



DELHI STATE CANCER INSTITUTES

- centres par excellence in the service of humanity
(A group of autonomous institutions under the Govt. of NCT of Delhi)

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

NO. S- 55632 of 2006

निम्नलिखित विवरण
 संख्या नं. 5-55632
 प्रमाणित किया गया
 दिनांक 15/12/06



राजधानी दिल्ली
 निम्नलिखित के बचत संस्था संयोजक
 अधिनियम 1960 के अन्तर्गत
 प्रमाणित किया गया
 दिनांक 15/12/06

Section 13 of S.R. Act 1960
 15/12/06
 Registrar of Societies

19. The Scientific Advisory Committee:

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

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

**20. The Academic Activities:**

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



21. Funds of the Institute:

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

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

21.1.2 Grants received from Government of India.

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

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

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

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



22. Accounts and Audit:

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

23. Annual Report:

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

24. Alteration of Rules:

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

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

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

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

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



25.3 The four categories proposed are:

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

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

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

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

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



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

26. Execution of Contracts:

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

27. Suit by or against the Institute:

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

28. Applicability Clause:

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

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



29. Working Hours:

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

30. Dissolution:

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



 

राज्यपाल राजस्थान सरकार
राजस्थान नं. १५६३१
राजस्थान नं. १५६३१
राजस्थान नं. १५६३१



राजस्थान नं. १५६३१
राजस्थान नं. १५६३१
राजस्थान नं. १५६३१

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राजस्थान नं. १५६३१
राजस्थान नं. १५६३१

Registered 15/5/86
Registrar of Societies



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

F.No. A011/5/2019-DIR (DSCI)/I/

INFORMATION
REGARDING
MANUALS UNDER
SECTION 4(1)(B)
RTI ACT, 2005-

SUBMITTED BY:
PURCHASE BRANCH
DSCI



Purchase Officer
Delhi State Cancer Institute
Dilshad Garden, Delhi-110095

21/05/26

INFORMATION
REGARDING
MANUALS UNDER
MANUAL 2

RTI ACT, 2005-

SUBMITTED BY:
PURCHASE BRANCH
DSCI

			- Any other Misc work related to GEM - Preparation of Minutes of Meeting (HPC)
8.	Mr Sandeep Yadav	Hospital Executive -1	- Processing files for procurement of Equipment and related bills - All L/C Related work, Bank Guarantee and balance payments related to Equipment. - All EMDs of Equipment



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EPABX: +91-11-2550 1111, 2554 1111 FAX: +91-11-2554 9999

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

NIN ID: DSCI (East) - 1112313380 & DSCI (West) - 1115645855

		- Assists in planning for a participation in the training of nursing personnel. - Supervision, Guidance
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DELHI STATE CANCER INSTITUTES

MANUAL 2
POWERS AND DUTIES OF OFFICERS AND EMPLOYEES
 (SECTION 4(1)(b)(ii))
CARE TAKING BRANCH, DSCI

6

HE-III

- Act as the central point for all DAK received in Care Taking Branch
- Maintenance of proper records of DAK and files pertaining to CTB
- To assist DSCI staff for all maintenance works and act as point of contact for CTB
- Authorized to take new Mobile SIM connections from IT Department of DSCI on behalf of CTB
- Look after official email of CTB and ensure timely reply to urgent matters
- Conduct fortnightly physical rounds of DSCI West and submit reports on day-to-day functioning in respect of PWD works
- Processing of miscellaneous receipts and bills pertaining to CTB
- Other miscellaneous works as per direction of officers of CTB


25/5/26


27/5/26

MANUAL - 2**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**
[Section 4 (1) (b) (ii)]

		Maintenance of Expenditure Register and preparation of Monthly Expenditure Statement.
		Calculation of Income Tax of employees & Issue of Form-16/16-A to Employees .

		12. (i) Maintenance of the Common Bill Register. (ii) Correspondence with Bank/Branches/Others as per requirement with respect to various claims/payments pertaining to respective bill.
		13. Submission of comments as sought in the respective

5.	Sh Gaurav DEO	
		Preparation of Medical Reimbursement Bills.
		Preparation of

MANUAL 2
DEPARTMENT OF HEMATOLOGY

NAME OF THE OFFICERS	DESIGNATION	DUTIES
DR		

COORDINATION BRANCHMANUAL 2SECTION 4(1)(b)(II)POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

S.NO	Name of Official	Designation	Duties in Brief
1.	Dr Dhruv Jain	Assistant Director- Coordination	1. Nodal Officer E-Samiksha 2. I/C Outsource staff, DSCI 3. Helping organize Governing Council Meetings of DSCI 4. Chairman, CSR Committee, DSCI
2.	Gaurav Duggal	H.E-III/LDC	Dealing Assistant Coordination Branch 1. Movement of proposals related to Coordination & Outsource staff in E-office files. 2. Management of records of Outsource staff in DSCI. 3. Handling of various matters related to Outsource staff. 4. All other clerical work assigned time to time



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

Medical Record Department

		• Providing of Treatment / Case Summary in r/o patients at this Institute • Dealing with patients related grievances • Weeding Out of Old Records viz OPD/IPD, Death Files
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