

Chapter - 2
Organisation, Functions and Duties
[Section4(1)(b)(i)]

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES	Alipiri Road Tirupati	<ul style="list-style-type: none"> a. To create a centre of excellence for providing medical care, education 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 field, particularly in relating to super-specialties; d. To function as a referral hospital; 	<p>The Institute shall have the following powers and functions, namely:-</p> <ul style="list-style-type: none"> 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 curriculum 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 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, testators or transferors

Sl. No.	Name of the Organization	Address	Functions	Duties
			<p>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;</p>	<p>as the case may be;</p> <p>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;</p> <p>g. To demand and receive such fees as may be laid down by the regulations;</p> <p>h. To co-operate with other institutions in the conduct of research and higher education in medical fields;</p> <p>i. To take decisions on questions of policy relating to the administration of the affairs and working of Institute;</p> <p>j. To appoint officers, teachers and other employees as are necessary for carrying out the functions of the Institute in accordance with the SVIMS Act and the rules and regulations made there under;</p> <p>k. To do such other acts and things as may be necessary to further the objects of the Institute</p>

Chapter3
Powers and Duties of Officers and Employees
[Section4(1)(b)(ii)]

3.1 Please provide details of the powers and duties of officers and employees of the authority by designation as follows:

S.No	Name of the Officer / employee	Designation	Duties allotted	Powers
1	DIRECTOR CUM VC	Statutory	Chief Executive and Academic Officer of the Institute	<ol style="list-style-type: none"> 1. The Director shall be the Chief Executive and Academic officer of the Institute. He shall preside over the meetings of the Academic Senate and Finance Committee. 2. Without prejudice to the generality of the provisions contained in subsection(1) of SVIMS Act, the Director shall, <ol style="list-style-type: none"> a. Exercise general supervision and control over the affairs of the Institute and its affiliates; b. Ensure implementation of the decision of the authorities of the Institute; c. Be responsible for imparting of instructions and maintenance of discipline in the Institute; 3. Where any matter is of nature requiring immediate action and the same could not be immediately dealt with

S.No	Name of the Officer / employee	Designation	Duties allotted	Powers
				<p>by any officer or authority or other body of the Institute, empowered by or under the SVIMS Act to deal with it, the Director may take such action as he may deem fit and shall forthwith report the action taken by him to the Chairman and also the officer, authority or other body who or which, in the ordinary course, would have dealt with the matter.</p> <p>4. Where the exercise of the power by the Director under sub-section (3) of the SVIMS ACT involves the appointment of any person, such appointment shall terminate on the appointment being made in accordance with the provisions of the SVIMS Act or on the expiration of period of six months from the date of the order of the Director, whichever is earlier.</p> <p>5. The Director shall exercise such other powers and perform such other duties as may be assigned to him by or under the SVIMS Act or</p>

S.No	Name of the Officer / employee	Designation	Duties allotted	Powers
				as may be delegated to him by the Governing Council or the Chairman-Governing Council as the case may be.
		Administrative	Exercise general supervision and control over the affairs of the Institute and its affiliates	-do-
		Financial	As per the Act /Rules & Regulations	-do-
		Others	Assigned by the Governing Council or the Vice President, as the case may be	-do-
2	REGISTRAR	Statutory	<p>The Registrar shall be appointed by the Institute, in such manner and on such terms and conditions as may be prescribed.</p> <p>1. He/She shall be responsible for the custody of the records and the common seal of the Institute.</p>	<p>He/She shall exercise such other powers and perform such other duties as may be assigned to him by or under the SVIMS Act or as may be delegated to him by the Governing Council, the Director cum Vice-Chancellor</p> <p>1. He/She shall be responsible to the Director cum VC for the proper discharge of his functions; and</p> <p>2. He/She shall attest and execute the documents on behalf of the Institute.</p>
		Administrative	<p>1. He/She shall bound to place before the Governing Council and the Executive Board authorities of the Institute all such information as may be necessary for the transaction of their business.</p> <p>2. He/She shall, subject to the control of</p>	-do-

S.No	Name of the Officer / employee	Designation	Duties allotted	Powers
			the Director cum VC, conduct the examinations and make all other arrangements necessary therefore and be responsible for the due execution of all processes connected therewith;	
		Financial	As delegated	-do-
		Others	Shall attest and execute the documents on behalf of the Institute	-do-
3	DEAN	Statutory	There shall be a Dean of the Institute who shall be appointed by the Chairman from amongst the faculty of the Institute The Dean shall assist the Director in academic affairs of the Institute and shall exercise such powers and perform such functions as may be laid down in the Regulations or entrusted by the Director	Shall assist the Director in academic affairs of the Institute and shall exercise such powers and perform such functions as may be laid down in the Regulations or entrusted by the Director
		Administrative	-do-	
		Financial	-	
		Others	-	

Chapter4
Procedure Followed in Decision-making
Process [Section 4(1)(b)(iii)]

4.1 Describe the procedure followed in decision – making by the public authority.

Activity	Description	Decision-making Process	Designation of final decision - making authority
Goal-setting & Planning	<ol style="list-style-type: none"> 1. To be among the global best and one of the premier health systems in India 2. To become the health system of choice and be in top 10 with regards to overall national rankings. 3. To fulfill the objectives of SVIMS Act in terms of clinical, educational & research activities. 4. To drive the key performance indicators and achieve top performance threshold against the bench mark organizations. 	The Academic Senate, The Finance Committee, The Executive Board and The Governing Council	The Director, Executive Board and the Governing Council
Budgeting	Non-plan grant by Government and down earnings	Finance Committee, Executive Board and the Governing Council	The Director cum VC

Activity	Description	Decision-making Process	Designation of final decision - making authority
Formulation of Programs, schemes and Projects	Research & Development activities taken up From time to time.	The Academic Council, the Ethical Committee and any other committees constituted thereon	The Director
Recruitment / hiring of personnel	Recruitment of Faculty, Non-faculty employees And Contract Labour	Director cum VC and Executive Board	Director cum VC and Executive Board
Release of funds	Non-plan grant by Government, TTD and own earnings	Finance Committee, Executive Board and the Governing Council	The Director cum VC
Implementation /delivery of service/ utilization of funds	Purchase of equipment, payment of salaries and other incidentals	The Director, Purchase Committee, Finance Committee, Executive Board and Governing Council	The Director cum VC
Monitoring & evaluation	Receipts and Expenditure is monitored by Finance & Audit, evaluated by State Audit & TTD	The Director, Finance Committee, The Executive Board	The Director cum VC
Gathering feedback from public	Not applicable	Not applicable	Not applicable
Undertaking improvements	From time to time	From time to time	From time to time

Chapter5
Norms set for the Discharge of
Functions [Section 4(1)(b)(iv)]

5.1 Please provide the details of the norms/standards set by the public authority for the discharge of its functions/delivery of services.

Sl.No.	Function/service	Norms/standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc)
1	Patient Care and training in Postgraduate degrees, graduate and degree diplomas	As per the norms of Govt. of Andhra Pradesh, Health, Medical & Family Welfare, Medical Council of India and the Nursing Council.	Not applicable	As per the norms of Govt. of Andhra Pradesh, Health, Medical & Family Welfare, National Medical Council and The Indian Nursing Council.

Chapter6
Rules, Regulations, Instructions, Manual and Records, for Discharging
Functions [Section 4(1)(b)(v)&(vi)]

6.1 Please provide 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 in the following format.

Sl. No.	Description	List of contents	Price of the publication if priced
Rules & Regulations			
1.	The Sri Venkateswara Institute of Medical Sciences Act And Rules, 1995	Functions and Powers	Based on the volume of pages each page charged Rs.2/-
Instructions			
1	Orders / Decisions issued from time to time after approval of Director /Executive Board /Governing Council	Dean / MS / Registrar	Not Applicable
Manuals			
1	Standing Orders 1. Manual of appointment of Faculty in SVIMS (SVIMS Draft Rules) 2.Hand Book of Service Regulations of SVIMS Employees (SVIMS Draft Rules) 3.HandBookofRecruitmentRules(SVIMS Draft Rules)	Standing Orders containing Rules and Regulations and Service conditions	
Records			
1	Not Applicable		
Publications			
1	Not Applicable		

Chapter7
Categories of Documents held by the Public Authority under its Control[Section4(1)(b)v(i)]

7.1 Provide information about the official documents held by the public authority or under its control.

Sl. No.	Category of document	Title of the document	Designation and address of the custodian (held by/under the control of whom)
1	SVIMS Act, Standing Orders and Orders issued from time to time	As applicable	Registrar as per the Clause No. 19(2) (a)of SVIMS Act

Chapter 8
Arrangement for Consultation 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 Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies?

S. No.	Function/service	Arrangements for consultation with or representation of public in relations with policy formulation
1.	1 st Appelant Authority	Registrar, SVIMS
2.	Assistant Public Information Officer	PIOs of the Institute

Chapter 9
Boards, Councils, Committees and other Bodies constituted
as part of Public Authority[Section 4(1)(b)IX]

9.1 Please provide information on boards, councils ,committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public																																			
Purchase Committee	<table border="1" data-bbox="613 635 1393 855"> <thead> <tr> <th></th> <th colspan="2">costing below Rs. 01 core</th> <th colspan="2">costing above Rs. 01 crore</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>--</td> <td>--</td> <td>Medical Supdt.</td> <td>Chairman</td> </tr> <tr> <td>2.</td> <td>Prof. I/c (P)</td> <td>Chairman</td> <td>Prof. I/c (P)</td> <td>Member</td> </tr> <tr> <td>3.</td> <td>HOD concerned</td> <td>Member</td> <td>HOD concerned</td> <td>Member</td> </tr> <tr> <td>4.</td> <td>Chief Accounts Officer, TTD</td> <td>Member</td> <td>Addl. FA & CAO, TTD</td> <td>Member</td> </tr> <tr> <td>5.</td> <td>Sr. BME</td> <td>Member</td> <td>Sr. BME</td> <td>Member</td> </tr> <tr> <td>6.</td> <td>Asst. Director (P)</td> <td>Convener</td> <td>Asst. Director (P)</td> <td>Convener</td> </tr> </tbody> </table> <p data-bbox="607 914 1344 946">A. For Verification & Finalization of the list of items:</p> <ol data-bbox="651 986 1014 1102" style="list-style-type: none"> 1. The Concerned HOD, 2. MS 3. PCC <p data-bbox="607 1134 1261 1166">B. Tender Document Preparation Committee:</p> <ol data-bbox="651 1198 1361 1398" style="list-style-type: none"> 1. Adl. FA & CAO TTD: Ravi Prasad garu 2. Chief Accounts Officer TTD: Venkata Ramana garu 3. From Audit TTD: Chief Audit Officer/ his representative 		costing below Rs. 01 core		costing above Rs. 01 crore		1.	--	--	Medical Supdt.	Chairman	2.	Prof. I/c (P)	Chairman	Prof. I/c (P)	Member	3.	HOD concerned	Member	HOD concerned	Member	4.	Chief Accounts Officer, TTD	Member	Addl. FA & CAO, TTD	Member	5.	Sr. BME	Member	Sr. BME	Member	6.	Asst. Director (P)	Convener	Asst. Director (P)	Convener	Recommending purchase of equipment	No
	costing below Rs. 01 core		costing above Rs. 01 crore																																			
1.	--	--	Medical Supdt.	Chairman																																		
2.	Prof. I/c (P)	Chairman	Prof. I/c (P)	Member																																		
3.	HOD concerned	Member	HOD concerned	Member																																		
4.	Chief Accounts Officer, TTD	Member	Addl. FA & CAO, TTD	Member																																		
5.	Sr. BME	Member	Sr. BME	Member																																		
6.	Asst. Director (P)	Convener	Asst. Director (P)	Convener																																		

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
	<p>4. From Vigilance: VGO, TTD, Alipiri</p> <p>5. EE7</p> <p>6. Chief Accounts Officer, SVIMS</p> <p>C. Pre Bid Meeting:</p> <p>1. HOD of the Concerned dept.</p> <p>2. The Members who prepared the BOQ</p> <p>3. EE7</p> <p>4. Medical Superintendent, SVIMS</p> <p>5. Chief Accounts Officer, SVIMS</p> <p>D. Tender Document Evaluation Committee:</p> <p>1. EE7</p> <p>2. Medical Superintendent, SVIMS</p> <p>3. RMO SVIMS</p> <p>4. RMO BIRRD</p> <p>5. CAO SVIMS</p> <p>6. Professor I/C (P) SVIMS</p> <p>7. Assistant Director (P) SVIMS</p> <p>E. Technical Evaluation Committee</p> <p>1. Concerned HOD</p> <p>2. Medical Superintendent, SVIMS</p> <p>3. CMO/SMO, TTD</p> <p>4. Professor I/c (p)</p>		

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
	<p>5. Assistant Director (P)</p> <p>F. For Instruments along with the above, the BME may be added with each committee</p>		
Finance Committee	<ol style="list-style-type: none"> 1. Director-cum-Vice chancellor as Chairman 2. FA & CAO, TTD 3. Registrar 	<ol style="list-style-type: none"> 1. To examine the annual accounts of the Institute and advise Executive Board thereon; 2. To examine the annual budget estimates and advise the Executive Board thereon; 3. To review the financial position of the Institute form time to time; 4. To make recommendations to the Executive Board on all financial matters relating to the 	No

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		Institute; 5. To make recommendations to the Executive Board on all proposals involving raising of funds, receipts and expenditure; and 6. To make recommendations on all proposals involving expenditure for which no provision has been made in the budget or which involve expenditure in excess of the amount provided in the budget.	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
Academic Senate	<ol style="list-style-type: none"> 1. The Director, who shall be the Chairman of the Senate; 2. The Dean of the Faculty of the Institute, who shall be Member-Secretary of the Senate. 3. The Director of Medical Education, Andhra Pradesh 4. All Heads of Departments of the Institute; 5. Two Assistant Professor of the Institute to be nominated by the Director; 6. Two Honorary Consultants to be nominated by the Director 	The Academic Council subject to Provisions of the SVIMS Act and Regulations to prescribe all courses of study and determine the curriculum and have general control and supervision of teaching, research and examinations within the institute	No
Executive Board	<ol style="list-style-type: none"> 1. The Executive Officer, TTD; 2. The Director-cum-Vice-Chancellor; 3. The Joint Executive Officer, TTD, Tirupati 4. The FA & CAO, TTD, 5. The Dean of the Faculty of the Institute; 6. A member of the Tirumala Tirupati Devasthanams Trust Board to be nominated by the Chairman 7. The Registrar of the SVIMS University 	<ol style="list-style-type: none"> 1. To constitute committees for specific or general purpose; 2. To appoint from time to time such number of officers and other 	No

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>employees and on such terms and conditions as it may deem fit for carrying out the management and affairs of the Institute.</p> <p>3. To appoint such number of persons and on such terms and conditions as it may deem fit as for the conduct of the studies, investigations, research, teaching or other work undertaken by the Institute;</p> <p>4. To exercise control and discipline over the employees of the Institute;</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		5. To accept on behalf of the Institute endowments, bequests, donations grants and transfer of any immovable property made to it; 6. To receive money, securities, instruments or any other movable property for and on behalf of the Institute; 7. To grant receipts, sign and execute instruments and endorse or discount cheques or other negotiable	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>instruments through its accredited agents;</p> <p>8. To make, sign and execute all such documents and instruments, as may be necessary or proper for carrying on the management of the property or affairs of the Institute;</p> <p>9. To invest moneys and funds of the Institute and vary the investments as and when it may be necessary or proper.</p> <p>10. To introduce courses of study</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>at the Institute and take decisions on the recommendations of the Academic Senate.</p> <p>11. To co-operate and co-ordinate with other educational and medical Institutions and authorities in India and abroad;</p> <p>12. To grant fellowships and scholarships or other monetary assistance on such terms and conditions as it may prescribe to such persons as it may select to carry on any research, investigation for study;</p> <p>13. To propose</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>regulations for consideration and adoption by the Governing Council.</p> <p>14. To publish or finance the publication of studies, treatises, books, periodicals, reports and other literature and sell or arrange for the sale of them, as it may deem fit, from time to time.</p> <p>15. To cause to maintain proper books of accounts supported by necessary vouchers</p> <p>16. To arrange for the audit of the accounts of the Institute annually</p> <p>17. To create or</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>abolish post of teachers of the Institute;</p> <p>18. To delegate any of its powers to a committee or the Director or to any officer of the Institute; and</p> <p>19. To exercise all the powers of the Institute not otherwise provided for and all the powers requisite to give effect to the provisions of the SVIMS Act or the rules made thereunder.</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
Governing Council	<ol style="list-style-type: none"> 1. Chairman, TTD, Tirupati 2. The Director-cum-Vice Chancellor, 3. The Secretary to Government, Health Medical and Family Welfare Department, Government of Andhra Pradesh, or an officer not below the rank of Deputy Secretary to Government nominated by the Secretary; 4. The Secretary to Government, Revenue (Endowments) Department, Government of Andhra Pradesh or an officer not below the rank of Deputy Secretary to Government nominated by the Secretary; 5. The Executive Officer, TTD; 6. The Joint Executive Officer, TTD; 7. The Vice Chancellor, Dr.YSRUHS, AP; 8. The Dean of the Faculty of the Institute 9. Registrar of the Institute; 10. Two (2) members to be nominated by the TTDs, Tirupati 11. Two (2) members of Faculty of the Institute to be nominated by the chairman. 	<ol style="list-style-type: none"> 1. Subject to the provisions of SVIMS Act, the Governing Council shall be responsible for the general supervision, direction and control of the affairs of the Institute. 2. Without prejudice to the generality of the provisions of sub-section(1), the Governing Council shall perform, the following functions, namely; <ol style="list-style-type: none"> a. Take steps for achieving the objectives of the Institute; b. Hold, control and administer the 	No

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>property and funds of the Institute;</p> <p>c. Acquire or transfer any movable or immovable property on behalf of the Institute;</p> <p>d. Administer any funds placed at the disposal of the Institute for specific purposes;</p> <p>e. Manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the Institute and for that purpose appoint such agents as it may</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>think fit;</p> <p>f. Invest the money belonging to the Institute (including any income from trust and endowed property) in such public Financial Institutions ensuring maximum security for the amounts invested as it may from time to time think fit.</p> <p>g. Enter into, carry out, vary and cancel contracts on behalf of the Institute;</p> <p>h. Regulate and determine all other matters concerning the Institute in accordance with the provisions of this Act, and the</p>	

Name of Board, Council, Committee, etc.	Composition	Powers & Functions	Whether its Meetings open to Public /Minutes of its Meetings accessible for Public
		<p>rules and regulations made thereunder;</p> <p>i. Delegate any of its powers to a committee or the Director or to any officer of the Institute, and</p> <p>j. Co-operate with other Institutions, Universities and other authorities in such manner and for such purpose as it may determine.</p>	

Chapter10
Directory of Officers and Employees
[Section 4(1)(b)X]

10.1 Please provide information on officers and employees working in different units or offices at different levels and their Contact addresses in the following format (including officers in charge of grievances redressal, vigilance, audit, etc)

Sl.No	Name of office/ administrative Unit	Name, Designation & Address of Officer / Employee	Telephone& Fax Office Tel: Residence Tel: Fax	E-mail
1.	Accounts Department 3 rd Floor, Cfar Building, SVIMS, Tirupati	D. Gopi Chief Accounts Officer, Accounts, SVIMS	9346836211	svimsacnts@gmail.com
3.	Academic Section, 1 st Floor Administrative Block, SVIMS, Tirupati	Dr M.Yerrama Reddy Dy. Registrar, Academic, SVIMS	9848744919	dr1965svims@gmail.com
4.	SVIMS – Sri Padamavathi Medical College for Women, SVIMS, Tirupati	D.V. Diliph Kumar Deputy Director, SPMCW	9490352420	diliphkumar@gmail.com
5.	AAROGYASREE Department, Ground Floor In-Patient Block, SVIMS, Tirupati	N.Adikrishnaiah Dy. Director (Arogyasri)	9493372895	Aknaara007@gmail.com
6.	Establishment Section 4 th Floor, Cfar Building, SVIMS, Tirupati	N.Prasanna Lakshmi Dy. Director (Establishment)	9701589302	prasannasvims@gmail.com
7.	Nursing Department Ground Floor In-patient Block, SVIMS, Tirupati	T. Prabhavathi, DD Nursing	9441981099	prabhavathitirumalareddy@gmail.com

Sl.No	Name of office/ administrative Unit	Name, Designation & Address of Officer / Employee	Telephone& Fax Office Tel: Residence Tel: Fax	E-mail
8.	Credit Cell, 3 rd Floor, Cfar Building, SVIMS, Tirupati	G.Suresh Kumar Dy. Director, Billing, Credit Cell and Insurance	9603785568	gsk171966@gmail.com
9.	Directors Office Ground Floor Administrative Block, SVIMS, Tirupati	L. Sateesh Asst. Director, O/o Director-cum-VC, SVIMS	9948711052	sateeshlogendran@gmail.com
10.	Department of Purchase, Opposite to New PG Hostel, SVIMS, Tirupati	V.Sasikala Asst. Director, Purchase Section, SVIMS	9493222421	vsasikala.tpt@gmail.com
11.	Medical Records department, Ground Floor, Sri Padmavathi OPD Block, SVIMS, Tirupati	K.Vivekanand Chief Medical Officer, MRD, SVIMS	9849458631	viveksvims@gmail.com
12.	NABH cell Ground Floor Administrative Block, SVIMS, Tirupati	N.Sireesha Asst. Director, NABH Cell, SVIMS	7729014839	cgsireesha@gmail.com
13.	Establishment Section 4 th Floor, Cfar Building, SVIMS, Tirupati	D.AnandBabu Asst. Director, Establishment Section, SVIMS	9849703653	devagudianandbabu@gmail.com
15.	General Maintenance Department, Ground Floor In-patient Block, SVIMS, Tirupati	G. Babu Asst. Director, General Maintenance Section, SVIMS	8985326268	babusvims@gmail.com

Sl.No	Name of office/ administrative Unit	Name, Designation & Address of Officer / Employee	Telephone& Fax Office Tel: Residence Tel: Fax	E-mail
17.	Department of Stores, Beside Nuclear Medicine department, Ground Floor Central Block, SVIMS Tirupati	T.RavindraBabu Asst. Director, Stores SVIMS	9441245207	raveendra5207@gmail.com
18.	Public Relations Ground Floor, Sri Padmavathi OPD Block, SVIMS, Tirupati	V.Rajasekhar Asst. Director, PR Section, SVIMS	9849387306	svimspro@gmail.com
19.	Cash & Billing Section, Ground Floor, In-Patient Block, SVIMS, Tirupati	G.Daragaiah Asst. Director, Cash & Billing Section, SVIMS	9293801642	<u>daragaiah9293@gmail.com</u>
20.	Controller of Examinations 1 st floor, Central Library Building, SVIMS, Tirupati	G.P.Manjula Asst. Director, CE Section, SVIMS	9701099959	manjulagp@gmail.com
21.	Dialysis PPP unit Ground Floor, Department of Nephrology, SVIMS, Tirupati	K.Bhupal, Superintendent, Nephroplus	9441608030	bhupalkobaku@gmail.com
24.	Medico Social Worker Ground Floor, Sri Padmavathi OPD Block, SVIMS, Tirupati	N.Venkateswara Prasad MSW, SVIMS	9866316011	<u>svimsmsw@gmail.com</u>
25	Information Technology 4 th Floor, Cfar Building, SVIMS, Tirupati	K. Bhavana, IT Manager	7382954356	yoursbhavana@gmail.com

Chapter11

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations [Section 4(1)(b)XI]

11.1 Provide information on remuneration and compensation structure for officers and employees in the following format:

S.No.	Designation	6th CPC AGP	7th CPC Pay Levels	Scale of Pay
1	Assistant Professor	6600	11 (Part-A)	67700-208700
2	Assistant Professor	8000	12	101500-167400
3	Associate Professor	9000	13A1+	138300-209200
4	Professor Scale-I	9500	13A2+	148200-211400
5	Professor Scale-II	10500	14A	168900-220400
6	Professor (Sr. Grade)	-	15	182200-224100
7	Medical Officer	6600	11 (Part-A)	67700-208700
8	Senior Resident	-	80000	Fixed
9	Junior Resident	-	35000	Fixed

Sl.No	Designation	Monthly Remuneration including its composition	System of compensation to determine Remuneration as Given in regulation
1	Registrar	Rs.3,08,119-00	As per Central pay scales
2	RMO	Rs.1,26,566-00	As per Central pay scales
3	CHIEF ACCOUNTS OFFICER	Rs.1,58,229-00	As per state pay scales
4	CONTROLLER OF EXAMINATIONS	Rs.93,687-00	As per state pay scales
5	DEPUTY REGISTRAR	Rs.93,687-00	As per state pay scales
6	DEPUTY DIRECTOR	Rs.93,687-00	As per state pay scales
7	ASSISTANT DIRECTOR	Rs.82,226-00	As per state pay scales
8	SUPERINTENDENT	Rs.78,009-00	As per state pay scales

Chapter 11

**Monthly Remuneration received by Officers and Employees, including the system of Compensation as provided in Regulations
[Section 4(1)(b) XI]**

Sl.No	Designation	System of compensation to determine Remuneration as Given in regulation
1	CHIEF ACCOUNTS OFFICER	112610-174790
2	REGISTRAR	Pay level 14A as per 7th CPC
3	CHIEF DIETITIAN	76730-162780
4	PERSONNEL MANAGER, DEPUTY DIRECTOR, CONTROLLER OF EXAMINATIONS, DY EXECUTIVE ENGINEER	65360-154980
5	LIBRARIAN	61960-151370
6	ASSISTANT REGISTRAR, GENERAL MANAGER, ASST. DIRECTOR/AAO, SR. SYSTEM ANALYST/IT MANAGER, ASST. CONTROLLER EXAMINATIONS, WELFARE OFFICER, ASST. LAW OFFICER	57100-147760
7	SUPERINTENDENT, ASST. LIBRARIAN, SR.BIO MEDICAL ENGINEER	54060-140540
8	SECURITY OFFICER, ASST. ENGINEER (CIVIL), UNIT OFFICER, DIETITIAN, BIOMEDICAL ENGINEER, ASST. ENGINEER	48440-137220
9	PUBLIC RELATIONS OFFICER, MEDICO SOCIAL WORKER, NURSING TUTOR GR-II, SYSTEM ANALYST & PROGRAMMER, ASST. BME	45830-130580

Sl.No	Designation	System of compensation to determine Remuneration as Given in regulation
10	SENIOR ASSIST., SENIOR COMPUTER ASST.	40970-124380
11	AC Plant Technician Gr-I, LINE INSPECTOR	38720-118390
12	PHYSIOTHERAPY TUTOR, SR. HEALTH INSPECTOR	37640-11550
13	AC Plant Technician, ASST. PRO, A/C PLANT TECH. ELECTRICIAN GR-I	35570-109910
14	SENIOR ARTIST	34580-107210
15	ELECTRICIAN, HEALTH INSPECTOR, GAS ROOM OP. GR-I SR. DRIVER, SR A/C PLANT CUM GEN OP., INCINERATOR TECH., REFREGIRATOR MECHANIC, SR. TAILOR	32670-101970
16	JUNIOR ASST., STENO-CUM-JR.ASST., BILLING CLERK, TELEPHONE OP., RECEPTIONIST, COMPUTER ASST. SR. HARDWARE TECH., A/C PLANT CUM GEN OP.	28280-89720
17	ARTIST, GAS ROOM OPE., DRIVER FITTER	27500-87480
18	LIFT ATTENDANT, R AUTOCLAVE OPER.,	23120-74770
19	AUTOCLAVE OPERATOR, TAILOR	22460-72810
20	OFFICE SUBORDINATE	20000-61960

Chapter12
Budget Allocated to Each Agency
including Plans etc.[Section 4(1)(b)XII]

12.1 Provide information about the details of the plans, programmes and schemes under taken by the public authority for each agency.

Agency	Plan/Programme/Scheme/Project/Activity/Purpose for which budget is allocated	Proposed expenditure	Expected Outcomes	Report on disbursements made or where such details are available(website, reports, notice board etc.)
Not -applicable				

12.2 Provide information on the budget allocated for different activities under different programmes /schemes /projects etc. in the given format

Agency	Programme /Scheme/Project/ Activity Purpose for which budget is allocated	Amount released: last year	Amount spent last year	Budget allocated current year	Budget released current year
Not applicable					

Chapter13

Manner of Execution of Subsidy Programmes [Section 4(1)(b)XIII]

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

Sri Venkateswara Institute of Medical Sciences - University established by Act. Of A.P. State Legislature Sponsor by Tirumala Tirupati Devasthanams Implementing Schemes for Deserved Eligible Patients

13.2 Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes /schemes.

Name of programme /activity	Nature/scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer to grant subsidy
Dr.YSR Aarogyasri Scheme	Cashless Treatment linked with Insurance	Below Poverty Line (BPL) - Aarogyasri Health Card Issued by Govt. Of Andhra Pradesh	Dr. Y.S.R. Aarogyasri Health Care Trust Govt. Of Andhra Pradesh
Pranadana scheme	Free Treatment	Below Poverty Line (BPL) - Aarogyasri Health Card Issued by Govt. Of Andhrapradesh	Tirumala Tirupati Devasthanams Pranadana Trust
Rashtriya Aarogya Nidhi (RAN)	Free Treatment	Income Certificate issued by Tahsildar / Concerned Revenue Authorities	Ministry of Health & Family Welfare Govt. Of India
Subsidised Treatment for BPL - Dr. Y.S.R. Aarogyasri Card Holders	30% to 50% on Bill	Subsidised Treatment for BPL - Dr. Y.S.R. Aarogyasri Card Holders	Chief Medical Officer, Resident Medical Officer, Medical Superintendent & Director - cum- VC.

13.3 Describe the manner of execution of the subsidy programmes.

Name of programme /activity	Application Procedure	Sanction Procedure	Disbursement procedure
3708 Diseases / Procedures covered under Dr. Y.S.R. Aarogyasri Scheme	Preauthorization approval through online	As per guidelines of Dr. Y.S.R. Aarogyasri Health Care Trust & MOU	Through online subject to scrutiny after submission of claims though online necessary supporting claim documents
Pranadana scheme	Referral and Estimation Letter from Treating Doctor	Approved by Pranadana Scheme Selection Committee	Tirumala Tirupati Devasthanams Pranadana Trust
Rashtriya Arogya Nidhi (RAN)	RAN Application in Prescribed proforma along with Income Certificate through treating Doctor, HOD & Director cum VC	Grant Secretary, Rastriya Aarogy Nidhi(RAN)	Rashtriya Arogya Nidhi (RAN) Ministry of Health & Family Welfare Govt. Of India
Subsidised Treatment for BPL - Dr. Y.S.R. Aarogyasri Card Holders	BPL Card Verification at Registration Counter and Treating Doctor Referral	Approval from Chief Medical Officer, Resident Medical Officer & Medical Superintendent	Chief Medical Officer, Resident Medical Officer, Medical Superintendent & Director - cum- VC.

Chapter14

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority[Section 4(1)(b)XIV]

14.1 Provide the names and addresses of recipients of benefits under each programme /scheme separately in the following format.
Institutional Beneficiaries

Name of programme/scheme:				
SI.No	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
1	SRI VENKATESWARA INSTITUTE OF MEDICAL SCIENCES, TIRUPATI	Free treatment to poor patients	FY 2021-22 Rs.140.43 Lakhs	DIRECTOR, SVIMS

Individual Beneficiaries

Name of programme/scheme: YSR AROGYASRI/CMRF/PMRF				
SI.No	Name & address of recipient institutions	Nature/quantum of benefit granted	Date of grant	Name & Designation of granting authority
2	Out & In Patients - SVIMS	Financial assistants under YSR Arogyasri Scheme	FY 2021-22 Rs.7,728.86 Lakhs	Dr. YSR Aarogyasri Health Care Trust, Govt of Andhra Pradesh
3	Out & In Patients - SVIMS	Financial assistants under CMRF Scheme	FY 2021-22 Rs.15.30 Lakhs	Govt. of Andhra Pradesh
4	Out & In Patients - SVIMS	Financial assistants under PMRF Scheme	FY 2021-22 Rs. NIL	Govt. of India

Chapter 15
Information Available in Electronic Form
[Section 4(1)(b)XV]

15.1 Please provide the details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Website, Internet etc.)

Electronic Format	Description (site address/location where available etc.)	Contents or title	Designation and address of the custodian of Information (Dr YSRAHCT department, SVIMS, Tirupati)
Information Technology Cell	All the Patient Information including paid/Concession/Credit is available in Internet cloud application (ttdhealthhub.kareexpert.com) Website: https://svimstpt.ap.nic.in Internet email: systemanalyst@svims.gov.in	<ol style="list-style-type: none"> 1. Patient information available through different formats like CD, DVD etc. 2. Dr.YSRAHCT Scheme & AHS: <ul style="list-style-type: none"> ➤ Stored in CD/DVD scheme ➤ Stored in recording software (Images/videos) ➤ Upload to D.rYSRAarogyasri Health care trust 	Director-cum-Vice Chancellor Sri Venkateswara Institute of Medical Sciences, Tirupati

Chapter16
Particulars of Facilities available to Citizens for
Obtaining Information[Section 4(1)(b)XVI]

16.1 Describe the particulars of 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	Public Places 1 Out-Patient & In-patient Information from time to time is being displayed for information to public/staff as the case may be 2 Punching System 3 Director's Office 4 Dean's Office 5 Registrar's Office 6 M.S. Office 7 Establishment Section 8 Finance & Audit	Information from time to time is being displayed for information to public/staff as the case may be
News Paper Reports	As and when necessary	No comments
Public Announcements	Available	Available
Information Counter	Available	Information made available as and when required
Publications	No comments	No comments
Office Library	Available	Available
Websites	Available	https://svimstpt.ap.nic.in
Other Facilities(name)	e-mail	systemanalyst@svims.gov.in

Chapter-17
Names, Designations and other particulars of Public Information Officers
[Section 4(1)(b)XVII]

Sl.No	Name of the Officer	Designation	Authority	Mobile No.
1	Dr Aparna R Bitla	Registrar	1st Appellate Authority	9493547664
2	Dr Vanajakshamma	Controller of Examinations	PIO	9493547668
3	Dr K.V.Koti Reddy	RMO	PIO	9866356239
4	Devarakonda Gopi	Chief Accounts Officer	PIO	9346836211
5	M. Yerrama Reddy	Dy. Registrar, Academic Section	PIO	9848744919
6	D.V.Dilip Kumar	Dy. Director (SVIMS-SPMCW)	PIO	9490352420
7	N.Adikrishnaiah	Dy. Director (Arogyasri)	PIO	9493372895
8	N.Prasanna Lakshmi	Dy. Director (Establishment)	PIO	9701589302
9	T. Prabhavathi	Deputy Director(Nursing)	PIO	9441981099
10	G.Suresh Kumar	Dy. Director (Billing, Credit Cell and Insurance)	PIO	9603785568
11	V. Sasikala	Assistant Director (Purchase Department)	PIO	9493222421
12	D. AnandBabu	Assistant Director (Estt. Sec.)	PIO	9849703653
13	G.Babu	Assistant Director (General Maintenance)	PIO	8985326268
14	T. RavindraBabu	Assistant Director (Stores department)	PIO	9441245207
15	V.Rajasekhar	Assistant Director (Public Relations)	PIO	9849387306
16	K.Vivekanand	CMRO (Medical Records)	PIO	9849458631

17.1 Please provide contact information about the Chief Public Information Officers, Public Information Officers and Assistant Public Information Officers designated for various Offices/ administrative units and Appellate Authority/Officer(s) for the Public Authority in the following format.

A. Public Information Officer(s):

B. Appellate Authority:

Sl. No.	Name, Designation and Address of Appellate Officer.	Jurisdiction of Appellate Officer(Offices/administrative units of the authority)	Office Tel: Cell No.: Fax:	Email
01	Dr Aparna R Bitla Registrar, Sri Venkateswara Institute of Medical Sciences, Alipiri Road, Tirupati Pincode:517501	Sri Venkateswara Institute of Medical Sciences, Alipiri Road, Tirupati – 517501	9493547664	aparnabitla@yahoo.co.in

Chapter18
Other Useful Information
[Section4(1)(b) XVIII]

18.1 Please give below any other information or details of publications which are of relevance or of use to the Citizens.

Medical/ Non-medical publications are available. Already published and from time to time being published.

18.2 You may mention here information of your department which is excluded under section 8(1) of the Act and /or under Rules of the State Government as guidance to the public seeking information from your department.

No Comments

Place: Tirupati

Name and Designation

Dr DrAparna R Bitla
Registrar,

Date: 27.11.2023

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.

S.A

OFFICE SUPDT

MEDICALSUPERINTENDENT

REGISTRAR

DIRECTOR-CUM-VC