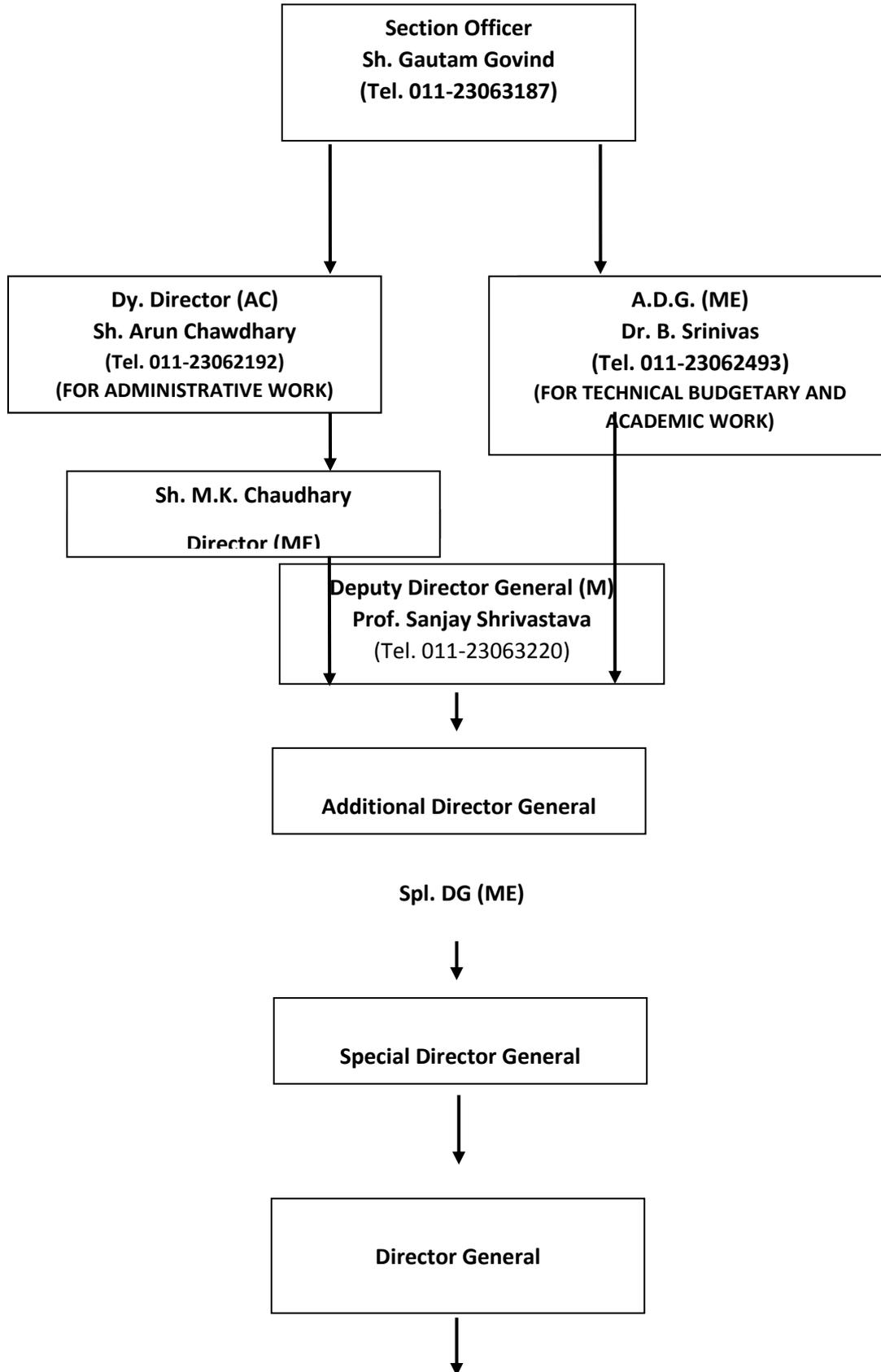


Channel of Submission for Medical Education Section



MEDICAL EDUCATION SECTION

Medical Education Section is responsible for:-

- All technical matters related to Undergraduate and Post-graduate Medical-Education.
- Allocation of MBBS / BDS seats against Central Pool Quota for ministry of Defence, Cabinet Sectt. & Ministry of Home Affairs.
- Parliament matters related to Medical Education.
- Tele-medicine.
- Academic matters related to Vardhman Medical College, New Delhi, Lady Harding Medical College, New Delhi and JIPMER, Pondicherry and PGIMER, Dr. RML Hospital, New Delhi.
- Review of stipends to Interns in Central Govt. Institutes.
- Residency Scheme. Review from time to time.
- Technical matters related to PGIMER, Chandigarh, AIIMS, New Delhi, ICMR, New Delhi, National Board of Examinations, New Delhi, NEIGRIHMS, Shillong, IGIMS, Patna and RIMS, Imphal.
- Medical Council of India,
- Dental Council of India.
- RTI Matters related to Medical Education.
- Matter related to CMC, Vellore/Ludhiana, St.John Medical College, Bangalore, Kasturba Health Society, Sewa Gram Wardha.
- Technical Clearance of foreign journals.
- Elective training by the foreign nationals in India.

All Administrative Matters in r/o following Institutions:-

1. Lady Harding Medical College & Smt. Sucheta Kriplani Hospital, New Delhi.
2. Kalawati saran Children's Hospital, New Delhi.
3. Central Institute of Psychiatry, Ranchi
4. All India Institute of Hygiene & Public Health, Kolkatta

**All Administrative work related to
L.H.M.C., K.S.C.Hospital, New Delhi and Smt. S.K. Hospital, New
Delhi:-**

- Up posts & up-gradation of posts.
- Continuation of temporary posts.
- Comprehensive restructuring Plan of LHMC.
- Complaints.
- Compassionate appointments
- Court cases.
- News items appearing in newspapers related to above the Institutions.
- ACP, resignation and transfers cases
- Creation of faculty posts
- All Filling Budgetary matters and infrastructures related matters.
- Capital Works and CPWD Estimates in respect of above hospitals/institutions.
- Administrative Approval & Expenditure Sanction, Constitution of Technical Specification Committees and Bid Evaluation Committee for the procuring of costly equipment's and machines in respect of above mentioned hospitals/ institutions.
- S.F.C. and E.F.C.
- Condemnation of vehicles and Purchase of New vehicles in place of condemned vehicles/Ambulances.
- "Write off" cases in respect of above institutions.
- All types of advances like HBA/ Motor car/ Scooter/ Computer etc.
- Audit Para and Audit Objections.
- Placement of funds to DAVP
- Filling up of posts,
- Up gradation, revival of lapsed posts, deputation etc.
- Continuation of temporary posts and ad-hoc appointments.
- Complaints and clarifications
- VIP reference / matters from Human Rights Commission relating to above subjects.
- Restructuring of Laboratory.
- Movable / Immovable returns
- RTI matters pertaining to above mentioned two institutions.
- Residual work of JIPMER Puducherry after notifying autonomous status by Ministry of Health
- Work related to PMS (Para Medical Services)
 - Work related to Colombo Plan
 - Typing drafts/fair letter in respect of work allocated to her.

**All Administrative Matters of
AIIH&PH, Kolkata:-**

- Approval for inclusion of new courses in AIIH&PH, Kolkata.
- Grievances of official of AIIH&PH.
- Approval for formation of Staff associations,
- Formation/grievances of service associations.
- Monitoring & implementation with approval of Ministry of H&FW and other Govt. Departments.
- Framing/amendment of Recruitment Rules of Gr.-A/B/C & D
- Approval for filling up of posts.
- Up gradation, revival of lapsed posts, deputation etc.
- Approval of tour program of Director, ALLH&PH.
- Counting of past series
- Grant of Study leaves.
- Grant of HBA to officials of AIIH&PH.
- All Advances in r/o officials of AIIH&PH.
- NOC & Permission for foreign visits.
- Forwarding of application for fellowship etc.
- Forwarding of application of applying to other posts.
- Administrative Approval and Estimate sanction, Audit-Paras,
- Condemnation of vehicles and write-off losses
- Cases of up gradation by Granting ACP etc.
- Approval for attending international conference/meeting etc.
- Approval for appointment of consultants in AIIH&PH.
- Court cases in r/o Gr. A, B, C & D Employees.
- RTI applications in r/o AIIH&PH, Kolkata.
- VIP reference / matters from Human Rights Commission relating to above subjects
- Parliament questions, AIIH&PH, Kolkata
- Compassionate appointment AIIH&PH, Kolkata
- Movable / Immovable returns in r/o AIIH & PH, Kolkata.
- Typing drafts/fair letter in respect of work allocated to him.

All administrative work relating to

C.I. P., RANCHI

- Filling up of posts,
- Up gradation, revival of lapsed posts, deputation etc.
- Continuation of temporary posts and ad-hoc appointments.
- Complaints and clarifications
- VIP reference / matters from Human Rights Commission relating to above subjects.
- News items
- Restructuring of Laboratory cadre in C.I.P.
- Court Cases: C.I.P.
- Parliament questions, C.I.P.
- Compassionate appointment C.I.P.
- Advances sanction Motor Cycle / Motor Car etc.
- Grant of HBA (group A, B, C & D)
- Movable / Immovable returns
- N.O.C. for Passport/ Renewal of passport.

- RTI matter pertaining to C.I.P, Ranchi.
- Typing drafts/fair letter in respect of work allocated to him.

Miscellaneous kind of administrative work:-

- All matters pertaining to O&M Section and Coordination
- Permission to staff of LHMC / KSCH to visit abroad for personal visit.
- Forwarding of application in r/o staff of LHMC / KSCH for presenting papers abroad.
- Permission to visit abroad to attend conference / meetings.
- Weekly arrear report, Monthly reports.
- Maintenance VIP Register and reports related to Hindi-Section.
- Forwarding of application in r/o of Doctors of LHMC for higher posts/scholarship/fellowship/expedition etc.
- Right to Information Act-2005 application for all subordinate i.e. LHMC /KSCH/CIP/AIHH & PH.
- Forwarding of application in r/o of Doctors of KSCH for higher posts/scholarship/fellowship/expedition etc.
- Typing drafts/fair letter in respect of work allocated to him.
- Issuing Vigilance Clearance in r/o staff of LHMC & Associated Hospitals, New Delhi when requested for the same by the Hospital, in connection with granting permission for going abroad and issuing NOC for Passport to staff of LHMC & Associated Hospitals, New Delhi for which Director LHMC & Associated Hospitals is competent.
- Parliament Questions/Assurances pertaining to LHMC/ KSCH, New Delhi.
