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## PROVINCIAL ASSEMBLY OF THE PUNJAB

### NOTIFICATION

7 June 2003

No. PAP-Legis. 2(9)/2003/464. The Punjab Medical and Health Institutions Bill 2003 having been passed by the Provincial Assembly of the Punjab on 30 May 2003 and assented to by the Governor of the Punjab on 5 June 2003, is hereby published as an Act of the Provincial Assembly of the Punjab.

### THE PUNJAB MEDICAL AND HEALTH INSTITUTIONS

### ACT 2003

### ACT IX OF 2003

*[First published after having received the assent of the Governor of the Punjab in the Gazette of the Punjab (Extraordinary) dated 7 June, 2003]*

An

Act



***to provide for the establishment and management of Medical and Health Institutions in the Punjab.***

**Preamble:** Whereas it is expedient to make provisions for the establishment and efficient management of the Medical and Health Institutions in the Punjab and to provide for matters connected therewith or ancillary thereto;

It is hereby enacted as follow:-

**1- Short title, extent and commencement.** – (1) This Act may be called the Punjab Medical and Health Institutions Act 2003.

(2) It extends to the whole of the Punjab.

(3) It shall come into force at once.

**2- Definitions.** – In this Act, unless there is anything repugnant in the subject or context –

- a) “Board” means the Board of Management of the Medical & Health Institutions;
- b) “Government” means the Government of the Punjab.
- c) “Health Institution” means a Hospital with or without Training Centre/ Centres, a laboratory or a medical facility notified as such;
- d) “Medical Institution” means Medical College or Medical Institute alongwith the attached Hospital / Hospitals and Training Centre / Centres notified as such: and
- e) “Prescribed” means prescribed by rules made under this Act.

**3- Establishment of Institutions.** – (1) The Government may, by notification–

- a) establish such Medical Institutions or Health Institutions as it may deem fit; or
- b) apply this Act to any existing Medical Institution or Health Institution

(2) The notified Medical Institution shall be a body corporate having perpetual succession and a common seal with power to acquire, hold and dispose of property as prescribed and may, by its name, sue and be sued:

Provided that the disposal of land and any structure thereon shall be subject to the approval of Government.

**4- Objects.** – The objects of the Institution shall be –

- (a) to undertake all functions required for providing medical education and training and health facilities to the people; and



- (b) to perform such other functions as are assigned to it by the Government.

**5 – Administration of Institutions.** – (1) The administration and management of the affairs of a Medical Institution shall vest in the Board appointed by the Government in accordance with the provisions of this Act.

- (2) The administration and management of a Health Institution shall, subject to the directions of the Government, vest in such body or person as may be notified.

**6- Board of Management.** – (1) The Board of a Medical Institution shall be the principal governing body of the Institution and shall comprise the following.

- (a) Secretary to Government of the Punjab, Health Department or his representative not below the rank of Additional Secretary.
  - (b) Secretary to Government of the Punjab, Finance Department or his representative not below the rank of Additional Secretary;
  - (c) The Principal / Head of the Institution;
  - (d) The Chairman of the Academic Council and, if he is not the Principal, then a representative / nominee of the Academic Council;
  - (e) Six non-official members from amongst eminent retired professors of medical colleges, renowned retired doctors from the general cadre, management experts / retired civil and military officers, distinguished citizens, notable jurists and financial experts.
- (2) The Medical Superintendent of the main teaching hospital shall be the Secretary of the Board.
- (3) The selection of non-official members shall be made from a panel of three individuals, for each vacancy, prepared by the Health Department and approved by Government.
- (4) The non-official members shall hold office for a term of four years and shall be eligible for reappointment.
- (5) The non-official members shall not be entitled to any perks and privileges under this Act.
- (6) The Government may remove a non-official member of the Board, without assigning any reason, before the expiry of his tenure.
- (7) The Chairman of the Board shall be elected by all the members of the Board from amongst non-official members at the first meeting.



- (8) No act or proceeding of the Board shall be invalid merely on the ground of the existence of any vacancy or defect in the constitution of the Board.
- (9) Any non-official member of the Board may, by a notice in writing under his hand addressed to Government, resign his office.
- (10) The Chief Minister of the Punjab may constitute Committee to perform functions of the Board till such time the Board becomes functional or for the period the Board is unable to perform its functions due to any reason.

**7- Principal / Head of Institution.** – (1) The Government shall appoint a whole time Principal or as the case may be, Head of the Medical Institution from the Teaching Cadre possessing such qualifications and on such terms and conditions notwithstanding anything contained in any law, as it may determine from a panel of three individuals recommended by the Board.

- (2) The Principal or as the case may be, Head of the Institution shall exercise such powers and perform such functions as may be prescribed.

**8- Medical Superintendent.** – (1) The Government shall appoint a whole time Medical Superintendent of the Institution possessing such qualifications and on such terms and conditions, notwithstanding anything contained in any law, as it may determine, from a panel of three individuals recommended by the Board.

- (2) The Medical Superintendent shall exercise such powers and perform such functions as may be prescribed.

**9. Appointment of officers and employees.** – (1) The Government or, as the case may be the Board may appoint such persons in the service of Institution, as may be necessary on the recommendations of the Special Selection Board.

Provided that Government or, as the case may be the Board may temporarily fill up an existing vacancy on *ad hoc* basis for a period of six months or till the arrival of the new incumbent recommended by the Special Selection Board, whichever is earlier.

- (2) The existing employees shall continue to be governed by the Punjab Civil Servants Act, 1974 and the rules made thereunder.

**10- Special Selection Board.** – (1) As soon as may be, after the commencement of this Act, Government shall constitute a Special Selection Board which shall recommend appointment of persons in the service of Institution.



- (2) The Special Selection Board shall consist of such number of members as may be determined by Government.
- (3) The terms and conditions of service of the members shall be such as may be prescribed.

**11- Committees.** – The Board of Management may constitute such committees as it may deem necessary for giving effect to the provisions of this Act.

**12- Institutional Private Practice.** – Procedure for Institutional private practice shall be as prescribed.

**13- Delegation of Powers.** – The Board of Management may delegate to any person of a committee any of its powers, duties or functions.

**14- Funds.** – (1) There shall be a fund, to be known by the name of the Institution, which shall vest in the Institution and to which shall be credited all sums received by the Institution.

- (2) The funds shall be kept in such custody and shall be utilized and regulated in such manner as may be prescribed.

**15- Budget, audit and accounts.** – (1) The budget of a Medical Institution shall be approved and its accounts shall be maintained and audited in such manner as may be prescribed.

- (2) The Government may order financial, medical and managerial monitoring and audit on quarterly basis, through a third party nominated by Government and paid for by the Medical Institution, and the Board shall comply with the directions, which may be issued thereon.

**16- Annual reports.** – (1) The annual performance reports of all Medical and Health Institutions in the Punjab shall be submitted to the Government within three months of the conclusion of the calendar year to which the report pertains.

- (2) The Government shall cause a copy of the report to be laid before the Provincial Assembly.

**17- Public servants.** – All persons acting or purporting to act in pursuance of any provision of this Act shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code. 1860(XI.V of 1860).

**18- Rules.** – The Government may make rules for carrying out the purposes of this Act.



**19- Regulations.** – The Board may make regulations, not inconsistent with the provisions of this Act and the rules framed thereunder, for carrying out the purposes of this Act.

**20- Removal of difficulties.** – If any difficulty arises in giving effect to any of the provision of this Act, the Government may give such directions as it may consider necessary for the removal of such difficulty.

**21- Repeal.** – The Punjab Medical and Health Institutions Ordinance, 2002 (VIII of 2002) is hereby repealed.

Sd/-

DR. SYED ABUL HASSAN NAJMEE  
Secretary



GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT

Dated, Lahore the 16<sup>th</sup> September, 2003

**NOTIFICATION**

No. SO(AMI)GEN-8/2003. In exercise of the powers conferred upon him under section 18 of the Punjab Medical and Health Institutions Act, 2003 (IX of 2003), the Governor of the Punjab is pleased to direct that the following rules shall be made:-

1. **Short title, application and commencement.** – (1) These rules may be called the Punjab Medical and Health Institutions Rules, 2003.
  - (2) They shall apply to all the Medical and Health Institutions of the Punjab established under section 3 of the Act.
  - (3) They shall come into force at once.
2. **Definitions.** – (1) In these rules unless the subject or context otherwise requires:-
  - a) “Academic Council” means a body comprising all Professors and Heads of the Departments of Medical College responsible for and Incharge of Academic matters of the college.
  - b) “Act” means the Punjab Health & Medical Institutions Act, 2003 (IX of 2003);
  - c) “Appointing Authority” in relation to a post means the person authorized by rules to make appointment to that post;
  - d) “Director Finance” means Director Finance of an Institution;
  - e) “Head of the Institution” means Head of Health Institution;
  - f) “Institution: means a Medical Institution or Health Institution;
  - g) “Institutional Private Practice” means rendering of facilities and services with in the institution;
  - h) “Medical Superintendent; means the Medical Superintendent of the hospital in an Institution;
  - i) “Principal” means the Principal of the Medical Institution;



- j) "Private Patient" means a patient who agrees to be treated on payment basis for the facilities provided by the hospital and the professional services rendered;
  - k) "Private Practice" means a rendering of clinical and procedural services and facilities outside the institution; and
  - l) "Special Selection Board" means a body constituted by the Government for the purpose of making recommendations for appointment of persons in the service of institution.
- (2) Words & expressions used herein but not defined in these rules shall have the same meanings as are assigned to them in the Act.

**3. Functions of the Board.** – (1) The Board shall -

- a) Approve overall plans, policies and programmes of the Institution in accordance with the approved policy of the Government.
  - b) Approve the annual development and non-development budget of the Institution;
  - c) Examine and approve the annual report and evaluation report of the Institute for submission to the Government.
  - d) Ensure that the Government servants are provided treatment according to their entitlement;
  - e) Determine user charges and fees for admission, clinical and procedural services and facilities with the prior approval of the Government;
  - f) Ensure that poor patients and vulnerable sections of society receive adequate health care; and
  - g) Determine modalities for treatment of private patients.
- (2) The Board may request the Government to sanction additional grant-in-Aid on case to case basis.
- (3) The Board shall be responsible for generating the sources for the Institution through grants, donations, contributions and other such means.

**4. Meeting of the Board** – (1) The Board shall meet once a month.







b)	Non-official members of the Board To be nominated by the Board.	Member
c)	Medical Superintendent of the Main Teaching Hospital	Member
d)	Director Finance	Member
e)	Doctor (BS-17 / 18)	Member
f)	Head Nurse	Member

- (2) Doctor and Head Nurse shall be nominated by the Government.
- (3) Tenure of the Members at clauses (b), (e) and (f) shall be one year, provided that they may be replaced at any time by the Government or the Board as the case may be; without assigning any reason.

8. **Medical Superintendent.** – (1) Medical Superintendent for the Hospital in an Institution shall be appointed by the Government from amongst a panel of three General Cadre doctors in BS-20 recommended by the Board on the basis of Seniority cum fitness.

(2) In case Board has not been constituted, the Medical Superintendent shall be appointed by the Government.

(3) The Medical Superintendent shall perform such functions as are stated in schedule-II.

9. **Powers of Government.** – (1) The Government may require the Principal / Head of Institution or Board of Management to furnish any information, return, statement or statistics regarding any matter concerning the Institution and give directions in furtherance of the Government shall be binding on the institution.

(2) Where an Institution fails to comply with any direction given by the Government, it shall refer back with reservations / objections to the Government. The second direction of the Government shall be binding on the Institution.

10. **Categories of employees.** – (1) Institution may have the following categories of employees:-

- a) Government employees appointed to an Institution by transfer or promotion who shall be subject to all relevant rules of the Government; and
- b) Employees in service of the Institution appointed on contract.



- (2) The rules of the Government relating to conduct efficiency and discipline shall be applicable to employees of the Institution.
  - (3) The Institutions may create their own funds to provide for Contributory Pension funds (CPF), Benevolent Fund (BF), Group Insurance (GI) and General Provident Fund (GPF) for employees of the Institution, without creating any financial liability for the Government, and may make regulations for their operation with the approval of the Government.
  - (4) The Principal may, with the approval of the Board, repatriate any Government employee serving the Institution, to the Government; provided that specific reasons shall be given in writing for such repatriation.
11. **Appointment and Condition of Service.** – (1) The appointment and conditions of service of employees of the Institutions shall be as detailed in Schedule-III.
- (2) The qualifications, experience, training etc., required for appointment to a post on contract shall be the same as prescribed in the relevant Service Rules for the corresponding categories of posts in the Government.
12. **Special Selection Board.** – (1) The Special Selection Board shall make recommendations to the Government for contract appointments against BS-17 and above posts of initial recruitment in the Institutions on such terms and conditions as may be approved by the Government.
- (2) The Special Selection Board may comprise official and non-official members.
  - (3) The non-official members shall be appointed for a renewable term of one year.
13. **Pay and Allowances.** – An Institution shall adopt Basic Pay Scales for its employees; provided that the Board may allow such pay and allowances to an employee as may be determined in the light of experience, qualification and skills required for a particular post subject to the approval of the Government.
14. **Performance Evaluation.** – (1) Performance of the employees of the Institution shall be evaluated from time to time on a proforma to be prescribed by the Board with the approval of the Government.
- (2) The Annual Confidential Reports of the Government employees shall be initiated and countersigned by the authorities so prescribed.



- (3) The Annual Confidential Report of the Medical Superintendent shall be initiated by the Principal and countersigned by the Secretary to the Government of the Punjab, Health Department.

**15. Finance and Accounts.** – (1) The Accounts of a Institution shall be maintained in such form and in such manner as may be prescribed or notified by the Government.

- (2) The Principal / Head of Institution shall be the Principal Accounting officer of the institution. He shall be Drawing & Disbursing Officer for the Personal Ledger Account at the treasury. Other Drawing & Disbursing Officers may be appointed by the Board for the smooth functioning of the institution.
- (3) The Principal / Head of Institution shall be assisted by the Director Finance, who shall be appointed by the Government.
- (4) The Director Finance shall, with the approval of the Board, arrange for the financial management of the Institution.
- (5) The financial set-up of the Institution shall include the Accounts officer, Audit Officer and Budget & Finance Officer. Their duties, functions and responsibilities shall be as detailed in schedule-IV.
- (6) Any difference arising on financial issues between the Principal / Head of Institution, Medical Superintendent and Director Finance shall be placed before the Board for final decision.

**16. Delegation of Powers, etc.** – (1) Delegation of the Financial and Administrative Powers of the Institution shall be such as stated in schedule-V.

- (2) Delegation of the Powers in respect of maintenance & repair and new works, other than the work covered by the Annual Development Program (ADP) shall be such as stated in schedule-VI.
- (3) The Institution shall follow the purchase and procurement procedure set out in schedule-VII.

**17. Funds Management.** – (1) Grant-in-Aid, Development Funds, all receipts generated by the Institution, donations and contributions received shall be kept in the Personal Ledger Account (PLA) of the Institution. Amounts may be shifted to a Scheduled Bank to be operated in the name of the Institution to such extent as may be allowed by the Finance Department.

- (2) Separate accounts of the Hospital and College shall be maintained, one each for the Hospital and the College, in a Scheduled Bank.



The receipts of the Hospital and College shall become part of their respective budgets. Any modification / re-appropriation from one budget to other shall be done only after approval of the Board.

- (3) All disbursements shall be made out of the fund, under the orders of the respective competent authorities. All payments of cheques must bear double signature of which Director Finance shall be one of the signatories.
- (4) The fund may be kept and invested in Government securities with the approval of the Board to such extent as may be allowed by the Finance Department.
- (5) Donations and contributions received by the Institution shall be utilized in accordance with the procedures prescribed by the Board through a committee constituted by it.
- (6) There shall be a Reserve Fund to which shall be credited an appropriate percentage of such receipts as may be determined by the Board. The Reserve Fund shall be utilized in accordance with the financial rules of the institution for expenditure of development nature over and above the normal development grant provided by Government in the ADP.

**18. Budget.** – (1) The Director Finance shall prepare the Budgets within the limits of the available funds and submit to the Board through the Principal / Head of Institution for its approval before the commencement of each financial year.

- (2) After the Budget is approved continuous monitoring shall be made on all the Receipts and expenditure. Reconciled quarterly statements shall be sent to the Government.
- (3) A proposal for re-appropriation whenever initiated shall be vetted / scrutinized by the Director Finance and placed before the competent authority for approval under the schedule of Delegation of Financial & Administrative Powers at schedule-V.
- (4) Annual Financial Statement containing Receipts / Expenditure, its variation from the original Budget and reasons thereof shall be placed by the Principal / Head of Institution before the Board for approval.
- (5) Expenditure for which no provision has been made shall only be incurred after authorization by the Board.
- (6) No contingent liability shall be created by an Institution in any head of account for which funds have been earmarked in the Budget.



The inevitable liability, if any, shall be placed before the Board for approval.

- (7) The Board shall devise and maintain adequate systems to ensure that the Institution can identify, implement and monitor opportunities for cost improvements and income generation programs and to be kept informed of the financial consequences of changes in policy, pay awards, and other events affecting Budgets.

**19. Audit.** – (1) The performance indicators for different intervals shall be laid down before the beginning of each interval and the Government shall conduct Financial, Managerial, Medical / Clinical and other audits through a third party. The selection criteria including the composition of such Evaluation Party shall be notified by Government.

(2) The pre-audit shall be conducted by Director Finance. The Audit rules of the Institution shall be followed.

(3) The audit reports shall be submitted to Government and shall be given effect to by the institution through the Principal / Head of Institution.

(4) Medical audit of clinicians / teachers shall be carried out by the Board to assess their performance and reports thereof shall be submitted to the Government.

**20. Institutional Private Practice.** – (1) The Government / Board shall endeavour in establishing / augmenting the infrastructure of the Medical & Health Institutions for establishing an effective system of Institutional Private Practice within one year of the promulgation of the Act and the private practice shall be banned with effect from 30.6.2004.

**21. Vigilance Committee.** – (1) The Board shall appoint from within itself a committee of two members to be known as the Vigilance Committee to oversee the working of the Institution and check mal-practices in the Institutional Private Practice.

(2) The Vigilance Committee shall be responsible to check and prevent unscrupulous practices in the transfer of General Ward patients to Private Wards. Complaint of coercion or harassment of any patient in this respect shall be enquired into by the committee.

(3) The recommendations of the Vigilance Committee shall be placed before the Board for such decision as may be deemed necessary.

**22. Protection of the Poor and Children.** – (1) The Institution shall develop a clearly defined mechanism for the protection and treatment of the poor.



- (2) Steps shall be taken to enable the poor patients to receive treatment at the Institution free of cost or at the minimum possible cost.
- (3) All donations received from the philanthropist Associations shall be utilized for the poor through the Patients Welfare, societies in accordance with the procedure prescribed by the Board.
- (4) The Board shall decide the modalities of providing free medicines and other services to the poor patients.
- (5) No investigation charges shall be levied in the Paediatrics Wards.

**23. Matters not provided for in the rules.** – In all matters not provided for in these rules, the relevant rules of the Government on the subject shall apply.

16.9.2003

Sd/-

SECRETARY TO GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT



## SCHEDULE - I

### CHARTER OF FUNCTIONS OF THE PRINCIPAL/HEAD OF INSTITUTION

1. The Principal / Head of Institution shall -
  - (i) manage the Institution with the highest standards of professional and ethical competence and integrity;
  - (ii) ensure provision of health care facilities to the satisfaction of the public;
  - (iii) utilize his capabilities to his best to ensure adequate resource building both financial and intellectual, for the efficient management of the Institution;
  - (iv) be accountable for the academic performance of the Institution;
  - (v) perform surgical and teaching audit of the staff on half yearly basis; and
  - (vi) interact and negotiate with the Universities / Colleges at National and International level.
2. He shall place the Budget before the Board and incur expenditure within the approved Budget. He shall be responsible for the efficient and effective use of the total financial resources available.
3. He shall be responsible to upgrade the health care delivery services regularly, including the equipment, to a level as near as possible of international standards.
4. He shall in the initial three months, after taking over charge, produce a situational analysis report on the performance benchmark status of the Institution.
5. He shall be bound to evaluate progress of the Institution on the basis of the performance indicator provided to him from time to time by the Board of Management and shall take appropriate measures in the light of their reports.
6. He shall organize and assist external and internal audits, both financial and performance related, on annual and quarterly basis.
7. He shall provide information, comments and advice on any specific point as may be asked for by the Provincial Government.



8. He may forward a complaint against any member / staff of the medical college or hospital, to Head of the Department of the College or Medical Superintendent of the hospital for taking necessary steps for the redressal of the complaint. If the requisite action is not taken by the Head of the Department or Medical Superintendent, the Principal / Head of Institution may cause the same to be laid before the Board.
9. He shall perform such other functions and duties as may be assigned to him by the Board / Government.



## SCHEDULE – II

### CHARTER OF FUNCTIONS OF THE MEDICAL SUPERINTENDENT

1. The Medical Superintendent shall -
  - (i) be responsible for all matters relating to hospital management and patient care, and shall discharge all duties entrusted by the Principal / Head of Institution / Board;
  - (ii) plan and promulgate comprehensive patient care and clinical facility programs in the hospital, with the approval of the Principal / Head of Institution / Board, in order to raise the standards of the health delivery;
  - (iii) maintain discipline of the Hospital including punctuality, conduct and performance;
  - (iv) sign and issue experience / work / conduct certificates in respect of interns, Post Graduate students and other doctors up to Senior Registrar level. He shall also certify the patient care activities performed by the clinical staff up to Senior Registrar level;
  - (v) be responsible for maintaining clinical and administrative data record of his hospital and report to the Principal on quarterly basis. He shall ensure the compliance of appropriate steps proposed by the Principal / Head of Institution;
  - (vi) be responsible for maintaining the equipment and machinery of the hospital;
  - (vii) work within the parameters / framework laid down by the Principal / Head of Institution and shall carry out other duties that may be assigned to him from time to time by the Principal / Head of Institution and shall keep him informed about the performance of his functions;
  - (viii) exercise the administrative and financial powers as laid down in the schedule of Delegation of Powers; and
  - (ix) initiate the surgical audit of all the visiting staff and send it to the Principal / Head of Institution for compiling performance of the staff.



**SCHEDULE – III**

**APPOINTMENT AND CONDITIONS OF SERVICE RULES FOR THE EMPLOYEES OF THE INSTITUTIONS UNDER RULE-12**

1. Definitions –
  - (1) Unless the subject or context otherwise requires,
    - a) "Appointing Authority" in relation to a post means the Authority mentioned hereunder in paragraph (4) to make appointment to the post;
    - b) "Committee" means Selection committee;
    - c) "Grade" has the same meaning as given in the Punjab Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1974; and
    - d) "Post" means a post in connection with the affairs of the Institution.
  - (2) Words and expressions used herein but not defined shall have the same meanings as are assigned to them in the Act.
2.
  - (1) In case of employees in the service of the Institution, appointment to posts shall be made by initial recruitment and in case of Government employees appointment shall be made by transfer by the Government.
  - (2) The appointment of employees in service of the Institution shall be made from amongst persons possessing such qualifications and fulfilling such other conditions as are applicable to the corresponding categories in the Government.
3.
  - (1) The Board may constitute a four member Selection Committee headed by the Principal or Medical Superintendent as the case may be, to recommend appointments in service of the Institution to posts of BS-1 to 16 as may be specified by the Board from time to time.
  - (2) The composition of such committees and the procedure to be observed by them shall be determined by the Board.
4. Notwithstanding anything to the contrary contained in any service rules, the authorities competent to make appointments in service of the Institutions to various posts shall be as follows:-



Post	Appointing Authority
(i) BS-17 and above.	(i) Government on recommendations of Special Selection Board.
(ii) BS-1 to 16	(ii) Board on the recommendations of the Selection Committee.

5. A person in the service of an autonomous or semi-autonomous organization of the Government who possesses minimum educational qualifications, experience or, comparable length of service prescribed for the post shall be eligible for appointment to the said post on deputation, for a period not exceeding three years at a time, on such terms and conditions as may be determined by the Board in consultation with the lending organization in accordance with the deputation policy of the Government.
6. Initial appointment to posts in service of the Institution shall be made on contract after advertisement in the press purely on merit and on the basis of examination / test / interview as may be specified by the government or the Board, as the case may be.
7. Government may, for special reasons to be recorded in writing, relax any of the rules in any individual case of hardship, to the extent prescribed by it.



## SCHEDULE – IV

### DIRECTOR FINANCE

1. The Director Finance shall -
  - (i) prepare the budget of the Institution;
  - (ii) co-ordinate and supervise all financial and accounting matters of the Institution;
  - (iii) render financial advice to the Principal / Head of Institution on matters having financial implications;
  - (iv) co-ordinate with the Head of Department and Medical Superintendent on financial matters for smooth running of the Institution;
  - (v) be the Chief Accounts Officer of the Institution and shall be responsible to keep, all the accounts of Institution according to the rules of the Government and regulations approved by the Board;
  - (vi) be responsible for the work of Local Audit / Pre-Audit and supervise the officers and Internal Audit Branch;
  - (vii) be responsible to supervise the proper functioning of Budget and Finance Branch of the Institution besides preparation of budget estimates;
  - (viii) be responsible for coordinating and follow up of the External Audit of the accounts, on regular basis;
  - (ix) prepare detailed regulations and procedure for the financial management of the Institution for the approval of the Board; and
  - (x) ensure transparency in procurement of goods and services.
2. His ACR shall be initiated by the Principal / Head of Institution and countersigned by the Secretary Finance, Government of the Punjab.

### INTERNAL AUDIT BRANCH

1. The Internal Audit Branch shall comprise one Audit Officer and such other staff as may be required.



2. The functions of Internal Audit Branch shall be as follow:-
- (i) Pre-Audit of claims of gazetted and non-gazetted employees;
  - ✓ (ii) Pay fixation of gazetted officers and verification of pay of non-gazetted staff;
  - (iii) Maintenance of Leave Account of the officers of the Institution;
  - (iv) Pre-Audit of contingency claims of institution. Internal Audit of receipts and cashbook of the institution in accordance with the approved standard of audit as contained in Audit Code and Audit Manual of the Auditor General of Pakistan;
  - ✓ (v) Follow up and obtaining compliance of routine Audit and External Audit;
  - (vi) The Internal Audit officer, in addition to his duties regarding pre-audit of the various claims, shall be responsible to conduct the audit of initial record of the various units of the Institution;
  - (vii) The type of record and periodical reports to be made shall be determined by Government; and
  - (viii) Any other matter which may be assigned subsequently.

#### **BUDGET AND FINANCE BRANCH**

The Budget and Finance Branch shall be headed by a Budget Officer with such number of staff as required from time to time and shall perform the following functions:-

- (i) Preparation of budgetary proposal;
- (ii) Allocation of funds for expenditure purposes;
- (iii) Examination and consolidation of monthly accounts;
- (iv) Preparation of annual accounts;
- (v) Processing of case of financial advice and keeping record thereof.
- (vi) Keep funds control register and preparation of statement for information of the Principal / Head of Institution.
- (vii) Reconciliation of receipts and expenditure of the Medical Institution as a whole with:-
  - (a) Treasury in respect of grant-in-Aid; and
  - (b) National Bank of Pakistan for other accounts.



- (viii) Keep the cashbook of Grant-in-Aid and accounts in National Bank of Pakistan and issuance of cheques therefrom; and
  - (ix) Post audit of paid vouchers in accordance with standard rules as contained in Audit Codes and Audit Manual.
2. The functions are subject to addition or alternation as and when required.
  3. The type of records and periodical reports to be issued shall be determined by Government. No procedure shall be in contradiction to the rules and regulations of the autonomous bodies.

### ACCOUNTS BRANCH

1. The Accounts Branch shall function under the supervision of an Accounts Officer. The Accounts Officer shall maintain necessary accounts of the Institution and be responsible to the Director Finance, and shall perform the following functions –
  - (i) Preparation of salary bills and other establishment claims of the Institutions and their submission to Internal Audit for arranging payment.
  - (ii) Processing of supplies and other bills submitted by various Institution authorities and onward transmission to Internal Audit for arranging payment.
  - (iii) Monthly / Periodical reconciliation of receipts and expenditure figures with Treasury, the National Bank of Pakistan and the Budget Branch; and
  - (iv) Preparation of monthly receipts and expenditure statements.
2. The type of records and reports to be generated shall be determined by Government:

Provided that these functions shall be compatible with rules and regulations of the autonomous bodies.



SCHEDULE – VDELEGATION OF FINANCIAL AND ADMINISTRATIVE POWERS

Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
1.	Creation of temporary posts	Full powers	-	-	The creation of posts shall be subject to following conditions:  1- The expenditure shall be met within the resources of the hospital / college  2- Instructions issued by the Competent Authority regarding staff composition and work standard shall be strictly observed.  3- The posts created on a rate or scale of pay shall be approved by the Board.  4- A post of OSD shall be created only by the Board.
2.	Conversion of temporary posts into permanent.	Full powers	-	-	Subject to the condition that posts have been in existence for 5 years or more and have been created for work of permanent nature and are likely to continue for indefinite period.
3.	Abolition of temporary posts.	Full powers	-	-	
4.	Re-appropriation from one major head to another.	Full powers	-	-	That the expenditure can neither be reduced nor postponed till next year.
5.	Re-appropriation from one appropriation unit to another.	Full powers	To the extent of C&S only.	To the extent of C&S only	To be vetted / scrutinized by the Director Finance.



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
6.	Power to recommended development scheme.	Full powers	Rs. 5.00 million	Upto Rs. 1.0 million	Development schemes shall be approved as prescribed by the Government.
7.	Administrative approval for M&R works.	Full powers	Upto Rs. 1.5 million	Upto Rs. 1.0 million	According to the procedure for works expenditure.
8 (i) (ii)	Power to declare stores unserviceable.	Full powers	Rs. 1.0 million	Rs. 0.5 million	This power can further be delegated to subordinate authority on any appropriate scale. Certificate from the competent authority is essential.
	Power to declare stores surplus.	Full powers	-	-	
9.	Power to sell surplus or unserviceable store and stock by auction	Full powers	Rs. 1.0 million	Rs. 0.5 million	Book value of items shall be considered through Auction Committee
10.	Write off of irrecoverable value of stores or public money due to loss. (i) Fraud and negligence. (ii) No. fraud and negligence.	1.00 million	Upto Rs. 10000/-		With the recommendations of the Committee.
		Full powers	Upto Rs. 20,000/-	Upto Rs. 10000/-	
11.	Sanction of telephone			-	Grade-wise ceiling shall be made subject to availability of funds and entitlement.
	(i) official (ii) residential	Full powers Full powers.	Full powers		
12.	Purchase and replacement of motor vehicles including operational vehicles, jeeps, land cruisers.	Full powers	-	-	Subject to condition that the expenditure can be met by:  i) Specific provision in the approved budget. ii) Re-appropriation of provision from one head to other by Board. iii) Any other condition prescribed by the competent authority.



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
13.	Sanction of repair of vehicles.	Full powers	Full powers	Full powers	At market rates.
14.	Purchase of petrol and lubricant	Full powers	Full powers	Full powers	Subject to limit as may be determined.
15.	Powers to order refund in accordance with the rules or in pursuance of the decision of court of which no appeal is proposed to be made.	Full powers.	Full powers.	Full powers.	This power can be further delegated.
16.	Power to sanction investigation of claim of the employees to arrears of pay / allowances.	Full powers	Full powers.	-	
17	Expenditure specifically shown itemwise in budget in detail.	Full powers.	Full powers.	Full powers	
(i)					
(ii)	To sanction expenditure relating to lump sum budget provision.	Full powers.	-	-	
18. ✓	Purchase of machines / equipment	Full powers	Upto Rs. 1.5 million	Upto Rs. 1.0 million	According to the provisions of purchase and procurement procedure.
I ✓	Purchase and repair of instruments, fixtures / furniture.	Full powers.	Rs. 0.2 million	Rs. 0.2 million.	Novel items to be approved by Board of Management. Government workshop / open market at competitive rates.
II	Purchase of stationery.	Full powers	Rs. 0.1 million	Rs. 0.5 million	Subject to clearance by the purchase committee. This power can be delegated.



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
III	Purchase of liveries, typewriters, Photostats, duplicating machines.	Full powers.	Rs. 0.1 million	Rs. 05 million	Full powers if specific budget provision exists.
IV	Purchase and repair of bicycle and motorcycle.	Full powers	Rs. 0.1 million	Rs. 0.050 million	
V	Purchase of periodical and newspapers.	Full powers	Full powers	Full powers	Subject to the scales as may be prescribed by the Board.
VI	Purchase of books, maps.	Full powers	Full powers	Full powers	
VII	Expenditure on carriage of record.	Full powers	Full powers	Full powers	
VIII	Freight on movement of official property	Full powers	Full powers	Rs. 0.05 million	
IX	Electricity, water charges and taxes, sui gas.	Full powers	Full powers	Full powers	
X	Postal, telegraphic and telephone charges	Full powers	Full powers	Full powers	
XI	Service postage.	Full powers	Full powers	Full powers	
XII	Hot and cold weather charges	Full powers	Full powers	Full powers	
XIII	Printing charges	Full powers	Rs. 0.2 million	Rs. 0.1 million	Govt. printing press / open market at competitive rates.
XIV	Copying and translation charges	Full powers	Full powers	Full powers	
XV	Expenditure on binding work	Full powers	Full powers	Full powers	
XVI	Law charges	Full powers	Full powers	Full powers	
XVII ✓	Fee to law officer.	Full powers.	Upto Rs. 0.02 million	Upto Rs. 0.01 million	Provided the law officer is not the employee of the Institution.



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
Xviii	Charges for remittance of pay and allowances of establishment by money order other than the leave salary.	Full powers	Full powers	Full powers	
XIX	Payment of scholarships / stipends.	Full powers.	Full powers.	Full powers	Subject to approved scale and grade.
XX ✓	Appointment of contingent paid staff	Full powers	Full powers	Full powers	Subject to availability of funds.
XXI	Expenditure on: a) Rent of non-residential buildings. b) Rent of hostel buildings. c) Sanction of advance rent for hired buildings.	Full powers Full powers Full powers	- - -	- - -	The contract shall be approved by the Board. Upto 1 year advance rent by Principal / Head of Institution.
XXII	Entertainment: a) for light refreshment. b) For reception, lunch, dinner. c) For reception, lunch boxes.	Full powers Full powers. Full powers.	Upto Rs. 0.005 million Upto Rs. 0.01 million Upto Rs. 0.01 million	-	
XXIII	Other items (Miscellaneous expenditure including that on purchase of stores). Non-recurring. Recurring.	Full powers. Full powers.	Rs. 0.1 million Rs. 0.1 million	Rs.0.05 million Rs. 0.05 million	



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
Xxiv	Advertisement charges.	Full powers.	Rs. 0.1 million	Rs. 0.02 million	As per scales prescribed by the Board.
19.	Sanction to purchase of medicines (in bulk).	Full powers.	Rs. 2.0 million	Rs. 1.0 million	By the Purchase Committee in case of open market or combination thereof as decided by the Board.
20.	Sanction to purchase the medicines (Local purchase)	Full powers	Rs. 0.5 million	Rs. 0.2 million.	The power may be delegated to subordinate to an appropriate extent.
21.	Sanction to purchase of items of patient diet.	Full powers	Full powers.	Rs. 0.05 million	Subject to condition with respect to scales, specification and quality laid down by the competent authority.
22.	Fixation of initial pay by grant of premature increments in case of first appointment not already in service – increments on higher qualification.	Full powers.	Upto 4 increments for fixation of pay	-	Grant should be made if suitable person of requisite qualification is not available on the minimum of the post.
23.	Fixation of scales / rates and pay and allowances, fringe benefits.	Full powers	-	-	
24.	Sanction of special pay.	Full powers	-	-	
25.	Grant of performance based honorarium.	Full powers	-	-	No expenditure on honoraria should be incurred in excess of the specific provision made for this purpose in the budget or through valid re-appropriation.
26.	Sanction of fee in connection with departmental exam (Local)	Full powers.	Full powers.	Rs. 0.001 million	



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
27.	Power to sanction the work for which a fee is offered and acceptance of fee.	Full powers.	Upto Rs. 0.05 million	Upto Rs. 0.02 million	The work shall not affect the normal duty.
28.	Exemption from crediting portion of fee to the hospital.	Full powers	-	-	
29.	Relaxation of prescribed time limit for submission of TA bills.				
i)	If no TA advance is taken	Beyond three years.	Upto three years /	Upto one year	Submission of TA bills according to Govt. rules.
ii)	Where TA advance is drawn	Beyond one year.	Beyond six months.	Beyond three months	
30.	Grant of TA concession during leave when leave is combined with extraordinary leave due to circumstances beyond the control of the officer / officials.	Full powers.	Full powers.	Full powers.	
31.	Grant of traveling and daily allowance to non-official members of the committee etc. set up by the Institution and to foreign experts.	Full powers.	Full powers.	-	Subject to the condition that: Daily allowance upto the minimum rates admissible to officers of the hospital / college and reimbursement of actual single room subject to the production of receipts / vouchers.



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
32 (i)	Grant of daily allowance of compulsory halts due to dislocation in communication.	Full powers.	Full powers.	Full powers.	
ii)	Grant of TA / DA	Over-seas visit)	(In country visit)	In country upto BS-17	
33.	Grant of extraordinary leave to employees of the Institution.	Full powers	Upto one year	-	As per leave rules, Ex-Pakistan leave shall be sanctioned by the Executive Committee.
34.	Grant of study leave.	Full powers	Upto one year	-	
35.	Grant of NOC for Passports	Full powers.	Full powers.	Upto BS-17	
36.	Grant of advance to the employee from various contributory funds.	Full powers	Full powers	Full powers	Grade-wise powers according to Govt. rules.
37.	Permission to postpone recovery of advances	Full powers	-	-	
38.	Grant of advance for purchase of motor car / Motor cycle, Scooter or Bicycle.	Full powers	Motor Car / Motor cycle	Motor cycle / Bicycle	Subject to production of the availability of funds and observance of various rules.
39.	Grant of house building advance	Full powers	-	-	"
40.	Grant of special disability leave.	Full powers	-	-	"



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
41.	Authorization of the payment of dues of a deceased officer / official to the member of his family dispensing with the production of succession or guardian certificate.	Full powers	Full powers	Upto BS-17	Subject to the production of indemnity bond or provided the amount of balance outstanding to the credit of employees is to the extent of Rs. 5,000/- and the amount is paid in accordance with the provision of rule on the subject.
42.	Relaxation of upper age limit.	Full powers	Upto 3 years.	-	"
43.	Sanction of conveyance charges.	Full powers	Full powers	Full powers	This can be delegated further at a suitable scale for which TA is not admissible.
44.	Utilization of Vacant posts against different cadets.	Full powers	-	-	
45.	Up-gradation of post.	Full powers	-	-	
46.	Sanction to reimburse medical charges.	Full powers	Upto Rs. 0.025 million	Upto Rs. 0.1 million	-
47.	Hiring of services, security, cleaning, maintenance etc.	Full powers	Rs. 0.2 million	Rs. 0.1 million	On monthly basis, open competition, contract by Principal / Head of Institution.
48.	Sanctioning of imprest money.	Full power	Rs. 0.05 million	Rs. 0.025 million	
49.	Advance payment for purchase / repair.	Full powers.	Rs. 0.05 million	Rs. 0.025 million	



**SCHEDULE – VI****DELEGATION OF POWERS RELATING TO WORKS****(REPAIR, MAINTENANCE AND NEW WORKS OTHER THAN ADP)**

Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
1.	Technical sanction of estimates.	-	-	-	The technical sanction shall be accorded by the Engineering staff of the rank equivalent to XEN, SE or Chief Engineers of the C&W Department as per delegation of Financial Power Rules, 1990.
2.	Administrative and financial sanction.	Full powers	Upto Rs. 2.0 million	Upto Rs. 1.0 million	Administrative and financial sanction shall depend upon the availability of funds.
3.	Pre-qualification of contractors	Full powers	-	-	<p>a) The contractors shall be pre-qualified as and when some works have to be executed. Only those contractors shall be enlisted / pre-qualified who are born on the approved class list of the Provincial Government Departments / Federal Government Departments, Autonomous and Semi Autonomous organizations of the Federal, Provincial Government e.g. WAPDA Pakistan Atomic Energy Commission, etc.</p> <p>b) The contractor enjoys good reputation and has completed good quality works recently with the various agencies.</p> <p>c) There is no case of litigation between him and agencies to be worked for.</p> <p>d) He has enough resources in construction machinery for work manpower etc. and has capacity to handle the job in a systematic way and to a good standard specification.</p> <p>e) His financial position is sound.</p>



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
4.	Invitation of tenders / bids	Full powers	Full powers in consultation and on the recommendations of the Engineer	Upto Rs. 0.015 million in consultation and on the recommendations of the Engineer	<p>The bids/tenders shall be invited from pre-qualified / registered contractors and the following procedure shall be followed:-</p> <p>a) The strength of pre-qualified contractors shall always be not less than 3.</p> <p>b) Due notice shall be given for invitation of bids.</p> <p>c) The bids shall be received in a sealed cover by the officer designated for the purpose.</p> <p>d) A Committee shall be constituted under the Chairmanships of AMS (works) / Principal for opening of the tenders and their evaluation.</p> <p>e) The evaluation Committee shall constitute Medical Superintendent or Senior most Professor / Head of Department, Engineer of the institute and Finance Director be notified for all the larger works (more than 5 lacs cost) on the recommendations of the Engineer.</p> <p>f) In case a Consulting firm has been appointed one member from consulting firm shall also be member of the Committee.</p>
5.	Award of works	Full powers	Rs. 2.0 million	Rs. 1.0 million	<p>Following procedure shall be followed:-</p> <p>a) The work shall be awarded generally to the lowest bidder unless the Committee recommends to award the work to higher bidder for cogent reasons which shall be recorded.</p> <p>b) The bid value does not exceed 10% of the technically sanctioned estimated cost.</p>



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
6.	Sanction of work on single quotation in case of emergency or special nature of the work.	Full powers	Rs. 0.01 million	Rs. 0.005 million	<p>a) These powers shall be used only in case of emergency or in case where specialist agency is needed for the execution of job.</p> <p>b) It shall rest with the Evaluation Committee to ensure that the rates are competitive under the existing condition and following the normal procedure of inviting tenders / bids shall delay the execution of the job and cause hardship or further damage.</p>
7.	Purchase of construction material for civil works / services	Full powers	Rs. 0.015 million	Rs. 0.01 million	If necessary material should be procured from the market and quotation be invited.
8.	Purchase of proprietary items.	Full powers	Rs. 0.1 million	Rs. 0.05 million	Proprietary items would include construction material / equipment, machinery manufactured by the Government agencies or agencies of international repute, as fixed and verified by the Evaluation Committee under the Chairmanship of Principal / Medical Superintendent.
9.	Appointment of Consultant Engineers / firm	Full powers	-	-	<p>In case of extension of civil works or more replenishment / repair, the services of Consultant Engineer are required for preparing proposals drawings and ledger documents / estimates. They shall be appointed on the following basis:-</p> <p>a) They are registered with the P&amp;D Department.</p> <p>b) The selection of consultant shall be made in accordance with guidelines issued by the P&amp;D Department.</p>



Sr. No.	Function	Powers delegated to			Remarks
		Board	Principal/ Head of Institution	M.S	
10.	Engagement of Labour of daily wages.	Full powers	Full powers	Full powers	<p>In case some works have to be carried out by the Institution by engaging daily labour, the following procedure shall be observed:-</p> <p>a) In case of special jobs where such rules are not available in the Government notification or they are not applicable due wages shall be decided on the current market rates. This shall however be subject to the verification of the Evaluation Committee.</p> <p>b) Muster roll of the labour shall be maintained by the Engineer Incharge and shall be verified and authenticated by the AMS (works) Principal/ Head of Institution.</p>
11.	Payment of bills to the contractors.	Full powers	Full powers	Full powers	<p>The following procedure shall be followed:-</p> <p>Bills to be scrutinized by the Engineer / the Consultant after measurement of the work executed at site and signed by him. The pre-audit shall be done by a qualified person.</p>
12.	Awarding of minor works costing less than Rs. 0.05 million	Full powers	Full powers	Full powers.	The work shall be awarded to the lowest bidder out of three bids available from local petty contractors.

**Note:**

The Punjab Government works Rates (B&R Code) and Departmental Financial Rules Volume-III shall be followed in the matters where these rules are silent.



## SCHEDULE – VII

### PURCHASE AND PROCUREMENT

1. All purchases of goods and services shall be made after receiving the demand from the concerned Department by the Purchase Section of the Institution by following the provisions of Purchase Manual issued by S&GAD, Government of the Punjab.
2. All purchases shall be made from the manufacturers / suppliers pre-qualified by the Health Department and also registered with the Health Department. The un-registered firms can participate along with 2% earnest money as cash deposit receipt.
3. Purchases upto Rs. 20,000/- shall be made on single quotation basis.
4. Purchase above Rs. 20,000/- upto Rs. 1,50,000/- shall be made by the Local Purchase Committee as may be notified by the Principal / Head of Institution on the basis of three or more quotations from the list of pre-qualified firms.
5. The purchases beyond Rs. 1,50,000/- shall be made from the pre-qualified firms after open advertisement in the press as per policy of the Government.
6. There shall be Technical Advisory Committee (TAC) constituted by the Principal / Head of Institution headed by Senior Technical Officer to be nominated by the Board of Management who shall technically scrutinize / evaluate the offers / tenders exceeding Rs. 1,50,000/-.
7. Once the proposal is recommended by TAC it shall, alongwith the funds availability certificate from the Director Finance, be submitted to competent authority for administrative approval.
8. In case of proprietary items, single tender system shall apply to the purchase upto 2,00,000/-. However, the Principal / Head of Institution shall certify that the items are proprietary or monopoly nature and not manufactured locally as indicated at Annex-VI of Purchase Manual.
9. Notwithstanding the procedure outlined above, all cases of purchase beyond the scope of Local Purchase Committee shall be processed by the Tender Committee with the following minimum composition:
  - a) Head of the Department / Medical Superintendent.
  - b) Director Finance.
  - c) Additional Medical Superintendent.



- d) One officer from the user Department not below grade-17.
  - e) Representative of the Health Department not below grade-17.
10. All material / supplies received shall be inspected by the respective inspection Committee constituted by the Principal / Head of Institution, which shall be other than the Purchase Committee.
  11. The suppliers shall be duly taken into stock under the signature of authorized Store Officer / official, countersigned by the Officer Incharge, as the case may be.
  12. The bill complete in all respects shall be sent to respective Accounts Branch, which shall submit it to the Internal Audit Branch for necessary audit checks and arranging payment.
  13. All the proposals for expenditure shall require the approval / sanction according to the schedule of Delegation of Financial and Administrative Powers as in Schedule-V.
  14. All purchases shall be made in accordance with the specifications of equipment, instruments, medicines and such other items as approved by the Departmental Standardization Committee (DSC) / Inter Departmental Standardization Committee (IDSC) constituted by the Government.



URGENT / TOP PRIORITY  
THROUGH TCS

NO. SO (AMI) Gen-8/2003

**GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT**

Dated, Lahore the 17<sup>th</sup> September, 2003

To

The Principal / Head of the Institutions,

- i) King Edward Medical College / Allied Hospitals, Lahore.
- ii) Fatima Jinnah Medical College / Sir Ganga Ram Hospital, Lahore.
- iii) Postgraduate Medical Institute / Lahore General Hospital, Lahore.
- iv) Services Institute of Medical Sciences / Services Hospital, Lahore.
- v) Allama Iqbal Medical College / Jinnah Hospital, Lahore.
- vi) Punjab Medical College / Allied Hospitals, Faisalabad.
- vii) Rawalpindi Medical College / Allied Hospitals, Rawalpindi
- viii) Nishtar Medical College / Nishtar Hospital, Multan.
- ix) Quaid-i-Azam Medical College / B.V Hospital, Bahawalpur.
- x) Sheikh Zaid Medical College / Hospital, Rahimyar Khan.
- xi) Punjab Institute of Cardiology, Lahore.

Subject:- **GUIDELINES UNDER THE PUNJAB MEDICAL AND HEALTH INSTITUTIONS ACT-2003**

I am directed to refer to the subject noted above and to enclose the following documents duly approved by the Competent Authority:-

- i. Notification regarding constitution of Special Selection Boards in Autonomous, Medical Institutions of the Punjab.
- ii. Notification regarding Perks and Privileges of non-official Members and Chairman of Boards of Management in Autonomous Medical Institutions of the Punjab.
- iii. Notification of Punjab Medical & Health Institution Rules 2003.

Sd/-  
**(RAO RIZWAN UL HAQ)**  
SECTION OFFICER (AMI)



**GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT**

Dated, Lahore the 17<sup>th</sup> September, 2003

**NOTIFICATION**

NO. SO(AMI)General-8/2003. In exercise of the powers conferred upon him under Section-20 of the Punjab Medical & Health Institutions Act, 2003, the Governor of the Punjab is pleased to issue the following guidelines to the Boards of Management in the Autonomous Medical Institutions of the Province;

1. The non-official members of the Board of Management, including the Chairman, shall not be entitled to a personal office of the Institution.
2. Non official members of the Board, including the Chairman, shall not be assigned any personal staff.
3. In order to attend the monthly meetings of the Board of Management, following facilities will be provided to non-official members, including the Chairman:
  - i) Transport for pick and drop on request.
  - ii) An honorarium of Rs. 2000/- shall be paid for attendance of monthly meeting of the Board of Management.
  - iii) Non official members, including the Chairman, who are based out of station, shall also be entitled to TA/DA as admissible to BS-20 officer of the Government."

**BY ORDER OF THE GOVERNOR PUNJAB**

**SHAHID RASHID**  
SECRETARY TO GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT

**NO. AND DATE EVEN**

- Copy forwarded for information and necessary action to:-
1. The Accountant General Punjab, Lahore.
  2. The Principals / Heads of the Autonomous Medical Institutions of Punjab.
  3. The Chairman Boards of Management in AMIs, Punjab.
  4. The Director General Public Relations Punjab, Lahore.
  5. PSO to the Minister for Health Punjab
  6. PSO to the Secretary Health
  7. Master File.

**Sd/-**  
**SECTION OFFICER (AMI)**



**TO BE SUBSTITUTED FOR THE LETTER BEARING  
SAME NUMBER DATED 17.09.2003**

GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT

**NOTIFICATION**

NO. SO(AMI)GENERAL-8/2003. In exercise of the powers conferred upon him under Section-20 of the Punjab Medical & Health Institutions Act, 2003, the Governor of the Punjab is pleased to issue the following guidelines to the Boards of Management in the Medical Institutions of the Province:-

1. *The Chairman Board of Management shall be provided office in the Institution alongwith necessary ministerial staff.*
2. *In order to attend the monthly meeting of the Board of Management, following facilities will be provided to non-official members, including the Chairman:-*
  - i. *Transport for pick & drop on request.*
  - ii. *An honorarium of Rs. 2000/- shall be paid for attendance of monthly meeting of the Board of Management.*
  - iii. *Non official members, including the Chairman, who are based out of station, shall also be entitled to TA / DA as admissible to BS-22 officer of the Government.*

BY ORDER OF THE GOVERNOR PUNJAB

SHAHID RASHID  
SECRETARY TO GOVERNMENT OF THE PUNJAB  
HEALTH DEPARTMENT

**DATED LAHORE THE  
19<sup>TH</sup> NOV. 2003.**

**NO & DATE EVEN**

A copy is forwarded for information & necessary action to:-

1. The Accountant General Punjab, Lahore.
2. The Principals/ Heads of Autonomous Medical Institutions of Punjab.
3. The Chairman Boards of Management in AMIs, Punjab.
4. The Director General Health Services, Punjab, Lahore.
5. The PSO to Minister for Health.
6. The PSO to Secretary Health.
7. Master File.

Sd/-  
SECTION OFFICER (AMI)