



GOVERNMENT MEDICAL COLLEGE & HOSPITAL, CHANDIGARH

(Block 'D', Sector 32, Chandigarh, ☎ 0172-2665253-60 Fax : 0172-2609360)
(website: gmch.nic.in) (e-mail ID: cpiogmch32@gmail.com)

RTI CELL

CIRCULAR

It is brought to the notice of all HOD-cum-CPIOs, ACPIOs and Branch Incharges-cum-CPIOs that GMCH is going to start RTI online very shortly. The Member of RTIMIS Project Management Team is visiting in GMCH-32, Chandigarh to give training on RTI online. The training schedule has been fixed on 12.04.2017 from 02:00 P.M. to 05:00 P.M. in the Conference Hall, Level-IV, Block 'B' GMCH-32, Chandigarh.

So, all CPIO's /ACPIOs and Branch Incharges-cum-CPIOs are requested to attend the training on the scheduled date and time.

Dated, Chandigarh the,
07th April, 2017

[Signature]
Director Principal-cum-7.4.17
Appellate Authority
Under RTI ✓

Endst. No. GMCH/RTI/14(15)-CIR/2017/ ¹³⁹³⁸⁻⁴² Dated Chandigarh, the

A copy is forwarded to the following for information:-

1. Medical Superintendent, GMCH, Chandigarh.
2. The Professor Incharge (Academic), GMCH, Chandigarh.
3. All the Central Public Information Officer, GMCH-32, Chandigarh.
4. PA to DP for the kind information of Director Principal
5. PA to AD(A) for the kind information of Additional Director (Admn)
6. Spare copy for master file.

[Signature]
Director Principal-cum-7.4.17
Appellate Authority
Under RTI ✓

[Signature]

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RTI CELL

ORDER

In compliance to the order No. GMCH-PS-DP/2018/5692-5712 dated 07.02.2018 of the Director Principal, Govt. Medical College & Hospital, Sector-32, Chandigarh all the RTI applications/appeal/request will be uploaded on the RTIMIS Portal only. No hard copy will be forwarded to the CPIOs by Nodal Officer of the RTI Cell.

However, the CPIO has to give the reply to the applicant manually or online as the case may be. To differentiate whether the letter is received online or manually it has been intimated that the numbers starting from GVMCH/R/2018/50001 are online number generated by the RTIMIS Portal and has to be replied online only. The number starting from GVMCH/R/2018/80001 are online number generated by the RTIMIS Portal transferred by other public authority and has to be given replied online only.

The request received physically in RTI Cell are uploaded in the RTIMIS portal by RTI Cell. The system generate number for such request starts from GVMCH/R/2018/00001. For such RTI request the CPIO has to make all correspondence (additional charges, inspection of record, transferred to other PIO or other authority) and give reply to the applicant manually (by post, by hand). Thereafter, upload the reply/action taken on the RTIMIS portal on time bound manner. The CPIOs have to forward the copy of the reply/action taken to RTI Cell quoting both reference Nos. (RTI request number such as 14(____)) and system generated request number i.e. GVMCH/R/2018/00001).(See Annexure 'A')

Most of the CPIOs are not uploading the additional charges on the portal in time bound manner and request the applicant on the last days for deposit of additional fee. Such practice needs to be avoided. Timely intimation about payment of additional fee have to brought to the notice of the applicant and also upload on the portal so that the information seeker has enough time to deposit the fee and receive the information prescribed within 30 days.

The RTI Cell will receive the additional charges and upload the payment on RTIMIS portal. The CPIOs will access the payment on portal which is reflected on under process request. (Assessment>under process).

It has come to the notice that some of the applicant do not deposit the additional fee and thus, application kept pending on the portal for more than 30 days. It has been decided that CPIO will intimate the applicant the time period to deposit the additional fee, If the applicant does not deposit the additional fee, the CPIO will upload the information on the portal and dispose off the request (Performa for requesting additional fee from applicant enclosed). If the applicant deposits the fee, thereafter the information will be provided manually after receiving intimation from RTI Cell that applicant has deposited the additional fee. (See Annexure 'B')

It has come to the notice of the Director Principal-cum-First Appellate Authority that some of the CPIOs are still not uploading the reply properly on the RTIMIS portal in time bound manner (30 days) and also not transfer the request within stipulated period (5 days) to other PIO & CPIO.

All the CPIOs are hereby directed to furnish the reply in a time bound manner. It is brought to the notice of the CPIOs that their action is accessed by the higher authority time to time.


The compliance of the order must be adhere to in letter & spirit.

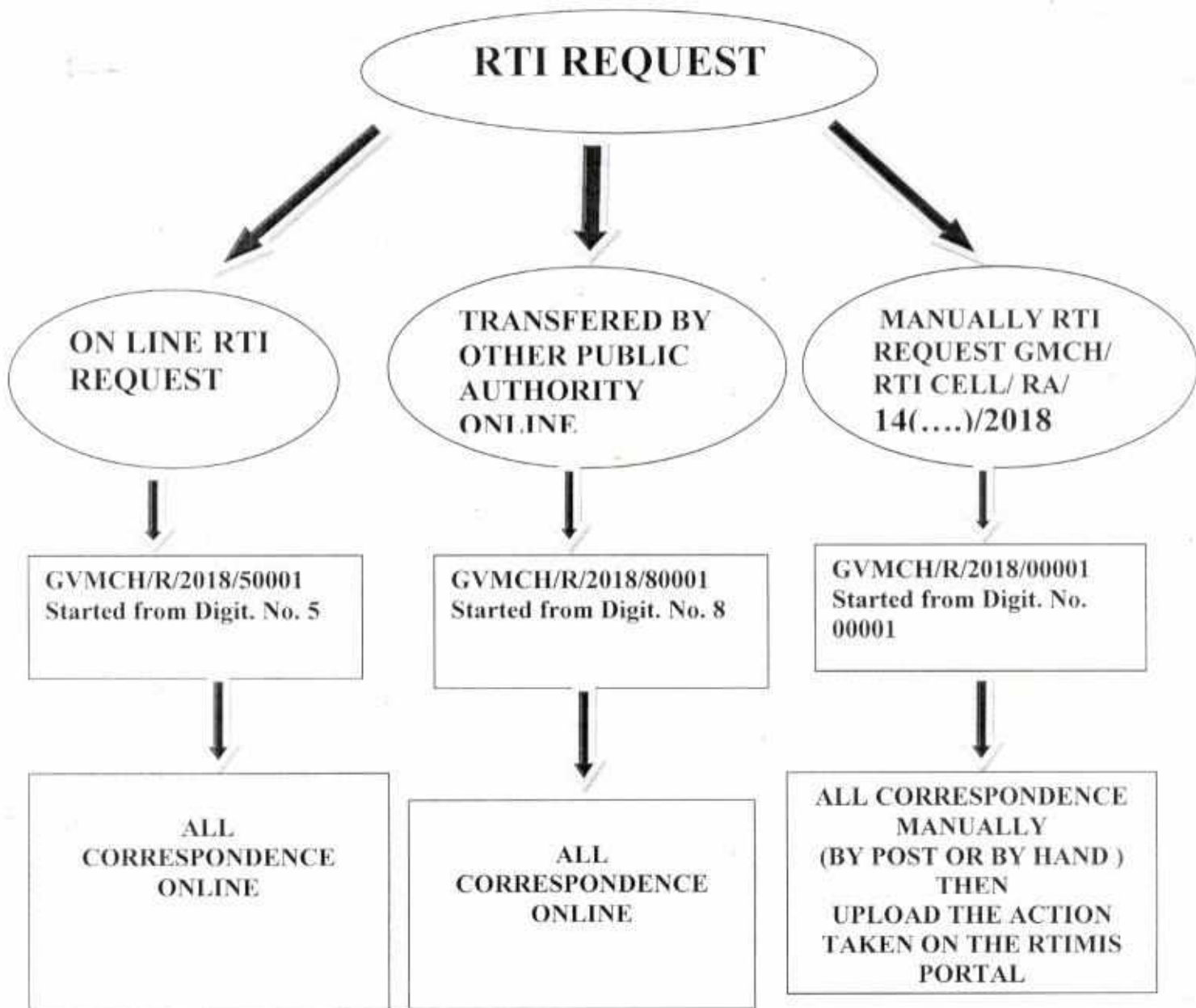

Additional Director (Admn.)-cum-
Transparency Officer
RTI

26 APR 2018

Endst. No. GMCH/RTI/14(15)-CIR/2018/ 18538-57 Dated Chandigarh, the

1. The Prof. Hospital Admn.-cum-Medical Superintendent, GMCH, Chandigarh.
2. The Vice Principal, College of Nursing / GMCH, Chandigarh.
3. All HODs, GMCH, Chandigarh.
4. The Professor Incharge (Academic), GMCH, Chandigarh.
5. The Deputy Controller (F&A), GMCH, Chandigarh.
6. The Assistant Controller (F&A-I), Accounts/NPS, GMCH, Chandigarh
7. The Assistant Controller (F&A)-II, Internal Audit Cell, GMCH, Chandigarh.
8. The Store Officer, GMCH, Chandigarh.
9. The Law Officer, GMCH, Chandigarh.
10. All Office Superintendent, GMCH, Chandigarh.
11. The Nursing Superintendent, GMCH, Chandigarh.
12. The Chief Warden (Hostel), GMCH, Chandigarh.
13. The Chief Dietician, GMCH, Chandigarh.
14. The System Analyst, IT Centre, GMCH, Chandigarh. He is requested to circulate through e-mail.
15. Incharge Communication, GMCH, Chandigarh.
16. The Librarian, GMCH, Chandigarh.
17. The Additional Director, MHI, Chandigarh.
18. PA to DP for the kind information of DP.
19. PA to AD(A) for the kind information of AD(A).
20. Spare Copy for master file.


Additional Director -cum-
Transparency Officer



NOTE:

ALL THE CPIOs ARE REQUESTED TO UPLOAD THE REPLY VERY CAREFULLY IN RTIMIS PORTAL AS THERE IS NO OPTION IN THE PORTAL TO MAKE CORRECTION AFTER UPLOADED



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Department/Branch.....

To

No. GMCH-...../2018/
Dated Chandigarh, the

Subject: Regarding deposit of Additional charges for supply of certified copies under RTI.

Reference your RTI application no. _____ dated _____ on the subject cited above.

You are requested to deposit Rs. _____/- (Rupees _____ only) towards the requisite fee for supply of photocopies of _____ pages/inspection, under Right to information Act, 2005 in the office of RTI Cell, Room no. 234, 'D' Block, GMCH, Chandigarh by cash, or by way of demand draft or bankers cheque or by Indian Postal Order payable to the Director Principal, Govt. Medical College & Hospital, Chandigarh or by visiting the website **rtionline.gov.in** RTI Online Portal(in case file online request). **Your time will start after receipt of requisite fee as stated above.**

You are requested to deposit the above said amount within 10 days failing which it will be presumed that you are not interested to get the information and your RTI application will be disposed off.

You can now file RTI request online by visiting **www.rtionline.gov.in** > **Submit Request > Submit > Select Ministry/Department/Apex body (UT, Chandigarh) > Select Public Authority (UT Chandigarh – Govt. Medical College and Hospital (GMCH-32)> Submit.**

Name
Designation...-cum-CPIO
Department of