

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
		Admini- strative	Fina- ncial	Statu- -tory	Oth- -ers	
1.	Principal	√	√	√		Administrative, Financial, Teaching, Research, Clinical, Emergency
2.	Professor	√	√			Administrative, Financial, Teaching, Research, Clinical, Emergency.
3.	Associate Professor	√				Administrative, Teaching Research, Clinical, Emergency.
4.	Asstt. Professor	√				Administrative, Teaching Research, Clinical, Emergency
5	Lecturer/ Demonstrator					Teaching, Clinical, Emergency and demonstrate the Students & Interns, Clinical, Emergency
7.	Civil Assistant Surgeon					Clinical, Emergency
8.	Jr. Staff Surgeon					Clinical, Emergency
9.	Senior Resident					Clinical, Emergency
	Junior Resident					Clinical
	Post Graduate (JR)					Clinical/Academic
	Registrar					To supervise & coordinate all administrative & Academic work
10.	Office Supdt.	√				Administration
11.	Asstt.Accounts Officer.	√	√			Administrative/Financial matters.
12.	Stenographer (Gr.I)					PS to Principal, To assist Principal in official work.
13.	Stenographer (Gr.II)					Dictation work and Principal's official work.
14.	Head Clerk					Administration, Accounts, maintenance of Asstt.Diary etc.
15.	U.D.C.					Administration, Accounts,

						maintenance of Asstt.Diary etc.
16.	L.D.C.					Diary/Dispatch, typing work etc.
18.	Asstt.Nursing Supdt.					To maintain the patient record. To maintain bio-medical waste management. To maintain consumable/non-consumable store items and general management of the department assigned.
19.	Technical Supervisor (Dental Hygienist)					Supervision of oral prophylaxis of periodontially ill patients and other administrative duties assigned.
20	Technical Supervisor (Dental Mechanic)					Supervision of fabricated dental appliances and artificial prosthesis and other administrative duties assigned..
21.	Statistical Asstt. Statistical Investigator					To finalize the plan schemes. Maintenance of data.
23.	O.T.Technician					O.T.management. To sterilize the surgical instruments.
24.	Staff Nurse					To assist the Doctor for patient management, to give nursing care to the patient.
25.	Pharmacist					To issue medicine to the patients and keep the record of the drug store.
27.	Senior Dental Hygienist					Supervision of Oral Prophylaxis of periodontally ill patients and other administrative duties assigned..
28.	Dental Hygienist					Oral Prophylaxis of periodontally ill patients and general management of the department assigned..
29.	Sr. Dental Mechanic					Supervision of fabricated Dental appliances and artificial prosthesis and general management of the department assigned.
30.	Dental Mechanic					Fabrication of Dental appliances and artificial prosthesis and general management of the department assigned.

31.	Chair-side Assistant					To assist Doctors for the management of patient care.
32.	Clinical Lab Cleaners					To clean the Labs
33.	Sr. Radiographers					Supervision of Radiography Section & taking of X-rays in the Lab.
34.	Jr. Radiographer					Taking of X-ray films, maintenance of records.
35.	Photographer					Taking of photograph of the patients and on other occasions.
36.	Dark Room Assistant					Developing and fixing of X-rays.
37.	CSSD Assistant					To Sterilize the surgical instruments
38.	Electrician					To look after electric fault, maintenance of electrical appliances
39.	Driver					To drive the official vehicle, maintenance of vehicles
40.	Lab. Assistant					To assist in the Labs., maintenance of equipments.
41.	Lab. Attendant					Maintenance of Labs.
42.	Peon					Movement of files, delivery of dak, Dusting, etc.
43.	Nursing Orderly					Indoor/Outdoor patient care.
44.	Safai Karamchari					To take care of cleanliness of floors/toilets etc.
45.	Telephone Operator	Manning internal telephone exchange				
46.	Library Attendant	Assist in Library				
47.	Date Entry Operator	Feeding & Maintenance of Data				
48.	Librarian	Overall supervision of Library				
49.	Assistant Librarian	Assist Librarian in its functioning				
50.	Statistical Assistant	Maintenance of all statistical data/record				
51.	P.S. to Director-Principal	Assist Director in his personal branch				
52.	Cleaner	Cleaning of Vehicle				
53.	Assistant Programmer	Maintenance of all computers				
54.	Dietician	Prescribing suitable diet for patients				
55.	Store keeper	Maintenance of store stock & issue				
56.	Medical Record Technician	Keeping of all Medical record of patients				
57.	Lab Technician (Hematology/ Biochemistry)	Taking samples & doing tests				

