



No.9-1/2018-Admn.I  
 Government of India  
 Ministry of Health & Family Welfare  
 Office of Medical Superintendent  
 Safdarjang Hospital  
 New Delhi 110029.

Admn. I  
 07.08.2018

### Organisation and Function

S.No.	Item	Details of disclosure	Remarks
1	Power and duties of its officers and employees [Section 41)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial)	From Hospital Manual.
		(ii) Power and duties of other employees	From Hospital Manual.
		(iii) Rules/ orders under which powers and duty are derived and	From Hospital Manual.
		(iv) Exercised	From Hospital Manual.
		(v) Work allocation	As per the duties & responsibilities.
2	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points	MoHFW is the decision making authority for Group 'A' Gazetted officers & Medical Superintendent for Group 'B' Gazetted officers.
		(ii) Final decision making authority	Same as above.
		(iii) Related provisions, acts, rules etc.	As per the Rules/Orders issued by Government of India time to time.
		(iv) Time limit for taking a decisions, if any	Same as above.
		(v) Channel of supervision and accountability	MoHFW is the decision making authority for Group 'A' officers & Medical Superintendent for Group 'B' Gazetted officers.
3	No. of employees against whom Disciplinary action has been	No. of employees against whom disciplinary action has been	
		(i) Pending for Minor penalty or major penalty proceedings	2

	proposed/ taken (Section 4(2))	(ii) Finalised for Minor penalty or major penalty proceedings	Nil
4	Transfer policy and transfer orders		Transfer of Group 'A' officials are made by MoHFW. Transfer of Group 'B' Gazetted Officers are made by Head of the Institution.

**(Asha Ram Meena)**  
**Administrative Officer**