

**¹[Khyber Pakhtunkhwa]
Medical Institution Rules, 2001**

Notification

Peshawar dated the 26th of June, 2001

No. SOH (II)3-15/2001.---In pursuance of the Proclamation of the fourteenth day of October, 1999, and in exercise of all powers enabling him in that behalf, the Chief Executive of Pakistan is pleased to make the following rules, namely:--

THE ²[Khyber Pakhtunkhwa] MEDICAL INSTITUTION RULES, 2001

1. Short title, application and commencement.---(1)These rules may be called the ³[Khyber Pakhtunkhwa] Medical Institution Rules, 2001.

- (2) They shall apply to all medical institutions to which the Act applies.
- (3) They shall come into force at once.

2. Definitions.---In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively signed to them, that is to say:--

- (a) “Academic Research and Publication Committee” means the Academic Research and Publication Committee constituted under section 11 of the Act;
- (b) “Act” means the ⁴[Khyber Pakhtunkhwa] Medical and Health Institutions Reforms Act, 1999 (⁵[Khyber Pakhtunkhwa] Act No. XII of 1999);
- (c) “Appointing Authority” means an authority specified in rule 9(4)(e);
- (d) “Appendix” means an Appendix to these rules;
- (e) “Bank” means the National Bank of Pakistan or any other scheduled bank authorized by the Management Committee;
- (f) “Chairman” means the Chairman of the Management Committee;
- (g) “Chief Executive” means the Chief Executive appointed under section 8 of the Act;

¹ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

² Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

³ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁴ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁵ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

- (h) “Director Finance” means the Director Finance of an institution appointed by the Management Committee for overall supervision of the financial budgetary and accounts matters of the Institution;
- (i) “Executive Committee” means the Executive Committee constituted under section 11 of the Act;
- (j) “Finance and Department Grants Committee” means the Finance and Departmental Grants Committee constituted under section 11 of the Act;
- (k) “Fund” means the Fund of an institution described in section 13 of the Act;
- (l) “Government” means the Government of the ⁶[Khyber Pakhtunkhwa];
- (m) “Institution” means a medical institution to which the Act applies;
- (n) “Management Committee” means the Management Committee of the institution concerned constitute under section 6(1) of the Act;
- (o) “Section” means of the section of the Act;
- (p) “Selection Committee” means the Committee constituted by the Management Committee under section 11 of the Act for the purpose of making recommendations for initial requirement, promotion, grant of selection grade and move-over, according to the prescribed criteria in respect of an employee of an institution; and
- (q) “Establishment and Medical Staff Committee” means the Establishment and Medical Staff Committee constituted under section 11 of the Act.

3. Chief Executive.--- (1) No person shall be appointed as chief executive, unless he possess Post-graduate medical / management /science qualification from a reputable institution with experience in Health related management/policy with 10 years experience. Retired Senior Civil Servant and army officers / personnel with experience in senior administrative position are also eligible. The maximum age shall be 65 years.

(2) Unless Government otherwise directs, the Chief Executive shall be appointed for a term of three years, which may be extended for another term or terms.

(3) The Chief Executive shall be responsible for general administration and management of the institution concerned and shall exercise such powers and perform such duties and functions as specified in Rule 21.

⁶ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

4. Principal / Dean.---There shall be a Principal/ Dean in each institution, who shall, subject to the control of the Management Committee, perform the functions and exercise the powers mentioned in rule 22.

5. Medical Superintendent.---There shall be a Medical Superintendent in each institution, who shall, subject to the control of the Management Committee, perform the functions and exercise the powers mentioned in rule 23.

6. General guidelines.---(1) Government may require the Management Committee/ Chief Executive of an institution to furnish any information, return, statements or statistic regarding any matter concerning the institution.

(2) The Management Committees of an institution shall, as far as possible, maintain uniformity in framing regulations leading to recurring liability and setting of precedents such as conditions/ criteria for appointment, promotions, fixation of salaries and allowances etc. and shall ensure that no financial liability is created without prior approval of Government.

(3) The Management Committee shall, meet at least once in every three months in addition to special meetings requisitioned by at least three members of the Committee.

(4) An institution shall, in the performance of its functions under these rules, follow the general policy or principle as laid down by Government from time to time.

(5) The accounts of an institution shall be audited by the Director Local Fund Audit and every institution shall present copies of the audit reports annually to Government.

(6) The Management Committee may, in the public interest, associate representatives of the Health Department, the Finance Department and the Services and General Administration Department, so that the decisions taken in the meetings of the Management Committee, so far as practicable, are in line with the policy of government.

7. Disposal of movable property.---(1) The Management Committee may dispose of movable property belonging to the institutions in accordance with the regulation made in the best interest of the institution. Principles and procedure laid down by Government in this behalf shall be followed for making such regulations.

(2) The Management Committee through its Director Finance shall maintain two separate records of movable and immovable property of the institution separately.

PART-II

RECRUITMENT AND OTHER TERMS AND CONDITIONS OF SERVICE

8. Classification of Services.---(1) The Services of each institution shall consist of such posts as the concerned Management Committee may, from time to time, determine:

Provided that all persons serving in connection with the affairs of an institution to which the Act applies shall continue to hold their respective posts and serve the institutions till they are absorbed in the service of the institution concerned or attain the age of superannuation.

(2) As and when a vacancy occurs in any institution as a result of retirement, death or otherwise, the competent authority may, in the prescribed manners, fill up such vacancy.

9. Method of appointment.---(1) The Management Committee may constitute a "Selection / Promotion Committee", members of which shall be notified by designation for the purpose of selection and recommendation to the competent authority for direct recruitment, promotion move over and grant of Selection Grade, etc. after fulfilling the prescribed procedure as laid down hereunder:

- (a) all the vacancies shall be advertised in at least three leading National Newspapers (one English and two Urdu) specifying therein the prescribed qualification, experience and other academic / technical requirements, age limit, etc., as provided in the relevant recruitment rules;
- (b) the selection for direct recruitment shall be made on merit-cum-zonal allocation basis in accordance with the criteria evolved by Government from time to time for recruitment of civil servants.
- (c) for the purpose of recommendations regarding promotion / selection grade and move over, the Secretary of the Selection Committee shall prepare a working paper according to the prescribed rules and model working paper of the Government duly circulated by the services and General Administration Department, duly authenticated by the Chairman of the Promotion / Selection Committee;
- (d) the Selection Committee shall consider the working papers placed before it according to prescribe procedure and shall make recommendations as to the suitability or otherwise of the employee for the proposed promotion, selection grade or the move over, as the case may be, and for that matter, the criteria prescribed by Government from to time shall mutatis mutandis apply.

(2) The following shall be the authorities competent to make initial appointment or promotion or grant move over and Selection Grade in relation to the posts specified against each:

- | | | |
|-------|----------------------------------|--|
| (i) | for posts in BPS-1 to 10
Dean | Medical Superintendent / Principal /
Dean |
| (ii) | for posts in BPS- 11 to 16 | Chief Executive |
| (iii) | for posts in BPS-17 to 22 | Management Committee |

Provided that appointment to BS-21 and BS-22 shall require prior approval of Government.

⁷**[10. Option.---**(1) All persons serving in an institution who are covered by sub-section (2) of section 11 of the ⁸[Khyber Pakhtunkhwa] Medical and Health Institutions and Regulation of Health-Care Services Ordinance, 2002 (⁹[Khyber Pakhtunkhwa] Ord. No. XLVII of 2002), shall be given an option and the persons concerned shall have the right to opt for absorption in the institution concerned, but those who do not so opt shall continue to serve the institutions on their existing terms and conditions till their retirement from service.

(2) The option under sub-rule (1) once exercised shall be final.

(3) A person who opts to serve under the institution shall cease to be an employee of Government from the date of his notification for absorption in the service of the institution. Seniority of persons so absorbed shall be determined from the date of their regular appointment in the service and all such persons shall be governed by such rules and regulations as have been made or may hereinafter be prescribed.

(4) General Provident Fund standing at the credit of persons at the time of their absorption in the institution under these rules shall stand transferred to and maintained by the institution.

(5) Pension, including gratuity and anticipatory pension, to the persons absorbed in the institution under these rules shall be payable by the institution. The pensionary charges in case of the absorbed persons for the period of service rendered under Government shall be payable by Government to the institution concerned. Pensionary charges in the case of persons who do not opt for absorption for the period of service rendered under the institution shall be payable by the institution concerned to Government.

(6) A joint seniority list of all civil servants serving in the institution who do not opt for absorption and the employees of the institution shall be maintained in the respective cadres with reference to their respective dates of regular appointment to the service or post for the purpose of their future promotion in the institution.]

⁷ . substituted by Notification No. SOH-1/3-15/04(K) dated 16-02-2006.

⁸ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁹ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

11. Probation.---(1) A person appointed to a post on regular basis shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise;

Provided that if his work or conduct during the period of probation has, in the opinion of the appointing authority, not been found satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired--

- (a) dispense with his service, if he has been appointed by initial recruitment; or
- (b) revert him to his former post, if he has been appointed otherwise, or if there be no such post, dispense with his services; or
- (c) extended the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation.---Officiating service or service spent on deputation to a corresponding or higher post may be allowed to count towards the period or probation.

(2) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended, and if no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have satisfactorily completed his period of probation.

(3) A probationer who has satisfactorily completed his period of probation shall be confirmed with effect from the date of his continuous regular appointment; provided that where the period of his probation has been extended under the provision of clause(c) of sub-rule (1) above, the date of confirmation shall be the date on which the period of probation was last extended.

(4) Notwithstanding the aforesaid provisions, there shall be no confirmation against a temporary post.

(5) An employee of an institution, who during the period of his service, was eligible to be confirmed in any service against any post, retire from service before being confirmed, shall not merely by reason of such retirement, be refused confirmation in such service or post or any benefits accruing therefrom.

(6) Confirmation of an employee in a service or post shall take effect from the date of occurrence of permanent vacancy in that service or post or from the date of continuous officiation, in such service or post, whichever is later.

12. Seniority.---(1) The appointing authority shall cause a seniority list of each cadre to be maintained.

(2) The seniority of employee will be determined in accordance with the principles of seniority applicable to civil servants as laid down by Government.

13. Performance Evaluation Report.---The Annual Confidential Reports / Performance Evaluation Reports of teaching staff will be initiated by the Principal/Dean and counter-signed by the Chief Executive. Second countersigning authority will be Secretary to Government, Health Department. Annual Confidential Reports / Performance Evaluation Reports of the Principal/Dean will be initiated by Chief Executive and counter signed by the Secretary to Government Health Department. Second countersigning authority will be Chief Secretary to Government of ¹⁰[Khyber Pakhtunkhwa]. The Annual Confidential Reports/Performance Evaluation Reports of Medical Superintendents shall be initiated by the respective Chief Executive and countersigned by the Secretary Health. The Annual Confidential Reports/performance Evaluation Reports of Finance Director shall be initiated by Chief Executive and countersigned by Secretary to Government, Finance Department.

(2) Annual Confidential Reports / Performance Evaluation Reports of remaining employees of an institution will be recorded in the manner prescribed by regulations.

14. Conduct, Pension, General Provident Fund, Benevolent Fund and Group Insurance etc.---(1) Rules made by Government, regulating Contributory Provident Fund or General Provident Fund, Benevolent Fund and Group Insurance shall, mutatis mutandis, apply to the employee of the institutions.

(2) An institution may create its own funds to provide for Conduct, Pension Fund, Provident Fund, Benevolent Fund, Group Insurance and General Provident Fund for its employees, without creating any financial liability for the Government and may make regulations for its operations. The contribution already made by a Civil Servant who is permanently absorbed in the service of an institution shall be transferred to such fund to be established by the institution.

15 Financial and accounting rules.---(1) The accounts of institution shall be maintained in such form and in such manner as Government may determine in consultation with the Auditor General.

(2) The Chief Executive shall be the Principal Accounting Officer of the institution concerned. He shall be the Drawing and Disbursing Officer for the personal ledger accounts at the Treasury. Other Drawing and Disbursing Officers can be declared by the Management Committee for the smooth functioning of an institution.

¹⁰ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

(3) The Chief Executive will be assisted by the Finance Director to be appointed by Government in consultation with the Finance Department to head the Finance and Accounts Establishment of an institution. The Finance Director shall be a BS-18/19 officer of Government with ten years experience in the relevant field or a Chartered Accountant with a minimum professional experience of five years.

(4) The financial set up shall include the Accounts Officer, Audit Officer and Budget and Finance Officer. Their duties, functions and responsibilities shall be such as detailed in Appendix-A.

(5) An institution in its dealing with financial matters shall follow the instructions as given and adopt rules and regulations as made, by Government.

(6) With the approval of the Management Committee, the Finance Director shall make arrangements for the financial management of the Institution. The pre-audit of all claims shall be conducted centrally in the Auditing office and cheques and other documents shall be issued and sent to the Hospital/College. Monthly reconciliation of expenditure and receipts shall be made between the Account Offices of the College/Hospital and Audit Office and the Treasury/Banks.

(7) Any difference arising on financial issues between the Chief Executive/Principal/Dean/Medical Superintendent and the Finance Director, shall be placed before the Management Committee and subsequently to the Finance Department for final decision through Health Department.

16. Delegation of powers etc.---(1) Various authorities in an institution shall exercise such administrative and financial powers as delegated to them per Appendix B.

(2) The delegation of the powers of an institution in respect of maintenance and repair and new works, other than the works covered by the Annual Developmental Programmes, shall be such as mentioned in Appendix-C

17. Fund Management.---(1) All moneys received by an institution, by grant in aid by Government, donations, users charges, rents, fees or on any other account shall constitute the fund of the institution concerned. Grant-in-aid shall be kept in the Profit and Loss Account and the amounts may be transferred to the Bank to be operated in the name of the institution concerned to such extent as may be allowed by the Finance Department.

(2) All receipts of an institution shall be deposited in the Bank in the name of the institution concerned. Separate accounts for the hospitals and colleges shall be maintained. The receipts of the hospitals and colleges shall become part of their respective budgets. Any modification/re-appropriation from one budget to other shall be done only after the approval of the Management Committee.

(3) All disbursements shall be made out of the fund, under the order of the competent authorities specified in Appendix B. All cheques for payment must bear double signatures, that is the signature of the Drawing and Disbursing Officer and the signature of the Finance Director.

(4) Funds may be kept and invested in Government securities with the approval of the Management Committee in accordance with the policy of Government.

(5) There shall be a reserve fund to which shall be credited an appropriate percentage of such receipts as may be determined by the Management Committee. The reserve fund shall be utilized in accordance with these rules for expenditure of developmental nature over and above the normal development grant provided by Government in Annual Development Programme.

18. Budget.---(1) The Finance Director shall prepare and submit the Budget within the limits of the available funds, to the Management Committee for its approval before the commencement of each financial year.

(2) The Finance Director shall prepare and submit the revised budget estimate on 15th March and Budget estimate on 30th May of the respective year to the Management Committee for approval.

(3) Expenditure of emergent nature for which no provision has been made shall only be incurred after authorization by the Management Committee.

(4) No contingent liability shall be created by an Institution, for which funds have not been earmarked in the budget.

(5) The Management Committee shall devise and maintain adequate systems to ensure that firstly the Medical Institution can identify, implement and monitor opportunities for cost improvements and income generation programmes and secondly to be informed of the financial consequences of changes in policy, pay awards, and other events and trends affecting budget.

19. Audit.---(1) An institution shall fully cooperate and provide all possible facilities to the Auditor General of Pakistan, as and when an audit of institution is conducted by him in pursuance of Article 169 of the Constitution of the Islamic Republic of Pakistan.

(2) Government may direct to conduct managerial, medical/clinical and other audits through a third party on the basis of periodical performance indicators of an institution. The selection criteria including the composition of such party would be notified by Government.

(3) The pre-audit shall be conducted by a qualified and experienced audit officer who shall be guided by the general principles of auditing as laid down in the Audit Code and the Audit Manual of the Auditor General of Pakistan.

(4) The audit reports conducted by third party shall be submitted to Government by the Management Committee annually. The reports shall be given effect to by an institution through Chief Executive.

20. Institutional Private Practice.---(1) Institutional private practice (hereinafter referred to as “the practice”) shall mean undertaking private practice within the premises of an institution in the manner prescribed by the Management Committee.

(2) The earning from the practice shall be shared by the institution and the staff.

(3) The Management Committee shall determine the shares rates, fees, consultation charges, user charges and other charges in relation to the practice.

(4) Earning from the practice shall be subject to income tax.

(5) The doctors and other staff getting share from the practice shall not be entitled to non-practicing allowance.

(6) The practice shall be so conducted as not to deny to privileges and facilities admissible to Government employees and poor patients.

(7) No private patient shall be admitted in the general ward. The private patients shall be admitted in private rooms or private wards.

(8) The receipt of general wards shall not be subject to distribution of shares.

(9) No patient shall be induced to get himself treated as a private patient.

(10) Ratios/proportions in which shares of receipts from private practice are to be disturbed among the employees and the institution shall be determined by the Management Committee keeping in view the expenditure to be incurred on repairs and maintenance of machinery and equipment, chemicals and reagents, etc, and shall be property notified to all concerned.

(11) An institution may enter into a contract with Federal/other Provincial Government/ Semi-Government/Autonomous/ Private Organizations to provide medical facilities to the employees of such organization, both as private and general ward patients on payments against the approved rates or special rates as may be approved by the Management Committee.

(12) Government may, at any time issued necessary instruction/ guidelines to the institutions, if required, in the public interest, regarding the practice and its relevant subjects.

21. Function of the Chief Executive---(1) The Chief Executive, in addition to his functions as the Chairman of the Management Committee, shall--

- (a) perform the services of managing the institution with the highest standards of professional and ethical competence and integrity;
- (b) ensure provision of health care facilities to the satisfaction of the public;
- (c) utilize his capabilities to his best to ensure adequate resource building both financial and intellectual for the efficient management of the institution; and
- (d) be accountable for the performance of the institution.

(2) The Chief Executive shall place the budget before the Management Committee and shall incur expenditure within the approved budget. He shall be responsible for the efficient and effective use of the total financial resources available

(3) The Chief Executive shall be responsible to upgrade the health care delivery services constantly, including the equipment, to a level as nearly as possible of international standards.

(4) The Chief Executive shall in the initial three months after taking over charge present a situational analysis report on the performance benchmark status of the institution to Government and the Management Committee.

(5) The Chief Executive shall be bound to evaluate progress of the institution on the basis of the performance indicator provided to him from time to time by the Government/ Management Committee and shall take appropriate corrective measures in the light of the reports.

(6) Chief Executive shall organize and assist external and internal audits both financial and performance related on annual and quarterly basis. He shall provide to Government information, comments and advice on any specific point as may be asked for. He shall perform such other function and duties as may be assigned to him by the Management Committee/ Government.

(7) The Chief Executive may forward a complaint against any member/staff of the medical college, to the Principal/Dean of the college for taking necessary steps for the redressal of the complaint. If the requisite action is not taken by the Principal/Dean, the Chief Executive may cause the same to be laid before the Management Committee.

22. Functions of the Principal/Dean.---The Principal/ Dean shall--

- (a) report to the Chief Executive on all important matters concerning students and staff.
- (b) be responsible for all academic matters;
- (c) exercise the administrative and financial powers as delegated to him under these rules.
- (d) represent Chief Executive/ Management Committee and the College at the University concerned;
- (e) discharge all academic duties entrusted to him by the Management Committee;
- (f) work within the parameters/ frame-work laid down by the Chief Executive/ Management Committee, besides carrying out any other duties that may be assigned to him from time to time by the Management Committee and shall keep the Chief Executive/ Management Committee informed of all important matters and issues;
- (g) draw up and promulgate the detailed teaching programmes for students in accordance with the recommendations of the College Academic Council and Board of Studies of University concerned;
- (h) preside over the meetings of the College Academic Council and draw up the agenda of the meetings in accordance with the functions assigned to the said Academic Council.
- (i) sign and issue academic certificate in respect of students;
- (j) be responsible for the compilation of all medical education and research data relating to his institution and report to the Management Committee about the academic performance of the institution at least on quarterly basis and to take appropriate steps to ensure optimum standards of medical education and discipline among the students of the college;
- (k) maintain discipline in the College including punctuality, conduct and performance; and
- (l) take necessary steps on receipts of a complaint or reference from the Chief Executive, relating to the member / staff of the College under intimation to the Chief Executive.

23. Functions of the Medical Superintendent.---The Medical Superintendent shall--

- (a) report to the Chief Executive on all important matters concerning patients care;
- (b) be responsible for all matters relating to hospital management, patient care and shall discharge all duties entrusted to him by the Chief Executive or the Management Committee;
- (c) plan and promulgate, with the approval of the Chief Executive/ Management Committee, comprehensive patient care and clinical facility programmes in the hospital in order to raise and maintain the standards of health delivery;
- (d) maintain discipline in the hospital including punctuality, conduct and performance.
- (e) sign and issue experience / work / conduct certificate in respect of in terms / TMOs post graduate/ undergraduate students and other doctors up to Senior Registrar level and certify the patients care activities performed by the clinical staff up to senior Registrar level;
- (f) be responsible for maintaining clinical and administrative data record of the hospital and report to the Chief Executive/ Management Committee on quarterly basis and ensure the compliance of appropriate steps proposed by the Chief Executive/ Management Committee;
- (g) be responsible for maintaining the equipment and machines of the hospital;
- (h) work within the parameters/ framework laid down by the Chief Executive/ Management Committee and shall carry out any other duties that may be assigned to him from time to time by the Chief Executive / Management Committee and shall keep them informed about the performance of this functions; and
- (i) exercise the administrative and financial powers as delegated to him under these rules.

24. Functions of the Director Finance.---The Director Finance shall-

- (a) be responsible for preparation of financial plans of the institution and its implementation under general supervision and control of the Chief Executive/ Management Committee;
- (b) coordinate and supervise all the financial accounting matters of the institution;

- (c) render advice to the Chief Executive on matters concerning financial implications generally and particularly on investment of institution fund, not immediately required, in profitable schemes, with a view to improving financial sustainability of the institution;
- (d) co-ordinate with the Principal and Medical/ Superintendents on financial matters for smooth running of the institution;
- (e) be the Chief Accounts Officer of the institution and shall be responsible to keep all the accounts according to these rules and regulations approved by Management Committee;
- (f) be responsible to watch the proper functioning of Budget and Finance Branch of the institution/ preparation of budget estimates;
- (g) be responsible for coordinating and follow up of the external audit of the accounts on regular basis; and
- (h) prepare the detailed regulations and procedure for the financial management of the institution and get the same to be approved by the Management Committee.

25. Internal Audit Branch---(1) The internal Audit Branch shall comprise one Audit Officer and such other staff as may be determined by the Management Committee.

- (2) The function of internal Audit Branch shall be to--
 - (a) pre-audit the claims of the employees;
 - (b) fix pay of employees in BPS-17 and above and to verify the same in other cases;
 - (c) maintain leave accounts of the officers of the institution;
 - (d) pre-audit contingency claims of the institution, including internal audit of receipt and cash book in accordance with these rule and regulations;
 - (e) follow up and obtain compliance of routine audit and external audit;

(3) The Internal Audit Officer shall, in addition to his duties regarding pre-audit of the various claims, be responsible to conduct the audit of initial record of the various units of the institution and to deal with any other matters as may be assigned to him by the Chief Executive/ Management Committee;

(4) The type of record and periodical reports to be made shall be determined by regulations.

26. Budget and Accounts Branch---The Budget and Accounts Branch shall be responsible for--

- (a) preparation and monitoring of the budget;
- (b) preparation of payrolls of the employees;
- (c) processing of other claims, including works supplies and services, etc;
- (d) maintenance of employees General Provident Fund Accounts and processing of General Provident Fund and pensions claims etc;
- (e) collection of cash from units, wards, etc, and its credit to the hospital/institution fund;
- (f) maintenance of records of receipts;
- (g) withdrawal of money from hospital/ institutions fund for various purposes, after proper sanction by competent authority and pre-audit of claims by the Audit Branch;
- (h) maintenance of accounts cash books, ledgers and other records;
- (i) preparation of monthly and annual accounts of receipts and payments/expenditure;
- (j) preparation of Finance Accounts, Appropriation Accounts and Financial statement; and
- (k) reconciliation of accounts with Treasury/ Accountant General / District Accounts Officers/ Drawing and Disbursing Officers.

27. Purchase and procurement.---(1) All purchasers of goods and services shall be made within the budgetary allocation and after administrative approval of the competent authority:

Provided that purchases exceeding five thousand rupees shall also be subject to scrutiny and evaluation of Technical Advisory Committee.

(2) All purchases shall be made preferably from the suppliers registered with the Health Department or the institution.

(3) All purchases shall be made in accordance with the rules and regulations on the subject.

(4) For the purposes of goods and services, there shall be constituted--

- (a) a Procedure and Procurement Committee by the Management Committee;

- (b) a Standard Local Purchase Committee by the Dean or, as the case may be, the Principal, concerned; and
 - (c) a Local Purchase Committee by the Medical Superintendent concerned.
- (5) Purchases shall be made;
- (i) where it does not exceed twenty thousand rupees by the Local Purchase Committee; or
 - (ii) where it exceeds twenty thousand rupees but does not exceed one lac and fifty thousand rupees; by the Standard Local Purchase Committee; or
 - (iii) where it exceeds one lac and fifty thousand rupees; by the Purchase and Procurement Committee.

(6) Once the proposal is through from the Technical Advisory Committee, it shall along with the funds availability certificate from the Director Finance, be submitted to competent authority for administrative approval.

(7) In case of proprietary items, single tender system will apply. However the concerned Purchase Committee shall certify that the items are of proprietary or monopoly nature and shall process it accordingly.

(8) In case of other than proprietary/ monopoly items, purchase up to Rs. 5 lac shall be made by way of limited tender system from the pre-qualified suppliers/contractors, in case of medicine, drugs and medical equipment only. In case of other supplies, the limit under the above procedure shall be two lacs rupees. All purchases other than those mention above shall be made by inviting open tender

(9) All material/ supplies received shall be inspected by the Inspection Committees, to be appointed by the Management Committee.

Provided that no member of the Purchase Committee shall be appointed as member of the Inspection Committee.

(10) The supplies shall be duly ledgerised and taken into stock over the signature of the Officer/ Official authorized for the propose and countersigned by the Principal, Dean or the Medial Superintendent, as the case may be

(11) The bills complete in all respect shall be sent to respective Accounts Branch which shall submit it to the internal Audit Branch for necessary audit / checks and payment.

(12) All the proposals for expenditure shall require approval/ sanction according to the designation of administrative and financial powers under these rules.

28. Transport Committee.---The Management Committee may appoint a Transport Committee for the purpose of procurement, maintenance and disposal of vehicle, including assessment of transport requirements of the institution and to recommend to the Purchase and Procurement Committee for the purchase of vehicles where needed.

29. General Provisions.---In All other matters not expressly provided for in these rules, the rules, if any, made by Government, so far as may be practicable, shall be applied for disposal of such matters.

APPENDIX A

FUNCTIONS OF THE TWO WINGS OF THE DIRECTORATE OF FINANCE

BUDGET, FINANCE & ACCOUNTS WING

1. Preparation and Monitoring of Budget.
2. Preparation of Payrolls of the employees.
3. Processing of other claims, including works, supplies and services etc.
4. Maintenance of Employees GP Fund Accounts & processing of GP Fund and Pensions claims.
5. Collection of cash from Units, wards etc and its credit to the Fund of Hospital / Institution.
6. Maintenance of records of receipts.
7. Withdrawal of money from Hospital/ Institutions Fund for various purposes, after proper sanction by competent authority and pre-audit of claims by Audit Wing.
8. Maintenance of accounts, cash book ledgers and other records.
9. Preparation of Monthly and Annual accounts of receipts and payments.
10. Preparation of finance Accounts, Appropriation Accounts and Financial statements.
11. Reconciliation with Bank/ AG/DAOs and any other authority.

AUDIT WING

- 12 Pre-Audit of all claims of expenditure drawn from the Fund.
- 13 Internal check of accounts record of all units both in respect of receipts and expenditures.
- 14 Reporting the results of internal check.

- 15 Review of accounting systems and related internal control.
- 16 Review of implementation of management policies plans and procedures.
- 17 Handling of the reports of external audit including DACs/PAC.
- 18 Authorization of pay of employees, fixation of pay, issue of leave admissibility reports and service statements.
- 19 Determination of employees pension.
- 20 Security of contract and lease agreements etc,
- 21 Maintenance of Service records of gazetted officers.
- 22 Reconciliation of expenditure and receipt with Budget finance and Accounts Branch.
