

Manual 15

Particulars of Facilities Available To Citizens for Obtaining Information

[Section 4(1)(b))xv)]

Facilities available to citizens for obtaining information's:

- Citizen Charter : The Citizen Charter is available on the Institute website <http://www.dsci.nic.in>
- Notice Board indicating the services available and room number: Notice boards are available in the premises of the Institute at the different locations.
- Signage.
- Enquiry Counter (Help Desk at OPD):- There is provision of Help Desk counters in OPD area available both for patients in general and senior citizens. This operates from 8:00 AM to 4:00 PM on all working days. There is a reception counter in front of OPD area which is managed by Assistant Director (N) and other reception staff.
- Right to Information: The RTI 17 manuals available on the Institute Website <http://www.dsci.nic.in>.
- Institute Website (<http://www.dsci.nic.in>): Recruitment Notice, Recruitment results, Tender notice, OPD schedule, RTI Manuals etc.