

Rajasthan Medical Education Society (RajMES)

Chikitsa Shiksha Bhawan , Govind Marg, Janta Colony - Jaipur.
(Constituted by Government of Rajasthan)
(Registered under the Rajasthan Society Registration Act, 1958)

No.:F.1(14)/RajMES/2018/ 549

Jaipur, Dated : 08/03/19

STANDING ORDER No. -----/2019

DISPOSAL LEVEL OF THE WORK OF THE SOCIETY

In accordance with Rules and Regulations of Rajasthan Medical Education Society, the cases and matters relating to Society shall ordinarily be disposed of at Headquarter Jaipur, in the manner indicated here below :-

S.N.	Type of Cases	To be put up By	To be Examined By					To be Dispose and approved by		
			DD (Acad.)	AD (Acad.)	DLR	Sr. A.O.	DD (Adm.)	Direc- tor Raj- MES	Vice Chairman of RajMES (Pr.Sec/ Sec. M.E.)	Whether to be Submitted to Chair-men RajMES (Minister In charge)
1	2	3	4	5	6	7	8	9	10	11
POLICY AND OTHER IMPORTANT MATTERS										
1.	Proposal Involving Policy and enunciation of new Principles	Planning Section	Yes	Yes	Yes		Yes	Yes	Yes	Yes
2.	Proposal for framing/amending/repealing of all type of rules, regulations, policy, byelaws etc.	Concerning Section	Yes	Yes	Yes		Yes	Yes	Yes	Yes
3.	Matter regarding interpretations of statutes (rules, regulations, etc.	Concerning Section	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4.	Matter for relaxation in rules, regulations, and policies.	Concerning Section	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5.	Proposal for delegation of powers	Establishment RajMES					Yes	Yes	Yes	Yes
6.	Reorganization and change in administrative set-up of Society.	Establishment RajMES					Yes	Yes	Yes	Yes
7.	All Policy matters not covered above	Establishment RajMES					Yes	Yes	Yes	Yes

8.	Annual Plan and reports	Academic	Yes	Yes				Yes	Yes	Yes	Yes	Yes
9.	Reports of Committees/Sub Committees	Academic	Yes	Yes				Yes	Yes	Yes	Yes	Yes
10.	Holding Meetings of Governing Board and Minutes.	Establishment Raj-MES	Yes	Yes				Yes	Yes	Yes	Yes	Yes
11.	Holding meeting of Executive Committee and minutes.	Establishment RajMES	Yes	Yes				Yes	Yes	Yes	Yes	Yes
12.	Holding Other meetings, Conferences, Seminars Camps etc.	Establishment RajMES	Yes	Yes				Yes	Yes	Yes	Yes	Yes
FINANCIAL/ACCOUNTS MATTERS												
13.	Annual Budget of Society	Accounts Section						Yes	Yes	Yes	Yes	Yes
14.	Budget provisions and proposal for new expenditure.	Accounts Section						Yes	Yes	Yes	Yes	Yes
15.	Pe-appropriation of Budgetary provisions.	Accounts Section						Yes	Yes	Yes	Yes	Yes
16.	Administrative sanction for works	Accounts Section						Yes	Yes	Yes	Yes	Yes
17.	Appointment of Auditor and terms and conditions of Auditor	Accounts Section						Yes	Yes	Yes	Yes	Yes
18.	All kinds of Audit Inspection Reports	Accounts Section						Yes	Yes	Yes	Yes	Yes
19.	Draft Pares	Accounts Section						Yes	Yes	Yes	Yes	Yes
20.	Contracts and Leases	Accounts Section						Yes	Yes	Yes	Yes	Yes
21.	Acquisition and purchase of Lands & Buildings.	Accounts Section						Yes	Yes	Yes	Yes	Yes
22.	Hiring of Buildings	Accounts Section						Yes	Yes	Yes	Yes	Yes
23.	Hiring of office furniture	Accounts Section						Yes	Yes	Yes	Yes	Yes
24.	Insurance of Society's Properties	Accounts Section						Yes	Yes	Yes	Yes	Yes
25.	Sanction for Purchase of Stores, Equipment and Furniture etc.	Accounts Section						Yes	Yes	Yes	Yes	Yes
	a. Upto Rs. 1 Lakh in a financial year	Accounts Section						Yes	Yes	Yes	Yes	Yes
	b. Upto Rs. 10 Lakh. in a financial year							Yes	Yes	Yes	Yes	Yes
	c. Above Rs. 10 Lakh.	Accounts Section						Yes	Yes	Yes	Yes	Yes
26.	Donations/Charities/Endowments etc.	Accounts Section						Yes	Yes	Yes	Yes	Yes
27.	Allotments of Grants, Grant-in-aid subsidies, Compensations	Accounts Section						Yes	Yes	Yes	Yes	Yes

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28.	Advances in respect of various schemes	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
29.	Settlement of claims	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
30.	Writing off losses	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
31.	Embezzlement and theft cases	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
32.	Refund cases	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
33.	Time Barred Claims	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
34.	Declaration of Unserviceable articles, Auctions, Recoveries, Penalties	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
35.	Loans and advances of Private Parties	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
36.	Advances to Society's employees	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
37.	Pay and Allowances of Society's employees.	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
38.	Grant of Special pay/allowances and other perquisites	Accounts Section				Yes	Yes	Yes	Yes	Yes	Yes	Yes
ESTABLISHMENT MATTERS												
39.	Permission of headquarter leave to the Principal of Society college	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes
40.	Permission for headquarters leave to the Functional officers of the Headquarter of Society.	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes
41.	N.O.C. for passport purpose	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes
42.	Travelling outside India on own expenses:											
	a. Gazetted Officers/Raj-MES officer's having post equivalent to Gazetted Officer.	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes
	b. Other employee not covered above.	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes
	c. Other employee not covered above.	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes
43.	Recruitment:											
	i. Posts enumerated in Administrative wing.(Principal/Superintendent) in Schedule-I of Employment Rules,2017 of the Society.	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes
	ii. Posts enumerated in Clinical/Non Clinical wing/ General wing of Schedule-I of Employment Rules, 2017 of the Society.	Establishment section					Yes	Yes	Yes	Yes	Yes	Yes

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