

**RTI - PROACTIVE DISCLOSURE**  
**OFFICE OF THE DIRECTOR, MEDICAL EDUCATION & TRAINING,**  
**ODISHA, BHUBANESWAR**

**Manual-1**

**Particulars of organization, functions and duties**

**[ Section 4 (1) (b) (i) ]**

1. Directorate of Medical Education & Training, Odisha has been established by being bifurcated from Directorate of Health Services, in the year 1974, as Head of Department like other Heads of Departments of the State.

The aims and objections of the Organization is to Improve the “Education” in field of Medical, Pharmacy & Allied Science and Impart training to Medical, Pharmacy & Paramedical personals in the state. In addition to this other responsibilities like recommendation for admissible amount of Reimbursement of Cost of Medicine, Odisha State Treatment Fund etc.

2. The back ground of its establishment is to improve and close monitoring of the following institutions being supervising head of the departments.

- i. Office of the Dean & Principals of Medical Colleges including 5 New Medical Colleges.
- ii. Office of the Superintendent of Medical College Hospitals including the new Medical College Hospitals, upgraded from District Headquarter Hospital.
- iii. Office of the Vice-Principal of SCB Dental College, Cuttack.
- iv. Office of the Superintendent SVPPGIP, Cuttack.
- v. Office of the Superintendent MHI, Cuttack.
- vi. Office of the Director, Regional Spinal Injury Centre.

3. Organization chart – available in [www.dmetodisha.gov.in](http://www.dmetodisha.gov.in)

4. Allocation of organization is to keep official records of its employees working above mentioned offices covering all rules of O.S.C., O.G.F.R, O.E.M.S. and O.C. (C.C.A) Rule -1962 and Govt. Servant conduct Rule etc. To look after the field of education and training in medical sciences, All training of health programs, D.S.C. for Higher Medical Education, State appellate Medical Board, Governing Body of the Medical Colleges & attached Hospitals. Member of Swasthya Vikash Samitee of Medical College & Hospitals. Beside DMET (O) is the Controlling officer in respect of Medical Colleges.

5. Duties to be performed to achieve the Mission, to Co-ordinate with the modern advanced technology in the field of Medical Science.
6. To provide time to time directives for medical Education and treatments services in the Medical Colleges & Hospitals of the state.
7. The reviews the suggestions from the citizens regarding the field of treatment, training programme involved in the hospital in the State as well as outside, interact the same from technical point of view after due examinations and verification & finally ventilation to Govt.
8. The Postal addressed of the Directorate and Sub-Ordinate offices is appended herewith.
9. The Directorate is functioning in the Heads of the Departments building, behind the Odisha Secretariat, Bhubaneswar.
10. Working hour is from 10A.M to 5 P.M. as per State Government scheduled time.
11. Public interaction/ redressal are being done through grievance cell being held on each Monday, from 11-00A.M. to 12.00 Noon as per Government existing rules / procedures besides the normal Grievances as a routine schedule.

**Postal Address of the Directorate and Subordinate offices**

<b>Sl. No</b>	<b>Name of the Office / Institution</b>	<b>Postal Address</b>
1	Directorate of Medical Education & Training, Odisha	Heads of the Department Building Bhubaneswar-751001, Odisha
2	Dean & Principal, SCB MC Hospital, Cuttack	Cuttack-753007
3	Superintendent, SCB MC Hospital, Cuttack	Cuttack-753007
4	Director, VIMSAR, Burla	Burla-768017, Dist- Sambalpur
5	Dean & Principal, VIMSAR, Burla	Burla-768017, Dist- Sambalpur
6	Superintendent, VIMSAR, Burla	Burla-768017, Dist- Sambalpur
7	Dean & Principal, MKCG Medical College, Berhampur	Berhampur-760004, Dist- Ganjam
8	Superintendent, MKCG Medical College & Hospital Berhampur	Berhampur-760004, Dist- Ganjam
9	Dean & Principal, SLN Medical College, Koraput	Koraput-764020
10	Superintendent, SLN medical College & Hospital, Koraput	Koraput-764020

11	Dean & Principal, PRM Medical College, Baripada.	Baripada-757001, Dist-Mayurabhanj
12	Superintendent, PRM Medical College & Hospital, Baripada	Baripada-757001, Dist-Mayurabhanj
13	Dean & Principal, Govt. Medical College, Balangir	Balangir-767001
14	Superintendent, Govt. Medical College & Hospital, Balangir	Balangir-767001
15	Dean & Principal, Govt. Medical College, Balasore	Balasore-756001
16	Superintendent, Govt. Medical College & Hospital, Balasore	Balasore-756001
17	Superintendent, SVPPGIP, Cuttack	Cuttack-753002
18	Superintendent, Mental Health Institution, Cuttack	Cuttack-753007
19	Principal, SCB Dental College, Cuttack	Cuttack-753007
20	Director, Regional Spinal Injury Centre	Cuttack-753007

**Manual 2**  
**Powers and duties of officers and employees**  
**[ Section 4 (1) (b) (ii) ]**

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Director of Medical Education & training, Odisha	He is exercising power delegated to him by the Administrative Department & OSC. He controls the quality of Medical Institutions	He exercising power delegated to him under OGFR & Services Rules as well as Delegation of Financial power Rule.	He exercised control and supervision of offices as Head of Department of Medical Education & Training.	He visits Surprisingly to the Govt./Private Medical/Para-medical Teaching & Training institutions as and when required to safeguard the system	To look into the systematic & smooth functioning of Govt. machinery as per Govt. directive from time to time.

2	Joint Director	Examination & passing of the files from Sections to the Director.	Recommendation for sanction of OSTF & other	Attend the meetings as per the direction of the Director.	Recommend the Government for drafting of different Acts & Rules and Resolutions	
3	Deputy Director	Help the Administration & discharge the duty as & when assigned				
4	Senior Est. Officer State Level Class-1 Post.	Exercises control and supervision of official staff for smooth management of office.	Exercises financial power as and when delegated.		Supervises day to day functioning of offices.	He looks into the implementation of Govt./ Directorate direction issued to subordinate offices from time to time
5	Establishment Officer Class-II rank of State level	He exercise supervision & control of staff and guides their activities.	As and when delegated		As & when assigned.	He also pursues the coordination of work between peripheral offices & Directorate
6	Section officers (S. O.s)	S. Os of MET-I, MET-II, MET-III & MET-IV, are the Controlling officers of the respective Sections and Supervising the work of the Asst.s as per assignment			He looks into the proper implementation of Govt. guide lines at bottom level.	

		entrusted.				
7	Asst. s	They are maintaining and persevering official records, Govt. orders issued from time to time for proper utilization of the same as when required. They submit files to the Authorities with Govt. Order / directive in force for appropriate decision.				To maintain receipt and disposal of records, keeping an eye on Govt. and public interest within the frame work of official decorum.

**Note. Substantive powers and duties for each position may be defined.**

**MANUAL-3(Section-4(1)(b)(iii)**

**Procedure followed in decision making process.**

<b>Activity</b>	<b>Level of Action</b>	<b>Time frame</b>
Disposal of the applications /Letters/ Representations are made as per record by the state Government. First the correspondence is received by the diarist & produce before the Director. Then the E.O. mark the letters to the respective sanction after being seen by the Director/HOD.	The Assts. after due verification and examination of the receipt in the light of different Govt. Act, & Rules in force put up the same to section officers for decision, S.Os who pass the files to Establishment Officer / Sr. Establishment Officer ultimately the file endorsed to the Director(HOD) for his	Time consumed for disposal of the correspondence differ depending upon other work load & urgency/ weightage of the letter.

Then the S.Os mark the same to the concerned Asst.	decision/ approval through the Joint Director.	
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**MANUAL-4(Section-4(i)(b)(iv)**  
**Norms set for discharge of functions.**

The norms set for discharging of functions in accordance with records manual prescribed by the state Govt. such as to diarized a letter, it takes 3 minutes & for despatch of a letter it takes 5 minutes. The type and other jobs are done as per the prescribed yard stick.

**Manual-5**  
**(Section-4 (i) (b) (v) )**

**Rules Regulation instructions, manual and records for discharging functions.**

<b>Sl. No.</b>	<b>Name of the Act. Rules regulations etc.</b>	<b>Brief gist of content.</b>	<b>Reference No. if any</b>	<b>Price in case of priced Publication</b>
1.	Orissa Service Code	Where in different rules regulations are framed to govern the state Govt. employees of different categories. It is the bridge between the employer (State Govt.) and the employees of the State.		As prescribed by the Govt. Press.

2.	Classification control & Appeal CCA Rules (S)	The rules are aimed for discipline of the Govt. employees committing fault and errant employees by drawing disciplinary proceedings and its finalisation.		As prescribed by the Govt. press
3.	O.G.F.R	This is the guide lines for smooth management of financial Rule & Regulations related to the business of Govt.		As Prescribe by the Govt. press.
4.	Govt. servants conduct Rules- 1959	This is a guideline to systematize the Govt. employees within the specific frame of rules.		As Prescribe by Govt. the press.
5.	G.P.F(O) Rules.	This frame guideline for membership nomination with drawal and authorization of GPF amount by the legal heir in case of death of the employees.		Price as per Govt. publication.
6.	Pension Rule O.P.R 1992.	The rule determines the payment of pension and other pensionary benefits to the Govt. employees / his legal heir(s) in case of death of the employees.		Price as per Govt. publication.

### Manual-6

#### (Section-4 (i) (b) (vi) )

#### A statement of document that are held by for under its control.

#### A statement of the categories of documents held.

Sl. No.	Nature of Records	Details of information available	Unit/ Section where available	Retention period where available
1.	Scheme work of all Medical Colleges, Purchase of Equipments & Instruments,	List of Colleges. Detail of Funds & purchase of EIF.	Administration section MET-I Section	-

	Furniture. Permission for Human Organ transplantation. Grant-in-aid.	Detail of Organ Transplantation done. Amount of Grant-in-aid provided		
2.	Personal file of all teaching faculty members working in the Medical Colleges  All files relating to programmes schemes and Developments of Medical College & Hospitals. File relating to under graduate post Graduate and other Training programmes.	Details of their bio-data and history of services available  Detail information as different new techniques introduced in the medical colleges & hospital, different study / training course inside & outside state.	Administration section MET-II Section	-
3.	All Files regarding building programme of MC & MCH. File relates to control of Orissa Pharmacy Board.  Opening of Paramedical Colleges	Pharmacy education in the state & control of its education & Exam. System quality control of Nursing Homes in this State.	Administration section MET-III Section	-
4.	All personal file of class-III & Class-IV employees under this Directorate records relating to referral cases Appellate Authority of all class-III, Class-IV employees of Medical Colleges and Hospitals.	Details of their bio-data & disposal of their grievances	Administration section MET-IV Section	-

**Manual-7**  
**(Section-4 (1) (b) (vii) )**

Sl. No	Name and address of the consultative committee /bodies	Constitution of the committee/body	Role & Responsibility	Frequency of meetings
1.	Chairmen of Department screening committee for higher study & training in respect of Medical College teacher /Doctors for other stream & para medical workers.			



2.	Chairman of Appellant Medical Board.	Chairman, DMET(O) convenor-C.M.O Capital Hospital, Bhubaneswar Member:- Ex- (Prof.) of respective discipline as required.	The committee screen out the medical certificate furnished by any medical Board and examine the disease of the person.	As & when required
3.	Chairman Pharmacy Board.			
4.	<b>Member:-</b> Governing body of Medical Colleges <b>Member:-</b> Spinal injury centre, Cuttack <b>Member:-</b> Swathya Bikash Samity of each medical college			For opening of medical Colleges/ Pharmacy colleges

## Manual 8

### A statement of Boards, Council, Committees and Other Constituted

[ Section 4 (1) (b) (viii)

#### List of Boards, Councils, Committees etc.

Sl. No	Name & Address of the Body	Main Functions of the Body	Constitution of the Body	Date of Constitution	Date up to Which Valid	Whether Meetings Open to Public	Whether Minutes Accessible to Public	Frequency of Meetings	Remarks
1	2	3	4	5	6	7	8	9	10

1	DMLT/ DMRT Council DMET (O) & DMLT/ DMRT Board DMET (O)	<b>Function of Council</b> *Recommendation for opening of new DMLT/DMRT Institutions. * Issue of LOP & LOR * Formulate various policies, standas, guidelines for the Institutions. *issue of registration certificate. * periodical inspection to Institution *Council Have the overall control & regulation over the running institutions <b>Function of Board</b> * Conduction of Examination * Publication of Result *Issue of Pass certificate & Mark Sheet	The DMLT/DMRT Council & Board has been constituted by the Health & Filmy Welfare Department Govt.(O) with two separate body	Govt. (O) Health & Family Welfare Department notification No.31390H dt- 15.11.2013	Remain in force till further notificati on/ Order of the Govt. issued in this regard	No	As per RTI Act, 2005	* Minimum 6 month	
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\* DMLT-Diploma in Medical Laboratory Technology

\* DMRT- Diploma in Medical Radiation Technology

## MANUAL-9

### Directory of Officers and employees. [(Section-4(1)(b)(ix) ]

#### Directory

Sl. No.	Name & Designation	Office Phone No.	E-Mail address
1	Prof.(Dr.)Sonamali Bag, DMET(O)	0674-2393847	dmetbbsr2@gmail.com
2	Dr.Umakanta Satapathy, Jt.DMET(O)	-do-	-do-
3	Sri Kshetra Mohan Naik, Sr.E.O	-do-	-do-
4	Sri Purandar Naik, E.O	-do-	-do-

5	Smt.Basanti Behera, Secretary	-do-	-do-
6	Sri Bimal Prasad Panda, P.A to DMET	-do-	-do-
7	Sri Janmejyoy Nayak, S.O	-do-	-do-
8	Sri Om Prakash Mohanty, S.O	-do-	-do-
9	Smt. Debajani Dash, S.O	-do-	-do-
10	Sri Ananta Narayan Mohanty, S.O	-do-	-do-
11	Sri Prompd Kumar Das, Sr.Asst.	-do-	-do-
12	Sri Narayan Prasad Dash, Sr.Asst.	-do-	-do-
13	Smt.Arati Das, Sr.Asst.	-do-	-do-
14	Sri Sanjay Kumar Sahoo, Sr.Asst.	-do-	-do-
15	Smt.Sanjulata Nath, Sr.Asst.	-do-	-do-
16	Sri Alok Tripathy Sr.Asst.,	-do-	-do-
17	Smt.Puspashree Samal, Sr.Asst.	-do-	-do-
18	Smt.Swapnarani Mohapatra, Sr.Steno	-do-	-do-
19	Sri Rasmiranjan Jena, Jr.Asst.	-do-	-do-
20	Sri Purna Chandra Dalai, Sr. Diarist	-do-	-do-
21	Sri Lokanath Prusty, Jr. Diarist	-do-	-do-
22	Sri Hemanta Kumar Jena, Record Supplier	-do-	-do-
23	Sri Raghunath Mallia, Peon	-do-	-do-
24	Sri Bijay Kumar Dash, Peon	-do-	-do-
25	Smt.Kudartan Nisha, Peon	-do-	-do-

### Manual-10

**The Monthly remuneration by each of the officer and employees including the system of compensation as provided in the regulations.**

**[Section-4(1) (b) (x)]**

Sl. No.	Name	Designation	Basic Pay Rs.
1	Prof.(Dr.)Sonamali Bag	DMET(O)	Rs.66,160/- AGP-10,000/- Spl-5000/-
2	Dr.Umakanta Satapathy	Jt.DMET(O)	Rs.51,600/- AGP-9000/-

3	Sri Kshetra Mohan Naik	Sr.E.O	Rs.73,200/-
4	Sri Purandar Naik	E.O	Rs.66,000/-
5	Smt.Basanti Behera	Secretary	Rs.58,600/-
6	Sri Bimal Prasad Panda	P.A to DMET	Rs.56,900/-
7	Sri Janmejy Nayak	S.O	Rs.64,100/-
8	Sri Om Prakash Mohanty	S.O	Rs.60,400/-
9	Smt. Debajani Dash	S.O	Rs.17,470/- G.P-4800/-
10	Sri Ananta Narayan Mohanty	S.O	Rs.56,900/-
11	Sri Prompd Kumar Das	Sr.Asst.	Rs.52,000/-
12	Sri Narayan Prasad Dash,	Sr.Asst.	Rs.50,500/-
13	Smt.Arati Das,	Sr.Asst.	Rs.55,200/-
14	Sri Sanjay Kumar Sahoo	Sr.Asst.	Rs.50,500/-
15	Smt.Sanjulata Nath	Sr.Asst.	Rs.38,700/-
16	Sri Alok Tripathy	Sr.Asst.	Rs.36,500/-
17	Smt.Puspashree Samal	Sr.Asst.	Rs.36,500/-
18	Smt.Swapnarani Mohapatra	Sr.Steno	Rs.55,200/-
19	Sri Rasmiranjan Jena	Jr.Asst.	Rs.22,400/-
20	Sri Purna Chandra Dalai	Sr. Diarist	Rs.30,200/-
21	Sri Lokanath Prusty	Jr. Diarist	Rs.31,100/-
22	Sri Hemanta Kumar Jena	Record Supplier	Rs.27,600/-
23	Sri Raghunath Mallia	Peon	Rs.29,900/-
24	Sri Bijay Kumar Dash	Peon	Rs.29,000/-
25	Smt.Kudartan Nisha	Peon	Rs.29,000/-

**Manual 11**  
**The budget allocated to each agency**  
**[ Section 4 (1) (b) (xi) ]**

**Administrative Experience Budget**

<b>Major head</b>	<b>Activities to be performed</b>	<b>Sanctioned budget</b>	<b>Budget estimate</b>	<b>Revised estimate</b>	<b>Expenditure for the last year</b>
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12-2210-01-001-2443-01003	Salary/ Non Salary				

### Programme Experience Budget

Name of the Plan scheme	Activities to be undertaken	Date of Commencement	Expected Date of Completion	Amount Sanctioned	Amount disbursed/ spend
Human Resource & Health Medical Education					
Renal Transplant unit					
ANM & GNM School					
Dental College					
Bone Marrow Transplant Unit					
Effluent Treatment plant					
Establishment of AIIMS					
Equipment (Medical College Hospital)					
Consultancy Service					
Spare & Services					
Robotic surgery					
NATPCR					
Liver Transplant Unit					
Tele Medicine					
De-addiction Centre					
OSTF					

### MANUAL-12 (Section-4(1)(b)(xii)

#### The manner of execution of subsidy program

#### List of institutions given subsidy

Sl. No.	Name & address of institution	Purpose for which subsidy	No of beneficiaries	Amount of subsidy	Previous years utilization	Previous years achievements
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## MANUAL-16

[(Section-4(1)(b)(xvi) ]

Name designation and other particulars of public information officers

### List of Public Information Officers

Sl. No.	Designation of the officers designated as PIO.	Postal Address	Telephone No.	E-mail address	Demarcation of Area/Activities, if more than one P.I.O is there
1	Sri Purandar Naik, E.O,DMET(O)	O/o DMET(O), HOD, Building, Bhubaneswar	0674-2393847	Dmetbbsr2@gmail.com	Office of DMET(O)

### List of Assistant Public Information Officers

Sl. No.	Designation of the officers designated as Assistant PIO.	Postal Address	Telephone No.	E-mail address
1	Sri Om Prakash Mohanty,S.O,MET-IV, DMET(O)	O/o DMET(O), HOD, Building, Bhubaneswar	0674-2393847	Dmetbbsr2@gmail.com

### First appellate authority within the department

Sl. No.	Designation of the officers designated as PIO.	Postal Address	Telephone No.	E-mail address	Demarcation of Area/Activities, if more than one appellate authority is there
1	Sri Kshetra Mohan Naik, Sr.E.O,DMET(O)	O/o DMET(O), HOD, Building, Bhubaneswar	0674-2393847	Dmetbbsr2@gmail.com	Office of DMET(O)

**MANUAL-17**

**[(Section-4(1)(b)(xvii) ]**

**Other information as may be prescribed**

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.

As and when necessary.