

# **information Hand Book**

under

**Right to Information Act**

**Govt Ayurveda College**

Udaipur-313001

- 1.1 Please throw light on the background of this hand-book (Right to information act 2005 )

**This Hand-book is prepared to develop on the basis of Right to Information Act 2005, as published in the Gazette of Govt. of India .**

- 1.2 Objective/purpose of this hand-book

**To provide information to public under the Information Act 2005 .**

- 1.3 Who are the intended users of this hand-book ?

**Government/ Non Government / Public / NGOs**

- 1.4 Organisation of the information in this hand-book .

**User Guide**

- 1.5 Definations ( Please provide definations of various terms used in the hand-book )

**RSR(Rajasthan Service Rule) , Ayurved Research Center(A Unit of Ayurved College , for Clinical Research )**

- 1.6 Contact person incase some body wants to get more information on topics covered in the hand-book as well as other information also .

**Public Information Officer, Assistt. Public Information Officer**

- 1.7 Procedure and fee structure for getting information not available in the hand-book

**As Per Government Rule .**

- 2.1 Objective / Purpose of the public authority .

**Maintain all record duly categorized for public information & for Govt. use .**

- 2.2 Mission / vision statement of the public authority .

**For the compliance of information act 2005 to ensure that all relevant information received from available sources will be prepared appropriate and systematically & will be produced time to time in favor of the aim and objectives of information act 2005 .**

2.3 Brief history of the public authority and context of its information.

**Information act 2005 has been effective on 15<sup>th</sup> June 2005 with its section 4 & sub section (1) , along with , section 12,13,15,16,24,27,28,& sub section (1) & (2) . Remain act was proposed to be effective from 12<sup>th</sup> October 2005.**

**This act provide the rights of information to every citizen for finding necessary information as he/she requires under the guideline of information act 2005. This act further gives the transparency regarding the performance and Govt. duties of Govt. Officers & Servants.**

**Government of Rajasthan ( Ayurved Department ) has appointed public authority under three categories : 1. Information Officer – Principal M.M.M. Govt. Ayurved College, Udaipur. 2. Assistant Public Information Officer – Dr. R.V.S. Roy , Professor & HOD , Department of Kaya-Chikitsa , M.M.M. Govt. Ayurved College, Udaipur & 3. Appealing Authority – Director , Ayurved Department , Rajasthan , Ajmer .**

2.4 Duties of the public authority.

- 1. Information Officer – Principal M.M.M. Govt. Ayurved College, Udaipur- Prime duties are Administration , Management & Controlling to the College with teaching, research & clinical duties . Simultaneously , Principal is responciple for providing all kinds of information relevant to college , attached college teaching hospitals & research center .**
- 2. Assistant Public Information Officer – Dr. K.M.Agrawal , Associate Professor M.M.M. Govt. Ayurved College, Udaipur – Assistant Public Information officer , is senior academician & has been rendering duties as a Professor & HOD, hence , devoting to academic, research & clinical activities . In addition to , he is appointed for assistant information officer for providing desired information time to time .**
- 3. Appealing Authority – Director , Ayurved Department , Rajasthan , Ajmer - Appealing Authority is highest authority in the field of ayurveda department & performing administrative & management duties . Any kind of dispute may be put forth of appealing authority , as per direction given in the information act 2005.**

2.5 Main activities/ function of the public authority.

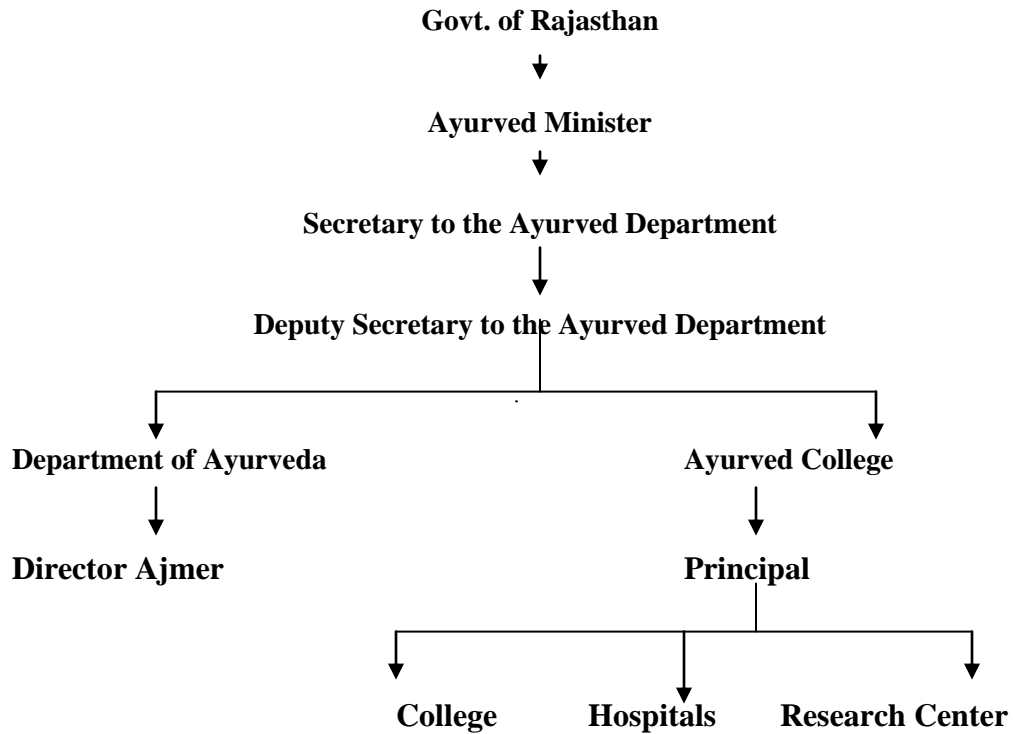
1. **Information Officer – Principal M.M.M. Govt. Ayurved College, Udaipur- Prime duties are Administration , Management & Controlling to the College with teaching, research & clinical duties . Simultaneously , Principal is responcival for providing all kinds of information relevant to college , attached college teaching hospitals & research center .**
  
2. **Assistant Public Information Officer – Dr. K.M.Agrawal, Associate Professor, M.M.M. Govt. Ayurved College, Udaipur – Assistant Public Information officer , is senior academician &has been rendering duties as a Professor & HOD, hence , devoting to academic, research & clinical activities . In addition to , he is appointed for assistant information officer for providing desired information time to time .**
  
3. **Appealing Authority – Director, Ayurved Department, Rajasthan, Ajmer - Appealing Authority is highest authority in the field of Ayurved department & performing administrative & management duties . Any kind of dispute may be put forth of appealing authority, as per direction given in the information act 2005.**

2.6 List of services being provided by the public authority with a brief write-up on them.

- A. **Teaching to UG & PG students**
- B. **Research Supervision to PG research work.**
- C. **Clinical duties**
- D. **Organization of health camps**
- E. **Development of Herbal Garden (Charak Upwan)**
- F. **Establishment of Drug testing laboratory**
- G. **Establishment of GMP in the Pharmaceutical unit**
- H. **Administrative & Management duties.**

- 2.7 Organizational Structure Diagram at various levels namely State, Directorate, region district, block etc. ( which ever is applicable )

**Organizational Structure Diagram of M.M.M. Govt. Ayurved College, Udaipur**



- 2.8 Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

**Suggestions are always welcomed from public .**

- 2.9 Arrangements & Methods made for seeking public participation /contribution .

- A. Invitation to public leaders to different programs.**
- B. Invitation to public for different programs.**
- C. Organization of health camps**
- D. Organization of health, conservation & cultivation of medicinal plants awareness programs.**
- E. Parents meet.**

2.10 Mechanism available for monitoring the service delivery and public grievance resolution.

**Under the Rajasthan Ayurved , Unani & Homeopathic service rules and Rajasthan service rules all directions are in practice to follow & monitoring the service delivery and public grievance resolution is in practice to follow under the Rajasthan Ayurved , Unani & Homeopathic service rules and Rajasthan service rules & information act 2005 .**

2.11 Addresses of the main office and other offices at different levels .( Please categorise the addresses district wise for facilitating the understanding by the users . )

- 1. M.M.M Govt. Ayurved College, Ambamata Scheme , Udaipur.**
- 2. Govt. “A” class , Ayurved Hospital , Motichotta, Udaipur .**
- 3. Raj Vaidya Prem Shankar Sharma Ayurved Hospital, College Campus , M.M.M Govt. Ayurved College, Ambamata Scheme , Udaipur.**
- 4. Govt. Ayurvedic Research Center, Lake Palace Road, Udaipur .**

2.12 Morning hours of the office : **10.00 AM**

Closing hours of the office : **05.00 PM**

3.1 Please Provide Details of the powers & duties of the officers & employees of The organization.

Designation	Principal	
Powers	Administrative	1. College 2. Hospitals 3. Research Center 4. 5.
	Financial	1. College 2. Hospitals 3. Research Center 4. 5.
	Others	1. As Directed by the Govt. , time to time .
Duties	1. Teaching 2. Research 3. Clinical 4. Administrative 5. Management	

- 4.1 Please provide list of rules, regulations, instructions, manual & records, held by Public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled by each type of documents.

<b>Name/ Title of the document</b>	<b>1. Raj. Service Rules , 2. Raj. Ayurvedic Unani , Homeopathy service Rules ( Collegiate wing ) 3. GF &amp; AR</b>	<b>Type of the document</b>	<b>Govt</b>
<b>Choose one of the types given below ( Rules, Regulations, Instructions, Manual, Records , Others )</b>			
<b>Brief write-up on the document</b>			
<b>Raj. Ayurvedic Unani, Homeopathy service Rules ( Collegiate wing ) is the document Provided by the Govt. of Rajasthan for controlling and discharging the duties of employees .</b>			
<b>From where one can get a copy of rules, regulations , Instructions,manual &amp; records</b>		<b>Address: Govt. press,Jaipur For rules &amp; Regulations &amp; office of Ayurved college Udaipur for official record &amp; documents Telephone No: 0294- 2431900 Fax : 0294-2432846 E-mail: ayurcoll-uda-rj@nic.in Others : -----</b>	
<b>Fee charged by the department for a copy of rules, : Regulations, Instructions, manual &amp; records (If any)</b>		<b>As per Govt. Rules</b>	



## Formulation of Policy

- 5.1 Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is , please provide details of such policy in following format .

<b>Sr. no.</b>	<b>Subject/ Topic</b>	<b>Is it mandatory to ensure public participation ( Yes/No)</b>	<b>Arrangements for seeking public participation</b>
1.	<b>Rogi Kalyan Samitti</b>	<b>NO</b>	<b>By Invitation</b>

## Implementation of Policy

- 5.2 Whether there is any provision to seek consultation / participation of public or its representatives for formulation of policies? If there is , please provide details of such policy in following format .

<b>Sr. no.</b>	<b>Subject/ Topic</b>	<b>Is it mandatory to ensure public participation ( Yes/No)</b>	<b>Arrangements for seeking public participation</b>
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>NIL</b>

- 6.1 Use the format given below to give the information about the official documents .  
Also mention the place where the documents are available for e.g. at secretariat level , directorate level , others ( please mention the level in place of writing “ others “ .

Sr. no.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/under control of
1	Govt. orders & Rules Regulations	Administrative Secretariat, govt. of Raj., Jaipur .	As per Govt. rule .	Secretary,Ayurved
2	College Document	Principal, M.M.M. Govt. Ayurved College, Udaipur	As per Govt. rule	Secretary,Ayurved/Principal
3.	Hospital Document	Principal, M.M.M. Govt. Ayurved College, Udaipur	As per Govt. rule	Secretary,Ayurved/Principal
4.	Recerch Center Document	Principal, M.M.M. Govt. Ayurved College, Udaipur	As per Govt. rule	Secretary,Ayurved/Principal

7.1 Please provide information on boards , councils , committees and other bodies Related to the public authority in the following format :

- Name and address of the Affiliated body . NIL
- Type of Affiliated body ( Board, Council, Committees, Other bodies) NIL
- Brief introduction of the Affiliated body ( Established year, objective/main Activities ) NIL
- Role of the Affiliated body( Advisory/Managing/Executive/Others ) NIL
- Structure and member composition NIL
- Head of the body . NIL
- Address of main office its branches. NIL
- Frequency of meeting. NIL
- Can public participate in the meeting ? NIL
- Are minutes of meetings prepared ? NIL

8.1 Please provide contact information about the public information officers , Assistant Public Information Officers and Department Appellate Authority of the public authority in the following format .

Name of the Public Authority :

**Assistant Public Information officers :**

Sr. N	Name	Designation	S.T.D code	Phone No.		Fax	Email	Address
				Office	Home			
1	Dr. K.M. Agrawal,	Associate Professor	0294	2431900		2432846	ayurcoll-uda-rj@nic.in	M.M.M.Govt. Ayu. College, Udaipur

**Public Information Officers :**

Sr. N	Name	Designation	S.T.D . code	Phone No.		Fax	Email	Address
				Office	Home			
2	Prof. Mahesh Dixit	Principal	0294	2431900	2421968	2432846	ayurcoll-uda-rj@nic.in	M.M.M.Govt. Ayu. College, Udaipur

**Department Appellate Authority**

Sr.No.	Name	Designation	S.T.D. code	Phone No.		Fax	Email	Address
				Office	Home			
3	Mr. Ujjawal Rathore	Director	0145	2425047		2425047		Ayurved Department Ajmer Rajasthan

9.1 What is the procedure followed to take a decision for various matters? ( A reference to secretariat manual and rule of business manual and other rules/ registration etc can be made )

**According to guideline given by Govt. of Rajasthan ( Department Of Ayurveda) , time to time/RSR/Ayurved service Rules/GF&AR .**

9.2 What are the document procedures/ laid down procedures / defined criteria / Rules to arrive at a particular decision for important matters ? what are different levels through which decision process moves ?

**According to guideline given by Govt. of Rajasthan ( Department Of Ayurveda) , time to time .**

9.3 What are the arrangements to communicate the decision to the public?

- A. Official letter**
- B. Notice Board**
- C. Telephone**
- D. Fax**
- E. E-Mail**

9.4 Who are the officers at various levels whose opinion

- A. Prof. Mahesh Dixit , Principal**
- B. Dr. K.M.Agrawal , Associate Professor**
- C. Dr. Ujjawal Rathore, Director**

9.5 Who is the final authority that wets the decision ?

- A. Secretary , Ayurved, Govt. of Rajasthan, Jaipur**
- B. Prof. Mahesh Dixit , Principal**
- C. Dr. Ujjawal Rathore, Director**

9.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority .

Sr. no.	
Subject on which the decision is to be taken	<b>NIL</b>
Guideline / direction , if any	<b>NIL</b>
Process of execution	<b>NIL</b>
Esignation of the officers involved in dicision making	<b>NIL</b>
Contact information of above mentioned officers	<b>NIL</b>
If not satisfied by the decision , where and how to appeal .	<b>NIL</b>

10.1 Please provide information district wise in following format .

Sr.No.	Name	Designation	S.T.D. code	Phone No.		Fax	Email	Address
				Office	Home			
<b>Not Applicable</b>								

11.1 Please provide information in following format

Sr. No.	Name	Designation	Monthly remuneration	Compensation / compensatory allowance	The procedure to deter mind the remuneration as given in the regulation
<b>Not Applicable</b>					

**For Public Authorities responsible for Developmental , construction, technical works**

12.1 Please provide information about the details of the budget for different activities under different schemes in the given format .

**Year 2004-2005**

Sr. no.	Name of the Scheme /Head	Activity	Starting date of the activity	Planned dates of the activity	Amount proposed	Amount sanctioned	Amount Released /disbursed ( no. of installments	Actual expenditure for the last year	Responsible officer for the quality and the complete execution of the work
<b>Not Applicable</b>									



**Not Applicable**

14.1 Please provide the information as per the following format

- Name of programme
- Type ( Concession/Permits/Authorization )
- Objective
- Targets set ( For the last year )
- Eligibility
- Criteria for the eligibility
- Pre-requisites
- Procedure to avail the benefits
- Time limit for the concesion/Permits/Authorizations
- Application Fee ( Where applicable )
- Application format ( Where applicable )
- List of attachments ( Certificates? Documents )
- Format of Attachments .
- List of beneficiaries in the format given below .

Sr. no.	Beneficiary name	Validity period	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/Village	House no.
<b>Not Applicable</b>								

15.1 Please provide the details of the norms/ Standards set by the department for execution of various activities/ Programmes .

**As Directed by Govt. of Rajasthan & Govt. of India time to time / Rajasthan Ayurved University , Jodhpur .**

16.1 Please provide the details of the information related to the various schemes which Are available in the electronics format .

**Electronics format are not Available .**

17.1 Means , Methods or facilitation available to the public which are adopted by the department for dissemination of information .  
Like

- Office Library ✓
- Drama and Shows
- Through News paper ✓
- Exhibition ✓
- Notice Board ✓
- Inspection of Records in the office
- System of issuing of copies of documents ✓
- Printed manual Available
- Website of the public Authority
- Others means of advertising

18.1 Frequently asked questions and their answers by public

**Facility is not Available .**

18.2 Related to seeking Information

- Application form ( a copy of filled application form for reference )
- Fee
- How to write a precise information request – Few Tips
- Right of the Citizen in case of denial of information and procedure to appeal .

**As Approved by Govt. of Rajasthan under the Rajasthan Ayurvedic, Unani, Siddha & Homeopathy service Rules and guidelines given time to time .**



18.3 With relation to training imparted to public by public authority

- Name of training programme with brief description
- Time period for Training Programme / Scheme
- Objective of training
- Physical and Financial Targets ( last year )
- Eligibility for training
- Prequisite for training ( if any )
- Financial and other form of help ( if any )
- Description of help ( Mention the amount of financial help, if any )
- Procedure of giving help
- Contact Information for applying
- Application Fee ( whenever applicable )
- Other Fees (whenever applicable )
- Application form ( where applicable . if the application is made on plain paper please mention details which the applicant should provide )
- List of enclosure/documents

**Not Applicable**

18.4 With relation to certificate, no objection certificate etc issued by the public authority not included in manual - 13

- Name and description of the certificates and NOCs
- Eligibility for applying
- Perquisite for training (if any)
- Contact Information for applying
- Application Fee (whenever applicable)
- Other Fees (whenever applicable )
- Application form ( where applicable . if the application is made on plain paper please mention details which the applicant should provide )
- List of enclosure/documents
- Format of enclosures/ documents
- Procedure of application
- Process followed in the public authority after the receipt of application
- Normal time taken for issuance of certificate
- Validity period of certificate ( if Applicable )
- Process of renewal ( if any )

**Not Applicable**

18.5 With relation to registration process

- Objectives
- Eligibility for Registration
- Prequisite for training ( if any )
- Contact Information for applying
- Application Fee ( whenever applicable )
- Other Fees (whenever applicable )
- Application form ( where applicable . if the application is made on plain paper please mention details which the applicant should provide )
- List of enclosure/documents
- Format of enclosures/ documents
- Procedure of application
- Process followed in the public authority after the receipt of application
- Validity period of certificate ( if Applicable )
- Process of renewal ( if any )

**Not Applicable**

18.6 With relation to collection of tax by public authority ( Municipal corporation , Trade , Tax, Entertainment tax etc .

- Name and description of tax
- Purpose of tax collection
- Procedure and criteria for determination of tax rates
- List of major defaulters

**Not Applicable**

18.7 With relation to Issuing new connection electricity / water supply, temporary and Permanent disconnection etc. ( This will be applicable to local bodies like municipal corporation / municipalities / UPCL )

- Eligibility for connection
- Prequisites ( if any )
- Contact Information for applying
- Application Fee ( whenever applicable )
- Other Fees/ charges (whenever applicable )
- Application form ( where applicable . if the application is made on plain paper please mention details which the applicant should provide )
- List of enclosure/documents
- Format of enclosures/ documents
- Procedure of application
- Process followed in the public authority after the receipt of application .
- Brief description of terms used in the bills
- Contact information in case of problems regarding bills or service
- Tarriff and other charges

**Not Applicable**

18.8 Details of any other public services provided by the public authority .

**Public Health Care Services –**

1. **Govt. “A” Class Ayurvedic Teaching Hospital , Motichotta , Udaipur**
2. **Raj Vaidhya Prem Shankar Sharma Ayurvedic College Teaching Hospital , College Campus, Udaipur .**
3. **Ayurvedic Research Center , Lake Palace Road, Udaipur .**