

GOVT. DENTAL COLLEGE & HOSPITAL , PATIALA.

Right to Information Act,

1. The particulars of its organization, function and duties:

a) Organization:- Govt. Dental College & Hospital ,Patiala., was started as a Dental wing of Govt. Medical College, Patiala in 1956 and became independent Institute in 1989. This Institute is recognized by the Dental Council of India and affiliated with Baba Farid University of Health Sciences, Faridkot.

b) Function and Duties:-

- (i) The Institute utilizes the latest techniques and methods to impart higher quality of teaching and clinical training to the undergraduate and post undergraduate students.
- (ii) To provide dental health care service to the patients with latest and advanced techniques.
- (iii) The Institute extends dental health care awareness amongst the general masses through holding camps on the request of Govt. and Non Govt. organizations.

2. The Powers and duties of its officers and employees

a) Powers of officers: -

- (i) Administrative powers are vested with the principal of the Institution .For the proper and smooth functioning of the Institute the principal delegates powers to other Heads of departments and other members of institution as and when required .
- (ii) To maintain punctuality and discipline amongst the staff and students .
- (iii) To constitute various committees for implementation of programs and policies of the Govt.
- (iv) To recruit, transfer, dismiss or terminate class IV employees.
- (v) All Heads of the departments have controlling and supervisory powers over subordinate staff of their respective departments .
- (vi) To implement various rules, regulations, instructions and manuals framed/ communicated by the government, university and the Dental Council of India, from time to time .

b) Duties of officers: -

- (i) Duties of officers are to impart teaching and clinical training to B.D.S. and M.D.S. Students.
- (ii) To provide tertiary dental health care services and awareness to patients.
- (iii) To perform duties entrusted by principal regarding planning ,purchasing of machinery and equipments and other matters etc.

c) Duties of employees: -

Duties of the employees of this Institute include :-

- (i) To perform their respective duties as specified in their own respective categories .
- (ii) To perform duties as per direction form higher authorities from time to time .
- (iii) The technical staff perform their duties to assist the teachers for practical/clinical training.
- (iv) Ministerial staff perform their duties regarding establishment /account matters by following the Punjab Civil Service Rules (CSR) , Punjab Financial Rules (PFR) and other instructions and orders by. the Govt. from time to time .
- (v) Ministerial staff perform their duties by keeping and maintaining service record of officers and officials , students record pertaining to their admission and academic matters and record of patients .

3. The procedure followed in the decision making process, including channels of supervision and accountability :-

The Institute follows the policies and decisions framed by the Govt. from time to time.

- (i) The department is under the Ministry of Medical Education and Research, Govt. of Punjab, Chandigarh .
- (ii) Principal Secretary/ Secretary to Govt. of Punjab department of Medical Education and Research .
- (iii) Director Research and Medical Education, Punjab .

4. The norms set by it for the discharge of its functions:-

- (i) The discharge of the functions are guided by the norms set under the provisions of Punjab Civil Service Rules / Financial Rules, rules and regulations framed by Dental Council of India and Baba Farid University of Health Sciences, Faridkot
- (ii) Various committees and sub-committees have the role in the discharge of functions being supervised by the principal and other officers assigned with the duties .

5. The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions :-

a) Rules, regulations and Instructions: -

- (i) The rules, regulations and instructions issued by the Punjab Govt./ higher authorities , Baba Farid University of Health Sciences, Faridkot and Dental Council of India from time to time are complied with and maintained by the concerned branches of the Institute .
- (ii) The duty rosters in respect of doctors , paramedical staff and Interns including instructions by the principal from time to time are followed by the staff .

b) Manuals and Record : -

- (i) The record pertaining to service matters of officers and officials is maintained and held by the office .
- (ii) The record of B.D.S. and M.D.S. students regarding their personal files, examinations , Internship duty roster , time table, merit and medals etc. is also held and maintained by the training branch.
- (iii) The record pertaining to O.P.D . Patients , Library and other relevant records are maintained and held by the concerned departments .
- (iv) The manuals and rules issued by the Punjab Govt./Baba Farid University of Health Sciences, Faridkot and Dental Council of India are held by the Institute and are followed by the employees for discharge of their duties and functions .

6. A statement of the categories of documents that are held by it or under its control :-

The categories of documents held by the Institute include service records of officers and officials , students record regarding their admission and their teaching course and record of out door patients .

7. The particulars of any arrangements that exists for consultation with , or representation by, the members of the public in relation to the formulation of its policy or administration thereof :-

The Institute implements and follows the policies and programs framed by the Legislature/Govt. of Punjab and no other public involvement or representation there of exists

8. A statement of the boards, councils , committees and other bodies consisting of two or more persons constituted its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public :-

The various committees of the Government Dental College and Hospital Patiala are hereby constituted as under: -

- i. Disciplinary Committee
- ii. Purchase Committee
- iii. EDUSAT Committee
- iv. Condemnation Committee
- v. ETHICAL Committee
- vi. Anti- ragging Committee / Squad

Note: Minutes of such meetings are not accessible to the public.

9. Directory of its officers and employees :-

A directory of its officers & employees is available in the Office and is duly maintained & updated from time to time.

10. Monthly remuneration :-

Monthly remuneration and allowances of officers and employees are drawn and disbursed as per norms fixed by the Govt .of Punjab from time to time .The details of monthly remuneration disbursed to its officers and employees, is maintained in the office but their Pay Scales are given below :-

Sr. No	Name	Designation	Pay Scale
1.	Dr. Renu Bala	Principal & Professor	37400-67000
2.	Dr. Harinder Gupta	Professor	37400-67000
3.	Dr. Anuradha Pathak	Professor	37400-67000
4.	Dr. Ansuia Gupta	Emeritus Professor	59740
5.	Dr. Nidhi Duggal	Assoc. Professor	37400-67000
6.	Dr. Urvashi Goyal	Assoc. Professor	37400-67000
7.	Dr. Jagvinder Singh Mann	Assoc. Professor	37400-67000
8.	Dr. Harmesh Sharma	Assoc. Professor	37400-67000
9.	Dr. Sarabjit Kaur	Assoc. Professor	37400-67000
10	Dr. Navjot Singh Khurana	Asstt. Professor	37400-67000
11.	Dr. Haridarshan Singh Sidhu	Asstt. Professor	37400-67000
12.	Dr. Gaganpreet Kaur	Demonstrator (Dental)	15600-39100
13.	Dr. Jaspreet Kaur	Demonstrator (Dental)	15600-39100

Sr. No	Name	Designation	Pay Scale
14.	Dr. Parul Gupta	Medical Officer	15600-39100
15.	Dr. Shital Kumar	Medical Officer	15600-39100
16.	Dr. Sumita Sandhu	Medical Officer	15600-39100
17.	Dr. Daminder Singh	Medical Officer	15600-39100
18.	Miss Sunita Pathak	Superintendent	10300-34800
19.	Sh. Jatinderpal Singh	Senior Assistant	10300-34800
20.	Sh. Rakesh Kumar	MLT Grade-I	10300-34800
21.	Sh. Sandeep kumar	Jr. Assistant	10300-34800
22.	Smt. Babita Chauhan	Jr. Assistant	10300-34800
23.	Sh. Satya Parkash	Jr. Assistant	10300-34800
24.	Sh. Rajwinder Singh	Jr. Assistant	10300-34800
25.	Sh. Vikas Kumar	Jr. Assistant	10300-34800
26.	Smt. Tanvir Kaur	Clerk	10300-34800
27.	Smt. Karamjeet Kaur	Clerk	10300-34800
28.	Sh. Ajitpal Singh	Clerk	10300-34800
29.	Smt. Sandeep Kaur	Clerk	10300-34800
30.	Sh. Balveer Singh	Clerk	10300-34800
31.	Sh. Inderpreet Singh	Clerk	10300-34800
32.	Smt. Karamjeet Kaur	Stenotypist	10300-34800
33.	Miss Sandeep Kaur	Stenotypist	10300-34800
34.	Sh. Nirmal Singh	Senior Librarian	10300-34800
35.	Smt. Jasvir Kaur	Staff Nurse	10300-34800
36.	Smt. Suminder Kaur	Staff Nurse	10300-34800
37.	Smt. Amnjeet Kaur	Staff Nurse	10300-34800
38.	Sh. Ashok Kumar	Dental Mechanic	10300-34800
39.	Sh. Pritam Singh	Dental Mechanic	10300-34800
40.	Sh. Amarjit Kaur	Dental Mechanic	10300-34800
41.	Sh. Ashwani Kumar	Dental Mechanic	10300-34800
42.	Sh. Jaspreet Kaur	Dental Mechanic	10300-34800
43.	Sh. Naryan Dass	Dental Mechanic	10300-34800
44.	Smt. Satwant Kaur	Dental Hygienist (Contract Basis)	11497/- per month
45.	Sh. Mohinder Singh	MLT Grade-II	10300-34800
46.	Sh. Balbir Singh	MLT Grade – II	10300-34800
47.	Sh. Yashpal Sharma	Radiographer	10300-34800
48.	Sh. Anil Kumar	Junior Technician	5910-20200
49.	Smt. Raksha Devi	Laboratory Attendant	5910-20200
51.	Sh. Ram Sarrop Singh	Peon	4900-10680
52.	Sh. Surinder Singh	Peon	4900-10680
53.	Sh. Jasvir Singh	Sweeper	4900-10680
54.	Smt. Saroj	Sweeper	4900-10680
55.	Smt. Krishna Devi	Sweeper	4900-10680
56.	Sh. Ram Kumar	Chowkidar	4900-10680
57.	Sh. Harminder Singh	Chowkidar	4900-10680
58.	Sh. Ram Pher	Mali	10177/- per month
59.	Sh. Sandeep Kumar	Class IV (Contract Basis)	10177/- per month
60.	Sh. Rajinder	Class IV (Contract Basis)	10177 /- per month

11. Budget Allocated to each of its Agency :-

The budget in respect of State and Central Schemes under various heads is allocated by the Govt. on the basis of proposed expenditure , to the Institute and the records pertaining to it, are maintained in the office.

12. The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such Programmes :-

- (i) Subsidy programmers in the form of facility for free treatment to all State Govt. employees, pensioners, Cancer patients, Yellow Card holders, Freedom Fighters and any other as per Pb. Govt. Instructions exists in this hospital.
- (ii) The execution of subsidy programmers to schedule caste and backward class students is followed as per policies and programs of the Govt.of Punjab framed from time to time.
- (iii) Post–matric scholarship to SC student whose father’s annual income is less than 2.5 lac rupees. .
- (iv) To provide books to the SC students , Book Bank is established
- (v) Remuneration to internship students during one year internship training .
- (vi) Stipend to the PG students admitted under 40% Quota as granted by Punjab Government from time to time.

13. Particulars of recipients of concessions, permits or authorizations granted by it :-

As per Para No. 12 (above)

14. Detail in respect of the information, available or held by it, reduced in an electronic form; :-

Most of the notifications and documents are being maintained in electronic form available at www.punjabmedicaleducation.org website .

15. The particulars of facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use :-

All information required by citizens of India under right of information act is available with the Public Information Officer of this Institute on payment of requisite fee.

Library and reading room are not open for public use . These are open to students and staff of this Institute only .

16. Names and Designations of Public Information Officers :-

Authority	Name and Designation	Phone No
Appellate Authority	Dr. (Mrs.) Renu Bala Sroa , Principal	0175-2301845
Public Information Officer	Dr. (Mrs.) Harinder Gupta, Professor & Head	0175-2301845
Asstt. Public Information Officer	Sh. Sandeep Kumar , Jr. Assistant	0175-2301845

17. Such other information as may be prescribed; and thereafter update these Publications every year:-

The latest information will be periodically up dated as and when required.

(a) Publish all relevant facts while formulating important policies or announcing the decisions which affect public :-

The policies and decisions are formulated by the Govt. of Punjab/ Dental council of India and Baba Farid University of Health Sciences, Faridkot . Hence this Institute is not concerned with any fact which affects the public.

(b) Provide reasons for its administrative or quasi-judicial decisions to affected persons:-

The administrative or quasi-judicial decisions are taken by the principal of the Institute as per rules, regulations , instructions and guidelines issued by the Govt. of Punjab .