MANUAL 2

Powers and duties of Officers and employees (Section 4(1)(b)(ii)

POWERS AND DUTIES OF OFFICERS AND STAFF

S.	Designation of	POWERS				DUTIES	
No.	Post.					ATTACHED	
		Admini-	Fina-	Statu	Oth		
		strative	ncial	-tory	-ers		
1.	Principal	√	√	√		Administrative, Financial, Teaching,	
						Research, Clinical, Emergency	
2.	Professor	√	√			Administrative, Financial, Teaching,	
						Research, Clinical, Emergency.	
3.	Associate	√				Administrative, Teaching Research,	
	Professor					Clinical, Emergency.	
4.	Asstt. Professor	√				Administrative, Teaching Research,	
						Clinical, Emergency	
5	Lecturer/					Teaching, Clinical, Emergency and	
	Demonstrator					demonstrate the Students & Interns,	
						Clinical, Emergency	
7.	Civil Assistant					Clinical, Emergency	
	Surgeon						
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.	$\sqrt{}$				Administration	
11.	Asstt.Accounts	$\sqrt{}$	V			Administrative/Financial matters.	
	Officer.						
12.	Stenographer					PS to Principal, To assist Principal in	
	(Gr.I)					official work.	
13.	Stenographer					Dictation work and Principal's	
	(Gr.II)					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	To maintain the patient record. To
	Supdt.	maintain bio-medical waste
		management. To maintain
		consumable/non-consumable store
		items and general management of
		the department assigned.
19.	Technical	Supervision of oral prophylaxis of
	Supervisor	periodontially ill patients and other
	(Dental	administrative duties assigned.
	Hygienist)	
20	Technical	Supervision of fabricated dental
	Supervisor	appliances and artificial prosthesis
	(Dental	and other administrative duties
	Mechanic)	assigned
21.	Statistical Asstt.	To finalize the plan schemes.
	Statistical	Maintenance of data.
	Investigator	
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	Supervision of Oral Prophylaxis of
	Hygienist	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	Supervision of fabricated Dental
	Mechanic	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.

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