

MOST URGENT/DATE BOUND

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL SECTOR-32, CHANDIGARH
ACCOUNTS BRANCH**

To

1. The Joint Director (Admn.)
2. The Medical Superintendent,
3. The Incharge Pharmacy, Pharmacy Department
4. HOD, Information Technology, GMCH-32
5. Deputy Medical Superintendent, Pharmacy Deptt.
6. Assistant Controller (F&A)(Audit)
7. The Law Officer, Legal Cell
8. Stores Officer, Central Stores
9. Office Superintendent (Estate)
10. Office Superintendent(HA-I)
11. Office Superintendent(HA-II)
12. Office Superintendent(HA-III)
13. Office Superintendent (PB-I)
14. Office Superintendent (PB-II)
15. Office Superintendent (E-I)
16. Office Superintendent (E-II)
17. Office Superintendent (E-III)
18. Office Superintendent (E-IV)
19. The Librarian, Central Library

Memo No.GMCH-Accounts-A1-2023/
Dated:-

Sub:- Minutes of meeting held on 5th April,2023 under the Chairmanship of Director Principal to plan the expenditure to be incurred under various newly created budget Heads of Accounts during the financial year 2023-24.

Enclosed please find herewith minutes of meeting held on 05.04.2023 at 12.00 noon under the Chairmanship of Director Principal to plan the expenditure to be incurred under various budget Heads of Accounts (including newly created Budget Heads) during the financial year 2023-24 for taking necessary action as per decisions taken in the meeting.

This issues with the approval of Director Principal

Endst. No.GMCH-Accounts-A1-2023/

Assistant Controller (F&A)-I

Dated, Chandigarh the **2 MAY 2023**

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

1. ✓ The Deputy Controller (F&A), GMCH-32, Chandigarh.
2. ✓ PS to DP for kind information of Director Principal.
3. ✓ The System Analyst, IT Centre, GMCH-32, Chandigarh with the request to e-circulate the same.

DA as above

Assistant Controller (F&A)-I

**GOVERNMENT MEDICAL COLLEGE & HOSPITAL,
SECTOR 32, CHANDIGARH.**

**MINUTES OF MEETING HELD ON 05.04.2023 AT 12.00 NOON UNDER THE
CHAIRMANSHIP OF PROF. JASBINDER KAUR, DIRECTOR PRINCIPAL, TO PLAN
THE EXPENDITURE TO BE INCURRED UNDER VARIOUS BUDGET HEADS OF
ACCOUNTS DURING THE FINANCIAL YEAR 2023-24.**

Following were present :-

1. Sh. Jasbir Singh, Joint Director (Admn.)
2. Dr. Sudhir Garg, Medical Superintendent
3. Dr. Rajeev Sharma, Incharge Pharmacy
4. Sh. Gulshan Mehta, Deputy Controller (F&A)
5. Dr. Sonali, Deputy Medical Superintendent
6. Sh. Manoj Vohra, System Analyst
7. Sh. H.S. Rana, Assistant Controller (F&A) (Audit)
8. Sh. Anil Kamboj, Assistant Controller (F&A) (Accounts)
9. Ms. Devinder Kaur, Superintendent (Estates)
10. Ms. Surinder Kaur, Superintendent (HA-I)
11. Sh. Kulbhushan Sharma, Stores Officer
12. Sh. Nishi Kant Sharma, Superintendent (PB-I)
13. Sh. Jaswant Singh, Superintendent (PB-II)
14. Ms. Santosh Rani, Superintendent (E-I)
15. Sh. Rajpal Jain, Superintendent (E-II)
16. Ms. Rajni Walia, Superintendent (HA-III)
17. Ms. Rajni Bindra, Superintendent (HA-II)
18. Sh. Gurdeep Singh, Representative of Office Supdt. (E-III).

At the outset, Director Principal welcomed all present and desired to know the status of funds allocated under various Heads of Accounts during the current financial year 2023-24.

The DC(F&A) apprised that intimation of Budget Estimates 2023-24 has been received from Finance Department, Chandigarh Administration vide letter No.F&PO(5)-2023/3899 dated 20.03.2023. It was also intimated that revised/ new Object Heads have been operationalised under Rule 8 of DFPR, 1978 to incur expenditure for the purpose as per description/ definitions given therein.

It was further intimated that the allocation of funds under various revised/



new Heads of Accounts was as under :-

(figures in Rupees/ Thousands)				
Sr.No.	Code	Object Heads	Budget Allocation 2023-24	Description/Definitions/ purpose of incurring expenditure
Revenue Expenditure (A) 2210-Medical and Public Health 05-Medical Education Training Research 105-Allopathy 21-Government Medical College				
1.	01	Salaries	1139000	It will include pay of the Government employees as defined under FR 9(21), Honorarium and stipend to interns. It will also include expenditure on emoluments and allowances of Heads of States and other High dignitaries including Sumptuary Allowance, salary payable to the staff of Departmental Canteens and leave encashment on LTC.
2.	02	Wages	550000	It will include wages of Labourers and of Staff at present paid out of contingencies. Note:- Expenditure on account of payment to contractors for providing security, Housekeeping Manpower Services etc. and salary of faculty of Centre of Excellence in Department of Psychiatry.
3.	05	Rewards	1000	It will include wages of labourers and of staff at present paid out of contingencies.
4.	06	Medical Treatment	7000	It will include amount paid towards medical reimbursements/treatment of the Government employees/ Pensioners.
5.	07	Allowances	1459000	It will include as applicable the Dearness Allowance, House Rent Allowance, Transport Allowance, Foreign Allowance Non Practising Allowance, deputation (Duty) Allowance, Personal Pay, Family Planning Allowance, Special Compensatory (Hill Areas) Allowance, Tribal Area Allowance, Hard Area Allowance, Headquarter Allowance, Overtime Allowance, Children Education Allowance, Reimbursement of Tuition Fee, Ration Allowance, Cost of Ration given in cash, Constituency Allowance, Uniform and clothing Allowance, Entertainment Allowance, Project Allowance, Special Compensatory (Remote Locality) Allowance, Bad Climate Allowance, Washing Allowance, Special (Duty) Allowance, Night Duty Allowance, Risk Allowance, Sunderban Allowance, Cash Handling Allowance,

				Caretaking Allowance, Split Duty Allowance and any other allowance in addition to above which is payable to the Government employees in addition to their pay.
6.	08	Leave Travel Concession	1000	It will include Air/Rail/Bus Fare/fare of any other mode of transport entitled under LTC Rule.
7.	09	Training Expenses	500	It will include expenditure on cost of training such as fees paid, contingencies, materials etc., for participating in the training, workshops but exclude expenditure on domestic or foreign travel expenses.
8.	11	Domestic Travel Expenses	700	It will include travel expenses on official tours and transfers of the Government employees within India. This will also include expenditure on TA/DA to Non Official Members on account of travel in India. It will also include transfer TA payable to pensioners at the time of retirement.
9.	12	Foreign Travel Expenses	300	It will include expenses on official tours and transfers of the Government employees outside India. This will also include expenditure on TA/DA to Non-Official Members going on official tour abroad.
10.	13	Office Expenses	136800	It will include all recurring and non-recurring contingent Expenses incurred for the maintenance of office establishment such as, Stationery, Postage Charges, Courier Charges, telephone Charges, Internet Charges, Cable Connection Charges, Electricity Charges, Water Charges, Service Agreements, Security expenditure relating to outsourced Office Attendants, Office Assistants/Data Entry Operators(DEO), House-keeping, Liveries/Uniforms, hot and cold weather charges, Pest Control, Refreshment, Books and Periodicals, Hospitality Expenses including entertainment of foreign delegates, gifts and souvenirs and Conferences/Seminars/Workshops/Meetings convened by office including all related expenses on study material/kits, refreshments, study tours etc. It will also include purchase of Office Equipment, Furniture and Fixtures not exceeding the threshold limit of one lakh rupees or three years of useful life, either of the two, as decided by the Government from time to time. The Office equipment and Furniture & Fixtures exceeding the threshold limit



				as decided by the Government from time to time should be classified as 'Capital' expenditure under the relevant object head 'Machinery and Equipment' and 'Furniture and Fixtures'. Purchases of vehicles, however, irrespective of its usage (office or otherwise) should be classified as 'Capital' expenditure under the relevant capital object head 'Motor Vehicles'
11.	19	Digital Equipment	2000	It will include expenses to be classified as Revenue Expenditure on procurement/development of hardware's and software's where the cost of individual item does not exceed the threshold limit of one lakh rupees or three years of useful life, either of the two as decided by the Government from time to time. The threshold limit will, however, not apply to the consumables like toner and cartridge for printer i.e these shall be classified under Revenue expenditure.
12.	21	Supplies & Materials	200000	It will include expenses on various kinds of suppliers, materials and stores etc. such as, Medical Supplies, Educational supplies, Agricultural Supplies, Livestock Supplies, Cleaning Materials, Hospital Drugs and Medicines, Veterinary Drugs, Chemicals and Fertilizers, Lab Supplies, Spare Parts, Clothing and Tentage.
13.	24	P.O.L. (Fuels and Lubricants)	3400	It will include expenditure on Petrol, Oil, Lubricants and other fuels like CNG, Diesel etc.
14.	28	Professional Services	1000	It will include expenses on engagement of Professionals, Consultants, Artists, Banks etc. for providing services to the Government which include Legal Services, Consultancy Fees, Audit Fees, Teaching and Training Fees, Payments to Artists, Remunerations to question setters/ invigilators/guest speakers Payments to other departments for services rendered, payment or expenses to agencies for conducting departmental examination.
15.	29	Repair and Maintenance	30000	It will include expenses on repair and maintenance of equipment such as Machinery and Equipment, Office Equipment, Equipment for other functional use, Digital Equipment for office use, Digital Equipment for functional use, Furniture & Fixtures for office, furniture & Fixtures for other functional use, vehicles (including Motor vehicles and Non motor vehicles like Bicycle, Rickshaw,



				<p>Carts, Trolleys and Boat etc. for office/functional use), Infrastructural Assets (It will include expenses on preventive, operating maintenance of Infrastructural Assets other than minor civil and electrical works like lines, bridges, rolling stocks of railways, roads, highways, ports, ships, aircrafts, helicopters, radars, hovercrafts, airports or other infrastructures), Tools and Plants, Arms and Ammunitions etc. but exclude expenditure on Upgradation, midlife rehabilitation, retrofitting and/or reconditioning.</p> <p>Note:-Expenditure on account of CAMC/AMC of Machinery and Equipment, maintenance of vehicles etc.</p>
16.	49	Other Revenue expenditure	70000	<p>It will include payment out of discretionary grant, other discounts, fees and fines, custom duty compensation, commitment charges, notional value of Gifts etc. Any other expenditure which cannot be classified under any of these specified objects heads will be debited to this head. It will also include expenditure in respect of scheme, sub-schemes/ organization not elsewhere classified.</p> <p>Note:-Expenditure on account of payment of Catering Services/Dietary Charges provided to indoor patients and Laundry Services etc.</p>
		Total (A)	3601700	
<p>(B) Capital Expenditure (Assets)</p> <p>4210-Capital Outlay on Medical & Public Health 03-Medical Education(Training & Research) 105-Allopathy 03-Government Medical College/500 Bedded Second G H, Sector-32, Chandigarh</p>				
17.	51	Motor Vehicles	10000	It will include procurement of motor vehicles on road like buses, cars, trucks, motorcycles, irrespective of their usage.
18.	52	Machinery and Equipment	89800	<p>It will include procurement of machinery and equipment (other than motor vehicles and ICT equipment), electrical and electronic equipment, medical appliance, precision and optical instruments, watches and clocks, musical instruments and sports goods etc.</p> <p>cost of which exceeds one lakh rupees or three years of useful life, either of the two, need to be booked under this head.</p>
19.	72	Buildings and Structures	343100	It will include Office Buildings, Residential Buildings, Other Buildings and Structures like hospitals, laboratories, auditorium, light houses, shelters etc., Public Monuments like



				statues, fountains established at public places and land improvement.
20.	71	ICT Equipment	30000	It will include procurement of information, computer, telecommunications (ICT) equipment such as computer hardware and telecommunications devices (computer/laptops, projectors, etc.) and computer software exceeding the threshold limit of one lakh rupees or 3 years of useful life, either of the two, electromagnetic spectrum which is used in the transmission of sound, data and television.
		Total (B)	472900	
		Total A+B	4074600	

It was intimated by the Office Superintendent (E-IV) that total funds amounting to Rs.70.00 crores were required under the Head – Wages during the current financial year 2023-24 as per estimated expenditure to be incurred on payment of bills of various services outsourced by GMCH. She further intimated that fund allocation of Rs.55.00 crores under the said Head was insufficient. It was discussed that the requirement would be projected at the time of Revised Estimates 2023-24 keeping the factual position at that stage.

DC(F&A) intimated that it had been desired by the Chandigarh Administration to plan the activities and the incurring of expenditure in such a way that expenditure targets are met in time **(50% of targets of expenditure by end of August, 2023)**. It was also intimated that funds may not be blocked since that leads to unutilization of funds at the fag end of the financial year as had been observed during the last financial year.

The Director Principal emphasized that all the Branches, Especially Procurement Branches and Pharmacy Department, would plan in advance the expenditure to be incurred under various heads so that the funds are utilized well in time as per the targets given by the Chandigarh Administration.

DP also desired that Office Superintendent (PB-I and II) would convene a monthly meeting under the Chairmanship of MS with the HODs / concerned Branches to plan, finalize and review the status of the items to be procured in view of indents/ requirements received in Procurement Branches keeping in view the provision of funds under relevant Heads of Accounts.

The meeting ended with a vote of thanks to the Chair.


Deputy Controller (F&A)