

Guru Gobind Singh Medical College & Hospital, Faridkot

Powers and duty of its officers and employees

Manual-2	2. The Powers and duties of its officers and employees	<p>Powers of officers:</p> <p>(1) Administrative powers are vested with head of the institution and may be delegated to heads of department and other members of institution as and when need arises.</p> <p>(2) Vice-Chancellor, Baba Farid University of Health Sciences, Faridkot has the powers of recruitment, transfer, dismissal or terminate teaching faculty and other Class A & B employees and Registrar has the powers of recruitment, transfer, dismissal or terminate of C & D employees.</p> <p>(3) Heads of the departments have controlling authority over subordinate staff and supervise the execution of the works allocated by the head</p> <p>Duties of officers:</p> <p>(1) Duties include teaching, research, tertiary health care including</p> <ul style="list-style-type: none">- Duties toward the public of the order social embalming - Medico legal and postmortem examination- Immunization and other national preventive and eradicating programmers. <p>(2) Duties also include planning, purchasing maintaining the equipments related with health care.</p> <p>Duties of employees:</p> <p>All the routine office work relating to their branch/office and as per direction of higher authorities from time to time. The procedure followed in the decision making process, including channels of supervision and accountability as governed by Punjab Civil Services Rule, PFR, Appeal & Punishment Rules and BFUHS Rules as applicable.</p>
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