JOB RESPONSIBILITIES

I. Medical Superintendent

1. Financial and Administrative Head.
2. Sanction of all kinds of leave to Heads of the Deptts./Units/Sections.
3. Matters of general principle and policy matters.

II. Additional Medical Superintendent

2. Sanctioning of leave to Gazetted Officers/Staff except Heads of Deptts./Units/sections.
4. Administrative Incharge of Blood Bank including sanctioning of free blood to indigent patients.
5. Coordination of Postgraduate teaching programme.
6. To attend to appeals of Class III and IV against decisions at lower level.
7. Supervision of sanitation.
8. Supervision/Organisation of Nursing courses.
9. Chairman of Selection Committees for group - C&D posts.
10. To look after the work of Medical Superintendent in his absence.
11. Any other duty assigned by the Medical Superintendent from time to time.
III. Dy. Medical Superintendent

1. Officer-Incharge Estate Office.
2. Warden Doctors Hostel.
3. Officer-Incharge Operation Theatres.
4. Drugs supply in the hospital.
5. Officer-Incharge Social Service Deptt. including maintenance of Poor Patients Fund etc.
7. Member of Selection committees for group C&D posts.
8. Overall Incharge of All India Post Partum Programme.
10. Tender Box, its sealing, opening of tenders on due dates in the presence of Chairman of the Purchase Committee.
11. Ethical committee Officer-Incharge ICMR projects. Pool Officers, Research Follows 2nd and 3rd year Residents.
12. Coordination of Medical Examination board.
15. Any other duty assigned by Medical Superintendent, from time to time.

IV. Chief Medical Officer I

1. Officer-Incharge, Planning and Budget.
2. Appointment of Residents (1st Year), their posting, transfer, grant of leave and other related matters.
3. Maintenance of M.S. Office and adjacent areas.
4. Matters relating to administrative approval and expenditure sanction of CPWD works including air-conditioning and cooling arrangements.

5. Postings, transfers, training/fellowships of Medical Officers and Technical/Para-medical staff.

6. All the files on the above noted subjects will be routed through Chief Admn. Officer to CMO-I.

7. To attend Call duties after office hours.

8. Any other duty assigned by the Medical Supdt. from time to time.

V. Chief Medical Officer II

1. Officer-Incharge Casualty & Emergency Services.

2. Transport Services.


4. Pharmacy Services, Injection Room and Dressing room.

5. Complaints Officer for matters regarding treatment of patients, enquiries, complaints and other related matters etc.


7. To attend to call duties after office hours.

8. Any other duty assigned by the Medical Superintendent from time to time.

VI. Chief Medical Officer III

1. Officer-Incharge Medical & General Stores including purchases and supplies.

2. Sanitation of Gynae. Deptt., Medical Stores, General Stores and its surrounding areas.

4. To attend to call duties after office hours.
5. Any other duty assigned by the Medical Superintendent from time to time.

VII. Asstt. Medical Superintendent I

1. Officer-Incharge Laundry Services.
2. C.S.S.D.
3. Incharge of all the canteens.
4. Member of Selection Committees for group-C&D posts.
5. O.P.D. services.
6. Horticulture Department.
7. Sanitation of Zone-II.
8. To attend call duties after office hours.
9. Any other duty assigned by the Medical Supdt. from time to time.

VIII. Asstt. Medical Superintendent II

1. Officer-Incharge Medical Education.
2. Well perform all the duties of a Dean in a Medical College.
3. Will depute a person to take the attendance register of lectures taken.
5. Hospital Administration course and its training.
7. Training programme for various technicians.
8. Medical documentation, photography illustrations and audio-visual teaching aids.
9. Medical Record Department Central Enquiry cum Admitting services.
10. Assistant Warden for Doctors Hostel.
11. Interns Training Programme.
12. Organisation of educational seminars and clinical rounds.
13. Telephone exchange.
14. Sanitation of Zone III.
15. Member of Selection Committee Group-C and D posts.
16. To attend call duties after office hours.
17. Any other duty assigned by MS time to time.

IX. Chief Administrative Officer

1. Establishment framing of recruitment rules as well as appointments and other related matters.
2. Hospital security services and organisation, including their maintenance etc.
3. To keep liaison with police authorities as well as N.D.M.C. & I.C.D.
4. Incharge of Group 'C' & 'D'.
5. O & M. Work Study Operational research etc.
6. To tackle all legal matters.
7. To co-ordinate with CPWD in maintenance and repairs.
8. Over all Incharge Transport.
9. Investigation of all cases relating to losses, thefts, etc. of hospital / staff / patients / attendance.
10. Incharge of Fire-fighting services.
11. General administrative control over all the offices in the hospital.
12. Surprise inspections.
13. Publication of General Hospital Orders.
14. Overall Incharge of Stationery and forms.
16. To attend call duties after office hours.
17. To deal with files pertaining to the subjects mentioned at Sr. No. 4 to 6 in the duties of C.M.O.I.
18. Any other duty assigned by M.S. from time to time.

X. Accounts Officer

1. Preparation of Hospital Revenue Budget.
2. Drawing and Disbursing Officer for pay and allowances of the hospital establishment.
3. Processing of cases, drawal and disbursement of various advances admissible and claimed by staff.
4. Advise from Accounts Officer on pension cases etc. may be sought when considered necessary.
6. Processing and collection of demands of dues.
7. Maintenance of accounts relating to non government funds.
8. Joint custody of cash exceeding Rs.5000/- with the cashier.
9. Endorsement of service books of staff in token of having checked them with the pay bills.
10. Financial advice.
11. Technical advice in costing.
12. Any other duty assigned by the M.S. from time to time.
13. Audit objections.
XI. Nursing Superintendent

1. Recruitment of nurses and their training.


3. Submission of daily reports regarding admission discharges and deaths compiled by night sisters.

4. Assigning nursing staff to various wards and departments.

5. Organising and conducting staff meetings of the nursing staff.


7. Matters relating to Nursing School/Hostel.

8. Preparation of leave roster of nurses.


10. Attend Call Duties after office hours.

11. Any other duty assigned by the M.S. from time to time.

XII. Public Relations Officer

1. He will take a round of all the OPDs every day to ensure that the areas are clean and public is comfortably seated. He will redress grievances if any, on the sport. He will maintain a round register and submit it daily for perusal of Medical Superintendent.

2. Departmental Canteen/Catering services for staff.

3. Matters connected with the Union.

4. Welfare of staff, their training, education and other duties of a labour officer.

5. Allocation and management of Group D staff.

6. Supervise social service department including correspondence in connection with Welfare and treatment of patients.

8. He will look after Welfare activities in Resientia I Estate.


10. Health Education in the hospital including display of posters and film shows and preparation of hospital information booklet and other material for publication.

11. Call duty after office-hours.

12. Any other duty assigned by the M.S./C.A.O. from time to time.

XIII. Stores Officer

1. He will be responsible for all the correspondence relating to Medical and General stores.

2. Sanctioning of leave to members of staff working in Medical and General Stores.

3. To supervise the work of staff working in General Store and Medical Store, procurement of General and Medical Store equipment etc. with the guidance of various purchase committees.

4. Responsible for proper custody and maintainance of General Store and Medical Stores and to see that supplies of life saving and essential drugs and maintained regularly with the assistance of Asstt. Supdt. Stores/Store Keepers. He will also ensure that medicines bearing expiry dates do not to waste and he will take timely action to avoid any wastage.

XIV. Asstt. Administrative Officer I

1. Asstt. Administrative Officer-I will sign orders/papers/documents relation to:

2. Sanctioning of leave including Terminal Leave to entire Group 'C' staff.

3. Advances to group C staff.
4. Attestation of papers in respect of non gazetted staff like oath of allegiances, declaration etc.

5. Attestation of entries in Service-books relating to entire Group 'C' staff and Group 'B' staff (non-gazetted) staff.

6. All routine papers relating to non-gazetted staff including forwarding of applications in respect of Group 'C' and Group 'B' (non-gazetted staff) for outside jobs under normal rules.

7. Clearance certificates for Group 'C' Staff.

8. All follow up reminders.

9. Periodical increment certificates relating to Group 'C' and Group 'B' (non-gazetted) staff including crossing of Efficiency Bar cases.

XV. Asstt. Admn. Officer-II

1. Sanctioning of leave including terminal leave to entire Group 'D' Staff.

2. Advances to Group 'D' Staff,

3. Attestation of entries in Service book relating to entire Group 'D' Staff.

4. Attestation of papers in respect of Group D staff like Oath of allegiances declaration etc.

5. All routine papers relating to Group D staff including forwarding of applications for outside jobs under normal rules.

6. Clearance certificates for Group D staff.

7. Periodical increment certificates relating to Group D staff including crossing of Efficiency Bar cases.