

Government of Rajasthan
Department of Medical Education (Gr-1)

No. F.1(38) ME/Gr-1/2023

Jaipur, dated: **U 1 APR 2023**

CIRCULAR

It has been observed that some of the Heads of the Departments in Government Medical Colleges are not taking interest in the smooth functioning of their respective Departments and showing laxity in effective discharge of their duties as HoD's.

Following directions are issued to HoD's to ensure the optimal functionality of their respective Departments:

1. Look after general administration and day to day work of the Department including allocating duties of staff, ensuring required manpower at all working points, maintenance of infrastructure, equipments, supply of medicines and consumables.
2. HOD's will ensure that :
 - a. The health/medical care delivery system work efficiently and effectively including IPD, OPD, OT, ICU, Diagnostic Centers and Emergency Block.
 - b. Check the duty rosters and inform Principal and Controller on a regular basis.
 - c. Initiate disciplinary action against Residents in case any negligence, misbehavior, or default in their allotted job is noticed.
3. Send requisitions, indents and budget requirements and proposals with proper justifications as per prescribed norms.
4. Work as technical consultant and advisor to the Principal and Controller in context of the subject and specialty of the Department.
5. Planning, organizing, implementing and monitoring all academic activities related to UG, PG, Interns, Residents including classes, lectures, demonstrations, practical classes, examinations, research and developmental activities related to the Department.
6. Work appraisals of faculty and staff in routine will be through HoD.
7. Other specified job responsibilities and powers as delegated by the Principal and Controller from time to time.

All Principals and Controller, Medical Colleges to ensure that the Head of the Departments strictly adhere to the above cited guidelines and job responsibilities.


(Iqbal Khan)

Joint Secretary to the Government

U 1 APR 2023

Copy to:

1. SA to the Hon'ble Minister Medical Education
2. PS to the Principal Secretary, Medical Education
3. Commissioner, Medical Education
4. Joint Secretary, Medical Education
5. Guard-File

Joint Secretary to the Government

राजस्थान-सरकार

कार्यालय प्रधानाचार्य चिकित्सा महाविद्यालय एवं नियंत्रक संलग्न चिकित्सालय समूह, कोटा

रंगबाडी रोड कोटा-324005, दूरभाष: 0744-2470674,

E-mail Id: principalmck@gmail.com Website : www.education.rajasthan.gov.in/gmckota

क्रमांक:- प.2()स्था0.राज0 / विभा0 / 2023 /

दिनांक:- 03.04.2023

:- परिपत्रादेश :-

राजस्थान सरकार चिकित्सा शिक्षा (गुप-1) विभाग के परिपत्र क्रमांक F.1(38)ME/Gr-1/2023 Jaipur dated 01-04-2023 की प्रति निम्नलिखित को भेजकर लेख है की समस्त विभागाध्यक्ष उक्त परिपत्र की अक्षरशः पालना सुनिश्चित करें।

(डॉ० संगीता सक्सैना)
प्रधानाचार्य एवं नियंत्रक

क्रमांक:- प.2()स्था0.राज0 / विभा0 / 2023 / 803

दिनांक:- 03.04.2023
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प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

1. अतिरिक्त निदेशक (प्रशा0) चिकित्सा शिक्षा विभाग, राजस्थान जयपुर।
2. अतिरिक्त प्रधानाचार्य प्रथम / द्वितीय / तृतीय / चतुर्थ इस महाविद्यालय कोटा।
3. अधीक्षक एम.बी.एस. / जे.के.लोन मातृ / नवीन चिकि0 / सुपरस्पेशियलिटी / जिला चिकि0, रामपुरा, कोटा।
4. समस्त विभागाध्यक्ष.....।
5. मुख्य लेखाधिकारी, चिकित्सा महाविद्यालय कोटा।
6. मुख्य प्रभारी अधिकारी शैक्षणिक अनुभाग चिकित्सा महाविद्यालय कोटा।
7. प्रभारी, आईटी सेल को वेबसाईट पर अपलोड हेतु।
8. समस्त अनुभाग प्रभारी.....।

प्रधानाचार्य एवं नियंत्रक