

This charter seeks to provide a framework which enables our users to know:

- The service available in the hospital.
- The quality of services they are entitled to.
- The means through which complaints regarding denial or poor quality of services will be attended to.
- We ensure that all our users receive courteous and prompt attention.

GENERAL INFORMATION

Dean: 02462-229274 - Emergency: 02462- 235712, 235713

Doctors wear white apron and nurses are in their uniform. All staff members are in possession of identity cards.

Enquiries: 'May I Help You' & Enquiry counter exists at the main reception and in the OPD hall.

CASUALTY AND EMERGENCY SERVICES

Timing 24 hrs, 365 days:

Casualty medical officers and residents available 24 hours on all days

Call days are fixed for various Consultants and are available round the clock.

Casualty Assistance : 9822130007 (Anand Brother – Nursing Staff)

OUT PATIENT DEPARTMENT

Clinics

General OPD (Medicine, Surgery, Obstetrics & Gynaecology, Paediatrics, Ophthalmology, ENT, Orthopaedics, Anaesthesia, Immunization and Animal bite clinic, ART centre, Pulmonary Medicine, Dermatology & VD, Psychiatry and Dental)

9 am to 1 pm

Specialty Clinics (Infertility, Cancer Detection, Immunization & Well baby, High Risk New-born, Follow-up, Asthma, Paediatric Nephrology, Pain Management etc)

Registration Counter open from

9 am to 5 pm

Diagnostics

Laboratory: Sample collection round the clock (24 x 7)

Radiology: Round the clock (24 x 7)

Blood Bank

Blood Bank facilities available in the Hospital round the Clock (24 x 7)

INDOOR TREATMENT

All patients admitted in various wards of the hospital are treated as per the hospital policy.

Diet provided to all indoor patients.

Visitors are allowed only at notified visiting hours :4 to 6 PM on all days, 10am-12 noon on Sundays and holidays

Staff nurses are on duty round the clock in the wards.

Admitted patients should contact the staff nurse / Floor manager for any medical assistance they need

MISCELLANEOUS FACILITIES

Wheel chairs and stretchers are available for non-ambulatory patients.

There is a standby generator and Online UPS to cater to emergency services in case of breakdown of electricity.

Adequate drinking water and toilet facilities are available.

Cafeteria – 7AM. To 10 P.M

Pharmacy service is located on the ground floor and Casualty Block (24 hours , 365 days)

COMPLAINTS AND SUGGESTIONS

There may be occasions when our services may not be up to your expectations. Please do not hesitate to lodge your complaints with our Medical Superintendent

You may also fill up Response card and drop the same in the secure "Suggestion Box"

The Hospital is a no smoking and no alcohol zone

We ensure that all our users receive courteous and prompt attention.

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Dean office

| Sr. No. | chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|---------|-------------|--|--|---|--|--------|
| 1 | Dean Office | <ol style="list-style-type: none">1. Receiving, Sorting, Marking and after Dean`s sign dispatching letters to respective departments the letters addressed to Hon. Dean.2. To sends Dean`s acceptance letters towards various programmes and other letters etc.3. Giving appointment to visitors to visit Dean and other related4. Sending e-mails and fax and also sending recived e-mails and fax to concerned.5. Connecting/reciving and giving neccessry phone calls to Dean and giving information on phone call. | Urgent or within 3 to 7 days | Personal assistant to Dean | Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229275 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Administrative Officer Chamber

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|---------|--------------------------------|--|--|---|--|--------|
| 1 | Administrative Officer Chamber | 1. To work as Reciving and dispatching officer. 2. To work out and present files/correspondence/ reference coming from Estabilishment department, account section, acedemic section, cash section, legal cellto DEAN. 3.To Work as right to information officer. | Urgent or within 3 to 7 days | Administrative Officer | Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229275 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Office supritendant (Estabilishment section)

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Office supritendant (Estabilishment section) | <ol style="list-style-type: none"> 1. To work out and present various files of establishment section from establishment-1, 2, 3 & 4 to Administrative officer. 2. To work out and present various files coming from machinery store and retail store, construction and residential quarters to admistrative officer. 3. Departmentwise marking of posts recived | Urgent or within 3 to 7 days | Office supritendant (Estabilishment section) | Administrative Officer and Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229275 | |
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| | | by institute. 4. To work as assistant RTI officer. | | | | |
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Dr. Shankarrao chavan government medical college, Nanded.

Office supritendant (Estabilishment section)

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Inward Section | To receive all letters from institute and handover to concerned departments. | Immediately | Junior Clerk | Office supritendant (Estabilishment section) 02462-229336 | |
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| | | | | | 02462-229336 | |
| 2 | Outward Section | 1. To send all letters received through all departments of institute at given address. 2.To keep ticket accounting updated. | Immediately | Junior Clerk | Office supritendant (Estabilishment section) | |

Dr. Shankarrao chavan government medical college, Nanded.

Estabilishment section:- group 1

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|---------|--------------------------------|---|--|---|--|--------|
| 1 | Establishment Section Gazetate | 1. To release class 1 teacher`s annual increment. | 3 to 7days | Senior assistant | Office supritendant | |

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| | Officers Class1 | <p>2. To present Standing Benifit Certificate proposal to director office.</p> <p>3. To present probation termination proposal to director office.</p> <p>4. To keep servicebook entries updated. 5.To fill information in sevarth pranali.</p> <p>6. To release teacher`s deputation orders.</p> <p>7. To release orders regarding deputation order and registration fees sanction.</p> <p>8. Proceedings towards confidential reports.</p> <p>9. To provide information to headoffice whenever demanded.</p> | | | <p>(Estabilishment section)</p> <p>Administration Office</p> <p>Dr. S. C. G. M. C.</p> <p>Vishnupuri, Nanded</p> <p>02462-229336</p> | |
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Dr. Shankarrao chavan government medical college, Vishnupuri,Nanded.

Estabilishment section: - group-2

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Establishment | 1. Work out over class 1 Officers temporary | 3 to 7 | Senior Clerk | Office supritendant | |

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| | ent Section Gazetate Officers class 2 | appointments. 2. Release class 2 officer's annual increments. 3. To present Standing Benifit Certificate proposal to director office. 4. To present probation termination proposal to director office. 5. To keep servicebook entries updated. 6.To fill information in sevarth pranali. 7. To release teacher`s deputation orders. 8. To release orders regarding deputation order and registration fees sanction. 9.Proceedings towards confidential reports. 10.To provide information to head office whenever demanded. | days | | (Establishment section) Administration Office Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment Section: - Class 3

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|-------------------------------------|--|--|---|---|--------|
| 1 | Establishment Section class 3 | <p>1. To update service records for technical and non-technical class 3 staff as sanctioned by establishment section from appointment till retirement and related works.</p> <p>2. To work out as per letters received from government/director office or through any other government office.</p> <p>3. To provide available information to applicant as per RTI Act 2005.</p> <p>4. To take necessary action regarding confidential reports concerned with class 3 technical and non-technical staff.</p> <p>5. To send extension proposals of temporary posts to head office within stipulated time.</p> <p>6. To work out urgently in legal issues.</p> <p>7. To handle promotion issues as per designated administrative power.</p> | To do proceedings over star questions, non-star questions and shot suggestions on that day only otherwise do proceedings within 3 to 7 days. | Junior Clerk | Office supritendant (Establishment section) Administration Office Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229275 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section: - Class 4

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|--------------------------------------|---|---|---|--|--------|
| 1 | Establishment section Class 4 | <p>1. To keep service records updated and related works for those 124 establishment section sanctioned class 4 posts from their appointment till retirement.</p> <p>2. To work out as per letters received from government/director office or through any other government office.</p> <p>3. To provide available information to applicant as per RTI Act 2005.</p> <p>4. To give appointments to anukanpa and replacement staff as per guidelines of director office.</p> <p>5. To send extension proposals of temporary posts to head office within stipulated time.</p> <p>6. To handle promotion issues as per designated administrative power.</p> | <p>1. Urgently or maximum within 7 days.</p> <p>2. To do proceedings over star questions, non-star questions and shot suggestions on that day only or maximum within 7 days.</p> <p>3. As per RTI Act minimum within 5 days and maximum within 30 days.</p> <p>4. As per director office's orders within 15 days of the institutes selection board's decision.</p> <p>5. Every year in November-December and as per urgency.</p> <p>6. Within 7 days of complete action over the issue.</p> | Clerk appointed to the department | Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-22927 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Machinery procurement department-102 | A) To work out as per procurement demands formachinery/furniture/chemicals from all departments/hostel/administration office of theinstitute. B) To sanction quotations and present to cash section to deliver the amount for procured machinery/furniture/chemicals. C)To present proposal as per government and director office`s guidelines regarding procurements to upgrade postgraduate academics. D) To provide all information regarding procurements todirector office and government. | 1. To work out after receiving order for procurement urgently orwithin 3 to 7 days. Timeperiod ofwithin 21 days is given for receiving quotations. If there is no response extension of 15 days can be giventwice. | Senior Assistant | Office supritendant (Estabilishment section) Dr. S.C.G.M.C. Vishnupuri, Nanded 02462 - 229336 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Retail goods and writing content procurement and writeoffs store | <p>1) To workout as per demand from all departments/hostel/administration office regarding retail goods and stationary procurement.</p> <p>2) On every Friday distribute stationary and retail goods and take their entries to the stock book.</p> <p>3) To sanction registration fees of doctors</p> <p>4) To work out regarding demands of stationary and other printed materials from Nagpur jail.</p> <p>5) To do proceedings for Ultimate disposal of writeoffs as decided by regional office</p> <p>6) To sanction quotations from all department heads which come under Dean's power.</p> <p>7) To do proceedings towards work of</p> | Within 3 to 7 days | Junior Clerk | Office supritendant (Estabilishment section) Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Residential Quarter Department | <p>1) To allot residential quarters to staff working in Dr. S.C.G.M.C.Nanded.</p> <p>2) To verify and give No dues certificate to staff after retirement or leaving residential quarter.</p> <p>3) To demand concerned office to verify whether staff residing in quarter regularly deduct HRA,ServiceTax,Water fee and also demand their salary schedule.</p> <p>4) To give letters to PWD department regarding various minor repairs of residential quarters.</p> <p>5)To collect and update information of staff residential quarterwise.</p> | Within 3 to 7 days | Senior Clerk | Head Residential Committee Telephone Number 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

लेखाविभाग

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Account section | To verify and do proceedings regarding gazetate department, Class 3/class 4, stipend, provident fund, group insurance scheme, house construction advance, computer advance, motor vehicle advance, travelling allowance bill, travelling concession bill, medical bill and present to treasury. To keep control over grant section. To do settlements of works as and when said by seniors. | Within 3 to 7 days | Office Supritendant | Administrative Officer Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account section

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|--------|------------------------|--|--|---|--|--------|
| 1 | Account section | <p>To verify monthly instalments and returns from class 4 staff by viewing provident fund account of year 2009 also count interest and note down.</p> <p>Also verify from cashier the amount deposited to bank by staff and also notedown difference bill of 6th pay commission to provident fund.</p> <p>To help gazetate officers, class3 and class 4 staff in grant section.</p> <p>To do work as office supritendant as and whenrequired.</p> | Within 3 to 7 days | Senior Assistant | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

लेखाविभाग

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | अनुदानशाखा | <p>To pepare annual budget. To prepare quarterly budget. To prepare eight monthly budget. विननयोजनलेखेतयारकरणे महालेखाकारखर्मेळसादरकरणे Monthly expenditure report preparation. To present above mentioned information to head office. To prepare bills for emergency expenditure as per target asfollows 06-Telephone,Electricity and Watersupply 13- Office expenditure 4- Rent andtax 17-Expenditure on computers 21-Machinary andsupply 24-Petrol,oil and lubricants 26-Advertisementand publicity 27-Small scale construction 51- Motor Vehicles 52-यंत्रसामुग्री ि सा.सामुग्री 72-यंत्रसामुग्री ि साधन सामुग्री ि पररक्षण To prepre bills Sicklecell Grant.</p> | Within 3 to 7 days | रिररष्ठललवपक | <p>Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336</p> | |

Account Section

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|----------------------------------|---|--|---|--|--------|
| 1 | Gazetate Officers` Sallery Bills | <p>Prepare monthly payment bill of Gazetate Officers.</p> <p>Pay fixation and preparation of difference billfor allowances considering records.</p> <p>Prepare supplementary bill after sanction of leave.</p> <p>Notedown inflation allowance in sevarth pranali.</p> <p>Prepare final certificate from sevarth pranaliafter transfer.</p> <p>Prepare payment slip from monthly payment as per demand from gazetateofficers.</p> <p>Encashment of earned leave and preparationof difference bill for inflation allowance for gazetate officers.</p> <p>Calculate income tax and prepare andpresent quarterly deduction to C.A.</p> <p>Prepare and present financial budget togrant department.</p> <p>Provide information as per RTI Act.</p> <p>Present information about missing credit of provident fund to accountant.</p> | Within 3 to 7 days | Senior Clerk | <p>Office supritendant</p> <p>Dr. S.C.G.M.C.</p> <p>Nanded.</p> <p>Telephone Number</p> <p>02462-229336</p> | |

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| | Prepare and present information to income tax department and C.A. regarding notice received from | | | | |
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| | | income tax department. | | | | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|--|---|--|---|--|--------|
| 1 | Class 3/ class 4 Sallery bill | Prepare every month sallery bill of class 3 and class 4 staff. Pay fixation and preparation of difference bill for allowances considering records. Prepare supplementary bill of payment and allowaces after sanction of leave. Notedown inflation allowance in sevarth pranaliand D.C.P.S. Prepare final certificate from sevarth pranaliaafter transfer. Prepare payment slip from monthly | Within 3 to 7 days | Senior Clerk | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

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| | | <p>payment as per demand from staff. Encashment of earned leave and preparation of difference bill for inflation allowance for staff. Calculate income tax and prepare and present quarterly deduction to C.A. Prepare and present financial budget of class 3 and class 4 staff to grant department. Provide available information as per RTI Act. Present information about missing credit of provident fund to accountant Prepare and present information to income tax department and C.A. regarding notice received from income tax department.</p> | | | | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Travelling Allowance/ Maharashtra aDarshan Account Department | Travelling Allowance Training Allowance Maharashtra Darshan Bill Own village Travelling Allowance Travelling Allowance after retirement Travelling Allowance after transfer Death and service gratuity Temporary Death and service gratuity Temporary Family Pension Emergency Allowance Medical Bill Medical Advance | Within 3 to 7 days | Junior Clerk | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|---------|---|--|---|---|--------|
| 1 | Stipend | <p>Prepare and present every month stipend of postgraduate students, interns and house officers to treasury. Inclusion of difference of inflation allowance in stipend time to time. Prepare stipend slip from monthly stipend as per demand from postgraduate students and house officers. Collect monthly report of postgraduate students, interns and house officers from each department and present to grant department.</p> | Within 3 to 7 days | Junior Clerk | <p>Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336</p> | |

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|---------------------------|---|--|---|--|--------|
| 1 | Provident fund department | <p>Prepare and present Provident fund bills of class 1 to class 4 staff to treasury.</p> <p>Calculate interest after updating Provident fund.</p> <p>Prepare and present bills of house construction advance, computer advance, motorcycle advance to treasury.</p> <p>To present final proposal of Provident fund through accountant to treasury.</p> <p>To present final proposal of the amount through D.C.P.S. to treasury.</p> <p>Present proposals to Hon. Director regarding house construction advance, computer advance, motorcycle advance. Issue No Dues certificate to concerned staff/officer regarding house construction advance, computer advance, motorcycle advance after recovery of the amount with interest.</p> <p>Present bill to treasury regarding group insurance scheme after calculation.</p> <p>Present information regarding missing credit of Provident fund to accountant at Nagpur and Mumbai.</p> | Within 3 to 7 days | Junior Clerk | <p>Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336</p> | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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|---|--------------------|--|--------------------|--------------|---|--|
| 1 | Account Department | Prepare monthly payment bill register from monthly payment bills for class 1 to class 4 staff. Prepare register to note down construction advance, computer advance, motorcycle advance. Prepare register and update from D.C.P.S. of gazetate officers/staff. | Within 3 to 7 days | Junior Clerk | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Cash section Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|--|--|--|---|---|--------|
| 1 | Cash section Department | <ol style="list-style-type: none"> 1) Note entries in government cash book regarding credits and debits. 2) Maintain non-government cashbook. 3) Update bank passbook. 4) Maintain logs about society R.D., L.I.C. 5) Prepare and submit stipend list of gazetate officers to bank. 6) Distribution of advance and after passing bills make necessary deductions. 7) Deposit token in cash in bank. 8) Daily reconciliation of cash. 9) From treasury self prolix account issuing cheques and getting those passed. 10) Go to treasury office to enroll newly appointed officers and staff. 11) Look after all works over computer. | Urgently or within 3 to 7 days | Cashier | Administrative Officer Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229272 | |

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| 2 | Junior Clerk (Self Prolix Account) | <ol style="list-style-type: none"> 1) Write self prolixcashbook. 2) Note with receipt of educational and other fees and by cheque deposit P.L.A. Chalan. 3) Prepare all types ofchalan. 4) Distribute through bank scholarship/freeship/P.T.C./A.T.C./ N. M.S./Caution money and others (U.G./P.G.). 5) Look after all works over computer. 6) Help cashier in all works. 7) Do all bank related works. | Urgently or within 3 to 7 days | Junior Clerk | Cashier Telephone Number 02462-229336 | |
| 3 | Junior Clerk (Assistant) | <ol style="list-style-type: none"> 1) Note with receipt of educational and other fees. 2) Look after all works over computer. 3) Help cashier in all works. 4) Receive and note all posts and inform to superiors. 5) Do all bank related works | Urgently or within 3 to 7 days | Junior Clerk | Cashier Telephone Number 02462-229336 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|----------------------------|--|--|---|--|--------|
| 1 | Office supritendant | Keep control over all departments of academic section and get workdone within stipulated time. Collect all information from concerned departments regarding audit paras and present to accountant atNagpur. | Urgently or within 3 to 7days | Office supritendant | Administrative Officer Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

Dr. Shankarrao Chavan Government Medical College, Vishnupuri, Nanded.

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|------------------------------------|--|--|---|--|--------|
| 1 | Academic section and Record | <p>Getting filled programme card of first year students and maintain progress card</p> <p>1)bonafied,2)character,3)attempt 4)mci,5)NOC,6)INTERNSHIP DOING,7)MIGRATION,8)VERIFICATION 9)TRANSCRIPT,10)TRANSFERENCE CERTIFICATE,11)INTERBSHIP COMPLETION, 12)HOLDING,13)FOREIGN,14)ATTEMPT,15)CLINICAL ROTATION,16)EXPENDITURE, CERTIFICATE FOR ENTRANCE EXAM EMGES/ECFMC,17)AND OTHER CERTIFICATE</p> <p>Issuing above mentioned certificates as per students demand.</p> <p>Prepare list of all bonded students who have</p> | Urgently or within 3 to 7 days | Senior Clerk | <p>Office supritendant, academic section Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229272</p> | |

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| | | completed internship and send to Hon. Deputy | | | | |
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| | <p>Director, Director Office Health Department, Mumbai.</p> <p>Send proposal to Hon. Registrar Nashik about receiving Internship Completion Certificate for students who have completed internship.</p> <p>Give posting to all final passed students for one year.</p> <p>Send proposal to M.M.C., Mumbai regarding temporary registration for interns.</p> <p>Get completed enrolment process of P.G.- D.M.L.T.</p> <p>Send proposal to Hon. Registrar Nashik of those students who have completed enrolment process of P.G.-D.M.L.T.</p> <p>Inform account section about giving stipend to interns.</p> <p>Issue posting and presenty certificate to students transferred from other government college and those received no dues certificate from university. Receive fees and issue posting to students tranfered from private college and abroad.</p> <p>Distribute intership completion certificate received from university to students.</p> <p>Inform account section about absenteeism of students during intership.</p> <p>Give information as per RTI Act.</p> <p>Work as per senior`s order as when said.</p> | | | | |
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| 2 | U.G. Hostel Department | <p>Getting filled scholarship forms from U.G. Students of category (S.C., S.T., V.J., N.T., and S.B.C.) and sending to social welfare department. After receiving cheque prepare order for distribution to students.</p> <p>Extract hostel fees and caution money from students.</p> <p>Issue hostel certificate.</p> <p>Maintain deadstock register.</p> <p>In case of water scarcity deploy private tanker and get its bill passed.</p> <p>Get minor repairs whenever required.</p> <p>Issue hostel leaving certificate.</p> <p>Write off deadstock after following norms.</p> | Within 3 to 7 days | Clerk and typist | | |
| 3 | Fees Department | <ol style="list-style-type: none"> 1) To extract fees from first, second, third and final year M.B.B.S. students educational fees and other related fees and update information about fee structure. 2) To extract fees from first, second, third and final year B.P.M.T. students educational fees and other related fees and update information about fee structure. 3) Proceedings towards concession to E.B.C. and defence 1 students. 4) Proceedings towards concession to wards of primary and secondary teachers. 5) Proceedings towards return of caution money to students. 6) Issuing no dues certificate to students | Within 3 to 7 days | Clerk and typist | | |

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| | | <p>while filling examination form and internship completion.</p> <p>7) Final no dues is given to students after verifying their repeater fees and other fees.</p> <p>8) Update M.B.B.S.first, second, third and final year students and B.P.M.T. from first, second, third and final year students according to their roll numbers and educational fees.</p> <p>9) Present to cashier cheques after sanction of fees of E.B.C.,P.T.C., A.S.T.,and defence 1 students after sanctioning of their fees.</p> <p>10) Take note of receipt in register after deposition of educational and other fees by students.</p> <p>11) Proceedings towards educational loan cheques through banks.</p> | | | | |
| 4 | Scholarship Department | <p>Notify over notice board regarding online scholarship applications and other educational concession form for M.B.B.S.,B.P.M.T.,D.M.L.T.,M.D./M.S. students.</p> <p>Give notice to students to open bank accounts to receive scholarship and examination fees.</p> <p>Proceedings towards scholarship/educational fees and examination fees to special district social welfare officer, social welfare office, Aurangabad.</p> <p>Proceedings towards scholarship of</p> | Within 3 to 7 days | Clerk and typist | | |

orthopaedically handicapped students to social welfare officer, Z.P. Office Aurangabad.
Proceedings towards e- scholarship indian government/ educational fees, and examination fees to project officer, integrated tribal development project, N-8, Aurangabad.
Proceedings towards Merit cum means scholarship to minorities to Hon. Joint secretary, technical education, regional office Aurangabad. Proceedings towards Merit cum means scholarship to minorities to Hon. Director, D.M.E.R., Mumbai.
Proceedings towards meritorious scholarship owner students to Hon. Education Secretary (Higher education).
Department of educational measurement and evaluation, national council of educational research and training **NATIONAL TALENT SEARCH EXAMINATION SCHOLARSHIP**
Proceedings towards scholarship from other private trusts.
Proceedings towards scholarship to out of state students.
Present proposals for all above mentioned of postgraduate students with print out and necessary documents to concerned departments for sanction.
Distribution of sanctioned examination fees to students through banks.
Present UTILIZATION CERTIFICATE to students

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| | | given scholarship through banks. | | | | |
| 5 | Examination Department | <ol style="list-style-type: none"> 1) Distribution of marksheets of M.B.B.S. first, second, third and final year students. 2) Distribution of marksheets of B.P.M.T. first, second, third and final year students. 3) Distribution of passing certificate of M.B.B.S. first, second, third and final year students and postgraduate students. 4) To distribute hall tickets and work out examination related works. 5) To communicate with university with letters regarding examination and proceedings towards notifications on university website. 6) Updation of distribution of mark sheets of M.B.B.S. first, second, third and final year students and B.P.M.T. first, second, third and final year students and certificate of postgraduate students | Within 3 to 7 days | Clerk and typist | | |
| 6 | Postgraduate Enrollment Department | <p>All works related to postgraduate diploma and degree course enrolment</p> <ol style="list-style-type: none"> 1. Enrollment of students selected through all India and PGM-CET Quota. 2. Work of educational fees of enrolled students. 3. Sending proposals to M.U.H.S. Nashik regarding enrolment and eligibility after verification. 4. Distribute passing certificate to passed diploma and degree students. | Within 3 to 7 days | Clerk and typist | | |

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| | | <ol style="list-style-type: none"> 5. Giving orders to diploma and degree students of promotion. 6. Return original certificates to students after bond completion. 7. Issuing sanction orders after receiving applications for sanction. 8. Present applications of synopsis and title after verification to M.U.H.S.Nashik. 9. Present dissertations to M.U.H.S.Nashik of eligible students. 10. Present proposal as P.G. guide to M.U.H.S.Nashik for sanction. 11. Look after all works of PGM-CET and M.H.T.CET. 12. Look after preference form filling of eligible candidates of PGM-CET and MHT-CET candidates. 13. Proceedings are taken about lapse seats to be filled with house officer posts after advertisement. 14. Provide available information as per RTI Act. | | | | |
| 7 | U.G. Enrollment Department | <p>All works related to M.B.B.S. and B.P.M.T. course enrolment as follows-</p> <ol style="list-style-type: none"> 1. Enrollment of students selected through all India and PGM-CET Quota. 2. Work of educational fees of enrolled students. 3. Sending proposals to M.U.H.S. Nashik | | | | |

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| | | <p>regarding enrolment and eligibility after verification.</p> <ol style="list-style-type: none"> 4. Return original certificates to students after bond completion. 5. Look after all works of PGM-CET and M.H.T.CET as said by center in charge. 6. Look after preference form filling of eligible candidates of PGM-CET and MHT-CET candidates as said by center in charge and proceedings towards students transferred in second year. | | | | |
| 8 | Bond Department | <ol style="list-style-type: none"> 1) It is mandatory for bonded candidate as per government rule to serve government after passing the examination. Verification of documents of candidates who served bond and applied for bond release certificate. 2) After verification such proposal is set to director office for bond release certificate. 3) Send proposal for bond release certificate of those candidates who deny to serve bond and ready to pay bond amount with receipt to director office. 4) Update register of bonded candidates (U.G./P.G.) who served bond or paid bond amount and sending letters regarding the same. 5) Distribution of bond release certificates to candidates given by director office. | Within 3 to 7 days | Clerk and typist | | |

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| | | <p>6) Sending letters to all department's H.O.D's regarding affiliation proposals (L.I.C.), collecting information and after compilation sending proposal to M.U.H.S.Nashik with demand drafts as per guidelines.</p> <p>7) Preservation of all affiliation proposals in different box files.</p> <p>8) Sending reply to M.C.I. letters as per priority by collecting information from concerned departments.</p> | | | | |
| 9 | P.G. Hostel Department | <p>1) Extract hostel fees from students.</p> <p>2) Issue hostel certificate.</p> <p>3) Maintain dead stock register.</p> <p>4) Dead stock maintained in logs.</p> <p>5) In case of water scarcity deploy private tanker and get its bill passed.</p> <p>6) Get minor repairs whenever required.</p> <p>7) Issue hostel leaving certificate.</p> <p>8) Write off dead stock after following norms.</p> <p>9) Work out over student's application.</p> <p>10) Maintain cleanliness of the hostel.</p> <p>11) Take regular rounds at hostel.</p> <p>12) Work as per senior's orders.</p> <p>13) Work said by examination department.</p> | Within 3 to 7 days | Clerk and typist | | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Legal Cell Department | <ol style="list-style-type: none"> 1. Entries of cases filed in Hon.Court/Hon. MAT are taken in this department as per inward number. 2. After discussion with Legal Cell Head Committee is informed to prepare Parawise report. 3. Parawise report report is prepared on computer and prented to senior office. 4. After getting sanctioned Parawise report report mtter is prepared on bond paper (on Computer) and presented to Hon.Court. 5. By remaining present to every hearing | Minimum 15 days | Senior Clerk | Legal Cell Head | |
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| | | <p>in Hon. Court report is sent to senior office.</p> <p>6. Follow up is taken by legal cell until final verdict is made by Hon. Court.</p> <p>7. After final decision by court copy of decision is sent to senior office.</p> | | | | |
| 2 | R.T.I. Cell | <ol style="list-style-type: none"> 1) After receiving applications to this cell, applications are scrutinized and concerned departments are informed to give information considering application date. 2) After collecting information from concerned department information is provided to the applicant in format mentioned in application. 3) Settlement of applications received even from head office is done in stipulated time. 4) Work as per time to time circulars from head office. 5) Proceedings towards providing information to applicant within stipulated time frame. 6) Keeping logs and records updated in R.T.I. Cell. | Minimum 10 days , maximum 15 days | Senior Clerk | | |

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| 3 | Vehicle Department | <ol style="list-style-type: none">1) Update bills, log books, maintenance register, attendance report in Vehicle Department.2) Timely instructions are given by Vehicle Department Head to drivers.3) Driver`s and vehicle maintenance issues are dealt urgently.4) On application from other departments for government duty vehicle is to be made available with permission from Vehicle Department Head.5) Making financial budget and other concerned communications through letters is done. | 3 to 7days | Senior Clerk | Vehicle Department Head | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Library

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|-----------|---|--|---|--|--------|
| 1 | Librarian | <ol style="list-style-type: none"> 1) Fullfill services provided to members of library. 2) Taking decision for upgrading library and taking it`s follow up. 3) Implementation of decisions taken by seniors / library committee. 4) Tackling issues of readers and staff. 5) Taking information about new books and procuring necessary books. 6) Conducting meetings of library committee, planning strategy and taking decisions. | Urgent or within 3 days | Librarian | Head Library Committee Tel. No. 02462-229278 | |

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|---|---------------------|---|------------------------------|---------------------|---------------------------------------|--|
| 2 | Assistant librarian | <ol style="list-style-type: none"> 1) Working over library administration and organization help librarian. 2) Guide junior staff and readers regarding library service. 3) Taking annual report and books transaction from junior staff and provide information to librarian. 4) Help librarian to upgrade library and procurement of books and journals and provide all necessary information. 5) On behalf of library department participate in national programmes and library development programme. | Urgent or within 3 days | Assistant librarian | Librarian Tel. No. 02462-229278 | |
| 3 | Senior Clerk | <ol style="list-style-type: none"> 1) Prepare list of members and cancelling membership and giving no dues. 2) Take care of all necessary documents with responsibility and provide information to librarian. 3) Help librarian and assistant librarian during book count. 4) Maintain cuttings regarding institute and medical education. 5) Prepare and update all types of bills and logs. 6) Prepare and update files regarding leaves taken by staff and keep | Urgent or within 3 to 7 days | Senior Clerk | Librarian Tel. No. 02462-229278 | |

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| | | <p>information regarding replacement leaves.</p> <p>7) Perform duties as per senior`s instructions and in stipulated time.</p> | |
| 4 | Junior Clerk | <ol style="list-style-type: none"> 1) Take care of daily transaction of books and update alllogs. 2) Make list of readers and list books issued departmentwise. 3) Update list of journals in reference section. 4) Provide necessary information to assistant librarian for books and journals procurement. 5) Get library clened from junirstaff and maintain neat and clean library. 6) Implement senior`s orders urgently. | Urgent or within 3 to 7days |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Dean office

| Sr. No. | chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|---------|-------------|---|--|---|--|--------|
| 1 | Dean Office | <ol style="list-style-type: none">1. Receiving, Sorting, Marking and after Dean`s sign dispatching letters to respective departments the letters addressed to Hon. Dean.2. To sends Dean`s acceptance letters towards various programmes and other letters etc.3. Giving appointment to visitors to visit Dean and other related4. Sending e-mails and fax and also sending received e-mails and fax to concerned.5. Connecting/reciving and giving neccessry phone calls to Dean and giving information on phone call. | Urgent or within 3 to 7 days | Personal assistant to Dean | Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229275 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Administrative Officer Chamber

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|---------|--------------------------------|--|--|---|--|--------|
| 1 | Administrative Officer Chamber | 1. To work as Reciving and dispatching officer. 2. To work out and present files/correspondence/ reference coming from Estabilishment department, account section, acedemic section, cash section, legal cell to DEAN. 3. To Work as right to information officer. | Urgent or within 3 to 7 days | Administrative Officer | Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229275 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Office supritendant (Estabilishment section)

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|----------------|---|---|---|---|---|---------------|
| 1 | Office supritendant (Estabilishment section) | <ol style="list-style-type: none">1. To work out and present various files of establishment section from establishment- 1, 2, 3 & 4 to Administrative officer.2. To work out and present various files coming from machinery store and retail store, construction and residential quarters to admistrative officer.3. Departmentwise marking of posts recived | Urgent or within 3 to 7 days | Office supritendant (Estabilishment section) | Administrative Officer and Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229275 | |

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| | | by institute. 4. To work as assistant RTI officer. | | | | |
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Dr. Shankarrao Chavan Government Medical College, Nanded.

Office Superintendent (Establishment Section)

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|----------------|----------------|--|---|--|---|---------------|
| 1 | Inward Section | To receive all letters from institute and handover to concerned departments. | Immediately | Junior Clerk | Office Superintendent (Establishment Section) 02462-229336 | |

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| | | | | | 02462-229336 | |
| 2 | Outward Section | 1. To send all letters received through all departments of institute at given address. 2.To keep ticket accounting updated. | Immediately | Junior Clerk | Office supritendant (Estabilishment section) | |

Dr. Shankarrao chavan government medical college, Nanded.

Estabilishment section:- group 1

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|---------|-----------------------------------|---|--|---|--|--------|
| 1 | Establishment Section Gazetate | 1. To release class 1 teacher`s annual increment. | 3 to 7days | Senior assistant | Office supritendant | |

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| | Officers Class1 | 2. To present Standing Benifit Certificate proposal to director office. 3. To present probation termination proposal to director office. 4. To keep servicebook entries updated. 5.To fill information in sevarthpranali. 6. To release teacher`s deputation orders. 7. To release orders regardingdeputation order and registration feessanction. 8. Proceedings towards confidencialreports. 9. To provide information to headoffice whenever demanded. | | | (Estabilishment section) Administration Office Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |
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Dr. Shankarrao chavan government medical college, Vishnupuri,Nanded.

Estabilishment section: - group-2

| SR. NO. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|---------|------------|---|--|---|--|--------|
| 1 | Establishm | 1. Work out over class 1 Officers temporary | 3 to 7 | Senior Clerk | Office supritendant | |

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| | ent Section Gazetate Officers class 2 | appointments. 2. Release class 2 officer's annual increments. 3. To present Standing Benefit Certificate proposal to director office. 4. To present probation termination proposal to director office. 5. To keep servicebook entries updated. 6. To fill information in sevarthpranali. 7. To release teacher's deputation orders. 8. To release orders regarding deputation order and registration fees sanction. 9. Proceedings towards confidential reports. 10. To provide information to head office whenever demanded. | days | | (Establishment section) Administration Office Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment Section: - Class 3

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|-------------------------------|--|---|---|--|--------|
| 1 | Establishment Section class 3 | <p>1. To update service records for technical and non-technical class 3 staff as sanctioned by establishment section from appointment till retirement and related works.</p> <p>2. To work out as per letters received from government/director office or through any other government office.</p> <p>3. To provide available information to applicant as per RTI Act 2005.</p> <p>4. To take necessary action regarding confidential reports concerned with class 3 technical and non-technical staff.</p> <p>5. To send extension proposals of temporary posts to head office within stipulated time.</p> <p>6. To work out urgently in legal issues.</p> <p>7. To handle promotion issues as per designated administrative power.</p> | To do proceedings over star questions, non-star questions and short suggestions on that day only otherwise do proceedings within 3 to 7 days. | Junior Clerk | <p>Office supritendant (Establishment section) Administration Office</p> <p>Dr. S. C. G. M. C. Vishnupuri, Nanded</p> <p>02462-229275</p> | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section: - Class 4

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|--------------------------------------|---|---|---|--|--------|
| 1 | Establishment section Class 4 | <p>1. To keep service records updated and related works for those 124 establishment section sanctioned class 4 posts from their appointment till retirement.</p> <p>2. To work out as per letters received from government/director office or through any other government office.</p> <p>3. To provide available information to applicant as per RTI Act 2005.</p> <p>4. To give appointments to anukanpa and replacement staff as per guidelines of director office.</p> <p>5. To send extension proposals of temporary posts to head office within stipulated time.</p> <p>6. To handle promotion issues as per designated administrative power.</p> | <p>1. Urgently or maximum within 7 days.</p> <p>2. To do proceedings over star questions, non-star questions and shot suggestions on that day only or maximum within 7 days.</p> <p>3. As per RTI Act minimum within 5 days and maximum within 30 days.</p> <p>4. As per director office's orders within 15 days of the institutes selection board's decision.</p> <p>5. Every year in November-December and as per urgency.</p> <p>6. Within 7 days of complete action over the issue.</p> | Clerk appointed to the department | <p>Dean Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-22927</p> | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Machinery procurement department-102 | <p>A) To work out as per procurement demands for machinery/furniture/chemicals from all departments/hostel/administration office of the institute.</p> <p>B) To sanction quotations and present to cash section to deliver the amount for procured machinery/furniture/chemicals. C) To present proposal as per government and director office's guidelines regarding procurements to upgrade postgraduate academics.</p> <p>D) To provide all information regarding procurements to director office and government.</p> | 1. To work out after receiving order for procurement urgently or within 3 to 7 days. Time period of within 21 days is given for receiving quotations. If there is no response extension of 15 days can be given twice. | Senior Assistant | <p>Office superintendent (Establishment section)</p> <p>Dr. S.C.G.M.C. Vishnupuri, Nanded</p> <p>02462-229336</p> | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Retail goods and writing content procurement and writeoffs store | <p>1) To workout as per demand from all departments/hostel/administration office regarding retail goods and stationary procurement.</p> <p>2) On every Friday distribute stationary and retail goods and take their entries to the stock book.</p> <p>3) To sanction registration fees of doctors</p> <p>4) To work out regarding demands of stationary and other printed materials from Nagpur jail.</p> <p>5) To do proceedings for Ultimate disposal of writeoffs as decided by regional office</p> <p>6) To sanction quotations from all department heads which come under Dean's power.</p> <p>7) To do proceedings towards work of</p> | Within 3 to 7 days | Junior Clerk | Office supritendant (Estabilishm ent section) Dr. S. C. G. M. C. Vishnupuri, Nanded 02462- 229336 | |

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| | | Government Press. | | | | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Establishment section

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Residential Quarter Department | <p>1) To allot residential quarters to staff working in Dr. S.C.G.M.C.Nanded.</p> <p>2) To verify and give No dues certificate to staff after retirement or leaving residential quarter.</p> <p>3) To demand concerned office to verify whether staff residing in quarter regularly deduct HRA, Service Tax, Water fee and also demand their salary schedule.</p> <p>4) To give letters to PWD department regarding various minor repairs of residential quarters.</p> <p>5) To collect and update information of staff residential quarterwise.</p> | Within 3 to 7 days | Senior Clerk | Head Residential Committee Telephone Number 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

लेखाविभाग

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Account section | <p>To verify and do proceedings regarding gazetate department, Class 3/class 4, stipend, provident fund, group insurance scheme, house construction advance, computer advance, motor vehicle advance, travelling allowance bill, travelling concession bill, medical bill and present to treasury.</p> <p>To keep control over grant section.</p> <p>To do settlements of works as and when said by seniors.</p> | Within 3 to 7 days | Office Supritendant | <p>Administrative Officer Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336</p> | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account section

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|--------|------------------------|--|--|---|--|--------|
| 1 | Account section | <p>To verify monthly instalments and returns from class 4 staff by viewing provident fund account of year 2009 also count interest and note down.</p> <p>Also verify from cashier the amount deposited to bank by staff and also notedown difference bill of 6th pay commission to provident fund.</p> <p>To help gazetate officers, class3 and class 4 staff in grant section.</p> <p>To do work as office supritendant as and whenrequired.</p> | Within 3 to 7 days | Senior Assistant | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

लेखाविभाग

| Sr no. | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|--------|------------|---|--|---|--|--------|
| 1 | अनुदानशाखा | <p>To prepare annual budget. To prepare quarterly budget.</p> <p>To prepare eight monthly budget.</p> <p>विनयनयोजनलेखेतयारकरणे</p> <p>महालेखाकारखर्मेळसादरकरणे</p> <p>Monthly expenditure report preparation.</p> <p>To present above mentioned information to head office.</p> <p>To prepare bills for emergency expenditure as per target as follows</p> <p>06-Telephone,Electricity and Watersupply</p> <p>13- Office expenditure</p> <p>4- Rent andtax</p> <p>17-Expenditure oncomputers</p> <p>21-Machinery andsupply</p> <p>24-Petrol,oil and lubricants</p> <p>26-Advertisementandpublicity</p> <p>27-Small scale construction 51- Motor Vehicles</p> <p>52-यंत्रसामुग्री ि सा.सामुग्री</p> <p>72-यंत्रसामुग्री ि साधन सामुग्री ि</p> <p>पररक्षण</p> <p>To prepare bills Sicklecell Grant.</p> | Within 3 to 7 days | रिणरुललवपक | <p>Office</p> <p>supritendant</p> <p>Dr. S. C. G. M. C.</p> <p>Vishnupuri, Nanded</p> <p>02462-229336</p> | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Section

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|---------------------------------|---|--|---|--|--------|
| 1 | Gazetate Officers Sallary Bills | <p>Prepare monthly payment bill of Gazetate Officers.</p> <p>Pay fixation and preparation of difference billfor allowances considering records.</p> <p>Prepare supplementary bill after sanction of leave.</p> <p>Notedown inflation allowance in sevarth pranali.</p> <p>Prepare final certificate from sevarth pranaliafter transfer.</p> <p>Prepare payment slip from monthly payment as per demand from gazetateofficers.</p> <p>Encashment of earned leave and preparationof difference bill for inflation allowance for gazetate officers.</p> <p>Calculate income tax and prepare andpresent quarterly deduction to C.A.</p> <p>Prepare and present financial budget togrant department.</p> <p>Provide information as per RTI Act.</p> <p>Present information about missing credit of provident fund to accountant.</p> <p>Prepare and present information to income tax department and C.A. regarding notice received from</p> | Within 3 to 7 days | Senior Clerk | Office supritendant Dr. S.C.G.M.C. Nanded. Telephone Number 02462-229336 | |

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| | | income tax department. | | | | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|--|--|--|---|--|--------|
| 1 | Class 3/ class 4 Sallery bill | Prepare every month sallery bill of class 3 and class 4 staff. Pay fixation and preparation of difference bill for allowances considering records. Prepare supplementary bill of payment and allowaces after sanction of leave. Notedown inflation allowance in sevarth pranaliand D.C.P.S. Prepare final certificate from sevarth pranaliafter transfer. Prepare payment slip from monthly | Within 3 to 7 days | Senior Clerk | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

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| | | <p>payment as per demand from staff. Encashment of earned leave and preparation of difference bill for inflation allowance for staff. Calculate income tax and prepare and present quarterly deduction to C.A. Prepare and present financial budget of class 3 and class 4 staff to grant department. Provide available information as per RTI Act. Present information about missing credit of provident fund to accountant Prepare and present information to income tax department and C.A. regarding notice received from income tax department.</p> | | | | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Travelling Allowance/ Maharashtra Darshan Account Department | Travelling Allowance Training Allowance Maharashtra Darshan Bill Own village Travelling Allowance Travelling Allowance after retirement Travelling Allowance after transfer Death and service gratuity Temporary Death and service gratuity Temporary Family Pension Emergency Allowance Medical Bill Medical Advance | Within 3 to 7 days | Junior Clerk | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|---------|--|--|---|---|--------|
| 1 | Stipend | <p>Prepare and present every month stipend of postgraduate students, interns and house officers to treasury.</p> <p>Inclusion of difference of inflation allowance in stipend time to time.</p> <p>Prepare stipend slip from monthly stipend as per demand from postgraduate students and house officers.</p> <p>Collect monthly report of postgraduate students, interns and house officers from each department and present to grant department.</p> | Within 3 to 7 days | Junior Clerk | Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|---------------------------|---|--|---|---|--------|
| 1 | Provident fund department | <p>Prepare and present Provident fund bills of class 1 to class 4 staff to treasury. Calculate interest after updating Provident fund.</p> <p>Prepare and present bills of house construction advance, computer advance, motorcycle advance to treasury.</p> <p>To present final proposal of Provident fund through accountant to treasury.</p> <p>To present final proposal of the amount through D.C.P.S. to treasury.</p> <p>Present proposals to Hon. Director regarding house construction advance, computer advance, motorcycle advance.</p> <p>Issue No Dues certificate to concerned staff/officer regarding house construction advance, computer advance, motorcycle advance after recovery of the amount with interest.</p> <p>Present bill to treasury regarding group insurance scheme after calculation.</p> <p>Present information regarding missing credit of Provident fund to accountant at Nagpur and Mumbai.</p> | Within 3 to 7 days | Junior Clerk | <p>Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336</p> | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Account Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
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| 1 | Account Department | <p>Prepare monthly payment bill register from monthly payment bills for class 1 to class 4 staff.</p> <p>Prepare register to note down construction advance, computer advance, motorcycle advance.</p> <p>Prepare register and update from D.C.P.S. of gazetate officers/staff.</p> | Within 3 to 7 days | Junior Clerk | <p>Office supritendant Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336</p> | |
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Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Cash section Department

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|------------------------------------|--|--|---|--|--------|
| 1 | Cash section Department | <ol style="list-style-type: none"> 1) Note entries in government cash book regarding credits and debits. 2) Maintain non-government cashbook. 3) Update bank passbook. 4) Maintain logs about society R.D., L.I.C. 5) Prepare and submit stipend list of gazetate officers to bank. 6) Distribution of advance and after passing bills make necessary deductions. 7) Deposit token in cash in bank. 8) Daily reconciliation of cash. 9) From treasury self prolix account issuing cheques and getting those passed. 10) Go to treasury office to enroll newly appointed officers and staff. 11) Look after all works over computer. | Urgently or within 3 to 7 days | Cashier | Administrative Officer Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229272 | |

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| 2 | Junior Clerk (Self Prolix Account) | <ol style="list-style-type: none"> 1) Write self prolix cashbook. 2) Note with receipt of educational and other fees and by cheque deposit P.L.A. Chalan. 3) Prepare all types of chalan. 4) Distribute through bank scholarship/freeship/P.T.C./A.T.C./N. M.S./Caution money and others (U.G./P.G.). 5) Look after all work over computer. 6) Help cashier in all works. 7) Do all bank related works. | Urgently or within 3 to 7 days | Junior Clerk | Cashier Telephone Number 02462-229336 | |
| 3 | Junior Clerk (Assistant) | <ol style="list-style-type: none"> 1) Note with receipt of educational and other fees. 2) Look after all work over computer. 3) Help cashier in all works. 4) Receive and note all posts and inform to superiors. 5) Do all bank related works | Urgently or within 3 to 7 days | Junior Clerk | Cashier Telephone Number 02462-229336 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|----------------------------|--|--|---|--|--------|
| 1 | Office supritendant | Keep control over all departments of academic section and get workdone within stipulated time. Collect all information from concerned departments regarding audit paras and present to accountant atNagpur. | Urgently or within 3 to 7days | Office supritendant | Administrative Officer Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229336 | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|------------------------------------|---|--|---|--|--------|
| 1 | Academic section and Record | <p>Getting filled programme card of firstyear students and maintain progress card</p> <p>1)bonafied,2)character,3)attempt 4)mci,5)NOC,6)INTERNSHIP DOING,7)MIGRATION,8)VERIFICATION 9)TRANSCRIPT,10)TRANSFERENCE CERTIFICATE,11)INTERBSHIP COMPLETION, 12)HOLDING,13)FOREIGN,14)ATTEMPT,15)CLINICAL ROTATION,16)EXPENDITURE,CERTIFICATION FOR ENTRANCE EXAM EMGES/ECFMC,17)AND OTHER CERTIFICATE</p> <p>Issuing above mentioned certificates as per students demand.</p> <p>Prepare list of all bonded students who have completed internship and send to Hon. Deputy</p> | Urgently or within 3 to 7days | Senior Clerk | <p>Office supritendant, academic section Dr. S. C. G. M. C. Vishnupuri, Nanded 02462-229272</p> | |

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| | <p>Director, Director Office Health Department, Mumbai.</p> <p>Send proposal to Hon. Registrar Nashik about receiving Internship Completion Certificate for students who have completed internship.</p> <p>Give posting to all final passed students for one year.</p> <p>Send proposal to M.M.C., Mumbai regarding temporary registration for interns.</p> <p>Get completed enrolment process of P.G.- D.M.L.T.</p> <p>Send proposal to Hon. Registrar Nashik of those students who have completed enrolment process of P.G.-D.M.L.T.</p> <p>Inform account section about giving stipend to interns.</p> <p>Issue posting and presenty certificate to students transferred from other government college and those received no dues certificate from university.</p> <p>Receive fees and issue posting to students tranfered from private college and abroad.</p> <p>Distribute intership completion certificate received from university to students.</p> <p>Inform account section about absenteeism of students during intership.</p> <p>Give information as per RTI Act.</p> <p>Work as per senior`s order as when said.</p> | | | | |
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| 2 | U.G. Hostel Department | <p>Getting filled scholarship forms from U.G. Students of category (S.C., S.T., V.J., N.T., and S.B.C.) and sending to social welfare department.</p> <p>After receiving cheque prepare order for distribution to students.</p> <p>Extract hostel fees and caution money from students.</p> <p>Issue hostel certificate.</p> <p>Maintain deadstock register.</p> <p>In case of water scarcity deploy private tanker and get its bill passed.</p> <p>Get minor repairs whenever required. Issue hostel leaving certificate.</p> <p>Write off deadstock after following norms.</p> | Within 3 to 7 days | Clerk and typist | | |
| 3 | Fees Department | <ol style="list-style-type: none"> 1) To extract fees from first, second, third and final year M.B.B.S. students educational fees and other related fees and update information about fee structure. 2) To extract fees from first, second, third and final year B.P.M.T. students educational fees and other related fees and update information about fee structure. 3) Proceedings towards concession to E.B.C. and defence 1 students. 4) Proceedings towards concession to wards of primary and secondary teachers. 5) Proceedings towards return of caution money to students. 6) Issuing no dues certificate to students | Within 3 to 7 days | Clerk and typist | | |

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| | | <p>while filling examination form and internship completion.</p> <p>7) Final no dues is given to students after verifying their repeater fees and other fees.</p> <p>8) Update M.B.B.S.first, second, third and final year students and B.P.M.T. from first, second, third and final year students according to their roll numbers and educational fees.</p> <p>9) Present to cashier cheques after sanction of fees of E.B.C.,P.T.C., A.S.T.,and defence 1 students after sanctioning of their fees.</p> <p>10) Take note of receipt in register after deposition of educational and other fees by students.</p> <p>11) Proceedings towards educational loan cheques through banks.</p> | | | | |
| 4 | Scholarship Department | <p>Notify over notice board regarding online scholarship applications and other educational concession form for M.B.B.S.,B.P.M.T.,D.M.L.T.,M.D./M.S. students. Give notice to students to open bank accounts to receive scholarship and examination fees. Proceedings towards scholarship/educational fees and examination fees to special district social welfare officer, social welfare office, Aurangabad. Proceedings towards scholarship of</p> | Within 3 to 7 days | Clerk and typist | | |

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| | | <p>orthopaedically handicapped students to social welfare officer, Z.P. Office Aurangabad.</p> <p>Proceedings towards e- scholarship indian government/ educational fees, and examination fees to project officer, integrated tribal development project, N-8, Aurangabad.</p> <p>Proceedings towards Merit cum means scholarship to minorities to Hon. Joint secretary, technical education, regional office Aurangabad. Proceedings towards Merit cum means scholarship to minorities to Hon. Director, D.M.E.R., Mumbai.</p> <p>Proceedings towards meritorious scholarship owner students to Hon. Education Secretary (Higher education).</p> <p>Department of educational measurement and evaluation, national council of educational research and training NATIONAL TALENT SEARCH EXAMINATION SCHOLARSHIP</p> <p>Proceedings towards scholarship from other private trusts.</p> <p>Proceedings towards scholarship to out of state students.</p> <p>Present proposals for all above mentioned of postgraduate students with print out and necessary documents to concerned departments for sanction.</p> <p>Distribution of sanctioned examination fees to students through banks.</p> <p>Present UTILIZATION CERTIFICATE to students</p> | | | | |
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| | | given scholarship through banks. | | | | |
| 5 | Examination Department | <ol style="list-style-type: none"> 1) Distribution of mark sheets of M.B.B.S. first, second, third and final year students. 2) Distribution of mark sheets of B.P.M.T. first, second, third and final year students. 3) Distribution of passing certificate of M.B.B.S. first, second, third and final year students and postgraduate students. 4) To distribute hall tickets and work out examination related works. 5) To communicate with university with letters regarding examination and proceedings towards notifications on university web site. 6) Update of distribution of mark sheets of M.B.B.S. first, second, third and final year students and B.P.M.T. first, second, third and final year students and certificate of postgraduate students | Within 3 to 7 days | Clerk and typist | | |
| 6 | Postgraduate Enrollment Department | <p>All works related to postgraduate diploma and degree course enrolment</p> <ol style="list-style-type: none"> 1. Enrollment of students selected through all India and PGM-CET Quota. 2. Work of educational fees of enrolled students. 3. Sending proposals to M.U.H.S. Nashik regarding enrolment and eligibility after verification. 4. Distribute passing certificate to passed diploma and degree students. | Within 3 to 7 days | Clerk and typist | | |

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| | | <ol style="list-style-type: none"> 5. Giving orders to diploma and degree students of promotion. 6. Return original certificates to students after bond completion. 7. Issuing sanction orders after receiving applications for sanction. 8. Present applications of synopsis and title after verification to M.U.H.S.Nashik. 9. Present dissertations to M.U.H.S.Nashik of eligible students. 10. Present proposal as P.G. guide to M.U.H.S.Nashik for sanction. 11. Look after all works of PGM-CET and M.H.T.CET. 12. Look after preference form filling of eligible candidates of PGM-CET and MHT-CET candidates. 13. Proceedings are taken about lapse seats to be filled with house officer posts after advertisement. 14. Provide available information as per RTI Act. | | | | |
| 7 | U.G. Enrollment Department | <p>All works related to M.B.B.S. and B.P.M.T. course enrolment as follows-</p> <ol style="list-style-type: none"> 1. Enrollment of students selected through all India and PGM-CET Quata. 2. Work of educational fees of enrolled students. 3. Sending proposals to M.U.H.S. Nashik | | | | |

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| | | <p>regarding enrolment and eligibility after verification.</p> <ol style="list-style-type: none"> 4. Return original certificates to students after bond completion. 5. Look after all works of PGM-CET and M.H.T.CET as said by center in charge. 6. Look after preference form filling of eligible candidates of PGM-CET and MHT-CET candidates as said by center in charge and proceedings towards students transferred in second year. | | | | |
| 8 | Bond Department | <ol style="list-style-type: none"> 1) It is mandatory for bonded candidate as per government rule to serve government after passing the examination. Verification of documents of candidates who served bond and applied for bond release certificate. 2) After verification such proposal is set to director office for bond release certificate. 3) Send proposal for bond release certificate of those candidates who deny to serve bond and ready to pay bond amount with receipt to director office. 4) Update register of bonded candidates (U.G./P.G.) who served bond or paid bond amount and sending letters regarding the same. 5) Distribution of bond release certificates to candidates given by director office. | Within 3 to 7 days | Clerk and typist | | |

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| | | <p>6) Sending letters to all department`s H.O.D`s. regarding affiliation proposals (L.I.C.), collecting information and after compilation sending proposal to M.U.H.S.Nashik with demand drafts as per guidelines.</p> <p>7) Preservation of all affiliation proposals in different box files.</p> <p>8) Sending reply to M.C.I. letters as per priority by collecting information from concerned departments.</p> | | | | |
| 9 | P.G. Hostel Department | <p>1) Extract hostel fees from students.</p> <p>2) Issue hostel certificate.</p> <p>3) Maintain dead stock register.</p> <p>4) Dead stock maintained in logs.</p> <p>5) In case of water scarcity deploy private tanker and get it`s bill passed.</p> <p>6) Get minor repairs whenever required.</p> <p>7) Issue hostel leaving certificate.</p> <p>8) Write off dead stock after following norms.</p> <p>9) Work out over student`s application.</p> <p>10) Maintain cleanliness of the hostel.</p> <p>11) Take regular rounds at hostel.</p> <p>12) Work as per senior`s orders.</p> <p>13) Work said by examination department.</p> | Within 3 to 7 days | Clerk and typist | | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|-----------------------|--|--|---|--|--------|
| 1 | Legal Cell Department | <ol style="list-style-type: none">1. Entries of cases filed in Hon.Court/Hon. MAT are taken inthis department as per inward number.2. After discussion with Legal Cell Head Committee is informed to prepare Parawise report.3. Parawise report report is prepared on computer and prented to senior office.4. After getting sanctionedParawise report report mttter is prepared on bond paper (on Computer) and presented to Hon.Court.5. By remaining present to every hearing | Minimum 15 days | Senior Clerk | Legal Cell Head | |

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| | | <p>in Hon. Court report is sent to senior office.</p> <p>6. Follow up is taken by legal cell untill final verdict is made by Hon.Court.</p> <p>7. After final decision by court copy of decision is sent to senioroffice.</p> | | | | |
| 2 | R.T.I. Cell | <ol style="list-style-type: none"> 1) Afterreceivingapplications tothis cell, applications are scrutinized and concered departments are informed to giveinformationconsideringapplication date. 2) After collecting information from concerned department information is provided to the applicant in format mentioned in application. 3) Settlement of applications received even from head office is done in stipulated time. 4) Work as per time to time circulars from head office. 5) Proceedings towards providing information to applicant within stipulated time frame. 6) Keeping logs and records updatedin R.T.I. Cell. | Minimum 10 days , maximum 15 days | Senior Clerk | | |

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| 3 | Vehicle Department | <ol style="list-style-type: none">1) Update bills, log books, maintenance register, attendance report in Vehicle Department.2) Timely instructions are given by Vehicle Department Head to drivers.3) Driver`s and vehicle maintenance issues are dealt urgently.4) On application from other departments for government duty vehicle is to be made available with permission from Vehicle Department Head.5) Making financial budget and other concerned communication through letters is done. | 3 to 7 days | Senior Clerk | Vehicle Department Head | |

Dr. Shankarrao chavan Government Medical College, Vishnupuri, Nanded.

Library

| Sr no | Chamber | Services rendered through chamber | Duration for service provision after providing necessary documents | Staff responsible for providing service | Officer with telephone number to complain if service is not provided within stipulated time period | Remark |
|-------|-----------|---|--|---|--|--------|
| 1 | Librarian | <ol style="list-style-type: none"> 1) Fullfill services provided to members of library. 2) Taking decision for upgrading library and taking it`s follow up. 3) Implementation of decisions taken by seniors / library committee. 4) Tackling issues of readers and staff. 5) Taking information about new books and procuring necessary books. 6) Conducting meetings of library committee, planning strategy and taking decisions. | Urgent or within 3 days | Librarian | Head Library Committee Tel. No. 02462-229278 | |

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| 2 | Assistant librarian | <ol style="list-style-type: none"> 1) Working over library administration and organization help librarian. 2) Guide junior staff and readers regarding library service. 3) Taking annual report and books transaction from junior staff and provide information to librarian. 4) Help librarian to upgrade library and procurement of books and journals and provide all necessary information. 5) On behalf of library department participate in national programmes and library development programme. | Urgent or within 3 days | Assistant librarian | Librarian Tel. No. 02462-229278 | |
| 3 | Senior Clerk | <ol style="list-style-type: none"> 1) Prepare list of members and cancelling membership and giving no dues. 2) Take care of all necessary documents with responsibility and provide information to librarian. 3) Help librarian and assistant librarian during book count. 4) Maintain cuttings regarding institute and medical education. 5) Prepare and update all types of bills and logs. 6) Prepare and update files regarding leaves taken by staff and keep | Urgent or within 3 to 7 days | Senior Clerk | Librarian Tel. No. 02462-229278 | |

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| | | <p>information regarding replacement leaves.</p> <p>7) Perform duties as per senior's instructions and in stipulated time.</p> | | | | |
| 4 | Junior Clerk | <ol style="list-style-type: none"> 1) Take care of daily transaction of books and update all logs. 2) Make list of readers and list books issued departmentwise. 3) Update list of journals in reference section. 4) Provide necessary information to assistant librarian for books and journals procurement. 5) Get library cleaned from junior staff and maintain neat and clean library. 6) Implement senior's orders urgently. | Urgent or within 3 to 7 days | Junior Clerk | Librarian Tel. No. 02462-229278 | |