



GOVT. OF NCT OF DELHI
LOK NAYAK HOSPITAL
NEW DELHI-110002
RIGHT TO INFORMATION SECTION



File No. R-12022/RTI/2018/TA/LNH/ 100 - 149

Dated:

ORDER

Subject: Directions to provide updated information for Third Party Transparency Audit of Lok Nayak Hospital website for the year 2024-25.

In compliance of the judgment of the Supreme Court of India dated 17th August, 2023, in the matter of Kishan Chand Jain Vs Union of India and others, WP(C) 990/2021, Third Party Transparency Audit exercise for the year 2024-25 has been started on the Central Information Commission's portal under its direct and continuous monitoring.

The Third party Transparency Audit entails the audit of the proactive *suo-motu* disclosure u/s 4 of the RTI Act 2005 done on the website of Lok Nayak Hospital (Public Authority) in terms of the following:

1. Information related to procurement
2. Public Private Partnerships
3. Transfer policy and transfer orders
4. RTI applications
5. CAG & PAC paras
6. Citizens Charter
7. Discretionary and non-discretionary grants
8. Foreign and domestic official tours undertaken by the officials of the rank of Joint Secretary to GoI and above, and HODs (head of organization)

A framework for Transparency Audit that must be adhered to while making the *suo-motu* disclosure on the website of Lok Nayak Hospital has been added for ready reference. For the sake of clarity, the section/branch responsible for disclosing the information has been mentioned against the relevant point in the framework.

All branch In-Charges/HODs are hereby directed to provide the relevant updated information pertaining to their branch/section/department as detailed in the framework enclosed, to the RTI Cell, for updating on the website of Lok Nayak Hospital. In case no update is needed in any branch/section/department, the concerned In-Charge/HOD may record a certificate regarding the same and submit it to the RTI Cell. This exercise should be done on priority.

Further, in order to maintain an updated website with respect to *suo-motu* disclosure, henceforth a copy of all orders/instructions in relation to the matters mentioned at points 1-8 above may be endorsed to the Public Information Officer (PIO), Lok Nayak Hospital for information.

This order issues with the prior approval of the Medical Director, Lok Nayak Hospital.

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31/5/2025

(DR. KUMUD BHARTI)
Chief Medical Officer-NFSG
Public Information Officer
Lok Nayak Hospital

Dated:

File No. R-12022/RTI/2018/TA/LNH/

Copy to:

1. PS to MD, LNH, for information.
2. AMS (A), for information and necessary compliance.
3. Director (A)/HOO, for information and necessary directions to subordinate offices/sections.
4. MO I/c, IT, for uploading on the website of LNH, under a separate tab for "*Suo-motu* disclosure u/s 4 of RTI Act 2005.
5. All Branch In-Charges/HODs for compliance.



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FRAMEWORK FOR THIRD PARTY TRANSPARENCY AUDIT

1. Organisation and Function

S No.	Item	Details of disclosure	Information w.r.t. LNH to be given by
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization (ii) Head of the organization (iii) Vision, Mission and Key objectives (iv) Function and duties (v) Organization Chart (vi) Any other details-the genesis, inception, formation of the department and the HODs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	AMS (A), Director (A)/HOO
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	AMS (A) and Director (A)/HOO
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability	AMS (A) and Director (A)/HOO
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets (v) Process of redress of grievances	AMS (A) and Director (A)/HOO
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc. (iv) Transfer policy and transfer orders	AMS (A) and Director (A)/HOO
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents (ii) Custodian of documents/categories	AMS (A), Director (A)/HOO, MRD
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	MD Office, Director (A)/HOO

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1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	AMS (A) and Director (A)
		(ii) Telephone , fax and email ID	MO I/C Telephone
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	COA
		(ii) System of compensation as provided in its regulations	Not applicable to LNH
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	PIO
		(ii) Address, telephone numbers and email ID of each designated official.	
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been	Vigilance Officer
		(i) Pending for Minor penalty or major penalty proceedings	
		(ii) Finalised for Minor penalty or major penalty proceedings	
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes	MO I/c Training
		(ii) Efforts to encourage public authority to participate in these programmes	
		(iii) Training of CPIO/APIO	
		(iv) Update & publish guidelines on RTI by the Public Authorities concerned	
1.13	Transfer policy and transfer orders [F No. 1/6/2011 - IR dt. 15.4.2013]		Director (A)

2. Budget and Programme

S No.	Item	Details of disclosure	Information w.r.t. LNH to be given by
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	COA
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F.No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	COA
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department.	Director (A)/HOO
		a) Places visited	
		b) The period of visit	
		c) The number of members in the official delegation	
		d) Expenditure on the visit	

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		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above-and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	Procurement Section
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity (ii) Objective of the programme (iii) Procedure to avail benefits (iv) Duration of the programme/ scheme (v) Physical and financial targets of the programme (vi) Nature/ scale of subsidy /amount allotted (vii) Eligibility criteria for grant of subsidy (viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable to LNH
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions (ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable to LNH
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority (ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/permits or authorisations d) Date of award of concessions /permits of authorizations	Not applicable to LNH
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	AMS (A), COA/DCA, MO I/c Audit

3. Publicity Band Public interface

S No.	Item	Details of disclosure	Information w.r.t. LNH to be given by
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens (ii) Arrangements for consultation with or	Not applicable to LNH

Signature



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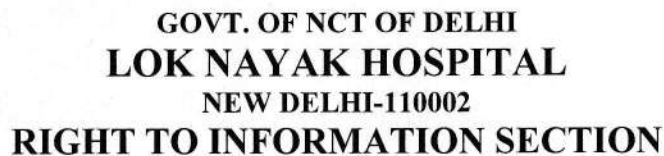


	of [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports (DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project	MO I/c Dialysis, MO I/C Transport
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii) Outline the Public consultation process (iii) Outline the arrangement for consultation before formulation of policy	Not applicable to LNH
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	MO I/c, IT
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format (ii) Printed format	Director (A)/HOO
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost (ii) At a reasonable cost of the medium	Director (A)/HOO

4. E-Governance

S No.	Item	Details of disclosure	Information w.r.t. LNH to be given by
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	Director (A)/HOO

answer



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5. Information as may be prescribed

S. No.	Item	Details of disclosure	Information w.r.t. LNH to be given by
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, F	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	PIO

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No. 1/6/2011-IR 15.4.2013]	dt.	(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	MD Office
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	MD Office
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	

6. Information Disclosed on own Initiative

S No	Item	Details of disclosure	Information w.r.t. LNH to be given by
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	सूचना का अधिकार RIGHT TO INFORMATION	All branch in-charges
6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	MO I/c, IT

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Chief Medical Officer - NFSG
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