

PROCEDURE FOLLOWED IN DECISION MAKING
SECTION III(B)(iii)
PURCHASE BRANCH, DSCI

1. The procurement at the level of the Institute is done in accordance with the rules and regulations laid down in GPR 2017. The manual of procurement and various other orders issued by CPA and Finance Department. All the cost estimates are complied with during procurement.
2. The demands for Drugs, Surgical Items (Consumables & Non-Consumables) and other demands (equipment, housekeeping items, Stationery and other miscellaneous items) duly signed by the Consultant Authority, DSCI are received from the Main Drug Store and respective HODs of the various departments. These demands are regularly presented before the only constituted Internal Procurement Committee (IPC) of DSCI which is headed by Chairman and Co-Chairman (including other members from Accounts Branch, Store Branch and Purchase Branch).
3. After the recommendations of IPC, the demands are processed for procurement as per GPR 2017. The items are ordered as below:
a) GEM
b) Open Rate
c) L1
d) As per the kind of item
e) As per the kind of item

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4. The proposals for procurement are forwarded to the Account Functionaries of the Institute for vetting and forwarded to the Consulting Authority, DSCI, for approval for placing the Purchase Order.
5. Agreements are adopted to avoid supply orders for the items for which supplies have been received from CPA by sending email to the Central Procurement Agency to confirm the items demanded are available from them. Further, the status of supply of items received from CPA from the Main Drug Store is also confirmed before issuing of supply orders.
6. With respect to the procurement of the equipment, technical specifications of the equipment are duly approved by the Technical Advisory Committee consisting of experts from outside the Institute with representatives from the Accounts, Purchase and the Lab Branch concerned concerning the equipment.
7. All advertisements and tender documents are placed on the website of the Government of Delhi and on GEM and bid system is followed for procurement. Explicit criteria are laid down for evaluation of bids and the price rate are opened for the bidder who qualify for the technical evaluation process. The contracts are awarded to L1 bidder.

**PROCEDURE FOLLOWED IN DECISION MAKING
SECTION 4(1)(B)(iii)**

PURCHASE BRANCH, DSCI

1. The procurement at the level of the Institute is done in accordance with the rules and regulations laid down in GFR 2017, the manual of procurement and various office orders issued by CPA and Finance Department. All the codal formalities are complied with during procurement.
2. The demands for Drugs, Surgical Items (Consumable & Non-Consumable) and other demands (equipment, housekeeping items, Stationary and other miscellaneous items) duly signed by the Competent Authority, DSCI are received from the Main Drug Store and respective HODs as per their requirements. These demands are regularly presented before the duly constituted Hospital Procurement Committee (HPC) of DSCI which is headed by Chairman and Co- Chairman including other members from Accounts Branch, Store Branch and Purchase Branch.
3. After the recommendations of HPC, the demands are processed for procurement as per GFR 2017. The items are explored as below:
 - a) GEM
 - b) Open Tender Rate Contracts
 - c) Jan Aushadhi Kendras
 - d) Approved local chemist of DSCI,
 - e) Under Rule 155, 156 and 166 of GFR 2017
4. The proposals for procurement are forwarded to the Account Functionaries of the Institute for vetting and forwarded to the Competent Authority, DSCI, for approval for issuing the Purchase Orders.
5. Measures are adopted to avoid issuing supply orders for the items for which supplies have been received from CPA by sending email to the Central Procurement Agency to confirm if the items demanded are available from them. Further, the status of supply of items received from CPA from the Main Drugs Store is also confirmed before issuing of supply orders.
6. With respect to the procurement of the equipment, technical specifications of the equipment are duly approved by the Technical Advisory Committee consisting of experts from outside the Institute with representatives from the Accounts, Purchase and the User Branch concerned demanding the equipment.
7. All advertisements and tender documents are placed on the website of the Government of Delhi/Portal of GEM and bid system is followed for procurement. Explicit criteria are laid down for evaluation of bids, and the price bids are opened for the bidders who qualify for the technical evaluation process. The contracts are awarded to L1 bidder firms.

Purchase Officer



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

21/01/26



DELHI STATE CANCER INSTITUTES

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

EAST: DILSHAD GARDEN, DELHI 110095, INDIA

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Website: <https://dsci.delhi.gov.in> E-mail: director.dsci@nic.in

NIN ID: DSCI (East) - 1112313386 & DSCI (West) - 1116546855

ADMIN-II (HR) Branch, DSCI

MANUAL - 3

Admin-II (HR) Branch Channel of Supervision/ Decision Making Authorities Corporate Office Under

Section 4 (1) (b) (iii) of RTI Act, 2005:

1. Proposals are put up by the HE-III's/ DEO's under supervision of Head Clerk.
2. Proposals are vetted by the HE-I/Head Clerk.
3. Proposals are submitted before the Admin Incharge - I / II & Joint Director, DSCI for recommendations and onward approval of worthy Director, DSCI.
4. Proposals involving financial implications are submitted to Accounts Branch for vetting/ examination and for opinion, if any.
5. Finally, proposals are approved by the worthy Director, DSCI as per the power delegated under Delegation of Financial Powers Rules (DFPR-2025), GFR-2017 and Governing Council (GC).
6. Any proposal which requires the approval of the Finance Committee, Governing Council of Govt. of NCT of Delhi are submitted accordingly, through the Director, DSCI.

Enclosure:

1. Delegation of Financial Powers Rules (DFPR-2025).
2. By Laws of DSCI.
3. GFR-2017



Admin Incharge
DSCI
East
Dilshad Garden
Delhi-110095

or Institute
Delhi-110095



FIN-POL/1/2025-Policy-Finance/Comp-246398/1758-1771
GOVERNMENT OF NCT OF DELHI
FINANCE DEPARTMENT: (POLICY DIVISION)
4TH LEVEL, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI.

Dated: 02/09/2025

OFFICE MEMORANDUM

Sub:- Delegation of Financial Powers to Head of Departments (HoDs) and Administrative Secretaries to Government of NCT of Delhi.

In supersession of O.Ms. No.F.8/3/2010-AC/413-17 dated 24/06/2016, No.F.1(12)/2016-17/Fin.(Exp.)/infra/Jsexp/665-676 dated 28/03/2017, No. F.20/08/2019/AC/jsfina/2575-2674 dated 07/08/2019, No.F.20/08/2019/AC/jsfina/53 dated 10/01/2023, No. F. 20/13/2023/Fin-PD/1480-1495 dated 16/12/2024 and all previous orders on the above cited subject and in exercise of financial powers conferred under the Rules 13 and 18 of Delegation of Financial Power Rules, 1978 (read with section 46 of the GNCTD Act, 1991 and rules framed under sub section 3 of section 46 of GNCTD Act, 1991 notified vide No.F.11/11/91-Fin.(B) dated 01/12/1993), the Lieutenant Governor, Delhi is pleased to enhance and delegate the following financial powers to the Heads of Departments (HoDs) and Administrative Secretaries of the Government of NCT of Delhi with immediate effect as shown in the Table below:-

Sl. No.	Nature of Power	Financial Powers delegated to HoDs	Financial Powers delegated to Administrative Secretaries	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Contingent Expenditure	₹15,00,000/- (Rupees fifteen lakh) per annum	Full power	
	(a) Unspecified Items (Recurring)			
	(b) Unspecified Items (Non-Recurring)	₹5,00,000/- (Rupees five lakh) per annum in each case	Full power	
2.	(a) Hiring of any kind of vehicle	₹5,00,000/- (Rupees five lakh) per month	Full Power	
	(b) Reimbursement of Conveyance charges	₹4,000/- per month per person	Full power	
	(c) Grant of Conveyance allowance to physically Handicapped	Full power	Full power	
3.	Electric, gas and Water Charges.	Full Power	Full power	



02/09/25

4.	Fixture and Furniture			
	(a) Purchase of furniture & fixture under CSS/ State Scheme/ any other Mission/Project/SSA/PM SHRI or any other such Schemes.	Full power	Full power	
	(b) Purchase/Repair/Hiring/ Replacement & condemnation of furniture and fixture for offices other than (a)	₹10,00,000/- (Rupees ten lakh) per annum.	Full power	
5.	Freight and demurrage/ Wharfage charges.	Full power	Full power	
6.	(a)Hiring of any kind of equipment used in office.	Full power	Full power	
	(b)Purchase of Desert cooler, Room Cooler, Air-conditioners	Full power	Full power	
7.	Legal Charges.			
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires. (b) Law suits or prosecution cases	Full power	Full power	Subject to guiding principles and rates as laid down by Law Department, Govt. of NCT of Delhi.
	(c)Arbitration cases	Full Power in case of authorities vested with powers to refer cases to arbitration, otherwise upto ₹2,00,000/-	Full Power	

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	(d) Reimbursement of Legal Expenses incurred by Government servants in cases arising out of their official duties.	Full power	Full power	
	(e) Miscellaneous legal services, vetting services	Full power	Full power	As per the approved rates of Law Department of GNCT of Delhi
8.	Motor Vehicles:			
	(a) Purchase of new vehicle	NIL	NIL	
	(b) Replacement against condemnation	NIL	Full power As per Net Dealer Price (NDP) prescribed under Staff Car Rules	
	(c) Maintenance, up keep and repair of vehicles	Full power	Full power	
	(d) Condemnation of Vehicles	Full power	Full power	
9.	Municipal rates and taxes	Full power	Full power	
10.	Works and Repairs			
	(a) Execution of petty works, repairs and day to day maintenance of Govt. buildings.	₹10,00,000/- (Rupees ten lakh) per annum per building, if the work is executed departmentally. Full power if the work is executed through PWD.	₹20,00,000/- (Rupees twenty lakh) per annum per building, if the work is executed departmentally. Full power if the work is executed through PWD.	

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	(b) Repairs and alterations to hired and requisitioned buildings	(i) Non-recurring:- ₹2,00,000/- (Rupees two lakh) per annum. (ii) Recurring:- ₹50,000/- (Rupees fifty thousand only) per annum.	(i) Non-recurring:- ₹5,00,000/- (Rupees five lakh) per annum. (ii) Recurring:- ₹1,00,000/- (Rupees one lakh) per annum.	
	(c) Administrative Approval and Expenditure Sanction to Works / Projects/ Schemes / Goods and Services defined by CPWD Manual and Manual for procurement of Goods & Services of GoI and endorsed by GNCTD.	₹10,00,00,000/- - (Rupees Ten Crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	₹50,00,00,000/- - (Rupees Fifty Crore) subject to availability of funds and estimates prepared by PWD or any other Government approved work executing agency.	(a) <u>Approval of FD</u> is required for all Schemes / Projects costing / estimating above ₹50 Crore (Rupees Fifty Crore) and up to ₹100 Crore (Rupees one hundred crore). (b) Approval of EFC headed by Finance Minister is required for all Schemes / Projects costing / estimating above ₹100 Crore (Rupees One hundred Crore) but less than ₹500 Crore (Rupees Five hundred crore). (c) <u>Approval of the Council of Ministers</u> is

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				required in respect of all Schemes / Projects costing/ estimating ₹500 Crore (Rupees Five hundred Crore) and above after the recommendations of EFC.
	(d)Hiring of Individual Consultants, Consultancies, Professionals	NIL	Full power Subject to guidelines issued by Services and Administrative Reforms Departments, GNCT of Delhi	
	(e) For hiring of individual consultants/ consultancies/ professionals / PMUs etc where these are provided under CSS/Missions/ Schemes/ Projects	NIL	Full Power	
11	Postal and Telegraphs Charges			
	(a)Charges for the issue of letters, telegrams etc.	Full power	Full power	
	(b)Commission on money orders	Full power	Full power	
12	a) Printing and binding. (Private printers / Press)	₹50,00,000/- (Rupees Fifty lakh) per annum.	Full power	
	b) Printing and binding (Through Government Press)	Full power	Full power	
	c) Printing of visiting cards for self & officers of the department.	Full power	Full power	



13	Publications: a) Purchase of Official publication.	Full power	Full power	
	b) Purchase of Non-official publications includes books, newspapers, other periodical publications, etc.	Full power	Full power	
14.	Hiring of buildings	Full power	Full power	The rate of rent will be assessed by the Rent Fixation Committee of PWD.
15.	(a)Repairs to and removal of machinery (Where the expenditure is not of a capital nature)	Full power	Full power	
	(b)Repairs/Periodical Servicing/AMC of machinery and equipments	Full power	Full power	
16.	Staff paid from Contingencies available with FD	NIL	NIL	
17.	Purchase of stationary stores	₹50,00,000/- (Rupees fifty lakh) per annum.	Full power	
18.	Supply of Uniforms, badges and other articles of clothing etc., and Washing Allowance.	Full power	Full power	
19.	Performance of extra jurisdictional journey within India by the Government servant including payment of Delegation fee.	Full power Except in case of HOD (himself / herself) for which the approval of concerned Secretary shall be obtained.	Full power For Secretaries (himself/herself) for which approval of Chief Secretary shall be obtained.	
20.	Powers to declare a Gazetted Officer as Head of Office under Rule 14 of DFPRs.	Full power	Full power	
21.	Advance drawal of money on abstract bills for	Full power	Full power	



	meeting contingent expenditure where advance drawal is inevitable.			
22.	Stores:			
	(a) Store required for works	Full power	Full power	
	(b) Others stores i.e. stores required for the working of an establishment (instruments, equipments and apparatus).	Full power	Full power	
	(c) Purchase of Medical stores and equipments.	Full power	Full power	
	(d) Purchase of equipment of Training Institutes.	Full power	Full power	
	(e) Purchase of stores such as seeds, pesticides etc. required for sale under the approved agricultural schemes.	Full power	Full power	
23.	(a) Purchase of Dietary articles / clothing and other items for day to day use of Government Hospitals.	Full power	Full power	
	(b) Purchase of Dietary articles / clothing for the inmates of Institutions under the Dte. of Social Welfare or any other department Govt. of NCT of Delhi.	Full power	Full power	
24.	Tent and Camp Furniture.			
	(a) Initial Purchases	Upto ₹10,00,000/- (Rupees Ten lakh only)	Full power	
	(b) Replacement	₹5,00,000/- (Rupees Five lakh only)	Full power	
	(c) Repairs	Full power	Full power	



	(d) Hiring of a Tent	Full power	Full power	
25.	Telephone Charges:- (As may be fixed by Government from time to time)			
	(a) Office Telephone	Full power	Full power	
	(b) Sanction of Residential telephones in case of officers drawing salary in Level 12 of Pay Matrix of 7 th CPC (pre-revised PB-3: ₹15,600-39,100 plus Grade Pay - ₹7,600/-) and above.	Full power	Full power	
	(c) Installation of Internet Connection in office including leased lines.	₹ 2,00,000/- (Rupees two lakh) per annum	Full power	
26.	(a) Purchase of all office equipments and other services including all IT related goods and services.	Full power	Full power	The Administrative Secretary will have full power to decide whether the equipment / goods/ services falls in this category subject to the general instruction, if any, of the IT Department and specific approval of TEC of IT Department.
	(b) Repair/Replacement/ hiring/condemnation/ maintenance of all office equipments and other services including all IT related goods and services.	₹20,00,000/- (Rupees Twenty lakh) per annum.	Full power	
27.	Expenditure on refreshments/ meals served for functional requirements/ including events Press Conference Meetings / Conference Seminar.	₹ 50,00,000/- (Rupees Fifty lakh) per annum. Approved rates of IRCTC/ITDC/ DTTDC or lower rates.	Full power	Administrative Secretary will have full power to decide whether any expenditure belongs to this category.



28.	Write-off of Irrecoverable Losses of stores or public money.			
	(a) Irrecoverable losses of stores / money not due to theft, fraud or negligence.	₹2,00,000/- (Rupees two lakh) in each case. Subject to observance of procedure / Instructions laid down in GFR, etc.	₹5,00,000/- (Rupees five lakh) in each case. Subject to observance of procedure / Instructions laid down in GFR, etc.	
	(b) Losses due to theft, fraud or negligence	₹10,000/- (Rupees ten thousand) in each case.	₹25,000/- (Rupees twenty five thousand) in each case.	
	(c) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	₹1,00,000/- (Rupees one lakh) in each case subject to observance of procedure / Instructions laid down in GFR, etc.	₹2,00,000/- (Rupees two lakh) in each case. Subject to observance of procedure / Instructions laid down in GFR, etc.	
29.	Disposal of obsolete, surplus or unserviceable stores.	₹40,00,000/- (Rupees forty Lakhs) at a time, subject to acceptance of the recommendation of Condemnation Board by the Competent Authority.	Full power	
30.	Investigation of Old Claims	Full power as per GFR.	Full power as per GFR.	
31.	Merits, Awards, Stipends, Loans and other educational scholarship to students.	Full power	Full power	
32.	Expenditure incurred on annual N.C.C. Camps, Combined Cadre camps, Refresher training course and pre-commission training etc.	Full power	Full power	



33.	Payment of publicity charges on DAVP rates or on rates approved by Government of NCT of Delhi	Full power	Full power	
34.	Payment of outfit allowances, refreshment allowance and washing allowance to NCC officers and cadets.	Full power	Full power	
35.	Insurance of material and equipments received as a loan or an Aid from International and other organization.	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules.	Full power as prescribed in Rule 15 of Delegation of Financial Power Rules.	
36.	Grant of Special pay to cashiers / Group 'C' staff handling cash.	Full power	Full power	
37.	(a) Sanction of HBA to Govt. servant.	Full power , except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power , except in respect of Secretaries and Head of Department belonging to All India Service Officers	The power to sanction HBA to All India Service Officers vests with FD.
	(b) Sanction of GPF withdrawal to Govt. servant	Full power , except in respect of Secretaries and Head of Departments belonging to All India Service Officers	Full power , except in respect of Secretaries and Head of Departments belonging to All India Service Officers	The power to sanction GPF withdrawal to All India Service Officers vests with FD.
38.	(a) Sanction of Honorarium from Public exchequer	NIL	NIL	NOTE:- The power to sanction Honorarium from the public exchequer vests with FD.
	(b) To sanction the undertaking of work for which fee/ Honorarium is offered and acceptance thereof.	As prescribed in FRSR	Full power (It includes honorarium payable to the Inquiry Officer and Presenting Officer)	



39.	Sanction and payment to casual labourer for departmental work.	Full power	Full power	
40.	Payment of remuneration to part-time teachers/ Guest speakers etc.	Full power	Full power	
41.	Payment of registration fee for seminars/conferences	Full power	Full power	
42.	Clearance for forwarding of applications for various fellowships.	Full power except in cases of Head of Department for which approval of concerned Secretary and Minister shall be obtained.	Full power for HODs/Secretaries for which the approval of the concerned Minister shall be obtained subject to fulfillment of Rules/ Regulations as laid down in Government of NCT of Delhi orders. In case of Secretaries, approval of the Chief Secretary shall also be obtained.	
43.	Grant-in-Aid to the Grantee Institutions/NGOs	NIL	₹50,00,000/- (Rupees Fifty lakh)	Subject to the conditions as laid down by Finance Department Govt. of NCT of Delhi & approved pattern of assistance and further subject to the fulfillment of conditions as laid down in GFR for remaining installment FD shall release funds as per norms.



44.	Opening of Letter of Credit (LC) in Public Sector Banks except for 'Works'. [only for overseas procurement]	Full power	Full power	
45.	Washing & dry cleaning of linen.	Full power	Full power	
46.	(a) Engagement of Security & Sanitation Services	NIL	Full power	
	(b) Engagement of Class IV Staff, including MTS & Drivers and Nursing Orderlies on outsourced basis through private agencies and extension of contract thereof against the sanctioned vacant posts	NIL	Full power	
	(c) Engagement of professionals like Life Guards, Sports Coaches, trainers etc. on outsourced basis through private agencies and extension of contract thereof against the sanctioned vacant posts	NIL	Full power	
	(d) Outsourcing of Kitchen services including supply of dietary articles against the sanctioned vacant posts	Full power	Full Power	
	(e) Outsourcing of staff (cooks etc.) for kitchen services against the sanctioned vacant posts	Full Power	Full Power	
	(f) Outsourcing of additional consulting and Allied & Healthcare service staff in Hospitals against the sanctioned vacant posts	NIL	Full power	
	(g) Outsourcing of the services of Data Entry Operators (DEOs) against vacant posts of DEOs/ Ministerial posts	NIL	Full power	
47.	Continuation of Temporary posts	NIL	Full Power	
48.	Expenditure on swearing-in-ceremony of Constitutional Authorities of GNCT of Delhi	NIL	NIL	Full powers to ACS/Pr. Secretary/ Secretary (GAD)



2. All the financial powers will be exercised by the Heads of Departments and Secretaries of the Administrative Department concerned subject to the following conditions:-

- (i) That the expenditure does not exceed the budget allocation;
- (ii) That the expenditure is incurred for the purpose for which funds have been provided and the codal formalities are followed as per the FRSR / GFR/ CVC guidelines/ instructions/ Rules & Procedures issued by the Government from time to time.
- (iii) For all purposes of works/ projects/ schemes/ goods & services will be defined as per CPWD Manual and Manual for procurement of Goods & Services of GoI and endorsed by GNCT of Delhi.
- (iv) Any items, not mentioned in this delegation, shall be in the purview of the concerned Administrative Secretary.
- (v) The appropriate financial prudence, economy of scales as well as financial overview while giving Expenditure sanctions shall be that of the Administrative Secretary as per GFR and other extant Rules / Instructions.
- (vi) All matters in which a specific Cabinet decision exists, the said decision shall prevail.
- (vii) Release of funds shall be as per norms, scales, levels, and patterns as prescribed by the GFR/FRSR/Extent Rules/ Circulars and Manuals.

This issues with the prior approval of the Hon'ble Lt. Governor, Delhi.



(S.S. Parihar, IAS)
Special Secretary (Finance)

02/09/25

FIN-POL/1/2025-Policy-Finance/Comp 246398/

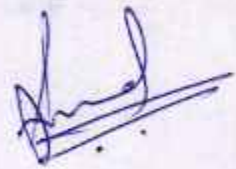
Dated: 02/09/2025
1758-1771

1. Pr. Secretary to Hon'ble Lt. Governor, Govt. of NCT of Delhi.
2. Secretary to Hon'ble Chief Minister, Govt. of NCT of Delhi.
3. Secretary to all Hon'ble Ministers, Govt. of NCT of Delhi.
4. Staff Officer to Chief Secretary, Govt. of NCT of Delhi.
5. All ACS/Pr. Secretary/Secretary/Head of Departments, Govt. of NCT of Delhi.
6. PS to Addl. Chief Secretary (Finance), Govt. of NCT of Delhi.
7. PS to Secretary (Finance), Govt. of NCT of Delhi.
8. PS to Special Secretary (Finance), Govt. of NCT of Delhi.
9. Secretary to Legislative Assembly, Govt. of NCT of Delhi.
10. Controller of Accounts, Pr Accounts Office, Govt. of NCT of Delhi.
11. Controller of Accounts, Directorate of Audit, Govt. of NCT of Delhi.
12. Joint Secretaries/Deputy Secretaries, Finance Deptt., Govt. of NCT of Delhi.
13. Guard File
14. Website of Finance Deptt.

Manual-3
Procedure followed in Decision making process
[Section 4(1)(b)(iii)]

OPD Pharmacy Department DSCI

1. Entire stock of the medicines is replenished routinely through indent from Store Department DSCI.
2. Medicine are stored properly as per the instructions mentioned on the label.
3. All the medicines are dispensed free of cost to the patient attending DSCI.
4. All the medicines are dispensed for the duration prescribed by the Doctors.
5. List of available medicines is provided to all the faculty members and unit heads in the first week of every month.
6. Availability of the medicines is regularly monitored to avoid major stock out of the medicines.
7. Expiry dates of the medicines are regularly monitored.
8. Regular stock verification is done in OPD Pharmacy.
9. First in First Out method of Inventory management is used for issuing of medicines.
10. Stock registers are maintained and updated on daily basis.



Dr. SHWETA ANAND
Assistant Professor
Dept. of Chest & Respiratory Medicine
Delhi State Cancer Institute
Dilshad Garden, Delhi-110029

Moi/c Pharmacy

MANUAL - 3**PROCEDURE FOLLOWED IN DECISION MAKING****[Section 4 (1) (b) (iii)]**

- Proposals are put up by the H.E-III/LDC and submit to Statistical Officer
- Proposals are vetted by Statistical Officer
- Proposals are submitted before the Joint Director (Admn) for further recommendations and onward approval of Worthy Director, DSCI
- Proposals involving financial implications are submitted to Accounts Branch for vetting/examination and for opinion, if any.
- Finally, proposals are approved by the Worthy Director, DSCI as per the power delegated under DFPR, GFR and Governing Council.
- Any proposal which requires the approval of the Health, Finance, Services, Administrative Reforms, Planning department of Govt of NCT of Delhi are submitted accordingly, through the Director, DSCI


Neeraj Kumar
(Statistical Officer)
Planning Department, DSCI

Neeraj Kumar
 (Statistical Officer)
 Planning Department, DSCI



DELHI STATE CANCER INSTITUTES

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

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DEPARTMENT OF NURSING

MANUAL-3

PROCEDURE FOLLOWED IN DECISION MAKING [Section 4 (1) (b) (iii)]

REPORT FOR NURSING DEPARTMENT

Bed Strength of OPD & IPD Oncology Departments - 236.

PRESENT EXISTING POST NURSING STAFF

ADN (Officiating)	-	02
Senior Nursing Officer	-	05
Nursing Officer	-	85

DUTIES AND RESPONSIBILITIES

Nursing Officers doing shift duty and general duties in inpatient wards, Emergency / Hydration, OPD, Diagnostic Deptt., Minor OT, Major OT, ICU (Post-op), Chemo Day Care, Endoscopy / Bronchoscopy, Brachytherapy Deptt., Post-op ward, Radiation Therapy, Nuclear Medicine and Radiology Deptt.

TIMING OF DUTIES

First Shift	-	8 am - 2 pm
Second Shift	-	2 pm - 8 pm
III rd Shift	-	8 pm - 8 am
General duty	-	8 am - 3 pm, 9 am - 4 pm, 10 am - 5 pm & 1 pm - 8 pm

This hospital follows multidisciplinary high quality nursing care and Nursing Officers take active role in that model of care.

JOB SUMMARY FOR NURSING OFFICERS

- Nursing Officers are the first level professional nurse who provides direct patient care to one patient or group of patients assigned to her/him during duty shift and assist in management of wards.
- Providing care not only at problems associated with the disease and its effects on the patient but also on patient's family.

MS SHIMOL BABY
ASSISTANT DIRECTOR (NURSING)
C. P. B. NO. N-18222
22/5/26

MANUAL 03**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS****[Section 4(1) (b)(iii)]****Clinical Oncology and Radiotherapy**

❖ Consultant Incharge **Clinical Oncology OPD (Monday to Saturday)**
in OPD room number 1,2,3 ,

- **Dr Pragya Shukla/Dr Shambhavi Sharma**
- Senior Residents and Junior Resident

❖ Consultant Incharge **Radiotherapy OPD (Monday to Saturday)**

- **Dr Afsana Shah/ Dr Manish Kumar Sharma**
- Senior Residents and Junior Resident

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23/5/26

MANUAL 03**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS [Section 4(1)(b)(iii)]**

DIAGNOSTIC SERVICES	WORKING HOURS
Blood Storage Centre	Monday to Friday - 09:00AM TO 05:00PM Saturday - 09:00AM TO 02:00PM

- Sample collection: Phlebotomist.
- Screening: Lab Technologist, Senior Resident.
- Reporting and signing out: Senior Resident, Assistant Professor.

Manual- 3
Procedure followed in decision making
[Section 4(1)(b)(iii)]

Department of Onco-Anaesthesia & Critical Care

Faculty in the Department:

S. No	Name	Designation
1.	Dr Surendra Kumar	Associate Professor & HoD
2.	Dr Swati Bhan	Associate Professor
3.	Dr Anuradha Patel	Assistant Professor
4.	Dr Satyaki Sarkar	Assistant Professor
5.	Dr Meghna Singhal	Assistant Professor

Senior Residents	Junior Residents
Dr Surabhi	Dr Rishav
Dr Karan	Dr Swetlana
Dr Megha	Dr Aashish
	Dr Shubham
	Dr Jagdish

OPD Services: Monday to Saturday- During working hours

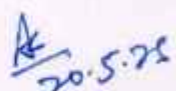
Anaesthesia Services:

- **Elective- Monday to Saturday-** During working hours
- **Emergency: 24x7**

ICU: 24x7

CSSD: Monday to Saturday- During working hours

Medical Gases: 24x7


 Dr Surendra Kumar
 Associate Professor & HoD

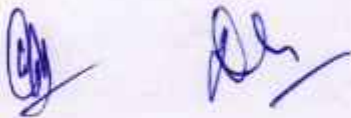
MANUAL 3**SECTION 4(1)(b)(III)****PROCEDURES FOLLOWED IN DECISION MAKING**

Decision is made in E-office after following due procedures and after taking approval of Competent Authority

Rest other works are carried out as per Norms.

Financial matters: LDC → ADC → Accounts → JD → Director

Non-Financial matters: LDC → ADC → JD → Director



Assistant Director (Coordination)

MANUAL 03**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS****[Section 4(1) (b)(iii)]****Nuclear Medicine**

❖ **Nuclear Medicine OPD (Monday to Friday) in OPD Nuclear Medicine timing: 09:00 am to 05:00 pm**

- Dr Rajesh Gautam
- Senior Residents and Junior Resident

❖ **Radiation Survey of the department on Saturday by the Technologists of Nuclear Medicine**

- Ms Pallavi Sharma (Technical Officer)
- Ms Manju Rani (Sr. Technologist)

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22/6/26.

Manual- 3
Procedure followed in decision making
[Section 4(1)(b)(iii)]

Department of Pain Relief & Palliative Care

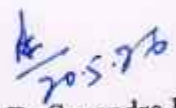
Faculty in the Department:

S. No	Name	Designation
1.	Dr Surendra Kumar	Associate Professor & HoD
2.	Dr Vikram Pratap Singh	Assistant Professor

Senior Resident	Junior Resident
Dr. Anshita Sharma	Dr. Shakshi Purokit
Dr. Snigdha Sharma	Dr. Satyaveer
	Dr. Suresh

OPD Services: Monday to Saturday- During working hours

IPD Services: 20 Bedded in-patient ward 24x7


 Dr Surendra Kumar
 Associate Professor & HoD

MANUAL 3
PROCEDURE FOLLOWED IN DECISION MAKING
SECTION 4(1)(b)(iii)
DEPARTMENT OF LAB MEDICINE

DIAGNOSTIC SERVICES	WORKING HOURS
BIOCHEMISTRY	24X7(ROUND THE CLOCK)
MICROBIOLOGY	10AM TO 5PM(MON TO FRI) 10AM TO 2PM(SATURDAY) GAZETTED HOLIDAYS AND SUNDAYS CLOSED)

- Sample collection: Phlebotomist
- Screening: Lab Technologist, senior resident
- Reporting and signing out: Senior resident and Assistant Professor.

for
21/5/24

Ankita
21/5

Dr. Ankita Gupta
AP, LM

MANUAL 03

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
[Section 4(1)(b)(iii)]

DIAGNOSTIC SERVICES	WORKING HOURS
- Onco Pathology (Hematopathology) - Lab Medicine(Bio-Chemistry and Microbiology)	24x7(Round the clock)

- Sample collection: Phlebotomist.
- Screening: Lab Technologist, Senior Resident.
- Reporting and signing out: Senior Resident, Assistant Professor.

Monica
09/6/26


Dr. MONICA GUPTA
Asstt. Prof. (Onco Pathology)
DMC Regn. No. 22189
DELHI STATE CANCER INSTITUTE

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

- (1) All the advertisements of recruitment are published with the approval of worthy Director.
- (2) All the result of recruitment are published after obtaining the approval of Chief Secretary, GNCTD-cum- Chairperson GC, DSCI

Swati



Dr. Swati Bhan
In-charge Recruitment
Delhi State Cancer Institute
Dilshad Garden, Delhi-110095

MANUAL 03PROCEDURE FOLLOWED IN DECISION MAKING PROCESS[Section 4(1)(b)(iii)]

Copy of Standard Operating System (SOPs) in r/o Medical Record Department, DSCI is attached herewith.

available in Manual 4.



ILC MRD

* SOP also available in Manual-4.

MANUAL 03**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS****[Section 4(1) (b)(iii)]****Clinical Oncology and Radiotherapy**

❖ Consultant Incharge **Clinical Oncology OPD (Monday to Saturday)**
in OPD room number 1,2,3

- Dr Pragya Shukla/Dr Shambhavi Sharma
- Senior Residents and Junior Resident

❖ Consultant Incharge **Radiotherapy OPD (Monday to Saturday)**

- Dr Afsana Shah/ Dr Manish Kumar Sharma
- Senior Residents and Junior Resident

MM
23/5/26

MANUAL 03

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

Nuclear Medicine

❖ **Nuclear Medicine OPD (Monday to Friday) in OPD Nuclear Medicine** timing: 09:00 am to 05:00 pm

- Dr Rajesh Gautam
- Senior Residents and Junior Resident

❖ **Radiation Survey of the department on Saturday by the Technologists of Nuclear Medicine**

- Ms Pallavi Sharma (Technical Officer)
- Ms Manju Rani (Sr. Technologist)



P.No - 01 of 01

MANUAL-03PROCEDURE FOLLOWED IN DECISION MAKING PROCESS
[Section 4(1)(b)(iii)]

Department became operational after the first faculty appointment on March 21st 2025.
Diagnostic and research initiatives are currently in their preliminary phases. Standard Operating Procedures (SOPs) for workflow of diagnostic and research services are under development.

Minakshi
19/6/26

 DR. MINAKSHI MANN
ASSISTANT PROFESSOR
CANCER RESEARCH
Delhi State Cancer Institute
Dilshad Garden, Delhi 110095

Manual 3
 Procedure followed in Decision Making Process
 [section 4(1)(b)(iii)]

Department of Chest and Respiratory Medicine

Services	Working hours
• OPD	Tuesday, Friday (9 AM to 4 PM)DSCI East Thursday (9AM to 4PM) DSCI West
• IPD (Chest Ward) & HDU	Room 1, 2, 5 Daily (24*7)
• Bronchoscopy (FOB, TBLB, EBB, EBUS TBNA) • C Arm Guided lung Biopsies	Monday, Wednesday (9AM to 4PM)
• USG guided Procedures (lung biopsies, Effusion aspiration, ICD insertion) • Closed Pleural Biopsy • CT guided Lung biopsies	Thursday (9AM to 4PM) Saturday (9AM to 2PM)

