

ANNEXURE –3

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

(The procedure followed in the decision making process, including channels of supervision and accountability)

Name of the Department/ Board / Corporation/ Institution/ Office: Government Medical College & Hospital, Chandigarh

Sr. No.	Nature/ Type of Work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the post)
1	<ul style="list-style-type: none"> • Establishment matters relating to Professor, Readers, Senior Lecturers & Lecturers – Regulation / Direct Contract Basis • The matter pertaining to framing /notification of Recruitment Rules of Group 'A' posts • The matter pertaining to coordination of creation /continuation of Group 'A', 'B', 'C' and 'D' posts • The matter pertaining to regular/contractual appointments, DPC meeting, Extension, Deputation, Seniority, disciplinary proceedings etc. in respect of Group 'A' posts • The matter pertaining to preparation and maintenance of reservation/vacancy roster of Group 'A' posts • The matter pertaining to furnishing of periodical returns to the quarter concerned in respect of Group 'A' posts • The matter pertaining to the preparation and maintenance of ACRs of Group 'A' posts. • The budget, Audit paras etc. of Group 'A' posts. • The matter pertaining to preparation and maintenance of Service Books, Pay Fixation, 	Establishment Branch I through Office Superintendent	Additional Director (Admn.)	Advisor to the Administrator In case of Group "A' post

	<p>Increments, ACP, LTC, TA Bills, Leave Enchashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'A' posts.</p> <ul style="list-style-type: none"> • Award of contract of Paramedical/Nursing and General Services. • Award of contract for Hospital Kitchen Services. 			
2	<ul style="list-style-type: none"> • Establishment matters relating to Senior Residents, Demonstrators, EMOs, MOs, LMOs, Junior Residents, etc. • The matter pertaining to framing/notification of Recruitment Rules of Group 'B' posts • The matter pertaining to coordination of creation /continuation of Group 'B', posts • The matter pertaining to regular/contractual appointments, DPC meeting, Extension, Deputation, Seniority, disciplinary proceedings etc. in respect of Group 'B' posts • The matter pertaining to preparation and maintenance of reservation/vacancy roster of Group 'B' posts • The matter pertaining to furnishing of periodical returns to the quarter concerned in respect of Group 'B' posts • The preparation and maintenance of ACRs of Group 'B' posts. • The Budget, Audit Paras etc. of Group 'B' posts. • The matter pertaining to the preparation and maintenance of Service Books, Pay Fixation, Increments, ACP, LTC, TA Bills, Leave Enchashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'B' posts. • Award of contract for Housekeeping & Sanitation Services. • Matter pertaining to the IT/Telecommunication. 	Establishment Branch II through Office Superintendent	Additional Director (Admn.)	SMER in case of group 'B' post through Director Principal

3	<ul style="list-style-type: none"> • Establishment matters relating to relating to Group C & D posts (Ministerials) and work relating to recruitment and appointment of Para Medical and Nursing Staff – Regular/Direct Contract basis. • The matter pertaining to framing/notification of Recruitment Rules of Group 'C' & 'D' posts (ministerial) • The matter pertaining to the preparation of proposals for creation /continuation of Group 'C' & 'D', posts (ministerial) • The matter pertaining to the preparation and maintenance of reservation/vacancy roster of Group 'C' & 'D' posts (Ministerial) • The matters pertaining to furnishing of periodical returns to the quarter concerned in respect of Group 'C' & 'D' posts (ministerial) • The matters pertaining to the preparation and maintenance of ACRs of Group 'C' & 'D' (ministerial) • The matter pertaining to the Budget, Audit Paras etc. of Group 'B' posts. • The matters pertaining to the Screening Committee meeting in respect of Group 'D' & 'D' posts (ministerial). • The matter pertaining to the preparation and maintenance of Service Books, Pay Fixation, Increments, ACP, LTC, TA Bills, Leave Enchashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'C' posts. • The matter pertaining to Award of contract for Security & Parking Services. • The matter pertaining to the Grand of Award, Commendations Certificates and furnishing of information reg. Republic Day/Independence Day etc. 	Establishment Branch III through Office Superintendent	Additional Director (Admn.)	Director Principal
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4.	<ul style="list-style-type: none"> • All miscellaneous type of works. • The matters pertaining to the Sexual Harassment • The matters pertaining to Coordination of Parliamentary Affairs Committee/Rajya and Lok Sabha Questions etc. • The matters pertaining to the GIMRC, Chandigarh • The matters pertaining to Library • The matters pertaining to the citizen character/Charter of Demand • The matters pertaining to the census • The matters pertaining to Statistical Data/Periodical Returns etc. • The matters pertaining to rules and regulations governing the daily life of citizen need to reduce the contract points with the Govt. • The matter pertaining to E-governance/Inter State Council meetings • The matters pertaining to furnishing of periodical returns to the quarter concerned. • The matters pertaining to demand,welfare of employees • The matter pertaining to formation of Unions/Welfare Bodies of Govt. Medical College & Hospital • The matters relating to the revamping of Public Administration System • Correspondence relating to the prohibition of sale of cigarette and other tobacco products. • The matter pertaining to the Award of Contract for Laundry & Pest Control services. 	Establishment Branch IV through Office Superintendent	Additional Director (Admn.)	Director Principal
5	<ul style="list-style-type: none"> • Matter pertaining to the Court Cases of Group 'A', 'B' , 'C', 'D' and contractual staff etc. • The matters pertaining to the Vigilance Inquiries 	Legal Cell through Law Officer	Additional Director (Admn.)	Director Principal

6	<ul style="list-style-type: none"> Matter pertaining to the Right to Information Receipts of RTI applications/Appeals RTI Fees/ additional fees. Monitoring & Reporting, Quarterly Reports. RTI requests forwarded to the concerned CPIO's of GMCH. 	RTI CELL Through Law Officer	Additional Director (Admn.)-cum-Transparency Officer (under RTI)	Director Principal -cum-Appellate Authority
7	<ul style="list-style-type: none"> The matters pertaining to the construction, infrastructure and Planning etc. of Govt. Medical College & Hospital, residential complex, UHTC, RHTC, etc. The matters pertaining to House Allotment etc. The matter pertaining to Air/Water Pollution Control & Reports. The matters pertaining to Fire Fighting Services The matters pertaining to the maintenance of buildings of GMCH, Residential and Hostel Complex The matters pertaining to the Senior Officers Conference/Advisory Council or any other conference of Chandigarh Admn. The matters pertaining to furnishing of periodical returns to the quarter concerned. The matters pertaining to the Shop of Block 'A', 'B', 'C', 'D, & Hostels The matters relating to the Annual Reports of achievements of Govt. Medical College & Hospital The matters pertaining to the Mess of Doctors/Nursing/Students The matters pertaining to the Bank, electricity charges and ATM services 	Estate Branch through Office Superintendent	Additional Director (Admn.)	Director Principal
8	<ul style="list-style-type: none"> Recruitment Rules of Group 'C' Para Medical and Nursing Staff only Establishment matter of 'C' Para Medical and Nursing Staff DPC for 'C' Para Medical and Nursing Staff Screening Committee of 'C' Para Medical and Nursing Staff 	Hospital Administration I through Office Superintendent	Medical Superintendent	Director Principal

	<ul style="list-style-type: none"> • Work related to MRD, Medico Legal Cases, Financial Assistance to Poor Patients from UT illness Fund • Administrative matter of Hospital Infrastructure • Reports /returned to Chandigarh Administration • Physical Verification of Stores (Hospital) • Purchase of drugs/medicines/surgical items 			
9	<ul style="list-style-type: none"> • Maintenance of Service Books of Para Medical and Nursing Staff • Fixation of Pay/ of Grant of Annual Increment/ benefits under ACP in respect of the above staff • All kinds of Leave except Casual leave/ LTC/TA/ Leave Encashment / Preparation of Pension Cases/ Retirement Benefits in respect of Para Medical and Nursing Staff 	Hospital Administration II through Office Superintendent	Medical Superintendent	Director Principal
10	<ul style="list-style-type: none"> • College academic affairs i.e. admissions, examinations etc • Research Projects CMEs • Teachers and Students returns • Post Graduate Courses, Annual Day Functions, Annual Day Convocation, Internship, Apprenticeship, Maintenance of PLA Fund, Matters pertaining to Medical Education, Centrally Sponsored Schemes/ WHO sponsored Scheme and other matters related to Academic 	Academic Branch through Assistant Registrar	Additional Director (Admn.)	Director Principal
11	<ul style="list-style-type: none"> • Purchase of Foreign items • Constitution of Purchase/Technical Committee, Meetings of the Purchase and Technical Committees, Floating /Sale of Tenders, Import of Machinery and Equipment's 	Procurement Branch-I through Office Superintendent	Medical Superintendent	Director Principal
12	<ul style="list-style-type: none"> • Purchase of Indigenous items 	Procurement Branch-II through Office Superintendent	Medical Superintendent	Director Principal
13.	<ul style="list-style-type: none"> • Purchase of drugs/medicines/surgical items 	Pharmacy Department through Assistant Dispensary Superintendent	Medical Superintendent	Director Principal

14.	<ul style="list-style-type: none"> • Receipt, Inspection issue of furniture, equipment Stores linen pertaining to hospital. • Petty Purchase/repairs. • Work relating to Hostels, Guest House and residential quarters, occupation/ vacation and upkeep • Preparation of I card and punching card • Payment of Electricity and water charges bills and stock entries thereof • Transport work 	Central Stores (Hospital) through Stores Officer -I	Medical Superintendent	Director Principal
15.	<ul style="list-style-type: none"> • Independent/Republic Day celebrations/ Receipts/Inspection and issue of Stores, Furniture, equipments, Chemical, Glassware, etc to the departments. • Hostels, Guest Houses, Vehicle repairs, Maintenance, auditing, refueling, passing. • Procurement of Indents Proforma for departments and branches, petty purchase/repairs. 	Central Stores through Stores Officer-II	Additional Director (Admn.)	Director Principal
16.	<p><u>Budget Section:</u> Entire Work related to budget/planning, maintaining information and data relating to budget and planning, updating of EFC memo, prepare of contingency bills under all heads of accounts i.e. machinery equipment, office expenses, material and supplies, other charges of all the sanctions issued from all the branches, water and electricity charges bills, imprest and account bills, maintaining the complete data in consultation with cashier to file quarterly/annual income tax return in r/o TDS/TCS, adjustment of outstanding advances, medical reimbursement cases, prepare of bills of medical reimbursement, LTC and TA bills, preparation of monthly, quarterly and annual reports of receipt and expenditure, maintenance of records regarding budget, annual/ five year plans, revised estimates and all types of information desired by the F.D./GOI regarding budget and planning, diary and despatch of accounts</p>	Accounts Branch Through Deputy Controller (F&A)	Additional Director (Admn.)	Director Principal

branch, maintenance and completion of rent register of Govt. Houses and other works specifically marked and directed to perform.

Salary Section:

Grant in aid, maintenance of its cash book, permission to open bank accounts, income tax returns of TDS/TCS quarterly and annually, examining LTC/TA cases of all employees preparation of salary of group A, B, C and D, GPF advances and withdrawal cases, calculation of income tax and its proportionate deduction at source, preparation of complete data for filing of quarterly and annual returns of income tax/TDS, loans and advances, timely compilation/filing of quarterly/annual income tax of TDS (salary and contingency/TCS with the income tax department), all type of computer work of accounts branch relating to salary, income tax, contingency and other preparation of engagements schedule of meetings of AC(F&A) and SO(A).

Cash Section

Maintenance of cash book, all cash transactions with the bank and treasury, receipts and disbursement of cash, reconciliation of all the accounts with the bank and treasury, drawl and deposit of cash in bank, preparation and collection of demand drafts of all the bills, reconciliation of receipts with T.O., deposit of electricity and water charges telephone bills, work regarding DAC of staff nurses, deposit of application fee in r/o recruitment in GMCH maintenance of its record and reconciliation of bank account.