

**Manual -2**  
**Section 4 (1) (b) (II)**  
**Powers & duties of officers & employees**

<b>Designation</b>	<b>MS</b>	<b>Addl. M.S.</b>	<b>CMO I/C Casualty</b>	<b>Unit Incharge / HODs</b>
Power	Administrative and Financial Powers for running the hospitals.	1.Administration & Vigilance 2. Estate 3. Security 4. All store 5. State Public information officer	As delegated by MS time to time Link officer to Adl. MS	Control & supervision of Unit/Department Activities
Duties	HOD (Pathology) Administrative clinical, Teaching. Service Matter related to Group A & Ministerial staff, vigilance cases & ACRs	1. Head of Office 2. Chairman of Procurement committee 3. Chairman of Equipments Repair & Maintenance Committee. 4. I/C Telecom 5. Supervision of all Miscellaneous matters like Estate Security Sanitation and Misc. correspondence.	1.Review and reply of audit paras 2, Priority handling of court case 3.Prompt disposal of and dispersal of terminal benefits 4Regularization of daily wagers 5.Monitoring of general store / dietary / laundry services 6 Chairman medical board 7. Medical record department i/c	Clinical, Day to day administration and supervision long term planning for standards in the department activities Encourage Teaching and Research in the department
Finance Power	All financial powers granted to Head of the	Financial power granted by H.Q.		

	department			
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<b>Designation</b>	<b>N.S.</b>	<b>A.O.</b>	<b>ACA</b>	<b>M.R.O.</b>
Power	Service matter related to Nursing staff	Overall supervision of All establishment branches	All matter related to financial approval.	
Duties	Supervision of Nursing care patients in Indoor, OTs, ICUs, and Outdoor.	Service matter related to all group d staff. Sanction of leave group D		Maintenance of record matter related to patient care (eg. Total no of patient attending various deptt. and record of indoor patient treatment Birth & Death, Medical Legal Cases and weeding out of records. Indexing of Medical document as per ICD code 10. Assist in Medical audit, Mortality Meeting.

<b>Designation</b>	<b>PR.O.</b>	<b>C.M.O (IT)</b>	<b>MO I/C Drug store)</b>	<b>M.O./C ( General Linen store), equipment store, workshops</b>
Duties	Enquires and facilitation to the public	Nodal officer for matter related to software, Hardware installed in hospital IT related issues	Preparation of demands receipt, stoking and distribution of items to user depts.	Preparation of demands receipt stoking and distribution of items to user depts. Repair of furniture and small equipments

<b>Designation</b>	<b>MO I/C Laundry</b>	<b>MO./C (OPD) &amp; Pharmacy</b>	<b>E.M.O.</b>	<b>MO I/C (Kitchen)</b>
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Duties	Supervision of functioning of laundry.	Supervision of OPDs and Distribution of medicine to the patient.	Matter related to Repair & Maintenance of equipment of the hospital	Supervision of matters related to distribution of meals of indoor patients

<b>Designation</b>	<b>CCMO</b>	<b>Co-coordinator HLS</b>	<b>I/C Blood Bank</b>	<b>Anesthesia Department</b>
Duties	Supervision of overall functioning of Emergency department	Supervision of functioning of laboratories and coordination in between labs	1Supervision of functioning of Blood Bank 2. I/C transport	Overall management of Operation Theater services Supervision of functioning of Medical Gas supply & basis sterilization services