

Chapter-3

Powers and duties of its officers and employees

S. No	Nature of power	Medical Supdt.	Dy. Medical Supdt.	Sr. Medical Officer	Office Supdt
1.	Giving administrative approval for office contingencies, except furniture, dead stock articles. etc.	Rs. 1,00,000/-	Rs. 50,000/-	Rs. Upto 50,000/-	Rs. 500/-
2.	Giving administrative approval for stationary articles, (non schedule) or when not supplied by contractor but required immediately.	Rs. 1,00,000/-	Rs. 50,000/-	Rs. Upto 50,000/-	Rs. 500/-
3.	Giving administrative approval for store articles (non schedule) including x-ray materials, electric appliances, printed matters, stationary tools, required for guarden and gymkhana repairs including servicing polishing and purchase of fire wood.	Rs. 1,00,000/-	Rs. 50,000/-	Rs. Upto 40,000/-	Rs. 1000/-
4.	Giving administrative approval for purchase of dead stock i.e. furniture articles (subject to restriction imposed as part of special measures of economy in view of financial stringency.	Rs. 1,00,000/-	Rs. 50,000/-	Rs. Upto 40,000/-	Rs. 500/-
5.	Giving administrative approval for purchase of books and subscriptions towards medical periodicals.	Rs. 50,000/-	Rs. 40,000/-	Rs. Upto 30,000/-	Nil
6.	Giving administrative approval for purchase of seeds and plants	Rs. 1000/-	Rs. 1000/-	Rs. 500/-	Nil

7.	Giving administrative approval for purchase of dietary articles., (Non schedule) and cook food purchases.	Rs. 10,000/-	Rs. 4,000/-	Rs. 5000/-	Nil
8	Inviting and opening of quotations and tenders for medicines, and instruments and other equipment with or without earnest money.	Rs. 1,00,000/-	Rs. 50,000/-	Rs. 50,000/-	Nil
9	Issue of work order for departmental work subject to certifying the fund by C.A.	Rs. 1,00,000/-	Rs. 50,000/-	Rs. 30,000/-	Nil
10	Repairs to instruments and equipment including servicing and polishing.	Rs. 50,000/-	Rs. 40,000/-	Rs. 30,000/-	Nil
11	Certifying and signing of bills of contractor for schedule and non schedule items and departmental bills including repairs.	IN All cases	IN All cases	IN All cases	Nil

12	Certifying and signing of pay bills monthly and S.P.S. U.W.R.C..	IN All cases	IN All cases	IN All cases	In all cases.
13	Sale of right for a period not exceeding 12 months at a time.	Rs. 5000/-	Rs. 2000/-	Rs. 5000/-	Nil
14.	To carryout petty works central agency by inviting quotations.	Rs. 5,000/-	Rs. 2,000/-	Rs. 2,000/-	Nil
15	To purchase from P.B.C.F.	Rs. 5,000/-	Nil	Nil	Nil
16	To sanction advance payment to the supplier for the purchase of equipment,. Equipment, dead stock articles, medicines, vaccines etc.	Rs. 10,000/-	Rs. 10,000/-	Nil	Nil
17	Repairs and maintenance of building and lighting charges	Rs. 10,000/-	Rs. 5,000/-	Rs. 5,000/-	Nil

18	To write off and disposal, sale of movable property means large items like sterilizer, furniture, steel items etc, scrap materials subject to verification by Jt. C.A. in cases of dead stock articles after following prescribed procedure.	Rs. 50,000/- (Subject to recommendation by scrap committee and reporting to standing committee cost exceeds Rs. 2000/-)	Rs. 25,000/- (Subject to recommendation by scrap committee and reporting to standing committee cost exceeds Rs. 2000/-)	Rs. 2,000/- (Subject to recommendation by scrap committee and reporting to standing committee cost exceeds Rs. 2000/-)	Nil
19	Acceptance of donation in cash or kind if they are unconditional	Rs. 50,000/-	Rs. 25,000/-	Rs. 10,000/-	Nil
20	Sanctioning anesthetist charges other similar fees payable to professional engage in municipal medical institution	Rs. 20,000/- p.a.	Rs. 15,000/- p.a.	Rs. 15,000/- p.a.	Nil
21	Entering into annual servicing and maintenance contract and sanction advance payment for the purpose.	Rs. 10,000/-	Rs. 10,000/-	Nil	Nil
22	Giving administrative approval for purchase of non schedule items of medicines apparatus equipments instruments including plants & machinery	Rs. 35,000/-	Rs. 25,000/-	Rs. 5,000/-	Nil

Duties of Officers :

Medical Superintendent :

- 1) Administrative control of hospital.
- 2) Information to Chief Medical Supdt., H.O and higher authorities
- 3) Proposal for expansion, improvement of existing facilities, and implementation of same.
- 4) Co-ordination with Dy.M.S., Sr.M.O. and other staff members

Duties of Dy. Medical superintendent

1. To take daily ward rounds – Supervision and attend to patient and staff grievances, Inspect drugs for stock positions of medicines and other items as per requirement, arrange for replacement and defaulters to be reported to M.S. Depending upon availability of M.Os. on daily basis, supervision of work of all departments of hospital will be assigned to M.Os.
2. Routine administrative work, grant leave to all categories of staff, arrangement of substitute as per need.
3. Supervision of O.P.D., checking of records, admissions, discharge O.T. list, waiting list, etc.
4. Supervise working and attendance of Office staff, Honoraries, R.M.Os. and M.Os. Lab. Staff, Kitchen, M.R.O., Ambulance, Hearse , Nursing Staff etc..
5. Monitors stock of equipments, machinery, medicine, surgical items, dietary articles, milk and prepared foods.
6. Attend to staff grievance and inspect field record of outdoor staff. / Counselling of Nursing staff, Office staff/ Para Medical Staff/Labour staff with the help of Sr. M.O., O.S., Matron.
7. Sign imprest bill, remittance, Diet, pay sheet, certificates, etc.
8. To Assist M.S. in expansion plan, development scheme, manage duties of M.S. in absence of M.S.
9. Purchase of non schedule items as per delegation of powers.
10. To supervise round outside regular duties, night rounds during emergency.
11. Supervisory control of P.B.C.F.
12. Attend to notes, letters, from patient's relatives V.I.Ps, and routine correspondence with the same.
13. C.A., A.O.(E) for all audit notes with the help of O.S./Scrap materials with the help of H.C.(Store)
14. Conduct enquiry and report further.
15. Supervision of C.D.Os.
16. To follow up the details of various circular kept in Room No. 32/ time to time issued by office.
17. Member of various Committees.
18. To appoint members in respect of various Committees and to conduct the meeting.
19. Any other duty assigned by M.S.

Duties of Sr. Medical Officer.

1. To supervise ward work, Casualty and O.P.D., O.T., T.I.C.U, Blood Bank, Pathology, E.C.G. department, O.T.P.T., and to check O.T. list and to do communication and confirmation with Anesthesia..
2. To take hospital round, arrangement for suitable remedial measures, to set right defect and to ensure smooth functioning of the hospital.
3. To supervise round the clock functioning of C.M.Os., M.Os
4. To attend to complaint of patient and relatives and staff grievances.
5. To check equipment' in wards, O.T., O.T.P.T, T.I.C.U. and Various department, and get the repair done urgently/ Co-ordination with Maintenance department for repairs/maintenance activities.
6. To supervise M.L.C. work to see that formality required are recorded on the papers of all the patients admitted to the hospital..
7. To supervise school clinic and co-ordinate with M.O. school and different department of hospital, supervision of Nursing School activities, Maintenance of Nursing Hostel, counseling of Nursing staff.
8. Assign duties of interns as per University programme, and to give completion certificate.
9. To check ward stores and medicines, General stores, periodicals, kitchen, Water, Oxygen, and milk Supply.
10. To supervise working of M.R.O. department/ Ambulance / Hearse.
11. To arrange for sanction of Blood/ spectacles, implants etc. from P.B.C.F. as per delegated powers.
12. To supervise ward indent and breakage report.
13. To arrange for and attend emergency duty.
14. To arrange and transfer of patient and management of unknown patient and unclaimed bodies.
15. Supervision of T.K., office work in liaison with Head (E-II)
16. To follow up the details of various circulars kept in Room No. 32 / time to time issued by office.
18. Member of various Committees.
19. To appoint the members in respective various committees and to conduct the meeting
20. Any other duty assigned by Dy. M.S. / M.S.

Administrative Officer

1. To scrutinize all proposals of establishment section ,to supervise the work of appointments, postings transfers, etc.
2. To attend to union matters, cases of disciplinary action ect.
3. To scrutinise important, proposals of Accounts and General Sections .
4. To exercise general supervision on the work of furnishing various information etc.
5. To exercise general supervision over of the office.
6. To attend to the work of general nature not falling within the purview of establishment, accounts and general sections.
7. To perform any other duty as may be directed by M.S. or any other office from time to time.

8. To check the registers and stocks of linen, drugs, dead stock articles, store articles etc. periodically, and to report any irregularity therein to the M.S.
9. To receive complaints from the labour staff and to send them to M.S. with their comments after preliminary investigations whenever necessary.
- 10 To attend to the legitimate grievances of the labour and other staff and to look after them

MATRON

The matron of the hospital is directly responsible to the Sr.M.O./Dy.M.S./Medical Superintendent of the hospital for the efficient management of the department committed to her charge, namely, the Nursing Service of the hospital and the Training School for the nurses. Her duties, therefore are

1. To be responsible for the nursing care of the patients in the hospital.
2. To distribute nursing staff to the various wards and departments of the Hospital
3. To take rounds in the hospital to see that adequate nursing care of all the patients including routine care for baths, treatment, diet, et c, is taken and that a satisfactory standard of nursing care is maintained.
4. To visit all patients and to enquire and investigate their complaints and to report them to Sr.M.O./Dy.M.S./ M.S
5. To see that all wards, departments, kitchen, sanitary blocks and the hospital Premises are kept well ventilated, clean, and in good condition.
6. To keep records of duties, attendance, capacities, temperament s, etc. of them nursing personnel in the hospital.
7. To supervise in general the working of nursing and labour staff and to get work Done by them by using tact whenever necessary,
8. To take immediate steps to meet any emergency or unforeseen situation.
9. To check the registers and stocks of linen, drugs dead stocks articles, store articles, etc periodically and to report any irregularity therein to the M.S,
10. To receive complaints from the nursing staff and to send them to the Sr.M.O /Dy.M.S./ M.S.with her comments after preliminary investigations whenever necessary.
11. To give assistance during the disbursement of salaries of the nursing staff.
12. To accompany the Sr.M.O./Dy.M.S./ M.S. while take a routine round in the hospital and also during the visit of any distinguished visitor etc.
13. To receive applications from candidates desirous of undergoing nurses training course and to recommend to the M.S. the names of the candidates found suitable for admissions.
14. To co-ordinate with central agency for admission of application for Nursing candidates.
15. To arrange in-service training courses for the nursing staff.
16. To attend to all official correspondence.
17. To perform any other duty as may be directed by Sr..M.O./Dy.M.S./M.S.
18. To take odd hours round.

MEDICAL RECORD OFFICER

1. Overall in charge of functioning of Medical Record department.
2. To exercise supervision over staff of Medical Record Department.
3. To help research workers.
4. To prepare administration report for Municipal Corporation .
5. To exercise supervision over admission office.
6. To exercise supervision over patients Registry .
7. To attend to the correspondence in respect of issue of various certificates to patients.
8. To attend to the complaints of patients and their relative attending the hospitals.
9. To work as a Liaison Officer between hospital and clinics.

HEAD PHARMACIST

1. To supervise the work of pharmacists and labourers working under him.
2. To see that the medicine schedule prepared by Medicine Tender committee are copied out.
3. To check the stock of medicines and other items under his control periodically and as soon as the stock reaches reserve level that is, one months stock and to see that timely indents for medicine etc are put up on schedule contractors.
4. To see that supplies of medicines and injections against the indents are received and stores at the proper places.
5. To institute risk and cost purchase procedure in the case of defaulting contractors.
6. To maintain an account of costly medicines and injections.
7. To certify bills in respect of medicines etc. received.
8. To maintain a dead stock register.
9. To see that other dispensary registers are maintained and to check them periodically.
10. To watch the expiry dates of medicines and injections by maintaining an expiry date register and to take timely steps to send them to other sister institutions if they cannot be used by the hospital before the expiry dates.
11. To see that hospital stamp is affixed on the all medicines and injections in the dispensary for identification in the case of pilferages.
12. To arrange all items of medicines etc. on the racks provided for the purpose systematically so that they are available readily for issuing, checking etc,
13. To maintain medical store ledger up-to-date for verification of stock by auditors and hospital authorities.
14. To check the entire medical store twice a year.
15. To calculate the cost of drugs and materials supplied from the medical stores to various departments of the hospital separately for the use of performance budgeting.
16. To attend to emergency calls whenever called upon to do so.
17. To perform any other duty as may be directed by the superiors.

TIME KEEPER

1. To be in charge of the labour staff and be responsible for the proper discipline attendance and substitute arrangements of the labour staff.
2. To be responsible for the proper maintenance and up-keep of the muster role of the labour staff.
3. To supervise the work of Havildar and Asstt. Havildar. etc.
4. To prepare a statement showing the number of days each of the members of the labour staff was present, at the close of every month and hand it over to establishment section.
5. To be present at the disbursement of pay on pay days along with Havildar and or Asstt. Havildar for identification of each member of the labour staff and for maintaining order and discipline among the labour staff during the disbursement of pay,
6. To receive applications for casual leave, earned leave etc. and to forward them to the office for disposal after endorsing the date of proceeding on leave, resumption of duty, amount of leave already enjoyed.
7. To help the establishment clerk, whenever necessary.
8. To check up the casual leave entered in the muster with that entered in the leave Register at the end of every month and to set right irregularities if any.
9. To give surprise visits at night roll-calls at least once a month.
10. To take occasional rounds at night and report to the office irregularities if any noticed.
11. To help the nursing staff in general, especially with regard to suitability of personnel.
12. To take a round in the labour quarter and report irregularities.
13. To perform any other duty that may be directed by the superior.