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By Speed Post

F. No: A-45017/01/2018-CHS-V
 Government of India
 Ministry of Health and Family Welfare
 (CHS Division)

....
 Nirman Bhawan, New Delhi-110011
 Dated the 10th January, 2023

OFFICE MEMORANDUM

Subject: Guidelines for Appointment of Heads of Department in Central Government Hospitals-reg

The undersigned is directed to refer to the above mentioned subject and to say that the matter regarding Appointment of Heads of Department in Central Government Hospitals has been under consideration of this Ministry for some time. It has now been decided that appointments of HoDs in the three central Government Hospitals namely Safdarjung Hospital, Dr. RML Hospital and LHMC Hospital will be made as per the guidelines & SOP annexed herewith (Annexure I) and with immediate effect.

2. This issues with the approval of Hon'ble Minister of Health and Family Welfare.

Encl: Annexure-I

Signed by Vijay Kumar
 Date: 10-01-2023 16:48:16

(Vijay Kumar)
 Under Secretary to Govt of India
 Tele No. 2306 3479

To

1. Director General of Health Services with the request to constitute a Standing Selection Committee for 2023.
2. The Director, Lady Hardinge Medical College and Smt. Sucheta Kriplani Hospital, New Delhi
3. The Medical Superintendent, Vardhman Mahavir Medical College and Safdarjung Hospital, New Delhi
4. The Medical Superintendent, Atal Bihari Vajpayee Institute of Medical Sciences and Dr. Ram Manohar Lohia Hospital, New Delhi

Copy for information to:

- i. O/o Hon'ble HFW
- ii. Sr.PPS to Secy(H)
- iii. PPS to SS(H)
- iv. PPS to JS(V) *[Signature]*
- v. PS to Director (CHS)

Annexure-I

GUIDELINES FOR APPOINTMENT OF
Heads of Department (HoDs) IN
CENTRAL GOVT (CG) HOSPITALS IN DELHI

A. Proposed mode of selection of HoD in CG Institutes/Hospitals:

1. Notice on selection of HoD would be issued by the MS / Director for a Department. This notice must be widely publicized by posting it on the websites and adequate number of notice boards of all three CG Hospitals.
2. In the said notice, applications will be invited from the prospective candidates (CHS officers posted at any of the central institutions) for the vacancy.
3. After receipt of applications, a 7 member Standing Selection Committee (consisting of 3 Dean/Principals and 3 Addl. MSs {one from each hospital}) from the three central govt hospitals and one representative of Directorate General of Health Services will be constituted by the DGHS and will shortlist the candidates as per Model SOP given below.
4. The tenure of the Standing Selection Committee would be for a calendar year from 1st January to 31st December.
5. The selection committee would recommend a panel of 3 candidates.
6. The MS/Director would take the final decision considering the recommendations of selection committee and then finalise the name of selected candidate & thereafter order will be issued to

the selected candidate.

7. Selection of HoD shall be for 3 years or till attaining 62 years of age, whichever is earlier. Maximum number of terms as HOD for any person shall be two.
8. Acting on reference by MS/Director, the Standing Selection Committee can recommend continuation of any incumbent HoD subject to being consistent with these guidelines.
9. Acting on reference by MS/Director, the Standing Selection Committee can recommend removal of any HoD even before the completion of tenure of 3 years with reasons to be recorded.
10. In case Non-Teaching/General Duty Medical Officers are appointed as HoD, academic activities shall be carried out by senior most Teaching faculty.

B. Model SOP for Selection Committee:

1. Eligibility for consideration: - Professors/Director Professors level officers of CHS cadre with at least 10 years of experience in the concerned field and with at least 1 year of service left available for heading a department.
2. All candidates would make a presentation on the approach and activities they would undertake during their tenure as HoD before the Standing Selection Committee.
3. 3 candidates are to be shortlisted by the Standing Selection Committee.
4. A list of such suitable candidates to be made and recommended to the MS/Director for final selection.
5. Standing Selection Committee will make its recommendation

on the basis of objective evaluation taking into consideration a wide variety of relevant parameters such as :- Seniority, Performance during the Service (which may be partly assessed through APARs), Vision for the Department (assessed through Presentation), Interpersonal relations & leadership qualities, Feedback from patients, Feedback from students etc.