

## **CENTRAL COUNCIL OF HOMOEOPATHY**

### **NAME & CONTRACT DETAILS OF PUBLIC INFORMATION OFFICERS & APPELLATE AUTHORITY OF THE COUNCIL UNDER RIGHT TO INFORMATION ACT**

1 .	Dr. Kumar Vivekanand Registrar-cum-Secretary	<b>FIRST APPELLATE AUTHORITY AND TRANSPARENCY OFFICER, NODAL OFFICER</b>	Tel.(Office): 011-28522906 E-mail:cchindia123@yahoo.com
2.	Dr. Tanya Aggawal Asstt. Secretry (Tech.)	<b>PUBLIC INFORMATION OFFICER (TECH.)</b>	Tel.(Office):011-28525582 E-mail:cchindia123@yahoo.com
3.	Shri Y.D. Vats, Assistant Secretary (Admn.)	<b>PUBLIC INFORMATION OFFICER (Admn. Regn. And Accounts)</b>	Tel.(Office): 011-28526877 E-mail:cchindia123@yahoo.com

### **DUTIES AND RESPONSIBILITY OF PUBLIC INFORMATION OFFICERS & APPELLIATE AUTHORITY OF THE COUNCIL UNDER RIGHT TO INFORMATION ACT**

<b><u>FIRST APPELLATE AUTHORITY</u></b>	
Dr. Kumar Vivekanand Registrar-cum-Secretary	All matters related to Central Council of Homoeopathy under RTI Act.
<b><u>PUBLIC INFORMATION OFFICERS</u></b>	
Dr. Tanya Aggawal Asstt. Secretry (Tech.)	All matters related to Central Council of Homoeopathy under RTI Act in respect of technical nature.
Sh. Y.D. Vats, Asstt. Secretary (Admn.)	All matter related to Central Council of Homoeopathy under RTI Act in respect of Administrative, Accounts and Registration.

<b><u>PUBLIC GREIVANCE OFFICER</u></b>	
Dr. Alex Mathew Inspector	All Matters related to Public Grievance

## Powers and duties of officers (administrative, financial and judicial)

1.	<p><b>Dr. Kumar Vivekanand, Registrar-cum-Secretary:- Pay Band Level-11</b></p> <p>The Registrar-cum-Secretary has been given wide responsibilities under the provisions of HCC Act and Regulations made there under which include preparation and maintenance of Central Register of Homoeopathy, work related to inspections of the colleges, all administrative and accounts work, responsibility of DDO, all works related to meetings of the Council and its Committees. He is also C.V.O. and also designated as First Appellate Authority of the Council Transparency Officer, Nodal Officer under RTI Act. He is the Chairman of Rajbhasha Karyavayan Samiti of the Council.</p>
2.	<p><b>Dr. Alex Mathew, Inspector Pay Band Level-11</b></p> <p>Supervision of all the work related to Inspection Cell. To prepare agenda notes and comments on Inspection Reports. To perform the work related to Teachers code and biometric attendance in HMCs. To act as a Public Grievance Officer and Nodal Officer (Anti Ragging). To act as a Link officer in place of Asstt. Secretary (Tech.) during her absence.</p>
3.	<p><b>Sh. Y.D. Vats, Asstt. Secy. (Admn.) Pay Band Level-8</b></p> <p>To provide assistance to Registrar/Secretary in Admn. Accounts and Registration matters. To act as Vigilance Officer, Public Information Officer (Admn., Accounts and Regn.) under RTI, Nodal Officer (Rajbhasha), Nodal Officer (Biometric attendance of Council's employees). To act as Nodal Officer (NSDL), Nodal Officer (Gem), Nodal Officer (CPPP), Nodal Officer (Compassionate appointments), Nodal Officer (CCTV). To act as Nodal Officer (Balmer Lawrie), Liaison Officer (Reservation for SC/ST/OBC etc.) and Member (Rajbhasha Karyavayan Samiti) and also to perform other work as assigned.</p>
4.	<p><b>Dr. Tanya Aggarwal, Asstt. Secy. (Tech.) Pay Band Level-7</b></p> <p>To provide assistance to Secretary in all matters of Tech. Section. To act as a Public Information Officer (for Tech. and Inspection related matters) under RTI. Nodal Officer, (Grid Project). Nodal Officer, (Sharing of newsworthy information of AYUSH Sector). Member (Rajbhasha Karyavayan Samiti) and to perform other work as assigned from time to time. To act as link officer in place of Inspector during his absence.</p>
5.	<p><b>Shri R.K. Nagpal, Office Supdt. (Admn. &amp; Accounts) Pay Band Level-7</b></p> <p>To supervise the work related to Admn. &amp; Accounts Section and to discharge the responsibilities as assigned under Standing Orders of the Council. To handle the vigilance complaints and disciplinary cases. To handle the work related to constitution of BoG/Central Council. To prepare agenda notes and also to perform other work as assigned.</p>
6.	<p><b>Sh. Khem Chand, Office Supdt.(Tech.) Pay Band Level-6</b></p> <p>To supervise the work related to Tech. Section and to discharge the responsibilities as assigned under Standing Orders of the Council. To handle the work of amendments to HCC Act and all educational regulations including code of ethics, Inspectors &amp; Visitors Regulations, MSR etc. and their compilation. To prepare and to issue meeting notice, agenda and minutes of meetings and related work. To prepare Annual Report, to perform the work related to 2<sup>nd</sup> &amp; 3<sup>rd</sup> schedule to HCC Act and to perform other work as assigned.</p>

## Power and duties of the employees.

1.	<p><b>Sh. Jaswant Singh, Jr. Hindi Translator-cum-Head Clerk Pay Band Level-6</b></p> <p>To perform the work related to translation and Raj Bhasha. To supervise the work related to Regn. Section and to discharge the responsibilities as assigned to Office Supdt. under Standing Orders (till the post of Office Supdt. (Regn.) is filled up). To handle online data of State Registers, reply to emails pertaining to registration, maintenance and updating the data of registered practitioners of Homoeopathy and to perform other work.</p>
2.	<p><b>Sh. R.S. Bisht, UDC Pay Band Level-6</b></p> <p>He is responsible for all the works related to establishment &amp; Admn. Including personal files of officers above UDC level, RRs., seniority, promotion and MACP cases, vigilance reports, medical claims of officers and pensioners, CGHS cards, Identity Cards, engagement of consultants/manpower/advocates/C.A. and related payments, advt. through DAVP, amendments in Standing Orders and General Regulations, 2018, Citizen Charter, Group Insurance, Pay Commission matters, audit fee, allocation of work among staff, APAR matters, Parliament Questions (Admn.), court cases (Admn.), arrangement for tea/lunch for meetings, local purchase out of permanent advance, Govt. circulars, weeding out of old records, typing work and other work as assigned.</p>
3.	<p><b>Sh. Rishi Pal, UDC Pay Band Level-6</b></p> <p>He is responsible for the works related to correspondence with CCH members/VVIP/NITI Aayog/UGC, NCH matters correspondence with Parliamentary Standing Committee, tour programme of Chairperson, Members, messages, correspondence &amp; complaints and data regarding students admitted and passed in BHMS and MD(Hom), weeding out of old records, typing work, RTI/PG/PQ related to Technical Section and other works as assigned.</p>
4.	<p><b>Sh. Anil Kumar, UDC Pay Band Level-6</b></p> <p>He is responsible for the work related to handle and process the cases of Direct Registration applications within 03 days of receipt and handle the files till receipt of the verification, typing work and will also issue reminders from time to time but within 30 days, where required and adhere to the timings as committed in the Citizen Charter of the Council and also perform other work as assigned from time to time.</p>
5.	<p><b>Sh. D.C. Bhagat, UDC Pay Band Level-5</b></p> <p>He will perform the work related to monthly activities report, CCH Bulletin, acknowledgement of Greetings/Invitation Cards, Newspaper cuttings, typing work and other work as assigned from time to time.</p>
6.	<p><b>Sh. Khushi Ram, UDC Pay Band Level-5</b></p> <p>He is responsible for handle the direct registration work after receipt of the verification, addition of qualification, to issue reminders where required and will adhere to the timings as committed in the Citizen Charter of the Council, weeding out of old records, typing work and also perform other work as assigned from time to time.</p>

7.	<p><b>Sh. R.P. Verma, UDC Pay Band Level-5</b></p> <p>He is responsible for the works related to preparation and maintenance of Central Register of Homoeopathy, its Gazette notification and matters connected therein including correspondence with Boards/Councils/authorities, collection and updating data of registered practitioners, correspondence with Ministry/other authorities, checking of State Registers with 2<sup>nd</sup> schedule, amendments in Registration Regulations, checking of digitized data of CRH, weeding out of old records and misc. queries related to Registration, bogus cases, to provide assistance in direct registration cases as and when required, typing work and other work as assigned from time to time.</p>
8.	<p><b>Sh. Sushil Kumar, UDC Pay Band Level-4</b></p> <p>He is responsible for handle and process the cases of Direct Registration applications within 03 days of receipt and handle the files till receipt of the verification, typing work and will also issue reminders from time to time but within 30 days where required and adhere to the timings for disposal of work as committed in the Citizen Charter of the Council and also perform other work as assigned from time to time.</p>
9.	<p><b>Sh. Satpal Singh, UDC:- Pay Band Level-4</b></p> <p>He is responsible for all the works related to Store and maintenance, procurement through Gem/CPPP/Kendriya Bhandar etc. and process of of related payments, depreciation on assets, correspondence with co-ordination cell for maintenance, printing work, preparation of telephone directory and e-book, weeding out of old records, disposal of unserviceable item, sale of publications, repair of telephones, typing work and also perform other works as assigned from time to time.</p>
10.	<p><b>Sh. Ashwani Vilesh, UDC:- Pay Band Level-4</b></p> <p>He is responsible for the work related to receipts and disbursement of payments, conveyance claims, telephone bills, maintenance of Cash book, ledgers and other related registers, dealing with Banks, Grant-in-Aid, Salary, Reconciliation of Bank Accounts, Fixed Deposits, Accrued interest, preparation of Annual Accounts, online deposit of Income Tax and NPS and filing of Income Tax Returns, GST matters and returns, engagement of C.A. for audit, weeding out of old records, typing work and other work as assigned.</p>
11.	<p><b>Smt. Vijay Laxmi Rajput, LDC Pay Band Level-2</b></p> <p>She is responsible for the works related to personal matters of the employees up to the level of U.D.C. and also to handle the work related to hiring of vehicle, Library, payment of liveries, reimbursement for Brief Case, binding work, washing of towels, payment of photocopier machine, newspaper reimbursement training to staff, CL/RH/CCL, Swachhta Abhiyan, typing work, weeding out of old records and other work as assigned.</p>
12.	<p><b>Smt. Kalpana, LDC Pay Band Level-2</b></p> <p>She is responsible for the work related to handle assigned duties of Inspection Cell, preparation of panel of Inspectors/Visitors/commission letters etc., maintenance of records of inspections and inspection reports, records of scanned data, maintenance of Standard Information Forms, to forward copy of Inspection Reports to colleges and to handle the compliance reports etc.,</p>

	examination and vacations matters, NABH/NAAC related matters, anti-ragging, drafting of related agenda notes, preparation of data related to details of Homoeopathic Medical Colleges including Principals & Universities including email id and phone numbers, affiliation status of colleges etc., maintenance of records related to permission of colleges from Ministry of AYUSH, typing work and any other work as assigned.
13.	<b>Sh. Ram Singh, G.O. Pay Band Level-4</b>  He is responsible for the work related to dispatch.
14.	<b>Sh. T.S. Negi, Daftri Pay Band Level-4</b>  Besides photocopy, duplicating work, he maintains the old records and perform other work as assigned.
15.	<b>Sh. Ashok Kumar, MTS Pay Band Level-4</b>  Besides delivery of local dak, he attends other assigned work.
16.	<b>Smt. Phoolwati, MTS Pay Band Level-2</b>  Delivery of letters to Post Office, and other work as assigned from time to time.
17.	<b>Shri Rahul Kaushik, MTS Pay Band Level-1</b>  He attends work as assigned from time to time.

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