

**TERMS & CONDITIONS FOR EMPANELMENT OF CLINIC ASSISTANT FOR
HEALTH CLINICS/ AAM AADMI CLINICS IN 5 MUNICIPAL TOWNS BY THE
DEPARTMENT OF HEALTH & FAMILY WELFARE PUNJAB**

1. The Clinic Assistant shall be entitled to an empanelment fee of Rs. 11/- per patient.
2. The abovesaid empanelment fee @ Rs. 11/- per patient is assured for a minimum of 50 patients per day irrespective of the footfall per day.
3. For every patient being attended above the 50 patients/day limit, the Clinic Assistant shall be entitled to an additional empanelment fee of Rs 11/- per patient to the extent of such number attended above the limit to be calculated on monthly basis.
4. The empanelment fee shall be admissible on the average number of patients attended during the month and shall not be less than the amount admissible @ minimum assured 50 patients/day for all working days in a month provided that the Clinic Assistant has duly attended the health facility on all working days of that month.
5. The Clinic Assistant shall capture day to day patient registration, sample collection from the patients, reporting and any other data related activities.
6. The Clinic Assistant shall perform any other duties assigned by the concerned Medical Officer/Incharge Officer.
7. No other emoluments are associated with this empanelment and payment shall be computed on the basis of patients attended and shall accrue only after the work is found satisfactory, on monthly basis.
8. The Clinic Assistant is not entitled to any other allowances, perks, bonus, medical reimbursement etc. relating to the empanelment period.
9. The timings of the Health Facilities shall be 8:00 AM to 2:00 PM in summer and 9:00 AM to 3:00 PM in winter from Monday to Saturday, Sunday will be weekly off. In case the work load in the Health Facilities is heavy, the timings can be extended after intimation to the concerned In-charge Officer.
10. Doctor of the clinic will do minor procedures like wound dressings etc which comes under General Practice and the Clinic Assistant will assist the doctors in these procedures.
11. The Clinic Assistant is not entitled to any leave during the project period. In case Clinic Assistant is unable to attend to the clinic on a given day or days, Clinic Assistant shall inform the In-charge Officer concerned well in time and at least one day in advance for making alternate arrangements.

12. If the Clinic Assistant is found absent on more than three consecutive days without any valid reason, then the empanelment will be liable to cancellation and the decision of In-charge Officer in this regard shall be final.
13. The patient profile at Health Facility shall be regularly monitored by a team deputed by the In-charge Officer.
14. If the Clinic Assistant attends more than 75 patients at the Health Facilities on any given day, then patient profile may be audited in detail. If the patient attendance goes over 125 at any clinic on any given day, then the In-charge Officer may undertake design changes in the management of the clinic and Clinic Assistant shall have to abide by the new terms and conditions.
15. The Clinic Assistant will maintain a manual register for OPD registration of the patients till such time, the tab is provided.
16. The Clinic Assistant will be reporting to the Medical Officer of the clinic w.r.t. work and for replenishing the other consumables at regular intervals or as and when required. This may be done at bimonthly interval. In-charge Officer may link each Health Facilities to a nearby Govt Hospitals for the purpose.
17. The Clinic Assistant will not have any liability towards payment of bills for electricity and water of the Health Facility which shall rest upon the concerned In-charge Officer.
18. The Clinic Assistant will abide by Bio-Medical Waste (Management and Handling) Rules, 2016 and Regulations as modified from time to time. The material and support in this regard shall be provided by the In-charge Officer concerned.
19. The Clinic Assistant will behave politely with patients and their attendants and shall not conduct to any type of misbehavior with patients or any other person responsible for health care services in the clinic.
20. The Clinic Assistant will be solely responsible for any misconduct, damage, willful commission or omission of any services which are not listed in this empanelment letter or anything which goes against the spirit of free, fare and ethical practice of patient care.
21. The empanelled staff may withdraw from empanelment only after one month notice period counted from the date of intimation of withdrawal to the respective Civil Surgeon.
22. The respective Civil Surgeon reserves the right to terminate the empanelment of any person without assigning any reason after giving one week's advance notice.

23. If it is discovered at any stage that the Clinic Assistant has furnished any wrong information or documents, based on which the empanelment was made, the respective Civil Surgeon reserves the right to terminate the empanelment besides taking recourse to other legal proceedings.
24. The empanelment is valid only for one year or till appointment of regular staff for the clinics, whichever is earlier. Any extension shall be solely as per the decision of Government of Punjab in the Department of Health & Family Welfare. (DHFV)
25. The extension of empanelment shall be purely subjected to review of performance against the parameters approved by the DHFV, Govt of Punjab from time to time.