

Proceedings of the Director of Medical Education,
Thiruvananthapuram

Medical Education Service- Right to Information Act 2005 – Appointment of Public Information Officers and Appellate Authorities –Revised Orders issued.

Read: (1) Order No: G1/24385/12/DME dtd: 11.09.2012

(2) Minutes of the meeting on 06.12.2012 held by The Director of Medical Education.

ORDER No.K2/32741/2012/ DME Dtd: 28/01/2013

While dealing with some appeals under Right to Information Act in which the Hon'ble Commission have called for Officers from the Directorate to attend for the hearing, it has been noticed that informations are not properly furnished to the applicants due to non furnishing of exact details to the Public Information Officers from the sections concerned. It is also noticed that the heads of sections are not dealing with the cases under the Act with proper care and responsibility. In the meeting held on 06.12.2012 to review the matter it has been decided to appoint the Heads of sections as the Public Information Officers and the next higher officer as the Appellate Authority for dealing with the cases under Right to Information Act. In the circumstances Public Information Officers and Appellate Authorities for dealing with the cases under Right to Information Act are appointed as detailed in the Annexure to this Order.

All the Public Information Officers and Appellate Authorities are instructed to take more care and efforts to furnish the informations called for in its true spirit and within the time frame prescribed.

If an application received under the Act is related to more than one section, the Junior Superintendent of the K Section will be the Public Information Officer for the purpose and he will communicate the application to the Heads of the sections concerned and collect details without delay and furnish consolidated reply to the applicant.

The clerks concerned will be the Assistant Public Information Officers for the subject dealing by them and responsible for furnishing exact and complete information on cases under Right to Information Act to the Head of the Section.

The Fair Copy Superintendent will current no: on all requests/appeals received under the Act on the same day after getting it shown to the Administrative Assistant concerned. In the absence of Administrative Assistants the same may be shown to the Administrative Officer. The Tapal will be allotted to K2 seat. The clerk in charge of K2 seat on receipt of a current as above will register the same in the PR and also in the Right Information Register and assign the paper to the Public Information Officers/Administrative Assistants concerned on the same day as far as possible.

The Public Information Officers/Appellate Authorities in consultation with Asst.Public Information Officers if necessary will prepare the reply within the time limit specified in the Act and hand over the same to K2 seat for entries in the register and despatch. Throughout the entire process as above the files remains with the number of K2 seat.

If an application is received under the Act and which is not related to any of the section in the Directorate, the same will be allotted through K2 seat to the Public Information Officer of H section dealing with general and miscellaneous papers.

Sd/-
Dr.V.Geetha,
Director

To

1. All sections/all Officers.
2. CA to DME/JDME (M)/JDME (G)/Sr.A.O/Sr.FO/DDNE.
3. Office Copy.
4. Stock file.

Forwarded //By Order


31/1/13
Junior Superintendent