

his 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.

GENERAL INFORMATION

Dean: 02141-299214

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 : 7020408284 (Medical Officer)

OUT PATIENT DEPARTMENT

Clinics- 9am to 5 pm

General OPD (Medicine, Surgery, Obstetrics & Gynecology, Pediatrics, Ophthalmology, ENT, Orthopedics, Anesthesia, Immunization and Animal bite clinic, ART center, Pulmonary Medicine, Dermatology & VD, Psychiatry and Dental)

9 am to 1 pm

Registration Counter open from

24 X 7

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.

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**

Government Medical College & Hospital Alibag - Raigad

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 programs and other letters etc. 3. Giving appointment to visit to Dean and other related 4. Sending e-mails and fax and also sending received e-mails and fax to concern. 5. Connecting/receiving and giving necessary phone calls to Dean and giving information on phone call. 	Urgent or within 3 to 7 days	Personal assistant to Dean	Dean	

Government Medical College & Hospital Alibag - Raigad

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 Receiving and dispatching officer. 2. To work out and present files/correspondence/ reference coming from Establishment department, account section, academic 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	

Government Medical College, Alibag-Raigad

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	Office superintendent Establishment 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 administrative officer. 3. Department wise marking of posts received 	Urgent or within 3 to 7 days	Office superintendent Establishment section	Dean and Administrative Officer Government Medical College & Hospital, Alibag -Raigad	
		<p>By institute.</p> <ol style="list-style-type: none"> 4. To work as assistant RTI officer. 				

Government Medical College, Alibag-Raigad

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
१	Inward Section	To receive all letters from institute and handover to concerned departments.	Immediately	Junior Clerk	Office superintendent (Establishment section)	
२	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 Superintendent Establishment section)	

Government Medical College, Alibag-Raigad

Establishment 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
9	Establishment Section Gazette	1. To release class 1 teacher`s annual increment.	3 to 7 days	Senior assistant	Office superintendent	
	Officers Class1	2. To present Standing Benefit Certificate proposal to director office. 3. To present probation termination proposal to director office. 4. To keep service book entries updated. 5. To fill information in sevarth pranali. 6. To release teacher`s deputation orders. 7. To release orders regarding deputation order and registration fees sanction. 8. Proceedings towards confidential reports. 9. To provide information to head			Establishment section Administration Office Government Medical College & Hospital, Alibag -Raigad	

		office whenever demanded.				
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Government Medical College, Alibag-Raigad
Establishment 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		1. Work out over class 1 Officers temporary	3 to 7	Senior Clerk	Office superintendent	
	Establishment Section Gazette Officers class 2	Appointments. 2. Release class 2 officers annual increments. 3. To present Standing Benefit Certificate proposal to director office. 4. To present probation termination proposal to director office. 5. To keep service book 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 Government Medical College & Hospital, Alibag -Raigad	

Government Medical College, Alibag-Raigad

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 t 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>	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 superintendent Establishment section Administration Office Government Medical College & Hospital, Alibag -Raigad	

	7. To handle promotion issues asper				
	Designated administrative power.				

Government Medical College, Alibag-Raigad

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 8 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 poststo head office within stipulated time.</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 9days.</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. Evert 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 Government Medical College & Hospital, Alibag -Raigad	

		6. To handle promotion issues as Per designated administrative power.				
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Government Medical College, Alibag-Raigad
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
9	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.</p> <p>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>	9. 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</p> <p>Establishment section</p> <p>Government Medical College & Hospital, Alibag -Raigad</p>	

Government Medical College, Alibag-Raigad
Establishment section

S r n o.	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	Retail goods and writing content procurement and write off store	१) To workout as per demand from all departments/hostel/administration office regarding retail good send stationary procurement. 2) On every Friday distribute stationary and retail goods and take their entries to the stock book. 3) To sanction registration fees of doctors ४) To work out regarding demands of stationary and other printed materials from Pune jail. ५) To do proceedings for Ultimate disposal of write-offs as decided by regional office ६) To sanction quotations from all department heads which come under Deans power. ७) To do proceedings towards work of	Within ३ to ७ days	Junior Clerk	Office superintendent Establishment section Government Medical College & Hospital, Alibag -Raigad	

		Government Press.				
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Government Medical College, Alibag-Raigad
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	Residential Quarter Department	1) To allot residential quarters to staff working in Government Medical College & Hospital . 2) To verify and give No dues certificate to staff after retirement or leaving residential quarter. 3) To demand concerned office to verify whether staff residing in quarter regularly deduct HRA, Service Tax, c Water fee and also demand their salary schedule. 4) To give letters to PWD department regarding various minor repairs of residential quarters. 5)To collect and update information of staff residential quarter wise.	Within 3 to 7 days	Senior Clerk	Head Residential Telephone Number	

Government Medical College, Alibag-Raigad
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	Account section	To verify and do proceedings regarding gazette department, Class ३/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 Superintendent	Administrative Officer Government Medical College & Hospital, Alibag - Raigad	

Government Medical College, Alibag-Raigad
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 note down difference bill of 6th pay Commission to provident fund.</p> <p>To help gazette officers, class 3 and class 8 staff in grant section.</p> <p>To do work as office</p>	Within 3 to 7 days	Senior Assistant	Office superintendent Government Medical College & Hospital, Alibag -Raigad	

		superintendent as and when required.				
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Government Medical College & Hospital, Alibag Raigad

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	To prepare annual budget.	Within 3 to 7 days		Office superintendent	

	<p>To prepare quarterly budget.</p> <p>To prepare eight monthly budget.</p> <p>विन नियोजन लेखे तयार करणे.</p> <p>महालेखाकार मेळ सादर करणे</p> <p>Monthly expenditure report</p> <p>Preparation. 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 Water supply</p> <p>13- Office expenditure</p> <p>4- Rent and tax</p> <p>17-Expenditure on computers</p> <p>21-Machinery and supply</p> <p>24-Petrol,oil and lubricants</p>			<p>Government Medical College & Hospital, Alibag -Raigad</p>	
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		<p>26-Advertisementand publicity 27-Small scale construction 51- Motor Vehicles</p> <p>52-यंत्रसामग्री</p> <p>72-यंत्रसामग्रीव साधनसामग्री</p> <p>To prepare bills Sickle cell Grant.</p>			<p>Government Medical College & Hospital, Alibag -Raigad</p>	
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Government Medical College & Hospital, Alibag Raigad

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	Gaze Tate Officer Salary Bills	<p>Prepare monthly payment bill of Gazette Officers.</p> <p>Pay fixation and preparation of difference bill for allowances considering records.</p> <p>Prepare supplementary bill after sanction of leave.</p> <p>Note down inflation allowance in sevarth pranali.</p> <p>Prepare final certificate from sevarth pranali after transfer.</p> <p>Prepare payment slip from monthly payment as per demand from gazetted officers.</p> <p>Encashment of earned leave and preparation of difference bill for inflation allowance for gazette officers.</p> <p>Calculate income tax and prepare and present quarterly deduction to C.A.</p> <p>Prepare and present financial budget to grant</p>	Within 3 to 7 days	Senior Clerk	<p>Office supritendant</p> <p>Government Medical College & Hospital, Alibag -Raigad</p>	

		department. Provide 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.				

Government Medical College & Hospital, Alibag Raigad

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 Salary bill	Prepare every month salary 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 allowances after sanction of leave. Note down inflation allowance in sevarth pranali and D.C.P.S. Prepare final certificate from sevarth pranali after transfer. Prepare payment slip from monthly	Within 3 to 7 days	Senior Clerk	Office Superintendent Government Medical College & Hospital, Alibag -Raigad	

		<p>payment as per demand from staff.</p> <p>Encashment of earned leave and preparation of difference bill for inflation allowance for staff.</p> <p>Calculate income tax and prepare and present quarterly deduction to C.A.</p> <p>Prepare and present financial budget of class 3 and class 8 staff to grant department.</p> <p>Provide available 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 income tax department.</p>				
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Government Medical College & Hospital, Alibag Raigad

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	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 Superintendent Government Medical College & Hospital, Alibag -Raigad	

Government Medical College & Hospital, Alibag Raigad

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 treasury. 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 superintendent Government Medical College & Hospital, Alibag - Raigad	

Government Medical College & Hospital, Alibag Raigad

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 superintendent</p> <p>Government Medical College & Hospital, Alibag</p> <p>-Raigad</p>	
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Government Medical College & Hospital, Alibag Raigad

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
AS1	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 gazette officers/staff.	Within 3 to 7 days	Junior Clerk	Office superintendent Government Medical College & Hospital, Alibag – Raigad	

Government Medical College & Hospital Alibag-Raigad

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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
9	Cash	1) Note entries in government cash 2) book regarding credits and debits. 3) Maintenance of government	Urgently or within 3 to 7	Cashier	Administrative	

	section	cashbook. 4) Update bank passbook. 5) Maintain logs about society R.D., L.I.C. 6) Prepare and submit stipend list of gazette officers to bank. 7) Distribution of advance and after passing bills make necessary deductions. 8) Deposit token in cash in bank. 9) Daily reconciliation of cash. 10) From treasury self prolix account issuing Cheque and getting those passed. 11) Go to treasury office to	days		Officer	
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	Department	enroll newly appointed officers and staff. 12) Look after all works over computer.			Government Medical College Alibag Raigad	
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२	Junior Clerk Self Prolix Account	<ol style="list-style-type: none"> 1) Write self prolix cash book. 2) Note with receipt of educational and other fees and by cheque deposit P.L.A. Challan. 3) Prepare all types of chalan. 4) Distribute through bank scholarship/free ship/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 ३ to ७ days	Junior Clerk	Cashier Telephone Number	
३	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	

Government Medical College & Hospital Alibag-Raigad

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 superintendent	Keep control over all departments of academic section and get work done within stipulated time. Collect all information from concerned departments regarding audit paras and present to accountant.	Urgently or within 3 to 7 days	Office superintendent	Administrative Officer Government Medical College Alibag Raigad	

Government Medical College Alibag-Raigad

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 sectional Record	<p>Getting filled programmer card of first year students and maintain progress card</p> <p>1)bonafied,2)character,3)attempt</p> <p>4)mci,5)NOC,6)INTERNSHIP</p> <p>DOING,7)MIGRATION,8)VERIFICATION</p> <p>9)TRANSCRIPT,10)TRANSFERENCE</p> <p>CERTIFICATE,11)INTERBSHIP COMPLETION,</p> <p>12)HOLDING,13)FOREIGN,14)ATTEMPT,15)CLINI</p> <p>CALROTATION,16)EXPENDITURE,CERTIFICATIO</p> <p>N FOR ENTRANCE EXAM</p> <p>EMGES/ECFMC,17)AND OTHERCERTIFICATE</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 7 days	Senior Clerk	<p>Office superintendent, academic section</p> <p>Government Medical College Alibag Raigad</p>	

		<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 process of P.G.</p> <p>Inform account section about giving stipend to interns.</p> <p>Issue posting and present certificate to students transferred from other government college and those received no dues certificate from university. Receive fees and issue posting to students transferred from private college and abroad.</p> <p>Distribute internship completion certificate received from university to students.</p> <p>Inform account section about absenteeism of students during internship.</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 it's 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) Proceedings towards concession to E.B.C. and defense 9 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		

		<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. from first, second, third and final year students according to their roll numbers and educational fees.</p> <p>9) Present to cashier cheque after sanction of fees of E.B.C.,P.T.C., A.S.T. and defense 9 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 cheque through banks.</p>				
4	Scholarship is Department	<p>Notify over notice board regarding online scholarship applications and other educational concession form for M.B.B.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 office social welfare office, Aurangabad.</p> <p>Proceedings towards scholarship of</p>	Within 3 to7 days	Clerk and typist		

		<p>orthopedically 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-2, 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). 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 passing certificate of M.B.B.S. first, second, third and final year students and postgraduate students. 3) To distribute hall tickets and work out examination related works. 4) To communicate with university with letters regarding examination and proceedings towards notifications on university web site. 5) Updating of distribution of mark sheets of M.B.B.S. first, second, third and final year students and B.P.M.T. 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		

		<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 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 				

		<p>Regarding enrolment and eligibility after verification.</p> <ol style="list-style-type: none"> Return original certificates to students after bond completion. Look after all works of PGM-CET and M.H.T.CET as said by center in charge. 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"> 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. After verification such proposal is set to director office for bond release certificate. 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. Update register of bonded candidates (U.G./P.G.) who served bond or paid bond amount and sending letters regarding the same. Distribution of bond release certificates to 	Within 3 to 7 days	Clerk and typist		

		candidates given by director office.				
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		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. 7) Preservation of all affiliation proposals in different box files. 8) Sending reply to N.M.C. letters as per priority by collecting information from concerned departments.				
9	P.G. Hostel Department	1) Extract hostel fees from students. 2) Issue hostel certificate. 3) Maintain dead stock register. 4) Dead stock maintained in logs. 5) In case of water scarcity deploy private tanker and get it`s bill passed. 6) Get minor repairs whenever required. 7) Issue hostel leaving certificate. 8) Write off deadstock after following norms. 9) Work out over student`s application. 10) Maintain cleanliness of the hostel. 11) Take regular rounds at hostel. 12) Work as per senior so orders. 13) Work said by examination department.	Within 3 to7 days	Clerk and typist		

Government Medical College & Hospital Alibag-Raigad

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 in this department as per inward number. 2. After discussion with Legal Cell Head Committee is informed to prepare Para wise report. 3. Para wise report report is prepared on computer and pretend to senior office. 4. After getting sanctioned Para wise report report matter 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	

		<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 senior office.</p>				
2	R.T.I. Cell	<p>1) After receiving applications to this cell, applications are scrutinized and concerned departments are informed to give information considering application date.</p> <p>2) After collecting information from concerned department information is provided to the applicant in format mentioned in application.</p> <p>3) Settlement of applications received even from head office is done in stipulated time.</p> <p>4) Work as per time to time circulars from head office.</p> <p>5) Proceedings towards providing information to applicant within stipulated time frame.</p> <p>6) Keeping logs and records update din R.T.I. Cell.</p>	Minimum 15 days , maximum 15 days	Senior Clerk		

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	
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Government Medical College & Hospital Alibag-Raigad

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) Full fill 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 	Urgent or within 3 days	Librarian	Head Library Committee	

		taking decisions.				
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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 programmers and library development program. 	Urgent or within 3 days	Assistant librarian	Librarian	
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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 7days	Senior Clerk	Librarian	
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		<p>information regarding replacement leaves.</p> <p>9) 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 department wise. 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 7days

Government Medical College & Hospital Alibag-Raigad

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 programmers and other letters etc. 3. Giving appointment to visitors to visit Dean and other related 4. Sending e-mails and fax and also sending received e-mails and fax to concerned. 5. Connecting/receiving and giving necessary phone calls to Dean and giving information on phone call. 	Urgent or within 3 to 7 days	Personal assistant to Dean	<p style="text-align: center;">Dean</p> <p>Government Medical College & Hospital Alibag Raigad</p>	

Government Medical College & Hospital Alibag-Raigad

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 Receiving and dispatching officer. 2. To work out and present files/correspondence/ reference coming from Establishment department, account section, academic 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 Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad
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	Office superintendent Establishment 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 administrative officer. 3. Department wise marking of posts received 	Urgent or within 3 to 7 days	Office superintendent Establishment section)	Administrative Officer Government Medical College & Hospital Alibag Raigad	
		<p>by institute.</p> <ol style="list-style-type: none"> 4. To work as assistant RTI officer. 				

Government Medical College & Hospital Alibag-Raigad

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)	
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 Superintendent Establishment section)	

Government Medical College & Hospital Alibag-Raigad

Establishment 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 Gazette	1. To release class 1 teacher`s annual increment.	3 to 7days	Senior assistant	Office Superintendent	
	Officers Class 1	2. To present Standing Benefit Certificate proposal to director office. 3. To present probation termination proposal to director office. 4. To keep service book entries updated. 5. To fill information in sevarth pranali. 6. To release teacher`s deputation orders. 7. To release orders regarding deputation order and registration fees sanction. 8. Proceedings towards confidential reports. 9. To provide information to head office whenever demanded.			Establishment section Administration Office Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

Establishment 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	Establishment	1. Work out over class 1 Officers temporary	3 to 7	Senior Clerk	Office Superintendent	
	Section Gazette 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 service book 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 Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

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</p>	To do proceedings over star questions, on- star questions and shot suggestions on that day only otherwise do proceedings within 3 to 7 days.	Junior Clerk	<p style="text-align: center;">Office superintendent Establishment section Administration Office</p> <p style="text-align: center;">Government Medical College & Hospital Alibag Raigad</p>	

		designated administrative power.				
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Government Medical College & Hospital Alibag-Raigad

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 with in stipulated time.</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 Government Medical College & Hospital Alibag Raigad	

		6. To handle promotion issues as per designated administrative power.				
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Government Medical College & Hospital Alibag-Raigad

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	Machinery procured ENT 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.</p> <p>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 style="text-align: center;">Office Superintendent Establishment section</p> <p style="text-align: center;">Government Medical College & Hospital Alibag Raigad</p>	

Government Medical College & Hospital Alibag-Raigad

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	Retail goods and writing content procurement And write off store	1) To workout as per demand from all departments/hostel/administration office regarding retail goods and stationary procurement. 2) On every Friday distribute stationary and retail goods and take their entries to the stock book. 3) To sanction registration fees of doctors 4) To work out regarding demands of stationary and other printed materials from Government Press. 5) To do proceedings for Ultimate disposal of write offs as decided by regional office 6) To sanction quotations from all department heads which come under Dean's power. 7) To do proceedings towards work of	Within 3 to 7 days	Junior Clerk	Office superintendent Establishment Section Government Medical College & Hospital Alibag Raigad	

		Government Press.				
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Government Medical College & Hospital Alibag-Raigad

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	Residential Quarter Department	1) To allot residential quarters to staff working in Government Medical College & Hospital Alibag - Raigad. 2) To verify and give No dues certificate to staff after retirement or leaving residential quarter. 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. 4) To give letters to PWD department regarding various minor repairs of residential quarters. 5)To collect and update information of staff residential quarter wise.	Within 3 to 7 days	Senior Clerk	Head Residential Committee Telephone Number	

Government Medical College & Hospital Alibag-Raigad
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	Account section	To verify and do proceedings regarding gazette 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 Superintend	Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

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 retunes 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 Note down difference bill of 6th pay commission to provident fund.</p> <p>To help gazette officers, class3 and class 4 staff in grant section.</p> <p>To do work as office superintendent as and when required.</p>	Within 3 to 7 days	Senior Assistant	Office superintendent Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

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. To prepare eight monthly budget. विना नियोजन लेखे तयार करणे. महालेखाकार मेळ सादर करणे Monthly expenditure report preparation. To present above mentioned information to head office. To prepare bills for emergency expenditure as per target as follows 06-Telephone,Electricity and Water supply 13- Office expenditure 4- Rent and tax 17-Expenditure on computers 21-Machinery and supply 24-Petrol,oil and lubricants 26-Advertisementandpublicity 27-Small scale construction 51-Motor Vehicles 52-यंत्रसामुग्री 72- यंत्रसामुग्रीवसाधनयंत्रसामुग्री To prepare bills Sickle cell Grant.</p>	Within 3 to 7 days	वरिष्ठ लिपिक	<p>Office superintendent</p> <p>Government Medical College & Hospital] Alibag Raigad</p>	

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Government Medical College & Hospital Alibag-Raigad
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	Gazette Officers Salary Bills	<p>Prepare monthly payment bill of Gazette Officers. Pay fixation and preparation of difference bill for allowances considering records. Prepare supplementary bill after sanction of leave. Note down inflation allowance in sevarth pranali. Prepare final certificate from sevarth pranali after transfer. Prepare payment slip from monthly payment as per demand from gazettes officers. Encashment of earned leave and preparation of difference bill for inflation allowance for gazette officers. Calculate income tax and prepare and present quarterly deduction to C.A. Prepare and present financial budget to grant department. Provide information as per RTI Act. Present information about missing credit of provident fund to accountant.</p>	Within 3 to 7 days	Senior Clerk	Office superintendent Government Medical College & Hospital Alibag Raigad	

		Prepare and present information to income tax department and C.A. regarding notice received from				
		income tax department.				

Government Medical College & Hospital Alibag-Raigad
Account Department

Sr no	Chamberr	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 Salary bill	Prepare every month salary bill of class 3 and class 4staff. Pay fixation and preparation of difference bill for allowances considering records. Prepare supplementary bill of payment and allowances after sanction of leave. Note down inflation allowance in sevarth pranali and D.C.P.S. Prepare final certificate from sevarth pranali after transfer. Prepare payment slip from monthly	Within 3 to 7 days	Senior Clerk	Office Superintendent Government Medical College & Hospital, Alibag Raigad	

		<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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Government Medical College & Hospital Alibag-Raigad

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	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 Superintendent Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

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	Prepare and present very 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.	Within 3 to 7 days	Junior Clerk	Office Superintendent Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad
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. To present final proposal of Provident fund through accountant to treasury. To present final proposal of the amount through D.C.P.S. to treasury. 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. Present bill to treasury regarding group insurance scheme after calculation. Present information regarding missing credit of Provident fund to accountant at Nagpur and Mumbai.</p>	Within 3 to 7 days	Junior Clerk	Office superintendent Government Medical College & Hospital, Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

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	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, motor cycle advance.</p> <p>Prepare register and update from D.C.P.S. of gazette officers/staff.</p>	Within 3 to 7 days	Junior Clerk	Office superintendent Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

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) Maintaining-government cashbook. 3) Update bank passbook. 4) Maintain logs about society R.D., L.I.C. 5) Prepare and submit stipend list of gazette 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 cheque and getting those passed. 10) Go to treasury office to enroll newly appointed staff. 11) Look after all works over computer. 	Urgently or within 3 to 7 days	Cashier	Administrative Officer Government Medical College & Hospital] Alibag Raigad	

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 sover 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	
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 post sand inform to superiors. 5) Do all bank related works 	Urgently or within 3 to 7 days	Junior Clerk	Cashier Telephone Number	

Government Medical College & Hospital Alibag-Raigad

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 Superintendent	Keep control over all departments of academic section and get work done within stipulated time. Collect all information from concerned departments regarding audit paras and present to accountant at Nagpur.	Urgently or within 3 to 7days	Office Superintendent	Administrative Officer Government Medical College & Hospital Alibag Raigad	

Government Medical College & Hospital Alibag-Raigad

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 programmer card of first year students and maintain progress card</p> <p>1)bonafied,2)character,3)attempt</p> <p>4)mci,5)NOC,6)INTERNSHIP DOING,7)MIGRATION,8)VERIFICATION</p> <p>9)TRANSCRIPT,10)TRANSFERENCE CERTIFICATE,11)INTERBSHIP COMPLETION,</p> <p>12)HOLDING,13)FOREIGN,14)ATTEMPT,15)CLINI</p> <p>CALROTATION,16)EXPENDITURE,CERTIFICATION N FOR ENTRANCE EXAM</p> <p>EMGES/ECFMC,17)AND OTHERCERTIFICATE</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</p> <p>Superintendent,</p> <p>academic</p> <p>section</p> <p>Government</p> <p>Medical College &</p> <p>Hospital Alibag</p> <p>Raigad</p>	

		<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>Inform account section about giving stipend to interns.</p> <p>Issue posting and present 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 transferred from private college and abroad.</p> <p>Distribute internship completion certificate received from university to students.</p> <p>Inform account section about absenteeism of students during internship.</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 fill scholarship form 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 dead stock register.</p> <p>In case of water scarcity deploy private tanker and get it's bill passed.</p> <p>Get minor repairs whenever required. Issue hostel leaving certificate.</p> <p>Write off deadstock after follow in norms.</p>	Within 3 to7 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. students educational fees and other related fees and update information about fee structure. 3) Proceedings towards concession to E.B.C. and defense 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 to7 days	Clerk and typist		

		<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 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 defense 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 education balloon cheque 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, 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 to7 days	Clerk and typist		

		<p>orthopedically 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 sheet soft M.B.B.S. first, second, third and final year students. 2) Distribution of mark sheet soft 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 post 4) graduate students. 5) To distribute hall tickets and work out examination related works. 6) To communicate with university with letters regarding examination and proceedings towards notifications on university web site. 7) Updating of distribution of mark sheets of M.B.B.S. first, second, third and final year students and. first, second, third and final year students and certificate of postgraduate students 	Within 3 to7 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 to7 days	Clerk and typist		

		<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. 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 				

		<p>Regarding enrolment and eligibility after verification.</p> <ol style="list-style-type: none"> Return original certificates to students after bond completion. Look after all works of PGM-CET and M.H.T.CET as said by center in charge. 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"> 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. After verification such proposal is set to director office for bond release certificate. 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. Update register of bonded candidates (U.G./P.G.) who served bond or paid bond amount and sending letters regarding the same. Distribution of bond release certificates to candidates given by director office. 	Within 3 to 7 days	Clerk and typist		

		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 draft as per guidelines. 7) Preservation of all affiliation proposals in different box files. 8) Sending reply to N.M.C. letters as per priority by collecting information from concerned departments.				
9	P.G. Hostel Department	1) Extract hostel fees from students. 2) Issue hostel certificate. 3) Maintain dead stock register. 4) Dead stock maintained in logs. 5) In case of water scarcity deploy private tanker and get it's bill passed. 6) Get minor repairs whenever required. 7) Issue hostel leaving certificate. 8) Write off deadstock after following norms. 9) Work out over student's application. 10) Maintain cleanliness of the hostel. 11) Take regular rounds at hostel. 12) Work as per senior's orders. 13) Work said by examination department.	Within 3 to 7 days	Clerk and typist		

Government Medical College & Hospital Alibag-Raigad

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 in this department as per inward number. 2. After discussion with Legal Cell Head Committee is informed to prepare Para wise report. 3. Para wise report report is prepared on computer and pretend to senior office. 4. After getting sanctioned Para wise report report matter 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	

		<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 senior office.</p>				
2	R.T.I. Cell	<p>1) After receiving applications to this cell, applications are scrutinized and concerned departments are informed to give in form action considering application date.</p> <p>2) After collecting information from concerned department information is provided to the applicant in format mentioned in application.</p> <p>3) Settlement of applications received even from head office is done in stipulated time.</p> <p>4) Work as per time to time circulars from head office.</p> <p>5) Proceedings towards providing information to applicant within stipulated time frame.</p> <p>6) Keeping logs and records updated in R.T.I. Cell.</p>	Minimum 10 days , maximum 15 days	Senior Clerk		

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	

Government Medical College & Hospital Alibag-Raigad

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) Full fill 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	

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 programmers and library development program. 	Urgent or within 3 days	Assistant librarian	Librarian	
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 fliers grading leaves taken by staff and keep 	Urgent or within 3 to 7days	Senior Clerk	Librarian	

		<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 department wise. 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 order urgently. 	Urgent or within 3 to 7 days	Junior Clerk	Librarian	