



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 0605

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

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

Website: <https://dsci.delhi.gov.in> E-mail: director.dsci@nic.in

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

ADMIN-II (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.



Admin. In-charge
Delhi State Cancer Institute
Dilshad Garden, Delhi-110095

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
Sl 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	- Dr Pankaj Tyagi: HOD Gastroenterology (Chairperson) - Dr Vinita Jaggi Kumar: Asstt Professor Surgical / Gynae Oncology (Member) - Dr Dhruv Jain: HOD Onco-Pathology, DSCI (Member) - Dr Pragya Shukla: HOD Clinical Oncology, DSCI (Member)	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
2	Mortality Audit Committee	- Dr Surendra Kumar: Assoc. Professor & In-charge Pain & Palliative Department (Chairperson) - Dr Pankaj Tyagi : Assoc. Professor Gastroenterology (Member) - Dr Pragya Shukla: Assoc Professor (Clinical / Radiation Oncology): Member	Committee has to make Audit of Mortality in r/o deaths occurred at this Institute.	Subject to requirement	18.05.2026	Permanent	No	No	Constituted vide Order No. DSCI- F014/2/2026-MRS(DSCI)/I-150088 dated 18.05.2026

	• Dr. Shweta Anand: Asst. Professor (Chest & Respiratory) (Member) • Dr. Amit Tyagi (Asst. Professor Head and Neck Onco Surgery) • Sister Simrol Baby (Asst. Director Nursing)							
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L/c MRD

HEMANT SHARMA
MEDICAL RECORD OFFICER
DELHI STATE CANCER INSTITUTE
DELHI-110056 (INDIA)

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Website: www.dsci.delhi.gov.in E-mail: 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

(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

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;*



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MOST URGENT

FNo. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/I/150096/2026 Date: 19.05.2026

CIRCULAR

SUB: THIRD PARTY TRANSPERANCY AUDIT FOR THE YEAR 2025-26

Sir/Madam,

With reference to the email dated 09.04.2026 received from Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding **Transparency Audit of Disclosures under Section 4 (1)(b) of the RTI Act, 2005 by the Public Authorities.**

In pursuance of the above referred OM's the process of carrying out Third Party Audit exercise for the year 2025-26 on CIC's portal <https://dsscic.nic.in/users/pn-login> has now been started. The timelines for the said audit exercise are as under:-

For compliance of the DOPT's guidelines issued vide OM No. 1/6/2011-IR dated 15.04.2013 as amended vide OM dated 07.11.2019, it is stated that the software for the Third Party Audit exercise for the year 2025-26 is active now and available on the website of Central Information Commission (CIC) as well as at link <https://dsscic.nic.in/users/pn-login>. The following steps are to be taken through software:

1. The last date for submitting self-appraisal by Public Authorities/ mapping with Training Institute on CIC's portal (<https://dsscic.nic.in/users/pn-login>): 25.05.2026.
2. The last date to get the self-appraisal audited by third party (Training Institute) and submit the audited report on CIC's portal (<https://dsscic.nic.in/users/pn-login>): 20.06.2026.
3. The last date for offering the advice/ recommendations by the Central Information Commission on the above audited reports: 30.06.2026.

It is, therefore, requested to initiate the process of carrying out Third Party Audit exercise for the year 2025-26. The Third Party Audit will be based on digital mode through software and no physical report will be accepted by the CIC.

In this regard particulars to be filled in the Third Party Audit requires disclosures under Section 4(1) (b) of RTI Act, 2005 which 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 are already disclosed and needs to be updated. 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 25.05.2026. Failing to submit the said report may impose penalty on the Institute.

For preparation of above mentioned 17 Manuals undersigned need some department wise information. Accordingly, for reference HODs/Incharges can seek help from 17

Manuals uploaded on the website of this Institute as well as on the website of the other Govt hospitals/ Institute viz IHBAS, GTBH etc. on their official website.

It is intimated that above mentioned 17 Manuals contains lots of information about the day to day procedures, objectives, services, 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).

All the Information/details may be provided in the form of hard copy in the O/o Nodal Officer (RTI), Room No. 6, Admn Block as well as soft copy of the document in the word format must be emailed at nashar.41@delhi.gov.in for the purpose of compilation and for uploading on the website of the Institute.

The information is to be provided within 03 days so that it may be further compiled & uploaded for further process.

In view of the urgency of the matter it is directed to all HOD's / Deptt Incharges to provide required information related to their respective Deptt./field for preparation of 17 Manuals for uploading on the website of the Institute strictly within 03 days.

Yours faithfully,

Monica
19/5/26
(Dr Monica Gupta)
Nodal Officer (RTI)

Encl.: as above

F.No. DSCI-B014/51/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/I/150096/2026 Date: 19.05.2026

Copy for information & necessary action to the following:

1. All Officer's/ Branch Incharges
2. PA to the Director, DSCI
3. PA to the Jt. Director (Admn)
4. Guard File

Monica
Nodal Officer (RTI)

The 17 Manuals under Section 4 (1) (b) of the RTI Act, 2005 are to be uploaded on the Website of this Institute are pertains to the following Deptts:

MANUAL - 1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

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

- The information needs to be provided by the Nodal Officer (NQAS/ NABH) and has been conveyed to the respective Nodal Officer.
- May kindly refer to Manual-1 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS 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 as is not mentioned in the Manual - 2
- All other Deptts of the Institute viz.
 1. Incharge, Purchase Branch
 2. Incharge, Accounts Branch
 3. Asstt Director (Coorination)
 4. Medical Record Officer
 5. Incharge, Clinical Oncology
 6. Incharge, Gynecology
 7. Incharge, Gastroentrolgy
 8. Incharge, Anesthesiology
 9. Incharge, Radiology
 10. Incharge, Histopatholgy
 11. Incharge, Cytology
 12. Incharge, Hematopathology
 13. Incharge, Lab Medicine
 14. Incharge, Blood Bank
 15. Incharge, Pulmonology Deptt.
 16. Incharge, Nuclear Medicine Deptt
 17. Incharge, Hematology
 18. Incharge, Molecular Lab
 19. Incharge, Palliative Care
 20. Incharge, Planning
 21. Incharge, Store
 22. Incharge, Recruitment
 23. Incharge, Caretaking Branch / Engineering Deptt
 24. Incharge, Maintenance Deptt.
 25. Incharge, Nursing Deptt.
- May also provide information to be uploaded in Manual-2 in a format given below for reference:-

S No.	Name of Official	Designation	Duties in brief
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- 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 for reference purpose only.

MANUAL - 3

PROCEDURE FOLLOWED IN DECISION MAKING

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

- All sections may provide the remaining information.
- All other Deptts of the Institute viz.

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. Asstt Director (Coorfination)
4. Medical Record Officer
5. Incharge, Clinical Oncology
6. Incharge, Gynecology
7. Incharge, Gastroentrolgy
8. Incharge, Anesthesiology
9. Incharge, Radiology
10. Incharge, Histopatholgy
11. Incharge, Cytology
12. Incharge, Hematopathology
13. Incharge, Lab Medicine
14. Incharge, Blood Bank
15. Incharge, Pulmonology Deptt.
16. Incharge, Nuclear Medicine Deptt
17. Incharge, Hematology
18. Incharge, Molecular Lab
19. Incharge, Palliative Care
20. Incharge, Planning
21. Incharge, Store
22. Incharge, Recruitment
23. Incharge, Caretaking Branch / Engineering Deptt
24. Incharge, Maintenance Deptt.
25. 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. Asstt Director (Coorfination)
 4. Medical Record Officer
 5. Incharge, Clinical Oncology
 6. Incharge, Gynecology
 7. Incharge, Gastroenterology
 8. Incharge, Anesthesiology
 9. Incharge, Radiology
 10. Incharge, Histopatholgy
 11. Incharge, Cytology
 12. Incharge, Hematopathology
 13. Incharge, Lab Medicine
 14. Incharge, Blood Bank
 15. Incharge, Pulmonology Deptt.
 16. Incharge, Nuclear Medicine Deptt
 17. Incharge, Hematology
 18. Incharge, Molecular Lab
 19. Incharge, Palliative Care
 20. Incharge, Planning
 21. Incharge, StoreIncharge, Recruitment
 22. Incharge, Caretaking Branch / Engineering Deptt
 23. Incharge, Maintenance Deptt.
 24. Incharge, Nursing Deptt.

- May provide 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)]

- Information may be provided by the 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 Record 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
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- Information may be submitted by-

1. Incharge, Purchase Branch
2. Incharge, Accounts Branch
3. Asstt Director (Coorfination)
4. Medical Record Officer
5. Incharge, Clinical Oncology
6. Incharge, Gynecology
7. Incharge, Gastroenterology
8. Incharge, Anesthesiology
9. Incharge, Radiology
10. Incharge, Histopatholgy
11. Incharge, Cytology
12. Incharge, Hematopathology
13. Incharge, Lab Medicine
14. Incharge, Blood Bank
15. Incharge, Pulmonology Deptt.
16. Incharge, Nuclear Medicine Deptt
17. Incharge, Hematology
18. Incharge, Molecular Lab
19. Incharge, Palliative Care
20. Incharge, Planning
21. Incharge, Store
22. Incharge, Recruitment
23. Incharge, Caretaking Branch / Engineering Deptt
24. Incharge, Maintenance Deptt.
25. 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)]

- Information may be provided, if available with any Deptt.

MANUAL - 8

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

- Information may be provided by the Administration Branch. 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)]

- 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
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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)]

- Information may 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 may be provided by the Accounts Dseptt.
- 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)]

- Information may be provided by the:
 - Nodal Officer (DAK)
 - Incharge, Clinical Oncology
 - Any other Deptt

MANUAL - 14

INFORMATION AVAILABLE IN AN ELECTRONIC FORM

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

- Information may be provided by the all the Deptt's of the Institute. (regarding all files/records available on e-office platform).

MANUAL - 15

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

- Information may be provided by the
 - a) Nodal Officer (RTI)
 - b) Caretaking Branch / Engineering Deptt.
 - c) Medical Record Deptt.

MANUAL - 16

PARTICULARS OF PIOs [Section 4 (1) (b) (xvi)]

- Information may be provided by the Nodal Officer (RTI)

MANUAL - 17

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

- Information may be provided by the Nodal Officer (RTI) / Nodal Officer (NQAS/ANBH)

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

Sat, 06 Jun 2026 1:32:54 PM +0530

To "skumar.41"<skumar.41@gov.in>,"PANKAJ TYAGI"<ptyagi.41@gov.in>,"mgupta.41"<mgupta.41@gov.in>,"VINIITA JAGGI"<drvinitakumar@yahoo.co.in>,"djain.41"<djain.41@gov.in>,"pchopra.41"<pchopra.41@delhi.gov.in>,"Dr Pragya Shukla"<pshukla.41@gov.in>,"shweta.41"<shweta.41@delhi.gov.in>,"deeptilahoti1985"<deeptilahoti1985@gmail.com>,"NIDHI SRIVASTAVA"<nsrivastava.41@delhi.gov.in>,"ANKITA GUPTA"<agupta.41@delhi.gov.in>,"hksharma.41"<hksharma.41@gov.in>,"VINU S PILLAI"<vspillai.41@gov.in>,"ANIL"<anil.kmr69@delhi.gov.in>,"DDO DSCI"<ddodsci.delhi@delhi.gov.in>,"SINIMOL"<sbaby.41@delhi.gov.in>,"JYOTI"<jyoti.41@gov.in>,"Neeraj Kumar"<neeraj.kumar1979@delhi.gov.in>,"VIPIN"<vikumar.41@gov.in>,"kanchan.7621"<kanchan.7621@delhi.gov.in>,"Afsana Shah"<ashah.41@delhi.gov.in>,"SASINDRAN M"<msasindran.41@gov.in>,"vpsingh.41"<vpsingh.41@delhi.gov.in>,"Minakshi291"<minakshi291@gmail.com>,"PURCHASE BRANCH, DSCI"<podsci.delhi@gov.in>,"sbhan.41"<sbhan.41@delhi.gov.in>,"AMIT TYAGI"<amtyagi.41@delhi.gov.in>,"RAHUL AGARWAL"<ragarwal.41@delhi.gov.in>,"ANURADHA PATEL"<apatel.41@delhi.gov.in>,"dsatyakisarkar"<dsatyakisarkar@gmail.com>,"Ravinder Singh"<dravinder.singh@gov.in>,"Director DSCI"<director.dsci@nic.in>

Cc "mgupta.41"<mgupta.41@delhi.gov.in>,"dmslegalgtbh"<dmslegalgtbh@gmail.com>

Respected Sir/Madam,

With reference to the email dated 09.04.2026 received from Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding Transparency Audit of Disclosures under Section 4 (1)(b) of the RTI Act, 2005 by the Public Authorities.

A letter dated 19.05.2026 was forwarded to all the Deptt's/ Deptt's Incharges in the form of hard copy for providing information related to their Deptt's for updation in the 17 Manuals available on the this Institute's website. In this regard particulars to be filled in the Third Party Audit requires disclosures under Section 4(1) (b) of RTI Act, 2005 which 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 are already disclosed and needs to be updated. 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 30.06.2026 (last date extended from 31.05.2026 to 30.06.2025). Failing to submit the said report may impose penalty on the Institute.

In compliance with the letter forwarded to all the Deptt's of the Institute, most of the information has been received but information on some points are still needs to be provided by the concerned Deptt's as mentioned below:

MANUAL - 1

PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES [Section 1 (1) (b) (ii)]

> Information not provided by the:

1. Incharge, Administration Branch
2. Incharge, NQAS
(Citizen's Charter)

MANUAL - 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4 (1) (b) (iii)]

> The Power and duties with respect to Worthy Director, DSCI, Joint Director (Admn) needs to be provided as is not mentioned in the Manual - 2

> Information not provided by the:

1. Incharge, Store Deptt.
2. Incharge, Accounts Deptt.
3. Incharge, Chest & Respiratory Medicine
4. Incharge, Gastrology
5. Incharge, Molecular Lab
6. Incharge, Pharmacy Deptt.
7. Incharge, Lab Medicine Deptt.
8. Incharge, Histopathology Deptt.

9. Incharge, Nursing Deptt.
10. Incharge, Head & Neck Deptt.
11. Incharge, Clinical Oncology
12. Incharge, Anesthesiology Deptt.
13. Incharge, Surgical Oncology
14. PA to Director, DSCI
15. PA to Jt. Director (DSCI)

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

S No.	Name of Official	Designation	Duties in brief
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> Information in respect to all the staff/employees may be provided.

MANUAL - 3

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

> Information not provided by the:

1. Incharge, Nursing Deptt.
2. Incharge, OPD Ground Floor
3. Incharge, Pharmacy
4. Incharge, Store Deptt.
5. Incharge, Dietary Deptt.
6. Incharge, Gastrology
7. Incharge, Molecular Lab
8. Incharge, Head & Neck Deptt.
9. Incharge, Blood Storage Deptt.
10. Incharge, Clinical Oncology Deptt.
11. Incharge, Anesthesiology Deptt.
12. Incharge, Chest & Respiratory Deptt.
13. Incharge, Lab Medicine and Onco Pathology.

> May kindly refer to Manual-3 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS/DSCI for reference purpose only.

MANUAL - 4

NORMS SET FOR DISCHARGE OF FUNCTIONS [Section 4 (1) (b) (iv)]

> Information not provided by the:

1. Incharge, Library
2. Incharge, Blood Bank
3. Incharge, Store Deptt.
4. Incharge, Radiology
5. Incharge, Dietary Deptt.
6. Incharge Molecular Lab
7. Incharge, Caretaking Branch
8. Incharge, Anesthesiology
9. Incharge, Nuclear Medicine Deptt.
10. Incharge, Radiotherapy Deptt.
11. Incharge, Nursing Deptt.
12. Incharge, Equipment & Maintenance Deptt.

> May kindly refer to Manual-4 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS/DSCI for reference purpose only.

MANUAL - 5

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR DISCHARGING FUNCTIONS [Section 4 (1) (b) (v)]

> Information had already been provided by the 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 Record may be submitted by all the Deptts of the Institute in the following format:

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

- Information not provided by the:

1. Incharge, Store
2. Incharge, Radiology
3. Incharge, Nursing Deptt.
4. Incharge, Planning
5. Incharge, Dietary Deptt.
6. Incharge, Molecular Lab
7. Incharge, Recruitment
8. Incharge, Accounts Branch
9. Asstt Director (Coordination)
10. Incharge, Maintenance 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/DSCI 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)]

- Information not provided by the:

1. Incharge, Clinical Oncology Deptt.

- May kindly refer to Manual-7 of the 17 Manuals for key points for preparation of required information given on the website of IHBAS/DSCI for reference purpose only.

MANUAL - 8

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

- Information had already been provided by Administration and Medical Record Deptt.

MANUAL - 9

DIRECTORY OF OFFICERS AND EMPLOYEES [Section 4 (1) (b) (ix)]

- Information not provided by the:

1. Incharge / Nodal Officer (IT)
2. 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)]

➤ Information not provided by the:

1. Accounts Branch
2. 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 not provided by the:

1. Incharge, Accounts Deptt.
2. Incharge, Planning Deptt
3. Incharge, Caretaking Branch

➤ 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)]

➤ Information not provided by the:

1. Incharge, Clinical Oncology
2. Incharge, Dharamshala
3. Incharge, DAK Scheme

MANUAL - 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED
[Section 4 (1) (b) (xiii)]

➤ Information not provided by the:

1. Incharge, Clinical Oncology
2. Incharge, Dharamshala
3. Incharge, DAK Scheme

MANUAL - 14

INFORMATION AVAILABLE IN AN ELECTRONIC FORM
[Section 4 (1) (b) (xiv)]

➤ Information not provided by any Deptt's of the Institute. (regarding all files/records available on e-office platform).

1. Incharge, Store
2. Incharge, Purchase Branch
3. Incharge, Accounts Branch
4. Asstt Director (Coordination)
5. Medical Record Officer
6. Incharge, Clinical Oncology
7. Incharge, Gynecology
8. Incharge, Gastroenterology
9. Incharge, Anesthesiology
10. Incharge, Radiology
11. Incharge, Histopatholgy
12. Incharge, Cytology
13. Incharge, Hematopathology
14. Incharge, Lab Medicine
15. Incharge, Blood Bank
16. Incharge, Pulmonology Deptt.
17. Incharge, Nuclear Medicine Deptt
18. Incharge, Hematology
19. Incharge, Molecular Lab

20. Incharge, Palliative Care
21. Incharge, Planning
22. Incharge, Recruitment
23. Incharge, Caretaking Branch / Engineering Deptt
24. Incharge, Maintenance Deptt.
25. Incharge, Nursing Deptt.

MANUAL - 15

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

➤ Information not provided by the:

1. Incharge, Administration Deptt.
2. Incharge, NQAS

MANUAL - 16

PARTICULARS OF PIOs
[Section 4 (1) (b) (xvi)]

➤ Information had already been provided by the O/o Nodal Officer (RTI).

MANUAL - 17

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

➤ Information not provided by the:

1. Incharge, Administration
2. Incharge, NQAS

IN VIEW OF THE URGENCY & IMPORTANCE OF THE MATTER YOU ARE AGAIN REQUESTED TO READ IT CAREFULLY AND PROVIDE MARKED INFORMATION TO THE UNDERSIGNED FOR PREPARATION OF 17 MANUALS FOR UPLOADING ON THE WEBSITE OF THE INSTITUTE STRICTLY WITHIN 03 DAYS.

ALL THE INFORMATION/DETAILS MUST BE PROVIDED IN THE FORM OF HARD COPY IN THE O/o NODAL OFFICER (RTI), ROOM NO. 6, ADMN BLOCK AS WELL AS SOFT COPY OF THE DOCUMENT IN THE WORD FORMAT MUST BE EMAILED TO NASHAR.41@DELHIGOV.IN FOR THE PURPOSE OF COMPILATION AND FOR UPLOADING ON THE WEBSITE OF THE INSTITUTE.

Yours Sincerely,

(Dr Monica Gupta)
Nodal Officer (RTI)

Meeting to be held on 23.06.2026 at 12:00 PM
regarding Third Party Transparency Audit of
Disclosures under Section 4 (1) (b) of the RTI Act,
2005 by the Public authorities on CIC Portal

nashar.41 < nashar.41@delhi.gov.in >

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

Mon, 22 Jun 2026 12:44:26 PM +0530

To "mgupta.41"<mgupta.41@delhi.gov.in>,"ANKITA
GUPTA"<agupta.41@delhi.gov.in>,"pchopra.41"<pchopra.41@delhi.gov.in>
Cc "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-AII013/4/2026-Jt.Dir/I/150095/2026 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 **23.06.2026 at 12:30 PM** at the Room No.6, Admn Block, First Floor, 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 information to be uploaded on the website of DSCI in the form of 17 Manuals of DSCI.



Mohd Naheed Ashar
O/o Nodal Officer (RTI)
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

NAME OF PARTICIPANTS WHO ATTENDED THE MEETING REGARDING TRANSPARENCY
AUDIT OF DISCLOSURES UNDER SECTION 4 (1) (B) OF THE RTI ACT, 2005 BY THE PUBLIC
AUTHORITIES HELD ON 23.06.2026 AT 12:30 PM AT O/o NODAL OFFICER (RTI), ROOM NO.6,
ADMN BLOCK, FIRST FLOOR, DELHI STATE CANCER INSTITUTE, DILSHAD GARDEN, DELHI-
110095

S No.	Name & Designation	Mobile No.	Signature
1.	2.	3.	4.
1.	Dr Manica Gupta Asstt. Prof. Oncopathology & Nodal Officer RTI	9560390110	Manica
2.	Dr Ankita Gupta Asst Prof, Lab medicine	9711443346	Ankita
3.	Mohd Naheed Ashar Hospital Executive-III Rt to JD (A)	9717185746	
4.			
5.			
6.			
7.			



DELHI STATE CANCER INSTITUTES

Most Urgent

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

F No. DSCI-AII013/4/2026-Jt.Dir(DSCI)/

DATED: 23.06.2026

MINUTES OF THE MEETING

With reference to the email dated 09.04.2026 received from the Central Information Commission (CIC), Baba Gang Nath Marg, Munirka, New Delhi-110067 regarding the Transparency Audit of Disclosures under Section 4(1)(b) of the RTI Act, 2005 by Public Authorities, and in continuation of the meeting held on 23.06.2026 in the Office of the Nodal Officer (RTI) to review information provided by the Departments of the Institute, it has been observed that Manual-1, i.e. the Citizen Charter of DSCI, requires updating.

Accordingly, all concerned Department Incharges are requested to provide the updated information at the earliest to enable completion of the Transparency Audit of Disclosures under Section 4(1)(b) of the RTI Act, 2005. The information should be submitted both in hard copy to O/o Nodal Officer (RTI), Room No.6, Admn Block as well as in soft copy to nashar.41@delhi.gov.in.

Your immediate cooperation in this matter is solicited.

Monica
(Dr Monica Gupta)
Nodal Officer (RTI)

To,

o/c
All Concerned Incharges
DSCI

1. Dr Shambhavi, GIO - *23/06/26*

2. ✓ Dr Ankita, AP - *Ankita 23/6/26*

3. ✓ Dr Pragya Shukla, AP -

4. ✓ Dr Shweta, AP - *[Signature]*

5. Sh Vipin Kumar, CTB - *Dr. Surendrakumar Link*

6. Sh Uday Kumar, Radiology *Recd/ Uday 23.6.26*
Officer to I/CCTB
23.6.26
Monika
16.07.26

7. ✓ Ms Manya Bhatt, HE III *Manya* 24/06/26

8. ✓ Ms Senimol Baby - AD(N) - *Seni* 23/6/26

9. Dr Swati Bhan, AP *Swati* 24/6

10.

Scanned copy of updated 17 Manuals for completion
of Tranperancy Audit 2025-26 (RTI Advisory, RTI FAQ, nashar.41 < nashar.41@delhi.gov.in >
RTI Training)

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

Thu, 25 Jun 2026 12:36:32 PM +0530

To "Director DSCI"<director.dsci@nic.in>

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

Respected Madam,

May kindly see scanned copy of 17 Manuals for uploading on the website of DSCI for related to Transparency Audit of Disclosures under Section 4(1)(B) of the RTI Act, 2005 by the Public Authorities. It is requested to upload the above mentioned Manuals on the website of DSCI under 17 Manuals heading.

Thanks & Regards

Mohd Naheed Ashar
Hospital Executive-III
O/o Nodal Officer (RTI)

for

Dr Monica Gupta
Nodal Officer (RTI)
Asstt Professor (Onco-Pathology)

3 Attachment(s)

RTI Advisory.pdf
2.2 MB

RTI FAQ.pdf
96.5 KB

RTI Training.pdf
198.5 KB

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

Thu, 25 Jun 2026 12:08:31 PM +0530

To "Director DSCI"<director.dsci@nic.in>

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

Respected Madam,

May kindly see scanned copy of 17 Manuals for uploading on the website of DSCI for related to Transparency Audit of Disclosures under Section 4(1)(B) of the RTI Act, 2005 by the Public Authorities.

It is requested to upload the above mentioned Manuals on the website of DSCI under 17 Manuals heading.

Thanks & Regards

Mohd Naheed Ashar
Hospital Executive-III
O/o Nodal Officer (RTI)

for

Dr Monica Gupta
Nodal Officer (RTI)

Asstt Professor (Onco-Pathology)

**Scanned copy of updated 17 Manuals for completion of
Tranperancy Audit 2025-26**

4 Attachment(s)

Manual 1.pdf
2.2 MB

Citizen Charter as on 2026 Ma...
1.3 MB

2.pdf
24.9 MB

3.pdf
7.7 MB

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

Thu, 25 Jun 2026 12:29:31 PM +0530

To: "Director DSCI" <director.dsci@nic.in>

Cc: "mgupta.41" <mgupta.41@delhi.gov.in>

Respected Madam,

May kindly see scanned copy of 17 Manuals for uploading on the website of DSCI for related to Transparency Audit of Disclosures under Section 4(1)(B) of the RTI Act, 2005 by the Public Authorities.

It is requested to upload the above mentioned Manuals on the website of DSCI under 17 Manuals heading.

Thanks & Regards

Mohd Naheed Ashar
Hospital Executive-III
O/o Nodal Officer (RTI)

for

Dr Monica Gupta
Nodal Officer (RTI)
Asstt Professor (Onco-Pathology)

14 Attachment(s)

4.pdf 32.6 MB	5.pdf 2.9 MB	6.pdf 2.5 MB
7.pdf 192.9 KB	8.pdf 652.7 KB	9.pdf 2.6 MB
10.pdf 2.1 MB	11.pdf 267.5 KB	12.pdf 354.3 KB
13.pdf 187.2 KB	14.pdf 240.4 KB	15.pdf 694.2 KB
Manual 16.pdf 1.2 MB	Manual 17 Annual Report 202... 1.9 MB	