

C. The Procedure Followed in the Decision Making Process, including Channels of Supervision and Accountability:

The Institute is a subordinate office of the Directorate General of Health Services, Ministry of Health and Family Welfare, Government of India, New Delhi & the transaction of work with regard to Administration is done as per the prevailing rules under CCS and in accordance with Government Orders / Instructions issued from time to time. The Director is the final authority for making decisions to the extent of Delegation of the powers of Departmental Head as per the powers vested upon him. Beyond these matters are referred to the higher authority.

The Director of the Institute Issues Instructions / Orders to be implemented in the Institute and the respective Head of Departments is responsible to carry out the same in the provision of Services, Academic activities and Research. The Rehabilitation Disciplines are responsible to implement discipline related interventions while being accountable to the Director and the beneficiaries in the provision of Services within the framework of the Objectives of the Institute.

For Administrative & financial decision –

The process involves scrutiny at the level of Administrative Officer, Medical Officer, and Additional Director & Director. Financial decision involves Accountant, DDO, Additional Director & Director, at the Institute level as per the power vested upon to the Director of this Institute, otherwise the same is referred to the DGHS & the decision is taken by them in consultation with IFD of the Ministry.

For decisions regarding purchase –

- (a) The same are routed through General Purchase Committee / GPC for Material & Supplies Committee/ Information & Technology Committee (for purchase of computer and related item) / Committee for purchase of Machinery & equipments → followed through GeM Committee → thorough search in the GeM Portal, if available, purchase through GeM Portal as per the laid down procedure by GeM → if not available, the same is returned to the previous above committees with the certificate of non-availability by the GeM committee → the previous above committees then recommend the above purchase to be done from CPP Portal by calling quotation & after the same has been ratified by the Purchase/ Technical Specification Committee/ Technical Evaluation Bids Committee, Purchase Approval Committee & after the approval the Director. Final approval for the purchase lies with the Director except for the propriety items for which the approval is taken from DGHS.
- (b) For purchase of books and journals, and other Library related matters, the Library follows Good Office's Committee rules with the approval of the Director.
- (c) Final approval for the purchase lies with the Director except for the proprietary and single quotation items for which approval is obtained from DGHS.

For academic related decision –

The Institute follows the rules and regulations laid down by the different professional councils (MCI, RCI, OTPT Council), MUHS (affiliating University) & orders and office memorandum released by them from time to time.

For Post Graduate Medical Courses MD (PMR) & for under graduate BPO course the students are selected through NEET entrance tests, 50% seats under All India quota and 50% by DMER, Maharashtra.

The Selection of Students, to the various Courses conducted in the Institute, is done as per prescribed University Norms and the calendar of events is followed accordingly. The Selection process involves Advertisement, Entrance Test, and Selection is on the basis of Merit list prepared in the respective category. After declaration of results and after following the laid down provisional admission is granted. This process takes around 2 months for allied Medical Courses. Eligibility is granted by the concerned university.

The selection process involves Heads of Department/ Lecturers/Teaching Staff, Academic In-charge & Director. During the process of decision making for all Departments, if required, discussions and meetings are held on critical issues to arrive at a conclusion, keeping in mind the guidelines / rules and regulations laid down by the different professional councils (MCI, RCI, OTPT Council), MUHS (affiliating University) / orders and office memorandum released by them from time to time.

For decision regarding implementation of Hindi (official language) -

The same are implemented as per the direction of the Government of India for time to time.

For decision regarding other department –

As per the Institute policy & as per orders/office memorandum which are issued by the Director to the different departments from time to time.