

INFORMATION HAND BOOK



सूचना का
अधिकार

RIGHT TO
INFORMATION



भारतीय दन्त परिषद

DENTAL COUNCIL OF INDIA

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CHAPTER -1

The particulars of its organisation, function and duties

1. **Brief History**

The Dental Council of India - a statutory body - was constituted on 12th April 1949 under an Act of Parliament - the Dentists Act, 1948 (XVI of 1948). The amendments were made through an ordinance promulgated by the President of India on 27th August 1992. Through this ordinance, new sections i.e. section 10A, section 10B, section 10C were introduced in the Dentists Act, 1948 mainly to restrict mushroom growth of dental colleges, increase of the seats in any of the course and starting of new higher courses without the prior permission of the Central Govt., Ministry of Health & Family Welfare. The amendment was duly notified by the Govt. of India in Extraordinary Gazette of India, Part II, Section I on 3rd April 1993 with effective date 1st June 1992

The Dental Council of India is constituted by an Act of Parliament 'The Dentist Act 1948 (XVI of 1948) with a view to regulate the Dental Education, Dental Profession and Dental Ethics, thereto-which came into existence in March, 1949. The Dentists Act 1948 has been amended in the year 1993, 2010.

2. **Objectives**

The Council has been constituted to achieve the following objectives:

- a) Maintenance of uniform standards of dental educational, both under graduate and post graduate.
- b) Recommendation for recognition/de-recognition of dental qualification of dental institutions of India or foreign countries.
- c) Maintenance of Indian Dental Register by the concerned State Dental Councils.
- d) Reciprocity with foreign countries in the matter of mutual recognition of dental qualifications.

3. **Functions and Duties**

- a) Recommendation to the Central Government for grant of permission to establish a new Dental College or opening of a new or higher course of study or training or increase in admission capacity in any course of study or training.
- b) Inspection/visitation with a view to maintain minimum standard of dental education in India.
- c) Recommendation to the Central Government for Recognition/ withdrawal of recognition of dental qualifications awarded by dental institutions in India and abroad.
- d) Maintenance of Indian Dental Register by the concerned State Dental Councils.
- e) Grant of Eligibility Certificate to Indian Citizens and Overseas Citizen of India going overseas for obtaining primary dental qualifications.

4. **Constitution and Composition of Council**

The Council is constituted by the Central Government under Section 3 of the Dentists Act, 1948. The composition of the Council is laid down in Section 3 of the Act. [<http://dciindia.org.in/Dentistact1948.aspx>].

5. **Address**

The Dental Council of India has its office at New Delhi and does not have any subordinate office anywhere in India. The particulars are as under:-

Dental Council of India
Aiwan-E-Galib Marg
Kotla Road,
New Delhi-110002

Tel.: 011-23236740, 23238542
Website: www.dciindia.org.in
Email: secretary@dciindia.org

Opening hours of the Office: 9:30 AM to 6:00 PM

Timings for Public Dealing: 11:00 to 5:00 PM

Working Days: Monday to Friday.

CHAPTER -2

Powers and Duties of Officers and Employee

1. **Dental Council of India**

Dental Council of India is a Statutory Body incorporated under an Act of Parliament viz. The Dentists Act, 1948 (XVI of 1948) to regulate the Dental Education and the profession of Dentistry throughout India and it is financed by the Govt. of India in the Ministry of Health & Family Welfare (Department of Health) through Grant-in-aid. The General Body of the Dental Council of India representing various State Governments, Universities, Dental Colleges, Central Government, etc.

The Dental Council of India is the recommendatory body to the Central Government for grant of permission for establishment of a dental college, opening of a new or higher course of study, increase in in-take capacity at the Under Graduate and Post Graduate level.

2. **Powers and Duties of the Council**

The Council in order to discharge of its functions is empowered to:

- (i) Constitute Committees for general or special purposes at it deems necessary to carry out the purposes of the Dentists Act;
- (ii) appoint a Secretary who may also, if so decided by the Council, act as Treasurer;
- (iii) appoint such other officers and servants as the Council deems necessary to enable it to carry out its functions under this Act;
- (iv) Determine the conditions of the services of the employees.

The Council discharges its statutory functions and duties conferred upon it by the Dentists Act.

3. **Powers and Duties of Employees**

Section 8(1) of the Dentists Act, 1948 inter alia provides that the Council shall (a) appoint a Secretary who may also, if so decided by the Council, act as Treasurer; (b) appoint such other officers and servants as the Council deems necessary to enable it to carry out its functions under this Act; (c) require and take from the Secretary or from any other officer or servant such security for the due performance of his duties as the Council considers necessary; and (d) With the previous sanction of the Central Government, fix the fees and allowances of the President Vice-President and other members of the Council, and the pay and allowances and other conditions of service of officers and servants of the Council.

Section 52 to 56 of the **Regulations of the Dental Council of India, 1956** (as modified upto February, 1982) lays down the "powers and duties of Secretary and other officers and servants of the Council". The provision reads as under:-

"Secretary

52. The term of office of the Secretary shall be fixed by the Council at the time of appointment. He shall normally retire on attaining the age of superannuation as applicable to the Central Government employees of the corresponding rank. Extension of service beyond the date of superannuation may be granted by the Council in exceptional cases on the recommendations of the Executive Committee but no such extension shall be given without the prior approval of the Government of India."

53. He shall perform such duties as have been given in the Act and the Regulations. He shall also be responsible for the safety of the property of the Council and the control and management of the office, accounts and correspondence, and shall see that the office staff attend

punctually, and generally fulfill all such duties as may be required of him by the Council for the purposes of the Act. He shall attend and the notes of the proceedings of meetings of the Council and Executive Committee and any Sub-Committee.

The Secretary, shall not less than 90 days before the expiration of the term of any existing appointment, draw the attention of the President to the approaching vacancy, in order that a new appointment may be made to take effect from the day on which the existing appointment will expire.

Staff

54. Members of the Ministerial and non-ministerial staff and Class IV servants shall retire on attaining the age of superannuation as applicable to the Central Government employees of the corresponding rank. Extension of service beyond the date of superannuation may be granted by the Executive Committee in accordance with the Central Government's general orders on the subject issued from time to time.

55. The powers and duties of the staff will be such as may be laid down from time to time in the standing orders as framed for the purpose by the Council.

56. (i) Subject to the approval of the President, the Secretary shall appoint the ministerial staff and class IV servants and may engage such temporary personnel as may be required from time to time, and pay a reasonable rate of remuneration to such personnel, provided it does not exceed the rate sanctioned by the Central Government for corresponding permanent staff. These appointments shall be subject to conformation by the Executive Committee.

(ii) The Council may, on the advice of the Executive Committee, recommend to the Central Government to convert any existing sanctioned temporary post of an officer, a member of the ministerial staff or a class IV employees into a permanent one after taking into account the volume of work of permanent nature attached to the post and orders on the subject issued by the Central Government from time to time and that the orders of the Central Government in this respect shall be final."

The Secretary is assisted in the discharge of his duties, by officers in the rank of Joint Secretary, Deputy Secretary, Law Officer, Accounts Officer, Assistant Secretary, Section Incharge, Assistants and other staff in various categories. The staff serves as the Secretariat of the Dental Council of India and performs such duties as envisaged under the Dentist Act and the Rules and Regulations made thereunder. The powers and duties of the staff will be such as may be laid down from time to time in the standing orders as framed for the purpose by the Council.

CHAPTER -3

Procedure followed in decision making process, including channels of supervision and accountability

The Council constituted under Section 3 (Chapter II) of the Dentists Act is the supreme decision making of the Organisation. The President, Vice-President, Executive Committee of the Council is elected by the members of the Council from amongst themselves.

Section 9 of the Dentists Act 1948 provides for the Executive Committee. The Executive Committee consist of the President and Vice-President ex officio [and the Director-General of Health Services ex officio] and five other members elected by the Council. The Executive Committee in addition to the powers and duties conferred upon it by the Dentists Act 1948, exercises and discharges such powers and duties as the Council may confer or impose upon it by any regulations which may be made in this behalf.

The decisions of the Council, Executive Committee and the Sub-Committee are implemented by the Secretary through the respective sections of the Council office. The work of the DCI is carried out through the following sections:-

- (i) Administration
- (ii) Accounts
- (iii) Legal
- (iv) Under Graduate
- (v) Post Graduate
- (vi) Miscellaneous-I,II,III
- (vii) Inspection
- (viii) Computer/Admission
- (ix) Complaint Cell
- (x) Record
- (xi) Dairy & Dispatch
- (xii) RTI Section
- (xiii) Anti Ragging Cell

The Secretary of the Council and other staffs are employed by the Council to carry out the purposes of the Act. The Secretary is assisted in the discharge of its functions & duties by officers & staffs as provided under Chapter 9 of this handbook.

On receipt of a proposal, the entry level staffs open up a file or process the proposal in the existing file. The Section Officer/ Assistant scrutinize the proposal with reference to the relevant Rules and place it before the Section Head/ Assistant Secretary/ Deputy Secretary. The Assistant Secretary/ the Deputy Secretary review the proposal and with his comments/observations places before the Secretary in accordance with Office Orders. The Secretary decides the course of action to be taken thereon, including placing the matter before the concerned Sub-Committee or Executive Committee, with the approval of the President as and when required. The respective superior officers have supervisory control over their subordinates.

CHAPTER -4

The norms set by it for discharge of its functions

The Council in the performance of its functions is bound by the various Rules and Regulations (refer Chapter 5 of this handbook) enacted under the Dentists Act, 1948.

CHAPTER -5

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees in discharge of its functions

The following Dental Council of India Rules & Regulations is uploaded on DCI website as per the specified links given under. It may be looked into on the official website of Dental Council of India ww.dciindia.org.in.

1. The Dentists Act, 1948
2. The Dentists (Amendment) Act, 1993
3. Revised Dentists (Code of Ethics) Regulations, 2014
4. Dental Council (Election) Regulations, 1952
5. Dental Council of India Regulations, 1956
6. The Dentists (Amendment) Ordinance, 1992
7. Dental Council of India (Establishment of New Dental Colleges, Opening of New or Higher Course of Study or Training and Increase of Admission Capacity in Dental Colleges) Regulations, 2006 (alongwith Amendments)
8. Dental Council of India Revised BDS Course Regulations, 2007 (alongwith Amendments)
9. Dental Council of India Revised MDS Course Regulations, 2007 (alongwith Amendments)
10. Dental Council of India Post Graduate Diploma Course Regulations, 2008
11. Dental Council of India Post Graduate Diploma Course Regulations (Dental Material), 2008
12. Dental Council of India Dental Hygienists Course Regulations, 2008
13. Dental Operating Room Asstt. Course Regulation, 2007(alongwith Amendments)

14. Dental Council of India (Miscellaneous) Regulations, 2007
15. Dental Council of India Screening Test Regulations, 2009
(alongwith Amendments)
16. Continuing Dental Education Regulations, 2007
17. DCI Regulations on Curbing the Menace of Ragging in Dental
Colleges, 2009

CHAPTER -6

A statement of the categories of documents that are held by it or under its control

Scheme received by the Council for Establishment of Dental College for Opening a New or Higher Course of Study or Training and Increase of Admission Capacity in dental colleges.

Recommendations

Recommendations by the Council to the Government of India for Establishment of Dental College for Opening a New or Higher Course of Study or Training and Increase of Admission Capacity in any dental college.

Recommendation made by the Council to the Central Government for inclusion of a dental qualification in the Schedules of the Dentists Act 1948.

Eligibility Certificates

Application made by the students/candidates and record of communication with the concerned authorities.

Staff Related

Employment Record of the Employees

Admission

List of students admitted in Dental Institutions approved/recognised by Dental Council of India.

Issuance of NOC

CHAPTER -7

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

The Council offers services primarily for the dental colleges and Dental professionals. There is no direct interaction with the public at any point of time. Therefore, at times meetings with Stakeholders are organized. The Secretary meets visitors only with prior appointment during the visiting hours.

CHAPTER -8

Council constituted under Section 3 of the Dentists Act, 1948

1. Council Members

[<http://dciindia.org.in/CouncilMember.aspx>]

2. Executive Committee Members

[<http://dciindia.org.in/ExecutiveCommitteeMembers.aspx>]

3. Ex-Officio Member U/S 3(g) of the Dentists Act

[<http://dciindia.org.in/CouncilMember.aspx?id=g>]

4. Other Committees.

Note: - Information as regards above is available on DCI website as per the specified links.

CHAPTER - 9

A directory of its officers and employees and their monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations

The Council offers Central Government salary with other allowances as per Government directions. Council does not provide residential accommodation.

S. No.	Name of Official	Designation	Pay Band	Grade Pay
1.	Shri M.L. Meena (Secretary I/c)	Joint Secretary (Legal & Administration)	37,400-67,000	8,700
2.	Shri S.S. Kanyal	Deputy Secretary	15,600-39,100	7,600
3.	Shri Praveen Dewan	Assistant Secretary	15,600-39,100	6,600
4.	Shri Satya Prakash	Assistant Secretary	15,600-39,100	6,600
5.	Shri Dharam Pal	Assistant Secretary	15,600-39,100	6,600
6.	Smt. Alka Mehta	Assistant Secretary	15,600-39,100	6,600
7.	Shri Mukesh Kumar	Assistant Secretary	15,600-39,100	6,600
8.	Shri Puneet Bansal	Accounts Officer	15,600-39,100	6,600
9.	Shri Dewanand T. Kumbhare	Section Officer	9,300-34,800	5,400
10.	Shri Vinay Gupta	Section Officer	9,300-34,800	5,400
11.	Shri Anil Kumar	Section Officer	9,300-34,800	5,400
12.	Smt. Kamini Uppal	Section Officer	9,300-34,800	5,400
13.	Smt. Praveen Budhiraja	Section Officer	9,300-34,800	4,800
14.	Smt. Kusum	Section Officer	9,300-34,800	4,800
15.	Smt. Kiran Makkar	Section Officer	9,300-34,800	4,800
16.	Shri Azad Singh Mathur	Assistant	9,300-34,800	4,600
17.	Shri Govind Ram	Assistant	9,300-34,800	4,600

18.	Shri Naveen Sharma	Assistant	9,300-34,800	4,600
19.	Smt. Savita	Assistant	9,300-34,800	4,600
20.	Shri Ram Gahan Prajapati	Assistant	9,300-34,800	4,600
21.	Shri Mohinder Singh	Assistant	9,300-34,800	4,600
22.	Smt. Deepa Chauhan	Assistant	9,300-34,800	4,600
23.	Shri Madan Lal	U.D. Clerk	5,200-20,200	2,400
24.	Shri Mangal Sain	U.D. Clerk	5,200-20,200	2,400
25.	Shri Indra Raj	U.D. Clerk	5,200-20,200	2,400
26.	Shri Rakesh Kumar	U.D. Clerk	5,200-20,200	2,400
27.	Shri Gaurav Dixit	U.D. Clerk	5,200-20,200	2,400
28.	Shri Sanjay Kumar	U.D. Clerk	5,200-20,200	2,400
29.	Shri Yogesh Kumar Bhorwal	U.D. Clerk	5,200-20,200	2,400
30.	Smt. Jyoti	U.D. Clerk	5,200-20,200	2,400
31.	Shri Pramod Kumar	U.D. Clerk	5,200-20,200	2,400
32.	Shri Prem Chand Kargati	L.D. Clerk	5,200-20,200	1,900
33.	Shri Avinash Chhabbarwal	L.D. Clerk	5,200-20,200	1,900
34.	Shri Piyush Tanwar	L.D. Clerk	5,200-20,200	1,900
35.	Shri Umesh Singh Bisht	L.D. Clerk	5,200-20,200	1,900
36.	Shri Sachin Gupta	L.D. Clerk	5,200-20,200	1,900
37.	Shri Sant Lal Gupta	L.D. Clerk	5,200-20,200	1,900
38.	Shri Ram Chander Pandey	L.D. Clerk	5,200-20,200	1,900
39.	Shri Dhiraj Singh	L.D. Clerk	5,200-20,200	1,900
40.	Shri Punit Kumar	Staff Car Driver	5,200-20,200	1,900

41.	Shri Bikky Kumar	Staff Car Driver	5,200-20,200	1,900
42.	Shri Vimal Kumar	Gestetner Operator	5,200-20,200	1,900
43.	Shri Virender Kumar	Daftari	5,200-20,200	1,800
44.	Shri Dharmender	Peon	5,200-20,200	1,800
45.	Shri Pintu	Safai Karamchari	5,200-20,200	1,800
46.	Shri Sunil	Safai Karamchari	5,200-20,200	1,800

CHAPTER -10

The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made and etc.

To obtain this information from accounts

CHAPTER -11

Particulars of recipients of concessions, permits or authorization granted by the Public Authority

The Dental Council of India is the recommendatory body to the Central Government u/s 10A of the Dentists Act, 1948 for grant of letter of permission for the establishment of dental college, increase of intake capacity, opening of a new or higher course of study, renewal of permission. Such records are maintained in the concerned file of the college by the respective Section.

The details of number of registered dentists are maintained by the Misc. Section-II, as per data or information received from the respective State Dental Councils.

The grant of Eligibility Certificate to Indian Citizen/OCI interested to pursue foreign dental qualification is maintained by the Misc. Section-I.

CHAPTER -12

Details in respect of the information, available to or held by it, reduced in an electronic form

Information relating to the Dental Colleges imparting UG & PG dental courses along with admission capacity.

[<http://dciindia.org.in/CollegeSearch.aspx?ColName=&CourseId=&SplId=0&StateId=&Hospital=&Type=0&Status=--Select-->]

Details of Council Members

[<http://dciindia.org.in/CouncilMember.aspx>]

Details of Executive Committee Members

[<http://dciindia.org.in/ExecutiveCommitteeMembers.aspx>]

Details of Ex-Officio Member U/S 3(g) of the Dentists Act

[<http://dciindia.org.in/CouncilMember.aspx?id=g>]

List of students submitted by the colleges

[<http://dciindia.org.in/StudentDetailsList.aspx>]

List of Act & Regulations

[<http://dciindia.org.in/Dentistact1948.aspx>]

CHAPTER -13

The names, designations and other particulars of the Public Information Officers

The following officers are as on date the First Appellate Authority and Public Information Officer of the Dental Council of India under Section 5(1) and under Section 19(1) of Right to Information Act, 2005:

<u>Name with Designation</u>	<u>Ph. (Office) & Email</u>
Detail of <u>First Appellate Authority</u> of DCI in respect of RTI Act 2005	
Dr. Dibyendu Mazumder President Dental Council of India Aiwan-E-Galib Marg Kotla Road, New Delhi-110002	011-23236740 011-23238542 email:secretary@dciindia.org
Detail of <u>Public Information Officer</u> of DCI in respect of RTI Act 2005	
Mrs. Alka Mehta Assistant Secretary Dental Council of India Aiwan-E-Galib Marg Kotla Road, New Delhi-110002	011-23236740 011-23238542 email:secretary@dciindia.org
Note: The fee under RTI Act, if paid through Indian Postal Order/Demand Draft should be in favour of the Secretary, Dental Council of India, payable at New Delhi.	

CHAPTER -14

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

1. During, the public dealing hours [11:00 AM to 5:00 PM] on official working days applicants/ citizens can visit to obtain information.
2. Information on other matters can be obtained from the Public Information Officer, designated under RTI Act.
3. The Council's Library is meant for the Council's Employees only.

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