



GOVERNMENT OF THE PUNJAB
SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT

042-99206250

TO BE SUBSTITUTED SAME BEARING NUMBER & DATED 10.06.2023

Dated Lahore, the 27th July, 2023

NOTIFICATION

No. E&A(Health)1-478/2019: In exercise of the powers conferred under Rule 10 (g)(i) of the Punjab Government Rules of Business, 2011 and in supersession of this department's Delegation of Powers issued on 13.04.1994, 21.01.2006, 18.11.2009, 30.05.2011, 14.03.2012, 09.04.2012, 11.12.2012, 16.02.2013, 15.05.2014 and 13.11.2014, the following delegation of powers in SHC & ME Department are hereby re-notified to dispose of the official business with immediate effect:

DELEGATION OF POWERS (SHC&ME DEPARTMENT)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
Admin Wing & Establishment Wing			
1.	<ul style="list-style-type: none">Sanction of Pension cases of officials and officers in BS-01 to BS-15Sanction of Pension cases of officers in BS- 16 to BS-20	Additional Secretary (Admn)	<ul style="list-style-type: none">Deputy Secretary concernedAdditional Secretary (Admn)
2.	Condonation / deficiency in service under Pension Rules.	Additional Secretary (Admn)	Additional Secretary (Admn)
3.	Issuance of policy related instructions / circular letters to all field formations	Additional Secretary (Admn)	Additional Secretary (Concerned)
4.	Medical Reimbursement Charges of Officers/officials of SHC & ME Department.	Additional Secretary (Admn)	<ol style="list-style-type: none">Head of the Department Up-to Rs.1.500-million in each case.Head of Attached Department Up-to Rs.1.000-million in each case.Officer in Category-I Up-to 0.500-million in each caseOfficer in Category-II Up-to Rs.0.200-million in each case.

SHC & ME DEPARTMENT

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Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
			v. Officer in Category-III Up-to Rs.0.100-million in each case. vi. Officer in Category-IV Up-to Rs.0.050-million in each case as per Delegation of Financial Powers Rules, 2016
5.	Performa Promotion / Selection Grade of all Medical Officers throughout Punjab.	Additional Secretary (Admn)	Additional Secretary (Concerned)
6.	<ul style="list-style-type: none"> • Sanction of Ex-Pakistan leave /earned leave up to 180 days to officials / officers in BS-1 to BS-16. • Sanction of Ex-Pakistan leave /earned leave beyond 180 days to officials / officers in BS-1 to BS-16. • Sanction of Ex-Pakistan leave /earned leave up to 365 days to officers in BS-16 to 18. • Sanction of Ex-Pakistan leave / earned leave beyond 365 days to officers in BS-17 to BS- 18 and all ex Pakistan leaves to BS-19 & Above. 	Additional Secretary (Admn)	<ul style="list-style-type: none"> • Deputy Secretary concerned. • Additional Secretary concerned • Additional Secretary concerned • Special Secretary (Ops)
7.	<ul style="list-style-type: none"> • Sanction of In-Pakistan leave /earned leave up to 2 years to officials / officers in BS-1 to BS-16. • Sanction of In-Pakistan leave /earned leave up to 2 years to officers in BS-17 to 20. • Sanction of In-Pakistan leave /earned leave beyond 2 years. 	Additional Secretary (Admn)	<ul style="list-style-type: none"> • Deputy Secretary concerned. • Additional Secretary concerned • Special Secretary (concerned)
8.	a) Recruitments in BS-16 & above on adhoc /contract basis b) Extension in adhoc /contract appointment up to one year	a) Additional Secretary (Admn) b) Deputy Secretary (Concerned)	a) Special Secretary (Operations) b) Additional Secretary concerned

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Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
9.	<ul style="list-style-type: none"> Transfer/Posting of officials / officers in BS-1 to BS-16. Transfer/Posting of officers in BS-17 & BS-18. Transfer/Posting of officers in BS-19 & above. 	Additional Secretary (Admn)	<ul style="list-style-type: none"> Deputy Secretary (Concerned) Additional Secretary (Concerned) Secretary OR Special Secretary (Concerned)
10.	Move over / Up-gradation cases from BS-17 to BS-18 & BS-18 to BS-19	Additional Secretary (Admn)	Additional Secretary (Concerned)
11.	<ul style="list-style-type: none"> ➤ Sanction of Final G.P. Fund and G.P. Fund Advance of BS-01 to BS-16 ➤ Sanction of Final G.P. Fund and G.P. Fund Advance of BS-17 and above 	Additional Secretary (Admn)	<ul style="list-style-type: none"> ➤ Concerned DDO ➤ Additional Secretary Concerned.
12.	<ul style="list-style-type: none"> ➤ Preliminary probe / fact finding inquiries to officials / officers in BS-1 to BS-18 ➤ Preliminary probe / fact finding inquiries to officials / officers in BS-19 & above 	Additional Secretary (Admn)	<ul style="list-style-type: none"> ➤ Additional Secretary (concerned) ➤ Special Secretary (concerned)
13.	Study leave under Study Leave Rules, 1989	Additional Secretary (Admn)	Additional Secretary (concerned)
14.	Sanction of additional charge allowance for a period not exceeding three months	Additional Secretary (Admn) Special Secretary SHC & ME	Additional Secretary (Concerned)
15.	Deputation Cases	Additional Secretary (Admn) Special Secretary SHC & MED	Additional Secretary (Concerned)
16.	<ul style="list-style-type: none"> a. Extension in joining time on appointment Up-to 15 days. b. Extension in joining time on appointment beyond 15 days. 	Up to 30 days Additional Secretary (Admn) For 15 days to concerned V.Cs / Principals / MSs Teaching Hospital.	<ul style="list-style-type: none"> • Additional Secretary (concerned) • Special Secretary (Operations)
17.	Acceptance of resignation <ul style="list-style-type: none"> a) BS-1 to BS-16 b) BS-17 to BS-18 c) BS-19 & above 	Additional Secretary (Admn)	<ul style="list-style-type: none"> a) Deputy Secretary (concerned) b) Additional Secretary (concerned) c) Initiate summary
18.	Issuance of NOC for Passport, admissions, recruitment	Deputy Secretary (Concerned)	Deputy Secretary (Concerned)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
19.	Issuance of retirement notifications, LPR, Obituary Notification, Sanction of financial assistance, leave encashment i.e. four months' salary to the bereaved family of the deceased officer/official a) BS-1 to BS-16 b) BS-17 & above	Deputy Secretary (Concerned)	a) Deputy Secretary (Concerned) b) Additional Secretary (Concerned)
20.	Reference to Solicitor Department for seeking advice regarding filing of CPLA in Supreme Court of Pakistan against the orders/ judgment passed by High Courts/ Punjab Service Tribunal in service matters.	Law Officer / Senior Law Officer and Deputy Secretary (Concerned)	Special Secretary (Concerned)
21	Evaluation of Research papers	Deputy Secretary Concerned	Additional Secretary (Concerned)
22	Preparation of synopsis of all cadres in BS-18 & above.	Deputy Secretary (Establishment)	Deputy Secretary (Concerned)
23	i. Adjustment of officials & officers in BS-01 to 16 transferred to Health Department by S&GAD ii. Adjustment of officials & officers in BS-17 transferred to Health Department by S&GAD	i. Deputy Secretary (General) ii. Additional Secretary (Admn)	i. Additional Secretary (Admn) ii. Special Secretary
24	i. Health Employees of (Development Wing, FMC, ICT Cell, Health Schemes in BS-01 to BS-15 posted in SHC & ME Department. ii. Health Employees of BS-16 & 17. iii. Health BS-18 and above	i. Deputy Secretary (Admn) ii. Additional Secretary (Admn). iii. Special Secretary	i. Deputy Secretary (Admn) ii. Additional Secretary (Admn) iii. Special Secretary and Secretary, SHC & MED
25	Transfers & Postings of all administrative posts i.c., Principals, Deans, Medical Directors, Executive Directors, Medical Superintendents, Principals Nursing Colleges, Any Head of attached department, LHV Schools, Principal Allied Health Professionals / Paramedics, Schools / Colleges, Any other head of institution.	Secretary Health Special Secretary Health	Secretary SHC & ME Department Ag 27/17
26	Additional Medical Superintendents, Deputy Medical Superintendents etc in Teaching Hospitals.	Additional Secretary (Admin)	Special Secretary (Operations)
27.	• Issuance of Show Cause Notice BS-17 • Issuance of Personal Hearing Notice	Secretary Health Deputy Secretary (Concerned) Deputy Secretary (Concerned)	As per provision of the PEEDA Act 2006.

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
	• Issuance of speaking order as approved by competent authority		
28.	Approval of sending requisitions to PPSC / Selection Boards against various posts	Special Secretary Health	Secretary, SHC & ME Department
29.	Circulation of Tentative Seniority List / Approval of Final Seniority list.	Special Secretary Health	Additional Secretary Concerned
30.	Preparation / submission of working paper to PSB-I & PSB-II for promotion / proforma promotion of Teaching cadre doctors.	Special Secretary Health	Special Secretary (Operations)
31.	Approval of parawise comments on civil suit writ petitions & appeals before Chief Secretary / Service Tribunal.	Special Secretary Health	Deputy Secretary (concerned)
32.	Advertisement in Newspapers	Special Secretary Health	Special Secretary
33.	Ex-Post facto approval of extension in Deputation / extension beyond tenure in exceptional cases.	Special Secretary Health	An authority higher than previous approval forum
34.	i. Gap period adjustment up-to one year. ii. Gap period adjustment up-to beyond one year.	Additional Secretary concerned	i. Additional Secretary concerned ii. Special Secretary (Operations)

Technical Wing

Sr. No.	Distribution of work and delegation of powers	Existing Authority to Approve	Authority to Approve
35	Reimbursement of Medical Charges: <ul style="list-style-type: none"> ➤ SHC & ME Department (Secretariat) ➤ Provincial Government Employees (Advice to the concerned Department as per guidelines) ➤ Constitution of Special Medical Board ➤ Under relaxation of Rules ➤ Examination of the case under Rules/ Policy ➤ Court cases and report 		Additional Secretary (Admin)
			Additional Secretary (Technical)
			Deputy Secretary (Technical)
			Secretary SHC&MED
			Deputy Secretary (Technical)
			Additional Secretary (Technical)
36	Financial Assistance to Provincial Government Employees Constitution of Special Medical Board		Deputy Secretary (Technical)
37.	Instructions for Medical Covers for VVIP visits as per notified schedule	Deputy Secretary (Technical)	Additional Secretary (Technical)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
38.	Share Distribution Formula (Advice to the concerned hospital as per policy)		Additional Secretary (Technical)
39.	Share Distribution Formula among employees of Public Sector Teaching Hospitals: <ul style="list-style-type: none"> ➤ Court cases and report ➤ Complaints processing ➤ Policy revision 		Special Secretary
			Deputy Secretary (T)
			Secretary, SHC & MED
40.	User Charges: <ul style="list-style-type: none"> ➤ Processing and disposal of cases under notified policy ➤ Approval of the report of the Court cases ➤ Revision of user charges. 		Deputy Secretary (Technical)
			Special Secretary
			Secretary, SHC & MED
41.	Emergency Plan / War Book (Correspondence with the hospitals for required data)		Deputy Secretary (Technical)
42.	Emergency Plan / War Book (Signatures of Safe Custody Certificates of War Books No. 13 & 72 issuance to Home Department)		PS to Secretary / SO (RMC)
43.	Punjab Mental Health Authority (PMHA): <ul style="list-style-type: none"> ➤ Processing of Complaints / references ➤ Cases pertaining to Board of Certification regarding Mental Fitness of employees. ➤ Reconstitution of PMHA & Amendment in the PMHA Act 		Deputy Secretary (T)
			Additional Secretary (Technical)
			Secretary, SHC & MED
44.	Punjab Human Organ Transplantation Authority (PHOTA): <ul style="list-style-type: none"> ➤ Processing of Complaints / references ➤ Reconstitution of Monitoring Authority & Appointment of Administrator PHOTA & Amendment in Act 		Deputy Secretary (Tech.)
			Secretary, SHC & MED
45.	Punjab Healthcare Commission (PHC): <ul style="list-style-type: none"> ➤ Reconstitution of Board of Commissioners and Technical Advisory Committee ➤ Processing of Court Cases 		Secretary, SHC & MED
			Additional Secretary (Technical)

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Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
46.	Punjab Health Foundation (PHF): ➤ Reconstitution of Board of Directors		Secretary, SHC&MED
47.	Processing / Approval of the cases related to Punjab Medical Faculty under by-Laws and Punjab Pharmacy Council		Additional Secretary (Technical)
48.	Constitution of Affiliation/ Academic committee of Punjab Medical Faculty		Additional Secretary (Technical)
49.	Re-Constitution of Governing Body, PMF and Punjab Pharmacy Council		Additional Secretary (Technical)
50.	Processing of the cases related to PKLI&RC Act and Board of Governors (BoGs) Pakistan Kidney & Liver Institute & Research Center (PKLI&RC), Lahore :		Additional Secretary (Technical)
51.	Treatment / Rehabilitation of Drug Addicts (Correspondence with the Hospitals and Court Cases)		Deputy Secretary (Technical)
52.	Processing of Clinical Services related Complaints & Inquiries pertaining to Hospitals		Deputy Secretary (Technical)
53.	Action on Complaints & Inquiries (Committee constitution and correspondence with respect to recommendations of Committee)		Special Secretary
54.	Processing of Social Welfare Department related issues under the Policy		Additional Secretary (Technical)
55.	Import of Duty Free Cars for Disabled Persons: ➤ Processing of the applications ➤ approval of recommendations		Deputy Secretary (Technical)
			Special Secretary
56.	Processing of Complaints / Inquiries pertaining to Surgeon Medico-legal		Additional Secretary (Technical)
57.	Court matters related to Medico-legal Cases		Special Secretary
58.	Prisoner treatment related Special Medical Boards /VIP Boards: Correspondence with the Home Department / Constitution of Special Medical Boards and approval of Recommendations.		Special Secretary
59.	Processing of PQCB / Pharmacovigilance / Any other matter of drugs / medicines referred		Deputy Secretary (Technical)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
	by DRAP / Primary & Secondary Healthcare Department		
60.	Examination of recruited candidates (Constables/Rescue officers etc.) through Special Medical Boards or Teaching Hospitals.		Additional Secretary (Technical)
61.	Approval of references for examination of convicted/ Condemned prisoners for determining mental illness on the directions of Honorable courts		Special Secretary
62.	Processing of Assembly questions		Deputy Secretary (Technical)
63.	Approval of the Policies related to Pandemics/ communicable / non-communicable diseases		Secretary, SHC & MED
64.	Processing of references / requests from NGOs/ donor organizations		Additional Secretary (Tech.)
65.	Processing of Transplantation related cases / references as per policy		Additional Secretary (Tech.)
66.	Processing of issues related to Support services at Teaching Institutions: i. Hospital Security ii. Fire Incidences iii. Car Parking iv. Hospital Visits etc. v. Official Residences		Additional Secretary (Tech.)
67.	Implementation of PannahGah policy		Additional Secretary (Tech.)
68.	Medical Services to Provincial Assembly Secretariat (Deployment of Medical/ Paramedical Human resource		Additional Secretary (Tech.)
69.	Interdepartmental collaborations on Health Reporting System (CRVS etc.)/ Service delivery through Teaching Hospitals		Special Secretary
70.	Implementation of directions related to Institute of Blood Transfusion Services (IBTS)/ PBTA		Additional Secretary (Tech.)
71.	Implementation of the Policies pertaining to: i. Dog Bite (Anti-Rabies) ii. Snake Bite (ASVs) iii. SMOG iv. Waste Management		Additional Secretary (Tech.)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
	v. Incinerators		
72.	Devising policies related to chronic diseases/ cancer		Special Secretary
73.	Processing of Financial Assistance/ Medical Treatment (CM/ PM/ President Directives) cases/references		Deputy Secretary (Technical)
74.	Processing of references related to missing persons/ admitted/ dead body received in hospitals		Deputy Secretary (Technical)
75.	Approval of the references for provision of medical cover during emergency situations/ events/ religious delegations		Additional Secretary (Technical)
76.	Directions for preparedness of Teaching Hospitals in emergency/ disastrous situations/ natural calamities		Additional Secretary (Tech.)
77.	Nominations from field formations for Local Training Cases by NGOs/ Donors/ Interdepartmental		Additional Secretary (Tech.)
78.	Nominations from field formations for Foreign Training Cases by NGOs/ Donors/ Interdepartmental		Special Secretary
79.	Conferment of Pakistan Civil Award	Additional Secretary (Tech.)	Secretary, SHC & MED
80.	Approval of Court Cases related to AHP's		Additional Secretary (Tech.)
81.	Miscellaneous cases of Allied Health Professionals		Additional Secretary (Tech.)

Medical Education Wing

Sr. No.	Distribution of work and delegation of powers	Existing Authority to Approve	Authority to Approve
82.	Approval for initiation of data collection for induction of PGRs(Level III & IV)		Additional Secretary (ME)
83.	Data collection, compilation and uploading for induction of PGRs (Level III & IV)		Deputy Secretary (ME)
84.	Approval of Draft advertisement for induction of PGRs(Level III & IV)		Secretary, SHC&MED
85.	Approval of induction calendar for PGRs induction(Level III & IV)		Special Secretary
86.	Approval of Schedule of meetings of (Research, Grievances) committees (Level III & IV)		Special Secretary

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
87.	Approval of Final orders of selected candidates list (Level III & IV)		Special Secretary
88.	Approval of Deputation to PGRs (Level III & IV)		Special Secretary
89.	Disposal of cases within the Policy (Extensions, Leaves, debar period etc.) (Level III & IV)		Additional Secretary (ME)
90.	Grant of Exit/ acceptance of resignation from Training (Level III & IV)		Special Secretary
91.	Forwarding the cases to Hardship Committee (Level III & IV)		SO(ME)
92.	Nominating Departmental Representative for Hardship committee meeting (Level III & IV)		Special Secretary
93.	Implementation of the cases decided by the Hardship Committee as per Policy. (Level III & IV)		Deputy Secretary (ME)
94.	Implementation of the decisions/ recommendations on the cases referred to the Department /PGAC by the Hardship Committee (Level III & IV)		Special Secretary
95.	Finalization of agenda of PGAC (Level III & IV)		Special Secretary
96.	Approval of decisions of PGAC (Level III & IV)		Special Secretary
97.	Policy Revision of Policy & Procedure Manual (Level III & IV)		Secretary, SHC&MED
98.	Court Cases related to PG trainings (Level III & IV)		Special Secretary
99.	Clarification and disposal of complaints related to house job policy		Additional Secretary (ME)
100.	Revision of House job Policy		Secretary, SHC&MED
101.	Devising/renewal and approval of Annual MBBS/BDS Policy		Secretary, SHC&MED
102.	Nominations of students reserved for Quota seats in public sector medical & dental colleges in Punjab within Policy		Additional Secretary (ME)
103.	Approval of Deputation to Level-II PGRs		Special Secretary
104.	Disposal of cases within the Policy (Extensions, Leaves, debar period etc.) to Level-II PGRs		Additional Secretary (ME)
105.	Renewal & Approval of LEVEL II PG training Policy		Secretary, SHC&MED
106.	Declaration of Teaching Hospitals & attached institutions as Medical Teaching Institutions (MTI)		Secretary, SHC&MED
107.	Appointment of Vice Chancellors		Secretary, SHC&MED

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
108.	Approval of the recommendations / references for appointments against statutory positions of Medical Universities		Secretary, SHC&MED
109.	Approval of Statutes of KEMU, FJMU, UHS, UCHS, FMU, RMU, NMU		Secretary, SHC&MED
110.	Signature on diplomas issued by Principal, PGCN and various post-basic Diploma courses		Additional Secretary (ME)
111.	Processing of Assembly Questions Related to Medical Education		Deputy Secretary (ME)
112.	Approval for initiation of induction of Nursing programmes		Additional Secretary (ME)
113.	Data collection, compilation and uploading for induction of Nursing programmes		Deputy Secretary (ME)
114.	Approval of Draft advertisement/induction calendar of Nursing programmes.		Secretary, SHC & MED
115.	Approval of Schedule of meetings of committees (Research, Grievances) of Nursing programmes		Additional Secretary (ME)
116.	Approval of Final orders of selected candidates list of Nursing programmes		Special Secretary
117.	Approval of NOCs for admission in Post-Graduate Nursing Admission into Public sector/Provincial institutions.		Deputy Secretary (ME) Ag 27/7
118.	Approval of NOCs for admission in Post-Graduation Nursing Admission into Private sector/ Non-Provincial Institutions		Additional Secretary (ME)
119.	Approval of Placement (not deputation) for successful candidates of Nursing programmes		Special Secretary
120.	Approval of extension in Placement (not deputation) for Nursing programmes		Additional Secretary (ME)
121.	Approval of cases/ references related to Nursing programmes as per Policy		Additional Secretary (ME)
122.	Approval of Extension in deputation for LEVEL III Trainees of Combined Military Hospital (CMH)		Special Secretary
123.	Scrutiny of the nominations received from Head of Institution for Mandatory Promotion Training at MPDD		Deputy Secretary (ME)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
124.	Approval of scrutinized nominations for Mandatory Promotion Training at MPDD		Additional Secretary (ME)
125.	Processing and supervising Lady Health Visitor (LHV) admissions		Special Secretary
126.	Approval of the Court Cases related to Nursing and AHP Education		Special Secretary
PROCUREMENT WING			
S#	Distribution of Work and Delegation of powers	Existing Authority to Approve	Authority to Approve
127.	Approval and amendment in the Purchase Policy.	Secretary Health	Secretary, SHC & MED
128.	Approval of bidding documents / issuance of RFP		Special Secretary (D&R)
129.	Amendment in Bidding Documents		Secretary, SHC & MED
130.	To allow purchase / sale of moveable & immoveable property.	Additional Secretary (Admn)	As per Delegation of Financial Power Rules
131.	Procurement approvals		Secretary, SHC & MED OR Special Secretary (D&R)
132.	Addendum / Corrigendum / Extension in date of tender opening		Additional Secretary concerned
133.	Approval for initiation of Central Prequalification of the manufacturers / sole importers		Secretary, SHC & MED
134.	Signing of the Contract		Special Secretary (D&R)
135.	Contract amendments		Special Secretary (D&R)
136.	Extension in Delivery Period		Special Secretary (D&R)
137.	Forfeiture of Security /Cancellation of contract.	Secretary Health	Special Secretary (D&R)
138.	Designing and amending the purchase policy / bidding document	Secretary Health	Secretary, SHC & MED
139.	Annual Procurement Plan		Special Secretary (D&R)
140.	Finalization of list of goods, works & services for procurement	Additional Secretary (Admn)	Special Secretary (D&R)
141.	a) Standardization of specification for Medicines, Medical Devices, Kits, Medical / Scientific Equipment, Machinery, Non-Medical machinery / equipment / item etc. b) Terms of reference for outsourcing	Additional Secretary (Technical) with the help of Technical Committee	Additional Secretary (Procurement) with the help of Technical Committee
142.	Terms of reference for consultancy services (short consultancy)		Additional Secretary (Procurement)
143.	Approval and amendment in the Purchase Policy	Secretary Health	Secretary, SHC & MED

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
144.	Notification of PVMS committee, Departmental Standardization committees, Standard Bidding documents.		Special Secretary (D&R)
145.	Approval of Advertisement for publication (Procurement)		Additional Secretary (Procurement)
146.	Approval of Bid Evaluation Report		Special Secretary (D&R)
147.	Opening of applications for prequalification / Approval for opening of Technical / Financial Bids	Additional Secretary (Admn)	Additional Secretary (Procurement)
148.	Approval of the minutes of rate / procurement finalization by Procurement Committee		Special Secretary (D&R)
149.	Issuance of Notification of Award	Additional Secretary (Admn)	Additional Secretary (Procurement)
150.	<ul style="list-style-type: none"> Procurement initiation & finalization including signing of contract / contract amendments. Formulation of procurement related committees 		<ul style="list-style-type: none"> Up-to PKR 02-million Additional Secretary concerned Up-to PKR 100-million Special Secretary (D&R). Above PKR 100-million, Secretary, SHC & ME Department.
151.	Contract amendments		Special Secretary (D&R)
152.	Extension in Delivery Period	Additional Secretary (Admn)	Additional Secretary (Procurement)
153.	Release of Bid Security		Deputy Secretary (Concerned)
154.	Distribution plan of procured items		Secretary, SHC & ME
155.	Release of Performance Guarantees / Securities in successful completion of contract		Additional Secretary concerned
156.	Issuance of Show Cause / Personal Hearing Notice to concerned firm / procuring agency	Secretary Health	Special Secretary concerned
157.	Finalization of list of drug / medicines	Additional Secretary (Admn)	Additional Secretary (Procurement)
158.	Opening of Technical / Financial Bids.	Additional Secretary (Admn)	Additional Secretary (Procurement)
159.	Issuance of Advance Acceptance & Purchase Orders	Additional Secretary (Admn)	Additional Secretary (Procurement)
160.	Issuance of Personal Hearing notice to concerned firm / procuring agency		Hearing Officer as nominated by Secretary, SHC&MED

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
161.	Extension in Delivery Period	Additional Secretary (Admin)	Additional Secretary (Procurement)
162.	Approval and signing of Blacklisting Orders		Secretary, SHC & ME Department
163.	Nomination of Technical Officer for Evaluation / Inspection / Department representative for Purchase.	Additional Secretary (Technical)	Additional Secretary (Procurement)
164.	Processing, including approval of evaluation report and finalization of Pre-qualification of firms	Additional Secretary (Technical)	Additional Secretary (Procurement)
165.	Notification of Inspection Committees for the assessment of the premises of Manufactures and Sole Agents.	Additional Secretary (Technical)	Deputy Secretary (Concerned)
166.	Approval for initiation of Central Prequalification of the manufacturers / sole importers		Secretary, SHC & MED
167.	Certification of Undertaking of Public and Non-Profit Organization for import under PCT Code 9914		Contract Manager / Deputy Secretary (Procurement)
168.	Signing of banking facility agreement, Opening of letter of Credit (LC), LC amendments		Secretary, SHC & ME Department
169.	Formulation of special committees, technical working groups etc. for special assignments		Special Secretary concerned.
170.	Provision of procurement record to any other department		Special Secretary concerned.
Finance Wing			
171.	Approval of current budget proposals of field formations to be submitted to Finance Department.	Special Secretary (D&R) / Secretary SHC & ME	Secretary SHC & ME
172.	Submission of Proposal of re-appropriation of funds to Finance Department.	Additional Secretary (Admin)	Additional Secretary (Finance)
173.	Approval for placement of sanctioned re-appropriation online in PIFRA interface / SAP (sanctioned by Finance Department or by institution under their competency)	-	Deputy Secretary (B&A)
174.	Approval for placement of released annual budget online in PIFRA interface / SAP in accordance with the policy of Finance Department.	-	Deputy Secretary (B&A)
175.	Approval of cases of supplementary grant to be submitted to Finance Department.	-	Special Secretary (D&R)
176.	Approval of cases of technical supplementary grant to be submitted to Finance Department.	-	Additional Secretary (Finance)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
177.	Approval of cases of token supplementary grant, to be submitted to Finance Department, to make the unfunded object code as funded	-	Deputy Secretary (B&A)
178.	Approval of cases for creation of new cost centre / fund centre to be submitted to Finance Department.	-	Additional Secretary (Finance)
179.	Approval of cases for shifting of cost centre, from one fund centre to other, to be submitted to Finance Department.	-	Additional Secretary (Finance)
180.	Sanction for placement of funds from one cost centre to other cost centre within the same object code and fund centre.	-	Deputy Secretary (B&A)
181.	Approval of cases for opening of PLA / SDA / Assan Assignment Account etc. of the field formations to be submitted to Finance Department.	-	Additional Secretary (Finance)
182.	Approval of cases for opening of commercial bank account of the field formations to be submitted to Finance Department.	-	Additional Secretary (Finance)
183.	Approval of cases to be submitted to Finance Department for placement before the Austerity Committee.	-	Deputy Secretary (B&A)
184.	Approval of cases, for declaration of Drawing and Disbursing Officer (DDO) of the filed formations, to be submitted to Finance Department.	-	Additional Secretary (Finance)
185.	Approval of cases of Advance Withdrawal to be submitted to Finance Department.	-	Additional Secretary (Finance)
186.	Sanction of Beds Strength of hospitals under the administrative control of SHC & ME.	-	Special Secretary (D&R)
187.	Approval for submission of 1 st and 2 nd Statement of Excess and Surrenders pertaining to field formations, to the Finance Department.	-	Special Secretary (D&R)
188.	Cases for creation of Posts (New SNE) in accordance with yardstick criteria, to be submitted to Finance Department.	Additional Secretary (Admn)	Special Secretary (D&R)
189.	Cases for continuation of SNE, to be submitted to Finance Department.	Additional Secretary (Admn)	Deputy Secretary (B&A)
190.	Approval of cases of up-gradation, change of Nomenclature, classification of unclassified posts or shifting of Posts from one institution to another institution, to be submitted to Finance Department.	Additional Secretary (Admn)	Additional Secretary (Finance)
191.	Cases for approval of OSD seat creation of deceased Government official / officer in accordance with Finance Department's Policy to be submitted to Finance Department	-	Additional Secretary (Finance)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
192.	Notification of various allowances sanctioned by Finance Department for Doctors / Paramedics.	-	Additional Secretary (Finance)
193.	Approval of cases for appointment of Officers of Accounts Cadre of SHC&ME Department. • BPS-19 BPS-17 & BPS-18	-	• Special Secretary (D&R) Additional Secretary (Finance)
194.	Transfer / posting of Officers of Accounts Cadre of SHC&ME Department • BPS-19 BPS-17 & BPS-18	-	• Special Secretary (D&R) Additional Secretary (Finance)
195.	Approval of cases regarding acceptance of resignation of officers of Accounts Cadre of SHC&ME Department • BPS-19 BPS-17 & BPS-18	-	• Special Secretary (D&R) Additional Secretary (Finance)
196.	Cases regarding adhoc / contract appointment and Extension in contract of officers of Accounts Cadre of SHC&ME Department • BPS-19 BPS-17 & BPS-18	-	• Special Secretary (D&R) Additional Secretary (Finance)
197.	Issuance of NOC for Passport, admissions, recruitment etc.		Section Officer (ND)
198.	Sanction of Ex-Pakistan leave /earned leave upto 180 days to the officers of Accounts Cadre in BPS-17 to BPS-19		Additional Secretary (Finance)
199.	Sanction of Ex-Pakistan leave /earned leave beyond 180 days to the officers of Accounts Cadre in BPS-17 to BPS-19.		Special Secretary (D&R)
200.	Sanction of In-Pakistan leave / Earned Leave upto two years to the officers of Accounts Cadre in BPS-17 to BPS-19.		Additional Secretary (Finance)
201.	Sanction of Ex-Pakistan leave /earned leave beyond two years to the officers of Accounts Cadre in BPS-17 to BPS-19.		Special Secretary (D&R)
202.	Sanction of Final G.P. Fund and G.P. Fund Advance of officers of Accounts Cadre of BPS-17 and above.		Additional Secretary (Finance)
203.	Study leave under Study Leave Rules, 1989		Additional Secretary (Finance)
204.	Sanction of additional charge allowance for a period not exceeding three months		Additional Secretary (Finance)
205.	Deputation Cases		Additional Secretary (Finance)
206.	Approval of sending requisitions to PPSC / Selection Boards against various posts		Special Secretary (D&R)

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
207.	Circulation of Tentative Seniority List / Approval of Final Seniority list		Additional Secretary (Finance)
208.	Preparation / submission of working paper to PSB-I & PSB-II for promotion / proforma promotion officers of Accounts Cadre		Special Secretary (D&R)
209.	Advertisement in Newspapers for recruitment of officers against the posts of Accounts Cadre.		Additional Secretary (Finance)
210.	Sanction of Pension cases of Officers of Accounts Cadre • BPS - 19 BPS - 17 & BPS - 18		• Special Secretary (D&R) Additional Secretary (Finance)
211.	Preliminary probe / fact finding inquiries to Officers in BS-17 to BS-19		Special Secretary (D&R)
212.	Extension in joining time on appointment Up-to 30 days • BPS - 19 BPS - 17 & BPS - 18		• Special Secretary (D&R) Additional Secretary (Finance)
213.	Issuance of retirement notifications, LPR, Obituary Notification, Sanction of financial assistance, leave encashment i.e. four months salary to the bereaved family of the deceased officers of Accounts Cadre. • BPS - 19 BPS - 17 & BPS - 18		• Special Secretary (D&R) Additional Secretary (Finance)
214.	Reference to Solicitor Department for seeking advice regarding filing of CPLA in Supreme Court of Pakistan against the orders/ judgment passed by High Courts/ Punjab Service Tribunal in service matters.		Additional Secretary (Finance)
215.	Preparation of synopsis of Accounts Cadre in BS-17 to BS-19.		Deputy Secretary (B&A)
216.	Approval of parawise comments on civil suit writ petitions & appeals before Chief Secretary / Service Tribunal.		Special Secretary (D&R)
Development Wing			
S#	Distribution of Work and Delegation of powers	Existing Authority to Approve	Authority to Approve
217.	Approval of Development Schemes up-to Rs.400-million	DDSC presided by Administrative Secretary	Secretary, SHC & MED
218.	Signing of PC-I costing > Rs.400-million	Administrative Secretary	Secretary, SHC & MED

Sr. No.	Distribution of Work and Delegation of Powers	Existing Authority to Approve	Authority to Approve
219.	Re-appropriation of released funds of ADP Schemes	Administrative Secretary	Under Punjab Delegation of Financial Power Rules, 2022
220.	Approval of proposal of re-appropriation cases to P&D Board	Administrative Secretary	Secretary, SHC & MED
221.	Approval of Inter-Departmental Correspondence, other than Routine letters to Finance Department, P&D Board, office of Chief Secretary	Administrative Secretary / Special Secretary (Development & Reforms)	Secretary, SHC & MED / Special Secretary (D&R)
222.	Approval for intera-departmental correspondence	Additional Secretary (Development) / Chief Planning Officer	Additional Secretary (Development) / Chief Planning Officer

2. The abovementioned Delegation of Powers are subject to acts/rules/policies of the Government.

(Handwritten Signature)
27/7/2023

(ALI JAN KHAN)
SECRETARY

SPECIALIZED HEALTHCARE &
MEDICAL EDUCATION DEPARTMENT

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to the:-

1. All the Additional Secretaries, Specialized Healthcare & Medical Education Department
2. All the Deputy Secretaries, SHC & ME Department.
3. All the Vice Chancellors of Medical Universities in the Punjab.
4. All the Principal of Medical Colleges in the Punjab.
5. All the Head of Autonomous Medical Institutions in the Punjab.
6. All the Medical Superintendents of Teaching Hospital in the Punjab.
7. The Director General Nursing Punjab, Lahore
8. All the Attached Offices, Authorities of SHC & ME Department
9. All the Section Officers of SHC & ME Department.
10. PS to Secretary, SHC & ME Department
11. PS to Special Secretary (Operations), SHC & ME Department.
12. PS to Special Secretary (Development & Reforms), SHC & ME Department.
13. PS to Additional Secretary (Admn), SHC & ME Department.
14. PA to Deputy Secretary (Admn), SHC & ME Department.
15. The Superintendent, E&A Branch, SHC & ME Department.
16. Notification file / Master File.

(Handwritten Signature)
(JAWAD HUSSAIN, PMS)
SECTION OFFICER (GENERAL)