

SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES
ALIPIRI ROAD, TIRUPATI – 517507
ANDHRA PRADESH, INDIA



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PARTICULARS OF THE ORGANIZATION (Sec.4(1)(b)(i))

Sri Venkateswara Institute of Medical Sciences (SVIMS) was established in the Year 1993 under the agies of Tirumala Tirupati Devasthanams with a view to providing quality medical care at a nominal cost to the poor and needy. In 1995, SVIMS became a University by an ACT of Andhra Pradesh State Legislature vide the Andhra Pradesh Gazette No.17 dated 13.02.1995 under ACT 12 of 1995 which came into force w.e.f. 08.09.1994. In 2006, the Government of India included SVIMS as one of the institutions for up gradation at par with All India Institute of Medical Sciences (AIIMS), New Delhi under the Pradhan Manthri Swasthya Suraksha Yojana (PMSSY) Scheme. More details are available on our website <http://svimstpt.ap.nic.in>

FUNCTIONS AND DUTIES(Sec.4(1)(b)(i))

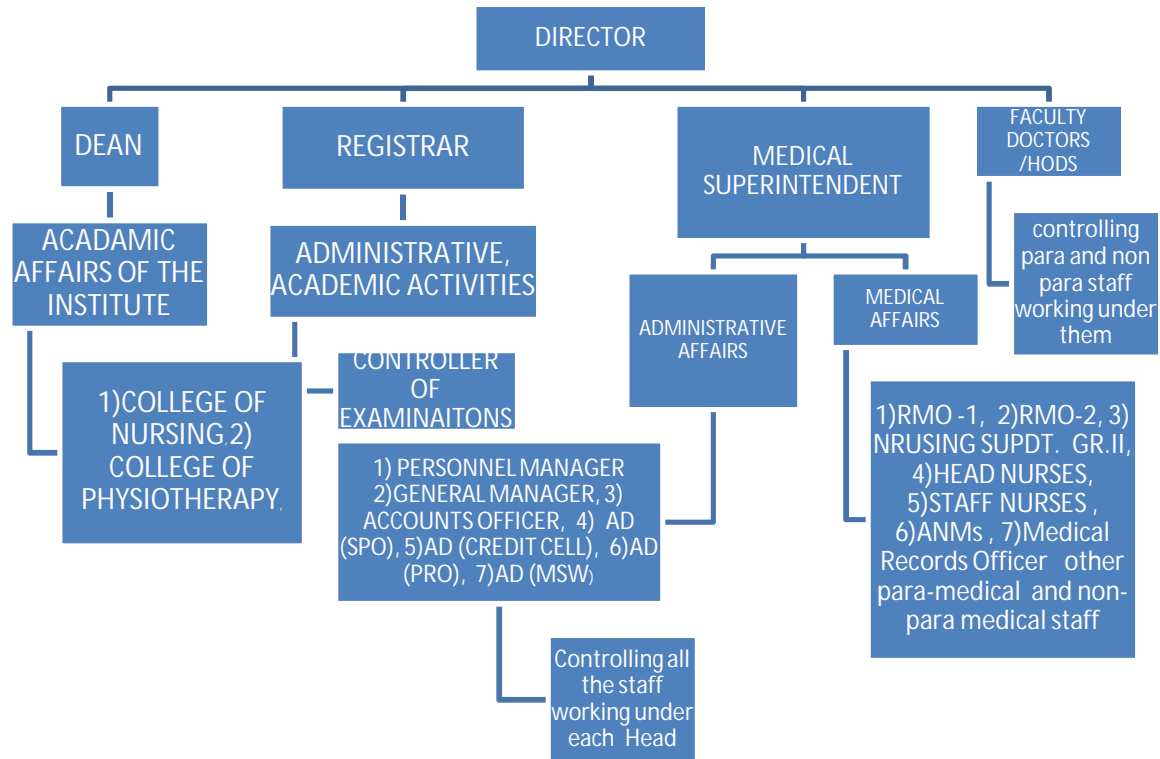
- a)To create a centre of excellence for providing medical care, educational and research facilities of a high order in the field of medical sciences in the existing super-specialties and such other super-specialties as may develop in future, including continuing medical education and hospital administration.
- b)To develop patterns of teaching in post-graduate level and in super-specialties so as to set a high standard of medical education.
- c)To provide for training in para-medical and allied fields, particularly in relation to super-specialties.
- d)To function as a referral hospital
- e)To provide for post-graduate teaching and conduct of research in the relevant disciplines of modern medicine and other allied sciences, including inter-disciplinary fields of physical and biological sciences.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES (Sec.4(1)(b)(ii))

- (a)The Chairman (Chief Minister of Andhra Pradesh)
- (b)The first Vice-Chairman (Minister, Health Medical and Family Welfare)
- (c)The Second Vice-Chairman (Chairman, Tirumala Tirupathi Devasthanams)
- (d)The Director
- (e)The Dean
- (f)The Registrar; and
- (g)Such other persons as may be prescribed to be Officers of the Institute

The powers shall be as prescribed in the ACT and also as prescribed in rules, regulations of SVIMS, Tirupati

DECISION MAKING PROCESS(Sec.4(1)(b)(iii)



NORMS FOR DISCHARGE OF FUNCTIONS OF THE INSTITUTION(Sec.4(1)(b)(iv)

- a)To conduct experiments in new methods of medical education, in order to arrive at a satisfactory standard of such education.
- b)To prescribe courses and curricula for post-graduate studies.
- c)To give training to teachers for imparting medical education
- d)To hold examinations and grant such degrees, diplomas or other academic distinctions and titles in post-graduate medical education and as may be laid down in the regulations
- e)To receive grants from the Government and gifts, donations, benefactions, bequests and transfer of properties, both movable and immovable from donors, benefactors, estators or transferors as the case may be
- f)To deal with property belonging to or vested in the Institute in any manner which is considered necessary for promoting the objects of the Institute
- g)To demand and receive such fees as may be laid down by the regulations
- h)To co-operate with other institutions in the conduct of research and higher education in medical fields
- i)To take decisions on questions of policy relating to the administration of the affairs and working of Institute
- j)To appoint officers, teachers and other employees as are necessary for carrying out the functions of the Institute in accordance with this ACT and the rules and regulations made there under.
- k)To do such other acts and things as may be necessary to further the objects of the Institute.

All other functions as given in the rules & regulations and other Governing bodies of the Institution.

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS(Sec.4(1)(b)(v)

The Rules, Regulations, instructions and other records are all available with the organization. It can be had under RTI act on request as per the provisions of the RTI ACT.

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD UNDER THE CONTROL OF THE ORGANIZATION (Sec.4(1)(b)(vi):

1)ACT 12/1995 of SVIMS ACT copy , 2)Service Rules and Regulations (both for faculty and non-faculty staff), 3)Journal of Clinical and Scientific Research – Quarterly Journal, - Available on payment basis as per provisions of the RTI Act. 4) Agenda and minutes books of the Governing Council, Executive Board, Finance Committee – available on payment basis as per provisions of the RTI Act.

4) SVIMS Annual reports 2009 -10, 2010 - 11, 2011 -12 – containing all details of the Institution, Departments , achievements, accademic details, department details etc. – Also Available in SVIMS website <http://svimstpt.ap.nic.in>

4) Akanksha yearly Annual souvenir

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMEBRS OF THE PUBLIC IN RELATION TO THE FORMULATION OF POLICY OR IMPLEMENTATION THEREOF(sec.4(1)(b)(vii);

- A Complaint/suggestion box is established at the prominent area of the Hospital. Any public can give a complaint and drop in the box.
- Any person can meet the Medical Superintendent, RMOs, Security Officer or any other authority of the Hospital and even Director to make a complaint or suggestions.

Necessary importance is given to such complaints / suggestions and action taken / implemented if found to be good and adoptable to the Hospital.

STATEMENT OF BOARDS, COUNCILS, COMMITTEE 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 THE THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC(Sec.4(1)(b)(viii);

The following are the advisory bodies of the SVIMS;

1)Governing Council, 2) Executive Board, 3) Finance Committee, 4) Academic Senate

The meetings of the above Boards are not open to the Public. However, the minutes of the above Boards meetings are accessible for the public under the provisions of RTI on request and on payment of necessary fee.

The details of the members of the above governing bodies are available in our website <http://svimstpt.ap.nic.in>

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES(sec.4(1)(b)(ix)

Employees Details department-wise available in the SVIMS website <http://svimstpt.ap.nic.in>. The above information also provided in printed form on request under the provisions of RTI on payment of the requisite fee.

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEME OF COMPENSATION AS PROVIDED IN ITS REGULATIONS(Sec.4(1)(b)(x);

The information will be provided in printed form on request under provisions of RTI on payment of the requisite fee.

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE(Sec.4(I)(b)(xi);

The said information is available with the Accounts Department of the Hospital. The information will be provided in printed form on request under the provisions of RTI on payment of the requisite fee.

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES(Sec.4(I)(b)(xii);

The said information is available with the Accounts Department of the Hospital. The information will be provided in printed form on request under the provisions of RTI on payment of the requisite fee.

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED (Sec.4(I)(b)(xiii);

-The details of recipients of the concessions ie., concession on bills is available as per the provisions of the RTI act and would be provided in printed form on request and on payment of requisite fee as per the provisions of RTI act.

-The details of the contracts awarded etc. can be had in printed form on request on payment as per the provisions of the RTI act.

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM(Sec.4(I)(b)(xiv);

- Most of the information is available in the SVIMS website <http://svimstpt.ap.nic.in>.

-Any other information required will be provided as per the provisions of the RTI act.

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE(Sec.4(I)(b)(xv);

The public can access the information by giving a written request along with the requisite fee either personally or by post and the information would be provided as per the provisions of the RTI ACT.

The Library in the SVIMS compound is a medical Library and it is not accessible to the public use except SVIMS staff, students and students of nearby medical college.

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS(Sec.4(I)(b)(xvi):

S.No	Name of the Officer	Designation	Authority	Mobile No.
01	Dr.B.Vengamma	Director	Appellate Authority	9849348530
02	Dr.P.Rajagopal	Registrar	CPIO	9014464346
03	Dr.B.Govindanarayana	Asst.Prof.(HA)	PIO	9493373277
04	Sri.P.M.Nagaraja	Accounts Officer	PIO	9490000040
05	Sri.M.Yerrama Reddy	Dy.Registrar	PIO	9848744919
06	Sri.R.J.Chengal Rao	Personnel Manager	PIO	9441872500
07	Dr.V.Suresh	Controller of Examinations	PIO	9493547687
08	Dr.Y.Venkatarama Reddy	Asst. Director (Public Relations)	PIO	9703357839
09	Sri.D.V.Diliph Kumar	Asst. Director (Purchase)	PIO	9959955722
10	Sri.K.Vivekanand	Medical Records Officer	PIO	9849458631
11	Sri.B.Mohan Murali	General Manager	PIO	9849641080

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THE PUBLICATIONS EVERY YEAR(Sec.4(I)(b)(xvii)

The information would updated as and when necessary and the same information would be available to the public as per the provisions of the RTI ACT.

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