



DELHI STATE CANCER INSTITUTES
- centres par excellence in the service of humanity
(A group of autonomous institutions under the Govt. of NCT of Delhi)
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EPABX: +91-11-2213 5200, 2213 5700 FAX: +91-11-2211 0505
WEST: C-2/B, JANAK PURI, NEW DELHI 110058
EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999
Website: www.dsci.nic.in E-mail: dsci.delhi@nic.in



ADMIN BRANCH

File No. DSCI-B014/54/2019-ADMN(DSCI) // 79406/2023

Dated: 17/08/2023

MANUAL 2

**Powers and duties of Officers and Employees
[Under Section 4(1)(b)(ii)]**

1. The Power and duties of Director, DSCI vide Memorandum of Association at Pg. No. 15 to 16 at Point No: 12 (Functions and Powers of the Project Director/ Director (Copy enclosed as Annexure A).
2. The Power and duties of Joint Director (Admin) vide vide Memorandum of Association at Pg. No. 15 at Point No: 12.1 - Joint Director will assist Director in daily administrative matters (Copy enclosed as Annexure A).
3. The Power and duties of Administration Incharge vide Office Order dated 19.06.2019(Copy enclosed as Annexure B) are as under:
 - Officer Dealing with DAK at initial stage
 - Dealing with files pertaining to administration branch
 - Reply to starred/unstarred questions
4. The Power and duties of Assistant Director (Coordination) vide Office Order dated 19.06.2019 (Copy enclosed as Annexure B) are as under:
 - Dealing with files pertaining to outsourcing,
 - EPF
 - DGESH
 - Security
 - Sanitation
 - Mobile Telecom & Internet services
 - Supervising the positing of Hospital Executives, DEO, Dietetics
 - Nodal Officer (Audit)
 - Outcome Budget
 - Any other matter related to hospital functioning/services,

5. The Work Allocation of Head Clerk vide office order dated 01.07.2023(Copy enclosed as Annexure C)


(DR. VATSALA AGGARWAL)
DIRECTOR, DSCI

Encl:

- 1 Memorandum of Association (Annexure A)
2. Office Order dated 19.06.2019 (Annexure B)
3. Office order dated 01.07.2023(Copy enclosed as Annexure C)

DSCI-B014/54/2019-ADMN(DSCI)-O/o DIR(DSCI)-Part(1)

I/78535/2023

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Website: www.dscinic.in E-mail: dsci.delhi@dscic.in**ADMIN BRANCH**

File No. DSCI-B014/54/2019-ADMN(DSCI) // 78535/2023

Dated: 26/07/2023

MANUAL 2**Powers and duties of Officers and Employees
[Under Section 4(1)(b)(ii)]**

The Work Allocation of Head Clerk vide office order dated 01.07.2023 is attached.


(DR KISHORE SINGH)
DIRECTOR, DSCI

Encl: As Above



DELHI STATE CANCER INSTITUTES

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EPABX: +91-11-2552 1111, 2554 1111 FAX: +91-11-2554 9999

Website: www.dsci.gov.in E-mail: director.dsci@nic.in NIN No: 112313380

NIN ID: DSCI (East) - 112313380 & DSCI (West) - 1115545855



File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-2// 77546/2023

Date: 01/7/2023

OFFICE ORDER

In pursuance of Order No. DSCI-B011/20/2017-ADMN(DSCI)/I/74646/2023 dated 24.04.2023(Copy enclosed) the work allocation of Sh Nardev Singh, Hospital Executive-I/Head Clerk, vide order No.DSCI-B012/54/2019-ADMN(DSCI)/I/48637 dated 3.12.2019(Copy enclosed) has been entrusted to Sh Vinu S Pillai, Hospital Executive-I/Head Clerk.

The Link Official arrangements for Head Clerk(VSP) is formulated as under .

Name of Official	Designation	Work assigned
Ms Megha	Hospital Executive –III/LDC	HR matters related of Doctors.
Ms Ranjna Kumari	Data Entry Operator	Recruitment Related Matter of Doctor
Ms Manju Bhatt	Hospital Executive –III/LDC	Legal related matter for Doctor and Nursing staff.
Mr Rishi Kumar	Hospital Executive –III/LDC	HR and Legal related matter of Para-Medical Staff
Mr Amit Kumar	Hospital Executive –III/LDC	HR and Legal related matter of Administrative, Engineering & Ministerial staff.
Ms Sonia Malhotra	Hospital Executive –III/LDC	HR related matter of Nursing staff.
Mr Sushil Kumar	Data Entry Operator	HR and Legal related matter of Dietary, Accounts staff alongwith any other Misc. matter pertaining to Admin Branch

Further, the responsibilities of link official vide Order No. DSCI-B013/7/2018-ADMN(DSCI)/Part-1/I/70281/2022 Dated 16.11.2022(Copy enclosed) has been now entrusted to Mr Hemant Kumar Sharma, Statistical Executive/Medical Record Officer.

The Order No. A-011/5/2019-DIR(DSCI)/IDIR(DSCI)/I/ 76291/2023 dated 29.05.2023 (Copy enclosed)stands withdrawn with immediate effect.


(Dr Kishore Singh)

Director, DSCI

Date:

File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-2//

Copy for information and necessary action to :-

1. All Officer's/Official's concerned, DSCI
2. PA to Jt. Director, Admin, DSCI
3. Admin Incharge, DSCI
4. Assistant Director(Coordination), DSCI


Director, DSCI



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NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1115545855



File No: DSCI-B011/20/2017-ADMN(DSCI)/I/ 74646/2023

Dated: 24/4/2023

ORDER

In supersession of Order No. DSCI-B011/253/2016-ADMN(DSCI)/I/57991/2022 dated 07.06.2022, the tenure of **Sh Nardev Singh**, Hospital Executive-I at this Institute is hereby extended upto **30.06.2023(A/N)** (i.e., date of retirement from service).

(Dr Kishore Singh)
Director, DSCI,

File No: DSCI-B011/20/2017-ADMN(DSCI)/I/

Dated:

Copy for information and necessary action to: -

1. Deputy Controller of Accounts, DSCI.
2. DDO, DSCI
3. Admin incharge, DSCI
4. PA to the Joint Director, DSCI
5. Official Concerned / Personal file (through concerned Department HOD).

Director, DSCI,



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Website: www.dscil.org | Email: director.dscil@nic.in | NIN No: 112313380

NIN ID: DSCi (East) - 1112313380 & DSCi (West) - 1115445855



Name of the Official with Designation	Work Allocated	Link Officer
	<p>redrafting of notes for an improved instant proposal / self contained notes/guidance of HE-III/DEO in putting up draft proposals.</p> <ul style="list-style-type: none"> • Attending of Courts hearing (for above categories of staff) for Admin related issues • Responsibility to initiate and submit final reply with the help of Head Clerk (A), after approval from Competent Authority to Lok Sabha / Rajya Sabha / Vidhan Sabha Questions • Provide Information of RTI / Public Grievances when required by related department • Transfer appointment files (For above categories of staff) • Annual reports / Quarterly reports / Outcome budget / MIS Information. (For above categories of staff) • Preparing initial draft point by point reply of court related matters (for above categories of staff) for perusal of the Legal Committee • Vigilance related issues. (For above categories of staff) • Audit Matters. (For above categories of staff) • Responsibility for furnishing Admin related replies/information (for above categories of staff) to any Authority in DSCi or external department/agencies. • Finance Committee (if required) / Governing Council –Agenda, Minutes and others. • Initiate conduct and supervise any recruitment process for above categories of staff • DGEHS, EPF related matters for above categories of staff • Mr Vinu S Pillai, HE-I/Head Clerk (B) shall continue look after the work of e-office, e-hospital, AEBAS, LAN, High Speed Internet Lease Lines, Hardware issues, Authorised Signatory at Vodafone & Reliance, Jio, procurement of stamp, DSC etc except the DSCi website. <p>NOTE: Mr Anil Rawat (HE-III/LDC), Mr Amit Kumar (HE-III & LDC), Mr Rishi Kumar (HE-III/LDC), Ms Sonia Malhotra (HE-III/LDC), Mr Praveen Kumar (HE-III/LDC), Ms Megha (HE-III/LDC) & Ms Ranjana Tiwari (DEO) & Mr Sushil Kumar (DEO) will assist in the related matters.</p>	

2/12/19

02/12/19

DR DHRUV JAIN
ADMIN INCHARGE
Date :

F.No. DSCI-B012/54/2019-ADMN(DSCI)

Copy for information to:

1. Officer Incharge Admn, DSCI
2. Assistant Director Coordination, DSCI
3. PA to the Director, DSCI
4. Guard File

ADMIN INCHARGE, DSCI



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Website: www.dscic.org E-mail: director.dscic@nic.in

NIN ID: DSC (East) - 1112313380 & DSC (West) - 1115545855



F.No. DSCI-B012/54/2019-ADMN(DSCI)/I/48637

Date: 3/12/2019

ORDER

The work in respect of the Administrative Section is hereby allocated as indicated against each mentioned below with immediate effect.

Name of the Official with Designation	Work Allocated	Link Officer
Mr Nardev Singh Head Clerk (A)/HE-1	<ul style="list-style-type: none"> All matters pertaining to Faculty Senior Resident, Junior Resident, Nursing Staff shall be looked after, issues related to retired / deputation staff in these categories, preparing files to be sent to secretariat for any approval, files that were initiated by LDC-III/DEO but require resubmission with redrafting of notes for an improved instant proposal / self contained notes/guidance of HE-III/DEO in putting up draft proposals. Matters pertaining to Outsource employees Attending of Courts hearing (for above categories of staff) Admin related issues along with Mr Hemant Kumar Sharma, MRO Responsibility to initiate and submit final reply with the help of Head Clerk (B), after approval from Competent Authority to Lok Sabha / Rajya Sabha / Vidhan Sabha Questions. Provide Information of RTI / Public Grievances when required by related department Transfer Appointment files for the above categories of staff Annual reports / Quarterly reports / Outcome budget / MIS information (For above categories of staff) Preparing initial draft point by point reply of court related matters (for above categories of staff) for perusal of the Legal Committee. Audit Matters (for above categories of staff) Finance Committee (if required) / Governing Council -Agenda, Minutes and others. Vigilance related issues for above categories of staff. Responsibility for furnishing Admin related replies/information (for above categories of staff) to any Authority in DSC, or external department/agencies Initiate conduct and supervise any recruitment process (for above categories of staff) DGEHS, EPF related matters for above categories of staff. <p>NOTE: Mr Anil Rawat (HE-III/LDC), Mr Amit Kumar (HE-III & LDC), Mr Rishi Kumar (HE-III/LDC), Ms Sonia Malhotra (HE-III/LDC), Mr Praveen Kumar (HE-III/LDC) Ms Megha (HE-III/LDC) & Ms Ranjana Tiwari (DEO) & Mr Sushil Kumar (DEO) will assist in the related matters</p>	Mr Vinu S Pillai, Head Clerk (B)/HE-1
Mr Vinu S Pillai Head Clerk (B)/HE-1	All matters pertaining to Medical Physicist, Radiotherapy Technologist, Radio-Diagnosis Technologist, Lab Technologist, Junior Pharmacy Executive, Nuclear Medicine Technologist, OT Technologist, Head Clerk, UDC, LDC, MRO, PRO, ECG Technologist, Engineering Staff, Accounts and Dietary shall be looked after, issues related to retired / deputation staff in the above categories of staff, preparing files to be sent to secretariat for any approval, files that were initiated by LDC-III/DEO but require resubmission with	Mr Nardev Singh, Head Clerk (A)/HE-1

Handwritten signatures and dates: 2/12/19, 3/12/19, 2/12/19

File No: DSCI-B011/36/2022-ADMN(DSCI)/69624/2022

Dated: 11/10/2022

OFFICE ORDER

The work allocation in respect of Sh Neeraj kumar, Statistical Officer is hereby allocated indicated below with immediate effect;

Work Allocated	Link Officer
<ul style="list-style-type: none"> • All matter pertaining to the Post Creation, Post Continuation, Reservation Roster, Recruitment Rules (Framing/Amendment), Recruitment (Contract/Adhoc/Regular) and Appointment • Revised Estimate & Budget Estimate. • Audit Matters (for above mentioned work). • Prepare Information of RTI/Public Grievance portal replies by department on above mentioned work. • Preparation of reply for Vidhan Sabha/Lok Sabha/Rajya Sabha Questions for above mentioned work. • Any other work given by the higher authorities time to time. 	<p>Mr. Vinu S Pillai Head Clerk</p>

Further, his Reporting Officer will be the Joint Director and Reviewing Officer will be the Director, DSCI.


 (Dr Kishore Sin
 Director DSC

Copy for information and necessary action to: -

1. PA to the Jt. Director, DSCI,
2. Admin Incharge, DSCI.
3. Officer concerned, DSCI
4. Guard File, DSCI.



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NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1115545855



File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-1/II 70281/2022

Dated: 16/11/2022

OFFICE ORDER

In supersession to the Office Order vide No. DSCI-B011/36/2022-ADMN(DSCI)/I/69624/20 dated 21.10.2022(Copy enclosed), the work allocation in respect of Sh Neeraj kumar, Statistic Officer is hereby allocated as indicated below with immediate effect;

S.No	Work Allocated	Link Officer
	<ul style="list-style-type: none"> All matter pertaining to the Post Creation, Post Continuation, Reservation Roster, Recruitment Rules (Framing/Amendment). Revised Estimate & Budget Estimate. Audit Matter (for above mentioned work). Prepare Information of RTI/Public Grievance portal replies by department on above mention work. Preparation of reply for Vidhan Sabha/Lok Sabha/Rajya Sabha Question for above mention work. Any other work given by the higher authorities time to time. 	<p>Mr. Vinu S Pillai Head Clerk</p>

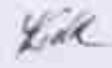
Further, his Reporting Officer will be the Joint Director and Reviewing Officer will be the Director, DSCI.


(Dr Kishore Singh)
Director, DS

File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-1/II

Copy for information and necessary action to: -

1. PA to the Jt. Director, DSCI,
2. Admin Incharge, DSCI.
3. Official concerned, DSCI.
4. Guard File, DSCI.


Director, DSCI



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Website: www.dsci.nic.in E-mail: director.dsci@nic.in NNIN No: 1112313289



Date: 29/05/2023

No.: A-011/5/2019-DIR (DSCI)-O/o DIR (DSCI)/I-7629/

OFFICE ORDER

Ms Bhawna Sharma, Hospital Executive-II/UDC is hereby entrusted with the additional responsibility (in Officiating position) of Link Officer to Mr Nardev Singh, Hospital Executive-I/Head Clerk, till 30.06.2023.

Further, on retirement of Mr Nardev Singh w.e.f. 30.06.2023(AN), handover of all the charges/works along with record/files etc. shall be made by Mr Nardev Singh to Ms Bhawna Sharma, Hospital Executive-II/UDC and accordingly, Ms Bhawna Sharma shall discharge her duties w.e.f. 01.07.2023 as Hospital Executive-I/Head Clerk (in Officiating position).

No separate formal order will be issued for relieving of Ms Bhawna Sharma from Coordination Branch.

The above allocation of duties to Ms Bhawna Sharma, is made solely in the interest of smooth functioning of DSCI and without payment of any extra remuneration to her for this additional responsibility allocated.


(Dr Kishore Singh)
Director & CEO

Copy for information and necessary action to:

- (1) Admin In-charge, DSCI
- (2) Asstt Director (Coord), DSCI
- (3) DCA, DSCI
- (4) In-charge (IT), DSCI
- (5) Nodal Officer (e-office), DSCI for necessary arrangement in e-office
- (6) Officials Concerned for strict compliance
- (7) PA to Director
- (8) PA to Jt Director



File No. DSCI-B013/24/2019-Jt.Dir(DSCI)-O/o DIR(DSCI) (Computer No. 92026)

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F No.DSCI-B013/24/2019-Jt.Dir(DSCI)-O/o DIR(DSCI)/I-46350

Date: 19/06/2019

Office Order

Delegation of duties to Faculty/ Officers of Delhi State Cancer Institute for smooth functioning of the Institute
As decided in meeting held under the chairmanship of the Joint Director (HOO), DSCI on 11-05-2019

S. No	Name of the officer	Designation	Work assigned	Link officer
1.	Dr Surendra Kumar	Assistant Director (Coordination)	Dealing with files pertaining to outsourcing, EPF, DGEHS, Security, Sanitation, Mobile Telecom & Internet services Supervising the postings of Hospital Executives, DEO, Dietetics	Dr Dhruv Jain
		HOD (Onco-Anaesthesia)	Nodal Officer (Audit), Outcome Budget. Any other matter related to hospital functioning / services. Deptt of Anaesthesiology & Critical Care, Pain Relief & Palliative Care, CSSD, Manifold Room	
2.	Dr Dhruv Jain	In-charge Administration	Officer Dealing with Dak at initial stage Dealing with files pertaining to administration branch Reply to starred/ unstarred questions	Dr Surendra Kumar
		HOD (Onco-Pathology)	Deptt of Onco-pathology (Histopathology, Cytology)	

S. No	Name of the officer	Designation	Work assigned	Link officer
3.	Mrs Anita Nakra	Assistant Director (Nursing)	Management of OPD area including Reception Counter, Sanitation and House-keeping Staff, Posting of Nursing orderlies, IPD Wards, Nursing Officers, Management of records, personnel and daily functioning of IPD Pharmacy	Ms Annamma Lambert Peter
4.	Dr Manoj Kumar Gupta	Officer In-charge (Procurement)	Procurement at DSCI	Mr Vineet Arora
5.	Dr Anjali Vinocha	Store In-charge	Management of Stores	Dr Deepa Kumar
		HOD (Lab Medicine)	Manage BMW, Quality control and Kayakalp. Department of Lab Medicine (Biochemistry and Microbiology) Phlebotomists	
6.	Dr Monica Gupta	PIO	Office of public information (RTI related issues)	
		HOD Onco-pathology (Heamatopathology)	Department of Onco-pathology (Hematopathology)	
		Nodal Officer Blood bank	Blood bank	Dr Dhruv Jain
7.	Dr Vinita Kumar Jaggi	HOD (Surgical Oncology)	Department of Surgical Oncology, Dealing with various clinical issues during treatment of patient at DSCI, Preventive Oncology Tumor Board, Academics	
			OPD Indents	Dr Pragya Shukla
			Research Lab (including indents)	Dr Monika Gupta
8.	Dr Pankaj Tyagi	Grievance redressal officer	Grievance redressal	
			Department of Gastroenterology, Pulmonary Medicine, Internal Medicine and Paediatrics	

S. No	Name of the officer	Designation	Work assigned	Link officer
		HOD (Gastroenterology) Vigilance Officer	ECG Indent Matters pertaining to vigilance branch	Mr M Sasindran
9.	Dr Pragya Shukla	HOD (Clinical Oncology)	Department of Clinical Oncology, Functioning of DSCI(W)	
		In-charge Library	IPD Indents Library	Dr Vinita K Jaggi Mr M Sasindran
10.	Dr Deepa Kumar	HOD (Nuclear Medicine)	Department of Nuclear Medicine OPD Pharmacy	Dr Anjali Vinocha
11.	Mr M Sasindran	Radiation Safety Officer	Medical physics, Security	

Mortuary: Management by nursing officers under supervision of SR on duty.

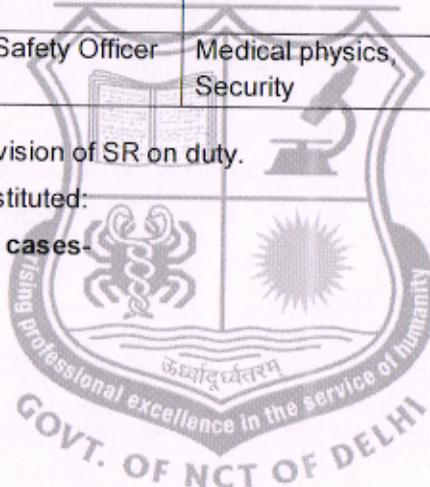
In addition to above, following committees are also constituted:

1) **Committee for Preparation of Replies for court cases-**

- i. In-charge Admin- Chairperson
- ii. Asstt Director (Co-ord)
- iii. MRO
- iv. Head of Deptt concerned
- v. DCA
- vi. Any other co-opted member as per need.

2) **Committee for complaints regarding sexual harassment of women at workplace.**

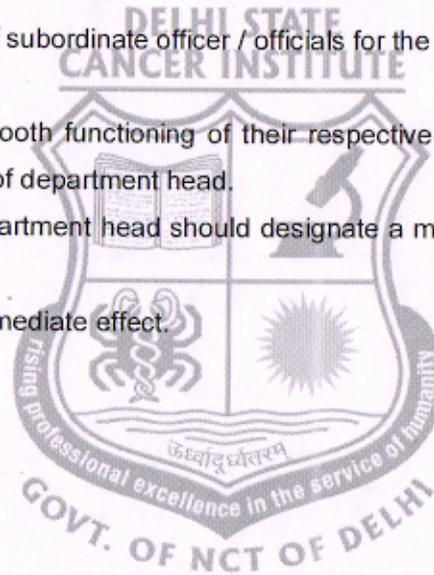
- i. Dr Vinita Kumar Jaggi- Chairperson
- ii. Dr Anita Nakra
- iii. Dr Monica Gupta
- iv. Person from NGO (Chairperson to coordinate and appoint).



- v. Dr Pankaj Tyagi
- vi. Mr Sasindran M
- vii. Ms Swapna Jayan

Note:-

- 1) Any other work in addition to the above may be assigned to any officer / official by the Departments / Branches head as per requirement for smooth functioning.
- 2) Specific associated support staff to carry out the above responsibilities will be designated in due course of time, till then the present arrangement is to continue.
- 3) Each department shall prepare the roster of subordinate officer / officials for the next month and shall implement the same after obtaining approval of Asst Director (Coord).
- 4) Deputed head shall be responsible for smooth functioning of their respective Departments / Branches. All subordinate staff shall be under the direct supervision and directions of department head.
- 5) During the period of his/ her leave, the department head should designate a member of the department to coordinate the departmental services.
- 6) This arrangement is to be observed with immediate effect.



[Signature] 19/6/19
Director & CEO, DSCI



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File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-2// 77546/2023

Date: 01/7/2023

OFFICE ORDER

In pursuance of Order No. DSCI-B011/20/2017-ADMN(DSCI)/I/74646/2023 dated 24.04.2023(Copy enclosed) the work allocation of Sh Nardev Singh, Hospital Executive-I/Head Clerk, vide order No.DSCI-B012/54/2019-ADMN(DSCI)/I/48637 dated 3.12.2019(Copy enclosed) has been entrusted to Sh Vinu S Pillai, Hospital Executive-I/Head Clerk.

The Link Official arrangements for Head Clerk(VSP) is formulated as under ;

Name of Official	Designation	Work assigned
Ms Megha	Hospital Executive –III/LDC	HR matters related of Doctors.
Ms Ranjna Kumari	Data Entry Operator	Recruitment Related Matter of Doctor
Ms Manju Bhatt	Hospital Executive –III/LDC	Legal related matter for Doctor and Nursing staff.
Mr Rishi Kumar	Hospital Executive –III/LDC	HR and Legal related matter of Para-Medical Staff
Mr Amit Kumar	Hospital Executive –III/LDC	HR and Legal related matter of Administrative, Engineering & Ministerial staff.
Ms Sonia Malhotra	Hospital Executive –III/LDC	HR related matter of Nursing staff.
Mr Sushil Kumar	Data Entry Operator	HR and Legal related matter of Dietary, Accounts staff alongwith any other Misc. matter pertaining to Admin Branch

Further, the responsibilities of link official vide Order No. DSCI-B013/7/2018-ADMN(DSCI)/Part-1/I/70281/2022 Dated 16.11.2022(Copy enclosed) has been now entrusted to Mr Hemant Kumar Sharma, Statistical Executive/Medical Record Officer.

The Order No. A-011/5/2019-DIR(DSCI)/IDIR(DSCI)/I/ 76291/2023 dated 29.05.2023 (Copy enclosed)stands withdrawn with immediate effect.


(Dr Kishore Singh)

Director, DSCI

Date:

File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-2//

Copy for information and necessary action to: -

1. All Officer's/Official's concerned, DSCI
2. PA to Jt. Director, Admin, DSCI
3. Admin Incharge, DSCI
4. Assistant Director(Coordination), DSCI


Director, DSCI



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Website: www.dsci.nic.in E-mail: director.dsci@nic.in

NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1115545855



File No: DSCI-B011/20/2017-ADMN(DSCI)// 74646/2023

Dated: 24/4/2023

ORDER

In supersession of Order No. DSCI-B011/253/2016-ADMN(DSCI)//57991/2022 dated 07.06.2022, the tenure of **Sh Nardev Singh**, Hospital Executive-I at this Institute is hereby extended upto **30.06.2023(A/N)** (i.e., date of retirement from service).

(Dr Kishore Singh)
Director, DSCI,

File No: DSCI-B011/20/2017-ADMN(DSCI)//

Dated:

Copy for information and necessary action to: -

1. Deputy Controller of Accounts, DSCI.
2. DDO, DSCI
3. Admin incharge, DSCI
4. PA to the Joint Director, DSCI
5. Official Concerned / Personal file (through concerned Department HOD).

Director, DSCI,



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NIN ID DSCI (East) - 1112313380 & DSCI (West) - 1115545855



Name of the Official with Designation	Work Allocated	Link Officer
	<p>redrafting of notes for an improved instant proposal / self contained notes/guidance of HE-III/DEO in putting up draft proposals.</p> <ul style="list-style-type: none">• Attending of Courts hearing (for above categories of staff) for Admin related issues.• Responsibility to initiate and submit final reply with the help of Head Clerk (A), after approval from Competent Authority to Lok Sabha / Rajya Sabha / Vidhan Sabha Questions• Provide Information of RTI / Public Grievances when required by related department.• Transfer appointment files. (For above categories of staff)• Annual reports / Quarterly reports / Outcome budget / MIS Information. (For above categories of staff)• Preparing initial draft point by point reply of court related matters (for above categories of staff) for perusal of the Legal Committee.• Vigilance related issues. (For above categories of staff)• Audit Matters (For above categories of staff)• Responsibility for furnishing Admin related replies/information (for above categories of staff) to any Authority in DSCI or external department/agencies.• Finance Committee (if required) / Governing Council –Agenda, Minutes and others.• Initiate conduct and supervise any recruitment process for above categories of staff• DGEHS, EPF related matters for above categories of staff.• Mr Vinu S Pillai, HE-I/Head Clerk (B) shall continue look after the work of e-office, e-hospital, AEBAS, LAN, High Speed Internet Lease Lines, Hardware issues. Authorised Signatory at Vodafone & Reliance, Jio, procurement of stamp, DSC etc except the DSCI website. <p>NOTE: Mr Anil Rawat (HE-III/LDC), Mr Amit Kumar (HE-III & LDC), Mr Rishi Kumar (HE-III/LDC), Ms Sonia Malhotra (HE-III/LDC), Mr Praveen Kumar (HE-III/LDC), Ms Megha (HE-III/LDC) & Ms Ranjana Tiwari (DEO) & Mr Sushil Kumar (DEO) will assist in the related matters.</p>	

[Handwritten signature]
2/12/19

[Handwritten signature]
2/12/19

[Handwritten signature]
DR DHRUV JAIN
ADMIN INCHARGE, DSCI
Date : 2/12/19

F.No. DSCI-B012/54/2019-ADMN(DSCI)

Copy for information to:

1. Officer Incharge Admn, DSCI
2. Assistant Director Coordination, DSCI
3. PA to the Director, DSCI
4. Guard File

ADMIN INCHARGE, DSCI



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F.No. DSCI-B012/54/2019-ADMN(DSCI)/I/48637

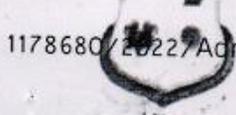
Date: 3/2/2019

ORDER

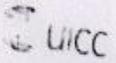
The work in respect of the Administrative Section is hereby allocated as indicated against each mentioned below with immediate effect.

Name of the Official with Designation	Work Allocated	Link Officer
Mr Nardev Singh Head Clerk (A)/HE-I	<ul style="list-style-type: none"> All matters pertaining to Faculty, Senior Resident, Junior Resident, Nursing Staff shall be looked after, issues related to retired / deputation staff in these categories, preparing files to be sent to secretariat for any approval, files that were initiated by LDC-III/DEO but require resubmission with redrafting of notes for an improved instant proposal / self contained notes/guidance of HE-III/DEO in putting up draft proposals. Matters pertaining to Outsource employees Attending of Courts hearing (for above categories of staff) Admin related issues along with Mr Hemant Kumar Sharma, MRO Responsibility to initiate and submit final reply with the help of Head Clerk (B), after approval from Competent Authority to Lok Sabha / Rajya Sabha / Vidhan Sabha Questions. Provide Information of RTI / Public Grievances when required by related department Transfer Appointment files for the above categories of staff Annual reports / Quarterly reports / Outcome budget / MIS Information (For above categories of staff) Preparing initial draft point by point reply of court related matters (for above categories of staff) for perusal of the Legal Committee. Audit Matters (for above categories of staff). Finance Committee (if required) / Governing Council -Agenda, Minutes and others. Vigilance related issues for above categories of staff. Responsibility for furnishing Admin related replies/information (for above categories of staff) to any Authority in DSCI or external department/agencies Initiate conduct and supervise any recruitment process (for above categories of staff) DGEHS, EPF related matters for above categories of staff. <p>NOTE: Mr Anil Rawat (HE-III/LDC), Mr Amit Kumar (HE-III & LDC), Mr Rishi Kumar (HE-III/LDC), Ms Sonia Malhotra (HE-III/LDC), Mr Praveen Kumar (HE-III/LDC) Ms Megha (HE-III/LDC) & Ms Ranjana Tiwari (DEO) & Mr Sushil Kumar (DEO) will assist in the related matters.</p>	Mr Vinu S Pillai, Head Clerk (B)/HE-I
Mr Vinu S Pillai Head Clerk (B)/HE-I	All matters pertaining to Medical Physicist, Radiotherapy Technologist, Radio-Diagnosis Technologist, Lab Technologist, Junior Pharmacy Executive, Nuclear Medicine Technologist, OT Technologist, Head Clerk, UDC, LDC, MRO, PRO, ECG Technologist, Engineering Staff, Accounts and Dietary shall be looked after, issues related to retired / deputation staff in the above categories of staff, preparing files to be sent to secretariat for any approval, files that were initiated by LDC-III/DEO but require resubmission with	Mr Nardev Singh, Head Clerk (A)/HE-I

Handwritten signatures and dates: 2/1/19, 3/2/19, 2/1/19



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File No: DSCI-B011/36/2022-ADMN(DSCI)/69624/2022

Dated: 11/10/2022

OFFICE ORDER

The work allocation in respect of Sh Neeraj kumar, Statistical Officer is hereby allocated indicated below with immediate effect;

Work Allocated	Link Officer
<ul style="list-style-type: none"> • All matter pertaining to the Post Creation, Post Continuation, Reservation Roster, Recruitment Rules (Framing/Amendment), Recruitment (Contract/Adhoc/Regular) and Appointment. • Revised Estimate & Budget Estimate. • Audit Matters (for above mentioned work). • Prepare Information of RTI/Public Grievance portal replies by department on above mentioned work. • Preparation of reply for Vidhan Sabha/Lok Sabha/Rajya Sabha Questions for above mentioned work. • Any other work given by the higher authorities time to time. 	<p>Mr. Vinu S Pillai Head Clerk</p>

Further, his Reporting Officer will be the Joint Director and Reviewing Officer will be the Director, DSCI.

[Signature]
(Dr Kishore Sin)
Director DSC

Copy for information and necessary action to: -

1. PA to the Jt. Director, DSCI,
2. Admin Incharge, DSCI.
3. Officer concerned, DSCI
4. Guard File, DSCI.



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NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1115545855



File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-1// 70281/2022

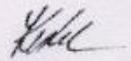
Dated: 16/11/2022

OFFICE ORDER

In supersession to the Office Order vide No. DSCI-B011/36/2022-ADMN(DSCI)/I/69624/20, dated 21.10.2022(Copy enclosed), the work allocation in respect of Sh Neeraj kumar, Statistic Officer is hereby allocated as indicated below with immediate effect;

S.No	Work Allocated	Link Officer
	<ul style="list-style-type: none"> All matter pertaining to the Post Creation, Post Continuation, Reservation Roster, Recruitment Rules (Framing/Amendment). Revised Estimate & Budget Estimate. Audit Matter (for above mentioned work). Prepare Information of RTI/Public Grievance portal replies by department on above mention work. Preparation of reply for Vidhan Sabha/Lok Sabha/Rajya Sabha Question for above mention work. Any other work given by the higher authorities time to time. 	<p>Mr. Vinu S Pillai Head Clerk</p>

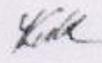
Further, his Reporting Officer will be the Joint Director and Reviewing Officer will be the Director DSCI.


(Dr Kishore Sinha)
Director, DS

File No: DSCI-B013/7/2018-ADMN(DSCI)/Part-1//

Copy for information and necessary action to: -

1. PA to the Jt. Director, DSCI,
2. Admin Incharge, DSCI.
3. Official concerned, DSCI.
4. Guard File, DSCI.


Director, DSCI



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Website: www.dsci.nic.in E-mail: director.dsci@nic.in NIN No: 1112313380



No.: A-011/5/2019-DIR (DSCI)-O/o DIR (DSCI)/I-7629]

Date: 29/05/2023

OFFICE ORDER

Ms Bhawna Sharma, Hospital Executive-II/UDC is hereby entrusted with the additional responsibility (in Officiating position) of Link Officer to Mr Nardev Singh, Hospital Executive-I/Head Clerk, till 30.06.2023.

Further, on retirement of Mr Nardev Singh w.e.f. 30.06.2023(AN), handover of all the charges/works along with record/files etc. shall be made by Mr Nardev Singh to Ms Bhawna Sharma, Hospital Executive-II/UDC and accordingly, Ms Bhawna Sharma shall discharge her duties w.e.f. 01.07.2023 as Hospital Executive-I/Head Clerk (in Officiating position).

No separate formal order will be issued for relieving of Ms Bhawna Sharma from Coordination Branch.

The above allocation of duties to Ms Bhawna Sharma, is made solely in the interest of smooth functioning of DSCI and without payment of any extra remuneration to her for this additional responsibility allocated.


(Dr Kishore Singh)
Director & CEO

Copy for information and necessary action to:

- (1) Admin In-charge, DSCI
- (2) Asstt Director (Coord), DSCI
- (3) DCA, DSCI
- (4) In-charge (IT), DSCI
- (5) Nodal Officer (e-office), DSCI for necessary arrangement in e-office
- (6) Officials Concerned for strict compliance
- (7) PA to Director
- (8) PA to Jt Director

**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

NO. S- 55632 of 2006

I hereby certify that "DELHI STATE CANCER
INSTITUTE"

Address:- Delhi State Cancer Instt. Building,
Dilshad Garden, DELHI (Campus of the GTB Hospital
complex

has this day been registered* under the Societies Registration Act, XXI of 1860.

Given under my hand at Delhi on this 16th day of May

Two Thousand Six.

*Fee of Rs. 50/- paid.



Registrar of Societies
Delhi

Balwanti Singh
**REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI.**

*This document certifies registration under the Society Registration Act, 1860. However, any Govt. department or any other association / person may kindly make necessary verifications (on their own) of the assets and liabilities of the society before entering into any contract / assignment with them.

MEMORANDUM OF ASSOCIATION OF THE DELHI STATE CANCER INSTITUTE, DELHI

1. NAME OF THE SOCIETY : DELHI STATE CANCER INSTITUTE
2. THE REGISTERED OFFICE OF THE SOCIETY : The Society's Registered Office shall be situated at the Delhi State Cancer Institute's building in Dilshad Garden, Delhi (presently a part of the campus of the GTB Hospital complex).

3. AIMS AND OBJECTS:

The primary mission of the Society shall be as follows:

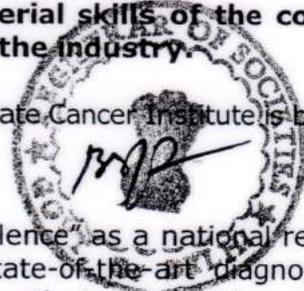
(1) To develop a facility with international standards, which shall provide a comprehensive and most modern set-up for the diagnosis and treatment of all types of cancers; an advanced Institute for dedicated research and a resource for advanced training in the field of Oncology. The Institute would provide **world-class medical care for patients suffering with cancers** including screening/early detection and rehabilitation services, at affordable costs **matching with standards maintained by some of the best available facilities in the field in India and abroad.**

(2) The Delhi State Cancer Institute would serve as a 'role model' for health care by amalgamating the academic skills of the Universities, clinical acumen of the super-specialists, research skills of the international institutions, managerial skills of the corporate world and technology development skills of the industry.

The broad objectives for which the Delhi State Cancer Institute is being established are:

A. Patient Care:

- (i) To establish a "centre of excellence" as a national resource facility in the capital that would provide state-of-the-art diagnostic, early detection and management facilities for patients with various types of cancers.
- (ii) To establish and maintain an ultra-modern super specialty hospital to provide comprehensive medical, surgical, interventional and related facilities under one roof for patients suffering from various types of cancers.
- (iii) To establish and maintain latest and fully integrated facilities for radiotherapy and chemotherapy including intra-operative radiotherapy, Bone Marrow Transplant, Stem Cell Transplant, fractional Blood components and other supportive facilities as may be required in the management of various cancers.
- (iv) To explore and establish facilities for heavy particle radiotherapy as a National Facility for management of difficult cancers.



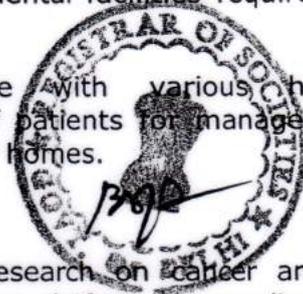
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- (v) To develop facilities for newer modalities of treatment in cancer and related disorders.
- (vi) To set-up advanced facilities for diagnostic and therapeutic endoscopy for cancers including LASER treatment, photodynamic therapy, hyperthermia and other newer modalities under investigation.
- (vii) To serve as the National Core facility for the diagnosis, laboratory investigations and management of various cancers with international accreditation of various facilities.
- (viii) To manage all other patients with different types of cancers and related disorders in addition to what stated above.
- (ix) To organise facilities for supportive care for patients with cancer, especially in the domiciliary set up for terminally ill patients.
- (x) To establish facilities for the practice of telemedicine.
- (xi) To establish all ancillary and incidental facilities required for achieving the objectives of the Institute.
- (xii) To coordinate and collaborate with various hospitals/medical professionals for back referrals of patients for management of routine problems and follow ups near their homes.

B. Research:

- (i) To establish a core facility for research on cancer and other related diseases and to provide a stand-alone platform for coordinated research for different agencies and researchers from different disciplines from across the country and also from abroad.
- (ii) To undertake, aid, promote, guide and coordinate research of a high calibre in basic and applied sciences related to cancer and related disorders.
- (iii) To provide and promote effective linkages on a continuing basis between various scientific and research agencies/laboratories and other organizations working in the country in the field of medicine, surgery, endoscopy, indigenous systems of medicine, virology, molecular biology, community medicine, biotechnology, physiology, pharmacology, immunology and related clinical and basic science areas.
- (iv) To carry out research for development of vaccines and other tools for prevention against cancer.
- (v) To provide consultancy and interact with the industry for development and manufacture of newer technologies and drugs for the management and prevention of cancer.
- (vi) To collaborate with foreign research institutions and laboratories and other international organizations in fields relevant to the objectives of the Institute.



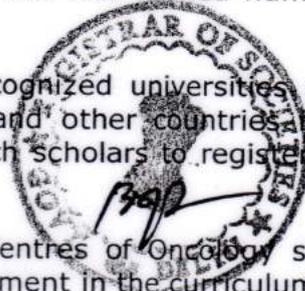
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C. Teaching and Training:

- (i) To establish comprehensive and dedicated facilities in the field of Oncology for teaching and training at the post-graduate and post-doctoral level in the specialty at the National and International level.
- (ii) The training shall primarily cover the medical and surgical aspects of various cancers in all age groups with special references to specific problems of the aged and paediatric age cancers.
- (iii) The training shall lay emphasis on the latest techniques and concepts evolving in the field of Oncology including allied sciences and basic and molecular aspects.
- (iv) To initiate dedicated academic curricula of post graduate and post doctoral courses (like MD, MS, DNB, DM, MCh, BSc, MSc, PhD etc) in clinical, applied and basic Oncology including investigative methodologies in oncology for the medical, para-medical, nursing, technical and social sector personnel where the students shall have the benefit of having clinical and research experience of highest standards and the country shall get the most well trained human resource in the field of Oncology.
- (v) To establish affiliation with recognized universities and institutions of higher learning both in India and other countries for the purpose of enabling physicians and research scholars to register for post-graduate degrees.
- (vi) Affiliations from international Centres of Oncology shall be sought for recognition of work and improvement in the curriculum of training.
- (vii) To serve as a Reference Centre for Cancer and Related diseases and to provide consultancy service to medical and paramedical institutions, public health agencies and industry in the country.
- (viii) To develop the Institute into a deemed university with independent curriculum and degrees.
- (ix) To offer professorships, other faculty positions, fellowships, research cadre positions and scholarships, etc., for realizing the objectives of the Institute.
- (x) To organise post-graduate teaching courses, workshops, live-surgical training programs, seminars, symposia and training programs of a specialized nature in the field of Oncology and related areas.
- (xi) To provide weekend training courses for various medical professionals, especially Family Physicians for early diagnosis, timely referrals and post treatment follow up of patients.
- (xii) To organize training programs for the technical staff in methods and techniques, related to the objectives of the Institute.

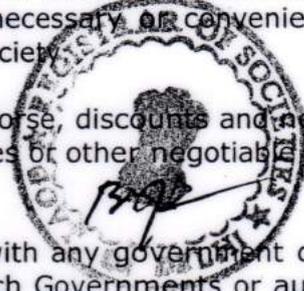


- (xiii) To establish, maintain, manage and administer the hospital, laboratories, workshops, stores and all other facilities for the efficient discharge of model patient care, scientific and technological research in the field of Oncology and related areas.
- (xiv) To publish and disseminate information relating to results of new developments and research.

D. TECHNOLOGY DEVELOPMENT:

The Institute, in collaboration with technical experts, researchers and reputed industrial houses shall guide and coordinate indigenous growth and development of modern technology equipments to make the same easily available, affordable and maintainable for those in Delhi or elsewhere in the country in the larger public interests.

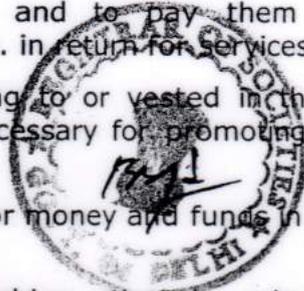
- E. To receive monetary assistance from foreign sources including international organizations for training programs, scientific research and other activities.
- F. To acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable and/or immovable and to construct, improve, alter, demolish or repair building and structures in any part of India or overseas as may be necessary or convenient for carrying out the activities of the Institute/Society.
- G. To draw, accept, make and endorse, discounts and negotiate promissory notes, bills of exchange, cheques or other negotiable instruments for the purpose of the Society.
- H. To enter into any agreement with any government or authority, Indian or overseas, to obtain from such Governments or authorities any rights or privileges, concessions, effectively or otherwise, to obtain and carryout, exercise and comply with such arrangements and rights, privileges and concessions that the Society may deem desirable.
- I. To invest the funds or money entrusted to the Institute, to open such securities or to invest in such manner as may, from time to time, be determined by the Governing Body and to sell/transpose such investment as deemed fit in the interests of the Institute/Society.
- J. To do all other such activities, as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.
- K. As a long-term plan, to develop the Institute into fully autonomous and self-reliant centre of excellence of national and international repute.



4. For the realization of the above objectives the Institute shall:

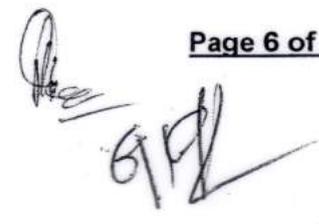
- (i) Develop and maintain proper campus of the Institute at the already established place at Dilshad Garden and at any other place as required in future with congenial and patient friendly environment at par with the best internationally acceptable standards.

- (ii) Acquire and install adequate technology and competence at the Institute at par with the best-established international standards.
- (iii) Collect information and scientific knowledge in the form of books, journals, audiovisual and electronic material in a well-equipped and staffed Reference Library of international standards.
- (iv) Provide technology transfer and technical service facilities to governmental and voluntary organizations in the formulation and implementation of programmes in the field and to provide direction and boost to the National Cancer Control Programme of India.
- (v) Invite representatives of Government, Universities, other organizations in India and abroad and other outstanding scientists in the field to participate in the programs of the Institute.
- (vi) Appoint, employ and associate persons required for the purpose of the Institute permanently, temporarily, contractually or on honorary basis *inter-alia* to Professorships, Associate Professorships and Assistant Professorships, Research Scholars, Consultants, Advisors and to all other posts of various descriptions and to pay them salaries, wages, honorariums, fees, gratitude, etc. in return for services.
- (vii) Deal with the property belonging to or vested in the Institute in any manner, which is considered necessary for promoting the objectives as specified.
- (viii) Issue appeals and applications for money and funds in furtherance of the said objectives.
- (ix) Offer grants scholarships/fellowships, stipends, prizes and awards, in furtherance of the goals of the Institute.
- (x) Make and enforce rules and byelaws and, if necessary, to appeal, amend and alter the same from time to time.
- (xi) Pay all costs, charges and expenses incurred in the promotion, formation, establishment and registration of the Institute.
- (xii) Do all such things as are incidental or conducive to the attainment of the aims and objectives of the Institute.
- (xiii) Co-ordinate, guide and help the Government of Delhi, other Governments at the Central or State levels and other organisations in India or abroad to establish similar facilities in other regions by way of consultancy, technology transfer and through human resource development programmes of the Institute.



5. GOVERNING COUNCIL:

The affairs of the Society shall be managed, administered, directed and controlled, subject to rules, byelaws and orders of the Governing Council. The names, addresses, occupations and designations of the present members of the Governing Body to whom the management of the Institute is entrusted as required under the Societies Registration Act, 1860 (XXI of 1860), are as follows:

(i)	Chief Secretary, Govt. of NCT, Delhi	Chairperson, Ex-Officio
(ii)	Principal Secretary (Health & FW), Govt. of NCT, Delhi	Vice Chairman, Ex-Officio
(iii)	Principal Secretary (Finance), Govt. of NCT, Delhi	Member, Ex-Officio
(iv)	Principal Secretary (Planning), Govt. of NCT of Delhi	Member, Ex-Officio
(v)	Director General Health Services, Ministry of Health & FW, GOI or his/her nominee	Member, Ex-Officio
(vi)	Director General, ICMR, New Delhi or his/her nominee	Member, Ex-Officio
(vii)	Director, AIIMS, New Delhi or his/her nominee	Member, Ex-Officio
(viii)	Principal, University College of Medical Sciences, Delhi	Member, Ex-Officio
(ix)	Medical Superintendent, GTB Hospital, Delhi	Member, Ex-Officio
(x)	Two renowned Oncologists from the country	Member
(xi)	Two renowned scientists related with research and/or technology development in field of Oncology	Member
(xii)	Two renowned media personalities/social activists	Member
(xiii)	Director/Project Director of the Institute	Member Secretary



6. DESIROUS PERSONS: We, the undersigned are desirous of forming a society, namely, **Delhi State Cancer Institute**, under the Societies Registration Act, 1860 (XXI of 1860) in pursuance of this Memorandum of Association.

SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION

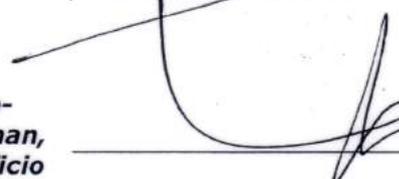
i. Chief Secretary,
Govt. of NCT of Delhi

**Chairman,
Ex-Officio**


S. REGUNATHAN
Chief Secretary
Govt. of Delhi
(D.S. NEG1)

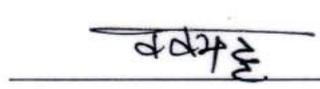
ii. Principal Secretary (Health & FW), Govt. of NCT of Delhi

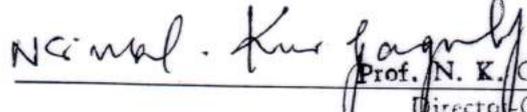
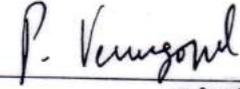
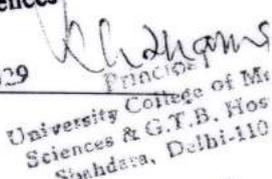
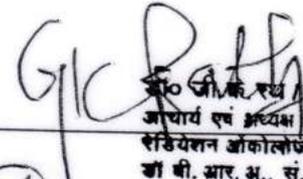
**Vice-
Chairman,
Ex-Officio**


Pr. Secretary (H & FW)
Govt. of NCT of Delhi
Delhi Secretariat,
I. P. Estate, New Delhi

iii. Principal Secretary (Finance & Planning), Govt. of NCT of Delhi

**Member,
Ex-Officio**

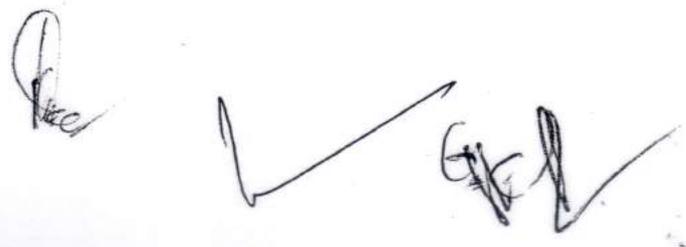

वि० वि० भट्ट
V. V. BHAT
प्रधान सचिव (वित्त एवम् योजना)
Pr. Secretary (Finance & Planning)
दिल्ली सरकार/Govt of Delhi
नई दिल्ली-2/New Delhi-2

- iv. Director General Health Services, Ministry of Health & FW, Govt. of India **Member, Ex-Officio**  **डा० आर० के० श्रीवास्तव**
Dr. R. K. SRIVASTAVA
स्वास्थ्य सेवा मंत्रालय
Director General of Health Services
भारत सरकार/Govt. of India
विमान भवन, नई दिल्ली
Nirman Bhawan New Delhi
- v. Director General, ICMR, New Delhi **Member, Ex-Officio**  **Prof. N. K. GANGULY**
Director-General
Indian Council of Medical Rese:
Ansari Nagar, New Delhi-1100
- vi. Director, AIIMS, New Delhi **Member, Ex-Officio**  **निदेशक/Director**
अखिल भारतीय आयुर्विज्ञान संस्थान
All India Institute of Medical Sciences
अंसारी नगर, नई दिल्ली-29
Ansari Nagar, New Delhi-110029
- vii. Principal, University College of Medical Sciences, Delhi **Member, Ex-Officio**  **Principal**
University College of Me
Sciences & G.T.B. Hos
Shahdara, Delhi-110
- viii. Medical Superintendent, GTB Hospital, Delhi **Member, Ex-Officio** _____
- ix. Dr GK Rath, Professor & Head of Radiation Oncology, DBRA (RCH) AIIMS, New Delhi **Member**  **डॉ० जी.के. रथ / Dr. G.K. RATH (एम.बी.एम.डी.)**
अध्यक्ष एवं अध्यक्ष / Professor & Head
रेडियेशन ऑन्कोलॉजी / Radiation Oncology
डॉ. बी. आर. अ., सं. रो. के. अस्पताल
Dr. B.R.A., I.R.C.H.
अ. बा. आ. सं., नई दिल्ली-११००१९
A.I.I.M.S., New Delhi-११००१९
- x. Dr RK Grover, Project Director, Delhi State Cancer Institute, GNCT of Delhi **Member Secretary**  **Dr. R. K. GROVER, MD**
Professor & Incharge
Dept. of Radiotherapy & Oncology
GTB Hospital & UCMS, Delhi
Member Secretary & Project Director
DSC



Signatories appearing at Serial Nos. (i) to (iii) and (x) shall sign on behalf of all the signatories for application purposes before the Registrar of Societies.





जिल्हा वकील
नोंदण नं. 5-55632
नोंदण नं. MOA



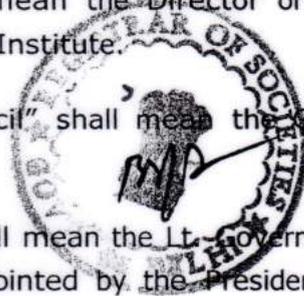
राज्य सरकार
संस्थापक वकील संस्था वकील
वकीलियत 1960 के अधिनियम
अनुसार

वकील रजिस्ट्रार
दिल्ली
16/12/06

CERTIFIED U/S 19 of S.R. Act 1960
RMD
Registrar of Societies

RULES OF THE DELHI STATE CANCER INSTITUTE, DELHI

1. **Address of the Society:** The Registered Office of the Society shall be situated in the premises of the Delhi State Cancer Institute at Dilshad Garden, Delhi.
2. **Definitions:**
 - 2.1 The "Act" shall mean the Societies Registration Act, 1860 (XXI of 1860).
 - 2.2 The "Chairman" shall mean the Chairman of the Governing Council of the Institute.
 - 2.3 The "Director" shall mean the Director of the Institute appointed under the rules of the Institute.
 - 2.4 The "Governing Council" shall mean the Governing Council of the Institute.
 - 2.5 The "Government" shall mean the Lt. Governor of the National Capital Territory of Delhi appointed by the President under Article 239 and designated as such under article 239 AA of the Constitution of India.
 - 2.6 The "Institute" shall mean the Delhi State Cancer Institute, Delhi that would function under the Society.
 - 2.7 The "Society" shall mean the Society for the Delhi State Cancer Institute, Delhi.
 - 2.8 The "Year" shall mean the period of twelve calendar months commencing from first day of April and ending on 31st day of March in the succeeding year.
3. It is clarified that the words importing the singular number shall include the plural number and vice-versa if the context so requires and further that the words importing the masculine gender shall include the feminine gender, if the context so requires.
4. **Powers and functions of the Society:** The powers and functions of the Society shall be:



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- 4.1 To establish, administer and manage the National level Institute in Oncology and such other centres for treatment, research, education, instruction, Human Resource Development, competence build up, technology development, technology transfer and other such functions as may be necessary for the furtherance of the objectives of the Society/Institute;
- 4.2 To establish and provide facilities for teaching and training at the post-graduate and post-doctoral level in the specialty of Oncology comprising fields of clinical oncology, experimental oncology, oncology nursing, para-medical technology, biotechnology, social sciences and other related disciplines at the National and International level;
- 4.3 To develop the Institute into a deemed university with independent curriculum and degrees;
- 4.4 To determine and provide for admission of students/fellows, trainees to the Institute and to admit patients for treatment;
- 4.5 To initiate dedicated academic programmes like DNB, MD, DM, MS, MCh, BSc, MSc, PhD and other such research/academic programmes where the country shall have the benefit of having exceptionally well trained human resource with excellent clinical and research experience;
- 4.6 To establish affiliation with recognized universities and institutions of higher learning both in India and abroad for the purpose of collaborative research, training and exchange programmes for staff and students of the Institute;
- 4.7 To seek affiliations from international Centres/organisations of Oncology for recognition of work and improvement in the curriculum of training;
- 4.8 To serve as a National Reference Centre for cancer & related diseases/ aspects and to provide consultancy service to medical and paramedical institutions, public health agencies and industry in the country;
- 4.9 To create professorships, other faculty positions, fellowships, research cadre positions and scholarships, etc., for realizing the objectives of the Institute;



- 4.10 To organize post-graduate teaching courses, workshops, live training programs, seminars, symposia, conferences and other training programs of a specialized nature through audio-visual, print and/or electronic means in the field of Oncology and related areas;
- 4.11 To organize training programs for the technical staff in methods and techniques, related to the objectives of the Institute;
- 4.12 To establish, maintain, manage and administer the hospital, laboratories, workshops, stores and all other facilities as necessary for the efficient discharge of patient care services and scientific and technological research in the field of Oncology and for other related areas;
- 4.13 To publish and disseminate information relating to results of new developments and research;
- 4.14 To fix, demand and receive fees and other charges;
- 4.15 To regulate and enforce discipline among the trainees and scholars and to take such disciplinary measures in this regard as may be necessary;
- 4.16 To appoint persons as professors, associate professors or otherwise as teacher, researchers & advisors of the Institute;
- 4.17 To provide for printing, reproduction and publication of research and other works in electronic or print form and to organize exhibitions for bringing awareness amongst professionals as well as in general public about various aspects related with the disease;
- 4.18 To determine the number, order and grades of pay of academic, technical, administrative and other posts; to create and abolish the academic, technical administrative and other posts; to fix emoluments and terms and conditions of service of the employees of the Institute; and also to fix special terms wherever required;
- 4.19 To appoint all academic, technical, administrative and such other staff as may be needed;
- 4.20 To make rules for the conduct of meetings and affairs of the Institute and to adopt and vary them from time to time, if necessary;



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- 4.21 To issue appeals for raising funds in furtherance of the objectives of the Institute; to receive grants, subscriptions, donations and gifts for the purpose of the Institute - provided that no subscriptions, donations, gifts shall be accepted if they are accompanied by conditions inconsistent or in conflict with the satisfactory running of the Institute or conflicting with the objectives for which the Institute is established;
- 4.22 To interact with various forms of print and electronic media, other communication/promotional methods and with various social welfare organisations for furthering the aims & objectives of the Institute;
- 4.23 To sell, exchange, lease or otherwise dispose of all or any portion of the properties of the Institute, movable or immovable, on such terms as the Governing Council may deem fit and proper without prejudice to the interests and activities of the Institute; provided that for the disposal of the immovable property by selling, exchange or long-term lease, concurrence of the Government shall be taken;
- 4.24 To delegate, all or any of its powers to the Director/Project Director of the Institute.



5. Teaching at the Institute:

- 5.1 All recognized teaching, in connection with the courses, shall be conducted with guidance of the Academic Committee by teaching staff of the Institute, and shall include clinical training, lecturing, laboratory work, research work, fieldwork and other teaching conducted in accordance with a syllabus prescribed by the Rules.
- 5.2 Teaching by eminent visiting dignitaries, scientists or Professors from India & abroad shall also be imparted, whenever feasible. The Academic Committee shall function under the overall control of the Governing Council.
- 5.3 The authorities responsible for organizing such teaching shall be prescribed by the Regulations.
- 5.4 The courses and curricula shall be prescribed by the Rules and subject thereto, by the Regulations.



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6. Authorities of the Society:

6.1 The following shall be the authorities of the Society:

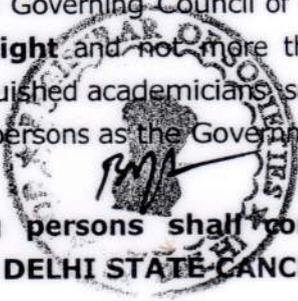
- i) Governing Council
- ii) Finance Committee
- iii) Academic Committee
- iv) Scientific Advisory Committee or Research Committee
- v) Public Welfare Committee
- vi) Such other authorities, as may be declared as such.

7. Membership of the Governing Council:

7.1 There shall be a Governing Council of the Society which shall consist of not less than **eight** and not more than **twenty-one** members from amongst distinguished academicians, scientists, clinicians, administrators and such other persons as the Government may deem appropriate.

7.2 The following persons shall constitute the first Governing Council of the DELHI STATE CANCER INSTITUTE:

(i)	Chief Secretary, Govt. of NCT, Delhi	Chairperson, Ex-Officio
(ii)	Principal Secretary (Health & FW), Govt. of NCT, Delhi	Vice Chairman, Ex-Officio
(iii)	Principal Secretary (Finance), Govt. of NCT, Delhi	Member, Ex-Officio
(iv)	Principal Secretary (Planning), Govt. of NCT of Delhi	Member, Ex-Officio
(v)	Director General Health Services, Ministry of Health & FW, GOI or his/her nominee	Member, Ex-Officio
(vi)	Director General, ICMR, New Delhi or his/her nominee	Member, Ex-Officio
(vii)	Director, AIIMS, New Delhi or his/her nominee	Member, Ex-Officio
(viii)	Principal, University College of Medical Sciences, Delhi	Member, Ex-Officio
(ix)	Medical Superintendent, GTB Hospital, Delhi	Member, Ex-Officio
(x)	Two renowned Oncologists from the country	Member
(xi)	Two renowned scientists related with research and/or technology development in field of Oncology	Member
(xii)	Two renowned media personalities/social activists	Member
(xiii)	Director/Project Director of the Institute	Member Secretary



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8. Membership Roll

- 8.1 The Society shall keep a roll of members of the Governing Council, stating therein his rank or occupation and address and every member shall sign the same. No person shall be deemed to be a member or be entitled to exercise the rights & privileges of a member unless he has signed the Membership Roll.
- 8.2 If a member of the Governing Council changes his address he shall notify his new address in the roll of Members; but if the member fails to notify his new address, the address in the roll of Members shall be deemed to be his correct address.
- 8.3 The list of members will be sent to the Registrar of Societies annually.



9. Meetings of the Governing Council:

- 9.1 The Chairman shall preside over the meetings of the Governing Council and in his/her absence the Vice Chairman shall do so and if both are absent one of the members present shall preside over the meeting.

10. Functions and powers of the Chairman:

- 10.1 The Chairman shall exercise such powers for the conduct of the business of the Institute as may be delegated to him by the Governing Council.
- 10.2 The Chairman may, in writing, delegate such powers as are considered essential for the efficient running of the Institute, to the Director.



11. Director:

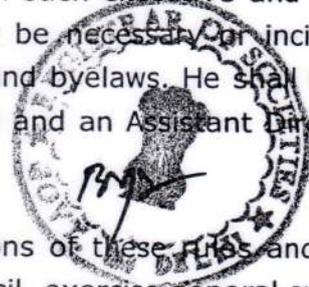
- 11.1. The Governing Council with the concurrence of the Government, shall appoint, a distinguished and dedicated Oncologists as the Director of the Institute. If the post is filled by a serving officer of the CHS or any other cadre of the All India Services, the filling up of the same would be subject to the rules governing the service to which the officer belongs.
- 11.2 The Professor Incharge of the Institute who has been closely associated with the establishment of this Institute may be appointed as the Director/Project Director of the Institute till a regular appointment against the post. The Project Director shall have the same powers, functions and responsibilities as that of the Director.

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11.3 Tenure of the Director: The tenure of the Director shall be for a period of five years. The term may be renewed for another term after five years of satisfactory performance and on the recommendation of the Governing Council, subject to age limit as applicable to similar posts in other premier institutions like the AIIMS and PGIMER etc. under the Govt. of India. The tenure of the first Director shall commence from the date of commissioning of the Institute.

12. Functions and Powers of the Project Director/Director:

12.1 He shall be the Chief Executive Officer of the Institute and would be responsible for the proper administration of the affairs and funds of the Institute under the direction and guidance of the Governing Council. He shall be vested with such executive and administrative powers of the Institute, as may be necessary or incidental for the purpose, subject to these rules and byelaws. He shall be assisted by a Joint/Deputy Director (Admin.) and an Assistant Director (Admin.) in daily administrative matters.



12.2 He shall, subject to the provisions of these rules and byelaws and decisions of the Governing Council, exercise general supervision and disciplinary control over the staff and officers of the Institute and prescribe their duties & functions.

12.3 He shall have the power to fix, on the recommendation of the Selection Committee, the pay at the time of initial appointment of an incumbent at higher stage than the minimum of the scale but not involving more than 5 increments in any case. Cases, where more than 5 increments are recommended by the Selection Committee, shall be put upto the Governing Council. Where ad-hoc appointment is made by the Director in terms of byelaws, he shall be empowered to grant higher start by granting up to maximum of 5 increments on initial of the scale. This shall be subject to the rules of the Government of India, as applicable on the subject.



12.4 He shall coordinate and exercise powers and general supervision over all the activities of the Institute.

12.5 He shall be the Member Secretary and shall have the same administrative status and pay scales etc. as the Director of the Institute of Human Behaviour and Allied Sciences (IHBAS) and the Institute of Liver and Biliary Sciences (ILBS) under the Government

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of NCT of Delhi. For the purposes of the Society Registration Act, the Principal Secretary (H & FW), GNCTD shall be considered the Secretary of the Institute. In case of emergency, the Secretary may take such action as may be necessary and report it to the Governing Council.

12.6 All members of the staff of the Institute shall be under the administrative control of the Project Director/Director. He shall allocate duties to officers and staff of the Institute and shall exercise such supervision, control and discipline as may be necessary.

13. Terms of Office of Members of the Governing Council:

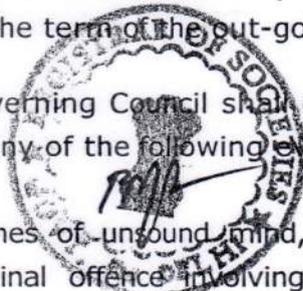
13.1 Unless the membership of the Governing Council is terminated as provided under the Rules and subject to the provisions under the Rules, each nominated member of the Governing Council shall relinquish his membership on the expiry of two years from the date on which he becomes a member of the Governing Council. But he shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill the vacancy shall hold office for the remaining portion of the term of the out-going member.

13.2 A member of the Governing Council shall cease to be the member on the happening of any of the following events:

- i) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve the Governing Council or he goes abroad for a continuous period exceeding one year.
- ii) If he does not attend three consecutive meetings of the Governing Council, without prior permission of the chairperson.

13.3 Whenever a member desires to resign from the membership of the Governing Council, he shall forward a letter containing his resignation addressed to the Member Secretary and his resignation shall take effect on its acceptance by the Chairman.

13.4 Whenever a person holds the membership of the Governing Council by virtue of an office held by him (ex-officio), his membership shall terminate when he ceases to hold that office and the vacancy so caused shall automatically be filled by his successor to that office.



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13.5 The members of the Governing Council shall not be entitled to any remuneration from the Institute excepting the full time Director of the Institute. However, the members of the Governing Council or any committee appointed by it may be paid by the Institute such travelling allowances and honorarium/sitting fee as may be decided by the Governing Council from time to time.

13.6 A person holding the membership of the Governing Council by virtue of an office held by him (ex-officio) shall attend the Governing Council meetings himself in person.

13.7 The Member Secretary shall attest the signatures of all the members of newly elected Governing Council and shall ensure that the said signatures of the outgoing Governing Council tally with the annual list as filed with the Registrar of Institute before 30 days of the succeeding month in which elections were held.

14. Vacancies among Members of the Governing Council:

14.1 Any vacancy in the Governing Council shall be filled either by appointment or nomination, as the case may be, by the respective authority or association entitled to make such appointment or nomination and shall be valid for the unexpired portion of the term of the member who has left.



14.2 The Governing Council shall function, notwithstanding any vacancy in its body and notwithstanding any defect in the nomination of any of its members, and no act or proceedings of the Governing Council shall be invalidated merely by reason of the existence of a vacancy or vacancies in the body or of any defect in the nomination or appointment of any of the members.

15. Functions and Powers of the Governing Council:

15.1 The Governing Council shall be the principal executive authority of the Institute, and shall have the power to review actions of the Scientific Advisory Committee, Finance Committee, Academic Committee, Public Welfare Committee and all other Committees and shall exercise all powers of the Institute not otherwise provided for by the Rules.

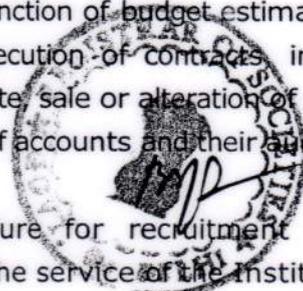
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- 15.2 It shall generally carry out and pursue the objectives of the Institute, as set forth in the Memorandum of its Association.
- 15.3 It shall have the powers, in particular and without prejudice to the generality of the foregoing provisions, subject to the provisions of these Rules and the byelaws framed by it to:
- i) consider the annual and supplementary budgets and reports placed before it by the Director from time to time, and pass them with such modifications as the Governing Council may deem fit;
 - ii) create and abolish posts – the creation of the posts of Group 'A' & 'B' category is to be done after getting the approval from Finance/Planning Departments of the Government;
 - iii) appoint the Director, Professors, Professor-Emeritus, various faculty members, consultants, residents, scientists, scientific/technical/administrative and other officers and staff of the Institute, fix their remuneration and define their duties and terms of employment;
 - iv) enter into arrangements with the Government of India, State and local Government, other public or private organizations or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Institute, on mutually agreed terms and conditions, provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Institute; provided, further that for any such arrangement with foreign and/or international agencies, organization/corporate bodies the approval of the Government of India shall be obtained;
 - v) take over, acquire by purchase, grants, gifts, exchange, lease or hire or otherwise from Government of India, State and local Governments and other public or private bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds and facilities together with any attendant obligations and engagements not inconsistent with the objectives of the Institute; provided that for any such activity involving a foreign and/or international agency or organization, the approval of the Government of India shall be obtained.



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- vi) appoint Committees and Sub-Committees for such purposes and with such powers and for such periods and on such terms as it may deem fit, and dissolve/discontinue any of them,
 - vii) delegate such administrative and financial powers as it may think proper to the Chairman and to the Director, as may be considered essential for achieving the objectives of the Institute;
 - viii) frame, amend or repeal bye-laws, for the proper and efficient administration and management of the affairs of the Institute and in particular to provide for the following matters:
 - 1. preparation and sanction of budget estimates, expenditure, enter into and execution of contracts, investment of the funds of the Institute, sale or alteration of such investments and maintenance of accounts and their audit;
 - 2. lay down procedure for recruitment of officers and establishment in the service of the Institute.
 - 3. lay down terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service of the establishment of the Institute;
 - 4. set out terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects not inconsistent with the objectives of the Institute.
 - 5. set out such other matters as may be necessary for the administration of the affairs and funds of the Institute,
- 15.4 co-opt from time to time as its member, eminent clinician, scientist, distinguished person of repute as it deems desirable in the interest of the Institute and with the approval of the Government.
- 15.5 consider and pass the resolutions on the annual reports and the financial estimates and audit report on such accounts;
- 15.6 undertake such steps as are required for full autonomy or establish corporate structure based on a sound economic policy;

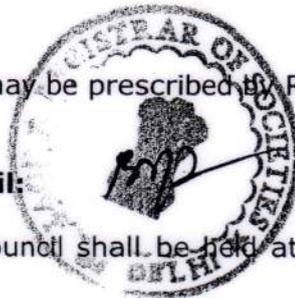


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- 15.7 give directions on specific matters.
- 15.8 approve and adopt the amendments to the Rules and Regulations of the Institute.
- 15.9 conduct periodical review and monitoring of the activities of the Institute and take remedial measures as deemed fit to meet the aims and objectives of the Institute.
- 15.10 recommend the broad policies and programmes of the Institute and suggest measures for the improvement and the development of the Institute.
- 15.11 perform such other functions as may be prescribed by Rules.

16. Proceedings of the Governing Council:

- 16.1 The meeting of the Governing Council shall be held at least once in every three months.
- 16.2 In the first meeting of the Governing Council, in every financial year, a report of the working of the Institute during the previous year, together with a statement of receipts and expenditure, the audited balance sheet and the financial estimate shall be presented.
- 16.3 Meetings of the Governing Council shall be called by the Chairman, and in his absence by the Director either on his own or at the request of not less than five members of the Governing Council.
- 16.4 Every meeting of the Governing Council shall be presided over by the Chairman; in his absence by the Administrative Secretary of the Dept. of Health & FW; and in his absence by the Director; and if he is also not available, then by a member chosen from amongst themselves by members present, to preside over the meeting.
- 16.5 Five members of the Governing Council, present in person, shall constitute a quorum at any meeting of the Governing Council.
- 16.6 Not less than fifteen day's clear notice of every meeting of the Governing Council shall be given to each member of the governing Council. The accidental omission to give notice to or the non-receipt



of notice by any member shall, however, not invalidate the proceedings at the meeting.

16.7 Normally two meetings of the Governing Council shall be held in each half of the year or more frequently, if the need arises in the opinion of the Chairman.

16.8 The decision of the Governing Council shall be taken by the majority of the members present and voting.

16.9 The Chairman may himself call, or by a requisition in writing signed by him, may require the Director to call a meeting of the Governing Council at any time and on the receipt of such a requisition, the Director shall forthwith call such a meeting.

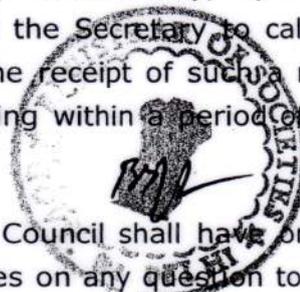
16.10 Five members of the Governing Council may, by a requisition in writing signed by them, request the Secretary to call a meeting of the Governing Council and on the receipt of such a requisition, the Secretary shall call such a meeting within a period of one month in consultation with the Chairman.

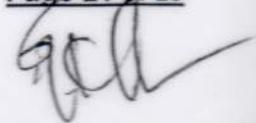
16.11 Each member of the Governing Council shall have one vote and, if there shall be an equality of votes on any question to be decided by the Governing Council, the Chairman or the member presiding over the meeting shall have a casting vote.

16.12 Any business which may be necessary for the Governing Council to perform may be performed by a resolution in writing circulated among all its members and any such resolution so circulated and approved by a majority of the members by signing, shall be as effective and binding as if such resolution had been passed at a meeting of the Governing Council provided that at least five members of the Governing Council have recorded their approval to the resolution,

or

If urgent action by the Governing Council becomes necessary, the Chairman of the Governing Council may permit the business to be transacted by circulation of papers to the members of the Governing Council. The action proposed to be taken shall not be taken unless agreed to by a majority of members of the Governing Council. The action so taken shall be forthwith intimated to all the members of the Governing Council. The papers shall be placed before the next meeting of the Governing Council for confirmation.



16.13 The Chairman may, irrespective of the opinion of the members of the Governing Council, refer any question, which in his opinion is of sufficient importance, for decision to the Government of NCT of Delhi.

16.14 In case of difference of opinion among the members, the opinion of the majority of the members present shall prevail.

17. The Finance Committee:

17.1 In order to consider important financial and other related matters, the Governing Council shall nominate the Finance Committee to make its recommendations to the Governing Council of the Institute with the following composition:

- | | |
|--|-----------------------------|
| i. Principal Secretary (Finance), GNCT of Delhi | Chairperson |
| ii. Principal Secretary (H & FW), GNCT of Delhi | Member (Ex-officio) |
| iii. Secretary (Planning), GNCT of Delhi | Member (Ex-officio) |
| iv. Secretary (AR), GNCT of Delhi | Member (Ex-officio) |
| v. Director/Project Director of the Institute, GNCT of Delhi | Member (Ex-officio) |
| vi. Special Invitee: Two senior faculty members of the Institute, one each from the discipline of clinical wing, & investigations/research wing to be nominated on recommendations of the Director | Member |
| vii. Financial Advisor of the Institute | Member Secretary & Convener |



17.2 The Finance Committee shall meet at least once in three months.

17.3 The tenure of the non Ex-officio members shall be for the period of two years. However, they will be eligible for renomination.

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18. Functions of the Finance Committee:

- 18.1 The Financial Committee shall function in accordance with the Rules of the Institute. The function of the Finance Committee shall be:
- 18.1.1 to consider in details annual budget estimates and revised estimates of the Institute and make recommendations thereon to the Governing Council;
 - 18.1.2 to consider and approve proposals for incurring of expenditure on account of major works and purchases;
 - 18.1.3 to consider proposals for creation of new posts and make recommendations to the Governing Council;
 - 18.1.4 to consider revisions of pay scales, allowances and other terms and service conditions of staff having financial implications and make recommendations to the Governing Council;
 - 18.1.5 to review financial position of the Institute and make recommendations from time to time to the Governing Council;
 - 18.1.6 to consider financial aspects of various projects and make suitable recommendations to the Governing Council. The Governing Council shall exercise full powers for sanctioning projects within the approved budget/scheme. It may also delegate such powers in this regard to the Director of the Institute, as deemed appropriate;
 - 18.1.7 to recommend fixing, levying and reviewing user charges for various services rendered by the Institute to the Governing Council for its consideration and approval.
 - 18.1.8 to consider the periodical statements of the accounts and to review the finances of the Institute from time to time and to consider re-appropriation of funds and audit reports and to make recommendations to the Governing Council in regard to financial flows and the gap, if any likely to develop and means to bridge such gaps.
 - 18.1.9 To give its views and to make recommendations to the Governing Council on any financial question affecting the Institute either on its own initiative or on reference from the Governing Council, or the Director.

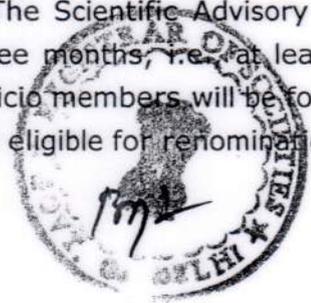


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19. The Scientific Advisory Committee:

19.1 A Scientific Advisory Committee (SAC) to facilitate clinical and basic research work shall be constituted to advise on policy, to monitor progress and to facilitate in-depth exchange of views in specific fields. The Governing Council would nominate the Scientific Advisory Committee and this would be chaired by a renowned Oncologist/academician/scientist. The Director of the Institute would be the member secretary of the SAC. Faculty members from the Institute and renowned academicians/researchers/ scientists in the field shall be invited to the SAC. A senior legal expert shall be nominated to the SAC to look into the ethical and legal aspects.

19.2 The Scientific Advisory Committee shall evolve the scientific and technical programs of the Institute, review them periodically and shall take further course of action as deemed fit for furthering scientific and technological research of the Institute. The recommendations of the Committee would be submitted to the Governing Council for approval. The Scientific Advisory Committee shall meet at least once every three months, i.e. at least 4 time a year. The tenure of the non-Ex-officio members will be for the period of two years. However, they will be eligible for renomination.



20. The Academic Activities:

20.1 For realizing the objectives indicated in the Memorandum of Association, the Institute shall have long-term courses/training leading to award of MD, MS, DM, MCh, MSc, PhD, Fellowships and other courses/programmes as may be considered necessary in national and public interests. The Institute may conduct these courses as a 'deemed university' or seek affiliation with Universities/Institutes of higher learning in the country or overseas for conducting such courses. An Academic Committee/Council shall be constituted in terms of the respective ordinance of the concerned University/Institute of higher learning, which would be chaired by the Director of the Institute and shall have senior faculty members from the Institute and renowned academicians/technical experts from India/abroad as its members.



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21. Funds of the Institute:

21.1 The funds of the Institute will consist of the following:

21.1.1 Grant-in-aid provided by the Government of NCT of Delhi for establishing the Institute, to cover both the recurring expenses as well as the growth of the Institute, to fulfil all the objectives envisaged in the Memorandum of Association and byelaws of the Institute. The Institute shall be provided Grant-in-Aid on the basis of the Pattern of Assistance approved by the Finance Department of the Government. The funding of the Institute shall be on the net deficit basis.

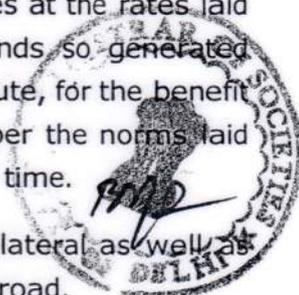
21.1.2 Grants received from Government of India.

21.1.3 Charges for providing diagnostic and therapeutic services to public. A proportion of the patients, as decided by the Governing Council, would be seen free or at concessional rates and the remaining would pay for the services at the rates laid down by the Governing Council. The funds so generated would be utilized for the growth of the Institute, for the benefit of the patients as well as for the staff as per the norms laid down by the Governing Council from time to time.

21.1.4 Project related assistance from various Bilateral as well as Multilateral funding agencies from India/abroad.

21.2 A preliminary business model for the running of the Institute shall be proposed for perusal and review by the Governing Council from time to time. All funds of the Institute shall be paid into the Institute's account with State Bank of India or in a scheduled/nationalized bank and shall not be withdrawn except on cheques signed and countersigned by such officers as may be duly empowered in writing on his behalf by the Governing Council.

21.3 The income and property of the Institute, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association of the Institute. No portion of the income and property of the Institute shall be paid or transferred directly or indirectly to any of the members through any means either by way of dividends, bonus, or otherwise howsoever by way of profit, to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them.



22. Accounts and Audit:

22.1 The accounts of the Institute shall be audited by accredited Chartered Accountants. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by bye-laws to be framed by the Governing Council and in general, would conform to the guidelines followed by other similar organisations functioning under the Government. The accounts of the Institute shall be open for audit by the Examiner Local Fund Accounts (ELFA), GNCT of Delhi.

23. Annual Report:

23.1 An Annual Report of the proceedings of the Institute and of all work undertaken during the year shall be prepared by the Director of the Institute. This report and the audited accounts of the Institute along with the auditor's reports thereon shall be placed before the Governing Council at the General Meeting.



24. Alteration of Rules:

24.1 The Rules of the Institute may be amended at any time on the recommendation of the Governing Council by a Resolution passed by a majority of the members of the Council with the concurrence of the Government.

24.2 A resolution passed by a majority, not less than 3/4th of the total members of the Institute, can determine that the Institute shall be dissolved forthwith or on such date as may be agreed upon and confirmed by 3/4th of the members present at the second special meeting.



25. Terms and conditions of Service of the Staff of the Institute:

25.1 These would be formed in detail by the Governing Council and form a part of the Byelaws. These would be, by and large, comparable to those applicable to similar categories of employees in other premier institutions like the AIIMS and PGIMER etc., under the Govt. of India.

25.2 The employees of the Institute shall be classified into the four functional categories on approval by the Governing Council.

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25.3 The four categories proposed are:

- I. Clinical and Teaching Staff;
- II. Research & Scientific Staff;
- III. Nursing, Paramedical and Technical Staff including dieticians, social scientists, Record keeping & Statistics staff and other supportive staff like photographers, artists, peons, nursing orderlies, sweepers, gardeners, drivers etc.;
- IV. Administrative, Finance and Maintenance Staff including Housekeepers and Public Relation Managers.

25.4 **Tenure of Appointment:** The appointment of all categories of staff will be initially made for a period of 2 years on contract/probation. A review will be carried out at the end of 2 years to assess the suitability of the candidate for regular appointment thereafter, or extensions of probation or termination of the contract, as the case may be.

25.5 The Governing Council may sanction special allowances to any person/category as considered necessary with respect to terms and conditions of service. The actual details of the pay scales and allowances including special allowances will be approved by the Governing Council taking into account the special needs and objectives of the Institute. Special privileges honorarium, allowances, payment, etc. for specialists coming from overseas/other states would be ensured. The Director, with the approval of the Governing Council, may appoint experts/specialists as consultants for specific assignments requiring special expertise.

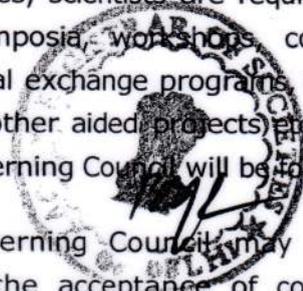
25.6 **Superannuation:** The age of superannuation for the Institute's staff shall be at par with other similar institutes in the country like the AIIMS, PGIMER, IHBAS, ILBS etc. It may be extendable, in exceptional cases as per rules, if the interests of the Institute so warrant, with the approval of the Governing Council.

25.7 **Re-employment of superannuated persons:** Superannuated persons may be re-employed on contract in exceptional cases and with the approval of the Governing Council subject to the terms and conditions specified therein. On re-employment, the total emoluments will be regulated in accordance with Central Government orders on the subject.



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- 25.8 **Termination of Appointment:** The appointment shall be terminable on either side after giving to the other party not less than three months notice in writing except during the period of probation when no such notice will be required.
- 25.9 The Institute will encourage participation of scientific/academic staff and scholars of the Institute in recognized professional meetings, symposia and conferences etc. within the country and abroad. Academic papers to be presented by the Institute staff in such meetings will have the approval of the Director. Staff attending such meetings with due approval shall be considered on duty leave and will be eligible to actual train/airfare, incidental expenses, D.A. and registration/delegate fee, if any, paid by them, as per rules.
- 25.10 For pursuance of the scientific activities, scientists are required to visit abroad for attending seminars, symposia, workshops, conferences, training programs, visits under bilateral exchange programs, technology transfer programmes, WHO/JN and other aided projects etc. For this purpose guidelines framed by the Governing Council will be followed.
- 25.11 **Consultancy Practices:** The Governing Council may lay down guidelines from time to time for the acceptance of consultancy/ sponsored research/assignment by the staff of the Institute.
- 25.12 **Sharing of Royalties/Consultancy earnings, etc.:** The Institute shall encourage an atmosphere promoting active interests of the staff towards patients' care, research, inventions, patents and publications etc. in the field of Oncology, beyond their normal duties. The Governing Council, with approval of the Government, may formulate a policy, as might be existing in other similar institutions, for sharing of royalties/consultancy, earnings etc. received for any such work, as an incentive for the staff in acknowledgment of their achievements.
- 25.13 The Institute staff may, if invited to do so, accept professional assignments subject to the approval of the Competent Authority of the Institute.
- 25.14 **Training:** Members of the staff may be deputed for training for the work of the Institute at the discretion of the Director.
- 25.15 Publications in scientific literature, resulting from the work carried out in the Institute by the scientists/staffs of the Institute, shall be made with the approval of the Director and shall carry the Institute's name even after the scientist has left the Institute.



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26. Execution of Contracts:

26.1 All contracts relating to the management and administration of the Institute shall be expressed as made by the Institute and shall be executed by the Director.

27. Suit by or against the Institute:

27.1 The Member Secretary or his nominee shall be considered to be the appropriate authority of the Institute to initiate or defend any legal proceeding in the name of the Institute.

28. Applicability Clause:

28.1 All the provisions of the Societies Registration Act, shall apply to this Institute.

28.2 The Institute undertakes to abide itself to adhere to the Societies Registration Act.



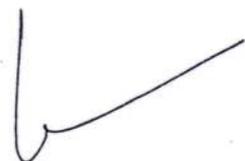
29. Working Hours:

29.1 The facilities of the Institute would be available round the clock. The working hours for all the staff at the Centre would be decided according to the needs, and could be any time of the day or night.

30. Dissolution:

30.1 Dissolution, if necessary, shall be done in accordance with the relevant rules under the Act.



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Certified U/S 19 of S.R. Act 1860

Registrar of Societies

Manual 2
Powers and duties of Officers and employees
[Section 4(1)(b)(ii)]

Clinical Oncology & Radiology Department

Name of Officer / Official	Designation	Duties in brief
Dr Pragya Shukla	Assistant Professor & HOD	Overall control and supervision of department, OPD, indoor and emergency patient care services, teaching and training research projects etc.

Radiation Oncology Department

Name of Officer / Official	Designation	Duties in brief
Mr. Sasindran M	Medical Physicist and RSO	Overall control and supervision of Equipment's, technologist, medical Physicist Services, teaching and Training research projects, internee teaching etc, AERB correspondence services etc.

Manual 2
Powers and duties of Officers and Employees
[Section 4(1)(b)(ii)]

Oncopathology Department		
Name of Official	Designation	Duties in brief
Dr. Dhruv Jain	Assistant Professor	<ul style="list-style-type: none"> • Overall Supervision, administration and standardization and quality assurance of diagnostic procedures.
		<ul style="list-style-type: none"> • Planning & implementation of the future development, services, teaching and training activities of the department. • Reporting on samples received.
		<ul style="list-style-type: none"> • Help in standardization of new procedures. • Reporting on samples received.
		<ul style="list-style-type: none"> • Daily supervision of records • Implementation of quality assurance program in the lab • Reporting on samples received.
	Senior Resident	<ul style="list-style-type: none"> • Specimen Grossing • Histopathology, Cytology, IHC reporting • Participating in teaching activities of the department • Participation in the quality assurance program in the lab
Mr Sevak Ram Mr Ankita Dadlani Mr Amlendu Kumar Mr Numan Ahmad Ms Sarita Singh Mr Dharmender	Lab Technologist	Their duties range from sample specimen collection, processing, preparing for reporting, stock maintenance, indent, file work, slide & block filling and IHC.
Mr Bijender	DEO	Report typing and dispatching.

Manual 2
Powers and duties of Officers and Employees
[Section4(1)(b)(ii)]

Deptt of Lab Medicine (Biochemistry and Microbiology section)

Name of official	Designation	Duties of brief
Dr. Monica Gupta	Incharge (Lab Medicine)	<ul style="list-style-type: none"> • Overall supervision, administration and standardization and quality assurance of diagnostic procedures.
	Senior Residents	<ul style="list-style-type: none"> • Routine reporting • Participating in teaching activities of the department • Participation in the quality assurance program in the lab
Mr . Rakesh Kumar	Senior Incharge Technologist (Lab Medicine)	Overall supervision of Lab Medicine work, managing duties of all lab staff, E-office and other file and miscellaneous work related to Lab Medicine Dept.
Ms Nishi Nautiyal Ms Shaily Negi Mr Pramod Mr Sonu Ms Chanchal Ms Shweta Gupta Mr Pradeep Ms Nidhi Kaushik Mr Ganesh Datt Joshi Ms Divya Mr Sandeep	Lab Technologist	Their duties range from processing and preparing for reporting, stock maintenance, indent, file work, report entries, dispatch.
Mr Inderjit	HE-III (LDC)	All typing work related to lab medicine department.

MANUAL 2
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
(Section 4(1) (b) (ii))

PURCHASE DEPARTMENT

S. NO	Designation of Post	Duties in brief
1.	Purchase Officer	Head of the Dept/ Department Incharge
2.	Asstt. Purchase Officer	<ol style="list-style-type: none"> 1. All the files to be routed through APO to the purchase officer. 2. APO will be assisting the PO for smooth convening of the procurement related meetings 3. APO under her supervision will reply all the queries/ RTI's / Grievances/ Issues being brought forward to the purchase officer with due approval of the PO and Worthy Director, DSCI 4. APO will assist in procurement of the Equipments/Drugs Medicines/Consumables/Non-consumables through the modes of procurement (GeM/e-tendering/RC/Open Tender/Limited Tender/Local Tender/Proprietary etc) as recommended by the HPC. 5. APO will assist the PO in proper disposal of all the DAK received in purchase section. 6. APO shall assist the PO and coordinate with the accounts branch in RE BE preparation and shall ensure the funds are properly utilized as per the budget allocated by the accounts. 7. APO will assist in as a member secretary to provide secretarial assistance respective committees in tender document finalization, tender floating, opening, evaluating and finalizing the tender meets. 8. All the miscellaneous works related to smooth functioning of purchase department
3.	Junior Pharmacy Executive	<p>Medical Gas Bills MGPS Bills Old EMD's RTI Complaints Grievances All GeM carting, proposals & procurement All GeM Bills All GeM Consumables related issues Consumables of equipment's against Rate Contract or Proprietary Other miscellaneous works</p> <p>Drugs Medicine (RC) Local Chemist (RC) Medicine through GeM Drugs Bill All proposal related to Drugs</p>

		<p>All proprietary drug proposal Drugs under 154 & 155 GeM Bid for Drugs Other miscellaneous works related to current drugs medicine tender EMD of current Drugs Tender Evaluation and finalization of all Drug RC's Procurement Committee meetings.</p>
4.	Hospital Executive III	<ol style="list-style-type: none"> 1. All the proposal of Equipment 2. Extension of A/T of Equipment 3. GeM Bids for Equipments 4. Release of Old EMD/BG/FDR of the Equipment 5. All Balance payment proposal for Equipment 6. Complaints related to Equipment 7. Grievance related to Equipment 8. RTI related to Equipment 9. New Equipment proposal for purchase 10. New Tender floating related to Equipment 11. New Equipment purchase from GeM 12. Assisting in Evaluation and finalization of Equipment tender. 13. Procurement Committee Meetings 14. L/C related work 15. Other miscellaneous works
5.	Data Entry Operator	<p>To assist as Dealing Assistant in all above said works of Junior Pharmacy Executive and Hospital Executive III. All sanction and supply order shall be submitted with proper entry in the relevant register. All DAK related to Junior Pharmacy Executive and Hospital Executive III. GEM Bills & Proposal Local chemist/ Open tender Bills Mail (PO) All Bills with proper entry in the relevant register related to Consumable items. Receipt and Disposal of Dak</p>
6.	Nursing Orderly	<ol style="list-style-type: none"> 1. General routine work as a multi tasking staff related to Purchase Department.

Manual 2
Powers and duties of Officers and Employees
[Section 4(1)(b)(ii)]

Department of RADIOTHERAPY		
Name of Official	Designation	Duties in brief
Dr. Pragya Shukla	Asst. Professor Clinical Oncology and HOD	Overall Supervision, administration and quality assurance of Radiotherapy procedures. Planning & implementation of the future development, services, teaching and training activities of the department. Routine clinical work. Discussion and opinion on Radiotherapy planning of patients.
Mr Sasindran M	Medical Physicist and Radiological Safety officer (RSO)	<ul style="list-style-type: none"> • Carry out routine measurements and analysis of radiation levels in the controlled area, supervised area of the radiation facility and maintain records of the results thereof. • Investigate any situation that could lead to potential exposures. • Advise the employer regarding: (a) The necessary measures aimed at ensuring that the regulatory constraints and the terms and conditions of the license are adhered to. (b) The safe storage and movement of radioactive material within the radiation facility. (c) Initiation of suitable remedial measures in respect of any situation that could lead to potential exposures. (d) Routine measurements and analysis of radiation and radioactivity levels in the off-site environment of the radiation processing facility and maintenance of the records thereof. • Ensure that test and maintenance schedules for safety related components and systems are carried out in accordance with the schedule. • Report on all hazardous situations along with details of any immediate remedial actions taken are made available to the employer and licensee for submitting to the Competent Authority. • Ensure that personnel monitoring devices are provided to workers in the facility, used as required and securely stored in a radiation-free zone. • Supervise during maintenance and test procedures on systems and components or in areas where radiation safety may be affected or where service/maintenance personnel may need to be given special protection. • Ensure that monitoring instruments are calibrated periodically. • Maintain servicing, operation log books and associated QA records. • Assist the employer in: Instructing the workers on hazards of radiation and on suitable safety measures and work practices aimed at ensuring that exposure to radiation is kept as low as reasonably achievable. • Furnish to the licensee and the Competent Authority periodic reports on the safety status of the radiation installation.

<p>Ms Mamta Mahur</p> <p>Ms Varsha R. Gedam</p> <p>Ms Anshu</p>	<p>Medical Physicist</p>	<ul style="list-style-type: none"> • Facility design and planning calculations, in accordance with the requirements of the installation that meets the regulatory stipulations of radiation protection and safety; • Preparations of specifications for treatment and dosimetric equipment; • Acceptance testing, commissioning and quality assurance (including calibration of therapy equipment); • Periodic calibration of the dosimetric equipment, traceable to national standards laboratory; • Measurement and analysis of beam data; and tabulation of beam data for clinical use; • Evaluation and optimisation of treatment planning; • Carrying out manual/computer generated dose calculations and participation in the review of patient chart • Development of QA protocols and procedures in radiation therapy regarding delivery of radiation treatment, radiation safety and control and regulatory compliance;
<ol style="list-style-type: none"> 1. Mrs Rashim Ravindran 2. Mr Shailendra Anand 3. Mr Saqib M Khan 4. Mr Sandeep Anand 5. Mr Rajkishore Tyagi 6. Md Kashif 7. Ms Ritu 8. Mrs Sweety 9. Mr Madhusudan 10. Vandana Bharti 11. Niranjan Kumar 12. Deo Kumar 13. Rashmi Anand 14. Yogita 15. Sanjeev Kumar 16. Dipak Sharma 17. Navneet Kumar 18. Akash Kumar 	<p>Radiotherapy Technologist</p>	<ul style="list-style-type: none"> • Patient set-up strictly in accordance with the prescription chart; • Selection of treatment parameters on the machine and the treatment control panel as defined in the prescription chart; • Delivery of correct dose to the planning treatment volume; • Stopping the treatment, when a fault condition develops; • Intimating the licensee/RSO immediately regarding the incident; • Ensuring that no further treatment is given to the patient, unless the RSO certifies, in writing, that the fault condition has been rectified, and it is safe to commence the treatment after re-setting of the treatment parameters on the control panel; • Following the radiation safety instructions, specified by the RSO from time to time

Department of RADIOLOGY		
Name of Official	Designation	Duties in brief
Dr. Pragya Shukla	Asst. Professor Clinical Oncology and additional Incharge Radiology	Overall Supervision, administration and quality assurance of radiological procedures. Planning & implementation of the future development, services, teaching and training activities of the department.
Dr Ankit Jaiswal Dr Neeraj	Radiologist	Routine clinical work including X-rays, ultrasound, colour-doppler, conventional radiological procedures etc. Discussion and opinion on CT scans and MRI performed outside, for IPD and OPD patients of DSCI.
Mr Sasindran M	Medical Physicist and Radiological Safety officer (RSO)	<ul style="list-style-type: none"> • Carry out routine measurements and analysis on radiation safety of the radiation installation and maintain records of the results thereof. • Investigate any situation that could lead to potential exposures. • Prepare and make available periodic reports on safety status of the radiation installation to the employer and the licensee for reporting to the Competent Authority. • Prepare and make available the reports on all hazardous situations along with details of any immediate remedial actions taken to the employer and the licensee for reporting to the Competent Authority. • Verify the performance of radiation monitoring systems, safety interlocks, protective devices such as lead (equivalent) aprons, and other safety systems such as structural shielding in the radiation installation if any. • Advise the employer and the licensee regarding: <ul style="list-style-type: none"> ○ necessary steps that ensure the dose of radiation workers are well within the dose limits prescribed by the Competent Authority. ○ The good work practices that ensure radiation doses are maintained As Low As Reasonably Achievable (ALARA). ○ carrying out periodic QA tests as prescribed by regulatory body. ○ Ensuring periodic calibration of monitoring instruments.

<ol style="list-style-type: none"> 1. Mr Uday Kumar 2. Purna Chandra Sinha 3. Nikhel Oscar Joseph 4. Netrapal 5. Rajnish Singh 6. Rajender 7. Priya Kapoor 8. Manish Verma 	Technologists	<ul style="list-style-type: none"> • Positioning patients and equipment, explaining the procedures, and ensuring patients' comfort. • Inserting commands and data into the computer to document and specify the scan sequences, and monitoring the video display to adjust the density or contrast. • Monitoring patients during examinations, ensuring their safety, and following procedures to prevent unnecessary exposure to radiation. • Producing diagnostic images, reporting important information to the Physician, and updating patients' records. • Organizing the daily procedure schedules for emergencies and monitoring radiographic supplies. • Performing administrative tasks, such as answering technical questions, scheduling appointments, and offering pre-procedure advice. • Performing scheduled maintenance and emergency repairs on radiographic equipment and maintaining the log book & stock registers.
Sajan Thomas L	Nursing Officer	<ul style="list-style-type: none"> • To ensure delivery of patient care through implementation of prescribed medication and monitoring effects. • To provide nursing care to patients based on established clinical practice standards. • To collaborate with other disciplines to ensure effective and efficient patient care delivery. • To promote a safe environment for patients, visitors and co-workers including the implementation of infection control policies of the hospital. • Maintain the Inventory of medical consumables • Check that the central oxygen, suction apparatus, BP apparatus, stethoscope etc. are in working condition. • To supervise the policy of waste segregation • To see the every procedure tray must be clean • Other miscellaneous work assigned by the supervisor

Department of NUCLEAR MEDICINE		
Name of Official	Designation	Duties in brief
Dr. Pankaj Tyagi	Assoc. Prof. Gastro & additional Incharge Nuclear Medical	Overall Supervision, administration and quality assurance of Nuclear Medicine procedures. Planning & implementation of the future development, services, teaching and training activities of the department.
	Asstt. Prof.	<ul style="list-style-type: none"> • Planning, proposing, processing the proposals, procuring & maintaining of machinery, equipment's & instruments. • Duties related to Medical Education & Research • Supervise duties • Staff Training • Supervise the medical, paramedical and technical staff • Administrative functions. • To exhibit keen interest, initiative & drive in the overall development of the Department.
Mr Sasindran M	Medical Physicist and Radiological Safety officer (RSO)	<ul style="list-style-type: none"> • Supervise the work of the technical staff. • Prepare Annual Status Reports according to AERB / BARC regulation. • Dealing with AERB/BARC as per the requirement • Regular check e-LORA • Obtain NOC for isotopes. • QC of all the equipment • Radiation monitoring. • Personnel monitoring and records maintenance. • Ensure Radiation Safety. • Display of Radiation Symbols • Periodic training/classes of Radiation safety • Ensuring the periodic Radiation Safety meeting
Ms Pallavi Sharma	Technologist	<ul style="list-style-type: none"> • Maintain department records – <ul style="list-style-type: none"> ○ Patient records ○ Inventory of consumables ○ Inventory of isotopes ○ Equipment log book • QC of all the equipment. • Patient preparation. • Acquisition of studies. • Elution of isotopes. • Radiopharmaceutical preparation. • Basic data processing and film exposure.
Kiran Kuriakose	Nursing Officer	<ul style="list-style-type: none"> • To ensure delivery of patient care through implementation of prescribed medication and monitoring effects. • To provide nursing care to patients based on established clinical practice standards. • To collaborate with other disciplines to ensure effective and efficient patient care delivery. • To promote a safe environment for patients, visitors and co-workers including the implementation of infection control policies of the hospital. • Maintain the Inventory of medical consumables

		<ul style="list-style-type: none">• Check that the central oxygen, suction apparatus, BP apparatus, stethoscope etc. are in working condition.• To supervise the policy of waste segregation• To see the every procedure tray must be clean• Other miscellaneous work assigned by the supervisor.
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Manual 2
Powers and duties of Officers and Employees
[Section 4(1)(b)(ii)]

Dept of Oncopathology (Hematopathology section)

Name of Official	Designation	Duties in brief
Dr. Monica Gupta	Assistant Professor Oncopathology	<ul style="list-style-type: none"> • Overall Supervision, administration and standardization and quality assurance of diagnostic procedures. • Planning & implementation of the future development, services, teaching and training activities of the department. • Reporting on samples received. • Help in standardization of new procedures. • Reporting on samples received. • Daily supervision of records
	Senior Residents	<ul style="list-style-type: none"> • Routine reporting • Participating in teaching activities of the department • Participation in the quality assurance program in the lab
Mr Sohan Singh Mr Sachin Dhingra Mr Vinay Kumar Mr Vijay Kumar Mr Ashwani Rathi Mr Vijay Amrit Raj Ms Anu Singh Ms Pooja Negi	Lab Technologist	Their duties range from processing and preparing for reporting, stock maintenance, indent, file work, report entries, dispatch.
Mrs. Mamta Sharma	H.E.-III(LDC)	Bone Marrow Report Typing and Maintaining Monthly Census. All Computer related work.

MANNUAL – 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[Section 4 (1) (B) (ii)]

SL. NO.	NAME OF THE OFFICIAL	DESIGNATION	DUTIES IN BRIEF
1.	Dr Monica Gupta	Office In-charge (Dietary Department)	<ul style="list-style-type: none">• Physical verification of all the bills related to Dietary Department received from M/s NAFED, IGL-PNG & GeM from time to time.• Verification of all the bills related to department in e-office.• Processing of files related to all important and time bound matters from time to time in e-office as well as physical file.• Taken up all the important decisions related to Dietary Department.
2.	Ms. Deepti Lahoti	Senior Dietary Executive	<ul style="list-style-type: none">• Preparing duty roaster of kitchen staff twice a month.• Preparing records of total duties done by the kitchen staff as well as leaves taken by the kitchen staff at the end of every month so that salaries can be drawn by them timely.• Supervision of job assignments done by both Junior Executives.• Verifying all department files in e-office.• To provide/ prepare answers and explanation for Audit paras & RTI questions.• Checking of bills entries in the perishable stock register.• Verification of bills.
3.	Ms. Anjuman	Junior Dietary Executive	<ul style="list-style-type: none">• Preparation of staggered annual demand of non-perishable kitchen items (being procured from GeM).• Checking and verification of entries of non-perishable kitchen items in the stock register.• Checking of proposal of bills for payment of non-perishable kitchen items in e-office.• Checking of IGL-PNG bills on monthly basis and checking the proposal of the same for payment in e-office.• Taking bed-to-bed rounds of patients in general ward on daily basis.• Updating diet sheet daily.• Regular general pantry round for hygiene and sanitization.

			<ul style="list-style-type: none"> • Checking of quarterly demand proposal made for procurement of non-perishable items through GeM. • Issuing of protein supplements as per the nutritional needs of IPD patients provided by Tanisha Foundation. • Diet counseling of IPD and OPD patients.
4.	Ms. Simple Matharu	Junior Dietary Executive	<ul style="list-style-type: none"> • Checking of entries of perishable kitchen items (being procured from NAFED) in the stock register. • Checking of proposal of bills of perishable kitchen items for payment in e-office. • Checking of proposal of Milk bill (TIME BOUND) (from Mother dairy) in e-office on a monthly basis. • Preparing menu and demand FOR IPD patients as per patient's census on a daily basis. • Diet counseling of IPD & OPD patients. • Preparation of reading material and diet charts provided to cancer patient on Chemo and Radiation and other Sx. • Collection and representation of data for the protein supplements being provided to cancer patients from Tanisha Foundation. • Kitchen round for physical verification, hygiene and sanitization. • Imparting education to kitchen and pantry workers regarding personal hygiene and food handling practices.
5.	Ms. Jyoti Malhotra	Hospital Executive	<ul style="list-style-type: none"> • Processing of bills received from M/s IGL (Time bound) and any other matter related to the IGL-PNG. • Issuing of kitchen non-Perishable items from store according to demand prepared by JDE (on daily basis) following FIFO. • Receiving of kitchen Perishable items (i.e. Fruits, vegetable and other dairy items) (<i>Thrice/ twice a week</i>). • Processing of leave application of staff of Dietary department and workers working under ICSIL to CRU section. • Deals in all correspondence related to dietary department. • Stock entries of 35-40 perishable items with representation of data in stock register individually on monthly basis.

			<ul style="list-style-type: none"> • Processing of bills of all kitchen Perishable Items procured from M/s NAFED on monthly basis duly verified by the SDE and MOIC. • Settlement of all the Reimbursement of bills and advances taken from Accounts section by SDE and JDE from time to time.
6.	Ms. Meenu Rawat	Data Entry Operator (from ICSIL)	<ul style="list-style-type: none"> • Annual demand preparation of approx 60 Non-perishable items for approval i.e Atta, Sugar, Salt etc and further quarterly demand preparation out of it for procurement in staggered manner. • GeM (time bound) <ul style="list-style-type: none"> ▪ Preparation of demand for Non-perishable and consumable items for rate approval of commodities preparation by carting each items on GeM using business analytical tools and to prepare L1 comparison sheet) further process file for amount approval. ▪ Ordering of all 60 non-perishable items after checking the availability of the items one by one with receiving of the items after checking of quantity and quality as well. ▪ Processing of bills after receiving within <u>one week</u> (time bound) individually for all the items. ▪ Updation of payment on the GeM's website after payment done for individual item in buyer's GeM Id. ▪ Re-submission of proposal of non-perishable items from quarterly demand, in case any item is not available on previous approved amount. ▪ CRAC of items. • Processing of milk bills (time bound) on monthly basis. • Monthly consumption of meals and milk used in dharamshala as per the demand on daily basis in register available in Dietary Deptt. • Preparation of daily census and then merged into monthly basis census. • Preparation of all formats used in Dietary deptt. (i.e temperature monitoring, kitchen workers monthly attendance etc) on monthly basis. • Processing of special menu file occasionally. • Weighing of cooked food/ items of breakfast and lunch on daily basis. • Other work assigned from time to time.



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MANUAL-2

DEPARTMENT OF NURSING

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[Section 4 (1) (b) (ii)]

NAME OF OFFICIAL	DESIGNATION	DUTIES IN BRIEF
Ms. Sinimol Baby	Officiating Asstt. Director (Nursing)	<ul style="list-style-type: none">Organizes and plans nursing care activities. Plans staffing pattern and the other necessary requirements of wards and deptts.Complies and submits nursing statistics to the concerned authorities.Conducts and attends to the departmental and interdepartmental meetings/conferences from time to time.Makes regular rounds of wards/ deptts. Ensures to the safety and general dealing of the wards/deptts.Looks into general comforts of the patient and his/her relatives.Receives report from the Night Supervisor of wards/deptts.Scrutiny of Duty Roster and ensure availability of requisite number of staff in every shift.Makes rotation plan for the nursing staff and domestic staff under her/his jurisdiction.Supervise the proper use and care of the equipment and supplies in the Wards and department.Arranges and conducts staff development programmes.Assists in planning for a participation in the

training of nursing personnel.

- Supervision, Guidance and Control of Group “D” employees of the hospital.
- Ensure all possible preventive measures for infection control and maintain infection control practices.
- Enforcement of Biomedical Waste Management protocols.
- Recommendation of leaves of Nursing Staff for approval by the Director
- Review of all relevant nursing records
- Regular checking serviceability status of equipments in use.
- Review of stock of emergency medicines held in crash cart.
- Supervision of nursing care provided to the patients and take feed-back from patients.
- Liaison and coordination with other departments.
- Check all ward stock registers and other documents for accuracy, error free and reliability
- Ensure near expire medicines information sent to store and replaced as per policy.
- Review various audit reports of the departments to ensure compliance to process as required.
- Information processing & research.

EDUCATIONAL FUNCTION

- Arranges classes and clinical teaching of Staff in the department; related to the specialty experience.
- Implements the ward teaching programme and clinical experience of the staff with the help of doctors and senior nurses.
- Counselling and guidance of staff and students.
- Arrange and conducts staff development programmes of her/his departments.

		<p>GENERAL AND OFFICE DUTIES</p> <ul style="list-style-type: none"> • Takes hospital rounds with Director and special visitors for the hospital rounds. • Attends to general correspondence. Maintains necessary records concerning the nursing staff confidential reports and health records. • Submits Annual Report of the Nursing Department. • Participates in professional and community work. • Arranges and participates in professional and social function of staff. • Submits monthly and annual report of Biomedical Waste Management to the Director. • Submit monthly EWS report. • Nodal Officer of Biomedical Waste Management & Kayakalp Programme.
<p>Ms Jyoti Joshi Ms Veena Singh Ms Binumol Mathew Mr Kanivalan Radhakrishnan Ms Rekha Garg Ms Susha James</p>	<p>Senior Nursing Officer</p>	<ul style="list-style-type: none"> • Senior Nursing Officer is a first level nursing supervisor who is accountable for nursing care management of wards OPD and other diagnostic departments. • Management of patient care. • Management of personnel • Maintenance of safe environment for the patient and staff • Maintenance of supplies and equipments • Management of emergencies • Information processing and research <p>JOB WORK</p> <ul style="list-style-type: none"> • Ensures safe and clean-environment for the ward and department. • Makes duty roster and work assignments of Nursing Officers and non-nursing personnel working with her / him. • Indenting and procurement of ward supplies and equipment and keeps

		<p>records. Does regular inventory checking.</p> <ul style="list-style-type: none">• Makes list of condemnation of articles and submits it to all concerned.• Maintains good public relations.• Ensures that ward statistics are regularly submitted.• Reports about any medico - legal cases in the wards.• Supervises nurses duties.• Writes reports of all wards and makes census of patients on daily basis.• Custody of Narcotics drugs and their administration• Report about any notifiable disease• Get verification of ward stock, indents maintenance and condemnation of stores etc. on regular basis.• Organize staff meeting with departmental and inter-departmental staff.• Act as liaison between nursing staffs, public and other departments.• Keep the Nursing Officer informed of the needs of the Nursing units / wards under her supervision and of any special problem.• Deal with problems, complaints of nurses, nursing students / patients and relatives and of Group 'D' staff of her / his unit and try to solve them.• Organize orientation programme for new staff of ward.• Making use of opportunities to take part in the professional and community organization.• Attending the educational meeting in the hospital and out the hospital.• Ensuring the implementation of Infection Control and Biomedical Waste Management guidelines.
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		<ul style="list-style-type: none"> Supervising for patients chemotherapy administration and preparation of cytotoxic drugs.
Ms Hema Rani Ms Jomy Yeldho Ms Reena Rawat Ms Sarika Sharing Ms P Sanatombi Chanu Ms C Indu Bala Ms Tessy Gambhir Ms Jaseentha Jose Ms Rajbala Ms Sonia Ms Rimpi Bhardwaj Ms Sarojini Mehra Ms Lincy Sebastian Ms Smitha G Karup Ms Sini Thomas Ms Yamuna George Ms Jyothi Lekshmi Ms Ruchi Frank Mr Megin Skaria Mr Kiran Kuriakose Ms Nysi Thomas Ms Preeti Ms Parneet Arora Ms Mollykutty Sebastian Ms Soumya A J Ms Vandana Masih Ms Anu K Thomas Ms Anita S Meshram Ms Soumya Jacob Ms Chamma Ms Suby Mol P E Ms Reena Thomas Ms Nisha Ms Siji Sadanandan Ms Nemn Gaih Ching Ms Dim NgaihLian Ms Khooni Aricho Ms A Hriiziine Celine Ms Irengbam Ranibala Ms Lamlalchoi Gangte Ms Jogy Jose Ms Akhilas Mol	Nursing Officer	<ul style="list-style-type: none"> Nursing Officer is a first level professional nurse who provides direct patients care to one patient or group of patients assigned to her/him during duty shift and assist in management of wards. <p>JOB WORK</p> <ul style="list-style-type: none"> Carry out the procedures of admission and discharge of the patient. At the time of admission-explain the hospital procedure to the relatives. At the time of discharge explains the doctor's advise to the relatives of the patients. Makes beds of all patients and helps or guides students or Group "D" employees to make beds by supplying linen. Maintains personal hygiene like mouth care give bath with the help of group "D" employees daily. Attends to the nutritional needs of the patients and feeds the helpless and serious patients. Maintains and help with group "D" for feeding to the patients. Maintains clean and safe environment for the patients. Implements and maintains ward policies and routines. Takes rounds with the doctors when called to list new orders and see that they are carried out. Staff nurses participate in counselling and educate patient and his family members regarding nature of illness and need for his/her treatment. Maintains the records and reports to the units. Perform various technical tasks related to the nursing care. Administration of medication i.e.

Ms Pushpa Swain	Nursing Officer	<p>chemotherapy, tablets, injections, infusions and transfusion on prescription or according to standing instruction.</p> <ul style="list-style-type: none"> Assisting doctors in various medical and surgical diagnostic procedures by preparing patients and getting ready with required things. Performing simple diagnostic procedures. Collecting and sending of specimens for laboratory Recording of vital signs. Observes all patients conditions and take suitable action and report. Give expert bed side nursing care to all patients. Give pre-op, intra-operative and post-operative care for patients. Ensure cleaning and autoclaving of OT instruments. Assist surgeon for all major and minor surgeries. Maintain sterilization and disinfection and following principles of sterile technique. Explain patients about the chemotherapy administration and its side effects and how to minimize the side effects. Giving health education regarding proper diet, personal hygiene and precautions to be taken before and after chemotherapy. Preparation and administration of cytotoxic drugs by following the 5 rights of medication. Attends last offices in case of a patient dying during shifts and arrange to preserve dead body in mortuary or hand over the body with respect to concerned family members / relatives / authorities.
Ms Princy Joseph		
Ms Kanjka Sachdeva		
Ms Seena Alias		
Ms Mariamma Abraham		
Ms Rani George		
Ms Sherly Salu		
Ms Jelitta James		
Mr Binesh P S		
Ms Vinita Singh		
Ms Teena Biju		
Ms Vandana Stone		
Ms Deepika William		
Ms Bincy Thomas		
Ms Shincy Sebastian		
Ms Bincy Thomas-II		
Ms Soraisam Bonee Devi		
Ms Lekhamol K S		
Ms Sarita		
Ms G Parvathy		
Ms Suchitra CS		
Mr Satheesh V		
Ms Sheena Das		
Ms Soumya Soman		
Ms Sairom Kiranbala Devi		
Ms Ambily T P		
Ms Viji Peter		
Ms Manjusha M J		
Ms Elizabeth James		
Mr Manu Das		
Mr Saneesh Simon		
Mr Sajan Thomas L		
Ms Kajal Deshwal		
Ms Jogi George		
Ms N Rameshwori Devi		
Ms Usha Biju		
Ms Aleyamma George		
Ms Bilas A Varghese		
Ms Sithara Mathew		
Ms Julie Abraham		
Ms Soumya K N		
Ms Soosan Korulla		
Ms Josmy Joseph		