

## 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	<b>Director Principal</b>	<p>Powers:</p> <ul style="list-style-type: none"><li>• 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.</li></ul> <p><u>Duties:</u></p> <ul style="list-style-type: none"><li>• Process the cases of all Group 'A,B,C &amp; D posts.</li><li>• Creation / abolition of Posts.</li><li>• Continuation/ Conversion of posts in consultation with Chandigarh Administration/Govt. of India.</li><li>• Framing/ Amendments of Recruitment Rules in consultation with Chandigarh Administration.</li><li>• Recruitment/ Promotion/ Confirmation/ Transfer/ Posting/ against group 'C' &amp; 'D'(Ministerial &amp; Non- Ministerial i.e. Para Medical and Nursing Staff).</li><li>• Issue of No Dues Certificates/ No Objection Certificate / Forwarding Applications in respect of all posts.</li><li>• Ordering of Preliminary &amp; regular inquiries and Grant of Honorarium and acceptance of Fee.</li><li>• Deputation/ Foreign Service (within India).</li><li>• Admissions of MBBS &amp; PG, B.Sc Courses as per Panjab University schedules.</li></ul>

2.	<b>Joint Director (Administration)</b>	<ul style="list-style-type: none"> <li>• 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 &amp; II and other court related to Hospital Branch</li> <li>• All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group,'C' &amp; 'D' staff except Nursing Staff and other paramedical staff posted in Government Medical College &amp; Hospital, Sector 32, Chandigarh, sanction of Earned leave in respect of Group, 'C' &amp; 'D' staff except Nursing Staff and other paramedical Staff posted in Government Medical College &amp; 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' &amp; 'D' staff of the Government Medical College &amp; Hospital, Chandigarh, sanction of Medical Reimbursement as per order of Finance Department Chandigarh Administration time to time.</li> <li>• Heading communication Cell and processing all cases relating to Communication Cell and IT Centre being attended to by the Office Superintendent (Estt-III)</li> <li>• Processing the cases relating to admission of students, other matters being attended to the Assistant Registrar (Academic)/ Superintendent ( Academic)</li> <li>• 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 &amp; 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Work relating to the Estate Branch.</li> <li>• Work relating to the Legal Cell.</li> <li>• Heading Control Room, Lifts, Fire Fighting.</li> <li>• Over all Supervision &amp; Control of Sanitation, Lifts, Security, Horticulture/Beautification.</li> </ul>
----	--	--

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

**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"><li>• 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.</li><li>• To ensure that staff working under him/her is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly.</li><li>• To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases &amp; 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.</li><li>• 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.</li><li>• To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department.</li></ul>

		<ul style="list-style-type: none"> <li>• To act upon the decision taken and to handle the problem accordingly.</li> <li>• To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff.</li> <li>• To look after and super-vice the entire work of the Branch-I.</li> <li>• To ensure proper availability and distribution of work of the Branch.</li> <li>• To process the various kind of activities &amp; directions with the employees working in the branch.</li> <li>• To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies.</li> <li>• 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.</li> <li>• To sign the drafts regarding orders after getting due approval from the competent authority.</li> <li>• To perform any other duties assigned by the higher Authorities.</li> </ul>
2.	Senior Assistant (EA-1)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Issuance of Appointment letters, Medical, Joining Report and Police Verification etc. of all Direct Recruitment Faculty Officers.</li> <li>• Dealing with all promotion cases through UPSC in respect of Group 'A' faculty post.</li> <li>• 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,</li> </ul>

		<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases all like-wise Parliament Questions/Lok-Sabha Questions and other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; 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.</li> <li>• To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties.</li> <li>• Any other duties as assigned by the authorities.</li> </ul>
3.	Senior Assistant (EA-2)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• To deal with court cases pertaining to the creation of post and Recruitment Rules.</li> <li>• 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.</li> <li>• To deal with complaints received under RTI Act-2005 with regard to the post of Creation and Recruitment Rules.</li> <li>• To reply the Audit Paras &amp; other miscellaneous work.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; 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.</li> <li>• To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties.</li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>Any other duties as assigned by the authorities.</li> </ul>
4.	Senior Assistant (EA-3)	<ul style="list-style-type: none"> <li>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.</li> <li>To deal with maintenance of service books/record in respect of Group 'A' faculty posts.</li> <li>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.</li> <li>To deal with grant Annual Increment, grant ACPs, grant LTC/TA/DA, etc. and also get the proposal vetted by the Accounts Functionaries.</li> <li>To deal with counting of past service in respect of Group 'A' faculty posts.</li> <li>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.</li> <li>To deal with court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts.</li> <li>To deal with complaints received under RTI Act-2005 with regard to the posts falls under service matter.</li> <li>To reply the Audit Paras &amp; other miscellaneous work.</li> <li>To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</li> <li>To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work</li> </ul>



		<p>&amp; also highlight the facts of all cases.</p> <ul style="list-style-type: none"> <li>• 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 &amp; 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.</li> <li>• To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties.</li> <li>• Any other duties as assigned by the authorities.</li> </ul>
5.	Junior Assistant attached with (EA-1)	<ul style="list-style-type: none"> <li>• 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 Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through UPSC.</li> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• 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.</li> <li>• To maintain the record/file on proper way and also maintain the reservation roaster, as well as physical handicap roaster.</li> <li>• To kept the record in proper way in the branch and submitted the relevant file to Senior Assistant whenever it is required.</li> <li>• To put up and deal with all kind of cases pertaining to the seat of EA-1.</li> <li>• To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent</li> </ul>

		<p>when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</p> <ul style="list-style-type: none"> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issued the reminders, references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever.</li> <li>• Any other duties as assigned by the seniors.</li> </ul>
6.	Clerk attached with EA-1	<ul style="list-style-type: none"> <li>• Assigned the duties with regard to the posts pertaining to the seat of dealing assistant.</li> <li>• 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.</li> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• 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.</li> <li>• To maintain and keep the proper record in proper way in the branch and submitted the</li> </ul>

		<p>relevant file to the dealing Assistant within day to day basis.</p> <ul style="list-style-type: none"> <li>• To put up and deal with all kind of cases pertaining to the seat of EA-1.</li> <li>• 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 &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issued the reminders, references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever.</li> <li>• Any other duties as assigned by the seniors.</li> </ul>
7.	Junior Assistant, attached with EA-2	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• 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.</li> <li>• 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.</li> <li>• To put up the agendas for discussion in the chair of Recruitment Committee and deal with all</li> </ul>

		<p>kind of cases pertaining to the seat of EA-2.</p> <ul style="list-style-type: none"> <li>• 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 &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; 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.</li> <li>• Any other duties as assigned by the seniors.</li> </ul>
8	Junior Assistant, attached with EA-3	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To put up &amp; maintenance of service books/record in respect of Group 'A' faculty posts.</li> <li>• 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.</li> <li>• 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.</li> <li>• To put up for counting of past service in respect of Group 'A' faculty posts.</li> <li>• 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.</li> <li>• To put up for court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts.</li> <li>• To put up the complaints so received under RTI Act-2005 with regard to the posts falls under service matter/record.</li> <li>• To reply the Audit Paras &amp; other miscellaneous work.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and</li> </ul>

		<p>other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</p> <ul style="list-style-type: none"> <li>• 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 &amp; 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.</li> <li>• Any other duties as assigned by the seniors.</li> </ul>
9	Jr. Scale Stenographer	<ul style="list-style-type: none"> <li>• Collection of information &amp; files and compilation of data in given form.</li> <li>• To deal with making entries of all kind of PUCs so received in the branch for the faculty posts of Group 'A' &amp; Dak received (internal) on e-office portal and on official ID of the branch &amp; Despatch (File Movement) through e-office portal from different departments, ADA office, Director Principal's office, Accounts branch of Establishment Branch-I and sending the routine reminders.</li> <li>• Check/monitor the online RTI of the branch and put-forth the same to the CPIO and coordinate with the concerned dealing assistants for timely disposal of RTI applications</li> <li>• Maintaining the record of various circulars, orders, permissions, Audit Paras, Casual Leave &amp; other leave of ministerial staff of branch, branch correspondence and other misc.</li> <li>• Taking dictation relating to the branch cases &amp; attend the meetings and to draft &amp; 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..</li> <li>• Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register. Indenting stationery, computers from Central Store and distribute the same to the dealing hands, making stock entry and verification of bills of cartridges and Photostat Machine etc.</li> <li>• Maintaining the record of Imprest allocated to the Branch. Making entry &amp; verification of Imprest bill.</li> <li>• Maintaining the record of Photostat Machine (Repair &amp; condemnation of old machines).</li> <li>• Getting physical verification of the Non-consumable items of the branch.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
10	File Restorer	<ul style="list-style-type: none"> <li>• To maintain and binding the record in respect of all kind of work dealing with the Establishment Branch-I.</li> <li>• Cleanliness/dusting the records of relevant files and kept intact the record with proper manner.</li> <li>• To record the relevant agendas in the files and collect the office file from the dealing</li> </ul>

		<p>Assistants for binding.</p> <ul style="list-style-type: none"> <li>• To handle the Photostat Machine of the branch.</li> <li>• Any duty that may be assigned by the Superintendent.</li> </ul>
12.	Attendant through outsource	<ul style="list-style-type: none"> <li>• Cleanliness/dusting of tables, chairs and computers etc. in the office areas and Superintendent office room.</li> <li>• Distribution of files &amp; delivers the Dak from branch the officers as well as other branches like dispatch section, Accounts Branch, Stores and other various departments of GMCH as the case may be.</li> <li>• Serving of water &amp; tea to the staff of the Branch.</li> <li>• To collect the office stationery from the Central Stores.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent as well as staff of the Branch.</li> </ul>

## **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"> <li>• 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.</li> <li>• To initiate action for timely furnishing the replies of Audit Para to the External Audit parties.</li> <li>• Supply the information as asked for under RTI Act within stipulated period.</li> <li>• To report various Services of Right to Service Act being provided by this Institute and to further transmit the same in time bound manner under Chandigarh Right to Service Act to the Hon'ble Commission, Chandigarh. The work of website updation and display of information of Right to Service is still under process.</li> <li>• To ensure that staff working under him is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner.</li> <li>• 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.</li> <li>• He also looks after that the rooms occupied are kept neat and systematically arranged.</li> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• To guide the staff to take up the cases personally on various levels i.e. JDA, DP, SMER and others., so that the case is materialised in a time-bound manner.</li> <li>• Any other duty as assigned by the MS, ADA and DP.</li> </ul>
01	Sr. Assistant (EA-I) with Record Keeper (RK-I)	<ul style="list-style-type: none"> <li>• Recruitment of Senior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer.</li> <li>• 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.</li> <li>• 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.</li> <li>• Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party.</li> <li>• Prepare the reply of the various application received from applicant through RTI Act, 2005.</li> <li>• Maintaining the disability roster/ Physical Handicapped Roster and to coordinate with Social Welfare Department for the same from time to time.</li> <li>• To deal with reply of Court Summons and Court cases.</li> <li>• Any other duties as assigned by the Higher authorities.</li> </ul>
02	Sr. Assistant (EA-II) with Record Keeper (RK-II)	<ol style="list-style-type: none"> <li>1. Recruitment of Non-PG Junior Residents in various departments, Issuance of Appointment letters, Joining reports &amp; Police Verification, Issuance of No Dues Certificate, Experience Certificates, acceptance of resignations, extension, reliving orders of Junior Residents.</li> <li>2. Maintenance of Reservation Roster of Jr. Residents &amp; Group "A Ministerial staff.</li> <li>3. Service matter of all group A ministerial staff i.e. Superintendent Gr.-I, System Analyst, Librarian, Store Officer Grade-I, Clinical Psychologist, Deputy Controller (F&amp;A), AC(F&amp;A), Registrar (Academic), Nursing Superintendent, Section Officer (Audit &amp; Accounts).</li> <li>4. Conducting of DPC for promotion cases of Group A posts (Ministerial staff).</li> <li>5. Recruitment of Group A posts through UPSC/On direct contract basis i.e. Play Therapist, Biochemist, Biotechnologist, DNA Analyst, Medical Physicist, Physicist, Pharmaceutical Chemist.</li> <li>6. Annual Increments /ACP &amp; Pay Fixation of Demonstrators, MO, EMO, LMO, Nursing Superintendents and all Group A ministerial staff.</li> <li>7. Work related to RTI Act, 2005 &amp; Reply to audit memo/paras raised by the external audit party.</li> <li>8. Maintenance of APAR on e-portal.</li> <li>9. E-vigilance/enquiry/Integrity certificate in various cases.</li> <li>10. Retirement cases of Group A ministerial staff &amp; also deal with reply of Court cases.</li> <li>11. Grant of various kinds of leaves i.e. Earned Leave, Half Pay leave, commuted Leave, Maternity Leave, Paternity Leave, Child Care Leave, <ul style="list-style-type: none"> <li>• Ex-India Leave, Extra Ordinary Leave in respect of Group A Officers.</li> </ul> </li> </ol>

03	Senior Assistant (EA3 & RTS Assistant)	<p>Work pertains to Senior Resident/CMO/Resident Anaesthetist/Resident Pathologist who are governed under Central Residency Scheme.</p> <p>1) Look after the maintaining Service Books of Group A officers, i.e. Senior Residents / CMO/Resident Anaesthetist/Resident Pathologist etc. i.e to make entries in their Service books regarding their joining, relieving, No Dues Certificate, Medical, Service Verification, Annual Increments, Character Verification, Leave encashment etc. Dealing with cases of pay fixation of Senior Residents, Resident Anaesthetist, Resident Pathologist &amp; Casualty Medical Officers. Cases of Annual Increments, Leave encashment. Dealing with the cases of, sanctioning of all kinds of leave i.e., Earned Leave, Medical leave, Extra Ordinary Leave (with / without MC), Ex-India Leave. The cases of TA/DA of the doctors and their reimbursement of Conference Registration Fees.</p> <p>2) Dealing with the cases of RTI &amp; any other work assigned by the higher authorities during recruitment process of SRs/Demos/EMOs/LMOs/MOs i.e. written test, scrutiny process.</p> <p>3) In addition to above, any work assigned by the higher authorities from time to time.</p> <p>Maintenance of service books of Senior Residents, Resident Pathologist, Resident Anesthetist, Casualty Medical Officer i.e., 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.</p> <ul style="list-style-type: none"> <li>• TA/DA and registration fee reimbursement</li> <li>• Leave Travel Allowance</li> <li>• Prepare the reply of the various application received from applicant through RTI Act, 2005.</li> </ul> <p>Any other duties as assigned by the Higher authorities. In addition to the above,</p> <p>In addition to above work pertaining to Right to Service which is in initial stage. The Cell was created in February 2021. Monitoring &amp; Reporting of Services provided by the various department of GMCH to the citizens under Chandigarh Right to Service Act is required to be submitted to the Hon'ble Commission, Chandigarh Right to Service. Which is mandatory and time bound manner. The work of website updation and display of information of Right to Service is still under process.</p>
04	Data Entry Operator	<p>Preparation of interview charts/reports of following categories: -</p> <ul style="list-style-type: none"> <li>- Professors, Associate Professors, Assistant Professors (on contract basis)</li> <li>- Senior Residents, Resident Anaesthetist, Resident Pathologists, Casualty Medical Officer (General Medicine &amp; General Surgery)</li> <li>- Demonstrators, Medical Officers, Emergency Medical officers, Lady Medical Officers</li> <li>- Junior Resident (Non-PG)</li> </ul>



		<ul style="list-style-type: none"> <li>- Nursing</li> <li>- Paramedical staff</li> <li>- Preparation of other work/list pertaining to the recruitment of following categories: <ul style="list-style-type: none"> <li>- Professors, Associate Professors, Assistant Professors (on contract basis)</li> <li>- Senior Residents, Resident Anaesthetist, Resident Pathologists, Casualty Medical Officer (General Medicine &amp; General Surgery)</li> <li>- Demonstrators, Medical Officers, Emergency Medical officers, Lady Medical Officers</li> <li>- Junior Resident (Non-PG)</li> <li>- Nursing</li> <li>- Paramedical staff</li> </ul> </li> <li>- Issuance of Roll Numbers/e-admit cards in consultation with System Analyst, IT centre to the candidate who have applied online for the various posts.</li> <li>- Preparation of Merit list and issuance of appointment orders to the selected candidates.</li> <li>- Preparation of merit lists, counselling charts/reports of MD/MS course conducted by Academic Branch.</li> <li>- Preparation of merit list, counselling charts/reports of MBBS and B.Sc. courses conducted by Academic Branch.</li> <li>- Issuance of Admission letters to the candidates of All India Quota MD/MS candidates and MBBS candidate</li> <li>- Preparation of reports of seats allotted to the All India Quota MD/MS and MBBS candidates in consultation with the Academic Branch.</li> <li>- Deputed in Examination Cell for the work pertaining to various examinations.</li> <li>- Initiate online process on e-vigilance portal for obtaining the e- vigilance clearance certificate for various purposes.</li> <li>- Assisted EA1 &amp; EA2 in various official work.</li> <li>- Any other work assigned by the officers.</li> </ul>
05	Steno-Typist	<p>To deal with making entries of Dak Receipt &amp; Dispatch Register (File Movement) received from different departments including JDA Office, DP Office, Accounts branch, of Estb. Branches etc. and sending the routine reminder, making necessary entries of all kind of PUCs so received in the branch for the doctors/ministerial staff of Group 'A'.</p> <p>Check/monitor the online RTI of the branch and putforth the same to the CPIO and coordinate with the concerned dealing assistants for timely disposal of RTI applications.</p> <p>Maintaining the record of various circulars, orders, Audit Paras, Casual Leaves of ministerial staff of branch, branch correspondence and other misc. work.</p> <p>Indenting the items to be received from the Central Store and keep record of consumable/non-consumable items in the stock register.</p> <p>Maintaining of Dak on e-office portal and on official ID of the branch Diary, Dispatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distributethesametobedealinghands,stockentryandverificationofbills ofcartridgesandPhotostat</p>

		<p>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"> <li>• To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches</li> <li>• To dispatch all the files to different authorities (Director Principal, Medical Superintendent, Deputy Controller (F&amp;A), HODs of various Departments, A.C. (F&amp;A-I &amp; II), Store-Officer after making necessary entries in dispatch register</li> <li>• To maintain Casual/ other leave records of the officials</li> <li>• To receive Dak (PUCs) from Diary &amp; Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K. after making necessary entries in the receipt register</li> <li>• To Indent the stationary &amp; computers etc. from Central stores etc and maintain the record in the stock register.</li> <li>• Maintaining the imprest money allocated to the branch</li> <li>• Dictations by Office Superintendent, and to draft &amp; prepare and send final replies of various letter/information sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc.</li> </ul>
--	--	---

### **NAME OF THE DEPARTMENT: ESTABLISHMENT BRANCH-III**

<b>Sr. No.</b>	<b>Name of post</b>	<b>Powers and duties/Workload (in brief)</b>
01	Superintendent Gr-II	Supervise, examine, Scrutiny of the cases put up by the dealing hand and ensure that they have been properly dealt as per procedures. Proper 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. Would scrutinize the cases minutely to see that there is no deviation from the orders passed by the Competent Authority. Will see that the work allotted to the branch is generally equitable. Any other duty that may be assigned by the higher authorities 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/instructions adopted by the Chandigarh Administration from time to time and 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	Steno-Typist	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 etc.
05	Safaikaramchari	Proper cleanliness of office 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"> <li>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 &amp; Car Parking Services. Technical and other Skilled Services. SPIC providing DEO's for HIMS project.</li> <li>Supplying of RTI information.</li> <li>Supplying of Budget information pertaining to the contracts.</li> <li>Supervising Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court cases.</li> </ul>
01	Sr. Assistant (EA-I ) with Record Keeper (RK-I)	<ul style="list-style-type: none"> <li>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</li> <li>Preparation of Budget information pertaining to seat.</li> </ul>

		<ul style="list-style-type: none"> <li>Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court case pertaining to above contracts.</li> </ul>
02	Sr. Assistant (EA-II ) with Record Keeper (RK-II)	<ul style="list-style-type: none"> <li>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 &amp; Car Parking Services.</li> <li>Preparation of Budget information pertaining to the seat.</li> <li>Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter.</li> </ul>
03	Sr. Assistant (EA-III ) with Record Keeper (RK-III)	<ul style="list-style-type: none"> <li>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 &amp; Other Skilled Services. SPIC providing DEO's for HIMS.</li> <li>Preparation of Budget information pertaining to the seat.</li> <li>Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter.</li> </ul>

## **NAME OF THE DEPARTMENT: HOSPITAL ADMINISTRATION-I**

Sr.No.	Designation	Powers and duties/Workload (in brief)
1.	Superintendent	<ul style="list-style-type: none"> <li>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, Superintendent would record their own 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</li> </ul>

		<p>draft. After draft has been put up she would scrutinize it minutely to see that there is no deviation from the orders passed by the Competent Authority and to sign the drafts regarding orders after getting due approval from the Competent Authority.</p> <ul style="list-style-type: none"> <li>• To look after and super-wise the entire work of the Branch.</li> <li>• To process the various kind of activities &amp; directions with the employees working in the branch.</li> <li>• To instruct the officials working under their control that no delay is allowed to occur in the submission of cases &amp; 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.</li> <li>• 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.</li> <li>• To get the necessary Instructions/Rules followed properly and to maintain the discipline, healthy atmosphere and image of department.</li> <li>• To guide the staff to take up the cases personally on various levels i.e. JDA, DP, SMER and others., so that the case is materialised in a time-bound manner.</li> <li>• To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff.</li> <li>• To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties.</li> <li>• Supply the information as asked for under RTI Act within stipulated period.</li> <li>• To ensure that staff working under him/her is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner.</li> <li>• To instruct the officials working under his/her 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.</li> <li>• To look after that the rooms occupied are kept neat and systematically arranged.</li> <li>• 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,</li> </ul>
--	--	--

		<p>if any.</p> <ul style="list-style-type: none"> <li>• To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies.</li> <li>• To act upon the decision taken and to handle the problem accordingly.</li> <li>• To perform any other duties assigned by the higher Authorities.</li> </ul>
2	EA-2	<p>-To deal all establishment matter i.e. pay fixation cases, Step-up cases, ACP cases and to maintain service books of staff nurses and ANS with help of Jr. Assistant for staff nurses having Sr. no. 109 to 900 and 09 ANS.</p> <p>- Recruitment Process.</p> <p>-Cases of all kind of leave which are received in respect of Nursing staff and check the necessary entry made by the Jr. Assistant.</p> <p>-Promotion case of ANS.</p> <p>-RTI cases.</p> <p>-Audit Paras.</p> <p>-Reservation Roster.</p> <p>-Court cases of relevant seat.</p> <p>-Commendation awards.</p> <p>-Seniority list of Staff (Nursing Officer)/Nursing Sister (Sr. Nursing Officer)/Assistant Nursing Officer.</p> <p>Superintendent HA-I is the reporting officer of the said official.</p>
3	Steno Typist	<p>She will look after the work of Hospital Administration Branch-I.</p> <p>Superintendent HA-I is the reporting officer of the said official.</p>

4.	File Restorer	She will look after the work of both the Branches. Superintendent HA-I & HA-III are the reporting officers of the said official
----	---------------	---

## **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"> <li>Physical Verification of All Clinical &amp; Non-Clinical Department /College/Offices, GMCH, Sector 32, Chandigarh.</li> <li>Dealing with Training / camps/ Seminars.</li> <li>Dealing with complaints of patients against hospital staff / writ petition related to the patients &amp; Doctors.</li> <li>Maintaining of Liquid Oxygen license.</li> <li>Maintaining of PNDT license and their reports sending to the appropriate authority time to time.</li> <li>Maintaining the Health reports of the inmates of Snehalaya &amp; Aashreya.</li> <li>Maintaining of infection Diseases record.</li> <li>Maintaining of Parliament / Lok Sabha/Rajya Sabha questions.</li> <li>Roster of VIP visits and Governor's Visits.</li> <li>Special Medical Boards of various patients ordered by the Hon'ble Court and other Govt. Hospital, Medical Examination of new appointments of GMCH.</li> <li>Advance treatment cases of ESIC, Baddi, UT Chandigarh &amp; other states.</li> <li>Advance treatment cases of PMO/ Chief Minister Relief Fund.</li> <li>Advance treatment cases of cancer patients from Mukh Mantri Punjab Raahat Kosh Scheme.</li> <li>Maintaining MPLAD Account.</li> <li>Medical Legal Case.</li> <li>Creation of new department in GMCH.</li> <li>Booking of Auditorium &amp; conference Hall.</li> <li>Disposal of work assigned to the branch any time.</li> <li>Deputation of Medical Staff on various occasion/ camps.</li> <li>Misc. Orders /circulars related to the Hospital.</li> <li>Free diet to the patient for MBBS practical Examination.</li> <li>Hospital Charges of new investigations.</li> <li>Administrative matter of Hospital infrastructures.</li> <li>Various monthly report sending to the quarter concern.</li> </ul>

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



		<p>to the quarter concerned.</p> <ul style="list-style-type: none"> <li>• Compassionate appointment cases in respect of Para Medical Staff</li> <li>• Issuing sanction order for the payment of advertisement bills.</li> <li>• Granting permission for acquiring higher education and other courses.</li> <li>• Grant of permission for Training/Seminar/Camps etc. to Paramedical Staff.</li> <li>• Dealing with complaint of Paramedical Regular Staff.</li> <li>• Reply Parliamentary Question</li> <li>• Posting/Transfer/Seniority of Paramedical Technical Staff.</li> <li>• Census of Chandigarh Admn. Employees</li> <li>• Cases regarding Study Leave granted to Paramedical Technical Staff</li> <li>• Dealing with court cases &amp; Writ Petitions of Paramedical Technical Staff.</li> <li>• Service verification, Police verification of Paramedical Regular Staff</li> <li>• Maintaining Service records in services books of Paramedical Regular Staff</li> <li>• Grant of Earned Leave, annual increment, ACP, Child Care Leave, Medical Leave &amp; any kind of leave related to Paramedical Regular Staff.</li> <li>• Grant of Pensionary benefit to Paramedical Regular Staff.</li> <li>• Fixation of pay to the Paramedical Regular Staff due to revision of pay scales and grant of higher pay scales.</li> <li>• Holding of of DPC Cases of Paramedical Regular Staff.</li> <li>• Maintenance of Model Reservation Roster Register of Paramedical Regular Staff.</li> <li>• Extension of contractual appointments working on Direct Contract against sanctioned posts of Paramedical Staff.</li> <li>• Transfer and posting of new incumbents on joining.</li> <li>• Submission of reply related to the Audit.</li> <li>• Submission of vacancy position of Paramedical Regular Staff</li> <li>• Any other miscellaneous work related to Paramedical Regular Staff.</li> <li>• Submission of reply related to Right to information Act, 2005.</li> </ul>
--	--	--

## **NAME OF THE DEPARTMENT : HOSPITAL ADMINISTRATION-III**

Sr.No.	Designation	Powers and duties/Workload (in brief)
1.	Superintendent	<ul style="list-style-type: none"> <li>• 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, Superintendent would record their own 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. After draft has been put up she would scrutinize it minutely to see that there is no deviation from the orders passed by the Competent Authority and to sign the drafts regarding orders after getting due approval from the Competent Authority.</li> <li>• To look after and super-wise the entire work of the Branch.</li> <li>• To process the various kind of activities &amp; directions with the employees working in the branch.</li> <li>• To instruct the officials working under their control that no delay is allowed to occur in the submission of cases &amp; 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.</li> <li>• 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.</li> <li>• To get the necessary Instructions/Rules followed properly and to maintain the discipline, healthy atmosphere and image of department.</li> <li>• To guide the staff to take up the cases personally on various levels i.e. JDA, DP, SMER and others., so that the case is materialised in a time-bound manner.</li> <li>• To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff.</li> <li>• To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties.</li> <li>• Supply the information as asked for under RTI Act within stipulated period.</li> <li>• To ensure that staff working under him/her is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner.</li> <li>• To instruct the officials working under his/her control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records</li> </ul>

		<p>should also be maintained in proper order.</p> <ul style="list-style-type: none"> <li>•To look after that the rooms occupied are kept neat and systematically arranged.</li> <li>• 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.</li> <li>• To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies.</li> <li>• To act upon the decision taken and to handle the problem accordingly.</li> <li>• To perform any other duties assigned by the higher Authorities.</li> </ul>
2	. EA-1	<ul style="list-style-type: none"> <li>-To deal all establishment matter related to College of Nursing.</li> <li>-Matter related to purchase the College of Nursing is dealt with the consultation of Principal, College of Nursing.</li> <li>-College of Nursing recruitment rules and appointment.</li> <li>-To deal all establishment matter related to Staff Nurses on Direct Contract.</li> <li>- Pay fixation cases</li> <li>-Cases of all kind of leave which are received in respect of Nursing staff.</li> <li>-RTI cases</li> <li>-Court case of College of Nursing and Nursing staff on Direct Contract.</li> <li>-All disciplinary cases.</li> </ul>
3	. EA-3	<ul style="list-style-type: none"> <li>-To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses and 52 nos. of Sr. Nursing Officers with help of Clerk for staff nurses having Sr. no. 900 to 1297 and DC 61 onwards.</li> <li>-Cases of all kind of leave which are received in respect of Nursing staff and check the necessary entry made by the Clerk.</li> <li>-Promotion cases of Nursing Sister/Sr. Nursing Officer.</li> <li>-Verification of antecedents and character and various certificates of newly joined staff nurses.</li> <li>-ACR Files &amp; work related to ACR files.</li> <li>-Court cases of relevant seat.</li> <li>-RTI cases</li> <li>-All disciplinary cases.</li> </ul> <p>In addition to above the miscellaneous work of this branch i.e.-</p> <ul style="list-style-type: none"> <li>- To deal all representation of Nursing Welfare Association.</li> <li>- To prepare various information required from time to time by various authorities in</li> </ul>

		<p>respect of Nursing Staff.</p> <ul style="list-style-type: none"> <li>- Information reg. SC, OBC, Lok Sabha &amp; Rajya Sabha Question.</li> <li>- To prepare quarterly and annually information in respect of the Nursing staff.</li> <li>- Various other work related to creation of posts, Audit Para.</li> </ul>
4	Steno Typist :	She will look after the work of Hospital Administration Branch-III.

## **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"> <li>• Being In-charge 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> <li>• To float the tenders for the purchase of various items and equipments to be purchased through PB-I, II &amp; Pharmacy.</li> <li>• To get the cases processed for repair, AMC/ CAMC of equipments installed in the various departments of GMCH.</li> <li>• Convening, conducting and preparing the minutes of various committees related to purchase i.e. TC, LPC, SPC, Repair Committee and Pre-bid Conference.</li> <li>• To release the various consignment of imported equipments from Indira Gandhi International Air Port, New Delhi through our clearing agent.</li> <li>• To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties.</li> <li>• Supply the information as asked for under RTI Act within stipulated period</li> <li>• To ensure that staff working under him is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner.</li> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• He also looks after that the rooms occupied are kept neat and systematically arranged.</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>Any other duty as assigned by the MS, ADA and DP.</p>
01	Sr. Assistant (PA-I ) with Record Keeper (RK-I)	<p>To process the cases for purchase of equipments for different departments i.e. Transfusion Medicine, Orthopaedics, Neonatology, CSSD, Emergency Services, MDRU, HA-I &amp; HA-II. 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"> <li>• To put up office note to obtain the administrative approval from the competent authority as the case may be.</li> <li>• All Gem related purchases under GFR-149-I, II and III i.e. providing GeM screen short item to the user/Indenting department as &amp; when required to initiate the purchase process on GeM portel, initiating bid, opening technical bid, upload accept/reject report, opening financial bid , representation (if any) on technical ground sent to user department for comments and upload the same with the approval of authority, place contract/sanction order after vetting the proposal vetted by IAC and any clarifications i.e. blocking fund, unblocking of fund and providing list etc from time to time to the authority.</li> <li>• Purchases under GFR-154, GFR-155 and GFR-166.</li> <li>• Purchase under ARC cases.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 &amp; forwarder to release the consignment after obtaining the approval of competent authority.</li> </ul>

		<ul style="list-style-type: none"> <li>• 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</li> <li>• 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 &amp; 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.)</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items.</li> <li>• Prepare the reply of the various application received from applicant through RTI Act, 2005.</li> <li>• Any other duties as assigned by the Higher authorities.</li> </ul>
02	Sr. Assistant (PA-II ) with Record Keeper (RK-II)	<p>To process the purchase cases of equipments of different departments i.e. Microbiology, Obstt &amp; Gynae, Ophthalmology, Psychiatry, Anatomy, Library, Disability Cell</p> <p>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"> <li>• To put up office note to obtain the administrative approval from the competent authority as the case may be.</li> <li>• All Gem related purchases under GFR-149-I, II and III i.e. providing GeM screen short item to the user/Indenting department as &amp; when required to initiate the purchase process on GeM portel, initiating bid, opening technical bid, upload accept/reject report, opening financial bid , representation (if any) on technical ground sent to user department for comments and upload the same with the approval of authority, place contract/sanction order after vetting the proposal vetted by IAC and any clarifications i.e. blocking fund, unblocking of fund and providing list etc from time to time to the authority.</li> <li>• Purchases under GFR-154, GFR-155 and GFR-166.</li> <li>• Purchase under ARC cases.</li> <li>• 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.</li> <li>• 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.</li> </ul>

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 &amp; forwarder to release the consignment after obtaining the approval of competent authority.</li> <li>• 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</li> <li>• 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 &amp; 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.)</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items.</li> <li>• Prepare the reply of the various application received from applicant through RTI Act, 2005.</li> <li>• Any other duties as assigned by the Higher authorities.</li> </ul>
03	Sr. Assistant (PA-V ) with Record Keeper (RK-V)	To process the purchase cases of equipments of different departments i.e Pathology, Paediatrics, Radiotherapy, Forensic Medicine, 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"> <li>• To put up office note to obtain the administrative approval from the competent authority as the case may be.</li> <li>• All Gem related purchases under GFR-149-I, II and III i.e. providing GeM screen short item to the user/Indenting department as &amp; when required to initiate the purchase process on GeM portel, initiating bid, opening technical bid, upload accept/reject report, opening financial bid , representation (if any) on technical ground sent to user department for comments and upload the same with the approval of authority, place contract/sanction order after vetting the proposal vetted by IAC and any clarifications i.e. blocking fund, unblocking of fund and providing list etc from time to time to the authority.</li> <li>• Purchases under GFR-154, GFR-155 and GFR-166.</li> <li>• Purchase under ARC cases.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 &amp; forwarder to release the consignment after obtaining the approval of competent authority.</li> <li>• 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</li> <li>• 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 &amp; 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.)</li> <li>• 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</li> </ul>
--	--	---

		<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items.</li> <li>• Prepare the reply of the various application received from applicant through RTI Act, 2005.</li> <li>• Any other duties as assigned by the Higher authorities.</li> </ul>
04	Sr. Assistant (PA-VII ) with Record Keeper (RK-VII)	<p>To process the cases for purchase of equipments of different departments i.e. Radiodiagnosis, Pulmonary Medicine, Neuro Surgery, Urology, work pertaining to appointment of clearing agent, E-I,II,III &amp; IV, Legal Cell, RTI Cell</p> <p>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"> <li>• To put up office note to obtain the administrative approval from the competent authority as the case may be.</li> <li>• All Gem related purchases under GFR-149-I, II and III i.e. providing GeM screen short item to the user/Indenting department as &amp; when required to initiate the purchase process on GeM portal, initiating bid, opening technical bid, upload accept/reject report, opening financial bid , representation (if any) on technical ground sent to user department for comments and upload the same with the approval of authority, place contract/sanction order after vetting the proposal vetted by IAC and any clarifications i.e. blocking fund, unblocking of fund and providing list etc from time to time to the authority.</li> <li>• Purchases under GFR-154, GFR-155 and GFR-166.</li> <li>• Purchase under ARC cases.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is</li> </ul>

		processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank.
		<ul style="list-style-type: none"> <li>• 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 &amp; forwarder to release the consignment after obtaining the approval of competent authority.</li> <li>• 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</li> <li>• 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 &amp; 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.)</li> <li>• 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</li> <li>• 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.</li> <li>• 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.</li> <li>• Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items.</li> <li>• Prepare the reply of the various application received from applicant through RTI Act, 2005.</li> <li>• Any other duties as assigned by the Higher authorities.</li> </ul>

05	Steno-Typist	<p>Diary, Dispatch 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"> <li>• To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches</li> <li>• To dispatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&amp;A), HODs of various Departments, A.C. (F&amp;A-I &amp; II), Store-Officer after making necessary entries in dispatch register</li> <li>• To maintain Casual/ other leave records of the officials</li> <li>• To receive Dak (PUCs) from Diary &amp; Dispatch 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</li> </ul>
		<ul style="list-style-type: none"> <li>• To Indent the stationary &amp; computers etc. from Central stores etc and maintain the record in the stock register.</li> <li>• Dictations by Office Superintendent-I , and to draft &amp; 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.</li> <li>• 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.</li> </ul>
06	File Restorer	<ul style="list-style-type: none"> <li>• He binds all the agendas of various committees i.e. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference.</li> <li>• Properly maintain all the files of PB-I by changing file covers, arranging them equipment/ department wise to make them easily available for all.</li> <li>• The minutes of various committees i.e. Technical, Repair, SPC, LPC are got signed from the internal and external members of these committee.</li> <li>• Photostat work of the branch.</li> </ul>

07	Attendant	<ul style="list-style-type: none"> <li>• Dusting of tables, chairs and computer etc. in the branch.</li> <li>• Delivers the dak and files from branch to the officers as well as other branches like Dispatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be.</li> <li>• The material issued against Indent is being collected by the attendant from the Central Store.</li> <li>• Serves tea/ coffee etc. to the officials working in the branch.</li> <li>• Making the board room/ committee room ready for various meetings related to Purchase.</li> </ul>
----	-----------	---

## **NAME OF THE DEPARTMENT: PROCUREMENT BRANCH-II**

<b>Sr. No</b>	<b>Name of the post</b>	<b>Powers and duties (in brief)</b>
1.	Office Superintendent	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To ensure that staff working under him/her is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly.</li> <li>• To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases &amp; 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.</li> <li>• To ensure that the distribution of work in the Branch is generally adequate</li> <li>• To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department.</li> <li>• To act upon the decision taken and to handle the problem accordingly.</li> <li>• To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff.</li> <li>• To look after and super-wise the entire work of Procurement Branch-II.</li> <li>• To ensure proper availability and distribution of work of the Branch.</li> <li>• To process the various kind of purchase &amp; directions with the employees working in the branch.</li> <li>• To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies.</li> <li>• To sign the drafts regarding supply orders &amp; sanction for releasing of payments after getting due approval from the competent authority.</li> <li>• To perform any other duties assigned by the Authorities.</li> </ul>
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, MRD, Dermatology, Pharmacy, Hostel, maintenance of photostate machine, ARC of Medical Gases, purchase/refilling of Cylinders etc.</p> <ul style="list-style-type: none"> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> </ul>

		<ul style="list-style-type: none"> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to be responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</li> <li>• To look after the work in the absence of leave/vacation taken by the Incharge of the Branch in addition to their own duties.</li> <li>• All kind of indigenous purchase/AMC/CAMC/Repair cases of the respective departments as mentioned above.</li> <li>• ARC of all Medical Gases such as Nitrous Oxide Gas, Carbon-Dioxide Gas, Nitrogen Gas, Medical Oxygen Gas (Cylinder Type) &amp; Liquid Medical Oxygen Gas.</li> <li>• Purchase of computer stickers &amp; other items related to the MRD Section.</li> <li>• Purchase of various instruments/equipments/OT. Lights/ OT Tables etc. for Operation Theaters along with Repair/AMC/CAMC related to Anaesthesia departments mentioned above.</li> <li>• To deal with the cases for releasing payments/bills received through Central Stores.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Process the cases on GeM Portal</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
3.	Senior Assistant (PA-IV) with Record Keeper (RK-IV)	<p>To deal with all kinds of purchase of department of Nursing, Pharmacology, College of Nursing, 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, , Maintenances of air conditioner/ desert coolers, Furniture items of all the deptt/branches, Requirement of purchases of Audit, DC(F&amp;A) office, requirement of purchase from Emergency deptt., DP/ADA/MS/DMS office if any and other Miscellaneous work.</p> <ul style="list-style-type: none"> <li>• 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 &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to be responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• To ensure that the paging of the correspondence portion, noting portion is complete and the file cover</li> </ul>

		<p>of the cases is not in torn conditions &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</p> <ul style="list-style-type: none"> <li>• To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties.</li> <li>• 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, Hearsh Van etc., Air Conditioners, Furniture items for all the departments of the hospital.</li> <li>• To purchase/repair/AMC/CAMC of Adhaar Biometric Attendance Machine.</li> <li>• Purchase/ARC of Surgical/consumable items of Central Stores.</li> <li>• Purchase/ARC of disposable consumable items of Central Stores.</li> <li>• To deal the bills of various departments received through Central Stores for releasing the payments.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Process the cases on GeM portal.</li> <li>• Any duty that may be assigned by the Officer Incharge/Supintendent.</li> </ul>
4.	Senior Assistant (PA-VI) with DEO-cum-Record Keeper through SPIC attached with PA-VI	<p>To deal with all kinds of purchase for department of, I.T Centre, General Surgery, ENT, Communication cell, Physiology, Genetic Centre, &amp; requirement Computer and peripherals items of all deptt/branches, Assistant Registrar (Academic), Legal Cell, if any.</p> <ul style="list-style-type: none"> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</li> <li>• To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties.</li> <li>• To purchase of Desktop computers/Laptops/Printers &amp; computer peripherals items including AMC/CAMC of entire hospital received through I.T. Centre.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> </ul>

		<ul style="list-style-type: none"> <li>• Information seeking under RTI Act.</li> <li>• Process the cases on GeM Portal.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
5.	Senior Assistant (PA-VIII) with Record Keeper (RK-VIII) with clerk on contract basis attached with PA-VIII	<p>Assigned the duty to deal the PUCs pertaining to all types of indigenous purchase for the department of Biochemistry, ARC of Reagents Kit/Chemicals etc. Requirement of Cardiology, General Medicine, Community Medicine, RHTC/UHTC, Dietetics, PB-I &amp; PB-II Branches respectively also requirement if any.</p> <ul style="list-style-type: none"> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</li> <li>• To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties.</li> <li>• ARC of diagnostic &amp; reagent kits (Biochemistry &amp; respective departments as mentioned above.</li> <li>• ARC of chemicals of Biochemistry) &amp; respective departments as mentioned above.</li> <li>• Cases for releasing payments/bills received through Central Stores.</li> <li>• Repair/AMC/CAMC of equipments related to above departments.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Process the cases on GeM Portal,</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent</li> </ul>
6.	Junior Scale Stenographer	<ul style="list-style-type: none"> <li>• Collection of information &amp; files and compilation of data in given form.</li> <li>• To deal with making entries in Dak Receipt Register (internal) &amp; Despatch (File Movement) Register of indigenous Purchase Branch-II and sending of routine reminders.</li> <li>• Maintaining the casual leave record. Maintaining the record of various circulars, orders, sanctions, supply orders, Audit Paras, RTIs, Branch correspondences.</li> <li>• Taking dictation relating to the branch cases &amp; attend the meetings.</li> <li>• Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register.</li> <li>• Prepare &amp; consolidate budget information, RTI, Audit Memo &amp; various other information as sought,</li> </ul>



		relating to Procurement Branch-II. <ul style="list-style-type: none"> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
7.	Data Entry Operator	<ul style="list-style-type: none"> <li>• Preparing the drafts for the purchase of various items.</li> <li>• Preparing the Sanction orders &amp; Supply orders received from the various seats of Procurement Branch-II to be issued to the various firms.</li> <li>• Preparing draft of committee orders whenever required, if any.</li> <li>• Preparing of draft for other miscellaneous purchase work.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
8.	Attendant through outsource	<ul style="list-style-type: none"> <li>• Cleanliness/dusting of office areas and Superintendent office room.</li> <li>• Serving of water &amp; tea to the staff of the Branch.</li> <li>• Distribution of files &amp; Dak to other branches/departments.</li> <li>• To collect the office stationery from the Central Stores.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent as well as staff of the Branch.</li> </ul>
Sr. No	Name of the post	Powers and duties (in brief)
9.	Office Superintendent	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To ensure that staff working under him/her is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly.</li> <li>• To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases &amp; 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.</li> <li>• To ensure that the distribution of work in the Branch is generally adequate</li> <li>• To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department.</li> <li>• To act upon the decision taken and to handle the problem accordingly.</li> <li>• To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff.</li> <li>• To look after and super-wise the entire work of Procurement Branch-II.</li> <li>• To ensure proper availability and distribution of work of the Branch.</li> </ul>

		<ul style="list-style-type: none"> <li>• To process the various kind of purchase &amp; directions with the employees working in the branch.</li> <li>• To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies.</li> <li>• To sign the drafts regarding supply orders &amp; sanction for releasing of payments after getting due approval from the competent authority.</li> <li>• To perform any other duties assigned by the Authorities.</li> </ul>
10.	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. &amp; Gynae, Orthopaedics, General Surgery, MRD, Dermatology, Nursing &amp; 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"> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</li> <li>• To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties.</li> <li>• All kind of indigenous purchase/AMC/CAMC/Repair cases of the respective departments as mentioned above.</li> <li>• ARC of all Medical Gases such as Nitrous Oxide Gas, Carbon-Dioxide Gas, Nitrogen Gas, Medical Oxygen Gas (Cylinder Type) &amp; Liquid Medical Oxygen Gas.</li> <li>• Purchase of computer stickers &amp; other items related to the MRD Section.</li> <li>• Purchase of various instruments/equipments/OT. Lights/ OT Tables etc. for Operation Theaters</li> </ul>

		<p>along with Repair/AMC/CAMC related to departments mentioned above.</p> <ul style="list-style-type: none"> <li>• To deal with the cases for releasing payments/bills received through Central Stores.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
11.	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 &amp; Misc. work, requirement of purchase from Emergency deptt., DP/ADA/MS/DMS office if any.</p> <ul style="list-style-type: none"> <li>• 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 &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</li> <li>• To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties.</li> <li>• 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.,</li> </ul>

		<p>Air Conditioners, Furniture items for all the departments of the hospital.</p> <ul style="list-style-type: none"> <li>• To purchase the cases related to Bio-medical Waste/Shredded (Autoclave Disinfectant).</li> <li>• To purchase/repair/AMC/CAMC of Adhaar Biometric Attendance Machine.</li> <li>• Purchase/ARC of Surgical/consumable items of Central Stores.</li> <li>• Purchase/ARC of disposable consumable items of Central Stores.</li> <li>• To deal the bills of various departments received through Central Stores for releasing the payments.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
12.	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, &amp; requirement for purchase of DC(F&amp;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"> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</li> <li>• To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties.</li> </ul>

		<ul style="list-style-type: none"> <li>• ARC of x-ray waste fixer</li> <li>• ARC of diagnostic &amp; reagent kits (Transfusion Medicine)</li> <li>• ARC of X-ray, Mammography Films, CT Scan Films, MRI Films.</li> <li>• Purchase of updates of library software through I.T. Centre.</li> <li>• ARC of X-ray Chemicals &amp; USG jelly for deptt. of Radiodiagnosis.</li> <li>• To purchase of Desktop computers/Laptops/Printers &amp; computer peripherals items including AMC/CAMC of entire hospital received through I.T. Centre.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Core Committee, Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
13.	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 &amp; IV, Estate Branch &amp; OS (HA-I &amp; II) Branches respectively also requirement if any.</p> <ul style="list-style-type: none"> <li>• To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.</li> <li>• To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary &amp; indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.</li> <li>• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references &amp; to keep &amp; watch on the Record Keeper/Clerk/Typist or issue the sanction.</li> <li>• To ensure that the matters are disposed off expeditiously and to responsible for timely submission &amp; disposal of the cases like-wise Parliament Questions or other cases requiring immediately urgent action &amp; also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work &amp; also highlight the facts of all cases.</li> <li>• 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 &amp; also to ensure the issue of reminders, references of the cases, release of EMDs, taking/maintaining performance Bank Guarantees etc. whatsoever.</li> <li>• To look after the work in the absence of leave/vocation taken by the Incharge of the Branch in addition to their own duties.</li> </ul>

		<ul style="list-style-type: none"> <li>• ARC of diagnostic &amp; reagent kits (Biochemistry, Microbiology) &amp; respective departments as mentioned above.</li> <li>• ARC of chemicals (Pathology, Microbiology, Biochemistry) &amp; respective departments as mentioned above.</li> <li>• Cases for releasing payments/bills received through Central Stores.</li> <li>• Repair/AMC/CAMC of equipments related to above departments.</li> <li>• To deal &amp; release of EMDs &amp; Bank Performance Guarantees received from the respective firms.</li> <li>• To place the cases before the Technical Committee, Lower Purchase Committee, Standing Purchase Committee &amp; Repair Committee etc. of their respective seats.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent</li> </ul>
14.	Data Entry Operator (GeM Cell)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Work related to scheme Himachal Health Care (HIMCARE):- <ul style="list-style-type: none"> <li>a. Receiving of bills from Amrit Pharmacy;</li> <li>b. Verification of bills from concerned departments;</li> <li>c. Maintenance of record;</li> <li>d. To put up the verified bills to Nodal Officer and release of payment after signing the cheque from authorized signatories;</li> </ul> </li> </ul>

		e. Any other work / duty assigned by MS / Branch Incharge.
15.	Data Entry Operator (GeM Cell)	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• All work related to e-tendering i.e. publishing of tender notice, uploading of tender including pre-bid, BOQs, opening the tender, technical bid and price bid of successful firms and taking print outs related to PB- I &amp; PB-II etc.</li> <li>• 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.</li> <li>• Work related to scheme Ayushman Bharat:- <ul style="list-style-type: none"> <li>a. Receiving of bills from Amrit Pharmacy;</li> <li>b. Verification of bills from concerned departments;</li> <li>c. Maintenance of record;</li> <li>d. To put up the verified bills to Nodal Officer and release of payment after signing the cheque from authorized signatories;</li> </ul> </li> <li>e. Any other work / duty assigned by MS / Branch Incharge.</li> </ul>
16.	Junior Scale Stenographer	<ul style="list-style-type: none"> <li>• Collection of information &amp; files and compilation of data in given form.</li> <li>• To deal with making entries in Dak Receipt Register (internal) &amp; Despatch (File Movement) Register of indigenous Purchase Branch-II and sending of routine reminders.</li> <li>• Maintaining the casual leave record. Maintaining the record of various circulars, orders, sanctions, supply orders, Audit Paras, RTIs, Branch correspondences.</li> </ul>

		<ul style="list-style-type: none"> <li>• Taking dictation relating to the branch cases &amp; attend the meetings.</li> <li>• Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register.</li> <li>• Prepare &amp; consolidate budget information, RTI, Audit Memo &amp; various other information as sought, relating to Procurement Branch-II.</li> <li>• To reply the Audit Paras &amp; other miscellaneous purchase work.</li> <li>• Information seeking under RTI Act.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
17.	Data Entry Operator through Outsource	<ul style="list-style-type: none"> <li>• Preparing the drafts for the purchase of various items.</li> <li>• Preparing the Sanction orders &amp; Supply orders received from the various seats of Procurement Branch-II to be issued to the various firms.</li> <li>• Preparing draft of committee orders whenever required, if any.</li> <li>• Preparing of draft for other miscellaneous purchase work.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent.</li> </ul>
18.	Attendant through outsource	<ul style="list-style-type: none"> <li>• Cleanliness/dusting of office areas and Superintendent office room.</li> <li>• Serving of water &amp; tea to the staff of the Branch.</li> <li>• Distribution of files &amp; Dak to other branches/departments.</li> <li>• To collect the office stationery from the Central Stores.</li> <li>• Any duty that may be assigned by the Officer Incharge/Superintendent as well as staff of the Branch.</li> </ul>

## ESTATE BRANCH

Sr. No.	Name of the post	Powers and duties (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> <li>• 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.</li> <li>• To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties.</li> <li>• Supply the information as asked for under RTI Act within stipulated period</li> <li>• To ensure that staff working under him is punctual and would mark their attendance daily &amp; also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner.</li> <li>• 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</li> </ul>



		<p>maintained in proper order.</p> <ul style="list-style-type: none"> <li>• He also looks after that the rooms occupied are kept neat and systematically arranged.</li> <li>• 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.</li> <li>• 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.</li> </ul> <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"> <li>• Dealing with the floating of tenders and allotment of all the shops of Block-D, Hostel Complex, Canteen of Block-B, Vending machines (Block-A &amp; Block-C), Snack Bar, Student Hostel Mess, Nurses Hostel Mess, ATM/SBI.</li> <li>• Dealing with the case of Bank space.</li> <li>• Collection and depositing of Rent, Water and Electricity charges of various shops, canteens, Vending machines, Messes, Snack bar, ATM, Bank etc.</li> <li>• Preparation of tender documents.</li> <li>• Filing of ST Returns.</li> <li>• Court cases of shops.</li> <li>• Dealing with Jan Aushadhi Generic Drug Store.</li> <li>• Collection of Service Tax of the various shops.</li> <li>• Dealing with all the cases of allotment of govt. Accommodation of all types.</li> <li>• All the court cases of Govt. Accommodation.</li> <li>• Recovery of licence fee in respect of GMCH Pool houses.</li> <li>• To convene the meetings of House Allotment Committee Upper &amp; Lower.</li> <li>• Dealing with complaints received against various shops, canteens.</li> <li>• Preparation of tender documents of various shops.</li> <li>• Filling the ST return of all the shops and canteens.</li> <li>• RTI matter pertains to Estate Branch</li> <li>• Reply of audit memo and audit paras.</li> <li>• To deal with the urgent nature of PUCs.</li> </ul>
3.	Sr. Assistant (CA-II ) With Record Keeper	<ul style="list-style-type: none"> <li>• 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 &amp; 39, Old Building (O Block), UHTC-44, RHTC, Palsora and all the hostels of GMCH.</li> <li>• Setting up of Regional Trauma Centre.</li> <li>• Demarcation of land between Sarai Building and Hanuman Temple</li> <li>• Furnishing of Guest House in Sector-48, Residential Complex.</li> <li>• Administrative approval of the Rough Cost Estimates.</li> <li>• Dealing with the Budget provision of the construction of the Hospital Institute.</li> <li>• Installation and additional alteration work of the various departments of GMCH.</li> <li>• Transportation of Bio Medical Waste.</li> <li>• Dealing with the payment of service charges of Govt. Building of GMCH.</li> <li>• Dealing with the urgent case regarding construction and other works with Chief Engineer, Chief Architect, CPCC and other various department of GMCH.</li> <li>• To deal with the setting up of Mental Health Institute.</li> </ul>

		<ul style="list-style-type: none"> <li>• Work related to RIAHS.</li> <li>• To deal with the various complaints like repair leakage etc. addition alteration of construction work, repair works, fire cases etc. in GMCH and Residential Complexes of GMCH and disposal of urgent nature of PUCs.</li> <li>• Assessment of return of Water Cess and deposit under Section 6 of (Prevention and Control of Pollution) Cess Act, 1977.</li> </ul>
4.	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 etc., Dictations and typing of minutes of meetings. Other works as assigned by the Superintendent and Medical Superintendent from time to time.</p> <ul style="list-style-type: none"> <li>• To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches</li> <li>• To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&amp;A), HODs of various Departments, A.C. (F&amp;A-I &amp;II), Store-Officer after making necessary entries in dispatch register</li> <li>• To maintain Casual/ other leave records of the officials</li> <li>• To receive Dak (PUCs) from Diary &amp; 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</li> <li>• To Indent the stationery , furniture &amp; computers etc. from Central stores etc and maintain the record in the stock register.</li> <li>• Dictations by Office Superintendent and to draft &amp; 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.</li> <li>• Dictations and preparation of minutes of the meetings.</li> <li>•</li> </ul>
5.	File Restorer	<ul style="list-style-type: none"> <li>• Maintenance &amp; Record of all the files.</li> <li>• Any other work assigned by the officers from time to time.</li> </ul>
6.	Attendant	<ul style="list-style-type: none"> <li>• Dusting of tables, chairs and computer etc. in the branch.</li> <li>• 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.</li> <li>• The material issued against Indent is being collected by the attendant from the Central Store.</li> <li>• Serves tea/ coffee etc. to the officials working in the branch.</li> <li>• Photostat work.</li> </ul>

## **ACCOUNTS BRANCH**

S.NO.	NAME OF THE POST	POWERS AND DUTIES/WORKLOAD (IN BRIEF)
<b>CONTINGENCY SECTION</b>		
1.	Sr. Assistant (A-I)	<ul style="list-style-type: none"> <li>➤ Vetting/routing of all types of work of Bill Clerks IV to IX, Caretaker (Diary Dispatch) and DEO –I (only for NPS)</li> <li>➤ Vetting of Files related to Pay /Pay fixation / Annual Increment/ TA/DA/LTC/medical reimbursement matters relates to NPS/ PRAN issuing numbers /NPS withdrawals of employees joined on or after 2004.</li> <li>Any other work assigned by the officers from time to time.</li> </ul>
2.	Jr. Assistant (BC-IV)	<ul style="list-style-type: none"> <li>➤ Preparation of various contingency Bills under the Head M&amp;E, OE, OC MS all contingent head, and MV</li> <li>➤ Adjustment of Advance payments of all heads</li> <li>➤ Preparation of Income Tax Return related to TCS and Non Salary.</li> <li>➤ 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</li> <li>➤ All types of work related to GeM</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
3.	Jr. Assistant (BC-V)	<ul style="list-style-type: none"> <li>➤ Maintaining monthly Budget Expenditure Report of GMCH budget and Centrally Sponsored Scheme which is collected from procurement branches, cashier and A-II (in a time bound manner)</li> <li>➤ Work related to Grant in Aid Opening of Account, Transfer Entry of amount in Grant in Aid Project to be routed through Ms. Poonam, Sr. Asstt.</li> <li>➤ Preparation of TA/DA and LTC Bills of all GMCH staff.</li> <li>➤ Maintenance of Stock register – consumable/Non consumable of Accounts Branch</li> <li>➤ Compilation of replies of Audit Paras in consultation with Dealing Assistant (A-1)</li> <li>➤ To prepare noting/sanction order of all the bills related to imprest money / local purchase</li> <li>➤ To supply/compilation all types of information to the quarter concerned including GeM Expenditure Report</li> <li>➤ Imprest Money</li> <li>➤ Book Allowance</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Maintenance of Leave Record</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
4.	Jr. Assistant (BC-IX)	<ul style="list-style-type: none"> <li>➤ Preparation and checking of all the bills/salary bills of contractual staff all Groups under the Wages Head.</li> <li>➤ Preparation of Medical Reimbursement Bills of all GMCH staff and other information related to Medical Reimbursement.</li> <li>➤ All work related to Centre of Excellence to be routed through Ms.Poonam, Sr. Asstt.</li> <li>➤ Obtaining Sanction of Telephone Reimbursement of all faculty, AO cash BSNL and Idea cellular</li> <li>➤ Uploading and updating necessary information under RTI U/s 4(l)(b)</li> <li>➤ All miscellaneous matters which are not listed in the work distribution.</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
5.	Care Taker-I	<ul style="list-style-type: none"> <li>➤ He will Assist Ms. Reena, Jr. Assistant BC-IV in Feeding/preparing of all the bills of different Contingent head i.e. M&amp;E, OC, OE, MS, MV and preparing Income Tax Return, GST, GeM Detail, Advance Adjustment etc. and any other work assigned by BC-IV.</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
6.	Care Taker - II	<ul style="list-style-type: none"> <li>➤ She will receive Dak (internal &amp; external Departments).</li> <li>➤ Maintenance of records &amp; Data in MIS of Receipt Section</li> <li>➤ Entry and movement of Files.</li> <li>➤ Distribution of Dak among Bill clerks/Assistants.</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
7.	Sr. Assistant (A-2)	<ul style="list-style-type: none"> <li>➤ Work of bill Clerks BC-I, BC-II, BC-III and DEO-I (except NPS), DEO-III will be routed through A2.</li> <li>➤ Vetting of office proposals TA/DA, LTC, ACPs and Pay fixation of Annual Increment of Faculties, Officers and staff of Old Pension Scheme.</li> <li>➤ Supervision of the work of COE and projects.</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
8.	Jr. Assistant (BC I)	<ul style="list-style-type: none"> <li>➤ Salary/Arrear of Regular Staff, Contract staff and Faculty, Group 'A'/SR/CMO/EMO/LMO/Demonstrator</li> <li>➤ Salary of Group 'A' staff engaged on direct contract.</li> <li>➤ Granting of House Rent Allowance to the aforesaid categories of Staff and other issues related to license fee, undertakings with regard to Govt. Houses, etc.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Withdrawal of General Provident Fund advances (Refundable &amp; Non-Refundable).</li> <li>➤ Final Leave Encashment of Senior Resident.</li> <li>➤ GPF &amp; GIS Final payments of all aforesaid categories of Staff</li> <li>➤ RTI correspondence related all aforesaid categories of Staff.</li> <li>➤ Income tax calculation and preparation of Form 16 thereof</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
9.	Jr. Asstt. (BC II)	<ul style="list-style-type: none"> <li>➤ Salary/Arrear of all Ministerial, Para Medical and Technical staff under (Old Pension Scheme) and staff engaged on Direct contract.</li> <li>➤ Granting of House Rent Allowance to Ministerial Staff &amp; Para Medical Staff and other issues related to license fee, undertakings with regard to Govt. Houses, etc.</li> <li>➤ Withdrawal of General Provident Fund advances (Refundable &amp; Non-Refundable) of Ministerial Paramedical Staff.</li> <li>➤ RTI correspondence related all aforesaid categories of Staff.</li> <li>➤ GIS Final payments of all aforesaid categories of Staff, GPF Final Payment</li> <li>➤ LIC, License Fee and GPF Schedule send to concerned department.</li> <li>➤ Income tax calculation and preparation of Form 16 of above said seat</li> <li>➤ Preparation of Class IV GPF statement</li> <li>➤ Vetting of Schedule of GPF from AG and Rent Schedule from Rent Office and re-conciliation of various Head of accounts of expenditure with A.G</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
11.	Clerk (BC III)	<ul style="list-style-type: none"> <li>➤ Salary/Arrear of Regular Nursing Staff (Old Pension Scheme) engaged on direct contract, Staff of College of Nursing, and DM 3 and IAP Fellow 2, Non PGJRs 28.</li> <li>➤ Granting of House Rent Allowance to the aforesaid categories of Staff and other issues related to license fee, undertakings with regard to Govt. Houses, etc.</li> <li>➤ Withdrawal of General Provident Fund advances (Refundable &amp; Non-Refundable).</li> <li>➤ Final Leave Encashment of Senior Resident.</li> <li>➤ GPF &amp; GIS Final payments of all aforesaid categories of Staff</li> <li>➤ RTI correspondence related all aforesaid categories of Staff.</li> <li>➤ Income tax calculation and preparation of Form 16 thereof</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> </ul>

		➤ Any other work assigned by the officers from time to time.
12.	Clerk (BC X)	<ul style="list-style-type: none"> <li>➤ Salary/Arrear of PGJRs Approximate 379</li> <li>➤ Granting of House Rent Allowance to the aforesaid categories of Staff and other issues related to them</li> <li>➤ RTI correspondence related all aforesaid categories of Staff.</li> <li>➤ Income tax calculation and preparation of Form 16 thereof</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>

## **NEW RESTRUCTURED DEFINED CONTRIBUTION PENSION SCHEME BRANCH**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Nature of Work</b>
1	Sr. Assistant, (A-3) Pension Cell <i>(In addition to work of A1)</i>	<ul style="list-style-type: none"> <li>➤ Checking of work of Bill Clerk VI, VII &amp; VIII</li> <li>➤ Vetting of Files related to Pay /Pay fixation / Annual Increment/ TA/DA/LTC matters relates to NPS/ PRAN issuing number /withdrawals.</li> <li>➤ Any other work assigned by the Senior Officers from time to time as and when required.</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
2.	Clerk., BC-VI	<ul style="list-style-type: none"> <li>➤ Salary, Arrear bill &amp; employer contribution bills of Staff Nurses under New Pension Scheme</li> <li>➤ Online PRAN generation for allotment of PRAN of newly joined S/Ns and correction/changes/transfer of NPS.</li> <li>➤ Withdrawal and partial withdrawal of NPS contribution of Staff Nurses.</li> <li>➤ Income Tax calculation and preparation of Form 16 of above said seat</li> <li>➤ Correspondence relating to above said seat</li> <li>➤ To prepare &amp; supply the RTI information under RTI Act 2005.</li> <li>➤ To prepare employer contribution bills of lump sum amount deposited by resigned staff.</li> <li>➤ Preparation of stipend bills of MBBS interns, Interns of Psychiatry Departments</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>

3	BC-VII	<ul style="list-style-type: none"> <li>➤ To prepare salary bills/Arrear bill &amp; employer contribution bills of Faculty and Ministerial &amp; Paramedical staff under New Pension Scheme</li> <li>➤ Online PRAN generation for allotment of PRAN of newly joined Faculty, Ministerial and Paramedical staff.</li> <li>➤ Withdrawal and partial withdrawal of NPS contribution of Faculty and Ministerial &amp; Paramedical staff under New Pension Scheme.</li> <li>➤ Income Tax calculation and preparation of Form 16 of above said seat</li> <li>➤ Correspondence relating to above said seat</li> <li>➤ To prepare &amp; supply the RTI information under RTI Act 2005.</li> <li>➤ To prepare employer contribution bills of lump sum amount deposited by resigned staff.</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
4	Jr. Asstt, BC-VIII	<ul style="list-style-type: none"> <li>➤ Salary, Arrear bill &amp; employer contribution bills of Staff Nurses under New Pension Scheme</li> <li>➤ Online PRAN generation for allotment of PRAN of newly joined S/Ns and correction/changes/transfer of NPS.</li> <li>➤ Withdrawal and partial withdrawal of NPS contribution of Staff Nurses.</li> <li>➤ Income Tax calculation and preparation of Form 16 of above said seat</li> <li>➤ Correspondence relating to above said seat</li> <li>➤ To prepare &amp; supply the RTI information under RTI Act 2005.</li> <li>➤ To prepare employer contribution bills of lump sum amount deposited by resigned staff.</li> <li>➤ Reconciliation of sanctioned and filled up above staff on quarterly basis</li> <li>➤ Preparation of stipend bills of BSc Nursing Interns and M.Phil Students</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>

## **CASH BRANCH**

Sr. No.	Name & Designation	Nature of Work
---------	--------------------	----------------

1.	Cashier	<ul style="list-style-type: none"> <li>➤ Maintenance and writing of all Cash Books</li> <li>➤ Cash Book of Grant-in-Aid of Strengthening of PG seats (Rs.17.09 Cr.) Cash Book A/c No. 31312318623</li> <li>➤ Handling of day to day cash</li> <li>➤ To ensure timely deposit of Govt. receipt in Treasury, Sector 17, Chd.</li> <li>➤ Reconciliation of Accounts with Bank and Treasury.</li> <li>➤ Imprest Money</li> <li>➤ Monitoring, Checking and verification of all work assigned to Clerk/ Record Keeper/ DEO of Cash Branch.</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
2.	Clerk/ Record Keeper	<ul style="list-style-type: none"> <li>➤ Deposit of Govt. Receipt in SBI Treasury, Sector 17, Chd.</li> <li>➤ Preparation/Drafting of RTSs/TDS against Contingency Bills</li> <li>➤ Making of tax Forms, Making of Form – 16 &amp; 27, Release/Forfeited of FDRs in r/o Staff Nurses</li> <li>➤ Release/Forfeited of EMDs in r/o firms, Reconciliation of govt. Revenue with UT Treasury Branch, Sector – 17, Chandigarh</li> <li>➤ Deposit of DD/Cheques in DP A/c 10413584040, writing of ledger and Reconciliation of DP Account with Bank statement</li> <li>➤ Grand in Aid Funds transfer to Accounts Deptt. (A-2), Daily Dak related to Cashier, filling &amp; put up, Release of Security (Refundable) to booking of Auditorium and Ground Rents, Refund of Tuition fees of MBBS/MD Students</li> <li>➤ 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 &amp; Payment deposited in govt. Head- 201 (SBI Treasury, Sec. 17, Chd.).</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>
3.	DEO - II	<ul style="list-style-type: none"> <li>➤ Typing work of Cash Branch</li> <li>➤ Distribution of Imprest Money under supervision of Cashier</li> <li>➤ Preparing list of monthly govt. receipts</li> <li>➤ Preparing online monthly govt receipts</li> <li>➤ Preparation of GPF/GIS Schedule, letters, Demand Drafts of Deputationist Staff Nurses, DP, MS, JDA.</li> <li>➤ Preparation of schedules of court attachments for all the employees of GMCH, if any.</li> <li>➤ To maintain the record of depositing the cash receipts related to notices/ resignations.</li> <li>➤ Any other work assigned by the officers from time to time.</li> </ul>

### **1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

1.	<b><u>Budget Section:</u></b>  Entire Work related to budget/planning, maintaining information and data relating to budget and planning, updating of EFC memo, preparation of contingency bills under all heads of accounts	Accounts Branch Through Deputy	Joint Director (Admn.)	Director Principal
----	---	--------------------------------	------------------------	--------------------



	<p>i.e. machinery equipment, office expenses, material and supplies, Other revenue expenditure etc. of all the sanctions issued from all the branches, water and electricity charges bills, imprest and account bills, maintaining the complete data in consultation with cashier to file quarterly/annual income tax return in r/o TDS/TCS, adjustment of outstanding advances, medical reimbursement cases, preparation of bills of medical reimbursement, LTC and TA bills, preparation of monthly, quarterly and annual reports of receipt and expenditure, maintenance of records regarding budget, annual/ five year plans, revised estimates and all types of information desired by the F.D./GOI regarding budget and planning, diary and despatch of accounts branch, maintenance and completion of rent register of Govt. Houses and other works specifically marked and directed to perform.</p> <p><b><u>Salary Section:</u></b></p> <p>Grant in aid, maintenance of its cash book, permission to open bank accounts, income tax returns of TDS/TCS quarterly and annually, examining LTC/TA cases of all employees preparation of salary of group A, B, C and D, GPF advances and withdrawal cases, calculation of income tax and its proportionate deduction at source, preparation of complete data for filing of quarterly and annual returns of income tax/TDS, loans and advances, timely compilation/filing of quarterly/annual income tax of TDS (salary and contingency/TCS with the income tax department), all type of computer work of accounts branch relating to salary, income tax, contingency and other preparation of engagements schedule of meetings of AC(F&amp;A) and SO(A).</p> <p><b><u>Cash Section</u></b></p> <p>Maintenance of cash book, all cash transactions with the bank and treasury, receipts and disbursement of cash, reconciliation of all the accounts with the bank and treasury, drawl and deposit of cash in bank, preparation and collection of demand drafts of all the bills, reconciliation of receipts with T.O., deposit of electricity and water charges telephone bills, work regarding DAC of staff nurses, deposit of application fee in r/o recruitment in GMCH maintenance of its record and reconciliation of bank account.</p>	Controller (F&A)		
--	--	---------------------	--	--

## **AUDIT BRANCH**

<b>Sr. No.</b>	<b>Post / Designation</b>	<b>Assigned work</b>
01.	<b>Senior Assistant-I (SA-I)</b>	<ol style="list-style-type: none"> <li>1. Foreign Purchase regarding vetting the price comparative statement, supply order and Payment including CAMC payments.</li> <li>2. All Audit Paras and AG Reports.</li> <li>3. To vet the proposals for Academic branch, Library, Estate branch, Legal Cell, Establishment –IV.</li> <li>4. To vet the proposal of wage bills (Paramedical &amp; Safai Karamcharis deployed through outsource</li> <li>5. To vet the proposal of (indigenous) purchase regarding GFR 154, 155</li> <li>6. To check the diet list and bills of Dietetics Deptt.</li> <li>7. To vet the proposal for release the payment of all the contractors</li> <li>8. To comments/advice on all the proposal which are referred by the authorities</li> <li>9. To Supervise the work of Junior Assistants &amp; Clerk i.e. Sh. Gurmit Singh, Sh. Jagdish Lal and Sh. Deepak respectively</li> <li>10. Any other work assigned by the officers from time to time.</li> </ol>
02.	<b>Senior Assistant -2 (SA-2)</b>	<ol style="list-style-type: none"> <li>1. To vet the (indigenous) proposal to place the supply order including GeM for all department in GMCH-32, Chandigarh.</li> <li>2. To vet the proposal to place the supply order for Pharmacy department.</li> <li>3. To check all the Grant in Aid Projects of all the departments.</li> <li>4. To vet the proposal of HA-I, HA-II &amp; HA-III Departments regarding Pay fixation, ACP, Pension, VRS, Pay fixation, LTC etc.</li> <li>5. To vet the payment proposal for PB-II branch and Pharmacy Deptt.</li> <li>6. To vet the proposal of wage bills (Technical &amp; Other &amp; Multitask services deployed through outsource</li> <li>7. To Supervise the work of . Smt. Archana Sagar, Jr. Asstt. &amp; Sunil, Clerk.</li> <li>8. Any other work assigned by the officers from time to time.</li> </ol>
03.	<b>Senior Assistant -03</b>	<b>Post Vacant</b> –The works of SA-03 are distributed among SA-I & SA-2 in addition of their own duties.
03	<b>Junior Assistant -I</b>	<ol style="list-style-type: none"> <li>1. To assist SA-1 &amp; SA2 for vetting the purchase and payment proposals.</li> <li>2. To assist SA-1 &amp; SA-2 for vetting the purchases / payments proposals under GFR 154-155.</li> <li>3. To assist SA-1 &amp; SA2 for vetting the wage bills in respect of manpower deployed through</li> </ol>

		<p>outsource.</p> <p>4. To assist SA1 to check the diet list and bills of Dietetics Deptt.</p> <p>5. Any other work assigned by the officers from time to time.</p>
04.	<b>Junior Assistant -II</b>	<p>1. To check receipts at Discharge and Admission counters and Private Ward Block 'A' &amp; C' and also check counters where payment is being received</p> <p>2. To Check Cashier's cash register</p> <p>3. To Check Cash counter including emergency (Investigation Charges, Security Charges, Ward Charges etc.)</p> <p>4. To check investigation registers of Medicine Department , Central Library, Genetic Lab,</p> <p>5. To check the IPD files in respect of patient discharge.</p> <p>6. To check the Log Books of all the vehicles.</p> <p>7. To check the Absconded Patient Files</p> <p>8. To Check the all receipts and their reconciliation.</p> <p>9. Any other work assigned by the officers from time to time.</p>
5.	<b>Clerk-I</b>	<p>1. To check the refund register of Department of MRD.</p> <p>2. To check the Main cash book of MRD, Security &amp; Refund Register &amp; Cash Book of Sector 48.</p> <p>3. To check the register of Hostels, Guest House.</p> <p>4. To check of ECR (EPF/ESI) wage bills. (to assist JA-II)</p> <p>5. To assist SA-1 &amp; SA2 vetting the various proposals.</p> <p>6. To assist JA-II IPD files, cash registers of emergency counters</p> <p>Any other Work assigned by the officers</p>
06.	<b>Clerk-II (Retd. Re-employed)</b>	<p>1. To check the MRD Cash Counter cash book and audit of records of Emergency Counters</p> <p>2. To Check cashier's cash register</p> <p>3. To check the register of RHTC, UHTC, Radiology.</p> <p>4. To check expense register X-Ray Deptt., CT Scan, MRI &amp; X-Ray, IPD files.</p> <p>5. To Check all receipts and their reconciliation.</p> <p>6. Any other Work assigned by the officers from time to time.</p>

07.	<b>Clerk-III</b>	<ol style="list-style-type: none"> <li>1. To check the Log Books of all the vehicles.</li> <li>2. To check the demand and collection registers of Academic Branch of all courses.</li> <li>3. To maintain the record of Audit paras and to assist SA- 1 to compile information after obtaining requisite reply from the concerned branches/ departments for settlement of Audit Paras.</li> <li>4. All Monthly/ quarterly reports. (through SA-I)</li> <li>5. To assist SA-1 &amp; SA2 vetting the various proposals.</li> <li>6. To assist JA-II IPD files, cash registers of emergency counters.</li> <li>7. Other work assigned by the officers from time to time.</li> </ol>
08.	<b>File Restorer</b>	<ol style="list-style-type: none"> <li>1. All the work of Diary and Dispatch.</li> <li>2. To assist the SA1, SA2, Jr. Asstt's&amp; Clerks.</li> <li>3. E-mails etc.</li> <li>4. To maintain RTI record.</li> <li>5. To maintain all stock register, Indent book, Attendance Record/ leave record.</li> <li>6. Any other work assigned by the officers from time to time.</li> </ol>

## DEPARTMENT OF DIETETICS

Sr.No	Name of the post	Powers and duties/Workload (in brief)
1.	<b>Chief Dietician</b>	<b>JOB RESPONSIBILITIES OF CHIEF DIETICIAN:</b> <ul style="list-style-type: none"> <li>• Taking Policy decisions regarding overall functioning of the Dietetics Department.</li> <li>• Formulation of diet schedules for normal and therapeutic diets.</li> <li>• Formulation and standardization of therapeutic feeds for critically ill patients.</li> <li>• Planning the kitchen/equipment lay out.</li> <li>• Formulation of Diet charts for all stages of life, normal as well as therapeutic diet charts.</li> <li>• Diet Counselling of OPD and warded patients.</li> <li>• Diet Counselling in the diet clinic of department of Dietetics</li> <li>• Ensuring proper nutritional care of warded patients of the hospital.</li> <li>• Planning nutrition education Activities/Seminars/CMEs/Workshops.</li> <li>• Management of work of Junior Dieticians.</li> <li>• Research in the field of Nutrition and dietetics.</li> <li>• Teaching of Nutrition subject to the students of B.Sc Nursing 1<sup>st</sup> Year and Nutrition classes to Internship students, Short-term Students.</li> <li>• 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.</li> <li>• Rendering advice on all matters related to Food &amp; Nutrition to the administration.</li> <li>• Ensuring smooth conduct of institute hospitality.</li> <li>• Overall administration of the department.</li> <li>• Member of Cafeteria inspection committee of Hospital.</li> </ul>
2	<b>Dietician</b>	<b>JOB RESPONSIBILITIES OF DIETICIAN</b> <ul style="list-style-type: none"> <li>• Menu Planning</li> <li>• Maintenance of safe food storage practices.</li> <li>• Diet counselling of OPD and warded patients.</li> <li>• Supervision of food distribution</li> </ul>

		<ul style="list-style-type: none"> <li>• Supervision of cafeteria services</li> <li>• Looking after institute hospitality</li> <li>• Ensuring provision of adequate diets to patients</li> <li>• Taking regular ward rounds for nutritional assessment/therapeutic needs of patients.</li> <li>• Co-ordinating training of the interns and short term attachment as advised by Chief Dietician.</li> <li>• Report to Chief Dietician any problems that arise in food service management/nutrition care of patients.</li> </ul>
3	<b>Junior Dietician</b>	<b>JOB RESPONSIBILITIES OF JUNIOR DIETICIAN</b> <ul style="list-style-type: none"> <li>• Daily ward rounds for assessment of nutritional requirement of warded patients/diet prescription by the doctor.</li> <li>• To check the compliance of the patients with respect to modified diets</li> <li>• Daily O.P.D Diet clinic for counselling of patients referred by Medicine, Surgery, Gynae, Orthopaedic, Paediatric and Psychiatry O.P.D's.</li> <li>• Scrutinizing and compiling of Daily Diet Requisition forms received from various General and Private Wards</li> <li>• Ensure hygienic practices by the food personnel</li> <li>• Report to Chief Dietician problems regarding day to day work.</li> </ul>
4	Clerks/DEO	<p>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.</p>

## **RTI CELL**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Powers and duties/Workload (in brief)</b>
----------------	-------------------------	--

1.	Sr. Assistant	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Assistance given to the RTI Applicants, if required by them.</li> <li>• 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.</li> <li>• Scan all RTI Applications and upload all RTI applications on the RTIMIS Portal.</li> <li>• Dispatch all the reply received from the CPIOs on the RTIMIS portal.</li> <li>• Receiving of First Appeals and upload appeals on RTIMIS portal.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 &amp; Technology, Chandigarh Administration.</li> <li>• 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.</li> <li>• Reply of RTI matter related to RTI Cell.</li> <li>• 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.</li> <li>• Update the section 4(1) (b) on GMCH website time to time.</li> <li>• Transparency Audit</li> </ul>
----	---------------	--

		<ul style="list-style-type: none"> <li>• Other work assigned by the Authority time to time.</li> </ul>
--	--	--

## **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"> <li>1. Monitoring and supervision of activities of IT Centre. Official work of IT Centre. Maintenance of site and hardware installed in IT centre, GMCH.</li> <li>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.</li> <li>3. Consumables -Planning requirement of IT Centre, e-tendering system and consolidate requirement of other departments and monitoring procurement.</li> <li>4. Attended various technical committee meeting/purchase committee meeting of the GMCH.</li> <li>5. Assist HOD IT in day to day activities of the IT centre and other IT related activities of GMCH</li> <li>6. Implementation and Nodal Officer of e-salary System in GMCH. Rectification of all issues related to e-salary System.</li> <li>7. Implementation and Nodal Officer of e-tendering system above 10 lakh in GMCH.</li> <li>8. Implementation and nodal officer of e-tendering System below 10 lakh in GMCH. Rectification of all issues related to e-tendering System</li> <li>9. Implementation and nodal officer of e-attendance System in GMCH. Rectification of all issues related to e-attendance System</li> </ol>



		<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 3E and 3J 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-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. Daily 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</p>
--	--	--

		<p>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 <a href="http://www.gmch.gov.in">www.gmch.gov.in</a> 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&amp;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 &amp; D employees.</p> <p>2. Generation of Reports as required by Establishment-I,II,III &amp; 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> <p>6. Being a member of inspection committee, Inspection of computer and computer peripherals of various department of GMCH-32, Chandigarh.</p> <p>7. Information prepared regarding All India Survey on Higher Education 2016 and send to the concerned department.</p> <p>8. Making/Arrangement of PPT presentation for various departments as well as high authorities of GMCH.</p> <p>9. Updating of GMCH website.</p> <p>10. Sending email and circulars to various department and DPR</p>

		<p>11. Census of GMCH (Making of census format as desired by Census department of UT Administration, UT Chandigarh)</p> <p>12. Physical verification of IT Centre</p> <p>13. Maintaining stock register of IT Centre</p> <p>14. Creation, updation and publishing of limited tenders. Publishing of corrigendum/addendum as required by concerned department.</p> <p>15. Creation, updation and publishing of quotations on GMCH website. Publishing of corrigendum/addendum as required by concerned department</p> <p>16. Consumable Items – consolidate requirement of all departments and Monitoring procurement</p> <p>17. Hardware and software Items - consolidate the requirement of all departments and monitoring procurement</p> <p>18. Technical support for hardware and software to various departments of GMCH</p> <p>19. Maintenance of IT Centre CAMC complaint /replacement parts register.</p> <p>20. Helps GMCH officials in e-tendering systems and follow up to making the digital certificates of the GMCH employees.</p> <p>21. Public query about online appointment of doctors- To guide the general public how to take online appointment from GMCH-32 website.</p> <p>22. Public query about online recruitment- To guide the candidates how to fill the online application.</p> <p>23. Public query about online admissions - To guide the students of undergraduates, how to fill the online application.</p> <p>24. Online admissions to MD/MS candidates.</p> <p>25. Maintenance of Biometric Machine.</p> <p>26. GeM Training to entire GMCH employees.</p> <p>27. EHRMS PORTAL (APAR) Training to all establishment of GMCH</p> <p>28. Training of National Disability portal to concerned departments.</p> <p>29. Assist Incharge IT in day to day activities of the IT Centre.</p> <p>30. Testing of HIMS modules</p> <p>31. Consolidation of Niti Ayog Data and send it to quarter concerned every 1 day of the month</p>
3.	Computer Operator	<p>1. Consumables consolidate requirement of all departments and Monitoring procurement.</p> <p>2. Hardware and software -consolidate the requirement of all departments and Monitoring procurement.</p> <p>3. Technical support for hardware and software to various departments of GMCH.</p> <p>4. Assist Incharge IT in day to day activities of the IT Centre.</p>

		<p>5. Updation of GMCH Website like OPD Schedule, faculty list, telephone directory etc. More than 20 departments related information are being maintained and updated.</p> <p>6. To taking quick action to rectify computer related problems of all the departments of GMCH.</p> <p>7. Preparation of Telephone directory of GMCH.</p> <p>8. Maintenance of IT Centre stock register.</p> <p>9. Maintenance of IT Centre CAMC complaint /replacement parts register.</p> <p>10. Maintenance, creation of all the files for keeping supply orders, joining orders, resignation orders etc and dak of IT Centre.</p> <p>11. Creation, updation and publishing of limited tenders. Publishing of corrigendum/addendum as required by concerned department.</p> <p>12. Creation, updation and publishing of quotations on GMCH website. Publishing of corrigendum/addendum as required by concerned department.</p> <p>13. Preparation of all the BOQ required for e-tendering system.</p> <p>14. Helps GMCH officials in e-tendering systems.</p> <p>15. Maintenance and Updation of IT(computer and computer peripherals procured for various departments of GMCH) inventory.</p> <p>16. A list for computer and computer peripherals for CAMC (2018-19) was prepared.</p> <p>17. Involved for preparation of OPD schedule for e-appointment software.</p> <p>18. Involved for preparation of various lists required for implementation of e-office software.</p> <p>Consolidation of Niti Ayog Data and send it to quarter concerned every 1 day of the month</p> <p>19. Consolidation of Digital Payment and send it to quarter concerned every 1<sup>st</sup> week of the month</p>
--	--	---

## **LIBRARY DEPARTMENT**

Sr. No	Name of the post	Powers and duties/Workload (in brief)

1.	<b>Librarian:</b>	<p>Management, Administration, Acquisition, Supervision, Maintenance and Resource Sharing.</p> <ul style="list-style-type: none"> <li>a) To coordinate the work related to acquisition, administration, supervision, educational programmes and resource sharing</li> <li>b) To conduct user education and awareness programmes</li> <li>c) Budget management</li> <li>d) Staff selection</li> <li>e) To contribute in research by providing bibliographical guidance to users</li> <li>f) To establish and implement various policies related to acquisition, access of reading material and resource sharing</li> </ul>
2	<b>Assistant Librarian:</b>	<ul style="list-style-type: none"> <li>a) To assist librarian in acquisition</li> <li>b) To assist librarian in conducting educational programmes and books exhibition etc,</li> <li>c) To provide timely help to users in finding online resources</li> <li>d) To classify all types of documents</li> <li>e) To attend queries correspondence related to their sections</li> </ul> <p>To enter all the material in computer and prepare reports of various departments related to library material</p>
3	<b>Library Assistant:</b>	<ul style="list-style-type: none"> <li>a) Processing of reading material</li> <li>b) Circulation</li> <li>c) Display of books and journals</li> <li>d) Any other duty assigned from time to time</li> </ul>
4	<b>Restorer:</b>	<ul style="list-style-type: none"> <li>a) Shelving of books and other reading material</li> <li>b) Labelling and pasting</li> <li>c) Shifting of books and other reading material</li> <li>d) Sending books and other material for binding</li> </ul> <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**

Central Civil Service Rules, 1972 w.e.f. 01.04.2022 in view of Gazette notification dated 29.03.2022 of Central Govt. Of India adopted by Chandigarh Administration from time to time as applicable to the employees of Chandigarh Administration.

### **1.2 (IV) EXERCISED**

As above

### **1.2 (V) WORK ALLOCATION**

As defined at point 1.2 (II) sub point- 1 to 12 & 1.3(v) in case for Group 'A' faculty post.

Model 2011 surung

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

Chandigarh Administration  
Department of Personnel

Notification

The 29<sup>th</sup> Nov, 2019

3 DEC 2019  
244,238

235

No. 28/59-IH(7)-2019/18258 - In partial modification of the Notifications No. 10-88/1302 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

Dated: 29/11/2019

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

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

Dated: 29/11/2019

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

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

Special Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Dated: 29/11/2019

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

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

Contd. 2



- 4 -

224

**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
		Admin 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
		Admin 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





- (ii) As per Ministry of Finance, Department of Expenditure's OM No. 24(35)/PF-II/2012 dated 5<sup>th</sup> 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  
16<sup>th</sup> 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.