

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

1.	Dr. Kumar Vivekanand, Registrar-cum-Secretary	<u>FIRST APPELLATE AUTHORITY</u> <u>TRANSPARENCY OFFICER,</u> <u>AND</u> <u>NODAL OFFICER</u>	Tel. (Office)011-28522906 E-mail: cchindia123@yahoo.com
2.	Dr. Tanya Aggarwal, Asstt. Secretary (Tech.)	<u>PUBLIC INFORMATION OFFICER (TECH.)</u>	Tel. -011-28525582 E-mail: cchindia123@yahoo.com
3.	Shri Y. D. Vats, Assistant Secretary (Admn.)	<u>PUBLIC INFORMATION OFFICER (Admn., Regn. & 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. Kumar Vivekanand, Registrar-cum-Secretary	All matters related to Central Council of Homoeopathy under RTI Act.
<u>PUBLIC INFORMATION OFFICERS</u>	
Dr. Tanya Aggarwal Asstt. Secretary (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.
<u>PUBLIC GREIVANCE OFFICER</u>	
Dr. D. Samba Murthy Inspector	All Matters related to Public Grievance.

CENTRAL COUNCIL OF HOMOEOPATHY

Duties & Responsibilities of Officers and Employees and their Pay Scales as on 01.03.2019

- 1. Dr. Kumar Vivekanand, Registrar-cum-Secretary:- **Pay Band Level-11****

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 under RTI Act. He is the Chairman, Rajbhasha Karyanvayan Samiti of the Council too.
- 2. Dr. D. Samba Murthy, Inspector**

All matters connected with Inspection of Homoeopathic Medical Colleges (New and old), Public Grievance Officer, Nodal Officer (Anti Ragging), Member (Rajbhasha Karayanvayan Samiti)
- 3. Sh. Y.D. Vats, Asstt. Secy. (Admn.) **Pay Band Level-8****

The Assistant Secretary (Admn.) has to assist the Registrar-cum-Secretary in respect of Administrative, Accounts matter and also matter connected to Registration of Homoeopathic Doctors as an additional work. He has also been assigned the duties of Vigilance Officer, Public Information Officer (Admn. & Regn.), Nodal Officer (GeM & CPPP), Nodal Officer (Rajbhasha), Nodal Officer (NPS with NSDL), Liaison Officer (SC/ST & other categories), Nodal Officer (Compassionate Appointments) and Nodal Officer (Biometric Attendance).
- 4. Dr. Tanya Aggarwal, Asstt. Secy. (Tech.) **Pay Band Level-7****

The Assistant Secretary (Tech.) has to assist the Registrar-cum-Secretary in respect of Technical matters. She is Editor of Quarterly Bulletin of the Council and Public Information Officer (Technical).
- 5. Shri R.K. Nagpal, Office Supdt. (Admn. & Accounts) **Pay Band Level-7****

He is responsible for supervision and submission of all the work of Admn. & Accounts Section and work related to Members of CCH.
- 6. Sh. Khem Chand, Office Supdt.(Tech.) **Pay Band Level-6****

He is responsible for supervision and submission of all the works of Technical Section. Matter connected with Meetings, maintenance of Second and Third Schedules, Amendments to HCC Act.
- 7. Sh. Jaswant Singh, Jr. Hindi Translator-cum-Head Clerk **Pay Band Level-6****

He is responsible for all the work related to Rajbhasha (including Translation), and for supervision of work in Registration Section.

8. Sh. R.S. Bisht, UDC **Pay Band Level-6**

He is responsible for all the works related to establishment, administration (including court cases) and Parliament Questions and misc. correspondence of Admn. Section, and all personal matters of officers and Jr. Hindi Translator-cum-Head Clerk.

9. Sh. Rishi Pal, UDC **Pay Band Level-6**

He is responsible for the works related to admission of students correspondence, grant-in-aid to colleges, Monthly Activity report, M.D.(Hom.) correspondence, acknowledgement of Messages/Greetings, Newspapers cutting/Google alerts, B.H.M.S./M.D.(Hom.) correspondence, Parliamentary Standing Committee, UGC, work related to Meeting with State Authorities of President/Members, migration/transfer of students, Internship, Quarterly Bulletin, CCH proposed Journal, Misc. Correspondence with members of CCH, Matter regarding Allopathic Practice of Homoeopathic Doctors, Correspondence with Homoeopathic Colleges/State Board/State Councils, Own Typing work etc.

10. Sh. Anil Kumar, UDC **Pay Band Level-6**

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

11. Sh. D.C. Bhagat, UDC **Pay Band Level-5**

He is responsible for the typing work in Technical Section.

12. Sh. Khushi Ram, UDC **Pay Band Level-5**

He is responsible for all the works 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 **Pay Band Level-5**

He is responsible for the works related to inspection of all Homoeopathic Medical Colleges and matter connected therewith. To maintain the list of Homoeopathic Medical Colleges and Principals of Homoeopathic Medical Colleges, Vacation in Homoeopathic Medical Colleges, Anti-ragging matters, Work related to Code of teachers, Affiliation of Universities matters and typing work and other work assigned from time to time.

14. Sh. Sushil Kumar, UDC **Pay Band Level-4**

He is responsible for Direct Registration and issue reminders wherein verification not received, typing work other work assigned from time to time.

15. Sh. Satpal Singh, UDC:- **Pay Band Level-4**

He is responsible for all the works related to Store, depreciation, maintenance of office equipments/website etc.

16. Sh. Ashwani Vilesh, UDC:- **Pay Band Level-4**

He is responsible for the work 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)etc.

17. Smt. Vijay Laxmi Rajput, LDC **Pay Band Level-2**

She is responsible for the works related to personal matters of all the UDCs and below level and maintenance of CL/RH/CCL Records and attendance registers, Library related work, training to employees & staff, maintenance work through Coordination Cell, Telephone Maintenance, Hiring Vehicle, etc.

18. Smt. Kalpana, LDC **Pay Band Level-2**

She is responsible for the work related to Accounts and other work as assigned from time to time.

19. Sh. Ram Singh, G.O. **Pay Band Level-4**

He is responsible for the work related to dispatch.

20. Sh. T.S. Negi, Daftri **Pay Band Level-4**

Besides photocopy, duplicating work, he maintains the old records and perform other work as assigned.

21. Sh. Ashok Kumar, MTS **Pay Band Level-3**

Besides delivery of local dak, he attends other assigned work.

22. Smt. Phoolwati, MTS **Pay Band Level-2**

Delivery of letters to Post Office, and other work as assigned from time to time.

23. Shri Rahul Kaushik, MTS **Pay Band Level-1**

He attends work as assigned from time to time.