

## 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
		Administrative	Financial	Statutory	Others	
1	Medical Superintendent	HOD	HOD	HOD		Overall supervision of hospital working
2	Head of Office	HOO	HOO	HOO		Supervision of staff
3	Dy. Medical Superintendent	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S
4	Account Officer	DDO	DDO	DDO	Finance Department Nominee	Preparation of salary & contingency bills
5	Head of the Clinical Deptt.				Supervision of clinical work	Patient management to patient's satisfaction
6	Specialist	As directed by MS			—	Patient management
7	Medical Officer	As directed by MS			—	Patient management
8	Administrative Officer	Overall In-Charge Administrative Branch, In-Charge Out Source Services			Control of ministerial staff	Control of ministerial staff implementation of orders from MS & DMS
9	Deputy Nursing Superintendent				Control of staff nurses & group-D	Posting & control of staff nurses and group-D
10	A.N.S (Post Vacant)				—	Assist DNS
11	Nursing Sister				Check staff nurse and keep charge of	Checking of staff nurses performance and maintain ward store

					store	
12	Staff nurse				—	Patient care
13	ANM				—	Help female patient during delivery
14	Senior Residents				—	Patient management
15	Junior Residents				—	Patient management
16	Head Clerk				Check over UDCs & LDCs	Supervise the work of UDCs & LDCs
17	Stenographer				—	Take dictations & typing work
18	Statistical Assistant				—	Compile data for statistics
19	Statistical Investigator				—	Collects data
20	Upper division Clerk				—	Maintains personal files and puts up notes for decision
21	Lower Division Clerk				—	Puts up notes and Registration etc.
22	Pharmacist				Check & manage drug store	Distribution of medicine
23	Eye Refractionist				—	Refraction for spectacle
24	Orthoptist				—	Conducts eye exercises
25	Audiometrist				—	Audiometry
26.	Technical Assistant OT				—	Supervising the work of OT Tech. & Assistant and Maintains store of OT
27	O.T. Technician				—	Operate OT Machine
28	O.T. Assistant				—	Cleanliness of O.T. Machines
29	CSSD Technician				—	Operates sterilization machine(Autoclave)
30	CSSD Assistant				—	Clean & maintains the machine and

						prepare items for autoclave
31	ECG Technician				—	Performs ECG and maintains ECG Machine
32	Senior Radiographer				—	To take Special X-Ray Photo
33	Junior Radiographer				—	Take X-Ray Photo
34	Dark Room Assistant				—	Develops the X-Ray Plates (Photo)
35	Physiotherapist				—	Physiotherapy (Exercise) for early recovery
36	Occupation Therapist				—	To train physically handicap person for new occupation
37	Tech. Assistant. Lab.				—	Supervise lab work
38	Lab. Technician				—	Performs laboratory test
39	Lab. Assistant				—	Collection of samples and cleanliness of machine
40	Dental Hygienist				—	Maintaining of oral hygiene of the patient
41	Chair Side Assistant				—	To assist dentist in the minor operation, extraction work etc.
42	Technical Assistant (PM)				—	Assisting the Medical Officers in the Postmortem
43	Assistant Dietician				—	Advice suitable diet to the patient
44	Driver				—	To carry the patient in ambulance
45	Dresser				—	Dressing of wounds
46	P.M Attendant				—	Shifting of body from cold to dissection (PM) room

47	Ward Boy				—	To carry the patient from one place to another in the hospital
48	Mate				—	Assist in the kitchen
49	Cook				—	To cook patient's food as prescribed by the doctor
50	CSSD Attendant				—	Cleaning & packing of surgical material for autoclave.
51	Ambulance Attendant				—	Cleaning of ambulance & assist in transfer of patient
52	N.O / Aya				—	Assist the Staff Nurse for the care of patient
53	Peon				—	Carry files and Distribution of Dak
54	Chowkidar				—	Security of hospital
55	Mali				—	To maintain the park in the hospital premises
56	Sweeper				—	Look after the cleanliness and sweeping of the hospital

Note: Substantive powers and duties for each position may be defined