

ANNEXURE –2

PUBLICATION OF INFORMATION REGARDING SPECIFIED IN RULE 4(1)(b)(ii) OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

Sr. No.	Name of the post	Powers and duties (in brief)
1	Director Principal	<p>Powers:</p> <ul style="list-style-type: none">• To work as Head of Department under Rule 14 of the Delegation of Financial Power Rules 1978, as notified/ issued by The Finance Department, Chandigarh Administration from time to time• Sanction all kind of purchase expenses upto Rs 20,00,000/- as per rules and formalities• Sanction Contingent Expenses for recurring upto Rs.10,000 and non-recurring upto Rs 40,000/-.• Sanction of Claim of Medical Bills upto Rs. 10,000/- <p>Duties:</p> <ul style="list-style-type: none">• Process the cases of Group 'A' & 'B' posts.• Creation / abolition of Group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff) posts in consultation with Finance Deptt.• Continuation/ Conversion of Group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff) posts in consultation with Chandigarh Administration/ Govt. of India• Framing/ Amendments of Recruitment Rules of Group 'C' (Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff) posts in consultation with Chandigarh Administration.• Recruitment/ Promotion/ Confirmation/ Transfer / Posting/ against group 'C' & 'D'(Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff)• Issue of No Dues Certificates/ No Objection Certificate / Forwarding Applications in respect of group 'C' & 'D' (Ministerial & Non-Ministerial i.e. Para Medical and Nursing Staff) posts• Ordering of Preliminary & regular inquiries and Grant of Honorarium and acceptance of Fee for group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff) posts.• Deputation/ Foreign Service (within India) in respect of group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff) posts. with approval of Administrative Deptt.• Admissions of MBBS & PG Courses as per University schedules.

2	Additional Director (Administration)	<ul style="list-style-type: none"> • Heading Establishment/ Administrative Branch and processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases except court cases related to contractual staff appointed through various Contractors in GMCH, court cases related to procurement Branch I & II and other court related to Hospital Branch • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group,'C' & 'D' staff except Nursing Staff and other paramedical staff posted in Government Medical College & Hospital, Sector 32, Chandigarh, sanction of Earned leave in respect of Group, 'C' & 'D' staff except Nursing Staff and other paramedical Staff posted in Government Medical College & Hospital, Sector 32, Chandigarh, sanction of TA on tour, LTC, issue of No Objection Certificates as required under the conduct rules, authentication and forwarding of Pension Cases to the AG in respect of Group, 'C' & 'D' staff of the Government Medical College & Hospital, Chandigarh, sanction of Medical Reimbursement upto the limit of Rs. 2,000/- in each case, sanction of allowances, Reimbursement of Tuition Fee etc. • Heading communication Cell and processing all cases relating to Communication Cell and IT Centre being attended to by the Office Superintendent (Estt-II) • Processing the cases relating to admission of students, other matters being attended to the Assistant Registrar (Academic)/ Superintendent (Academic) • To work as Head of Office under Rule 14 of the Delegation of Financial Power Rules 1978, as notified by the Finance Department, Chandigarh Administration vide order No. F&PO(5)-92/8345, dated 15.07.1992 and to sanction Contingent Expenses upto Rs. 10,000/- as per rules & formalities. • Sanction Contingent Expenses for recurring upto Rs.1,500 and non-recurring upto Rs8,000/-, • Sanction of Claim of Medical Bills upto Rs. 2,000/-, • Sanction of claims relating to payment of Water, Electricity & Telephone bills, payment of Water, Electricity & Telephone bills, payment of Legal Charges to the advocates as per rates determined by the L.R. • Work of the Store Officer (College) to the extent it is not related with the M.S. shall be routed through the Joint Director (Admn.), for the procurement of material and its further disposal. • Work relating to the Estate Branch. • Work relating to the Legal Cell.
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3	Professor of Hospital Administration cum Medical Superintendent	<ul style="list-style-type: none"> • Heading Procurement/ Hospital Administration Branch/Pharmacy Department/ Central Stores (Hospital) / Establishment/ Administration of Nursing Staff and Para Medical Staff and Processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases related to Hospital Administration • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group,'C' staff, Nursing Staff and other paramedical staff posted in Government Medical College & Hospital, Sector 32, Chandigarh, sanction of Earned leave in respect of Group, 'C' staff of Nursing Staff and other paramedical Staff posted in Government Medical College & Hospital, Sector 32, Chandigarh, sanction of TA on tour, LTC, issue of No Objection Certificates as required under the Conduct Rules, authentication and forwarding of Pension Cases to the AG in respect of Group, 'C' staff. • To work as Head of Office under Rule 14 of the Delegation of Financial Power Rules 1978, as notified by the Finance Department, Chandigarh Administration from time to time • Sanction all kind of purchase expenses upto Rs. 10,000/- as per rules and formalities, • Sanction Contingent Expenses for recurring upto Rs.1,500/- and non- recurring upto Rs. 8,000/-
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