

CHAPTER – 3
(Manual – 2)
POWERS AND DUTIES OF OFFICERS AND
EMPLOYEES

3.1 DETAILS OF THE POWERS AND DUTIES OF OFFICERS & EMPLOYEES
OF THE ORGANISATION.

(1) DESIGNATION : Medical Superintendent

ADMINISTRATIVE POWERS :

- 1) Administrative control of Hospital.
- 2) Information to Chief ChMS & HOD (SHCS) and higher authorities.
- 3) Proposals for expansion plans and development schemes and time to time purchase of the same.
- 4) Improvement of existing facilities and implementation of the same.
- 5) Co-ordinate with Sr.M.O. and Other staff.

FINANCIAL POWERS : As per MCGM Rules and Regulations.

(2) ADMINISTRATIVE POWERS OF HONORARIES (ALL DEPARTMENT)

- a. Every Honorary shall attend the OPD patient, Indoor work, Operation theatres etc. on all days excluding off days and Sundays.
- b. Supervising the work of the subordinate Medical Staff.
- c. Delivering the lectures and hold in clinical demonstrations as per the time-table fixed from time to time.
- d. Giving instructions to the postgraduate students as per program fixed by the department or the University.
- e. Conducting Annual, Terminal or any other examination as per program arranged.
- f. Participation in conference and other educational programs organized in the institutions.

FINANCIAL POWERS : NIL

(3) DESIGNATION : Senior Medical Officer(Hospital)

ADMINISTRATIVE POWERS :

- 1) To supervise ward work, operation, I.C.U., E.C.G. Section, O.T.P.T. Department and all O.P.Ds.
- 2) To attend to complaints of patients and their relatives.
- 3) To supervise the medico-legal work and to see that all formalities required to be recorded on papers are completed in all cases admitted to hospital.
- 4) To supervise school clinic work and to co-ordinate the working of M.O.(Schools) and different departments of the hospital.
- 5) Examination of food handlers.
- 6) To assign duties to interns as per University Programme, to check their diaries and to give them completion certificates.
- 7) To check ward stores and medicine and general stores periodically.
- 8) To supervise the work of Medical Record Department.
- 9) To arrange for emergency duties and to attend emergency duties himself/herself whenever required.
- 10) To check attendance of R.M.O.'s, Registration Assistants and Technician staff in Radiology, Pathology, and Dispensary etc.
- 11) To perform any other duty as may be directed by the M.S./C.M.O.

FINANCIAL POWERS : As per MCGM Rules and Regulations.

(4) DESIGNATION : MEDICAL OFFICER(CASUALTY)

ADMINISTRATIVE POWERS :

- 1) Casualty is open round the clock in all shifts.
- 2) Non MLC patients coming the hospital beyond OPD hours as well as all MLC are required in Casualty first clinical examination.
- 3) All life saving medicines are always available in sufficient quantities for critically injured/sick patients.
- 4) All patients are categorized as routine, semi critical and critical types and critical patients are attended to without any delay.
- 5) CMO is directly responsible for patient care during patient's stay in casualty.
CMO supervisory for all patients care activities in casualty by nursing as well as labour staff.
CMO is responsible for co-ordination between all clinicians attending the patient in casualty.
- 6) Disaster management as per D.M.P.
- 7) BMW Disposal as per rules.

FINANCIAL POWERS : NIL

(5) DESIGNATION : MEDICAL OFFICER

ADMINISTRATIVE POWERS :

The following are the responsibilities.

- 1) Making duty list of RMOs.
- 2) Complaint redressal in concerned department.
- 3) When they go on leave, they should take signature of other M.O. who will take administrative responsibility of concerned department.

Night duty . MOs are directed to take rounds between 10 pm to 1 am and check the following.

- 1) All new admissions and serious patients.
- 2) Indoor patients papers should be checked for notes of RMOs whether treatment has been started and whether the concerned lecturer and registrar has seen the patient.

FINANCIAL POWERS : NIL

(6) DESIGNATION : Administrative Officer

ADMINISTRATIVE POWERS :

- 1) To scrutinize all proposals of Establishment Section to supervise the work of appointments, posting, transfers etc.
- 2) To attend to Union matters, cases of disciplinary action, etc.
- 3) To scrutinize 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 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 the M.S. or any other officer from time to time.

FINANCIAL POWERS : As per MCGM Rules and Regulations.

(7) DESIGNATION : HEAD PHARMACIST

ADMINISTRATIVE POWERS :

- 1) To be in charge of Medical Stores and to maintain ledgers of receipts and issues of drugs.
- 2) To place indents on Medical Contractors.
- 3) To estimate periodical requirements of Medicines, Surgical Goods and other medical requirements.
- 4) To watch the expenditure on medicines in relation to budget provided to the hospital.
- 5) To arrange for the repairs of surgical equipments excluding items of plant and machinery.
- 6) To perform any other work relating to the Medical stores as may be directed by superiors from time to time.

FINANCIAL POWERS : NIL

(8) DESIGNATION : TIME KEEPER

ADMINISTRATIVE POWERS :

- 1) To be in-charge of the entire labour staff and be mainly responsible for the proper discipline, attendance and acting arrangements of the labour staff.
- 2) To be responsible for the proper maintenance and up-keep of the muster roll of the labour staff.
- 3) To supervise the work of the Staff-Havildar, Havildars, Mukadams and Ramoshis particularly of those on duty near the offices and safes.
- 4) To help the establishment clerks whenever necessary.
- 5) To check the casual leave shown in the muster roll with that entered in the leave register at the end of each month.
- 6) To give surprise visits at night roll calls.

FINANCIAL POWERS : NIL

(9) DESIGNATION : MATRON

ADMINISTRATIVE POWERS :

- 1) To arrange duties, off-days, leave, posting etc. of the nursing staff with the approval of the Medical Supdt.
- 2) To take regular and surprise supervisory rounds in all the wards, inspect the work of nursing staff and report the irregularities noticed, if any, to the Medical Supdt.
- 3) To bring the notice of M.O. and negligence of duties, indiscipline, irregular attendance of the Nursing Staff working in the wards as well as the staff residing the nurse's quarters.

- 4) To check and see that proper maintenance of the ward-equipments and furniture including bedside lockers, cots, mattresses and accounts thereof.
- 5) To arrange periodically social functions for nursing staff.
- 6) To arrange to carry out any other duties entrusted to her by the Medical Supdt.

FINANCIAL POWERS : NIL

(10) DESIGNATION : MEDICAL RECORD TECHNICIAN

ADMINISTRATIVE POWERS :

- 1) To type new cards.
- 2) To take notes of discharge dates, diagnosis etc., to check deficiency in case papers.
To do coding and operations etc.
- 3) To help M.R.O. in the preparation of Annual Reports.
- 4) To do any other work relating to medical record section as ordered by superiors from time to time.

FINANCIAL POWERS : NIL

(11) DESIGNATION : SUB ENGINEER

ADMINISTRATIVE POWERS :

- 1) To mark the daily attendance of the technical staff like electrician, lift-man, painter, carpenter and other labour staff working under him along with them.
- 2) To keep strict & proper control and supervision over the technical & labour staff working under him & report irregularities if any to the M.S. when necessary.
- 3) To look after the repairs and maintenance of electrical & Mechanical installations, water fittings, and supply, Gas fitting and supply of sanitary fittings etc., and to attend any calls received therefore.
- 4) To arrange to carry out repairs to surgical instruments.
- 5) To arrange to repairs and maintenance of furniture, metal glass equipment and building fittings.
- 6) To inspect unserviceable Dead Stock articles or furniture and to report to the Medical Supdt.

FINANCIAL POWERS : NIL