

MANUAL 4
Norms set for the discharge of functions
[Section 4(1)(b)(IV)]

SOPs for each section have been clearly defined as mentioned in Manuals 1 - 3

SOPs for each laboratory procedure have been developed and maximally followed

1. the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

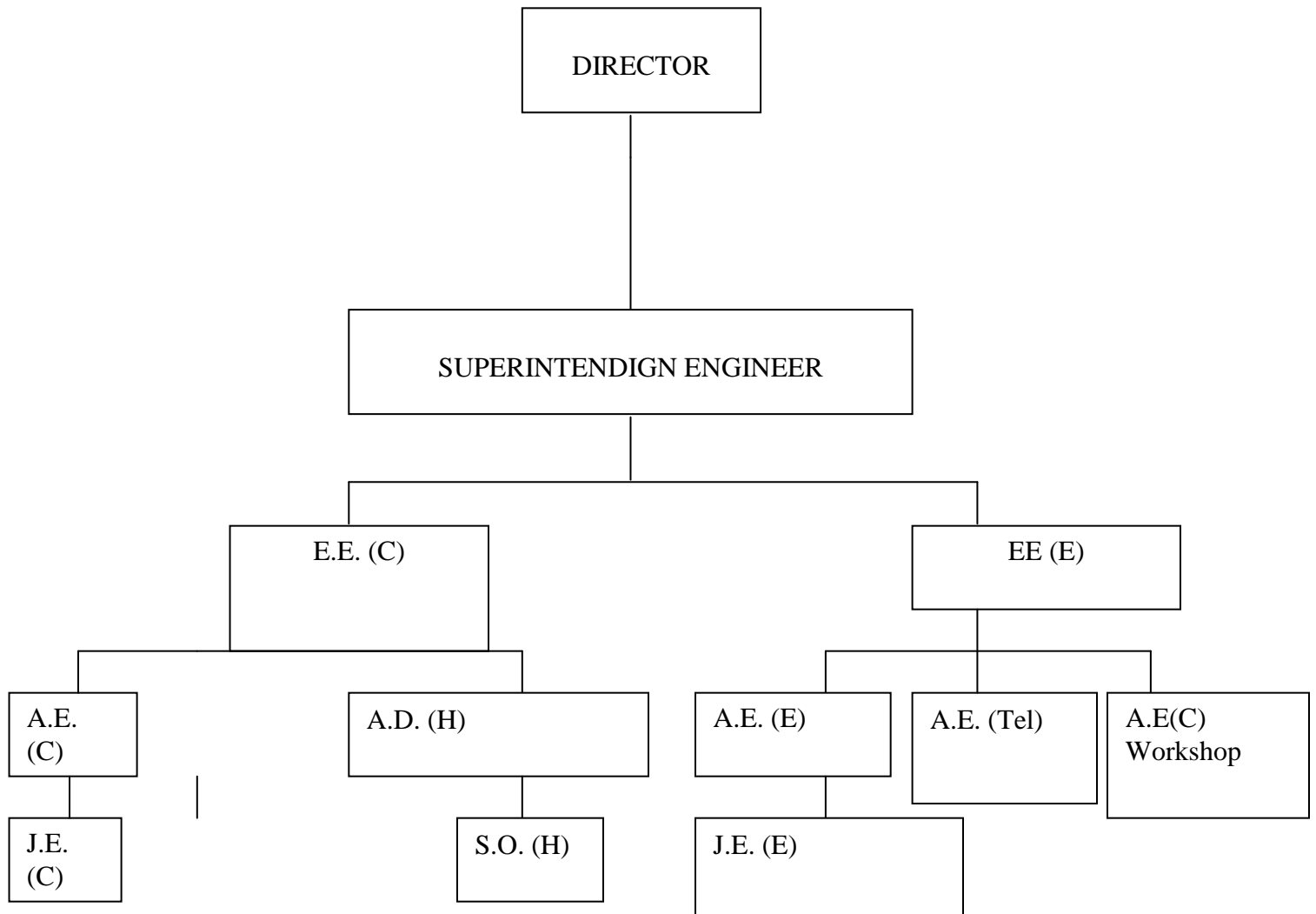
PROCEDURE FOR THE WORKING OF ENGINEERING WING

FUNCTIONS:-

Planning management, supervision and execution of all works relating to maintenance, preventive maintenance special repairs, renovations and new construction in the Institute including Civil, Electrical & Air-conditioning, horticulture, furnishing and fixtures, telephones and internal and external services like roads and streets, street lighting, fire service, sewerage etc.

Any other item of work involving technical skill which Director of the Institute assigns to it to carry out.

ORGANISATIONAL CHART



For all Technical matters, specifications and advice, the Superintending Engineer is responsible for interacting directly with the Director.

BUDGETS :-

1. Budget estimates for the works for which Engineering Wing is responsible will be prepared by the Engineering Wing and got approved by the Director after getting clearance of F.A.& C.A.O. and M.S./Jt. Director (Admn.) and given to Accounts Officer (Budget) and Account Branch for incorporation in the Budget estimates of IHBASD for the purpose of obtaining approval of the Standing Finance & Budget Committee and obtaining grant-in-aid etc.
2. Budget for maintenance and upkeep of building and services, preventive maintenance, special repairs and anticipated and planned renovation works shall be

allocated on the basis of estimates prepared before the beginning of each financial year. In addition, an appropriate sum, as per overall budgeting of the Institute will be kept aside for unanticipated or urgent works which Engineering Wing may be called upon to carry of from time to time during the financial year.

Note : List of renovation works will be prepared as per the direction of the Director/Building Committee in accordance with the need based requirement of users from time to time.

1. The administrative approval from competent authority shall be obtained by Engineering Wing before taking up any work. For this, following guidelines will be adopted.
 - a) Requisition from administrative head (Jt. Dir. Admn.)/M.S. will be obtained for each work.
 - b) A preliminary estimate shall be prepared by Engineering Wing in accordance with above requisition and sent to the M.S. / Joint Director (Admn.). For obtaining Administrative approval and Expenditure sanction of competent authority.
 2. Expenditure sanction will be accorded by the Director after :
 - a) Ascertaining the availability of funds.
 - b) Approval of the Director of IHBAS for works costing upto 25 Lakhs and of the Building & works Committee where the works are estimated to cost more than Rs. 25 Lakhs.
 - 3 Administrative approval and expenditure sanction will be addressed to S.E. IHBAS with a copy to Director, M.S., J.D. (Admn.), F.A.&C.A.O., Accounts Officer (Budget), Accounts Section and the concerned E.E./A.E.
 - 4 A note of these expenditure sanctions has to be kept in the Accounts Branch and by the Accounts Officer (Budget) so as to ensure that no such sanction is issued in excess of the Budget allocation /funds available with the Institute.
 - 5 On receipt of A.A. & E.S., a detailed estimate shall be prepared and Technical sanction accorded by the competent authority in Engineering Wing. Technical sanctions beyond the powers of S.E. will be need approval of the Building & Works Committee.
- Note: Detailed estimates for construction of new buildings will be prepared in consultation with the authorized Architect of the Institute.
- 6 (a) Tenders/Quotation will be called for each work in accordance with the procedures laid down by Government of India as applicable to C.P.W.D and work awarded accordingly. All records of works shall be maintained as per C.P.W.D., manual in the Engineering Wing. However, the draft of the NIT for all works will be got vetted by the Divisional Accountant before release to the Press. Any deviation from the standard format will need the approval of A.O. / F.A. &C.A.O. and the Director.

- 6 (b) Tenders beyond the powers of S.E. to accept will need approval of the Building and Works Committee.
- 7 (a) Bills for the work done including the final bill shall be prepared by the Engineering Wing as per CPWD procedure and got checked by the Divisional Accountant before passing Bills passed by the concerned Officer of the Engineering Wing shall then be sent to F.A.&C.A.O., through the A.O. (Engineering Wing) to draw the cheque for payment. A.O. will exercise test check of the bills with reference to the terms of Agreement etc. before recommending the drawal of cheque by the Accounts Section of IHBAS.
- 7 (b) Duplicate copy of the proposal bill along with the cheque , duly drawn, shall be sent back to the Engineering Wing for payment to the contractor and obtaining necessary acknowledgement and original bill shall be retained by Accounts Branch for Accounting purpose.
- 7 (c) Cheque drawing powers have not been delegated to the engineers wing of IHBAS and payment are to released by the account section of IHBAS. Moreover after making the payments to the contractor, bills are also to be kept by the account section itself. Therefore, practice of preparation of monthly accounts and works accounts is not to be adopted in engineering wing of IHBAS, as it is followed in regular divisions of CPWD where cheque drawing powers have been delegated to the engineers of the particular division. The centralized accounting procedure is adopted in IHBAS. The accounts of the institute are maintained in account section, on commercial account basis i.e. preparation of balance sheet, receipt & payment a/c, income & expenditure a/c with the support of cash book, ledger and subsidiary books of accounts.

8 FINANCIAL AND ADMINSTRATIVE LPOWERS

- 8.1 Officers of Engineering Wing of IHBAS shall enjoy the same financial powers as available to Officers of equivalent rank in CPWD with the exception that officers of Engineering Wing of IHBAS shall not have any powers of Administrative approval of works and of drawal of cheques as available to CPWD Officers.
- 8.2 Except where otherwise laid down in the specific instructions issued in IHBAS the working of Engineering Wing of IHBAS. in case of any confusion about any matter, directions of Government of India, Ministry of Urban Development as contained in the latest CPWD manuals shall be followed with the approval of the Director, IHBAS.

Library and Information Centre

Library information center provides health information support and caters to the study needs of faculty members, doctors, researchers & students in their research, teaching and training activities. It committed to meet the users expectation by implementing and maintaining excellence in library systems, procedures and services through:

- 1. providing value added services that continually meets the stake - holders requirements with formal means of addressing and resolving customer needs in time.

2. developing a team oriented work environment that encourages continuous quality improvement and effective staff user interface to ensure continuous improvement in library services and products.

Statement of categories of document held: Library has primarily medical books, scientific journals and thesis in the field of mental health, neurosciences and allied sciences. It is primarily for institute employees.

Library working hours: 9.00 am. to 9.00 pm. – Monday to Friday
9.00 am. to 4.00 pm. – Saturday

Library Membership: All teaching faculty members, doctors, researchers, students and staffs are eligible for the members of library. External users are permitted on request for consultation purposes only.

Borrower tickets:

Faculty members: Four borrower tickets

Doctors/ Officers: Two borrower tickets

Other staffs: One borrower ticket

SR, MD, DNB & M.Phil students: Two borrower tickets (security money @ Rs. 1000 for each ticket).

JR, Pool Officers and Research Associates: One borrower ticket (security money Rs. 5000).

Borrowing facilities: Books is to be issued to individuals in exchange of borrowers ticket.

Books & Monographs: 14 days

Bound volumes periodicals: 7 days

Reference books and current issue of journals: Overnight to faculty members only.

Services: Library and Information Centre has developed following services to fulfill the needs of faculty members, doctors, researchers and students.

- | | |
|----------------------------|--------------------------------|
| 1. Acquisition services | 5. Email services |
| 2. Circulation services | 6. Literature search |
| 3. Reference services | 7. Inter-library loan services |
| 4. Internet/ Online access | 8. Photocopying services |

Library and Information Centre has a Library Advisory Committee (LAC), consists of various members and meets under the chairmanship of Director for policy decision & rules regulation to provide better services to the users.

Library follows SOP for resource development as per guidelines laid down by Good Offices Committee (GOC) and National Medical library (NML), New Delhi.

Accounts Department

- 3) The procedure laid down by Govt. of NCT of Delhi is being followed. The work done by the assistant is submitted to AAO & then AO/Sr.AO. There is three tire system as followed in Govt. offices. All the three officers are accountable.
- 4) The norms said by GNCT of Delhi are being followed in discharging the duties.
- 5) The Govt. rules, regulation, manuals & instructions issued by Govt. are being followed for discharging the function of Accounts Branch.

Medical Store

The following activities are done in the Medical Store.

1. Finalization of Annual Demands

a) Drugs and Surgical Items (Consumable & Non-Consumable) :

An Annual Demand of drugs and Surgical Items (Consumable & Non-Consumable) is received from the HODs and Clinical Unit Chiefs for the wards, OPD Pharmacy, other Clinical Units Delhi Mental Health Programmes (Jahangirpuri, Chhattarpur and Jamamasjid) etc. as per their annual requirements.

- Selection of Drugs – selection of drugs is done as per the list of Key drugs (18 drugs approx.) prepared by DTC & keeping in view the Essential drug list received from Central Procurement Agency (CPA) DHS.
- Quantification of drugs/consumable surgical items required – quantification of the required item is done on the basis of corrected consumption pattern of the previous year with 10% increase for the next year keeping in view regular increment in the number of patients.

b) Lab Items (Chemical & Reagents, Diagnostic Kits, Glassware items etc.)

Annual Demand of Lab Items (Chemical & Reagents, Diagnostic Kits, Glassware items etc.) is received from HODs of all the laboratories i.e. Pathology, Microbiology, Neuro-Chemistry and Neuropsychopharmacology Lab.

The above mentioned demands are usually received in the month of December of every year and are then compiled in the Medical Store. There is a Drug and Therapeutic

Committee (DTC) in our Hospital which is an important committee for ensuring cost effective quality care in any hospital. The annual demand of Drugs and consumable surgical Items are discussed in the meetings of Drugs and Therapeutic Committee and are finalized on the basis of corrected consumption pattern of the previous year. After recommendation of the Drugs and Therapeutic Committee the annual demands are approved by the Medical Superintendent and the Director.

2. Procurement of Annual Demands

a) Procurement of Drugs and Surgical Items (Consumable & Non-Consumable).

Approximately 90% items of the Annual Demands of drugs and Consumable Surgicals are procured through Central Procurement Agency (Directorate of Health Services). Items are procured quarterly on the basis of current consumption pattern to avoid any shortage/over stocking.

For the remaining items (Approx. 10% of the Annual Demand) and Non-Consumable Items, Open Tender/ Limited Tenders are invited by the hospital .

The Non-Consumable equipments/machines which are under rate contract of DGS & D are procured through DGS & D directly.

b) Procurement of Lab. Items

All the Lab Items i.e. Chemical & Reagents, Diagnostic Kits and Glasswares etc. are procured through Open Tender/Limited Tender of IHBAS on a quarterly basis.

3. Local Purchase

Local purchase of any item is generally avoided. As the Annual Demand is finalized after discussing all the aspects of requirements, it helps in minimizing local purchase. Local purchases are done for emergent requirements only.

4. Receiving and verification of the Medical Store Items

All the supplies are received in the medical store as per the supply orders. Entries are made in the computer of the every received item and are verified by the concerned verification committee in respect of physical appearance, quantity, quality etc. as per the specifications. After that the items are taken in the concerned stock registers.

5. Storage of supplies

- Drugs are stored alphabetically and FEFO (first expiry first out) is also followed.

- Stock is checked physically fortnightly and a stock status with date of expiry is circulated quarterly.
- Cleaning of shelves and floor is done regularly.
- The safety stock of every item is maintained to avoid any stock outs.
- Fire extinguishers are arranged as per requirement of the ware house.
- Premises are free from rodents, vermin and pests as pests controls are used fortnightly.
- Refrigerators are available for vaccine and biological drugs.

6. Record Keeping

The records (stock registers, verification folders, various files etc.) of the Medical Store are maintained properly. The Indents are issued on the basis of consumption pattern and justified requirements. Entries of the Indents are made in the computer after functioning of the software.

7. Annual Physical Verification and Audit

Records and stocks of the Medical Store are annually physically verified by the committee which is constituted by the authentic authorities of the hospital. The Annual Audit of the records is done by the Audit party of the State Govt. and Central Govt. every year.

8. Consumption of Budget

90% of the annual budget of drugs is consumed over the key drugs (vital drugs) of the hospital. There is no any **abuse or misuse** of the drugs.

9. Condemnation

Condemnation of Non-consumable Surgical items, Equipments is done as per the requirement.