

**Swami Ramanand Teerth Rural Govt Medical College, Ambajogai  
Charter**

**Citizen**

<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
<b>ANATOMY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
Body donatation	1 day	As per Government norms	Associate professor	Professor & Head
Body embalming and cosmetic embalming	1 day	As per Government norms	Associate professor	Professor & Head
Medico legal Age determination	3 days	As per Government norms	Associate Professor Incharge	Professor & Head
<b>PHYSIOLOGY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
Pulmonary Function Tests	1 hr	As per Government norms	Associate Professor Incharge	Professor & Head
<b>BIOCHEMISTRY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
<b>Clinical Biochemistry Laboratory services</b>	3 hrs	As per Government norms	Associate Professors	Professor & Head
LFT	3 hrs	As per Government norms	Associate Professors	Professor & Head
KFT	3 hrs	As per Government norms	Associate Professors	Professor & Head
Blood sugar,- protein & albumin	3 hrs/ Instant	As per Government norms	Associate Professors	Professor & Head
CSF, pleural fluid	3 hrs	As per Government norms	Associate Professors	Professor & Head
Ascitic fluids	3 hrs	As per Government norms	Associate Professors	Professor & Head
Lipid profile	3 hrs	As per Government norms	Associate Professors	Professor & Head
Calcium & Phosphorus	3 hrs	As per Government norms	Associate Professors	Professor & Head
<b>24 Hours emergency Lab.</b>			Associate Professors	Professor & Head
Blood sugar	3 hrs	As per Government norms	Associate Professors	Professor & Head
Blood Urea	3 hrs	As per Government norms	Associate Professors	Professor & Head
Serum creatinine	3 hrs	As per Government norms	Associate Professors	Professor & Head
LFT- Bilirubin& SGOT	3 hrs	As per Government norms	Associate Professors	Professor & Head
<b>PATHOLOGY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
Hematological Tests	3 hrs	As per Government norms	Asstt. Prof.	Asso. Prof. I/C Hematology
FNAC and Fluid Cytology, PAP	3 days	As per Government norms	Asstt. Prof.	Asso. Prof I/C Cytology

Biopsy Report	3 days	As per Government norms	Asstt. Prof.	Asso. Prof I/C Histopath
Frozen Section	3 days	As per Government norms	Asstt. Prof.	Asso. Prof.
Clinical Pathology tests	3 hrs	As per Government norms	Asstt. Prof.	Asso. Prof.
Autopsy Pathology	3 days	As per Government norms	Asstt. Prof.	Asso. Prof.
MLC	3 days	As per Government norms	Asstt. Prof.	Asso. Prof.
Blood Supply	10 mints	As per Government norms	B.T.O.	Incharge Blood Bank
Hematological Tests	10 mints	As per Government norms	Asstt. Prof.	Asso. Prof./C Hematology
<b>MICROBIOLOGY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
Bacteriology C/S (except blood culture )	3 hrs	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Blood C/S	3 hrs	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Gas gangrene - smear	Not applicable	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Gas gangrene - culture	Not applicable	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Fungal - smear	Not applicable	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Fungal - culture	Not applicable	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Serology (Except ELISA)	Not applicable	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Serology (ELISA)	Not applicable	As per Government norms	Assistant Professor/ JR-III	Associate Professor
Parasitology stool examination	Not applicable	As per Government norms	Assistant Professor/ JR-III	Associate Professor
<b>PHARMACOLOGY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
To Procure & Provide the various drugs for patients of OPD/IPD/Urban Health Center of GMCH, Aurangabad.	Not applicable	As per Government norms	Incharge Medical Store Pharmacist & Associate Professor Incharge	HOD & Dean
Institutional Ethics Committee (Meeting will be held 4 times in a year)	Not applicable	NA	Member Secretary	Chairman
<b>FMT</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
<b>Postmortem services</b>				
Authorized centre for Re-postmortems /second postmortem, exhumation, referred complicated cases	Not applicable	As per Government norms	Incharge Associate Professor(s)	Professor & Head

Authorized centre for crime, scene investigation.	Not applicable	As per Government norms	Incharge Associate Professor(s)	Professor & Head
<b>Antemortem Services</b>				
Consultation in antemortem suspected poisoning envenomation etc,cases	Not applicable	As per Government norms	Incharge Associate Professor(s)	Professor & Head
Expert witnesses In various courts of law	Not applicable	As per Government norms	Incharge Associate Professor(s)	Professor & Head
Expert opinion to medicolegal queries	Not applicable	As per Government norms	Incharge Associate Professor(s)	Professor & Head
<b>OBGY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
High Risk Pregnancy Screening And Management	Not applicable	As per Government norms	Assistant professor	Associate Professor or Unit Incharge of respective unit
Vaginal and Instrumental Delivery	Not applicable	As per Government norms		
Recurrent Pregnancy Loss Screening and Management	Not applicable	As per Government norms		
Special Eclampsia Care and Management	Not applicable	As per Government norms		
Gynaecological Operation	Not applicable	As per Government norms		
Conventional Gynaecological Operations-Major and Minor	Not applicable	As per Government norms	Assistant professor	Associate Professor or Unit Incharge of respective unit
Hysteroscopy	Not applicable	As per Government norms		
Colposcopy	Not applicable	As per Government norms		
Obstetric Operation	Not applicable	As per Government norms		
Conventional Obstetric Operation-Major and Minor	Not applicable	As per Government norms		
Emergency Obstetric Operation	Not applicable	As per Government norms		
Female Sterilisation	Not applicable	As per Government norms		
Medical Termination of Pregnancy	Not applicable	As per Government norms	Assistant professor	Associate Professor or Unit Incharge of respective unit
Insertion of intrauterine Devices	Not applicable	As per Government norms		
Colposcopy	Not applicable	As per Government norms		
Antenatal Outpatient Clinic	Not applicable	As per Government norms		
Infertility Outpatient Clinic	Not applicable	As per Government norms	Assistant professor	Associate Professor or Unit Incharge of respective unit
Postnatal Outpatient Clinic	Not applicable	As per Government norms		

Cancer Screening	Not applicable	As per Government norms		
<b>ANESTHESIA</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
General anaesthesia	Not applicable	As per Government norms	Lecturer on duty and AP on call	Prof and head
Regional Anaesthesia	Not applicable	As per Government norms	Lecturer on duty and AP on call	Prof and head
Critical care unit	Not applicable	As per Government norms	Lecturer on duty and AP on call	Prof and head
Anaesthesia OPD	Not applicable	As per Government norms	Lecturer on duty and AP on call	Prof and head
Resuscitation	Not applicable	As per Government norms	Lecturer on duty and AP on call	Prof and head
Labour analgesia	Not applicable	As per Government norms	Lecturer on duty and AP on call	Prof and head
<b>OPHTHALMOLOGY</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
<b>OPD Services</b>				
Fundus	Not applicable	As per Government norms	Assistant Professor alongwith Resident Doctors	Unit incharge
Indirect Ophthalmoscopy	Not applicable	As per Government norms		
Retinoscopy	Not applicable	As per Government norms		
Autorefraction	Not applicable	As per Government norms		
Slit lamp examination	Not applicable	As per Government norms		
Sac syringing	Not applicable	As per Government norms		
Tonometry	Not applicable	As per Government norms		
Foreign body removal	Not applicable	As per Government norms		
Skin suture removal	Not applicable	As per Government norms		
<b>IPD Services</b>				
Admission	Not applicable	As per Government norms	Assistant Professor and Resident Doctors	Unit Incharge
Keratometry	Not applicable	As per Government norms		
Cataract Surgeries	Not applicable	As per Government norms		
Glaucoma Surgeries	Not applicable	As per Government norms		
Lid Surgeries	Not applicable	As per Government norms		
Surgeries in Relation with Lacrimal Apparatus	Not applicable	As per Government norms	Unit Incharge	Professor and Head
Squint Surgeries	Not applicable	As per Government norms	Unit Incharge	Professor and Head
Pterygium surgeries	Not applicable	As per Government norms	Unit Incharge	Professor and Head

	Not applicable		Unit Incharge	Professor and Head
<b>RADIOLOGY</b>				
Name of the Service	Time required for the service	Charges for the service	Officer Responsible	Supervisor Officer Responsible (In case of Escalation)
X-Ray Test. (Gen. & Ortho., Indoor, MLC)	1 hr	As per Government norms	1) Technical responsibility X-ray technician 2) Resident Asstt. Prof., Asso. Prof. Professor & Head	1) Prof. and HOD. Department of Radiology, Govt. Medical College, Abajogai 2) Dean, Govt. Medical College, Ambajogai. 3) Director, Medical Education and Research, Mumbai.
Special radiological investigations : IVU, MCU, ASU, HSG, Berrium Swallow, Berrium Meal,	3 hrs	As per Government norms	1) Patient care responsibility & preparation for procedure Staff Nurse, Technicians. 2) Resident Asstt. Prof., Asso. Prof. Professor & H.O.D.	1) Prof. and HOD. Department of Radiology, Govt. Medical College, ambajogai 2) Dean, Govt. Medical College, Ambajogai. 3) Director, Medical Education and Research, Mumbai.
Obstretic Sonography	1 hr	As per Government norms	1) Preparation for the procedure responsibility Staff Nurse 2) Resident Dr., Asstt. Prof., Asso. Prof. Professor and H.O.D.	1) Prof. and HOD. Department of Radiology, Govt. Medical College, Aurangabad. 2) Dean, Govt. Medical College, Aurangabad. 3) Director, Medical Education and Research, Mumbai.
<b>SURGERY</b>				
Trauma/ Emergency /Casualty	Not applicable	As per Government norms	Assistant Prof /Residents Of On Call Unit	On Call Unit Incharge
Surgical OPD services	Not applicable	As per Government norms	Assistant Prof /Residents Of Respective Unit	Respective Unit Incharge
Minor OT	Not applicable	As per Government norms	Assistant Prof /Residents Of Respective Unit In Minor OT	Respective Unit Incharge In Minor OT
	Not applicable			
I P D and Surgical services	Not applicable	As per Government norms	Assistant Prof /Residents Of Respective Unit	Respective Unit In charge
Laparoscopy	Not applicable	As per Government norms	Unit 1 And 3 Incharge	Unit 1 And 3 Incharge
Burns	Not applicable	As per Government norms	Assistant Prof And Residents Of Respective Units	
<b>Community Medicine</b>				

Name of the Service	Time required for the service	Charges for the service	Officer Responsible	Supervisor Officer Responsible (In case of Escalation)
OPD patient IPD Patient	Not applicable	As per Government norms	In charge Unit	Professor and Head
UHTC Kaij	Not applicable	As per Government norms	In charge Unit	Professor and Head
RHTC, chanai	Not applicable	As per Government norms	In charge Unit	Professor and Head

**chest TB**

Name of the Service	Time required for the service	Charges for the service	Officer Responsible	Supervisor Officer Responsible (In case of Escalation)
<b>All O.P.D.SERVICES</b>				
(iii)DOTS Registration for TB	Not applicable	As per Government norms	Medical Officer TU	Unit Incharge & HOD
(iv) Sputum AFB	Not applicable	As per Government norms	Medical Officer TU	Unit Incharge & HOD
(v) Drug Resistance	Not applicable	As per Government norms	Assistant Prof.	Unit Incharge & HOD
TB	Not applicable	As per Government norms	Assistant Prof.	Unit Incharge & HOD
(vii) ILD, Lung Cancer	Not applicable	As per Government norms	Assistant Prof.	Unit Incharge & HOD
<b>All I.P.D.SERVICES</b>				
(i) Admission	Not applicable	As per Government norms	Assistant Prof.	Unit Incharge & HOD
(iii) Extra Pulmonary	Not applicable	As per Government norms	.Assistant Prof.	Unit Incharge & HOD
TB	Not applicable	As per Government norms	Assistant Prof.	Unit Incharge & HOD
(iv) Drug Resistance	Not applicable	As per Government norms	Medical Officer DOTS Plus	Unit Incharge & HOD
(v) Pleural Tapping	Not applicable	As per Government norms	Assistant Prof.	Unit Incharge & HOD
(vi) ICD Inseration	Not applicable	As per Government norms	Assistant Prof.	Unit Incharge & HOD

**PSYCHIATRY**

Name of the Service	Time required for the service	Charges for the service	Officer Responsible	Supervisor Officer Responsible (In case of Escalation)
O.P.D.				
All Mental illnesses	Not applicable	As per Government norms	Assistant Prof. with Resident Doctor	HOD
I.P.D. Including	Not applicable			
In Case of emergency	Not applicable	As per Government norms	Assistant Prof. with Resident Doctor	HOD

**SKIN & VD**

Name of the Service	Time required for the service	Charges for the service	Officer Responsible	Supervisor Officer Responsible (In case of Escalation)
---------------------	-------------------------------	-------------------------	---------------------	--



Infection – Bacterial, Viral & Fungal	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
Nail disorders	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
Hansen diseases & reactions	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
Sexually transmitted diseases	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
<b>All I.P.D. Services</b>				
Admission	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
Vesiculobullous disorders	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
Connective tissue disorders	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
Hansen diseases & reactions	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
Sexually transmitted diseases	Not applicable	As per Government norms	Assistant Prof. along with Resident Doctor	Head of Dept.
<b>ENT</b>				
<b>Name of the Service</b>	<b>Time required for the service</b>	<b>Charges for the service</b>	<b>Officer Responsible</b>	<b>Supervisor Officer Responsible (In case of Escalation)</b>
ENT outpatient clinic	Not applicable	As per Government norms	Assistant professor JR-2, JR-3	Professor, Associate professor
Handicap certificate	Not applicable	As per Government norms	Assistant professor JR-2, JR-3	Professor, Associate professor
ENT emergency services(tracheostomy,bronchoscopy,esophagoscopy)	Not applicable	As per Government norms	Assistant professor JR-2, JR-3	Professor, Associate professor
Bonafide Certificate	Within week	100	Administrative Officer	Dean, SRTRGMC Ambajogai
College Leaving Certificate	Within week	100	Administrative Officer	Dean, SRTRGMC Ambajogai
Attempt Certificate	Within week	100	Administrative Officer	Dean, SRTRGMC Ambajogai

Character Certificate	Within week	100	Administrative Officer	Dean, SRTRGMC Ambajogai
Hostel Living Certificate	Within week	No charges	Administrative Officer	Dean, SRTRGMC Ambajogai
Experience Certificate for Employee	Within week	No charges	Administrative Officer	Dean, SRTRGMC Ambajogai
No Objection Certificate for Employee	Within week	No charges	Administrative Officer	Dean, SRTRGMC Ambajogai
Address Proof Certificate	Within week	No charges	Administrative Officer	Dean, SRTRGMC Ambajogai
Appointment and joining Letter for employee	same day	No charges	Administrative Officer	Director /Dean, SRTRGMC Ambajogai
Relieving Certificate	same day	No charges	Administrative Officer	Director /Dean, SRTRGMC Ambajogai
Birth Report	same day	As per Government norms	DyMS/MS	Dean, SRTRGMC Ambajogai
Death Certificate	same day	As per Government norms	DyMS/MS	Dean, SRTRGMC Ambajogai
Medical Certificate	same day	As per Government norms	DyMS/MS	Dean, SRTRGMC Ambajogai
Injury Certificate	same day	As per Government norms	DyMS/MS	Dean, SRTRGMC Ambajogai
Age Certificate	same day	As per Government norms	DyMS/MS	Dean, SRTRGMC Ambajogai
Discharge Certificate	same day	As per Government norms	DyMS/MS	Dean, SRTRGMC Ambajogai