



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

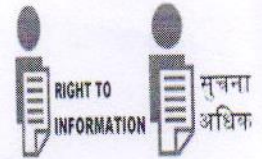
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EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999

Website: www.dsci.nic.in E-mail: director.dsci@nic.in

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



File No: DSCI-B014/54/2019-ADMN(DSCI)-Part(1)//

Dated:

To,

The Nodal Officer RTI
Delhi State Cancer Institute
Dilshad Garden,
Delhi-110095

Sub: Submission of reply information pertains to Admin (HR) Branch regarding Circular Dated 19.05.2026 in r/o RTI Quarterly Returns and Transparency Audit of Disclosures under Section 4(1) (B) of RTI Act, 2005, for the year 2025-26.

Reference subject cited above.

With reference to the Circular F.No.DSCI-B014/51/2019-Jt.Dir(DSCI)-O/oDIR(DSCI)/1150096/2026 dated 19.05.2026, the available information pertains to Admin-II (HR) Branch in r/o RTI-17 Manuals are as under;

Manual No.	Description's	Reply/ Information
1.	Particulars of Organization, Functions and Duties [Section 1 (1) (b) (i)]	The requisite information pertains to the Admin (HR) Branch i.e. staff Positions & Details of Officers/ Branch Incharges & Administrative Staff is enclosed as Annexure-'A'-Manual-1 . Since, the Nodal Officer (RTI) may seek the remaining information as incorporated in the Citizen's Charter from the concerned branches of DSCI.
2.	Powers and duties of Officers and Employees [Section 4 (1) (b) (iii)] And duties in brief of staff posted at Admin (HR) Branch	This branch can only provide the Duties / Powers of Admin (HR) Branch as enclosed in Annexure-'B'-Manual-2 . Since, the Nodal Officer (RTI) may seek the remaining information from other branch.
3.	Procedure followed in decision making [Section 4 (1) (b) (iii)]	The channel of supervision at Admin-II (HR) Branch as draft manual 3 has been prepared and enclosed as Annexure-'C'-Manual-3 . Since, the Nodal Officer (RTI) may seek the remaining information from other branch.



Admin In Charge
Delhi State Cancer Institute
Dilshad Garden, Delhi-110095



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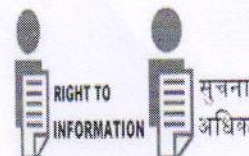
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Manual No.	Description's	Reply/ Information
5.	Rules, Regulations, Instructions, Manuals and Records for discharging Functions [Section 4 (1) (b) (v)]	The requisite information pertains to the Admin-II(HR) Branch is enclosed as Annexure-'D'-Manual-5.
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)]	The requisite information pertains to the Admin (HR) Branch is enclosed as Annexure-'E'-Manual-7.
8.	A statement of Boards, Councils, Committees and other bodies constituted [Section 4 (1) (b) (viii)]	The requisite information pertains to the Coordination Branch/ Planning Branch of DSCI. However, partially prepared by the Admin (HR) Branch and enclosed as Annexure-'F'-Manual-8.
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)]	The requisite information pertains to the Admin (HR) Branch is enclosed as Annexure-'G'-Manual-10. Since, the Nodal Officer (RTI) may seek the remaining information from other branch.

Encl: As above

Monica
(Dr Monica Gupta)
Admin Incharge-II
Dilshad Garden, Delhi 110095
DSCI



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STAFF POSITION:

- This Institute currently has following working strength of staff:

i).	Medical Staff	:	101
ii).	Nursing Staff	:	92
iii).	Para-Medical Staff (Technical & Dietary)	:	69
iv).	Administrative, Engineering, Ministerial & Non-Ministerial Staff	:	49
vi).	Outsourced, supporting staff	:	-----





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DETAILS OF OFFICERS / BRANCH IN-CHARGE

FACULTY/MEDICAL STAFF

EPABX No. DSCI (EAST): 2213 5200, 2213 5700 Email: director.dsci@nic.in

S. No.	Name	Designation	Branch
1.	Dr Savita Arora	Director & CEO	Director Office
2.	Dr Ravinder Singh	Joint Director	Administration
3.	Dr Pankaj Tyagi	Associate professor	Gastroenterology
4.	Dr Surendra Kumar	Associate Professor	Onco-Anaesthesia
5.	Dr Swati Bhan	Associate Professor	Onco-Anaesthesia
6.	Dr Pragya Shukla	Associate professor	Clinical/ Radiation Oncology
7.	Dr Dhruv Jain	Assistant Professor	Onco-Pathology
8.	Dr Monica Gupta	Assistant Professor	Onco-Pathology
9.	Dr Vinita Kumar Jaggi	Assistant Professor	Surgical-Oncology
10.	Dr Vikram Pratap Singh	Assistant Professor	Palliative Care & Pain Relief
11.	Dr Shweta Anand	Assistant Professor	Chest & Respiratory Medicine
12.	Dr Parul Chopra	Assistant Professor	Lab Medicine
13.	Dr Ankita Gupta	Assistant Professor	Lab Medicine
14.	Dr Amit Tyagi	Assistant Professor	Surgical-Oncology
15.	Dr Afsana Shah	Assistant Professor	Clinical/ Radiation Oncology
16.	Dr Shambhavi Sharma	Assistant Professor	Clinical/ Radiation Oncology
17.	Dr Satyaki Sarkar	Assistant Professor	Onco-Anaesthesia
18.	Dr Anuradha Patel	Assistant Professor	Onco-Anaesthesia
19.	Dr Minakshi Mann	Assistant Professor	Cancer Research



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S. No.	Name	Designation	Branch
20.	Dr Nidhi Srivastava	Assistant Professor	Hemato-Oncology
21.	Dr Rahul Agarwal	Assistant Professor	Head & Neck Surgery
22.	Dr Meghna Singhal	Assistant Professor	Intensive & Critical Care
23.	Dr Rajesh Gautam	Sr. Medical Officer (CHS)	On Diverted Capacity from VMMC & Safdarjung Hospital
24.	Dr Manish Kumar Sharma	Medical Officer (GDMO)	On Diverted Capacity from DGEHS

MEDICAL PHYSICISTS & TECHNICAL OFFICER (NM)

1.	Sh Sasindran M	Medical Physicist	Radiotherapy
2.	Dr Mamta Mahur	Medical Physicist	Radiotherapy
3.	Dr Varsha Raghunathji Gedam	Medical Physicist	Radiotherapy
4.	Ms Anshu	Medical Physicist	Radiotherapy
5.	Ms Pallavi Sharma	Technical Officer (NM)	Nuclear Medicine

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ADMINISTRATIVE STAFF

EPABX No. DSCI (EAST) : 2213 5200, 2213 5700

S. No.	Name	Designation	Office/ Room No.
1)	Dr Savita Arora	Director & CEO, DSCI	O/o Director, First Floor, Admin Block, DSCI
2)	Personal Branch of Director (Ms Shakshi Arora/ Ms Mamata Rani)	PA to Director, DSCI	
3)	Dr. Ravindra Singh	i). Jt. Director, DSCI ii). First Appellate Authority (RTI)	
4)	Dr Amit Tyagi	i). Vigilance Officer ii). I/C Security Services iii). Nodal Officer (Prevention ingress of stray dogs)	Faculty Room No.04 First Floor, DSCI
5)	Dr Pragya Shukla	i). I/C Preventive Oncology ii). Admin Incharge-I (All the Court matters of DSCI, submission of replies of Lok Sabha/ Vidhan Sabha/ Rajya Sabha Questions) iii). Media Spokesperson iv). HOD Clinical Radiation Oncology v). Link Officer to Incharge Recruitment vi). Authorizing Officer DAK, DSCI vii). Member of Court Cases Matters Committee	Faculty Room No.01 First Floor, DSCI
6)	Dr Pankaj Tyagi	i). Nodal Officer Good Samaritan ii). Nodal Officer (NQAS) iii). Transport iv). MO I/C, MRD v). MO I/C ECG vi). MO I/C (Condemnation) vii). Link Officer to Admin In-charge-II	Faculty Room No.03 First Floor, DSCI
7)	Dr Dhruv Jain	i). Asstt. Director (Coordination), Convening of GC Meetings and any other work. ii). I/C Outsource Services	Faculty Room No.07 First Floor, DSCI



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S. No.	Name	Designation	Office/ Room No.
		iii). Chairperson of CSR Committee iv). I/C Canteen	
8)	Dr Surendra Kumar	i). Incharge, DGEHS ii). Chairperson of Court Cases Matters Committee. iii). I/c Palliative Care	Faculty Room No.03 First Floor, DSCI
9)	Dr Manish Kumar Sharma	i). Purchase Officer ii). Nodal Officer, Audit	Faculty Room No.13 First Floor, DSCI
10)	Dr Monica Gupta	i). Admin In-charge-II ii). I/C Hematology. iii). Nodal Officer Blood Bank iv). Nodal Officer RTI, DSCI v). Member of Court Cases Matters Committee.	Faculty Room No.09 First Floor, DSCI
11)	Dr Vinita Kumar Jaggi	i). I/C Gynae Oncology ii). I/C O.T	Faculty Room No.____ Second Floor, DSCI
12)	Dr Swati Bhan	i). I/C ICU ii). I/C Recruitment	Faculty Room No.09 First Floor, DSCI
13)	Dr Vikram Pratap Singh	i). Admn & Nodal Officer PMJAY ii). I/C Fire Safety iii). I/C Disaster Management	Faculty Room No.08 First Floor, DSCI
14)	Dr Shweta Anand	i). I/C Pharmacy ii). I/C Emergency iii). I/C & Nodal Officer I.T	Faculty Room No.02 First Floor, DSCI
15)	Dr Parul Chopra	i). I/C Stores ii). MO I/C CTB iii). Member CSR Committee	Faculty Room No.02 First Floor, DSCI
16)	Dr Ankita Gupta	i). MO I/C BMW ii). Nodal Officer Covid	Faculty Room No.19 First Floor, DSCI
17)	Dr Minakshi Mann	i). I/C Molecular Onco-Lab & Cancer Research ii). I/C Dietary Branch	Molecular Lab Second Floor, DSCI
18)	Dr Shambhavi Sharma	i). Grievance Officer ii). Medical Coordinator PMJAY	Faculty Room No.____ First Floor, DSCI
19)	Dr Satyaki Sarkar	i). I/C Equipment Maintenance	Faculty Room No.07 First Floor, DSCI
20)	Dr Nidhi Srivastava	i). I/C Radiology ii). MS PMJAY	Faculty Room No.15 First Floor, DSCI
21)	Dr Anuradha Patel	i). I/C Academics ii). I/C NABH	Faculty Room No.08 First Floor, DSCI



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S. No.	Name	Designation	Office/ Room No.
		iii). I/C Library	
22)	Dr Rahul Aggarwal	i). I/C SRs/ JRs	Faculty Room No.18 First Floor, DSCI
23)	Dr Rajesh Gautam	i). I/C Nuclear Medicine	Faculty Room No-22, Second Floor, DSCI
24)	Sh Anil Kumar	i). Financial Advisor / DCA	Room No-01, First Floor, Admin Block, DSCI
25)	Ms Deepti Lahoti	i). Sr. Dietary Executive	Room No-07, First Floor, Admin Block, DSCI
26)	Sh Kishore Sharma	i). Sr. Account Officer	Room No-03, First Floor, Admin Block, DSCI
27)	Sh Hemant Kumar Sharma	i). Medical Record Officer ii). MRO (Admn)	Room No-08, First Floor, Admin Block, DSCI
28)	Sh Neeraj Kumar	i). I/C Caretaking Branch ii). Statistical Officer (Plg.)	Room No-10, First Floor, Admin Block, DSCI
29)	Ms Sinimol Baby	i). Officiating Assistant Director (Nursing)-I	Room No-07, First Floor, Admin Block, DSCI
30)	Ms Jyoti Joshi	i). Officiating Assistant Director (Nursing)-II	
31)	Sh Vinu S Pillai	i). Head Clerk	Room No-04, First Floor, Admin Block, DSCI
32)	Ms Ranjana Kumari	i). Public Relation Executive	O/o Director, First Floor, Admin Block, DSCI



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