
Chapter -18 (Manual -17) Other Useful Information

Page 46 of 52

18.1 Frequently Asked Questions and their Answers by Public:

Through Complaint Management System (CMS) of SMC website:

<http://www.suratmunicipal.gov.in>

18.2 Related to seeking Information:

Information can be obtained from

1. Mr. Jagdishbhai Patel
Officer on special duty
SMIMER
Opp. Bombay Market
Umarwada
Surat-395010
Phone No: 0261-2368040 ext: 1101
2. Mr. Mehul Patel
I/C. Personnel Officer
SMIMER- Hospital
Opp. Bombay Market
Umarwada
Surat-395010
Phone No: 0261-2368040 ext: 2007
1. Sr. RMO
SMIMER- Hospital
Opp. Bombay Market
Umarwada
Surat-395010
Phone No: 0261-2368040 ext: 1552

- Application form (a copy of filled application form for reference)
The format to be filled in by the Candidate / Applicant

FORM-A (section 6(1) and 7(1) of the RTI Act, 2005)

1.	Full Name of the Applicant	
2.	Address and Phone Number	
3.	Details of the Document / Inspection / samples required	
4.	Year to which the above pertains	
5.	Designation and Address of the Public Information Officer from whom the information is required.	

Note: Enclose of Rs. 20/- with the application (fees exempted for BPL card holder).

Place:

Date:

Signature of the Applicant

- Fee
- How to write a precise information request. Few Tips
 1. Application format available on Internet (www.suratmunicipal.gov.in) may be filled and submitted with Rs. 20/- in form of Cash / Postal Order / non judicial stamp / DD.
 2. The applicant should mention his/her full name, complete address, telephone / mobile number clearly
 3. Information will be issued on payment of Photocopy charges as per RTI-2005 norms, separately at the time of issue.
- Right of the Citizen in case of denial of information and procedure to appeal
If the information asked is not given within the stipulated time, the applicant can appeal with the 1st appellate officer.

18.3 With relation to training imparted to public by Public Authority:-

SMIMER is a Medical Education Institute and imparting Medical Education as per the curriculum of Medical Council of India (MCI).

Details available on website: <http://smimer.suratmunicipal.gov.in>

- Name of training programme with brief description
- Time period for Training Programme/ Scheme
- Objective of training
- Physical and Financial Targets (Last Year)
- Eligibility for training
- Prequisite for training (If any)
- Financial and other form of help (If any)
- Description of help (Mention the amount of Financial help, if any)
- Procedure of giving help
- Contact Information for applying

- Application Fee (Wherever applicable)
 - Other Fees (Wherever applicable)
 - Application Form (In case the application is made on plain paper, please mention the details which the applicant has to provide)
 - List of enclosures / documents
 - Format of enclosures / documents
 - Procedure of application
 - Selection Procedure
 - Time table of training programme (In case available)
 - Process to inform the trainee about the training schedule
 - Arrangement made by the Public Authority for creating public awareness about the training programmes.
 - List of Beneficiary of the training programme at various levels like district level, block level etc.
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