Faiz Akram Ansari, Associate Professor (Clinical Oncology)

2. Dr Monica Gupta, Nodal Officer (RTI)

Meeting for the updation of 17 Manuals held on scheduled date, time and place. In discussion held during the meeting Director, DSCI asked about the status of completion of work from Nodal Officer (RTI), Nodal Officer (RTI) apprised that a letter dated 27.05.2025 had already been issued and sent through email to all the Dept's. Heads/Incharge's for providing information related to the own Dept's for updation of 17 Manuals already available on the website of DSCI. Main points of the discussion held during the meeting has been given below.

1. Worthy Director, DSCI asked regarding updated information received from Dept's/in charges of DSCI and also stated that if information in the form of 17 Manuals was already updated on the website of this Institute in 2023 then we have to update the said information as per the present status of Dept's/institute. Dr Monica Gupta, Nodal Officer (RTI) has apprised that after fresh recruitment of the new faculty and doctors along with start of new services in the Institute, updated information for uploading in the form of 17 Manuals on the Institutes website in the time bound manner is required.
2. Worthy Director, DSCI directed to all the Dept's/incharges to provide the updated information pertaining to their Dept's within 2-3 days, so that another next meeting may be scheduled on Monday at the same time to review the information provided before the uploading on the website of this Institute.
3. Worthy Director, DSCI asked about the Budget related updated information from the DCA and directed to provide the same to the Nodal Officer (RTI) on priority basis.
4. In view of the urgency and time bound matter Worthy Director, DSCI directed to all the Dept's/incharges to provide the updated information to Nodal Officer (RTI)

til 07.06.2025 i.e. Saturday, so that provided information may be reviewed by the Members of the Transparency Committee on 09.06.2025 (Monday) at 09:30 AM.

Therefore, details of Manuals and their concerned Dept's has been given below for ready reference, kindly read it carefully and check on website of this Institute and update it as per present status and condition of the Institute.

The 17 Manuals under Section 4 (1) (b) of the RTI Act, 2005 are to be uploaded on the Website of this Institute as well as Central Information Commission Portal are as under:

#### MANUAL - 1

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

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

- > The information needs to be provided by the Admin In charge-II
- > May kindly refer to Manual-1 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS/DSCI 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 (Admin), Administration Incharge and Asstt Director (Co-ordination) needs to be provided. All other Dept's of the Institute viz.

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Dept.
4. Incharge, Recruitment Dept.
5. Incharge, Clinical Oncology
6. Incharge, Gynecology Dept.
7. Incharge, Chest and Respiratory Dept.
8. Incharge, Pediatric Hematology Dept.
9. Incharge, Gastroenterology Dept.
10. Incharge, Anesthesiology Dept.
11. Incharge, Radiology Dept.
12. Incharge, Histopathology Dept.
13. Incharge, Cytology Dept.
14. Incharge, Hematopathology Dept.
15. Incharge, Lab Medicine Dept.
16. Incharge, Blood Bank
17. Incharge, Planning Dept.
18. Incharge, Store Dept.
19. Incharge, Engineering Dept / Caretaking Branch
20. Incharge, Maintenance Dept.
21. Incharge, Nursing Dept.

- > may also provide updated information to be uploaded in Manual-2 in a format given below for reference:-



S No.	Name of Official	Designation	Duties in brief
-------	------------------	-------------	-----------------

- > Updated 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/DSCI also for reference purpose only.

#### MANUAL - 3

#### PROCEDURE FOLLOWED IN DECISION MAKING

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

- > Updated information pertaining to Manual will be provided by the Administration Branch. The other section may provide the remaining information.
- > All other Depts of the Institute viz.

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Dept.
4. Incharge, Recruitment Dept.
5. Incharge, Clinical Oncology
6. Incharge, Gynecology Dept.
7. Incharge, Chest and Respiratory Dept.
8. Incharge, Pediatric Hematology Dept.
9. Incharge, Gastroenterology Dept.
10. Incharge, Anesthesiology Dept.
11. Incharge, Radiology Dept.
12. Incharge, Histopathology Dept.
13. Incharge, Cytology Dept.
14. Incharge, Hematopathology Dept.
15. Incharge, Lab Medicine Dept.
16. Incharge, Blood Bank
17. Incharge, Planning Dept.
18. Incharge, Store Dept.
19. Incharge, Engineering Dept / Caretaking Branch
20. Incharge, Maintenance Dept.
21. Incharge, Nursing Dept.

- > 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 Depts of the Institute viz.

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Dept.
4. Incharge, Recruitment Dept.

5. Incharge, Clinical Oncology
6. Incharge, Gynecology Dept.
7. Incharge, Chest and Respiratory Dept.
8. Incharge, Pediatric Hemato-Oncology Dept.
9. Incharge, Gastroenterology Dept.
10. Incharge, Anesthesiology Dept.
11. Incharge, Radiology Dept.
12. Incharge, Histopathology Dept.
13. Incharge, Cytology Dept.
14. Incharge, Hematopathology Dept.
15. Incharge, Lab Medicine Dept.
16. Incharge, Blood Bank
17. Incharge, Planning Dept.
18. Incharge, Store Dept.
19. Incharge, Engineering Dept/Caretaking Branch
20. Incharge, Maintenance Dept.
21. Incharge, Nursing Dept.

- > may provide updated information to be uploaded in Manual-4.
- > 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)]

- > Updated information may be submitted by Administration Branch

#### 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 Records may be submitted by all the Depts of our Institute in the following format:

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

- > Updated information will be submitted by-

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Dept.
4. Incharge, Recruitment Dept.
5. Incharge, Clinical Oncology
6. Incharge, Gynecology Dept.
7. Incharge, Chest and Respiratory Dept.
8. Incharge, Pediatric Hematology Dept.
9. Incharge, Gastroenterology Dept.
10. Incharge, Anesthesiology Dept.

11. Incharge, Radiology Deptt.
12. Incharge, Histopathology Deptt.
13. Incharge, Cytology Deptt.
14. Incharge, Hematopathology Deptt.
15. Incharge, Lab Medicine Deptt.
16. Incharge, Blood Bank
17. Incharge, Planning Deptt.
18. Incharge, Store Deptt.
19. Incharge, Engineering Deptt / Caretaking Branch
20. Incharge, Maintenance Deptt.
21. 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)]

- Administration Deptt.

#### MANUAL - 8

### A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED

[Section 4 (1) (b) (viii)]

- Updated information will be provided by the Administration Branch, Recruitment Branch and Planning Deptt. 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)]

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

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

#### 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)]

- Updated information will be provided by the
- I. Administration Branch.
  - II. Accounts Branch
  - III. Co-Ordination Deptt for outsource employees.

#### 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 will 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)]

- 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)]

- Nodal Officer (DAK)
- Incharge, Clinical Oncology
- 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)]

- Updated information will be provided by the IT Deptt.

#### MANUAL - 15

### PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

[Section 4 (1) (b) (xv)]

- Updated information will be provided by the Nodal Officer (RTI),
- Engineering Deptt. / Caretaking Branch, DSCI,
- MRO, Medical Records Deptt.



**Meeting Notice to be held on 11.06.2025 at 12:30 PM**

**Mohd Naheed Ashar** < nashar.41@delhi.gov.in >

Tue, 10 Jun 2025 4:05:39 PM +0530

To "dr.faizansari"<dr.faizansari@delhi.gov.in>,"PANKAJ TYAGI"<ptyagi.41@gov.in>,"vpsingh.41"<vpsingh.41@delhi.gov.in>,"mgupta.41"<mgupta.41@delhi.gov.in>,"Director DSCI"<director.dsci@nic.in>

**Respected Sir/Madam,**

A meeting of the Committee members of the Consultancy Committee constituted by the Competent Authority of DSCI vide this Institute Office Order No.DSCI-B014/51/2019-Jt-DIR(DSCI)-O/o DSCI/1228/695/2025 dated 10.05.2025 for the preparation/updation of the 17 Manulas as uploaded on the official website of the DSCI has been scheduled for **10.06.2025 at 12:30 PM** at the Board Room of the Director, DSCI regarding directions issued by the Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 for **Third Party Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities.**

In view of the above and the urgency of the matter it is requested to attend the meeting and to review & discuss the matter related to the 17 Manuals uploaded on the website of the Institute.



**Mohd Naheed Ashar**  
O/o Nodal Officer (RTI)  
PA to Jt. Director (Admn)/  
Hospital Executive-III

for

**Dr Monica Gupta**  
Nodal Officer (RTI)  
**DELHI STATE CANCER INSTITUTE**  
EAST: Dilshad Garden, Delhi 110 095  
TELEFAX: +91-11-2211 0505  
EPABX: +91-11-2213 5200, +91-11-2213 5700, Extn: 2005  
WEST: C-2/B, Janak Puri, New Delhi 110 058  
Tel: +91-11-2550 3333, FAX: +91-11-2554 9999  
EPABX: +91-11-2550 1111, +91-11-2554 1111



website: [www.dsci.nic.in](http://www.dsci.nic.in)

Please Visit @ <https://www.youtube.com/watch?v=A6vcgZfbyBw>

**DONATIONS TO DSCI ARE EXEMPTED FROM INCOME TAX U/S 12AA and 80G (5) OF THE IT ACT.**

**PLEASE DONATE GENEROUSLY FOR SUPPORTING THE NOBLE CAUSE BEING PURSUED BY DSCI IN THE WELFARE OF THE MANKIND.**

**INTENDED AMOUNT FOR DONATION CAN BE REMITTED ONLINE TO THE BANK AS PER THE DETAILS GIVEN BELOW:  
RTGS/SWIFT CODE FOR ELECTRONIC TRANSFER OF FUNDS TO DSCI**

Name of the Bank	:	<b>STATE BANK OF INDIA</b>
Name of the Beneficiary	:	<b>DELHI STATE CANCER INSTITUTE</b>
Account Number	:	<b>30944102428</b>
Branch Name/City	:	<b>Dileshad Garden, Delhi 110095</b>
IFS Code / MICR Number	:	<b>SBIN0009370 / 110002183</b>
Swift Code	:	<b>SBININBB542</b>

**75**  
**Azadi Ka**  
**Amrit Mahotsav**

**G20**  
**भारत 2023 INDIA**

**वसुधैव कुटुम्बकम्**  
**ONE EARTH • ONE FAMILY • ONE FUTURE**



**Meeting Notice to be held on 11.06.2025 at 12:30 PM regrading Third Party  
Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the  
Public authorities**

**Mohd Naheed Ashar** < nashar.41@delhi.gov.in >

Tue, 10 Jun 2025 4:10:21 PM +0530

To . "dr.faizansari"<dr.faizansari@delhi.gov.in>,"PANKAJ  
TYAGI"<ptyagi.41@gov.in>,"vpsingh.41"<vpsingh.41@delhi.gov.in>,"mgupta.41"  
<mgupta.41@delhi.gov.in>,"Director DSCI"<director.dsci@nic.in>

**Respected Sir/Madam,**

A meeting of the Committee members of the Consultancy Committee constituted by the Competent Authority of DSCI vide this Institute Office Order No.DSCI-B014/51/2019-Jt-DIR(DSCI)-O/o DSCI/1228/695/2025 dated 10.05.2025 for the preparation/updation of the 17 Manulas as uploaded on the official website of the DSCI has been scheduled for **11.06.2025 at 12:30 PM** at the Board Room of the Director, DSCI regarding directions issued by the Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 for **Third Party Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities.**

In view of the above and the urgency of the matter it is requested to attend the meeting and to review & discuss the matter related to the 17 Manuals uploaded on the website of the Institute.



**Mohd Naheed Ashar**  
O/o Nodal Officer (RTI)  
PA to Jt. Director (Admn)/  
Hospital Executive-III

for

**Dr Monica Gupta**  
Nodal Officer (RTI)  
**DELHI STATE CANCER INSTITUTE**  
EAST: Dilshad Garden, Delhi 110 095  
TELEFAX: +91-11-2211 0505  
EPABX: +91-11-2213 5200, +91-11-2213 5700, Extn: 2005  
WEST: C-2/B, Janak Puri, New Delhi 110 058  
Tel: +91-11-2550 3333, FAX: +91-11-2554 9999



**EPABX: +91-11-2550 1111, +91-11-2554 1111**

**website: [www.dsci.nic.in](http://www.dsci.nic.in)**



Please Visit @ <https://www.youtube.com/watch?v=A6vcgZfbyBw>

**DONATIONS TO DSCI ARE EXEMPTED FROM INCOME TAX U/S 12AA and 80G  
(5) OF THE IT ACT.**

**PLEASE DONATE GENEROUSLY FOR SUPPORTING THE NOBLE  
CAUSE BEING PURSUED BY DSCI IN THE WELFARE OF THE  
MANKIND.**

**INTENDED AMOUNT FOR DONATION CAN BE REMITTED ONLINE TO  
THE BANK AS PER THE DETAILS GIVEN BELOW:**

**RTGS/SWIFT CODE FOR ELECTRONIC TRANSFER OF FUNDS TO  
DSCI**

Name of the Bank	:	<b>STATE BANK OF INDIA</b>
Name of the Beneficiary	:	<b>DELHI STATE CANCER INSTITUTE</b>
Account Number	:	<b>30944102428</b>
Branch Name/City	:	<b>Dilshad Garden, Delhi 110095</b>
IFS Code / MICR Number	:	<b>SBIN0009370 / 110002183</b>
Swift Code	:	<b>SBININBB542</b>

**75**  
**Azadi Ka**  
**Amrit Mahotsav**



**वसुधैव कुटुम्बकम्**  
**ONE EARTH • ONE FAMILY • ONE FUTURE**



**Attendance Sheet of meeting held on 11.06.2025 at 12:30 PM regarding Third Party Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities**

S No.	Name	Mobile No.	Signature
1.	2.	3.	4.
1.	Dr Vikram	—	Not available
2.	Dr Parag	9953570124	Parag
3.	Dr. Monisha Gupta	9560390110	Monisha
4.	Dr. Faiz Aamir	8860553345	Faiz
5.	Muhammad Naheed Ashar Hospital Executive III	9717185786	Naheed
6.			
7.			
8.			



**Meeting Notice to be held on 11.06.2025 at 12:30 PM regrading Third Party Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities**

**Mohd Naheed Ashar** <nashar.41@delhi.gov.in>

Tue, 10 Jun 2025 4:10:21 PM +0530

To "dr.faizansari"<dr.faizansari@delhi.gov.in>,"PANKAJ TYAGI"<ptyagi.41@gov.in>,"vpsingh.41"<vpsingh.41@delhi.gov.in>,"mgupta.41"<mgupta.41@delhi.gov.in>,"Director DSCI"<director.dsci@nic.in>

**Respected Sir/Madam,**

A meeting of the Committee members of the Consistency Committee constituted by the Competent Authority of DSCI vide this Institute Office Order No.DSCI-B014/51/2019-Jt-DIR(DSCI)-O/o DSCI/1228/695/2025 dated 10.05.2025 for the preparation/updation of the 17 Manulas as uploaded on the official website of the DSCI has been scheduled for **11.06.2025 at 12:30 PM** at the Board Room of the Director, DSCI regarding directions issued by the Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 for **Third Party Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities.**

In view of the above and the urgency of the matter, it is requested to attend the meeting and to review & discuss the matter related to the 17 Manuals uploaded on the website of the Institute.

**Mohd Naheed Ashar**  
O/o Nodal Officer (RTI)  
PA to Jt. Director (Admn)/  
Hospital Executive-III

for

**Dr Monica Gupta**  
Nodal Officer (RTI)  
**DELHI STATE CANCER INSTITUTE**  
EAST: Dilshad Garden, Delhi 110 095  
TELEFAX: +91-11-2211 0505  
EPABX: +91-11-2213 5200, +91-11-2213 5700, Extn: 2005  
WEST: C-2/B, Janak Puri, New Delhi 110 058  
Tel: +91-11-2550 3333, FAX: +91-11-2554 9999  
EPABX: +91-11-2550 1111, +91-11-2554 1111  
website: [www.dsci.nic.in](http://www.dsci.nic.in)



Please Visit @ <https://www.youtube.com/watch?v=A6vcgZfbyBw>

**DONATIONS TO DSCI ARE EXEMPTED FROM INCOME TAX U/S 12AA and 80G (5) OF THE IT ACT.**

**PLEASE DONATE GENEROUSLY FOR SUPPORTING THE NOBLE CAUSE  
BEING PURSUED BY DSCI IN THE WELFARE OF THE MANKIND.  
INTENDED AMOUNT FOR DONATION CAN BE REMITTED ONLINE TO THE  
BANK AS PER THE DETAILS GIVEN BELOW:  
RTGS/SWIFT CODE FOR ELECTRONIC TRANSFER OF FUNDS TO DSCI**

Name of the Bank	:	STATE BANK OF INDIA
Name of the Beneficiary	:	DELHI STATE CANCER INSTITUTE
Account Number	:	30944102428
Branch Name/City	:	Dilshad Garden, Delhi 110095
IFS Code / MICR Number	:	SBIN0009370 / 110002183
Swift Code	:	SBININBB542

**75**  
**Azadi Ka**  
**Amrit Mahotsav**

**G20**  
**भारत 2023 INDIA**

**वसुधैव कुटुम्बकम्**  
**ONE EARTH • ONE FAMILY • ONE FUTURE**





# 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)



A MEMBERSHIP ORGANISATION  
FIGHTING CANCER TOGETHER

## List of All HOD's / In-charges of DSCI

S No.	Name & Designation of Officer/ Official	Signature
1.	Dr Pankaj Tyagi Associate Professor (Gastroenterology)	
2.	Dr Dhruv Jain Associate Professor (Oncopathology)	 13/5/25
3.	Dr Vikram Pratap Singh Asstt Professor Palliative Care	 13/5/25
4.	Dr Vinita K Jaggi Asstt Professor, Surgical Oncology	 14/5/25 19/5/25
5.	Dr Surender Kumar Asstt Professor Onco-Anesthesia	 13.5.25 Apostrophe note
6.	Dr Faiz Akram Ansari Associate Professor, Clinical Oncology	 14/5/25
7.	Sh Anil Kumar, Dy Controller of Accounts, DSCI	 13/5/25
8.	Dr Monica Gupta Asstt Professor, Onco-Pathology	 13/5/25
9.	Dr Prgaya Shukla Asstt Professor Surgical Oncology	
10.	Ms Sinimol Baby Asstt Director (N), DSCI	
11.	Ms Jyoti Joshi Asstt Director (N)	
12.	Dr Swati Bhan Asstt Professor Onco- Anesthesia	 13/5/25
13.	Dr Shweta Anand, Asstt Professor(Chest & Respiratory Medicine)	 14/5/25
14.	Dr Parul Chopra	



	Asstt Professor (Lab Medicine)	
15.	Dr Ankita Gupta Asstt Professor (LM)	Ankita 13/5/25
16.	Dr Manish Sharma Clinical Oncology, DSCI	Manish 13/05/25
17.	Dr Sunaina Wadhwa, Asstt Professor (Surgical Oncology)	Sunaina 13/5/25
18.	Dr Amit Tyagi Asstt Professor, Surgical Oncology	Amit 13/5/25
19.	Dr Nidhi Shrivastava Asstt Professor Hemato-Oncology	Nidhi 13/5/25
20.	Dr Anuradha Patel Asstt Professor Onco-Anesthesia	Anuradha 13/5/25
21.	Dr Afsana Shah Asstt Professor Clinical/Radiation Oncology	Afsana 14/5/25
22.	Dr Rahul Aggarwal Asstt Professor Surgical Oncology	Rahul 14/5/25
23.	Dr Minakshi Mann Asstt Professor, Cancer Research	Minakshi 14/05/25
24.	Mr Neeraj Kumar Statistical Officer (Planning)	Neeraj 14/05/25
25.	Sh Hemant Sharma Medical Record Officer, DSCI	Hemant 18/05/25
26.	Incharge, Reception Counter, DSCI	Incharge 19/5/25
x 27.	Ms Deepti Lahoti Senior Dietary Executive, DSCI	
x 28.	Ms Ranjana Kumari Public Relation Officer, DSCI	
x 29.	Nodal Officer, CRU Section, DSCI	
y 30.	PA to Director, DSCI	



	I. Incharge - Caretaking Branch, DSCI	
25.	Sh Hemant Sharma, Medical Record Officer, DSCI	X
26.	Incharge, Reception Counter, DSCI	
27.	Ms Deepti Lahoti, Senior Dietary Executive, DSCI	Deepti Lahoti 13/5/2025
28.	Ms Ranjana Kumari, Public Relation Officer, DSCI	Ranjana 13/5/25
29.	Nodal Officer, CRU Section, DSCI	Sausha 13/5/25
30.	PA to Director, DSCI	Sausha 13/5/25

**Meeting regarding Third Party Transparency Audit for the year 2025 scheduled for 14.05.2025 at 03:00 PM in the Board Room of the Director, DSCI**

**Me** Mohd Naheed Ashar <nashar.41@delhi.gov.in>

Wed, 14 May 2025 2:02:36 PM +0530 •

To "dr.fazansari" <dr.fazansari@delhi.gov.in>, "vpsingh.41" <vpsingh.41@delhi.gov.in>

Cc "mgupta.41" <mgupta.41@delhi.gov.in>, "Ravinder

Singh" <dravinder.singh@delhi.gov.in>, "PANKAJ

TYAGI" <ptyagi.41@gov.in>, "Director DSCI" <director.dsci@nic.in>

**Respected Sir/Madam,**

A meeting of the Committee members of the Consultancy Committee constituted by the Competent Authority of DSCI vide this Institute Office Order No.DSCI-B014/51/2019-Jt-DIR(DSCI)-O/o DSCI/1228/695/2025 dated 10.05.2025 for the preparation/update of the 17 Manuals as uploaded on the official website of the DSCI has been scheduled for **14.05.2025 at 03:00 PM** at the Board Room of the Director, DSCI regarding directions issued by the Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding **Third Party Transparency Audit of Disclosures under Section 4 (1) (b) of the RTI Act, 2005 by the Public authorities.**

In view of above and the urgency of the matter it is requested to attend the meeting and to review & discuss the matter related to the 17 Manuals uploaded on the website of the Institute.

**Mohd Naheed Ashar**  
O/o Nodal Officer (RTI)  
PA to Jt. Director (Admn)/  
Hospital Executive-III

**DELHI STATE CANCER INSTITUTE**  
EAST: Dilshad Garden, Delhi 110 095

**TELEFAX: +91-11-2211 0505**

**EPABX: +91-11-2213 5200, +91-11-2213 5700, Extn: 2005**

**WEST: C-2/B, Janak Puri, New Delhi 110 058**

**Tel: +91-11-2550 3333, FAX: +91-11-2554 9999**

**EPABX: +91-11-2550 1111, +91-11-2554 1111**

**website: [www.dsci.nic.in](http://www.dsci.nic.in)**

Please Visit @ <https://www.youtube.com/watch?v=A6vcgZlbyBw>

**DONATIONS TO DSCI ARE EXEMPTED FROM INCOME TAX U/S 12AA and 80G (5) OF THE IT ACT.**

**PLEASE DONATE GENEROUSLY FOR SUPPORTING THE NOBLE CAUSE BEING PURSUED BY DSCI IN THE WELFARE OF THE MANKIND. INTENDED AMOUNT FOR DONATION CAN BE REMITTED ONLINE TO THE BANK AS PER THE DETAILS GIVEN BELOW:**

**RTGS/SWIFT CODE FOR ELECTRONIC TRANSFER OF FUNDS TO DSCI**

Name of the Bank	: STATE BANK OF INDIA
Name of the Beneficiary	: DELHI STATE CANCER INSTITUTE
Account Number	: 30944102428
Branch Name/City	: Dilshad Garden, Delhi 110095
IFS Code / MICR Number	: SBIN0009370 / 110002183
Swift Code	: SBININBB542



147/10





## 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)

**MOST URGENT**



F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/1238/51/2025 Date: 27.05.2025

### CIRCULAR

**MINUTES OF THE MEETING HELD ON 15.05.2025 AT 03:00 PM IN THE ROOM No.6, ADMN BLOCK, REGARDING THIRD PARTY TRANSPARENCY AUDIT FOR THE YEAR 2025.**

As per meeting held on 15.05.2025 in the Room No.6, Admn Block to discuss the issue regarding email dated 14.05.2023 received from Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding *Third Party Transparency Audit for the year 2025 by the Public authorities.*

#### FOLLOWING MEMBERS OF THE COMMITTEE ATTENDED THE MEETING:

1. Dr Faiz Akram Ansari, Associate Professor (Clinical Oncology)
2. Dr Monica Gupta, Nodal Officer (RTI)
3. Dr Vikram Pratap Singh, Asstt Director (Co-ordination)

During the meeting it was decided that a circular may be circulated among all Officer's/Deptt's Incharges for updation of 17 Manulas already available on the website of DSCI. Therefore, details of Manuals and their concerned Deptt's has been given below for ready reference, kindly read it carefully and check on website of this Institute and update it as per present status and condition of the Institute.

The 17 Manuals under Section 4 (1) (b) of the RTI Act, 2005 are to be uploaded on the Website of this Institute as well as Central Information Commission Portal are as under:

#### MANUAL - 1

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

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

- The information needs to be provided by the Admin In charge-II
- May kindly refer to Manual-1 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS/DSCI 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. All other Deptts of the Institute viz.

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Deptt.
4. Incharge, Recruitment Deptt.
5. Incharge, Clinical Oncology
6. Incharge, Gynecology Deptt.
7. Incharge, Chest and Respiratory Deptt.
8. Incharge, Pediatric Hematology Deptt.
9. Incharge, Gastroenterology Deptt.
10. Incharge, Anesthesiology Deptt.
11. Incharge, Radiology Deptt.
12. Incharge, Histopathology Deptt.
13. Incharge, Cytology Deptt.
14. Incharge, Hematopathology Deptt.
15. Incharge, Lab Medicine Deptt.
16. Incharge, Blood Bank
17. Incharge, Planning Deptt.
18. Incharge, Store Deptt.
19. Incharge, Engineering Deptt / Caretaking Branch
20. Incharge, Maintenance Deptt.
21. Incharge, Nursing Deptt.

**22. Asst Director (Co-ordination)**

- may also provide updated information to be uploaded in Manual-2 in a format given below for reference:-

S No.	Name of Official	Designation	Duties in brief
-------	------------------	-------------	-----------------

- Updated 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/DSCI also for reference purpose only.

**MANUAL - 3**

**PROCEDURE FOLLOWED IN DECISION MAKING**  
[Section 4 (1) (b) (iii)]

- Updated information pertaining to Manual will be provided by the Administration Branch. The other section may provide the remaining information.
- All other Deptts of the Institute viz.

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Deptt.
4. Incharge, Recruitment Deptt.
5. Incharge, Clinical Oncology
6. Incharge, Gynecology Deptt.
7. Incharge, Chest and Respiratory Deptt.
8. Incharge, Pediatric Hematology Deptt.
9. Incharge, Gastroenterology Deptt.
10. Incharge, Anesthesiology Deptt.
11. Incharge, Radiology Deptt.
12. Incharge, Histopathology Deptt.



13. Incharge, Cytology Deptt.
14. Incharge, Hematopathology Deptt.
15. Incharge, Lab Medicine Deptt.
16. Incharge, Blood Bank
17. Incharge, Planning Deptt.
18. Incharge, Store Deptt.
19. Incharge, Engineering Deptt / Caretaking Branch
20. Incharge, Maintenance Deptt.
21. 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, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Deptt.
4. Incharge, Recruitment Deptt.
5. Incharge, Clinical Oncology
6. Incharge, Gynecology Deptt
7. Incharge, Chest and Respiratory Deptt.
8. Incharge, Pediatric Hemato-Oncology Deptt.
9. Incharge, Gastroenterology Deptt.
10. Incharge, Anesthesiology Deptt.
11. Incharge, Radiology Deptt.
12. Incharge, Histopathology Deptt.
13. Incharge, Cytology Deptt.
14. Incharge, Hematopathology Deptt.
15. Incharge, Lab Medicine Deptt.
16. Incharge, Blood Bank
17. Incharge, Planning Deptt.
18. Incharge, Store Deptt.
19. Incharge, Engineering Deptt / *Caretaking Branch*
20. Incharge, Maintenance Deptt.
21. Incharge, Nursing Deptt.

- may provide updated information to be uploaded in Manual-4.
- 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)]

- Updated information may be 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 Records 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
-------	----------------	---------------------------	------------------------------	------------------

- Updated information will be submitted by-

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. MRO, Medical Records Deptt.
4. Incharge, Recruitment Deptt.
5. Incharge, Clinical Oncology
6. Incharge, Gynecology Deptt.
7. Incharge, Chest and Respiratory Deptt.
8. Incharge, Pediatric Hematology Deptt.
9. Incharge, Gastroenterology Deptt.
10. Incharge, Anesthesiology Deptt.
11. Incharge, Radiology Deptt.
12. Incharge, Histopathology Deptt.
13. Incharge, Cytology Deptt.
14. Incharge, Hematopathology Deptt.
15. Incharge, Lab Medicine Deptt.
16. Incharge, Blood Bank
17. Incharge, Planning Deptt.
18. Incharge, Store Deptt.
19. Incharge, Engineering Deptt / Caretaking Branch
20. Incharge, Maintenance Deptt.
21. 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)]**

- Administration Deptt.

## MANUAL - 8

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

- Updated information will be provided by the Administration Branch, Recruitment Branch and Planning Deptt. 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)]

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

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

#### 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)]

- Updated information will be provided by the
  - Administration Branch.
  - Accounts Branch
  - Co-Ordination Deptt for outsource employees.

#### 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 will 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)]

- 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)]



- Nodal Officer (DAK)
- Incharge, Clinical Oncology
- 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)]

- Updated information will be provided by the IT Deptt.

#### MANUAL - 15

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

- Updated information will be provided by the Nodal Officer (RTI).
- Engineering Deptt. / Caretaking Branch, DSCI.
- MRO, Medical Records Deptt.

#### MANUAL - 16

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

- Updated information will be provided by the Nodal Officer (RTI)

#### MANUAL - 17

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

- Information will be provided by the Nodal Officer (RTI) / Nodal Officer (NQAS/ANBH) and Administration Deptt.
- Purchase Deptt.

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** had already been disclosed in the year 2023 on DSCI's website, which needs to be updated as per the present status of the Institute. 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 **15.06.2025**.

In this connection a Committee of 03 officials/members has been constituted by the Competent Authority of this Institute vide this Institute's Office Order No. DSCI/B014/51/2019-Jt.DIR(DSCI)-O/o DSCI/1226/695/2025 dated 10.05.2025 as well as Dr Pankaj Tyagi, Transparency Officer has also been designated for the updation of above mentioned 17 Manuals on the website. Accordingly, for reference HODs/Incharges can see their provided information in the form of 17 Manuals and after updation needs to be

provided to the Committee for further updation on the website of the DSCI as well as on CIC's portal.

It is intimated that above mentioned 17 Manuals contains lots of information about the day to day procedures, objectives, services, SOP's, timings, contact details, staff.

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

In view of the urgency of the matter it is directed to all HOD's/ Deptt Incharges to provide required information as per the responsibilities had been designated vide this Institute's Office Order dated 28.02.2025 and 16.04.2025 and related to their respective Deptt./field. The information is to be provided within seven days of receipt of this Circular so that it may be further compiled & uploaded for further process.

In case of any query related to updation of 17 Manuals, you may contact Mohd Naheed Ashar, Hospital Executive-III in Room No.6, First Floor, Admn Block, DSCI.

**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

(Dr Faiz Akram Ansari)  
Associate Professor  
(Clinical Oncology)

(Dr Monica Gupta)  
Nodal Officer (RTI)

(Dr Vikram Pratap Singh)  
Assistant Director  
(Co-ordination)

Encl.: as above

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

Date:

**Copy for information & necessary action to the following:**

1. Dr Pankaj Tyagi, Admn Incharge/Associate Professor (Gastroenterology) ✓
2. Dr Dhruv Jain, Admn Incharge/Associate Professor (Oncopathology) ✓
3. Dr Vikram Pratap Singh, Asstt Director (Co-ordination), DSCI
4. Dr Vinita K Jaggi, Asstt Professor, Surgical Oncology, DSCI ✓
5. Dr Surender Kumar, Asstt Professor Onco-Anesthesia / Purchase Officer, DSCI ✓
6. Dr Faiz Akram Ansari, Associate Professor, Clinical Oncology, DSCI ✓
7. Sh Anil Kumar, Dy Controller of Accounts, DSCI
8. Dr Monica Gupta, Asstt Professor, Onco-Path / Nodal Officer (RTI), DSCI ✓
9. Dr Prgaya Shukla, Asstt Professor Surgical Oncology, DSCI ✓



10. Ms Sinimol Baby, Asstt Director (N), DSCI ✓
11. Ms Jyoti Joshi, Asstt Director (N), DSCI ✓
12. Dr Swati Bhan, Asstt Professor Onco- Anesthesia / Incharge-Recruitment, DSCI ✓
13. Dr Shweta Anand, Asstt Professor (Chest & Respiratory Medicine), DSCI
14. Dr Parul Chopra, Asstt Professor (Lab Medicine)/Incharge Store, DSCI ✓
15. Dr Ankita Gupta, Asstt Professor (LM)/MOIC Infection Control/Grievance Officer
16. Dr Manish Sharma, Clinical Oncology, DSCI ✓
17. Dr Sunaina Wadhwa, Asstt Professor (Surgical Oncology)/ I/C Equipment, DSCI ✓
18. Dr Amit Tyagi, Asstt Professor, Surgical Oncology/ Incharge Security/Vigilance Officer, DSCI ✓
19. Dr Nidhi Shrivastava, Asstt Professor, Hemato-Oncology, DSCI ✓
20. Dr Anuradha Patel, Asstt Professor, Onco-Anesthesia, DSCI ✓
21. Mr Neeraj Kumar, Statistical Officer (Planning), DSCI
22. Sh Hemant Sharma, Medical Record Officer, DSCI ✓
23. Incharge, Reception Counter, DSCI
24. Ms Deepti Lahoti, Senior Dietary Executive, DSCI ✓
25. Ms Ranjana Kumari, Public Relation Officer, DSCI ✓
26. Nodal Officer, CRU Section, DSCI
27. PA to Director, DSCI ✓
28. Guard File

