

Rules regulation, instructions, manual and records held by it or under its control or used by its employees for Discharging its functions.

(Manual-3)	Rules regulation, instructions, manual and records held by it or under its control or used by its employees for Discharging its functions.	<p>a) Rules, regulation and Instruction:-</p> <p>i) The rules, regulation and instructions issued by the Punjab Govt. /higher authorities, Guru Ravidas Ayurved University, Hoshiarpur and C.C.IM. 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 Interims including instruction by the principal from 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 record of M.D. (Ay.), B.A.M.S. and D.Pharmacy (Ay.) students regarding their personal files, examination, Internship duty roster, time table, merit etc. is also held and maintained by the concerned departments.</p> <p>iv) The manuals and rules issued by the Punjab Govt./ Guru Ravidas Ayurved University, Hoshiarpur and C.C.IM. are held by the institute and are followed by the employees for discharge of their duties and functions.</p>
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