

OFFICE OF THE PRINCIPAL PB. GOVT. DENTAL COLLEGE & HOSPITAL, AMRITSAR.

Sr. No.	Clause	Status	
1.	The Particulars of its Organization, Functions and Duties	<p>The Punjab Govt. Dental College and Hospital, Amritsar was established in the year 1952. This institution besides imparting teaching / training for the BDS and MDS courses is providing clinical services to the local public as well as that of the adjoining districts and states. This institution is admitting 40 students to the Five Year BDS course annually and 11 students to the three-year MDS course in five specialties.</p> <p>This Organization is a medical teaching institution. The main function of this institution is teaching of BDS and MDS students and treatment of various dental diseases.</p>	
2.	The Powers and Duties of Officers and Employees	Principal:	Head of the Institution having Administrative as well as Financial Powers w.r.t. the employees of this institution.
		Professors / Assoc. Professors/ Asstt. Professors & Demonstrators	Teaching and Patient Care.
		Ministerial Staff:	Supportive staff to the Head of Institution.
		Para Medical Staff :	Supportive Staff to Doctors w.r.t. patient cares.
3.	The procedure followed in decision making process including channels of supervision and accountability	<p>The procedure followed in decision making is as per PFR/CSR/Punjab Govt. Instructions / manuals. The treatment of patients is done under the supervision of Head of the Department. The HOD is accountable for treatment facilities.</p> <p>The service matter and financial matters are supervised by the Senior Most Professor who has been designated and Drawing and Disbursement Officer besides Superintendent. The overall work is supervised by the Head of the Institution.</p>	
4.	The norms set by it for the discharge of its functions	No particulars norms set by this institution. Treatments of patients are being done as and when he approach for treatments.	
5.	The rules, regulations, instructions, manual and records, held by it or under its control or used by its employees for discharging its functions	PFR, CSR and time to time Notifications of Govt. of Punjab.	
6.	A statement of the categories of documents that are held by it or under its control	Out Door/Indoor Patient Record/ Students Academic Record/ Service Books and Personal Files of its Officer and Employees/ Complete record relating to financial matters etc.	
7.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	N.A.	
8.	A statement of the boards, councils, committees and other bodies constituting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes such meetings are accessible for public.	No specific board, councils, committees are constituted for the purpose of its advice.	
9.	A Directory of its Officers and Employees	As per list attached (Annex. B)	

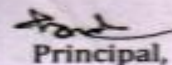
10.	The monthly remuneration received by each of its Officers and Employees, including the system of compensation as provided in Regulations	The monthly salary paid to officers and employees is attached as Annex-2		
11.	The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	S.O.E.	Budget Allocated (2014-15)	Expenditure
		Salary	62000000	33622046
		Medical Reimbursement	150000	147716
		Medical Reimbursement (2235)	500000	355423
		TA	28000	21018
		O.E.	11000	7500
		Telephone	38000	11086
		Electricity Charges	2686000	1115735
		Water & Sewerage Charges	1329000	488746
		Scholarship	8053000	7311413
		PPSS	3400000	3281159
Other Charges	309000	156035		
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	N.A.		
13.	Particulars of recipients of concessions, permits or authorizations granted by it	N.A.		
14.	Details in respect of the information, available to or held by it, deduced in an electronic form	On the official website of Govt. of Punjab i.e. www.punjab.gov.in there is a link of our department (Medical Education and Research) The above information may please be uploading to this website through Punjab InfoTech.		
15.	The particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Display of Names of AIPO, PIO and Appellate Authority. Information can be obtained after depositing requisite fee as per RTI Act 2005. No library or reading room is maintained for public use.		
16.	The names, designations and other particulars of the Public Information Officers	AIPO	PIO	Appellate Authority
		Sh. Surinder Pal Singh Sr. Asstt. 9501014606	Dr. Kusum Dutta Professor 9814055465	Dr. Vimal K. Sikri Principal 9876060555
17.	Other Useful Information	Website of the institution is under construction and shortly available to the public		

Annexure -I (Manual - 9)

**Directory of Officers and Employees of Punjab Govt. Dental College and Hospital,
Amritsar.**

Sr. No.	Name of Officers/ Employees	Designation	Contact No.
1	Dr. Vimal K Sikri	Principal	9876060555 0183-2223235
2	Dr. Renu Bala Sroa	Professor	9872893115
3	Dr. Jiwan Lata	Professor	9814072182
4	Dr. Navneet Grewal	Professor	9814353398
5	Dr. Harinder Gupta	Professor	9915845051
6	Dr. Kusum Dutta	Professor	9814055465
7	Dr. Sukhwinder Pal Singh Sooch	Assoc. Professor	9814096317
8	Dr. Puneet Girdhar	Assistant Professor	9815550666
9	Dr. Nirapjeet Kaur	Assistant Professor	9914815177
10	Dr. Baljeet Kumar	Assistant Professor	9872205712
11	Dr. Nitin Verma	Assistant Professor	9814164068
12	Dr. Paramjit	Demonstrator	9855401176
13	Dr. Sukhjeet Kaur	Demonstrator	7508601789
14	Dr. Jaganjot	Medical Officer (PCMS)	9814518717
15	Dr. Sangeeta Aggarwal	Medical Officer (PCMS)	9815614147
16	Dr. Vinod Kumar	Medical Officer (PCMS)	9815494575
17	Dr. Monaliza	Medical Officer (PCMS)	9814611806
18	Sh. Lakhwinder Singh	Superintendent	8427101012
19	Sh. Surinder Pal Singh	Sr. Assistant	9501014606
20	Smt. Kuldip Kaur	Sr. Assistant	8146055663
21	Sh. Rajiv Kumar	Jr. Assistant	9888397823
22	Sh. Harbans Singh	Jr. Assistant	9803005748
23	Sh. Sanjay Kumar	Jr. Assistant	9417931892
24	Sh. Jagdish Thakur	Jr. Assistant	9815203821
25	Sh. Davinder Kumar	Clerk	9888654201
26	Sh. Atul Sharma	Jr. Assistant	9501280303
27	Sh. Amardeep Singh	Clerk	9815544900
28	Sh. Anil Maini	Clerk	9915904420
29	Smt. Jatinder	Nursing Sister	9876548766
30	Smt. Surjeet Kumar	Staff Nurse	9915192867
31	Smt. Sukhjeet Kaur	Staff Nurse	9915680282
32	Smt. Daljit Kaur	Staff Nurse	9814581356
33	Smt. Sukhvir Kaur	Staff Nurse	9417080929
34	Smt. Jasbir Kaur	Staff Nurse	9815843832
35	Smt. Gurjit Kaur	Staff Nurse	9194655648
36	Smt. Balwinder Kaur	Staff Nurse	9478693054
37	Smt. Pushpinder Kaur	Sr. Liberian	9417318301
38	Smt. Amandeep Kaur	Asstt. Liberian	9779655777
39	Sh. Hardeep Singh	Dental Mechanic	9814452447
40	Sh. Rajesh Kumar	Dental Mechanic	9888050250
41	Smt. Dilraj Kaur	Dental Mechanic	9915900811

42	Sh. Parkash Singh	Dental Hygienist	9888358148
43	Sh. Jaspinder Singh	Dental Hygienist	9855623601
44	Sh. Bikramjeet Singh	Dental Hygienist	9417111511
45	Sh. Girdhari Lal	Radiographer	9417324046
46	Sh. Parvez Kumar	Radiographer	8146725786
47	Sh. Mulakh Raj	M.L.T-Gr.-I	9463728654
48	Sh. Kuldeep Kumar	M.L.T Gr.-I	9878232641
49	Sh. Satpal Singh	M.L.T Gr.-I	9855960792
50	Sh. Jagtar Singh	M.L.T Gr.-I	9876699284
51	Sh. Kartar Chand	M.L.T Gr.-I	9915735637
52	Sh. Major Singh	M.L.T. Gr. -I	9915526221
53	Sh. Chandeeep Singh	M.L.T. Gr. -II	9814977089
54	Sh. Mohan Singh	M.L.T. Gr. -I	9464117708
55	Smt. Kulwant Kaur	M.L.T. Gr. -II	9878004284
56	Bhupinderjit Singh	Hostel Warden	9872464709
57	Sh. Raj Kumar	Lab Attendant	9463723174
58	Sh. Vishal Arora	Lab Attendant	9501550598
59	Sh. Vijay Kumar	Sr. Technician	8146503717
60	Sh. Swaran Singh	Safai Sewak	9592188155
61	Sh. Om Parkash	Safai Sewak	9464118462
62	Smt. Kanta	Safai Sewak	8427972447
63	Smt. Asha	Safai Sewak	9464118462
64	Smt. Raj Rani	Safai Sewak	9878909428
65	Sh. Tarsem Lal	Safai Sewak	9814244476
66	Sh. Puneet Gill	Safai Sewak	9646483403
67	Sh. Sandeep Singh	Safai Sewak	8528785785
68	Sh. Daljit Singh	Chowkindar	9914089247
69	Sh. Balwinder Singh	Chowkindar	8556891471
70	Sh. Kishori Lal	Peon	9569389205
71	Smt. Shalini	Peon	9876292611
72	Sh. Rajiv Partap	Peon	9814067219
73	Sh. Hira Lal	Mali	9878508048
74	Sh. Parminder Singh	Mali	9878345154
75	Sh. Balbir Singh	Mali	8146274486
76	Sh. Ajmer Singh	Bearer	9780488083
77	Sh. Roop Lal	Bearer	9569746627
78	Sh. Lakhwinder Singh	Bearer	9417319764
79	Sh. Sarabjit Singh	Bearer	8872223673
80	Smt. Shakuntala Devi	Bearer	9915821245
81	Smt. Balwinder Kaur	Bearer	9815828559
82	Sh. Karnail Singh	Bearer	9781455799
83	Sh. Balwinder Singh	Bearer	8728802822
84	Smt. Aarti	Bearer	9878686155
85	Sh. Jyoti Parkash	Cook	9569312436
86	Smt. Neha	Aya	7837981236

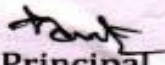

Principal,
Pb. Govt. Dental College and Hospital,
Amritsar.

Annexure -II (Manual - 10)

The Monthly Remuneration received by each Officers and Employees of Punjab Govt. Dental College and Hospital, Amritsar.

Sr. No.	Name of Officers/ Employees	Designation	Monthly Salary
1	Dr. Vimal K Sikri	Principal	177662
2	Dr. Renu Bala Sroa	Professor	177152
3	Dr. Jiwan Lata	Professor	177070
4	Dr. Navneet Grewal	Professor	177070
5	Dr. Harinder Gupta	Professor	180725
6	Dr. Kusum Dutta	Professor	175867
7	Dr. Sukhwinder Pal Singh Sooch	Assoc. Professor	173792
8	Dr. Puneet Girdhar	Assistant Professor	119820
9	Dr. Nirapjeet Kaur	Assistant Professor	122120
10	Dr. Baljeet Kumar	Assistant Professor	119320
11	Dr. Nitin Verma	Assistant Professor	119820
12	Dr. Paramjit	Demonstrator	68082
13	Dr. Sukhjeet Kaur	Demonstrator	63920
14	Dr. Jaganjot	Medical Officer (PCMS)	149414
15	Dr. Sangeeta Aggarwal	Medical Officer (PCMS)	132849
16	Dr. Vinod Kumar	Medical Officer (PCMS)	173031
17	Dr. Monaliza	Medical Officer (PCMS)	104428
18	Sh. Lakhwinder Singh	Superintendent	63171
19	Sh. Surinder Pal Singh	Sr. Assistant	58347
20	Smt. Kuldip Kaur	Sr. Assistant	50675
21	Sh. Rajiv Kumar	Jr. Assistant	38792
22	Sh. Harbans Singh	Jr. Assistant	37007
23	Sh. Sanjay Kumar	Jr. Assistant	34949
24	Sh. Jagdish Thakur	Jr. Assistant	34949
25	Sh. Davinder Kumar	Clerk	39994
26	Sh. Atul Sharma	Jr. Assistant	34949
27	Sh. Amardeep Singh	Clerk	33128
28	Sh. Anil Maini	Clerk	31343
29	Smt. Jatinder	Nursing Sister	61989
30	Smt. Surjit Kumari	Staff Nurse	56528
31	Smt. Sukhjot Kaur	Staff Nurse	53282
32	Smt. Daljit Kaur	Staff Nurse	55647
33	Smt. Sukhbir Kaur	Staff Nurse	58562
34	Smt. Jasbir Kaur	Staff Nurse	45515
35	Smt. Gurjit Kaur	Staff Nurse	58116
36	Smt. Balwinder Kaur	Staff Nurse	58549
37	Smt. Pushpinder Kaur	Sr. Librarian	49424
38	Smt. Amandeep Kaur	Asstt. Librarian	33861
39	Sh. Hardeep Singh	Dental Mechanic	50136
40	Sh. Rajesh Kumar	Dental Mechanic	35457
41	Smt. Dilraj Kaur	Dental Mechanic	43605
42	Sh. Parkash Singh	Dental Hygienist	41610
43	Sh. Jaspinder Singh	Dental Hygienist	45390
44	Sh. Bikramjit Singh	Dental Hygienist	30648
45	Sh. Girdhari Lal	Radiographer	46634
46	Sh. Parvez Kumar	Radiographer	33808
47	Sh. Mulakh Raj	M.L.T-Gr.-I	50375

48	Sh. Kuldip Kumar	M.L.T Gr.-I	50375
49	Sh. Satpal Singh	M.L.T Gr.-I	53533
50	Sh. Jagtar Singh	M.L.T Gr.-I	55402
51	Sh. Kartar Chand	M.L.T Gr.-I	58174
52	Sh. Major Singh	M.L.T. Gr. -I	52752
53	Sh. Mohan Singh	M.L.T. Gr. -I	44346
54	Sh. Chandeeep Singh	M.L.T. Gr. -II	46020
55	Smt. Kulwant Kaur	M.L.T. Gr. -II	34531
56	Sh. Raj Kumar	M.L.T. Gr. -II	34974
57	Bhupinderjit Singh	Hostel Warden	17251
58	Sh. Vishal Arora	Lab Attendant	27058
59	Sh. Vijay Kumar	Sr. Technician	8125
60	Sh. Swaran Singh	Safai Sewak	34767
61	Sh. Om Parkash	Safai Sewak	33677
62	Smt. Kanta	Safai Sewak	28383
63	Smt. Asha	Safai Sewak	27485
64	Smt. Raj Rani	Safai Sewak	27485
65	Sh. Tarsem Lal	Safai Sewak	30484
66	Sh. Puneet Gill	Safai Sewak	18682
67	Sh. Sandeep Singh	Safai Sewak	6448
68	Sh. Daljit Singh	Chowkindar	26284
69	Sh. Balwinder Singh	Chowkindar	22169
70	Sh. Kishori Lal	Peon	28514
71	Smt. Shalini	Peon	20698
72	Sh. Rajiv Partap	Peon	19282
73	Sh. Hira Lal	Mali	25884
74	Sh. Parminder Singh	Mali	6448
75	Sh. Balbir Singh	Mali	6448
76	Sh. Ajmer Singh	Bearer	32856
77	Sh. Roop Lal	Bearer	32125
78	Sh. Lakhwinder Singh	Bearer	26471
79	Sh. Sarabjit Singh	Bearer	22399
80	Smt. Shakuntala Devi	Bearer	31995
81	Smt. Balwinder Kaur	Bearer	21162
82	Sh. Karnail Singh	Bearer	16152
83	Sh. Balwinder Singh	Bearer	6448
84	Smt. Aarti	Bearer	6448
85	Sh. Jyoti Parkash	Cook	23536
86	Smt. Neha	Aya	25884


 Principal,
 Pb. Govt. Dental College and Hospital,
 Amritsar.