

**MANUAL –2**  
**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**  
**SECTION 4(1) (b) (ii)**

Designation	<u>Medical Director &amp; RDHS</u>	AMS (A)/HOO	AMS (HS)	MS (Casualty)	
Power	Administrative and Financial powers for running the hospitals as per delegations of financial and Administrative powers.	HOO As per delegation of financial and administrative powers of H.O.O.	1. Supervision of indoors services. 2. Supervision of Kitchen/ Laundry and Mortuary. 3. Co chairman DNB academic Program	As per Govt. manual.	
Duties		1. Head of Office 2. Chairman of Procurement Committee. 3. Chairman of Equipments, Repair & Maintenance Committee.	1. HOD (Obst. & Gynae) Administrative Clinical, Teaching & Research 2. Chairman of Biomedical Waste Management Committee. 3. Chairman of committee for Sexual Harassments of women at place of work.		
Finance Powers	All financial powers granted to Head of the department	Financial powers upto Rs.1000/-		-	
Designation	Unit Incharge / HODs	NS	AO	DCA	DMS Planning & PWD
Power	Control & supervision of Unit /Department Activities	Service matter related to Nursing staff.	1. Overall supervision of All establishment branches. 2. R & I	All matter related to Financial approval and audit matters.	Hospital manual.
Duties	Clinical, Teaching, Research in the department.	Supervision of Nursing Care patients in Indoors, OTs, ICUs, Outdoor.			To prepare draft plan proposals related to various activities in the hospital (e.g. Creation & Sanction of posts under plan & non-plan schemes and PWD related to capital works.

Designation	MRO	PRO	CMO (EDP Cell)	Principal School of Nursing
Duties	Maintenance of records matter related to patient care (eg. Total no. of patient attending various deptt. and record of indoor patient treatment Birth & Death, Medical Legal Cases and Weeding out of records, etc.	Enquiries and facilitation to the public.	Nodal Officer for matter related to Software, Hardware installed in the hospital.	Administrative and supervision of teaching activities.

Designation	MOI/C(Drug Store)	DMS(General, Linen Store, Equipment Store.	AMS (Laundry, Sanitation, Mortuary)	DMS( OPD & Pharmacy)
Duties	Preparation of demands receipt, stocking and distribution of items to user deptt.	Preparation of demands receipt, stocking and distribution of items to user deptt.	Supervision of functioning of Laundry, Sanitation & Mortuary.	Supervision of OPDs and Distribution of medicine to the patient.

Designation	EMO	MOIC (Kitchen)	OS (I)	OS (II)	OS(III)
Duties	Matter related to Repair & Maintenance of equipment of the hospital	Supervision of matters related to distribution of meals of indoor patients.	Service Matter related to Group A & B and all ministerial staff - Vigilance cases & ACRs	Service matters related to Technical Staff, Staff Nurses, all group C employees Drivers All assistants MACP of Group C & nursing staff.	Service matters related to all Group D staff. Recruitment of Group D staff and MACP