

1.2 Power and Duties of its officers and employees

(i) POWERS AND DUTIES OF OFFICERS (ADMINISTRATIVE, FINANCIAL AND JUDICIAL)

Sr. No.	Designation	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 13(3) of the Delegation of Financial Power Rules 1978, as notified/ issued by the Finance Department, Chandigarh Administration from time to time. <p><u>Duties:</u></p> <ul style="list-style-type: none">• Process the cases of all Group 'A, B, C & D posts.• Creation / abolition of Posts.• Continuation/ Conversion of posts in consultation with Chandigarh Administration/Govt. of India.• Framing/ Amendments of Recruitment Rules 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 all posts.• Ordering of Preliminary & regular inquiries and Grant of Honorarium and acceptance of Fee.• Deputation/ Foreign Service (within India).• Admissions of MBBS & PG, B.Sc Courses as per Panjab University schedules.

2.	Joint 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 as per order of Finance Department Chandigarh Administration time to time. • Heading communication Cell and processing all cases relating to Communication Cell and IT Centre being attended to by the Office Superintendent (Estt-III) • Processing the cases relating to admission of students, other matters being attended to the Assistant Registrar (Academic)/ Superintendent (Academic) • Sanctions of contingent expenditure as per order of Finance Department Chandigarh Administration time to time. Payment of legal charges to the Advocates as per rates determined by LR & works of Store Officer to the extent it is not related to the M.S for the procurement of material and its further disposal. Payment of any kind of purchase and payment to service provider etc. • Sanctions of claims relating to the payments i.e. electricity /water/telephone charges i.e. inevitable payment to avoid penalty charges before due date irrespective of the amount of the bills. • Work of the Store Officer 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. • Heading Control Room, Lifts, Fire Fighting. • Over all Supervision & Control of Sanitation, Lifts, Security, Horticulture/Beautification.
----	------------------------------------	--

3.	Professor of Hospital Administration cum Medical Superintendent	<p>Head of the Department:-</p> <ul style="list-style-type: none"> • Hospital Administration • Procurement Branch-I • Procurement Branch-II • Central Stores (Hospital) • Dietetics • Establishment/ Administration of Nursing Staff • Establishment/ Administration of Para Medical Staff • Processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases related to Hospital Administration Branch-I & II • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group, 'C' - Nursing Staff & paramedical staff • Sanction of Earned leave in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Sanction of TA in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • LTC in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Issue of No Objection Certificates as required under the Conduct Rules, in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Pharmacy Department • Authentication and forwarding of Pension Cases to the AG in respect of Group, 'C' staff. • To work as Head of Office under Rule 13 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. 2.00 lac as per rules and formalities.
----	---	--

Financial Order: Finance Department Chandigarh Administration: [Click here](#)

(II) POWER AND DUTIES OF OTHER EMPLOYEES

Name of the Department: ESTABLISHMENT BRANCH-I

Sr. No	Name of the post	Powers and duties/workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none">• Being Incharge of the Branch/Section, the main function of the Superintendent is to supervise and examine the cases put up by the dealing hand and ensure that they have been properly dealt as per procedures. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his on note giving suggestions and put up the cases to the competent authority for obtaining/according orders on the file. After the orders have been passed by the Competent Authority the file would be marked to the dealing hand for putting up the draft. After draft has been put up he would scrutinize it minutely to see that there is no deviation from the orders passed by the Competent Authority.• To ensure that staff working under him/her is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly.• To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases & to ensure that records are maintained in proper orders and that the rooms occupied are kept neat and tidy and also to take necessary steps to see that work is not allowed to fall into arrears.• To ensure that the distribution of work in the Branch is generally adequate and also to inspect the tables of officials working under the control in the Branch that fresh receipts and cases are properly and punctually dealt or not.

		<ul style="list-style-type: none"> • To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department. • To act upon the decision taken and to handle the problem accordingly. • To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff. • To look after and super-wise the entire work of the Branch-I. • To ensure proper availability and distribution of work of the Branch. • To process the various kind of activities & directions with the employees working in the branch. • To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies. • To guide the staff to take up the cases personally on various levels i.e. ADA, DP, SMER and others so that the cases is materialized in a time bound manner. • To sign the drafts regarding orders after getting due approval from the competent authority. • To perform any other duties assigned by the higher Authorities.
2.	Senior Assistant (EA-1)	<ul style="list-style-type: none"> • To deal with all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through UPSC. • To deal with filling up all kind of vacant post of faculty under Group 'A' post i.e. Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal. • Issuance of Appointment letters, Medical, Joining Report and Police Verification etc. of all Direct Recruitment Faculty Officers. • Dealing with all promotion cases through UPSC in respect of Group 'A' faculty post.

		<ul style="list-style-type: none">• Dealing with grant of permission for various aspect, issuance of NOC/Experience certificate, Issuance of Vigilance Clearance Certificate from the Vigilance Department of Chandigarh Administration, forwarding and submission of applications to the higher posts, Acceptance of Resignations, preparation and submission of pension cases in respect of all faculty Group 'A' posts, dealing with court cases, dealing for seeking information under RTI Act-2005 and attending the complaints so received under RTI.• To maintenance of reservation roaster, maintenance of physical handicap roaster, reply with the urgent Lok Sabha Questions, reply of the Audit Memos/Para's raised by the external audit party, preparation the reply of various applications so received from the applicant through RTI Act and also any other duties as assigned by the authorities.• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.• To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.• To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter, Creation of posts, drafting of Recruitment rules, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever.• To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties.• Any other duties as assigned by the authorities.
--	--	--

3.	Senior Assistant (EA-2)	<ul style="list-style-type: none"> • To deal with creation of all kinds of posts in respect of Group A, B, C and D i.e. such as faculty under Group 'A' posts i.e. Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors, Senior Resident, Demonstrator, Para-medical technical posts, Para-medical non-technical posts if any, Ministerial/Clerical posts etc. through Govt. of India. • To deal with Framing/Reviewing/Amendment of Recruitment Rules in respect of all Group A, B, C and D posts in consultation with the Department of Personnel, Chandigarh Administration as well as UPSC. • To deal with preparation and submission the proposal for creation and Recruitment Rules to the Chandigarh Administration as well as Ministry of Health and Family Welfare, Govt. of India as well as UPSC. • To deal with court cases pertaining to the creation of post and Recruitment Rules. • To put up the agendas for discussion in the Chair of Recruitment Committee and deal with all kind of cases pertaining to the Recruitment Rules of Group A, B, C and D posts. • To deal with complaints received under RTI Act-2005 with regard to the post of Creation and Recruitment Rules. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and
----	-------------------------	--

		<p>other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.</p> <ul style="list-style-type: none"> • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to Creation and Recruitment Rules of all Group 'A, B, C and D posts etc. whatsoever. • To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties. • Any other duties as assigned by the authorities.
4.	Senior Assistant (EA-3)	<ul style="list-style-type: none"> • To deal with all kinds of service matter with regard to the faculty post of Group A, i.e. such as Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and Director Principal. • To deal with maintenance of service books/record in respect of Group 'A' faculty posts. • To deal with grant of permission for various issues, grant of leave, Ex-India Leave, any other kind of leave except academic leave, calculation of leave account in respect of Group 'A' faculty posts. • To deal with grant Annual Increment, grant ACPs, grant LTC/TA/DA, etc. and also get the proposal vetted by the Accounts Functionaries. • To deal with counting of past service in respect of Group 'A' faculty posts. • To deal with preparation and submission of pension cases in respect of Group 'A' faculty posts and also take up the matter with Chandigarh Administration as well as Appropriate Authority.

		<ul style="list-style-type: none"> • To deal with court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts. • To deal with complaints received under RTI Act-2005 with regard to the posts falls under service matter. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever. • To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties. • Any other duties as assigned by the authorities.
5.	Junior Assistant attached with (EA-1)	<ul style="list-style-type: none"> • Assigned the duty to deal the PUCs pertaining to all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical

		<p>Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through UPSC.</p> <ul style="list-style-type: none">• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.• To put up all the PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts.• To maintain the record/file on proper way and also maintain the reservation roaster, as well as physical handicap roaster.• To kept the record in proper way in the branch and submitted the relevant file to Senior Assistant whenever it is required.• To put up and deal with all kind of cases pertaining to the seat of EA-1.• To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.• To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.• To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders,
--	--	--

		<p>references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever.</p> <ul style="list-style-type: none"> • Any other duties as assigned by the seniors.
6.	Clerk attached with EA-1	<ul style="list-style-type: none"> • Assigned the duties with regard to the posts pertaining to the seat of dealing assistant. • To put up the RTI cases/PUCs pertaining to all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through UPSC. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To put up all other miscellaneous PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts. • To maintain and keep the proper record in proper way in the branch and submitted the relevant file to the dealing Assistant within day to day basis. • To put up and deal with all kind of cases pertaining to the seat of EA-1. • To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and

		<p>other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.</p> <ul style="list-style-type: none"> • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever. • Any other duties as assigned by the seniors.
7.	Junior Assistant, attached with EA-2	<ul style="list-style-type: none"> • Assigned the duties to put up the PUCs pertaining to all kinds of creation of posts under Group 'A, B, C and D to the immediate seniors/dealing Assistant for taken up quickly action on the references from the Appropriate Authorities. • To put up and submission of the cases with regard to the Recruitment Rules of all kind of posts created under Group A, B, C and D in true manner. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To put up all the PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts as well as the posts pertaining to the seat of dealing assistant. • To maintain and keep the record in proper way in the branch and submitted the relevant file to the dealing Assistant whenever it is required. • To put up the agendas for discussion in the chair of Recruitment Committee and deal with all kind of cases pertaining to the seat of EA-2.

		<ul style="list-style-type: none"> • To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to Creation and Recruitment Rules of all Group 'A, B, C and D posts etc. whatsoever. • Any other duties as assigned by the seniors.
8	Junior Assistant, attached with EA-3	<ul style="list-style-type: none"> • To put up all kind of service record with regard to the faculty post of Group A, i.e. such as Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and Director Principal. • To put up & maintenance of service books/record in respect of Group 'A' faculty posts. • To put up the cases for grant of permission for various issues, grant of leave, Ex-India Leave, any other kind of leave except academic leave, calculation of leave account in respect of Group 'A' faculty posts. • To put up for grant of Annual Increment, grant ACPs, grant LTC/TA/DA, etc. and also get the proposal vetted by the Accounts Functionaries.

		<ul style="list-style-type: none"> • To put up for counting of past service in respect of Group 'A' faculty posts. • To put up for preparation and submission of pension cases in respect of Group 'A' faculty posts and also take up the matter with Chandigarh Administration as well as Appropriate Authority. • To put up for court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts. • To put up the complaints so received under RTI Act-2005 with regard to the posts falls under service matter/record. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service record, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever. • Any other duties as assigned by the seniors.
9	Steno-Typist	<ul style="list-style-type: none"> • Collection of information & files and compilation of data in given form.

		<ul style="list-style-type: none"> • To deal with making entries in Dak Receipt Register (internal) & Despatch (File Movement) Register from different departments, ADA office, Director Principal's office, Accounts branch of Establishment Branch-I and sending the routine reminders. • Making necessary entries of all kind of PUCs so received in the branch for the faculty posts of Group 'A'. • Maintaining the casual leave record. Maintaining the record of various circulars, orders, permissions, Audit Paras, RTIs, Branch correspondences. • Taking dictation relating to the branch cases & attend the meetings. • Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register. • To reply the Audit Paras & other miscellaneous work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
10	File Restorer	<ul style="list-style-type: none"> • To maintain and binding the record in respect of all kind of work dealing with the Establishment Branch-I. • Cleanliness/dusting the records of relevant files and kept intact the record with proper manner. • To record the relevant agendas in the files and collect the office file from the dealing Assistants for binding. • To handle the Photostat Machine of the branch. • Any duty that may be assigned by the Superintendent.

Name of the Department: Establishment Branch-II

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. • To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties. • Supply the information as asked for under RTI Act within stipulated period • To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner. • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any. • To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-bound manner. • Any other duty as assigned by the MS, ADA and DP.
01	Sr. Assistant (EA-I) with Record Keeper (RK-I)	<ul style="list-style-type: none"> • Recruitment of Senior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. • Issuance of Appointment letter, Medical, Joining Report and Police Verification of Senior Residents, Junior Residents, Resident Pathologists, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. • Maintaining of Reservation Roster of Senior Residents, Junior Residents, Resident Pathologists, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer and Emergency Medical Officer. • Maintaining of Physical Handicapped Roster.

		<ul style="list-style-type: none"> • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
02	Sr. Assistant (EA-II) with Record Keeper (RK-II)	<ul style="list-style-type: none"> • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
03	Sr. Assistant (EA-III) with Record Keeper (RK-III)	<ul style="list-style-type: none"> • Maintenance of service books of Senior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer ie., attestation of entries in the service books, annual increments, pay fixation, . • Issuance of all kinds of leave i.e, Earned Leave, Medical Leave, Extra Ordinary Leave (with pay or without pay), Ex-India Leave, leave encashment of unutilized leave. • TA/DA and registration fee reimbursement • Leave Travel Allowance • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
04	Steno-Typist	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges and Photostat Machine etc., Dictations and typing work. Other works as assigned by the Superintendent and officers from time to time.</p> <ul style="list-style-type: none"> • To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches • To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register • To maintain Casual/ other leave records of the officials • To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register • To Indent the stationary & computers etc. from Central stores etc and maintain the record in the stock register.

		<ul style="list-style-type: none">• Dictations by Office Superintendent , and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc.
05	Attendant	<ul style="list-style-type: none">• Dusting of tables, chairs and computer etc. in the branch.• Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be.• The material issued against Indent is being collected by the attendant from the Central Store.• Serves tea/ coffee etc. to the officials working in the branch.

Name of the Department: Establishment Branch-III

Sr. No.	Name of post	Powers and duties/Workload (in brief)
01	Superintendent Gr-I	Scrutiny of the cases, drafting, dispose-off the day to day assigned works. To ensure general efficiency and also punctuality of the staff and to keep a check on delay in submission of the cases. Will see that the work allotted to the branch is generally equitable. Any other duty that may be assigned by the Officers Incharge of the Institute
02	Senior Assistant	To deal the cases on the various subject matters & put up proposal to the Senior Officers according to facts & provisions of Rules, to pursue the urgent nature cases on personal level
03	Clerk / Junior Assistant	Typing work, Maintain the record of the personal/policy files, Record keeping, Receipt & dispatch of the Dak, Handle the data feeding, Production of Records, put up the various cases to the authorities etc.
04	Junior Scale Stenographer	Dictation work, DAK works, typing work, collection of information and files, compliance of data in given form, opening of files, Maintenance of files, Sending of routine reminder
05	Data Entry Operator	To assist the Computer Programmer/Asstt Computer Programmer for networking amongst all the branches of the Hospital. Help in updation & interlinking the record related to faculty, staff & students with IT Centre. Help in making the new programme for the new projects of the Hospital. Computerize the record of recruitment for the various posts.
06	Safaikaramchari	To cleanliness of OT, OPDs and Office in patient care services on routine basis to restrict the germs and unhygienic elements in working and treatment areas.

Name of the Department: Establishment Branch -IV

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • To supervise all the work pertaining to various contracts i.e. floating of e-tender, verify the wage bills and other related work: Paramedical Services Contract. Housekeeping and Sanitation Services Contract. Hospital Catering Services Contract. Laundry Contract. Round the Clock Security and Fire Prevention Services General Services. Pest Control. Round the Clock Cycle, Scooter & Car Parking Services. Technical and other Skilled Services. SPIC providing DEO's for HIMS project. • Supplying of RTI information. • Supplying of Budget information pertaining to the contracts. • Supervising Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court cases.
01	Sr. Assistant (EA-I) with Record Keeper (RK-I)	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI, GST online portal, Wage Disbursement and other related work, pertaining to various contracts as under: Paramedical Services Contract Housekeeping and Sanitation Services Contract Hospital Catering Services Contract Laundry Contract

		<ul style="list-style-type: none"> • Preparation of Budget information pertaining to seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court case pertaining to above contracts.
02	Sr. Assistant (EA-II) with Record Keeper (RK-II)	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI, GST online portal, Wage Disbursement and other related work, pertaining to various contracts as under: Round the Clock Security and Fire Prevention Services General Services. Pest Control. Round the Clock Cycle, Scooter & Car Parking Services. • Preparation of Budget information pertaining to the seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter.
03	Sr. Assistant (EA-III) with Record Keeper (RK-III)	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI, GST online portal, Wage Disbursement and other related work, pertaining to various contracts as under: Technical & Other Skilled Services. SPIC providing DEO's for HIMS. • Preparation of Budget information pertaining to the seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter.

Name of the Department: HOSPITAL ADMINISTRATION-I

Sr. No.	Senior Assistant	Powers and duties/Workload (in brief)
1	Senior Assistant (EA-1) vacant	<ul style="list-style-type: none"> • To deal all establishment matter i.e. pay fixation cases, step up, pay anomaly ACP cases and to maintain service books of staff nurses and with the help of Junior Assistant for staff nurses having Sr. 01 to 520 and S. No.1201 to 1230. • Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant. • Matters related to Direct Contract Staff. • Seniority list of ANS • Promotion cases of ANS and Nursing Sister (DPC) <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned nursing staff:-</p> <ul style="list-style-type: none"> • Court cases • RTI cases • All disciplinary cases • Work related to ACR. • College of Nursing Recruitment rules and appointment.
2	Senior Assistant (EA-2)	<ul style="list-style-type: none"> • To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses and Assistant Nursing Superintendent (ANS) with the help of Junior Assistant for staff nurses having Sr. 521 to 900 and ANS 09 Nos. and S. No.1231 to 1296. • Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant. • ACR Files & work related to ACR Files • All work related to selection files record. <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned Nursing Staff:-</p> <ul style="list-style-type: none"> • Court cases • RTI cases • All disciplinary cases • Commendation awards.

		<p>In addition to above all works of Senior Assistant EA-I due to non posting of senior assistant since 31.12.2015.</p>
3	Senior Assistant (EA-3)	<ul style="list-style-type: none"> • To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses, Nursing Sisters with the help of Junior Assistant for staff nurses having Sr. 901 to 1200 and Nursing Sister (53 Nos. sanctioned posts). • Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant. • Verification of Antecedents and Character and various certificates of newly jointed Staff Nurses. (fresh joining is a regular process due to frequent resignation by the Staff nurses. • Work related to Deputation Staff. <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned Nursing Staff :-</p> <ul style="list-style-type: none"> • Court cases • RTI cases • All disciplinary cases <p>In addition to above the miscellaneous work of this branch i.e.</p> <ul style="list-style-type: none"> • To deal all representation of Nursing Welfare Association which are received in bulks and consume lots of time to deal the matter. • To prepare various information required from time to time by various authorities in respect of the Nursing Staff. • To prepare quarterly, half yearly and annually information in respect of the Nursing Staff. • Various other work related to creation of posts, Audit Para, MCI, grievances on portal of GOI. • Seniority List of Staff Nurse, Nursing Sister • Various Reservation Rosters
		<ul style="list-style-type: none"> • The above said work has been done with the help of 05 Nos. of Junior Assistants. Since, only two Senior Assistants have to guide/dictate/check/verify the said work, subsequently senior assistants remain over burden. It is pertinent to mention here that the Nursing staff take leaves in bulk (i.e. EL, CCL, commuted leave, HPL, etc) and also submits resignation very frequently as compare to other staff of this institute.

Name of the Department : Hospital Administration–II

Sr. No.	Designation	Powers and duties/workload (in brief)
1.	Senior Assistant (EA-3)	<ul style="list-style-type: none"> • Physical Verification of All Clinical & Non-Clinical Department /College/Offices, GMCH, Sector 32, Chandigarh. • Dealing with Training / camps/ Seminars. • Dealing with complaints of patients against hospital staff / writ petition related to the patients & Doctors. • Maintaining of Liquid Oxygen license. • Maintaining of PNDT license and their reports sending to the appropriate authority time to time. • Maintaining the Health reports of the inmates of Snehalaya & Aashreya. • Maintaining of infection Diseases record. • Maintaining of Parliament / Lok Sabha/Rajya Sabha questions. • Roster of VIP visits and Governor's Visits. • Special Medical Boards of various patients ordered by the Hon'ble Court and other Govt. Hospital, Medical Examination of new appointments of GMCH. • Advance treatment cases of ESIC, Baddi, UT Chandigarh & other states. • Advance treatment cases of PMO/ Chief Minister Relief Fund. • Advance treatment cases of cancer patients from Mukh Mantri Punjab Raahat Kosh Scheme. • Maintaining MPLAD Account. • Medical Legal Case. • Creation of new department in GMCH. • Booking of Auditorium & conference Hall. • Disposal of work assigned to the branch any time. • Deputation of Medical Staff on various occasion/ camps. • Misc. Orders /circulars related to the Hospital. • Free diet to the patient for MBBS practical Examination. • Hospital Charges of new investigations. • Administrative matter of Hospital infrastructures. • Various monthly report sending to the quarter concern.

		<ul style="list-style-type: none"> • Dealing RTI related to the hospital. • Raising the bill of blood bank to the ESI Dispensaries. • Dealing with the blood bank license. • Distribution of beds in the hospital. • Dealing with the news related to the hospital. • Dealing of advertisement/ press release of hospital timing at the time of vacations. • Reply of Audit para. • Dealing with the report regarding Dengue, swine flu etc. • Permission regarding eye donation camps. • Functioning of Hospital, Aashreya, One stop crisis centre. • In addition to above various job allotted to this Branch time to time. • Medical Examination of New appointment in GMCH-32. • Maintaining of Poor Patient Fund of GMCH-32.
2.	Senior Assistant (EA-4)	<ul style="list-style-type: none"> • Sending requirement for the creation and filling-up posts of Para Medical Cadre to the Establishment Branch-I. • Promotion, Clearance of Probation /Confirmation Cases of Para Medical Staff. • Circulation and Finalization of Seniority List in respect of Para Medical cadre posts. • Character Verification of Para Medical Staff. • Acceptance of resignation/Relieving. • Dealing with the absent from duty cases, Misc. Complaints (Para Medical Staff), Calling of explanations, issuance of Show-cause Notices, Charge-sheet under rule 8 and 10 of Punjab Civil Services (Punishment & Appeal) Rules-1970. • Conducting of inquiries, performing duties of Presenting Officer. • Imposing penalties under rule 5 of the Punjab Civil Services (Punishment & Appeal) Rules-1970. • Submission of cases for framing the Recruitment rules in respect of Para Medical Cadre posts to OSE-I. • Regarding acceptance of ACRs forms and dealing with the representation thereof. • Sending the census information, Backlog information in respect of SCs and OBCs, Employment exchange return, to the Establishment Branch-I, II and Estate Branch for further sending to Employment exchange, U.T. Secretariat, Social Welfare Department and also dealing with the other miscellaneous information. • Issuance of NOCs for Purchase of residential plot/house, applying for Job in another Department within India.

		<ul style="list-style-type: none"> • Issuance of Dependent Certificate, Experience Certificate, Residential Proof Certificate, Employee Certificate, No Dues Certificate, permission to attend the court in respect of Para Medical Staff. Filling up of Overseas Application Reference Form and sending thereof to the quarter concerned. • Compassionate appointment cases in respect of Para Medical Staff • Issuing sanction order for the payment of advertisement bills. • Granting permission for acquiring higher education and other courses. • Grant of permission for Training/Seminar/Camps etc. to Paramedical Staff. • Dealing with complaint of Paramedical Regular Staff. • Reply Parliamentary Question • Posting/Transfer/Seniority of Paramedical Technical Staff. • Census of Chandigarh Admn. Employees • Cases regarding Study Leave granted to Paramedical Technical Staff • Dealing with court cases & Writ Petitions of Paramedical Technical Staff. • Service verification, Police verification of Paramedical Regular Staff • Maintaining Service records in services books of Paramedical Regular Staff • Grant of Earned Leave, annual increment, ACP, Child Care Leave, Medical Leave & any kind of leave related to Paramedical Regular Staff. • Grant of Pensionary benefit to Paramedical Regular Staff. • Fixation of pay to the Paramedical Regular Staff due to revision of pay scales and grant of higher pay scales. • Holding of of DPC Cases of Paramedical Regular Staff. • Maintenance of Model Reservation Roster Register of Paramedical Regular Staff. • Extension of contractual appointments working on Direct Contract against sanctioned posts of Paramedical Staff. • Transfer and posting of new incumbents on joining. • Submission of reply related to the Audit. • Submission of vacancy position of Paramedical Regular Staff • Any other miscellaneous work related to Paramedical Regular Staff. • Submission of reply related to Right to information Act, 2005.
--	--	--

Name of the Department: Procurement Branch-I

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none">• Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file.• Prepare the estimated budget as per the requirement of various departments for purchase of equipment and forward the same to account branch for approval of FD, UT, Chandigarh.• Prepare the monthly report regarding utilization of funds under Centrally Sponsored Scheme and DNIT information and other and forward the same to accounts branch for further transmission to the quarter concern.• To obtain the Administrative approval from the competent authority to start the process for purchase of new equipments as well as to place the supply order to L1, as the case may be• To float the tenders for the purchase of various items and equipments to be purchased through PB-I, II & Pharmacy.• To get the cases processed for repair, AMC/ CAMC of equipments installed in the various departments of GMCH.• Convening, conducting and preparing the minutes of various committees related to purchase i.e. TC, LPC, SPC, Repair Committee and Pre-bid Conference.• To release the various consignment of imported equipments from Indira Gandhi International Air Port, New Delhi through our clearing agent.• To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties.• Supply the information as asked for under RTI Act within stipulated period• To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner.

		<ul style="list-style-type: none"> • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any. • To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-bound manner. • Any other duty as assigned by the MS, ADA and DP.
01	Sr. Assistant (PA-I) with Record Keeper (RK-I)	<p>To process the cases for purchase of imported equipments for different departments i.e. General Medicine, Cardiology, Obstt. & Gynae, Transfusion Medicine, Pathology, Microbiology, Anatomy and Anaesthesia. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail to F & P O, UT, Chandigarh. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority.

		<ul style="list-style-type: none"> • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
02	Sr. Assistant (PA-II) with Record Keeper (RK-II)	<p>To process the purchase cases of imported equipments of different departments i.e. Orthopaedics, Physiotherapy, Ophthalmology, Chest & TB, Dermatology, Psychiatry, Community Medicine and Dietetics Deptt. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail to F & P O, UT, Chandigarh. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids.

		<ul style="list-style-type: none"> • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
03	Sr. Assistant (PA-V) with Record Keeper (RK-V)	To process the purchase cases of imported equipments of different departments i.e. Dentistry, Paediatrics, Neonatology, Biochemistry, Radiotherapy & Oncology, Forensic Medicine, Pharmacology, Floating of Tenders/ Convening the meetings of various committees i.e. Technical, Lower Purchase, Standing Purchase, Repair Committee and further making amendments in tender

		<p>documents. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none">• To put up office note to obtain the administrative approval from the competent authority as the case may be.• Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail to F & P O, UT, Chandigarh.• After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering.• After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids.• After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations.• On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued.• After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank.• After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority.• After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment• Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.)• Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above
--	--	---

		<ul style="list-style-type: none"> • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
04	Sr. Assistant (PA-VII) with Record Keeper (RK-VII)	<p>To process the cases for purchase of imported equipments of different departments i.e. General Surgery, Neurosurgery, Urology, Radiodiagnosis, ENT, Physiology, Genetic Lab., CSSD and appointment of clearing agent to release the consignment. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. Preparing agendas for different committee as the case may be. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail to F & P O, UT, Chandigarh. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank.

		<ul style="list-style-type: none"> • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
05	Data Entry Operator	<p>Floating of E-Tenders (in newspapers), limited tender and uploaded the same on website for the purchase of machinery & equipment, Store Items, Drugs for Pharmacy. ARC of Medical Gases and all kind of ARC for consumable items required for the various departments of GMCH. Convening the meetings of Technical Committee, Pre Bid Conference, Lower Purchase Committee, Standing Purchase Committee, Repair Committee. All the cases are routed by the Data Entry Operator through Sr. Assistant (PA-V) for getting the further approval from competent authority through OS (PB-I).</p> <ul style="list-style-type: none"> • Floating Limited tenders /Press Tender for the purchase of different items for all departments of GMCH, from all Purchase Assistants of PB-I, PB-II and from Pharmacy. • To Prepare and dispatch letters after signature from competent authority to different firms for inviting Limited tenders of all files.

		<ul style="list-style-type: none"> • To upload tender enquiry for limited tender/Press Tender on the GMCH website through IT, Centre. • To club all the files related to Press Tender and Prepare a Tender Notice for publication on the News Papers through DPR, UT, Chandigarh • To distribute agendas of Pre-Bid to all the members of Pre-Bid conference along with meeting notice • After receiving the agendas from PAs of PB-I, II and Pharmacy Department , case file submitted to fix date and time from competent authority to convene Lower Purchase Committee, Standing Purchase Committee, Technical Committee and Repair Committee. • Prepare combined agendas / Supplementary agendas for Lower Purchase Committee, Standing Purchase Committee, Technical Committee and Repair Committee and distribute to all members of the committee • Make copies of minutes of meeting and distribute to all members of the committee, departments after obtaining the signatures of Competent Authority duly approved by D.P • To put up office note for distribution of Honorarium to the outsiders members of the different purchase committee and issue sanction order for the same • To process the case for the payment of Refreshment Bills/Advertisement bills. • To put up office note for constitution of different purchase committees
06	Jr. Scale Stenographer	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges etc., Dictations and typing of minutes from Chairman of different committees i.e. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference. Other works as assigned by the Superintendent and Medical Superintendent from time to time.</p> <ul style="list-style-type: none"> • To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches • To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register • To maintain Casual/ other leave records of the officials • To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register

		<ul style="list-style-type: none"> • To Indent the stationary & computers etc. from Central stores etc and maintain the record in the stock register. • Dictations by Office Superintendent-I , and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc. • Dictations and preparation of minutes from Chairman of different meetings e.g. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference.
07	File Restorer	<ul style="list-style-type: none"> • He binds all the agendas of various committees i.e. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference. • Properly maintain all the files of PB-I by changing file covers, arranging them equipment/ department wise to make them easily available for all. • The minutes of various committees i.e. Technical, Repair, SPC, LPC are got signed from the internal and external members of these committee. • Photostat work of the branch.
08	Attendant	<ul style="list-style-type: none"> • Dusting of tables, chairs and computer etc. in the branch. • Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be. • The material issued against Indent is being collected by the attendant from the Central Store. • Serves tea/ coffee etc. to the officials working in the branch. • Making the board room/ committee room ready for various meetings related to Purchase.

Name of the Department: Procurement Branch-II

Sr. No	Name of the post	Powers and duties (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section his main function is to scrutinize the cases put up by the dealing hands thoroughly and ensure that they have been properly dealt with and are complete in all respects with previous papers, policy and precedents, if any. If any deficiency is found in the noting done by the dealing hand, he would record his on note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. After the orders have been passed by the Competent Authority the file would be marked to the dealing hand for putting up the draft. • To ensure that staff working under him/her is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly. • To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases & to ensure that records are maintained in proper orders and that the rooms occupied are kept neat and tidy and also to take necessary steps to see that work is not allowed to fall into arrears. • To ensure that the distribution of work in the Branch is generally adequate • To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department. • To act upon the decision taken and to handle the problem accordingly. • To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff. • To look after and super-wise the entire work of Procurement Branch-II. • To ensure proper availability and distribution of work of the Branch. • To process the various kind of purchase & directions with the employees working in the branch. • To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies. • To sign the drafts regarding supply orders & sanction for releasing of payments after getting due approval from the competent authority. • To perform any other duties assigned by the Authorities.

2.	Senior Assistant (PA-III) with Record Keeper (RK-III)	<p>To deal with all kinds of indigenous purchase for the department of Anaesthesia, Dentistry, ENT, General Medicine, Cardiology, Obstt. & Gynae, Orthopaedics, General Surgery, MRD, Dermatology, Nursing & College of Nursing, Pharmacy, Neurosurgery, Urology requirement if any, ARC of Medical Gases, purchase/refilling of Cylinders etc.</p> <ul style="list-style-type: none"> • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • All kind of indigenous purchase/AMC/CAMC/Repair cases of the respective departments as mentioned above. • ARC of all Medical Gases such as Nitrous Oxide Gas, Carbon-Dioxide Gas, Nitrogen Gas, Medical Oxygen Gas (Cylinder Type) & Liquid Medical Oxygen Gas. • Purchase of computer stickers & other items related to the MRD Section. • Purchase of various instruments/equipments/OT. Lights/ OT Tables etc. for Operation Theaters along with Repair/AMC/CAMC related to departments mentioned above. • To deal with the cases for releasing payments/bills received through Central Stores. • To deal & release of EMDs & Bank Performance Guarantees received from the respective firms. • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
----	---	--

3.	Senior Assistant (PA-IV) with Record Keeper (RK-IV)	<p>To deal with all kinds of purchase of department of, Community Medicine, RHTC Palsora, UHTC-44, Chandigarh, CSSD, Central Stores of GMCH (all kinds of purchase like consumable/non-consumables with ARC cases of suture materials, purchase of vehicles, purchase of stationery, Horticulture, Sports Injury Centre, Photostat machines installed at various deptt/ branches, Maintenances of air conditioner/ desert coolers, Furniture items of all the deptt/branches, Purchase for Hostel & Misc. work, requirement of purchase from Emergency deptt., DP/ADA/MS/DMS office if any.</p> <ul style="list-style-type: none"> • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • Assigned the duty to deal the PUCs pertaining to the procurement of indigenous items/goods, all surgical/consumable, Stationery items for the Central Stores and purchase/approval of all kind of motor vehicles (Mammography Van, Hi-tech Ambulance, Mini Truck, Hearse Van etc., Air Conditioners, Furniture items for all the departments of the hospital. • To purchase the cases related to Bio-medical Waste/Shredded (Autoclave Disinfectant). • To purchase/repair/AMC/CAMC of Adhaar Biometric Attendance Machine. • Purchase/ARC of Surgical/consumable items of Central Stores. • Purchase/ARC of disposable consumable items of Central Stores. • To deal the bills of various departments received through Central Stores for releasing the payments. • To deal & release of EMDs & Bank Performance Guarantees received from the respective firms.
----	---	---

		<ul style="list-style-type: none"> • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
4.	Senior Assistant (PA-VI) with Record Keeper (RK-VI)	<p>To deal with all kinds of purchase for department of Transfusion Medicine, I.T Centre, Physiology, Forensic Medicine, Radiodiagnosis, Radiotherapy, Dietetics, Psychiatry, Genetic Centre, MHI, & requirement for purchase of DC(F&A), Accounts, Audit, Disability Cell, Computer and peripherals items of all deptt/branches, Assistant Registrar (Academic), Legal Cell, if any.</p> <ul style="list-style-type: none"> • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • ARC of x-ray waste fixer • ARC of diagnostic & reagent kits (Transfusion Medicine) • ARC of X-ray, Mammography Films, CT Scan Films, MRI Films. • Purchase of updates of library software through I.T. Centre. • ARC of X-ray Chemicals & USG jelly for deptt. of Radiodiagnosis. • To purchase of Desktop computers/Laptops/Printers & computer peripherals items including AMC/CAMC of entire hospital received through I.T. Centre. • To deal & release of EMDs & Bank Performance Guarantees received from the respective firms.

		<ul style="list-style-type: none"> • To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
5.	Senior Assistant (PA-VIII) with Record Keeper (RK-VIII)	<p>Assigned the duty to deal the PUCs pertaining to all types of indigenous purchase for the department of Pulmonary Medicine, Ophthalmology, Paediatrics, Biochemistry, Microbiology, ARC of Reagents Kit/Chemicals etc., Neonatology, Pathology, Anatomy, Pharmacology, Communication Cell, Library, ARC if any, OS(E-I, II, III & IV, Estate Branch & OS (HA-I & II) Branches respectively also requirement if any.</p> <ul style="list-style-type: none"> • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is complete and the file cover of the cases is not in torn conditions & also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever. • To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties. • ARC of diagnostic & reagent kits (Biochemistry, Microbiology) & respective departments as mentioned above. • ARC of chemicals (Pathology, Microbiology, Biochemistry) & respective departments as mentioned above. • Cases for releasing payments/bills received through Central Stores. • Repair/AMC/CAMC of equipments related to above departments. • To deal & release of EMDs & Bank Performance Guarantees received from the respective firms.

		<ul style="list-style-type: none"> • To place the cases before the Technical Committee, Lower Purchase Committee, Standing Purchase Committee & Repair Committee etc. of their respective seats. • To reply the Audit Paras & other miscellaneous purchase work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent
6.	Data Entry Operator (GeM Cell)	<ul style="list-style-type: none"> • All works pertaining and required routed through the GeM Portal on receipt of file from the concerned seat of PB-II duly approved by the appropriate authority. They will ensure that all documents are available in the respective file especially Indent Proforma duly filled in all respect and approved by the appropriate authority, Specifications has been signed by atleast three (faculty) members. If required, they may get the help of the user / indenting department/branch while proceeding to place sanction (supply) order including inviting bid through GeM Portal to avoid any complication later on. • In case the sanction (supply) order has to be cancelled on GeM Portal, they will be ensured that the necessary approval of the appropriate authority has been taken by the respective dealing hands on the file and cancellation letter / orders has been issued before proceeding for the revised sanction (supply) order on GeM Portal. They will ensue that all the sanction of payments routed through the GeM Portal, (bills) have been processed on the GeM Portal. Further, the cancellations of sanction (supply) orders have also been processed to cancel the same on GeM Portal. They will get in touch with the dealing hands of PB-II as well as Accounts Branch for the same to avoid any lapse. • The work pertaining to all kind of purchase of goods and services of the equipments/materials etc. under GFR 149 (GeM Portal) and maintenance of record related to GeM. • Work related to scheme Himachal Health Care (HIMCARE):- <ul style="list-style-type: none"> a. Receiving of bills from Amrit Pharmacy; b. Verification of bills from concerned departments; c. Maintenance of record; d. To put up the verified bills to Nodal Officer and release of payment after signing the cheque from authorized signatories; e. Any other work / duty assigned by MS / Branch Incharge.
7.	Data Entry Operator (GeM Cell)	<ul style="list-style-type: none"> • All works pertaining and required routed through the GeM Portal on receipt of file from the concerned seat of PB-II duly approved by the appropriate authority. They will ensure that all documents are available in the respective file especially Indent Proforma duly filled in all respect and approved by the appropriate authority, Specifications has been signed by at least three (faculty) members. If required, they may get the help of the user / indenting department/branch

		<p>while proceeding to place sanction (supply) order including inviting bid through GeM Portal to avoid any complication later on.</p> <ul style="list-style-type: none"> • In case the sanction (supply) order has to be cancelled on GeM Portal, they will be ensured that the necessary approval of the appropriate authority has been taken by the respective dealing hands on the file and cancellation letter / orders has been issued before proceeding for the revised sanction (supply) order on GeM Portal. They will ensure that all the sanction of payments routed through the GeM Portal, (bills) have been processed on the GeM Portal. Further, the cancellations of sanction (supply) orders have also been processed to cancel the same on GeM Portal. They will get in touch with the dealing hands of PB-II as well as Accounts Branch for the same to avoid any lapse. • All work related to e-tendering i.e. publishing of tender notice, uploading of tender including pre-bid, BOOs, opening the tender, technical bid and price bid of successful firms and taking print outs related to PB- I & PB-II etc. • Convening all meetings i.e. Pre-bid, TC, LPC, SPC, Repair and tender amendments etc. This includes prepare the list of agendas and forwarded the same to all committee members, getting the minutes approved and endorsed to all concerned. Arranging refreshment during the meeting of said committees. • Work related to scheme Ayushman Bharat:- <ul style="list-style-type: none"> a. Receiving of bills from Amrit Pharmacy; b. Verification of bills from concerned departments; c. Maintenance of record; d. To put up the verified bills to Nodal Officer and release of payment after signing the cheque from authorized signatories; e. Any other work / duty assigned by MS / Branch Incharge.
8.	Junior Scale Stenographer	<ul style="list-style-type: none"> • Collection of information & files and compilation of data in given form. • To deal with making entries in Dak Receipt Register (internal) & Despatch (File Movement) Register of indigenous Purchase Branch-II and sending of routine reminders. • Maintaining the casual leave record. Maintaining the record of various circulars, orders, sanctions, supply orders, Audit Paras, RTIs, Branch correspondences. • Taking dictation relating to the branch cases & attend the meetings. • Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register. • Prepare & consolidate budget information, RTI, Audit Memo & various other information as sought, relating to Procurement Branch-II. • To reply the Audit Paras & other miscellaneous purchase work.

		<ul style="list-style-type: none"> • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
9.	Data Entry Operator through Outsource	<ul style="list-style-type: none"> • Preparing the drafts for the purchase of various items. • Preparing the Sanction orders & Supply orders received from the various seats of Procurement Branch-II to be issued to the various firms. • Preparing draft of committee orders whenever required, if any. • Preparing of draft for other miscellaneous purchase work. • Any duty that may be assigned by the Officer Incharge/Superintendent.
10.	Attendant through outsource	<ul style="list-style-type: none"> • Cleanliness/dusting of office areas and Superintendent office room. • Serving of water & tea to the staff of the Branch. • Distribution of files & Dak to other branches/departments. • To collect the office stationery from the Central Stores. • Any duty that may be assigned by the Officer Incharge/Superintendent as well as staff of the Branch.

ESTATE BRANCH

Sr. No.	Name of the post	Powers and duties/Workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. • To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties. • Supply the information as asked for under RTI Act within stipulated period • To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner. • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any.

		<ul style="list-style-type: none"> To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-bound manner. <p>Any other duty as assigned by the MS, ADA and DP.</p>
2.	Sr. Assistant (CA--III) with Record Keeper	<ul style="list-style-type: none"> Dealing with the floating of tenders and allotment of all the shops of Block-D, Hostel Complex, Canteen of Block-B, Cafeteria Block-E, Vending machines (Block-C & Block-D), Messes, ATM/SBI. Dealing with the case of Bank space. Collection and depositing of Rent, Water and Electricity charges of various shops, canteens, Vending machines, Messes, ATM, Bank etc. Chemist shop and canteen of GMCH South Campus, Sector-48, Chandigarh. Preparation of tender documents of various shops. Filing of GST Returns. Court cases of shops. Dealing with Jan Aushadhi Generic Drug Store. Collection of Goods & Service Tax of the various shops. Dealing with all the cases of allotment of govt. Accommodation of all types. All the court cases of Govt. Accommodation. Recovery of licence fee in respect of GMCH Pool houses. To convene the meetings of House Allotment Committee Upper & Lower. Dealing with complaints received against various shops, canteens. Filling the GST return of all the shops and canteens. RTI matter pertains to CA-3 (Estate Branch) Reply of audit memo and audit paras. To deal with the urgent nature of PUCs.
3.	Sr. Assistant (CA-II) With Record Keeper	<ul style="list-style-type: none"> Maintenance of all the construction work activities of Block-A, B, C, D, E, F, J, M, N and L and repair and maintenance of houses in Sector-32, 48, 24, 41, 43, 44, 45 & 39, Old Building (O Block), UHTC-44, RHTC, Palsora, GMCH South Campus, Sector-48 and all the hostels of GMCH. Setting up of Mother and Child Centre. Setting up of Sports Injury Centre. Setting up Emergency-cum-Trauma Block in GMCH-32, Chandigarh. Furnishing of Guest House in Sector-48, Residential Complex. Administrative approval of the Rough Cost Estimates. Dealing with the Budget provision of the construction of the Hospital Institute. Installation and additional alteration work of the various departments of GMCH as well as GMCH South Campus, Sector-48, Chandigarh. Incineration & Transportation of Bio Medical Waste of GMCH-32 & GMCH South Campus, Sector-48, Chd. Dealing with the payment of service charges of Govt. Building of GMCH.

		<ul style="list-style-type: none"> • Dealing with the urgent case regarding construction and other works with Chief Engineer, Chief Architect, CPCC and other various department of GMCH. • Installation of Effluent Treatment Plant. • Construction of more Hostels in Sector-48, Chandigarh • RTI matter pertains to CA-2 (Estate Branch) • Allotment of space at various areas in GMCH. • Reply of audit memo and audit paras. • To deal with the urgent nature of PUCs.
4.	Junior Stenographer Scale	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges etc., Dictations and typing of minutes of meetings. Other works as assigned by the Superintendent and officers from time to time.</p> <ul style="list-style-type: none"> • To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches • To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register • To maintain Casual leave record of the officials • To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register • To Indent the stationery, furniture & computers etc. from Central stores etc and maintain the record in the stock register. • Dictations by Office Superintendent and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc. • Dictations and preparation of minutes of the meetings.
5.	File Restorer	<ul style="list-style-type: none"> • Maintenance & Record of all the files. • Any other work assigned by the officers from time to time.
6.	Attendant	<ul style="list-style-type: none"> • Dusting of tables, chairs and computer etc. in the branch. • Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be. • The material issued against Indent is being collected by the attendant from the Central Store. • Serves tea/ coffee etc. to the officials working in the branch. • Photostat work.

ACCOUNTS BRANCH

Sr. No.	Name of the Post	Powers and duties/Workload (in brief)
CONTINGENCY SECTION		
1.	Sr. Assistant (A-1)	<p>Checking of All the following bills prepared by dealing bill clerks IV & V :</p> <ul style="list-style-type: none"> - Various contingency Bills under Plan & Non Plan Head - Imprest Money Bills, Preparation of Income Tax Return related to TCS and Non Salary, Book Allowance, Medical Reimbursement Bill, TA/DA and LTC Bills, Monthly and Annual Budget Report of Budget - Work/Correspondence regarding preparation of Budget of GMCH, Joint Declaration Form, Delegation of Financial Power, RTI matter of TA/DA, Medical claim and Financial matters, 12th Five Year Plan, Urgent meeting of Finance Deptt, UT, Chd, sanctioned Medical reimbursement bills from DP/DHS/F.D. and penalty notice issued by Income Tax deptt - regarding TDS(non salary) . - Any other work assigned by the Senior Officers from time to time as and when required.
2.	Jr. Assistant (BC – IV)	<ul style="list-style-type: none"> - Preparation of various contingency Bills in all heads like Material and Supply, Office Expenses, Machinery & Equipments, Motor Vehicles and Other Charges under Plan & Non Plan under PFMS Portal - Imprest Money Bills, Preparation of Income Tax Return related to TCS and Non Salary. - Reimbursement of Book Allowances to Sr. Resident/Post Graduate Students and Junior Residents - Any other work assigned by the Senior Officers from time to time as and when required.

3.	Jr. Assistant (BC- V)	<ul style="list-style-type: none"> - Preparation of Medical Reimbursement Bills, TA/DA and LTC Bills of all GMCH staff. - Put up Telephone Reimbursement Cases of all faculty, AO cash BSNL and Idea cellular - Maintained monthly Budget Expenditure Report of GMCH budget and Centrally Sponsored Scheme which is collected from procumbent branches, cashier and A-II (which is time bound) - Time to time prepared Revised estimate and ten monthly statement - Preparation of information received regarding budget from the F.D., IT Centre and OS E-IV in the different format. - Maintenance of Stock register – consumable/Non consumable. - Any other work assigned by the Senior Officers from time to time as and when required.
4.	Care Taker	<ul style="list-style-type: none"> - All Work of Centre of Excellence – Salary, Contingency Bills, Maintaining Cash Book, preparation of Fixed deposit. - Permission to open Grant in aid Project Account, Transfer Entry of amount in Grant in Aid Project, Work assigned by A – 1 and A –2 time to time - Work related to GeM regarding obtaining Information from PB-I and PB-II and processing the bill. - Preparation of GST Monthly Return of all the bills and submitted to Treasury office after that making Challan and Handed over to Chartered Accountant personally - Online preparation of Bills in all Head under the PFMS Portal - Advance Adjustment of payment Bills, - Any other work assigned by the Higher Authority from Time to Time
5.	Diary Clerk/DEO	<ul style="list-style-type: none"> - Receiving of Dak from internal & external Departments related to Deputy Controller (F&A), Asst. controller (F&A) and Section Officer. Also maintaining records & Data in MIS & Receipt Section & movement of Files. - Distribution of Dak to all Bill clerks including NPS

Salary Section

Sr. No.	Name of the Post	Powers and duties/Workload (in brief)
1	Sr. Assistant (A-2)	<ul style="list-style-type: none">- Checking of Salary Bills of all Regular Staff (Old Pension Scheme) and engaged on direct contract, Stipened of Interns and of MBBS students.- Various kind of arrears of all categories of Staff (Old Pension Scheme), Granting of HRA/Additional HRA (Old Pension Scheme), Withdrawal of General Provident Fund advances (Refundable & Non-Refundable), RTI correspondence.- Re-conciliation of various Head of accounts of expenditure with A.G, Quarterly reports, TDS returns.- Works regarding "Centre of Excellence" Project- Permission to open bank accounts regarding various project works, Transfer of various grants into the project accounts. <p>Besides above, the undersigned (A-2) is dealing following works at own level without assistance of others:-</p> <p>Vetting of office proposals TA/DA and LTC of staff , Vetting of proposal for ACPs of Faculties, Officers,</p>

2.	Computer Operator	<ul style="list-style-type: none"> - Updation/Changes in salary of all regular staff whether Faculty, Ministerial, Para Medical or Nursing - Preparation of various Arrear Bills (Old pension Scheme & New Pension Scheme) like Pay Fixation, Promotional, Incremental , HRA , DA related to above staff whether Regular and on contract basis - Preparation and Filling of Income Tax Returns pertaining to per quarter for salary and contingency section. Preparation of Revised Returns against Show Cause Notice - Preparation of Pay & Allowance return related to quarter concerned for salary and non contingency section - Preparation of Form16, Form 24Q and printing of Form 16 for regular and COI Project staff. - Printing of Traces Form of various vendors prepared under Contingency income Tax Return. - Preparation and filling of Tax Return regarding "Centre of Excellence" Project - Work/ Correspondence regarding TDS(Salary/non salary) demand/penalty issued by the Income Tax Deptt. and provide information regarding RTI cases of salary section. - Entry/Updation of employees information in Old Salary package also - Updation of Leave Record of staff posted in Accounts Branch - Preparation of Final GIS calculation and various advance taken by employees - Any other work assigned by the Senior Officers from time to time as and when required.
3.	Jr. Assistant (BC I)	<ul style="list-style-type: none"> - Salary of Faculty Doctors, Senior Residents/CMO, Demonstrator/ EMO/ MO/ LMO and Deputy Controller (F&A), Asstt. Controllers I and II and Employees of Group 'A' (Old Pension Scheme) - Salary of Group 'A' staff engaged on direct contract. - Checking & processing Various kind of arrears prepared by Computer operator of all aforesaid categories of Staff , - Granting of House Rent Allowance to the aforesaid categories of Staff,. - Withdrawal of General Provident Fund advances (Refundable & Non-Refundable). - GIS Final payments of all aforesaid categories of Staff - RTI correspondence. related all aforesaid categories of Staff. - Income tax calculation and preparation of Form 16 thereof - Entry of Salaries in Salary Registers for the assigned staff. - Any other work assigned by the Senior Officers from time to time as and when required.

4.	Jr. Asstt. (BC II)	<ul style="list-style-type: none"> - Salary of all Ministerial Staff, Para Medical Staff, Technical staff under (Old Pension Scheme) and staff engaged on Direct contract. - Checking Various kind of arrears prepared by Computer operator of all aforesaid categories of Staff, - Granting of House Rent Allowance to Ministerial Staff & Para Medical Staff - Withdrawal of General Provident Fund advances (Refundable & Non-Refundable) of Ministerial Staff. - RTI correspondence. related all aforesaid categories of Staff. - GIS Final payments of all aforesaid categories of Staff , GPF Final Payment - Re-conciliation of various Head of accounts of expenditure with A.G - LIC, License Fee and GPF Schedule send to concerned department. - Entry of Salary in Salary Registers for the assigned staff - Any other work assigned by the Senior Officers from time to time as and when required. - Income tax calculation and preparation of Form 16 of above said seat
5.	Clerk (BC III)	<ul style="list-style-type: none"> - Salary of Regular Nursing Staff (Old Pension Scheme, 201), engaged on direct contract 5, Staff of College of Nursing 17, PGJRs Approximate 379 and DM 3 and IAP Fellow 2., Non PGJRs 28, Stipened of MBBS Interns 150., Clinical Psychologist 35, B.Sc. 45 - Checking Various kind of arrears prepared by Computer operator of all aforesaid categories of Staff, Granting of HRA/Additional HRA (Old Pension Scheme), Withdrawal of General Provident Fund advances (Refundable & Non-Refundable). - RTI correspondence, Quarterly reports, TDS returns. - Entry of Salary in Salary Registers for the assigned staff. - Final withdrawal of GPF, GIS and misc. correspondence - Income Tax calculation and preparation of Form 16 of above said seat - Correspondence relating to above said seat including NS, ANS & Staff Nurse
6.	DEO On Medical Leave from January, 2020	<ul style="list-style-type: none"> - Preparation of Inter/M.Phil students Stipend and Contract staff Salary bills. - All typing work of Accounts Branch/Cashier. - Any other work assigned by the Higher Authority from Time to Time

Cashier Branch

Sr. No.	Name of the Post	Powers and duties/Workload (in brief)
1.	Cashier	<ul style="list-style-type: none">- Writing of Cash Book of GMCH, DP Cash Book of 17.09 Cr., Cash Book A/c No. 31312318623, Handling day to day cash and deposit the same in SBI Trsy., Checking of DDO cash Book, Checking of DP Cash Book A/C No. 120- Checking and Verifying of all work done by S. No. 2,3 & 4. Preparation of monthly receipts
2	Jr. Assistant	<ul style="list-style-type: none">- Writing of DDO Cash Book and Reconciliation of DDO Account with Bank Statement, Preparing all kinds of Debit Advices- Preparation of GPF/GIS Schedule, letters, Drafts of Deputationist Staff Nurses, DP, MS, JDA and Judges.- Deposit of DD/Cheques in DP A/c 10413584040, writing of ledger and Reconciliation of DP Account with Bank statement- Grand in Aid Funds transfer to Accounts Deptt. (A-2), Daily Dak relates to Cashiar, filling & put up, Release of Security (Refundable) to booking of Auditorium and Ground Rents, Refund of Tuition fees of MBBS/MD Students
3.	Clerk	<ul style="list-style-type: none">- Deposit of Govt. Receipt in Sbi Treasury, Sector 17, Chd.- Preparation/Drafting of RTs/TDS against Contingency Bills- Making of tax Forms, Making of Form – 16 & 27, Writing of DP Cash Book – 120, Release/Forfeited of FDRs in r/o Staff Nurses- Release/Forfeited of EMDs in r/o firms, Reconciliation of govt. Revenue with UT Treasury Branch, Sector – 17, Chandigarh
4..	Record Restore	<ul style="list-style-type: none">- Preparation/Distribution of Imprest Money to all deptt. of GMCH, Making letter/drafts of Contingency bills, Receipts letters of concerned deptt., Preparation of daily Challan of SBI Treasury, Chd., Entering DD nos in Cash Book, Released/Forfeited of FDR in r/o JR, SR, Demon and EMO, All receipts received from various deptts like Estate Branch, MRD and all other deptt. of GMCH, Service Tax & Payment deposited in govt. Head- 201 (SBI Trsy, Sec. 17, Chd.)- The work related to this vacate post done by staff posted in cashier cell.

NEW RESTRUCTURED DEFINED CONTRIBUTION PENSION SCHEME BRANCH

Sr. No.	Name of the Post	Powers and duties/Workload (in brief)
1	Sr. Assistant, (A-3) Pension Cell <i>(In addition work of A1)</i>	<p>Vetting of Files related to Pay /Pay fixation / Annual Increment/ TA/DA/LTC matters relates to NPS/ PRAN issuing no . /withdrawals.</p> <p>Overall responsibility of New Pension Scheme, Vetting of proposals sending by Estt. Br.-I, Estt. Br.-II, Estt. Br.-III, HA-I and II for New Pension Scheme Staff, Forwarding & Checking of Salary bills in respect of Faculty, Ministerial, Staff Nurse and Para Medical staff under New Pension Scheme, Arrear Bills ACPs, HRA, Increments, issuing of Salary Certificates, Verification of Service Period for increments/ACPs, LTC, TA/DA, To prepare the information under RTI Act 2005,.To check and verify the work of BC-VI, BC-VII and BC-VIII</p>
2	Jr. Assistant. BC-VI	<p>- To prepare salary bills & employer contribution bills of Staff Nurses around 200 nurses of GMCH under New Pension Scheme and furnish the relevant scheduled and any type of information, Allotment of PRAN number and after allotment deals with the correction/changes/transfer in PRAN, To deal PUCs in respect of the Nursing Staff of (NPS Scheme) this Branch. To Check arrears bills of ACPs, Increments in r/o Staff Nurses prepared by Computer Operator, Grant of HRA and issuance of Salary Certificate, Verification of service period, To prepare Employer contribution bills of lump sum amount of resigned staff nurses. To maintain Income Tax deductions record, form 16 prepare by Computer Operator in respect of the Nursing Staff, Calculation of dues of staff nurses on their resignation, To prepare & supply the information under RTI Act 2005.</p>
3	Jr. Asstt. BC-VII	<p>- To prepare salary bills & employer contribution bills of Faculty and Ministerial, Paramedical staff under New Pension Scheme and furnish the relevant scheduled and any type of information, Allotment of PRAN number and after allotment deals with the correction/changes/transfer in PRAN, To deal PUCs in respect of the faculty, ministerial & paramedical staff of (NPS Scheme) on the Personal-record files of this Branch. To Check arrears bills of ACPs, Increments in r/o Staff Nurses prepared by Computer Operator, Grant of HRA and issuance of Salary Certificate, Verification of service period, To prepare Employer contribution bills of lump sum amount of resigned staff nurses. To maintain Income Tax deductions record, form 16 prepare by Computer Operator in respect of the Nursing Staff, Calculation of dues of staff nurses on their resignation, To prepare & supply the information under RTI Act 2005, To Assist Senior Assistant in dealing service matters, vetting of proposals prepared by Estt. Br.-I and Estt. Br.-III</p>

4	Clerk, BC-VIII	- To prepare salary bills & employer contribution bills of Staff Nurses around 200 of GMCH under New Pension Scheme and furnish the relevant scheduled and any type of information, Allotment of PRAN number and after allotment deals with the correction/changes/transfer in PRAN, To deal PUCs in respect of the Nursing Staff (NPS Scheme) of this Branch. To Check arrears bills of ACPs, Increments in r/o Staff Nurses prepared by Computer Operator, Grant of HRA and issuance of Salary Certificate, Verification of service period, To prepare Employer contribution bills of lump sum amount of resigned staff nurses. To maintain Income Tax deductions record, form 16 prepare by Computer Operator in respect of the Nursing Staff, Calculation of dues of staff nurses on their resignation, To prepare & supply the information under RTI Act 2005.
Note : In addition to above, miscellaneous work as per directed by the Section Officer (A) and Asstt. Controller (F&A) from time to time to any dealing person.		

Audit Branch

Sr. No.	Name of the post	Powers and duties/workload (in brief)
1	Sr. Asstt.	<ol style="list-style-type: none"> 1. Foreign Purchase regarding vetting the price comparative statement, supply order and Payment, 2. All Audit Paras. 3. To vet the proposal of GFR 154 & 155 payments. 4. To vet the proposal for Academic branch, Library, Estate branch, Legal Cell, Establishment –IV, 5 To comments/advice all the proposal. 6. Other work to be assigned by the officer from time to time.
2	Sr. Asstt.	<ol style="list-style-type: none"> 1. To vet the proposal of indigenous payment regarding GFR 154, 155 and payment proposal for PB-II branch and pharmacy Deptt. 2. To vet the proposal of all the wage bills. 3. To check the diet list and bills of Dietetics Deptt. 4. To vet the proposal for release the payment of all the contractors 5. Other work to be assigned by the officer from time to time.
3	Sr. Asstt.	<ol style="list-style-type: none"> 1. To vet the proposal to place the supply order for all department in GMCH-32, Chandigarh. 2. To vet the proposal to place the supply order for Pharmacy department. 3. To check all the Grant in Aid Project for all the departments. 4. To vet the proposal of HA-I, HA-II Departments regarding increments, ACP, VRS, LTC in India, LTC (HomeTown), Leave encashment.

		5. Other work to be assigned by the officer from time to time.
4	Jr. Assistant-I	1. To check the register of Department of MRD 2. To check the register of RHTC, UHTC, Hostel, Guest House, Shopes, Tuition Fee, Radiology 3. All Cash counter. 4. To check the IPD files. 5 Other work to be assigned by the officer from time to time.
5	Clerk-II	1. To check the register Discharge Counter including Emergency Counters. 2. To check the IPD files. 3. To maintain the GPF Account register for all the class IV employees. 4. Other work to be assigned by the officer from time to time.
6	FR	1. All the work of Diary and Dispatch. 2. To maintain all stock register as well as indent book. 3. All Miscellaneous works. 4. To assist the SA1, 2, & 3. 5. Other work to be assigned by the officer from time to time.

Department of Dietetics

Sr.No	Name of the post	Powers and duties/Workload (in brief)
1.	Chief Dietician	<p>JOB RESPONSIBILITIES OF CHIEF DIETICIAN:</p> <ul style="list-style-type: none"> • Taking Policy decisions regarding overall functioning of the Dietetics Department. • Formulation of diet schedules for normal and therapeutic diets. • Formulation and standardization of therapeutic feeds for critically ill patients. • Planning the kitchen/equipment lay out. • Formulation of Diet charts for all stages of life, normal as well as therapeutic diet charts. • Diet Counselling of OPD and warded patients. • Diet Counselling in the diet clinic of department of Dietetics • Ensuring proper nutritional care of warded patients of the hospital. • Planning nutrition education Activities/Seminars/CMEs/Workshops. • Management of work of Junior Dieticians. • Research in the field of Nutrition and dietetics.

		<ul style="list-style-type: none"> • Teaching of Nutrition subject to the students of B.Sc Nursing 1st Year and Nutrition classes to Internship students, Short-term Students. • Verification of all the official catering bills, monthly diet bills for the General and Private diet for Mental Health Institute (MHI) and Monthly Diet Bill for the diet provided to General and Private Ward patients of GMCH. • Rendering advice on all matters related to Food & Nutrition to the administration. • Ensuring smooth conduct of institute hospitality. • Overall administration of the department. • Member of Cafeteria inspection committee of Hospital.
2	Dietician	<p>JOB RESPONSIBILITIES OF DIETICIAN</p> <ul style="list-style-type: none"> • Menu Planning • Maintenance of safe food storage practices. • Diet counselling of OPD and warded patients. • Supervision of food distribution • Supervision of cafeteria services • Looking after institute hospitality • Ensuring provision of adequate diets to patients • Taking regular ward rounds for nutritional assessment/therapeutic needs of patients. • Co-ordinating training of the interns and short term attachment as advised by Chief Dietician. • Report to Chief Dietician any problems that arise in food service management/nutrition care of patients.
3	Junior Dietician	<p>JOB RESPONSIBILITIES OF JUNIOR DIETICIAN</p> <ul style="list-style-type: none"> • Daily ward rounds for assessment of nutritional requirement of warded patients/diet prescription by the doctor. • To check the compliance of the patients with respect to modified diets • Daily O.P.D Diet clinic for counselling of patients referred by Medicine, Surgery, Gynae, Orthopaedic, Paediatric and Psychiatry O.P.D's. • Scrutinizing and compiling of Daily Diet Requisition forms received from various General and Private Wards

		<ul style="list-style-type: none"> • Ensure hygienic practices by the food personnel • Report to Chief Dietician problems regarding day to day work.
4	Clerks/DEO	Clerks are ordinarily entrusted with work of routine nature, for example- Registration of Dak, Maintenance of Dairy, File Register, File Movement Register, Indexing and Recording ,Typing, Comparing, Dispatch, preparation of arrears and other statements, supervision of correction or reference books and submission routine and simple drafts etc. As per the direction of Branch Secretary Officers/Superintendent/HOD.

RTI Cell

Sr. No.	Name of the post	Powers and duties/Workload (in brief)
1.	Sr. Assistant	<ul style="list-style-type: none"> • Daily checking of RTI Monitoring Systems where applications are received through RTIMIS PORTAL, jansampark, Received RTI Application under section 6(3) from another Public Authorities. Receiving applicant manually through receipt section/register post/speed post. Forwarded of application to the concerned CPIOs of GMCH and other Public Authority for necessary action. • Receiving of RTI Application Fees, Receiving of additional Charges (Fee) on account of photocopies /inspection fees. Submission of Monthly fee collected for RTI Application and Additional Charges to the Accounts functionaries and maintain their record. • Update the list of FAA/TO/CPIO's, GMCH-32. Upload the same on RTIMIS portal, Website of GMCH and send the same of NIC for updating Chandigarh Administration website. • Give necessary assistant to CPIOs for solving their problems comes in the RTIMIS Portal. Guide them how to upload RTI reply, additional charge, transferred request to other public authority/other PIO and also see their status on the portal etc. etc. • Assistance given to the RTI Applicants, if required by them. • Assistance given to the official staff those who are dealing with the RTI matter, if they required any guidelines /notifications/judgements of CIC based on the RTI issues. • Scan all RTI Applications and upload all RTI applications on the RTIMIS Portal. • Dispatch all the reply received from the CPIOs on the RTIMIS portal. • Receiving of First Appeals and upload appeals on RTIMIS portal.

		<ul style="list-style-type: none"> • Send notice of personal hearing to the appellant, CPIOs and upload the same on the RTIMIS portal. 11. Put up all the appeals, prepare draft of decision given by the FAA thereafter upload decisions of appeal on the RTIMIS Portal. • Receiving Second Appeals /Notice / Decisions / advance copies of second appeals filed before the Hon'ble CIC, New Delhi and sending the compliance reports the Hon'ble CIC and upload on CIC website accordingly. • Updation of Website of GMCH as well as Chandigarh Administration portal related to the RTI with the help of the o/o Directorate of Information & Technology, Chandigarh Administration. • Maintaining of Cash Book of the RTI Fee/Additional Fee Maintaining the Record of Imprest Money amounting to Rs. 500/- Imprest Register of RTI Cell. • Reply of RTI matter related to RTI Cell. • Prepare of quarterly and annual report of RTI Applications and appeals and submit to the authority and uploaded on RTIMIS portal, GMCH website u/s 4(b) and CIC portal. 17. • Update the section 4(1) (b) on GMCH website time to time. • Transparency Audit • Other work assigned by the Authority time to time.
--	--	---

Department of IT Centre

Sr. No.	Name of the post	Powers and duties/Workload (in brief)
1.	System Analyst	<ol style="list-style-type: none"> 1. Monitoring and supervision of activities of IT Centre. Official work of IT Centre. Maintenance of site and hardware installed in IT centre, GMCH. 2. Administration of Database servers (MS SQL server, MS access, PostgreSQL and Oracle (installed in IT centre and MRD) and rectify all the problems related to them. 3. Consumables -Planning requirement of IT Centre, e-tendering system and consolidate requirement of other departments and monitoring procurement. 4. Attended various technical committee meeting/purchase committee meeting of the GMCH. 5. Assist HOD IT in day to day activities of the IT centre and other IT related activities of GMCH 6. Implementation and Nodal Officer of e-salary System in GMCH. Rectification of all issues related to

		<p>e-salary System.</p> <p>7. Implementation and Nodal Officer of e-tendering system above 10 lakh in GMCH.</p> <p>8. Implementation and nodal officer of e-tendering System below 10 lakh in GMCH. Rectification of all issues related to e-tendering System</p> <p>9. Implementation and nodal officer of e-attendance System in GMCH. Rectification of all issues related to e-attendance System</p> <p>10. Nodal officer of NKN and SWAN projects. Rectification of all issues related to NKN and SWAN.</p> <p>11. Technical member of project Steering Committee which was formed for e-hospital.</p> <p>12. E-Governance initiatives of GMCH.</p> <p>13. To taking quick action to rectify computer related problems of all the departments of GMCH.</p> <p>14. Provide information to client under RTI.</p> <p>15. To do the work assigned by DP/ADA/MS/HOD IT centre. 16. Design and preparation of Telephone directory of GMCH. 17. The process for the networking of the 3^E and 3^J Block were started.</p> <p>18. Software design, developed and implemented for keeping information of each employee like joining date, personal information etc and also keep the detail information of all the students who has done their MBBS or are still doing MBBS from GMCH. Posts related information (sanctioned posts department wise, uo number and up date etc.) are also being maintained through this software. All the reports like UO charts, faculty list etc, required by establishment branch and competent authority, are being prepared through this software.</p> <p>19. Web based software designed, developed and implemented for invitation of online application for post of Staff Nurse, JRT, ECG Technician, MLT Gr-I, OTA, Clerk, Mortuary Supervisor, Jr. Occupational Therapist, Boiler Room Operator, Projectionist-cum-attendant, Jr. Radiotherapy Tech., Counsellor, Female Health Worker, Optometrist/Refractionist, Jr. Radiographic Tech., MLT Gr-I, Social worker, Plaster technician, Supervisor CSSD, Lab Attendant, Data Entry Operator, Pharmacist, Sr. Physiotherapist, Sr. Residents, Demonstrators, CMO, Medical Officer/Lady Medical Officer. Bank challan for depositing application fee, filled application form and bank detail of all the candidates were prepared through this software. Daily submission of newly entered candidates information in prescribed format to SBI bank.</p> <p>20. Web based software designed, developed and implemented for invitation of online application for Admission to Course MBBS, MBBS (NRI), BDS, BDS(NRI), B.sc(BSc.MLT, BSc. Medical Technology (X-</p>
--	--	--

		<p>Ray), Anesthesia and OT Techniques, Bachelor of Clinical Optometry(B.Optom), BSc. Nursing and Pre Hospital Trauma Technician). Bank challan for depositing application fee, filled application form and bank detail of all the candidates were prepared through this software. Dalie submission of newly entered candidates information in prescribed format to SBI bank.</p> <p>21. Monitoring of OPD registration module</p> <p>22. Monitoring of Emergency registration module- Functional 23. Monitoring of IPD registration module- Functional</p> <p>24. Monitoring of Discharge module- Functional</p> <p>25. Monitoring of Billing (Test charges, Discharge) module- Functional</p> <p>26. Monitoring of Blood bank module- Functional</p> <p>27. Monitoring of Laboratories(Microbiology, Microbiology and pathology) module- Functional</p> <p>28. Monitoring of Store and Pharmacy module Functional</p> <p>29. Monitoring of Patient enquiry software active on GMCH website www.gmch.gov.in as well as on Kiosk</p> <p>30. Implantation of ENT and EYE ward software.</p> <p>31. On-line system has been developed for filling up the ACR forms of faculty by the students.</p> <p>32. Initiated the process of implementation of prepaid card system.</p> <p>33. Initiated the process of interfacing Diagnostic equipments -Bi-directional and Unidirectional</p> <p>34. Started the DGS&D purchasing through GEM.</p> <p>35. Initiated and finalize the project of purchase of bar code printer, bar code stickers, printer consumable, CAMC of entire networking and for interfacing Diagnostic equipments (Analyzers) with HIMS (e-Hospital @NIC) Proposal for rate contract for interfacing unidirectional and bidirectional analyzers total 08 nos.</p> <p>36. SSL Layer implemented in GMCH Website.</p> <p>37. Maintenance of Boom Barrier and CCTV cameras installed in GMCH.</p>
2.	Computer Operator	<p>1. Feeding of Joining in respect of group A,B,C & D employees.</p> <p>2. Generation of Reports as required by Establishment-I,II,III & IV</p> <p>3. Updating of daily stock position of blood available in gmch (gmch website)</p> <p>4. Lecturer to B.Sc(Nursing Students) and GNM, Sector 16, Chd.</p> <p>5. Paper setting/checking/assignment of B.Sc Nursing Students.</p>

6. Being a member of inspection committee, Inspection of computer and computer peripherals of various department of GMCH-32, Chandigarh.
7. Information prepared regarding All India Survey on Higher Education 2016 and send to the concerned department.
8. Making/Arrangement of PPT presentation for various departments as well as high authorities of GMCH.
9. Updating of GMCH website.
10. Sending email and circulars to various department and DPR
11. Census of GMCH (Making of census format as desired by Census department of UT Administration, UT Chandigarh
12. Physical verification of IT Centre
13. Maintaining stock register of IT Centre
14. Creation, updation and publishing of limited tenders. Publishing of corrigendum/addendum as required by concerned department.
15. Creation, updation and publishing of quotations on GMCH website. Publishing of corrigendum/addendum as required by concerned department
16. Consumable Items – consolidate requirement of all departments and Monitoring procurement
17. Hardware and software Items - consolidate the requirement of all departments and monitoring procurement
18. Technical support for hardware and software to various departments of GMCH
19. Maintenance of IT Centre CAMC complaint /replacement parts register.
20. Helps GMCH officials in e-tendering systems and follow up to making the digital certificates of the GMCH employees.
21. Public query about online appointment of doctors- To guide the general public how to take online appointment from GMCH-32 website.
22. Public query about online recruitment- To guide the candidates how to fill the online application.
23. Public query about online admissions - To guide the students of undergraduates, how to fill the online application.
24. Online admissions to MD/MS candidates.
25. Maintenance of Biometric Machine.
26. GeM Training to entire GMCH employees.
27. EHRMS PORTAL (APAR) Training to all establishment of GMCH
28. Training of National Disability portal to concerned departments.
29. Assist Incharge IT in day to day activities of the IT Centre.
30. Testing of HIMS modules

		31. Consolidation of Niti Ayog Data and send it to quarter concerned every 1 day of the month
3.	Computer Operator	<ol style="list-style-type: none"> 1. Consumables consolidate requirement of all departments and Monitoring procurement. 2. Hardware and software -consolidate the requirement of all departments and Monitoring procurement. 3. Technical support for hardware and software to various departments of GMCH. 4. Assist Incharge IT in day to day activities of the IT Centre. 5. Updation of GMCH Website like OPD Schedule, faculty list, telephone directory etc. More than 20 departments related information are being maintained and updated. 6. To taking quick action to rectify computer related problems of all the departments of GMCH. 7. Preparation of Telephone directory of GMCH. 8. Maintenance of IT Centre stock register. 9. Maintenance of IT Centre CAMC complaint /replacement parts register. 10. Maintenance, creation of all the files for keeping supply orders, joining orders, resignation orders etc and dak of IT Centre. 11. Creation, updation and publishing of limited tenders. Publishing of corrigendum/addendum as required by concerned department. 12. Creation, updation and publishing of quotations on GMCH website. Publishing of corrigendum/addendum as required by concerned department. 13. Preparation of all the BOQ required for e-tendering system. 14. Helps GMCH officials in e-tendering systems. 15. Maintenance and Updation of IT(computer and computer peripherals procured for various departments of GMCH) inventory. 16. A list for computer and computer peripherals for CAMC (2018-19) was prepared. 17. Involved for preparation of OPD schedule for e-appointment software. 18. Involved for preparation of various lists required for implementation of e-office software. Consolidation of Niti Ayog Data and send it to quarter concerned every 1 day of the month 19. Consolidation of Digital Payment and send it to quarter concerned every 1st week of the month

LIBRARY DEPARTMENT

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Librarian:	<p>Management, Administration, Acquisition, Supervision, Maintenance and Resource Sharing.</p> <ul style="list-style-type: none"> a) To coordinate the work related to acquisition, administration, supervision, educational programmes and resource sharing b) To conduct user education and awareness programmes c) Budget management d) Staff selection e) To contribute in research by providing bibliographical guidance to users f) To establish and implement various policies related to acquisition, access of reading material and resource sharing
2	Assistant Librarian:	<ul style="list-style-type: none"> a) To assist librarian in acquisition b) To assist librarian in conducting educational programmes and books exhibition etc, c) To provide timely help to users in finding online resources d) To classify all types of documents e) To attend queries correspondence related to their sections <p>To enter all the material in computer and prepare reports of various departments related to library material</p>
3	Library Assistant:	<ul style="list-style-type: none"> a) Processing of reading material b) Circulation c) Display of books and journals d) Any other duty assigned from time to time
4	Restorer:	<ul style="list-style-type: none"> a) Shelving of books and other reading material b) Labelling and pasting c) Shifting of books and other reading material d) Sending books and other material for binding <p>All these duties are main duties which are intermingled to some extent. Further, these duties include all the related work to the particular section/seat.</p>

1.2 (III) RULES/ ORDERS UNDER WHICH POWERS AND DUTY ARE DERIVED AND EXERCISED

- **Punjab Civil Services Rules 13.01.1992 for service matter and rules/instructions/guidelines/policies issued by the Punjab Government adopted by the Chandigarh Administration from time to time.**
- **Financial Rules under GFR Delegation of Financial Power Rules & Instruction issued from time to time**
- **Central Residency Scheme for Senior Resident.**
- **Rules and Regulations of Medical Council of India and Panjab University and Indian Nursing council issued/amended from time to time.**

1.2 (IV) EXERCISED

Same as in 1.2 (i, ii)

1.2 (V) WORK ALLOCATION

Same as in 1.2 (i, ii)

No. 99/1/04-UTFII(12)-2019/17159
 CHANDIGARH ADMINISTRATION
 FINANCE DEPARTMENT
 (FINANCE BRANCH)

Chandigarh, dated the 21-10-2019

To

All Administrative Secretaries/
 Heads of Departments/Offices,
 In Chandigarh Administration.

Subject:- **Medical Attendance Rules-Financial Powers to sanction claims of Medical Reimbursement.**

Sir/Madam,

In Supersession of this Administration letter No. 99/01/04-UTFII(12)-2017/9596-9598 dated 11.09.2017 on the subject noted above, it has been decided by this Administration to enhance the Financial Powers of various authorities in the Chandigarh Administration to sanction the reimbursement of Medical claims submitted by the Government employees/pensioners/dependents under the provisions of Punjab Civil Services (Medical Attendance) Rules, 1940, with immediate effect, as under:-

Sr. No.	Authority	Amount of each claim
1.	Head of Office	Upto Rs. 50,000/-
2.	Head of Department	Rs. 50,001 to Rs. 2,50,000/-
3.	Administrative Secretary	Rs. 2,50,001/- to Rs. 5,00,000/-
4.	Finance Department	Beyond Rs. 5,00,000/-

2 The claims involving relaxation of Rules shall continue to be sanctioned by the Administrative Department with the prior concurrence of Finance Department as here-tofore.

3 The contents of this communication may please be brought to the knowledge of all those working under your control.

This issues with the approval of H.G-the Administrator, Union Territory, Chandigarh.

[Signature]
 Finance & Planning Officer,
 for H.G-the Administrator,
 Chandigarh Administration

Endst. No. 99/01/04-UTFII(12)-2019/17160

Chandigarh, dated the 21-10-2019

A copy is forwarded to the all the Administrative Branches of Chandigarh Administration Secretariate, for information and necessary action.

[Signature]
 Finance & Planning Officer,
 for H.G-the Administrator,
 Chandigarh Administration

Endst. No. 99/01/04-UTFII(12)-2019/17161

Chandigarh, dated the 21-10-2019

A copy is forwarded for information and necessary action to the following:-

1. The Accountant General (A&E), Union Territory, Chandigarh.
2. The Accountant General (A&E), Punjab, Chandigarh.
3. The Accountant General (Audit), Haryana, Chandigarh.
4. The Director Health Services, Union Territory, Chandigarh.
5. The Central Treasury, Union Territory, Chandigarh.
6. The Director Information Technology, Union Territory, Chandigarh for updating the same on the website of Chandigarh Administration.

[Signature]
 Finance & Planning Officer,
 for H.G-the Administrator,
 Chandigarh Administration

235

3 DEC 2019
244,238

Chandigarh Administration
Department of Personnel

Notification

The 29th Nov, 2019

JFA

25 (EIV)

to circulate
pls.

BA3

JFA

No. 28/59-IH(7)-2019/18258 - In partial modification of the Notifications No. 28-88/1302 dated 25.02.1988 and No. 28/1/29/92-IH(7)/1766 dated 24.01.1992 and in exercise of the powers conferred by sub-section (1) of Section 3 of the Chandigarh (Delegation of Powers) Act, 1987 (No. 2 of 1988), the Administrator, Union Territory, Chandigarh is pleased to delegate powers to the following officers as under:-

Appointing and Disciplinary Authority (Minor/Major Penalty) :-

1.	All IAS/IPS/IFS/HCS/PCS, DP/GMCH, Chief Engineer, Chief Architect, DHS	Administrator, Union Territory, Chandigarh
2.	Group A	Adviser to the Administrator
3.	Group B	Administrative Secretary
4.	Group C	Head of Department
5.	Group D	Head of Department

By order and in the name of
Administrator

B.L. Sharma, IAS
Secretary Personnel
Chandigarh Administration

DP/GMCH-32

Endst. No. 28/59-IH(7)-2019/18259

Dated: 29/11/2019

A copy is forwarded to the all the Administrative Secretaries/Heads of the Departments/ Offices/ Institutions for information and necessary action.

Special Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/59-IH(7)-2019/18260

Dated: 29/11/2019

A copy is forwarded to the all the Administrative Branches, Chandigarh Administration Secretariat for similar action.

Special Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/59-IH(7)-2019/18261

Dated: 29/11/2019

A copy is forwarded to the Controller, Printing and Stationery, Union Territory, Chandigarh with the request to publish the above said notification on the official e-gazette portal.

Special Secretary Personnel
for Administrator
Union Territory, Chandigarh

- 9 -

224
2249

**CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(Accounts Branch)**

ORDER

In exercise of power conferred upon him under Rule 13(3) of Delegation of Financial Power Rules 1978 read with Ministry of Home Affairs letter No. F.No 15039/2012-Plg Cell dated 12.10.2017, the Administrator UT., Chandigarh is pleased to re-delegate his power to the following authorities to the extent mentioned against each subject to the rules, restrictions or scale mentioned in G.F.R., D.F.R., CPWD code and other orders/instructions issued by Govt. of India/Chandigarh Administration from time to time:-

(Amount in Crores)

S.No.	Function	Level	Existing Financial Power as per FD letter dated 22.11.2017	Revised Delegation of Financial Power
1.	Approval/Sanction of Scheme	HOD	0.75	0.75
		C.E., UT.	1.50	1.50
		Admin Secy.	4.50	4.50
		A.A. UT. (SFG)	10.00	10.00
		Administrator UT. (by GOI)	100.00	100.00
		GOI	Full powers	Full powers
2.	Administrative Approval (Works)	HOD	0.75	0.75
		C.E., UT.	1.50	1.50
		Admin Secy.	4.50	4.50
		A.A. UT. (SFG)	10.00	10.00
		Administrator UT. (by GOI)	50.00	50.00
		GOI	Full powers	Full powers
3.	Technical sanction to detail estimates for original work and special repairs.	E.E.	0.15	0.15
		S.E.	0.90	0.90
		C.E., UT.	Full powers	Full powers
4.	Acceptance of Tender for (Works)	E.E.	0.15	0.15
		S.E.	0.90	0.90
		C.E., UT.	1.80	1.80
		C.E., UT., (with the recommendation of TEC)	Full powers	Full powers
5.	Acceptance of tenders for Negotiated/Single Tender/Contract/Indent of Proprietary Nature	HoD	0.25	0.25
		Admn Secy.	0.50	0.50
		AA, UT	5.00	5.00
6.	Administrative approval/Financial Sanction (Normal contract or purchases)	HoD	1.00	1.00
		Admn Secy.	5.00	5.00
		AA, UT	20.00	20.00
7.	Direct purchase on Ground of Emergency	A.A., UT.,	5.00	5.00

* There will be one Standing Finance Committee (to process and recommend Projects) for projects upto Rs. 10.00 Crore to be chaired by Finance Secretary and for projects above Rs. 10.00 Crore to be chaired by Advisor to the Administrator before putting them up for Administrative approval to competent authority.

* The above mentioned Financial Powers is delegated subject to the following conditions :-

(i) The conditions laid down in General Financial rules, 2017/CPWD Manual and CVC guidelines and Delegation of Financial Power Rules, 1978.

DELUX BUILDING U.T., SECRETARIAT, SECTION 9 CHANDIGARH

Email: poplanning@gmail.com ☎ 0172-2740346; 2740021



2300
2018

- (ii) As per Ministry of Finance, Department of Expenditure's OM No. 24(35)/PF-II/2012 dated 5th August, 2016 "No new Schemes or Sub-Scheme will be initiated without the prior "in-principle" approval of the Department of Expenditure. This will, however, not apply to the announcements made in the budget Speech for any given year.
 - (iii) The Financial Power including sanction of expenditure on works will be exercised in consultation with Finance Secretary/finance Department, Chandigarh Administration.
 - (iv) Economy/other instructions issued from time to time by Ministry of Finance, Ministry of Urban Development and Ministry of Urban Development and Ministry of Home Affairs.
- Note - The above delegation of power is applicable in each case.

This order is in modification of earlier order No. F&PO(5)-2017/13317 dated 22.11.2017.

Dated, Chandigarh the 16th April, 2018

V.P. Singh Badnore,
His Excellency, the Administrator
U.T., Chandigarh

Endst. No. F&PO(5)-2018/5991

Chandigarh, dated the 25-4-18

A copy is forwarded to the following for information and necessary action:-

1. The Accountant General (Audit) U.T. Chandigarh
2. The Accountant General (A&B) U.T. Chandigarh



Special Secretary Finance,
for His Excellency, the Administrator
U.T., Chandigarh

Endst. No. F&PO(5)-2018/5992

Chandigarh, dated the 25-4-18

A copy is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries, Chandigarh Administration.
2. All the Heads of the Department, Chandigarh Administration
3. In-charge of all the Branches in U.T., Secretariat, Chandigarh.

Special Secretary Finance,
for His Excellency, the Administrator
U.T., Chandigarh

Despatcher
Chandigarh Administration
U.T. Secretariat, Sector 9-D,
Chandigarh.



POWERS OF REAPPROPRITION OF FUNDS

Sr. No.	Object	Limit
1.	Salary, Wages, Pensionary Expenses, Medical Treatment and Rent Rate & Taxes	Full Powers
2.	Grant-in-Aid	No power. With the prior approval of the Parliament through supplementary Demands.
3.	Subsidies	No power. With the prior approval of the Parliament through supplementary Demands.
4.	Major Works	Up to ₹ 2.50 Crore Or 10% of the budget provision whichever is less. Above ₹ 2.50 Crore Or above 10% of the budget Provision Prior approval of the Parliament is required.
5.	Other Objects i.e. Travel Expenses, Material and Supply, Other Charges, Professional Services, Minor works, etc.	Below ₹ 5.00 Crore. Reappropriation of ₹ 5.00 Crore Or Above the prior approval of the Secretary Expenditure of Ministry of Finance is required.