

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

1.	Dr.Ashis Datta, Registrar-cum-Secretary	<u>FIRST APPELLATE AUTHORITY</u> <u>AND</u> <u>TRANSPARENCY OFFICER,</u> <u>NODAL OFFICER</u>	Tel. (Office)011-28522906 E-mail: cchindia123@yahoo.com E-mail: dr.ashisdatta@yahoo.com
2.	Dr.Shoukath Ali P.K., Inspector	<u>PUBLIC INFORMATION OFFICER</u> <u>(TECH.)</u>	Tel. -011-28521542 E-mail: inspectorch@yahoo.com
3.	Shri Y. D. Vats, Assistant Secretary (Admn.)	<u>PUBLIC INFORMATION OFFICER</u> <u>(Admn., Regn. And Accounts)</u>	Tel.(Office): 011-28526877 E-Mail :- ydvats@yahoo.com

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

<u>FIRST APPELLATE AUTHORITY</u>	
Dr.Ashis Datta, Registrar-cum-Secretary	All Appeal matters related to Central Council of Homoeopathy under RTI Act.
<u>PUBLIC INFORMATION OFFICERS</u>	
Dr. Shoukath Ali P.K., Inspector	All Matters related to Central Council of Homoeopathy under RTI Act in respect of technical nature.
Sh. Y. D. Vats, Assst. Secretary (Admn.)	All matter related to Central Council of Homoeopathy under RTI ACT in respect of Administration, Accounts and Registration.

Pay Scale, Duties and Responsibilities of Officers & Staff

1. Dr. Ashis Datta, Registrar-cum-Secretary:- Level – 11

The Registrar-cum-Secretary (Officiating) 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 & Staff Grievance Officer, Chief Vigilance Officer, all works related to meetings of the Council and its Committees. He is also C.V.O. and also designated as First Appellate Authority and Nodal Officer of the Council under RTI Act. and also designated as Transparency Officer in respect of RTI Act. He is the chairman, Rajbhasha Karyanvayan Samiti of the Council too.

2. Dr. Shoukath Ali P.K., Inspector:- Level – 11

The Inspector has to assist the Registrar in processing and planning of the matters concerning inspections. He has to place reports of inspection in an analytical manner before the Central Council and its Executive Committee to enable them to take decisions regarding relevant matters of colleges as well as universities concerned. He has been assigned additional work related to R.F.D. He is also designated as Public Information Officer (Tech.), Public Grievance Officer and Nodal Officer (Anti Ragging).

3. Shri Y. D. Vats, Asstt. Secretary (Admn.) Level – 8

The Asstt. Secretary (Admn.) has to assist the Registrar-cum-Secretary in processing and planning of the matters concerning Administration, Accounts and Registration. He has been assigned the work of Public Information Officer (Admn. & Regn. Section). He is also designated as Vigilance Officer, Nodal Officer (Rajbhasha), Nodal Officer (Biometric Attendance), Nodal Officer (NPS with NSDL), Nodal Officer (E-Procurement Module for e-publish and e-procurement) and also Liaison Officer (SC/ST & Other categories).

4. Shri R.K. Nagpal, Office Supdt. (Admn. & Accounts):- Level – 7

He is responsible for supervision and submission of all the works of Admn. & Account Section. He is also given work related to Members of C.C.H and other work as assigned from time to time.

5. Smt. A.R. Malik Office Supdt.(Regn.): - Level – 6

She is responsible for supervision and submission of all the works of Registration Section, work related to Public Grievances and other work as assigned from time to time.

6. Sh. Khem Chand, Office Supdt.(Tech.): - Level – 6

He is responsible for supervision and submission of all the works of Technical Section (except Inspection Cell). Maintenance of Second and Third Schedules, amendments to HCC Act and Educational Regulations, visit of President and Vice-President Correspondence, regarding PG, Courses/ Examiners and correspondence regarding inclusion of qualification in said Schedule etc. and matters related to increase of seats and higher courses under Section 12A and other work as assigned from time to time.

7. Sh. Jaswant Singh, Jr. Hindi Translator-cum-Head Clerk:- Level – 6

He is responsible for all the works related to Rajbhasha (including Translation). He supervises and handles the works related to Inspection of Homoeopathic Medical Colleges and examinations, to maintain list of Inspectors/Visitors, Principals, Colleges and Universities, gathers information of exams and vacations and performs other works as assigned from time to time.

8. Sh. R.S. Bisht, UDC:- Level – 6

He is responsible for all the works related to Establishment & Admn. (including court cases) and Parliament questions and misc. correspondence of Admn. Section, and all personal matters of officers upto the level of Office Supdt. and Junior Hindi Translator-cum-Head Clerk.

9. Sh. Rishi Pal, UDC:- Level – 6

He is responsible for the work related to processing the cases of Direct Registration till letter for verification is issued to State Boards/ Councils.

10. Sh. Anil Kumar, UDC:- Level –5

He is responsible for the works related to preparation and maintenance of Central Register of Homoeopathy and matters connected thereto.

11. Sh. D.C. Bhagat, UDC:- Level –5

He is responsible for the typing work in Technical Section.

12. Sh. Khushi Ram, UDC:- Level –5

He is responsible for all the work related to Direct Registration of Homoeopathic Practitioners (possessing recognized medical qualification) after receipt of verification from concerned State Board/Council.

13. Sh. R.P. Verma, UDC:- Level –5

He is responsible for the work related to inspection of Homoeopathic Medical Colleges, typing and other work as assigned from time to time.

14. Sh. Satpal Singh, UDC:- Level –4

He is responsible for all the work related to work of Depreciation, Store/procurement, maintenance of Office Equipments, Sale of Publication, Website Maintenance. To process applications received under RTI Act, 2005 (RTI and Appeal matters), typing work and other work as assigned from time to time.

15. Sh. Ashwani Vilesh,UDC:- Level –4

He is responsible for the works related to disbursement of payments & pension, handling of cash, writing of cash books and other related registers, reconciliation and finalization of accounts, correspondence and liaison with banks, correspondence related to Grant-in- Aid, deposit of Income Tax. Filing of Income Tax Return and issue of TDS Certificate (Salary & Non- Salary), Audit Files, GPF Records etc.

16. Sh. Sushil Kumar, UDC:- Level –4

He is responsible for the work related to applications received under Section 12A of HCC Act, 1973 and to putup on file, to prepare Commission letters, typing work and other work as assigned from time to time.

17. Smt. Kalpana Level –2

She is responsible for payment of TA/DA Bills, Budget, Five Year Plans, Annual Action Plan, RFD, Inspection Fee & Penalty Charges, typing and other work as assigned from time to time.

18. Smt. Vijay Laxmi Rajput, LDC:- Level –2

She is responsible for the work related to personal matters of all the employees upto the level of UDC and maintenance of CL/RH/CCL Records and attendance registers, Library related work, training to employees, maintenance work through Coordination Cell, Swach Bharat Abhiyan related matter, Telephone Maintenance, Hiring of Vehicle, etc. and typing work.

19. Sh. Ram Singh, G.O.:- Level –4

He is responsible for all the work related to dispatch.

20. Sh. T.S. Negi, Daftri:- Level –4

Besides photocopy, duplicating work and delivery of letters to Post Office, and he maintains the old records, and do other works assigned.

21. Smt. Paramjeet Kaur, Peon:- Level –4

Work assigned from time to time.

22. Sh. Ashok Kumar, Peon:- Level –3

Work assigned from time to time.

23. Smt. Phoolwati, Peon:- Level –2

She attends the works assigned from time to time.

24. Shri Rahul Kaushik, Peon:- Level –1

He attends work as assigned from time to time.