

**RIGHT TO INFORMATION ACT PUBLICATION OF INFORMATION
REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(I) OF THE RIGHT TO
INFORMATION ACT, 2005**

ANNEXURE-1

(The particulars of the organization, functions and duties)

Sr. No.	Name of the Organization / Department / Board / Corporation / Institution	Function and Duties (in brief)
1	Department of AYUSH (Ayurveda, Yoga and Naturopathy, Unani, Siddha, Sowa-Rigpa and Homoeopathy), Chandigarh Administration	To provide the health care facilities through the AYUSH Systems of Medicine

ANNEXURE-2

(The Powers and duties of the officers and employees)
Name of the Department/Board/Corporation/Institution/Office:
Department of AYUSH, Chandigarh Administration

Sr. No.	Name of the Post	Powers and Duties (in brief)
1.	Adviser to the Administrator	Powers exercised with reference to the Chandigarh (Delegation of Powers) Act, 1987 (No. 2 of 1988) as well as financial powers under sub rule 3 of Rule 13 of the Delegation of Financial Powers, 1978. The rules, regulations, policy decisions as well as administrative matters in respect of the whole of the Union Territory, Chandigarh are approved under his overall supervision.
2.	Secretary Health	Exercising the powers of Administrative Secretary of the Department of AYUSH, Chandigarh Administration.
3.	Director AYUSH	Exercising the powers of Head of Department of AYUSH, Chandigarh Administration.
4.	Deputy Director (Ayurveda)	To function as Incharge of Ayurvedic wing of Directorate of AYUSH, Chd. Adm.
5.	Incharge (AYUSH, Homoeopathy)	To function as Incharge of Homoeopathic & Directorate wing of Directorate of AYUSH, Chd. Adm.
6.	Assistant Director (Homoeo.) / I/c Distt. Level Govt. Homoeopathic Dispensaries	To function as Incharge of Homoeopathic Dispensary of AYUSH, Chandigarh Administration and to attend the day to day OPD Clinic; or to attend to the duties whatsoever assigned through special and specific orders.
7.	Senior Ayurvedic Physician	To function as Incharge of Ayurvedic Dispensary of AYUSH, Chandigarh Administration and to attend the day to day OPD Clinic; or to attend to the duties whatsoever assigned through special and specific orders.
8.	Ayurvedic Medical Officer	To function as Incharge of Ayurvedic Dispensary of AYUSH, Chandigarh Administration and to attend the day to day OPD Clinic; or to attend to the duties whatsoever assigned through special and specific orders.
9.	Homoeopathic Medical Officer	To attend the day to day OPD Clinic and any other duty assigned through a specific order by the

		competent authority.
10.	Superintendent	Monitoring/Supervision of work attended to by the Ministerial staff and other day to day work of office. Coordinate and put up the cases to officers and will make communication/collect and supply information to the respective Authorities/Departments of U.T. Admn. after approval from the competent authority.

11.	Senior Assistant/Accountant	Dealing with the Establishment, Accounts and other Administrative matters or any other duty as assigned by special orders of the competent authority.
12.	Dispenser (Ayurveda) / Up-Vaid	To register the New and Old Patients and to dispense the medicines to the patients as prescribed by the Doctors and to maintain the Stores, stock and relevant registers & any other duty assigned by special and specific orders.
13.	Homoeopathic Dispenser	To register the New and Old Patients and to dispense the medicines to the patients as prescribed by the Doctors and to maintain the Stores, stock and relevant registers & any other duty assigned by special and specific orders.
14.	Clerk	Record Keeper, Typist and maintaining of records.
15.	Peon	To distribute the dak in various offices and carrying of various files from the Secretariat and other offices
16.	Ward Servant	To attend the cleanliness duties of Ward/ or other duties so assigned by the Doctor Incharge of the dispensary, time to time
17.	Chowkidar	Watch and Ward duty
18.	Sweepers	Cleanliness work in the dispensaries

ANNEXURE-3

(The procedure followed in the decision making process, including channels of Supervision and accountability)

Name of the Department/Board/Corporation/Institution/Offices:
Department of AYUSH, Chandigarh Administration.

Sr. No.	Nature/Type of Work	Level at which the case is initiated (Name of the Post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the Post)
1	To prepare/deal the cases for running the department smoothly and to run the administration as per provision under the Delegation of powers	- Finance Officer - Superintendent - Sr. Assistant/ Accountant - Jr. Assistant/Clerk	- Director AYUSH - Incharge (AYUSH, Homoeo.) - Deputy Director (Ayurvedic)	Administrator / Adviser to the Administrator / Secretary Health / Director AYUSH.

ANNEXURE-4

(The norms set for the discharge of its function)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chandigarh Administration.

Sr. No.	Item of Work	Norms set by the Department (Number of days taken for decision making)
01	Letters received from Government of India, various departments under the Chandigarh Administration including Boards and Corporations, other Govts., and individuals etc.	It depends upon case to case. However, it takes approximately one week to decide the case in normal circumstances.

ANNEXURE-5

(The rules, regulations, instructions, manuals and records, held by it or under control or used by employees for discharging functions)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chandigarh Administration.

Sr. No.	Name of the Act	Name of the Rules	Name of Manuals	Instructions (Write Circular No./Date)	Any other record/document.
1		Punjab Civil Services Rules	Chandigarh Administration Manual of Instructions on Service Matters (Vol.I)	As issued by the Chandigarh Administration.	
2		Punishment and Appeal Rules			
3		Punjab Government Employees (Conduct) Rules 1966			
4		All Central Acts/All Local Acts of Punjab Government as made applicable to the Union Territory of Chandigarh.			
5		General Financial Rules			
6		Delegation of Financial Powers Rules			

ANNEXURE-6

(Statement of the categories of documents that are held or under control)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chandigarh Administration.

Sr. No.	Category of Documents
1	Circulars
2	Reports
3	Office Memos

ANNEXURE-7

(The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof)

Name of the Department/Board/Corporation/Institution/Offices:
Department of AYUSH, Chandigarh Administration.

Sr. No.	Detail/Type of arrangements made
1	NIL

ANNEXURE-9

(Directory of the Officers and Employees)
Name of the Department/Board/Corporation/Institution/Offices:
Department of AYUSH, Chandigarh Administration.

Sr. No.	Name of the Officer/Employee	Designation
1.	Sh. Parimal Rai, IAS	Adviser to Administrator
2.	Sh. Anurag Agarwal, IAS	Secretary Health
3.	Dr. Rakesh Kumar Kashyap	Director AYUSH
4.	Dr. Narinder Singh Bhardwaj	Deputy Director Ayurveda
5.	Dr. (Mrs.) Rama Sharma	Incharge (AYUSH)(Homoeo.)
6.	Dr. (Mrs.) Manju Shree	Assistant Director (Homoeo.) / I/c Distt. Level Govt. Homoeopathic Dispensaries
7.	Dr. Rajiv Kapila	Senior Ayurvedic Physician
8.	Dr. (Mrs.) Aarti Verma	Senior Ayurvedic Physician
9.	Dr. (Mrs.) Anantjot Kaur	Senior Ayurvedic Physician
10.	Smt. Geeta	Superintendent Grade II
11.	Sh. Vishal Singh	Senior Assistant
12.	Smt. Meena Kumari	Senior Assistant
13.	Sh. Rakesh Kumar	Accountant
14.	Smt. Baljit Kaur	Dispenser (Ayurveda)/ Up-Vaid
15.	Sh. Sukhdev Singh	Dispenser (Ayurveda)/ Up-Vaid
16.	Sh. Amit Kumar	Dispenser (Ayurveda)/ Up-Vaid
17.	Sh. Karamjeet Singh	Dispenser (Ayurveda)/ Up-Vaid
18.	Sh. Akashdeep	Dispenser (Ayurveda)/ Up-Vaid
19.	Sh. Lajvinder	Dispenser (Ayurveda)/ Up-Vaid
20.	Sh. Malkeet	Dispenser (Ayurveda)/ Up-Vaid
21.	Smt. Aruna Gupta	Homoeopathic Dispenser
22.	Sh. Rajinder Pal Singh	Homoeopathic Dispenser
23.	Sh. Kulwinderjeet Singh	Homoeopathic Dispenser
24.	Smt. Jasminder Kaur	Homoeopathic Dispenser
25.	Sh. Kishori Lal	Junior Assistant
26.	Sh. Vishnu Datt	Clerk
27.	Sh. Kuldeep Singh	Cashier
28.	Sh. Uma Nand	Ward Servant
29.	Sh. Hira Singh	Ward Servant
30.	Sh. Avtar Singh	Ward Servant
31.	Smt. Veena Sharma	Peon
32.	Sh. Bharat Bhushan	Ward Servant
33.	Sh. Balbir Singh	Ward Servant
34.	Sh. Sahib Singh	Ward Servant

35.	Sh. Varinder Bhatti	Ward Servant
36.	Sh. Kamal Chand	Ward Servant

37.	Smt. Swaranjeet Kaur	Peon
38.	Sh. Amarjeet Singh	Peon
39.	Sh. Harwinder Singh	Peon
40.	Smt. Kalawati	Sweeper
41.	Sh. Rajvir	Sweeper
42.	Smt. Usha	Sweeper
43.	Sh. Raju	Sweeper-cum-Chowkidar
44.	Sh. Joginder Singh	Sweeper-cum-Chowkidar

ANNEXURE-9

(Directory of the Officers and Employees)
Name of the Department/Board/Corporation/Institution/Offices:
Department of AYUSH, Chandigarh Administration.
UNDER NATIONAL HEALTH MISSION

Sr. No.	Name of the Officer/ Employee	Designation	Tel. No(s).
1.	Dr. Anita Chuttani	Ayurvedic Medical Officer	9876456061
2.	Dr. Anurita	Ayurvedic Medical Officer	9988477429
3.	Dr. Monica Sharma	Homoeopathic Medical Officer	9855851399
4.	Dr. Geeta Chaudhary	Homoeopathic Medical Officer	9463352062
5.	Dr. Sandeep Chaudhary	Homoeopathic Medical Officer	9988085652
6.	Dr. Geetu Aggarwal	Homoeopathic Medical Officer	9357415881
7.	Dr. Sudhanshu	Unani Medical Officer	9779906949
8.	Sh. Aditya Joshi	Dispenser (Ayurvedic)	9988650740
9.	Sh. Om Kumar	Dispenser (Ayurvedic)	9780686624
10.	Sh. Rakesh Kumar	Dispenser (Ayurvedic)	7814561005
11.	Mr. Ravinder Singh	Homoeopathic Dispenser	98170057875
12.	Mrs. Sonia Rani	Homoeopathic Dispenser	9592971270
13.	Mrs. Geeta Rani	Homoeopathic Dispenser	9023243509

ANNEXURE-10

(Monthly remuneration received by the Officers and Employees)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chd. Admn.

Sr. No.	Name of the employee	Designation	Gross salary for March, 2016
1.	Dr. Rama Sharma	Incharge (AYUSH) (Homoeo)	Rs.1,36,262.00
2.	Dr. Narinder Singh Bhardwaj	Deputy Director (Ayurveda)	Rs.1,34,208.00
3.	Dr. Rajiv Kapila	Sr. Ayd. Physician	Rs.1,02,906.00
4.	Dr. Aarti Verma	Sr. Ayd. Physician	Rs.1,02,521.00
5.	Dr. Anantjot Kaur	Sr. Ayd. Physician	Rs.1,11,799.00
6.	Dr. Manju Shree	Assistant Director (Homoeo.)	Rs.1,05,914.00
7.	Smt. Geeta	Superintendent Grade II	Rs.54,440.00
8.	Sh. Vishal Singh	Senior Assistant	Rs.41,207.00
9.	Mrs. Meena Kumari	Senior Assistant	Rs.40,707.00
10.	Sh. Rakesh Kumar	Accountant	Rs.41,207.00
11.	Smt. Baljit Kaur	Dispenser (Ayurveda)/ Up- Vaid	Rs.54,011.00
12.	Sh. Sukhdev Singh	Dispenser (Ayurveda)/ Up- Vaid	Rs.49,821.00
13.	Sh. Amit Sharma	Dispenser (Ayurveda)/ Up- Vaid	Rs.29,963.00
14.	Sh. Karamjeet Singh	Dispenser (Ayurveda)/ Up- Vaid	Rs.33,149.00
15.	Sh. Malkeet Singh	Dispenser (Ayurveda)/ Up- Vaid	Rs.28,275.00
16.	Sh. Lajwinder Singh	Dispenser (Ayurveda)/ Up- Vaid	Rs.30,711.00
17.	Smt. Akashdeep Kaur	Dispenser (Ayurveda)/ Up- Vaid	Rs.30,711.00
18.	Aruna Gupta	Homoeopathic Dispenser	Rs.68,319.00
19.	Sh. Rajinder Pal Singh	Homoeopathic Dispenser	Rs.68,368.00
20.	Sh. Kulwinderjit Singh	Homoeopathic Dispenser	Rs.58,853.00
21.	Jasminder Kaur	Homoeopathic Dispenser	Rs.53,594.00

22.	Sh. Vishnu Dutt	Clerk	Rs.35,493.00
23.	Sh. Kishori Lal	Junior Assistant	Rs.25,000.00
24.	Sh. Kuldeep Singh	Clerk	Rs.35,593.00
25.	Sh. Veena Sharma	Peon	Rs.33,810.00
26.	Swaranjit Kaur	Peon	Rs.31,120.00
27.	Amarjit Singh	Peon	Rs.28,680.00
28.	Harwinder Singh	Peon	Rs.21,606.00
29.	Sh. Hira Singh	Ward Servant	Rs.33,810.00
30.	Sh. Uma Nand	Ward Servant	Rs.33,810.00
31.	Sh. Avtar Singh	Ward Servant	Rs.36,706.00
32.	Sh. Sahib Singh	Ward Servant	Rs.31,120.00
33.	Sh. Bharat Bhushan	Ward Servant	Rs.30,863.00
34.	Sh. Kamal Chand	Ward Servant	Rs.28,680.00
35.	Sh. Varinder Bhatti	Ward Servant	Rs.28,890.00
36.	Rajvir	Sweeper	Rs.35,543.00
37.	Kalawati	Sweeper	Rs.38,593.00
38.	Usha	Sweeper	Rs.28,680.00
39.	Raju	Sweeper-Cum-Chowkidar	Rs.28,680.00
40.	Joginder Singh	Sweeper-Cum-Chowkidar	Rs.29,080.00

ANNEXURE-11

(Budget allocated to each of its agency, indicating the particulars of all plants, proposed Expenditure and reports on disbursements made)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chandigarh Administration.

Sr. No.	Head/Item of the Budget	Proposed expenditure during the year (B.E.2016-2017)		Disbursement made (16.02.2017)	
		Plan	Non-Plan	Plan	Non-Plan
01	101-Ayurveda 01-Dispensary				
	01 00 01 Salaries	380000.00	9510000.00	34444.00	8683312.00
	01 00 02 Wages	158000.00	0.00	157195.00	0.00
	01 00 06 Medical Treatment	0.00	25500.0	0.00	25499.00
	01 00 13 Office Expenses	1510000.00	800000.00	1509799.00	799925.00
	01 00 21 Supplies & Material	1700000.00	540000.00	1014220.00	0.00
	TOTAL	3748000.00	10875500.00	3025660.00	9508736.00
02	102-Homoeopathic-02-Dispensary				
	02 00 01 Salaries	10000.00	10160000.00	0.00	9393986.00
	02 00 02 Wages	169000.00	0.00	168410.00	0.00
	02 00 06 Medical Treatment	0.00	39300.00	0.00	39291.00
	02 00 13 Office Expenses	1550000.00	850000.00	1549974.00	810194.00
	01 00 21 Supplies & Material	1500000.00	540000.00	198030.00	0.00
	TOTAL	3229000.00	11589300.00	1916414.00	10243471.00
03	200-Other Systems 04-Directorate of AYUSH				
	04 00 01 Salaries	1850000.00	4840000.00	1711507.00	4267565.00
	04 00 02 Wages	1123000.00	0.00	942460.00	0.00
	04 00 06 Medical Treatment	0.00	0.00	0.00	0.00
	04 00 13 Office Expenses	650000.00	895200.00	601067.00	663892.00

	TOTAL	3623000.00	5735200.00	3255034.00	4931457.00
	GRAND TOTAL	10600000.00	28200000.00	8197108.00	24683664.00

ANNEXURE-12

(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Name of the Department/Board/Corporation/Institution/Offices: Department of AYUSH, Chandigarh Administration.

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Amount allocated (Rs.)	Detail of beneficiaries
NIL				

ANNEXURE-13

(Particulars of recipients of concessions, permits or authorizations granted)
Name of the Department/Board/Corporation/Institution/Offices:
Department of AYUSH, Chandigarh Administration.

Sr. No.	Concessions/Permits/Authorization grant	Name of the recipient	Address of the recipient
NIL			

ANNEXURE-14

(Details in respect of the information available reduced in an electronic form)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chandigarh Administration.

Sr. No.	Type of Information
NIL	

ANNEXURE-15

(Particulars of facilities available to citizens for obtaining information)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chandigarh Administration.

Sr. No.	Facilities available	Remarks (No. of days in a week/Timing etc.)
1	Can obtain any information	On all working days

ANNEXURE-16

(Names, designations and other particulars of the Public Information Officers)

Name of the Department/Board/Corporation/Institution/Offices:

Department of AYUSH, Chandigarh Administration.

Sr. #	Name of the Central Public Information Officers	Designation	Tel. No(s).	Res. Add.	Name of the Appellate Authority	Tel. No(s).	Res. Add.
01	Dr. Rama Sharma	Incharge (AYUSH, Homoeopathy)	0172-2700206 (Off)	# 2013/ Sec. 27-C, Chd.	Director (AYUSH)	2700255	# 506, Sec. 16, Pkl.