

1/78536/2023



DELHI STATE CANCER INSTITUTES

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ADMIN BRANCH

File No. DSCI-B014/54/2019-ADMN(DSCI) 1/78536/2023

Dated: 26/01/2023

MANUAL 3

Channel of Supervision/Decision Making Authorities Corporate Office
Under section 4(1)(b)(iii) of RTI Act, 2005

1. Proposals are put up by the HE-III's /DEO's.
2. Proposals are vetted by the HE-I/Head Clerk.
3. Proposals are recommended by the Admin Incharge & Joint Director.
4. Proposals involving Financial Implications are sent to Account Branch for vetting /remarks.
5. Finally, proposals are approved by the Director as per the power delegated under Delegation of Financial Powers Rules (DFPR 2019), GFR 2017 and Governing Council (GC).
6. Any proposal which requires the approval of the Finance Committee, Governing Council or Govt. of NCT of Delhi are submitted accordingly, through Director, DSCI.


(DR KISHORE SINGH)
DIRECTOR, DSCI

Encl:

1. Delegation of Financial Powers Rules (DFPR 2019)
2. Bye Laws of DSCI
3. GFR 2017

No.F.20/08/2019/AC/JS-fina/2575-2674
GOVERNMENT OF DELHI
FINANCE (ACCOUNTS) DEPARTMENT
'A' WING, 4TH LEVEL, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI


Dated: 07-08-2019

OFFICE MEMORANDUM

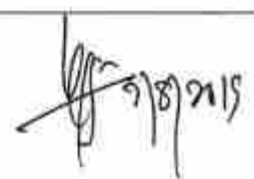
Subject: Delegation of Financial Powers to Heads of Departments (HoDs) and Administrative Departments of Government of NCT of Delhi.

In exercise of financial powers conferred under the Rules 13 and 18 of Delegation of Financial Power Rules, 1978, the Lieutenant Governor, Delhi is pleased to enhance and delegate the following financial powers to the Heads of Departments (HoDs) and Administrative Department / Secretaries of the Government of NCT of Delhi with immediate effect as shown in the Table below:-

Sl. No.	Nature of Power	Financial Powers delegated to HoDs	Financial Powers delegated to Administrative Departments/ Secretaries	Remarks
(1)	(2)	(3)	(4)	(5)
1.	<u>Contingent Expenditure</u> A. Unspecified Items (Recurring)	₹5,00,000/- (Rupees five lakh) per annum.	₹10,00,000/- (Rupees ten lakh) per annum.	
	B. Unspecified Items (Non-Recurring)	₹2,50,000/- (Rupees two lakh fifty thousand) per annum in each case.	₹5,00,000/- (Rupees five lakh) per annum in each case.	
2.	(a) Conveyance Hire.	Rs.5,00,000/- (Rupees five lakh) per month.	Full Powers	The conveyance hire of one vehicle should not exceed ₹40,000/- per month and for HOD and above it should not exceed ₹50,000/- per month. FD's approval is required in respect of number of vehicles to be hired for the <u>first time</u> , but not required for extension or fresh hiring of the same number of vehicles in subsequent years.


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	(b) Reimbursement of Conveyance charges	Rs.2,000/- per month per person	Rs.4,000/- per month per person		
	(c) Grant of Conveyance allowance to physically Handicapped.	Full power subject to observance of the conditions as laid down by GOI / Govt. of NCT of Delhi.	Full power subject to observance of the conditions as laid down by GOI / Govt. of NCT of Delhi.		
3.	Electric, Gas and Water Charges.	Full power	Full power		
4.	Fixture and Furniture			NOTE: Full powers to HoDs / Administrative Secretaries of Hospitals and Directorate of Education for purchase of hospital and school furniture, without obtaining relaxation of economy ban from FD, as per the applicable norms for furniture purchase.	
	(a) Purchase	Full Powers subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds ₹5,00,000/- (Rupees five lakh) per annum.	Full Powers subject to obtaining relaxation of FD on account of economy ban if the expenditure exceeds ₹20,00,000/- (Rupees twenty lakh) per annum.		
	(b) Repairs of furniture	Full powers	Full powers		
	(c) Replacement of furniture	*Up to ₹ 20,00,000 (Rupees Twenty lakh) per annum *	Full Powers*		*Subject to compliance with condemnation procedures.
	(d) Replacement of Air-conditioners	NIL	Full Powers*		* Subject to compliance with condemnation procedures. And procurement shall be restricted to the equal number of air-conditioners condemned
	(f) Condemnation of furniture, air-conditioners, equipments, etc.	Full Powers*	Full Powers*		* Subject to fulfillment of norms as laid down in DFPR, 1978 / GFR, 2017.
5.	Freight and demurrage /wharfage charges.				
	(a) Freight charges	Full power	Full power		
	(b) Demurrage/ Wharfage Charges.	Full power	Full power		
6.	(a) Hiring of:- Office furniture, Electric fans, Heaters, Coolers, clocks and call-bells.	Full power	Full power		

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	(b) Purchase of Desert cooler and Room Cooler (Except Air Conditioners).	Full power	Full power	
	(c) Purchase of Air-conditioners in Patient areas of Hospitals.	Full Powers#	Full Powers#	#Subject to the notification of Patient Care area of hospital as per the approved norms.
7.	Land	NIL	NIL	
8.	Legal Charges.			
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires.	Full power	Full power	Subject to guiding principles and rates as laid down by Law Department, Govt. of NCT of Delhi.
	(b) Law suits or prosecution cases	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise up to ₹30,000/- (Rupees thirty thousand) in each case.	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution, otherwise up to ₹50,000/- (Rupees fifty thousand) in each case.	Sanction of FD required beyond the delegated powers.
	(c) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise up to ₹30,000/- (Rupees thirty thousand) in each case.	Full Powers in case of authorities vested with powers to refer cases to arbitration, otherwise up to ₹50,000/- (Rupees fifty thousand) in each case.	Sanction of FD required beyond the delegated powers.
	(d) Reimbursement of Legal Expenses incurred by Government servants in cases arising out of their official duties.	Full power	Full power	These powers shall be exercised subject to such orders/instructions as issued from time to time by the Government of NCT of Delhi.
	(e) Miscellaneous Legal services like drafting and vetting services.	Full power	Full power	As per the approved rates of Law Department of GNCT of Delhi.
9.	Motor Vehicles:			
	(a) Purchase of new vehicle	NIL	NIL	
	(b) Replacement against condemnation	NIL	NIL	

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	(c) Maintenance, upkeep and repair of vehicles	Full power	Full power	
	(d) Condemnation of Vehicles	Full power*	Full power*	*Subject to fulfillment of norms as laid down in Delegation of Financial Power Rules, 1978.
10.	Municipal rates and taxes.	Full power	Full power	
11.	Works and Repairs			
	(a) Execution of petty works, repairs and day to day maintenance of Govt. buildings.	₹5,00,000/- (Rupees five lakh) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	₹10,00,000/- (Rupees ten lakh) per annum per building, if the work is executed departmentally. Full Powers if the work is executed through PWD.	
	(b) Repairs and alteration to hired and requisitioned building.	(i) Non-recurring:- ₹1,00,000/- (Rupees one lakh) per annum. (ii) Recurring:- Rs. 25,000/- (Rupees twenty five thousand) per annum.	(i) Non-recurring:- ₹2,00,000/- (Rupees two lakh) per annum. (ii) Recurring:- Rs. 50,000/- (Rupees fifty thousand) per annum.	
	(c) Administrative Approval and Expenditure Sanction to Works / Projects.	Up to ₹10,00,00,000/- (Rupees Ten crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	Up to ₹50,00,00,000/- (Rupees fifty crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	(a) Approval of FD is required for all Schemes/Projects costing/estimating above Rs. 50 crore (Rupees fifty crore) and up to Rs. 100 crore (Rupees one hundred crore). (b) Approval of EFC headed by Hon'ble Finance Minister is required for all Schemes/Projects costing/estimating above Rs. 100 crore (Rupees one hundred crore) but less than Rs. 500 crore (Rupees Five hundred crore).

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				(c) Approval of the Council of Ministers is required in respect of all Schemes/ Projects costing/estimating Rs.500 crore (Rupees Five hundred crore) and above after the recommendations of EFC.
12.	Postal and Telegraphs Charges.			
	(a) Charges for the issue of letters, telegrams etc.	Full power	Full power	
	(b) Commission on money orders.	Full power	Full power	
13.	(a) Printing and binding. (Private Printers/Press)	₹15,00,000/- (Rupees fifteen lakh) per annum, if the job is executed locally.	₹50,00,000/- (Rupees fifty lakh) per annum, if the job is executed locally.	
	(b) Printing and binding. (Through Government Press)	Full power	Full power	
	(c) Printing of visiting cards for self & officers of the department.	Full power	Full power	
14.	Publication:			
	(a) Purchase of Official publications.	Full power	Full power	
	(b) Purchase of Non-official publications includes books, newspapers, other periodical publications, etc.	Full power	Full power	
15.	Hiring of buildings	Full power	Full power	The rate of rent will be fixed by the Rent Fixation Committee of PWD.
16.	(a) Repairs to and removal of machinery (Where the expenditure is not of a capital nature)	Full power	Full power	
	(b) Repairs/Periodical Servicing/AMC of machinery and equipments	Full power	Full power	

17.	Staff paid from Contingencies.	NIL	NIL	
18.	(a) Purchase of stationery stores.	₹25,00,000/- (Rupees twenty five lakh) per annum	₹50,00,000/- (Rupees fifty lakh) per annum	
	(b) Purchase of rubber stamps and office seals.	Full power	Full power	
19.	Supply of Uniforms, badges and other articles of clothing etc., and Washing Allowance.	Full power, subject to the prescribed scales	Full power, subject to the prescribed scales	Full Financial Power to the Principals of the schools to sanction uniform/scholarship to the students subject to the condition that scheme has been approved by the Competent authority and subject to availability of funds.
20.	Performance of extra jurisdictional journey within India by the Government servant including payment of Delegation fee.	Full Powers*, except in case of HOD for which the approval of concerned Secretary and Minister shall be obtained.	Full Powers* For HODs /Secretaries for which the approval of the concerned Minister shall be obtained.	*In case of Secretaries, approval of Chief Secretary shall also be obtained.
21.	Power to declare a Gazetted Officer as Head of Office under Rule 14 of DFPRs.	Full power	Full power	
22.	Advance drawal of money on abstract bills for meeting contingent expenditure where advance drawal is inevitable.	Full power (Subject to the conditions specified in Remarks Column)	Full power (Subject to the conditions specified in Remarks Column)	(a)Expenditure sanction of Competent authority is obtained; (b) No previous advance is outstanding; and (c) The amount of advance drawal is rendered to PAO concerned within one month from the date of drawl of advance.
23.	Stores:			
	(a) Store required for works.	Full power*	Full power*	* Subject to the condition that the sanction of competent authority for executing the work and incurring necessary expenditure on the purchase of stores required for the work is obtained.

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	(b) Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	Full power	Full power	
	(c) Purchase of Medical stores and equipments.	Full power	Full power	
	(d) Purchase of equipment of Training Institute.	Full power	Full power	
	(e) Purchase of stores such as seeds, pesticides etc. required for sale under the approved agricultural schemes.	Full power	Full power	
24.	(a) Purchase of Dietary articles/ clothing and other items for day to day use of Government Hospitals.	Full power (Subject to approved scales / rates)	Full power (Subject to approved scales / rates)	
	(b) Purchase of Dietary articles/clothing for the inmates of Institutions under the Directorate of Social welfare or any other Department of Government of NCT of Delhi.	Full power (Subject to approved scales / rates)	Full power (Subject to approved scales / rates)	
25.	Tent and Camp Furniture.			
	(a) Initial Purchases.	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Repairs	Full power	Full power	
	(d) Hiring of Tents.	Full power	Full power	
26.	Telephone Charges:- (As may be fixed by Government from time to time)			
	(a) Office Telephone	Full power, subject to prescribed limit	Full power, subject to prescribed limit	


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	(b) Sanction of Residential telephones in case of officers drawing salary in Level 12 of Pay Matrix of 7 th CPC {pre-revised PB-3: Rs.15,600-39,100 plus Grade Pay-Rs.7,600/-} and above.	Full power	Full power	Norms of entitlements will be the same as prescribed by Government from time to time. <u>NOTE:-</u> Officer under suspension is not entitled to reimbursement of residential telephone charges during the period of suspension.
	(c) Installation of Internet Connection in office including leased lines.	₹1,00,000/- (Rupees one lakh) per annum	₹2,00,000/- (Rupees two lakh) per annum	
27.	(a) All office equipments including electronic typewriters, Intercom equipment, Calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filling and indexing systems etc.	Full powers subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs.5,00,000/- (Rupees five lakh) per annum	Full powers subject to obtaining relaxation from FD on account of economy ban if expenditure exceeds Rs.20,00,000/- (Rupees twenty lakh) per annum	
	(b) Purchase of Computers (including Laptops, Printers and Computer furniture).	*₹10,00,000/- (Rupees Ten lakh) per annum	*₹25,00,000/- (Rupees Twenty five lakh) per annum	* Subject to the general instructions, if any, of the IT Department and specific approval of TEC of IT Department.
	(c) Hire & maintenance of Computers of all kinds.	Full power	Full power	
	(d) Payment of monthly maintenance charges of punching & verification machines etc. to Computer Maintenance Corp. Ltd.	Full power	Full power	

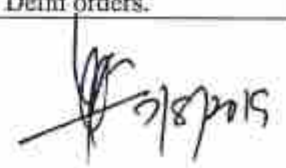
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28.	Miscellaneous Expenditure. (a) Expenditure on refreshments served to guests in official meetings.	Up to ₹5,00,000/- (Rupees five lakh) per annum, subject to norms / per capita rate prescribed by the Govt.	Up to ₹10,00,000/- (Rupees ten lakh) per annum, subject to norms / per capita rate prescribed by the Govt.	NOTE: Rs.50/- per head on light refreshments at formal inter-Departmental & other meetings/ conferences. Pr. Secretary / Secretary of GAD will continue to exercise the powers as per earlier delegation, vide order dated 24.06.2016.
	(b) Working Lunch during the meetings/ conferences/ seminar/workshops	₹300/- per head with a ceiling of ₹25,000/- (Rupees twenty five thousand) only per occasion.	₹500/- per head with a ceiling of ₹1,00,000/- (Rupees one lakh) only per occasion.	
29.	Write-off of Irrecoverable losses of stores or public money.			
	(a) Irrecoverable losses of stores/money not due to theft, fraud or negligence.	₹2,00,000/- (Rupees two lakh) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	₹5,00,000/- (Rupees five lakh) in each case. Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	
	(b) Losses due to theft, fraud or negligence.	₹10,000/- (Rupees ten thousand) in each case	Rs.25,000/- (Rupees Twenty five thousand) in each case	
	(c) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	Rs.1,00,000/- (Rupees one lakh) in each case Subject to observance of procedure/ Instructions laid down in GFR, 2017, etc.	Rs.2,00,000/- (Rupees two lakh) in each case Subject to observance of procedure/Instructions laid down in GFR, 2017, etc.	
30.	Disposal of obsolete, surplus or unserviceable stores.	Up to ₹20,00,000/- (Rupees twenty lakh) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	Up to ₹50,00,000/- (Rupees fifty lakh) at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	

31.	Investigation of Old Claims.	Full Power as per GFR, 2017.	Full Power as per GFR, 2017.	
32.	Merits, Awards, Stipends, Loans and other educational scholarship to students.	Full Powers, subject to the approved scale/pattern	Full Powers, subject to the approved scale/pattern	
33.	Expenditure incurred on annual N.C.C camps, Combined Cadre camps, Refresher training course and pre-commission training etc.	Full Powers, subject to the approved pattern of Government of NCT of Delhi.	Full Powers, subject to the approved pattern of Government of NCT of Delhi.	
34.	Payment of publicity charges on DAVP rates or on rates approved by Government of NCT of Delhi.	Full power	Full power	
35.	Payment of outfit allowance, refreshment allowance and washing allowance to NCC officers and cadets.	Full Powers, subject to scale/pattern as prescribed by the Government of NCT of Delhi.	Full Powers, subject to scale/pattern as prescribed by the Government of NCT of Delhi.	
36.	Insurance of material and equipments received as a loan or an aid from International and other organizations.	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules	
37.	(a) Grant of Special pay to cashiers / Group 'C' staff handling cash.	Full power*	Full power*	*These Allowances shall be regulated in accordance with the orders/instructions issued by the Government of NCT of Delhi from time to time.
	(b) Caretaking Allowance	Full power*	Full power*	
	(c) Gestetner Operator Allowance	Full power*	Full power*	
38.	Powers under the Fundamental Rules Supplementary Rules/General Financial Rules.	As per the powers prescribed in FRSR and GFR	As per the powers prescribed in FRSR and GFR.	

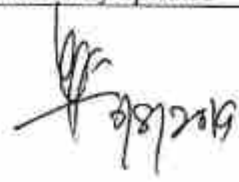

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39.	(a) Sanction of HBA to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction HBA to All India Service Officers vests with FD.
	(b) Sanction of GPF withdrawal to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power, except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction GPF withdrawal to All India Service Officers vests with FD.
40.	(a) Sanction of Honorarium from Public exchequer	NIL	NIL	<u>NOTE:</u> The power to sanction Honorarium from the public exchequer vests with FD.
	(b) To sanction the undertaking of work for which fee/Honorarium is offered and acceptance thereof.	As prescribed in FRSR	As prescribed in FRSR	It includes honorarium payable to the Inquiry Officer and Presenting Officer
	(c) Acceptance of Honorarium	As prescribed in FRSR	As prescribed in FRSR	
41.	(a) Sanction of payment to casual labourers for departmental work connected with Horticulture/ Forestry / Agriculture.	Full power*	Full power*	*Subject to the rates/norms as approved by the Government of NCT of Delhi and subject to availability of budget provision.
	(b) Sanction of Casual Labourer for Departmental work connected with fisheries.	Full power*	Full power*	* Subject to the rates/norms as approved by the Government of NCT of Delhi and subject to availability of budget provision.
42.	Payment of remuneration to part-time teachers/Guest speakers etc.	Full power*	Full power*	* Subject to the rates/norms as approved by the Government of NCT of Delhi.
43.	Payment of registration fee for seminars/conferences	Full power*	Full power*	* Subject to fulfillment of Rules/Regulations as laid down in Government of NCT of Delhi orders.



44.	Clearance for forwarding of applications for various fellowships.	Full Powers*, except in cases of Head of Department for which approval of concerned Secretary and Minister shall be obtained.	Full Powers*, for HODs / Secretaries for which the approval of concerned Minister shall be obtained.	*Subject to fulfillment of Rules/Regulations as laid down in Government of NCT of Delhi orders. In case of Secretaries, approval of the Chief Secretary shall also be obtained.
45.	Keeping lien of staff selected/approved by Govt. of India for services/training abroad	Full power*	Full power*	*Subject to fulfillment of conditions as laid down in FR-13 and FR-14-A.
46.	Grant-in-Aid to the Grantee Institutions/ NGOs	NIL	*Upto ₹25,00,000/- (Rupees twenty five lakh) to sanction Grant-in-Aid to Grantee Institutions/ NGOs.	* Total grant in a year does not exceed Rs.25 lakh (except Local Bodies), both under Revenue & Capital subject to the conditions as laid down by Finance Department, Government of NCT of Delhi and subject to the approved pattern of assistance and further subject to the fulfillment of conditions as laid down in GFR, 2017.
47.	Opening of Letter of Credit (LC) in Public Sector Banks	Full power to the extent of amount of expenditure sanction accorded by the competent authority.	Full power to the extent of amount of expenditure sanction accorded by the competent authority.	
48.	Washing & dry cleaning of linen.	Full power to HODs of all Hospitals only where facility of washing / dry cleaning of linen is not available	Full power	
49.	(a) Engagement of Security & Sanitation Services	Full Power*	Full power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.

(b) Engagement of Class IV Staff and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof	Full power*	Full power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.
(c)Engagement of professionals like Life Guards, Sports Coaches, trainers etc on outsourced basis through private agencies and extension of contract thereof	Full Power*	Full Power *	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned strength/ AR approved norms, but FD's approval is not required for further engagement of same number of persons in subsequent years of the contract.
<p><u>For Items at Sl. No. 49 (a) (b) and (c) :-]</u></p> <p>NOTE :- (1) Extension of existing Contract - Subject to the provision of extension clause as provided in the Contract and fulfillment of other conditions prescribed in GFR, 2017. FD's approval not required for extending the contract up to the period mentioned in the contract for engaging the staff up to the existing sanctioned post in the respective category /AR approved norms for the given category of posts.</p> <p>NOTE :- (2) In case of exigency/disaster (as defined in section 2(d) of Disaster Management Act, 2005), manpower/staff upto 5% of the sanctioned posts can be deployed as an additionality for 89 days only by outsourcing with the prior approval of the Administrative Secretary of the Department giving full justification for the need of such deployment. The deployment of additional staff shall automatically cease to continue after 89 days if the department has not obtained prior approval of the AR Department, GNCTD and the approval of the Competent Authority within the stipulated 89 days.</p>			
(d) Outsourcing of Kitchen services including supply of dietary articles	Full power#	Full Power	# Applicable to Heads of Departments of Hospitals and other Departments where 'Kitchen service' are mandatorily operated



	(e) Outsourcing of staff (cooks etc.) for kitchen services against the sanctioned vacant posts	Full power#	Full Power	# Applicable to Heads of Departments of Hospitals and other Departments where 'Kitchen service' are mandatorily operated
	(f) Outsourcing of additional consulting and para-medical staff in Hospitals	NIL	As per NOTE :- (2) below Item No.49(c)	
	(g) Outsourcing of the services of Data Entry Operators (DEOs) against vacant posts of DEOs / Ministerial posts.	*Full powers	*Full powers	*FD's approval is required at the first time with reference to the number of persons to be engaged on outsourced basis as per the sanctioned posts, but not required for further engagement of same number in subsequent years of the contract.
50.	Continuation of Temporary posts	Up to 2 years* for Group 'C' posts	Up to 3 years* for Group 'C' posts Up to 2 years for Group 'B' posts	*Subject to the condition that the posts should not be lying vacant for more than one year. <u>NOTE:</u> (1). In respect of Group "C" posts, FD's approval is required beyond three years. (2) FD's approval is required beyond two years in respect of Group 'B' posts.
51	Expenditure on swearing-in-ceremony of Constitutional Authorities of GNCT of Delhi	---	---	Full powers to Pr.Secretary / Secretary (GAD)

2. All the enhanced financial powers will be exercised by the Heads of Departments and Administrative Department / Secretaries concerned subject to the following conditions:-

- (i) That the expenditure does not exceed the budget allocation;
- (ii) That the expenditure is incurred for the purpose for which funds have been provided and the codal formalities are followed as per the GFR / CVC guidelines / instructions / Rules & Procedures issued by the Government from time to time.

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(iii) Powers delegated to Administrative Departments/ Secretaries shall be exercised by them subject to and in accordance with orders issued by the respective Minister (In-Charge) from time to time.

This issues with the prior approval of Hon'ble Lt. Governor, Delhi.


(L.D. Joshi)

Joint Secretary Finance (A/Cs)

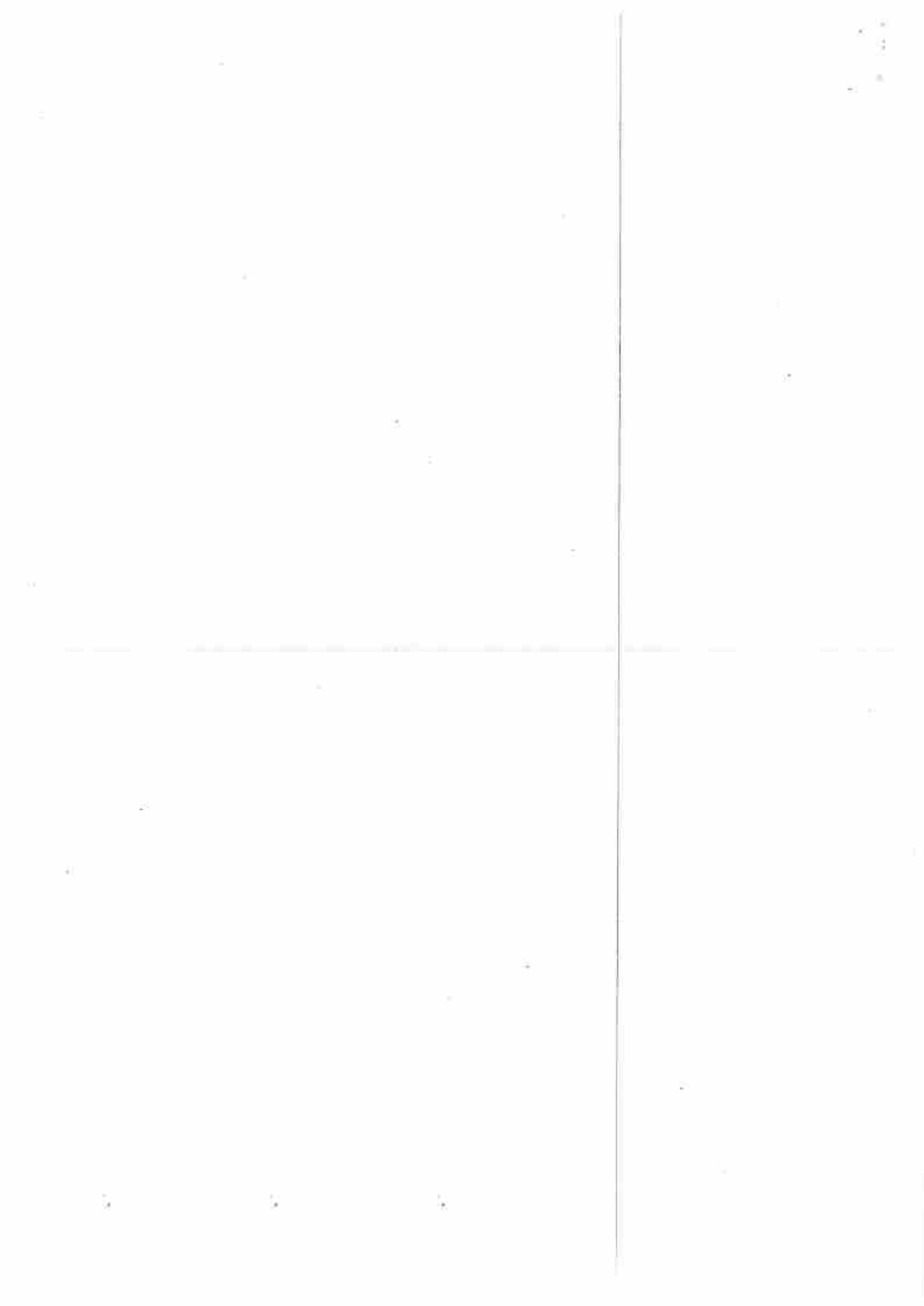
No.F.20/08/2019/AC/JSFina/2575-2674 Dated: 07/08/2019

Copy forwarded to the following for information :-

1. Pr. Secretary to the Lt. Governor, GNCT of Delhi.
2. Pr. Secretary to the Chief Minister, GNCT of Delhi.
3. Secretary to the Dy.CM/FM, GNCT of Delhi.
4. Secretaries to all the Ministers, GNCT of Delhi.
5. Staff Officer to Chief Secretary, GNCT of Delhi.
6. All Pr. Secretaries / Secretaries / Heads of Departments of GNCT of Delhi.
7. PS to Addl. Chief Secretary (Finance), GNCT of Delhi.
8. PS to Secretary (Finance), GNCT of Delhi.
9. PS to Special Secretary (Finance), GNCT of Delhi.
10. Controller of Accounts, Pr. Accounts Office, GNCT of Delhi.
11. Controller of Accounts (Audit), Directorate of Audit, GNCT of Delhi.
12. Joint Secretaries / Deputy Secretaries / Under Secretaries / Desk Officers of FD, GNCT of Delhi
13. Office Order file / Guard file
14. Web site of FD.


(L.D. Joshi)

Joint Secretary Finance (A/Cs)



**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

NO. S- 55632 of 2006

I hereby certify that DELHI STATE CANCER
INSTITUTE

Address:- Delhi State Cancer Instt. Building,
Dilshad Garden, DELHI (Campus of the GTB Hospital
Complex

has this day been registered* under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi on this 16th day of May

Two Thousand Six.

*Fee of Rs. 50/- paid.



Balwanti Singh
**REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI.**

*This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association / person may kindly make necessary verifications (on their own) of the assets and liabilities of the society before entering into any contract / assignment with them.

MEMORANDUM OF ASSOCIATION OF THE DELHI STATE CANCER INSTITUTE, DELHI

1. NAME OF THE SOCIETY : DELHI STATE CANCER INSTITUTE
2. THE REGISTERED OFFICE OF THE SOCIETY : The Society's Registered Office shall be situated at the Delhi State Cancer Institute's building in Dilshad Garden, Delhi (presently a part of the campus of the GTB Hospital complex).
3. AIMS AND OBJECTS:

The primary mission of the Society shall be as follows:

(1) To develop a facility with international standards, which shall provide a comprehensive and most modern set-up for the diagnosis and treatment of all types of cancers; an advanced Institute for dedicated research and a resource for advanced training in the field of Oncology. The Institute would provide **world-class medical care for patients suffering with cancers** including screening/early detection and rehabilitation services, at affordable costs **matching with standards maintained by some of the best available facilities in the field in India and abroad.**

(2) The Delhi State Cancer Institute would serve as a 'role model' for health care by amalgamating the academic skills of the Universities, clinical acumen of the super-specialists, research skills of the international institutions, managerial skills of the corporate world and technology development skills of the industry.

The broad objectives for which the Delhi State Cancer Institute is being established are:

A. Patient Care:

- (i) To establish a "centre of excellence" as a national resource facility in the capital that would provide state-of-the-art diagnostic, early detection and management facilities for patients with various types of cancers.

To establish and maintain an ultra-modern super specialty hospital to provide comprehensive medical, surgical, interventional and related facilities under one roof for patients suffering from various types of cancers.

- (iii) To establish and maintain latest and fully integrated facilities for radiotherapy and chemotherapy including intra-operative radiotherapy, Bone Marrow Transplant, Stem Cell Transplant, fractional Blood components and other supportive facilities as may be required in the management of various cancers.
- (iv) To explore and establish facilities for heavy particle radiotherapy as a National Facility for management of difficult cancers.



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- (v) To develop facilities for newer modalities of treatment in cancer and related disorders.
- (vi) To set-up advanced facilities for diagnostic and therapeutic endoscopy for cancers including LASER treatment, photodynamic therapy, hyperthermia and other newer modalities under investigation.
- (vii) To serve as the National Core facility for the diagnosis, laboratory investigations and management of various cancers with international accreditation of various facilities.
- (viii) To manage all other patients with different types of cancers and related disorders in addition to what stated above.
- (ix) To organise facilities for supportive care for patients with cancer, especially in the domiciliary set up for terminally ill patients.
- (x) To establish facilities for the practice of telemedicine.
- (xi) To establish all ancillary and incidental facilities required for achieving the objectives of the Institute.
- (xii) To coordinate and collaborate with various hospitals/medical professionals for back referrals of patients for management of routine problems and follow ups near their homes.

B. Research:

- (i) To establish a core facility for research on cancer and other related diseases and to provide a stand-alone platform for coordinated research for different agencies and researchers from different disciplines from across the country and also from abroad.
- (ii) To undertake, aid, promote, guide and coordinate research of a high calibre in basic and applied sciences related to cancer and related disorders.
- (iii) To provide and promote effective linkages on a continuing basis between various scientific and research agencies/laboratories and other organizations working in the country in the field of medicine, surgery, endoscopy, indigenous systems of medicine, virology, molecular biology, community medicine, biotechnology, physiology, pharmacology, immunology and related clinical and basic science areas.
- (iv) To carry out research for development of vaccines and other tools for prevention against cancer.
- (v) To provide consultancy and interact with the industry for development and manufacture of newer technologies and drugs for the management and prevention of cancer.
- (vi) To collaborate with foreign research institutions and laboratories and other international organizations in fields relevant to the objectives of the Institute.



C. Teaching and Training:

- (i) To establish comprehensive and dedicated facilities in the field of Oncology for teaching and training at the post-graduate and post-doctoral level in the specialty at the National and International level.
- (ii) The training shall primarily cover the medical and surgical aspects of various cancers in all age groups with special references to specific problems of the aged and paediatric age cancers.
- (iii) The training shall lay emphasis on the latest techniques and concepts evolving in the field of Oncology including allied sciences and basic and molecular aspects.
- (iv) To initiate dedicated academic curricula of post graduate and post doctoral courses (like MD, MS, DNB, DM, MCh, BSc, MSc, PhD etc) in clinical, applied and basic Oncology including investigative methodologies in oncology for the medical, para-medical, nursing, technical and social sector personnel where the students shall have the benefit of having clinical and research experience of highest standards and the country shall get the most well trained human resource in the field of Oncology.
- (v) To establish affiliation with recognized universities and institutions of higher learning both in India and other countries for the purpose of enabling physicians and research scholars to register for post-graduate degrees.
- (vi) Affiliations from international Centres of Oncology shall be sought for recognition of work and improvement in the curriculum of training.
- (vii) To serve as a Reference Centre for Cancer and Related diseases and to provide consultancy service to medical and paramedical institutions, public health agencies and industry in the country.
- (viii) To develop the Institute into a deemed university with independent curriculum and degrees.
- (ix) To offer professorships, other faculty positions, fellowships, research cadre positions and scholarships, etc., for realizing the objectives of the Institute.
- (x) To organise post-graduate teaching courses, workshops, live-surgical training programs, seminars, symposia and training programs of a specialized nature in the field of Oncology and related areas.
- (xi) To provide weekend training courses for various medical professionals, especially Family Physicians for early diagnosis, timely referrals and post treatment follow up of patients.
- (xii) To organize training programs for the technical staff in methods and techniques, related to the objectives of the Institute.



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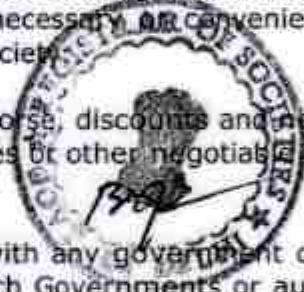
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- (xiii) To establish, maintain, manage and administer the hospital, laboratories, workshops, stores and all other facilities for the efficient discharge of model patient care, scientific and technological research in the field of Oncology and related areas.
- (xiv) To publish and disseminate information relating to results of new developments and research.

D. TECHNOLOGY DEVELOPMENT:

The Institute, in collaboration with technical experts, researchers and reputed industrial houses shall guide and coordinate indigenous growth and development of modern technology equipments to make the same easily available, affordable and maintainable for those in Delhi or elsewhere in the country in the larger public interests.

- E. To receive monetary assistance from foreign sources including international organizations for training programs, scientific research and other activities.
- F. To acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable and/or immovable and to construct, improve, alter, demolish or repair building and structures in any part of India or overseas as may be necessary or convenient for carrying out the activities of the Institute/Society.
- G. To draw, accept, make and endorse, discounts and negotiate promissory notes, bills of exchange, cheques or other negotiable instruments for the purpose of the Society.
- H. To enter into any agreement with any government or authority, Indian or overseas, to obtain from such Governments or authorities any rights or privileges, concessions, effectively or otherwise, to obtain and carryout, exercise and comply with such arrangements and rights, privileges and concessions that the Society may deem desirable.
- I. To invest the funds or money entrusted to the Institute, to open such securities or to invest in such manner as may, from time to time, be determined by the Governing Body and to sell/transpose such investment as deemed fit in the interests of the Institute/Society.
- J. To do all other such activities, as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.
- K. As a long-term plan, to develop the Institute into fully autonomous and self-reliant centre of excellence of national and international repute.



4. For the realization of the above objectives the Institute shall:

- (i) Develop and maintain proper campus of the Institute at the already established place at Dilshad Garden and at any other place as required in future with congenial and patient friendly environment at par with the best internationally acceptable standards.

- (ii) Acquire and install adequate technology and competence at the Institute at par with the best-established international standards.
- (iii) Collect information and scientific knowledge in the form of books, journals, audiovisual and electronic material in a well-equipped and staffed Reference Library of international standards.
- (iv) Provide technology transfer and technical service facilities to governmental and voluntary organizations in the formulation and implementation of programmes in the field and to provide direction and boost to the National Cancer Control Programme of India.
- (v) Invite representatives of Government, Universities, other organizations in India and abroad and other outstanding scientists in the field to participate in the programs of the Institute.
- (vi) Appoint, employ and associate persons required for the purpose of the Institute permanently, temporarily, contractually or on honorary basis *inter-alia* to Professorships, Associate Professorships and Assistant Professorships, Research Scholars, Consultants, Advisors and to all other posts of various descriptions and to pay them salaries, wages, honorariums, fees, gratitude, etc. in return for services.
- (vii) Deal with the property belonging to or vested in the Institute in any manner, which is considered necessary for promoting the objectives as specified.
- (viii) Issue appeals and applications for money and funds in furtherance of the said objectives.
- (ix) Offer grants scholarships/fellowships, stipends, prizes and awards, in furtherance of the goals of the Institute.
- (x) Make and enforce rules and byelaws and, if necessary, to appeal, amend and alter the same from time to time.
- (xi) Pay all costs, charges and expenses incurred in the promotion, formation, establishment and registration of the Institute.
- (xii) Do all such things as are incidental or conducive to the attainment of the aims and objectives of the Institute.
- (xiii) Co-ordinate, guide and help the Government of Delhi, other Governments at the Central or State levels and other organisations in India or abroad to establish similar facilities in other regions by way of consultancy, technology transfer and through human resource development programmes of the Institute.



5. GOVERNING COUNCIL:

The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, byelaws and orders of the Governing Council. The names, addresses, occupations and designations of the present members of the Governing Body to whom the management of the Institute is entrusted as required under the Societies Registration Act, 1860 (XXI of 1860), are as follows:

(i)	Chief Secretary, Govt. of NCT, Delhi	Chairperson, Ex-Officio
(ii)	Principal Secretary (Health & FW), Govt. of NCT, Delhi	Vice Chairman, Ex-Officio
(iii)	Principal Secretary (Finance), Govt. of NCT, Delhi	Member, Ex-Officio
(iv)	Principal Secretary (Planning), Govt. of NCT of Delhi	Member, Ex-Officio
(v)	Director General Health Services, Ministry of Health & FW, GOI or his/her nominee	Member, Ex-Officio
(vi)	Director General, ICMR, New Delhi or his/her nominee	Member, Ex-Officio
(vii)	Director, AIIMS, New Delhi or his/her nominee	Member, Ex-Officio
(viii)	Principal University College of Medical Sciences, Delhi	Member, Ex-Officio
(ix)	Medical Superintendent, GTB Hospital, Delhi	Member, Ex-Officio
(x)	Two renowned Oncologists from the country	Member
(xi)	Two renowned scientists related with research and/or technology development in field of Oncology	Member
(xii)	Two renowned media personalities/social activists	Member
(xiii)	Director/Project Director of the Institute	Member Secretary

6. DESIROUS PERSONS: We, the undersigned are desirous of forming a society, namely, **Delhi State Cancer Institute**, under the Societies Registration Act, 1860 (XXI of 1860) in pursuance of this Memorandum of Association.

SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION

i. Chief Secretary,
Govt. of NCT of Delhi

**Chairman,
Ex-Officio**


S. REGUNATHAN
Chief Secretary
Govt. of Delhi
(D.S. NEG1)

ii. Principal Secretary (Health & FW), Govt. of NCT of Delhi

**Vice-
Chairman,
Ex-Officio**


Pr. Secretary (H & FW)
Govt. of NCT of Delhi
Delhi Secretariat,
I. P. Estate, New Delhi

iii. Principal Secretary (Finance & Planning), Govt. of NCT of Delhi

**Member,
Ex-Officio**



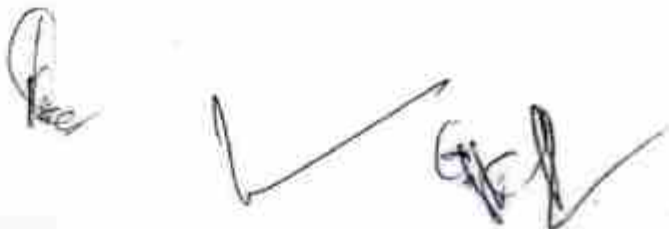
श्री श्री भट्ट
V V BHAT
प्रधान सचिव (वित्त एवं योजना)
Pr. Secretary (Finance & Planning)
दिल्ली सरकार/Govt of Delhi
नई दिल्ली-2/New Delhi-2



- iv. Director General Health Services, Ministry of Health & FW, Govt. of India **Member, Ex-Officio**  **डा० आर० के० श्रीवास्तव**
Dr. R. K. SRIVASTAVA
साथ्य सेवा महानिदेशक
Director General of Health Services
संघ सरकार/Govt. of India
विद्यया भवन, नई दिल्ली
New Delhi-110011
- v. Director General, ICMR, New Delhi **Member, Ex-Officio**  **Prof. N. K. GANGULY**
Director General
Indian Council of Medical Rese.
Ansari Nagar, New Delhi-110
- vi. Director, AIIMS, New Delhi **Member, Ex-Officio**  **P. Venugopal**
निदेशक/Director
अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
अंसारी नगर, नई दिल्ली-29
Ansari Nagar, New Delhi-110029
- vii. Principal, University College of Medical Sciences, Delhi **Member, Ex-Officio**  **Principal**
University College of Medical
Sciences & G.T.B. Hos
Shahdara, Delhi-110
- viii. Medical Superintendent, GTB Hospital, Delhi **Member, Ex-Officio** _____
- ix. Dr GK Rath, Professor & Head of Radiation Oncology, DBRA, TRCH, AIIMS, New Delhi **Member**  **Dr. G.K. RATH (एम.बी.एड.)**
अध्यक्ष एवं अध्यक्ष / Professor & Head
रेडियेशन ऑनकोलॉजी / Radiation Oncology
डॉ. बी. आर. आ. सं. रो. सी. अस्पताल
Dr. B. R. A., I. R. C. H.
अ. सा. आ. सं. नई दिल्ली-29
A. I. I. M. S., New Delhi-29
- x. Dr RK Grover, Project Director, Delhi State Cancer Institute, GNCT of Delhi **Member Secretary**  **Dr. R. K. GROVER, MD**
Professor & Lecturer
Dept. of Radiotherapy & Oncology
GTB Hospital & UNCS, Delhi
Member Secretary & Project Director
DSC

Signatories appearing at Serial Nos. (i) to (iii) and (x) shall sign on behalf of all the signatories for application purposes before the Registrar of Societies.





जिला जलियाँ
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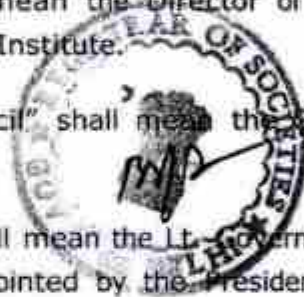
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स्थापित

राजस्थान
16/11/06

Section 19 of S.R. Act 1906
Registrar of Societies

RULES OF THE DELHI STATE CANCER INSTITUTE, DELHI

1. **Address of the Society:** The Registered Office of the Society shall be situated in the premises of the Delhi State Cancer Institute at Dilshad Garden, Delhi.
2. **Definitions:**
 - 2.1 The "Act" shall mean the Societies Registration Act, 1860 (XXI of 1860).
 - 2.2 The "Chairman" shall mean the Chairman of the Governing Council of the Institute.
 - 2.3 The "Director" shall mean the Director of the Institute appointed under the rules of the Institute.
 - 2.4 The "Governing Council" shall mean the Governing Council of the Institute.
 - 2.5 The "Government" shall mean the Lt. Governor of the National Capital Territory of Delhi appointed by the President under Article 239 and designated as such under article 239 AA of the Constitution of India.
 - 2.6 The "Institute" shall mean the Delhi State Cancer Institute, Delhi that would function under the Society.
 - 2.7 The "Society" shall mean the Society for the Delhi State Cancer Institute, Delhi.
 - 2.8 The "Year" shall mean the period of twelve calendar months commencing from first day of April and ending on 31st day of March in the succeeding year.
3. It is clarified that the words importing the singular number shall include the plural number and vice-versa if the context so requires and further that the words importing the masculine gender shall include the feminine gender, if the context so requires.
4. **Powers and functions of the Society:** The powers and functions of the Society shall be:



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- 4.1 To establish, administer and manage the National level Institute in Oncology and such other centres for treatment, research, education, instruction, Human Resource Development, competence build up, technology development, technology transfer and other such functions as may be necessary for the furtherance of the objectives of the Society/Institute;
- 4.2 To establish and provide facilities for teaching and training at the post-graduate and post-doctoral level in the specialty of Oncology comprising fields of clinical oncology, experimental oncology, oncology nursing, para-medical technology, biotechnology, social sciences and other related disciplines at the National and International level;
- 4.3 To develop the Institute into a deemed university with independent curriculum and degrees;
- 4.4 To determine and provide for admission of students/fellows, trainees to the Institute and to admit patients for treatment;
- 4.5 To initiate dedicated academic programmes like DNB, MD, DM, MS, MCh, BSc, MSc, PhD and other such research/academic programmes where the country shall have the benefit of having exceptionally well trained human resource with excellent clinical and research experience;
- 4.6 To establish affiliation with recognized universities and institutions of higher learning both in India and abroad for the purpose of collaborative research, training and exchange programmes for staff and students of the Institute;
- 4.7 To seek affiliations from international Centres/organisations of Oncology for recognition of work and improvement in the curriculum of training;
- 4.8 To serve as a National Reference Centre for cancer & related diseases/ aspects and to provide consultancy service to medical and paramedical institutions, public health agencies and industry in the country;
- 4.9 To create professorships, other faculty positions, fellowships, research cadre positions and scholarships, etc., for realizing the objectives of the Institute;



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- 4.10 To organize post-graduate teaching courses, workshops, live training programs, seminars, symposia, conferences and other training programs of a specialized nature through audio-visual, print and/or electronic means in the field of Oncology and related areas;
- 4.11 To organize training programs for the technical staff in methods and techniques, related to the objectives of the Institute;
- 4.12 To establish, maintain, manage and administer the hospital, laboratories, workshops, stores and all other facilities as necessary for the efficient discharge of patient care services and scientific and technological research in the field of Oncology and for other related areas;
- 4.13 To publish and disseminate information relating to results of new developments and research;
- 4.14 To fix, demand and receive fees and other charges;
- 4.15 To regulate and enforce discipline among the trainees and scholars and to take such disciplinary measures in this regard as may be necessary;
- 4.16 To appoint persons as professors, associate professors or otherwise as teacher, researchers & advisors of the Institute;
- 4.17 To provide for printing, reproduction and publication of research and other works in electronic or print form and to organize exhibitions for bringing awareness amongst professionals as well as in general public about various aspects related with the disease;
- 4.18 To determine the number, order and grades of pay of academic, technical, administrative and other posts; to create and abolish the academic, technical administrative and other posts; to fix emoluments and terms and conditions of service of the employees of the Institute; and also to fix special terms wherever required;
- 4.19 To appoint all academic, technical, administrative and such other staff as may be needed;
- 4.20 To make rules for the conduct of meetings and affairs of the Institute and to adopt and vary them from time to time, if necessary;



- 4.21 To issue appeals for raising funds in furtherance of the objectives of the Institute; to receive grants, subscriptions, donations and gifts for the purpose of the Institute - provided that no subscriptions, donations, gifts shall be accepted if they are accompanied by conditions inconsistent or in conflict with the satisfactory running of the Institute or conflicting with the objectives for which the Institute is established;
- 4.22 To interact with various forms of print and electronic media, other communication/promotional methods and with various social welfare organisations for furthering the aims & objectives of the Institute;
- 4.23 To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Institute, movable or immovable, on such terms as the Governing Council may deem fit and proper without prejudice to the interests and activities of the Institute; provided that for the disposal of the immovable property by selling, exchange or long-term lease, concurrence of the Government shall be taken;
- 4.24 To delegate, all or any of its powers to the Director/Project Director of the Institute.



5. Teaching at the Institute:



- 5.1 All recognized teaching, in connection with the courses, shall be conducted with guidance of the Academic Committee by teaching staff of the Institute, and shall include clinical training, lecturing, laboratory work, research work, fieldwork and other teaching conducted in accordance with a syllabus prescribed by the Rules.
- 5.2 Teaching by eminent visiting dignitaries, scientists or Professors from India & abroad shall also be imparted, whenever feasible. The Academic Committee shall function under the overall control of the Governing Council.
- 5.3 The authorities responsible for organizing such teaching shall be prescribed by the Regulations.
- 5.4 The courses and curricula shall be prescribed by the Rules and subject thereto, by the Regulations.

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6. Authorities of the Society:

6.1 The following shall be the authorities of the Society:

- i) Governing Council
- ii) Finance Committee
- iii) Academic Committee
- iv) Scientific Advisory Committee or Research Committee
- v) Public Welfare Committee
- vi) Such other authorities, as may be declared as such.

7. Membership of the Governing Council:

7.1 There shall be a Governing Council of the Society which shall consist of not less than **eight** and not more than **twenty-one** members from amongst distinguished academicians, scientists, clinicians, administrators and such other persons as the Government may deem appropriate.

7.2 The following persons shall constitute the first Governing Council of the DELHI STATE CANCER INSTITUTE:

(i)	Chief Secretary, Govt. of NCT, Delhi	Chairperson, Ex-Officio
(ii)	Principal Secretary (Health & FW), Govt. of NCT, Delhi	Vice Chairman, Ex-Officio
(iii)	Principal Secretary (Finance), Govt. of NCT, Delhi	Member, Ex-Officio
(iv)	Principal Secretary (Planning), Govt. of NCT of Delhi	Member, Ex-Officio
(v)	Director General Health Services, Ministry of Health & FW, GOI or his/her nominee	Member, Ex-Officio
(vi)	Director General, ICMR, New Delhi or his/her nominee	Member, Ex-Officio
(vii)	Director, AIIMS, New Delhi or his/her nominee	Member, Ex-Officio
(viii)	Principal, University College of Medical Sciences, Delhi	Member, Ex-Officio
(ix)	Medical Superintendent, GTB Hospital, Delhi	Member, Ex-Officio
(x)	Two renowned Oncologists from the country	Member
(xi)	Two renowned scientists related with research and/or technology development in field of Oncology	Member
(xii)	Two renowned media personalities/social activists	Member
(xiii)	Director/Project Director of the Institute	Member Secretary

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8. Membership Roll

- 8.1 The Society shall keep a roll of members of the Governing Council, stating therein his rank or occupation and address and every member shall sign the same. No person shall be deemed to be a member or be entitled to exercise the rights & privileges of a member unless he has signed the Membership Roll.
- 8.2 If a member of the Governing Council changes his address he shall notify his new address in the roll of Members; but if the member fails to notify his new address, the address in the roll of Members shall be deemed to be his correct address.
- 8.3 The list of members will be sent to the Registrar of Societies annually.



9. Meetings of the Governing Council:

- 9.1 The Chairman shall preside over the meetings of the Governing Council and in his/her absence the Vice Chairman shall do so and if both are absent one of the members present shall preside over the meeting.


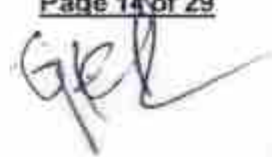
10. Functions and powers of the Chairman:

- 10.1 The Chairman shall exercise such powers for the conduct of the business of the Institute as may be delegated to him by the Governing Council.
- 10.2 The Chairman may, in writing, delegate such powers as are considered essential for the efficient running of the Institute, to the Director.



11. Director:

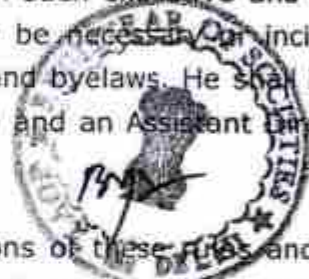
- 11.1. The Governing Council with the concurrence of the Government, shall appoint, a distinguished and dedicated Oncologists as the Director of the Institute. If the post is filled by a serving officer of the CHS or any other cadre of the All India Services, the filling up of the same would be subject to the rules governing the service to which the officer belongs.
- 11.2 The Professor Incharge of the Institute who has been closely associated with the establishment of this Institute may be appointed as the Director/Project Director of the Institute till a regular appointment against the post. The Project Director shall have the same powers, functions and responsibilities as that of the Director.

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11.3 Tenure of the Director: The tenure of the Director shall be for a period of five years. The term may be renewed for another term after five years of satisfactory performance and on the recommendation of the Governing Council, subject to age limit as applicable to similar posts in other premier institutions like the AIIMS and PGIMER etc. under the Govt. of India. The tenure of the first Director shall commence from the date of commissioning of the Institute.

12. Functions and Powers of the Project Director/Director:

12.1 He shall be the Chief Executive Officer of the Institute and would be responsible for the proper administration of the affairs and funds of the Institute under the direction and guidance of the Governing Council. He shall be vested with such executive and administrative powers of the Institute, as may be necessary or incidental for the purpose, subject to these rules and byelaws. He shall be assisted by a Joint/Deputy Director (Admin.) and an Assistant Director (Admin.) in daily administrative matters.



12.2 He shall, subject to the provisions of these rules and byelaws and decisions of the Governing Council, exercise general supervision and disciplinary control over the staff and officers of the Institute and prescribe their duties & functions.

12.3 He shall have the power to fix, on the recommendation of the Selection Committee, the pay at the time of initial appointment of an incumbent at higher stage than the minimum of the scale but not involving more than 5 increments in any case. Cases, where more than 5 increments are recommended by the Selection Committee, shall be put upto the Governing Council. Where ad-hoc appointment is made by the Director in terms of byelaws, he shall be empowered to grant higher start by granting up to maximum of 5 increments on initial of the scale. This shall be subject to the rules of the Government of India, as applicable on the subject.



12.4 He shall coordinate and exercise powers and general supervision over all the activities of the Institute.

12.5 He shall be the Member Secretary and shall have the same administrative status and pay scales etc. as the Director of the Institute of Human Behaviour and Allied Sciences (IHBAS) and the Institute of Liver and Biliary Sciences (ILBS) under the Government

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of NCT of Delhi. For the purposes of the Society Registration Act, the Principal Secretary (H & FW), GNCTD shall be considered the Secretary of the Institute. In case of emergency, the Secretary may take such action as may be necessary and report it to the Governing Council.

12.6 All members of the staff of the Institute shall be under the administrative control of the Project Director/Director. He shall allocate duties to officers and staff of the Institute and shall exercise such supervision, control and discipline as may be necessary.

13. Terms of Office of Members of the Governing Council:

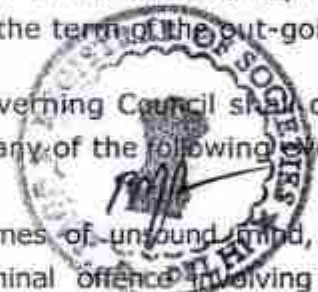
13.1 Unless the membership of the Governing Council is terminated as provided under the Rules and subject to the provisions under the Rules, each nominated member of the Governing Council shall relinquish his membership on the expiry of two years from the date on which he becomes a member of the Governing Council. But he shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the remaining portion of the term of the out-going member.

13.2 A member of the Governing Council shall cease to be the member on the happening of any of the following events:

- i) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve the Governing Council or he goes abroad for a continuous period exceeding one year.
- ii) If he does not attend three consecutive meetings of the Governing Council, without prior permission of the chairperson.

13.3 Whenever a member desires to resign from the membership of the Governing Council, he shall forward a letter containing his resignation addressed to the Member Secretary and his resignation shall take effect on its acceptance by the Chairman.

13.4 Whenever a person holds the membership of the Governing Council by virtue of an office held by him (ex-officio), his membership shall terminate when he ceases to hold that office and the vacancy so caused shall automatically be filled by his successor to that office.



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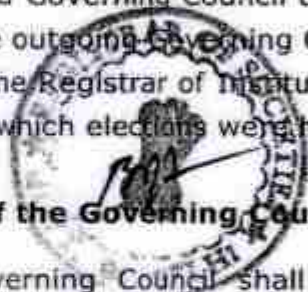
- 13.5 The members of the Governing Council shall not be entitled to any remuneration from the Institute excepting the full time Director of the Institute. However, the members of the Governing Council or any committee appointed by it may be paid by the Institute such travelling allowances and honorarium/sitting fee as may be decided by the Governing Council from time to time.
- 13.6 A person holding the membership of the Governing Council by virtue of an office held by him (ex-officio) shall attend the Governing Council meetings himself in person.
- 13.7 The Member Secretary shall attest the signatures of all the members of newly elected Governing Council and shall ensure that the said signatures of the outgoing Governing Council tally with the annual list as filed with the Registrar of Institute before 30 days of the succeeding month in which elections were held.

14. Vacancies among Members of the Governing Council:

- 14.1 Any vacancy in the Governing Council shall be filled either by appointment or nomination, as the case may be, by the respective authority or association entitled to make such appointment or nomination and shall be valid for the unexpired portion of the term of the member who has left.
- 14.2 The Governing Council shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Governing Council shall be invalidated merely by reason of the existence of a vacancy or vacancies in the body or of any defect in the nomination or appointment of any of the members.

15. Functions and Powers of the Governing Council:

- 15.1 The Governing Council shall be the principal executive authority of the Institute, and shall have the power to review actions of the Scientific Advisory Committee, Finance Committee, Academic Committee, Public Welfare Committee and all other Committees and shall exercise all powers of the Institute not otherwise provided for by the Rules.



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- 15.2 It shall generally carry out and pursue the objectives of the Institute, as set forth in the Memorandum of its Association.
- 15.3 It shall have the powers, in particular and without prejudice to the generality of the foregoing provisions, subject to the provisions of these Rules and the byelaws framed by it to:
- i) consider the annual and supplementary budgets and reports placed before it by the Director from time to time, and pass them with such modifications as the Governing Council may deem fit;
 - ii) create and abolish posts – the creation of the posts of Group 'A' & 'B' category is to be done after getting the approval from Finance/Planning Departments of the Government;
 - iii) appoint the Director, Professors, Professor-Emeritus, various faculty members, consultants, ~~researchers~~, scientists, scientific/technical/administrative and other officers and staff of the Institute, fix their remuneration and define their duties and terms of employment;
 - iv) enter into arrangements with the Government of India, State and local Government, other public or private organizations or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Institute, on mutually agreed terms and conditions, provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Institute; provided, further that for any such arrangement with foreign and/or international agencies, organization/corporate bodies the approval of the Government of India shall be obtained;
 - v) take over, acquire by purchase, grants, gifts, exchange, lease or hire or otherwise from Government of India, State and local Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds and facilities together with any attendant obligations and engagements not inconsistent with the objectives of the Institute; provided that for any such activity involving a foreign and/or international agency or organization, the approval of the Government of India shall be obtained.



  Page 18 of 29 

- vi) appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve/discontinue any of them,
- vii) delegate such administrative and financial powers as it may think proper to the Chairman and to the Director, as may be considered essential for achieving the objectives of the Institute;
- viii) frame, amend or repeal bye-laws, for the proper and efficient administration and management of the affairs of the Institute and in particular to provide for the following matters:

1. preparation and sanction of budget, estimates, expenditure, enter into and execution of contracts, investment of the funds of the Institute, sale or alteration of such investments and maintenance of accounts and their audit;
2. lay down procedure for recruitment of officers and establishment in the service of the Institute.
3. lay down terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishment of the Institute;
4. set out terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects not inconsistent with the objectives of the Institute.
5. set out such other matters as may be necessary for the administration of the affairs and funds of the Institute,



- 15.4 co-opt from time to time as its member, eminent clinician, scientist, distinguished person of repute as it deems desirable in the interest of the Institute and with the approval of the Government.
- 15.5 consider and pass the resolutions on the annual reports and the financial estimates and audit report on such accounts;
- 15.6 undertake such steps as are required for full autonomy or establish corporate structure based on a sound economic policy;

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- 15.7 give directions on specific matters.
- 15.8 approve and adopt the amendments to the Rules and Regulations of the Institute.
- 15.9 conduct periodical review and monitoring of the activities of the Institute and take remedial measures as deemed fit to meet the aims and objectives of the Institute.
- 15.10 recommend the broad policies and programmes of the Institute and suggest measures for the improvement and the development of the Institute.
- 15.11 perform such other functions as may be prescribed by Rules.

16. Proceedings of the Governing Council:

- 16.1 The meeting of the Governing Council shall be held at least once in every three months.
- 16.2 In the first meeting of the Governing Council, in every financial year, a report of the working of the Institute during the previous year, together with a statement of receipts and expenditure, the audited balance sheet and the financial estimate shall be presented.
- 16.3 Meetings of the Governing Council shall be called by the Chairman, and in his absence by the Director either on his own or at the request of not less than five members of the Governing Council.
- 16.4 Every meeting of the Governing Council shall be presided over by the Chairman; in his absence by the Administrative Secretary of the Dept. of Health & FW; and in his absence by the Director; and if he is also not available, then by a member chosen from amongst themselves by members present, to preside over the meeting.
- 16.5 Five members of the Governing Council, present in person, shall constitute a quorum at any meeting of the Governing Council.
- 16.6 Not less than fifteen day's clear notice of every meeting of the Governing Council shall be given to each member of the governing Council. The accidental omission to give notice to or the non-receipt



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of notice by any member shall, however, not invalidate the proceedings at the meeting.

16.7 Normally two meetings of the Governing Council shall be held in each half of the year or more frequently, if the need arises in the opinion of the Chairman.

16.8 The decision of the Governing Council shall be taken by the majority of the members present and voting.

16.9 The Chairman may himself call, or by a requisition in writing signed by him, may require the Director to call a meeting of the Governing Council at any time and on the receipt of such a requisition, the Director shall forthwith call such a meeting.

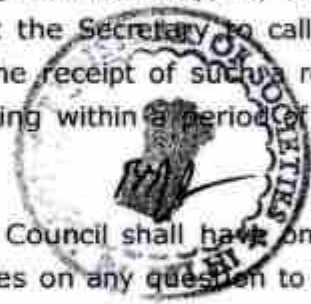
16.10 Five members of the Governing Council may, by a requisition in writing signed by them, request the Secretary to call a meeting of the Governing Council and on the receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.

16.11 Each member of the Governing Council shall have one vote and, if there shall be an equality of votes on any question to be decided by the Governing Council, the Chairman or the member presiding over the meeting shall have a casting vote.

16.12 Any business which may be necessary for the Governing Council to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effective and binding as if such resolution had been passed at a meeting of the Governing Council provided that at least five members of the Governing Council have recorded their approval to the resolution,

or

If urgent action by the Governing Council becomes necessary, the Chairman of the Governing Council may permit the business to be transacted by circulation of papers to the members of the Governing Council. The action proposed to be taken shall not be taken unless agreed to by a majority of members of the Governing Council. The action so taken shall be forthwith intimated to all the members of the Governing Council. The papers shall be placed before the next meeting of the Governing Council for confirmation.



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16.13 The Chairman may, irrespective of the opinion of the members of the Governing Council, refer any question, which in his opinion is of sufficient importance, for decision to the Government of NCT of Delhi.

16.14 In case of difference of opinion among the members, the opinion of the majority of the members present shall prevail.

17. The Finance Committee:

17.1 In order to consider important financial and other related matters, the Governing Council shall nominate the Finance Committee to make its recommendations to the Governing Council of the Institute with the following composition:

- | | |
|--|-----------------------------|
| i. Principal Secretary (Finance), GNCT of Delhi | Chairperson |
| ii. Principal Secretary (H & FW), GNCT of Delhi | Member (Ex-officio) |
| iii. Secretary (Planning), GNCT of Delhi | Member (Ex-officio) |
| iv. Secretary (AR), GNCT of Delhi | Member (Ex-officio) |
| v. Director/Project Director of the Institute, GNCT of Delhi | Member (Ex-officio) |
| vi. Special Invitee: Two senior faculty members of the Institute, one each from the discipline of clinical wing, & investigations/research wing to be nominated on recommendations of the Director | Member |
| vii. Financial Advisor of the Institute | Member Secretary & Convener |



17.2 The Finance Committee shall meet at least once in three months.

17.3 The tenure of the non Ex-officio members shall be for the period of two years. However, they will be eligible for renomination.

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18. Functions of the Finance Committee:

- 18.1 The Financial Committee shall function in accordance with the Rules of the Institute. The function of the Finance Committee shall be:
- 18.1.1 to consider in details annual budget estimates and revised estimates of the Institute and make recommendations thereon to the Governing Council;
 - 18.1.2 to consider and approve proposals for incurring of expenditure on account of major works and purchases;
 - 18.1.3 to consider proposals for creation of new posts and make recommendations to the Governing Council;
 - 18.1.4 to consider revisions of pay scales, allowances and other terms and service conditions of staff having financial implications and make recommendations to the Governing Council;
 - 18.1.5 to review financial position of the Institute and make recommendations from time to time to the Governing Council;
 - 18.1.6 to consider financial aspects of various projects and make suitable recommendations to the Governing Council. The Governing Council shall exercise full powers for sanctioning projects within the approved budget/scheme. It may also delegate such powers in this regard to the Director of the Institute, as deemed appropriate;
 - 18.1.7 to recommend fixing, levying and reviewing user charges for various services rendered by the Institute to the Governing Council for its consideration and approval.
 - 18.1.8 to consider the periodical statements of the accounts and to review the finances of the Institute from time to time and to consider re-appropriation of funds and audit reports and to make recommendations to the Governing Council in regard to financial flows and the gap, if any likely to develop and means to bridge such gaps.
 - 18.1.9 To give its views and to make recommendations to the Governing Council on any financial question affecting the Institute either on its own initiative or on reference from the Governing Council, or the Director.



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19. The Scientific Advisory Committee:

19.1 A Scientific Advisory Committee (SAC) to facilitate clinical and basic research work shall be constituted to advise on policy, to monitor progress and to facilitate in-depth exchange of views in specific fields. The Governing Council would nominate the Scientific Advisory Committee and this would be chaired by a renowned Oncologist/academician/scientist. The Director of the Institute would be the member secretary of the SAC. Faculty members from the Institute and renowned academicians/researchers/ scientists in the field shall be invited to the SAC. A senior legal expert shall be nominated to the SAC to look into the ethical and legal aspects.

19.2 The Scientific Advisory Committee shall evolve the scientific and technical programs of the Institute, review them periodically and shall take further course of action as deemed fit for furthering scientific and technological research of the Institute. The recommendations of the Committee would be submitted to the Governing Council for approval. The Scientific Advisory Committee shall meet at least once every three months, i.e. at least 4 time a year. The tenure of the non-Ex-officio members will be for the period of two years. However, they will be eligible for renomination.



20. The Academic Activities:

20.1 For realizing the objectives indicated in the Memorandum of Association, the Institute shall have long-term courses/training leading to award of MD, MS, DM, MCh, MSc, PhD, Fellowships and other courses/programmes as may be considered necessary in national and public interests. The Institute may conduct these courses as a 'deemed university' or seek affiliation with Universities/Institutes of higher learning in the country or overseas for conducting such courses. An Academic Committee/Council shall be constituted in terms of the respective ordinance of the concerned University/Institute of higher learning, which would be chaired by the Director of the Institute and shall have senior faculty members from the Institute and renowned academicians/technical experts from India/abroad as its members.



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21. Funds of the Institute:

21.1 The funds of the Institute will consist of the following:

21.1.1 Grant-in-aid provided by the Government of NCT of Delhi for establishing the Institute, to cover both the recurring expenses as well as the growth of the Institute, to fulfil all the objectives envisaged in the Memorandum of Association and byelaws of the Institute. The Institute shall be provided Grant-in-Aid on the basis of the Pattern of Assistance approved by the Finance Department of the Government. The funding of the Institute shall be on the net deficit basis.

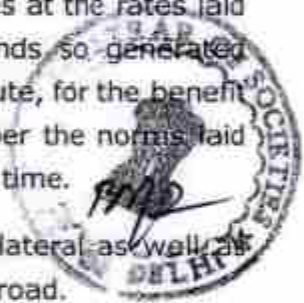
21.1.2 Grants received from Government of India.

21.1.3 Charges for providing diagnostic and therapeutic services to public. A proportion of the patients, as decided by the Governing Council, would be seen free or at concessional rates and the remaining would pay for the services at the rates laid down by the Governing Council. The funds so generated would be utilized for the growth of the Institute, for the benefit of the patients as well as for the staff as per the norms laid down by the Governing Council from time to time.

21.1.4 Project related assistance from various Bilateral as well as Multilateral funding agencies from India/abroad.

21.2 A preliminary business model for the running of the Institute shall be proposed for perusal and review by the Governing Council from time to time. All funds of the Institute shall be paid into the Institute's account with State Bank of India or in a scheduled/nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered in writing on his behalf by the Governing Council.

21.3 The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association of the Institute. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them.



22. Accounts and Audit:

22.1 The accounts of the Institute shall be audited by accredited Chartered Accountants. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by bye-laws to be framed by the Governing Council and in general, would conform to the guidelines followed by other similar organisations functioning under the Government. The accounts of the Institute shall be open for audit by the Examiner Local Fund Accounts (ELFA), GNCT of Delhi.

23. Annual Report:

23.1 An Annual Report of the proceedings of the Institute and of all work undertaken during the year shall be prepared by the Director of the Institute. This report and the audited accounts of the Institute along with the auditor's reports thereon shall be placed before the Governing Council at the General Meeting.



24. Alteration of Rules:

24.1 The Rules of the Institute may be amended at any time on the recommendation of the Governing Council by a Resolution passed by a majority of the members of the Council with the concurrence of the Government.

24.2 A resolution passed by a majority, not less than 3/4th of the total members of the Institute, can determine that the Institute shall be dissolved forthwith or on such date as may be agreed upon and confirmed by 3/4th of the members present at the second special meeting.



25. Terms and conditions of Service of the Staff of the Institute:

25.1 These would be formed in detail by the Governing Council and form a part of the Byelaws. These would be, by and large, comparable to those applicable to similar categories of employees in other premier institutions like the AIIMS and PGIMER etc., under the Govt. of India.

25.2 The employees of the Institute shall be classified into the four functional categories on approval by the Governing Council.

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25.3 The four categories proposed are:

- I. Clinical and Teaching Staff;
- II. Research & Scientific Staff;
- III. Nursing, Paramedical and Technical Staff including dieticians, social scientists, Record keeping & Statistics staff and other supportive staff like photographers, artists, peons, nursing orderlies, sweepers, gardeners, drivers etc.;
- IV. Administrative, Finance and Maintenance Staff including Housekeepers and Public Relation Managers.

25.4 **Tenure of Appointment:** The appointment of all categories of staff will be initially made for a period of 2 years on contract/probation. A review will be carried out at the end of 2 years to assess the suitability of the candidate for regular appointment thereafter, or extensions of probation or termination of the contract, as the case may be.

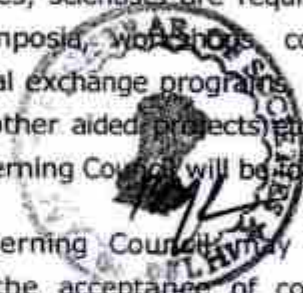
25.5 The Governing Council may sanction special allowances to any person/category as considered necessary with respect to terms and conditions of service. The actual details of the pay scales and allowances including special allowances will be approved by the Governing Council taking into account the special needs and objectives of the Institute. Special privileges honorarium, allowances, payment, etc. for specialists coming from overseas/other states would be ensured. The Director, with the approval of the Governing Council, may appoint experts/specialists as consultants for specific assignments requiring special expertise.

25.6 **Superannuation:** The age of superannuation for the Institute's staff shall be at par with other similar institutes in the country like the AIIMS, PGIMER, IHBAS, ILBS etc. It may be extendable, in exceptional cases as per rules, if the interests of the Institute so warrant, with the approval of the Governing Council.

25.7 **Re-employment of superannuated persons:** Superannuated persons may be re-employed on contract in exceptional cases and with the approval of the Governing Council subject to the terms and conditions specified therein. On re-employment, the total emoluments will be regulated in accordance with Central Government orders on the subject.



- 25.8 **Termination of Appointment:** The appointment shall be terminable on either side after giving to the other party not less than three months notice in writing except during the period of probation when no such notice will be required.
- 25.9 The Institute will encourage participation of scientific/academic staff and scholars of the Institute in recognized professional meetings, symposia and conferences etc. within the country and abroad. Academic papers to be presented by the Institute staff in such meetings will have the approval of the Director. Staff attending such meetings with due approval shall be considered on duty leave and will be eligible to actual train/airfare, incidental expenses, D.A. and registration/delegate fee, if any, paid by them, as per rules.
- 25.10 For pursuance of the scientific activities, scientists are required to visit abroad for attending seminars, symposia, workshops, conferences, training programs, visits under bilateral exchange programs, technology transfer programmes, WHO/UN and other aided projects etc. For this purpose guidelines framed by the Governing Council will be followed.
- 25.11 **Consultancy Practices:** The Governing Council may lay down guidelines from time to time for the acceptance of consultancy/ sponsored research/assignment by the staff of the Institute.
- 25.12 **Sharing of Royalties/Consultancy earnings, etc.:** The Institute shall encourage an atmosphere promoting active interests of the staff towards patients' care, research, inventions, patents and publications etc. in the field of Oncology, beyond their normal duties. The Governing Council, with approval of the Government, may formulate a policy, as might be existing in other similar institutions, for sharing of royalties/consultancy, earnings etc. received for any such work, as an incentive for the staff in acknowledgment of their achievements.
- 25.13 The Institute staff may, if invited to do so, accept professional assignments subject to the approval of the Competent Authority of the Institute.
- 25.14 **Training:** Members of the staff may be deputed for training for the work of the Institute at the discretion of the Director.
- 25.15 Publications in scientific literature, resulting from the work carried out in the Institute by the scientists/staffs of the Institute, shall be made with the approval of the Director and shall carry the Institute's name even after the scientist has left the Institute.



26. Execution of Contracts:

26.1 All contracts relating to the management and administration of the Institute shall be expressed as made by the Institute and shall be executed by the Director.

27. Suit by or against the Institute:

27.1 The Member Secretary or his nominee shall be considered to be the appropriate authority of the Institute to initiate or defend any legal proceeding in the name of the Institute.

28. Applicability Clause:

28.1 All the provisions of the Societies Registration Act, shall apply to this Institute.

28.2 The Institute undertakes to abide itself to adhere to the Societies Registration Act.



29. Working Hours:

29.1 The facilities of the Institute would be available round the clock. The working hours for all the staff at the Centre would be decided according to the needs, and could be any time of the day or night.

30. Dissolution:

30.1 Dissolution, if necessary, shall be done in accordance with the relevant rules under the Act.



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कायदा नं. 19/1963
संस्था नं. 16/1988
दिनांक 16/11/88



संस्था नं. 16/1988
संस्था नं. 16/1988
दिनांक 16/11/88

16/11/88

Notified U/S 19 of S.R. Act 1963

Registrar of Societies

MANUAL 03

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section 4(1)(b)(iii)]

Department of Clinical Oncology & Radiation Oncology Morning OPD

Registration Timings: 8:30 AM to 11:00 AM

Follow up: 8:00 Am to 12:00 PM

Senior Residents: OPD NO- 1,2,3,4, RT OPD

Days	Consultants
Monday	Dr Pragya Shukla
Tuesday	Dr Pragya Shukla
Wednesday	Dr Pragya Shukla
Thursday	Dr Pragya Shukla
Friday	Dr Pragya Shukla
Saturday	Dr Pragya Shukla

MANUAL 03
PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
[Section 4(1)(b)(iii)]

DIAGNOSTIC SERVICES	WORKING HOURS
• Onco Pathology (Histo & Cytology)	8:30 AM to 5:00 PM (Monday to Friday)
•	9:00 AM to 2:00 PM (Saturday)
•	Gazetted Holidays and Sundays closed

- **Screening: Lab Technician, Senior Resident.**
- **Reporting and signing out: Senior Resident, Assistant Professor.**

MANUAL 03

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [Section 4(1)(b)(iii)]

DIAGNOSTIC SERVICES	WORKING HOURS
• Lab Medicine (Bio- Chemistry and Microbiology)	24X7 (Round the clock)

- Sample Collection: Phlebotomist.
- Screening: Lab Technologist, Senior Resident.
- Reporting and signing out: Senior Resident.

MANUAL 03

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section 4(1)(b)(iii)]

Procedure for decision making of Store Department is concerned with the HODs i.e. Store Officer.

In case any decision need to be taken by the Store officer, matter proposed by the Junior Pharmacy Executive/ LDC of Store and same are routed through Senior Store Keepers to the Store Officer and as per the delegation of power and Authority, proposal are forwarded to the Joint Director, Admin for further submission to Worthy Director, DSCI for approval.

MANNUAL 3

PROCEDURE FOLLOWED IN DECISION MAKING [Section 4 (1) (B) (ii)]

Majority of decisions are taken by the MOIC and SDE pertaining to the functioning of the department with further approval from the director.

MANUAL 03

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section 4(1) (b) (iii)]

PURCHASE DEPARTMENT

1. Delhi State Cancer Institute has a Purchase Policy following all the rules of GFR 2017 and General Procurement Rules. All the Purchases are made as per rules laid down there in.
2. Delhi State Cancer Institute has a Hospital Purchase Committee (HPC) which is headed by the Chairman of the HPC along with other members of HPC (Accounts, Purchase and the concerned stores). Requirements for Drugs/Medicines, Consumables (Lab Items-Surgical Items), reagents & chemicals and various other items are procured on the basis of the recommendations of the Hospital Purchase Committee
3. All advertisements and tender documents placed on the website of the Government of Delhi.
4. Procurement is made through GEM (Bid system), Open Tenders, Local Tenders, Local Chemist, etc are followed for procurement of the various items which are needed for patient care at DSCI.
5. Explicit criteria laid down for evaluation of tenders. Price bids of only those participants are opened who fulfill the evaluation process and technical criteria.
6. Technical specifications of the equipment are duly approved by the Technical Advisory Committee consisting of 2 experts from outside the Institute with a representative from DSCI. Performance Bank Guarantees, FDRs and Earnest Money Deposit of the respective firms are being released after fulfillment of all terms and conditions.
7. Maintenance of the equipment is under the Heads of the respective User Departments after the approval from the Competent Authority.

MANUAL 03

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
[Section 4(1)(b)(iii)]**

Copy of Standard Operating System (SOPs) in r/o Medical Record Department, DSCI is attached herewith.

MANUAL 03

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

[Section 4(1)(b)(iii)]

DIAGNOSTIC SERVICES	WORKING HOURS
<ul style="list-style-type: none">• Onco Pathology (Hematopathology)	24x7(Round the clock)
<ul style="list-style-type: none">• Lab Medicine(Bio-Chemistry and Microbiology)	

- **Sample collection: Phlebotomist.**
- **Screening: Lab Technologist, Senior Resident.**
- **Reporting and signing out: Senior Resident, Assistant Professor.**



MANUAL-3

DEPARTMENT OF NURSING

PROCEDURE FOLLOVED IN DECISION MAKING [Section 4 (1) (b) (iii)]

REPORT FOR NURSING DEPARTMENT

Bed Strength of OPD & IPD Oncology Departments - 236.

PRESENT EXISTING POST NURSING STAFF

ADN (Officiating)	-	01
Senior Nursing Officer	-	06
Nursing Officer	-	85

DUTIES AND RESPONSIBILITIES

Nursing Officers doing shift duty and general duties in inpatient wards, Emergency / Hydration, OPD, Diagnostic Deptt., Minor OT, Major OT, ICU (Post-op), Chemo Day Care, Endoscopy / Bronchoscopy, Brachytherapy Deptt., Post-op ward, Radiation Therapy, Nuclear Medicine and Radiology Deptt.

TIMING OF DUTIES

First Shift	-	8 am - 2 pm
Second Shift	-	2 pm - 8 pm
III rd Shift	-	8 pm - 8 am
General duty	-	8 am - 3 pm, 9 am - 4 pm, 10 am - 5 pm & 1 pm - 8 pm

This hospital follows multidisciplinary high quality nursing care and Nursing Officers take active role in that model of care.

JOB SUMMERY FOR NURSING OFFICERS

- Nursing Officers are the first level professional nurse who provides direct patient care to one patient or group of patients assigned to her/him during duty shift and assist in management of wards.
- Providing care not only at problems associated with the disease and its effects on the patient but also on patient's family.