

**OFFICE OF THE MEDICAL SUPERINTENDENT
ACHARYASHREE BHIKSHU GOVERNMENT HOSPITAL
MOTI NAGAR, NEW DELHI – 110015.**

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	Others	
1	Medical Supdt.,(Coordinating, Accident & Trauma Services) & HOD	As delegated to HOD	As delegated in Financial Rules	As delegated to HOD		
2	Med. Supdt. (MCH)	a. Maternity & Child Health Care Services of the hospital b. Treasurer RKS. c. Nodal Officer Kayakalp outer area/service block. d. HOD(Radiology) e. Nodal Officer Swatch Abhiyan. f. Nodal Officer PWD. g. Project Officer New Block of hospital. h. Nodal Officer Polyclinic.	-	-	-	
3	Dy. Med. Supdt. Admn. & HOO	a. Establishment matters related to All categories of staff b. Parliament and Assembly Questions. c. Handling of RTI matters-PIO d. Handling of Audit, Vigilance, e. Looking after General hospital administration in the absence of MS. f. Chairman Outsourced Management Committee. g. Recruitment /Posting & Roaster of SRs/JRs h. Supervision of Clinical work	As delegated in Financial Rules	As delegated to HOO		

		<p>of this hospital</p> <p>i. Planning & Creation of Posts / New Projects.</p> <p>j. Chairman for Training projects</p> <p>k. Incharge Care Taking Branch</p>				
4	DMS (M& MCH)	<p>a. Supervision & Streamlining of Health Care Services of the hospital.</p> <p>b. MCH services & programmers.</p> <p>c. Grievance Redressal Officer</p> <p>d. Chairperson Medical Audit, Academic Committee & Condemnation Committee.</p> <p>e. Day to day problems/ miscellaneous work.</p>				
5	DMS(ED)	<p>a. Overall supervision of Emergency Deptt. Services of the hospital including Emergency Ward & Emergency O.T.</p> <p>b. Transport Incharge.</p> <p>c. Nodal Officer VBD, Sunday Geriatric Clinic, & Amaranth Yatra.</p> <p>d. Day to day & misc. matters.</p>				
6	AAO	<p>a. Accounts functionary of the hospital</p> <p>b. DDO</p> <p>c. Member Purchase Committee, Tender evaluation Committee.</p> <p>d. Audit work</p>	Financial Matters as DDO.			
7	ANS	<p>a. Deployment of nursing staff</p> <p>b. Supervision of Nursing care services of the hospital.</p> <p>c. Supervision of outsourced Services-Sanitation/Security/Nursing Orderly/Registration Counter /Laundry.</p> <p>d. Member Sexual Harassment Committee.</p>				
8	Office Supdt.	Vacant				
9	MRO	<p>a. Matters related to medical records</p> <p>b. Water, electricity, telephone bills of hospital</p> <p>c. Sunday reports/ data</p> <p>d. Planning officer, creation of posts etc.</p> <p>e. Recruitment of SR & JR & their service matter.</p> <p>f. Additional Charge of I/C</p>				

		Establishment. g. Court Cases/Matters. h. APIO RTI till joining of OS				
	MRO II	Vacant				
10	PS to MS	a. Personal Branch of M.S & MS (MCH) b. Parliamentary & Assembly questions c. Biometric Attendance monitoring. d. Training matters UTCS. e. Office Orders. f. Other Miscellaneous works allotted from time to time.				
11	Specialist/ Med. Officer	a. Care of patients in their respective specialty b. Additional Administrative responsibilities as allotted from time to time.				
12	Senior Resident /Jr. Resident	Care of patients admitted in the hospital during routine & after routine hours for round the clock coverage				
13	Pharmacist	a. To assist the doctors in the care of patients attending the hospital and distribution of drugs to patients. b. Management of Medical & Surgical Stores c. Management of Purchase Branch for processing of Tenders & Procurement of items for hospital d. Management of Care taking Branch, Outsource Services & Court Matters.				
14	Paramedical	To assist the doctors in the care of patients attending the hospital depending upon the department/ services where posted.				
15	Ministerial Staff	To deal with service matters of all category of staff & other Miscellenious works allotted from time to time.				
16	Class D	To assist the doctors in the care of patients attending the hospital.				

