

**OFFICE OF THE MEDICAL SUPERINTENDENT
GURU GOBIND SINGH GOVT. HOSPITAL
RAGHUBIR NAGAR , NEW DELHI – 110027.**

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.	Medical Supdt., & HOD	a. As delegated to HOD b. First Appellate Authority	As delegated in Financial Rules	As delegated to HOD		
2.	HOO MS (MCH)	a. Establishment matters related to All categories of staff b. Parliament and Assembly Questions. c. Handling of Audit, Vigilance, d. Looking after General hospital administration in the absence of MS.	As delegated in Financial Rules	As delegated to HOO		
3.	Dy. Med. Supdt. (M)	a. Supervision of Clinical work of this hospital. Staff surgeon Disability board issue of disability certificate.				
4.	PIO / I/C OCS	a. RTI Matter b. Outsourced Services c. Day to day problems/ Miscellaneous work				
5.	AAO/DDO	a. Accounts functioning of the hospital b. Member, Purchase Committee c. Audit work	Financial Matters as DDO.			
6.	ANS I/c Nursing Sister	Deployment of nursing staff and Supervision of Nursing care.				
7.	Office Supdt.	a. Service matters related to all categories of staff b. Vigilance c. ACRs & Others				
8.	A.O	a. Service matters related to all categories of staff b. Vigilance c. ACRs & Others d. APIO				

9.	MRO I & II	a. Matters related to medical records b. Water, electricity, telephone bills of hospital c. Sunday reports/ data d. Planning officer, creation of posts etc. e. Link Officer to O.S (Estt.) f. Requirement of SR & JR & their service matter.				
10.	PS to MS	a. Personal Branch of M.S b. Parliamentary & Assembly questions c. Other Miscellaneous works allotted from time to time.				
11.	Specialist/ Med. Officer	a. Care of patients in their respective specialty b. Additional Administrative responsibilities as allotted from time to time.				
12.	Senior Resident /Jr. Resident	Care of patients admitted in the hospital during routine & after routine hours for round the clock coverage				
13.	Pharmacist	a. Distribution of drugs to patients. b. Management of Medical & Surgery Stores c. Management of Purchase Branch for processing of Tenders & Procurement of items for hospital.				
14.	Paramedical	To assist the doctors in the care of patients attending the hospital depending upon the department/ services where posted.				
15.	Ministerial Staff	To deal with service matters of all category of staff & other Miscellenious works allotted from time to time.				
16.	Class D	To assist the doctors in the care of patients attending the hospital.				