

(Manual – 3)	Rules, Regulations, Instructions, Manual and Records, for Discharging Functions	<p>a) Rules, regulation and Instruction:-</p> <p>i) The rules, regulation and instruction issued by the Punjab Govt./higher authorities, Baba Farid University of Health Sciences, Faridkot and C.C.I.M. from time to time are complied with and maintained by the concerned branches of the institute.</p> <p>ii) The duty rosters in respect of doctors, paramedical staff and Internees made by the Resident Physician /O.P.D. In-charge including instruction by the principal form time to time are followed by the staff.</p> <p>b) Manuals and Record:-</p> <p>i) The record pertaining to service matters of officers and official is maintained and held by the office .</p> <p>ii) The manuals and rules issued by the Punjab Govt./Baba Farid University of Health Sciences, Faridkot and C.C.I.M. are held by the Institute and are followed by the employees for discharge of their duties and hospital functions.</p>
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