

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



INDIAN MEDICINES & HOMOEOPATHY



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsive and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role, functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role, responsibilities and functions of the department. The Functionary Manual will detail, as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades, in line was the vision 2020 of the State.

The present volumes developed by the 'Indian Medicines & Homoeopathy' are in two parts. As is evident these publications are the outcome of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aid to each and every employee of the department in the effective discharge

of his functions. It may be noted however that these two Manuals do not replace the Codes and Orders of Govt. on the subject but are at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh Road No. 25, Jubilee Hills, Hyderabad - 500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.



PVRK Prasad IAS
Director General
Dr. MCR Human Resource Development
Institute of Andhra Pradesh
&
Ex officio Spl. Chief Secretary to Government (HRD)

PREFACE

Medical Relief in Rural & Urban areas through Indian Systems of Medicines and Homoeopathy are delivered through a team of Health functionaries, like Medical Officers, Senior Medical Officers, Chief Medical Officers etc. All these functionaries provide promotive, preventive and curative services to the community.

In the Zones, the Regional Deputy Directors serves as the focal point from where the supervisory control and guidance to the functional units are exercised. At State Level, the Commissionerate of Indian Medicines & Homoeopathy has important function to guide, assist and supervise the working of the Regional Deputy Directors and their service units in implementing the Medical relief in Rural & Urban areas through ISM&H as per the laid down objectives.

The present book 'Departmental Manual' contains the origin, evolution and present role of department, the role of the functionaries, major enactments, areas of interface and future vision. Hope and trust that this book will serve as a source of ready reference for all those concerned with the administration and implementation of the schemes of ISM&H.

The department is very grateful to Dr. M.C.R. HRD Institute of Administration, Hyderabad for providing the necessary initiative and support to the department in the preparation of the 'Departmental Manual'.



COMMISSIONER,

Indian Medicines & Homoeopathy Deptt.

A.P. : Secunderabad.

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CHAPTER - 1

**THE ORIGIN OF THE POST AND
REASONS FOR CREATION AND
THE ROLE BY THE
FUNCTIONERIES IN INDIAN
MEDICINES & HOMOEOPATHY
DEPARTMENT.**

THE ORIGIN OF THE POST AND REASONS FOR CREATION AND THE ROLE BY THE FUNCTIONERIES IN INDIAN MEDICINES & HOMOEOPATHY DEPARTMENT

DIRECTORATE

In the former Hyderabad State, a separate Department of Indian Medicines & Homoeopathy Department was functioning, while in the erstwhile Andhra State no separate Department of Indian Medicines & Homoeopathy was existing. There was only a wing in the Office of the Director of Medical Services under his control to look after the subject "Indigenous Medicine".

At the meeting of the Inter State Committee of Ministers, it has been decided that the Indian Medicines & Homoeopathy should have a separate Department in the Andhra Pradesh State with one special Officer and two Assistant Special Officers and that it should not be under the Administrative control of the Directorate of Medical Services. Accordingly the Government through the Notification in G.O. Ms. No. 59, H, dated 24-11-56 permanently transferred the then Principal of the College of Integrated medicines, Madras to the State of Andhra Pradesh and appointed him to act as a Special Officer, Indian Medicines & Homoeopathy Department. The post of Special Officer was subsequently re-designated as Director. The Director is at the helm of the affairs and overall in-charge of administration of the Department.

ADDITIONAL DIRECTORS

The Unions and the Associations of Ayurveda, Unani and Homoeopathy used to represent that the interest of the respective system is not been looked after satisfactorily at the level of Directorate. Under this back drop the Government sanctioned 3 posts of Additional Directors one each for Ayurveda, Unani and Homoeopathy systems of medicines. The holders of this post are working up to the satisfaction of all the concerned.

DEPUTY DIRECTOR (ADMN)

Originally there was a post of Assistant Special Officer, subsequently re-designated as Administrative Officer and the later on upgraded as Deputy Director (Admn.) The Holder of this post rendering necessary assistance to the Director in all Administrative matters of the Department.

ADMINISTRATIVE OFFICER

Originally there was a post of Assistant Special Officer, subsequently re-designated as Administrative Officer. The prime object of this post is to lessen the work load on the Deputy Director (Admn.) and the same is being achieved by his continuance.

ACCOUNTS OFFICER

In order to prepare Budget for the Department, arrange audit of the Accounts of Subordinate Institutions functioning under the control of this Department and to draw and disburse the salaries of the members of the staff of Directorate, the Department needed one post of Accounts Officer at the Directorate and present holder of the post is discharging the duties and responsibilities satisfactorily.

REGIONAL DEPUTY DIRECTOR OFFICES

One of the most serious problem which confronted the Administration of the Department and defied solution for decades together was that

Medical Officers of the Dispensaries spread over in the nook and corner of the entire state of Andhra Pradesh frequently made themselves unauthorisedly absent from duty. Such a practice, on the one hand was denying medical relief to the local in-habitants defeating the purpose of the establishment of the dispensaries, and on the other hand it was be lifting image of the department in the eyes of the public. Therefore in order to ensure proper functioning of the Dispensary (6) Regional Deputy Director's Offices have been sanctioned by the Government and some Ministerial and Class-IV posts through G.O.Ms. No. 86, H. dated 13-9-84 and G.O.Ms No. 575, H dated 8-10-85.

The Regional Deputy Directors/Officers are functioning satisfactorily.

DRUG INSPECTORS

In exercise of the powers concerned by Rule 85-B and Rule 67-A Drugs and Cosmetics Act 1945 the Hon'ble Governor of Andhra Pradesh through the Notification in G.O.Ms. No. 29H, Dated 10-1-1977 appointed the Director of Indian Medicines & Homoeopathy as Licensing Authority for the purpose of manufacture and sale of Homoeopathic Medicines in the State. Subsequently the Government appointed the Director as the Licensing Authority for manufacturing of Ayurveda including Sidha and Unani Medicines in the entire State of Andhra Pradesh Vide G.O.Ms. No. 136, Medical and Health dated 9-2-1977. Consequent on the appointment of Director, Indian Medicines & Homoeopathy Department and licensing Authority for manufacture and sale of Ayurveda/Unani and Homoeo. Medicines as per the provisions of the Drug Act. The creation of Drug Inspection Cell was felt necessary. Accordingly the Government through G.O.Ms. No. 1028, dated 13-10-77 sanctioned 3 posts of Drug Inspectors (Ayurveda) 2 posts of Drug Inspectors (Unani) and, 1 Post of Drug Inspector (Homoeo) together with some ministerial and Class IV. The Drug Inspection cell in the Directorate is functioning satisfactorily.

AUDIT CELL IN THE DIRECTORATE

The Accounts of the Directorate and the institutions functioning under

the control of the Department are periodically audited by the O.A.D. of A.G.'s Officers. In course of functioning of the Department it was noticed that there should be inter department audit also. Accordingly a proposal was sent to Government. After due examination of the proposal the Government in G.O.Ms. No. 527, H, dated 23-9-85 sanctioned an audit Cell in the Directorate. The Audit section in the Directorate periodically conduct audit of the accounts of institutions and submit their reports.

RESEARCH DEPARTMENTS

Conduct of Research in any system of Medicine satisfying with the requirements of the society is quite imporative. The Ayurveda, Unani and Homoeopathy systems of medicines are not exceptions to this principle. Therefore the Department in the year 1957 sent a proposal to the Government for establishment of Research Department in Ayurveda system of medicine. Accordingly the Government in G.O.Ms. No. 2405 H, dated 30-11-57 sanctioned Research Department (Ayurveda) with 30 beds headed by one Research Officer and certain Members of the staff on Medical and Para-Medical side. Thereafter keeping the same object in view another Research Department in Unani with 20 beds headed by the Research Officer and certain Medical and Para-Medical Staff was sanctioned.

Similarly there is one more-Research Department on Homoeopathic side.

COLLEGES

The Department had its inception with Unani system of Medicine in good olden days. In course of time Ayurveda/Homoeopathy and Nature Cure systems of Medicines also came into fold. In order to expand the area of teaching of Indian Systems of Medicines, a proposal was sent to the Government to strengthen Govt. Ayurveda College, Hyderabad. Accordingly the Government in G.O.Ms. No. 1266 H, dated 20-6-58 sanctioned teaching and non-teaching posts for the college. From time to time basing on the proposals the Govt. strengthened all the Colleges functioning under the control of this Department.

HOSPITALS

The Nizamia General Hospital, Hyderabad had its inception in the regime of late Nizamia VII of Hyderabad, In course of time it is developed as a premier Hospital of Unani System of Medicine in the old City of Hyderabad providing Treatment in outpatients and in-patients. There are certain units which are headed by Deputy Civil Surgeons being posted by the Medical Department. There was a need to set up. In Ayurveda Hospitals also in the old city of Hyderabad to cater medical needs of the local inhabitants who believe in efficacy of Ayurveda system of Medicine. Therefore a proposal sent to the Government in the year 1958.

The Government in G.O. Ms. No. 1266 H, dated 20-6-1958 sanctioned 60 bedded Government Ayurveda Hospitals, near Charminar, Hyderabad. Similarly from time to time Indian Systems of Medicine Hospitals either have been sanctioned or strengthened by the Government.

HERBARIUM

The Ayurveda and Unani systems of medicines are herbs and shrubs based. The students of Ayurveda, Unani, Colleges are taught for identification of Ayurveda and Unani Drugs. On the practical side there was a need to have a Herbarium. Under this back drop the Government in G.O.Ms. No. 2505, H, dated 14-12-57 sanctioned one Herbarium for growing of Medical plants. Originally the Harbarium was established in Chandulal Bardaria of Old City of Hyderabad. Subsequently it is shifted to Kattedan, Hyderabad near Indian Medicine Pharmacy (Ayur & Unani), In this Herbarium selected Herbs and Shrubs are grown demonstrated to the Students of Unani and Ayurveda Colleges located in the city under the supervision of Superintendent, Herbarium.

INDIAN MEDICINE PHARMACY (AYURVEDA AND UNANI)

"Medicines" play vital role in the filed of treatment. Necessary was felt that there should be pharmacies where pure Ayurveda and Unani medicines should be prepared and supplied to the concerned Hospitals

and Dispensaries. With this object in view necessary proposals have sent to the Government and accordingly the Government in G.O.Ms. No. 2549, H. dated 13-12-58 sanctioned two Indian Medicine Pharmacies one of Ayurveda and other for Unani. These Pharmacies started functioning in the premises of Nizamia General Hospital, Charminar, Hyderabad. But the functioning of these Pharmacies in the premises of the Hospital was causing pollution, besides disturbance to the patients of the Hospital. Therefore, they were shifted from Hospital and now functioning in Industrial area at Kattedan, R.R. Dist. The prime function of these Pharmacies is to purchase pure Raw Drugs as selected by the authorised Committees of the experts, convert them into compound medicines and there after those medicines are supplied to the Hospitals, Research Departments and the Dispensaries on Ayurveda and Unani Side under the supervision of Chief Superintendents.

LAY SECRETARIES AND TREASURER GRADE - II

The Colleges and Hospitals are the prime constituents of the Department, the Colleges and Hospitals are Headed by Technical Officers of the respective system of medicines. They are required to concentrate more on teaching or on the clinical side. It was noticed that discharge of duties and responsibilities of such technical Officer on administrative and financial side is coming in the way of discharge of their technical duties. Thereofre 1st time through G.O.Ms. No. 1463, H. dated 16-7-58 one post of Lay Secretary and Treasurer grade-II was sanctioned for Nizamia General Hospital Hyderabad. From time to time such posts are sanctioned for other colleges and Hospitals functioning under control of this Department.

DISPENSARIES :

There were Ayurveda and Unani Dispensaries in regime of Late Nizam VII of Hyderabad. On the eve of re-organise action of the states taken place on 1-11-56 such Dispensaries come to the State of Andhra Pradesh. In the erstwhile state of Andhra there was an Ayurveda Dispensary functioning at Banaganapally, Kurnool Dist. Having regard to the pouplarity of Ayurveda system of Medicine in Andhra Region that 1st

Dispensary which was sanctioned by the Government is Government Ayur. Dispensary Yinukonda in Guntur Dist through G.O.Ms. No. 1744, H, dated 16-8-58. Keeping in view the growing popularity of Indian Systems of Medicines in all the 3 regions of the state namely Rayalseema, Sarkar and Telangana and in order to expand the health care delivery through Indian Systems of Medicines, from time to time Government Ayurveda, Unani and Homoeopathy Dispensaries have been sanctioned by the Government. Besides Government Dispensaries there were Dispensaries of Indian systems of Medicines managed and controled by the Local Zilla Parishads and Municipalities. Pursuant to policy decisions taken by Govt. such Dispensaries are transferred to this Department. The Medical Officers of the Dispensaries are catering to the Medical needs of the Local inhabitants through Indian Systems of Medicines.

The present strength of Dispensaries is 1026.

CHAPTER - 2

POSITION WITHIN THE
ORGANISATION AND SPAN OF
INTERACTION WITHIN THE
DEPARTMENT

POSITION WITHIN THE ORGANISATION AND SPAN OF INTERACTION WITHIN THE DEPARTMENT.

When compared with the towns the Ayurveda, Unani and Homoeopathic System of medicines are more popular in the Villages where a sizeable portion of the population reside. Virtually Indian Systems of Medicines as Rural based but the recent trends in the field of Health Care delivery have shown that the Indian Systems of Medicines are steadily gaining the popularity among the masses living in the urban areas of the state. In order to cope up with the growing needs of Urban areas more and more Colleges, Hospitals and Dispensaries are been opened in Towns and Cities of the State of Andhra Pradesh.

CHAPTER - 3

**FUNCTIONS TO BE DISCHARGED
BY THE FUNCTIONARIES IN
INDIAN MEDICINE AND
HOMOEOPATHY DEPARTMENT**

FUNCTIONS TO BE DISCHARGED BY THE FUNCTIONARIES IN INDIAN MEDICINE AND HOMOEOPATHY DEPARTMENT

DIRECTOR / COMMISSIONER

General Functions :

He is at the helm of the affairs over all in charge of administration of the Department. He is responsible to see that the prime object of the Department i.e., providing medical relief to the ailing masses by adopting Indian Systems of Medicine is achieved upto the satisfaction of general public and the Government and he is responsible to see that all the relevant acts are implemented and the relevant rules are followed effectively and expeditiously by the members of the staff, concerned under him, strictly in accordance with the Instructions issued by the Government from time to time, He will also see that the Budget allotted to the Department is spent prudently by following Budget Manual, Financial Codes, Treasury Code etc. He will also see that the cases relating to the Department before Courts and Tribunals and the A.P. Legislative Assembly and its various sub-committees are attended with utmost promptitude. In the larger interest of the administration in the state of Andhra Pradesh he may give suitable suggestions to Government. In discharge of his arduous and onerous duties and responsibilities he will be assisted by the Offices at the Directorate and by the Heads of Institutions at the subordinate level.

STATUTORY FUNCTIONS :

He is the Licencing Authority for the manufacture and sale of Ayurveda / Unani/ Homoeopathy in the State of Andhra Pradesh (Notification under Rule 152 of Drugs and Cosmetics Rules 1945)

He is also ex-officio Secretary for the Board of Indian Medicine.

APPOINTING FUNCTIONS :

(A.P.) / IM & H Service Rules)

As per Rule 7 of A.P. State and Subordinate Service Rules, 1996 he is appointing authority upto the holders of the posts of Medical Officers (Ayurveda / Unani / Homoeopathy), Accounts Officer, Administrative Officer and Lay Secretary & Treasurer Grade-II.

(A.P. / IM & H Service Rule -3)

He is the appointing authority for the posts mentioned in the said rule.

CONTROLLING FUNCTIONS :

He may suspend and impose penalties for the good and sufficient reasons after following procedure laid down in A.P. Civil Services (CCA) Rules 1991 on the holders of the posts upto the level of Medical Officers (Ayurveda / Unani / Homoeopathy), Accounts Officer, administrative Officer and Lay Secretary & Tr. Gr. II.

DESK FUNCTIONS :

He has to dispose of the files circulated by Addl. Directors (Ayurveda / Unani / Homoeopathy) Deputy Director (Administration), Administration Officer, Accounts Officer and also inspector Board of Indian Medicine.

FIELD FUNCTIONS :

He may pay surprise visits to the Institutions and Dispensaries functioning under the control of this Department, besides he has to attend the meetings convened by the Ministers and Secretaries. Moreover he

has to attend the meetings of Public Accounts Committee, Assurances Committee etc., in the A.P. Legislative Assembly.

FINANCIAL FUNCTIONS :

The financial powers as delegated by Government from time to time (indicated below) are required to be discharged by the Director/ Commissioner.

FINANCIAL POWERS TO THE SPECIAL OFFICER / DIRECTOR / COMMISSIONER INDIAN MEDICINES & HOMOEOPATHY DEPARTMENT

1. **G.O.Ms. No. 2054,
Health Dt. 30-9-65**
 - i. To effect purchase of apparatus instruments etc Dated 30-9-65 under Item 3 of Appendix 7 of A.P. Financial code Vol. II upto Rs. 2000/- at a time.
 - ii. To purchase and to incur an expenditure on repairs of furniture including Steel Furniture under item 21 of Appendix 11 of A.P. Financial Code Vol. II upto 1500/-
 - iii. To effect purchases of hospital needs under item 24 of Appendix 7 of A.P. Financial Code Vol. II upto 2000 at a time.
 - iv. To purchase of green herbs, raw drugs upto Rs.2000/- at time.
 - v. To incur law charges under item 30 Appendix 7 of A.P. Financial Code vol. 2 upto 100/-

- | | | |
|----|------|---|
| | vi. | To effect local purchases of the stationary upto 100/- and repairs and Servicing to typewriter upto 50/- pa. |
| | vii. | To write of lossess under Appendix 23 of A.P. financial Code vol. 2 under Rs. 300/- in each case. |
| 2. | | Govt. Memo No.1-406/MM2/66-4, Health, dated 9-9-66 |
| | | Local purchase of stationary upto 100/- will be deleted sanctioned vide G.O.Ms. No. 2064 dated 30-9-65. |
| 3. | | G.O.Ms. No. 1588, Health, dated 1-9-69. |
| | i. | May incur expendiute to the extent necessary on buying plants manures and chemicals required for the Herbarium of Indian Medicine Homoeopathy Deptt. not exceeding to the general financial powers. |
| | ii. | may incur expenditure on cooking utencils and crockery for the hostel students of Nizamia Tibbi College and Govt. Ayur College upto extent of his general financial powers. |
| | iii. | may incur expenditure for the purpose of chemicals etc required for the laboratories located at Nizamia General Hospital, Hyd. upto the general financial powers delegated. |
| | iv. | may sanction the remuneration of CCIM Examination etc. |

4. G.O.Ms. No. 488, Health
Dated 20-5-76

according to the Scale and conditions prescribed by the Govt. from time to time.

In partial modification of the orders issued in the earlier G.Os the Govt. delegates the following enhanced the powers.

- i. to effect the purchase of appartus, instruments, etc under the item of appendix 7 of AP. Financial Code Vol.2 upto 5000/- at a time.
- ii. to purchase and to incur an expenditure on repairs of furniture under Item 21 appendix 7 of A.P. financial code vol. 2 upto 3000/- at a time.
- iii. to purchase of medicines & drugs and dressing materials etc. under item 24 appendix 7 of A.P. financial code vol. 2 upto 3000/- at a time.
- iv. to purchase of green herbs raw drugs etc for Indian Medicines Pharmacy upto 5000/- at a time.
- v. to incur law charges under 30 of Appendix 7 of A.P. Financial Code Vol. 2 upto 500/- at a time.
- vi. to effect local purchase of stationery under rule 7(b) of appendix 9 of A.P. Financial code Vol. 2 upto 5000/- p.a.

5. G.O.Ms No. 1098 M&H.
Dt. 16-11-76

The Government have constituted a committee with the following for examining and recommending larger delegation of financial powers and procedural changes in the existing delegations.

- a. Sri B.P.R., Vittal I.A.S.
Secretary to Govt. Finance & Planning Deptt.
- b. Sri C.R. Krishna Swamy Rao Sahib, I.A.S. Secy. to C.M.
- c. Sri B.C. Gangopadhyay, I.A.S.
Secretary to Govt., Medical & Helath.
- d. Sri. V. Sudarshan, I.A.S.,
Secretary to Govt.
Revenue Department.

The report submitted by the Committee was examined and approved by the Govt. as follows.

1. Losses relating to irrecoverable value of stores and public monies where there is no fraud of negligence is revised from Rs. 300/- to Rs. 600/-
2. Write off irrecoverable values is revised from Rs. 300/- to Rs. 1000/-
3. Purchase of apparatus and instruments etc. to Department

laboratory is revised from Rs. 2000/- to Rs. 10000/- p.a.

4. Purchase of book and maps etc Rs. 1000/- p.a.
5. Purchase of furniture is revised from Rs. 1500/- to Rs. 3000/- p.a. (subject to general guidelines and budget provision)
6. Purchase of tracing paper is revised from Rs. 200/- to Rs. 400/- p.a.
7. Purchase of Live stock is Rs. 10000/- p.a.
8. Hospital Charges and purchase of medicines is Revised from Rs. 2000/- to full powers subject to rate contract and budget provision.
9. Laboratory charges is revised to Rs. 2000/- to Rs. 4000/- p.a.
10. Grant in Aid powers to extended upto Rs. 500/- p.m. including medicines to the value of 25% of the grant in aid in Rural & Urban areas.
11. In all other cases the Govt. sanction may be obtained Grant-in-aid is revised from Rs. 120/- to Rs.500/- p.m. and from Rs. 5000/- p.m. to Rs. 10000/- p.a. sanctioned by the Govt. may be renewed by the Director

- for the period 3 years and in all other cases Govt. may renewed.
6. G.O.Ms. No. M&H
Dated 7-3-77
- (12) Sanctioned expenditure not exceeding Rs. 2000/- p.a. towards the payment of affiliation charges to the Universities concerned whenever they have to be paid to the Universities as per the Rules of the Universities.
7. G.O.Ms.No. 484 M&H
Dt. 23-7-79
- Sanction House Building to Advance to both Gazetted and Non-Gazetted Officers under their control in their respective Deptt. in accordance with the rules and instructions issued from time to time.

ADDL. DIRECTORS (AYURVEDA/UNANI/HOMOEOPATHY)

General Functions :

They are representatives of the respective systems of medicines. They have to act as technical advisors to the Commissioner on all the matters involving the particular system of medicine up to the satisfaction of the personal associated with the system.

Desk functions :

They have to dispose of the files etc submitted by the Office superintendents working in the Commissionerate.

Field Functions :

Occasionally they have to pay surprise visits to the institutions and dispensaries of the respective systems functioning under the control of this department to ensure proper functioning of the institutions of the dispensaries.

At times they have to conduct enquiries against the Medical Officers.

Following are the administrative powers delegated to them.

DELEGATION OF POWERS TO THE ADDITIONAL DIRECTOR AND DEPUTY DIRECTOR (ADMN) : INDIAN MEDICINES & HOMOEOPATHY DEPARTMENT

1. O.O. No. 915/EST.I/86,
dated 18-10-86

Additional Directors

Declaration of Probation of Jr. Medical Officers of the concerned system

Deputy Director (Admn)

1. Sanction of leave and Annual Grade Increments of all the NGOs of the Directorate
2. Declaration of probation of Jr. Assts/Typists of the Directorate

2. O.O.No. 36/Est.I/87,
dated 16-1-87

Additional Director

In order to minimise the work at his level and enabling him to concentrate on important matters relating to development of department, the Director, IM& HD authorised the Addl. Directors and Deputy Director (Admn) to approve the draft orders, proceedings in cases where note orders passed by the directorate in routine and un-complicated types of cases.

3. O.O.No.387/Estt.1/93
dated 21-10-93

Deputy Director (Admn)

In order to relieve the Head of the Department i.e. Commissioner, Indian Medicines & Homoeopathy Department from routine

administrative work, the powers relating to exemption from passing telugu language test in respect of Ministerial staff of this Department are delegated to Deputy Director (Admn) who will dispose off the same accordingly to Rules on the subject on his own responsibility and his accountability to the Head of the Department.

4. O.O.No. 385/E1/93,
Dated 21-3-93

Additional Directors

In order to relieve the Head of Department from routine work, the powers relation to exemption from pension, telugu language test in respect of categories of Medical Officer/Lecturers/Sr. Medical Officers/Asst. Professors/Drug Inspectors/Radiologist/Bio-Chemist/ Tech. Assistants in P.G. unit working in the systems concerned of their Department are delegated to Additional Directors who will dispose of the same, accordingly to rules on the subject on their own responsibilities and their accountability to the Head of the Department.

5. C.P.Rc.No. 8951/E1/93,
Dated 21-5-93

Deputy Director (Admn)

In order to relieve the Head of the Department from routine administrative Work the powers relating to leave/increments/ L.T.C./Declaration of Home Town excpet postings to the postings of to the categories of Superintendts/Sr.

- Assts/Jr. Assts and Typists are delegated to the Deputy Director (Admn) with immediate effect who will dispose the same according to rules on the subject on his own responsibility and accountability to the Head of the Department.
6. **O.O.No. 242/E1/93**
Dated 10-5-93
- Deputy Director (Admn)**
In order to relieve the Head of the Department from routine Admn. Work the powers relating Declaration of Home Town in respect of Ministerial staff of this Department are delegated to the Deputy Director (Admn) and all Class-IV employees of this Department to Administrative Officer who will dispose the same according to rules on the subject on his own responsibility and accountability to the Head of the Department.
7. **O.O.No. 203(E1/93)**
Dated 29-4-93
- Additional Directors**
In order to relieve the Head of the Department from routine admn. Work the powers relating to Declaration of Home Town in respect of the categories of Sr. Medical Officers/ Asst. Professors / Medical Officer/ Lecturers/Biochemist/Tech Assist in P.G. Unit working in the systems concerned of this Department are delegated to the Addl. Directors who will dispose the same according to rules on the subject on his own responsibility and accountability to the Head of the Department.

8. O.O.No. 114/E1/93
Dated 11-2-93

Additional Directors

In order to relieve the Head of the Department from routine admn. Work, in future all parawise remarks in O.As./W.Ps. etc. relating to this Department are to be scrutinised and approved by the Additional Directors concerned and Draft Counter Affidavit approved by them unless it is very important such as Daily Honorarium Medical Officers O.A. in which special leave petition is filed in Supreme Court and also in cases where policy has to be decided either by Head of the Department or Government.

9. O.O.No. 2/E1/93
Dated 11-1-93

Additional Directors

In order to relieve the Head of the Department from routine admn. Work the following powers are delegated to the Addl. Directors, who will dispose the same according to rules on the subject on his own responsibility and accountability to the Head of the Department who is now delegating the following powers to them.

Sanction of LTC claims, 80% of LTC claims, G.P.F. Advances, all kinds of Leaves upto 3 months

Correspondences and forwarding of the pension papers, to all Sr. Medical Officers/Asst. Professors/Medical Officer/Lecturers/Biochemist/Tech. Assist working in this Department concerned.

Sanction of stipends/scholarships to the U.G./P.G. students

Renewal of rents of the rented buildings of this Department provided there is no change/enhancement in the rents of Dispensaries/Institutions.

There will be a monthly review on 5th of every month commence from 5th February, 1993 with the officers who are delegated with the above powers by the Commissioner to review the disposal of files every month by them. The Additional Directors are requested to maintain the Stock files of the orders issued by them under the above powers which will be reviewed by the Commissioner during the monthly review.

10. C.P.Rc.No. 201/E1/94
Dated 8-7-94

Deputy Director (Admn)

In order to relieve the Head of the Department from routine admn. Work the powers relating to reimbursement of educational concession to the employees of this Department are delegated to the Deputy Director (Admn), Commissioner of Indian Medicines & Homoeopathy Department with immediate effect who will dispose the same according to rules on the subject on his own responsibility and accountability to the Head of the Department.

11. Memo. No. 21979/E1/94
Dated 26-11-94

Deputy Director (Admn)

In order to ensure power sanction of Loans and Advances to the Govt. employees, the powers in so far as

they relate to sanction of Marriage advances to all the N.G.Os of the Directorate/Office of the Commissioner and subordinate Officers of Indian Medicines & Homoeopathy Department delegated to Deputy Director (Admn) vide in the Ref. Of O.O.No. 1/E1/93, dated 11-1-93 are withdrawn with immediate effect.

The files relating to Marriage advances should be routed through the Additional Directors concerned through Accounts Officer/Admn. Officer and Deputy Director (Admn) to the Commissioner, Indian Medicines & Homoeopathy Department.

**12. O.O.No. 291/E1/95
Dated 20-7-95**

Additional Directors

In order to relieve the Head of the Department from routine admn. Work the following powers are delegated to the Addl. Directors, who will dispose the same according to rules on the subject on his own responsibility and accountability to the Head of the Department who is now delegating the following powers to them :

Sanction of LTC claims, 80% of LTC claims, G.P.F. Advances, all kinds of Leaves upto 3 months, correspondences and forwarding of the pension papers, to all Chief Medical Officers/Professors working in this Department concerned.

The above orders will not apply to all the Unit Officers viz. Superintendents of the Hospitals and Chief Superintendents of the Pharmacies and Regional Deputy Director.

PRINCIPALS (AYURVEDA, UNANI & HOMOEOPATHIC COLLEGES)

Their paramount responsibilities are to see that the courses recognised by the University of Health Sciences, are taught and examinations conducted for the students of the Colleges, according to the norms and tenets prescribed by the Central Council of Indian Medicine. They are in-charge of the administration of the respective college and responsible for proper functioning of the colleges adhering to the provisions laid down in the relevant Acts, Rules etc. They have to discharge the following duties.

1. Assignment of teaching duties to the academicians working under them.
2. Finalisation of Time Tables.
3. Conduct of Examinations.
4. Spending of the budget allocated to the Colleges according to Budget Manual, Financial Code, Treasury Code etc.
5. Preparation and submission of number statement, expenditure statements and other reports to the Directorate.
6. Writing of Confidential Reports for the officers belonging to State Services.
7. Drawal and disbursement of salaries etc. to the numbers of the staff of the Colleges.
8. The Principal, Nizamia Tibbi College, will conduct recruitment, regulations services, declare probation and issue seniority lists in respect of the holders of the posts for which he is appointing authority.

9. Conduct of periodical scientific colloquim and seminars for the benefit of the students.

In discharge of their duties and responsibilities they will be assisted by the Law Secretary & Treasurer Grade-II on administrative and financial scale and by the Professors, Readers, Lecturers etc., on teaching scale.

The Principal, Govt. Nizamia Tibbi College, Hyderabad being the Head of the State Level Institution under the Presidential Order, is the authority competent to make appointments to the posts laid down in rule 3 of A.P. Indian Medicines and Homoeopathy Subordinate Service.

DESK FUNCTIONS :

They have to dispose of the files etc. received from Lay Secretary & Treasureer Gr. II.

FIELD FUNCTIONS :

At times they have to pay surprise visits to the classes to ensure proper functioning of teaching programme according to the prescribed Time-table.

Following of the Financial powers delegated to them.

VICE-PRINCIPALS (AYURVEDA, UNANI & HOMOEOPATHY COLLEGES)

He has to assist the Principal in academic work and conducting of classes in implementing of teaching Programmes, conducting of Examinations, Preparation of Time-Tables, attendance of staff members etc. He has to assist the Principal in all other administrative matters and also the matters in connection with the students.

Whenever the principal is on leave, or other duty he has to attend the routine duties of the Principal except policy decisions and matters relating to finance.

PROFESSORS P.G. (AYURVEDA, UNANI & HOMOEOPATHIC) :

He is the head of one P.G. Department concerned and having control over his sub-ordinate colleagues like readers, Gazetted Lecturers, Technical Assistants, Para Medical Staff & other staff. He has to perform similar duties of professor and Head of the Department. He has to plan Programme and organise all academic activities pertaining to his speciality as per the syllabus curriculum prescribed by the C.C.I.M., and U.H.S. stipulations etc., such as preparation of Time-Table (Theory/Clinical/Practicals) preparation of synopsis of Lecturers. Arranging clinical meetings group discussions, Seminars, Guest Lecturers, etc., Arranging educational tours also. He is responsible for checking attendance and its submission to the Principal periodically.

The following are the clinical & Administrative duties.

CLINICAL : Over all control and Supervision of beds and O.P. Department allotted to the concerned speciality. All duties prescribed for Clinical Professors and heads of Departments of Clinical subjects.

ADMINISTRATIVE : Grant of Casual Leaves, maintenance of attendance register, of the teaching and non-teaching staff in P.G. Unit and P.G. Scholars and also he has to initiate Annual confidential reports on the teaching and non-teaching staff of the P.G. Unit. He has to control and supervising over the P.G. Laboratories etc .

REGIONAL DEPUTY DIRECTORS :

GENERAL FUNCTIONS :

Their paramount responsibility is to ensure proper functioning of all the dispensaries under their jurisdiction. They are subject to discharge of the duties and responsibilities as prescribed in the department in Circular No. 94/54/Estt. 1/85, dated 6-4-1985. More over they have to conduct recruitment regularisation of services, declare probation and issue of seniority lists in respect of the posts for which they are appointing authority.

They are the authorities competent to make appointments to the posts mentioned in the Rule 3 of the A.P. Indian Medicines & Homoeopathy Subordinate Service.

DESK FUNCTIONS :

They have to clear off the files submitted by the Ministerial staff working under them expeditiously to ensure prompt submission of the replies etc., to the concerned authorities.

FIELD FUNCTIONS :

They have to make surprise visits, as many as possible to the dispensaries functioning in the respective regions to ensure proper functioning of the dispensaries to the satisfaction of Local inhabitants.

At times they have to conduct enquiries entrusted by the Commissioner/Director.

Following are the administrative powers delegated to them.

DEPUTY DIRECTORS (ADMINISTRATION)

He exercise general supervision and control over the staff under him and he is responsible looking after the members of the staff of the Directorate/Commissionerate attend the work allotted to them, efficiently and expeditiously. He has to render necessary assistance in all official matters.

Besides the aforesaid duties, he has to be followed the special duties as narrated here under.

1. Rational distributions of the subjects among the various sections of the Directorate/Commissionerate.
2. Arranging of the Meetings of the Heads of institutions and Regional Deputy Directors with the Director/Commissioner.
3. Responsibility for all other matters not falling within the categories of subjects assigned to the officers of this Directorate/Commissionerate.

4. Preparation for all the meetings of the Director with the Honourable Members, Secretaries and representatives of Employees Students etc.
5. Prompt attendance of the cases before Courts, A.P. Legislative Assembly and its Committees.
6. Periodical review of the functioning of the Directorate/Commissionerate.

DESK FUNCTIONS :

He has to clear off the files received from the office Superintendents meeting under him.

FIELD FUNCTIONS :

He has to make a surprise visit to the offices of this department to ensure their proper functioning.

SUPERINTENDENTS OF THE HOSPITAL (AYURVEDA, UNANI AND HOMOEOPATHY)

GENERAL FUNCTIONS :

Their prime responsibility is to provide medical relief to the patients through the respective systems of medicines with which they are concerned. They are in-charge of administration and responsible for proper functioning of the respective hospitals. They are required to discharge the following duties.

1. Posting of Medical Officers and House Surgeons etc., to various Wards and Units of the Hospital.
2. Spending of Budget allocated according to relevant manual codes etc.
3. Preparation and submission of indents, number statement, expenditure statements and other reports to the Directorate.

4. Drawal and disbursement of salaries etc. to the members of the staff of the hospital.
5. Writing of Confidential Reports of Gazetted Officers.
6. Conduct of Periodical review meetings to ensure proper functioning of the hospital.
7. The Superintendent, Govt, Nizamia General Hospital will also conduct recruitment, regularise services, declare probation and issue seniority lists for holders of the posts for which he is appointing authority.

They may conduct periodical medical camps for the benefit of the local inhabitants and propagation of respective system of medicine.

They are responsible to see that the Wards, Units, Toilets etc of the hospital are regularly cleaned neatly to maintain high degree of hygenic conditions of the hospital.

In discharge of their duties and responsibilities, they are assisted by Lay Secretary & Treasurer Grade-II on non-technical scale and by the Chief Medical Officers on technical scale.

The Superintendent Nizamia General Hospital, Hyderabad being the Head of State Level Institution under the Presidential order is the competent authority to make appointments to the posts laid down in rule 3 of A.P. Indian Medicines & Homoeopathy Subordinate Service.

DESK FUNCTIONS :

They have to clear of the files etc., received from Lay secretary / Office Superintendent. Periodically they have to preside over the meetings with the technical staff of the Hospital to review the functioning of the Hospitals.

FIELD FUNCTIONS :

All times they have to take round of the wards/units of the Hospital

to ensure their proper functioning. They have to attend the meetings in the Commissionerate / Directorate whenever they are required to do so.

CHIEF SUPERINTENDENTS OF PHARMACIES (AYURVEDA & UNANI)

The main responsibility to be seen by them is that pure Raw Drugs are purchased, Compound medicines are manufactured according to the formulas in the Pharmacopia and their supplies are effected to Unani and Ayurvedic Hospitals and dispensaries in time. They are responsible for proper utilisation of the Budget allocated to the respective Pharmacy, smooth functioning of the Pharmacy, drawal and disbursement of salaries to the staff, maintenance of required registers, according to the relevant Acts. Rules etc.

In discharge of their duties and responsibilities, they will be assisted by Accounts Officer on non-technical scale and the Senior Medical Officers on technical scale.

SUPERINTENDENT HERBARIUM

He is responsible for proper growth of Herbs and Sherbs and their administration to the visiting students of the Colleges. He is subject to discharge the same duties and responsibilities as prescribed in general to other Heads of the Institutions of Department.

RESEARCH OFFICERS (AYURVEDA, UNANI & HOMOEOPATHY)

Their prime responsibility is to conduct research on the diseases stretched and submit reports to the Director. They will also discharge same duties and responsibilities as prescribed in general to other heads of institutions of the Department.

CHIEF MEDICAL OFFICER (AYURVEDA / UNANI / HOMOEOPATHY)

They are responsible to see that the Ward or Unit of the hospital headed by them function smoothly and effectively. Chief Medical Officers in-charge of the Wards will daily take rounds of the wards, examine the patients and prescribe the suitable medicines, diet for expenditure recovery of health of the patients.

They will have effective control over members of the staff working under them to ensure efficient and effective functioning of the ward or unit. They will also attend, if entrusted the side clinics for the students of the attached college. They will render necessary assistance to the Superintendent on day to day administration of the Hospital.

REGISTRAR BOARDS AYURVEDA & HOMOEOPATHY :

GENERAL FUNCTION :

As per the A.P. (Andhra Area) Medical Practitioners Act. 1956 prime function is to see that the certificates produced by the institutionally qualified graduates in Ayurveda and Homoeopathy Systems of medicine from Andhra area are registered in the relevant records of this office.

STATUTORY FUNCTIONS :

The Registrar is the Secretary of both, the Boards for Ayurveda and Homoeopathy and as to act as Treasurer of both the Boards.

All inspectors, officers and Servants of the Board shall be under the administrative control and supervision of the Registrar who may subject to such conditions as may be provided for in the regulations, impose on any such Inspector, Officer or Servant any of the following penalties, viz.

- i. Censure
- ii. Withholding of increments or promotion, including stoppage at an efficiency bar ;
- iii. Reduction to a lower post or time scale, or to a lower stage in a time scale;

- iv. Fine;
- v. Recovery from pay of the whole or part of any pecuniary loss caused to the Board.
- vi. Suspension;
- vii. Removal from service of the Board which does not disqualify from future employment; and
- viii. Dismissal from the service of the Board, which disqualifies from future employment.

INSPECTING MEDICAL OFFICER

The following are the duties and responsibilities assigned to the holder of the post.

- a) Periodical inspection of Municipal dispensaries, Panchayat Samithis urban and rural dispensaries, grant-in-aid institutions and follow up action under the orders of the Commissioner/Director.
- b) Filling of written complaints against the Bogus institutions, awarding degrees and diplomas in Ayurveda, Unani and Homoeopathy systems of Medicine.
- c) Clearance for technical sanction of Indents for medicines received from Rural Medical Practitioners Working under Zilla Parishads and Panchayat Samithis.

INSPECTOR, BOARD OF INDIAN MEDICINE

His main responsibility is to follow the rules of the Board of Indian Medicine, Hyderabad (Deccan), 1954 issued by the Raj Pramukh of the erstwhile Government of Hyderabad issued to the Notification No. 8068, dt. 20-9-1954. He has to register the certificates produced by the institutionally qualified graduates in Ayurveda, Unani and Homoeopathy systems of medicine from Telangana areas. He is also responsible for administration of Andhra Pradesh Indian Medicines in Homoeopathy Act 1983.

RESIDENT MEDICAL OFFICERS

Their main responsibility is to render necessary assistance to the Superintendent of the respective Hospitals in discharge of their duties and responsibilities on technical side. It is their duty to see that hygienic conditions of the high degree is maintained in vicinity of the hospital and that all the members of the staff of the hospital attend their duties regularly punctually.

PROFESSORS (AYURVEDA,. UNANI AND HOMOEOPATHY) LECTURER P.G. (AYURVEDA, UNANI, READER P.G. (AYURVEDA, UNANI) :

Their main duty is to deliver Lectures to the students of the College according to the prescribed curriculum and syllabus. They will have to discharge collecteral duty on hospital side, if entrusted. The Profesors in-charge of various departments of the college will be responsible for efficient and effective functioning of the department. They should see that the employees placed under them work regularly and promptly. They will render assistance to the Principal in technical matters.

DEPUTY CIVIL SURGEONS (OPHTHEAMALOGY, SURGEON, GYN. OBST. DENTAL)

They are in-charge of concerned units in the hospital. They have to see that their units are maintained regularly and punctually neat and tidy. They are responsible to see that the patients visiting to their units are attended efficiently and expeditiously. In discharge of their duties and responsibilities, they are assisted by member of Medical and Para-Medical Staff.

SENIOR MEDICAL OFFICERS (AYURVEDA, UNANI AND HOMOEOPATHY) :

1. They are in-charge of the dispensaries in located in the District Head Quarters, if they posted in a dispensary.

2. They will assist the Chief Medical Officers and look after the patients attended to the hospital if they are posted in hospital.
3. Examine the patients and prescribe the suitable medicine to the patients visiting the dispensaries.
4. Write the Nominal Register, Out-Patient Register in their own hand writing.
5. Submit the monthly expenditure statements required for reconciliation to the Directorate by 5th every month.
6. Submit the report regarding the patients attended the dispensary to the Chief Superintendent, India Medicines Pharmacy (Ayurveda.)

ASSISTANT PROFESSORS (AYURVEDA, UNANI AND HOMOEOPATHY) :

1. They have to take the classes to the students studying in the colleges in respect of the respective systems.
2. They have to attend the classes as per the periods allotted to them.
3. They have to assist the Professors and follow up the instructions of the Professors.
4. They have to attend the clinical duties of the hospital in respect of their systems as per the allotment made by the principal.

AYURVEDIC ASSISTANT, UNANI ASSISTANT & ASSISTANT RESEARCH OFFICER (HOMOEOPATHY) :

1. They will assist the Research Officers in regard to the analysis/ Research work taken up by the Research Officer concerned.
2. They will also attend the patients, allotted by the Superintendent of the hospital.

PATHOLOGIST - CUM - BIOCHEMIST :

1. He has to attend the patients referred by the Doctors clinical examinations.
2. He has to give Clinical Reports of the patients .,
3. He has to take classes in regard to the Clinical Reports.

ANAESTHETIST / RADIOLOGIST :

1. He has to provide Medical Care to the patients in their respective units.
2. He has to take classes, in the colleges in regard to their respective units.

SCIENTIFIC OFFICER :

1. He has to analysis the Medicines prepared by Government Indian Medicine Pharmacy (Ayurveda, Unani) and submit reports.
2. He has to send the reports for the medicine prepared and Collected from Private pharmacies by the Drug Inspectors.
3. To take samples of the drugs manufactured on the premises and send them for test or analysis in accordance with these ruler.
4. To institute prosecutions in respect of breaches of the Act and Rules thereunder.

ACCOUNT OFFICERS / LAY SECRETARIES & TREASURERS GRADE - II :

Holders of these posts have to discharge the same duties and responsibilities as prescribed by the Governement in G.O. Rt. No. 1416, Finance, dated 1-7-1997.

DESK FUNCTIONS :

They have to dispose of the files, Cash book, acquittances roll registers etc., submitted by the Ministerial staff.

FIELD FUNCTIONS :

They have to attend meetings in the Secretariat and Pay Accounts Office periodically they have to conduct physical varification of the stores of the respective institutions.

At times they have to supervise reconciliation work in Accountant General's Office and the concerned Banks.

ADMINISTRATIVE OFFICER :

It shall be his duty of seeing to the proper work by the members of the staff under him. He is responsible to see that records, registers etc., in the sections are regularly and properly maintained.

DESK FUNCTIONS :

He has to attend the files received from the concerned Office Superintendent.

MEDICAL OFFICERS (AYURVEDA, UNANI AND HOMOEOPATHY).

1. Examine the patients and prescribe the suitable medicines to the patients visiting the dispensaries.
2. Write the Nominal Register, Out-Patient Registrar in their own hand writing.
3. Submit the monthly expenditure statements required for reconciliation to the Directorate by 5th of every month.
4. Submit the report regarding the patients attended by the dispensary to the Chief Superintendent, Indian medicines Pharmacy (Ayurveda.)

LECTURERS (AYURVEDA, UNANI AND HOMOEOPATHY)

1. They have to take classes to the students in their respective systems
2. They have to attend the classes as per the periods allotted to them,
3. They have to assist the Assistant Professors and follow up the instructions of the Heads of Departments.
4. They have to attend the Clinical duties of the hospitals, in their respective systems, as per the allotment made by the Principal.

DRUG INSPECTORS (AYURVEDA, UNANI AND HOMOEOPATHY)

Subject to the instructions of the controlling authority, it shall be the duty of an inspector authorised to inspect premises licenced for the sale of drugs.

1. To inspect not less than twice a year all establishment licenced for the sale of drugs within the assigned to him.
2. To satisfy himself that the conditions of the Licence are being observed.
3. To procure and send for test of analysis, if necessary, imported packages which he has reason to suspect contain drugs being sold or stocked or exhibited for sale in contravention of the provision of the Act or Rules thereunder.
4. To investigate any complaint in writing may be made to him.
5. To institute prosecutions in respect of breaches of the Act and Rules and thereunder.
6. To maintain a record of all inspections made and action taken by him in the performance of his duties, including the taking of samples and the seizure of stocks, and to submit copies of such record to the controlling authority.
7. To make such enquiries and inspections as may be necessary to detect the sale of drugs in contravention of the Act.

8. When so authorised by the State Government, to detain imported packages which he has reason to suspend contain drugs, the import of which is prohibited.

DUTIES OF INSPECTORS SPECIALLY AUTHORISED TO INSPECT THE MANUFACTURE OF DRUGS.

Subject to the instructions of the controlling authority it shall be the duty of an inspector authorised to inspect the manufacture of drugs.

1. To inspect not less than twice a year, all premises licenced for manufacture of drugs within the area allotted to him and to satisfy himself that the conditions of the licence and provisions of the Act and Rules thereunder are being observed.
2. In the case of establishments licenced to manufacture products specified in Scheduled C and C (1) of inspect the plant and the process of manufacture, the means employed for standarising and testing the drug, the methods and place of storage, the technical qualifications of the staff employed and all details of location, construction and administration of the establishment likely to effect the potency or purity of the product.
3. To send forthwith to the controlling authority after each inspection a detailed report indicating the conditions of the licence and provisions of the Act and Rules thereunder which are being observed and the conditions and provisions, if any which are not being observed.

OFFICE SUPERITENDENT

The Superintendent is incharge of the Section in the Directorate of Office of any institution under the control of this department. He is assisted by a certain number of Senior Assistants or Junior Assistants. He is directly responsible to the officers under whom he works, for the efficient and expeditious dispatch of business in all stages in the section. The guidance of the Senior Assistant under him is one of the Principal function. He

must see that the Senior Assistants under him properly apply Acts, Rules, Directions of the Courts etc., Do not waste time in needless noting and correspondence and that emergent matters are given priority. Matters of emergent or Confidential nature will be attended by himself. He is responsible for accuracy of the notes and cogent drafts providing his sections. He is responsible for periodical checking of Personal Registers. He is not excepted to express views or suggest what orders should be passed on a case except when there is clear precedent or the case is of a routine nature or the orders necessarily follow from some provision of Law or Rule. He should check correctness of the facts stated in Notes or Drafts. He is responsible for all the Registers required to be maintained and absolute discipline in the section. He will have to see that all the Tappal marked to his section are recorded, enlists in the Personal Register and attended expeditiously.

SENIOR ASSISTANT

The main duty of the Senior Assistant is to attend all the subjects allotted to him duly applying the relevant Acts, Rules and directions of the Court if any. He has to put up succinct and lucid notes, cogent drafts efficiently and expeditiously. He has to render necessary assistance whenever needed to the Office Superintendent.

JUNIOR ASSISTANT

He has to secure all the tappal marked to section and seen by the Office Superintendent enter in the Personal Register and to the concerned file and pass on the Senior Assistant. He will have to maintain the required registers.

TYPISTS :

The main duty of a Typist is to attend the typing work entrusted to him efficiently and expeditiously.

U.D. STENO GRAPHER

1. He is responsible to attend the work of the Director's Peshi.

2. He has to send the files to the Director submitted by the concerned sections and also returned the files to the concerned sections, approved by the Director.
3. He is responsible to allot the work to the L.D. Steno Graphers.

L.D. STENO GRAPHER :

1. They will take dictations from the officers concerned.
2. They will receive the Telephone messages received from other Officers/Secretariat.
3. They will responsible to Type the matter given by the officers whenever required by the Officer.
4. They have to work with the instructions of U.D. Steno Graphers.

SUPERVISOR / STORE KEEPER

1. He is incharge of the stores.
2. He has to issue the diet articles/stores items as per the requirement made by the concerned officers according to availability.
3. He has to submit indents to the concerned officers for its sanctions.
4. He is responsible to maintain the stock registers.

TELEPHONE OPERATORS :

1. He has to receive the calls pertaining to office.
2. He has to maintain the register of calls and submit to the officer concerned.
3. He has to receive the telephone bills and see the calls booked by him and submit to the concerned officer.
4. He has to book the T.M. and Phone Grams as per the orders approved by the officers concerned.

5. He has to maintain the calls (Trunk Calls) book by him.
6. He has to allow all the Official calls made by the office staff.

COMPOUNDERS (AYURVEDA, UNANI & HOMOEOPATHY) WORKING IN THE DISPENSARIES. :

Following are the duties to be discharged by the Compounders working in the Government dispensaries under the control of the department.

1. Supply of medicines to the patients visiting according to the prescriptions made by the in-charge of the dispensaries.
2. Writing of Nominal Register in the absence of Medical Officers.
3. Preparation and submission of :
 - a. expenditure statements for reconciliation.
 - b. Reports regarding number of patients attended by the dispensary.
 - c. Pay bills, Contingent bills etc.
 - d. Replies to the communications received in the dispensary.
4. Submission of bills to the Treasury concerned and receipt of amounts
5. Maintenance of Cash Book, Acquittance Roll, Treasury Bill Book, Stock register and any registers required to be maintained. They have to render necessary assistance to the Medical Officers in discharge of their duties and responsibilities to ensure proper and smooth functioning of the dispensaries.

WORKING IN PHARMACIES :

It shall be their duty to see that the Ayurveda and Unani medicines are manufactured according to the formula prescribed in the Pharmacopia.

STAFF NURSE :

Her main duty is to attend the patient and see that the medicines prescribed are administered and diet prescribed is supplied. She has to maintain the registers required to be maintained in the ward.

OPHTHOLMIC TECHNICIAN

His main duty is to examine the eyes of the patients and submit report to the in-charge of Optholmic unit.

RADIOGRAPHER :

He has to take properly x-ray films of the particular organ of body of the patient as indicated by the concerned Medical Officer, prepare the film and submit the same to Radiologist.

AUXILLARY NURSE-MID-WIFE (ANM)

She has to attend Gynic and maternity cases according to the instructions. of the Medical Officer concerned.

DARK ROOM ASSISTANT :

His main duty is to properly develop the films.

HEAD MASSAGIST :

He is responsible to see that the work of massage to the patients is attended properly by the Massagist working under him. In the absence of Massagist he himself is required to attend the cases of massage.

LAB ATTENDER, LAB ASSISTANT, LAB BOYS AND LAB ATTENENDANT :

His duty is to render necessary assitance to the Lab Technician and carry out the instructions of the Medical Officers posted in the Laboratory.

THEATRE ATTENDER :

He has to discharge his duty as per the instructions of the Dy. Civil Surgeon incharge of Operation Theatre.

MASSAGIST :

His main duty is to do massage to the patients visiting the unit.

STATISTICIAN :

1. He will see the figures and submit the monthly reports to the concerned departments through the Heads of the Department.
2. He will Supervise the work of the Department in regard to Statistical figures.
3. He will see the files relating to official language, property statements etc.

HEAD NURSES :

1. She is responsible for the maintenance of hygenic conditions of the hospital.
2. Responsibility in regard to the duty allotment of the Nurses under her control under the supervision of the ward incharge.

SCIENTIFIC ASSISTANT :

1. He is responsible to verify the formulas for preparation of Ayurvedic and Unani Drugs.
2. He has to submit reports to scientific officer and to follow the instructions of the scientific officers.

PHARMACEUTICAL CHEMIST :

1. He will attend the work relating to the formulas prepared by the

Pharmacies Ayurveda, Unani and to maintain the hygenic of the Drug.

2. He has to submit reports to the concerned Heads of Departments.

REGISTER WRITERS :

They are required to take entry of Out-Patient chits containing the name of the patient, medicines prescribed etc., in the relevant registrar. They will assist the Compounders / Junior Assistant in preparation of the Statement showing the patients attended by the hospital or dispensary.

JARRAHS (DRESSERS)

Their main duty is to attend cases related to bones, muscles etc. They have to attend cases of circumssion also.

DAYAS :

They have to attend gyneic cases as per the instructions of Lady doctors.

RECORD ASSISTANT :

1. He is incharge of the record room under superivising of the concerned Officer.
2. He has to look after the files maintained yearwise with the assistance of the Attender alloted to him.
3. He has to receipt and issue of records whenever call by the concerned sections.

RONEO OPERATOR :

1. To take the work of Homeo supplied by the concerned sections.
2. He has to maintained the record for the work done by him and submit before the concerned officer.

LAB ASSISTANT / LAB ATTENDER / THEATARATE ATTENDER :

1. He will assist the work in connection with the Lab allotted by the concerned
2. He will act as per the instructions issued by the Lab Technician.

X-RAY ATTENDER

He will work according to the instructions of Radiologist incharge of X-ray unit of the Hospital.

LIBRARIAN GRADE - I

He is in charge of the Library. He is responsible to see that the books in the Library are not exposed to vagaries of weather and are protected from insects etc. He has to see that the stock registers are maintained properly. He is responsible for periodical conduct of physical verification to see that ground balance carries with the book balance of the Stock Register.

LIBRARIAN GRADE - II

He has to maintain the stock register of book and render necessary assistance to the Librarian Grade - I.

STOCK VERIFIERS (AYURVEDA AND UNANI)

Their main duty is to verify the stock of raw drugs and medicines. They have to maintain stock registers.

LADY SUPERINTENDENTS :

She has to attend day to day problems and grievances of female students of the College.

PHOTOGRAPHER :

His main duty is to take photographs of the patients at various stages of the treatment.

HOUSE KEEPER :

He has to do watch and ward duty at the hostel for the students of the College.

STORE KEEPER :

His prime duty is to receive the articles in accordance with the prescription made in the supply order in good condition, store them at proper place and to enter articles in the relevant stock register. It is also his duty to see that the physical verification of the stores is conducted periodically and the discrepancies found in ground balance and book balance are accounted for according to the provisions laid down in the relevant codes.

NURSING ORDERLY

Bed making, dressing of wounds Ulcers and burns should be done whenever necessary. They have to work in OPDS and IPDS.

BOOK KEEPER :

Maintenance of the books is the main duty of holder the post.

TELEPHONE BOYS :

They have to attend all the telephone calls with the utmost courtesy and politeness and to maintain the required register of Telephone calls.

BOOK BEARER :

It is his duty to work as per the instructions of in-charge of Library.

ELECTRICIANS :

It is their duty to maintain all the electric installations properly to ensure uninterrupted supply of power.

DRIVERS :

Their main duty is to drive the Government vehicles cautiously. They are responsible for keeping the vehicles in order.

RONEO OPERATOR

His main duty is to get the required number of copies roneoed. It is his responsibility to keep the machine in order.

MECHANIC :

Maintenance of the machines by carrying out timely repairs is his main duty.

CARPENTER :

Carrying out necessary carpentry to wooden furniture is his main duty.

CHAPTER - 3 (a)

**FUNCTIONING OF AUDIT CELL
(AUDIT) SECTION INDIAN
MEDICINES & HOMOEOPATHY
DEPARTMENT**

FUNCTIONING OF AUDIT CELL (AUDIT) SECTION INDIAN MEDICINES & HOMOEOPATHY DEPARTMENT

The Audit Cell section has been created by the Government in the Directorate. Indian Medicines & Homoeopathy Department, Andhra Pradesh, Secunderabad in G.O.Ms. No. 527/M&H/R2/Deptt. Dated 23-9-85, with the following posts temporarily w.e.f. 1-10-85 and further continued by the Government from time to time.

AUDIT CELL SECTION

- | | |
|--|---|
| 1) Senior Auditor
(presently called as Office Superintendent) | 1 |
| 2) U.D. Accountants | 2 |
| 3) L.D. Accountant-Cum-Typist | 1 |

1. The main object for certain of the above posts to have an internal check of the accounts of Dispensaries/Hospitals/Regional Deputy Directors under the control of the Director. Indian Medicines & Homoeopathy Department by the Audit party, besides the following action on Accountant Generals audit paras so as to detect the misappropriation cases/irregularities and also to see the proper maintenance of accounts etc.
2. The following subjects are allotted to the Audit section besides the inspections on the Departmental institutions/Unit Officers.

- a) To attend the files relating to condemnation of articles in respect of Dispensaries/Hospitals/Research Departments in the State under the control of the Director, Indian Medicines & homoeopathy Department.
- b) To attend the work regarding maintenance of office vehicles.
- c) To attend the work relating sanction of permanent advance / revision of permanent advance whenever required.
- d) To attend the correspondence relation to losses thefts, misappropriation cases etc.
- e) To attend the public accounts committee observations and submit the notes on it.
- f) To attend the files in respect of audit reports of Accountant General, Andhra Pradesh, Hyderabad in all Institutions under the control of Directorate, Indian Medicines & Homoeopathy Department and to send reports to Accountant General, Andhra Pradesh, Hyderabad so as to settle the objections.

The following are the Drawing & Disbursing Officers

Name of the Drawing and Disbursing Officers	No. of Posts
1) Accounts Officers	3
2) Lay Secretary & Treasurer Grade-II	14
3) Regional Deputy Directors (Technical)	6
4) Superintendents (Technical)	3
5) Research Officers (Technical)	3
6) Chief Medical Officers (Technical)	3
7) Senior Medical Officers/Junior Medical Officers (Tech.)	1031

The following are the duties and responsibilities of the Drawing & Disbursing Officers and also the instructions regarding to maintenance of the accounts by each drawing & Disbursing Officers according to the Andhra Pradesh Financial code, Andhra Pradesh Treasury Code and also to instructions issued by the Government thereon from time to time.

MAINTENANCE OF CASH, ACCOUNTS RESPONSIBILITIES OF DRAWING AND DISBURSING OFFICERS

I. RESPONSIBILITIES TOWARDS MAINTENANCE OF ACCOUNTS

Every Government servant should see that proper accounts are maintained for all government financial transactions with which he is concerned and render accurately and promptly all such accounts and returns relating to them as are prescribed. He should check the accounts every day to see that his subordinates do not commit fraud, misappropriation or any other irregularity. The head of the Office will be held personally responsible for any loss that may be found due to any neglect of the duties laid upon him by the provisions of the financial code. The fact that a head of the Office has been misled or deceived by a subordinate will in no way mitigate his personal responsibility, since every Government servant should be familiar with the financial rules and exercise a specially strict and close control over his subordinates in regard to the use of public funds and the maintenance of proper accounts.

2. RESPONSIBILITIES TOWARDS RECEIPTS

- i) a) to access the demands carefully in advance
- b) take steps to realise the revenues promptly
- c) maintain proper account of collection
- d) watch the progress of collections against the total demand (DCB)

- e) prompt steps to collect all arrears
 - f) Consolidate the figures in a register to show the total receipts for each month classified as per the Budget estimates.
 - g) To compare the figures compiled in the register with (a) computer figures and (b) Accountant General's figures and reconcile difference if any.
 - h) To effect necessary corrections before the accounts of the year are closed;
 - i) To take steps to apply to the competent authority for writing of the irrecoverable arrears;
- ii) The receipts realised should not be locked up in the cash chest in huge balances. It should be remitted into the Treasury under the relevant head of account as frequently as possible so as to keep the balance of the chest at the lowest minimum.
- iii) One no account, the departmental receipts should be appropriated for incurring any departmental expenditure except in certain cases specified in T.R.7(2). To meet any expenditure amounts should be drawn separately from the treasury according to the availability of funds.
- iv) Powers of subordinate authorities to write off losses on account of non-realisation of sums due to the Government are contained in Appx.23 of APFC Vol.II.
- v) The detailed rules governing demand and collections are contained in the relevant departmental codes and manuals.
- vi) **AUDIT OF RECEIPTS**
- a) Audit shall have power to examine the correctness of the sums brought to account as determined by the Government in consultation with the Accountant General.

- b) Audit will not interfere with the executive responsibility of the departmental officers.
- c) Audit shall not make enquiries with the tax payable.
- d) Audit is done with reference to statutory provisions, financial rules and executive orders.
- e) The Chief aim should be ascertain the adequate regulations and procedures have been framed to secure an effective check on the assessment, collections and proper allocation of revenue. In the Audit, general is more important than the particular.
- f) Audit should ascertain what checks are imposed against the commission of irregularities at various stages of collection and accounting and suggest improvement in procedures.
- g) Audit will see that no amount due to the Government are left outstanding without sufficient reason and watch such outstanding and suggest measures for their recovery.

vii) REFUND OF REVENUE

- a) For the purpose of refunds, revenue is classified as :
 - i) Exgratia Government are under no legal obligation to individual's claims should be summarily rejected if the party does not present a case within 3 months from the date of notice.
 - ii) Legally entitled; 1 year from the date of credit of Revenue to the Government.
- b) An order for refund of revenue remains in force for a period of 3 months only from the date of issue except otherwise provided by any law, rule or departmental regulation.
- c) The above rule of refund do not apply to certain classes of refunds detailed in Art. 35.

- d) The powers of refund revenue as per Appendix 2 are subject to the Departmental rules contained in departmental manuals of codes.
- e) Original record to be traced and refund should be recorded against the original entry of receipt in the departmental accounts and also counterfoil of the receipt. Original receipt given to the payer to be collected back (if possible) and destroyed, except in the case of refunds of fine amounts by courts, where true copies of challans can be accepted.

3. RESPONSIBILITIES TOWARDS INCURRING OF EXPENDITURE

- i) Every head of the officer should on no account incur any item of expenditure from public funds unless the following conditions are satisfied.
 - a) The expenditure must have been sanctioned by a general or special order of the authority competent to sanction such expenditure.
 - b) Sufficient funds must have been provided for expenditure in the budget of the financial year or by way of re-appropriation of funds sanctioned by the competent authority. Sufficient funds should have been released by the competent authority.
 - c) The expenditure should not exceed the appropriation.
 - d) On no account should funds be reserved or appropriated by transfer to a deposit head or drawn from the Treasury and kept in the cash chest to avoid lapse of appropriation.
 - e) There should no undue rush of expenditure towards the end of financial year.
- ii) Further every head of the office should strictly adhere to the following principles known as the standards of financial propriety.

- a) The expenditure should not be prime-facie more than the occasion demands. He should exercise that same diligence and care in respect of all expenditure from public money under his control as a person of ordinary prudence would exercise in respect of expenditure of his own money.
 - b) He should not pass any order directly or indirectly to his own advantage.
 - c) Public money should not be utilised for the benefit of a particular person or section of community unless.
 - i) the amount of expenditure involved is insignificant, or
 - ii) A claim for the amount would be enforced in a court of law.
 - iii) The expenditure is in pursuance of a recognised policy or custom.
 - d) The amount of any allowance such as T.A. granted to meet expenditure of a particular type should be so regulated that it is not, on the whole a source of profit to the recipient.
- iii) It is the duty of every Government servant not merely to observe complete integrity in financial matters but also to be constant watchful to see that best possible value is obtained for all the funds spend by him or under his control and to guard scrupulously against every kind of wasteful expenditure from public funds.

The Drawing Officer is responsible for the correctness of the amounts drawn if there is excess drawal, the D.O. will be required to make good the excess amount drawn. If it can not be recovered from him for any reason, the Officer who countersigned the bill will be liable to make good any loss arising from culpable negligence on his part and the T.O. who

passed the bill also is similarly liable to make good the loss arising from culpable negligence on his part. Art 56 of APFC Vol.I

4. CASH ACCOUNTS TO BE MAINTAINED BY THE HEAD OF THE OFFICE

Name of the Register	Form No. of APTC Vol.II
1) Cash Book	5
2) Pay Bill Register	47
3) T.A. Bill Register	52
4) Misc. Bills Register	40
5) Register of contingent charges	7 of APFC Vol.I
6) Acquittance Register for payment of pay and allowance	88
7) Misc. acquittance register for payment of T.A. Festival Advance and other payments	58
8) U.D. Pay Register	
i) Permanent Advance Register	89
ii) Cash book for non Govt. transactions	5
iii) Treasure Bills Register	70
iv) Office Copy of L.P.C. Register issued	
v) Register of true copies of LPCs received	
vi) Tour advance Register	
vii) Register of recoveries of Festival advance	
viii) Register of recoveries of Medical advances	
9. Register or recoveries of loans granted to Government servants for purchase of Bicycles, House Buildings, Marriage, Motor Cycles.	
10. Register of recoveries of GPF	
11. Register of recoveries of APGLI	

12. Register of recoveries of PLI
13. Register of recoveries of advance on transfer
14. Increment watch register (Gazetted & Non Gazetted separately)
15. Register showing the service books received from other offices and sent to other offices
16. Register showing the temporary establishment of the offices and their continuance
17. File containing the original challans for the amounts remitted into the Treasury.
18. Register of actual expenditure incurred with progressive totals prescribed in Budget Manual
19. Office copy of GPF bill register
20. Printed receipt books for the issue of receipts for the amounts received from the parties.
21. Register showing account of receipt used and unused.

All the registers should be neatly bound up and kept as they are very important in nature. The following instructions should be followed for their maintenance.

- i) All the pages of the register should be numbered and certificates appended on the front page under attestation of the head of the office showing the number of pages the register contained.
- ii) If the register is opened in manuscript for want of printed copy, the headings of the register should be typed and neatly pasted.
- iii) There should be no register without proper headings.
- iv) A register once exhausted should be withdrawn from the clerk concerned and sent to the record room for safe custody under proper acknowledgement.
- v) In case of Cash Book, permanent advance register and U.D.

Pay Register the closing balance as appearing on the last page of the old register and a certificate to the effect should be appended in the new register under the attestation of the head of the office.

5) CUSTODY OF CASH, CASHCHEST

- i) The office cash balance should be kept in the iron cash chest having double lock arrangements. The cash chest shall, if practicable be embedded in masonry so as to prevent removal by thieves. One key of the cash chest should be held by the head of the office and the other by the superintendent of any other seniormost Government Servant of the Office. They should personally hold the keys of the chest and the keys should never leave the possession of the Government servants concerned. The cash chest should be opened and closed personally by them and should not be entrusted to the attenders. Whenever any Government servant holding the key of the cash chest happens to be on camp or go on C.L. he should personally hand over the key to any other Government servant who is authorised to hold the same during the absence. It should not be sent through any other messenger who may unscrupulously prepare a duplicate key for its use at a later date without the notice of the head of the office and other government servant holding the keys.
- ii) Whenever there is change in the incumbent of the Government servant holding the key of the cash chest due to any kind of leave or transfer, the incoming government servant should personally verify the cash and record a certificate of verification in the cash book under his own hand and affix his dated signature.
- iii) The duplicate keys of cash chest should be kept in a small packet, and the packet sealed and sent to the nearest treasury for safe custody. The receipt granted by the T.O. should be carefully filed. Thereafter every year, the sealed packet should be obtained from the treasury duly surrendering the receipt

obtained at the time of deposit, the contents of the sealed packet checked up and the duplicate keys should again be deposited in the Treasury for safe custody.

- iv) When leaving the office every day, after locking the cash chest a proper seal duly signed by the head of the office should be pasted in the cash book and the night watchman if there is one under his acknowledgement. On the next day when the office is opened the cash chest should be taken over by the Head of the Office by furnishing the acknowledgement. A register should be maintained for this purpose in the form noted in Appendix-I. The night watchman is expected to be awake during the nights and guard the office and cash chest. He should be provided with a torch light and stick. Once in a fortnight the head of the office should make surprise visit to the office to find out whether the night watchman is performing the duties or not and record the result in the register. If the night watchman is found sleeping and in drunken state deterrent action should be taken against him.

CASH BOOK

The following instructions should be followed in the maintenance of Cash Book.

- a) Every Government Office should maintain a cash book in A.P.T.C. Form No.5 with the following columns. (i) Date of receipt (ii) Particulars (iii) Amount (iv) Date of disposal or remittance to treasury (v) Particulars (vi) Amount (vii) Remarks.
- b) There should be two cash books one for Government transactions and the other for non - Government transactions, if the government servant is permitted to handle in his official capacity moneys received not behalf of the Government Institution. The cash balance relating to Government transactions and non-Government transactions should be kept separately in the Cash chest.

- c) It is not correct to multiply cash books and as far as possible only one cash book should be maintained. Subsidiary registers may however be opened, if need for taking their totals to the cash book.
- d) Money received on behalf of the Government (with the exception of moneys withdrawn from Treasuries on Bills for pay, contingencies etc., which are accounted for and watched in other ways) should immediately be accounted for in the cash book.
- e) For each entry on the receipt side of the Cash Book, there should be a counterfoil of printed receipt. A printed receipt book should be maintained for the issue of receipt for the accounts received in the office. Against each relevant entry of receipt for the amounts received in the cash book. The receipt number should be noted against each item in the cash book.
- f) Before an officer signs a receipt he should see that the receipt of the money has been duly recorded in the Cash book and in token of his check he should initial with date the relevant entry in the cash book.
- g) When money is sent to the Treasury/Bank for remittance, entry should be made in the Cash Book while signing the challan. It should be attested only on receipt of the challan after remittance.
- h) In respect of amounts received on account of encashment of bills and cheques at Treasury of Bank, they should be supported by relevant entries in the Treasury Bill register, or U.D.P. or P.A. register etc.
- i) After totaling the receipts recorded in the cash book, the opening balance of the cash book should be added and grand total stock.
- j) For every item of disposed on the charges side of the cash book, there should be acquittance in proof of having disbursed the amount.
- k) At the close of business on each working day, the Cash book should be closed duly verifying the cash on hand and the closing balance arrived at in the cash book.
- l) A memorandum of verification should be recorded in the cash book duly counting the cash and verified with the book balance as shown

in the cash book and other registers after they have been closed for the day and then signed by the drawing officer as below.

A.	Balance as per Cash	xxx
	Balance as per U.D.P. Register	xxx
	Balance as per P.A. Register	xxx
	Total Book Balance	
B.	Amount held in cash	xxx
	Amount held in the shape of	
	Cheques and drafts	xxx
	Total	
C.	Cash balance ascertained by counting	xxx

- m) If there is difference between the book balance and the physical balance the same should be recorded. If it can not be reconciled, action should be taken under art 294 of APFC Vol. I and S.R.2 of T.R. 11 of APTC Vol.I.
- n) If the concerned Officer happens to be in camp or leave, the officer who looks after his work of the ministerial head should also check the cash book as above and the D.O. should as soon as he returns verify the entries in the Cash Book and atleast the same duly satisfying the correctness of the same.

PROCEDURE WITH REGARD TO DEMAND DRAFTS AND CHEQUES

Whenever a demand draft/cheque is received in favour of a Departmental officer towards the Government dues, it should be entered in security register. A Temporary receipt in A.P.T.C. form No. 4 should be issued by the Departmental officer for the draft/cheque. It should be recorded as receipt in the cash book immediately on receipt. Once in a week or lesser intervals a challan for each draft/cheque should be

prepared and presented together with the draft/cheque to the bank duly making an entry on the payment side of the cash book for collection and crediting the proceeds to the Government account. The name of the individual on whose behalf the tax/revenue covered by draft/cheque is remitted should be specified in the challan. After the proceeds covered by the cheque/draft are realised a final receipt (in new CF form No. 45-Old CF No. 106) should be issued to the party. The challan No. and Date should be noted against the relevant debit entry in the cash book and also in the security register.

PROCEDURE WITH REGARD TO POSTAL ORDER

The above procedure may be followed. In this case the challan may be presented along with the cash after postal order is encashed.

PROCEDURE WITH REGARD TO MONEY ORDERS :

Immediately on receipt of postal money orders, an entry should be taken on receipts side of cash book after receiving the amount covered by money order. At the end of every week or a lesser intervals, a challan should be prepared for each money order relevant and the making an entry on the payments side of the cash book. The name of the party on whose behalf the tax/revenue is sought to be remitted should be specified in the challan. A receipt should be sent to the party for the amount.

Instructions were issued in Government Circular Memo No. 2591-A/483/Admn/81-2 Fin.&Plg., dt. 1.6.81 that the Departmental officer should furnish full classification (from major head to detailed head) with computer code on the challans for the remittance of undisbursed pay and allowances etc. The drawing officers are also required to ensure that challans accompanying the remittances are got pre-checked by the staff of the compilation branch stationed at the SBH, Hyderabad and Secunderabad before the challans are tendered on the counters of the Bank.

The precautions which are required to be taken (vide G.O. Ms. No. 171, Fin. (Accts.II) dated 10-5-83) in writing the challans should be scrupulously followed)

Government Circular Memo No. 17393/D1/1364/A&L/82-3, Fin. & Plg. Dated 2-5-83.

In order to have effective control over handling and accounting of Non Government cash the following instructions are issued by the Government.

- 1) In addition to the normal procedure followed for the maintenance of non-Government cash book, the balance of non Government cash should be exhibited distinctly in the details of cash balance maintained in the Government cash book and cash balance verified during the course of physical verification of cash.
- 2) The amounts recovered under different non Government recoveries shall be remitted within a period of 7 days from the date of recovery of such amount.
- 3) During the periodical verification of Government cash balance, the non Government cash balance also shall be verified in order to ensure that the instructions are followed.

TREASURY BILLS REGISTER :

- A) Every office presenting bills at treasuries should enter particulars of all its bills including bills of Gazetted Government servants in a book called the "Treasury Bills Book" in APTC Form 70 with the following columns :
- 1) Number, date and description of Bills
 - 2) Total amount of bill
 - 3) In cash
 - 4) By. Government drafts or book adjustment
 - 5) Name and designation of the person in whose favour the Government drafts are to be issued.
 - 6) Name and designation of the messenger authorised to collect token from the Treasury and cash from the bank/treasury
 - 7) Signature of the Drawing Officer

- 8) Date of receipt of the bill in treasury and the initials of HHA
 - 9) Token No. allotted by the Treasury
 - 10) Amount passed by the Treasury
 - 11) Dated initials of the HHA in token of the treasury having passed the bill
 - 12) Remarks (date of receipt of money should be entered and initialled by the DDO)
- B) The register should be presented at the Treasury along with cash bills. The treasury will not accept any bill unless the treasury bills book duly entered upto Col. 7 is presented with it.
- C) Where the bill is passed for payment, the Treasury is expected to note the amount for which the bill has been passed and the concerned official in the Treasury should sign in full in token of authenticity of the particulars recorded by the Treasury in Cols. 8 to 10. If there are any unattested corrections or erasures or overwriting in respect of the amounts noted by the Treasury, they should be got attested by the Treasury officials, after receipt of the cash from the bank. The treasury bills register should not allowed to remain in the treasury for unduly long periods. If there are bills pending, for more than 3 days in the treasury, the matter should be taken up with the treasury officer or STO by the Head of the Office for expeditious disposal.
- D) If the treasury returns a bill with any objection and if it is sought to be represented after rectification of defects pointed out by the treasury, fresh entry should be made in the treasury bills register and the bills sent.
- E) If the Treasury passes any bill for less amount disallowing certain amount according to the entry recorded by it in the Treasury bills register memorandum of deductions from bills should be obtained from Treasury in APTC Form 71 Instruction, 34 TR 16 of APTC Vol.I.

- F) While endorsing bills for encashment, care should be taken to follow the monetary limitations for each type of messenger as laid down in Art. 274-A of APFC Vol.I.

REGISTER OF BILLS

In twin cities, where the bills are presented at P.A.O. a Register of bills in APTC 70-A should be maintained with the following columns :

- (1) S.No. (2) Description of Claims (3) amount (4) endorsed in favour of (5) Signature of D.O. (6) Token No. (7) Date (8) Cheque No. (9) Date (10) Amount Passed (11) Reference to U.D.P. Register (12) Attestation.

G. Precautions should be taken to ensure that parallel Treasury bills registers are not maintained.

H. The following certificates should be recorded when existing register is closed and a new register is opened as per G.O.Ms.No. 172 Fin. & Plg. (FW.Accts.II) Dated 6-6-79

1. Certificates to be recorded when a new bills register is brought into use.

- i) Certified that this treasury Bills/Books/Register of bills contained pages serially numbered from to and brought into use with effect from (in words)
- ii) Certified that I am presenting the bills in the Pay & Accounts Office/Dist. Sub Treasury through this register of bills/treasury bill book only and I have personally satisfied myself that no other register of bills/treasury bills book is currently in use for presenting the bills at the PAO/Dist/Sub-Treasury.

2. Certificate to be recorded when the Register is completed and lodged before a new register is brought into use.

"Certified that I have personally satisfied myself that all the bills presented through this register of bills/treasury bills book have been either encashed or returned by the PAO/Treasury Officer and have been properly and completely accounted for. This register is closed and kept under my personal custody.

- i. To prevent presentation of fraudulent drawal of bills this register should be reviewed by weekly by the Drawing Officer and the result of the review recorded in the form of Abstract as below :

(1) Opening balance; (2) Bills sent during 1st half/2nd half of the week (from to) (3) Total 1 + 2 (4) Bills passed during 1st half/2nd half of the week (from to)
(5) Brief reasons for pendency.

UNDISBURSED PAY REGISTER :

1. All the amounts relating to the claims of Government Servants in the office should be brought to account in this register on the same day of encashment. The same register shall also be used where necessary for watching the disposal of the undisbursed balances, if any, of amount drawn on contingent bills in excess of the permanent advance.
2. As far as possible, the official entrusted with the preparation of bills should not be entrusted with disbursement. In a large office separate UDP registers may be maintained for pay and allowances and contingencies.
3. The register is to be maintained in APTC Form No.20 with the following columns :
 1. Date
 2. Annual S.No.
 3. Description of Bill
 4. Amount
 5. Amount undisbursed
 6. Date of subsequent disbursement
 7. Amount disbursed
 8. Balances
 9. Date

10. No. of receipt item from which disbursed
 11. Particulars of payment
 12. Amount
4. The Serial Nos. in this register should be assigned consecutively for each financial year. The serial number against each item should be rounded off when the complete amount drawn under the particular items is disbursed leaving no balance.
 5. The receipts should be indicated in Cols. 1 to 4 while the disbursements there to indicated in Cols 9 to 12. On each date of transaction, the totals under receipts and disbursements should be worked out and the balances struck. The undisbursed balance as verified from the acquittance roll should be entered in col.5 and subsequent disbursements noted in cols. 6 to 8 till the entire amount is disbursed and the item is finally rounded off.
 6. The closing balance of UDP register should be taken to the cash book.
 7. The UDP register should be signed every day by the head of the office.
 8. The undisbursed amount should not be kept for more than 6 months from the date of drawal and they should be remitted.

PERMANENT ADVANCES :

As a general rule, drawal of money from the treasury is only by presenting a proper voucher prepared in accordance with the rules and no money should be drawn until it is required for immediate disbursement. The PA System is an exception to general rules. PA is meant for meeting unforeseen and urgent expenditure which can not be postponed for fulfilling the formalities.

1. The amount of PA should be limited to what is absolutely essential to meet ordinary requirements.
2. The PA is sanctioned by the Secretary to Government of the concerned Department. The amount required by subordinates should be allotted by the head of the office from his PA.
3. The PA of the Head of the department has to be fixed and sanctioned by the Government.
4. For sanction of PA or for revision of the existing PA the concerned departments of Secretariat should send the proposal to Finance (A&L) Department for concurrence of grant of PA to the subordinate offices under their control.
5. No PA should be larger than necessary.
6. It should be initially drawn after sanction APTC 40 debitible to MH 872 Permanent Cash Impresent - Civil.
7. The amount of PA sanctioned, the order in which sanctioned and the amount drawn should be noted on the front page of the register attested by the Head of the Office.
8. An acknowledgement should be sent to the sanctioning authority.
 - a. When the PA is sanctioned for the first time.
 - b. When there is revision the quantum of PA
 - c. On 15th April every year showing the position as on 31st March.
 - d. Whenever there is a change in the incumbent of the post.
 - e. It should be in the form prescribed under Art. 98.
 - f. The acknowledgement should always be for the full amount sanctioned.

9. The Drawing Officer should enclose a true copy of the PA acknowledgement sent to the sanctioning authority, to his own pay bill for April each year. Other wise the PAO/TO are empowered to return the bill (Art,98)
10. Advances to Peons for railway fares and advances for office expenses it can be made from P.A. (Art. 105)
11. Recoupment of P.A. may be made at the end of every calendar month and also when during the course of a month a transfer of charge takes place or when the balance of P.A. on hand has become inconveniently small (Art. 106)
12. The PA register should be maintained in Form 89 of APTC with the following columns (SR-5-TR 32) Charges
 1. Date
 2. Monthly S.No.
 3. Description of expenditure
 4. Amount
 5. Mode of Recoupment
 6. Date of Recoupment

RECEIPTS : Date, No of bill, S. No. of the item of charge recouped
Amount, Remarks.

13. Each voucher for the expenditure incurred from PA should be entered in this register and its recoupment watched. The register should be closed every day of transactions with the following abstract.
 1. Opening balance
 - 2 Total
 3. Deduct Charges
 4. Closing balance
 - 5 Add unrecouped expenditure as per sub-voucher
 6. Total P.A.

14. The columns 7 to 10 showing the receipts should be filled up whenever the contingent bills are encashed to recoup the P.A. and whenever cash is recovered from the persons concerned. Simultaneously Col. 5 showing the mode of recoupment (by cash or by cashed contingent bill) and col. 6 showing the date of recoupment should be filled up under the attestation of head of the Office.
15. Consecutive serial numbers should be assigned for each month to the vouchers for the amounts spent from P.A. and that number should find place both in the register and on the voucher.
16. When the contingent bill is prepared to recoup the P.A. with reference to paid vouchers should be cancelled to avoid the possibility of double drawal at a later date.
17. The unrecouped vouchers and cancelled vouchers should be preserved, carefully (serially arranged) in the personal custody of the Head of the office for production before inspection parties. If any voucher is not produced, the Head of the office will have to make good the amount covered by vouchers so lost and not produced.
18. The closing balance of P.A. register should be taken to the cash book.
19. Whenever there is change in the incumbency of head of the office, due to Casual Leave, Earned Leave or transfer, the closing balance of PA register including unrecouped vouchers should be verified by the incoming Government Servant and the result of verification recorded in the register under his full signature.

The departmental audit party taken up the internal check on the institutions/dispensaries/Regional Deputy Directorates under the control of Directorate of Indian Medicines & Homoeopathy to enlighten the afore said procedures in maintenance of the accounts while dealing the Government transactions and also see the maintenance of records etc.

The following observations have been made by the departmental audit party during the course of audit on the departmental institutions.

- i. The cash book should be maintained as per provision under rules SR(A) under TR 10 of A.P. Treasury Code Vol. 1 (in APTC Form 5). All the money with drawn from the Treasury on bills except pay and allowances of the staff which are accounted and watched separately through UDP registers and the permanent advance which accounted in P.A. register should be entered in cash book and attested by the drawing officer.
- ii. Owing to improper maintenance of Non Government accounts, Cash books, Bank pass books by the drawing and disbursing officers and due to which there is discrepancy in the aforesaid books and in result they were not tallied. Hence all the DDOs should maintain the books of cash books with reference to Bank pass books and also transactions made by them.
- iii. As per article 276 of A.P.F.C. Vol-1 necessary securities have to be obtained from the persons handling cash/stores to safe guard the interest of the Government and the authorities were not made due to which the very purpose for insisting the security on behalf of Government was invain.
- iv. As per para 19-6, A.P. Budget Manual, the departmental figures of receipt and expenditure have to be reconciled with those PAO/DTO every month to detect any mis-classification, fraudulent, fictitious remittances etc. But the Unit Officers are simply agreeing with the figures of D.T.O. and they are not submitting any transfer of entries for the variations noticed. Hence the purpose of reconciliation has become unfruitful and in result the Head of the Department is unable to give the explanatory notes for the variation shown by the public accounts committee.

The departmental audit party has also observed for the irregularities committed by the Drawing and Disbursing Officers.

1. As per instructions 33-A, of TR 16 of APFC Vol.I the drawing and disbursing officers should review the register of bills by weekly and an abstract in the following form shall be drawn so as to enable an effective review to be done.

1. **Opening Balance**

2. **Bills sent during the first half/second half of the week**
(from _____ to _____)
 - a. to the PAO/DTO
 - b. endorsed to parties
 - c. to others, if any

3. **Total 1 + 2**

4. **Bills passed during the 1st half / 2nd half of the week**
(from _____ to _____)
 - a. in favour of drawing officer
 - b. in favour of others

5. **Balance (Col. 3-4)**

6. **Bring the reasons for pendency (to be minimised). A review of treasury bill registers reveals that no such review has been conducted. Hence necessary instructions have been issued by the audit party.**

The following certificates have been attested by the drawing and disbursing officer in the relevant registers. i.e., Treasury bill register etc.

1. **Certified that the register of bills contains pages serially numbered from _____ and brought into use with effect from _____ .**

2. Certified that I am presenting the bills in the PAO/DTO through this register of bills only and I have personally satisfied myself that no other register of bills is put in use for presenting the bills at the DTO.

Whenever the new register of bills is closed and another register of bills is brought to use, the following certificate is to be recorded in old register at the end of the register.

"Certified that I have personally satisfied myself that all the bills presented through this register of bills have been either encashed or returned by the D.T.O. and have been properly and completely accounted for by me. This register is closed and kept under my personal custody".

CHAPTER - 3 (b)

BOARD FOR AYURVEDA AND
HOMOEOPATHY THE ANDHRA
PRADESH (ANDHRA AREA)
AYURVEDIC AND
HOMOEOPATHIC MEDICAL
PRACTITIONERS REGISTRATION
ACT, 1956 INTRODUCTION

**BOARD FOR AYURVEDA AND
HOMOEOPATHY THE ANDHRA
PRADESH (ANDHRA AREA)
AYURVEDIC AND
HOMOEOPATHIC MEDICAL
PRACTITIONERS REGISTRATION
ACT, 1956.
INTRODUCTION**

GENERAL :

The Ayurvedic System of Indigenous Medicine according to Beily Flefier is the most ancient system of medicine in the world, and Ayurveda was in advance of all medical systems. More than 5000 years ago. Professor J.F., Royal says that Ayurvedic system has entered Europe through Iran and Greece and that it has become very popular. In India even in present times the indigenous systems of medicine are very popular particularly among the rural communities inspite of the fact that the allopathic system has developed very well with possibility of advanced studies and specialisation in each branch. This popularity may be due to the fact that the rural communities have more faith in the Ayurvedic system of medicine, and also may be due to the fact that the allopathic system of medicine much more is costlier than Ayurvedic or Homoeopathic medicines. The Homoeopathy though not indigenous

in origin has acquired more popularity equal to the Ayurvedic system. The administration of Homoeopathic medicine is more easier and more cheaper. The founder of Homoeopathy was Dr. Hahnemann, a German Doctor. Apart from the Ayurveda and Homoeopathy there are the other systems of Indian Medicine popularly known as Siddha and Unanitimbi, apart from the treatment called Nature cure. As a matter of fact no medicines are to be used in a Nature Cure but this system is also gaining some popularity in some areas in recent times.

Early History : There was no organised system of prescribing the necessary qualifications and registration of practitioners in the indigenous systems of medicine till about the year 1950. But some schools and colleges run by some private individuals and institutions were teaching these systems of indigenous medicine and the Government was also granting some aid to some of these institutions. Prior to the year 1953 the practitioners of Ayurveda, Siddha and Unanitimbi were being registered by a Board constituted and styled as "Central Board of Indigenous Medicine", Madras. The said Board was not a statutory body but it was prescribing certain rules from time to time and they were being followed for the purpose of registering the aforesaid types of practitioners. The Homoeopathy or the Nature Cure, otherwise called Prakriti System, were not recognised by the said Board and consequently the practitioners of those systems of medicine were not being registered by the said Board. Several representations were received in this regard and the then Madras Government appointed in 1954 an Expert Committee in Ayurveda with Dr. Achanta Lakshmi pathi, a great pioneer of the indigenous system of medicine as the Chairman. The said Committee toured extensively throughout the State and collected the data, received the representations from individuals, institutions and associations and submitted a comprehensive report. The Homoeopathic system though not indigenous in origin was also included as a result of the recommendations of Justice Somayya Committee. The said Committee submitted the report and made recommendations regarding Prakriti system also. It was recommended that a statutory body has to be constituted to regulate the qualifications and to provide for the registration of the practitioners in the indigenous

systems of medicine and Homoeopathy as well. The Committee also recommended for the establishment of two separate Boards by duly passed statute one for indigenous system of medicine and the other for Homoeopathy and for the registration of the practitioners, pharmacies, stores, laboratories, etc. It has also recommended for the constitution of an advisory committee for financial assistance to the teaching institutions and to deal with the question of granting assistance to the various private teaching institutions. After receiving the said report, a bill was introduced in the Legislative Assembly of the State of Andhra as Bill No. 17 of 1956 and the same was published in Andhra Gazette Extraordinary dated 10-8-1956. The said bill was passed as an Act by the Andhra State legislative Assembly and was published on 18-10-1956 as the Andhra Ayurvedic and Homoeopathic Medical Practitioners Registration Act 1956.

Scope and Application of the Act : This Act came into force from 18-10-1956 except Chapter V which relates to the penalties. It has been provided that the said provisions shall come into force on such date as the Government may by Notification appoint. In pursuance of this provision the Government of Andhra Pradesh has published that Chapter V of the said Act shall come into force from 18-10-1961, by virtue of G.O.Ms.No.13 Health dated 5-1-1961. The main purpose of this Act is to regulate the qualifications and to provide for the registration of the practitioners of Ayurvedic and Homoeopathic systems of medicine in the Andhra Area of the State of Andhra Pradesh. So far as Telangana Area is concerned "The Medical Act", the Hyderabad Act I of 1312 Falsi is in force. It is under contemplation of the Government to bring out a comprehensive legislation for the entire State. In this Act the expression "Ayurvedic system of Medicine" has been given very wide definition as to embrace within its fold the Siddha, Unanibbi and the Prakriti Systems. In other words the expression "Ayurvedic System" has been used to take within its ambit all the indigenous systems of medicine.

Constitution of the Boards : The Act contemplated the constitution of two elected separate Boards to be known as (1) the Board for Ayurveda and (2) the Board for Homoeopathy. Each Board will be a body corporate

having perpetual succession and a common seal. The said Boards will be constituted with members elected in accordance with the representation provided under Section 4 of the Act.

BOARD FOR AYURVEDA

- a) one member elected by the Senate of the Andhra University;
- b) one member elected from the Senate of Sri Venkateswara University;
- c) four members to be elected by the teaching staff of the institutions giving instruction in the indigenous system of medicine in the Andhra Area of the State of Andhra Pradesh; The said 4 members shall be elected to represent all the three systems; 2 members to represent Ayurvedic system; 1 member to represent Unanibbhi System; and 1 member to represent Prakriti System;
- d) 5 members to be nominated by the Government from among the registered practitioners of Ayurvedic system of medicine;
- e) 1 member to be elected by the members of the Legislative Assembly;
- f) 1 member to be elected by the Chairmen of the Zilla Parishads in Andhra Area;
- g) 1 member to be elected by the Chairmen of the Municipal Councils in Andhra Area;
- h) 10 members to be elected by the registered practitioners of indigenous system of medicine in Andhra Area, representing all the three systems; 7 members from Ayurvedic Practitioners, 2 members from the Unanibbhi Practitioners, and 1 member from the practitioners of Prakriti system.

BOARD FOR HOMOEOPATHY

THE BOARD FOR HOMOEOPATHY CONSISTS OF 11 MEMBERS

- a) 1 member to be elected by the Senate of the Andhra University;

- b) 1 member to be elected by the Senate of Sri Venkateswara University;
- c) 1 member to be elected by the teaching staff of the institutions giving instructions in Homoeopathy in Andhra Area;
- d) 2 members to be nominated by the Government from among the registered practitioners of the Homoeopathy medicine;
- e) 1 member to be elected by the members of the State Legislative Assembly;
- f) 1 member to be elected by the Chairmen of the Zilla Parishads and Chairmen of the Municipal Councils of the Andhra Area;
- g) 4 members to be elected by the registered practitioners of Homoeopathy.

After the Boards are duly constituted, each Board will elect a President and a Vice-President. The said Election has to be conducted in accordance with the rules prescribed by the State Government. It is surprising to note that inspite of the fact that the said Act has been passed in the year 1956 no rules have been made till May 1959, and that even though the rules were framed in and by G.O.Ms.No. 1210 Health and Local Administration dated 27th May 1959, no elections are conducted till this day. For the detailed election rules please refer to Page 2 of the rules in this book.

Disqualifications :- For election as a member of the respective Boards, certain types of individuals are disqualified from contesting. They are :-

- 1) a person convicted by a criminal court of an offence involving moral turpitude or sentence for transportation or for imprisonment for a period exceeding six months while undergoing the sentence and for 5 years from the date of conviction or the expiration of the sentence. The Government may direct that such conviction or sentence shall not operate as a disqualification;

- 2) Persons of unsound mind;
- 3) minors;
- 4) a deaf;
- 5) a mute;
- 6) a leppor;
- 7) an applicant to be adjudicated as an insolvent or undischarged insolvent;
- 8) a person whose name has been removed from the register of practitioners maintained under Section 28 of the Act,

The first boards : - Section 3 of the Act lays down that as soon as may be after the commencement of the Act the Government may establish the boards. Section 8 of the Act empowered, the State Government to establish the first nominated Boards for the purposes of this Act with such members as the Government may, by Notification specify. In exercise of the said power vested under Section 8 (1) of the Act, the Government established the first Boards one for Ayurveda and the other for Homoeopathy under G.O.Ms.No.997 Health dated 28-5-1957 and G.O.Ms.No.1236 Health dated 24-6-1957 respectively and extended from time to time the term of the Boards so constituted and no elections are conducted till this day.

Transitory Provisions : It may be mentioned here that Section 8 of the Act is only a transitory provision which Confers power on the State Government to establish a Board for Ayurveda and a Board for Homoeopathy with such number of members as the Government may by Notification specify and is also very clear that the Boards established shall function for a period of not more than 3 years from the date of its establishment. It was hoped that during that said period of 3 years the Government would take action to conduct elections to the Boards and the elected Boards would be established. But the Government did not take any such steps as laid down under the Act to conduct the election of the members for constituting the respective Boards. Another curious aspect which may be mentioned here is that the Government extended the life of the Boards from time to time, at times after the actual expiry of

the period by involving Section 46 of the Act. The Government have no such power under the Act and the continuation of the Boards after 1960 was illegal as the Act itself clearly lays down that the said Boards established by the Government for the first time shall function for a period of not more than 3 years from the date of its establishment. The Government extended the period of these boards from time to time till June 1971 without realising this illegality and when once it has come to light that the Boards so constituted are functioning illegally, the Government did not extend the terms of these Boards any further and consequently the Boards became defunct.

The terms of Office of the members of the Board : Persons elected as members, or a President or a Vice-President shall hold the office for 5 years and the out-going members are eligible for re-election or re-nomination. But a person shall not hold office as a President consecutively for more than 2 terms.

Removal from Membership : The President, Vice-President or any member nominated or elected will be liable to be removed.

- (i) if he fails to attend three consecutive meetings of the Board;
- (ii) if he incurs any of the disqualifications for being a member as mentioned earlier;
- (iii) if he ceases to be a member of the association, authority or institutions which he represents;
- (iv) if a legal practitioner being a member of the Board appears in any proceedings against the Board;
- (v) if he obtains an employment under the Board;
- (vi) if he acquires without the previous sanction of the Government any contract with the Board. The said removal has to be affected by the Board by the votes of not less than half of its members present and voted.

The Vice-President and the members removed by the Board are entitled to file an appeal to the Government within ninety days from the date of

his removal by the Board. The President shall be removed only by an order of the Government.

Appointment of Registrar :- The Government is empowered to appoint a registrar common for both the Boards of Ayurveda and Homoeopathy. In and by G.O.Ms. No. 1183 Health, Housing and Municipal Administration dt. 15-4-1961, Adhoc Rules have been framed by the Governor of Andhra Pradesh regarding the appointment and conditions of service governing the post of the Registrar.

Under the said Adhoc Rules a Registrar may be appointed by any one of the 4 modes. :

- 1) by promotion of the Superintendent from the office of the Registrar, Boards for Ayurveda and Homoeopathy.
- 2) by deputation of one of the Superintendents of Indian Medicine Department.
- 3) by direct recruitment ; and
- 4) by deputation on foreign service of a Section Officer Health, Housing, and Municipal Administration Department (Health Wing).

Under the second category in the rules as originally framed it has been described as by 'Promotion' of one of the superintendents of Indian Medicine Department. But by G.S.No. 2205 Health dated 21-11-1969 the word 'deputation' has been substituted for the word 'promotion' with effect from 15-4-1961. In Writ Petition No. 4482 of 1971 a division Bench of the Andhra Pradesh High Court constituting to be justice Hon'ble Justice Gopalrao Ekbote and Justice M.N. Reddy for judgement dated 17-1-1973 hold that the said rule is valid but the restrospective effect given to the said rule with effect from 15-4-1961 is not valid and that it can have prosperative operation.

Removal of Registrar : - The Government may at any time remove the Registrar from the office and shall do so if such is removal is recommended by a resolution of each of the Boards passed by not less than half of the members at a special meeting convened for the purpose.

Duties of Registrar : The Registrar will be the Secretary of both the Boards the Executive Committees of the Board for Ayurveda and shall also act as Treasurer of both the Boards and he shall be the whole-time paid officer under the Administrative control and supervision of the Boards.

Powers of Registrar :- The Registrar is empowered to impose on any one of the officers or servants of the Board, the penalties like censure, withholding of increments, reduction to a lower post, fine, suspension, removal from service, dismissal and the hike as may be provided for in the Regulations. It may be mentioned that no regulations are framed in this regard inspite of the fact that the power to frame regulations has been conferred on to the Board for the matters enumerated under Section 23 of the Act. The regulations so made have to be approved by the Government and shall be published in the Gazette.

In a case where the Registrar has initiated disciplinary proceedings against an employee of the Board and also kept him under suspension pending enquiry the High Court of Andhra Pradesh has held that Section 15 of the Act empowers the Board to make regulations regarding the imposition of the penalties enumerated therein. That power conferred on the Government under Section 45 to make rules has to be read subject to the special powers conferred on the Board for making regulations. The later part of Rule 21 of Part IV prescribing that the procedure laid down in the Andhra Civil Services (Classification and Control) Rules shall be followed in the disciplinary proceedings is held to be inconsistent with Section 15 and that the Government is not competent to make such a rule and therefore held to be invalid and ultra vires of the Act. 1971(2) Andhra Pradesh Law Journal at page 369.

Control of Government : The power is conferred on the Government to control the Board from time to time and even to suspend, dissolve or supersede the Board.

Recognition of Institutions : The Act provides for the recognition of the institutions for imparting instruction and holding examinations and the like and the Board is empowered to prescribe by regulations qualifying examinations for practitioners not possessing the prescribed qualifications.

The Act also lays down the procedure for the registration of practitioners., pharmaceutical laboratories, herbaria, firms and vendors of Ayurvedic and Homoeopathic medicines.

Penalties : This Act prescribes the penalties for false representation regarding registration, against the unauthorised use of degrees etc. and against the issuance of diplomas and degrees by unauthorised persons and the like.

The penalty for false representation regarding registration is punishment for first offence with imprisonment which may extend to one month or with fine which may extend to Rs. 200/- or with both and with imprisonment which may extend to six months or with fine which may extend to Rs. 500/- or with both for every subsequent offence.

For false representation or use of degrees etc., a person is punishable with imprisonment which may extend to one month or with fine which may extend to Rs.200/- or with both for the first offence and with imprisonment which may extend to six months or with fine which may extend to Rs.500/- or with both for every subsequent offence. For the grant or issue of diplomas, degrees, etc., by unauthorised persons the punishment is imprisonment which may extend to six months or with fine which may extend to Rs.1000/- or with both for the first contravention and with imprisonment which may extend to one year or with fine which may extend Rs.2000/- or with both for every subsequent contravention.

The penalty for practising the Ayurvedic system of medicine or Homoeopathic system of medicine without obtaining the registration is imprisonment which may extend to three months or with fine which may extend to Rs.500/- or with both for the first contravention and with imprisonment which may extend to six months or with fine which may extend to Rs.1000/- or with both for every subsequent contravention.

Appeals : An appeal is provided to the Government within three months from the date of the decision of the Board under the Act except against a decision made by the Board as an Appellate Authority.

Rules : The power has been conferred on the Government to make the rules for carrying out the purpose of the Act with previous publication for a period of not less than one month and the Rules so made shall be

laid on the table of the Legislative Assembly. Under section 46 of the act very wide powers have been conferred on the Government to do anything which appears to the Government to be necessary for the purpose of removing any difficulty arising in giving effect to the provisions of the Act.

The Rules have been framed by the Government regarding the conduct of elections to the members of the Board including the forms for the publication of notice of election, for the publication of list of persons qualified to vote, nomination paper, declaration paper, ballot paper and the like with detailed instructions. The Rules have been framed for the maintenance of Registers and the Registration of practitioners, pharmaceutical laboratories, herberia firms and vendors of Ayurvedic and Homoeopathic medicines including the forms of registers and the certificates to be issued to the registered practitioners. The Rules have also been framed for the appointment of control pay and allowances of the establishment employed under the Board and the powers of the Registrar. Ad hoc rules have also been framed regarding the appointment of a Registrar. Rules have been framed also regarding the payment of travelling allowance to the members of the Board for Ayurveda and Homoeopathy to attend the meetings and for other purposes.

Notification have been issued from time to time by the State Government for starting the Siddha, Ayurveda and Unani courses in the Government Ayurvedic and Unani Colleges at Hyderabad with effect from the academic year 1964-65 and also issued notifications directing that certain diplomas are to be registered in Class A with Andhra Board for Ayurveda. The Government also directed that the holders of diplomas issued by the Board of Indian Medicine Hyderabad had to be registered in Class A with the Board for Ayurveda from the year 1959. Practitioners of Indian Medicine holding certain qualifications mentioned in G.O.Ms. No. 2087 Health dated 26-9-1959 are being appointed as "Vaidis" in Grant-in-aid and Rural dispensaries.

Conclusion : This Act has been passed for regulating the qualifications and to provide for the registration of practitioners of Ayurvedic, Siddha, Unanitibbi, Prakruti systems and Homoeopathic

system of medicine. For the said purpose the Act has laid down that two boards one for Homoeopathy and the other for the rest of the indigenous systems of medicine have to be duly constituted as laid down under the Act inspite of the fact that it more than 16 years after the passing of the Act Boards are not duly conducted and no elections are held till this day. As a matter of fact there are no Boards functioning now and it is high time that the State Government should take the necessary steps in this regard.

Another important function of the Board to make the regulations on several important aspects regarding the functioning of the Boards and for the implementations the Act. In particular regulations have to be framed regarding the manner of convening the meetings of the Board, of the executive committee and the special committees, the time and place of such meetings and the procedure to be followed at the special meetings. The regulations have also to be made regarding the conditions subject to which the Registrar may impose penalties on Inspectors, Officers and Servants of the Board. Further the conditions subject to which the Board may delegate its powers or duties to any special committee have to be regulated by regulations. Another important aspect on which the regulations have to be framed is regarding the qualifying examinations, institutions which can hold such examinations, the time and place at which such examinations have to be held. This power conferred under Section 23 of the Act has not been exercised at all and no regulations are framed till this day.

The geneousness of the Certificates referred by the Directorate is verified by the Board.

CHAPTER - 3 (c)

G.O.Rt. No. 1416 m FINANCE
dt. 1-7-97 CONTAINING DUTIES &
RESPONSIBILITIES OF
ACCOUNTS OFFICER



CHAPTER - 2

ACCOUNTS OFFICER
RESPONSIBILITIES OF
ACCOUNTS OFFICER
ACCOUNTS OFFICER

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Treasuries & Accounts Department - Duties & Responsibilities of the Joint Directors / Chief Accounts Officers / Accounts Officers / Assistant Accounts Officers - Re-issue of consolidated Instructions - Issued.

G.O.Rt.No. 1416

Dated : 1-7-1997

Read the following

1. G.O.Ms.No. 209, Finance (Admn.I) Department Dt. 13-3-1963.
2. G.O.Ms.No. 106, Finance (Admn.I) Dept. Dt. 22.3.1984
3. G.O.Ms.No. 34, Finance (Admn.I) Dept. Dt. 23-1-89
4. From the DTA Lr.No C2/8380/97, Dt. 22-3-97

ORDER

The Director of Treasuries & Accounts, A.P. Hyderabad has brought to the notice of the Government, that despite issue of consolidate instructions from time to time on duties and responsibilities of Chief Accounts Officers/Accounts Officers, no uniform procedure is being followed by them. It is also observed that the subjects involving financial implications are being dealt by the General Branch in certain, Heads of Departments. The very purpose of establishing Accounts Branches in the Heads of Departments, is to render expertise service in dealing with the subjects involving financial implications, as a representative of Finance Department. As such, the first and the foremost duty of the Head of the Accounts branch (i.e. Joint Director/Chief Accounts Officer/Accounts Officer/Asst. Accounts Officer) is to take initiative and advise the Head of the Department wherever necessary, to prevent financial irregularities.

In view of the above and in order to maintain uniformity of subjects and the system of functioning in the Accounts Branches, attached to the various Heads of Departments, Government hereby reissue the following consolidated instructions for strict compliance and effective functioning of the Accounts Branches.

1. As a representative of Finance Department the Head of Accounts Branch has to act as Financial Adviser to the Heads of Department on all the matters involving financial implications.
2. Fixation of pay of the employees of the Department should be dealt with by the Accounts Branch.
3. Accounts Branch has to attend to release of increments and maintenance of Service Registers.
4. Accounts Branch is responsible for maintenance and disposal of pension files within the Department. For this purpose, periodical returns in prescribed form should be obtained from all the Heads of offices and to pursue the pension cases at every stage till their finalisation.
5. Accounts Branch has to scrutinise applications for sanction of loans and advances with reference to Rules issued from time to time and maintain Registers to watch the seniority of applicants.
6. Budgets :
 - i) To prepare Number Statements and Budget estimates of Revenue and capital and Loan Accounts under plan and Non-Plan scheme of the respective departments.
 - ii) To release budget under plan and non-plan schemes as per the instructions of the Heads of the Department. The relevant files have to be maintained in the Accounts Branches.
 - iii) To review monthly expenditure with reference to release of funds.
 - iv) To prepare proposals for supplementary grants/re-appropriation/and to ensure timely preparation of savings and excesses.
 - v) Reconciliation of expenditure / revenue with Accountant General.
 - vi) to prepare performance Budget and prepare departmental budget speech in the Legislative Assembly.

7. Maintenance of Accounts :

- i) To ensure maintenance accounts of the department
- ii) Submission of Detailed Contingent bills in time to Accountant General, A.P., Hyderabad and to bring cases of delay to the notice of the Head of the Department.
- iii) to watch the receipt of utilisation certificates by maintaining Register of Utilisation certificates.

8. Internal Audit :

To conduct internal audit of all monetary transactions in the Department.

9. Disposal of Audit Reports/Inspection Reports and objection Book Items.
10. To prepare notes on Public Accounts Committee matters.
12. **E.A.Ps. and Centrally Sponsored Schemes :-** Preparation of cost of components of projects financed by External Agencies and Centrally sponsored schemes preparation of Project Reimbursement claims and to obtain Audit Certificate for the Project Accounts.
13. To report to the Director of Treasuries and Accounts any instances, where financial irregularities are noticed.
14. The Joint Director/CAO/AO/AAO shall be included the members of the Departmental committees, where constituted, for stores purchase, condemnation/disposal and auction.
15. He shall take responsibility as Drawing and Disbursement Officer. He may however nominate any Gazetted Officer to do it.

16. He shall undertake tours of various subordinate officers for at least 5 days a month, with the permission of head of the department.
17. **Cadremangement :-** To maintain full cadre strength particulars under Non plan and plan with supporting Government orders from year to year and alert the P.A.O./D.T.Os not to allow the pay and allowances, if further continuation has not come or if the existing posts are abolished. The Number Statements should be strictly in accordance with the existing cadre strength under plan and Non-plan. The monthly expenditure under pay and allowances should be strictly in confirmity with the current sanctioned cadre strength in the Department.
18. To maintain full particulars of cadre strength paid from contingencies, wages, honororia, work charged establishment etc., and the budget releases for these categories should be strictly for the approved number of posts under each category so that entry through these methods could be effectively checked in the Department.

The Accounts Officer shall accept the decisions of the Heads of the Department concerned and action taken on time. In case the advice is given to a Gazetted Officer regarding his personal claims, vide item (vi) of para 2 above is not accepted by the Heads of the Department concerned, and if the Accounts Officer considers that the decision of the Head of the Department is not in conformity with the rules and regulations in force, he shall enter the particulars in a Register to be maintained in the form given below and submit it to the Head of the Department so that the latter may have an opportunity of reconsidering his orders. Extracts from this Register in respect of items, regarding which the difference of opinion has persisted should be send quarterly to the Director of Treasuries and Accounts on the 5th January, April, July and October.

ACCOUNTS OFFICERS : REGISTER OF OBJECTIONS

Sl. No.	Particulars	Amount	Accounts Officers comments	Orders of the head Departments	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

All the above subjects shall be dealt with in the Accounts Branches attached to the Heads of Departments only. As far as the subjects of Accounts Branches are concerned, the status of JDs/CAO/AO/AAO in the Accounts Branches attached to the various Heads of Departments will be next to the Head of the Department irrespective of his pay scale and that of other senior officers in the Department. While the Director of Treasuries and Accounts is the Administrative Authority in so far as the officers and staff of the Accounts Branches in the Offices of the Heads of Departments are concerned, the Head of the Departments concerned shall be the immediate administrative controlling authority for day-to-day work in the JD/CAO/AO/AAO will work under the Administrative Control of the Head of the Department, but he will not be the subordinate to the other Departmental Officers of whatever rank. These orders are supplemental to the orders and instructions issued from time to time including the Government orders read above.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

D. SUBBA RAO
SECRETARY TO GOVERNMENT

CHAPTER - 3 (d)

HOW TO GET LICENCE FOR
MANUFACTURING & SALE OF
AYURVEDA, UNANI &
HOMOEOPATHIC MEDICINES

HOW TO GET LICENCE FOR MANUFACTURING & SALE OF AYURVEDA, UNANI & HOMOEOPATHIC MEDICINES

Making compound medicines with the help of single drugs with particular methods following the old prescribed techniques is known as "Drug Manufacturing" and the important one after manufacturing is how to sell those drugs so that the ailing people should use this.

Like allopathic medicines, which are manufactured in a Firm and then presented before the public globally, the same yardstick will be applied to unani medicines also.

Directorate, Indian Medicines & Homoeopathy Department, a State Government office and authorised to give drug licences to new manufacturers throughout Andhra Pradesh concerned with Ayurveda, Unani and Homoeopathy. The Drugs can be sold out in the market after acquiring drug licence.

The following things are required to get a drugs licence.

1. A name for manufacturing unit with a proprietor.
2. A technical person should be appointed with one of the following degrees
 - a) GCUM
 - b) BUMS, BAMS, DHMS
 - c) RMP with Unani (with 4 years experience)

- d) B.Sc. (with 2 years experience)
- e) B. Pharm

AYURVEDA AND UNANI DRUGS ARE OF TWO TYPES

1. Shastric (A Govt. Registered formulation taken from Govt. prescribed books)
2. Patent (Formulations prepared by Doctor's on his/her own experience)

The formulations taken out of the books cannot be termed as Shastric medicine. For taking Drug Licence of Shastric drugs the reference of the book along with page Nos. is required.

The following documents are required for drugs licence

1. 24 D Form (Can be taken from office)
2. Rs. 60.00 Challan at SBH
3. List of Shastric drugs with detail reference.
4. Degree/Registration certificate of technical person.
5. Appointment letter
6. Consent letter
7. Plan of the building
8. Rental Deed/Municipal 'Tax Receipts
9. Partnership if any
10. Pharmacy equipment
11. Declaration (in the prescribed proforma issued by Dept.)
12. If the drugs are patent then.
 - a. Name of the drug
 - b. Formula

- c. Method of preparation
- d. Pharmacological action
- e. Therapeutic action
- f. Dosage
- g. Contra indication
- h. Side effects
- i. Antidotes
- j. 10 samples with proper draft tables
- k. Fresh passport size of proprietor & technical person 2 each

The patent drugs are put before Drug Technical Committee (DTC) comprises of.

1. Addl. Director
2. Principal
3. Chief Superintendent, IMP, Kattedan
4. Superintendent of Hospital
5. Drug Inspector

The Drug Technical Committee (DTC) after thoroughly going through the formulations and mutual debate passes the product.

CHAPTER - 3 (e)

DISTRIBUTION OF WORK IN
DIRECTORATE OF INDIAN
MEDICINE AND HOMOEOPATHY
DEPARTMENT

DISTRIBUTION OF WORK IN DIRECTORATE OF INDIAN MEDICINE AND HOMOEOPATHY DEPARTMENT.

1. AYURVEDIC SECTION

SENIOR ASSISTANT - I

- 1) Recruitments, promotions and related correspondence up to the categories of Senior Medical Officers and above.
- 2) Regularisation of services, declaration of probation, issue of seniority lists of these categories and related correspondence.
- 3) Appeals, Court cases on the above matters.
- 4) Sanction of Leave, increments, fixation of pay of all the Heads of Institutions.
- 5) Maintenance of Service Books of the Unit Officers.

SENIOR ASSISTANTS - II :

- 1) Recruitments, promotions in respect of Junior Medical Officer's categories.
- 2) Regularisation of services, declaration of probation, issue of seniority list and related correspondence of Jr. Medical Officer's category.

- 3) Sanction of leave, increments, fixation of pay of these categories in respect of those beyond the powers delegated to Heads of Institutions and Regional Deputy Directors and related correspondence.
- 4) Appointment to Special Grades/Special promotion posts of all categories and related correspondence.
- 5) Maintenance of Personal Files and communication of adverse remarks of all categories of M.Os.
- 6) Appeals, Court Cases on the above matters.

JUNIOR ASSISTANTS :

- 1) To assist the Senior Assistants.

N.B. Files to be routed through Dy. Director (Admn), Addl. Director (Ayurveda)

II. HOMOEOPATHY SECTION :

Senior Assistant I :

- 1) All service matters (Viz., promotions, transfers declaration of probation, sanction of A.G.I. Automatic Advancement Scheme and sanction of leave pertaining to the categories of Senior Medical Officers and above)

Senior Assistant - II

- 1) All service matters (viz., promotions, transfers, declaration of probation, sanction of A.G.I., Automatic Advancement Scheme and sanction of leave, pertaining to the category of Jr. Medical Officers and Compounders).

Junior Assistant I :

To assist the Senior Assitants I & II.

Junior Assistant : 2

All service matters relating to Gandhi Nature Cure College Nature Cure Hospital Venomn Yoga Research Institute and Pranayana Research centre which are functioning under the control of Secretary, A.P. Yogadhyayana Parishad.

N.B. : Files routed thorough Dy. Director (Admn), and Addl. Director (Homoeo).

III. UNANI SECTION :**Superintendent :****Senior Assistant - 1.**

Service matters pertaining to Senior Medical Officers, Chief Medical Officers and Principals, Regional Deputy Directors, Research (Unani) including Senior Medical Officers fixation of pay - Selection Grade - Sanction of leave - Court Cases - Maintenance of Service Books of Heads of institutions.

Senior Assistant - II :

Sanction of all types of leave and other service matters including selection grades of Junior Medical Officers and Compounders.

Junior Assistant :

To assist the Senior Assistants

N.B. Files to be routed through Dy. Director (Admn) and Addl. Director (Unani).

IV) ESTABLISHMENTS SECTION :

Superintendents :

Senior Assistant :

All service matters pertaining to non technical Gazetted staff of the Department and Ministerial staff of the Department including the Directorate along with sanction of Leave, L.T.C. etc. Maintenance of service books of the Directorate staff.

Senior Assistant - 2 :

All service matters of para-medical, Nursing staff and other common categories and all Class-IV staff.

Junior Assistants :

To assist Senior Assistants 1 & 2 and maintenance of Attendance Register, C.L. Register Posting of Holiday turn duty. Renewal of Bus passes of the Directorate staff.

N.B. :

The entire establishment section is brought under the control of Administrative Officer. He shall be responsible for scrutiny of the files and for circulating them to the Director. Indian Medicines & Homoeopathy through Deputy Director (Admn.) as per the existing practice of circulation of files.

V) ACADEMIC SECTION :

Superintendent :

Senior Assistant -I.:

- 1) Correspondence relating to Colleges, Universities C.C.I.M. C.H.H. of all systems.

- 2) **Sanction of stipends.**
- 3) **Printing of Text Books**
- 4) **Conduct of Botanical tours, sanction etc,**

Senior Assistant - 2 :

- 1) **Sanction of rents to the private buildings occupied by I S M & H Colleges, Hospitals and Dispensaries of Ayurveda enhancement of rent etc.**
- 2) **Acquisition of lands for construction of buildings and related correspondence.**
- 3) **Declaration of teaching hospitals, organisation of departments in Colleges and related items.**
- 4) **Correspondence relating to Pharmacies, Herbs, Research Deptts., teaching hospitals.**

Senior Assistant - 3 :

- 1) **Sanction of rents to the private buildings occupied by the Government Unani & Homoeo, Dispensaries.**
- 2) **Enhancement of Rents etc.**
- 3) **Compounders Training Courses.**
- 4) **Medical Reimbursement.**

N.B. Files are to be routed through Administrative Officer and concerned Addl. Directors, Files pertaining to sanctions are to be routed through Budget Sections.

VI) ACCOUNTS SECTION :**Superintendent :**

Senior Assistant - (Accountant) :

Maintenance of Registers pertaining to accounts, Preparation of pay bills in respect of Gazetted staff of the Directorate, Drawel and disbursement of salaries Contingent bills, Loans & Advances viz., T.A. G.P.F. F.A. L.T.C. APLIF, HBA., MCA & Marriage Advance, Cycle Advance, to the staff working in the Directorate. The time barred claims and fixation of pay in the Revised pay scales of the Directorate staff.

Senior Assistant - 2 :

Time barred claims, scrutiny and passing of T.A. T.T.A., and L.T.C. bills of Dispensaries and Institutions (Ayurveda, Unani & Homoeopathy) of the Department (Time barred bills of Dispensaries and Institutions (Ay. U & H), passing of all Grants-in-aid bills of R.M.Ps / Institutions.

Junior Assistant :

Preparation of pay bills of Office staff of except Gazetted staff - Supplementary bills - T.A. Bills Maintenance of Registers pertaining to Loans & Advances, Arrear bills register and increment register.

N.B. Files to be routed through Accounts Officer

Drug Section :

The Drug Section consisting of one Senior Assistant and one Jr. Assistant will function under the control of Accounts Section. The section will submit files to the Drug Inspector / I.M.O. concerned.

VII) BUDGET SECTION :**Superintendent****Senior Assistant I :**

Budget Estimate, Classified Budget - Reappropriation, of funds - Supplementary grants, Number statements, Release of funds - Finance

Commission - Preparation of Plan Budget - Plan Schemes follow up action - Sanction of Unit appropriation. Sanction for the purchase of equipments, furniture medicines to the Institutions, Linen & Uniform cloth to the Institutions and Dispensaries.

Senior Assistant - 2

Preparation and maintenance of expenditure registers, reconciliation of the Departmental figures with those booked in A.G., and P.A.O., Hyd. Proposing of T.Es. whenever required and pursuing of reconciliation certificate to the A.G. - C.D. Reconciliation of the directorate staff. Correspondence on S.C.P. T.S.P. and progress reports of monthly, quarterly, half-yearly and annual regarding S.C.P. and T.S.P., and C.S.S., and Plan Schemes. Continuance of temporary posts in respect of Plan Scheme.

Junior Assistant :

To assist Senior Assistants,

N.B. : Files to be routed through Accounts Officer, and addl. Directorate concerned.

VIII) AUDIT SECTION :

Superintendent :

Junior Assistant - 1

Work relating to P.A.C., / P.R.C. Pursuation of A.G's. audit reports in respect of Institutions, Departmental audit of all the Institutions functioning under the control of this Department and follow up action.

Junior Assistant - 2

Pursuation of audit reports of A.G., A.P., in request of all Dispensaries

and Departmental audit of all dispensaries of these department and follow up action. Maintenance of all vehicles and Log Books pertaining to the Directorate except Director's vehicle. Theft cases - Condemnation of articles.

N.B. : Files to be routed through Accounts Officer and concerned Addl. Directorate.

IX) AUDIT CELL SECTION :

Superintendent :

Senior Assistant :

All Loans & Advances, G.P.F. Temporary advance, part-final withdrawal and final payments. Tenders relating to Diet, Medicine etc., articles and its allied correspondence.

Senior Assistant - 2 :

Pension, Gratuity of the retired staff of the Departments. Sanctions of Family Benefit Fund & Group Insurance.

Junior Assistant - I :

Stores & stationery. Preperation of Annual / Supplementary indents of stationery, printed forms and registers of the Directorate. M.D.S. articles and stationery indents-counter signatures. Sanctions of a stationery items to all Unit Offices.

N.B. Files to be routed through Accounts Officer, Addl. Directors concerned.

X) GENERAL SECTION :

Superintandents :

Senior Assistant - I

State Administrative Reports, Opening of new dispensaries of ISNAH

- Meeting of consultative Committee, Minorities Committee - Employment Returns - Matters relating to L.A.S., Assurance, Lok Sabha & Rajya Sabha etc. weekly disposal - Janma Bhoomi etc., State level committee meetings, Letter received from C.M. Peshi.

Senior Assistant - 2

Release of subsidies to R.M.Ps.

Maintenance of all P.Fs. pertaining to all Gazetted Officers Supdts. of this Department.

Junior Assistant :

He will assist the Senior Assistants.

XI. STATISTICAL SECTION :

Dy. statistical Officer

Senior Assistant :

Patients report - Official Language (Telugu) Property Statements - Tour Diaries of R.D.Ds. and others - Inspection Reports other statistical matters. Monthly reports.

N.B. Files to be routed through Administrative Officer, and Addl. Director concerned.

BOARD OF INDIAN MEDICINES :

Inspector :

Senior Assistant - I

Registration of qualified practitioners (Ayurveda, Unani, & Homoeopathy) - Board of Indian Medicine Acts and Rules and other correspondence with the Central Councils etc.

BOARD FOR AYURVEDA & HOMOEOPATHY (AUTONOMOUS BODY)

Registrar - I

RECORDS AND MISCELLENEOUS SECTION

The Superintendent is incharge of the following wings., of

1. The Superintendent will work under direct supervision of "Administrative Officer. He should see that all the Tappals are sent to the concerned officer/addl. Director before actual distribution to the section on the same day.
2. All the requisitions to the old records should be received by him and maintain a issue register of records.
3. He should personally held responsible for the arrangement of the old records with the help of Senior Assistant. Junior Assistant and record Assistant posted in the Record Section.
4. He should verify the tappals and dispatch to the seats and that no papers are left without distribution.
5. He should also check daily the stamp account and dispatch register.
6. All the Gazettes received every week should be verified personally and submit to the officers if any of the notifications pertaining to the department is published in it.

a) Record wing
Record Assistant - 2

b) Despatch wing
Junior Assistant

c) Inward wing
Junior Assistant - I

d) Receptionist
Record Assistant - I

e) Telephone wing
Telephone Operetor

f) Roneo Wing
Roneo Operator - I

YARDSTICKS FOR HOSPITAL

	10 beded hospital	20 beded hospital
Chief Medical Officer	1	1
Sr. Medical Officer	1	1
Jr. Medical Officer	1	1
U.D. Accountant	1	2
L.D.C.	1	1
Steward	1	1
Typist	1	1
Staff Nurses	2	4
Compounders	2	3
Jarrah	1	1
Register Writer	1	1
A.N.M.	1	1
Cook	1	1
Dhobi	1	1
Attender	1	1
Watchman	1	1
Thoties	2	2
Maittee/Sweeper	1	3
Nursing Orderlies	2	4

YARDSTICK FOR HOSPITAL

	50 beded	75/100 beded	150 beded	175/200 beded	250 beded
Superintendent	1	1	1	1	1
Resident Medical Officer	-	1	1	1	1
Chief Medical Officers	2	3	4	5	6
Gynaecologist	-	1	1	1	1
Dental Assisnat Surgeon	-	-	1	1	1
Pathological Biochemist	-	1	1	1	1
Optholomogist	-	-	1	1	1
Asst. Opthology Surgeon	-	-	1	1	1
Radiologist	-	1	1	1	1
Dy. Civil Surgeon (Surgical)	-	1	1	1	1
Anaesthetist	-	1	1	1	1
Lay secretary & Tr. Gr. I	-	-	-	1	1
Lay Secretary & Tr. Gr. II	-	1	1	1	1
Sr. Medical Officers	2	5	6	8	10
Jr. Medical Officers	3	5	6	8	10
Office Superindents	1	1	1	1	2
Sr. Assistants	1	2	3	4	4
Jr. Assistants	2	2	3	6	6
Typist	1	1	2	2	2
Store Keeper	-	1	1	1	1
Steward	-	-	1	1	1

	50 beded	75/100 beded	150 beded	175/200 beded	250 beded
Supervisor	-	-	1	1	1
Jr. Assistant	2	2	3	6	6
Nursing Superintendent Gr. II	-	1	1	1	1
Head Nurses	2	4	6	8	10
Staff Nurses	10	20	30	40	50
Lab Technicians	-	3	3	3	3
Radiographer	-	1	1	1	1
Refractionist	-	-	1	1	1
Dark Room Assistant	-	2	2	2	2
Photo Artist	-	-	1	1	1
Stock Verifier	-	1	1	1	1
Compounders	4	6	8	16	18
Head Massagist	-	-	1	1	1
Jarrah	1	2	3	4	4
Register Writer	1	2	3	4	4
A.N. Ms	2	4	6	8	10
Theatre Assistants	-	2	2	3	3
X-ray Attendant	-	1	1	1	1
Record Assistant	-	1	2	2	2
Nursing Orderlies	7	10	15	20	25

	50 beded	75/100 beded	150 beded	175/200 beded	250 beded
Cashier	-	-	1	1	1
Lab Attendant	-	3	3	3	3
Electric Lift Operator	-	-	-	2	2
Tailor	1	1	1	1	1
Carpenter	-	-	-	1	1
Head Cook	2	3	3	4	4
Electrician	-	1	1	1	1
Ambulance Drivers	-	3	3	3	3
Ambulance Attenders	-	2	2	2	2
Telephone Operators	-	-	2	2	2
Lab Boys	-	-	2	2	2
Barber	1	1	1	1	1
Assistnat Cooks	2	3	3	4	4
Dhobi	1	2	2	3	4
Watermen	1	1	1	2	2
Dafedar	-	-	1	1	1
Attenders	2	3	4	5	6
Ayahs	2	3	4	5	6
Watchmen	2	2	3	6	6
Thoties / Sweepers	6	15	20	25	30
Maittee	2	3	3	4	4

YARDSTICKS FOR PROVIDING OF 12 DEPARTMENTS AT AYURVEDIC COLEGES AS PER THE RECOMMENDATION OF CCIM

AYURVEDA

Departments	Pro fes sor	Type of Posts				
		Readers	Lecturers	Typist	Herb collec- tor	Attenders/ Swee pers
Swastha vurtha	1	1	3	1	1	2
Sareera rachana Vignan	1	1	3	1	2	3
Shreera kriya Vignan	1	1	3	1	1	2
Dravayaguna	1	1	3	1	1	2
Rasatantra	1	1	2	2	1	6
Rogha needhana	1	1	2	2	1	2
Swastha tantara	1	1	2	1	1	1
Prasuthi tantra	1	1	3	1	1	3
Shalya tantra	1	1	3	2	1	3
Shalakyta tantra	1	1	3	2	1	3
Kaya chikitsa	1	1	3	2	1	3
Sidhanta	1	1	3	2	1	3

**YARD STAICKS FOR 12 DEPARTMENTS IN
HOMOEOPATHY COLLEGES AS PER THE
RECOMMENDATION CENTRE COUNCIL FOR
HOMOEOPATHY**

HOMOEOPATHY

	Prof.	Reader	Sr. Lecturer	Jr. Lecturer	Lab. Tech.	Typist	Musiem Keeper	Attender Sweeper
Philosophy & organon	1	1	3	3	1	1	1	2
Anatomy	1	1	2	1	1	1	2	3
Philosophy	1	1	2	2	1	1	1	1
Herbal pharmacology	1	1	1	1	1	1	-	6
Pathology / Social preventive medicine	1	1	1	2	1	1	1	1
Mineral pharmacology	1	1	1	2	2	2	-	6
Hygiene & social preventive medicine	-	1	1	1	1	1	1	1
Toxicology	-	1	1	1	1	1	1	1
Obstetrics & gynaecology	1	1	2	1	1	1	-	1
Medicine	1	1	3	3	1	1	1	1
General Surgeon	1	1	2	2	1	1	1	1
E.N.T.	1	1	2	2	1	1	2	1

**YARDSTICKS FOR PROVIDING OF 12
DEPARTMENTS AT UNANI COLLEGES AS PER
THE RECOMMENDATION OF CCIM**

UNANI

	Prof.	Reader	Sr. Lecturer	Jr. Lecturer	Lab. Tech.	Typist	Musiem Keeper	Attender Sweeper
Unani Kulyath	1	1	1	1	1	1	-	5
Hifzzane saheth	-	1	1	1	1	1	1	1
Thashrea	1	1	2	1	1	1	2	3
Mussofeul aza	1	1	2	1	2	1	1	1
Adviya	1	1	1	1	1	1	2	7
Moualager	1	1	3	3	1	1	1	3
Jarahyath	1	1	2	2	1	1	1	2
Niswan - O-atfa;	1	1	2	1	1	1	1	1
Amuzan anathalq	1	1	2	2	1	1	1	3
Amrage jeld-o mafasil	-	1	1	1	-	1	1	2
Moulajath khusun	1	1	1	2	1	2	1	2
Naziarayath	1	1	3	-	1	1	1	3

YARDSTICKS FOR ESTABLISHMENT OF ISM&H DISPENSARIES

RURAL AREAS

Jr. Medical Officer	1
Compounder	1
A.N.M.	1
Nursing Orderly	1
Part-time sweeper	1

TALUQ DISPENSARIES

Sr. Medical Officer	1
Jr. Medical Officer	1
Compounder	1
A.N.M.	1
Nursing Orderly	1
Part-time sweeper	1

DIST HEAD QUARTERTS / TWIN CITIES DISPENSARIES

Chief Medical Officer	1
Jr. Medical Officer	1
Jr. Asst.	1
Jarrah	1
Comp.	2
Register writer	1
A.N.M.	1
Nursing orderly	2
Watchman	1
Scavenger	1
Sweeper	1

CHAPTER - 4

THE OPERATIONAL JURISDICTION OF FUNCTIONARIES

THE OPERATIONAL JURISDICTION OF FUNCTIONARIES

There are Principals In-charge Government Ayurvedic/Unani/Homoeopathy Colleges, Superintends In-charge Government Ayurveda/Unani/Homoeopathy Hospitals, Research Officers, In-charge of Research Departments of Ayur/Unani/Homoeopathy, Chief Superintendents, In-charge of Ayurveda/Unani/Homoeopathy Dispensaries under the control of Commissioner of Indian Medicines & Homoeopathy Department. Besides there are 6 Regional Deputy Directors also.

The Functionaries and their operational Jurisdiction are indicated as here under

FUNCTIONARIES	JURISDICTION
1. Principals	Respective College
2. Regional Dy. Directors	concerned region
3. Superintendents	Respective hospitals
4. Research Officers	Respective Research Department
5. Chief Superintends	Respective Pharmacies.
6. Medical Officers	Respective Dispensaries.

To ensure proper functioning of the Institution under their control. They are delegated with Administrative and financial powers. They are expected to exercise those powers in accordance with the relevant Rules and the instructions; issued; by the Government time to time independently.

In the matter of complaints received either from the general public or lodged by the employees functioning under their control, they are required to conduct fact finding investigation into the complaints and they send a report to the Commissioner for necessary action in the matter.

In the matter of appeals they are required to examine the same with reference to relevant Rules, Records etc. and send their reports to the Commissioner accordingly.

CHAPTER - 5

**ENACTMENTS, RULES AND
REGULATIONS TO BE FOLLOWED
BY THE FUNCTIONERIES OF THE
DEPARTMENT**

ACTS, RULES AND REGULATIONS TO BE FOLLOWED BY THE FUNCTIONERIES OF THE DEPARTMENT

The Director is the Licencing authority for manufacture and sale of Ayurvedic, Unani and Homoeopathy Medicines, while issuing licences with the assistance of Drug Inspectors, he is required to follow the Drugs and Cosmotics Act and the rules made thereunder.

The Director and the Heads of Institutions are the appointing authorities and they are required to follow the following Acts and Rules and the instructions issued thereunder from time to time by the Government.

ACTS

1. Compulsory Notification of vacancies Act.
2. A.P. (Regulation of Appointment to Public Services and Rationalisation of Staff pattern and pay structure) Act 1994 as amended from time to time.

Rules

1. A.P. State and Subordinate Service Rules, 1996.
2. A.P. Indian Medicine & Homoeopathy Service Rules, 1994
3. A.P. Indian Medicines & Homoeopathy Subordinate Service Rules, 1994.
4. A.P. Ministerial Service Rules.

5. A.P. General Subordinate Service Rules.
6. A.P. Last Grade Service Rules.

In the matter of retirement and regulation of Pension, they have to follow the following Act and Rules.

1. A.P. Public Employment (Regulation of Age of superannuation) Act, 1984.
2. A.P. Revised Pension Rules, 1980.

With regard to disciplinary proceedings, they have to follow the following Act and the Rules and the instructions issued thereunder, from time to time by the Government.

1. A.P. Departmental Inquiries (Enforcement of Attendance of witnesses and production of documents) Act, 1993.
2. A.P. Civil Services (Classification, control and Appeal) Rules, 1991.
3. A.P. Civil Services conduct Rules.

In the case of involving financial implications, they have to follow the following codes and Rules.

1. Fundamental Rules.
2. A.P. Manual of Special Pay and Allowances.
3. A.P. Travelling Allowance Rules.
4. A.P. Treasury Code
5. A.P. Financial Code.
6. A.P. Account Code.

In general matters, they have to follow the Indian Medicine Central Council Act and the Homoeopathy Central Council Act.

In the matter of registration of institutionally trained graduates of Indian system of Medicine from Telangana Region, the Inspector, Board of Indian Medicine has to follow Medical Act I of 1312 fasle. Similarly for registration of the graduates of Indian system of Medicine from Andhra Region, the Registrar Boards for Ayurveda and Homoeopathy has to follow Homoeopathy Act, 1983:

To regulate the admissions to the colleges, the Principals have to follow the Regulations of N.T.R. University of Health Sciences.

CHAPTER - 6

OFFICIAL REVIEW OF RULES,
PRACTICE ETC.

CRITICAL REVIEW OF ACTS, RULES, POWERS AND PRACTICE

I) REVIEW OF RULES OF RECRUITMENT

Basing on the recommendations of One Man Commission and in supercession of numerous adhoc rules which have been issued by the Government from time to time to regulate recruitment to the posts borne on the cadre strength of this department, the Government have issued the following rules governing recruitment to the Technical, Gazetted and Non Gazetted posts of this Department

- 1) Special Rules for Andhra Pradesh Indian Medicine Service.
- 2) Special Rules for Andhra Pradesh Indian Medicines & Homoeopathy Subordinate Service.

Certain Unani Medical Officers have filed a case before Andhra Pradesh Administrative Tribunal, Hyderabad questioning the constitutional validity of Special rules for Andhra Pradesh Indian Medicine Service. Similarly some students of Government Ayurveda College, Hyderabad, have filed a Writ Petition before the High Court of Andhra Pradesh, Hyderabad assailing these service rule, on the ground that these rules are issued in violation of the norms and tenets prescribed by Central Council of Indian Medicine. In view of the position set out above and taking into account of all relevant aspects of the case on exercise is under taken to review the aforesaid rules.

AMENDMENT TO ANDHRA PRADESH CIVIL SERVICES (CCA) RULES 1991

The Appendix - III under first proviso of Rule 14 (2) of Andhra Pradesh Civil Services (CCA) Rules, 1991 specifies the authority which may impose any of the penalties specified in the CCA Rules. The following position is indicated in Appendix - III.

1. Name of the Department	Indian Medicines & Homoeopathy Department
2. Services laid down	1) A.P. Indian Medicines & Subordinate Service 2) A.P. Ministerial Services 3) A.P. Last Grade Service.
3. Authorities competent to impose punishment	Head of the Department or Head of the Institution or Head of the office

Therefore mentioned position indicated in Appendix-III relating to the Department virtually obtained during 60's of this century. In course of last 4 decades many changes have taken place. Among others the following important changes which are relevant to the issue on hand are as follows :

- 1) The Homoeopathy, Naturopathy and Yoga came to its fold and there by the present name of the Department is "Indian Medicines & Homoeopathy Department" :
- 2) The designation of the posts that is tabeebs voids initially changed as Junior Medical Officer (Ayurveda, Unani subsequently changed as Medical Officer (Ayurveda, Unani and Homoeopathy) and there after these posts have been delcared as Gazetted. As a equal to these changes the post i.e. Medical Officer (Ayurveda, Unani and Homoeopathy) which were governed by Andhra Pradesh Indian Medicines Subordinate Service have been withdrawn from the

service and brought into the ambit to Andhra Pradesh Indian Medicine and Homoeopathy service.

- 3) According to the presidential order under SPF the Nizamia General Hospital, Hyderabad and the Nizamia Tibbi College, Hyderabad are now state level Institutions and the Superintendent of the Hospital and the Principal of the College are appointing Authorities for Non-Gazetted posts existing in the college and Hospital as laid down in the Rule 3 of Indian Medicines & Homoeopathy Subordinate Service.
- 4) Six posts of Regional Deputy Directors are sanctioned and functioning under the control of this Department. As per rule 3 of the IMSS rules the Regional Deputy Directors are competent to make appointment to certain Non-Gazetted posts existing in the respective regions.
- 5) This department now administers the following services.
 - a) A.P. Indian Medicines & Homoeopathy Service
 - b) A.P. Indian Medicines & Homoeopathy Subordinate Service
 - c) A.P. Ministerial Service
 - d) A.P. General Subordinate Service
 - e) A.P. Last Grade Service.

The Changes set out above warrants amendment to the Appendix III in order to reflect the position of the department as obtained now and to avoid any administrative or legal complications. Accordingly a draft amendment to Appendix-III laid down under the first proviso of Rule 14(2) of A.P. Civil Service (Classification). Control and Appeal Rule, 1991 is being proposed to the Government for approval.

II. REVIEW OF ADMINISTRATIVE POWERS

In order to lessen the work load at various levels and to ensure smooth and expeditious disposal of the cases administrative powers have been delegated to the Additional Directors (Ayurveda/Unani/

Homoeopathy) and Regional Deputy Director (Ayurveda/Unani/Homoeopathy). These powers which are inserted in this manual at appropriate places have been reviewed and they are allowed to stand.

III. REVIEW OF FINANCIAL POWERS

In order to remove the impediments in the matters of purchase of various items required by the Department, the Government delegated financial powers to the director and his subordinates. The bunch of powers so delegated is included in this manual. These powers have been reviewed. The additional powers which are required are already proposed and a copy of such proposal is enclosed in the manual.

CHAPTER - 7

**HELP - INTRA DEPARTMENTAL
AND INTER DEPARTMENTAL**

HELP INTRA DEPARTMENTAL AND INTER DEPARTMENTAL

There are colleges imparting educations in Ayurveda, Unani, Homoeopathy and Naturopathy systems of medicine functioning under the control of this department. There are students Unions functioning in these colleges. In order to focus their demands relating to improvement in the facilities and amenities in the premises of the colleges, at times, the Students Unions resorting demonstration, agitation and some times they erect camps for Hunger strikes etc., posing problems of Law and Orders.

There are Trade Unions also representing grievances of the employees working in the hospitals. In order to trace their demands they also resort demonstration or erect hunger strikes, camps posing law and order problem in the premises of the hospitals.

INTRA DEPARTMENTAL

I. POLICE :

In order to maintain Law and Order to ensure smooth functioning of the Hospitals and Colleges the Heads of Institutions concerned take help of the Local Police to maintain bandobusth arrangements in the premises of the Hospitals.

II. M.C.H. :

Maintenance of perfect hygienic conditions in the surroundings of the hospitals under the control of this department is to paramount necessity

to achieve this purpose. The students of the hospitals of this department now and then give requisitions to the concerned certain officers functioning under the control of the Special Officer, Municipal Commissioner, Hyderabad., to maintain hygenic conditions in the sorroundings of the hospitals.

III. MEDICAL HOSPITALS :

There are colleges functioning under the control of this department one of the subject being taught for the students of our college is "Anotomy", the subject Anotomy consists of theory as well as practical. In order to provide practicals human dead bodies are required by the colleges. Therefore the Principals of the Colleges send requisitions to the medical hospitals and secure human dead bodies of Allopathic system by the students studying in the Colleges.

IV EXCISE :

"Opium" if one of the important ingredients which is used manufacture of certain Ayurvedic/Unani compound medicines. The Chief Superintendents of the Pharmacies of Indian Medicines Pharmacy (Ayurveda/Unani) secure "Opium" through the State Excise Department.

INTER DEPARTMENTAL

The Heads of Institutions functioning under the control of this department maintain rapport with each other and intend co-operation to ensure smooth functioning of the respective Institutions headed by Director. Generally they take help of each other and in-case of any emergency they approach the Directorate.

CHAPTER - 8

ACCOUNTABILITY

ACCOUNTABILITY

There are Principals In-charge of Government Ayurvedic/Unani/Homeopathy Colleges, Superintendents In-charge of Government Ayurvedic/Unani/Homeopathy Hospitals, Research Officers In-charge of Research Departments of Ayurveda/Unani and Homeopathy, Chief Superintendents, In-charge of Ayurveda/Unani Pharmacies and Medical Officers In-charge of Government Ayurveda, Unani and Homeopathy Dispensaries under the control of Commissioner of Indian Medicines & Homoeopathy Department.

Therefore mentioned officers are vested with certain administrative and financial powers in order to ensure proper functioning of the respective Institutions headed by themselves. They are expected to exercise the administrative and financial powers vested in them strictly in accordance with the relevant acts, rules, codes etc. In the case of any omission and commission committed by them they are accountable to the Commissioner.

The Commissioner of this Department is the Head of the Department having over all Administrative control of the Department. In exercise of the Financial and Administrative powers vested in him and as an controlling authority of the department he is accountable to the Government in Health Medical & Family Welfare Department. As a Head of the Department he is accountable to A.P. Legislative Assembly, High Court of Andhra Pradesh, Hyderabad and A.P. Administrative Tribunal, Hyderabad.

The Functionaries of this Department in case of commitment of any omission or commission are dealt with according to the procedure laid down in A.P. Civil services (classification) and appeal Rules 1991 and the numerous instruction issued by the Government from time to time there under.

CHAPTER - 9

QUANTIFICATION OF WORK
OUTPUT EXPECTED FROM THE
FUNCTIONERIES

QUANTIFICATION OF WORK TURNOUT OR OUTPUT BY THE FUNCTIONERIES

There are colleges, Hospitals, Research Departments, Pharmacies and Dispensaries functioning under the control of this department. In the Colleges, there are Principals, Professors, Readers and Lecturers. They perform their teaching duties in the colleges according to relevant syllabus and curriculum and the time table which is prescribed by the Principals of the respective colleges. In the Hospitals and Research Departments, there are Superintendents / Research Officers, Chief Medical Officers, Medical Officers ministerial staff, para medical staff and Class IV employees. They discharge duties and responsibilities as prescribed. The dispensaries are headed by the Medical Officers. They are assisted by the Compounders. There are skeleton Class IV and part-time employees. All of them discharge their duties as prescribed by the department.

No turnout or output is prescribed for the functioneries of this department.

CHAPTER - 10

STANDARD PERIODICAL
FORMATS PRESCRIBED

STANDARD PERIODICAL FORMATS PRESCRIBED

This Department mainly deals with the patients and medicines.
Following are the formats prescribed.

FORMAT - I

I. Patients treated in Dispensaries

Sl. No.	Name of the Dist.	No. of Dispensaries	Patients of O.P. Date & Month	O.P. treated during the month
1	2	3	4	5

FORMAT - II**II. Report of Bed Occupancy in Hospital**

Sl. No.	Name of the Hospital	No. of Patients	Percentage of Bed Occupancy	% of O.P. per month	No. of O.P. treated during the month
1	2	3	4	5	6

FORMAT - III**III. Report of Preparation of Medicines in Pharmacies (Ayurveda & Unani)**

Sl. No.	Name of the Pharmacy	Drug Quantity of Medicines to be prepared per month	Total quantity of Medicines prepared in the month
1	2	3	4

CHAPTER - 11

**REGISTERS TO BE MAINTAINED
BY THE FUNCTIONARIES**

REGISTERS TO BE MAINTAINED

Broadly speaking there are offices, Colleges, Hospitals and Dispensaries functioning under the control of this department.

So far as Commissionerate/Offices are concerned all the communications received from out side are generally entered by Junior Assistant in the Inward Register. The following is the proforma of the Register :

Sl.No.	No. & date of the Communcation	From whom received.	Subject	Initial of the officer on receiving commu- nication
1	2	3	4	5

Inward clerk after entering communication received from outside and sort out the covers and distributes them section wise. The concerned

section have to receive the concerned currents and enter in the Personal Register. The Proforma of the Personal Register is indicated as Follows :

Sl. No.	Current No.	Date of receipt by Clerk	Title	From whom	Outside number & Date	Submitted to office
1	2	3	4	5	6	7

In the office stock register for stationery and other articles are required to be maintained with the following Proforma :

Sl. No.	Reference Bill/Invoice and Date	Qty./ Received	Issued	Balance	Sign. of A.O.
1	2	3	4	5	6

Similarly stock register for printed form is maintained with the following Proforma :-

Date	From whom Received or to whom Issued	Designation of the official Sub-ordinate to whom issued.	Receipts	Issues	Balance	Indent or invoice NO. of dt. for issues made to other sections sub-ordinate officers or Camp	Indent of receiver or the official sub-ordinate officers or issue made	Purpose for which issue made	Remarks
1	2	3	4	5	6	7	8	9	

All the communications going to outside the office are entered in the outward register and the proforma with the following :

Office of the

For the years

Sl. No.	Date	No. of Enclosures	To whom addressed	Subject	File No.	Reply No.	Date	Remarks
1	2	3	4	5	6	7	8	9

HOSPITALS

In the Hospitals under the control of this Department, the patients visiting to the hospital are attended by the Medical Officer. After due examination by the medical officers, the patients are prescribed with suitable medicines for treatment. Such prescriptions are entered by the register Writer in the Register meant for the purpose with the following proforma :

Sl. No.	Name of the patient/ Residential Address	Name of the Medical Officer who attended	Details of the medicines prescribed
1	2	3	4

PHARMACIES

The prime function of the Ayurveda/Unani Pharmacy is to procure pure Raw Drugs as selected by the committee meant for the purpose. Store them to convert into compound medicines and supply the medicines to the hospitals and dispensaries functioning under the control of this deptt. The medicines stock register are maintained with the following proforma :-

Date of receipt	Reference of Bill/Invoice with date	Quantity received	Quantity issued.	Quantity balance	Sign. of the officers concerned	Remarks
1	2	3	4	5	6	

CHAPTER - 12

FORMS OF CORRESPONDENCE
AND FORMATS FOR ISSUE OF
CERTIFICATES (SPECIMEN OF
REGISTRATION OF
CERTIFICATES BEING ISSUED BY
THE BOARD OF INDIAN
MEDICINES AND THE BOARD
FOR AYURVEDA AND
HOMOEOPATHY).

THE ANDHRA BOARD FOR AYURVEDA

(Constituted under the provisions of Andhra Act XXVI of 1956)

Certificate of Registration

Cert.No.

Name :

Father's Name :

Date of Birth :

Qualifications :

System of Medicine in which qualified :

Date and Place of Registration : Hyderabad (A.P.)

Full Address :

It is hereby certified that the above named person has been registered as a Medical Practitioner under Class "B" in the Register of Medical Practitioners maintained by the Andhra Board for Ayurveda, Hyderabad - A.P.

Kachiguda, Hyderabad. A.P.

Dated :

Registrar

Certificate of Renewals

Renewed upto	Renewed upto	Renewed upto	Renewed upto	Renewed upto
Registrar	Registrar	Registrar	Registrar	Registrar

INSTRUCTIONS

1. This certificate shall remain in force for a period of FIVE years from the date of Registration.
2. Any change of address shall be intimated promptly to the Register;
3. This certificate is the property of the Board for Ayurveda and issued to the above named Practitioner in accordance with rule 4 (a) in part III of the Andhra Ayurvedic and Homoeopathic Medical Practitioners' Registration Rules 1959.

CHAPTER - 13

POSSIBLE AREAS OF INTERFACE
WITH PUBLIC AND OTHER
DEPARTMENTS

INTERFACE WITH OTHER DEPARTMENTS AND PUBLIC

NOTE

IM&H/MC/99

In the Nizamia General Hospital, Charminar, Hyderabad., functioning under the control of this department the following units are managed by the Doctors of Modern Medicine as noted below against each :

1. **Surgical Theatre** : Dy. Civil Surgeon (Surgical) assisted with Anaesthetist.
2. **Ophthalmic Section** : Dy. Civil. Surgeon (Ophthalmology)
3. **Dental Unit** : Dy. Civil Surgeon (Dental)
4. **Maternity Ward** : Lady Dy. Civil Surgeon (Gynaecology)

The aforementioned posts of Allopathic Doctors are governed by Special Rules for Andhra Pradesh Indian Medicine and Homoeopathy Service. The posting of these doctors is regulated by medical department.

There are Colleges are imparting Ayurveda/Una-ni and Homoeo. and Naturopathic systems of education. The Anatomy department of these colleges require Dead Bodies for anatomical dissection by the Students of these colleges. In order to secure dead bodies for anatomical dissection by the students of the colleges, the requisitions are sent to medical Hospitals by the respective Principals of the colleges and Dead Bodies are secure accordingly.

Maintenance of Hygenic conditions around the Hospitals functioning under the control of this department is a paramount necessity. Therefore,

now and then requisitions are sent by the Superintendents of the Hospitals to the concerned circles under the control of Special Officer Municipal Corporation of Hyderabad to maintain cleanliness around the Hospitals.

In order to get attention focussed on the demands and grievances, the employees of the department and the students prosecuting the studies of Indian systems of Medicine resort demonstrations and agitations and set-up camps for hungerstrikes etc., with a view to maintain bandobasth arrangements within the premises of Colleges and Hospitals necessary requisitions are sent to the Police Department for maintenance of Law and Order.

There are Buildings owned by the Government and housed by the institutions of this department, with a view to maintain such buildings rapport is maintained by the Heads of Institution with the Public works department (R&B).

HOSPITALS

There are Government Hospitals on Unani, Ayurveda and Homoeopathy side and similarly there are hospitals of Naturopathic and Yoga maintained and controled by the concerned autonomous bodies. Now and then public having faith in the efficacy of Indian Systems of Medicine visiting these hospitals to get rid of the ailments suffering by them. The patients visiting the hospitals are treated either as Out-patient or In-patient resorting Indian System of Medicine.

COLLEGES

There are colleges imparting education in Indian Systems of Medicine. These colleges are affiliated to N.T.R. University of Health Sciences Vijayawada. Admissions to these colleges is regulated according to rules and regulations and teaching programme in the colleges conducted as per the guidelines prescribed by the said university.

There are dispensaries in Hyderabad city, towns in Andhra Pradesh State and also in the villages. The local inhabitants visit these Disps. and they are provided medical relief through Indian Systems of Medicines by the Medical Officers of the Dispensaries.

CHAPTER - 13 (a)

**INTERFACE WITH THE UNIONS
AND ASSOCIATIONS
FUNCTIONING IN THE
DEPARTMENT**

INTERFACE WITH ASSOCIATIONS AND UNIONS

There are 3 Recognised Service Associations namely A.P. Ayurvedic Medical Officers Association, A.P. Unani Medical Officer Association and A.P. Homoeopathy Medical Officers Association representing the service matters of the Medical Officer. Similarly there are Trade Unions representing Grievances of the Employees working in Pharmacies and Hospitals. Moreover there are student Unions also representing academic matters of the Colleges function under the control of the Department.

Now and then representations are received by the Directorate/Commissionerate from the afore mentioned Unions and Associations for redressal of the grievances of their members. In order to hear the genuine grievances of the employees working in this Department and to discuss the matters with the representatives of the Associations, Unions in a systematic manner, the following committees consisting with the following Officers working in the Directorate/Commissionerate are constituted.

INRESPECT OF MEDICAL OFFICERS' ASSOCIATION

- 1) Additional Directors concerned
- 2) Deputy Director (Admn)
- 3) Administrative Officer
- 4) Accounts Officer

CHAPTER - 14

FUNCTIONARY MANUAL OF
INDIAN MEDICINES AND
HOMOEOPATHY DEPARTMENT

FUNCTIONARY MANUAL OF INDIAN MEDICINES AND HOMOEOPATHY DEPARTMENT

Sl. No.	Reference No. and Date.	Subject
1.	2	3
1.	G.O.Ms.No.619-H dt. 15-3-65	Grants - Private Practitioners in IM&H Delegation of powers to Special Officer, IMD - Orders - Issued.
2.	M.No. 1406/MM2/66-4H dt. _____	Delegation of powers to the Special Officer, IMD and Subordinates - Amendment Issued.
3.	G.O.Ms.No. 936 dt. 7-12-74	IM&HD - Delegation of powers to the Gaz. Physician, Govt. Homoeo. Hospital, Malakpet, Orders - Issued.
4.	G.O.Ms.No.1508-H dt. 1-9-69	IM&HD - Delegation of certain financial powers to the Special Officer, IM&H and the subordinates of the hospitals - Proposals - Approved.
5.	G.O.Ms.No.2064-H dt. 30-9-65	Delegation of powers to the Special Officer, IMD & Subordinates - Orders - Issued.

6. G.O.Ms.No.1025-H
dt._____
- IM&HD - Delegation of certain financial powers delegated to the Principal, Govt. Ayur. College and Nizamia Tibbi College, Hyd. as well as to the Research Officer (Ay) and Medical Officer, IMP (Ayur & Unani) and Homoeo. Physician, Jambagh in G.O.Ms.No. 1598-H, dt.1-9-69 - Extension - Extension to the Research Officer (Unani) - Order Issued.
7. G.O.Ms.No. 488-H
dt. 20-5-76
- Delegation of powers to the Director, Indian Medicines & Homoeo.Deptt. - Orders Issued.
8. G.O.Ms.No. 1098 M&H
dt.16-11-76
- Powers - Delegation of Financial powers to the Director of Indian Medicines & Homoeopathy to tone up of administration in the context of emergency - Orders - Issued.
9. G.O.Ms.No.260-Medl.
(12) Deptt.
dt.7-3-1977
- IM&HD - Medical Education - Payment of Affiliation charges - Delegation of financial powers to the Director, of Indian Medicines & Homoeo, - Orders - Issued.
10. G.O.Ms.No.261 M&H
dt.7-5-77
- Delegation of Financial Powers to the Head of Medical Institutions - Orders - Issued
11. G.O.Ms.No. 484 M&H
dt.7-5-77
- Delegation of financial powers to the Director, Medl. & Edcn. and Administration Director, of IM&H and Drugs Contröller and Food (Health Authority) to sanction House Building advances to their employees Orders - Issued.

12. G.O.Ms.No.450
G.A. (Ser.C) Deptt.
dt. 12-6-79
13. G.O.Ms.No.304,
M&H (G2)
dt. 13-5-81
14. G.O.Ms.No.215
dt. 14-7-83
- Report of the Committee of Secretaries
and recommendations of Sub-committee
Amendment to Business rules - Issued.
- General Provident Fund - Toning up
administration and larger delegations
of financial powers to the Heads of
Departments regard sanction of
refundable and part-final advances GPF
- Orders - Issued.
- Admn. Reforms - Delegation of powers
and simplification of procedures -
Enhancement of delegation powers -
Orders - Issued.

The Board of Indian Medicine,
Hyderabad, Andhra Pradesh

No.....

Name

Received from the Secretary,
Board of Indian Medicine, my
Registration Certificate No.

dated

Dated

Signature

'Form A'
See Rule 14 (3)

Office of the
Secretary, Board of Indian Medicine
Hyderabad, Andhra Pradesh

Medical Registration Certificate

NO. Dated :

The Board of Indian Medicine

I hereby certify that the following is the true copy of the entry in the Medical Register
of 200 , of the name specified below :

Name with father's name and address	Date of Registration years thereof	Qualifications and
1	2	3

Secretary,
Board of Indian Medicine

"Important Notice"

Every Registered Medical Practitioner should be carefully to send the Secretary immediate notice
of any change in his address and also to answer all enquiries that may be sent to him by the
Secretary in regard thereto, in order that his correct address may be duly inserted in the Medical
Register.

All persons registered under whatever Diploma or Diploma are legally qualified for the practice of
Medicine.

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

Dr. MCR Human Resource Development Institute of Andhra Pradesh

Road No. 25, Jubilee Hills, Hyderabad-500 033. Phone : 3548487, 3543727 Fax : (040)3548887