



प्राचार्य का कार्यालय  
OFFICE OF THE PRINCIPAL

वर्धमान महावीर मेडिकल कॉलेज एवं सफदरजंग अस्पताल  
Vardhman Mahavir Medical College & Safdarjung Hospital

नई दिल्ली - ११००२९ New Delhi - 110029

स्वास्थ्य सेवा महानिदेशालय, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार  
गुरु गोबिन्द सिंह इंद्रप्रस्थ विश्वविद्यालय, दिल्ली से संबद्ध  
Directorate General of Health Services, Ministry of Health & Family Welfare, Govt of India

Affiliated to Guru Gobind Singh Indraprastha University, Delhi

File No.: ADMN-15/362/2022-ADMIN-VMMC

Dated:

Sub: RTI Suo-Moto Disclosure (as per section 4(1)(b) of RTI ACT 2005 on institutional website - regarding

Placed herewith the letter no. nil dated: 20.12.2024 regarding the subject cited above & the requisite information pertaining to Admn.VMMC section regarding Sl. No. 4 & 11 is as under:

Sl. No.	Requisite information	Action to be taken by user Deptt.	Reply
1.	Specialization & Nature of work in every	All Admn.sections including Accounts, VMMC etc.	So far as Admn.VMMC section is concerned, the nature of work is as under:  1. MTS/N.A. - Diary & Dak distribution 2. LDC , UDC & Assistant - Dealing hand
2.	Higher education benefits (Study leave, Msc, BSC, PHD etc)	All Admn.	The information is nil.

This issues with thee approval of competent authority.

**(Vinay Kumar)**  
**Dy. Director(Admn.)**

Copy to:  
A.O. Coordination Section.