

Dr. Ram Manohar Lohia Institute of Medical Sciences,

Vibhuti Khand, Gomti Nagar, Lucknow-226010.

MEMORANDUM

Subject:- Implementation of "Right to Information Act, 2005" at Dr. Ram Manohar Lohia Institute Of Medical Sciences,

Vibhuti Khand, Gomti Nagar, Lucknow.

It is notified for the general information of all concerned that "**Right to Information Act, 2005**" has been enacted by the Parliament and published in the Official Gazette on 21st June, 2005 which confers the right to information on Indian citizens to secure access to information under the control of public authorities in order to promote transparency and accountability in the working of every public authority.

For the purpose of implementation of the "*Right to Information*" Act, 2005, meaning of "**information**" under Clause (f) of Section 2 of the Act inter-alia provides as under":-

"any material in any form, including **records**, documents, memos, e-mails, opinions, advices, press releases, circulars, orders, logbooks, contracts, reports, papers, samples, models, data material held in any electronic form and information relating to any private body which can be accessed by a public authority under any other law for the time being in force."

Under Clause (i) of Section 2 of the Act, followings "**records**" as mentioned in the aforesaid clause, includes:-

- (a) any document, manuscript and file;
- (b) any microfilm, microfiche and facsimile copy of a document;
- (c) any reproduction of image or images embodied in such microfilm (whether enlarged or not); and
- (d) any other material produced by a computer or any other device.

For the purpose of the said Act, "**right to information**", as specified under Clause (i) of Section 2, means the right to *information* which is held by or under the control of any public authority and includes the right to:-

- (i) inspection of work, documents, records;
- (ii) taking notes, extracts or certified copies of documents or records;
- (iii) taking certified samples of material;
- (iv) obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stored in a computer or in any other device.

For the purpose of providing information to persons requesting for the information, **Public Information Officials** has been designated whose details is given below:-

**Prof SS Rajpoot
HOD (CVTS),
Dr. Ram Manohar Lohia Institute Of Medical Sciences,
Vibhuti Khand, Gomti Nagar, Lucknow-226010.
Ph No-0522-4918514
Meeting Time-9-5 pm**

**Mrs. Shail Verma
UDA
Dr. Ram Manohar Lohia Institute Of Medical Sciences,
Vibhuti Khand, Gomti Nagar, Lucknow-226010.
Ph No-0522-4918509
Meeting Time-9-5 pm**

Appellate Authority:

**Prof. Deepak Malviya, Director
Dr. Ram Manohar Lohia Institute Of Medical Sciences,
Vibhuti Khand, Gomti Nagar, Lucknow-226010.
Ph No-0522-4918504,4918514
Meeting Time-9-5 pm**

The above named **Public Information Officials** shall be responsible to deal applications received in writing or through electronic means in English or Hindi or any other official language accompanied by the prescribed fee. for providing information and shall provide such information or reject the application within a period of 30 days from the date of receipt of the request. In case a request for providing information is rejected by the Public Information Officer, the latter will communicated so to the requester and will also communicate him the particulars of the Appellate Authority in this regard.

Any person who desires to obtain any information under the Right to Information Act, shall make a request in writing or through electronic means in English or Hindi or in the official language, accompanying prescribed fee which shall be notified separately, to the Public Information Officer specifying the particulars of the information sought and intimate his/her personal details that may be necessary for contacting him/her or communicating the desired information.

The Dean (Acad./Exam.), the Medical Superintendent, all Chiefs of Centres/Heads of the Departments/ Units and all Branch Officers are, therefore, requested to give wide publicity of the "Right to Information" Act, 2005.

**Director
Dr. RMLIMS**