

4 (1) (b) Manual

Name fo the Public Authority	Place of the Institution	Whether or action taken under Sec. 4(1) (a) of RTI Act	Whether or action taken under section 4(1) (b) to publish the material as required under the Act	Whether or not information as required to be published under Sec. 4 (1) (b) has been placed in A.P. Portal	Name of APIOs / PIOs / Appellate Authority	No. of requests received by the public authority for information upto 30-09-2014	No. of requests that have been complied with by the public authority upto 30-09-2014	No. of requests rejected by the public Authority upto 30-09-2014	No. of requests pending as on 30-09-2014 with the public authority
Nizam's Institute of Medical Sciences	Panjagutta Hyderabad	Yes	Yes	Yes	APIO	793	785	81	8
					Sri. Y. Ramesh Babu Office Superintendnet NIMS				
					PIO				
					Sri. K. Mohan Financial Controller I/c NIMS				
					Dr. N. Satyanarayana Medical Superintendet NIMS				
					Dr. K. Dilip Kumar Associate Dean - Aptitude Testing (AD-AT) NIMS				
					Dr. S. Rammurti Associate Dean - Academic (AD-AC) NIMS				
					Dr. Subhash Kaul Associate Dean - Nursing & Allied Studies (AD-AL) NIMS				
					Dr. Raju Iyengar Controller of Surgical & Nursing Stores NIMS				
					Dr. M. Nageswara Rao Controller of Medical Stores NIMS				

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					Dr. N. Bheerappa Controller of Lab Stores NIMS				
					Sri. K. Mohan Deputy Registrar (CCU) NIMS				
					Smt. T. Madhumathi Deputy Registrar (HR) NIMS				
					Sri. K. Satyanarayana Deputy Registrar (Planning) NIMS				
					Sri. M.A. Samdhani Deputy Executive Engineer (Civil) NIMS				
					Sri. K.V.V. N. Mohan Rao Deputy Executive Engineer (Electrical) NIMS				
					CPIO				
					Sri. J. Bhaskara Rao Deputy Registrar (Claims) NIMS				
					Appellate Authority				
					Dr. N. Satyanarayana Executive Registrar NIMS				

Chapter 2
Organisation, Functions and Duties
[Section 4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1	NIZAM'S INSTITUTE OF MEDICAL SCIENCES	PUNJAGUTTA HYDERABAD	University established under the State Act and shall function to Patient Care and training in Postgraduate degrees, graduate and degree diplomas (Medical, Paramedical and Nursing). It also functions as a Referral Hospital.	To create center of excellence for providing medical care, educational and research facilities of high order in the field of medical sciences in the existing super specialities and other super specialities as may develop in future including Continuing Medical Education and Hospital Administration.

Chapter 3
Powers and Duties of Officers and Employees
[Section 4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

S.No.	Name of the Officer /employee	Designation	Duties allotted	Powers
1	DIRECTOR	Statutory	Chief Executive and Academic Officer of the Institute	Director shall exercise powers and perform duties as may be assigned to him by the Governing Council or the Vice President as the case may be
		Administrative	Exercise general supervision and control over the affairs of the Institute and its affiliates	-do-
		Financial	As per the Act / Rules & Regulations	-do-
		Others	Assigned by the Governing Council or the Vice President, as the case may be	-do-
2	EXECUTIVE REGISTRAR	Statutory	Custodian of the records and common seal	Executive Registrar shall exercise powers and perform duties as may be assigned to him by Governing Council, Vice-President or the Director.
		Administrative	Place before the Governing Council and the Executive Board and the authorities of the Institute all such information as may be necessary for the transaction of their business. Conduct the Examinations and make all other arrangements necessary therefore.	-do-
		Financial	As delegated	-do-
		Others	Shall attest and execute the documents on behalf of the Institute	-do-
3	DEAN	Statutory	Shall assist the Director in academic affairs of the Institute and shall exercise such powers and perform such functions as may be laid down in the Regulations or entrusted by the Director.	Shall assist the Director in academic affairs of the Institute and shall exercise such powers and perform such functions as may be laid down in the Regulations or entrusted by the Director
		Administrative	-do-	
		Financial	-	
		Others	-	

Chapter 4

Procedure Followed in Decision-making Process

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

4.1 Describe the procedure followed in decision-making by the public authority.

Activity	Description	Decision-making Process	Designation of final decision-making authority
Goal-setting & Planning	To create center of Excellence for providing medical care, education and research facilities of high order in the field of medical sciences in the existing super-speciality and other super-specialities as may develop in future	The Academic Council, The Finance Committee, The Executive Board and the Governing Council	The Director, Executive Board and the Governing Council
Budgeting	Non-plan grant by Government and own earnings	Finance Committee, Executive Board and the Governing Council	The Director
Formulation of Programmes, schemes and Projects	Research & Development activities taken up from time to time.	The Academic Council, the Ethical Committee and any other committees constituted thereon	The Director
Recruitment / hiring of personnel	Recruitment of Faculty, Non-faculty employees and Contract Labour	Director and Executive Board	Director and Executive Board
Release of funds	Non-plan grant by Government and own earnings	Finance Committee, Executive Board and the Governing Council	The Director
Implementation / delivery of service / utilization of funds	Purchase of equipments, payment of salaries and other incidentals	The Director, Purchase Committee, Finance Committee, Executive Board and Governing Council	The Director
Monitoring & evaluation	Receipts and Expenditure is monitored by Finance & Audit, evaluated by State Audit & Government	The Director, Finance Committee, The Executive Board	The Director
Gathering feedback from public	Not applicable	Not applicable	Not applicable
Undertaking improvements	From time to time	From time to time	From time to time

Chapter 5

Norms set for the Discharge of Functions

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

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl. No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Patient Care and training in Postgraduate degrees, graduate and degree diplomas	As per the norms of Govt. of Andhra Pradesh, Health, Medical & Family Welfare, Medical Council of India and the Nursing Council.	Not applicable	As per the norms of Govt. of Andhra Pradesh, Health, Medical & Family Welfare, Medical Council of India and the Nursing Council.

Chapter 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1)(b)(v) & (vi)]

6.1 Please provide list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Sl.No.	Description	List of contents	Price of the publication if priced
Rules & Regulations			
1.	The Nizam's Institute of Medical Sciences Act And Rules, 1989	Functions and Powers	Rs.40/-
Instructions			
1	Orders / Decisions issued from time to time after approval of Director / Executive Board / Governing Council	Financial / Executive instructions	Not Applicable
Manuals			
1	<u>Standing Orders</u> 1. Manual of appointment of Faculty in NIMS (Red book) 2. Hand Book of Service Regulations of NIMS Employees (Green Book) 3. Hand Book of Recruitment Rules (Grey Book)	Standing Orders containing Rules and Regulations and Service conditions	
Records			
1	Not Applicable		
Publications			
1	Not Applicable		

Chapter 7

Categories of Documents held by the Public Authority under its Control [Section 4(1) (b) v (i)]

7.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	NIMS Act, Standing Orders and Orders issued from time to time	As applicable	Executive Registrar as per the Clause No.19 (2) (a) of NIMS Act

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4(1)(b)viii]

8.1 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

S. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Chief Public Information Officer	Sri. J. Bhaskara Rao, Deputy Registrar who is also nominated as C Public Information Officer under RTI Act 2005	Sri. J. Bhaskara Rao, Deputy Registrar who is also nominated as C Public Information Officer under RTI Act 2005
2	Assistant Public Information Officer	Sri Y. Ramesh Babu, Office Superintendent who is also nominated as Assistant Public Information Officer under RTI Act 2005	Sri Y. Ramesh Babu, Office Superintendent who is also nominated as Assistant Public Information Officer under RTI Act 2005

Chapter 9

Boards, Councils, Committees and other Bodies constituted as part of Public Authority
[Section 4(1)(b)v(iii)]

9.1 Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public
Purchase Committee	Director Principal Secretary, HM&FW Vice-Chairman, APVTMIDC Expert in Specialty Dean Convener nominated by Director	Recommending purchase of equipment	No
Finance Committee	Principal Secretary, Finance, Principal Secretary, Health Director Dean Financial Controller Executive Registrar Member, Nizam Charitable Trust	Recommending purchase of equipment, budget planning, etc	No
Academic Council	Director Dean All Heads of Departments /Units Two Asst. Professors nominated by Director Two Honorary Consultants nominated by Director	The Academic Council subject to Provisions of the NIMS Act and Regulations to prescribe all courses of study and determine the curricula and have general control and supervision of teaching, research and examinations within the institute	No

Executive Board	<p>Vice-President of the Governing Council Secretary of the Governing Council Secretary, HM&FW Secretary, Finance & Planning Dean of NIMS Member, Nizam Charitable Trust</p>	<p>Subject to the provisions of NIMS Act the Executive Board shall be responsible for the general supervision, direction and control of the affairs of the Institute</p>	No
Governing Council	<p>President (Chief Minister) Vice-President (Minister of HM&FW) The Director of the Institute who shall be the Secretary Secretary to Government, HM&FW Secretary to Government, Finance & Planning (Finance Wing) Nominee of University Grants Commission Director General of Health Services, Govt.of India President, Medical Council of India or his nominee Vice-Chancellor, University of Health Sciences, Andhra Pradesh Vice-Chancellor, Osmania University Vice-Chancellor, University of Hyderabad, Hyderabad One Member to be nominate by the Vice-President from among the Financing Agencies The Dean of the Faculty of the Institute Two Members to be nominate by the Nizam's Charitable Trust Two Members of Faculty of the Institute to be nominate by the Vice- President Four Members to be elected by the Academic Council</p>	<p>Subject to the provisions of NIMS Act the Governing Council shall be responsible for the general supervision, direction and control of the affairs of the Institute</p>	No

Chapter 10
Directory of Officers and Employees
[Section 4(1)(b)(ix)]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

Sl. No	Name of office/ administrative unit	Name, Designation & Address of Officer/ Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	Email
1		List enclosed		

Chapter 11

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations
[Section 4(1)(b)(x)]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as given in regulation
		List enclosed	

Chapter 12

Budget Allocated to Each Agency including Plans etc.

[Section 4(1)(b)xi]

12.1 Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/ Scheme/Project/ Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
Government of Andhra Pradesh, Health, Medical & Family Welfare Det	Plan budget grant Non-plan budget grant	Over and above budget grant provided by the Govt. of Andhra Pradesh	Not - applicable	No comments

12.2 Provide information on the budget allocated for different activities under different programmes/schemes/projects etc. in the given format

Agency	Programme/ Scheme/Project/ Activity Purpose for which budget is allocated	Amount released: last year	Amount spent last year	Budget allocated current year	Budget released current year
	Not applicable				

Chapter 13

Manner of Execution of Subsidy Programmes

[Section 4(1)(b)xii]

13.1 Describe the activities/programmes/schemes being implemented by the public authority for which subsidy is provided.

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes/schemes.

Name of programme/ activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Not applicable			

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
Not applicable			

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4(1)(b)xiii]

14.1 Provide the names and addresses of recipients of benefits under each programme/scheme separately in the following format.

Institutional Beneficiaries

Name of programme/scheme:				
Sl. No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
1	NIMS,Hyderabad	Free treatment to poor patients for serious ailments - Nil	2011-12	Director, NIMS

Name of programme/scheme:				
Sl. No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
	-			

Individual Beneficiaries

Sl. No	Name & Address of recipient beneficiaries	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
1				

Name of programme/scheme: - CMRF / PMRF				
Sl. No	Name & address of recipient institutions	Nature/ quantum of benefit granted	Date of grant	Name & Designation of granting authority
1	Out & In-patients – NIMS	Financial Assistants under CMRF Rs.18.62 lakhs	2013-14 254.21	Govt. of A.P. – Secretary to Govt. RevenueDept
2	Out & In-patients - NIMS	Financial Assistants under PMRF Rs.16.57 lakhs	2013-14 14.50	Govt. of India, P.M.'s Office

Chapter 15

Information Available in Electronic Form

[Section 4(1)(b)x(iv)]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.)

Electronic format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (held by whom?)
Computer Division	Website : www.nims.edu.in Internet e-mail : nims@nic.in	No comments	Director Nizam's Institute of Medical Sciences, Hyderabad

Chapter 16

Particulars of Facilities available to Citizens for Obtaining Information [Section 4(1)(b)xv]

16.1 Describe the particulars of information dissemination mechanisms in place/facilities available to the public for accessing of information:

Facility	Description (Location of Facility/Name etc)		Details of Information made available	
Notice Board	Public Places	1	Out-Patient & In-patient	Information from time to time is being displayed for information to public / staff as the case may be
		2	Punching System	
		3	Director's Office	
		4	Dean's Office	
		5	Sub-Dean's Office	
		6	Registrar's Office	
		7	M.S. Office	
		8	H.R.D.	
		9	Finance & Audit	
News Paper Reports	As and when necessary		No comments	
Public Announcements	Available		Available	
Information Counter	Available		Information made available as and when required	
Publications	No comments		No comments	
Office Library	Available		Available	
Websites	Available		www.nims.edu.in	
Other Facilities (name)	e-mail		nims@nic.in	

Chapter -17

Names, Designations and other particulars of Public Information Officers

[Section 4(1)(b)xvi]

17.1 Please provide contact information about the Chief Public Information Officers, Public Information Officers and Assistant Public Information Officers designated for various Offices/administrative units and Appellate Authority/Officer(s) for the Public Authority in the following format.

A. Assistant Public Information Officer(s):

Sl. No.	Name of office/administrative Unit	Name and Designation of Assistant Public Information Officer	Office Tel: Cell No.: Fax:	Email
01	Right to Information Office, Ground Floor, Specialty Block, Credit Collection Unit, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Sri.Y.Ramesh Babu, Office Superintendent . Who is also nominated Assistant Public Information Officer under RTI Act 2005.	Tel : 23489536 Cell: 9985183468 Fax: 23310076	nims@nic.in

B. Public Information Officer (s):

Sl. No.	Name of office/administrative Unit	Name and Designation of Assistant Public Information Officer	Office Tel: Cell No.: Fax:	Email
01	Financial Controller Office, V Floor, Emergency Trauma Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Sri. K. Mohan, Financial Controller, Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489780 Cell: 9490418122 Fax: 23310076	nims@nic.in
02	Medical Superintendent Office, 1 st Floor, Old Out Patient Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Dr. N. Satyanarayana, Medical Superintendent, Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489040 Cell: 9490295040 Fax: 23310076	satyanimma@gmail.com
03	Office of the Anaesthesiology Department, 1 st Floor, Old Out Patient Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Dr. K. Dilip Kumar, Associate Dean-Aptitude Testing(AD-AT), Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23547843 Cell: 9848024306 Fax: 23310076	
04	Office of the Academic Section-I, 2 nd Floor, Old Out Patient Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Dr. S. Rammurthi, Associate Dean-Academic (AD-AC) Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23551872 Cell: 9490295025 Fax: 23310076	

05	Office of the Academic Section – 2, 2 nd Floor, Old Out Patient Block, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Dr.Subhash Kaul, Associate Dean-Nursing & Allied Studies (AD-AL) Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 27763788 Cell: 9848043329 Fax: 23310076	subashkaul@hotmail.com
06	Office of the Surgical Stores, 4th Floor, Besides ‘B’ Block, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Dr. Raju Iyengar, Controller of Surgical & Nursing Stores, Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489780 Cell: 9985811481 Fax: 23310076	rajuayengar@rediffmail.com
07	Office of the Medical Stores, 4th Floor, Near Besides ‘B’ Block, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Dr.M.Nageswara Rao, Controller of Medical Stores (CMS), Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489132 Cell: 9885123808 Fax: 23310076	
08	Office of the Lab-Stores, Behind Old Block, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Dr.N.Bheerappa, Controller of Lab Stores (CLS), Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489182 Cell: 9949092298 Fax: 23310076	
09	Office of the Credit Collection Unit, Ground Floor, Specialty Block, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Sri. K. Mohan, Deputy Registrar, Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489536 Cell: 9490418122 Fax: 23310076	nims@nic.in
10	Office of the H.R.Section, V Floor, Emergency Trauma Block, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Smt. T.Madhumathi, Deputy Registrar Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489769 Cell: 9298106492 Fax: 23310076	nims@nic.in
11	Office of the Planning Section, V Floor, Emergency Trauma Block, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Sri. K. Satyanarayana, Deputy Registrar, Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489772 Cell: 9490295060 Fax: 23310076	nims@nic.in
12	Office of the Civil Engineering Department , Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Sri. M.A.Samdhani, Deputy Executive Engineer(Civil), Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489154 Cell: 9490295010 Fax: 23310076	nims@nic.in
13	Office of the Electrical Department, Nizam’s Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Sri. K.V.V.N.Mohan Rao, Deputy Executive Engineer(Electrical), Who is also nominated Public Information Officer under RTI Act 2005.	Tel : 23489129 Cell:9490295009 Fax: 23310076	nims@nic.in

C. Chief Public Information Officer(s):

Sl. No.	Name of office/administrative Unit	Name and Designation of Assistant Public Information Officer	Office Tel: Cell No.: Fax:	Email
01	Office of the Right to Information Act, 2005 Claims Section, V Floor, Emergency, Trauma Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Sri.J.Bhaskara Rao, Deputy Registrar, Who is also nominated Chief Public Information Officer under RTI Act 2005.	Tel : 23489768 Cell: Fax: 23310076	nims@nic.in

D. Appellate Authority:

Sl. No.	Name, Designation and Address of Appellate Officer.	Jurisdiction of Appellate Officer (Offices/administrative units of the authority)	Office Tel: Cell No.: Fax:	Email
01	Dr.N. Satyanarayana, Executive Registrar, 2 nd Floor, Old Out Patient Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad, PIN:500 082.	Nizam's Institute of Medical Sciences	Tel : 23390690 Cell: 9490295040 Fax: 23310076	er.nims.ap12@gmail.com

Chapter 18
Other Useful Information
[Section 4(1)(b)xvii]

18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

Medical / Non-medical publications are available. Already published and from time to time being published.

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.

No Comments

Place: Name and Designation Dr. N. Satyanarayana

Date: of the Officer Executive Registrar, NIMS, Hyderabad-500082.

Department Appellate Authority under RTI Act 2005

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.