

	Introduction	
(Manual – 1)	Particulars of Organization, Functions and Duties	<p>a) Organization :-Govt. Ayurvedic College, Patiala, was established in 1952. This institute is recognized by the C.C.I.M. and affiliated with Baba Farid University of Health Sciences, Faridkot.</p> <p>b)Function and Duties :-</p> <p>i) The Institute utilizes the latest techniques and methods to impart higher quality and clinical training to the undergraduate and post undergraduate & D. Pharmacy (Ay.) students.</p> <p>ii) To provide Ayurvedic health care services to the patients.</p>
(Manual – 2)	Powers and Duties of Officers and Employees	<p>a) Powers of officers:-</p> <p>i) Administrative powers are vested with the principal of the institution. For the proper and smooth functioning of the institute the principal delegates powers to other Heads of departments and other members of institution as and when required.</p> <p>ii) to maintain punctuality and discipline amongst the staff and students.</p> <p>iii) to constitute various committees for implementation of programs and policies of the Govt.</p> <p>iv) Recruit, transfer, dismiss or terminate class IV employees by the D.R.M.E. Punjab.</p> <p>v) All Heads of the departments have controlling and supervisory powers over subordinate staff of their respective departments.</p> <p>vi) To implement various rules,regulations, instructions and manuals framed/communicated by the government, university and the Central Council of Indian Medicine from time to time.</p> <p>b) Duties of officers :-</p> <p>i) Duties of officers are to impart teaching and clinical training in D. Pharmacy (Ay.),B.A.M.S. and M.D. Students.</p> <p>ii) To provide tertiary Ayurvedic Health care services and awareness to patients.</p> <p>iii) to perform duties entrusted by principal regarding planning, purchasing of machinery and equipments and other matters etc.</p> <p>c) Duties of employees :-</p> <p style="text-align: center;">Duties of the employees of this Institute</p>

		<p>include :-</p> <p>i) To perform their respective duties as specified in their own respective categories.</p> <p>ii) To perform duties as per direction from higher authorities from time to time .</p> <p>iii) The technical staff perform their duties to assist the teachers for practical/clinical training.</p> <p>iv) Ministerial staff perform their duties regarding establishment/account matters by following the Punjab Civil Service Rules (CSR), Punjab Financial Rules and other institutions and orders by the Govt. from time to time.</p> <p>v) Ministerial staff perform their duties by keeping and maintaining service record of officers and official ,students record pertaining to their admission and academic matters and record of patients.</p>
(Manual – 3)	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions	<p>a) Rules, regulation and Instruction:-</p> <p>i) The rules, regulation and instruction issued by the Punjab Govt./higher authorities, Baba Farid University of Health Sciences, Faridkot and C.C.I.M. from time to time are complied with and maintained by the concerned branches of the institute.</p> <p>ii) The duty rosters in respect of doctors, paramedical staff and Interims including instruction by the principal form time to time are followed by the staff.</p> <p>b) Manuals and Record:-</p> <p>i) The record pertaining to service matters of officers and official is maintained and held by the office .</p> <p>ii) The record of M.D. (Ay.) ,B.A.M.S. and D. Pharmacy (Ay.)students regarding their personal files, examination, Internship duty roster, time table, merit etc. is also held and maintained by the training branch.</p> <p>iii) The record pertaining to Library and other relevant records are maintained and held by the concerned departments.</p> <p>iv) The manuals and rules issued by the Punjab Govt./Baba Farid University of Health Sciences, Faridkot and C.C.I.M. are held by the Institute and are followed by the employees for discharge of their duties and functions.</p>
(Manual -4)	Particulars of any arrangement that exists for consultation with, or representation by, the	The institute implements and follows the policies and programs framed by the Legislature/Govt. of Punjab and no other public involvement or representation thereof exists.

	members of the public in relation to the formulation of its policy or implementation thereof													
(Manual -5)	A statement of the categories of documents that are held by it or under its control	The categories of documents held by the Institute include service records of officers and officials, students record regarding their admission and their teaching course.												
(Manual – 6)	A statement of boards, council, committees and other bodies constituted as its part	The various committees of the Governments Ayurvedic College, Patiala are hereby constituted as under :- i. Disciplinary Committee ii. Purchase Committee iii. Physical Verification Committee iv. Inspection Committee v. Anti Ragging Committee. vi. vii. Note Minutes of such meetings are not accessible to the public.												
(Manual – 7)	The names, designations and other particulars of the Public Information Officers	<table border="1"> <thead> <tr> <th>Authority</th> <th>Name and Designation</th> <th>Phone No.</th> </tr> </thead> <tbody> <tr> <td>Appellate Authority</td> <td>Dr. Pardeep Kapil,Principal</td> <td>0175-212019</td> </tr> <tr> <td>Public Information Officer</td> <td>Dr. Vinod Mittal,Senior Lecturer</td> <td>-do-</td> </tr> <tr> <td>Asstt. Public information officer</td> <td>Sh. Surinder Singh,Senior Assistant</td> <td>-do-</td> </tr> </tbody> </table>	Authority	Name and Designation	Phone No.	Appellate Authority	Dr. Pardeep Kapil,Principal	0175-212019	Public Information Officer	Dr. Vinod Mittal,Senior Lecturer	-do-	Asstt. Public information officer	Sh. Surinder Singh,Senior Assistant	-do-
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(Manual – 8)	Procedure followed in Decision Making Process	<ul style="list-style-type: none"> i. The institute follows the policies and decisions framed by the Govt. from time to time. ii. The department is under the Ministry of Medical Education and Research, Govt. of Punjab,Chandigarh. iii. Principal Secretary/ Secretary to Govt. of Punjab department of Medical Education and Research. iv. Director Research and Medical Education, Punjab. 												
(Manual -9)	Directory of Officers and Employee													
(Manual – 10)	The Monthly Remuneration Received By Each of its	Remuneration and allowances of officers and employees are drawn and disbursed as per norms fixed by the Govt. of Punjab from time to time. The details of monthly remuneration disbursed to its officers and employees, is												

	Officers and Employees, Including the System of Compensation as Provided in Regulations	maintained in the office.
(Manual – 11)	The Budget Allocated to each Agency	The budget in respect of state and central schemes under various heads is allocated by the Govt. on the basis of proposed expenditure to the Institute and the records pertaining to it are maintained in the office(copy regarding budget allocation etc. already sent vide this office letter No. Amla1-10/Sp./1 Dated :14/3/10)
(Manual – 12)	The Manner of Execution of Subsidy Programmes	<ul style="list-style-type: none"> i) The execution of subsidy programmes to schedule caste and backward class students is followed as per policies and programmes of the Govt. of Punjab framed form time to time . ii) Post-metric scholarship to SC students whose father's annual income is less then 1 lac rupees. iii) To provide books to the SC students, Book Bank is established. iv) Remuneration to internship students during one year internship training.
(Manual -13)	Particulars of Recipients of Concessions, permits or authorization granted by it	<ul style="list-style-type: none"> i) The execution of subsidy programmes to schedule caste and backward class students is followed as per policies and programmes of the Govt. of Punjab framed form time to time . ii) Post-metric scholarship to SC students whose father's annual income is less then 1 lac rupees. iii) To provide books to the SC students, Book Bank is established. iv) Remuneration to internship students during one year internship training.
(Manual - 14)	Norms set by it for the discharge of its functions	<ul style="list-style-type: none"> i) The discharge of the functions are guided by the norms set under the provisions of Punjab Civil Service Rules/ Financial Rules, rules and regulation framed by C.C.I.M. and Baba Farid University of Health Sciences, Faridkot. ii) Various committees and sub-committees have the role in the discharge of functions being supervised by the principal and other officers assigned with the duties.
(Manual -15)	Information available in an electronic form	N.A.
(Manual -16)	Particulars of	All information required by citizens of India under right of

	the facilities available to citizens for obtaining information	information act is available with the Public Information Officer of this institute on payment of requisite fee. Library and reading room are not open for public use, these are open to students and staff of this Institute only.
(Manual -17)	Other Useful Information	<p>The latest information will be periodically up-dated as and when required.</p> <p>c) Publish all relevant facts while formulating important policies or announcing the decision which affect public:- The policies and decisions are formulated by the Govt. of Punjab/C.C.I.M. and Baba Farid University of Health Sciences, Faridkot. Hence this Institute is not concerned with any fact which affects the public.</p> <p>d) Provide reasons for its administrative or quasi-judicial decisions to affected persons :- The administrative or quasi-judicial decisions are taken by the principal of the institute as per Rules, Regulations, Instructions and guidelines issued by the Govt. of Punjab time to time.</p>