

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 from higher authorities from time to time.
- (iii) The technical staff performs their duties to assist the teachers for practical/clinical training.
- (iv) Ministerial staff performs 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 performs their duties by keeping and maintaining service record of students, officers and officials' 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 outdoor patients.

7. The particulars of any arrangements that exist 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	Level as per 6th PPC
1.	Dr. Jeevan Lata	Principal & Professor	31
2.	Dr. Harinder Gupta	Professor	31
3.	Dr. Anuradha Pathak	Professor	31
4.	Dr. Jagvinder Singh Mann	Professor	31
5.	Dr. Sarabjit Kaur	Professor	31
6.	Dr. Navjot Singh Khurana	Asstt. Professor	27
7.	Dr. Haridarshan Singh Sidhu	Asstt. Professor	27
8.	Dr. Surinder Kaur	Asstt. Professor	27
9.	Dr. Jaspreet Kaur	Demonstrator (Dental)	18
10.	Dr. Gaganpreet Kaur	Demonstrator (Dental)	18

Sr. No	Name	Designation	Level as per 6th PPC
11.	Miss Sunita Pathak	Superintendent	14
12.	Sh. Yogesh Malhotra	Senior Assistant	11
13.	Smt. Sawinder Kaur	Senior Assistant	11
14.	Sh. Rakesh Kumar	MLT Grade-I	11
15.	Sh. Sandeep Kumar	Jr. Assistant	7
16.	Smt. Babita Chauhan	Jr. Assistant	7
17.	Sh. Satya Prakash	Jr. Assistant	7
18.	Sh. Rajwinder Singh	Jr. Assistant	7
19.	Sh. Vikas Kumar	Jr. Assistant	7
20.	Smt. Tanvir Kaur	Jr. Assistant	7
21.	Smt. Karamjeet Kaur	Jr. Assistant	7
22.	Sh. Balveer Singh	Clerk	3
23.	Sh. Inderpreet Singh	Clerk	3
24.	Sh. Yadwinder Singh	Clerk	3
25.	Sh. Darshan Verma	Assistant Librarian	6
26.	Smt. Jasvir Kaur	Staff Nurse	9
27.	Smt. Amanjeet Kaur	Staff Nurse	9
28.	Smt. Navjot Kaur	Staff Nurse	9
29.	Smt. Jaspreet Kaur	Staff Nurse	9
30.	Smt. Palakpreet Kaur	Staff Nurse	9
31.	Smt. Parminder Kaur	Staff Nurse	9
32.	Sh. Ashwani Kumar	Dental Hygienist	10
33.	Sh. Jaspreet Kaur	Dental Hygienist	9
34.	Smt. Manjeet Kaur	Dental Hygienist	9
35.	Smt. Satwant Kaur	Dental Hygienist (Contract Basis)	11,497/- per month
36.	Sh. Yashpal Sharma	Radiographer	11
37.	Sh. Vishal Kumar	Radiographer	8
38.	Sh. Anil Kumar	Junior Technician	6
39.	Smt. Raksha Devi	Laboratory Attendant	3
40.	Sh. Ram Sarrop Singh	Peon	3
41.	Sh. Surinder Singh	Peon	3
42.	Smt. Krishna Devi	Sweeper	3
43.	Sh. Ram Kumar	Chowkidar	1
44.	Sh. Harminder Singh	Chowkidar	3
45.	Sh. Ram Pher	Mali (Daily Wages)	9,252/- per month
46.	Sh. Sandeep Kumar	Class IV (Contract Basis)	10,177/- per month
47.	Sh. Rajinder	Class IV (Contract Basis)	10,177/- 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-metric 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 of Rs. 15,000/- per month is provided 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.) Jeevan Lata, Principal	0175-2301845
Public Information Officer	Dr. 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 updated 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.