

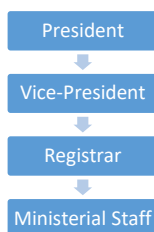
Documents Under section4(1)(b) of RTI Act 2005

1. The Particulars of Organization, functions and duties

The Delhi Nursing Council (DNC) is constituted under the Delhi Nursing Council Act 1997 (Delhi No.3 of 1999). DNC is a statutory Autonomous body under Health & Family Welfare. Delhi Nursing Council has no branches.

- To attain excellence in Nursing Education
- To provide highest quality of patient care
- To upgrade and promote Nursing skills
- To maintain standardized Nursing Education across NCT of Delhi

Organization Chart



Organizational Aims, objectives, Functions are to:

- Register and re-register the practicing nurses, midwives, ANM/FHW, Female Health Supervisor, Female Health Assistants employed in NCT of Delhi.
- Licensing, supervision and recognition of training institutions of nursing.
- Conducting continued nursing education programmes for in-service of clinical nurses, ANM's Nursing faculty members of college and schools of nursing.
- Handling of grievances and appeals of aggrieved persons related to refusal of recognition and affiliation.
- Assess and supervision implementation of standardized nursing education across NCT of Delhi.

The objective of the Delhi Nursing Council is to ensure uniform standards of Nursing Education in the state of Delhi and recognition of Nursing Institutes in the NCT of Delhi.

Manpower Strength:-

2. The Powers and duties of officers and employees

- Act, Rules and Regulations
- Work allocation

As per gazette Notifications No. F.14/5/97-99/L.A./78 dated 11th March 1999 Delhi Nursing Council is headed by President who has the powers of Head of Department and Registrar, DNC is the Head of Office. Also there are various committees like Executive Committee, Examination Committee, Continue Nursing Education Committee, Inspection Committee, Disciplinary Committee, Purchase Committee and other committees. The council may constitute sub-committees for such purposes as the Council considers necessary u/s 9 of DNC Act 1997.

The duties of senior officers i.e. President, and Registrar are to ensure the objective of the organization is fully met always i.e. to ensure the Uniform Standards of Nursing Education. Briefly the main duties are registration, renewal, overseas and recognize/affiliate to nursing Institute after inspection. The qualification (s) registered and renewed under Section 17 and 21 of the Delhi Nursing Council Act, 1997 for employment in Delhi. Recognition of Nursing institutes to prescribe minimum standards of education and training in various nursing programmes as prescribe by the Indian Nursing Council.

The Duties of Employees:- All office, account, administrative, matters are looked after through Registrar, DNC and all employees report to them. The work related to registration, renewal, NOC, Migration, overseas have been made completely online. As such this sensitive work is completely transparent. Nurses can login and submit the required documents for above said online services and after scrutiny by Staff the record of each nurse is also conveyed to the President and Registrar. Only the concerned person (nurse) will able to access the details through login ID and Password.

Composition of the General Body of the Delhi Nursing Council:-

Sl. No	Name, Designation & Address	Section (DNC Act, 1997)
1	Dr. Nutan Mandeja, Director Directorate of Health Services, F-17, Karkardooma, Delhi	Section 3(1)(a) Ex officio.
2.	Sh. R.K. Manchanda, Director, Indian Systems of Medicine & Homeopathy, Govt. of NCT of Delhi.	Section 3(1)(b) ex officio.
3.	Dr. A.K. Rawat, Medical Health Officer, North Delhi Municipal Corporation, Civic Centre, Delhi.	Section 3(1)(c) ex-officio.
4.	Nursing advisor to Govt. of India, Ministry of H&FW, Nirman Bhawan, New Delhi.	Section 3(1)(d) ex officio.
5.	Ms. Urmil Jayant, Chief Nursing Officer, Safdarjung Hospital, N.Delhi	Section 3(1)(e)
6.	Ms. Satnam Kaur, Deputy Nursing Supdt., BSA Hospital, Rohini, Delhi	Section 3(1)(e)
7.	Ms. Promila Toor, Deputy Nursing Supdt.Hindu Rao Hospital, MCD(North), Delhi -110007	Section 3(1)e
8.	Ms. Preeti Jitender Tomar, Member of Legislative Assembly,NCT of Delhi	Section 3(1)f
9	Ms. Raj Kumari Dhillon, Member of Legislative Assembly, NCT of Delhi.	Section 3(1)f
10	Dr. Anita Rani Kansal, Nursing Supdt., National Institute of Tuberculosis and Respiratory disorders, Mehrauli, New Delhi.	Section 3(1) g
11.	Ms. Geeta Rani, ANM, CDMO (North West District.)	Section 3(1) g
12.	Dr. Anjana Dhall, Vice-Principal, Florence Nightingale School of Nursing, GTB Hospital, Delhi	Section 3(1) g
13	Mrs. Santosh Yadav, President, Trained Nurses Association of India, Delhi State Branch, Delhi	Section 3(1) h
14.	Mrs. Santosh Mehta, Principal, RAK College of Nursing, New Delhi	Section 3(1) i
15.	Mrs. Rita Sapra, Principal, GNM School of Nursing, Sir Ganga Ram Hospital, New Delhi.	Section 3(1) i
16.	Mrs. Geeta Pasricha, Principal, ANM School of Nursing, Rural Health Training Centre, Najafgarh, Delhi.	Section 3(1) i

The term of office of a nominated member shall be for three years from the date of this notification. An ex-officio member shall cease to hold office as a member if he/she ceased to hold such office.

Powers and Duties of the President

The President shall hold office for such periods as provided for in the Act. She/he shall exercise in respect of the office of the Council such powers as are exercised by a “Head of Department” under the Government of N.C.T. of Delhi and perform such duties as are contained in the provisions of the Act, the Regulations and Standing Orders of the Council. She/he shall do such acts as she/he considers necessary in the furtherance of the objects for which the Council is established.

Powers and duties of Registrar

As per Delhi Nursing Council Act 1997 u/s 10(2) *“The Council shall adopt the Central Civil Services Rules mutatis mutandis.”*

- ⊕ Overall responsibility of the functioning of the council.
- ⊕ Act as executive and administrative Head of the Office.
- ⊕ Power of Drawing and Disbursing Officer (DDO).
- ⊕ Implementation of Delhi Nursing Council Act, rules, decisions, resolution taken under the provisions of the Act.
- ⊕ Arranging meetings of the council, keeping record of minutes of the meetings.
- ⊕ Maintaining interpersonal relationship and carry out correspondence with other state nursing councils.
- ⊕ Carrying out all the work related to council examination.
- ⊕ Carrying out all the work related to election as returning officer.
- ⊕ Carrying out public functions, continuing education programmes of in-service nurses belonging to various levels and establishment.
- ⊕ Conduct surprise checks of training institutions for firsthand information.

3. Procedure for Decision making

The procedure followed in the decision making process, including channels of supervision and accountability

- The council meets under the chairpersonship of President and takes decisions on the matters covered by its statutory function. The president Delhi Nursing Council is having the power of “Head of the Department” and Registrar, DNC has the power of the “Head of the Office”.
- Decision making authority- General Body
- Related provisions Act, Rules etc.- DNC Act 1997, Rules 2001, Rules 2003

4. Norms for discharge of functions

The norms set by it for the discharge of its functions

- Nature of functions/services offered- To registration, re-registration, renewal, Overseas verification, NOC, Migration, recognition of training institutions, Licensing and Supervision, Affiliation, Withdrawal of recognition as prescribe in the DNC Act 1997 (Delhi Act No. 3 of 1999).
- Minimum requirements for establishment of ANM, GNM, B.Sc.(Nursing), Post Basic B.Sc., M.Sc.(Nursing) and Post Basic diploma programmes have been published in the DNC website.

- Time limit for achieving the targets- Time limit for submission of application is specified in website for the each field.
- Process of redress of grievances- Registrar, DNC is available for personal hearing on Monday to Friday 10.00 am to 11.00 am.

5. Rules regulations for discharge of functions

The Delhi Nursing Council Act 1997, Rules, Regulations, records held by it or under its control or used by its employees for discharging its functions.

6. Statement of Categories

A statement of the categories of documents that are held by it or under its control

- **Categories of documents-** Registration, Re-registration, Renewal, Overseas, NOC, Migration, Inspection, Affiliation, Examination, CNE.
- **Custodian of documents/categories-** Registrar

7. Details of consultative committees and other bodies

The particulars of any arrangement that exists for consultation with, or representation by the members in relation to the formulation of its policy or implementation thereof.

Delhi Nursing Council is a body consisting of members who are Four Ex-officious, Three professionals in the Nursing Field (from Central Govt., Delhi Govt. and MCD) nominated by Govt. including Two Members of the Legislative Assembly, elected from One ANM schools, One GNM Schools, One Colleges of Nursing and TNAI Delhi branch. They are represent the public in relation to formulation of policy and implementation.

8. List of boards, council's committees and other bodies

- Name of boards, council, committee etc.
General Body of the council, Executive committee etc.
- Composition- The General Body of the DNC have 16 members headed by President, DNC. The Executive Committee has 5 elected members.
- Term/Tenure- Three years from the date of constitution

9. Directory of Officers and Employees

S.N	Name of the Officers	Designation	Telephone No.	E-mail
1.	Mrs. Anjana Dhall	President	011-23238304	registrar@delhinursingcouncil.com
2.	Mrs. Savita Vashist	Registrar	011-23238304	registrar@delhinursingcouncil.com

10. Monthly remunerations of officers and employees

As approved by the General Body and Executive committee of the council.

11. Budget allocation of each head

Income- Registration, Re-registration, Overseas, NOC, Verification, Migration, CNE, Affiliation etc.

Expenditure- Salary, Administrative and other expenses, Scholarship, Sponsor to the faculty for specialization and other programmes, CNE, Conduct of Examination etc.

12. Execution of subsidy programme

- Award of scholarship to students of all nursing programmes and each year
- Sponsor nursing faculty for specialization in the field of nursing and upgrade their qualifications
- CNE Workshops

13. Particulars of recipients of concessions, permits

Not application

14. Information available in an electronic form

The website of DNC (www.delhinursingcouncil.org) is bilingual and gives information about its role functions and other key information required by nursing institutions viz guidelines, List of recognized institutes, circulars, fees, form etc.

15. Facilities available for obtaining information

The particulars of facilities available to citizens for obtaining information, including the working hours - Information related to the Public is available in the Delhi Nursing Council website (www.delhinursingcouncil.org). Further the citizens may approach the PIO on Monday to Friday between 10.00 am to 11.00 am. The office of PIO is located in Delhi Nursing Council, Ahilya Bai College of Nursing Building, Lok Nayak Hospital, New Delhi-110002

16. Particulars of PIO

PIO Detail

Name and Designation of the PIO	Complete Official address (including Tel. No. Fax No. And E-mail address	Matters with which concerned
Mrs. Savita Vashist, Registrar	Delhi Nursing Council Ahilya Bai College of Nursing Building, Lok Nayak Hospital, New Delhi-110002	As laid down under Delhi Nursing Council Act 1997 (Delhi No. 3 of 1999)

Appellate Authority Detail

Name and Designation of the AA	Complete Official address (including Tel. No. Fax No. And E-mail address	Matters with which concerned
Mrs. Anjana Dhall, President	Delhi Nursing Council Ahilya Bai College of Nursing Building, Lok Nayak Hospital, New Delhi-110002	As laid down under Delhi Nursing Council Act 1997 (Delhi No. 3 of 1999)

17. Other Information prescribed

Grievance redressal mechanism- Registrar/PIO, DNC is available to the public to meet Monday to Friday between 10.00 am to 11.00 am and all information available in the Delhi Nursing Council website for public and nursing institutes.

The council interacts with citizens from 9.30 am to 12.00 noon and the Registrar is available for answering any queries and help.

Postal address

The postal address of the Council is:

The Delhi Nursing Council
Ahilya Bai College of Nursing Building
Lok Nayak Hospital, New Delhi – 110002

Working Hours

The council works Monday to Friday from 9.00 am to 5.00 pm. The transaction with public is done Monday to Friday from 9.30 am to 12.00 noon.

Services rendered are same as that are mentioned under duties to be performed.

Documents under section 4(1)(b) of RTI Act

1. The Particulars of organization, functions & duties

The Delhi Nursing Council (DNC) is constituted under the Delhi Nursing Council Act 1997 (Delhi No.3 of 1999). DNC is a statutory Autonomous body under Health & Family Welfare.

Aims and objectives of the Council are to :

- (i) Register and re-register the practicing the nurses, midwives, ANM/FHW, Female Health Supervisor, Female Health Assistants employed in NCT of Delhi.
- (ii) Licensing, supervision and recognition of training institutions of nursing.
- (iii) Conducting continued nursing education programmes for in-service of clinical nurses, ANM's Nursing faculty members of college and schools of nursing.
- (iv) Handling of grievances and appeals of aggrieved persons related to refusal of recognition and affiliation.

2. The Powers and duties of officers and employees

- Act, Rules and Regulations
- Work allocation

Delhi Nursing Council is headed by President who has the powers of Head of Department, Registrar, DNC is the Head of Office. All the work is handled by Registrar, DNC assisted by Section Officer and staff. Also there are various committees like Executive Committee, Examination Committee, Continue Nursing Education Committee, Inspection Committee, Disciplinary Committee, Purchase Committee etc.

Powers and Duties of the President

The President shall hold office for such periods as provided for in the Act. She/he shall exercise in respect of the office of the Council such powers as are exercised by a "Head of Department" under the Government of N.C.T. of Delhi and perform such duties as are contained in the provisions of the Act, the Regulations and Standing Orders of the Council. She/he shall do such acts as she/he considers necessary in the furtherance of the objects for which the Council is established.

Powers and Duties of the Vice-President

The Vice-President shall hold office for such period as provided in the Act. She/he could be modified after making the presidents ones. If the office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of the office, the Vice-President will act in her/his place and shall exercise the powers and perform the duties of the President.

Powers and duties of Registrar

Overall responsibility of the functioning of the council.

Act as executive and administrative head of the office.

Power of DDO, recruitment of staff (group C & D).

Implementation of Delhi Nursing Council Act, rules, decisions, resolution taken under the provisions of the Act.

Arranging meetings of the council, keeping record of minutes of the meetings.

Maintaining interpersonal relationship and carry out correspondence with other state nursing councils.

Holding and carrying out all the work related to council examination.

Holding and carrying out all the work related to election as returning officer.

Holding public functions, continuing ed. programmes of in services nurse belonging to various levels and establishment.

Conduct surprise checks of training institutions for firsthand information.

3. Procedure for Decision making

The procedure followed in the decision making process, including channels of supervision and accountability

- The council meets under the chairpersonship of President and takes decisions on the matters covered by its statutory function. The president Delhi Nursing Council is having the power of “Head of the Department” and Registrar, DNC has the power of the “Head of the Office”.
- Final decision making authority- Executive Committee decisions ratified by General Body
- Related provisions Act, Rules etc.- DNC Act 1997, Rules 2001, Rules 2003

4. Norms for discharge of functions

The norms set by it for the discharge of its functions

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- Categories of documents- Registration, Re-registration, Renewal, Overseas, NOC, Migration, Inspection, Affiliation.
- Custodian of documents/categories- Concerned Sections

7. Details of consultative committees and other bodies

The particulars of any arrangement that exists for consultation with, or representation by the members in relation to the formulation of its policy or implementation thereof

Delhi Nursing Council is a body consisting of members who are Ex-officious, professionals in the Nursing Field nominated by Govt. including Members of the Legislative Assembly, elected from ANM/GNM Schools, Colleges, TNAI. They are represent the public in relation to formulation of policy and implementation.

8. List of boards, council’s committees and other bodies

- Name of boards, council, committee etc.

General Body of the council, Executive committee etc.

- Composition- The General Body of the DNC have 16 members headed by President, DNC. The Executive Committee has 5 elected members.
- Date from which constituted- 21/07/2017
- Term/Tenure- Three years from the date of constitution

9. Directory of Officers and Employees

10. Monthly remunerations of officers and employees

11. Budget allocation of each head

12. Execution of subsidy programme

13. Particulars of recipients of concessions, permits

14. Information available in an electronic form

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Mrs. Savita Vashist,

Registrar Delhi Nursing Council

Ahilya Bai College of Nursing Building, Lok Nayak Hospital, New Delhi-110002 As laid down under Delhi Nursing Council Act 1997 (Delhi No. 3 of 1999)

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Mrs. Anjana Dhall,

President Delhi Nursing Council

Ahilya Bai College of Nursing Building, Lok Nayak Hospital, New Delhi-110002 As laid down under Delhi Nursing Council Act 1997 (Delhi No. 3 of 1999)

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