



Government of India
Ministry of Health and Family Welfare
CENTRAL LEPROSY TEACHING AND RESEARCH INSTITUTE
CHENGALPATTU – 603 001, TAMIL NADU



PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

3. PUBLICITY AND PUBLIC INTERFACE

3.1 Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof **[Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]**

i. **Arrangement for consultations with or representation by the members of the public Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens.**

ii. **Arrangements for consultation with or representation by**

a) Members of the public in policy formulation/policy implementation

Being a subordinate office, the institute is not directly involved in formulation of policy or implementation. The reply to third parties or formulation of policy (if any) is provided in consultation with Directorate General of Health Services, Ministry of Health & Family Welfare, GOI.

b) Day & time allotted for visitors

Monday to Friday: 9.00 AM - 5.30 PM

Closed on Saturdays, Sundays & all Central Govt. holidays.

c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants

Administration / Public Grievance Officer,

Central Leprosy Teaching & Research Institute [CLTRI]

Tirumani, Chengalpattu – 603001,
Tamil Nadu.
Telephone: 044-27426274
Email: cltriadm@gov.in

iii. Public-private partnerships (PPP)

The institute does not have any public private partnership agreement till now.

3.2 Are the details of policies / decisions, which affect public, informed to them [Section 4 (1) (c)]

Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive;

- (i) Policy decisions/ legislations taken in the previous one year
- (ii) Outline the Public consultation process
- (iii) Outline the arrangement for consultation before formulation of policy

Not applicable

3.3 Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4 (3)]

Use of the most effective means of communication

- (i) Internet (website): YES [www.cltri.gov.in]

3.4 Form of accessibility of information manual handbook [Section 4(1) (b)]

Information manual/handbook available in

- i. Electronic format: YES
- ii. Printed format: YES

1. Training programmes – Training Calendar
2. Recruitment notifications

3. Tender notifications
4. Statistics of the institute
5. Publications – Annual report, Journals
6. Leprosy [Hansen disease] – Literature, downloadable resources
7. Research reports
8. Training Modules for Medical Officers / Health Supervisors / Lab Technicians
8. Facilities available for leprosy affected persons

All the information is available in electronic form in the institute website, [www. cltri.gov.in](http://www.cltri.gov.in) and updated regularly

3.5 Whether information manual/handbook available free of cost or not [Section 4 (1) (b)]

List of materials available

- i) Free of cost: Yes (Available on the Institute Website, [www. cltri.gov.in](http://www.cltri.gov.in))
- ii) At a reasonable cost of medium: Yes (Available on the Institute Website, [www. cltri.gov.in](http://www.cltri.gov.in))