

**DEPARTMENT OF MEDICAL EDUCATION & RESEARCH, GOVERNMENT OF  
PUNJAB, CHANDIGARH**

**Information under Right to Information Act 2005.**

**BACKGROUND INFORMATION**

Headed by a Minister of cabinet rank, the Department has an Administrative Secretary and subordinate functionaries.

The Directorate of Research & Medical Education was established in the Year 1973 by bifurcating the Director Health Services into Director Health Services, Punjab and Directorate of Research and Medical Education Punjab.

The main function of this Directorate is to develop and facilitate development of quality Medical facilities in Government and Private Sectors. In April 1997 the Govt. Ayurvedic College, Hospital, Patiala was brought under the control of the Directorate of Medical Education and Research. The State Medical, Dental and Ayurvedic Colleges follow norms and guidelines of respective central councils i.e. Medical Council of India/ Dental Council of India/ Central Council of Indian System of Medicines.

This Directorate recommends issuance of essentiality certificate to Private organizations/ Trusts/ societies for setting up new Medical/ Dental/ Ayurvedic Colleges and Para Medical Courses with in the Punjab State. Medical and Dental Council of India assess the standards of medical and Dental Education by way of conducting periodic inspection of institutes.

Hospitals attached to the Medical colleges cater not only to the health and family welfare needs of the adjoining areas but also cater to the specialized services and as referral hospitals providing secondary and tertiary health care facilities. Activities relating to the family welfare and other national programmes are also performed by the hospitals attached to the State Medical Colleges.

Facilities for blood transfusion exist in all the hospitals attached to medical colleges. Ambulance Services continue to be provided in these hospitals. Special clinics (Diabetic, STD, Leprosy, Ante Natal, Family Planning and Well Baby Clinic) were also held in these hospitals for the benefit of the patients. De-addiction Centers have been started in all the State Medical Colleges. Medlar facility & Medical Education unit has been established at Medical College, Patiala.

Three nursing schools were attached to three medical colleges. The school of Nursing at G.G.S. Medical College under the control of Medical Superintendent was handed over to Baba Farid University of Health Sciences which was upgraded to College of Nursing. The two schools of nursing at Rajindra Hospital, Patiala and S.G.T.B. Hospital, Amritsar were upgraded to College of Nursing in the Year 2003.

To give impetus to the development of quality medical education institutes Baba Farid University of Health Sciences was established under B.F.U.H.S. Act 1998. For the setting up of the University about 123 acres of land has been acquired at Faridkot.

## **VISION STATEMENT**

To strive to be the best provider and developer of high quality medical and paramedical Manpower in the Northern region.

## **FUNCTIONS**

The main function of this Directorate is to develop Medical manpower and provide proper facilities for research work in the field of different branches of medicine. Main activities of the Directorate are:

1. Matters related to imparting instructions for various medical education programmes such as M.B.B.S., B.D.S., B.A.M.S. and Para Medical courses etc. at under graduate and post graduate level.
2. To provide specialized Medical, Dental and Ayurvedic care facilities.
3. To engage in research activities in the field of Medicine, Dentistry and Ayurveda through the Medical/ Dental/ Ayurvedic colleges.
4. To participate in various National Programmers.
5. To issue of essentiality certificate to private/ organizations/ trusts/ societies for opening medical/ dental/ Ayurvedic institutions and para medical courses.
6. Take measures to ensure imparting of quality in medical education.
7. To oversee working of various health- related councils like Punjab Medical Council. Nursing Council, Dental Council etc.
8. To depute in services doctors/ staff nurses/ technicians working under this department for training for D.M. / M.Ch./ B.Sc. Nursing and M.Sc. Nursing Courses at P.G.I. Chandigarh/A.I.I.M.S.,C.M.C. Ludhiana etc.
9. Sponsor teachers of Medical Colleges for National & International Conferences, so that they keep in touch with the latest development in the field of their specialties.

Teachers are selected for various fellowships and higher studies depending upon the availability of suitable person. In services teachers from the level of Senior Lecturer onwards are being sponsored to P.G.I. for M.Ch./ D.M. courses. The Post Graduate students admitted under 60% quota are deemed to be on deputation with this Department. Doctors getting admission under 40% quota (Open category) in M.D./ M.S. /M.D.S. are paid scholarship as per rules of the Punjab Government and amended from time to time.

## **ADMINISTRATIVE SET UP**

### **At Government Level**

Chief Minister

Minister Incharge of the Department

Administrative Secretary

Special Secretary

Superintendent Health Branch III

**At Directorate Level:**

- i). Director
- ii). Joint Director
- iii). D.C.F.A.
- iv). Establishment Staff
  - a. Personal Assistant to Director
  - b. Superintendent Grade I
  - c. Superintendent Grade II
  - d. Senior Assistants
  - e. Junior Assistants
  - f. Steno typists
  - g. Clerks.

**At College Level:**

- i) Principal
- ii) Vice Principal
- iii) Medical Superintendent
- iv) D.C.F.A./ A.C.F.A.
- v) Office staff

**ADMISSIONS**

Annual admissions are made to undergraduate and postgraduate courses viz. M.B.B.S./ B.D.S./ B.A.M.S./ M.S./ M.D. and also Diploma courses in Nursing, Lab. Technology and radiography.

**STUDENT WELFARE ACTIVITIES:**

All facilities provided by the Govt. are given to the schedule caste student's i.e.

**A. a) Exemption from paying tuition fee.**

- b) Special grant for purchase of books.
- c) Special coaching facilities.
- d) 25% seats were reserved in all Medical/ Dental/ Ayurvedic and Para Medical Courses.
- e) Reservation for the students of the other categories were made according to the Punjab Govt. instructions.

B. The Postgraduate students admitted under 40% quota in M.D./ M.S./ M.D.S. were paid scholarships as granted by Punjab Government from time to time.

C. Other economically weaker students were assisted through.

i. National Loan Scholarship.

ii. Remission of the whole or half of the college fees (except for athletic club, students room, students union subscription) allowed by the Principal to the Punjab Domicile students to the extent of 10%.

## **FACILITIES AT HOSPITALS**

- Out door and Indoor Medical care: patients are treated as an out patient if the disease is minor. In case hospitalization is required the patient is admitted in the ward for 24 hour care.
- Specialized referral services: Referred cases from Primary Health Centers and Subsidiary Health Centers are treated in the hospitals.
- Family welfare: Antenatal check up is being conducted for the welfare of the Child and mother.
- Chest and TB Clinic: Awareness of the disease to the masses, contact campaign and district T.B. control programmes are being conducted by the department.
- Blood bank facilities are available in all the medical colleges.
- Cardiac patients are looked after well. The facilities like E.C.G., Treadmill (stress test), Cardiac Monitor are available in the medical colleges.
- For the diagnosis and treatment purposes, C.T. Scan, Ultra Sound Scan and X-ray facilities are available in each medical colleges.
- For the welfare of agricultural emergencies anti rabic serum & vaccine, anti snake venom and antidotes for common poisons are available in the hospitals.
- Special Clinics: Diabetic, Sexually Transmitted Diseases, Leprosy, Ante Natal, Family Planning and Well Baby Clinic, Chest Diseases Clinic, Cardio Vascular Clinic, Asthma Clinic, Rectal Clinic, Leprosy Clinic, Pediatrics Follow-up Clinic are being held in the hospitals attached to medical colleges.

In addition the following facilities are available at the Medical College: -

1. Renal Dialysis services are available at Amritsar.
2. Cobalt Plant is functioning for the treatment of cancer patients at Patiala and Amritsar.
3. Glucose Saline Manufacturing Plant is functioning at Patiala and Amritsar.

## **NATIONAL PROGRAMMES.**

1. Integrated national Maternal and Child Development Programme. (I.M.C.)
2. Child survival and Safe Motherhood Programme.
3. Universal Immunization Programme.
4. Pulse Polio Immunization Programme.
5. Acute Respiratory disease Control Programme.
6. Diarrhoeal Diseases Control Programme.
7. School survey for eye diseases.
8. Village Survey for various Eye Diseases.

## PRIVATE INSTITUTIONS

This department recommends the issuance of N.O.C./ essentiality certificate to private organizations/ trust/ societies for setting up Medical/ Dental/ Ayurvedic colleges and other para-medical courses in the Punjab State in Private Sector. The list of private Medical/Dental/Ayurvedic Colleges and Nursing Institutions which have been granted N.O.C. is attached as Annexure: \_\_\_\_\_ .

## MEDICAL/DENTAL/AYURVEDIC COLLEGES AND OTHER INSTITUTIONS WHICH ARE FUNCTIONING OR NOC GRANTED IN THE PUNJAB STATE.

SN	Particulars	Private	Govt.	Total
1	Medical Colleges	3	5	8
2	Dental Colleges	9	2	11
3	Ayurvedic Colleges	10	1	11
4	Homeopathic Colleges	4	-	4
5	Nursing Colleges	22	3	25
6	G.N.M. Schools	113	3	116
7	Physiotherapy	5	-	5

## SPECIAL FACILITIES FOR SCHEDULED CASTE STUDENTS.

For the welfare of scheduled caste candidates the following facilities are provided:

1. 25% seats are reserved for the scheduled caste candidates.
2. Book banks have been established for providing books to the SC students.
3. The fee paid is reimbursed by the Department of Social Welfare.
4. To help the students of economically weaker sections the schemes like schedule caste post matric scholarship, national scholarship and national loan scholarship is available.

In case of S.C. candidates having family income less than one lakh annual and B.C. candidates family income less than 40,000/- per year, full fee is paid by Punjab Govt.

## COMMON ENTRANCE EXAMINATION

Post Graduate Entrance Test for admission to M.D./ M.S./ M.D.S. courses run by State Medical/ Dental Colleges is held by Baba Farid University of Health Sciences, Faridkot every year.

Similarly common entrance examination for admission to M.B.B.S. / B.D.S., B.A.M.S. & B.H.M.S. is also conducted by the University.

The entrance test PGET-2005 for Postgraduate admission was held on 3rd April 2005 and entrance test for admission to the undergraduate courses i.e. PMET-2005.

### **Public Private Participation**

1. Cleanliness and internal security is being planned on contract basis and will be entrusted to the private organization. A proposal for internal security of S.G.T.B. and allied hospitals / Government Medical College, Amritsar is already under consideration of Director, Research and Medical Education, Punjab.
2. Landscaping and maintenance of the building with help of private sector and public at large.
3. Hospital canteen/ mess for hospital staff, patient and attendants.
4. Maintenance of parking places.

### **E-Mail I.D. of Senior Officers of the Department**

Sr. No. Name of Officer and Designation

E-Mail I.D.

1. Sh. Jagjit Puri  
Secretary to Govt. of Punjab, Medical Education & Research Deptt.

[pbsmer@yahoo.com](mailto:pbsmer@yahoo.com)

2. Dr. J.S. Dalal, Director, Research and Medical Education, Punjab.

[drmepb@yahoo.com](mailto:drmepb@yahoo.com)

3. Dr. P.P.S. Coonar, Joint Director, Research and Medical Education, Punjab.

[coonar@yahoo.com](mailto:coonar@yahoo.com)

### Names and Designations of PRINCIPALS.

Sr. No.	Name of the Officer	Name of the Present Post held by the Officer	Designated as (AAPIO/PIO)	Office Address	Office (Phone No.)	Office Fax No.	Office E-Mail Address.
1.	Dr. P.S. Sandhu	Principal		SGGS Hospital, Faridkot	01639-251111	01639-251070	--
2	Dr. Jaswinder pal Kaur SherGill	Principal		GMC, Patiala	0175-2212018	0175-2212055	
3	Dr. Kamlesh Vasudeva	Principal		Govt. Dental College & Hospital, Patiala	0175-2301845	0175-2301845	
4	Dr. Jagdish Gargi	Principal		GMC, Amritsar	0183-2426918, 2426506	0183-2426506	
5	Dr. Vimal Kant Sikri	Principal		Govt. Dental College/ Hospital, Amritsar.	0183-2223235	0183-2223235	
6.	Dr. Ashwani Kumar	Principal	Director (Aush)	Govt. Ayurvedic College, Patiala	0175-2212019 98760-00220	0175-2212019	

### LIST OF MEDICAL SUPERINDENT

7	Dr. Surinder Singh,	M.S.		Rajindra Hospital, Patiala	0175-2212542	0175-2212542	
8	Dr. A.S. Padda	M.S.		SGTB Hospital, Amritsar	0183-2222173	0183-2562054	

## **2. The Powers and duties of its officers and employees**

### **1) Principal Secretary/ Financial Commissioners/ Administrative Secretary**

The principal secretary / Financial Commissioners/ Administrative secretary is the official head of his department. Where there are more than one or more principal secretary / secretary in a department subject to the specific orders of the government to the contrary each of them will be the head of department in relation to the work entrusted to him. Subject to the general or special directions of a Minister-in-charge and to the transaction rules, he is responsible for the disposal of all business pertaining to his department entrusted to him [vide Rules 7 and 30 of the Government of Punjab Allocation of Business Rules, 1994].

a) The secretary in a department is a secretary to government and not a secretary to the Minister-in-charge of the department. He is responsible for the observance of the business rules in the transaction of the business in his department. It is his duty to see that the policy of the government in the department with which he is concerned is carried out. It is his duty to place before the minister all relevant facts relating to a case and to tender the necessary advice either in writing or orally at any time before the minister passes final orders on a case. It shall also be the duty of the principal secretary/ secretary to draw the attention of the minister to the fact that any proposed course of action is contrary to the provisions of any rule or law or is at variance with the policy hitherto adopted by government any course of action decided on by the minister is contrary to the provisions of any rule or law or is at variance with the policy hitherto adopted by government, it shall be the duty of the secretary to draw attention of the minister to this fact. He shall resubmit the file / papers to the minister drawing his attention to this fact. In case, the minister were to reiterate his orders or pass orders in accordance with .The principal secretary / secretary, shall refer the matter to the chief secretary. The final decision about the legality or otherwise of a decision shall be taken in consultation with law department. The secretary exercises general supervision and

control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously (Rule 76 of the Government of Punjab Allocation of **Business Rules, 1994**).

b) A special secretary to government, as and when appointed, will exercise such powers as may be vested in him under the business rules.

## **2) Special Secretary/ Additional Secretary/ Joint Secretary**

When the volume of work in a Ministry exceeds the manageable charge of a Secretary one or more wings may be established with Special Secretary/ Additional Secretary/ Joint Secretary, in charge of each wing. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, to the general responsibility of the Secretary for the administration of the wing as a whole.

## **3) Director, Medical Education and Research :**

i) All policies related, financial and Administrative power are vested with the Director, Medical Education and Research. He may delegate some of his power at his discretion to Joint Director, Medical Education and Research and Deputy Controller ( F & A).

ii) Power to recruit, transfer, suspend, dismissal or terminate Class III and IV and Non-gazetted staff.

iii) Controlling authority over subordinate staff.

## **4) Joint Director, Medical Education and Research:**

Joint Director may exercise any powers delegated to the Joint Director by Director, Medical Education and Research, Punjab from time to time.

## **5) Deputy Controller ( Finance and Accounts )**

i) Powers relating to financial matters like salary, general provident fund, purchase of equipment, Medical reimbursement and budget related activities delegated by the Director, Medical Education and Research.

## **6) Section Officer**

### **a) General Duties –**

- Distribution of work among the staff as evenly as possible;
- Training, helping and advising the staff;
  
- Management and co-ordination of the work;
  
- Maintenance of order and discipline in the section;
  
- Maintenance of a list of residential addresses of the Staff.

b) Responsibilities relating to Dak –

- to go through the receipts;
- to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- to keep a watch on any hold-up in the movement of dak; and
- to scrutinize the section diary once a week to know that it is being properly maintained.

c) Responsibilities relating to issue of draft –

- to see that all corrections have been made in the draft before it is marked for issue;
- to indicate whether a clean copy of the draft is necessary;
- to indicate the number of spare copies required;
- to check whether all enclosures are attached;
- to indicate priority marking;
- to indicate mode of dispatch.

d) Responsibility of efficient and expeditious disposal of work and checks on delays –

- to keep a note of important receipts with a view to watching the progress of action;
- to ensure timely submission of arrear and other returns;
- to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;
- to ensure that cases are not held up at any stage;
- to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

e) Independent disposal of cases –

- He should take independently action of the following types –
- issuing reminders;
- obtaining or supplying factual information of a non-classified nature;
- any other action which a Section Officer is authorized to take independently.

f) Duties in respect of recording and indexing –

- to approve the recording of files and their classification;
- to review the recorded file before destruction;

### **7) Assistant/ Upper Division Clerk**

He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-

- to see whether all facts open to check have been correctly stated;
- to point out any mistakes or incorrect statement of the facts;
- to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- to put up the Guard file, if necessary, and supply other relevant facts and figures;
- to bring out clearly the question under consideration and suggest a course of action wherever possible.

### **8) Private Secretary/ Personal Assistant/ Stenographer**

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who

have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

- taking dictation in shorthand and its transcription in the best manner possible;.
- fixing up of appointments and if necessary canceling them;
- screening the telephone calls and the visitors in a tactful manner;
- keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- maintaining, in proper order, the papers required to be retained by the Officer;
- keeping a note of the movement of files, seen by his officer and other officers, if necessary;
- destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;

generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

### **9) Lower Division Clerk**

Lower Division Clerks are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

### **10) The Duties and responsibilities of Group "D" Employees**

- a) Peons/ helper/ messenger
- b) Jamedars
- c) Daftari;
- d) Watch and ward;

e) Sweepers and Scavengers ; and

f) Lift attendant, etc.,

### **3. Procedures**

All procedures are carried out as per Punjab Civil Services Rules manual and Punjab Finance Rules.

Receipt of Dak, acknowledgment and Distribution

Below given is the responsibility matrix for the handling of Dak

#### **Responsibility**

A. Diary dispatch section

#### **B. Physical distribution channels**

C. Officers/ Administrative Secretary/ IT Assistant to Administrative Secretary/ Head of the Department

D. Special Secretary/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary

E. Supervisors/ Desk Officers/ Superintendents

#### **F. Assistants**

- The junior assistant will put up all Dak received from the central registry along with any other communications received directly in the section to section officer.
- The section officer will select and hand back to the junior assistant, Dak of an ephemeral nature which need not be put up to the desk officer / under secretary after marking them to dealing hand or noting instructions for their disposal;
- Select those Dak which do not pertain to his section and indicate thereon the sections to which they pertain;
- Mark the other 'Dak' to the case worker and put up the Dak to the branch officer in special Dak pads.

- Section officer will enter in his computer action taken on important receipts to monitor its progress.

### **Actions**

- Branch officer, i.e., under secretary, in charge of the branch, deputy secretary or any other higher officer to whom Dak are submitted should give directions, wherever necessary, as to the line of action which he would like the section to take. In important cases where he is expected to deal with a Dak himself, he should ask for the file to be put up to him with relevant papers. Deputy Secretary will personally deal with as many of the receipts submitted to him as may be possible. Receipts on which no special instructions are necessary will be merely initialed in token of the officer having seen them.
- The section officer will see whether any of the receipts are of a difficult nature or present any special features, which require his personal attention. He will deal with such receipt himself or give special instructions to the dealing hand as may be necessary.

### **3.5. Timely disposal and spotlighting delays**

3.5.1. Dealing hands shall dispose of receipts / files as expeditiously as possible. Papers / files marked immediate / urgent shall be attended and submitted by the dealing hand on the same day. According to current norms, a dealing hand shall attend and submit a minimum of eight effective receipts / files in a day in addition to routine matters, including issue of reminders and disposing ordinary receipts. The section officer / higher officers shall endeavor to dispose of all the receipts / files received by them within one working day.

### **Channels of Submission of cases**

Section officer

Joint Director

Director

Secretary

Principal Secretary

Minister

### **Interchange of notes between the officers in the same department**

Exchange of UO notes between officers within the department should be avoided as far as possible. The object of such exchange of note is secured more appropriately by personal discussion between the officers concerned.

### **Record of verbal Orders and Instructions**

- All verbal orders or instructions given by any authority and where necessary the circumstances leading to such orders/instructions, should be recorded on file -
- Oral instruction by higher authority where an officer is giving direction or taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving instructions in writing he shall confirm his oral orders / instructions by written communication at the earliest.
- An officer shall, in performance of his official duties or in exercise of his powers conferred on him, act in his best judgment except when he is acting under the instructions of an official superior. In the latter case, he shall obtain directions, in

writing, wherever practicable before carrying out the instructions and where it is not possible to do so he shall obtain a written confirmation of the directions as soon thereafter as possible. If the officer giving instructions is not his immediate superior but one higher to him in hierarchy he shall bring such instructions to the notice of his immediate superior at the earliest opportunity.

- Oral instruction by Minister wherever it is not possible to communicate in writing, it should be communicated by the Minister personally to the concerned officer or should be confirmed by him or by his PS / OSD immediately thereafter. PS / OSD to Minister shall ensure that a record of all promises / undertakings / assurances etc. made by the Ministers during their tours are carefully recorded, submitted to the Minister for confirmation and communicated to the concerned secretary to government.

- Confirmation or oral instructions: If an officer seeks confirmation or oral instructions given by his superior, the latter shall confirm it by writing whenever such confirmation is sought.

- Receipt of communication from junior officer seeking confirmation of oral instructions should be acknowledged by the senior officers or their personal staff or the personal staff of the minister as the case may be.

### **First appeal –**

(1) Any person aggrieved by the order of the In-charge of the office or any person who has not received required information within the time stipulated under section 4, may appeal to the controlling officer;

Provided that no order adversely affecting the person making appeal shall be passed unless an opportunity of being heard is afforded to him.

(2) Every appeal shall be heard and decided expeditiously and by all means be disposed of

within thirty days from the date of presentation of appeal.

(3) The appeal shall be accompanied with the proof of fee deposited or tendered in the manner provided in accordance with section 8.

### **Second appeal –**

(1) Any person aggrieved by the order of –

(i) the controlling officer who is not above the rank of a District level Officer, may appeal to the Vigilance Committee of the concerned District ;

(ii) the controlling officer other than those specified in clause (i) , may appeal to the Punjab Civil Services Appellate Tribunal constituted under section 3 of the Punjab Civil Services

(Service Matters Appellate Tribunals) Act, 1976 (Act No. 34 of 1976) :

Provided that no order adversely affecting the person making the appeal shall be passed unless an opportunity of being heard is afforded to him.

(2) Every appeal shall be heard and decided expeditiously and by all means disposed of within thirty days from the date of presentation of the appeal.

(3) The appeal shall be accompanied with the proof of fee deposited or tendered in the manner provided in accordance with section 8.

### **Fee –**

(1) The request for seeking information under this Act shall be accompanied by a proof of payment of such fee as may be prescribed for furnishing of information.

(2) If requisite fee as prescribed under sub-section (1) is not paid for the required information, the information as sought under section 4 may not be made available.

(3) The appeal shall be accompanied with such fee, and be deposited and tendered in such manner, as may be prescribed.

### **Obligation of the Incharge of Office –**

(1) Every Incharge of the office shall have a duty to maintain all records in accordance with the procedure laid down under relevant law or Departmental manuals.

(2) While maintaining the records proper indexing, listing, numbering and paging of records

shall be done and the same may be kept ready for access to information, subject to the provisions of this Act, to any citizen requesting for such access.

(3) Any person responsible for providing any information under this Act shall be personally liable for furnishing information within the period specified under this Act.

#### **Penalties –**

Where any person responsible for making available information under this Act, fails without any reasonable cause to furnish information sought by any citizen under the provisions of this Act within the time specified or furnishes any information which is false with regard to any material particulars and which he knows and has reasonable cause to believe it to be false or does not believe it to be true, he shall be liable, after such inquiry as may be required under the service rules, pertaining to disciplinary action applicable to him, for imposition of such penalty as may be determined by the disciplinary authority under such rules.

#### **Bar to the legal proceedings –**

No legal proceedings shall be instituted for enforcing the right to information without first

#### **Protection of action taken in good faith –**

No suit, prosecution or legal proceedings shall lie against any person for anything done or intended to be done in good faith in pursuance to the provisions of this Act or rules made there under.

A- Suo motu exhibition / exposure of information - The State Government and public bodies may suo - motu exhibit or expose such information, from time to time, as it may consider appropriate in public interest, in the manner as may be prescribed.

#### **Power to make rules –**

(1) The State Government may make rules for carrying out the purposes of this Act.

(2) All rules made under this Act shall be laid, as soon as may be after they are made, before

the House of the State Legislature while it is in session, for a period of not less than fourteen days, which may be comprised in one session or in two successive sessions and if, before the expiry of the session in which they are so laid or of the session immediately following the house of the State Legislature makes any modification in any such rules, or resolves that any such rule should not be made, such rules shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such

modification or annulment shall be without prejudice to the validity of anything previously done there under.

## **Arrangement & Maintenance of Files**

### **Activity SN Description**

All current papers on a case in a department shall be arranged in current files. Every file will consist of two parts viz., (a) 'notes' and (b) 'correspondence' placed in a single jacket. The 'notes' portion will be tagged on to the left hand side of the jacket and the 'correspondence' portion to the right hand side of the jacket. Both 'notes' and 'correspondence' will be filed from bottom upwards, chronologically, so that on opening the file, the latest note and communication are on the top left and top right, respectively.

The 'notes' portion of a file shall consist of all notings done in department or in other departments of the secretariat including those recorded by the officers and Ministers and all paragraphs in the notings shall be numbered continuously. Signature and initials appended by the officers or Ministers need not be given any para number. The note recorded by Minister will be termed and referred to as 'minutes'.

### **Papers in a File**

The 'correspondence' portion of a file shall contain all communications received from outside and all communications issued on the file including demi-official letters, letters, office memoranda, received from other secretariat department(s). Every communication whether receipt or issue, together with its enclosures kept in the 'correspondence' will be given a serial number in red ink in the centre of the top of its first page. The first

communication will be marked 'serial no. 1' and the subsequent ones will bear consecutive serial numbers in a single series.

### **Linking of Files**

When files are linked, strings of the file board of the lower file but not its flaps will be tied round the upper file. The strings of the file board of the upper file will be tied underneath it in a bow out of the way. Each file will thus be intact with all its papers properly arranged on its board.

### **Priority marking on files**

Legislative assembly or legislative council questions, resolutions, assurance, etc. as also papers connected with the preparation and submission of budget estimates, will be assigned suitable priority marking. In order to ensure that the files relating to legislative matter are handled on top priority basis coloured slips LA/LC questions and other priority labels should be invariably attached to files relating to legislative matters. Labels bearing 'top secret', 'secret', 'confidential', 'PUD', 'DFA', 'DCN', 'FR' may also be used appropriately.

Different colours may be used for different kinds of slips. priority labels should be used carefully and with discrimination and removed at the proper stage by the section officers.

### **Secretariat Manual**

State Government of Punjab

Department of IT - Punjab

#### **4. Norms set by IT for discharge of its functions.**

a) The discharge of the functions are guided by the norms set under the umbrella of civil services rules of Punjab, Punjab Finance Rules, Medical Council of India and

Guidelines set by the Baba Farid University of Health Sciences to whom this institution is being affiliated.

b) Various committees and sub committees including college council have role in the discharge of function being supervised by the Director and other officers assigned with the duties

**5. The rules, regulations, instructions, manuals, and records, held by it or under its control or used by its employees for discharging its functions.**

The medical and dental teachers are governed by Punjab Medical Education Service Rules and Punjab dental Education Service Rules. The non medical staff is governed by Punjab Civil Services Rule.

**6. Category of Documents held by IT or under its control;**

- (1) Copies of Punjab Medical Education Service Rules and Punjab Dental Education Service Rules.
- (2) Copies of Punjab Civil Services Rules.
- (3) Acts relating to State and National Medical, Dental, Nursing, Ayurvedic and Homoeopathic Councils.
- (4) Notifications issued by the Department of Medical Education and Research, Punjab.
- (5) Notification relating to admissions to various health institutions.
- (6) Rules pertaining to functioning of the department.

**7. The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration there of.**

- (1) There is continuous interaction between the department and the Government as well as legislature. Questions regarding policy and administration are raised in the legislature, which are duly replied by the department.
- (2) The proposal for formulation of policy for administration are initiated by the department head and approved by the Administrative Secretaries.
- (3) Public opinion relating to the department expressed through news papers etc. is taken into consideration while developing proposals and for administrative purposes.
- (4) All representation made by public regarding administrative improvements are duly considered.
- (5) All complaints and grievances of public are investigated and remedial measures taken.

**8. 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 advise 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.**

### **Various councils are functioning under the overall control of the department.**

These include Punjab Medical Council, Punjab Dental Council, Punjab Ayurvedic Board, Punjab Homoeopathic Council, Punjab Pharmacy Council, Punjab Nurses Registration Council.

The members of these boards are listed on the website of the department of Medical Education and Research which is [www.punjabmedicaleducation.org](http://www.punjabmedicaleducation.org).

### **The major function of these councils are;**

- (1) Promote allopathic and alternative systems of medicine.
- (2) Register practitioners of various health systems after verifying their credentials.
- (3) Maintain standards of quality relating to service.
- (4) Monitor the ethical issues that may arise.
- (5) Hold regular meetings of the councils and boards to develop and formulate policies relating to functioning of the various health systems.
- (6) Departmental Committees are constituted by the Director from time to time for special and important matters like purchase of medicine and equipments.

### **9. Directory of Officers.**

The Directory of its Officers & employees available in the Office of Director, Medical Education and Research, Punjab and is duly maintained and updated from time to time.

**10. Monthly remuneration** received by each of its officers and employees, including the system of compensation as provided by its regulations:

The details of monthly remuneration received by its officers and employees, is maintained in the office of Deputy Controller ( Finance and Accounts) and is updated periodically by the office.

### **11. Budget Allocated to each of its Agency.**

The budget is allocated by the Govt. to the department and the records pertaining to it are maintained by Deputy Controller ( Finance and Accounts).

**12. The manner of execution of subsidy programme**, including the amounts allocated and the details of beneficiaries of such Programmes.

All facilities provided by the Govt. were given to the schedule caste students i.e.

- i) Exemption from paying tuition fee.
- ii) Special grant for purchase of books.
- iii) Special coaching facilities.
- iv) 25% seats were reserved in all Medical/ Dental/ Ayurvedic and Para Medical Courses.

- v) Reservation for the students of the other categories were made according to the Punjab Govt. instructions.
- vi) The Postgraduate students admitted under 40% quota in M.D./ M.S./ M.D.S. are paid scholarships as granted by Punjab Government from time to time.
- vii) Other economically weaker students are assisted through National Loan Scholarship.
- viii) Remission of the whole or half of the college fees (except for athletic club, students room, students union subscription) allowed by the Principal to the Punjab Domicile students to the extent of 10%

**13. Particulars of recipients of concessions, permits or authorizations granted by IT :-**

For the welfare of scheduled caste candidates the following facilities are provided:

1. 25% seats are reserved for the scheduled caste candidates.
2. Book banks have been established for providing books to the SC students.
3. The fee paid is reimbursed by the Department of Social Welfare.
4. To help the students of economically weaker sections the schemes like schedule caste post matric scholarship, national scholarship and national loan scholarship is available.

**14. Detail in respect of the information**, available or held by it, reduced in an electronic form; Most of the notifications and documents are being maintained in electronic form and a website of the department has been developed namely [www.punjabmedicaleducation.org](http://www.punjabmedicaleducation.org) most of the available record in electronic form relating to the department are available on this website.

**15. Particulars of facilities available to citizen for obtaining information:**

All information required by citizens as per right of information act is available with the department from the concerned Assistant Public Information Officers designated by the Department on payment of requisite fee.

## 16. Names and Designations of Public Information Officers

Sr. No.	Name of the Officer	Name of the Present Post held by the Officer	Designated as (AAPIO/PIO)	Office Address	Office (Phone No.)	Office Fax No.	Office E-Mail Address.
1	Dr. J.S. Dalal	Director DRME	APPELLATE AUTHORITY	SCO No.87, Sector-40C, Chandigarh	0172-2690817 2690854 98144-41732	0172-2690854	
2	Dr. PPS Coonar Jdrme	Joint Director	PIO	SCO No.87, Sector-40C, Chandigarh	0172-2690817 2690854 98148-55566	0172-2690854	<a href="mailto:coonar@yahoo.com">coonar@yahoo.com</a>
3.	Ms. Gurinder Kaur	OSD-DRME	APIO	SCO No.87, Sector-40C, Chandigarh	0172-2690817 2690854 98555-60046	0172-2690854	<a href="mailto:coonar@yahoo.com">coonar@yahoo.com</a>
4.	Ms.Gurinder Kaur	APIO	PIO	PIMS, Garah Road, Jalandhar.	98555-60046	0181-2243982	rajnishjoshi pims@yahoo.com
6	Dr. A.S. Thind,	Addl. Prof.	PIO	SGGS Hospital, Faridkot	01639-251111 9814223223	01639-251070	--
7	Sh. Parshotam Lal	Sr. Asstt.	APIO	SGGS Hospital, Faridkot	01639-251111	01639-251070	--
8	Dr. Jai Parkash Dhawan,	DCFA	PIO	GMC, Patiala	0175-2212018	0175-2212055	
9	Sh. Baldev Krishan Sharma	Accountant	APIO	GMC, Patiala	0175-2212018	0175-2212055	
10	Dr. Jai Kishan,	DMS.	PIO	T B Hospital, Patiala	0175-2212018	0175-220268	
11	Dr. Harinder Gupta,	Associate Prof.	PIO	Govt. Dental College & Hospital, Patiala	0175-2301845	0175-2301845	

Sr. No.	Name of the Officer	Name of the Present Post held by the Officer	Designated as (AAPIO/PIO)	Office Address	Office (Phone No.)	Office Fax No.	Office E-Mail Address.
12	Sh. Sukhdev Raj Kaushal,	Sr, Asstt.	APIO	Govt. Dental College & Hospital, Patiala	0175-2301845	0175-2301845	
13	Dr. Balbir Singh	ACFA	PIO	GMC, Amritsar	0183-2426918, 2426506	0183-2426506	
14	Sh. Rajinder Kumar	Accountant	APIO	GMC, Amritsar	0183-2426918, 2426506	0183-2426506	
15	Dr. Navneet Grewal	Professor & Head	PIO	Govt. Dental College/ Hospital, Amritsar.	0183-2223235	0183-2223235	
16	Sh. Surinderpal Singh	Accountant	APIO	Govt. Dental College/ Hospital, Amritsar.	0183-2223235	0183-2223235	
17	Dr. Nirmal Chand Kajal	D.M.S.	PIO	TB Sanitorium, Amritsar	0183-2222173	0183-2562054	
18	Sh. Inderjit Singh	Supdt.	PIO	Punjab Nurses Registration Council, Chandigarh	0172-2686728 9417398 005	0172-2686729	
19	Sh. Jokhu Ram Verma	Accountant	APIO	Punjab Nurses Registration Council, Chandigarh	0172-2686728	0172-2686729	
20	Dr. A.S. Thind	Associate Professor	Registrar	Punjab Medical Council, Mohali	2266913 9814223 223	2266913	
21	Dr. Rajesh Sharma	Registrar	PIO	Punjab Dental Council, Chandigarh	0172-2693999	0172-2693999	

Sr. No.	Name of the Officer	Name of the Present Post held by the Officer	Designated as (AAPIO/PIO)	Office Address	Office (Phone No.)	Office Fax No.	Office E-Mail Address.
22	Ms. Krishan Bala	Sr. Assistant	APIO	Punjab Homeopathic Council	0172-2706368 2707875	0172-2609142 (DHS)	
23	Dr. Sanjeev Goel	Registrar	PIO	Punjab Ayurvedic Council	0172-2702708 9814165 731	0172-2722145	
24	Dr. Ashwani Kumar	Director (Ayush)	PIO	Govt. Ayurvedic College, Patiala.	0175-2212019 98760-00220	0175-2212019	
22	Dr. Sanjeev Goel	Registrar	PIO	Punjab Homeopathic Council	0172-2706368 2707875	0172-2609142 (DHS)	
23	Dr. Sanjeev Goel	Registrar	PIO	Punjab Ayurvedic Council	0172-2702708	0172-2722145	
24	Dr. Ashwani Kumar	Director (Ayush)	PIO	Govt. Ayurvedic College, Patiala.	0175-2212019 98760-00220	0175-2212019	

## **17. Any other information that may be prescribed**

The information available under the Right to Information Act will be periodically updated every year to include any new related information.

Govt. Medical College, Patiala

### **Right to Information Act, 2005- Agenda Item No. 1**

#### **1. The particulars of its organization, function and duties:**

##### **a) Organization:**

Government Medical College is a Punjab Government institution established in 1953.

##### **b) Functions :**

- (1) The institute imparts teaching medical students towards attaining the degree of MBBS and Postgraduate training leading to MD, MS and Super specialization. Teaching include theory and practical training.
- (2) Research in the medical field.
- (3) Training in paramedical courses including Medical lab technology, Bsc.Nursing and Pharmacy.

##### **c)Duties:**

- 1) The institute imparts tertiary health care to people leaving in and around in this region.
- 2) Emergency service including trauma and disaster management.

#### **2. The Powers and duties of its officers and employees**

##### **a) Powers of officers:**

- (1) Administrative powers are vested with head of the institution and may be delegated to heads of department and other members of institution as and when need arises.
- (2) Head of this institute has the power of recruitment, transfer, dismissal or terminate of class iv employee.
- (3) Heads of the departments have controlling authority over subordinate staff and supervise the execution of the works allocated by the head

##### **b) Duties of officers:**

- (1) Duties include teaching, research, tertiary health care including
  - Duties toward the public of the order social embalming - Medico legal and postmortem examination
  - Immunization and other national preventive and eradicating programmers.

- (2) Duties also include planning, purchasing maintaining the equipments related with health care.

##### **c) Duties of employees:**

As per direction from higher authorities, the procedure followed in the decision making process, including channels of supervision and accountability.

All procedures are governed by civil services rule of Punjab, PFR, Appeal & Punishment rule.

#### **4. The norms set by it for the discharge of its functions**

c) The discharge of the functions are guided by the norms set under the umbrella of civil services rules of Punjab, Punjab Finance Rules, Medical Council of India and Guidelines set by the Baba Farid University of Health Sciences to whom this institution is being affiliated.

d) Various committees and sub committees including college council have role in the discharge of function being supervised by the principal and other officers assigned with the duties

#### **5. The rules, regulations, instructions, manuals and records;**

held by it or under its control or used by its employees for discharging its functions

##### **a) Instructions:**

The duties rosters of various doctors and paramedical staff under supervision of professor/unit in charges. Various notification, controlling and guiding admission teaching and examination

##### **b) Record:**

(1) The student record regarding their day today performance and assessment

(i) Personal file of all student with their professional examinations marks sheets and internship duty

(ii) Time table for all Professional of MBBS.

(iii) Hospital duty roster of MBBS Student

(iv) Internship duty rosters

(v) Personal file of PG student

(vi) Merit and Medals record

(vii) Merit Scholarship record for 1st , 2nd and final professional examination

(2) The different records, manuals and rules maintained include

-OPD registers,

-Medical record section records patient details,

-Forensic Department records Medico legal register

-Anatomy Department records dead body record etc.

### **c) Rules and Manuals:**

The guidelines from medical council of India as recommendation and university regulation of BFUHS and CSR PFR of Government of Punjab or among the manual instruction used by the employees

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

a)Permanent records: (1) Service books and person file of all the employees,

(2)GIS record of all employees ,

(3)GPF record of subordinate staff .

b)Student record: Different document s and certificate as submitted at the time of admission .

c)Inventory of different departments and sections.

d)Expense accounts and receipts till audit.

e)Patient record including all investigation .

7. The particulars of any arrangements that exists for consultation with , or representation by, the members of the public in relation to the formulation of its policy or administration there of

a) Formulation of policies vest with government and no public involvement or representation exists

8. A statement of the boards,, councils committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advise, 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

The various committees of the Government Medical College, Patiala are hereby constituted as under:

1. Disciplinary Committee
2. House Allotment Committee
3. Purchase Committee ( Medical College)
4. Purchase Committee (T.B. Hospital)
5. Medical Education unit & I. T. Cell
6. Cultural Committee & I/C Auditorium
7. Transport
8. Land Scaping and Maintenance of Lawns
9. College Magazine
10. Gomco Times

11. Store Incharge
12. Clinical Meetings
13. Cafeteria
14. Library
15. Incharge Girls Hostel
16. Incharge Boys Hostel
17. Gas Plant
18. Cleanliness of College Campus
19. Catering

### **a) Sport Committee & Maintenance of Grounds**

Note: minutes of such meetings are not accessible for public

9. Directory of its officers and employees

Categories of Gazetted Staff

- i) Professor
- ii) Additional Professor
- iii) Associate Professor
- iv) Assistant Professor
- v) Lecturer (Basic Department)
- vi) Senior Resident
- vii) Medical Officer
- viii) Lecturer Biochemistry (Non Medical )
- ix) Demonstrator Biochemistry
- x) Lecturer Health and Family Welfare
- xi) Demonstrator Pharmacy
- xii) Lecturer Physical Education
- xiii) Physicist Radiotherapy
- xiv) Medical Physicist Radiology
- xv) Deputy Controller (F & A)
- xvi) Administrative Officer

### **Categories of Class III**

- i) Superintendent
- ii) Sr. Asstt.
- iii) Cashier
- iv) Sr. Scale Steno Grapher
- v) Store Keeper
- vi) Sore Keeper/Typist
- vii) Steno typist
- viii) Sr. Lab Technician
- ix) L.H.V.

- x) Lab. Asst. I
- xi) Lab Tech. I
- xii) Lab Tech II
- xiii) Pharmacist
- xiv) Sanitary Inspector
- xv) A.N. M
- xvi) Driver
- xvii) Health Educator
- xviii) Asst. Librarian
- xix) Supdt. Girls Hostel
- xx) Mechanic
- xxi) Public Health Nurse
- xxii) Museum keeper
- xxiii) Photo Artist
- xxiv) Radiographer
- xxv) Animal House Keeper
- xxvi) Supervisor Gas Plant
- xxvii) Staff Nurse
- xxviii) Modeler
- xxix) Artist
- xxx) Sr. Librarian
- xxxi) Supervisor Leg Arm
- xxxii) Prosthetic Cum Brass Mechanic
- xxxiii) Shoe Maker
- xxxiv) Black Smith
- xxxv) Machinist
- xxxvi) Carpenter
- xxxvii) Electrician
- xxxviii) Publicity Assistant
- xxxix) Medical Social Worker
- xl) Nursing Sister
- xli) Sr. Hematologist
- xl ii) Biochemist ( Non Gazetted)
- xl iii) Technician
- xl iv) Photo technician
- xl v) E.C. G. Technician
- xl vi) Tutor Technician
- xl vii) Life Guard
- xl viii) Operation Theatre Asst.
- xl ix) D.M.O.
- l) Rehabilitation Asst.
- li) Tube well Operator
- lii) Photo cine Officer
- liii) Sr. Radiographer
- liv) Asst. Radiographer
- lv) Media Marker
- lvi) Therapist
- lvii) Social Worker

- lviii) Optometrist
- lix) Orthopedist
- lx) Operation Theater Nurse

#### **Categories of Class IV**

- i) Lab Attendant
- ii) Lib. Attendant
- iii) Plumber
- iv) Bone Keeper
- v) L.T.A
- vi) Female Attendant
- vii) Peon
- viii) Fireman
- ix) Boiler Attendant
- x) Mali
- xi) Embambler
- xii) Bhishti
- xiii) Cleaner
- xiv) Water man
- xv) Lab. Bearer
- xvi) Safai sewak
- xvii) Chowkidar
- xviii) Cook. Cum bearer
- xix) Ward. Attendant
- xx) x-Ray bearer
- xxi) Daftari
- xxii) Book binder
- xxiii) Animal keeper
- xxiv) Photo graphic Asstt.
- xxv) Head Mali
- xxvi) Animal Attendant
- xxvii) Laborer

12. The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes. No such subsidy Particulars of recipients of concession permits or authorization granted by it Concession granted includes merit scholarship to meritorious students

- (a) Merit scholarship to the students who stand 1st and 2nd in the professional examination of MBBS
- (b) Post –matric scholarship to SC student whose father's income less then 1 lac
- (c) Remuneration to internship student during one year internship training
- (d) Stipend to the PG student admitted under 40% Quota.

14. Details in respect of the information, available to or held by it, reduced in an electronic form available at Punjab medical education site

**URL:** <http://www.punjabmedicaleducation.org/>

15. 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

**a) Library:** Library is open to student and staff of GMC Patiala however special permission granted for the bonafied student of the university under special circumstances for consultation and there is clear display of working hour for the user.

**b) Reading room :** Reading room is not open to public

16. Such other information as may be prescribed; and thereafter update these publications  
Every year

None at present

Deputy Medical Superintendent, T.B. Hospital, Patiala.

A. Tasks to be completed prior to commencement of the Act.

### **(1) preparing manuals**

Clause 4 (1) (b) of the RTI Bill lays down that each public authority shall compile and publish, within

120 days from the enactments of the enactments of the Act the following 17 manuals:-

(i) The particulars of its organization, functions and duties;

TB Centre Patiala was inaugurated by the then Health Minister Raj Kumari Amrit Kaur in 1953 and its charge was given to the Head of the Deptt. of T.B. in 1962 after retirement of Dr. Khushdeva Singh. The Centre was upgraded to State TB training & Demonstration Centre in 1969 by the Hon'ble Health Minister Ravail Singh Professor & Head of the Deptt. of T.B. & Chest Disease Govt. Medical College, Patiala is holding the charge of Director State TB Training & Demonstration Centre, Patiala DTCD stated MD. CTB & Respiratory Diseases started in.

### **Functions :**

1. Clinical functions ( Indoor / Outdoor).
2. Teaching of Undergraduates & post graduates (M.B.B.S.), ( MD-TB & Respiratory Diseases).

3. Training of Medical 7 Para Medical Personnel required under revised national TB Control Programme for the entire state of Punjab & Sister State on their requesting District TB Officers, Medical Officers-

Tuberculosis Control Medical Officers, Senior TB Laboratory Supervisors, Senior Treatment Supervisors, Laboratory Technicians etc. Prior to the implementation of RNTCP, the institute provided training in National TB Control Programme procedures to Medical & Para Medical Personnel.

4. Research.

ii. The powers and duties of its officers and employees.

### **Annexure (A)**

iii) The procedures followed in the decision making process, including channels of supervision and account ability;

Respective I/c of the Unit/ Sections/ of Allocated work to look after the allocated work and make necessary decisions and recommend suitable disciplinary action against the erring employees with the concurrence of Dy. Medical Supdt. Final decision to be taken by Deputy Medical Superintendent/ Committee after thorough investigation/ enquiry.

iv. The norms set by it for the discharge of its function;

Respective I/c of the Unit /Sections/ of Allocated work to look after the allocated work and make necessary decisions and recommended suitable disciplinary action against the erring employees with the concurrence of Dy. Medical Supdt. Final decision to be taken by Deputy Medical Superintendent/ Committee after thorough investigation/ enquiry.

Iv The norms set by it for the discharge of its function;

### **Punjab government norms / Central Government Norms.**

V The rules, regulation, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

C.S.R./ P.F.R./ Conduct Rules/ instructions, guidelines from time to time.

Vi A statement of the categories of document that are held by its or under its control;

As above.

Vii 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 administration thereof;

Harassment of women at work place committee. Details as per annexure 'B' enclosed.

Public grievances I/c Dr. A.P. Kansal Associated Prof.

Viii) 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 advise, and as to whether meetings of those boards, councils, committees and other

- 1) Purchase Committee
- 2) Condemnation Committee.
- 3) Enquiry Committee

Committees constructed as per work as & when required. bodies are open to the public, or the minutes of such meetings are accessible for public;

Ix A directory of its officers and employees.

A directory of all the officers and employees has been maintained in the office of the institution.

X The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

Salary as per Government rules. System of compensation as per Govt. rules.

Xi The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made;

P.P.S.S. / detail of other budget in various heads. (Plan and Non- Plan budget).

Xii The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries as such programmes;

#### **Free diagnosis – Sputum**

- X-ray
- Free treatment CAT-I, II, III.

No reimbursement – free treatment to yellow card holders poor free.

Xiii Particulars of receipts of concessions, permits or authorizations granted.

Same as above.

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

Nil

Xv 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;

Nil, however public given time whenever approached by Deputy Medical Superintendent/ Other Officers/ employees of institution.

Xvi The name, designations and other particulars of the public.

Deputy Medical Superintendent/ Acting DMS/incharge of sections / of allocated work.

Xvii Such other information as may be prescribed

In consultation with DMS/ Office Superintendent

### **Annexure –A**

1. Dr. Jai Kishan Professor & Head- cum-Deputy Medical Sudpt. – Cum Director, STDC

Overall control of the Deptt. of TB & Chest / STDC/ TB & Chest Diseases Hospital- Administrative/ Financial Control of Offices, Drug store/ All Medical Officers/STDC/ DTC/TBC, teaching, training and patient care/ National TB Control Programme ( RNTCP).

2. Dr. P.K. Garg, Professor i/c Unit-2

Overall control of unit-2,General Store/ Bio-Medial waste/ liquid waste management/ Teaching, Training and Patient care.

3. Dr. Veer Bhan Singla, Asstt. Prof.  
Now Re-designated Associate Professor.

Incharge, Emergency and Diet, Teaching, Training and Patient Care.

4. Dr. A.P. Kansal, Asstt. Prof.  
Now Re-designated Associate Professor.

Nodal Officer of court Cases/ teaching, Trg. And Pt. Care and cleanliness in hospital.

5. Dr. Urvinder Pal Singh, Sr. Lecturer  
Now Re-designated Associate Professor

Teaching, Training and Patient care to Assistant Professor I/c Unit-1

6. Dr. Vishal Chopra, Sr. Lecturer  
Now Re-designated Assistant Prof.

Teaching, Training and Patient care, to Assistant Prof. I/c Unit -II

7. Dr. Vijay Kumar, Bacteriologist

Laboratory, incharge of Bacteriological lab/ EQA/ Internal Evaluation/STLS/ LT Training under RNTCP/ Field work of External quality assurance under RNTCP. Feed back to PHI/DTC/ STD/ CTD.

### **8. Epidemiologist: Vacant**

Epidemiologist Training of STDC, Statistical section, Record keeping of Epidemiologist/ Feedback to PHI,STD/CTDC

### **9 Senior Residents**

Teaching of under-graduate/ para-medical /emergency on call in Emergency.

10 Dr. Bhupinder Singh  
D.T.O.

DTC, Field visits in concurrence with Civil Surgeon.

11 Dr. Seema Goyal  
M.O.T.C.

T.U. Touring and Emergency duties.

12 Casualty Medical  
Officer

Emergency duties/ STDC/DTC

13 Office Superintendent

All work related to office /General Administration

14 Nursing Sister

All Nursing work related to indoor/outdoor/ Emergency/ O.T. Biomedical Waste/ Linen/ Consumable/Patient care/ Planning management and duty register of class III & IV employees.

15 Staff Nurse

Nursing Care/ D.O.T.S.

## **Punjab Government Dental College and Hospital, Amritsar**

- (i) This institution is a medical teaching institution, which besides imparting teaching and clinical training to the undergraduate (BDS) and post-graduate (MDS) students, provides medical treatment in different specialties of Dentistry to the Public reporting from local, adjoining districts and adjoining states areas.
- (ii) The officers of the institution who are doctors in various specialties of dentistry have wide ranging duties of Administration ( Principal & HODs),theory teaching, clinical and practical training, patient treatment and research work and other miscellaneous duties.
- (iii) The Principal runs the administration on rules and regulations framed by the States and takes the decision accordingly. For other local matters he arrives at decision sometimes by consultation with committees constituted for various purposes.
- (iv) The Principal works within the norms set by the State, affiliating university and the Dental Council of India.
- (v) Various rules and regulations instructions manuals framed/ communicated by the government, university and the Dental Council of India, from time to time, are held by the institution.

### **(1) Establishment :**

CSR

Service Books

Personal files

Other relevant documents

### **(2) Finance**

**P.F.R.**

Other relevant instructions.

### **(3) Students**

Ledgers

Students records

University ordinances

Other relevant documents

**(4) Patient record**

Outdoor register

Indoor record

Entry register

Payment record

Record pertaining to user charges

(vii) The policies and guidelines for running the institution are framed by the State, the university and the Council.

(viii)

- (1) College Council
- (2) Purchase/ Inspection/ condemnation committee
- (3) Committee for combating sexual harassment of women
- (4) Committee for redressal of public grievances
- (5) Biomedical waste management committee
- (6) Hostel supervisory committee
- (7) Students welfare committee
- (8) Employees welfare committee
- (9) Library committee
- (10) Periodicals/ magazines committee
- (11) Cultural activities committees
- (12) Sports committee
- (13) House examination committee
- (14) Protocol and Hospitality committee

(ix) List of officers and employees ( Annexure A)

(x) Pay scale ( Annexure A)

(xi) Budget ( Annexure B)

(xii) No subsidy programmes

(xiii) N.A.

(xiv) As soon as requisite computer facilities are installed, the whole database and information will be reduced in an electronic form.

(xv) The citizens ( patients, students, employees, students, parents can freely meet the Principal and HOD concerned to obtain information.

No library or reading room is maintained for public use.

(xvi) Please see para 2 below

(xvii) – 2) Designation of Public Information Officers and Assistant Public Information Officers.

Basically this para relates to the State level, however, if required under the act at the institution level also the following officers may be appointed.

I Appellate Authority

Dr. A,K Sekhri, Principal

II Public Information Officer

Dr. (Mrs.) Bhupinder Kaur Padda, Vice Principal

III Asstt. Puboic information Officer

Dr. Sukhwinder Pal Singh Sooch, Assistant Professor

3) Designation of Authorities to whom the first appeals lies relates to the state level hence not applicable at local level however please see para 2 above.

4) Amendments to existing Acts, Rules, etc.

Relates to the State level hence not applicable at local level.

5) Framing Rules

Relates to the state level hence not applicable at local level.

**6) Internal procedure**

Relates to the State level hence not applicable at local level.

Punjab Government Dental College And Hospital, Amritsar

**Annexure 'A'**

SN	Name of the Officer	Present Designation	Pay Scale	Office Telephone Number	Fax No.
1	Dr. Amarjit Singh Gill	Professor of Dentistry	18600-22100+NPA	0183-2223235	0183-2223235
2	Dr. Bhupinder Kaur Padda	Professor of Dentistry	18600-22100+NPA	0183-2223235	0183-2223235
1	Dr. Vimal Kumar Sikri	Professor of Dentistry	18600-22100+NPA	0183-2223235	0183-2223235
2	Dr. Jeevan Lata	Associate Professor of Dentistry	16350-20100+NPA		
3	Dr. Navneet Grewal	Associate Professor of Dentistry	16350-20100+NPA	0183-2223235	0183-2223235
6	Dr. Poonam Sikri	Associate Professor of Dentistry	16350-20100+NPA		
7	Dr. Renu Bala	Associate Professor of Dentistry	16350-20100+NPA		
8	Dr. Kusum Dutta	Associate Professor of Dentistry	16350-20100+NPA		
9	Dr. Sukhwinder Pal Singh Sooch	Assistant Professor of Dentistry	14300-18150+NPA		
10	Dr. Paramjit	Demonstrator Dental			7880-13500 start 8100+NPA

11	Dr. Kamleshwar Kaur	Medial Officer against the post of Demonstrator			7880-13500 start 8100+ NPA
12	Dr. Jaganjot	Medial Officer against the post of Demonstrator			7880-13500 start 8100+ NPA
13	Dr. Harjit Singh	Anesthetist			7880-13500 start 8100+ NPA
14	Sh. Devraj	Superintendent			6400-10640
15	Sh. Kulwant Singh	Accountant			5800-9200
16.	Sh. Surinder Pal Singh	Sr. Assistant			5800-9200
17.	Smt Madho Aggarwal	Sr. Stenographer			5800-9200
18.	Smt. Kuldeep Kaur	Clerk			3120-5160 start 3220/-
19.	Sh. Kawal Krishan	Clerk			3120-5160 start 3220/-
20.	Sh. Rajiv Kumar	Clerk			3120-5160 start 3220/-
21.	Sh. Habans Singh	Clerk			3120-5160 start 3220/-
22.	Sh. Sanjy Kumar	Clerk			3120-5160 start 3220/-
23.	Sh. Jagdish Thakur	Clerk			3120-5160 start 3220/-
24.	Sh. Amardip Singh	Clerk			3120-5160 start 3220/-
25.	Sh. Davinder Kumar	Restorer			3120-5160
26.	Smt Harjot Kaur,	Nursing Sister			5480-8925
27.	Smt Santosh Trehan	Staff Nurse			5000-8100
28.	Smt. Surjit Kumar	Staff Nurse			5000-8100
29.	Smt Sukhjit Kaur	Staff Nurse			5000-8100
30.	Smt. Sarla	Staff Nurse			5000-8100
31.	Smt Parveen Kumari	Staff Nurse			5000-8100
32.	Smt. Sushila	Staff Nurse			5000-8100

33.	Sh. Bachitar Singh	LA			3120-5160
34.	Sh. Raj Kumar	Attendant			3120-5160
35.	Smt. Kulwant Kaur	Attendant			3120-5160
36.	Sh. Kashmir Singh	Attendant			3120-5160
37.	Smt. Pushpinder Kaur	Senior Librarian			5480-8925
38.	Smt. Amandeep Kaur	Assistant Librarian			4020-6200
39.	Sh. Satya Narain Dass	Dental Mechanic			4400-7000
40.	Sh. Hardeep Singh	Dental Mechanic			4400-7000
41.	Sh. Rajesh Kumar	Asst. Dental Mechanic			4020-6200
42.	Smt. Dilraj Kaur.	Asst. Dental Mechanic			4020-6200
43.	Sh. Amrit Pal Singh	Operation Theatre Assistant			3330-6200
44.	Sh. Jasbir Singh	Artist cum Photographer			4400-7000
45.	Miss. Geeta	Lady Supdt. Girls Hostel			3120-5160
46.	Sh. Jaspinder Singh	Dental Hygienist			4400-7000
47.	Sh. Gurbax Singh	Hostel Warden			3120-5160
48.	Sh. Sukhdev Singh	Radiologist			5000-8100
49.	Sh. Girdhari Lal	X-Ray Assistant			3330-6200
50.	Sh. Kuldip Singh	Artist cum modeler			5000-8100
51.	Sh. Pushkar Singh	MLT Gr.-I			4020-6200
52.	Sh. Ashwani Kumar	MLT Gr.-I			4020-6200
53.	Sh. Mulkh Raj	MLT Gr.-I			4020-6200
54.	Sh. Kuldip Kumar	MLT Gr.-I	4020-6200		
55.	Sh. Satpal Singh	MLT Gr. II			3330-6200
56.	Sh. Major	MLT Gr. II			3330-6200

	Singh				
57.	Sh. Mohan Singh	MLT Gr. II			3330-6200
58.	Sh. Chandeeep Singh	MLT Gr. II			3330-6200
59.	Sh. Jagdish	Safai Sewak			2520-4140 start 2620/-
60.	Sh. Swaran Singh	Safai Sewak			2520-4140 start 2620/-
61.	Sh. Satpal	Safai Sewak			2520-4140 start 2620/-
62.	Sh. Jaimal	Safai Sewak			2520-4140 start 2620/-
63.	Sh. Mohinder Pal	Safai Sewak			2520-4140 start 2620/-
64.	Sh. Om Parkash	Safai Sewak			2520-4140 start 2620/-
65.	Sh. Charan Dass	Safai Sewak			2520-4140 start 2620/-
66.	Smt Piari	Safai Sewak			2520-4140 start 2620/-
67.	Smt. Kanta	Safai Sewak			2520-4140 start 2620/-
68.	Smt. Asha	Safai Sewak			2520-4140 start 2620/-
69.	Sh. Inderjit	Safai Sewak			2520-4140 start 2620/-
70.	Sh. Kedar Nath	Chowkidar			2520-4140 start 2620/-
71.	Sh. Dalbir Singh	Chowkidar			2520-4140 start 2620/-
72.	Sh. Daljit Singh	Chowkidar			2520-4140 start 2620/-
73.	Sh. Balwinder Singh	Chowkidar			2520-4140 start 2620/-
74.	Sh. Surinder	Peon			2520-4140 start 2620/-
75.	Sh. Kishori Lal	Peon			2520-4140 start 2620/-
76.	Smt. Shalin	Peon			2520-4140 start 2620/-
77.	Sh. Hira Lal	Mali			2520-4140 start 2620/-
78.	Sh. Om Parkash	Bearer			2520-4140 start 2620/-
79.	Sh. Ajmer Singh	Bearer			2520-4140 start 2620/-

80.	Sh. Roop Lal	Bearer			2520-4140 start 2620/-
81.	Sh. Lakhwinder Singh	Bearer			2520-4140 start 2620/-
82.	Sh. Rajpal Singh	Bearer			2520-4140 start 2620/-
83.	Sh. Miachal Masih	Bearer			2520-4140 start 2620/-
84.	Sh. Rajinder Parsad	Bearer			2520-4140 start 2620/-
85.	Sh. Sarabjit Singh	Bearer			2520-4140 start 2620/-
86.	Smt. Balwinder Kaur	Bearer			2520-4140 start 2620/-
87.	Sh. Joti Parkesh	Cook			2520-4140 start 2620/-
88.	Smt Neha	Aya			2520-4140 start 2620/-
89.	Sh. Baldev Raj	Sewadar			2520-4140 start 2620/-

## Annexure B

### S.O.E.

Salaries

TA

O/E

Sch.

Ship

MR

Telephone

PPSS

Total

Budget Allotment

19000000

20000

695000

6400000

50000

35000

10000

26210000

Expenditure up to date

5869380  
14332  
692527  
1826991  
800  
20768  
1698435  
10123233

### **GURU GOBIND SINGH MEDICAL COLLEGE, FARIDKOT**

1. This institutions is a Medical College for imparting training to undergraduates and postgraduates medical students and the attached hospital for providing medical care to the patients. Other functions of this institutions are research work and providing specialist services to the referred patients.

2. Powers delegated in the Punjab Civil Service Rules and Financial Rules are being following in the State of Punjab and functions as per the rule book are being followed in the state or any specific assigned by the Government.

3. The system is decentralized powers being followed as per the State Govt. Norms, however local committees are formed from time to time to look after specific assignments. These committees are need based.

4. To impart education and for providing infrastructural facilities, norms are set by the Medical Council of India, concerned Medical university and the State Govt. are followed.

5. Records pertaining to the following functions are maintained at this institutions :-

- a) Undergraduate and postgraduate medical students record.
- b) Record of the patient being treated in attached hospital.
- c) Inventory of the articles (Store/stock)
- d) Record pertaining to investigation done in the various laboratories and other wings like X-Ray, Ultra sound etc.
- e) Record of academic activities like conferences, seminars, Guest Lectures and CME program etc. attended by the medial teachers of this college at National Level and organized at local level.

Rules, regulation, instructions and manual prepared/issued by State Govt., Medial Council of India and concerned university from time to time are being followed.

6. As illustrated in para (5) above.

7. Though directly public is not involved in any rule policy framing procedure still suggestions as also complaints, if any, received from the public are either dealt with at local level by taking help/guidance of local administration if any, or are referred to the Govt. for further necessary action. It basically being a teaching institute all policy framing system

depend upon the guidelines issued by the Medical Council of India for this purpose. The public is only involved at the level of medical treatment of patients. Where any suggestion received from the public is taken care of.

8. It does not relates to this institution.

9. As seniority list of each category of officers and employees are maintained at the head quarter level, however, local contact record of all the officers/employees to make them available at any time is duly maintained at this institutions.

10. The monthly expenditure on salary/stipend of staff is given as under:-

Expenditure on salary of teaching staff is 36. Lakh. Per month.

Expenditure on salary of ancillary staff is 57.59. Lakh. Per month.

Expenditure on stipend of interns/House Surgeons is 3.0 Lakh. Per month.

The remuneration is paid as per the norms fixed by the State Govt. for its employees for time to time.

Budget allocation in respect of college and hospital for the current year in given as under:-

#### **College side**

Head 2210- (Non-Plan) 80.21 Crore

Head 2210 – Paramedical (Plan) 0.65 Crore

Head 2211- F.W. (Non-Plan) 017 Crore

Capital Head 4210 (Plan) (5.19 (i) 045 Crore

#### **Hospital side**

Head 03 2.70 Crore

Head 07 2.50 Crore

Misc (OE, TA, MR) 0.01 Crore

11. Distribution of each amount is done through proper procedure setup by the state Govt.

12. It does not relates this institution, however, only facility in the nature of subsidy is available to the yellow cards who are provided free of cost treatment in the hospital.

13. As in para 12 above.

14. It can be reduced through computerization which at present is not available at this institution.

15. It does not relate to this institution since library in medical college is not meant for general public use since these libraries have not any such material for the public to read.

16. No particular public information officers are appointed however every officers/employee of the institutions work as a guide for the patients reached in the hospital for treatment.

17. No such information is available for the use of public.

### **Govt. Ayurvedic College, Patiala.**

I. Particulars of organization, functions and duties.

1. Govt. Ayurvedic College, Patiala was established during the First Five Year Plan in 1952 for imparting the Ayurvedic Education as well as providing Indoor and Outdoor Ayurvedic treatment to the patients through the Govt. Ayurvedic Hospital, Patiala which is attached to this college. Now this is the only post graduate Ayurvedic Institute of Punjab under the department of Medical Education and Research, Govt. of Punjab.

2. This College runs three courses i.e. Diploma in Ayurvedic Pharmacy of 2 years duration, BAMS degree course of 5 and ½ years duration and MD Ayurveda three years post graduate course having 40, 40 and 20 intake capacity of students respectively.

There are two specialties of MD course i.e. Dravyaguna and RasShastra.

3. There are total 12 different clinical and non clinical departments as under :

1. Sharir Rachna Vigayan 2. Sharir Kriya Vigayan 4. Swasth Varita 4. Agad Tantra 5. Ras- Shastra 6. Dravyaguna 7. Rog Nidan.

Clinical:

Charak Darshan 2. Kaya Chakitsa 3. Shalaky Tantra 4. Shalay Tantra 5. Istri Rog Bal Rog.

4. There are total 59 sanctioned of teachers, 12 Professors, 2 Associate professors in pay scale 7220-11660, 9 Asstt. Professor, 2 Sr. Lecturer and 6 Reader in 722-11320 scale and 14 Lecturer, 2 Jr. Lecturer and 9 Demonstrators in 7000-10980 scale. Besides this the college has technical staff, lab technicians, Museum Keepers, Pharmacists, Librarian and other ministerial staff including office Superintendent, Sr. Assistants, Clerk extra. The account matters are supervised by the ACFA, who is a regular employee of Ayurvedic pharmacy but visits the institute for 2 days.

5. The college has a 106 bedded hospital attached to it. The information regarding the Hospital is being sent separately by the Hospital. The hospital is headed by the Medical Supdt.

6. The over all in charge of this institute is the Principal and the college is under the Directorate of Research and Medical Education. A post of Dy. Director (Ayurvedic Education is there in the directorate). College is affiliated with Baba Farid University of Health Sciences, Faridkot. The institute has link with the Union government through CCIM and Directorate of Indian System of Medicine, Govt. of India New Delhi.

**Functions :**

1. The institute imparts Ayurvedic education and practical training to Diploma, BAMS and MD students.
2. The institute provides Ayurvedic Treatment to indoor and out door patients.
3. Conducts Research work in it's Post Graduate wing.

**II. Powers and Duties of IT officers :-**

1. The Dy. Director has the administrative duties. It acts as a connector between the college/ hospital administration and the DRME at DRME office level. The over al administration of the College/ Hospital is the responsibility of the Principal and Medical Supdt. Both perform their other duties also which are assigned to them being Professors of their respective departments i.e. Hospital work (clinical Teachers) Teaching work.

2. The Head of the department which is also the professor of that department look after the working of his department besides teaching and Hospital duties. Other teachers of the department perform teaching/ practical work and hospital duties.

They guide the research scholars. The teachers have some additional duties also e.g. Duties related to extra curricular activities of the students, Duty of Hostel wardens etc. The teachers also perform duties related to Universities, they are members of different committees of the Universities. Examination duties, duties related to admissions, duties in some court cases are also assigned to teachers as per the requirement.

3. The technical staff is to assist the teachers for practical training.

4. Ministerial staff performs/class IV employees perform their General duties as performed in other Govt. departments.

III. The procedure followed in the decision making process including channels of supervision and accountability :

**Procedure :** as prescribed by the Govt. from time to time.

**Channels:**

1. The department is under the Ministry of Medical Education and Research, Govt. of Punjab, Chandigarh at present under the hon'ble Dy. C.M. Punjab.,

2. Principal Secretary/ Secretary Medical Education and Research Pb. At Chandigarh. (through Special Secretary/Jt. Secretary/Under Secretary)

3. Director Research and Medical Education, Punjab at Chandigarh (through Dy. Director Ayurveda/ Jt. Director/ O.S.D.)

4. Principal, GAC, Patiala/ Medical Supdt. GAH Patiala.

5. Head of the Department/ Incharge of the department.

The Principal and the Medical Supdt. are accountable for the over all working of the college and the hospital. The teachers/ doctors are accountable for the results of the students and the Hospital work related to the treatment of the patients. Other staff members are accountable for the work assigned to them by their higher authorities.

#### **IV. Norms set by it for the discharge of it's functions:**

Norms are set as per the instructions of the Punjab Govt., Baba Farid University of Health Sciences and the Govt. of India through CCIM or directly.

For local matters i.e. distribution of syllabus, periods, hospital duties, hostel/ mess rules etc. the norms are set by the college administration which need no mention here.

V. The rules, regulations, instructions, manuals and the record held by it or under it's control or used by it's employees for discharging it's functions:

The Service of the teachers and other technical staff is governed by Punjab Ayurvedic Department ( Technical) service rules of 1963 Class I & II and Class III.

The service of Ministerial staff is regulated by the General rules of Punjab Govt. related to Ministerial staff. Other rules/Instructions/ manuals of the Punjab Govt. of the Punjab Govt. and the Union Govt. (which are applicable) and the University and CIM are also applicable on this institute. All the record is available in the office.

VI. A statement of the categories, instructions, manuals and records held by it or under its control or used by it's employees for discharging it's functions: The college maintain/ keep record related to it's different officers/ employees and students. The correspondence made between the college and other agencies, different orders passed by the higher and college authorities, different purchases, expenditure and other activities of the college, attendance registers of the employees and the students.

Different registers/ files are maintained to keep this record. Personal files, service books and other record related to the employees is available in the college establishment branch. Copies of different rules and regulations or other notifications of government related to this college are available in the college record. The accounts branch maintains record related to different incomings and expenditures. The fee clerk maintains record related to the fee and expenditure from different students accounts. The record related to admissions of different courses and the admitted students is maintained by the students branch. The students branch also maintain record related to promotions of students to next class, examinations, scholarships, achievements of students in different fields during their study in the college, record of information's sent by the college to other institutes/ agencies, record of research work during MD courses. The students branch also maintain record related to the University and CCIM. The different departments maintain record related to the stocks hold by that department and other communications between the Principal office and that particular department.

Attendance registers of employees and students of that department are available with the departments.

VII. 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 administration thereof:

No such arrangement is there.

VIII. 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 advise and as to whether meetings of those boards, councils, committees and other bodies are accessible for public:

No such arrangement is there.

IX. Names, Designations and other particulars of the Public Information Officers:

Dr. Parveen Kumar Rishi MD LLB, Professor and Head of Physiology Department Govt. Ayurvedic College, Patiala.

Resi : 1 Rishi Enclave Bhadson Road, Patiala.

Phone Office : 0175-2212019 Res. 2354836, 3092148, Mob. 98554-47181

Guru Gobind Hospital, Faridkot

1. The organization Guru Gobind Singh Hospital is attached to GGS Medical College, Faridkot (Punjab). This Hospital is a premier Institution in this border belt of Punjab catering adjoining Rural and border areas of Punjab and Rajasthan. It also serves as referral Hospital for BSF personals. Apart from this it also imparts training to under graduates (MBBS) & Post-graduates( MD/MS) & other para medical courses like B.Sc. Nursing, DMLT etc. This institution is also involved in Research work in collaboration with Baba Farid University of Health Sciences, Faridkot, to which it is affiliated.

2. The power and duties are being delegated in the Punjab Civil Service Rules for its Officers & employees. Any specific duties assigned by the DRME/ Higher Officials/ Pb. Govt. is followed Financial Rules in total from time to time.

3. For the decision making process, committees are formed as & when needed. Also the system is decentralized as per State Govt. Norms. This hospital communicate with Principal also communicates with DRME and Govt. of Punjab.

4. The norms set by State Govt., Deptt. Of Medical Education & Research, Medical Council of India are followed. This is also affiliated to Baba Farid University of Health Sciences, Faridkot for academic purpose.

5. The rules, regulations instructions used by its employees for discharging its functions are laid down by the Govt., Deptt. Of Medical Education and Research, Records of patients, investigations, inventory of articles, record of academic activities, students record is maintained at this hospital.

6. Categories of documents held by it:

- a) Record of patient's both indoor & outdoor
- b) Record pertaining to investigations.
- c) Medico-legal record
- d) Record of items in the Hospital ( store/ Stock).
- e) Medical Students record
- f) Record of academic activities
- g) Record of emergency services.

7. Suggestions made by public are taken into consideration for the welfare of patients only. The policy decision are taken at Govt. level.

8. There is a hospital Welfare Committee that has its members from the staff and district Red Cross Society. This committee works under the overall control of Deputy Commission, Faridkot. Other Committees like Blood donor society, disaster management committee works under Deputy Commissioner. These are accessible to public.

9. A directory of its officers & employees available in the Principal office and is duly maintained & updated from time to time.

10. The remuneration is paid as per the norms fixed by the State Govt./ for its employees from time to time.

11. Budget allocation in respect to Hospital for the current year is given as under :  
" 2210-Medical and Public Health-03 Medical Relief.

Budget allocated under this Head, 2,70,00000-00

"2210- Medical and Public Health-07 OHD

Budget allocated under this Head – 2,50,00000-00

The disbursement of each amount is done through proper procedure set up by the State Govt.

12. Subsidy programmes in the form of facility for free treatment to all State Govt. employees, pensioners, Yellow Card holders, Freedom Fighters exists in this hospital.

13. Receipts of concession as in Para No. 12 above & free treatment under National Programmes.

14. Information available in an conventional form like computerization is presently not available in this Institution.

15. Facility for obtaining information like Library or reading room are available to the Medical students and staff members only.

16. Public Information Officers will be designated soon.

17. No such information is available for the public use.