

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH, VIJAYAWADA

THE RIGHT TO INFORMATION ACT, 2005

**OBLIGATIONS OF
PUBLIC AUTHORITIES**

**A Draft Template for
INFORMATION HANDBOOK**
[Refer to Chapter II Section 4(1) b of
RTI Act, 2005]

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DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Chapter 1 Introduction

1.1 Background

Please throw light on the background of this handbook - Right to Information Act and its key objectives.

1.2 Objective/purpose of this information handbook

Describe the provisions of Section 4(1)(b) of the Act regarding mandatory *s u o m o t u* disclosure of certain information by every public authority and how this guide is aimed at such disclosure and creating standardized information for easy access and understanding by the public..

1.3 Who are the intended users of the handbook?

Citizens, civil society organizations, public representatives, officers and employees of public authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

1.4 Definitions of key terms

Please provide definitions of keys terms used in this handbook.

1 .5 Organization of information

Describe how information is organized in this handbook and what is contained in different chapters.

1 .6 Getting additional information

Describe the sources, procedures and fees structure for getting information not available in this handbook.

1.7 Names & addresses of key contact points

Give the names of key contact persons in case somebody wants to get more information on topics covered in the handbook as well as other information also.

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH

CHAPTER – 2

ORGANISATION, FUNCTIONS & DUTIES

Section 4 (1) (b) (i)

Name of the Organization	Address	Main Objectives of the Department	Duties
DIRECTORATE OF MEDICAL EDUCATION	Vijayawada	<ol style="list-style-type: none"> 1. To Provide Medical Care to the people through hospitals. 2. To impart Medical Education to undergraduates and post graduates in various specialties through Medical Colleges. 3. To provide training in Paramedical courses like nursing etc., through Medical Colleges & Teaching Hospitals. 4. Department also provide Dental Courses through Dental Colleges for under Graduate & Post Graduate Studies. 5. Post Graduate Courses in certain Superspeciality subjects are also available. 	

Organization Structure

DIRECTOR OF MEDICAL EDUCATION					
Directorate Level	Principal Medical Colleges (11)	Principal, College of Nursing (3)	Superintendent, General Hospitals (10)	Superintendents, Speciality Hospitals (22)	Chief Accounts Officers

**DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,
DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,
CHAPTER – 3**

POWERS & DUTIES OF OFFICES & EMPLOYEES

Section 4 (1) (b) (ii)

S.No.	Name of the Officer/ Staff	Designation	Duties Allotted
1	Dr.DSVL Narasimham	DME	<ol style="list-style-type: none"> 1. Incharge of the General Administration & Discipline. 2. All official correspondence passes through him. 3. Empowered to appoint employees, grant leaves furnish under CCA rules, the employees for whom he is the appointing authority. 4. Sanction expenditure under all head or accounts. 5. Make periodical inspection of institutions under his control. 6. Chairman of Boards.
2	Dr.G.Raghuandan	Addl.DME	<ol style="list-style-type: none"> 1. He shall assist the Director of Medical Education in the Administration of Teaching Programmes and providing medicare through Teaching Hospitals. 2. He will visit the Teaching institutions as and when required by the Director of Medical Education to ensure proper functioning of the institutions. 3. He will assist the Director of Medical Education in sharing with his office work and providing technical support. 4. He will assist the Director of Medical Education in the procurement and supply of drugs, dressings appliances and other equipment required for the Medical Institutions.
3	Dr.T.Surya Sree	DME(Academic)	
4		Addl., Director (Admin.)	
5	Smt.K.Aruna Devi	Joint Director (Admn)	<ol style="list-style-type: none"> 1. He assist the Director of Medical Education in all administrative matters. 2. He must be well conversant with all service rules, procedures and guide the Director of Medical Education properly for efficient Administration of the department. 3. He will ensure discipline among the ministerial staff in the office of the Director of Medical Education 4. He will attend to any other subject matter assigned by the Director of Medical Education.
6	Dr.V.L.M.Raman	Joint Director (Medical)	<ol style="list-style-type: none"> 1. He will assist the Director of Medical Education and Additional Director of Medical Education in all technical matters. 2. He will visit the Medical Institutions if required by the Director of Medical Education for on the spot study of their functioning. 3. He will carry on any other duty assigned by the Director of Medical Education.

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7	Sri.K.Appa Rao	Deputy Director (Admn)	<p>1. He will assist the Director of Medical Education in administrative matters.</p> <p>2. He must be well conversant with all service rules and guide the Director of Medical Education in administration.</p> <p>3. He is also store officer and will help the Director of Medical Education in indenting and prompt supply of drugs, appliances and other equipment to the Medical institutions.</p> <p>4. He will attend to any other duty entrusted to him by the Director.</p>
8	Smt.B.Valli	Dy.Director (Nursing)	<p>1. She will be under the administrative control of the Director of Medical Education and will work in the office of the Director of Medical Education.</p> <p>2. She will look after the correspondence of the Nursing Colleges and advise the Director of Medical Education.</p> <p>3. She will inspect the Nursing Colleges as per the directions of the Director of Medical Education.</p> <p>4. She will be responsible for the proper functioning of the existing colleges.</p> <p>5. She will assist the Director of Medical Education at the time of examinations.</p> <p>6. Preparation of required statistical data in respect of Government and Private Colleges.</p>
9		Asst.Director (Nursing)	Nursing Administration
10		Chief Information Officer	<p>-Computerization, designing & development of IT & C Projects for the department.</p> <p>-Management of IT & C Projects in all phases of the project life cycle.</p> <p>-Conduct system study & analysis for providing IT & C solutions & Change management.</p> <p>-Prepare project reports for the proposed projects.</p>
11	Dr.A.E.Florence	Asst.Director (Planning)	-Working after the Planning Subject
		Administrative Officer	-Nursing Education and Tappal Section
	Sri.N.Prasada Rao	Administrative Officer	-E1 and E11
	Sri NMSS Venkateswara Rao	Administrative Officer	VC Section and Planning
	Sri K.Krishna Rao	Administrative Officer	- Tappal , E3 Section, Legal Cell (Hospital Recognition), RTI Section
		Administrative Officer	Aarogyasri aspects
	Sri K . Appa Rao (DD Admn)		LAQ, LCQ. For Assembly deputation to Director of Medical Education, from Osmania Medical College,

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		C.A.O	<p>He is an Officer from Treasuries and Accounts Department working in the Directorate on deputation basis. He is a common officer for both Director of Medical Education and Director of Health.</p> <p>1. As representative of Finance Department he has to act as a Financial Adviser to the Director of Medical Education on all matters involving financial implications. He will be the Head of Accounts branch in the Directorate which deals with the following subjects.</p> <p>I. GENERAL :</p> <p>a. Fixation of pay of the employees of the department.</p> <p>b. To release increments to all members of staff in the Directorate and maintain their services registers.</p> <p>c. To maintain and disposal of pension files of the staff working in the department. For this purpose periodical returns in prescribed form should be obtained from all the Heads of Medical Institutions and pursue the pension cases at every stage till their finalization.</p> <p>II. BUDGET :</p> <p>a. To prepare number statements and budget estimates of revenue, Capital and loan accounts under plan and non plan schemes.</p> <p>b. To release budget under plan and non-plan schemes as per the instructions of the head of the departments. The relevant files have to be maintained in the Accounts branch.</p> <p>c. To review monthly expenditure with reference to release of funds.</p> <p>d. To prepare proposals for supplementary grants/reappropriation / and to ensure timely preparation of savings and excesses.</p> <p>e. Reconciliation of expenditure / revenue with Accountant General.</p> <p>To prepare performance budget and prepare departmental budget speech in the Legislative Assembly.</p> <p>III. MAINTENANCE OF ACCOUNTS :</p> <p>a. To ensure maintenance of accounts of the department.</p> <p>b. Submission of detailed contingent bills in time to Accountant General, A.P and to bring cases of delay to the notice of the Head of the Department.</p> <p>c. To watch the receipt of utilization certificate by maintaining a register.</p> <p>IV. INTERNAL AUDIT :</p> <p>a. To conduct internal audit of all monetary transactions in the Department.</p> <p>b. To dispose Audit reports/inspection reports and objection book items.</p>
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DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

			<p>V. To prepare note on Public Accounts Committee Matters.</p> <p>VI. To prepare cost of components of the projects financed by External Agencies and centrally sponsored schemes, prepare project reimbursement claims and to obtain audit certificates for the project accounts.</p> <p>VII. He shall undertake tours of various subordinate offices with the permission of the Head of the department to inspect the accounts.</p> <p>VIII. To maintain full cadre strength particulars under plan and non-plan scheme with supporting Government orders from year to year. The number statements should be strictly in accordance with the existing cadre strength under plan and non-plan. The monthly expenditure under pay and allowances should be strictly in conformity with current cadre strength in the department.</p> <p>IX. To maintain full particulars of cadre strength paid from contingencies, wages, honorarium, work changed establishment etc., and budget releases for these categories should be strictly for the approved number of posts under each category so that entry through these methods could be effectively checked in department.</p> <p>X. He shall accept the decisions of the Head of the Department concerned and action taken on them.</p> <p>XI. Through the Director of Treasuries and accounts is the Administrative Authority in so far as the officers and staff of Accounts Branch in the office of the Head of the departments, the head of the departments, the head of the department concerned shall be the immediate administrative controlling authority for the day to day work.</p> <p>XII. He is assisted by one Accounts Officer, One Asst. Accounts officer and supporting ministerial staff.</p>
	Smt. G.Krupa Deena	Superintendent	E1-Section: Establishment of Associate Prof. & Prof's
	Sri P Narayana Rao	Senior Assistant	E1 Section
	Sri A Ravi Sankar	Senior Assistant	E1 Section

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

	Sri P. Ravindranath	Superintendent	<p>V.C. Section:- The V.C. section is dealing the following subjects:</p> <p>1). Disciplinary cases against doctors and other Gazetted Officers in all medical college and General Hospitals under the control of DME, AP, .</p> <p>2). No Charges Certificates in respect of doctors and other Gazetted Officers who retires/retired on Superannuation from services.</p> <p>3). No Charges Certificate in respect of doctors and other Gazetted Officers to be promoted.</p> <p>4). Supervision of files is under taken by the following Officers: DD (Admn.), Addl. Director (Admn.) and DME</p>
	Smt. V.Nirmala Kumari	Senior Assistant	VC-I Seat
	Smt. V. Santhi	Senior Assistant	VC-II Seat
	Smt. M.Sudha Rani	Superintendent	<p>E3 Section: The E3 section is dealing the following subjects:</p> <p>1.Establishment matters pertaining to staff working in the Directorate of Medical Education.</p> <p>2.Establishment matters pertaining to Ministerial Staff working in Medical Colleges and Teaching Hospitals under the Administrative control of DME.</p> <p>3. Establishment matters pertaining to Non – Teaching Gazetted Staff working in Medical Colleges and Teaching Hospitals under the Control of Director of Medical Education.</p> <p>4. It is further informed that, Sanction of Leaves, issue of transfer orders, issue of Promotion orders, sanction of full Additional Charge Allowance.</p> <p>Attending Court cases and issue of clarification on service matters comes under designation of Establishment matters.</p>
	Sri OA Srinu	Senior Assistant	E3 (A&B) Seat
	Smt. D.Priyanka	Junior Assistant	E3 (C) Seat

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

	Sri K.Hanuman Naik	Superintendent	<p>E4 Section</p> <p>1. Service matter of Paramedical Categories of Teaching institutions Twin cities & Districts.</p> <p>1. Court Cases. 2. Clarifications. 3. Permissions. 4. Additional Changes. 5. Transfers / Deputations.</p> <p>2. Service matters of Class IV Categories of Teaching institutions Twin cities and Districts. 3. MNJ Institute. 4. Union Matters. 5. SC/ST Backlog Vacancies. 6. Women Reservation. 7. B.C. Reservation. 8. P.H., Reservation (Disabled Welfare).</p> <p>The files of the E4 Section are being routed through the following officers.</p> <p>1. Dy. Director Admn.) 2. Joint Director (Admn.) 3. Additional Director of Medical Education. 4. Director of Medical Education.</p>
	Sri G.Murali Krishna	Senior Assistant	E4 Seat
	Smt.A.Rani	Superintendent	<p>E 11 Section:</p> <p>Establishment matters of Assistant Professors and CAS's.</p> <p>1). Declaration of Probation in the cadre CAS/Asst Prof 2). Regularization of Services of Civil Asst Surgeon / Asst Professors 3). Sanction of Automatic Advance Scheme of CAS/ Asst Professor (ie, 8 Years / 16 Years and 24 Years Scales) 4). Exemption of Language Test in the cadre of CAS/Asst Prof</p>
	Smt.J.Sangeetha	Senior Assistant	E11-A Seat
	Smt.J.Sangeetha	Senior Assistant	E11-A Seat
	Smt. G.Aswini	Senior Assistant	E11-B Seat
	Sri.CH.Chandra Sekhar	Senior Assistant	E11-(Recruitment and Court Cases)
		Superintendent	M.E Section:-

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

	Sri P.Ravi Kumar	Senior Assistant	<p>ME-A Seat</p> <ol style="list-style-type: none"> 1.Starting of New P.G., Courses in Government Medical College. 2. Enhancement of Government Medical College Existing P.G., seats in Government Medical College. 3. M.C.I. Inspection in P.G., Courses in Government Medical College. 4. D.C.I., Inspection for P.G., Courses B.P. Jeevan Reddy Committee etc. 5. Jr. Doctors strike Committee (Justice B.P. JeevanReddy Committee etc.) 6. Nomination of M.C.I. Members by Government of Andhra Pradesh. 7. Proposals for amendment in M.C.I., Regulations. 8.Starting of Medical P.G., Courses in existing private Medical Colleges in the State. 9.Starting of Dental P.G., Courses in existing private Dental colleges in the State. 10. Payment of TATA Telephone bills from existing P.D., Account. 11. Committee for suggesting terms and conditions for adopting / attaching P.H.C., /R.H.C.,/U.H.C., for training of Private Medical and Dental Colleges in the State. <p>ME-B SEAT</p> <p>Paramedical Training Courses</p> <ol style="list-style-type: none"> 1. Issue of Academic Calendar for Courses into all Government Medic 2. Issue of Academic Calendar for Courses into all "Private Param Recognized by Government of Andhra Pradesh, H 3. Increase of Seats in Paramedical 4. Impart Training of Lab Attendant / Candidates. 5. Internship of B.P.T., Degree Course <p>ME-C SEAT</p> <ol style="list-style-type: none"> 1. Transfer of internees from other State Medical Colleges / Hospitals and within the State Medical Colleges/ Hospitals to Government Colleges/Government Teaching Hospitals and other countries. 2. Selection of NRI / F.S. Quota. 3. N.R.I / F.S. Quota collection of Tuition fees. 4. Transfer of BDS Internees other State Dental Colleges & Hospitals & with in the State Medical Colleges. 5. Transfer of MBBS Students from one Medical College to another Medical Colleges. 6. B.D.S Students 2nd year transfers. 7. Minority status certificates of Medical Colleges in the State.
		Superintendent	M.A I Section:- Scrutiny of Medical Bills
		Superintendent	M.A II Section:- Scrutiny of Medical Bills

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

	Smt.G.Padmavathi	Superintendent	<p>S.P - Section: Subjects pertaining to the drugs. Med. Surgical consumables, Cloth and tentage. Annual maintenance Contract of equipment. Working conditions of the equipment, indents received from all the teaching Hospitals regarding Med. Drugs and Surgical consumables send to APHMHIDC , Diet in the Hospitals (If any complaints). Stationary pertaining to the Director of Medical Education office, Maintenance of Xerox Machines,</p>
	Sri SK Ameen Basha	Senior Assistant	<p>Stores & Purchase</p>
	Sri P. Ravindranadh	Superintendent	<p>Z Section NOCs LAQs, RSQs, LSQs, VVIP Movements, CMP Cases, C.M. Achievements, CM Solves, Rajeev Pal lebata. Deputation of Doctors under DME Control requisitions arranging medical Teams to various areas. Training of Doctors Paramedical staff etc. Kidney Subjects and put up the files before the Kidney Committee</p>
	Smt.A.Anupama	Junior Assistant	<p>Z Section & Tappal</p>
	Sri N.Shukur	Superintendent	<p>N.E. Section: NE-A Seat :- Dealing with the General Nursing and Midwifery Admissions. B.Sc. (N) students affiliation for Private Colleges of Nursing. B.Sc&M.Sc (N) In-service candidates deputation Allegations related to Colleges / Schools of Nursing. Allegations of students. NE – B Seat :- Conducting of General Nursing and Midwifery Exams. Issue of memos and Diploma of General Nursing & Midwifery Courses. NE-C Seat :- Issue of permission for practical training at Govt., Hospitals to the students of Private Nursing Schools. Issue of Duplicate Certificate and Marks Memos of General Nursing & Midwifery Course. Transfer of Nursing students from one Govt., School of Nursing to another Govt, School of Nursing Private School of Nursing to another Private School of Nursing. Strengthening of Govt., Nursing Schools Scholarships & Stipends and other Misc.,</p>
	Sri Ch.Ramesh Babu	Senior Assistant	<p>NE-(A& B) Seats</p>

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	Sri.G.Chandra Sekhar	Superintendent	<p>N.A.Section: NA –1 SEAT :-Nursing Superintendent Grade –I promotions Nursing Tutor Grade – I to Principal / NT promotions Lecturer (N) Promotions. NA – 2 SEAT :- The subject pertains to all service matters of Head Nurses, Nursing Tutor Grade – II, Public Health Nurse and Staff Nurses of teaching institutions in the State. All the above posts are zonal cadre posts.</p>
	Smt.B.Suneela Rani	Senior Assistant	NA (1&2) Seats
	Smt.G.Padmavathi	Superintendent	<p>Tappal : Distribution of Tappals received in DME office and dispatching of the action taken matters immediately to the concerned.</p>
	Smt.R.Radha	Record Assistant	
	Smt.Anupama	Junior Assistant	Tappal

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

		Superintendent	<p>Planning Section: The following subjects are being dealt in Planning Section</p> <p>(1) Establishment of New Medical Colleges under Government sector.</p> <p>(2) Establishment of New Dental Colleges under Government sector.</p> <p>(3) Up gradation of Nursing Schools into Nursing Colleges under Government sector.</p> <p>(4) Establishment of Trauma Care Centers in Government General Hospitals under the control of Director of Medical Education.</p> <p>(5) Establishment and Up gradation of Radio Therapy Units with the assistance of Government of India under Cancer Control Programme</p> <p>(6) Creation of New Units and sanction of new posts.</p> <p>(7) Conversion of posts.</p> <p>(8) Up gradation of posts.</p> <p>(9) Maintenance of Cell Phones of Officers in D.M.E. Office.</p> <p>(10) Allotment of amounts in lieu of abolition of User charges in Government Hospitals under the control of D.M.E.</p> <p>(11) Bio Medical Waste</p> <p>(12) Implementation of Mental Health Act.</p> <p>(13) Issue of Licenses to run Psychiatric Nursing Homes.</p> <p>(14) Rajiv Gandhi Institute of Medical Sciences, Kadapa.</p> <p>(15) Maintenance of vehicles in the institutions under the control of D.M.E.</p> <p>(16) Increase of bed-strength in the hospital under the control of D.M.E.</p> <p>(17) Further continuance of temporary posts in the institutions under the control of D.M.E. (SMPC)</p> <p>The files of the Planning Section are being routed through the following Officers: I.A.D(Medical) / ADME / DME. II. A.D (Plg) /D.D(Admn.) / ADME /DME.</p>
	Sri Ch Sukumar	Senior Assistant	Planning
	Sri K.Parameswara Rao	Junior Assistant	<p>Legal Cell The following subjects dealt in Legal Cell :</p> <p>1. Maintenance of files dealing with recognition of Private Hospital as referral Hospital for the purpose of treatment to the State Government Employees both in-service / Retired.</p> <p>2. Maintenance of files pertaining to State Illness Fund.</p> <p>3. Receiving the Communication of legal cases and attending to the follow up of the cases.</p> <p>The above subject files are routed through the Assistant Director (Nursing) / ADME / DME.</p>

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

		Deputy Statistical Officer	H.B Section 1. Will be allotted certain subjects work under supervision of OS to whom is responsible.
		A.S.O	2. Will conversant with procedures laid down in Directorate Office manual regarding procedures to be followed in attending each current he receives. 3. Maintain P.R. in prescribed form and enter all the currents received in that register & Maintain theregister accordingly. 4. Accountable for submitting files. 5. Maintain Subsidiary registers such as periodical register, call books.
			STENO: Will take dictation from the officers whom they are attached will also receive the letters received by the officer & arrange to their designation to the concerned section.
	Smt.R.Radha	Record Asst	Functions are to stitch the files & also the up keep of the records in the records section—maintenance of dates& upkeep.

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

CHAPTER - 4

PROCEDURE FOLLOWED IN DECISION-MAKING PROCESS

Section 4 (1) (b) (iii)

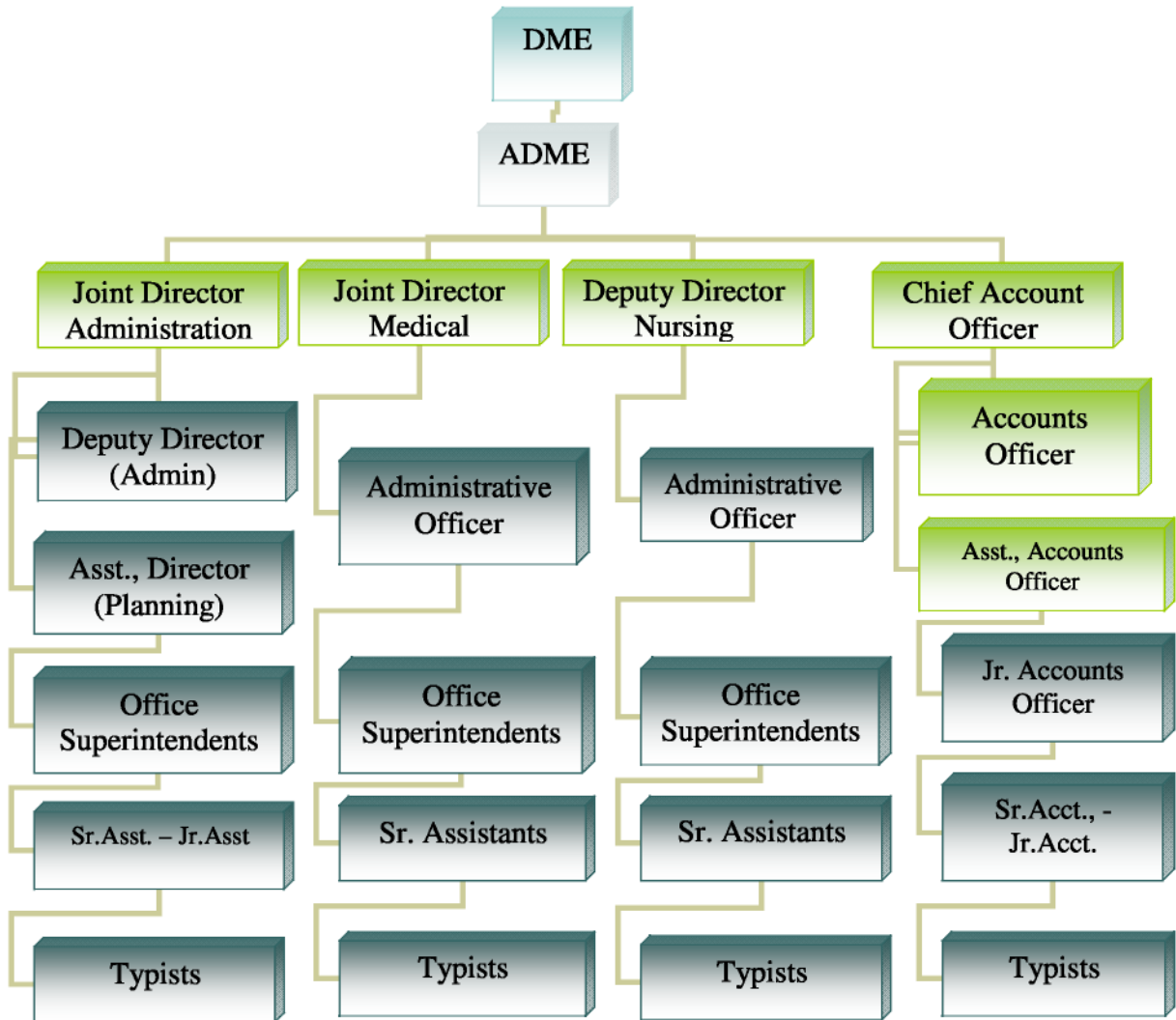
Activity	Description	Decision making process	Designation of final decision making authority
1. Planning	For strengthening of health services various proposals are undertaken under state and central plan programmes. And for better patient care proposals for dept., of infrastructure up gradation & creation of staff are addressed to the Govt.,	Jt. Director ADME DME	Director of Medical Education
2. Budgeting	Budget is allocated to various heads under plan & non plan schemes to all the institutions for better medical care	CAO DME	Director of Medical Education
3. Programmes, Schemes & Projects	Schemes & Projects pertaining to do institutions under GOI & State Govt., as per norms	DME	Director of Medical Education
4. Recruitment / hiring of personal	As per vacancy position and for smooth running of administration the personnel will be recruited either temporarily or permanently as per Government rules.	DME	Director of Medical Education

FLOW CHART 4.2

D M E			
A D M E			
Joint Director Administration	Joint Director Medical	Dy. Director (Nursing)	Chief Accounts officer
Dy. Director (Admin.)	Administrative Officer	Asst. Director (Nursing)	Accounts Officer
Asst., Director (Plg)			Asst., Accounts Officer
Office Superintendents	Office Superintendents	Gazetted Assistant (Nursing)	Jr. Accounts officer
Sr. Asst. - Jr. Asst.	Sr. Assistants	Office Superintendents	Sr. Acct. – Jr. Acct.
Typists	Typists	Sr. Asst. - Jr. Asst	Typist
		Typists	

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

FLOW CHART 4.2



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	Service matters of all doctors, nurses, paramedical and supporting staff of all Institutions under the control of DME			
2	Medical Reimbursement Bills of all State Govt., Employees & their dependents, Legislative members etc.,			
3	Conduct of Nursing, Paramedical Examinations			
4	Issue of Marks			
5	Issue of Duplicate Marks Memo			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

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	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	APIMA Rules 1972		Available in Law Publico
2	AP Leave Rules 1922		Available in Law Publico
3	AP Fundamental Rules		Available in Law Publico
4	INC Regulations		Available in Law Publico
5	MCI Regulations		Available in Law Publico
6	Civil Services Code		Available in Law Publico
7	AP Financial Code		Available in Law Publico
8	AP Treasury Code		Available in Law Publico
9	Budget Manual		Available in Law Publico
10	CCA Rules 1991		Available in Law Publico
...			
Instructions			
1			
2			
...			
Manuals			
1	Departmental Manual		Compiled by MCRHRDI
2	Functional Manual		Compiled by MCRHRDI
...			
Records			
1	As maintained in office		
2			
...			
Publications			
1			
2			
...			

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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	Marks memos of all pupil nurses and paramedical students		Director of Medical Education
2			

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	Establishment, monitoring, affiliation of private nursing / paramedical institutions, recognition of private hospitals as referral hospitals	Official correspondence	Official correspondence

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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
ORGAN TRANSPLANTATION COMMITTEE		Issue of NOC through the approval of the Organ Transplantation Committee as per rules	Public requests will be placed before the committee
HIGH POWER COMMITTEE	Retired Judge of High Court to be the Chairman and other office members which DME is Member Convener	As per G.O.Ms.No. 58 dated 09.03.2005 & 108 dated 07.04.2005 of HM & FW Dept.,	Meetings are not open to public but they are accessible to public
HIGH POWER MONITORING COMMITTEE		Private Medical Colleges Monitoring Committee. Presently, as per the court order, the Committee is not functioning	
PARAMEDICAL COMMITTEE		Conduct of Paramedical Examinations. Declaration of Results for the Paramedical examinations. Issue of Certificates for the paramedical examinations.	
MEDICAL COUNCIL		Monitoring as per MCI norms	
DENTAL COUNCIL		Monitoring of Dental Institutions	
NURSING COUNCIL		Monitoring of Nursing Institutions & Registration of Nursing personnel	

**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 the Officer / Staff	Designation	Address of Officer / Employee	Telephone ^ Fax Office Tel. Residence Tel. Fax	email address
	Dr. K. Vishnu Prasad	DME	Shankarmat,	9849903021	
	Vacant	DME (A)			
	Vacat	ADME			
	Sri. N.V. RamanaRaju	Addl. Director (Admin.)	Flat No: 503, 5th Floor, Indra Estate, D.No; 1-9-56 / A /B , Ram Nagar, Hyd – 48	9618888242	
	Dr. Vijaya Saradhini	Jt. Dir. (Med)		9849902963	
	Sri. B. Prem Kumar	Dy. Dir (Admn)	Flat No: 115, Sidhartha Apartments, Opp. Jamai Osmania Rly. Station, Warasiguda Road, Secbad – 61	9849902969	
	Smt. M. Manjula	Dy. Dir (Admn)		9849902968	
	Smt. Rafat Razia	Dy. Dir (Nursing)	.	9849902965.	
	Vacat	Chief Information Officer			
	Vacant	Asst., Director		9849902967	
	Sri. Rajendra Prasad	Administrative Officer			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Smt. Ratna Laxmi	Administrative Officer			
Sri.Srinivas	Administrative Officer			
Sri. G. Raghavendra Rao	Administrative Officer	IC – 233, Erramanzil Colony, Hyd – 82	9246545653	garre_rr@yahoo.com
Sri. K. Jacob	Administrative Officer			
Sri. B. Ramesh	Administrative Officer	H.No. 1-5-659, Road no. 7E, New Maruthi Nagar, Kothapet, – 500060	24051391	
Sri. T. Rajesham	Administrative Officer	5-77/4, Street No: 8, Habsiguda,	27178551	
Sri. B.N.S. Kumar	Secretary, Para Medical Board	H.No: 20-145 / 2, Opp. to Electrical Sub Station, Dayanand Nagar, Malkajigiri, - 500 047	9849136355	
Dr. P. Ravinder Ku mar on deputation	Cardiac Cell		9849903022	
Dr. B.N. Rajeev				
Dr. B. Ranga Rao				
Dr. B. Seshadri Naidu				
Dr. B.V. Rao				
Dr. Vijayasradhini	Scrutiny of Medical Reimbursement Bills			
Vacant	Scrutiny of Medical Reimbursement Bills			
Vacant	Scrutiny of Medical Reimbursement Bills			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Dr. N. Padma Priya	Scrutiny of Medical Reimbursement Bills			
Smt. P.Jyothirmayi	Superintendent	MIG.II, B,26, F - 1, Bagh li ngampally, .		
Sri. A. Anand	Superintendent	1-9-129/23/c/40, Ramnagar, -48.		
Sri A.Sankara Rao	Superintendent	Flat No: 204, Godavari Apartments, Nehrunagar, Ramanthapur, - 13		
Smt. G. Laxmi An u rad ha	Superintendent			
Sri. V. Appa Rao	Superintendent	11-13/564, Road No. 17, Alakapuri Colony, - 500035.		
Smt. Saifa Begam	Superintendent			
Sri. K. Srinivas	Superintendent			
Sri. M. Parameswara Reddy	Superintendent			
Sri. Nagaiah	Superintendent			
Sri.	Superintendent			
Smt. Ch. Sudha	Sr. Assistant			
Sri. M.V. Ram Gopal	Sr. Assistant			
Smt. G. Vamma	Sr. Assistant			
Sri. K. Nageswara Rao	Sr. Assistant			
Smt. S.G. Padmaja	Sr. Assistant			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

	Smt. A. Vijaya Laksh m i	Sr. Assistant			
	Smt. M. Sudha Rani	Sr. Assistant			
	Sri. K.B.V.N. Sarma	Sr. Assistant			
	Smt. A. Lakshmi Ratnam	Sr. Assistant			
	Sri. S. Rameswara Rao	Sr. Assistant			
	K. Butchanna	Sr. Assistant			
	Smt. K. Laxmi	Pharmacist			
	Sri. Swaroop	Asst., Statistical Officer			
	C. Sumathi	Sr. Asst., / Jr. Asst.,			
	Sri Jaya Chandar Rao	Sr. Asst.,			
	Sri. Ahamed	Sr. Asst., / Jr. Asst.			
	Smt. P. Venkamma	Sr. Asst., / Jr. Asst.			
	Kum. P. Swetha	Junior Assistant			
	Sri K. Narasimha	Jr. Asst.			
	Smt. Nageswamma	Sr. Asst.,			
	Smt. K. Radha Devi on Deputation	Jr. Assistant			
	Smt. M. Prabha Devi	Sr. Assistant			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Sri. N. Murali Mohan	Jr. Asst.			
Smt. J. Santeetha	Jr. Assistant			
N. Prabhu Varaprasad	Jr. Asst.			
Sri. J. Bikshalu	Jr. Assistant			
Smt. M.V. Bharathi	Sr. Asst.,			
Sri. P. Jagadeeswara Rao	Working as Staff (Allwyn)			
Sri. Rajagopal Rathi	Working as Staff (Allwyn)			
Sri. B. Devadas	Jr. Asst.			
Sri. S. Narasinga Rao	Jr.Asst.			
Sri. D. Vijaya Ku mar Patil	Jr.asst.			
Sri. N. Laxmana Chary	Working as Staff (Allwyn)			
Sri. E. Prabhakar	Working as Staff (Allwyn)			
Sri. G. Balakrishna	Jr. Asst.			
Smt. K. Anitha	Working as Staff (Allwyn)			
Sri. Sankar Sing	Working as Staff (Allwyn)			
Sri. A. Vishnu Vardhan	Jr. Asst.			
Sri. K. Bala Brahmam	Jr. Asst.			
Sri. M.D. Mohiddin	Working as Staff (Allwyn)			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Sri. Manoj Kumar Chowdary	Jr.Asst.			
Sri. S.N. Bhaskar	Record Assistant			
Sri. T. Jaya Kumar	Record Assistant			
Sri. M. Jagdish Kumar	Drivers			
Sri. Abdul Majeed	Drivers			
Sri. Syed Naimuddin	Drivers			
Sri. Somaiah on deputation	Drivers			
	Drivers			
B. Vinod Kumar	Attender			
Sri. M.A. Fayyaz	Attender			
Sri. B. Suresh	Attender			
Sri. Jamal Shareef	Attender			
Sri. Ibrahim Khan	Attender			
Sri. Md. Afzal	Attender			
Sri. Syed Hussain	Attender			
Sri. Md. Khaleed	Attender			
Sri. M. Khadeer	Attender			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Sri. V. Venkateswara Rao	Working as Attender (A/W)			
Sri. A. Laxmana Rao	Working as Attender (A/W)			
Sri. P. Ravi Kumar	Working as Attender (A/W)			
Sri. S. Sunil Kumar	Working as Attender (A/W)			
Sri. Ch. Sankar	Working as Attender (A/W)			
Sri. G. Chander	Working as Attender (A/W)			
Sri. M. Ramesh	Working as Attender (A/W)			
Sri. S. Anand Kumar	Working as Attender (A/W)			
Sri. B. Laxmana Rao	Working as Attender (A/W)			
Sri. P. Sangameswar	Working as Attender (A/W)			
Sri. N. Ramjee	Working as Attender (A/W)			
Sri. Santhilal	Working as Attender (A/W)			
Sri. Syed Sadat	Working as Attender (A/W)			
Sri. S.K. Jabbar	Working as Attender (A/W)			
Sri. B. Balakrishna	Working as Attender (A/W)			
Sri. Md. Javeed Pasha	Working as Attender (A/W)			
Sri. M. Raju	Working as Attender (A/W)			
Sri. P. Narayana Rao	Working as Attender (A/W)			
Sri. K. Lingam	Working as Attender (A/W)			
Sri. T. Gabriel	Working as Attender (A/W)			
Sri. P. Prakash	Working as Attender (A/W)			
Sri. R. Karunakar	Working as Attender (A/W)			
Sri. D. Kanthi Raju	Working as Attender (A/W)			
Sri. K. Ramji	Working as Attender (A/W)			
Smt. Laxmam ma	Sweeper			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

	Smt. Lingamma	Sweeper			
	Smt. krishna Veni	Sweeper			
	Smt. Maemma	Sweeper			
	Sri. Omar	Attender (NIMS)			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

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

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

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.

DME (Plan)

S.No	Head of Account	Programme/ Scheme / Project/ Activity purpose for which budget is allocated	Amount released last year 2010-2011	Amount spent last year	Budget allocated for current year 2011-2012	Budget released during current year 2011-2012
1	2	3	4	5	6	7
1	2210-01-110-11-29-Teach ing Hospitals	340-S&S to all Hospitals				
	2210-01-110-11-35-Anantapur Govt. Hospitals					
2	2210-01-789-11-29-Teaching Hospitals	340-S&S only				
3	2210-01-796-11-29-Teaching Hospitals	340-S&S only				
4	2210-05-105-11-14-Schme for benefit of SC students	340-S&S only				
5	2210-05-105-11 -18-Medical Colleges	ATP Medical College &340-S&S				
6	2210-05-105-11-19-Nursing Colleges	340-S&S only				
7	2210-05-105-11-SH(24)Trg. of Para medical Personnel	340-S&S only				
8	2210-05-789-11-SH(18)-Medical Colleges.	340-S&S only				
9	2210-05-789--11-SH(19)-Nursing Colleges	340-S&S only				
10	2210-05-789-11-SH(24) -Trg. Of Para Medical Personnel	340-S&S only				
11	2210-05-796-11-SH(18)-Medical Colleges	340-S&S only				
12	2210-05-796-11 -SH(19) Nursing Colleges	340-S&S only				
13	2210-05-796-11 -SH(24)-Trg.of Para Medical Personnel	340-S&S only				

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

14	6210-80-800-11 - SH(04)- Construction of Medical Buildings	Construction of Medical Buildings				
15	6210-80-800-11 - SH(05)- Construction of Dental college at Kadapa	Construction of Dental College, Kadapa				
	Grand Total					

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

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

DME (Non Plan)

S.No	Head of Account	Programme/ Scheme / Project/ Activity purpose for which budget is allocated	Amount released last year 2010-2011	Amount spent last year	Budget allocated for current year 2011-2012	Budget released during current year 2011-2012
1	2	3	4	5	6	7
1	2059-01-053-SH(30)-Buildings of Medical Education (Teaching Hospitals)	Buildings Maintenance/repairs etc. in respect of Hospital Buildings				
2	2059-01-053-SH(31)-Buildings of Medical Education	Buildings Maintenance/repairs etc. in respect of Medical College Buildings				
3	221 0-01-001 -(01)-HQR OFFICE	Salaries and office contingencies M&S,CT&S,State Illness fund				
4	2210-01-001-08-Asst. to the Children	Towards Assitance to children for heart surgeries.				
5	2210-01-003-06-Training	-				
6	221 0-01-110-01-29-Estt. Of TH	Salaries and Non-salaries of office contingencies,Diet charges Grants-in-Aid to Tirupathi and OCS.				
7	221 0-01-110-01-73-Buildings	Buildings Maintenance/repairs etc. in respect of Hospital Buildings				
8	221 0-05-105-18-Medical Colleges	Salaries and Non-salaries of office contingencies Grants-in-Aid to SVMC and OCS.				
9	2210-05-105-19-Nursing colleges	Salaries and office contingencies				
10	221 0-05-105-24-TRG of Paramed	Salaries and T.A. only				

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

11	2210-05-105-25- Conduct of Govt.	Other Office Expenses and Other Payments to examiners etc.				
12	2210-05-105-74- Buildings	Buildings Maintenance/repairs etc. in respect of Medical College Buildings				
13	621 0-1 90-04-001- Repayment of Loans to HUDCO	Repayment of Loan to Hudco by APMHIDC.				
	Grand Total					

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

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
NO SUCH PROGRAMMES			

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme/ activity	Application Procedure	Sanction Procedure	Disbursement procedure
N. A.			

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Chapter 14

**Particulars of Recipients of Concessions, Permits or Authorization Granted by
the Public Authority
[Section 4(1)(b)xiii]**

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

**DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH, NOTE ON
STATE ILLNESS ASSISTANCE FUND :-**

A society with the name of “ ANDHRA PRADESH STATE ILLNESS FUND” has been launched in this State to help un-privileged poor sick people with financial assistance to undergo specialized treatment. This Society will be administered by an Executive Committee under the Chairmanship of Hon'ble Chief Minister of A.P. At District level a District Committee under the Chairmanship of District Collector will scrutinize the applications received for financial assistance in case of illness like Heart Diseases, Cerebro Vascular Accidents, Chronic Pulmonary Diseases, Chronic Renal failure Kidney Transplantation, major orthopaedic surgeries etc., and consider them.

At Teaching Hospitals level the Superintendents of the Hospitals will constitute a Committee with the following members to approve the list of beneficiaries and the amount to be sanctioned for each beneficiary.

1. Superintendent of the concerned hospital ... Chair person
2. Addl. Supdt. Of the hospitals ... Member Convenor
3. Concerned Head of the Department ... Member
4. Treating doctor ... Member

The above committee will meet once in a week or as often as is necessary to clear the cases.

The following are the guidelines to treat poor patients needing financial assistance under State Illness Fund as per G.O.Ms.N.123 HM&FW(F2) Department dt.23.4. 1997.

- Poor patients needing financial assistance should submit their applications for assistance to District Committees along with Essentiality Certificate issued by the treating doctor and income certificate issued by the M.R.O.
- All patients needing financial assistance upto a maximum of Rs.5,000/- will be sanctioned at the Dist. Level itself. For assistance beyond Rs.5000/- the recommendation of the Dist. Committee will be sent to Member Secretary of the Executive Committee i.e. Principal Secretary to Government, Health Medical & Family Welfare Deptt., AP, Hyd.
- Assistance will not be used for upgrading facilities at the treating hospital.

Under this scheme the budgetary releases from the Financial Year 2001-2002 to the current financial year as given below :-

For the Financial Year 2001-02	Rs.4.75 Corers.
For the Financial Year 2002-03	Rs.5.00 Corers.
For the Financial Year 2003-04	Rs.5.00 Corers.
For the Financial Year 2004-05	Rs.4.50 Corers
For the Financial Year 2005-06	Rs.5.00 Corers.
For the Financial Year 2006-07	Rs.2.50 Crores
For the Financial Year 2007-08	Rs.1 ,35,51Crores.
For the Financial year 2007-08	Rs: 1,39,50Crores
For the Financial year 2007-08	Rs: 2.75 Crores
For the Financial Year 2008-09	Rs. 1.25 Crores.
For the Financial Year 2008-09	Rs. 1.25 Crores
For the Financial Year 2009-10	Rs. 1.00 Crores
For the Financial Year 2010-11	Rs 87.00 Lacks.
For the Financial Year 2010-11	Rs. 88.85 Lacks

During the Financial Year 2005-06 an amount of Rs.2,50,01 ,000/- towards first two quarters has been released to the Teaching Hospitals. As on Oct.2005 an amount of Rs.4,84,28,048/- are available with the Teaching Hospitals (including SVIMS,Tirupati and NIMS,Hyd.) authorities under the control of Director of Medical Education under A.P.State Illness Assistance Fund.

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

From the inception of the ANDHRA PRADESH STATE ILLNESS FUND nearly 61,000/- patients were benefited at different teaching hospitals including SVIMS, Tirupati and NIMS, Hyd.

STATEMENT SHOWING THE FUNDS RELEASED AMONG THE TEACHING HOSPITALS UNDER STATE ILLNESS ASSISTANCE FUND

For the Financial Year 2003-04 :-

Name of the Hospital	Amount sanctioned (Rs.)
1. N.I.M.S.,	80,00,000/-2
2. S.V.I.M.S., Tirupati.	5,00,000/-35
3. Niloufer Hospital, .	,00,000/-40,
4. Gandhi Hospital, Secunderabad.	00,000/-60,0
5. King George Hospital, Vizag.	0,000/-45,00
6. M.G.M. Hospital, Warangal.	,000/-35,00,
7. Govt. General Hospital, Guntur.	000/-32,50,0
8. Govt. General Hospital, Kakinada.	00/-27,50,00
9. Govt. General Hospital, Kurnool	0/-45,00,000
10. MNJ IO & RCC, Hyd.	/-15,00,000/-
11. Govt. General Hospital, Vijayawada.	10,00,000/-4
12. Govt. General & Chest Hospital, Hyd.	5,00,000/-5, 00,000/- -----
13. Osmania General Hospital, Hyd.	
14. S.V.R.R.G.G.Hospital, Tirupati.	

Total
5,00,00,000/-
~~45,00,000/-1~~
0,00,000/-30
- 00 ,
000/-50, 00 ,
000/-40, 00 ,
000/-20, 00 ,
000/-20, 00 ,
000/-45,00,0
00/-

For the Financial Year 2004-05 :-

1. N.I.M.S.,	5, 00 , 000/-70, 00 ,
2. S.V.I.M.S., Tirupati.	000/-10,00,0
3. Niloufer Hospital, .	00/-15,00,00
4. Gandhi Hospital, Secunderabad.	0/-80,01,000
5. King George Hospital, Vizag.	/-10,00,000/ -
6. M.G.M. Hospital, Warangal.	-----
7. Govt. General Hospital, Guntur.	
8. Govt. General Hospital, Kakinada.	
9. Govt. General Hospital, Kurnool	
10. MNJ IO & RCC, Hyd.	
11. Govt. General Hospital, Vijayawada.	
12. Govt. General & Chest Hospital, Hyd.	
13. Osmania General Hospital, Hyd.	
14. S.V.R.R.G.G.Hospital, Tirupati.	

Total

For the Financial Year 2005-06 (For 1st quarter) :-

1. Govt. General Hospital, Kakinada	25, 00 ,
2. Govt. General Hospital ,Ananthapur.	000/-10,00,0
3. Govt. General & Chest Hospital, Hyd.	00/-20,00,5
4. Osmania General Hospital, Hyd.	00/-20, 00 ,
5. MNJ IO & RCC, Hyd.	000/-20, 00 , 000/-30, 00 , 000/-

36

1,25,00,500/-

6. NIMS,Hyd.

Total

For 2nd Quarter(2005-06) :-

1. Govt. General Hospital,Kakinada. 10,00,000/-
2. Govt. General Hospital,Guntur. 10,00,000/-
3. Govt. General Hospital ,Ananthapur. 10,00,000/-
4. King George Hospital, Vizag. 10,00,000/-
5. Govt. General & Chest Hospital, Hyd. 10,00,000/-

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

15.2 Describe particulars of facilities available to citizens for obtaining information including the working hours of a library or information center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

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	LOCATED NEAR THE ENTRANCE LOBBY	
News Paper Reports		
Public Announcements		
Information Counter	LOCATED AT THE ENTRANCE LOBBY ALONG WITH STAFF SO AS TO GUID THE PUBLIC WITH ANY QUERIES	
Publications		
<u>Office Library</u>		
Webs ites	http://dme.ap.nic.in	
<u>Other Facilities (name)</u>		

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Chapter 17

**Names, Designations and other Particulars of Public Information Officers
[Section 4(1)(b)xvi]**

17.1 Please provide contact information about the 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.

To be obtain from all Institutions immediately

Public Information Officer(s)

S.No	Institutiona Name	Place	Public Information	PIO Mobile No	Email
	Director of Medical Education	AP Vijayawada	Dr.D.S.V.L.Nar asimham		
1	Govt. Medical College, Srikakulam				
2	Andhra Medical College,				
3	Rangaraya Medical College, Kakinada				
4	Siddartha Medical College, Vijayawada				
5	Guntur Medical College,Guntur				
6	Govt. Medical College, Ongole				
7	Govt. Medical College, Nellore				
8	S.V.Medical College, Tirupathi				
9	Govt. Medical College, Kadapa				
10	Kurnool Medical College, Kurnool				
11	Govt. Medical College, Ananthapur				
12	Govt. Dental College & Hospital,				
13	Govt. Dental College & Hospital, Kadapa				
14	Govt. Medical College,				
15	Govt. Medical College,				
16	Govt. Medical College, Eluru				
17	Govt. Medical College,				
18	Govt. Medical College, Nandyal				
	Hospitals				
1	Govt. General Hospital, Srikakulam				
2	King George Hospital,				
3	Govt. General Hospital, Kakinada				

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

4	Govt. General Hospital, Vijayawada				
5	Govt. General Hospital, Guntur				
6	Govt. General Hospital, Ongole				
7	DSR Govt. General Hospital, Nellore				
8	Govt. General Hospital, Kadapa				
9	Govt. General Hospital, Kurnool				
10	SVRRGGH Tirupathi				
11	Govt. General Hospital, Ananthapur				
12	Govt. Maternity Hospital, Tirupathi				
13	Victoria Hospital for W&C				
14	Regional Eye Hospital, Kurnool				
15	Govt. Hospital for Chest & CD,				
16	Govt. Hospital for Mental Care,				
17	RCD Hospital, Visakhapatnam				
18	Regional Eye Hospital,				
19	Govt. Fever Hospital, Guntur				
20	Govt. ENT Hospital, Visakhapatnam				
21	Govt. Hospital, Mangalagiri				
22	Govt. General Hospital, Mangalagiri				
23	Govt. General Hospital,				
24	Govt. General Hospital,				
25	Govt. General Hospital, Eluru				
26	Govt. General Hospital,				
27	Govt. General Hospital, Nandyala				

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Assistant Public Information Officer(s)

S.No	Institutiona Name	Place	Public Information	PIO Mobile No	Email
	Director of Medical Education	AP Vijayawada	Dr.D.S.V.L.Nar asimham		
1	Govt. Medical College, Srikakulam				
2	Andhra Medical College,				
3	Rangaraya Medical College, Kakinada				
4	Siddartha Medical College, Vijayawada				
5	Guntur Medical College,Guntur				
6	Govt. Medical College, Ongole				
7	Govt. Medical College, Nellore				
8	S.V.Medical College, Tirupathi				
9	Govt. Medical College, Kadapa				
10	Kurnool Medical College, Kurnool				
11	Govt. Medical College, Ananthapur				
12	Govt. Dental College & Hospital,				
13	Govt. Dental College & Hospital, Kadapa				
14	Govt. Medical College,				
15	Govt. Medical College,				
16	Govt. Medical College, Eluru				
17	Govt. Medical College,				
18	Govt. Medical College, Nandyal				
	Hospitals				
1	Govt. General Hospital, Srikakulam				
2	King George Hospital,				
3	Govt. General Hospital, Kakinada				
4	Govt. General Hospital, Vijayawada				
5	Govt. General Hospital, Guntur				
6	Govt. General Hospital, Ongole				

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

7	DSR Govt. General Hospital, Nellore				
8	Govt. General Hospital, Kadapa				
9	Govt. General Hospital, Kurnool				
10	SVRRGGH Tirupathi				
11	Govt. General Hospital, Ananthapur				
12	Govt. Maternity Hospital, Tirupathi				
13	Victoria Hospital for W&C				
14	Regional Eye Hospital, Kurnool				
15	Govt. Hospital for Chest & CD,				
16	Govt. Hospital for Mental Care,				
17	RCD Hospital, Visakhapatnam				
18	Regional Eye Hospital,				
19	Govt. Fever Hospital, Guntur				
20	Govt. ENT Hospital, Visakhapatnam				
21	Govt. Hospital, Mangalagiri				
22	Govt. General Hospital, Mangalagiri				
23	Govt. General Hospital,				
24	Govt. General Hospital,				
25	Govt. General Hospital, Eluru				
26	Govt. General Hospital,				
27	Govt. General Hospital, Nandyala				

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

Appellate Authority

S.No	Institutiona Name	Place	Public Information	PIO Mobile No	Email
	Director of Medical Education	AP Vijayawada	Dr.D.S.V.L.Nar asimham		
1	Govt. Medical College, Srikakulam				
2	Andhra Medical College,				
3	Rangaraya Medical College, Kakinada				
4	Siddartha Medical College, Vijayawada				
5	Guntur Medical College, Guntur				
6	Govt. Medical College, Ongole				
7	Govt. Medical College, Nellore				
8	S.V.Medical College, Tirupathi				
9	Govt. Medical College, Kadapa				
10	Kurnool Medical College, Kurnool				
11	Govt. Medical College, Ananthapur				
12	Govt. Dental College & Hospital,				
13	Govt. Dental College & Hospital, Kadapa				
14	Govt. Medical College,				
15	Govt. Medical College,				
16	Govt. Medical College, Eluru				
17	Govt. Medical College,				
18	Govt. Medical College, Nandyal				
	Hospitals				
1	Govt. General Hospital, Srikakulam				
2	King George Hospital,				
3	Govt. General Hospital, Kakinada				
4	Govt. General Hospital, Vijayawada				
5	Govt. General Hospital, Guntur				
6	Govt. General Hospital, Ongole				
7	DSR Govt. General Hospital, Nellore				

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8	Govt. General Hospital, Kadapa				
9	Govt. General Hospital, Kurnool				
10	SVRRGGH Tirupathi				
11	Govt.General Hospital, Ananthapur				
12	Govt. Maternity Hospital, Tirupathi				
13	Victoria Hospital for W&C				
14	Regional Eye Hospital, Kurnool				
15	Govt. Hospital for Chest & CD,				
16	Govt. Hospital for Mental Care,				
17	RCD Hospital, Visakhapatnam				
18	Regional Eye Hospital,				
19	Govt. Fever Hospital, Guntur				
20	Govt. ENT Hospital, Visakhapatnam				
21	Govt. Hospital, Mangalagiri				
22	Govt. General Hospital, Mangalagiri				
23	Govt. General Hospital,				
24	Govt. General Hospital,				
25	Govt. General Hospital, Eluru				
26	Govt. General Hospital,				
27	Govt. General Hospital, Nandyala				

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**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.

- 1.
- 2.
- 3.
- 4.

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.

Place:
Date:

Name and Designation
of the Officer
Department

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

DIRECTORATE OF MEDICAL EDUCATION, ANDHRA PRADESH,

S.No	Name	Designation
1	Dr.DSVL.Narasimham	Director of Medical Education
2	Dr. T.Surya Sree	DME (Acad.)
3	Dr.G. Raghunandan	Addl. Director of Medical Education
4	Sri. G. Vasudeva Rao	Additional Director (Admn)
5	Smt.K.Aruna Devi	Joint Director (Admn)
6	Dr.V.L.M.Raman	Joint Director (Medical)
7	Sri.K.Apparao	Deputy Director (Admn)
8	Smt. B.Valli	Deputy Director (Nsg)
9	Vacant	Asst. Director (Nursing)
10	Dr.A.E.Florence	Asst. Director (Planning)
11	Sri.N.Prasada Rao	Administrative Officer
12	Sri. NMSS. Venkateswara Rao	Administrative Officer
13	Sri K.Krishnararao	Administrative Officer
14	Vacant	Administrative Officer
15	Vacant	Administrative Officer
16	Smt.G.Krupa Deena	Office Superintendent
17	Smt.A.Rani	Office Superintendent
18	Smt.M.Sudha Rani	Office Superintendent
19	Sri. K. Hanuman Naik	Office Superintendent
20	Sri. N.Shukur	Office Superintendent
21	Sri. P. Ravindranadh	Office Superintendent
22	Sri. G.Chandra Sekhar	Office Superintendent
23	Smt. G.Padmavathi	Office Superintendent
24	Vacant	Office Superintendent
25	Smt.J.Sangeetha	Senior Assistant
26	Sri.G.Murali Krishna	Senior Assistant
27	Sri.S.R.R.CH.Bhupal	Senior Assistant
28	Sri.P.V.Narayana Rao	Senior Assistant
29	Smt. V.Shanti Sree	Senior Assistant
30	Sri.Ch.Ramesh Babu	Senior Assistant
31	Vacant	Senior Assistant
32	Vacant	Senior Assistant
33	Sri. K.Parameshwara Rao	Junior Assistant
34	Smt. A.Anupama	Junior Assistant
35	Sri.N.Satish Kumar	Junior Assistant
36	Smt.G.Aswani	Junior Assistant
37	Smt.D.Priyanka	Junior Assistant
38	Smt. R.Radha	Record Assistant