



अखिल भारतीय आयुर्विज्ञान संस्थान, रायपुर (छत्तीसगढ़) ^{PMSSY रायपुर}
All India Institute of Medical Sciences Raipur (Chhattisgarh)
G. E. Road, Tatibandh,
Raipur-492 099 (CG)
www.aiimsraipur.edu.in

No. 22/46/2019/ADMIN/205

Date: 05.05.2022

OFFICE MEMORANDUM

Sub: Roles and Responsibilities of Directors/Executive Directors and Deputy Director (Administration) at AIIMS Raipur.

Ref: PMSSY Division, MoHFW, GoI letter No. Z-28016/58/2021-PMSSY-IV dated 26th April, 2022. (copy enclosed)

In accordance to PMSSY Division, MoHFW, GoI letter quoted under reference, the Roles and Responsibilities of Directors/Executive Directors and Deputy Director (Administration) at AIIMS Raipur shall be as per the enclosure to the above said letter of the Administrative Ministry.

This issues with the approval of Director, AIIMS Raipur.

Encl: As above. (05 pages)

(V. Sitaramu)

**Senior Administrative Officer
AIIMS Raipur**

Copy to:

1. President, AIIMS Raipur.
2. Director, AIIMS Raipur.
3. Dean (Academics), AIIMS Raipur.
4. Dy. Director (Administration), AIIMS Raipur.
5. Financial Advisor, AIIMS Raipur.
6. O/o Medical Superintendent, AIIMS Raipur.
7. Superintending Engineer, AIIMS Raipur.
8. All HoDs/Faculty In-charge, AIIMS Raipur.
9. All faculty members, AIIMS Raipur.
10. Account Officer cum DDO, AIIMS Raipur.
11. All Officers, AIIMS Raipur.
12. IT Cell, AIIMS Raipur – for publication on the website of AIIMS Raipur.
13. Office copy.

Z-28016/58/2021-PMSSY-IV
Government of India
Ministry of Health & Family Welfare
PMSSY Division

3rd Floor, IRCS Building, New Delhi- 110001

Dated : April, 2022

To,

The Directors/Executive Directors of all new AIIMS

Subject : Roles and Responsibilities of Directors/Executive Directors and Deputy Director (Admn.) in new AIIMS under PMSSY - reg.

Madam/Sir,

I am directed to enclose the Roles and Responsibilities of Directors/Executive Directors and Deputy Director (Admn.) in new AIIMS under PMSSY as approved by Hon'ble Minister for Health & Family Welfare. All the AIIMS under PMSSY are requested to follow the same.

Encl: As above

Yours faithfully,

Digitally Signed by Vandana
Chaudhary

Date: 26-04-2022 13:30:40

Reason: Approved

(Vandana Chaudhary)

Under Secretary to the Govt. Of India

Tel : 011-23736977

Copy to : The Deputy Director (Admn.) of all new AIIMS

Roles and responsibilities of Director/Executive Director of new AIIMS established under PMSSY MoH&FW:

1. The Director/Executive Director shall be the Chief Executive Officer of the respective All-India Institute of Medical Sciences.
2. He/She will be the ex-officio Secretary of the Institute, which is represented as Institute Body. He/She will also be the Member Secretary of Governing Body and all Standing committees. The Director/Executive Director shall ensure timely meetings of Institute Body (IB), Governing Body (GB), Standing Selection Committee (SSC), Standing Finance Committee (SFC), Standing Academic Committee (SAC), Standing Estate Committee (SEC) and other Standing Committees.
3. The Director/Executive Director will be the "Head of the Department" in terms of Supplementary Rules 2 (10) and shall exercise such powers and discharge such functions as may be prescribed by the Regulations, or as may be delegated to him by the Institute, by the President of the Institute, or by the Governing Body or by the Chairman of the Governing Body.
4. Director/Executive Director shall be in-charge of the administration of the Institute. He shall allocate duties to the officers and employees of the Institute and shall exercise such supervision and executive control as may be necessary subject to the AIIMS Rules and Regulations.
5. The Director/Executive Director shall exercise the powers specified in Schedule I to All India Institute of Medical Sciences Regulations, 2019.
6. He shall have the powers to delegate any of his powers to the officers on the administrative side subject to such limitations as may be imposed by the Governing Body.
7. The matters involving delegations not vested with the Director /Executive Director shall necessarily be put up to the President, GB, the IB, and/or the administrative Ministry, as the case may be. For efficient and effective discharge of multiple roles and responsibilities, the Director/Executive Director shall chart roles and responsibilities, and, delegate administrative powers to officers on the administrative side, subject to such restrictions, as may be imposed by the Governing Body of the Institute, in accordance with AIIMS Act, Rules and Regulations and relevant provisions of Government of India.
8. The Director/Executive Director shall ensure fulfillment of the objects of the Institute and discharge of the functions of the Institute as per AIIMS, Act, Rules and Regulations. The Director/Executive Director will ensure compliances of the statute, rules and discipline at AIIMS and may take actions deemed necessary for the same.
9. The Director/Executive Director shall act as the head of the administration of the Institute, and deal with the funds of the Institute and the budget of the Institute by

granting administrative and financial approvals in writing, taking into consideration the financial concurrence of the Financial Advisor of the Institute and the administrative concurrence of the Deputy Director (Administration) of the Institute as applicable under the provision of the AIIMS Act, Rules and Regulations and GoI instructions.

10. The Director/Executive Director shall act as the head of academics and research of the Institute. He/She shall ensure that the Academic and Research objectives of AIIMS is fulfilled. In this regard, she/he shall take into consideration the opinion/recommendation rendered by the respective Deans of the Institute, viz. Academic, Examination and Research, respectively, in their concerned areas if such advice is within the frame-work of AIIMS Act, Rules, Regulations and other applicable GoI instructions.
11. The Director/Executive Director shall act as head of the hospital service delivery of the Institute and shall ensure highest quality of affordable health-care in AIIMS in accordance with the vision, policies and scheme of government and need of the public, in general. In this regard he/she shall take into consideration the opinion/recommendation rendered by the Medical Superintendent of the Institute if such advice is within the frame-work of AIIMS Act, Rules, Regulations and other applicable GoI instructions.
12. Adequate record of administrative and financial processes in AIIMS shall be maintained which shall be annually audited by the CAG of India.
13. The Director/Executive Director shall be responsible for the compliance of such directions as may be placed by the Central Government in accordance with the Clause 25, 26 and 27 of the AIIMS Act. The Director/Executive Director shall ensure preparation of Rules of the Institute as per Clause 28 of the AIIMS Act; and Regulations of the Institute as per Clause 29 of the AIIMS Act within a reasonable time.
14. The Director/ Executive Director shall ensure implementation of all decisions of the CIB with due ratification by their respective IBs.
15. The Provision of the AIIMS Act, Rules and Regulations as amended from time to time will precede in case of any of the above assignment is not conformity of the applicable provisions of the AIIMS Act, Rules and Regulations.

Roles and responsibilities of Deputy Director (Administration) in new AIIMS established under PMSSY, MoH&FW:

1. The Deputy Director (Administration) of the new “All India Institute of Medical Sciences”, shall assist, aid and advise the Director/Executive Director, in all matters which have a bearing on administration, policy and/or the funds of the Institute by providing and recording administrative opinion/concurrence in accordance with the AIIMS Act, Rules and Regulations and the instructions of administrative Ministry and the Central Government, as applicable. Before recommending any proposal to Director/Executive Director for obtaining final approval, the DD (A) shall examine the proposals from administrative angle, taking into consideration applicable rules position, administrative feasibility, as-well-as financial feasibility, as recommended by Financial Advisor of the Institute. The Director/Executive Director, being the CEO, shall have the authority to overrule the DD(A) by recording a reason in each such matter.
2. The DD(A) shall serve as a link with the PMSSY Division in the MoH&FW and shall ensure timely furnishing of replies to the Parliament Questions/ Parliamentary Committee queries/various statutory commissions; Public Grievance including CPGRAMS, RTI. The DD(A) shall be the First Appellate Authority (FAA) of the Institute under the RTI Act, 2005.
3. During project phase, the DD(A) shall monitor the project at site in consultation with the Director/Executive Director taking into consideration the technical advice of Superintending Engineer/Executive Engineer and assist the Project Review Committee constituted under Rule 141 of the GFR 2017; & shall be responsible and accountable for day-to-day liaison, monitoring of the Project Consultant, EPC developer, other agencies, and the concerned State Government.
4. The DD(A) shall have the following responsibilities in the administration of the Institute:
 - a. All matters of General Administration including Establishment, Security, Transport, Information Technology, liaisoning with various Central and State Govt. authorities, constitution of internal committees to look into the functioning of the Institute, Union/Association matters, delegation of power matters, Rajbhasha cell, policies of file movement, protocol, Media (social/Electronic/Print) etc. through different functionaries as appointed for the said purpose with the approval of Director/Executive Director.
 - b. Manpower planning and recruitment and all related matters of the Institute including training and career progression will be rest with the Director/Executive Director, the DD(A) shall assist the Director/Executive Director in the manpower planning and recruitment and take responsibility for all other related matters including training and career progression.
 - c. Implementation of reservation policy of the Government by the Institute.
 - d. Establishment matters, including joining and post joining formalities, maintenance of

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records, service book, reservation roster, resignation etc. of employees.

- e. Supervision of DDO and presentation of bills to the finance officer of the Institute/PAO for payments.
- f. All matters of Estate management including engineering services department for operations, repair and maintenance of infrastructure.
- g. All matters of Stores and Procurement conforming with the policies of the Government, including preparation of Annual procurement plan, policies and file movement.
- h. The APAR cell, Disciplinary and Departmental Enquiry cases shall be the responsibility of DD(A).
- i. The DD(A) shall be the coordinator for meetings of the IB/GB/SSC and other Statutory Bodies and will assist the Director in the following manner. However, Dean (Academics) may be the coordinator for the Academics Committee and Financial Adviser may be the coordinator for SFC.
 - Drawing up an annual plan for the Institute Body (IB) and Governing Body (GB) meetings; preparation of the agenda and minutes and processing it for the approval of the President/Chairman of the Body.
 - Organizing the meetings of Standing Selection Committee (SSC) and HR-Subcommittee of GB in the most discrete manner.
 - The Financial Advisor will coordinate Standing Finance Committee (SFC) meeting in consultation with DD(A).
 - In case of Standing Academic Committee, the DD(A) shall limit his/her role to ensure issues on administrative concurrence.
 - Organizing other standing committee meetings like Standing Estate Committee, etc.
- j. The DD(A) shall assist the Director/Executive Director to review all financial plan and budgets.
- k. The DD(A) shall be a member of all committees which have a bearing on administration and finance of the Institute, including Hospital Management Committees, Empowered Review Committee, Staff Council, etc.
- l. The DD(A) shall submit a quarterly report on important developments in the Institute with respect to functions of the Institute, as defined in Section 14 of AIIMS Act, and on any other important matter.
- m. Any other duties assigned by Director/ Executive Director/MoHFW from time to time.
