

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(B)(ii) OF THE RIGHT TO INFORMATION ACT, 2005

(The procedure followed in the decision making process, including channels of supervision and accountability)

Sr. No.	Nature/ Type of Work	Level at which the case is initiated(name of post)	Name of the post which deals with the case before the decision making authority	Level at which decision is made (Name of the Post)
1.	<b>Administrative</b>			
	<b>Appointments of</b> <ul style="list-style-type: none"> <li>■ Class IV</li> <li>■ Class III e.g. all Para-medical staff, clerical staff, drivers and other technical persons</li> <li>■ Class II e.g. drug inspectors and other technical officers</li> <li>■ Class I e.g. Medical Officers</li> </ul>	<p>Assistant</p> <p>Assistant</p> <p>Assistant</p> <p>Assistant</p>	<p>Superintendent of Civil Surgeon office</p> <p>Superintendent of DHS/DHFW office</p> <p>Under Secretary/ Deputy Secretary at Govt. level</p> <p>Under Secretary/ Deputy Secretary at Govt. level</p>	<p>Civil Surgeon</p> <p>DHS/DHFW</p> <p>Secretary Health &amp; Family Welfare, Pb.</p> <p>Secretary Health &amp; Family Welfare, Pb</p>
2.	<b>Other Service Matters</b> <b>Sanction of earned Leave of :</b> Class IV Class III Class II & I  <b>Placement of Doctors</b>  <b>Punishments</b> Class IV Class III Class II & I	<p>Assistant</p> <p>Assistant</p> <p>Assistant</p> <p>Assistant with recommendation from Director, Health &amp; Family Welfare, Punjab</p> <p>Assistant</p> <p>Assistant</p> <p>Assistant</p>	<p>Superintendent of CS office</p> <p>Superintendent of CS office</p> <p>Superintendent of CS/DHS</p> <p>Superintendent at Govt. Level</p> <p>Superintendent /Under Secretary Health</p> <p>Superintendent</p>	<p>Civil Surgeon</p> <p>Civil Surgeon/DHS</p> <p>DHS, Pb./Secretary Health</p> <p>Punjab Govt.</p> <p>Secretary Health &amp; Family Welfare</p> <p>Civil Surgeon</p> <p>DHS, Pb</p> <p>Punjab Govt.</p>

			Superintendent at Govt. Level	
<b>3.</b>	<b>Issue of Certificates / Licenses</b> <ul style="list-style-type: none"> <li>■ Drug Licenses (Wholesale &amp; retails)</li> <li>■ Medical Fitness</li> <li>■ Disability Certificate</li> <li>■ Births &amp; Deaths Certificates</li> </ul>	Assistant / Drug inspector  Assistant  Assistant  Assistant	Superintendent  Team of Doctors  Team of Doctors  Superintendent	State Drug Cont. / Assistant Drug Cont.  Civil Surgeon / Assistant to Civil Surgeon Civil Surgeon / Assistant to Civil Surgeon District Health Officer / Civil Surgeon
<b>4.</b>	<b>Financial Power</b> <ul style="list-style-type: none"> <li>■ Advances / Loan (GPF }</li> <li>■ Salary Bill</li> </ul>	Assistant  Assistant	Superintendent  Superintendent	DHS  Civil Surgeon / Joint Contt. / Asstt. Contt. (F&A)