



**GOVERNMENT DENTAL COLLEGE & HOSPITAL
AHMEDABAD**

No. *DCH/03/2015*
Govt. Dental College and Hospital,
Ahmedabad-16
Date: 9/2/2015

CIRCULAR

Attached herewith is the Financial Resource Mobilization Policy of Government Dental College and Hospital, Ahmedabad based on Government of Gujarat norms.

All are requested to make note of the same.

Dean
Govt. Dental College & Hospital,
Ahmedabad

Copy to:

- All Departments
- Account Section
- AO



GOVERNMENT DENTAL COLLEGE AND HOSPITAL AHMEDABAD

FINANCIAL RESOURCE MOBILIZATION POLICY

GOAL: Resource mobilization policy is set to ensure logarithmic, multi-dimensional mobilization of resources aiming overall growth of the institute.

Government Dental College and Hospital, Ahmedabad being a government institute its primary financial resource is Government grant. It has a well planned and transparent financial management system following norms set by Government of Gujarat. Separate account section with efficient employees appointed by state government looks after the finances. Account section includes posts for Administrative officer, Superintendent, Head clerk, Senior clerk and Junior clerk. GDCHA prepares annual budget based on its requirements, which is discussed in budget session of state government. Budget thus approved is allocated every year on quarterly basis, based on seven objectives, which are as follows:

1) Objective class 1:

- In this class employee/officers salary and other allowances are allocated.

2) Objective class 2

In this class following expenses are done

- T.A, D.A for interstate or intra state travelling of employee/officers.
- Office expenses
- Municipal taxes
- Journal subscription for college library.

3) Objective class 3

In this class following expenses are done:

- Materials and other supplies.
- Newspaper advertisement
- Salary of outsource employees

4) Objective class 4

- Scholarship and stipend of dental students of our institute comes under this class.

5) Objective class 5

- Other expenses of institute are included in this class.

6) Objective class 6

- Instrument and equipment required for institute.

7) Objective class 7

- Provides Festival advance and Food grain advance to class 4 employees.

CIVIL HOSPITAL CAMPUS, ASARWA, AHMEDABAD, GUJARAT, INDIA-380016

gdchahmd@gmail.com

Phone No: 07922682070, 07922682060



GOVERNMENT DENTAL COLLEGE AND HOSPITAL
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Complete management of the accounts is digitalized using government portal IFMS (Integrated Financial Management System) part of GSWAN for managing transparent account transaction and ensuring expenditure within permissible limit of budgeted amount as per all 7 classes.

Various bills like Salary bill, Medical Allowance bill, Pay difference bill, Stipend bill, LTC bill, Contingency Bill (Outsourcing expenses, Material, Stationery, etc.) are generated at account section. Bills generated are approved and signed at first level by DDO (Drawing and Disbursing Officer). The approved bills are further verified and signed at by Controlling Officer of the institute (Dean of GDCHA). Once signed by Controlling Officer bills are sent to Office of Directorate of Accounts and Treasuries Department Of Government Of Gujarat. Here the bills are reviewed and final approval is given by treasury officer. Approved amount is deposited in applicant's bank account by E-Payment ensuring complete transparency of finances.

Treatment charges collected from patients is as per their monthly income fixed by Government of Gujarat. Revenue collected each day is deposited in govt. account. Tuition and hostel fees of students collected as per government norms are also deposited in government Account.

Rogi Kalyan Samiti (RKS)

RKS account is a separate account wherein token amount collected for case registration, charges for out sourced services (orthodontic treatment and crown & bridge work),etc. gets deposited. Annual Audit of RKS account is done by the Chartered Accountant appointed by GDCHA. Report of which has to be presented to Health Secretary in annual RKS meeting.

Unbiased evaluation and management of accounts of GDCHA is ensured by two tier auditing system from Government of Gujarat. From -

1. Commissionerate Of Health , Medical Sercives and Medical Education, Gandhinagar
2. The Office of Accountant General, Rajkot.

Both the audit team scrutinizes all Government accounts including RKS account.


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