

GOVT. OF NCT OF DELHI
NEHRU HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL
B-BLOCK, DEFENCE COLONY, NEW DELHI-110024

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
		Administrative	Financial	Statutory	Others	
1.	Principal/Medical Suptd.	Yes	Yes	No	No	Teaching, Patient Care & Head of Deptt.
2.	Head of Office	Yes	Yes	No	No	Teaching, Patient Care & Head of Deptt.
3.	Professor	No	No	No	No	Teaching, Patient Care, Research and administration
4.	Associate Professor/Reader (NFSG)	No	No	No	No	Teaching, Patient Care, Research and administration
5	Lecturer	No	No	No	No	Teaching, Patient Care, Research and administration
6.	C.M.O/S.M.O	No	No	No	No	Patient Care & Administrative
8.	Administrative Officer	Yes	No	No	No	To look after the Establishment
9.	Sr. A.O.	No	Yes	No	No	Financial matters
10.	AAO	No	Yes	No	No	Financial matters.
11..	Head Clerk	No	No	No	No	Matters related to administration
12.	Stenographer	No	No	No	No	To assist officers in secretarial work
13.	Sr. Asstt.	No	No	No	No	To assist in establishment, accounts, planning and other work assignment.
14..	Jr. Asstt.	No	No	No	No	To put up all the matters and maintain record of all the files. Related to establishment /accounts & Planning

15.	Gynecologist	In-charge	No	No	No	To undertake MTP's ,family planning programmes & other related National Health Programmes/ANC/ PNC / Clinical Teaching.
136	Pathologist	In-charge	No	No	No	In-charge of Pathology Department (Hospital) . To undertake various Clinical Pathology work related to patient care in the hospital.
17.	Dental Surgeon	In-charge	No	No	No	Dental Care / Clinical Teaching related to the Dentistry
18	Bio – Chemist	No	No	No	No	To assist Pathologist in the Pathology laboratory in laboratory testing and analysis.
19.	Senior Residents/Registrar (Homoeopathy)	No	No	No	No	To perform various clinical duties in OPD/IPD
20..	Assistant Nursing Sister.	No	No	No	No	To supervise the nursing staff and nursing care for the patients.
21.	Nursing Sister	No	No	No	No	To provide nursing care for the patients.
22	Staff Nurse	No	No	No	No	To provide nursing care for the patients
23..	Computer /Data Entry Operator	No	No	No	No	Compiling, verifying accuracy and sorting information to prepare source data for computer entry. Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
24.	Store Keeper	No	No	No	No	Maintaining safe custody of all raw material, supplies finished products, purchased items and other store related inventories.
25.	Electrician	No	No	No	No	Electrical works of the Institution.
26	Plumber	No	No	No	No	Plumbing work of the Institution.
27.	Carpenter	No	No	No	No	Carpeting work of the Institution.
28.	P. E. T.	No	No	No	No	Sports activities in the college.
29..	Librarian	No	No	No	No	Performing various duties related to the up keep of a library and its inventory Purchase of books journals, magazines, recordings and other materials to meet the requirements of library patrons
30.	Library Attendant	No	No	No	No	To assist the librarian. .

31..	Pharmacist	No	No	No	No	To dispense medicine and prepare indents.
32.	O. T. Technician	No	No	No	No	Assisting surgical processors.
33.	O.T. Assistant	No	No	No	No	To assist in the OT department.
34.	Technical Assistant	No	No	No	No	To assist in the Labour rooms To put and prepare files for the purchase and requirement of the IPD
31.	ECG Technician	No	No	No	No	Operation of ECG Machine (OPD/IPD)..
35..	Daftry	No	No	No	No	Dak, dairy, dispatch
36.	Ward Boy	No	No	No	No	To assist doctors and nursing staff in the IPD and OPD
37.	Cook Massalchi Bearer Attendant	No	No	No	No	Kitchen work and prepare food for the Indoor patients
38..	Mali	No	No	No	No	To take care of plants and greenery in the Hospital & College campus.
39	Laboratory Tech	No	No	No	No	Receiving testing analyzing recording and reporting results of their tests. Their main duties and responsibilities include: Receiving, labeling and safely storing samples to be tested. Determining and performing tests needed for the analysis and report. (OPD/IPD)
40..	Laboratory Assistant	No	No	No	No	Assisting in laboratory tests, preparing samples.They work collaboratively with the lab team to ensure efficient operations and contribute to the collection of valid results
41	Laboratory Attendant	No	No	No	No	Supportive work in laboratory
42.	Driver	No	No	No	No	To drive the office vehicle for the official purpose and maintain the log book on regular basis.
43.	Peons/Class-IV	No	No	No	No	To undertake work according to the assignments given by the Head of Office / Departments