

GOVERNMENT OF PUNJAB
DEPARTMENT OF MEDICAL EDUCATION & RESERCH
(HEALTH III BRANCH)

STANDING ORDER

In pursuance of the provision of Rule 18 and 19 alongwith Rule 28 of the Rules of Business, 1992, of the Government of Punjab, as framed vide Punjab Government Order No. 15/1/1992-SC (2) 3214 dated 25-2-2002 and in super session of the previous standing order dated 5-5-2003, issued vide Endorsement No. 11/155/96-IHB3/ 2167-68 dated 28-5-2003. It is hereby ordered that in respect of the Department of Medical Education and Research, the cases mentioned at Annexure-1 shall be submitted by Principal Secretary or Secretary, Medical Education and Research to the Chief Minister, through me for passing final orders and the cases mentioned at Annexure –II shall be submitted by the Principal Secretary for Secretary to me for passing final orders, cases mentioned at Annexure –III shall be disposed of by the Principal Secretary or Secretary, Medical Education and Research, who may further at his own level decide, which out of these cases shall be disposed of by the officers below him.

2. During my absence from the Headquarters, cases of immediate nature which are required to be disposed of at my level and decision on which cannot wait for any return or which cannot be sent to me during my tour, shall be disposed of by the Principal Secretary or Secretary, Medical Education and Research. However, such cases shall be invariably shown to me immediately on my return to Headquarters.
3. The cases which are not covered mentioned in Annexure, shall be disposed of as per the rules of Business *ibid*.

Dated, Chandigarh
25-10-2004

Rajinder Kaur Bhattal,
Deputy Chief Minister,
Medical Education and Research, Punjab.

Endst. No. 11/155/96-1HBIII/6592-94 dated, Chandigarh the 10-11-2004

A copy alongwith a copy of the enclosures is forwarded to the following for information and necessary action:

- 1) The Secretary to Governor, Punjab.
- 2) The Principal Secretary to Chief Minister, Punjab with reference to their office diary No. 75F dated 5-1-2004.
- 3) PS/ Principal Secretary, Medical Education and Research, Punjab.

Additional Secretary, Medical Education & Research, Punjab.

Endst. No. 11/155/96-1HBIII/6595 Dated, Chandigarh the 10-11-2004

A copy alongwith to the Chief Secretary to Government of Punjab (in General Coordination Branch) for information and necessary action.

Additional Secretary, Medical Education & Research, Punjab.

To

The Secretary to Government Punjab,
Department of Health,
(Health 1, 2, 4, 5, 6 and 7)

Endst. No. 11/155/96-1HBIII/6596 Dated, Chandigarh the 10-11-2004

AS to be submitted to the Chief Minister, Punjab.

1. Cases relating to all policy matters, including cases in which new policy is to be formulated or the existing policy relating to the functioning of the department is to be changed and cases which are covered by the schedule to the Rules of Business.
2. Cases relating to proposal for the prosecution, suspension, dismissal, removal of compulsory retirement of D.R.M.E.
3. Proposals for the appointment, posting and confirmation of D.R.M.E.
4. Cases in which there is a difference of opinion between the Secretary and the Minister Incharge (through Chief Secretary)
5. Such other cases or classes of cases as the CHIEF MINISTER may consider necessary and order accordingly.
6. Proposals relating to Ordinances, Acts and amendments thereof.
7. All cases involving question of policy or departure from established practice and cases involving exercise of statutory powers of the Government.
8. Matters having far reaching political, social, economic or religious significance.
9. Annual Administrative Reports.
10. All cases regarding opening, setting up of Medical Education Institutions.
11. All autonomous Councils under the Department of Medical Education & Research.

AS to be disposed of by Minister-in-Charge of the Department of Medical Education and Research.

1. **Cases relating or revision of scales of pay, grant of special pay, personal pay, special allowance etc. to Gazetted officers.**
2. **Forwarding of applications for assignments abroad.**
3. **Establishment cases involving Heads of Institutions.**
4. **Cases of extension/ re-employment in service.**
5. **Posting/ Transfers all cases of Class I a& II.**
6. **Cases of promotion to Class-I and II, suspension/ removal/ dismissal/ reversion in respect thereof.**
7. **Representation and appeals against the executive orders of Administrative Secretary of the Department of Medical Education & Research.**
8. **Institution or withdrawal of Civil or Criminal Proceedings against Class-I & II and payment from the State Revenues or damages in the suits brought by or against these officers.**
9. **Premature retirement of Class-I & II Officers.**
10. **Acceptance and withdrawal of resignation cases of Class-I & II Officers.**
11. **Grant-in-aid to the Private Institutions.**
12. **Waiving of any claim of recovery of substantial amount against any officers of Class-I and II.**
13. **Proposal for creation and abolition of Gazetted posts.**
14. **Constitution of State Level Committees and Boards.**
15. **Proposal relating to Rules and Regulations and amendments thereof.**
16. **Cases involving sale or alienation of Government 1, and property exceeding Rs. 50,000/- in value.**
17. **Write off losses**
18. **Cases involving appointment, promotion, grant of selection grade, reversion, suspension, imposition or penalties, expunction of adverse remarks and compulsory/ voluntary retirement etc. of Class-I & II.**
19. **Cases involving expunction of adverse remarks.**
20. **Extension of adhoc appointment**
21. **Purchase cases involving relaxation**
22. **Special entries**
 - a) **All cases relating to Baba Farid University of Health Sciences, Faridkot.**
 - b) **All cases relating to Punjab Institute of Medical Sciences, Jalandhar**
 - c) **All cases relating to utilization of amalgamated funds.**
 - d) **All cases relating to functional autonomy through registered Societies.**
 - e) **All cases relating to re-designation,.**
23. **Any important matter which may effect the condition of service of Rules or demand of all category of Gazetted staff i.e. class -I and II.**
24. **Approval of mid term transfers as per instruction relating to Class I, II and III officers/ officials of medical Education & Research Department in accordance with instructions of Government from time to time.**

To be disposed of at the level of Administrative Secretary, Department of Medical Education & Research or under his orders by any other officers

1. Entrusting cases of officers to vigilance / police/Court.
2. Cases of training of Gazetted Officers.
3. Tentative Drafts paras sent by Accountant General, Punjab.
4. Notification 4 and 6 of Land Acquisition Act where no objections are received.
5. Grant of NOC for obtaining passport of Class-1 & II officers.
6. Cases regarding fixation of pay other than class I & II officers.
7. Benefits of past service to all categories of employees not covered under normal rules.
8. Advance from the State Contingency Funds.
9. Purchase of Staff Car, Jeep etc.
10. Reference relating to State Medical Faculty, Medical Council of India, Dental Council, The Punjab Medical Council, The Punjab Ayurvedic Council and the Punjab Homoeopathic Council-Registration of Doctors, Nurses, Pharmacists, Vaidas and Homoeopaths.
11. All matters relating to the administration of the following Acts. and Rules made there under:-
 - a. The Indian Medical Degree Act, 1916.
 - b. The Punjab Anatomy Act, 1983 and
 - c. The Punjab Corneal Grafting Act, 1963.
 - d. Kidney Sale Act. 3
12. Reference related to the Private Medical Colleges and Hospitals:-
 - Chrishtian Medical College and Brown Hospital, Ludhiana.
 - Dayanand Medical College and Hospital, Ludhiana.
13. All tour programme, sanction of TA Bills and Grant of Leave to DRME.
14. Fixation of seniority of Class I & II.
15. Cases regarding fixation of pay of individual Class- I & II officers .
16. Budget Estimates, Schedule of New Expenditure,
17. Issuance of Retirement Orders of Class I & II officers on attaining the age of superannuation.
18. Sanction to file appeals in courts.
19. Filing of written statement and affidavits in the courts on behalf of Govt.
20. Cases to be submitted to I.R. for advice.
21. Continuation of posts of Class I, II, III & IV.
22. Retirement benefits of Class I & II officers including where deductions of recovery purposed.
23. Benefits of past service to all categories of employees covered under normal rules.

24. Forwarding of applications for employment elsewhere to all employees.
25. Loans/Advances including those from GPC for the Purchase of Plot/House Cars Scooter etc. of Class- I & II.
26. Permission to purchase moveable/immovable property of all officers.
27. Grant of leave to class I & II officers (Other than Head of Departments)
28. Cases regarding payment of arrears of pay, GPC, Advance Medical Reimbursement categories of employees and pensioners covered under normal rules.
29. Continuance of Plan / Non plan schemes.
30. Sanction of Time-Barred claims of all categories of employees.
31. Grant of Administrative approval after the plan schemes, have been approved by planning/finance department.
32. Issue of sanction after the budget has been passed and concurrence of Finance Department has been obtained.
33. Installation of Telephones.
34. Hiring of accommodation under normal rules.
35. Sharing expenditure with PGI.
36. Audit and Inspection notes.
37. Creation/abolition of Non-Gazetted Posts.
38. All cases of class III & IV employees.