

## TATA MEMORIAL CENTRE

### RIGHT TO INFORMATION ACT, 2005

#### INFORMATION UNDER SECTION 4 (1) (b) OF THE ACT

i **The particulars of the organization, function :**

The Tata Memorial Centre (TMC) comprising of the Tata Memorial Hospital (TMH) and the Advanced Centre for Treatment, Research & Education in Cancer (ACTREC) functions as a grant-in-aid Institute under the administrative control of the Department of Atomic Energy, Government of India and recognized as the national cancer centre with a mandate for Service, Education and Research in Cancer. It is registered under the Societies Registration Act ( 1860 ) and the Bombay Public Trust Act (1950).

The Tata Memorial Hospital was initially commissioned by the Sir Dorabji Tata Trust on 28 February 1941 as a centre with enduring value and a mission for concern for the Indian people.

In 1952 the Indian Cancer Research Centre was established as a pioneer research institute for basic research later called the Cancer Research Institute (CRI). In 1957 the Ministry of Health temporarily took over the Tata Memorial Hospital. The transfer of the administrative control of the Tata Memorial Hospital and Indian Cancer Research Centre to the Dept..of Atomic Energy in 1962 was the next major milestone. The Tata Memorial Hospital and Indian Cancer Research Centre, merged as the two arms under the umbrella of the Tata Memorial Centre ( TMC ) in 1966.

In 2002 the Advanced Centre for Treatment, Research and Education in Cancer (ACTREC ) was commissioned in the new campus in Kharghar with the relocation of the Cancer Institute. The Clinical Research Centre was subsequently inaugurated in 2005 completing the project ACTREC.

In TMC on an average 55,000 patients are registered which includes patients registered in the Preventive Oncology and referral cases for specialized investigations from all over the country and neighbouring countries. In addition, over 1000 patients are visiting Tata Memorial Centre daily for follow-up, treatments.

TMC focus on basic cancer research in human tumors of special relevance to India, Clinical and Translational Research.

Various short-term and long-term training programmes are conducted for Doctors, Nurses and Technicians on continuing basis. Various in-house training

	<p>programmes for para-medical, administrative and labour staff are conducted every year.</p>
ii	<p><b><u>The powers and duties of Officers :</u></b></p> <p><b><u>DIRECTOR, TMC :-</u></b></p> <p>To carry out the work of the Centre in accordance with the Rules and Bye-laws and also to act under the general direction and control of the Council. Director, TMC has all the powers necessary for the exercise of general supervision and control of the work of the Centre and for the proper and efficient management of TMH/ACTREC.</p> <p>Director, TMC may delegate appropriate powers, functions and duties to the Director, TMH and Director (Academics) and Director, (ACTREC) and other officers with the approval of the Council/</p> <p>In emergency, the Director, TMC shall have the authority to take any suitable action and then report it to the Council.</p> <p>All members of the staff of the Centre and all other persons working at the Centre including at the Centre including those employed on research projects or schemes financed by other agencies and whether receiving salaries from the Centre or direct from such agencies shall be under the general direction and control of the Director, TMC.</p> <p>All matters related to administration of the Centre.</p> <p>To exercise the powers in respect of agreements and miscellaneous matters relating to scientific / research projects of Tata Memorial Hospital including overseeing their progress.</p> <p>To recruit medical, scientific, technical and administrative posts carrying grade pay.</p> <p>To grant / sanction all types of leaves.</p> <p>To approve and sanction all expenditure within the budget.</p> <p>To issue standing orders for the guidance of the staff on any matter connected with the work of the Centre.</p> <p><b><u>DIRECTOR, TMH :-</u></b></p> <p>Director, TMH is responsible for the medical administration of the Hospital. He exercises the powers of appointing an disciplinary authority in respect of all the</p>

employees borne on the rolls of the Tata Memorial Hospital. He exercises the powers in respect of agreements and miscellaneous matters relating to scientific / research projects of TMH including overseeing their progress except projects related to epidemiological studies.

The duty of Director, TMH is to carryout the work of the Hospital under the overall direction of the Director, TMC and in accordance with the powers delegated to him for the proper and efficient management of the Hospital. In case of any emergency, the Director, TMH shall have the authority to take any suitable action and report it later to the Director, TMC.

All matters related medical administration and general administration of the Hospital.

To exercise the powers of appointing and disciplinary authority in respect of all employees borne on the rolls of the Tata Memorial Hospital.

To exercise the powers in respect of agreements and miscellaneous matters relating to scientific / research projects of Tata Memorial Hospital including overseeing their progress, except projects related to epidemiological studies.

**DIRECTOR (ACADEMICS) :-**

All matters related to entire work relating to Post-graduate medical education and other scientific and technical course, Trainees / Observers, including conducting examinations, admissions to Post-graduate and superspeciality courses, monitoring of the progress and award of degrees, appointment of JRs / SRs, co-ordinating with Medical Council of India, HBNI, MUHS and other State Government / Education authorities / University Bodies.

**DIRECTOR (ACTREC) :-**

To carry out the work of the Institute under the overall direction of Director, TMC and in accordance with the powers delegated to her/him for the proper and efficient management of the Institute.

In case of emergency, the Director, ACTREC shall have the authority to take any suitable action and report it later to the Director, TMC.

**DY. DIRECTOR (ACTREC) :-**

The Dy. Director shall discharge such duties and functions of the Director, TMC, Director, TMH and Director, ACTREC as may be assigned to her by the respective Directors.

**CAO (Chief Admn. Officer) :-**

CAO shall act as Secretary to the Council. He also acts under the general superintendence, control and orders of the Director, TMC in respect of all matters concerning the centre and in accordance with such powers delegated to him by Director, TMC. He shall prepare the annual budget estimates for the Director, TMC for submission to the Council. He will represent the Centre in all legal matters before the courts/Tribunals, etc. and sign the documents with the approval of Director, TMC.

**Office of the Medical Superintendent:**

All matters related to medical administration, responsible for delivery of quality patient care, monitoring patient feedback and redressal and incident reporting for patient safety, and deals with OPD, Nursing department, CSSD, Dispensary, facilitates the quality assurance programme of the hospital and also accreditation of Lab. services.

**Administration section** : All matters related to general administration like transport, telephone, housekeeping, kitchen and cafeteria, Linen and Laundry, deputation, CHSS, RTI, Auditorium, Parliament matters, etc.

**HRD Dept** : All matters relating to recruitment / promotion, personnel and administrative matters of all employees governed by Central Government rules, all vigilance and disciplinary cases, training, welfare schemes, etc.

**Personnel Section** : All matters relating to recruitment / promotion, personnel and administrative matters of all employees governed by BMC rules; all matters related to the service associations / unions.

**Finance** : All matters related to budget and planning, finance and accounts, control of expenditure, salary, billing, issue of cheques, etc.

**Security** : All matters related to security in the premises.

**Purchase** : Matters related to procurement of goods equipments, furniture, etc.

**Stores** : Receipt and issue of goods

**Dispensary** : Matters related to procurement, receipt and dispensing of medicines and surgical goods

**Hindi Cell** : Implementation of official language policy.

**Kitchen** : Preparing and providing foods to patients and staff.

**Nursing** : Providing nursing care to patients.

**Preventive Oncology** : Deals with prevention of cancer, conducting cancer detection and awareness programmes and outreach programmes.

**Pathology** : Providing routine and specialized pathological service to patients.

**Biochemistry** : Providing biochemistry and tumor marker services.

**Haematopathology Lab.** : Provides routine as well as specialized haematology services.

**Cytopathology** : Provides cytopathological services.

**Cytogenetic Lab** : Provides cancer cytogenetic services

**Microbiology Lab** : Provides routine and specialized microbiological services

**Transfusion Medicine** : Collection of blood through voluntary donations, processing of blood and supply of bloods, platelets to patients and other hospitals.

**Nuclear Medicine & Molecular Imaging** : Providing nuclear medicine imaging services such as PET CT, CT, SPECT CT.

**Radiodiagnosis** : Providing radiological services such as conventional radiography, CT Scan, MRI Scan, Mammography, Ultrasonography, Interventional radiology etc.

**Surgical Oncology** : Carry out surgical procedures, minimally invasive surgery, skull base procedures, limb salvage and microvasculav surgery are major thrust areas.

**Anesthesiology** : Provides anesthesia, critical care and pain management services.

	<p><b><u>Radiation Oncology</u></b> : Offers treatment planning, conventional radiotherapy and modern sophisticated state-of-the-art treatments like 3-D conformal radiotherapy, intensity modulated radiotherapy and radio surgery, stereotactic radiotherapy / radio surgery and Image Guided Radiation Therapy.</p> <p><b><u>Medical Oncology</u></b>: Deals with systemic therapies of cancer including other treatment modalities like targeted therapy, immunotherapies, hormone therapies, biological response modifiers and supportive care and stem cell transplantation.</p> <p><b><u>General Medicine</u></b> : Provides comprehensive evaluation, treatment and management of medical comorbidities co-existing with cancer.</p> <p><b><u>Digestive Diseases and Clinical Nutrition</u></b> : Involved in the work up and management of patients with gastrointestinal and Hepato-pancreatico biliary cancers.</p> <p><b><u>Dental &amp; Prosthetic Surgery</u></b> : Involved in maxillofacial prosthetic rehabilitation of Head &amp; Neck cancer patients and dental care for patients undergoing radiotherapy.</p> <p><b><u>Enterostomal Therapy</u></b> : Provides comprehensive care to all types of patients with ostomies, fistulas, pressure sores, non-healing wounds, drain management and incontinence.</p> <p><b><u>Occupational &amp; Physiotherapy Dept</u></b> : Provides rehabilitation to patients undergoing treatments.</p> <p><b><u>Palliative Care</u></b> : Deals with quality of life of patients and their families in a holistic manner.</p> <p><b><u>Psychiatric</u></b> : Provides consultations and counseling to patents and staff for psychiatric disorders.</p> <p><b><u>Medical Social Service</u></b> : Makes significant contribution towards alleviation, suffering and improving quality of life of cancer patients.</p> <p><b><u>Tissue Bank</u></b> : Producing and supply of allografts, bone grafts, bone granules, amnion dressings, etc. to patients in the TMH and outside hospitals.</p>
iii	<p><b>The procedure followed in the decision making process including channels of supervision and accountability:</b></p> <p>Director, TMC is the Head of the Centre and Director of TMH / ACTREC and Academics are Unit Heads and matters concerned with the Units are put up to them by various Head of Departments as detailed in organization chart. The</p>

	<p>centre is under the control and direction of the Governing Council and all policy matters are discussed and approved by the Governing Council. Day to day matters are discussed and decided in the Collegium and various Committees such as Administrative Committee, Deputation Committee, Materials Management Committee, Staff Committee, Scientific Review Committee, Hospital Ethics Committees, etc.</p>
iv	<p><b><u>The rules &amp; regulations, manuals and records held under the control or used by its employees for discharging the functions :</u></b></p> <p>Staff Service Rules  Bye Laws  CCS Rules  Compendium of Office Memorandums/Orders issued by Government of India from time to time.</p>
v	<p><b>The norms set by it for the discharge of its functions:</b>  As per the procedure prescribed under the Manual of Office Procedure</p>
vi	<p><b>A statement of the categories of documents that are held by it or under its control:</b>  The files on the subject matters dealt within each Departments, the rules and procedures published by the Government and the publications of the Centre.</p>
vii	<p><b>The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:</b></p> <p>The mandate of Tata Memorial Centre is Service, Research and Education in Cancer. It has research collaborations with international and national agencies. The nature of its activities limits public interface in relation to the formulation or implementation of its policy.</p>
viii	<p><b>A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:</b></p> <p>The members of the board/council, Collegium, Committees comprise of Medical Doctors and Scientists to achieve the aims of the Centre and the meetings/minutes are accessible only to the authorized members.</p>
ix	<p><b><u>A directory of its officers and employees:</u></b>  The telephone number of the officers is indicated in <a href="#">Annexure - I</a>.</p>

x	<p><b><u>Monthly remuneration received by officers and employees including the system of compensation as provided in its regulations :</u></b></p> <p>Particulars are provided in the website.</p>
xi	<p><b><u>The budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:</u></b></p> <p>Not applicable</p>
xii	<p><b><u>The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes:</u></b></p> <p>The programmes of TMC are related to service, research and education in cancer and there are no subsidy programmes undertaken by the Centre.</p>
xiii	<p><b><u>Particulars of recipients of concessions, permits or authorizations granted by it:</u></b></p> <p>In the matter of recruitment/promotion, the concessions in age/standard of passing examinations are allowed as per the Government policy.</p>
xiv	<p><b><u>Details in respect of the information available to or held by it reduced in an electronic form:</u></b></p> <p>Additional information is available in the other parts of this website (<a href="http://tmc.gov.in">http://tmc.gov.in</a>).</p>
xv	<p><b><u>The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use:</u></b></p> <p>From this website or by making a request to the PIOs by post or by e-mail, the citizens can obtain the information</p>
xvi	<p><b><u>The names, designations and other particulars of the Public Information Officers :</u></b></p> <p>The particulars of PIOs and other authorities designated under the RTI Act is furnished in the website.</p>