



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

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



File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI) / 55766

Date: 30/10/2021


ADVISORY

In continuation of Office Order no: DSCI-B013/7/2018- Admin/I/46487 dated 03/07/2019 & mandatory requirement of shifting the handling of RTI application's through Online Module, the following advisory may be adopted for smooth functioning of handling of RTI Application at this Institute, they are;

Step-1	: Applicant filing RTI Application through web address: www.rtionline.delhi.gov.in or Applicant filing RTI Application through speed part or other permissible mode + uploading the same at RTI Portal by Nodal Officer (RTI).
Step-2	: Nodal Officer (RTI) shall forward the RTI Application and concern PIO/return the RTI to applicant in case of requirement of any document.
Step-3	: Disposing the RTI Application as for the RTI Rules & Act 2005 by the concerned PIO at his login credential.
Step-4	: SMS/Email shall be sent to the Applicant automatically by the NIC.

All concerned are requested to go through the user manual, as available in the 'Utilities Tab' on the main page after login.

For any query/assistance, Nodal Officer (RTI) may be approached accordingly.


Dr Kishore Singh
Director & CEO, DSCI

File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI) / 55766

Date: 30/10/2021

Copy for information and necessary order to:-

1. Officer Concerned
2. PA to Joint Director
3. Deputy Controller of Accounts, DSCI
4. Admin Incharge, DSCI
5. Assistant Director (Coordination), DSCI
6. Executive Engineer (Civil) to prepare and fix a board with the details in public area of DSCI
7. Ms Mamta (PA to the Director for updation on website of the Delhi State Cancer Institutes.
8. Nodal Officer: e-Office for needful modification



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

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



File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI) /I/55765 Date: 30/10/2021

ORDER

In partial modification to the Office Order No: DSCI-B013/7/2018-Admin/I/46487 dated 03/07/2019 for the smooth functioning/handling of RTI through Online Module, it is hereby decided to re-designate the following officer as;

S. No.	Name of the Officer	Post Re-designated
1	Dr Monica Gupta Assistant Professor (Onco- Pathology)	Nodal Officer (RTI)/PIO

Kishore
Dr Kishore Singh
Director & CEO, DSCI

File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI) /I/55765 Date: 30/10/2021

Copy for information and necessary order to:-

1. Officer Concerned
2. PA to Joint Director
3. Deputy Controller of Accounts, DSCI
4. Admin Incharge, DSCI
5. Assistant Director (Coordination), DSCI
6. Executive Engineer (Civil) to prepare and fix a board with the details in public area of DSCI
7. Ms Mamta (PA to the Director for updation on website of the Delhi State Cancer Institutes.
8. Nodal Officer: e-Office for needful modification

Kishore
Director & CEO, DSCI