MANUAL 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[(Section 4(1)(b)(ii)]

Powers and Duties of officers and staff

S. No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Ors	
	Medical Supdt., HOD	As delegated to HOD	As delegated in Financial Rules	As delegated to HOD		
	Dy. Med. Supdt. HOO	a. Head of Office b. Recruitment of JR/SR c. Matters relating to Group A, B, C & D Officers where financial implication is involved. d. Training of interns, Allopathic and Ayurvedic. e. Matters relating to doctor's hostel/nurses hostel/nursing school. f. Union matters of doctors. g. All establishment matters relating to Group A & B officers. h. Electricity and water bills. i. Transport and Sanitation, Security and General Inspection with punctuality. j. Stalls and cycle stands.	As delegated in Financial Rules	As delegated to HOO		

	Dy. Med. Supdt.(HQ)	a. Co-ordination of all central/state government sponsored programmes. b. Court cases. c. Training of para-medical staff. d. Supervision of Laundary/kitchen. e. Matters related to Bio-medical waste. f. Maintenance, repair and condemnation of equips/instruments. g. Matters related to Advisory Committee. h. Parliament/Vidhan Sabha Questions. i. Cases pertaining to Central Jain. j. Planning and AR Study. k. Continuation and permanency of posts. l. DGHS and referral cases of poor patients. m. Chairman, Medical Board and Incharge Disability Board.	NA	NA		
	Dy. Med. Supdt. (A)	a. All establishment matters relating to Group C & D officers/officials. b. Electricity and water bills. c. Union matters of Non-gazetted officers. d. Transport, sanitation and general inspection with punctuality. e. Vigilance officers. f. Security, stalls, electricity, water and	NA	NA		

		telephone bills. g. Continuation and permanency of posts. h. Designated Public Information Officer (PIO) in respect of Right to Information Act. i. Grievances. j. Medical Record Department. k. File of Group C to be submitted by OS-II to DMS(A). l. Estate Officer.				
	ADO-I	a. JR/SR Cell/Service matter pertaining to Group A & B Gazetted Officer and doctors and Group-D.				
	ADO-II	a. Assistant Public Information Officer (APIO)/ Vigilance Section/ Group-C staff (Nursing, Paramedical and Ministerial staff)				