

1.3 PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [SECTION 4(1)(B)(III)]

(i) Process of decision making Identify key decision making points.

- Cases are initiated by dealing clerk/dealing Assistant of the branch through Supdt. to JDA/DP/PSMER/AA and HE-the Administrator as the case may be.
- The cases are decided as per deligation of Administrative, Financial and Judicial power.

(ii) Final decision making authority

- The cases are decided as per deligation of Administrative, Financial and Judicial power.
- Advisor to Administrator, Mahabubnagar Administration
- Secretary, Medical Education and Research, Administration.
- Director, Government Medical College , Mahabubnagar.

(iii) Time limit for taking a decisions, if any

S.No.	Item of work	Norms set by the department (number of days taken for decision making)
1	Current file, PUC's, correspondence letter, routine cases, noting and drafting, receiving , registering and distributing dak, classified dak, come back cases, etc.	disposal of work within 10 days, Clerk --- 2 or 3 days Assistant --- 2 or 3 days Superintendent—2 days Officers – 2 days
2	Urgent dak/ cases i.e. Parliament Question, Lok Sabha Question, Date bound references, urgent Cases where financial implications involved etc.	Clerk—1 day Assistant—same day Superintendent – same day Officers – same day

Time limit for disposing off RTI Applications

Sr. No.	Item of work	The limit for disposing off applications
1	Supply of information in normal course	30 days
2	Supply of information if it concerns the life or liberty of a person	48 hours
3	Supply of information if the application is received through CAPIO (Nodal Officer)	05 days shall be added to the time period
4	Supply of information if application/request is received after transfer from another public authority: (a) In normal course (b) In case the information concerns the life or liberty of a person.	(a) Within 30 days of the receipt of the application by the concerned public authority (b) Within 48 hours of receipt of the application by the concerned public authority.
5	Supply of information by organizations specified in the Second Schedule: (a) If information relates to allegations of violation of human rights.	(a) 45 days from the receipt of application.

	(b) In case information relates to allegations of corruption.	(b) Within the 30 days of the receipt of application.
6	Supply of information if it relates to third party and the third party has treated it as confidential.	Should be provided after following the procedure given in under section 11 of RTI Act, 2005 .
7	Supply of information where the applicant is asked to pay additional fee.	The period intervening between informing the applicant about additional fee and the payment of fee by the applicant shall be exclude for calculation the period of reply.

1.3 (v) Channel of supervision and accountability

Sr. No.	Nature/ Type of Work	Level at which the case is initiated. (Name of the post)	Name of the post which deal with the decision making authority	Level at which decision is made (Name of the post)
1	<ul style="list-style-type: none"> • Establishment matters relating to Professor, Readers, Senior Lecturers & Lecturers – Regulation / Direct Contract Basis • The matter pertaining to framing /notification of Recruitment Rules of Group 'A' posts • The matter pertaining to coordination of creation /continuation of Group 'A', 'B', 'C' and 'D' posts • The matter pertaining to regular/contractual appointments, DPC meeting, Extension, Deputation, Seniority, disciplinary proceedings etc. in respect of Group 'A' posts • The matter pertaining to the preparation and maintenance of ACRs of Group 'A' posts. • The matter pertaining to preparation and maintenance of Service Books, Pay Fixation, Increments, ACP, LTC Bills, Leave Encashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'A' posts. (The matter disposed of at the level of Director for this point). 	Senior Assistant	Asistant Director	Director .

2	<ul style="list-style-type: none"> • Establishment matters relating to Senior Residents, Demonstrators, EMOs, MOs, LMOs, Junior Residents, etc. • The matter pertaining to framing/notification of Recruitment Rules of Group 'B' posts • The matter pertaining to coordination of creation /continuation of Group 'B', posts • The matter pertaining to regular/contractual appointments, DPC meeting, Extension, Deputation, Seniority, disciplinary proceedings etc. in respect of Group 'B' posts • The matter pertaining to preparation and maintenance of reservation/vacancy roster of Group 'B' posts • The matter pertaining to furnishing of periodical returns to the quarter concerned in respect of Group 'B' posts • The preparation and maintenance of ACRs of Group 'B' posts. • The Budget, Audit Paras etc. of Group 'B' posts. • The matter pertaining to the preparation and maintenance of Service Books, Pay Fixation, Increments, ACP, LTC, TA Bills, Leave Encashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'B' posts. • Award of contract for Housekeeping & Sanitation Services. • Matter pertaining to the IT/Telecommunication. 	Establishment Section through Office Superintendent	Assistant Director (Admn.)	Director
3	<ul style="list-style-type: none"> • Establishment matters relating to relating to Group C & D posts (Ministerials) and work relating to recruitment and appointment of Para Medical and Nursing Staff – Regular/Direct Contract basis. 	Establishment Section through Office Superintendent	Assistant Director (Admn.)	Director

	<ul style="list-style-type: none"> • The matter pertaining to framing/notification of Recruitment Rules of Group 'C' & 'D' posts (ministerial) • The matter pertaining to the preparation of proposals for creation /continuation of Group 'C' & 'D', posts (ministerial) • The matter pertaining to the preparation and maintenance of reservation/vacancy roster of Group 'C' & 'D' posts (Ministerial) • The matters pertaining to furnishing of periodical returns to the quarter concerned in respect of Group 'C' & 'D' posts (ministerial) • The matters pertaining to the preparation and maintenance of ACRs of Group 'C' & 'D' (ministerial) • The matter pertaining to the Budget, Audit Paras etc. of Group 'B' posts. • The matters pertaining to the Screening Committee meeting in respect of Group 'D' & 'D' posts (ministerial). • The matter pertaining to the preparation and maintenance of Service Books, Pay Fixation, Increments, ACP, LTC, TA Bills, Leave Encashment, Retiring benefits, Leave Salary/Pension Contribution (for deputationists) etc. of Group 'C' posts. • The matter pertaining to Award of contract for Security & Parking Services. • The matter pertaining to the Grand of Award, Commendations Certificates and furnishing of information reg. Republic Day/Independence Day etc. 			
4.	<ul style="list-style-type: none"> • All miscellaneous type of works. • The matters pertaining to the Sexual Harassment • The matters pertaining to Coordination of Parliamentary Affairs Committee/Rajya and Lok Sabha Questions etc. • The matters pertaining to the GIMRC, Chandigarh 	Establishment Section through Office Superintendent	Assistant Director (Admn.)	Director

	<ul style="list-style-type: none"> • The matters pertaining to Library • The matters pertaining to the citizen character/Charter of Demand • The matters pertaining to the census • The matters pertaining to Statistical Data/Periodical Returns etc. • The matters pertaining to rules and regulations governing the daily life of citizen need to reduce the contract points with the Govt. • The matter pertaining to E-governance/Inter State Council meetings • The matters pertaining to furnishing of periodical returns to the quarter concerned. • The matters pertaining to demand,welfare of employees • The matter pertaining to formation of Unions/Welfare Bodies of Govt. Medical College & Hospital • The matters relating to the revamping of Public Administration System • Correspondence relating to the prohibition of sale of cigarette and other tobacco products. • The matter pertaining to the Award of Contract for Laundry & Pest Control services. 			
5	<ul style="list-style-type: none"> • Matter pertaining to the Court Cases of Group 'A', 'B', 'C', 'D' and contractual staff etc. • The matters pertaining to the Vigilance Inquiries 	Planning Section	Assistant Director (Admn.)	Director
6	<ul style="list-style-type: none"> • Matter pertaining to the Right to Information Receipts of RTI applications/Apeals RTI Fees/additional fees. Monitoring & Reporting, Quarterly Reports. RTI requests forwarded to the concerned CPIO's of GMCH. 	RTI Section	Assistant Director (Admn.)	Director
7	<ul style="list-style-type: none"> • The matters pertaining to the construction, infrastructure and Planning etc. of Govt. Medical College & Hospital, residential complex, UHTC, RHTC, etc. 	Establishment Section through Office Superintendent	Assistant Director (Admn.)	Director

	<ul style="list-style-type: none"> • The matters pertaining to House Allotment etc. • The matter pertaining to Air/Water Pollution Control & Reports. • The matters pertaining to Fire Fighting Services • The matters pertaining to the maintenance of buildings of GMCH, Residential and Hostel Complex • The matters pertaining to the Senior Officers Conference/Advisory Council or any other conference of Chandigarh Admn. • The matters pertaining to furnishing of periodical returns to the quarter concerned. • The matters pertaining to the Shop of Block 'A', 'B', 'C', 'D, & Hostels • The matters relating to the Annual Reports of achievements of Govt. Medical College & Hospital • The matters pertaining to the Mess of Doctors/Nursing/Students • The matters pertaining to the Bank, electricity charges and ATM services 			
8	<ul style="list-style-type: none"> • Recruitment Rules of Group 'C' Para Medical and Nursing Staff only • Establishment matter of 'C' Para Medical and Nursing Staff • DPC for 'C' Para Medical and Nursing Staff • Screening Committee of 'C' Para Medical and Nursing Staff • Work related to MRD, Medico Legal Cases, Financial Assistance to Poor Patients from UT illness Fund • Administrative matter of Hospital Infrastructure • Reports /returned to Chandigarh Administration • Physical Verification of Stores (Hospital) • Purchase of drugs/medicines/surgical items 	Hospital Administration through Office Superintendent	Medical Superintendent	Director
9	<ul style="list-style-type: none"> • Maintenance of Service Books of Para Medical and Technical Staff • Fixation of Pay/ of Grant of Annual Increment/ benefits under ACP in respect of the above staff 	Hospital Administration-through Office Superintendent	Medical Superintendent	Director

	<ul style="list-style-type: none"> All kinds of Leave except Casual leave/ LTC/TA/ Leave Encashment / Preparation of Pension Cases/ Retirement Benefits in respect of Para Medical and Technical Staff & other Misc. work. 			
10	<ol style="list-style-type: none"> Work pertaining to Centralized Medical Admission for admission to MBBS/PG Courses Work pertaining to admission of Paramedical Courses. Issuance of Identity Cards to the admitted students as well as duplicate in lost cases. Misc issues like issuance of certificates to the admitted students, bonafide certificate, character certificate, permission to visit abroad, scholarship cases, bus passes, tuition fee certificates, return of originals documents, request for extra classes etc. Disciplinary proceedings against students Fee Structure of B.Sc. Paramedical Courses and MBBS Courses Work pertaining to Annual Registration Returns of MBBS & B.Sc. Paramedical students with the KNRUHS University. Submission of consolidated KNRUHS University dues with the concerned authorities of KNRUHS University, Warangal. Preparation of Summer Vacation Roster and Winter Vacation Roster of the Teaching Faculty/ Demonstrators / others staff who are eligible for vacations. Permission for all the events/ functions i.e. Indoors Sports, Euphoria, Annual Athletic Meet, Plexus, Technofest, White Coat Ceremony, Academic Day Celebration, Pulse, Glimpse and issuing of financial sanctions, adjustment of advance thereof after 	<p>UG Section Academic Section: Senior Assistant through Registrar Academic</p>	Professor Incharge Academic	Director