

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://ihbas.delhigovt.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 room No. 30 which is managed by Medical Record Officer and other reception staff.
- Right to Information: The RTI 17 manuals available on the Institute Website <http://ihbas.delhigovt.nic.in>.
- Institute Website (<http://ihbas.delhigovt.nic.in>) : Recruitment Notice, Recruitment results, Tender notice, OPD schedule, RTI Manuals etc.

S.No.	Facility available	Nature of information available	Working hours
1.	<p>Information Counter</p> <p>Joint Director, (Administration), Institute of Human Behaviour and Allied Sciences (An Autonomous Body under the Government of NCT of Delhi), near GTB Hospital: Dilshad Garden: delhi-110 095.</p>	<p>Medical Record- OIC (Reception) Medical Store- OIC (Medical Store) General Store –OIC (General Store) Administration –J.D. (Admn.) Accounts- Sr.A.O. The Pathology Lab- HOD (Pathology) The Anesthesia Lab</p> <p>- HOD (Anesthesia) The Radiology- HOD (Radiology) The Epidemiology- HOD (Epidemiology) The Neurology-HOD (Neurology) The NeuroSurgery HOD (NeuroSurgery) The NPP lab- HOD (NPP) Clinical Psychology- HOD (Clinical Psychology) The Microbiology- HOD (Microbiology) The PSW-HOD (PSW) The Neurochemistry –HOD (Neurochemistry) The Physiotherapy- OIC(Physiotherapy) The Biostatistics –HOD (Biostatics). The Occupational therapy – OIC (Day Care Center)</p>	<p>10.00 a.m. to 12.00 noon.</p>
2.	Website	http://ihbas.delhigovt.nic.in	
3.	Library	Institute's library containing Manuals, specifications, Medical Books and Journals etc. is located at the Library and Information Centre, Academic Block, 2nd Floor, IHBAS, Delhi-95.	<p>09.00 a.m. to 09.00 p.m. (Monday to Friday) 09.00 a.m. to 04.00 p.m. (Saturday).</p>
4.	Notice Board	Notice boards are available in the premises of the Institute at the different locations.	