

COURSE STRUCTURE
FOR IN SERVICE ADMINISTRATIVE TRAINING OF DOCTORS

SUGGESTED TO MAHATMA GANDHI PUNJAB INSTITUTE OF PUBLIC
ADMINISTRATION

Day 1

- (a) Punishment and Appeal Rules 1970 - A general overview
- (b) Inquiry - Types and procedures
- (c) Essential ingredients of a quasi-judicial order

Day 2

- (d) Civil Services Rules (CSR) : An overview
- (e) Promotion, Probation, Pension, Medical reimbursement, Leave, GPF, GIS, TA/DA rules etc.

Day 3

- (f) Punjab Financial Rules : An overview
- (g) Audit

Day 4

- (h) Project Formulation
- (i) Purchase procedures and safeguards

Day 5

- (j) Information Technology & its relevant applications
- (k) Management Information System

(Sarvesh Kaushal, IAS)
Secretary Medical Education and Research