

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.	Administrative			
	Appointments of <ul style="list-style-type: none"> ■ Class IV ■ Class III e.g. all Para-medical staff, clerical staff, drivers and other technical persons ■ Class II e.g. drug inspectors and other technical officers ■ Class I e.g. Medical Officers 	Assistant Assistant Assistant Assistant	Superintendent of Civil Surgeon office Superintendent of DHS/DHFW office Under Secretary/ Deputy Secretary at Govt. level Under Secretary/ Deputy Secretary at Govt. level	Civil Surgeon DHS/DHFW Secretary Health & Family Welfare, Pb. Secretary Health & Family Welfare, Pb
2.	Other Service Matters Sanction of earned Leave of : Class IV Class III Class II & I Placement of Doctors Punishments Class IV Class III Class II & I	Assistant Assistant Assistant Assistant with recommendation from Director, Health & Family Welfare, Punjab Assistant Assistant Assistant	Superintendent of CS office Superintendent of CS office Superintendent of CS/DHS Superintendent at Govt. Level Superintendent /Under Secretary Health Superintendent	Civil Surgeon Civil Surgeon/DHS DHS, Pb./Secretary Health Punjab Govt. Secretary Health & Family Welfare Civil Surgeon DHS, Pb Punjab Govt.

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