



## **PUNJAB HEALTH SYSTEMS CORPORATION**

State Institute of Health and Family Welfare Complex

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No PHSC/Accts./13/1257-1473

Dated: 15-03-13

To

- 1. All the Civil Surgeon,**  
In the State.
- 2. All the Dy. Medical Commissioners,**  
PHSC
- 3. All the SMO In-Charges,**  
Civil Hospitals under PHSC

**Subject: Guidelines for utilisation of User Charges by the Government hospital – reg. implementation.**

Kindly refer to the guidelines issued by the PHSC vide letter no. 426-572 dated 04.02.2013 (copy enclosed). As per para 1 of these guidelines, the expenditure component stands re-allocated as under:

In order to streamline the process for utilisation of the user charges as per defined limits, the following instructions are issued hereunder:

1. The said allocation of expenditure components will be effective from 1.4.2013. The hospitals are required to draw an overall balance of the user charges funds as on 31.3.2013 after meeting out the pending liabilities under respective expenditure heads. Thereafter, the overall balance funds may be allocated afresh among the defined expenditure heads as per sanctioned percentage.
2. User charges collected on daily basis should be allocated strictly as per sanctioned percentage after setting aside the ERF contribution, if payable any.
3. The Hospitals with negative balances in Drug Head, but otherwise having user charges overall, may put up their cases for regularization with proper justification and supporting documents/invoices to PHSC through respective DMCs. It may be noted down that this should be a onetime exercise and to be taken up well before closing of 31.3.2013. The respective DMCs are directed to send the case after certifying the expenditure report of the respective hospital seeking such regularization.

The SMO In-charges will be overall responsible for maintaining expenditure within permissible limits and compliance of the guidelines in right earnest.

  
(Managing Director)

CC to:

1. Principal Secretary to Government of Punjab, Department of Health & Family Welfare.
2. Director, PHSC.
3. In-charge, Audit Branch, PHSC.