

**OFFICE OF THE MEDICAL DIRECTOR  
DEEN DAYAL UPADHAYAY HOSPITAL  
HARI NAGAR , NEW DELHI – 110064.**

MANUAL – 25

Dissemination of Information widely easily  
accessible to public  
{Section 4(3)}

The Department has proactively disclosed most of the information as required under the provisions of Section-4 of the RTI Act, 2005 on its website. The website contains particulars of its organization with functions and duties of officers/officials and procedure followed in decision making process. Besides this the Department has also disclosed constitution of various Committees, Rules & Regulations followed to discharge functions. Updated Telephone Directory with emails of officers is also displayed on the website with organizational set-up for the convenience of public. The Department will keep on displaying more and more information on its website as part of proactive disclosure and transparency. Further, norms are prescribed to discharge function keeping in view the convenience of the patients visiting Hospital for treatment in OPD or Emergency as required u/s 4(1)(b)(iv) of the RTI Act, 2005.