

### 1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [SECTION 4(1)(B)(III)]

#### (i) Process of decision making Identify key decision making points.

- Cases are initiated by dealing clerk/dealing Assistant of the branch through Supdt. to JDA/DP/PSMER/AA and HE-the Administrator as the case may be.
- The cases are decided as per deligation of Administrative, Financial and Judicial power.

#### (ii) Final decision making authority

- The cases are decided as per deligation of Administrative, Financial and Judicial power.
- Advisor to Administrator, Chandigarh Administration
- Secretary, Medical Education and Research, Chandigarh Administration.
- Director Principal, Government Medical College & Hospital, Chandigarh.

#### (iii) Related provisions, acts, rules etc.

- Punjab Civil Services Rules 13.01.1992 adopted by Chandigarh Administration time to time  
<http://chandigarh.gov.in/pdf/finnot18-5255.pdf>

<http://punjab.gov.in/punjab-civil-services-rules>

- Financial Rules under GFR [https://www.finmin.nic.in/sites/default/files/GFR2005\\_1.pdf?download=1](https://www.finmin.nic.in/sites/default/files/GFR2005_1.pdf?download=1)

Other Acts:           **Link**     <http://gmch.gov.in/sites/default/files/documents/a5.pdf>

(iv) Time limit for taking a decisions, if any

S.No.	Item of work	Norms set by the department ( number of days taken for decision making)
1	Current file, PUC's, correspondence letter, routine cases, noting and drafting, receiving , registering and distributing dak, classified dak, come back cases, etc.	disposal of work within 10 days, Clerk --- 2 or 3 days Assistant --- 2 or 3 days Superintendent—2 days Officers – 2 days
2	Urgent dak/ cases i.e. Parliament Question, Lok Sabha Question, Date bound references, urgent Cases where financial implications involved etc.	Clerk—1 day Assistant—same day Superintendent – same day Officers – same day

**Time limit for disposing off RTI Applications**

Sr. No.	Item of work	The limit for disposing off applications
1	Supply of information in normal course	30 days
2	Supply of information if it concerns the life or liberty of a person	48 hours
3	Supply of information if the application is received through CAPIO (Nodal Officer)	05 days shall be added to the time period
4	Supply of information if application/request is received after transfer from another public authority: (a) In normal course (b) In case the information concerns the life or liberty of a person.	(a) Within 30 days of the receipt of the application by the concerned public authority (b) Within 48 hours of receipt of the application by the concerned public authority.
5	Supply of information by organizations specified in the Second Schedule: (a) If information relates to allegations of violation of human rights.	(a) 45 days from the receipt of application.

	(b) In case information relates to allegations of corruption.	(b) Within the 30 days of the receipt of application.
6	Supply of information if it relates to third party and the third party has treated it as confidential.	Should be provided after following the procedure given in under section 11 of RTI Act, 2005 .
7	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the payment of fee by the applicant shall be exclude for calculation the period of reply.

### 1.3 (v) Channel of supervision and accountability

Sr. No.	Nature/ Type of Work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made (Name of the post)
1	<ul style="list-style-type: none"> <li>Establishment matters relating to Professor, Readers, Senior Lecturers &amp; Lecturers – Regulation / Direct Contract Basis</li> <li>The matter pertaining to framing /notification of Recruitment Rules of Group 'A' posts</li> <li>The matter pertaining to coordination of creation /continuation of Group 'A', 'B', 'C' and 'D' posts</li> <li>The matter pertaining to regular/contractual appointments, DPC meeting, Extension, Deputation, Seniority, disciplinary proceedings etc. in respect of Group 'A' posts</li> <li>The matter pertaining to the preparation and maintenance of ACRs of Group 'A' posts.</li> <li>The matter pertaining to preparation and maintenance of Service Books, Pay Fixation, Increments, ACP, LTC Bills, Leave Encashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'A' posts. (The matter disposed of at the level of Director Principal for this point).</li> </ul>	Dealing Clerks/Senior Assistants of the Branch through Superintendent	Joint Director (Admn.) /DP/PSMER	Advisor to the Administrator in case of Group 'A' posts & HE-the Administrator as the case may be.

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

	<ul style="list-style-type: none"> <li>• The matter pertaining to framing/notification of Recruitment Rules of Group 'C' &amp; 'D' posts (ministerial)</li> <li>• The matter pertaining to the preparation of proposals for creation /continuation of Group 'C' &amp; 'D', posts (ministerial)</li> <li>• The matter pertaining to the preparation and maintenance of reservation/vacancy roster of Group 'C' &amp; 'D' posts (Ministerial)</li> <li>• The matters pertaining to furnishing of periodical returns to the quarter concerned in respect of Group 'C' &amp; 'D' posts (ministerial)</li> <li>• The matters pertaining to the preparation and maintenance of ACRs of Group 'C' &amp; 'D' (ministerial)</li> <li>• The matter pertaining to the Budget, Audit Paras etc. of Group 'B' posts.</li> <li>• The matters pertaining to the Screening Committee meeting in respect of Group 'D' &amp; 'D' posts (ministerial).</li> <li>• The matter pertaining to the preparation and maintenance of Service Books, Pay Fixation, Increments, ACP, LTC, TA Bills, Leave Enchashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'C' posts.</li> <li>• The matter pertaining to Award of contract for Security &amp; Parking Services.</li> <li>• The matter pertaining to the Grand of Award, Commendations Certificates and furnishing of information reg. Republic Day/Independence Day etc.</li> </ul>			
4.	<ul style="list-style-type: none"> <li>• All miscellaneous type of works.</li> <li>• The matters pertaining to the Sexual Harassment</li> <li>• The matters pertaining to Coordination of Parliamentary Affairs Committee/Rajya and Lok Sabha Questions etc.</li> <li>• The matters pertaining to the GIMRC, Chandigarh</li> </ul>	Establishment Branch IV through Office Superintendent	Joint Director (Admn.)	Director Principal

	<ul style="list-style-type: none"> <li>• The matters pertaining to Library</li> <li>• The matters pertaining to the citizen character/Charter of Demand</li> <li>• The matters pertaining to the census</li> <li>• The matters pertaining to Statistical Data/Periodical Returns etc.</li> <li>• The matters pertaining to rules and regulations governing the daily life of citizen need to reduce the contract points with the Govt.</li> <li>• The matter pertaining to E-governance/Inter State Council meetings</li> <li>• The matters pertaining to furnishing of periodical returns to the quarter concerned.</li> <li>• The matters pertaining to demand,welfare of employees</li> <li>• The matter pertaining to formation of Unions/Welfare Bodies of Govt. Medical College &amp; Hospital</li> <li>• The matters relating to the revamping of Public Administration System</li> <li>• Correspondence relating to the prohibition of sale of cigarette and other tobacco products.</li> <li>• The matter pertaining to the Award of Contract for Laundry &amp; Pest Control services.</li> </ul>			
5	<ul style="list-style-type: none"> <li>• Matter pertaining to the Court Cases of Group 'A', 'B', 'C', 'D' and contractual staff etc.</li> <li>• The matters pertaining to the Vigilance Inquiries</li> </ul>	Legal Cell through Law Officer	Joint Director (Admn.)	Director Principal
6	<ul style="list-style-type: none"> <li>• Matter pertaining to the Right to Information Receipts of RTI applications/Apeals RTI Fees/additional fees. Monitoring &amp; Reporting, Quarterly Reports. RTI requests forwarded to the concerned CPIO's of GMCH.</li> </ul>	RTI CELL Through Law Officer	Joint Director (Admn.) -cum- Transparency Officer (under RTI)	Director Principal -cum-Appellate Authority
7	<ul style="list-style-type: none"> <li>• The matters pertaining to the construction, infrastructure and Planning etc. of Govt. Medical College &amp; Hospital, residential complex, UHTC, RHTC, etc.</li> </ul>	Estate Branch through Office Superintendent	Joint Director (Admn.)	Director Principal

	<ul style="list-style-type: none"> <li>• The matters pertaining to House Allotment etc.</li> <li>• The matter pertaining to Air/Water Pollution Control &amp; Reports.</li> <li>• The matters pertaining to Fire Fighting Services</li> <li>• The matters pertaining to the maintenance of buildings of GMCH, Residential and Hostel Complex</li> <li>• The matters pertaining to the Senior Officers Conference/Advisory Council or any other conference of Chandigarh Admn.</li> <li>• The matters pertaining to furnishing of periodical returns to the quarter concerned.</li> <li>• The matters pertaining to the Shop of Block 'A', 'B', 'C', 'D, &amp; Hostels</li> <li>• The matters relating to the Annual Reports of achievements of Govt. Medical College &amp; Hospital</li> <li>• The matters pertaining to the Mess of Doctors/Nursing/Students</li> <li>• The matters pertaining to the Bank, electricity charges and ATM services</li> </ul>			
8	<ul style="list-style-type: none"> <li>• Recruitment Rules of Group 'C' Para Medical and Nursing Staff only</li> <li>• Establishment matter of 'C' Para Medical and Nursing Staff</li> <li>• DPC for 'C' Para Medical and Nursing Staff</li> <li>• Screening Committee of 'C' Para Medical and Nursing Staff</li> <li>• Work related to MRD, Medico Legal Cases, Financial Assistance to Poor Patients from UT illness Fund</li> <li>• Administrative matter of Hospital Infrastructure</li> <li>• Reports /returned to Chandigarh Administration</li> <li>• Physical Verification of Stores (Hospital)</li> <li>• Purchase of drugs/medicines/surgical items</li> </ul>	Hospital Administration I through Office Superintendent	Medical Superintendent	Director Principal
9	<ul style="list-style-type: none"> <li>• Maintenance of Service Books of Para Medical and Technical Staff</li> <li>• Fixation of Pay/ of Grant of Annual Increment/ benefits under ACP in respect of the above staff</li> </ul>	Hospital Administration-II through Office Superintendent	Medical Superintendent	Director Principal

	<ul style="list-style-type: none"> <li>All kinds of Leave except Casual leave/ LTC/TA/ Leave Encashment / Preparation of Pension Cases/ Retirement Benefits in respect of Para Medical and Technical Staff &amp; other Misc. work.</li> </ul>			
10	<ol style="list-style-type: none"> <li>1. Work pertaining to Centralized Medical Admission for admission to MBBS/BDS/BHMS Courses</li> <li>2. Work pertaining to admission of B.Sc. and Paramedical Courses i.e. B.Sc. (Nursing), B.Sc.(Anaesthesia &amp; OT), B.Sc. (X-ray), B.Sc. (MLT) and B.Optom</li> <li>3. Issuance of Identity Cards to the admitted students as well as duplicate in lost cases.</li> <li>4. Misc issues like issuance of certificates to the admitted students, bonafide certificate, character certificate, permission to visit abroad, scholarship cases, bus passes, tuition fee certificates, return of originals documents, request for extra classes etc.</li> <li>5. Disciplinary proceedings against students</li> <li>6. Fee Structure of B.Sc. Paramedical Courses and MBBS Courses</li> <li>7. Work pertaining to Annual Registration Returns of MBBS &amp; B.Sc. Paramedical students with the Panjab University.</li> <li>8. Submission of consolidated Panjab University dues with the concerned authorities of Panjab University, Chandigarh.</li> <li>9. Preparation of Summer Vacation Roster and Winter Vacation Roster of the Teaching Faculty/ Demonstrators / others staff who are eligible for vacations.</li> <li>10. Permission for all the events/ functions i.e. Indoors Sports, Euphoria, Annual Athletic Meet, Plexus, Technofest, White Coat Ceremony, Academic Day Celebration, Pulse, Glimpse and issuing of financial sanctions, adjustment of advance thereof after</li> </ol>	<p><b>UG Section</b>  <b>Academic Branch:</b>  Clerk to Senior Assistant through Registrar Academic</p>	Professor Incharge Academic	Director Principal / PSMER, Chandigarh Administration



<p>getting the same audited from the Internal Audit Cell.</p> <ol style="list-style-type: none"> <li>11. Issuing orders for grant of Scholarship i.e. Full / Half Freeship to the Economically Weaker Section Students, Meritorious Students, NEET topper students.</li> <li>12. Correspondence related to Dental College, Ayurvedic College and Homeopathic College (UG).</li> <li>13. Periodic inspections i.e. Medical Council of India as well as by the Panjab University, Chandigarh which are time bound in manner.</li> <li>14. Statistical Data of admitted students received from various departments of Chandigarh Administration.</li> <li>15. Digital Mission Mode Project for implementation of online faculty monitoring system.</li> <li>16. Reply to the Court cases and RTI pertaining to the seat.</li> <li>17. Lok Sabha Question in time bound manner</li> <li>18. Dealing with NAAC Accreditation</li> <li>19. Publications of Faculty.</li> <li>20. Swachta drive</li> <li>21. Proposal for starting of new B.Sc. Courses i.e. B.Sc. (Radiotherapy)</li> <li>22. Handbook of GMCH</li> <li>23. Getting approval of worthy SMER for continuation of Group –D posts i.e. Mali, Safai Karamchari out of PLA for Hostel</li> <li>24. Any other work assigned by the authorities from time to time</li> </ol>			
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<ol style="list-style-type: none"> <li>1. Admissions of MD/MS/DM/M.Phil Clinical Psychology/ Psychiatric Social Work and Diploma in Psychiatric Nursing Course</li> <li>2. Starting of New PG Course /Increase in MD/MS/DM Seats.</li> <li>3. Registration Returns of MD/MS/DM/M.Phil Clinical Psychology/ Psychiatric Social Work and Diploma in Psychiatric Nursing Course</li> <li>4. All matters relating to P.G. Board of Study &amp; Faculty of Medical Sciences</li> <li>5. Affiliations/extension of affiliations of MD/MS/DM/M.Phil Clinical Psychology/ Psychiatric Social Work and Diploma in Psychiatric Nursing Course Admissions</li> <li>6. Recognition of MD/MS Courses from MCI</li> <li>7. Work pertaining to the thesis of MD/MS/M.Phil Students e.g. convening of meetings, forwarding of protocols of thesis and final thesis to the PU Chd.</li> <li>8. Work pertaining to Ethics Committee with regard to approval of thesis of MD/MS/M.Phil Students</li> <li>9. All matters relating to Conferences/Workshop/ Seminars/ fellowship etc. of Faculty Members, S.R., Demonstrators</li> <li>10. IAP Fellowship in the department of Neonatology Department</li> <li>11. Maintenance of files of PG students which includes the work pertaining to issuance of various kinds of certificate to students viz. bonafide student certificates, NOCs, course completion certificates, issue of identity cards, maintaining of leave record</li> </ol>	<p><b>PG Section</b>  <b>Academic Branch:</b>  Clerk to Senior Assistant through Registrar Academic</p>	<p>Professor Incharge Academic</p>	<p>Director Principal / PSMER, Chandigarh Administration</p>
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	<p>of PG students etc.</p> <p>12. Stipend of PG Students</p> <p>13. Fee related issues of all above courses</p> <p>14. All matters relating to starting of new courses in GMCH of PG level</p> <p>15. PG Syllabus</p> <p>16. Misc. correspondence relating to PG Course</p> <p>17. Disciplinary cases of PG Students</p> <p>18. MCI Inspection (Postgraduate level)</p> <p>19. All matters relating to Ayurvedic College &amp; Homoeopathic Medical College (postgraduate level)</p> <p>20. RTI Matters</p> <p>21. Any other duties assigned by the Controlling Officer.</p>			
11	<ul style="list-style-type: none"> <li>• Purchase of Foreign items</li> <li>• Constitution of Purchase/Technical Committee, Meetings of the Purchase and Technical Committees, Floating /Sale of Tenders, Import of Machinery and Equipment's</li> </ul>	Procurement Branch-I through Office Superintendent	Medical Superintendent	Director Principal
12	<ul style="list-style-type: none"> <li>• Purchase of Indigenous items such as Machinery and Equipment, Material &amp; Supply, Motor Vehicle,</li> <li>• Floating Tender through E-Tender/GeM Portal as the case may be.</li> </ul>	Procurement Branch-II through Office Superintendent	Medical Superintendent	Director Principal
13.	<ul style="list-style-type: none"> <li>• Purchase of drugs/medicines/surgical items</li> </ul>	Pharmacy Department through Assistant Dispensary Superintendent	Medical Superintendent	Director Principal
14.	<ul style="list-style-type: none"> <li>• Receipt, Inspection issue of furniture, equipment Stores linen pertaining to hospital.</li> <li>• Petty Purchase/repairs.</li> <li>• Work relating to Hostels, Guest House and residential quarters, occupation/ vacation and upkeep</li> <li>• Preparation of I card and punching card</li> <li>• Payment of Electricity and water charges bills and stock entries thereof</li> </ul>	Central Stores (Hospital) through Stores Officer -I	Medical Superintendent	Director Principal

	<ul style="list-style-type: none"> <li>• Transport work</li> </ul>			
15.	<ul style="list-style-type: none"> <li>• Independent/Republic Day celebrations/ Receipts/Inspection and issue of Stores, Furniture, equipments, Chemical, Glassware, etc to the departments.</li> <li>• Hostels, Guest Houses, Vehicle repairs, Maintenance, auditing, refueling, passing.</li> <li>• Procurement of Indents Proforma for departments and branches, petty purchase/repairs.</li> </ul>	Central Stores through Stores Officer-II	Joint Director (Admn.)	Director Principal
16.	<p><b>Budget Section:</b> Entire Work related to budget/planning, maintaining information and data relating to budget and planning, updating of EFC memo, prepare of contingency bills under all heads of accounts i.e. machinery equipment, office expenses, material and supplies, other charges of all the sanctions issued from all the branches, water and electricity charges bills, imprest and account bills, maintaining the complete data in consultation with cashier to file quarterly/annual income tax return in r/o TDS/TCS, adjustment of outstanding advances, medical reimbursement cases, prepare of bills of medical reimbursement, LTC and TA bills, preparation of monthly, quarterly and annual reports of receipt and expenditure, maintenance of records regarding budget, annual/ five year plans, revised estimates and all types of information desired by the F.D./GOI regarding budget and planning, diary and despatch of accounts branch, maintenance and completion of rent register of Govt. Houses and other works specifically marked and directed to perform.</p> <p><b>Salary Section:</b> 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,</p>	Accounts Branch Through Deputy Controller (F&A)	Joint Director (Admn.)	Director Principal

	<p>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> 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>			
17.	<p><b>Audit pertaining purchase and payment cases.</b> Foreign &amp; Indigenous Purchase regarding vetting the price comparative statement, supply order and Payment, Audit Paras, proposal of GFR 154 &amp; 155 payments, proposals pertains to Academic branch, Library, Estate branch, Legal Cell, Establishment –IV, Pharmacy, Dietetics , Wages bills of Contractors Comments/advice on various cases. Proposal of HA-I, HA-II Departments regarding increments, ACP, VRS, LTC in India, LTC (HomeTown), Leave encashment, Grant in Aid Project for all the departments.</p> <p><b>Audit of Counter/ Registers :</b></p>	Audit Branch through Deputy Controller (F&A)	Head of the Deptt. / Superintendents/ Branch Incharges	As per the level of competency

	Register / cash counters/ IPD files of Department of MRD, RHTC, UHTC, South Campus Sector-48, Hostel, Guest House, Shops, Tuition Fee, Radiology, Discharge Counter /Emergency Counters.			
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