

THE RIGHT TO INFORMATION ACT, 2005

***OBLIGATIONS OF
PUBLIC AUTHORITIES***

***AN INFORMATION HANDBOOK
(As Per Chapter II Section 4 (1) b
of Right to Information Act, 2005)***

***INSURANCE MEDICAL SERVICES
ANDHRA PRADESH***

JUNE, 2011

CHAPTER - 1

INTRODUCTION

1.1 *Background :*

RIGHT TO INFORMATION ACT, 2005 has come into force with effect from 15.06.2005. This Hand Book is brought out with the purpose to enable the Public to know about the responsibilities and duties of the Public Authority and to access the information regarding the records, documents that are maintained and available with the public authority etc.,

1.2 *Objective/Purpose of the information Handbook :*

By the enactment of Right to Information Act, 2005, every citizen in the country shall have the access for Information of a Public Authority by paying prescribed fee (as fixed by the Department concerned). This handbook will give information such as who is the officer concerned for approaching for information, Fee particulars, records available with the Department, Duration of getting information etc.,

1.3 *Who are the intended users of the Handbook :*

Employees who are covered under E.S.I. Act, 1948 and their family members, who are also called as E.S.I. Beneficiaries. And the Employers of Factories / Establishments which come under the purview of E.S.I. Act, 1948.

1.4 *Definitions of Key terms :*

State Public Information Officer : Designated by the Public Authority concerned as per Sub-section (i) under section 5 of the Act, to provide information to persons requesting for the information under the Act.

State Assistant Public Information Officer : Designated by the Public Authority concerned as per Sub-section (ii) under section 5 of the Act, to receive the applications for information or appeals under the Act for forwarding the same forthwith to the State Public Information Officer or Senior Officer.

Senior Officer : Designated by the Public Authority concerned, to receive applications for information or appeals sent by State Assistant Public Information Officers under sub section 1 of section 19 of the Act.

1.5 Organization of Information :

1. Organization, Functions and Duties
2. Powers and Duties of Officers and Employees
3. Procedure followed in decision making process
4. Norms set for the discharge of functions
5. Rules, Regulations, Instructions, Manual and Records, for discharging functions
6. Categories of documents held by the public authority under its control
7. Arrangement for consultation with, or Representation by the member of the public in relation to the formulation of policy or implementation thereof
8. Boards, Councils, Committees and other bodies constituted as part of Public Authority
9. Directory of Officers and Employees
10. Monthly Remuneration received by Officers and employees, including the system of compensation as provided in Regulations.
11. Budget Allocated to each agency including plans etc.,
12. Information available in Electronic Form
13. Particulars of facilities available to citizens for obtaining information.
14. Names, Designations and other particulars of Public Information Officers.
15. Other useful information.

1.6 Getting additional information :

For other information , Procedures and Fees structure which is not available in this Handbook, Public may contact the following Officers

1. Joint Directors of the respective regions i.e., Hyderabad, Vijayawada, Warangal and Kadapa
2. Medical Superintendents of E.S.I. Hospitals of the respective areas i.e., Sanathnagar (Hyderabad), Visakhapatnam, Vijayawada, Ramachandrapuram (Medak Dist.), Sirpurkaghaznagar, Rajahmundry, Warangal and Tirupati.
3. The Joint Director (Family Welfare) , o/o Director of Insurance Medical Services, A.P., Hyderabad.

1.7 Names & addresses of Key Contact Points :

Name : Dr. M. Satya Prakash, MBBS., DCP.,
Designation : Joint Director (Family Welfare) - Public Information Officer
Contact details : o/o the Director of Insurance Medical Services,
6-4-6/8, Opp :- Gandhi Hospital (New) Musheerabad, Hyd.

CHAPTER - 2

Organization, Functions and Duties {Section 4 (1) (b) (i)}

2.1 Particulars of the Organization, Functions and Duties:

<i>Sl. No.</i>	<i>Name of the Organization</i>	<i>Address</i>	<i>Functions</i>	<i>Duties</i>
1	Insurance Medical Services, A.P., Hyderabad	6-4-6/8, Opp:- Gandhi Hospital (New) Musheerabad Secunderabad	<p>The Comprehensive Medical Care, which is being provided to the Insured Persons under E.S.I. Scheme in the State, Comprises of the following benefits:-</p> <ol style="list-style-type: none">1. Out Patient Treatment.2. In-patient Treatment3. Specialist Consultations4. Free Supply of Drugs, Dressings and Artificial Appliances5. X-Ray and Laboratory Investigations6. Vaccination and Preventive inoculations7. Antenatal Care8. Ambulance Services9. Family Welfare Services & Other National Health programmes10. Medical Certification.11. Super Speciality Services	Monitoring the E.S.I. Scheme in providing Medical Care to the E.S.I. Beneficiaries, in coordination with E.S.I. Corporation.

CHAPTER - 3
Powers and Duties of Officers and Employees
{Section 4 (1) (b) (ii)}

3.1 Details of the powers and duties of Officers and employees of the authority by designation :

Sl. No.	Name of the Officer/ employee	Designation	Duties allotted	Powers
1	Dr. K. Malleswara Rao, MD.,DGO.	Director	The Director is the Head of the Department and who is monitoring the provision of Medical Care in the three regions namely i) Telangana ii) Andhra and iii) Rayalaseema in the State. He is the Appellate authority in the State.	As per the rules and regulations of the Government
2.	Dr.M. Satya Prakash MBBS., DCP.,	Joint Director (FamilyWelfare)	Monitor the Family Welfare Schemes in the State and to assist the Director in the Policy matters. He is the State Public Information Officer.	
3.	Dr. K.Padma	Joint Director (Medical), Hyderabad.	Controlling and Supervising officer for ESI Dispensaries and Panel Clinics in twin cities.	
4.	Dr. J. Kaleswara Rao	Joint Director, Vijayawada.	Controlling and Supervising officer for E.S.I. Dispensaries and Panel Clinics in the respective region of Vijayawada.	
5.	Dr. Elmaji	Joint Director, Warangal .	Controlling and Supervising officer for E.S.I. Dispensaries and Panel Clinics in the respective region of Warangal	
6.	Dr.Amara Jyothi	Joint Director, Kadapa .	Controlling and Supervising officer for E.S.I. Dispensaries and Panel Clinics in the respective region of Kadapa.	
7.	Dr. V.S. Ranganath	Medical Superintendent, E.S.I. Hospital, Sanathnagar	Administrative and Supervising Officer in the E.S.I. Hospital, Sanathnagar.	
8.	Dr. M.Sudhakar	Medical Superintendent, E.S.I. Hospital, Ramachandrapura m	Administrative and Supervising Officer in the E.S.I. Hospital, Ramachandrapuram.	

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CHAPTER - 3

<i>Sl. No.</i>	<i>Name of the Officer/ employee</i>	<i>Designation</i>	<i>Duties allotted</i>	<i>Powers</i>
9.	Dr. PRS Jhonson	Medical Superintendent, E.S.I. Hospital, Vijayawada	Administrative and Supervising Officer in the E.S.I. Hospital of Vijayawada.	
10.	Dr. K. Arunajyothi Devi	Medical Superintendent, E.S.I. Hospital, Warangal	Administrative and Supervising Officer in the E.S.I. Hospital of Warangal	
11.	Dr. B. Narasimha Rao	Medical Superintendent, E.S.I. Hospital, Sirpur kaghaznagar	Administrative and Supervising Officer in the E.S.I. Hospital of Sirpur kaghaznagar	
12.	Dr. Vijay Kumar	Medical Superintendent, E.S.I. Hospital, Rajahmundry	Administrative and Supervising Officer in the E.S.I. Hospital of Rajahmundry	
13.	Dr. K. Ramdas	Medical Superintendent, E.S.I. Hospital, Tirupathi	Administrative and Supervising Officer in the E.S.I. Hospital of Tirupathi	
14.	Dr. Ramakrishna	Medical Superintendent, E.S.I. Hospital, Visakhapatnam	Administrative and Supervising Officer in the E.S.I. Hospital of Visakhapatnam	
15.	Dr. Balaji	Incharge & Civil Surgeon, ESI Diagnostic Center Adoni	The Civil Surgeon & Incharge is the Administrative and Supervising Officer in E.S.I. Diagnostic Centre, Adoni.	
16.	Dr. K. Rangaswamy	Incharge & Civil Surgeon, ESI Diagnostic Center Nizamabad	The Civil Surgeon & Incharge is the Administrative and Supervising Officer in E.S.I. Diagnostic Centre, Nizamabad.	
17.	Dr. P. Ratna Chary	Incharge & Civil Surgeon, E.S.I. Diagnostic Centre, Jeedimetla.	The Civil Surgeon & Incharge is the Administrative and Supervising Officer in E.S.I. Diagnostic Centre, Jeedimetla.	

CHAPTER - 4

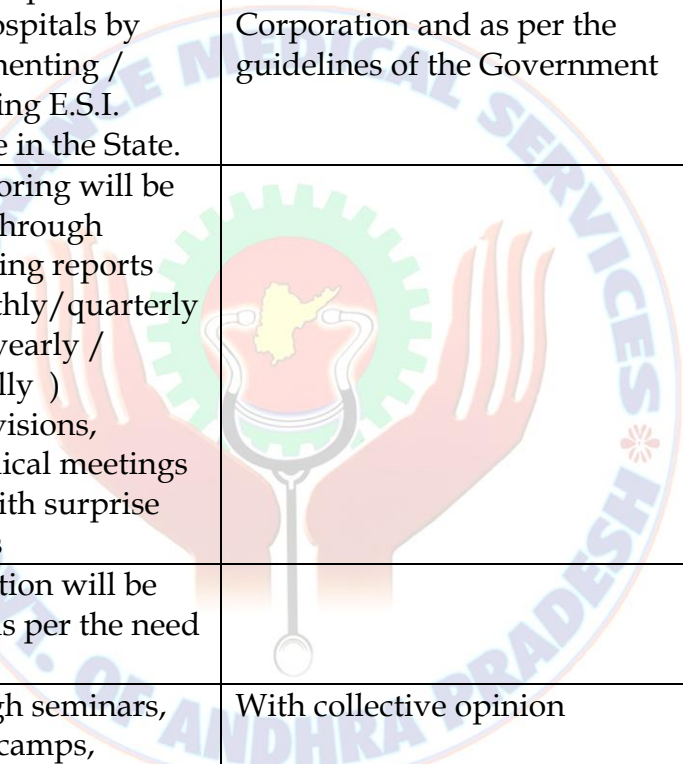
Procedure followed in Decision-making Process { Section 4 (1) (b) (iii) }

4.1 Procedure followed in decision-making by the public authority

<i>Active</i>	<i>Description</i>	<i>Decision making process</i>	<i>Designation of final decision making authority</i>
Goal-setting & Planning	Provision of Medical care under E.S.I. Scheme . Planning will be as per E.S.I. Corporation Norms and Standards	Basing on the need for providing Medical care to the E.S.I. Beneficiaries proposals will be submitted to the Government .	Government of Andhra Pradesh
Budgeting	Budgeting will be done Annually through Budget Estimates	Basing on the previous year expenditure and keeping in view of the proposed new schemes budget estimates will be submitted to the Government	Government of Andhra Pradesh
Formulation of Programmes, Schemes and Projects	All the Programmes , Schemes and Projects are formulated by the E.S.I. Corporation	Government will approve the Programmes, Schemes and Projects as proposed by the Department, in consultation with the E.S.I. Corporation.	Government of Andhra Pradesh
Recruitment / hiring of personnel	Recruitment of Medical Personnel	Civil Surgeon Specialist Level	Government of Andhra Pradesh
		Civil Assistant Surgeons / Dental Assistant Surgeons	Director of Insurance Medical Services
	Para Medical Personnel	Through direct recruitment	Director of Insurance Medical Services
	Nursing Staff	Through direct recruitment	Director of Insurance Medical Services
	Ministerial Staff	Through APPSC	Director of Insurance Medical Services
	Class IV	By the concerned Joint Director and Medical Superintendents (as the case may be)	Joint Directors / Medical Superintendents
	Hiring of Personnel	Proposals will be submitted to Government for approval	Government of Andhra Pradesh

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CHAPTER - 4

<i>Active</i>	<i>Description</i>	<i>Decision making process</i>	<i>Designation of final decision making authority</i>
Release of funds	Funds will be released towards Drugs and Dressings, Equipment and for administration	As per the instructions and guidelines issued by the Government of Andhra Pradesh	Director of Insurance Medical Services
Implementation / delivery of service / utilization of funds	Medical Care is being provided through E.S.I. Dispensaries and Hospitals by implementing / extending E.S.I. Scheme in the State.	Insurance Medical Services Department is taking steps in co-ordination with the E.S.I. Corporation and as per the guidelines of the Government	Government of Andhra Pradesh
Monitoring & Evaluation	Monitoring will be done through obtaining reports (monthly/quarterly /half yearly / annually) supervisions, periodical meetings and with surprise checks		Director of Insurance Medical Services
	Evaluation will be done, as per the need		Director of Insurance Medical Services
Gathering feedback from public	Through seminars, health camps, interactive sessions, meetings	With collective opinion	Director of Insurance Medical Services

CHAPTER - 5

Norms set for the Discharge of Functions {Section 4 (1) (b) (iv)}

5.1 *Details of the norms/ standards set by the public authority for the discharge of its functions/ delivery of services.*

<i>Sl. No.</i>	<i>Function/ Service</i>	<i>Norms/ Standards of performance set</i>	<i>Time frame</i>	<i>Reference document prescribing the norms (Citizen's Charter, Service Charter etc.)</i>
1	Out Patient Attendance	Annual Targets set through 144 Dispensaries and 08 Hospitals and 03 Diagnostic Centre.		
2	Lab Investigations	Annual Targets set through 144 Dispensaries and 08 Hospitals and 03 Diagnostic Centre.		
3	Surgeries	Annual Targets set through 144 Dispensaries and 08 Hospitals and 03 Diagnostic Centre.		
4	Deliveries	Annual Targets set through 144 Dispensaries and 08 Hospitals and 03 Diagnostic Centre.		
5	Sterilizations	Annual Targets set through 144 Dispensaries and 08 Hospitals and 03 Diagnostic Centre.		
6	Bed Occupancy	Annual Targets set through 144 Dispensaries and 08 Hospitals and 03 Diagnostic Centre.		
7	In-patient treatment	Through 08 E.S.I. Hospitals		
8	Specialist Services	Through 08 E.S.I. Hospitals		
9	Super Speciality Services	Through tie-up corporate Hospitals		

CHAPTER - 6

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

{Section 4 (1) (b) (v) & (vi)}

6.1 *List and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions .*

<i>Sl. No.</i>	<i>Description</i>	<i>Gist of contents</i>	<i>Price of the publication if priced</i>
Rules & Regulations			
1	AP Ministerial Service Rules	Rules pertaining to Ministerial Staff	
2	AP State and Subordinate Service Rules.	Rules pertaining to working in subordinate offices	
3	AP Last Grade Service Rules.	Rules pertaining to Class IV Services	
4	AP Medical Attendance Rules.	Rules pertaining to Medical Reimbursement	
5	AP Financial Code	Rules pertaining to financial control and administration in the Department	
6	AP Treasury Code.	Rules pertaining to procedures relating to Treasury	
7	Budget Manual	Procedures relating to Budget	
8	AP Revised Pension Rules, 1980	Rules and procedures relating to Pension	
9	AP Accounts Code	Rules relating to Accounting	
Instructions			
1	From DIMS	Directions to JDS, MSS & Medical Officers	
2	From JDIMS	Instructions to Medical Officers	
3	From Med. Superintendent	Instructions to Staff of Hospital	
Manuals			
1	E.S.I. Act , 1948	Rules and regulations pertaining to E.S.I. Scheme	
2	E.S.I. Medical Manual	Procedures for delivering Medical Care	
3	Agreement made between the State Government and the E.S.I. Corporation	Guide lines for running of E.S.I. Scheme in the State	
Records			
1	Hospital and Dispensary Records	Information regarding Medical Care provided	
Publications			
1	Monthly Magazine	Information and achievements of Insurance Medical Services Department	

CHAPTER - 7

Categories of Documents held by the Public Authority under its control {Section 4 (1) (b) v (i)}

7.1 Information about the Official documents held by the public authority or under its control.

<i>Sl. No.</i>	<i>Category of document</i>	<i>Title of the Document</i>	<i>Designation and address of the custodian (held by/ under the control of whom)</i>
1	Agreement made between the State Government and the E.S.I. Corporation	Agreement made between the State Government and the E.S.I. Corporation	Director of Insurance Medical Services
2	E.S.I. Act.	E.S.I. Act, 1948.	Director of Insurance Medical Services
3	Policies on Revolving Fund.	Policies on Revolving Fund.	Director of Insurance Medical Services
4	E.S.I. Norms and Standards	E.S.I. Norms and Standards	Director of Insurance Medical Services

CHAPTER - 8

Arrangement for Constitution with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof {Section 4 (1) (b) viii}

8.1 *Arrangements by the public authority to seek consultation / participation of public or its representatives for formulation and implementation of policies?*

<i>Sl. No.</i>	<i>Function / Service</i>	<i>Arrangements for consultation with or representation of public in relations with policy formulation</i>	<i>Arrangements for consultation with or representation of public in relations with policy implementation</i>
1.	Regional Board of E.S.I. Corporation for Andhra Pradesh Region .	Meet twice in a year	Will be done as per the approval of the Government of Andhra Pradesh in consultation with E.S.I. Corporation.
2.	Local Committees	Meet twice in a year	Will be done as per the approval of the Government of Andhra Pradesh in consultation with E.S.I. Corporation.
3.	Vigilance Committees	Meet bimonthly	Will be done as per the approval of the Government of Andhra Pradesh in consultation with E.S.I. Corporation.

CHAPTER - 9

Boards , Councils , Committees and Other Bodies constituted as part of Public Authority

{Section 4 (1) (b) v (iii)}

9.1 Information on Boards, Councils, Committees and other Bodies related to the public authority

<i>Name of Board, Council, Committee etc.,</i>	<i>Composition</i>	<i>Powers & Functions</i>	<i>Whether its Meetings open to Public/ Minutes of its Meetings accessible for Public</i>
Local Committee	Representatives of Employers, Employees , Medical Officers and E.S.I. Corporation Officials	Decisions / Proposals regarding functioning of E.S.I. Institutions	Yes

CHAPTER - 10

DIRECTORY OF OFFICERS AND EMPLOYEES

{Section 4 (1) (b) (ix)}

10.1 Information on Officers and employees working in different units / Offices at different levels and their contact addresses

Sl. No.	Name of Office / Administrative Unit	Name, Designation & Address of Officer / Employee	Telephone & Fax Office Tel. Fax . Residence Tel.	E-mail
1.	Directorate of Insurance Medical Services	Dr. K. Malleswara Rao, MD.,DGO., Director, 6-4-6/8, Opp.Gandhi Hospital(New), Musheerabad, SECUNDERABAD - 3	Tel. 27537434(Off.) 27537980(Off.) Fax. 27537432(Off.)	--
2.	Joint Director (Family Welfare)	Dr.M. Satya Prakash MBBS.,DCP., 6-4-6/8, Opp.Gandhi Hospital(New), Musheerabad, SECUNDERABAD - 3	Tel. 27537434(Off.)	--
3.	Joint Director (Medical),Hyderabad	Dr. K. Padma, Joint Director(Medical) , 6-4-6/8, Opp.Gandhi Hospital(New), Musheerabad, SECUNDERABAD.	Tel. 27537433(Off.)	
4.	Joint Director (Medical) , Vijayawada	Dr. J. Kaleswara Rao, Joint Director(Medical) , O/o the Joint Director, E.S.I. Hospital Premises Gunadala, VIJAYAWADA	Tel. 2451059 (0866)(Off.)	--
5.	Joint Director (Medical) , Warangal	Dr.V. Elmaji, Joint Director(Medical) , O/o the Joint Director, E.S.I. Hospital Premises Labour Colony WARANGAL	T2445230. (0870)(Off.)	--
6.	Joint Director (Medical) , Kadapa	Dr.Amara Jyothi, Joint Director(Medical) , O/o the Joint Director, KADAPA	Tel. 241829 (08562)(Off.)	--

DIRECTORY OF OFFICERS AND EMPLOYEES
{Section 4 (1) (b) (ix)}

<i>Sl. No.</i>	<i>Name of Office/ Administrative Unit</i>	<i>Name, Designation & Address of Officer/ Employee</i>	<i>Telephone & Fax Office Tel. Fax . Residence Tel.</i>	<i>E-mail</i>
7.	Medical Superintendent, E.S.I. Hospital Sanathnagar, Hyderabad	Dr. V.S. Ranganath, Medical Superintendent, E.S.I. Hospital Sanathnagar, S.R.Nagar, HYDERABAD	Tel. 23701096 (040) (Off.)	--
8.	Medical Superintendent, E.S.I. Hospital Visakhapatnam,	Dr.Ramakrishna , Medical Superintendent, E.S.I. Hospital Visakhapatnam Malkapur, VISAKHAPATNAM	Tel. 276118 (0891) (Off.)	--
9.	Medical Superintendent, E.S.I. Hospital Vijayawada	Dr. PRS. Johnson, Medical Superintendent E.S.I. Hospital Vijayawada, Gunadala , VIJAYAWADA	Tel. 2450279 (0866) (Off.)	--
10.	Medical Superintendent, E.S.I. Hospital Ramachandrapuram Medak District	Dr. M.Sudhakar, Medical Superintendent, E.S.I. Hospital Ramachandrapuram Medak District	Tel. 244314 (08455) (Off.)	--
11.	Medical Superintendent, E.S.I. Hospital Sirpurkagaznagar	Dr. B.Narasimha Rao. Medical Superintendent, E.S.I. Hospital Sirpurkagaznagar, Adilabad District.	Tel. 238078 (08738) (Off.)	--
12.	Medical Superintendent, E.S.I. Hospital Warangal	Dr. Arunajyothi Devi, Medical Superintendent, E.S.I. Hospital Warangal Labour Colony WARANGAL	Tel. 2444936 (0870) (Off.)	--
13.	Medical Superintendent, E.S.I. Hospital Rajahmundry	Dr. Vijayakumar, Medical Superintendent, E.S.I. Hospital Rajahmundry Opp. A.P.Paper Mills RAJAHMUNDRY	Tel. 2432880 (0883) (Off.)	--

DIRECTORY OF OFFICERS AND EMPLOYEES
{Section 4 (1) (b) (ix)}

14.	Medical Superintendent, E.S.I. Hospital Tirupathi	Dr. K. Ramdas, Medical Superintendent, E.S.I. Hospital ,Avilala Post, R.C. Road, Tirupathi, Chittoor Dist.	Tel. 2242967 (0877) (Off.)	
15.	ESI Diagnostic Diagnostic Centre, Adoni	Dr. Balaji, Civil Surgeon Specialist & Incharge of D.C, Adoni, Kurnool District.	Tel. 253500 (08512) (Off.)	--
16.	ESI Diagnostic Diagnostic Centre, Nizamabad	Dr. Rangaswamy, Civil Surgeon Specialist & Incharge of D.C, Nizamabad NIZAMABAD	Tel. 245526 (08462) (Off.)	--
17.	Civil Surgeon & I/c E.S.I. Diagnostic Center, Jeedimetla, R.R.Dist.	Dr. P. Ratnachary Civil Surgeon & I/c, E.S.I. Diagnostic Center, JEEDIMETLA, R.R.Dist.	Tel. 23080818 (040) (Off.)	--
18.	Civil Surgeon & I/c E.S.I. Diagnostic Center, Sullurpet	Dr. Krishna Kumari Civil Surgeon & I/c, E.S.I. Diagnostic Center, JEEDIMETLA, R.R.Dist	9347252056	--

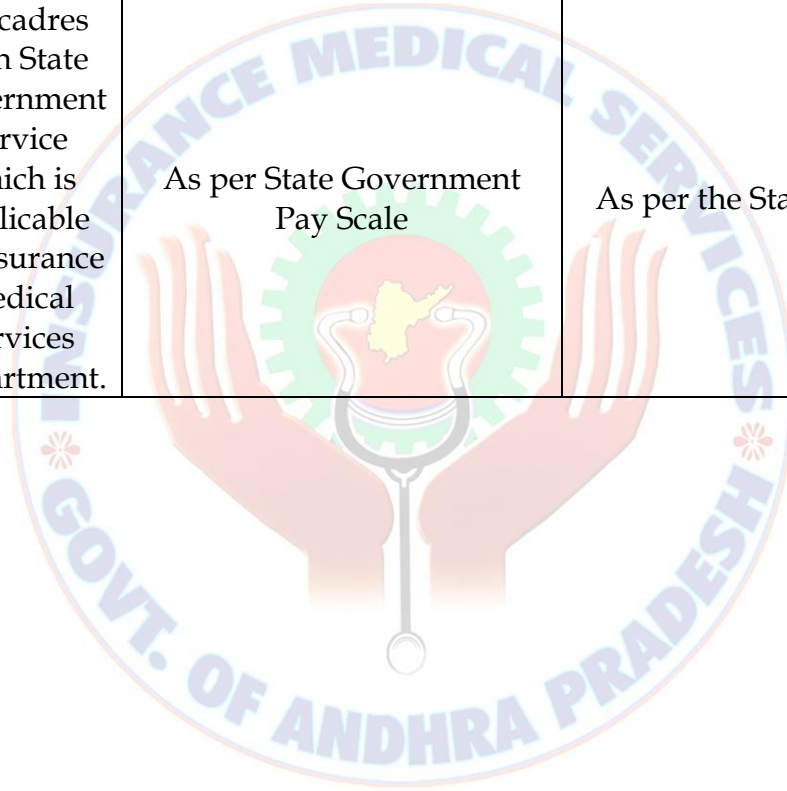
CHAPTER - 11

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN REGULATIONS

{ Section 4 (1) (b) (x) }

11.1 Information on remuneration and compensation structure for officers and employees

<i>Sl. No.</i>	<i>Designation</i>	<i>Monthly Remuneration including its composition</i>	<i>System of compensation to determine Remuneration as given in regulation</i>
1	All cadres as in State Government Service which is applicable in Insurance Medical Services Department.	As per State Government Pay Scale	As per the State Government Rules



CHAPTER - 12

BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC., {Section 4 (1) (b) (xi)}

12.1 Information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

<i>Agency</i>	<i>Plan / Programme / Scheme / Project / Activity / Purpose for which budget is allocated</i>	<i>Proposed Expenditure</i>	<i>Expected Outcomes</i>	<i>Report on disbursements made or where such details are available (website, reports, notice board etc.,)</i>
	Implementation of E.S.I. Scheme by Establishing E.S.I. Dispensaries			Available in website
	Implementation of E.S.I. Scheme by Establishing E.S.I. Panel Clinics			Do
	Extension of E.S.I. Scheme in already implemented Areas			Do
	Up-gradation of E.S.I. Dispensaries			Do
	Establishment of E.S.I. Hospitals			Do
	Up-gradation of E.S.I. Hospitals			Do
	Establishment of E.S.I. Diagnostic Centers			Do
	Up-gradation of E.S.I. Diagnostic Centers			Do
	Purchase of Ambulances/Vehicles			Do
	Strengthening of Administrative Units/Offices			Available in website

Cond..

CHAPTER - 12

**BUDGET ALLOCATED TO EACH AGENCY INCLUDING PLANS ETC.,
{Section 4 (1) (b) (xi)}**

12.2 Information on the budget allocated for different activities under different programmes / schemes / Projects etc.,

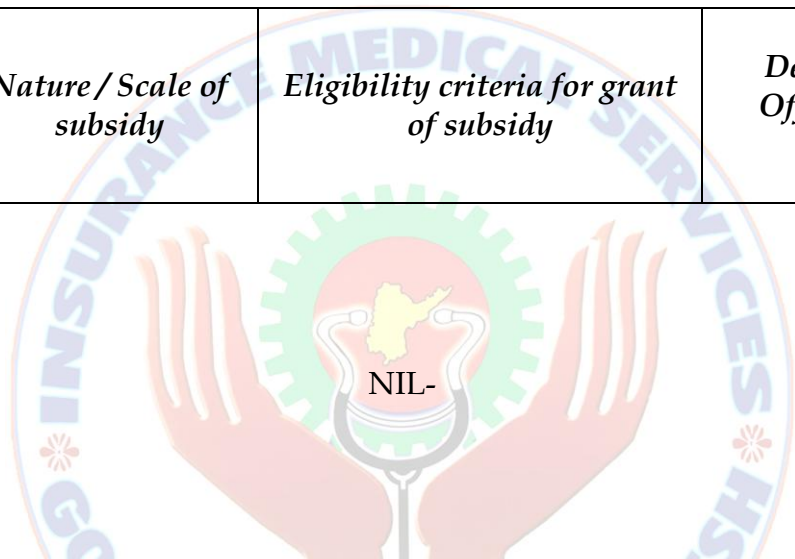
<i>Agency</i>	<i>Programme / Scheme / Project / Activity Purpose for which budget is allocated</i>	<i>Amount released last year</i>	<i>Amount spent last year</i>	<i>Budget allocated current year</i>	<i>Budget released current year</i>
	Under State Government				

CHAPTER - 13

MANNER OF EXECUTION OF SUBSIDY PROGRAMMES {Section 4 (1) (b) (xii)}

13.1 *Description of activities/programmes/schemes being implemented by the public authority for which subsidy is provided.*

13.2 *Information on the nature of subsidy eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes / schemes*

<i>Name of Programme / Activity</i>	<i>Nature / Scale of subsidy</i>	<i>Eligibility criteria for grant of subsidy</i>	<i>Designation of Officer to grant subsidy</i>
 NIL-			

13.3 *Manner of execution of the subsidy programmes.*

<i>Name of Programme / Activity</i>	<i>Application Procedure</i>	<i>Sanction Procedure</i>	<i>Disbursement Procedure</i>
- NIL -			

CHAPTER - 14

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY**

{Section 4 (1) (b) (xiii)}

14.1 Names and addresses of recipients of benefits under each programme / scheme

Institutional Beneficiaries:

Name of Programme / Scheme :				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
- NIL -				

Name of Programme / Scheme :				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority
- NIL -				

Individual Beneficiaries:

Name of Programme / Scheme :				
Sl. No.	Name & address of recipient beneficiaries	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority

Name of Programme / Scheme :				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of Grant	Name & Designation of granting authority

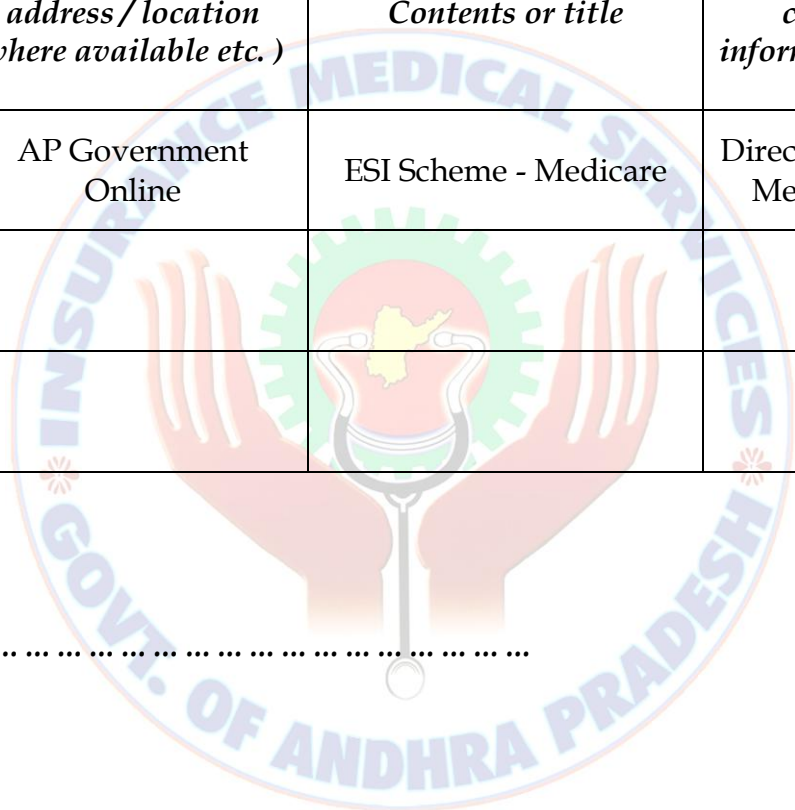
CHAPTER - 15

**INFORMATION AVAILABLE IN ELECTRONIC FORM
{Section 4 (1) (b) x (iv)}**

15.1 Information related to the various schemes of the Department which are available in electronic formats. (Floppy, CD, VCD, Web Site, Internet etc.,)

<i>Electronic Format</i>	<i>Description (site address / location where available etc.)</i>	<i>Contents or title</i>	<i>Designation and address of the custodian of information (held by whom ?)</i>
Web Site	AP Government Online	ESI Scheme - Medicare	Director of Insurance Medical Services

15.2 Describe



CHAPTER - 16

**PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

{Section 4 (1) (b) xv}

16.1 Information dissemination mechanisms in place / facilities available to the public for accessing of information

Facility	Description (Location of Facility / Name etc.,)	Details of information made available
Notice Board	Displayed at office premises regarding names and Contact No.s of Appellate authority, PIO&APIO	Information regarding Appellate authority, PIO&APIO available at notice board.
News Paper Reports	-	-
Public Announcements	-	-
Information Centre	RTI Section	Information furnished to the applicants within the stipulated time.
Publications	Monthly IMS Magazine	All Subjects.
Office Library	-	-
Websites	dims_govtap@yahoo.co.in	All information pertaining to IMS Department.
Other facilities (name)	Certain Information given under RTI Act to the applicants	Fee structure, stipulated time etc.,

CHAPTER - 17

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

{Section 4 (1) (b) xvi}

17.1 Information about the Public Information Officers and Assistant Public Information Officers designated for various offices / administrative units and Appellate Authority / Officer(s) for the public authority

PUBLIC INFORMATION OFFICER (S)

<i>Sl. No.</i>	<i>Name of Office / Administrative Unit</i>	<i>Name & Designation of Public Information Officer</i>	<i>Office Tel. Fax . Residence Tel.</i>	<i>E-mail</i>
1	Directorate of Insurance Medical Services	Dr. M. Satya Prakash, MBBS.,DCP., Joint Director (F.W.) 6-4-6/8, Opp.Gandhi Hospital(New), Musheerabad, SECUNDERABAD.	Tel. 27537434(Off.) 27537980(Off.)	--

ASSISTANT PUBLIC INFORMATION OFFICER (S)

<i>Sl. No.</i>	<i>Name of Office / Administrative Unit</i>	<i>Name & Designation of Assistant Public Information Officer</i>	<i>Office Tel. Fax . Residence Tel.</i>	<i>E-mail</i>
1	Directorate of Insurance Medical Services	Smt. T. Bramaramba, Office Superintendent, 6-4-6/8, Opp.Gandhi Hospital(New), Musheerabad, SECUNDERABAD.	Tel. 27537434(Off.) 27537980(Off.)	--

APPELLATE AUTHORITY

<i>Sl. No.</i>	<i>Name,Designation & address of Appellate Officer</i>	<i>Jurisdiction of Appellate Officer (Offices / administrative units of the authority)</i>	<i>Office Tel. Fax . Residence Tel.</i>	<i>E-mail</i>
1	Dr. K. Malleswar Rao,MD.,DGO., Director, 6-4-6/8, Opp.Gandhi Hospital(New), Musheerabad, SECUNDERABAD.	(State - Wide) Insurance Medical Services Department dims_govtap@yahoo.co.in	Tel. 27537434(Off.) 27537980(Off.) Fax. 27537432(Off.)	--

CHAPTER - 18

OTHER USEFUL INFORMATION

{Section 4 (1) (b) xvii}

18.1 *Information or details of publications which are of relevant or of use to the Citizens.*

1. *under the provisions of RTI Act the representations were verified, the certain information obtained and furnished to the applicants under the stipulated time.*

2. *After obtaining monthly reports from the unit officers, consolidated report was made and submitted to the Government.*

It indicates how many RTI cases were disposed and No. of applicants for benefited.

18.2

Place :

Date

Dr. K. Malleswar Rao,MD.,DGO.,
Director of Insurance Medical Services

