आरोग्य सेवा संचालनालयाअंतर्गत सामान्य राज्य सेवा मधील मुख्य प्रशासकीय अधिकारी, गट-अ व प्रशासकीय अधिकारी, गट-ब या पदांचे सेवा प्रवेश नियम

महाराष्ट्र शासन सार्वजनिक आरोग्य विभाग

क्र.आरटीआर-१३२०००/२७३/प्र.क्र.१०८/सेवा-२ मंत्रालय, मुंबई - ४०० ०३२. दिनांक ३० ऑगस्ट, २००२.

शासन निर्णय :-

आरोग्य सेवा संचालनालयाअंतर्गत सामान्य राज्य सेवा मधील मुख्य प्रशासकीय अधिकारी, गट-अ व अन्ययकीय अधिकारी, गट-व या पदांच्या सेवा प्रवेश नियमासंबंधी सोवत जोडलेली इंग्रजी व मराठी मधील अधिसूचना महाराष्ट्र शासन राजपत्रात भाग-चारमध्ये प्रसिध्द करण्यात येत आहे.

महाराष्ट्राचे राज्यपाल मांच्या आदेशानुसार व नावाने.

(सि.मं.इनामदार) महाराष्ट्र शासनाचे अवर सचिव

प्रति, राज्यपालांचे सचिव, राजमवन, मुंबई सचिव, महाराष्ट्र लोकसेवा आयोग, मुंबई (प्रशहारे पाच प्रतीसह) महासंचालक, आरोग्य सेवा, मुंबई अतिरिक्त रांचालक, आरोग्य सेवा (सर्व) सहसंचालक आरोग्य सेवा (सर्व) जनसंचालक, आरोग्य सेवा (सर्व) जिल्हा आरोग्य अधिकारी (सर्व) जिल्हा शह्य चिकित्सक (सर्व) महालेखापाल, महाराष्ट्र राज्य १/२, मुंबई / नागपूर विधी व न्याय विभागा, मंत्रालय, मुंबई. सामान्य प्रशासन विभाग (कार्यासन-१२), मंत्रालय, मुंबई

व्यवस्थापनक, शासकीय मध्यवती मुद्रणालय, मुंबंई (पाँच प्रतीसह) यांन िनंती करण्यात येते की, सदरची अधिस्थिती ही राजपत्रात भाग - ४अ मध्ये प्रसिद्ध करण्यात यांची आणि स्थाच्या २०० प्रती या विमानास पाठिकण्यात यांच्यात. निवडनस्ती (सेवा-२)

8/30/01

Public Health Department, Mantralaya Mumbai-400 032 Dated the 20/11/2002.

Constitution of India.

No.RTR132000/273/CR108/SER II: In exercise of the powers conferred by the proviso to article 309 of Constitution of India and in supersession of all existing rules, orders or instruments made in this behalf, the Governor of Maharashtra is hereby pleased to make the following rules regulating recruitment to the post of Chief Administrative Officer, Group-A and Administrative Officer, Group-B, in Goneral State Services, in the Directorate of Health Services, under the Public Health Department of the Government of Maharashtra, namely.

1. These rules may be called the Chief Administrative Officer, Group-A and Administrative Officer, Group-B in Directorate of Health

Services (Recruitment) Rules, 2002.

2. In these rules, unless the context requires otherwise.

a) "Commission" means the Maharashtra Public Service
Commission;

b) "Degree" means a degree of a statutory university

c) "Directorate" means the Directorate of Health Services, of Government.

d) "Government" means the Government of Maharashtra.

e) "Statutory University" ineans the University established by law for the time being in force.

3. Appointment to the post of Chief Administrative Officer, Group-A, in the Directorate shall be made either -

a) by promotion of a suitable person on the basis of seniority subject to fitness from amongst persons holding the posts of Administrative Officer, Group -B, in the Directorate, having not less than three years regular service in that posts; or

b) by nomination from amongst condidates who, -

i) unless already in the service of the Government, are than 40 years of age; and

ii) possess a degree or any other qualification recognised by the

Government to be equivalent thereto; and

iii) possess executive or administrative experience or both, for a period of not less than seven years, gained after acquiring the qualification mentioned in sub clause (ii) above, in a Government Department, comercial concern, local authority or a corporation or board established by the Government; and

iv) have adequate knowledge of Marathi, so as to be able to speak,

read and write the language with facility:

Provided that, the age limit may be relaxed by the Government on the recommendation of the Commission in favour, of candidates with

exceptional qualifications or experience or both:

Provied further that, preference may be given to candidates conversant with the jules, regulation and procudure relating Government services matters, particularly the Maharashtra Civil Services Rules, the Financial Rules and accounting procedure and similar other rules regarding Government establishments

Appointment to the post of Administrative Officer, Group-B in the

Directrate shall be made either, -

a) by promotion of a suitable person on the basis of seniority subject to fitness from amongst the persons holding the post of Superintendent, Accounts Superintendent, Accountant or Steward in the Directrorate, having not less than three year's regular service in those posts, or

b) by nomination from amongst condidates, who, -

i) unless already in the service of the Government, are not more than 35 years of age:

ii) possess a degree or a qualification recognised by the Government

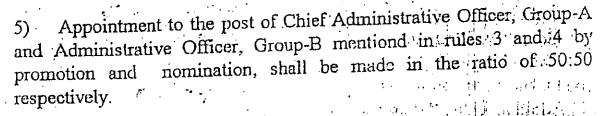
to be equivalent thereto; and
iii) possess experience in office administration for a period of not less than five years of which at least three years experience should be in a supervisory capacity in a post comparable to that of Superintendent or Head Clerk under Government or under a Local Authority or Commercial establishment or a Corporation or Board established by Government, and

iv) have adequate knowledge of Warathi, so as to be able to specik read and write the language with facility.

Provided that, the age limit may be relaxed by the Government on the recommendation of the Commission in favour of candidates having

exceptional qualifications or experience or both.

Provied further that, preference may be given to candidates conversant with the rules, regulation and procudure relating to Government services matters, particularly the Maharashtra Civil Services Rules, the Financial Rules and accounting procedure and similar other rules regarding Government establishments.



A person appointed to the posts mentioned in rules 3 and 4 shall be

on probation for a period of two years.

Provided that, the probation period may be extended for one more year & the services of the person appointed shall be liable to terminated 2000年 · 安全 机连续电路槽 经生

I) he does not pass the examination mentioned in rule 7, unless he has been exempted from passing those examinations; or at the second of

II) his work is found unsatisfactory.

A person appointed to the posts mentiond in rules 3 and 4, whether by promotion or nomination, shall be required,-

(a) to undergo such courses or pass such examinitions, or both, as

may be precribed, from time to time; and

(b) to pass examinations in Hindi and Marathi according to the rules made in that behalf unless he has already passed or has been exempted from passing those examinations.

8) Persons appointed to the posts mentioned in rules 3 and 4should possess a certificate in computer operation prescribed by the Director of Inforantion and Technology, Government of Mahrashtra for time to time.

9) A person appointed to the post mentioned in rules 3 and 4 shall be liable for transfer anywhere in the state of Maharashtra.

By order and in the name of the Governor of Maharashtra,

(S.M.Inamdar)

Under Secretary to the Government

Carinin-Irrangay Dantagaga

To,

The Secretary to the Governor, Raj Bhavan, Mumbai

The Secretary, Maharashtra Public Service Commission, Mumbai (by letter with 5 copies)

The Director General of Health Services, Mumbai

All Additional Director of Health Services

All Joint Director of Health Services

All Deputy Director of Health Services

All Civil Surgeons

All District Health Officers

The Accountant General, Maharashtra-I / II, Mumbai / Nagpur

The Law and Judiciary Department, Mantralaya, Mumbai

The General Administrative Department, Mantralaya, Mumbai

The Select file, (SER-II)

attitude to the same of the same of the

(Copy forworded (With 5 spare copies) to The Manager, Government Central Press Mumbai)

No.RTR132000/273/CR108/SER II
Public Health Department,
Mantralaya Mumbai-400 032
Dated the 20/11/2002,

arthropist will also weeks

भित्र के के स्वर्थ हैं हैं हैं जिस्से के स्वर्थ के स्वर्थ के किस्से

They are requested to publish the above Notification in part IV-A of Maharashtra Government Gazette and forward 200 Copies to this Department.

(S.M.Inamdar)

Under Secretary to the Government

COTTACT SCITC AT INDIATION (MARGINES)

TO PART ON CAMBON ASSESSED (D antilect to time amount and against . Lan Instrument Department According Manual And Mand Manual And Manual And Manual And Manual And Manual And Manual

Pater-10:August 2002

The state of the s

Decision 25 amilitarian inn

Constitution of India

SER II THE PROPERTY OF THE POWER No.RTR102000/CR.108 conferred by the proviso to article 309 of Constitution of India and in suporsession of all existing rules, orders of instruments made in this behalf the Governor of Maharashira is hereby pleased to make the following rules regulating recruitment to the past of Chief Administrative Officer, Group-A and Administrative Officer, Group-B in General State Services in the Directorate of Health Services of the Govt. of Maharashtra, namely, brie sporter and me bridge and the

- These rules may be called the Chief Administrative Officer, Group A and Administrative Officer, Group B in Directorate of Health Services (recruitment) Rules 2000.
 - 2. In these rules, unless the context tequires otherwise
- a) "Commission " means the Maharashtra Public de Service Commission.

 b) "Degree" means a degree of a statutory university.
- Directorate "Means Directorate of Health Services,

Haumited Con

the first of the first and the first existing the court is a first first court of the

THE TOTAL PROPERTY OF THE PROP

- Mumbai
 d) "Goyernment" means the Government of
 - Maharashtra.
 - e) "Statutory University" fileans the University established by law for the time being in force.
 - Appointment to the post of Chief Administrative Officer, Group-A in the Directorate shall be made by promotion of a suitable person on the basis of seniority subject to fitness from amongst the persons holding the

posts of Administrative Officer, Group-B in the same Diractorate who have put in not less than three years regular service in that post.

Appointment to the post of Administrative Officer, Group-B in the

Directrate shall be made either,-

a) by promotion of a suitable person on the basis of seniority subject to fitness from amongst the persons holding the posts of Supdt., Accounts Supdt, Accountant and Steward in the same Diractrate, having not less than three years regular service in those posts, or

b) by nomination from amongst condidates who,-

- i) Unless already in the service of the Government, are not more than 35 years of age.
- ii) Possess degree of statutory University or a qualification recognised by Government as equivalent thereto, and the my findap-5 is the same
- iii) Possess experience in office administration for a period of not less than 5 years of which at least 3 years experience should be in a supervisory capacity in a post comparable to that of uperintendent or Head Clerk under Government of under Local Authority or Commercial Establishment or Corporation or Board Established by Government and
- iv) have adequate knowledge of Marathi, so as to be ablecto speak, read and write the language with facility boards in the service of the Conventions of

not prove done Is real's or hac. Provided that the age limit may be relaxed by the Government on the recommendation of the Commission in favour of candidates with exceptional qualifications or experience or both

Provided further that preference may be given to candidates conversent with the rules and procedure relating to Government service matters and regulations particularly Maharashtra Civil services Rules, the

8/30/02 The state of the s

The Review of the believed most and the continue to the second of the second of

THE REPORT OF THE PERSON OF TH

financial Rules and Accounts procedure and similar other rules regarding Government Establishment.

- Appointment to the post of Administrative Officer, Group-B mentiond in rule 4 by promotion and nomination, shall be made in the ratio of 50:50.
- A person appointed to the post mentioned in rule 4, by nomination, shall be on probation for a period of two years. probation period may be extended one year only. If he could not clear probation successfuly within prescribed period, or could not pass or exempted from passing the examination mentioned in rule 7, or didnot found suitable for the post, will be liable to terminate from service without prior notice.
- A person appointed to the posts mentiond in rules 3 and 4, whether by promotion or nomination, shall be required,-

(a) to undergo such courses or pass such examinitions, or both, as

may be precribed from time to time, and

- (b) to pass examination in Hindi and Marathi according to the rules made in that behalf unless he has already passed, or has been exempted from passing, those examinations.
- A person appointed to the above posts shall be liable for transfer anywhere in the state of Maharashtra.

By order and in the name of the Governor of Maharashtra. Juland

(S.M.Inamdar)

Under Secretary, to the Government of Maharashtra.

अधिसूचना

सार्वजनिक सारोग्य विशाग, मंत्रालय, सुंबई ४०० ०७२. दिनांक ३० ऑगस्ट, २००२.

भारताचे सविधान

क्र आरटीआर १३२०००/२७३/प्र.क्न १०८/सेवा -२ :- भारताच्या सर्विधानाच्या अनुन्धेद ३०९ च्या प्रत्तुकान्वये प्रदान करण्यात आलेल्या शर्वतीचा वापर करून सद्या अस्तित्वात असलेले सर्वे नियम, आदेश व अनुदेश निष्प्रभावी करून महाराष्ट्राचे राज्यपाल याद्वारे महाराष्ट्र शासनाच्या आरोप सेवा संचालनालयातील सामान्य राज्य सेवा मधील मुख्य प्रशासकिय अधिकारी गट-अ व प्रशासकिय अधिकारी गट-अ व प्रशासकिय अधिकारी गट-अ व प्रशासकिय अधिकारी गट-अ व प्रशासकिय

- १. या नियमांना आरोग्य सेवा संचालनालयातील " मुख्य प्रशासिकय अधिकारी गट-अ व प्रशासिकय अधिकारी गट-ब (सेवा प्रवेश) नियम,२००२ असे संबोधण्यांत यावे.
- '२. या नियमांमध्ये संदर्भानुसार दुसरा अर्थ अपेक्षित नसेल तर :-
 - अ) "आयोग"म्हणने महाराष्ट्र लोकसेवा आयोग,
 - व) "पद्वी " म्हणजें साविधिक विद्यापीठाची पदवी,
 - क) "संचालनालय" महणजे महाराष्ट्र शासनाचे आरोग्य सेवा संचालनालय,
 - ड) "शासन" म्हणजे महाराष्ट्र शासन
 - इ) "संविधानिक विद्यापिठ"म्हणजे अस्तित्वात असलेल्या प्राप्यानुसार स्वानिस केलेले विद्यापिट

 संचालनालयातर्गत मुख्य प्रशासिकय अधिकारी गट-अ वा पदाबर करावयाची नेमण्क पृढोला पैकी कोणत्याही एका प्रकार करता थेईल-

अ) संचालनालयामधील प्रशासिकय अधिकारी गट-व या पदावर काम करीत असलेल्या व त्या संवर्गात किमान ३ वर्ष निर्शामित सेवा केलेल्या व्यक्तीमधून जेव्हता अधीन पात्रता या आधारे पदोत्रती देऊन नेमणुक करता येईल,किवा

ब) ज्या उमेदवाराच्याबाबतीत पुढील शती पूर्ण होत असतील अशा व्यक्तिमधून नामनिर्देशनाने करता येडेला

(एक) अयोदरच शासन सेवेत असेल त्या खेरान करून ज्यांचे वय ४० वर्षीर्पशा जास्त नरोल आणि

8/30/02

• (दोन) साविधीक विद्यापीठाची पदवी, किंवा शासनाचे तिच्याशी समसुल्य मन्तर है। वेर्जा अन्य कोणताही अहता घारण करीत आहे आणि

(तीन) वरील उपखंड (दोन) मध्ये नमूद केलेली शैक्षणिक अर्हता संपादन केल्यानंतर शासकीय सेवेत किंवा शासनाने स्थापन केलेल्या स्थानिक प्राधिकरणात, महामंडळे किंवा मंडळामध्ये कार्यकारी किंवा प्रशासकीय किंवा दीन्ही प्रकारच्या कामाचा अनुभव किमान सात वर्ष धारण केलेला असावा. आणि

(चार) लिहीता, वाचता व बोलता यावे इतके मुराठी भाषेचे पुरेसे ज्ञान असावे

परतुं असे की ,विहीत कैलेली कमाल वसोमार्यादे संबंधीची शर्त ही,असाधारण अर्हता किंवा अनुनव किंवा दोन्होंही धारण करणा-या उमेदवाराच्या बाबतीत शासन आयोगाच्या शिफारशीनुसार शियिल कर शकेले

परंतु आणखी असे की, शासकीय सेवेसंबंधीचे नियम, पष्टती तसेच महाराष्ट्र नागरी सेवा नियम, वित्तीय नियम व लेखा पष्टती अणि शासकीय आस्थापनेशी संबंधीत नियमांचे ज्ञान असलेल्या उनेरवारास प्राधान्य दिले जोईल

- ४. संचालनाल्यामधील प्रशासकिय अधिकारी गट- व या पुरावर करावयाची नेमणूक पुढील पैकी कोणत्याही एका प्रकार करता येईल,-
- अ) संचालनालयामधील अधिक्षक, लेखा अधिक्षक, लेखा पाल व कारणारी या प्रदावर काम करीत असलेल्या व्यक्तीच्या एकत्रित जेब्द्रतेनुसार व किमान त्यासंवर्गात तीन वर्ष नियमित सेवा केलेल्या व्यक्तीमधून जेब्द्रता अधीन पात्रता या आधारे पदोत्रती देवन नेमणूक करता थेईल किंवा
- ब) ज्या उमेदवारांच्याबावतीत पुढील शर्ती पुण होते असतील अशा व्यक्तिमधून नामनिर्देशनाने करता यहलूं,-
 - (एक) अगोदरच शासन सेवैत असेल त्या खेरीज करून ज्याचे वय ३५ वर्षाचे जास्त नसेल
- (दोन) साविधीक विद्यापीठाची पदवी किंवा शासनाने तिच्याशी समतुल्य महर्णेन जाहीर केली अन कोगतीही अहैता धारणे करीत आहे आणि
- (तीन) 'शांसकीय सेवेत किवा शांसनाने स्थापित केलेल्या स्थानिक ख्रीधिकरणामध्ये किव व्यापारविषयक आत्थापनेमध्ये किवा महामडळामध्ये किवा मडळ मध्ये कायीलयोज प्रशासनाचा कर्मत कमी पांच वर्षाचा अनुभव, यामध्ये अधिक्षक किवा मध्ये लिपिक स्तरावरील पदांचा परिवेक्षक्य स्वरुपाचा किमान तीन वर्षाचा अनुभव श्रीसाव आण्

(चार) लिहाता द्वाचता द बोलवा यावे इतक मर्राहा मार्च कार कान नसीव

परंतु असे की विहेति केलेली कमाल वयोगियों सेवधीया शिल हो असागरण अहंता केवा अनुभव किंवा दो होंहों आरण करणा या उमेदवाराच्या बाबतीत शासन अयोगाच्या शिफारशीन्सार शियल केंद्र सकेल परंतु आणखी असे की, शासकीय सेवेसंबंधीचे नियम, पध्दती तसेच महाराष्ट्र नागरी सेवा नियम, वितीय नियम व लेखा पध्दती अणि शासकीय आस्थापनेशी संबंधीत नियमांचे ज्ञान असलेल्या उमेदवारास प्राधान्य दिले जाईल.

- ५. नियम ३ आणि ४ मधील मुख्य प्रशासकीय अधिकारी गट अ आणि प्रशासकीय अधिकारी गट व या पदावर पदोत्रतीद्वारे आणि नामनिर्देशनाद्वारे करावयाच्या मेमणूकीचे प्रमाण अनुक्रमे ५०:५० असे राहील.
- इ. नियम ३ आणि ४ मधील पदावर नियुक्त झालेली व्यक्ती दोन वर्षाच्या कालावधीपर्यंत परिवीक्षाधीन राहील

परंतु असे की, सदर परिवीक्षाधीन कालावधी एक वर्षापर्यंत वाढविता येईल आणि नियुक्ती

दिलेली व्यक्ती खालील कारणामुळे सेवा समाप्त करण्यास पात्र राहील, जर

अ) त्यांनी नियम ७ मध्येमध्ये नमृद केलेल्या परीक्षा उत्तीर्ण केल्या नाहीत, किंवा सदर परीक्षा उत्तीर्ण होण्यापासून त्यांना सूट देण्यात आलेली नाही,किंवा

ब) त्यांचे काम असमाधानकारक असल्याचे आढळून आल्यासः

७. नियम ३ किंवा ४ मधील पदावर पदोत्रतीने किंवा नामनिर्देशनाने नेमणूक झालेल्या व्यक्तीस,-

अ) वेळोवेळी विहीत केलेले प्रशिक्षण घ्यावे लागेल किंवा विहीत परीक्षा उत्तीर्ण व्हावी लागेल किंवा दोन्ही आणि,

- ब) या परीक्षापूर्वीच उत्तीर्ण झाली नसेल अथवा या परिक्षा उत्तीर्ण होण्यापासून सूट मिळालेली नसेल तर त्याबाबतीत विहित केलेल्या नियमानुसार मराठी व हिंदी भाषा परिक्षा उत्तीर्ण होणे आवश्यक असेल.
- ८. नियम ३ किंवा ४ मधील पदावर नेमणूक झालेल्या व्यक्तीने संचालक, माहीती व तंत्रज्ञान, महाराष्ट्र शासन यांनी वेळोवेळी विहीत केलेले संगणक हाताळणीचे प्रशिक्षण घेतलेले असावे.
- नियम ३ किंवा ४ मधील या पदावर नियुक्त झालेली व्यक्ती महाराष्ट्र राज्यामध्ये बदलीस पात्र असेल.

कोठेही

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

(सि.मं.इनामदार)

महाराष्ट्र शासनाचे अवर सचिव

8/30/02

BUD DO LT

प्रशासकीय अधिकारी

कलेक्य व सर्वाववान्या

DUTIES AND RESPONSIBILITIES OF AMINISTRATIVE OFFICER

- 01. To be incharge of lay administration of Officer, Hospitals, Medical Colleges where ever they may be posted.
- O2. To perform duties of drawing and dishursing officer of the institution to which they are posted.
- 03. To deal with accomply matter.
- 04. To be reconsible for each trasanctions of the institutes, where they are posted.
- 05. To be responsible for the service matters of the persons working in the institution.
- To be responsible to the audit complience, disposal of audit notes work, and complience of the store verification reports.
- 07. To be responsible for the budgetory control of the institution.
- 118. To be responsible to the Head of the institution in charge of their duties.
- 00 To supervise over the personnel of the concerned Desk/Office.
- 10. To be responsible for the disposal of non professional and routine correspondence of the hospital/institution/office.
- 11. To watch the progress in expenditure of the institution with reference to relative budget grants.
- 17. To ensure that the expenditure initially incurred from the Zilla Parishad funds is reimbursed too promptly as possible when posted to the D.F.W.C.
- 13. To ensure that all stocks and supplied are properly stores and accounted for and supply line is maintained through the year when posted to D.F.W.C.
- To carry out physical verification of stock and stores and ensure that all the stock is properly utilised without allowing any criticle to occure.
- 15. To ensure that necessary indents for supply of articles are placed in good time and supplies secured promptly so that the work does not suffer.
- 16. To be resonsible for the contody and the maintenance of all vehicles.
- To be responsible for the custody and the maintenance of accounts of the permanent advance sanctioned for the sterilizations and IUCD performances. He should ensure prompt settlement of calims for sterilisation operation and continents flow of amounts from permenent advance from the Dist Head Quarter up to Primary Health Centres levels and arrange for prompt and timely reconuments of the permenent advance.

The state of the s