

Powers and duty of its officers and employees

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| (Manual -2) | Powers and duty of its officers and employees | <p>a) Power of officers:-</p> <p>i) Administrative powers are vested with the principal of the institution. For the proper and smooth functioning of the institute the principal delegates powers to other Heads of departments and other members of institution as and when required.</p> <p>ii) To maintain punctuality and discipline amongst the staff and students.</p> <p>iii) To constitute various committees for implementation of programs and policies of the Govt.</p> <p>iv) Recruit, transfer, dismiss or terminate class IV employees by the D.R.M.E. Punjab.</p> <p>v) All heads of the departments have controlling and supervisory powers over subordinate staff of their respective departments.</p> <p>vi) To implement various rules, regulations, instructions and manuals farmed/communicated by the government, university and the central council of Indian Medicine from time to time.</p> <p>b) Duties of officers:-</p> <p>i) Duties of officers are to impart teaching and clinical training in D. Pharmacy (Ay.), B.A.M.S and M.D. Students.</p> <p>ii) To Provide tertiary Ayurvedic Health care services and awareness to patients.</p> <p>iii) To perform duties entrusted by principal regarding planning, purchasing of machinery and equipment's and other matters etc.</p> <p>c) Duties of employees:- Duties of employee of the Institute include :-</p> |
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| | | <p>i) To perform their respective duties as specified in their own respective categories.</p> <p>ii) To perform duties as per direction from higher authorities from time to time.</p> <p>iii) The technical staff performs their duties regarding establishment/account matters by following the Punjab Civil Service Rules (CSR), Punjab Financial Rules and other institutions and orders by the Govt. from time to time.</p> <p>v) Ministerial staff perform their duties by keeping and maintain service record of officers and official, students record pertaining to their admission and academic matters and record of patients.</p> |
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