



# DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity  
(A group of autonomous institutions under the Govt. of NCT of Delhi)

**EAST** : DILSHAD GARDEN, DELHI 110095

EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505

**WEST** : C-2/B, JANAK PURI, NEW DELHI 110058

EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999

Website: www.dsci.nic.in E-mail: director.dsci@nic.in NIN No: 1112313380

NIN ID: DSCI (East) – 1112313380 & DSCI (West) – 1115545855



File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI) / 5/55766

Date: 30/10/2021

## ADVISORY

In continuation of Office Order no: DSCI-B013/7/2018- Admin/1/46487 dated 03/07/2019 & mandatory requirement of shifting the handling of RTI application's through Online Module, the following advisory may be adopted for smooth functioning of handling of RTI Application at this Institute, they are;

<b>Step-1</b> :	Applicant filing RTI Application through web address: <a href="http://www.rtionline.delhi.gov.in">www.rtionline.delhi.gov.in</a> or Applicant filing RTI Application through speed part or other permissible mode + uploading the same at RTI Portal by Nodal Officer (RTI).
<b>Step-2</b> :	Nodal Officer (RTI) shall forward the RTI Application and concern PIO/return the RTI to applicant in case of requirement of any document.
<b>Step-3</b> :	Disposing the RTI Application as for the RTI Rules & Act 2005 by the concerned PIO at his login credential.
<b>Step-4</b> :	SMS/Email shall be sent to the Applicant automatically by the NIC.

All concerned are requested to go through the user manual, as available in the 'Utilities Tab' on the main page after login.

For any query/assistance, Nodal Officer (RTI) may be approached accordingly.

  
Dr Kishore Singh  
Director & CEO, DSCI

File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI) / 5/55766

Date: 30/10/2021

### Copy for information and necessary order to:-

1. Officer Concerned
2. PA to Joint Director
3. Deputy Controller of Accounts, DSCI
4. Admin Incharge, DSCI
5. Assistant Director (Coordination), DSCI
6. Executive Engineer (Civil) to prepare and fix a board with the details in public area of DSCI
7. Ms Mamta (PA to the Director for updation on website of the Delhi State Cancer Institutes.
8. Nodal Officer: e-Office for needful modification



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File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI) / I/55765 Date: 30/10/2021

## ORDER

In partial modification to the Office Order No: DSCI-B013/7/2018-Admin/I/46487 dated 03/07/2019 for the smooth functioning/handling of RTI through Online Module, it is hereby decided to re-designate the following officer as;

S. No.	Name of the Officer	Post Re-designated
1	<b>Dr Monica Gupta</b> Assistant Professor (Onco- Pathology)	<b>Nodal Officer (RTI)/PIO</b>

*Kishore*  
Dr Kishore Singh  
Director & CEO, DSCI

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Director & CEO, DSCI



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File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI)/I/55774 Date: 01/11/2021

## ORDER

In supersession to Office Order of even no: DSCI-P011/1/2021-IT(DSCI)/I/55767 dated 30/10/2021 & for the smooth functioning/handling of RTI through Online Module, it is hereby decided to designate the following Officer's/Branch Incharge's as;

S.No.	Name of the Officer	Post Designated
1.	Dr Dhruv Jain	PIO- Admin Branch PIO- Onco- Pathology
2.	Dr Surendra Kumar	PIO- Procurement PIO- Co-Ordination/IT Branch & Any other matters not pertaining to any of the PIO number 1 and 3 to 14 PIO- Onco- Anesthesia
3.	Dr Pankaj Tyagi	PIO- Vigilance PIO- Gastroenterology PIO- ECG
4.	Dr Vinita Kumar Jaggi	PIO- Surgical Oncology PIO- Onco- Radiology PIO- Nuclear Medicine
5.	Dr Monica Gupta	PIO- Blood Bank PIO- Onco- Pathology
6.	Dr Anjali Vinocha	PIO- Biochemistry & Microbiology
7.	Dr Pragya Shukla	PIO- Library PIO- Radiotherapy PIO- DSCI (West)
8.	Mr Deva Nand	PIO- Accounts Branch
9.	Mr Kulvir Singh	PIO- Engineering Wing(Civil & Electrical) PIO- Transport PIO- Equipment Maintenance
10.	Mr Sasindran M	PIO- Radiation Safety
11.	Ms Mamta Mahur	PIO- Stores
12.	Ms Meenakshi Dixit	PIO- Pharmacy

S.No.	Name of the Officer	Post Designated
13.	Mr Manoj Damodar	PIO- EPFO related matters
14.	Mr Hemant Kumar Sharma	PIO- Medical Records



**Dr Kishore Singh**  
Director & CEO, DSCI

File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI)/1/25774 Date: 01/11/2021

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**Director & CEO, DSCI**



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NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1116646856



File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI)//55932 Date: 17/11/2021

## ORDER

In continuation even no: DSCI-P011/1/2021-IT(DSCI)//55774 dated 01/11/2021 & for the smooth functioning/handling of RTI through Online Module, it is hereby decided to designate the following Officer's/Branch Incharge's as;

S. No.	Name of the Officer	Post Designated
1.	Ms Anita Nakra Assistant Director- Nursing	PIO- Nursing Branch

*Kishore*  
17.11.21

**Dr Kishore Singh**  
Director & CEO, DSCI

File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI)//55932 Date: 17/11/2021

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*Kishore*  
17.11.21

**Director & CEO, DSCI**



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File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI)//55960

Date: 23/11/2021

## ORDER

In continuation to Office Order even no: DSCI-P011/1/2021-IT(DSCI)//55765 dated 30/10/2021 & for the smooth functioning/handling of RTI through Online Module, it is hereby decided to designate the following Officer/Branch Incharge as;

S. No.	Name of the Officer	Post Designated
1	Dr Dhruv Jain Admin Incharge	Link Officer to Nodal Officer (RTI)

*Kishore*  
23/11/21

**Dr Kishore Singh**  
Director & CEO, DSCI

File No: DSCI-P011/1/2021-IT(DSCI)-O/o DIR(DSCI)// 55960

Date: 23/11/2021

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*Kishore*

Director & CEO, DSCI