

**GOVERNMENT OF PUNJAB  
DEPARTMENT OF MEDICAL EDUCATION AND RESEARCH  
(HEALTH-III BRANCH)**

To

Director,  
Research and Medical Education, Punjab,  
Chandigarh

Memo No. 7/107/02-4HB-III/  
Dated, Chandigarh, the 3-3-2004

**Subject: Purchase of Machinery & equipment/ material and supply out of user charges in the Medical Institutions in the State of Punjab**

In super session to this Department Memo No.7/107/02-4HB-III/4894 dated 22-10-2002 the government agrees to amend/revise the policy as under:

2. Government observes that as per provisions contained in Rule 8(1) of Punjab Treasury Rules and Para 1.2 of Punjab Budget Manual, all government receipts are required to be credited to the consolidated fund of the State and cannot be allowed to be retained. Even the opening of Personal Ledger Account ( PLA ) in a bank cannot be allowed to provide under Note 1 below Rule 392 of Punjab Treasury Rules. However, in order to achieve the objective of utilization of user charges for upgrading infrastructure and provide amenities/facilities to public and patients in the Medical/Dental/ Ayurvedic Colleges and their attached hospitals in an effective and the decentralized manner, the government will provide user charges collected by these medical institutions through normal budget under the SOE – PPSS, subject to the following conditions :

- (a) that all the receipts of the Department will continue to be credited to the Consolidated Fund of the State as heretofore;
- (b) that the funds will be strictly utilized for the purpose mentioned in paragraph-4 of this advice ;
- (c) that funds will be drawn by Drawing & Disbursing Officer of the concerned Institute and their attached Hospitals as per their requirement.
- (d) that the procedure of filling quarterly reports of receipts and expenditure on account of user charges, as is the practice, shall continue;
- (e) that all purchases under this policy shall be made as per relevant rules ;
- (f) that on the non-plan side, the government will provide only for salaries allowances and office expenses under relevant SOEs as decided in the meeting held on 22/05/2002 ;

- (g) that the Principal / Head of the concerned institution will ensure that expenditure is incurred as per provisions contained in Financial Rules/ Policy of the government as amended from time to time and that the requisite procedural formalities are completed;
- (h) that the user charges collected in Medical Colleges as per Budget provisions could be utilized in the attached Hospitals .

3. Guidelines : The purchases will be made as per the guidelines given below :

- (a) The Principals of Medical/Dental/Ayurvedic Colleges, Medical Superintendents of Hospitals would be competent authority to incur the expenditure without any financial limit.
- (b) The heads of the institutions would submit their annual requirements to the Director, Research & Medical Education, Punjab who after consolidating the requirements of the department for purchase of machinery-equipment and material & supply would float tenders. The tenders would be finalized by a Central committee of the following members:-

- (1) Secretary, Medical Education & Research, Punjab  
Chairman.
- (2) Director, Research and Medical Education, Punjab. Member
- (3) Representative of Finance Deptt. Member
- (4) Representative of Controller of Stores, Punjab Member
- (5) Principal of Medical College to be nominated Member  
by the department.
- (6) Principal of Dental College to be nominated by Member  
the department.

This committee would finalize and fix the rates of different items without any financial limit. These rates would be valid for one year and the head of the institution would be competent to make the purchase as per these rates without any financial limit.

- (c) Heads of the institutions i.e. Principals and Medical Superintendents can make emergent purchase upto Rs.1 lakh in case of those items whose rates have not approved by Central Committee through the following committee:-
  - (i) Head of Institution Chairman
  - (ii) Deputy Controller /Asstt. Controller (F&A) Member
  - (iii) Professor in charge of Store Member

4. Purpose : The Grant/Funds made available under this scheme shall be used for the following purposes:-

- (a) For improvement of patient care, health care, emergency care, ambulance services, delivery, hospital environment hospital services, blood bank services and similar such facilities and amenities etc.
- (b) for improvement of operation theatres, wards toilets, out patients, laboratories, clinics, kitchens and all other aspects, fields and objectives of hospital activity;
- (c) for improvement of infrastructure for providing teaching and training of various under-graduate/post-graduate/any other courses with regard to class-rooms/lecture theatre/Laboratories/equipment/libraries ;
- (d) for procurement of medicines, materials, equipment services, maintenance for furtherance of any of the objectives ;
- (e) for improving the environment for the students and all academic/sports/cultural related activities, cultural affairs, auditorium and seminar facilities, sanitation, mess/ canteen services and transport etc.;
- (f) for promotion /improvement /maintenance /replacement/ procurement/ additions/ alternations/ renovations and restorations etc. of equipment, buildings, materials, services and grounds etc. essentials to the efficient and proper running of the institution; and
- (g) to meet any emergent demand of the hospital, colleges and services not specified in any of the above.

5. The provisions of the Punjab Financial Rules, wherever involved be got amended later on by the Administrative Department with the approval of the competent authority.

6. This issues with the concurrence of Finance Department conveyed vide their I.D.No. 8/96/98-4F.E.-II/171 dated 2.3.2004.

**Secretary to Govt. of Punjab**  
Department of Medical Education and Research

Endst.No. 7/107/02-4HB-III/ Dated, Chandigarh, the 3/3/2004

1. Under Secretary Finance (M)(F.E.-II Br.)w.r.t. their I.D. No. 8/96/98-4F.E.-II/171 dated 2.3.2004.

**Secretary to Govt. of Punjab**  
Department of Medical Education & Research

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1. Director, Treasury & Accounts, Punjab, Chandigarh w.r.t. F.D.Endst.No. 8/96/98-4F.E.-II/172 dated 2.3.2004 for information and necessary action .He is requested to issued necessary directions to Distt. Treasury Officer, Patiala, Amritsar and Faridkot immediately.
2. Accountant General, Punjab, Chandigarh.

**Secretary to Govt. of Punjab**  
Department of Medical Education & Research

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A copy is forwarded to following for information and further necessary action immediately. They are requested to send detailed proposal for amendment in Rule wherever necessary :-

1. Principal, Govt. Medical College, Amritsar, Patiala
2. Principal, Guru Gobind Singh Medical College, Faridkot
3. Principal, Govt. Dental College & Hospital, Patiala & Amritsar.
4. Medical Superintendent, Rajindra Hospital, Patiala.
5. Medical Superintendent, S.G.T.B., Hospital, Amritsar.
6. Medical Superintendent, G.G.S. Hospital, Faridkot
7. Deputy Medical Superintendent, T.B. Sanatorium, Amritsar.
8. Deputy Medical Superintendent, T.B. Patiala
9. Principal, Govt. Ayurvedic College, Patiala
10. Superintendent, Govt. Ayurvedic Hospital, Patiala

**Secretary to Govt. of Punjab**  
Department of Medical Education and Research