

ANNEXURE-II

GOVT. OF INDIA
KALAWATI SARAN CHILDREN'S HOSPITAL: NEW DELHI
RIGHT TO INFORMATION ACT, 2005

A) Name of the Office: KALAWATI SARAN CHILDREN'S HOSPITAL,
BANGLA SAHIB MARG, NEW DELHI-01

B) Telephone No. 23344169

C) Channel of submission of files:

Accounts- Accounts Officer- Addl MS (Dr. V. Ramchandran)- PMS

Stores – Head Clerk (Stores) -Addl MS (Dr. Anita Nanda)- PMS

Admn.+ Recruitment Cell- Head Clerk (Admn)-Off. Supdt.-Admn. Officer-Addl MS
(Dr. S. Saini)- PMS.

Medical Record Section- Medical Record Officer-Addl MS (Dr. V. Ramchandran)-
PMS.

D) Name of Public Information Officer: Dr. Anita Nanda, Addl MS (Looking after
Public Grievances)- to be formerly appointed.

E) Name of the Appellate Authority: Dr. G.K. Sharma, Principal & Medical Supdt.

F) Staff strength in the Office:

S.No	Name of the Post	Staff in Position	Name of the Officer
01	Addl MS (03)	03	Dr. S. Saini, Dr. A Nanda, Dr. V Ramchandran
02	Admn .Officer (01)	01	Sh. Partha Kansabanik
03	Accounts Officer (01)	01	Sh. B.S. Bhati
04	Stores Officer (01)	00	
05	Asstt. Accounts Officer (01)	00	
06	Asstt. Stores Officer (01)	00	
07	Medical Record Officer(01)	01	Sh. P.K. Sharma
08	Office Supdt. (01)	01	Sh. Hukam Chand
09	Head Clerks (03)	03	
10	Jr. Accountant (01)	01	
11	UDCs (08)	08	

12	LDCs (28)	16	
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G) Work Allocation:

1. Dr. Shashi Saini, Addl MS- Overall incharge of Service matters.
2. Dr. V. Ramachandran, Addl MS- Overall incharge of Accounts & Budget matters & Medical Records
3. Dr. Anita Nanda, Addl MS – Overall incharge of Stores & Public Grievances.
4. Sh. P. Kansabanik, Admn. Officer: Supervising service matters.
5. Sh. B.S. Bhati- Accounts Officer: Supervising Accounts & Budget matters.
6. Sh. Hukam Chand, Office Supdt: Incharge Admn & Recruitment Cell.
7. Sh. P.K. Sharma, Medical Record Officer: Incharge Medical Record Section.
8. Head Clerks- Monitoring respective cells.
9. Jr. Accountant- Complex Accounts & Budget matters.
- 10.UDCs & LDCs: Dealing Hands of allotted seats.

(Dr. Shashi Saini)
Addl Medical Supdt.

ANNEXURE – I

IMPORTANT POINTS ON WHICH ACTION NEEDS TO BE TAKEN IN A TIME BOUND MANNER

- 1) “Each public authority has to maintain all its records, catalogued and indexed in such a manner and form which would facilitate the right to information under Right to Information Act, 2005. All the records which are appropriate for computerization are to be computerized subject to availability of resources within a reasonable time and connected to different networks.”

Comments: Necessary instructions to be issued to every Department and Section of KSCH regarding maintenance of records, preparing catalogued & indexing as well as computerization of records.

- 2) Within 120 days of the enactment of the Act, the following details are to be published:-

- a) Within 120 days of the enactment of the Act, the following details are to be published, the particulars of its Organisation, functions and duties ;

Comments: KSCH is a subordinate office under Ministry of Health & Family Welfare, Department of Health. It is the paediatric wing of LHMC. The Hospital is engaged in treatment of children up to 18 years of age.

- b) Within 120 days of the enactment of the Act, the following details are to be published, the power and duties of its officers and employees;

Comments: The hospital is being run by 3 Addl. Medical Superintendents under direct control of Principal & Medical Supdt, LHMC & Assoc. Hospitals. The officers and employees are governed by CCS(Conduct) Rules, CCS(CCA) Rules, CCS(Pension) Rules, FR&SR and Manual of Office Procedure which are applicable for all central govt. employees.

- c) Within 120 days of the enactment of the Act, the following details are to be published, the procedure followed in the decision making process, including channels of supervision and accountability;

Comments: So far as Administrative Divisions are concerned, the respective sections put up their files through Administrative Officer, Accounts Officer and Store Officer (presently vacant) to concerned Addl. Medical Supdts., who in turn put up the file to Principal & Medical Supdt. for decision. The Wards/Units report to HoD Paed. Through CMOs. In

addition other departments like PMR, Radiology etc. report to their respective Heads. Addl. Medical Supdts. are the over all administrative incharge of the Hospital.

- d) Within 120 days of the enactment of the Act, the following details are to be published, the norms set by it for the discharge of its functions;

Comments: The Hospital strictly follows the Central Govt. Rules and Regulations applicable.

- e) Within 120 days of the enactment of the Act, the following details are to be published, the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Comments: The Hospital maintains all the related files and records under its custody.

- f) Within 120 days of the enactment of the Act, the following details are to be published, a statement of the categories of documents that are held by it or under its control;

Comments: The Hospital maintains related files and documents of Court Cases, administrative matters, budget matters and purchase matters. In addition to all these, Medical Record Section maintains all records related to patients.

- f) Within 120 days of the enactment of the Act, the following details are to be published, the particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

Comments: Public Grievance Officer is being appointed in the Hospital to attend the representation by the members of the public. So far as formulation of policy or implementation is concerned, being a subordinate office, it does not formulate any policy, it only implements the policy formulated by Ministry of H&F/W.

- g) Within 120 days of the enactment of the Act, the following details are to be published, a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;

Comments: There are various Committees in the Hospital like Purchase Committee, Annual Maintenance Committee, Space Allocation Committee, Security Review Committee etc. The decision of the Committee can be informed to public if the decisions are not confidential in nature.

(Addl Medical Supdt.)

ANNEXURE

GOVT. OF INDIA
KALAWATI SARAN CHILDREN'S HOSPITAL: NEW DELHI
HOSPITAL STATISTICS-2004

PARTICULARS	YEAR 2004
Total Bed strength	330
Nursery	30
Total Admissions	23553
Total Emergency Attendance	72314
Bed Occupancy Rate	114.8%
SPECIAL CLINICS ATTENDANCE	
Child Health Promotion Clinic	19795
Child Guidance Clinic	777
Physical Medicine & Rehabilitation	83449
Paed. Orthopaedics (Indoor)	323
OPD	2233
Paed. Dermatology (OPD)	8400
Paed. Suregery (Indoor)	1453
OPD	18059
Paed. Otorhinology OPD	4510
Paed. Ophthalmology	3977
FOLLOW UP	
Unit-I (Epilepsy)	4834
Unit-II Tuberculosis Clinic	4129
Unit-III TB (Meningitis)	2699
Nephrology	1963
Neurology Clinic	913
Haematology	360
Gaestro-enterology & Nurtition	862
Neonatal Follow Up	499
Nursery Follow Up	797
Endocrinology	587
DIARRHOEA TREATMENT UNIT	
Indoor	1165
DTU Attendance	9645
Average duration of Stay (Days)	0.7
OPERATIONS & PROCDURES PERFORMED	
Operations	
Total No. of Operations performed	2007
Major Operations	1246
Minor Operations	761

Contd....

PARTICULARS	YEAR 2004
PROCEDURES	
Upper G.I. Endoscopy	151
Colonoscopy	72
Polypectomy	43
24 Hours Ambulatory pH Monitoring	20
Diagnostic Bronchoscopy	62
Therapeutic Bronchoscopy	20
INVESTIGATIONS	
Clinical Lab. (Indoor)	298302
ECG	2521
EEG (from LHMC)	1200
EMG	576
Bio-Chemistry	241785
Malaria Smears	3193
Radiological Investigations	40338
Ultrasound	4040
Echo Cardio Gram	150
IMMUNIZATION	
DPT	8805
Polio	10056
BCG	2741
Measels	2192
DT	247
TT	338
Vitamin A Prophylaxis	5375

* Taken from Annual Report of LHMC & Assoc. Hospitals of 2004