

## MANUAL-1

### Particulars of organization, functions and duties

#### As per MOA of the Rajiv Gandhi Super specialty Hospital society:

The primary Mission of the Rajiv Gandhi Super specialty Hospital society is as follows:

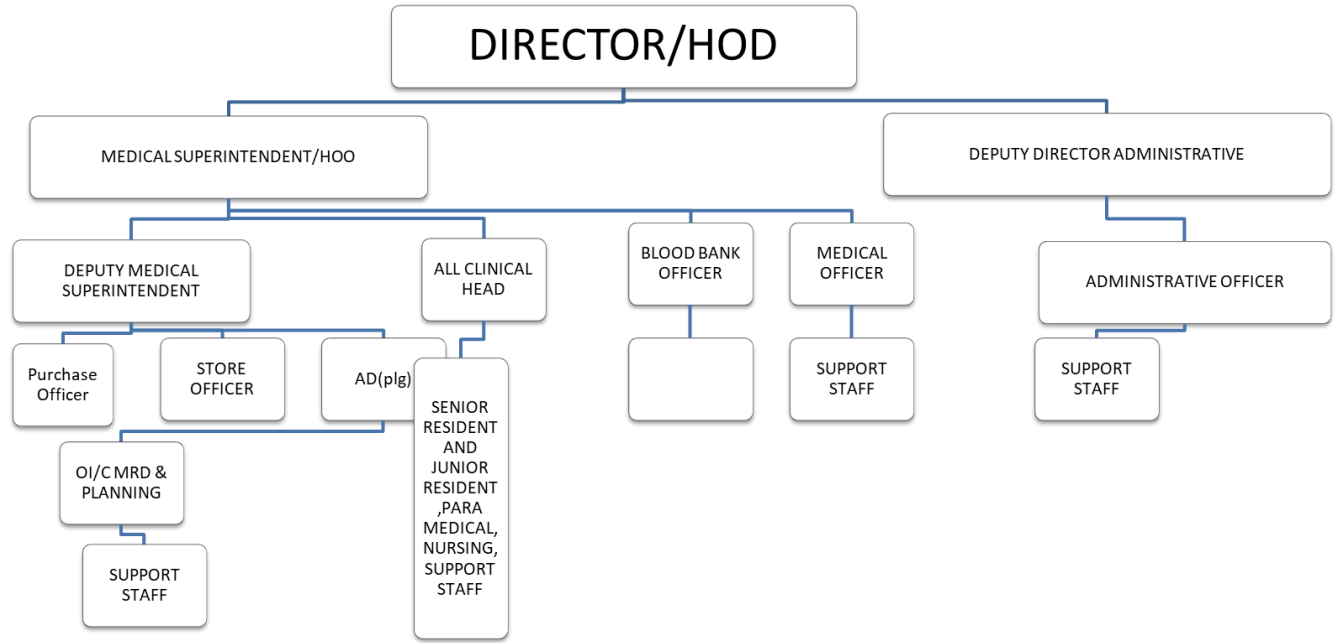
- a).Center of Excellence:** To develop Rajiv Gandhi Super Specialty Hospital as a center of Excellence in the field of curative, rehabilitative, palliative and preventive health care, to provide modern and technologically advanced infrastructure for diagnosis and treatment of all types of Cardiology, Cardiothoracic and Vascular Surgery, Pulmonology, Nephrology, Urology, Gastroenterology, Gastrointestinal Surgery, Endocrinology, along with support specialties as Radiology, Pathology, Microbiology, Biochemistry etc. and such other diseases as per the approval of the Governing Council; to function as an advanced center for research and training in the field of medical sciences; to set up state of the art teaching facilities for DM, MCH,PHD. DNB, MD and other courses.
- b). Role Model:** To serve as a role model for Super Specialized health care services by amalgamating the clinical, academic and research skills of reputed medical institutions, both national and international, clinical acumen of Super Specialists and managerial skills of the corporate world.

## MANUAL-2

### POWERS AND DUTIES OF OFFICERS AND EMPOLYEEES

<b>S.No.</b>	<b>Designation Post</b>	<b>Powers/Duties attached</b>
1.	Director	The Director shall be the Chief Executive Officer of the Institute and shall be responsible for proper administration of the affairs and funds of the Institute, under the direction and guidelines of the Governing Council. He shall be vested with such executive and financial powers of the Institute, as may be necessary for the purpose, subject to these rules and byelaws. The Director shall be Head of the Department, and will be assisted by the Medical Superintendent, who shall be the Head of the Office, within the meaning of the General Financial Rules. The Director shall subject to the provision of these rules and byelaws and decision of Governing Council, exercise general supervision over all staff of the Institute. The Director, with the prior approval of the Chairman shall have the power to fix, on the recommendation of the Selection Committee the pay at the time of initial appointment increments in any case Cases where more than five increments are recommended by the Selection Committee will need approval of the Governing Council. The Director shall general exercise superintendence and control over all the activities of Institute.
2.	Medical Superintendent	Will assist Director and will be the Head of the Office within the meaning of the General Financial Rules.
3.	Deputy Director Admin	Over all supervision of Establishment related Work.
4.	Clinical Head	Day to day monitoring of clinical work related to concerned department.
5.	Accounts Officer	Over all supervision of accounts related matter as per GFR and rules of GNCTD.
6..	Other Administrative Officers Like, DMS,MOI/C, Admin Officer, MRO, BBO, EMO etc.	Work assigned by the reporting Officer/ Director, RGSSH.

Manual -3



**MANUAL-4**

**NORMS SET FOR THE DISCHARGE OF FUNCTIONS**

**Available under citizen charter uploaded on hospital website**

## **MANUAL-5**

### **RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS FOR**

#### **DISCHARGING FUNCTIONS**

Administration and Account Sections of the RGSSH are functioning on the basis of the prescribed rules and procedures of Govt. of NCT of Delhi.

The Hospital is an autonomous Institute under GNCT of Delhi registered under societies Act 1860 and all activity/working is governed by MOA. All major decision is taken in Governing Council (GC) which is supreme authority of society and after duly approved by the Finance Committee (FC) in case of all financial matters. The Hospital is also governed by the various orders/circulars issued by HF&W Deptt. on various matters

**MANUAL-6**

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE  
HELD BY IT FOR UNDER ITS CONTROL**

<b>S.No</b>	<b>Details of information available</b>	<b>Unit/section where available</b>	<b>Retention period where available</b>
1.	MEMORANDUM OF ASSOCIATION	www.rgssh.co.in	Permanently Placed in website at present
2.	G.C.MINUTES		
3.	RECRUITMENT NOTICE ISSUED TIME TO TIME		
4.	CITIZEN CHARTER		
5.	DNB/FNB INFORMATION		
6.	BMW RELATED INFORMATION		
7.	TENDER NOTICES		

All the documents as when published are put up on the hospital's website i.e [www.rgssh.co.in](http://www.rgssh.co.in) from where the information/Data can be accessed very easily by general public. Therefore, there is not much need of direct contact for obtaining above documents and information.

## MANUAL-7

### PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR PRESENTATION BY THE MEMEBRS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OF IMPLEMENTATION

RGSSH is an Autonomous Institute and Follow the policies as framed in MOA & by the Government from time to time.

## MANUAL-8

### A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED

- **Governing Council:-**

S.No	Name /Designation	Designation in the Society
1.	Chief Secretary, GNCTD	Chairman
2.	Pr. Secretary/ Secretary (H&FW), GNCTD	Member
3.	Pr. Secretary (Finance,) GNCTD	Member
4.	Pr. Secretary (AR), GNCTD	Member
5.	Dean-MAMC	Member
6.	Dr. O.P. Kalra, Principal UCMS, Delhi	Member
7.	Dr. Vinod Puri, Director Professor, Neurology, GB Pant Hospital	Member
8.	Dr. Veena Chowdhury, HOD Radiology, Lok Nayak Hospital	Member
9.	Four eminent Specialists from private Hospitals to be nominated by the Government Govt nominee-Corporate Hospital	Member
10.	Director, RGSSH	Member Secretary

- **Details of the Finance Committee, RGSSH as under:-**

S.No	Details of Member	Designation in the Finance Committee
1.	Principal Secretary (Finance), GNCT of Delhi or any of his nominee who shall not be below the rank of Special Sec. Finance	Chairman
2.	Principal Secretary / Secretary (H&FW), GNCT of Delhi or any of his nominee	Member (ex-officio)
3.	Principal Secretary (Planning), GNCT of Delhi or any of his nominee	Member (ex-officio)
4.	Director of the Institute	Member (ex-officio)
5.	Two faculty member of Institute one each from clinical dept. & Investigation/area wing to be nominated by chairmen on recommendations of the Director	
6.	Dy. Controller of Accounts of the Institute/Financial Advisor of the Institute & Convener	Member Secretary

- **Details of the Executive Committee, RGSSH is as under:-**

S.No	Details of Member	Designation in the Executive Committee
1.	<b>Director, RGSSH</b>	<b>Chairman</b>
2.	<b>Medical Superintendent, RGSSH</b>	<b>Member Secretary</b>
3.	<b>Dy. Director Admin.</b>	<b>Member</b>
4.	<b>Dy. Controller of Accounts/Financial Advisor</b>	<b>Member</b>
5.	<b>Faculty Member (Two)</b>	<b>Member</b>
6.	<b>Any other Co-opted member to be decided by the Chairmen.</b>	<b>Member</b>



**MANUAL-9**

**DIRECTORY OF OFFICERS AND EMPLOYEES**

<b>Designation Post</b>	<b>Intercom</b>	<b>Office Telephone</b>
Office of Director	7002	22890600
Office of Medical Superintendent	7004	22890603
Office of Deputy Medical superintendent	7006	22890602

**Admin Branch**

Deputy director Admin	7202	22890811
In Charge Admin	7013	22890702

**Account**

Account officer	7007	22890605
Account Section	7014	22890606

**Purchase/Store Branch**

Purchase officer	8102	22890608
Purchase section	8106	22890609

**MRD Branch**

MRD Officer	7015	22890703
Statistical officer	3011	22890849
MRO	8004	22890723

**EMO**

Equipment maintenance officer	5108	22890845
EMO section	5106	22890815

**Central store**

Store officer	5108	22890845
General Store	6503	22890712
Surgical Store	6503	22890712
Drug Store	6503	22890712
Equipment Store	6503	22890712

**Blood Bank**

Blood Bank Officer	5103	22890812
Blood Bank Section	6103	

**Public Grievance Cell**

Public Grievance Officer	5103	22890811
Public Grievance section	5106	22890815

**OPD**

MOI/C OPD	5108	22890845
In Charge OPD	6001	22890612

**DAK/EWS**

Nodal officer	5108	22890845
Co-Ordinator DAK	6001	22890612

**RTI**

PIO	5108	22890845
FAA	6001	22890612

**Emergency**

In Charge Emergency	4005	
Emergency	6405	22890797

## MANUAL-10

### MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE REGULATIONS

S.no	Name of the Post	No. of Posts	Pay Scale with Grade Pay +NPA + Allowances
<b>[A] MEDICAL</b>			
1.	Medical Superintendent	1	Rs 3 7,400-67,000 +GP Rs 10,000+NPA
2.	Dy. Medical Superintendent	1	Rs 15,600-39,100 +GP Rs 7,600 +NPA
3.	Professors	12	Rs 37,400-67,000 +GP Rs 8,700+NPA
4.	Associate Professors	14	Rs 15,600-39,100 +GP Rs 7,600 +NPA
5.	Assistant Professors	59	Rs 15,600-39,100 +GP Rs 6,600 +NPA
6.	Medical Officers	10	Rs 15,600-39,100 +GP Rs 5,400 +NPA
7.	Blood Bank Officer	1	Rs 15,600-39,100 +GP Rs 7,600 +NPA
8.	Senior Residents	104	Rs 15,600-39,100 +GP Rs 6,600 +NPA
9.	Junior Residents	48	Rs 15,600-39,100 +GP Rs 5,400 +NPA
<b>[B] NURSING STAFF</b>			
10.	Nursing Superintendent	1	Rs 15,600-39,100 +GP Rs 6,600
11.	Dy. Nursing Superintendent	2	Rs 15,600-39,100 +GP Rs 5,400
12.	Asstt. Nursing Superintendent	6	Rs 15,600-39,100 +GP Rs 5,400
13.	OT/ICU Nurses/Nursing Sister	419	Rs 9,300-34,800 +GP Rs 4,600
<b>[C] PARAMEDICAL STAFF</b>			
14.	Dieticians	4	Rs 9,300-34,800 +GP Rs 4,200
15.	Physiotherapists	3	Rs 9,300-34,800 +GP Rs 4,200
16.	Clinical Psychologists	1	Rs 9,300-34,800 +GP Rs 4,200
17.	Technician-GR.I	20	Rs 9,300-34,800 +GP Rs 4,200
18.	Technician-GR.II	102	Rs 5,200-20,200 +GP Rs 2,800
19.	Pharmacists	5	Rs 5,200-20,200 +GP Rs 2,800
<b>[D] MINISTERIAL STAFF</b>			
20.	Deputy Director Vigilance	1	Rs 15,600-39,100 +GP Rs 6,600
21.	Dy. Director Administration	1	Rs 15,600-39,100 +GP Rs 6,600
22.	Administration Officers	2	Rs 15,600-39,100 +GP Rs 5,400
23.	Office Superintendent	7	Rs 9,300-34,800 +GP Rs 4,800
24.	Head Clerk/Assistant	10	Rs 9,300-34,800 +GP Rs 4,600
25.	Account Officer	1	Rs 15,600-39,100 +GP Rs 5,400
26.	Assistant Account Officer	1	Rs 9,300-34,800 +GP Rs 4,800
27.	Assistant Director(Plg)	1	Rs 15,600-39,100 +GP Rs 5,400
28.	Assistant Director	1	Rs 15,600-39,100 +GP Rs 5,400
29.	Statistical Officers	2	Rs 9,300-34,800 +GP Rs 4,600
30.	Statistical Assistant	4	Rs 9,300-34,800 +GP Rs 4,200
31.	Librarian	1	Rs 9,300-34,800 +GP Rs 4,200
32.	Medical Social Worker	1	Rs 5,200-20,200 +GP Rs 2,800
33.	UDCs	6	Rs 5,200-20,200 +GP Rs 2,400
34.	LDCs	30	Rs 5,200-20,200 +GP Rs 1,900
	<b>Total</b>	<b>882</b>	

**MANUAL-11**

<b>Annexure-IV</b>				
<b>Proposed Estimated Receipts and Expenditure of Autonomous Bodies/ Grantee Institutions/ PSU for BE 2021-22 &amp; 2022-23</b>				
<b>Name of Institution: Rajiv Gandhi Super Speciality Hospital</b>				
<b>Sr.No</b>	<b>Description</b>	<b>Actual 2020-21 (in lakhs)</b>	<b>BE 2021-22 (in lakhs)</b>	<b>BE2022-2023 (in lakhs)</b>
<b>1</b>	Total receipt	10124	8575	16300
<b>2</b>	Total expenditure	11129	14600	

**MANUAL-12**

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMM**

-----NIL-----

**MANUAL-13**

**PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OR  
AUTHORISATION –BY IT.**

-----NIL-----

**MANUAL-14**

**Information available in an electronic form;-**

<b>S.no</b>	<b>Details of information available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available on website or is being used as back end data base</b>
<b>1.</b>	MEMORANDUM OF ASSOCIATION		YES	Available on <a href="http://www.rgssh.co.in">www.rgssh.co.in</a>
<b>2.</b>	RECRUITMENT NOTICE			

**MANUAL-15**

**Citizen charter already uploaded on hospital website**

**MANUAL-16**

**List of Public Information Officers**

<b>S.no</b>	<b>NAME</b>	<b>Designation</b>	<b>Address</b>	<b>Telephone</b>	<b>Email Address</b>
<b>1.</b>	<b>Dr. AKASHDEEP KUMAR</b>	<b>MOI/C(HA- II</b>	<b>Room No. 5103, Block-5, RGSSH Delhi- 110093</b>	<b>9454136447 011- 22890745</b>	<b><u>akashdeepmorgssh@gmail.com</u></b>

**FIRST APPELLATTE AUTHORITY**

<b>S.no</b>	<b>NAME</b>	<b>Designation</b>	<b>Address</b>	<b>Telephone</b>	<b>Email Address</b>
<b>1.</b>	<b>Dr. SONALI BHATTER</b>	<b>Clinical Head Microbiology</b>	<b>7, Block 3<sup>rd</sup> Floor RGSSH Delhi- 110093</b>	<b><u>011- 22890622</u></b>	<b><u>faargssh@gmail.com</u></b>



**MANUAL-17**

**Other information as may be prescribed**

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