

## Manual – 2

### Powers and duties of Officers and employees of the organization.

Designation	Dean
	<b>Powers</b>
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1.Appointments including medical nursing, engineering technical staff</li> <li>2. Increments, Promotions in respect of superior and labour staff</li> <li>3. Punishment (Short of dismissal)including fining and suspending to the staffs whose appointing authority is DEAN</li> <li>4. Resignation of lecturers</li> <li>5.Granted leave to Professor, Associate Professor upto 29 days and to lecturer..</li> </ol>
<b>Financial</b>	<ol style="list-style-type: none"> <li>1.To sanction the contract for any work or for supply of material involving expenditure in excess of Rs.50000/- but upto Rs.3 lacs</li> </ol>
<b>Others</b>	
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. The under graduate and post-graduate teaching</li> <li>2. The Inter departmental Co-ordination in the college and hospital</li> <li>3. The Research activities of the departments.</li> <li>4. Committee of Heads of the departments.</li> <li>5. Administrative policies of the college and hospitals.</li> <li>6. Meetings with Public Health Committee Municipal Commissioner/Addl.Municipal Commissioner/Dy.Municipal Commissioner/other Deans.</li> <li>7. The Municipal Medical Staff selection committee.</li> <li>8. Tender Committee</li> <li>9. Staff Society</li> <li>10. Poor Box Charity Fund</li> <li>11. College students hostels, college gymkhana,scholarship. Free studentships Time table for lecturers, Teaching programme</li> <li>12. Examination and review of examination results.</li> <li>13. College library.</li> <li>14. Meeting with the University of Mumbai, Representative of Govt.of Maharashtra.Govt.of India and Medical Council and overseas agencies.</li> <li>15. Control and supervision of the entire staff of G.S.M.College and K.E.M.Hospital.</li> <li>16. Purchase and disposal of items such as appliances, apparatuses, instruments which are not within the powers of other officers.</li> <li>17. Sanction for new works and repairs.</li> <li>18. Administrative approval for the budget of the College and Hospital.</li> <li>19. Administrative control over teaching facilities at parent hospitals such as Wadia Children, Maternity Hospital and Dr.R.N.Cooper Hospital, Bhabha Bandra, Bhabha Kurla.</li> <li>20. Internship and Residency programme.</li> </ol>

Designation		Dy. .Dean
Powers		
Administrative	1) Increments to nursing and medical officers working under him/her. 2) Promotion in respect of labour staff subject to rules and procedures 3) Punishment (short of dismissed including fining and suspending subject to procedure and rules & regulations staff belonging to labour category. 4) Resignation same as Dean except medical staff. 5) Powers of granting leave subject to rules, regulations & audit to any employee for any period subordinate to him whose appointing authority is M.C. 6) C.L. in case of all employees subordinate to him. 7) Leave and service sheets in all cases 8) Authorized to make initial recruitment ag. Appointments of labour category sub. to rules and regulations in cases of RMO with tenure post.	
Financial	1)Office Contingencies except furniture Rs.50,000/- 2) Stationary articles Rs.50,000/- 3) Clothing and articles such as water proof, coats, cumbles, umbrella etc. Rs.50,000/- 4) Seeds and plants Rs.2000/- 5) Stores including x-ray materials, electrical appliances, printed matter, stationary, tools required for the gardening and gymkhana repairs, including servicing polishing etc. Rs.50,000/- 6) Books Rs.25,000/- 7) Dead stock (Furniture) Rs.50,000/- 8) Medicine & App. Rs.50,000/- 9) Contingent bills for purchase repairs etc. if sanctioned by competent authority Rs.25000/- 10) Pay bills monthly & supplementary in all cases. 11) UWR certificates, bills for PBCF account if the purchase is sanctioned, indents of scheduled items, indents of non-sch. Items, if previously sanctioned by competent authority. 12) Breakage, loss report of writing Rs.1000/- 13) Daily remittance and signing of daily reports and pay authority attestation 14) Monthly collection from poor box to be attended to. 15) Dietary articles Rs.50000/- 16) Disposal of movable property ,large items like sterilizers, furniture's etc. Rs. 10,000/- 17) Medicines and articles from PBCF Rs. 30,000/- 18) Departmental works Rs. 1,00,000/- 19) Tenders authority to invite and opening tenders for medicine instruments and other hospital and college requirements Rs.1,00,000/- 20) Disposal of unserviceable articles such as linen, bottles etc. Rs. 30,000/-	
Others	NIL	
<b>Duties</b>	To look after all establishment and stores also. To redress problems of employees in grievance committee.	

	To supervise work and guide of Jr. AMO, Asst. Dean and Resident etc. To supervise in wards and OPD/Blood Bank/Mortuary/Casualty /Medical Record Department Attending meeting for Dean's and VIP's Other duties attached to this post. Work assigned by DEAN.
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Designation	Assistant Dean
<b>Powers</b>	
<b>Administrative</b>	Authorized to sanction leave upto 30 days to the employees working under him in the category of nursing, para-medical staff such as MSW, OT/PT staff subject to rules, regulations & audit. CL to upto 7 days to staff subordinate to him. To attend office correspondence in all cases. Certifying heirship for the purpose of PF. Pension claims in all cases. Issue of notice under section 313(A), 313(B) of the MMC Act to abate hawkers nuisance in all cases..
<b>Financial</b>	Office contingencies except furniture Rs.1000/- Stationary articles Rs.1000/- Stores, including x-ray materials, electrical appliances, printed matter stationary, and tools required for the gardening and gymkhana repair including servicing polishing etc. Rs.1000/- Dietary articles Rs.2000/- Medicines and articles from PBCF Rs.5000/- Tenders authority to invite and opening tenders for medicine, instruments and other hospitals and college requirement Rs.1000/- Signing of bills of contract and sch. Items and departmental bills if the purchase is sanctioned by competent authority Rs.10000/- Bills for non-sch. Item if the purchase is sanctioned by competent authority Rs.5000/- Contingent bills for purchase, repairs etc. if sanctioned by the competent authority Rs.2000/- Pay bills monthly, supplementary, UWR cfts. Bills for PBCF accounts, if the purchase is sanctioned, Indents of sch. Items, indents of non-sch. Items if previously sanctioned by the competent authority, signing of effective report and pay authority attestation, monthly collection from PBCF to be attended to in all cases, breakage and loss report, writing of Rs.200/-
<b>Others</b>	Nil
<b>Duties</b>	To look after entire tender work To look after entire nursing staff Superior staff esttt. Except clerical staff of college & hospital. RMOs establishment Hospital & College revenue grant General stores and medical stores including bills

	Diet and linen including bills Medical record department Poor Box Charity Funds – purchase of medicine, instruments etc. any other work assigned by the Dean.
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Designation	Jt.Chief P.O.
	<b>Powers</b>
<b>Administrative</b>	<p>Increments to nursing staff, head clerks, MRO, and officer in routine maintenance, Sr.S.I. etc.</p> <p>Promotions in respect of labour staff subject to rules and procedures.</p> <p>Punishment (short of dismissal including fining and suspending subject to procedures and rules &amp; regulations to the staff belonging to labour category.</p> <p>Resignation authorized to accept resignation working under him except medical &amp; nursing staff.</p> <p>Authorized to sanction leave subject to rules, regulations &amp; audit for any period to any employee working under him. This power is restricted categories other than Medical and para-medical staff.</p> <p>C.L. in case of all employees subordinate to him.</p> <p>Leave and service sheet, sanction of provident fund in all cases subordinate to him.</p> <p>Certifying heirship for purpose of PF, pension claims, issuing work orders purchase orders, after purchase, administratively approved and tender accepted. To remove vendors from the municipal hospital premises, issue of notice under section 313(A), 313(B) of the MMC Act to abate hawkers nuisance in all cases.</p> <p>Authorised to make recruitment acting appointments of labour categories in emergency only subject to rules and regulations.</p>
<b>Financial</b>	<p>Office contingencies except furniture Rs.30,000/-</p> <p>Stationary articles Rs.30000/-</p> <p>Clothing and articles such as water proof coats, cumbles, umbrella etc. Rs.30000/-</p> <p>Seeds and plants Rs.2000/-</p> <p>Stores including x-ray materials, electrical appliances, printed matter stationary, tools required for the gardening and gymkhana repairs including servicing polishing etc. Rs.30000/-</p> <p>Dead stocks (furniture) Rs.30000/-</p> <p>Medicines &amp; App. Rs.30000/-</p> <p>Diet articles Rs.30000/-</p> <p>Disposable of moveable property, large items like sterilizers, furniture, steel items Rs.10000/-</p> <p>10. Departmental works Rs.5000/-</p> <p>11. Tenders authority to invite and opening tenders for medicine instruments and other hospitals and college requirements Rs.50000/-.</p> <p>12. Signing of bills of contract and sch. Items and departmental bills if the purchase is sanctioned by the competent authority Rs.1 lacs.</p> <p>13. Bills for non-sch. Items if the purchase is sanctioned by the competent authority in all cases.</p> <p>14. Contingent bills for purchase, repairs etc. if the sanctioned by the competent authority Rs.15,000/-</p> <p>15. Pay bills and supplementary, UWR cfts. Bills for PBCF accounts if the purchase is sanctioned, indents of sch. Items, (non-medical). Indents</p>

	<p>of non-sch. Items if previously sanctioned by the competent authority(non-med. Only) in all cases.</p> <p>16. Breakage, loss report writing of Rs.1000/-</p> <p>17. Daily remittance and signing of effective report and pay authority attestation, monthly collection from PBCF to be attended to, in all cases</p>
<b>Others</b>	<b>NIL</b>
<b>Duties</b>	<p>Incharge of –</p> <p>Engineering, Stores.</p> <p>New works &amp; projects</p> <p>Administrative, engineering and labour staff establishment both college and hospital</p> <p>Personnel matters.</p> <p>Maintenance, water supply, sanitation of buildings, electric supply, and telephone, equipments, petty, civil &amp; engineering works contract, service contract for equipments.</p> <p>Proposals for new purchases, disposal of unserviceable articles, addition, alteration, air-conditioning &amp; painting</p> <p>Moveable, immoveable property, furniture, fixtures of college and hospital.</p> <p>Railway concession</p> <p>Allocation of quarters to various category of the Labour staff</p> <p>10. Developing computer system for administration of hospital and college activities.</p> <p>11. security force</p> <p>12. Union matters.</p> <p>13. Transport</p> <p>14. Occupation of hospital, space and quarters</p> <p>15. Administrative legal matter</p> <p>16. Helping preparation of budget for college and hospital</p> <p>17. Pesticide control</p> <p>18. Oxygen supply and LPG gas establishment</p> <p>19. Bills</p> <p>20. Telephone</p> <p>21. Plant, Machinery, purchases and maintenance</p>

Designation	Administrative Officer
	<b>Powers</b>
<b>Administrative</b>	<p>Increments to the employees labour, technical and subordinate including H.C., MRO etc.</p> <p>Promotions in respect of labour staff subject to rules and procedures.</p> <p>Punishment short of dismissal including fining and suspending subject to procedures and rules and regulations to the staff belonging to labour category.</p> <p>Authorized to sanction leave for any period to any employee subordinate to him upto H.C.'s category other than para-medical nursing staff, casual leave upto 7 days to nursing staff and casual</p>

	<p>leave and CL to the employees subordinate labour and technical and superior staff including H.C. etc.</p> <p>To attend office correspondence in all cases.</p> <p>Certifying heirship for the purpose of PF,, Pension claims in all cases.</p> <p>Issuing work order, purchase order after purchase, administrative approved and tender accepted in all cases.</p> <p>To remove vendors from municipal premises in all cases.</p> <p>To issue of notice under section 313(A), 313(B) of the MMC Act to abate hawker's nuisance in all cases.</p>
	<p>Office contingencies except furniture Rs.5000/-</p> <p>Stationary articles Rs.5000/-</p> <p>Seeds and plants Rs.500/-</p> <p>Stores including x-ray materials, electrical appliances printed matter stationary, tools required for the gardening and gymkhana repairs including servicing and polishing etc. Rs.2000/-</p> <p>Dead stock (furniture) Rs.5000/-</p> <p>Medicine and App. Rs.3000/-</p> <p>Dietary articles Rs.3000/-</p> <p>Disposal of immovable property Rs.2000/-</p> <p>Tenders authority to invite and opening tenders for medicines, instruments and other hospitals and college requirements Rs.5000/-</p> <p>Signing of bills of contract and sch. Items and departmental bills if the purchase is sanctioned by the competent authority Rs.15000/-</p> <p>Bills for non-sch. Items if the purchase is sanctioned by the competent authority Rs.10,000/-</p> <p>Contingent bills for purchase, repairs etc. if the sanctioned by competent authority Rs.1000/-</p> <p>Breakage loss report writing off Rs.200/-</p> <p>Pay bills monthly and supplementary, UWR cfts. Bills for PBCF accounts if the purchase is sanctioned, indents of non-sch. Items if previously sanctioned, daily remittance and signing of effective reports and pay authority attestation. Monthly collection from PBCF to be attended to certifying heirship for the purpose of PF and Pension, issuing work orders and purchase order administrative approved and tenders accepted in all cases.</p>
Financial	<p>Office contingencies except furniture Rs.5000/-</p> <p>Stationary articles Rs.5000/-</p> <p>Seeds and plants Rs.500/-</p> <p>Stores including x-ray materials, electrical appliances printed matter stationary, tools required for the gardening and gymkhana repairs including servicing and polishing etc. Rs.2000/-</p> <p>Dead stock (furniture) Rs.5000/-</p> <p>Medicine and App. Rs.3000/-</p> <p>Dietary articles Rs.3000/-</p> <p>Disposal of immovable property Rs.2000/-</p> <p>Tenders authority to invite and opening tenders for medicines, instruments and other hospitals and college requirements Rs.5000/-</p> <p>Signing of bills of contract and sch. Items and departmental bills if</p>

	<p>the purchase is sanctioned by the competent authority Rs.15000/-</p> <p>Bills for non-sch. Items if the purchase is sanctioned by the competent authority Rs.10,000/-</p> <p>Contingent bills for purchase, repairs etc. if the sanctioned by competent authority Rs.1000/-</p> <p>Breakage loss report writing off Rs.200/-</p> <p>Pay bills monthly and supplementary, UWR cfts. Bills for PBCF accounts if the purchase is sanctioned, indents of non-sch. Items if previously sanctioned, daily remittance and signing of effective reports and pay authority attestation. Monthly collection from PBCF to be attended to certifying heirship for the purpose of PF and Pension, issuing work orders and purchase order administrative approved and tenders accepted in all cases.</p>
<b>Others</b>	<b>NIL</b>
<b>Duties</b>	<p>General Stores, medical stores, diet and linen – Bills</p> <p>Supervision over clerical staff of college and hospital, MRO staff, labour staff establishment of hospital</p> <p>Inspection of office</p> <p>Drafter inspection hospital side</p> <p>To keep watch over expenditure and budget proposal hospital side.</p> <p>To process proposal for import, export advance</p> <p>Leave and increments excluding medical staff</p> <p>Miscellaneous papers and office correspondence in all cases</p> <p>Daily remittance of cash, signing of effective reports, pay authorities etc.</p> <p>Pay bills monthly, supplementary, UWR cfts. In all cases.</p> <p>10.PBCF, signing of railway concessions.</p> <p>11.Breakage, loss report writing off.</p> <p>.</p>

Designation		Office Supdt.
<b>Powers</b>		
<b>Administrative</b>	<p>staff up to 30 days.</p> <p>To attend the office correspondence in all cases.</p> <p>Sanction advance from P.,F. to the employees subordinate C.L. to Labour staff subject to rules and also to the Superior staff subordinate to him up to 7 days at a time.</p> <p>Authorized to sanction leave to inferior to him ..</p>	
<b>Financial</b>	<p>Office contingencies (except furniture) Rs. 250.</p> <p>Stationery articles Rs.250/-.</p> <p>Stores including X-ray materials electrical appliances, printed matter stationery, tools required for garden and Gymkhana repairs including servicing, polishing etc.Rs.1000/-.</p> <p>Dietary articles Rs.2000/-</p> <p>Tenders authority to invite and opening tenders for Medicine instruments and other hospital and college requirements Rs.200/-.</p> <p>Disposal of unserviceable articles such as Linen bottles forceps Rs.500/-.</p> <p>Contingent bills for purchase repairs etc. if sanction by the competent authority Rs.1000/-.</p>	

	<p>Pay bills monthly and supplementary, U.W.R. certificate, bills for P.B.C.F. account if the purchase is sanctioned, indent of schedule items (non medical only) indents of non schedule items if previously sanctioned by competent authority (non medical only) , daily remittance and signing of effective reports and pay authority attestation, monthly collection from P.B.C.F. to be attended to, certifying heirship for purpose of P.F., pension claims – in all cases.</p> <p>Breakage, loss report writing off Rs.200/-</p> <p>Signing of bills of contract and scheduled items and departmental bills if the purchase is sanctioned by competent authority Rs.10000/-.</p> <p>Bills for non scheduled items if the purchase is sanctioned by competent authority Rs.5000/-.</p>
<b>Duties</b>	<p>To supervise over all clerical section in the hospital and college office, Air pollution, postpartum programme and school clinic in their day to day working.</p> <p>Posting of the staff in different sections as above, arrangements in leave vacancies short terms vacancies as well as long terms vacancies.</p> <p>To sanction C.L of all the staff under him and the labour staff for the period of 7 days.</p> <p>To sanction bills for purchase etc.</p> <p>Supervision over imp rest, conveyance and postage bills.</p> <p>To approve indent of different section with regards to stores.</p> <p>To attend general correspondence pertaining to tender.</p> <p>To keep watch over advances and audit notes.</p> <p>To keep watch over grands and propose transfer of funds and additional funds.</p> <p>10 To sign monthly pay bills S.P.S. of all the staff and U.W.R.C.,</p> <p>11 To put up replies to the outstanding resolutions and keep watch over the ame.</p> <p>12. Supervision over dispatch work and distribution of papers section wise.</p> <p>13. Scrutiny of agenda of the P.H.C./ S.C. and corporation.</p> <p>14. Drafter inspection.</p> <p>15. Inspection of the office.</p> <p>16. Any other work as will be arranged by the Dean, Ward Officer, and A.D.</p>

Designation	.A.M.O.	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	<p>Supervision, correspondence of general stores, sanctioning of indents of general stores and linen.</p> <p>To certify bills of minor nature</p> <p>To check the consumption of diet in the kitchen and examine the patients food</p> <p>To look after certificate work of in patients</p> <p>Routine correspondence with the Corner.</p> <p>Supervision over discharging and transferring of patients to other wards</p> <p>To supervise the work of RMO's.</p> <p>Other <b>Duties</b> attached to this post.</p>	



Designation	Enquiry Officer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To do Departmental enquiry, preliminary enquiries, summery enquiries in respect of labour staff and nursing staff for their unauthorized absence as ordered by Dean of all the three hospitals	

Designation	Head Clerk	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. Supervisory and exercise control over the clerical staff in the respective section.	

Designation	Clerk	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To look after the basic work of respective section viz. dispatch, maintenance of registers, establishment records, purchase of medicines and equipments etc.	

Designation	Sr. Stenographer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To take dictation of officers and typing work.	

Designation	Jr. Stenographer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To take dictation and typing work.	

Designation	Clerk cum typist	
Powers	Administrative	Nil
	Financial	Nil
	Others	NIL
<b>Duties</b>	To do clerical work as well as typing	

Designation	Typist	
Powers		NIL
Administrative		NIL
Financial		NIL
<b>Duties</b>	1. To do typing work.	

Designation	Sr.Biochemist	
Powers	Administrative	Nil
	Financial	Nil
	Others	NIL
<b>Duties</b>	<p>Over all in charge of the laboratory, organization of day to day routine work.</p> <p>Maintenance of the various electronic instruments.</p> <p>Preparation, standardization of various techniques including Kinetic methods on the sophisticated instruments for Eg. U.V. spectrophotometer etc.</p> <p>Performing of the sophisticated tests in clinical biochemistry, clinical Pathology.</p> <p>Reporting of the day to day routine work.</p> <p>Training of the Lab. Asstt. And Technicians in the Newer technique.</p> <p>Training demonstrating the various techniques to students for diploma in medical technology, Resident pathologist for the University of Mumbai examinations.</p> <p>Quality control management.</p> <p>Indenting of chemicals glass wears etc from General Stores.</p> <p>Management of emergency biochemistry Lab. For chemical and instruments.</p>	

Designation	Sr.Scientific Officers	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
<b>Duties</b>	<p>Separation of the extracted drugs on thin layer chromatography plates.</p> <p>Identification of separated drug.</p> <p>Writing and dispatching the reports.</p> <p>Weekly quality control by running spike and negative control.</p> <p>Preparation of standards, spray reagents etc.</p> <p>To procure the instruments reagents, chemicals, glassware etc. for the lab.</p> <p>To handle the correspondence with UNDCP Scientific laboratory at Vienna and Field Advisor at Delhi.</p> <p>To do arrangements of work to run laboratory smoothly.</p> <p>To look after the work of J.S.O. and technician in their absence.</p>	

Designation	Sr.Laboratory Technician	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
<b>Duties</b>	To set up special methods like Spectrophotometry, fluorometry, esnelarity flame photometry and handle vanslyke etc. apparatus for gasonewtry and train the staff. Any other work assigned by the Dean. To help M.O. in all microscopic work, Blood, Urine, Stool etc. Collection of Blood for routine examine and K.T. Hemoglobin estimation. Mounting and Reading of E.S.R. Staining of Blood smears. Writing oif reports.	

Designation	Lab.Technician	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To collect blood samples of the patients and perform the tests.	

Designation	Lab. Assistant	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
<b>Duties</b>	1. To assist Lab.Technician	

Designation	Sr. X-ray Technician	
Powers	Administrative	Nil
	Financial	Nil
<b>Duties</b>	Developing x-ray films To attend emergency patients for x-rays Other <b>Duties</b> attached to this post.	

Designation	X-ray Assistant	
Powers	Administrative	Nil
	Financial	Nil
<b>Duties</b>	To assist x-ray technician To attend emergency calls To develop x-ray films Whatever work given by HOD.	
Designation	X-Ray Technician	
Powers	Administrative	NIL
	Financial	NIL

<b>Duties</b>	<p>To check up and arrange with forms all the x-ray films taken on the previous day.</p> <p>To take routine x-rays like chest, spine, skull, etc, With proper labeling and identification.</p> <p>To assist in special investigations e.g. barium studies, angiography, myelography, bionchography, L.V.pyelography, cystograpohy, spleenography, aortography, arteriography hyserosalpingogaphy. Etc.</p> <p>To assist the Hon.Radiologist while reporting the x-ray films.</p> <p>To keep day to day account of x-ray films utilized.</p> <p>To prepare and arrange the museum films.</p> <p>To supervise the dark room work.</p> <p>To give appointments, make entries in the register, pin up the x-ray films and arrange dispatch of x-ray films if directed by Hon. Radiologist, Resident Radiologist, M.S./A.M.O. (Admn.) etc.</p> <p>To keep record of films indented, used and in balance every day.</p> <p>To work in emergency duty whenever asked for.</p> <p>To keep and assist ijn keeping accounts of the articles in the department, in order.</p> <p>To take care of x-ray machines and arrange for cleaning the same and carry out other radiology <b>Duties</b> under supervision and guidance of Radiologist.</p> <p>To supervise the work of subordinate staff such as x-ray assistants, Attendants and servants.</p> <p>14. To give appointments in consultation with the medical staff for specialized work.</p> <p>15. To attend portable x-ray calls and to see that machines are not damaged during transit.</p> <p>16. To clear the cassettes and intensifying screens periodically.</p> <p>17. To do any other work assigned by the Head of the department.</p>
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Designation	Blood Bank Assistance	
Powers	Administrative	Nil
	Financial	Nil
<b>Duties</b>	1. To assist Lab. Technician in Blood Bank	

Designation	Head Pharmacist	
Powers	Administrative	Nil
	Financial	Nil
<b>Duties</b>	<p>To supervise the work of pharmacist and labourers working under him.</p> <p>To see the medicine supply and injections</p> <p>To check the stock of medicines and other items under his control.</p> <p>To maintain accounts and costly medicines and injections.</p> <p>To certify bills in respect of medicines.</p> <p>To attend emergency call whenever called upon</p> <p>To maintain medical store ledger upto date.</p>	

Designation	Pharmacist	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To compound medicines according to the prescription of the medical staff for the hospital patients and to issue medicines to the patients. To prepare stock medicine as when required. To certify bills in respect of medicines received. To maintain dead stock register and dispensary ledger To watch expiry date of medicines and injections. Other <b>Duties</b> attached to this post.	

Designation	Medical Record Officer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Supervision over the staff of Medical record section To prepare admn. Report. & yearly report. To provide information to authorities regarding star questions related to the hospital Other <b>Duties</b> attached to this post.	

Designation	Medical Record Technician	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To check indoor discharge papers according to deficiency. Coding of diagnosis and operations as per WH classification Help doctor and taking out records for reference To collect and maintain statistical and medical data of OPD and indoor To prepare and type administrative report and proof regarding the same. Any other work assigned by the superior Other <b>Duties</b> attached to this post.	

Designation	Sr.Registration Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To prepare daily and monthly bulletin Maintaining monthly and annual statistical abstract of indoor admission, OPD attendance , death record	

	Fortnightly communicable diseases report To fill out Bombay forms for removal of dead body Other <b>Duties</b> attached to this post
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Designation	Registration Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To prepare OPD case papers for patients attending the hospital and issue old OPD cases to old patients To attend work to the registration office on Sundays by turn. To compile statistics for the annual administrative report To perform any other work that the Dean/Asstt. Dean or Asstt. Medical Officers direct him to do so. Other <b>Duties</b> attached to this post.	

Designation	Record Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To maintain the records of the students To issue the library books to the students from the departmental library and to enter books in the register, to issue the material to the sub-section, to maintain muster and to prepare effective of the department To help clerk Any other work assigned by Dean/ Head of the department Other <b>Duties</b> attached to this post.	

Designation	Dietician	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To go to the wards to ascertain the caloric and nutritional value whenever necessary To supervise the dietary articles from the contractors To fix monthly, bimonthly menus of the patients diet Other <b>Duties</b> attached to this post	

Designation	Head M.S.W.	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To supervise MSW and to give services to the patients.	

Designation	Medico Social Worker	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Services to the patients such as material help, discharge institutionalization of patients. Following of patients, rehabilitation of patients, group activities etc.	

Designation	Laundry Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Receiving of the soiled linen from the various wards. To receive the washed linen Delivery of washed linen to wards and maintenance of records Other <b>Duties</b> attached to this post.	

Designation	A.C.Operator	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To operate air-conditioner	

Designation	Refrg. Plant Operator	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To operate refrigeration plants	

Designation	Photographer-cum-artist	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To do medical photography To prepare slides, posters & medical drawing for publications etc. Other <b>Duties</b> attached to this post.	

Designation	Time Keeper	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To supervise over labours. 2. To make arrangement of KhadaBadlee labours and labours in various department / wards. 3. To keep record of attendance of labourers. 4. Other <b>Duties</b> attached to this post.	

Designation	Asstt. Time Keeper	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To make arrangement of KhadaBadlee labours and labours in various department/wards. 2. To keep record of attendance of labourers. 3. Other <b>Duties</b> attached to this post.	

Designation	Havildar	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To assist Time Keeper at the time of roll calls during the duty hours. To attend the complaints received from wards and departments and put up to W.O. To walk round hospital compound, CVTC and Ortho. Centre to check the labour and report any irregularities observed. Other <b>Duties</b> attached to this post.	

Designation	Asstt. Havildar	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To attend the complaints received from wards and departments and put up to W.O. 2. To walk round hospital compound, CVTC and Ortho. Centre to check the labour and report any irregularities observed. 3. To assist Havildar in his regular <b>Duties</b> . 4. To see the cleanliness of Hospital premises.	



Designation	Naik	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1.to arrange the <b>Duties</b> of peons 2 <b>Duties</b> attached to this post.	

Designation	Peon	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1.To take dispatch papers to respective Deptt. 2. <b>Duties</b> attached to this post.	

Designation	Sr.Sanitary Inspector	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	The Sr.Sanitary Inspector has to do the work like maintenance of college and hospital blocks and quarters attached to the institution. He is overall incharge of the quarters scattered in the hospital compound and Orthopaedic Centre. He has to look after the sanitation work as well as the supervision over the Malis, and looking after garden work in the hospital.	

Designation	Sanitary Inspector	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. The Sr.Sanitary Inspector has to do the work like maintenance of college and hospital blocks and quarters attached to the institution. 2. He is overall incharge of the quarters scattered in the hospital compound and Orthopaedic Centre. 3. He has to look after the sanitation work as well as the supervision over the Malis, and looking after garden work in the hospital.	

<b>Designation</b>	Sub.Engineer	
<b>Powers</b>	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	<p>To maintain and repair the refrigeration machine and supervise all the electrical work in wards/ hospital.</p> <p>To maintain and supervise work of repairing e.g. lift, LPG gas, and fire machines etc.</p> <p>To maintain EPBAX system, compressor air system, computers etc.</p> <p>Other <b>Duties</b> attached to this post.</p>	

<b>Designation</b>	Assistant Engineer(Civil) & Assistant Engineer ( M & E )	
<b>Powers</b>	Administrative	
	Financial	<p>Office contingencies (except furniture) Rs. 5000/-</p> <p>Stationary articles Rs.500/-</p> <p>Seeds and plants Rs.100/-</p> <p>Stores including x-ray materials, electrical appliances, printed matter stationary, tools required for the garden and gymkhana repairs including servicing, polishing etc. Rs.10000/-</p> <p>Departmental works Rs.10000/-</p> <p>Tenders authority to invite and opening tenders for medicine, instruments and other hospitals and college requirements Rs.10,000/-</p> <p>Disposal of unserviceable articles such as linen, bottles etc. Rs.500/-</p>
	Others	
<b>Duties</b>	<p>To look after the maintenance of hospital properties</p> <p>To look after the water supply and drainage arrangement</p> <p>To carry out new works, renovations of the existing structures, including structural repairs, additions and alternation in the existing departments including repairs and painting.</p> <p>To get administrative sanction for new works, repairs work to be carried out.</p> <p>To put up yearly budget proposal for repairs and maintenance of the existing properties in consultation with Dean and W.O.</p> <p>To put up loan work budget proposal for the construction of new structure, expansion of existing structure and important major repairs after discussing with the Dean/ W.O.</p> <p>To procure material from C.S. for civil works</p> <p>To exercise proper control over subordinate staff working under him.</p> <p>To assist WO and Dean's meeting with MC/ AMC/DMC and prepare the minutes and follow up action.</p> <p>To organize meetings of engineers and architect of the Corporation and discuss the engineering problems WO/Dean and to minutes and take follows.</p>	

Designation	Jr. Engineer	
Powers	Administrative	
	Financial	
	Others	
<b>Duties</b>	To train operational staff for daily routine maintenance as well as to give instruction of correct of electrical equipments To maintain muster roll personnel under him Maintenance and repairs and servicing of lits, water pumps and other electrical appliance To prepare estimates for petty repairs and electrifications and rewiring work. To arrange daily routine of electricians and others working under him Other <b>Duties</b> attached to this post.	
Designation	Mechanic Refrigeration	
Powers	Administrative	
	Financial	
	Others	
<b>Duties</b>	1.	

Designation	Sr.Electronic Technician	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To repairs of clorimeters & spectrophotometer, overhead slide projectors, auto slide projectors, microphones etc. Installation of sound system. Other <b>Duties</b> attached to this post.	

Designation	Technical Supervisor	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	<b>Duties</b> attached to this post. Supervision over technical staff.	

Designation	Technician (M & E)	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Maintainance of sterilization unit. Other <b>Duties</b> attached to this post.	

Designation	Mech. Refrigeration	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Maintenance of refrigeration plant <b>Duties</b> attached to this post Other work assign by superiors	

Designation	Telephone Operator' A' grade	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1.To operate telephone board.	

Designation	Telephone Operator 'B' Grade	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To operate Telephone Board.	

Designation	Scientific Officer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Overall supervision on the scientific and administrative work of the blood bank To control or supervise the testing of haemoglobin etc. and registration of the professional donors. Procurement of sterile acid bottles, bleeding sets, chemical and other material required for blood abk and its supply for proper use. To check the results of grouping and cross matching. To supply blood in K.E.M. and other hospital. TO prepare various components of blood which are required for special purpose. <b>Duties</b> attached to this post.	

Designation	Jr. Scientific Officer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	involved in routine investigations of the samples with technicians keeping record of reagents issued to different laboratories Quality control Supervise the work of technicians and check the results	

Designation	Research Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Receiving, numbering and certifying blood samples from various wards. Processing samples of biochemical investigations and giving reports.	

Designation	ECG-Technician.	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1.To able to record a 12 lead ECG. 2.To attend the calls from wards,ECG during OPD hrs,ECG during emergency medical services.	

Designation	X-Ray Attendent	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1.To develop,expose films. 2.To supply loaded cassette to technician while taking X-Ray, To put up X-Ray film in the dryer. 4.Other <b>Duties</b> attached to this post.	

Designation	Lab Attendent	
Powers	Administrative	Nil
	Financial	Nil
<b>Duties</b>	1.Cleaning of walls, floors, chairs, tables,etc.	

Designation	ECG Attendant	
Powers	Administrative	Nil
	Financial	Nil
<b>Duties</b>	1.To attend Cardiology OPD patients. 2.To attend the calls from wards,ECG during OPD hrs,ECG during emergency medical services. 3.To help E.C.G. Technician.	

Designation	Health Visitor	
Powers	Administrative	Nil
	Financial	Nil
<b>Duties</b>	To arrange and attend health camp To attend indoor & outdoor emergency patient. To arrange health camp in hospital premises.	

Designation	Lady clinic organizer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To guide the patients in family welfare To keep up to date record of family welfare system To help in research project work	

Designation	Shop Recorder	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To maintain and keep the record of engineering material. Receive delivery of LPG Gas. To receive the calls of repairing from various wards/ department.	

Designation	Assistant Photographer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To assist Photographer-cum-Artist.	

Designation	Project –cum-Library Attdt.	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>		

Designation	Dy. Supdt. of Pharmacy	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To help Supdt. Of Pharmacy in administration work. To supervise all sections of pharmacy Sterilization of material by steam & ETO Checking of supply received at medical general & linen stores.	

Designation	Supdt. Of Pharmacy	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To supervise and manage the functions of Pharmacy department. To check central sterilization, the quality of supply of medical, general & linen items. Other <b>Duties</b> attached to this post.	

Designation	Sr. Pharmacist	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To receive supply of medicine. 2. To check expiry dates of medicine. 3. Physical stock verification of medicines. 4. To maintain various records . 5. other <b>Duties</b> attached to this post. 6. To supervise .	

Designation	Record Attendant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To keep the record neatly and properly To assist record assistant and registration assistant <b>Duties</b> attached to this post.	

Designation	Audio speech therapist	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To treat the patients who are deaf & dumb To treat the patients having ear problem Other <b>Duties</b> attached to this post.	

Designation	Jr. Audiologist cum speech therapist	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	To treat the patients who are deaf & dumb To treat the patients having ear problem	

Designation	Propaganda Officer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	Preparing the list of factories, offices etc. for conducting blood donation campaign. Assisting and preparing publicity material for blood donation propaganda 3. Other <b>Duties</b> attached to this post	

Designation	Principal
<b>Powers</b>	
Administrative	<p>Doing overall administration of School of Nursing like</p> <ol style="list-style-type: none"> <li>1. Maintaining the ledger for required stationary, cloths, dead stock and miscellaneous article etc.</li> <li>2. Indian and Maharashtra Nursing Council Correspondence</li> <li>3. Allotment of duties and functions to all sister tutors and supervise them.</li> <li>4. Allotment and supervision of clerical and servants duties.</li> <li>5. Arrangement of students educational visits.</li> <li>6. Maintaining all students records as per M.N.C. requirement i.e. clinical teaching, lecture hours, cumulative records etc.</li> <li>7. Managing the centralized interview for the admission of new students at the time of recruitment.</li> <li>8. Indenting, condemning etc. of the articles needed in the School of Nursing.</li> <li>9. Preparing Ex.Students transcripts.</li> <li>10. Maintaining Library.</li> <li>11. Conducting faculty meeting regularly and helping in problems of faculty members.</li> <li>12. Arranging the hospital visits , orientation of school of nursing administration of the visitors like – Graduate and post graduate students who are coming from our state and other states for educational experience.</li> <li>13. Tackling students Nurses problems regarding teaching and clinical field.</li> <li>14. Guiding and counseling student nurses and their parents whenever required.</li> <li>15. Assisting the SNA Adviser (Sr. Tutor) in SNA (Student Nurses Association) activities like seminar, debates, cultural programmes, sports etc.</li> <li>16. Assisting the Nurses Welfare Society in arranging cultural programmes, General Lunch etc. for entire nursing Staff.</li> <li>17.Overall supervision ..</li> </ol>
Financial	NIL
Others	NIL
<b>Duties</b>	<p><b>Educational Responsibility</b></p> <ol style="list-style-type: none"> <li>a) Taking lecture for student in theory and Practical</li> <li>b) Helping in arrangement of inservice education programme for Staff Nurses in the hospital and taking lectures for staff nurses in IN SERVICE EDUCATION PROGRAMME.</li> <li>c) Arranging Short-term-courses like Paediatric Nsg. and I.C.U.Nsg. once in a year for Staff Nurses of B.M.C. Hospitals.</li> <li>d) Assisting the tutors in preparing the rotation plant for student clinical posing as per Medical Nursing Council requirements.</li> <li>e) Assisting the tutors for preparing Time table</li> <li>f) Arranging the doctor's lectures.</li> </ol>



Designation	MATRON
<b>Powers</b>	
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. Planning for total patients care: <ol style="list-style-type: none"> <li>a) Taking over from night supdt.</li> <li>b) Taking records in the hospital.</li> <li>c) Giving over to the night Supdt. through the evening reports.</li> </ol> </li> <li>2. Selection of personnel and assignment of their activities.</li> <li>3. Organization and Clinical activities of the nursing services office.</li> <li>4. General supervision over nursing services.</li> <li>5. Maintaining relationship with other department, public relation.</li> <li>6. Meeting emergency situation and unforeseen situation immediately.</li> <li>7. Maintaining of records.</li> <li>8. Upgrading and promoting existing staff whenever possible.</li> <li>9. Take all practical steps to avoid excessive work.</li> <li>10. Encouraging social and recreation facilities and attending welfare of employee.</li> <li>11. Allocation of the duties of trainees and trained nurses.</li> </ol>
<b>Financial</b>	<b>NIL</b>
<b>Others</b>	<p>Participating all the planning which relates to the school of Nursing.</p> <p><b>Organization</b></p> <ol style="list-style-type: none"> <li>1. and administration of the curricula.</li> <li>2. Active participation in the teaching programme.</li> <li>3. Periodic evaluation of the total programme.</li> <li>4. Recruitment and selection of student nurse according to the policy.</li> <li>5. Welfare of trainees and staff including accommodation, health , diet recreation and vocation.</li> <li>6. Maintaining the proper system of records of student nurses .</li> <li>7. Finishing of such periodic reports as are required by controlling authorities by state and National Nursing Council and by others.</li> <li>8. Planning for nursing services in the clinical areas in which student nurse re-employed.</li> <li>9. Affiliation programme.</li> </ol> <p>Interpretation of nursing education to the public and other related discipline.</p>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. All official correspondence.</li> <li>2. Inspection of nurses home.</li> <li>3. To supervise the nurses home management with the house keeper.</li> <li>4. To supervise linen room work with the Sr. Asst. Matron.</li> <li>5. To arrange monthly transfer and posting of the entire nursing staff and maintain records in the books.</li> <li>6. To interview new applicants for all the nursing post, take down their short summery and put them before the Dean.</li> </ol>

	<ol style="list-style-type: none"> <li>7. To go through the lectures time table prepared by the Sister Tutors and Sr. Asst. Matron</li> <li>8. To supervise arrangement for conducting the Bombay Nursing Council Examination in Nurses home.</li> <li>9. To help and organize educational programme for the student nurses with Sister Tutor.</li> <li>10. To be present at the payment of the Nursing Staff.</li> <li>11. To help in arranging education programme for the trained staff every month.</li> <li>12. To help and organize all the social functions that are to be held throughout the year in the hospital and nurses home.</li> <li>13. Any other works that may be entrusted by the Dean/ Assistant Dean and the Honorary Staff.</li> </ol> <p>Preparation of leave register and arrangement of programme for night Supdt. duty at K.E.M. Hospital at O.C. and transfer of Ward and Departmental sisters after completing 3 years in each ward or department per year.</p>
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Designation	Senior Assistant Matron
<b>Powers</b>	
<b>Administrative</b>	.
<b>Financial</b>	NIL
<b>Others</b>	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To take roll call.</li> <li>2. To do muster supervision of Nursing Staff for 7 a.m. to 3 p.m. duty, 12.30 and 12 pm, 9 p.m.</li> <li>3. To do arrangement of nursing staff as a substitute per shift in place of absent nursing staff.</li> <li>4. To do supervision of muster of nursing staff.</li> <li>5. To sign on permission the concession and duty change for nursing staff.</li> <li>6. To check student muster.</li> <li>7. To do table work in the office (Nurses Home) <ol style="list-style-type: none"> <li>a ) To see official document</li> <li>b)To collect information from on call Asstt. Matron.</li> <li>c) To check absentee form and leave form for sanctioning.</li> <li>d) To prepare nursing state.</li> <li>e) Administrative round in hospital in all shifts</li> <li>f) To check linen ledger of department from hospital.</li> </ol> </li> <li>8. To post the nursing staff as per requirement to work in dept/Wards.</li> <li>9. Reporting to higher authority in absentee of Matron.</li> <li>10. To solve day to day ward and hospital problems.</li> <li>11. To condemn torned linen after inspection.</li> <li>12. To give over to on call Assistant Matron daily.</li> <li>13. Does on call duty by rotation takes evening supervisory round and give hospital charge to night supdt. Again</li> </ol>

	<p>relieve night Supdt. in the morning after taking charge from Night Supdt.</p> <p>14. To Participate in in-service education programme for trained nursing Staff.</p> <p>15. To attend meeting, workshop, seminar.</p> <p>16. To arrange the annual leave roster for all nursing staff.</p> <p>17. To inspect uniforms of probationers and staff nurses.</p> <p>18. Surprise checking of ward and departmental equipment.</p> <p>19. Filling of self assessment forms and confidential .</p> <p>20. Allocation and monthly changes in consultation with the Matron.</p> <p>21. To supervise the cleanliness of the Nurses Home and inspection of their rooms.</p> <p>22. To be present and help whenever there are functions in the hospital.</p> <p>23. Any other work that may be entrusted by Matron Assistant Dean and Dean.</p>
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Designation	Junior Assistant Matron
<b>Powers</b>	
<b>Administrative</b>	.
<b>Financial</b>	NIL
<b>Others</b>	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To take roll call.</li> <li>2. To do muster supervision of Nursing Staff for 7 a.m. to 3 p.m. duty, 12.30 and 12 pm, 9 p.m.</li> <li>3. To do arrangement of nursing staff as a substitute per shift in place of absent nursing staff.</li> <li>4. To do supervision of muster of nursing staff.</li> <li>5. To sign on permission the concession and duty change for nursing staff.</li> <li>6. To check student muster.</li> <li>7. To do table work in the office (Nurses Home)</li> <li>a ) To see official document</li> <li>b)To collect information from on call Asstt. Matron.</li> <li>c) To check absentee form and leave form for sanctioning.</li> <li>d) To prepare nursing state.</li> <li>e) Administrative round in hospital in all shifts</li> <li>f) To check linen ledger of department from hospital.</li> <li>8. To post the nursing staff as per requirement to work in dept/ Wards.</li> <li>9. Reporting to higher authority in absentee of Matron.</li> <li>10. To solve day to day ward and hospital problems.</li> <li>11. To condemn torn linen after inspection.</li> <li>12. To give over to on call Assistant Matron daily.</li> <li>13. Does on call duty by rotation takes evening supervisory round and give hospital charge to night supdt. Again relieve night Supdt. in the morning after taking charge from Night</li> </ol>

	<p>Supdt.</p> <p>14. To Participate in in-service education programme for trained nursing Staff.</p> <p>15. To attend meeting, workshop, seminar.</p> <p>16. To arrange the annual leave roster for all nursing staff.</p> <p>17. To inspect uniforms of probationers and staff nurses.</p> <p>18. Surprise checking of ward and departmental equipment.</p> <p>19. Filling of self assessment forms and confidential .</p> <p>20. Allocation and monthly changes in consultation with the Matron.</p> <p>21. To supervise the cleanliness of the Nurses Home and inspection of their rooms.</p> <p>22. To be present and help whenever there are functions in the hospital.</p> <p>Any other work that may be entrusted by Matron Assistant Dean and Dean..</p>
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Designation	<b>SISTER</b>
<b>Powers</b>	
<b>Administrative</b>	.
<b>Financial</b>	NIL
<b>Others</b>	NIL
<b>Duties</b>	<p>1. 7 a.m. to 8 a.m. – Taking over from the night nurse and night servant</p> <p>2. 8 a.m. to 10 a.m. – Doing round with the house Surgeons and the Registrars. Allotting the nurses duties, writing out the urgent indents for the day, issuing stock of drug-sheet etc. Supervise stifling of patients beds and preparing beds for emergency cases.</p> <p>3. 10 a.m. to 11.30 a.m. – Doing round with honorary and assisting at clinics,</p> <p>4. 11.30 a.m. to 12.30n p.m. – check up on the work of the nursing staff and servants to see that the morning work has been completed, check up on the diets received and see that lunch is served to the patients write out the diet sheet. Hand over to the Morning Nurse on her from lunch.</p> <p>5. 12.30 to 1.30 p.m.- lunch.</p> <p>6. 1.30 to 2.00 – Do a quick round of the ward to see that the patients are all comfortable and nothing amiss.</p> <p>7. 2.00 p.m. to 3.30 p.m. – Allowed work to afternoon shifts nurses and labour staff. Write out special night order see that the barber comes to prepare patients for operation . Check up that the evening quota of Milk and Tea has been broughtin. Put out linen and other provision for the night. See that all patients who had been referred to other department have come back. See that tea is given out and all helpless patients fed.</p> <p>8. 3.30 to 4.30 – receive any x-ray's and pathology</p>

	<p>reports that may come in. See to discharge of patients and answer queries of the relatives. Check up that the days work has been carried out so far and hand over to staff nurse.</p> <p>In addition to this the Sister has to do incidental and planned teaching. Once a week washed linen ahs to be received in the morning and soiled linen given to Dhoby. Fortnightly general stores indents, weekly dispensary indents to be written and the same brought breakage reports to be made and the breakage to be properly disposed off. Ledgers to be accurately maintained when time permits ward stock to be check torn linen sent for mending and articles beyond repair to be condemned. Checking of Ward Equipment once a month or occasional as time permits.</p>
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<b>Designation</b>	THEATRE SUPDT.
<b>Powers</b>	
<b>Administrative</b>	
<b>Financial</b>	NIL
<b>Others</b>	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. 7 a.m. to 8 a.m. – Taking over from the night nurse and night servant</li> <li>2. 8 a.m. to 10 a.m. – Doing round with the house Surgeons and the Registrars. Allotting the nurses duties, writing out the urgent indents for the day, issuing stock of drug-sheet etc. Supervise stifling of patients beds and preparing beds for emergency cases.</li> <li>3 .10 a.m. to 11.30 a.m. – Doing round with honorary staff and assisting at clinics,</li> <li>4. 11.30 a.m. to 12.30n p.m. – check up on the work of the nursing staff and servants to see that the morning work has been completed, check up on the diets received and see that lunch is served to the patients write out the diet sheet. Hand over to the Morning Nurse on her from lunch.</li> <li>5. 12.30 to 1.30 p.m.- lunch.</li> <li>6. 1.30 to 2.00 – Do a quick round of the ward to see that the patients are all comfortable and nothing amiss.</li> <li>7. 2.00 p.m. to 3.30 p.m. – Allowed work to afternoon shifts nurses and labour staff. Write out special night order see that the barber comes to prepare patients for operation . Check up that the evening quota of Milk and Tea has been broughtin. Put out linen and other provision for the night. See that all patients who had been referred to other department have come back. See that tea is given out and all helpless patients fed.</li> <li>8. 3.30 to 4.30 – receive any x-ray’s and pathology reports that may come in. See to discharge of patients and answer queries of the relatives. Check up that the days work has been carried out so far and hand over to staff nurse.</li> </ol> <p>In addition to this the Sister has to do incidental and planned teaching. Once a week washed linen ahs to be received in</p>

	the morning and soiled linen given to Dhoby. Fortnightly general stores indents, weekly dispensary indents to be written and the same brought breakage reports to be made and the breakage to be properly disposed off. Ledgers to be accurately maintained when time permits ward stock to be check torn linen sent for mending and articles beyond repair to be condemned. Checking of Ward Equipment once a month or occasional as time permits.
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Designation	HOUSE KEEPER
<b>Powers</b>	
Administrative	
Financial	NIL
Others	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. She shall be on duty at 6.00 a.m, and relieved the Asst. Matron, Night Supdt. No.1</li> <li>2. She shall held charged on the entire equipment of Nurses Home except demonstration room- cookery room and tailor's room.</li> <li>3. She shall maintained orders and discipline in the Nurses Home and shall she to the general cleanliness of the Nurses Home. Supervise the work of the Nursing Staff working in the Nurses Home.</li> <li>4. She shall be in charge of the entire level staff in the Nurses Home. She shall take the roll call of labour staff coming on duty at 5.30 a.m. and 7.00 a.m. She will supervise their work, behavior discipline and punctuality in attendance. She will report to the Dean's office their faults for disciplinary action. She shall sign their cards after they have completed 3 hours duty.</li> <li>5. She shall keep the nurses home ledger book up the dates , make every entry in the books personally and do periodical checking of dead stock with the hospital engineer.</li> <li>6. She shall submit all the breakage and loss statements to the Dean's office and a place indents for all the articles required for the Nurse Home.</li> <li>7. She shall supervise preparation of serving of breakfast to the nursing staff going on duty at 7.00 a.m. daily except on sunday.</li> <li>8. She shall fill in daily diet slips for vegetarian and non-vegeterian nurses.</li> <li>9. She shall supervise the daily supply of raw ration every morning at the kitchen of the nurses home and see that the articles are received in correct quantity and approved quality as laid down in the diet schedule and shall report discrepancies to SR. A.M.O.</li> <li>10. She shall pay frequent visits to the dinning room, kitchen and pantries, supervise the cooking servants work and general cleanliness.</li> <li>11. She shall supervise the cleaning of meat, fish, vegetable etc. and see that all the row vegetables served as salad are</li> </ol>

	<p>socked in condy's lotion.</p> <p>12. She shall be responsible for bringing weekly indents from the store and giving out daily and weekly articles to servants and see that there is no wastage.</p> <p>13. She shall take round with senior or junior assistant Matron , every Saturday in the whole of the nurses home and put before her any suggestion , difficulties etc. about the equipment, repair work etc.</p> <p>14. She shall take round in the garden once a day at any convineant time and see that the garden is kept clean and see that the Malies carried out the instruction given by the Asstt. Dean.</p> <p>15. She shall supervise boiling and distribution of milk to vegetarian and non-vegetarian nurses every morning except on her of days.</p> <p>16. She shall maintain a book for supplying milk and refreshment to the examiners in the hospital and nurses home and put up their bill.</p> <p>17. She shall supervise breakfast trays of the Matron, Assistant Matron, Sister Tutors and all the Sister being sent up in time.</p> <p>18. She shall be present in the dinning room as the time of breakfast and meals and attend to complaints of the member of the Nursing Staff regarding food service etc. personally she is on duty.</p> <p>19. She shall have her breakfast daily from 7.00 to 7.30 a.m.</p> <p>20. She shall have her lunch from 11.30 a.m. to 12.30 p.m. her afternoon duty turns on Saturday and at 12 noon on Tuesday and on her evening duty turn and half day off turn.</p> <p>21. She shall supervise evening first lunch on Mondays, Tuesdays, Wednesdays, Friday and second lunch on Tuesday and Saturday also first dinner on Mondays, Wednesday s and Fridays.</p> <p>22. She will supervise the issue of linen to nurses office room, visitors room, class room, recreation hall , dinning room and bed room.</p> <p>23. She shall see that all the furniture is kept in good condition, mattresses and pillows are periodically sent for refilling or sterilizing and that the beds are not unfested with butts.</p> <p>17. She shall see all the offices in the nurses home are adequate provided stationary.</p> <p>18. She shall be present and supervise the preparation of all the social functions in the nurses home with the help of all the staff nurses working in the home, irrespective of their off time on such occasion.</p> <p>19. In general she shall made herself useful and take down any orders of instructions given to her by the Dean, Assistant Dean, A.M.O. SR. and Jr. Assistant Matron and Sister Tutor.</p>
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<b>Designation</b>		<b>Sister tutor</b>
<b>Powers</b>		
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. Participate in selection of student.</li> <li>2. Supply of time table of classes to ward sister.</li> <li>3. Maintenance of library, requisition for new book and journals .</li> <li>4. Indents for class room supplies .</li> <li>5. Indentory of class room equipment.</li> <li>6. Arrangement for function for prime distribution. Capping etc.</li> </ol>	
<b>Financial</b>	<b>NIL</b>	
<b>Others</b>	<b>NIL</b>	
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Planning of the teaching programme including on orientation programme in consultation with the matron , Medical and Nursing Teachers.</li> <li>2. Planning for students practical experience ward management and vacationing consultation with the Matron.</li> <li>3. Planning of ward teaching programme with the cooperation and collaboration of ward sisters.</li> <li>4. Preparation for clearance and demonstration display of educational material on notice board.</li> <li>5. Teaching of all nursing subject with assistant from other members of the staff.</li> <li>6. Guidance to students in methods of study and one of reference book s of library.</li> <li>7. Individual attention to student when necessary including individual assignment .</li> <li>8. Conduct of periodic and terminal test.</li> <li>9. Organization of seminar, panel discussion ,debtes etc.</li> <li>10. Assuring that students due to go up for examination fulfill all requirement.</li> <li>11. Regular visits to the hospital wards and department and other practical fields.</li> <li>12. Register of attendance of classes, demonstration visit etc.</li> <li>13. Record of practical experience.</li> <li>14. Guidance to student to maintain their own records of practical works.</li> <li>15. Marks of terminal tests and examinations.</li> <li>16. Records of classes given by nursing medical and other teachers.</li> <li>17. Confidential reports on staff.</li> <li>18. Arrange for initial and periodical health examination and maintenance of health records.</li> <li>19. Organizing of a recreational and social programme.</li> <li>20. Counseling</li> <li>21. Participation in staff education programme and staff meeting.</li> <li>22. Participation in professional activities including an active</li> </ol>	



	<p>interest in the student nurses association.</p> <p><b>23.</b> Collection of examination fees, help in filling the forms for examination, arrange for transport etc.</p> <p><b>24.</b> Any other duty related to nursing education, according to the indian Nursing syllabus each students have 6 hours classes a week. There are 6 batches of regular students so they will have to 36 hours lectures a week. IN addition there is a preliminary training school programme which include 7 hours class work so they will have 48 hours a week class hours and demonstration . Total 84 hours are lectures and demonstration are to be given 12 of these are taken by doctors and 72 hours to be taken by Sister Tutors.</p> <p>Every six months students are sent up for part I and II of the council examination . Election test is to be given in written as well as practical before sending up for the examination. IN addition the sister tutors are doing one evening round in all wards of the hospital after the days teaching..</p>
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Designation	STAFF NURSE
<b>Powers</b>	
Administrative	
Financial	NIL
Others	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Taking ward reports for the nurses in the absence of sisters</li> <li>2. Checking all specimen and dispatching same to clinical lab.</li> <li>3. Charting of antibiotic and other special drugs Temp. Chart.</li> <li>4. Prepare patients for operation i.e. shaving , enema, bath etc.</li> <li>5. Assisting ward sisters in maintaining various types of patients records and taking round with medical staff.</li> <li>6. Sending patients to other department for any investigation-x-ray, C,T.Scan, E.C.G., M.R.I., E.C.G. and expert opinion .</li> <li>7. Giving out douches, medicines and carrying out treatment of patients (Nursing and Medical i.e. injection, I.V. Fluids, Fule' tube oxygen.</li> <li>8. Assisting the doctors in physical examination of patients /emergency treatment.</li> <li>9. Distribution of diets as per the patients need with the help of ward assistant/ward boy/ ayah.</li> <li>10. Admission and discharged of patients and advise above treatment and follow.</li> <li>11. Dispatching of indoor case papers, x-ray, E.C.G.s, of discharged patients or of dead patients to the registration office.</li> <li>12. Maintaining the cleanliness of the ward in absence of Sister-in-Charge.</li> <li>13. Assisting the nursing staff in making beds.</li> <li>14. Give pre and post operative care of the patients.</li> <li>15. Assisting the sisters in supervision of work of trainees and</li> </ol>

	<p>labour staff.</p> <p>16. Giving and receiving of reports regarding the patients .</p> <p>17. Writing of orders of each patients in the book maintain for the purpose</p> <p>18. Receiving the dispensary indents of drug.</p> <p>19. Taking round with medial staff and nursing administrator.</p> <p>20. Changing lables of medicine bottle etc. tablets and injection boxes time to time.</p> <p>21. Solving the problems of patients relatives, taking the signature of responsible relatives for operation and any procedure.</p> <p>22. Control of visitors except visiting hours.</p> <p>23. Cleaning and sitting up o special apparatus, spinal sets, biopsy and Aspiration sets and Arranges for sterilization, sending same for sterilization.</p> <p>24. Responsible for safely of patients own cloths and valuables. Any other work that is assigned to her by the sister in charge or senior authorities like Matron and Dean..</p>
	<b>25.</b>

<b>Designation</b>	Ward Assistant
<b>Powers</b>	
<b>Administrative</b>	
<b>Financial</b>	NIL
<b>Others</b>	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. They will report for duty in the Nurse's Home at 6.50 a.m.</li> <li>2. They will report for duty to the Sister-in-Charge at 7.00 a.m.</li> <li>3. They will take roll call of the labour staff of the ward and report late comers and absenties to the Sister-in-Charge.</li> <li>4. They will inspect and check entry, bathrooms and laboratory and take them over in clean conditions from the night servant.</li> <li>5. They will registered all new admission in the ward admission book, check and label the patients private clothing take over all the money and valuable from the patients , enter them in the register of valuable and handover it to the concerned sister-in-charge. After office hours patients valuables and money should be handed over to the sister- in--charge for doing further needful in the matter.</li> <li>6. They will see all the indoor papers, charts, etc. are kept at the proper place with the required confirmation sheet. In case the a patient is shifted from one bed to another , they will be responsible for changing the numbers in the ward registers, on the indoor case papers etc. They shall properly place all patients' papers brought to the ward from the dispensary x-ray department, operation theatre etc. before going off duty in the evening.</li> <li>7. They will be responsible proper labeling , cleanliness and</li> </ol>

	<p>adequate supply of medicines etc. in the stock medicine bottles and laboratory reagent bottles. The work of labeling will be done by the ward assistant under the guidance of sister-in-charge.</p> <ol style="list-style-type: none"> <li><b>8.</b> They will pay frequent visits to the pantry and the sanitary blocks to see that they are kept clean and that the servant do not idle away their time.</li> <li><b>9.</b> They will be responsible to keep sufficient staff of linen specially for emergency (night) and tidiness and cleanliness of the linen , cupboards and stock cupboards in the ward . They will assist in maintaining linen ledger.</li> <li><b>10.</b> They will see that sweeper remove all the stale specimen of urine, stools etc. from the laboratory before they go off duty and the laboratory equipment being cleansed and put away.</li> <li><b>11.</b> They will check the visitors passes and see that their dates are not lapsed.</li> <li><b>12.</b> They will arrange to handover the cloths and valuable to the patients discharged from the hospitals and to collect their papers, enter them in the ward dispatch book and admission and discharged registered and send them to the Registration Office. They shall arrange to give O.P.D. papers duly registe4ed to the patients discharged from the hospitals.</li> <li><b>13.</b> They will sort out the linen required to be mended or condemned and inform the Ward Sisters.</li> <li><b>14.</b> They will collect the broken and condemned articles and forward the same to the sister's inspection,</li> <li><b>15.</b> They will attend once a week to return of diagrammed to the x-ray department after the patients are discharged from the hospital.</li> <li><b>16.</b> They will be responsible for bringing indent of supply and equipment from stores to the ward.</li> <li><b>17.</b> They shall generally make themselves useful in the ward and carry out such work as the sister-in-charge of the ward direct him/her to do from time to time.</li> <li><b>18.</b> They will help the nursing staff in carrying out the procedures, taking TPR, Feeding bed making , rolling the various books, dressing , preparation of patients for operation.</li> <li><b>19.</b> They will assist the nursing staff in preparing list of the diet and distributing diet.</li> <li><b>20.</b> To assist doctors in dressing procedure and staring IV fluid etc.</li> <li><b>21.</b> Any other work assign by superiors.</li> </ol>
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<b>Designation</b>	Theatre Assistant
<b>Powers</b>	
<b>Administrative</b>	
<b>Financial</b>	NIL
<b>Others</b>	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Cutting the dressing and filling up the drums.</li> <li>2. Sterilizing the drums and instruments.</li> <li>3. Laying out the theaters.</li> <li>4. Operating the autoclave a sterilizers and any other sterilizers either electrical gas.</li> <li>5. General help in operation theatres during the operation such as changing lotions, bringing sterilized instruments inside the theatres and helping doctors while plastering etc.</li> <li>6. After every operation the used instruments should be washed thoroughly and sterilized by boiling or autoclaving for the next operation</li> <li>7. Used gloves should be washed, dried and be kept ready for the next day.</li> <li>8. Cleaning and carbonizing the theaters alothwith other labour staff.</li> <li>9. Keeping things like instruments linen, dresing material including bandage and gloves ready for the next days operation after getting them sterilized in our pharmacy department.</li> <li>10. Cleaning and taking care of the instrument.</li> <li>11. Maintaining the accounts of articles , trays and sets sent to and received form Pharmacy Department.</li> <li>12. Maintaining the account of instruments used daily and all costly machinery articles.</li> <li>13. Reporting immediately to the Sister-in-Charge or on duty sister in case of breakage, loss or damage of any articles</li> <li>14. Making themselves general useful to the nursing and other staff according to the department.</li> <li>15. He should see that the theatre is kept ready for the emergency operation at any time.</li> <li>16. Performing any other work that they are directed to carry out by the hospital supervising staff.</li> </ol> <p>Supervising the labour staff in absence of theatre sisters..</p>

<b>Designation</b>	AUXILIARY NURSE
<b>Powers</b>	
<b>Administrative</b>	
<b>Financial</b>	NIL
<b>Others</b>	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Sponging of the patients .</li> <li>2. Bed making of the Ward.</li> <li>3. Taking T.P.R. of the Patients.</li> </ol>

	<ol style="list-style-type: none"> <li>4. Assisting the nurses in carrying out treatment of the patients.</li> <li>5. Distribution of diet and feeding helpless patients.</li> <li>6. Admitting patients in the ward at discharging of the patients.</li> <li>7. Care of valuable and patients cloths.</li> <li>8. To keep items ready for inspection as per time table once a month.</li> <li>9. Super vision of bedside tickets charts, x-ray in their proper places.</li> <li>10. Taking appointment for all investigation such as x-rays and entering the preparation of the x – ray of the definite part of the body in the order book.</li> <li>11. Checking the visitor's passes and see that their dated are not lapsed and all the visitors leave the ward at the close of the visiting hours.</li> <li>12. Assist the ward Asstt. in handing over the cloths and valuables of patients discharged from the hospital and entire.</li> <li>13. They shall generally make themselves useful in the wards and carry out such work as the sister in charge of the ward may direct her to do from time to time.</li> </ol> <p>Any other split duties assigned by his/her superiors.</p>
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<b>Designation</b>	<b>STUDENT NURSE</b>
<b>Powers</b>	
<b>Administrative</b>	
<b>Financial</b>	<b>NIL</b>
<b>Others</b>	<b>NIL</b>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. 7.00 A.M to 9.30 a.m. – Taking or equipment from the night nurse. Renewal of intake and output charts. Sponging patients and tidying the ward.</li> <li>2. 9.30 a.m. to 10.30 a.m. – Distribution of milk feed and all special feeds. Make up list of work.</li> <li>3. 10.30 a.m. to 11.30 a.m.- Administer Medicines- Lunch</li> <li>4. 12.30 p.m. to 1.00 p.m.- Continue special treatment.</li> <li>5. 1.30 to 2.30 p.m. – Administer medicine. Collect treatment sheets. Prepare dispensary tray.</li> <li>6. 2.30 p.m. to 3.00 p.m.- Check up work done and complete any work remaining keep ready to hand over to next shifts nurse.</li> </ol> <p><b>AFTER NOON SHIFT</b></p> <ol style="list-style-type: none"> <li>1. 3.00 P.M. To 3.30 p.m. – Taking over equipment and also the serious patients.</li> <li>2. 3.30 p.m. to 4.30 p.m. – ( In surgical ward and the barber has to be instructed regarding the shaving of patients who are for operation next day.) Carry out the minor dressing and special treatment . Give out the 4 p.m. injection.</li> <li>3. 4.30 p. m to 5.30 p.m. – Minor treatment carried out and ward tidied , measure and chart urine out.</li> <li>4. 6.30 p.m. to 7.30 p.m. – Dinner.</li> </ol>

	<p>5. 7.30 p.m. to 7.45 p.m. – Taking over from the staff nurse.</p> <p>6. 7.45 p.m. to 9.00 p.m. – Do night rounds with the doctors. Complete remaining treatment and carry out the bed time orders. Complete intake charts.</p> <p>7. 9.00 p.m. to 10.30 p.m. – Give out all the 10 p.m. injection (Antibiotics) Tidy ward for the night. Kept ready to hand over to the night nurse.</p> <p><b>NIGHT SHIFT –</b></p> <p>1. 10.30 p.m. to 10.45 p.m. – Take over equipment and also the serious cases.</p> <p>2. 10.50 p.m. to 12m.n. - Make up list or work-scrubbing up syringes and all instruments for sterilizing the same. Dusting of trolleys and filling of the drug bottles. Dusting of medicine stand.</p>
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Designation	Ward Attendant / cleaner	To attend the particular
Powers		Ward or OPD, to assist
Financial		Nursing staff in patient care
Other		
Duties		

Designation	Lab. Servant	
Powers		
Financial		
Other		
Duties		Cleaning and sweeping and other duties directed by the sectional head.

Designation	Servant	
Powers		
Financial		
Duties		Cleaning and sweeping and other duties directed by the sectional head.

Designation	Ayah	
Powers		
Financial		
Duties		Cleaning and sweeping & ward work.

Designation	Head Mali & Mali	
Powers		
Financial		
Other		
Duties		Gardening work

Designation	Hamal	
Powers		
Financial		
Other		
Duties		Cleaning and sweeping and other duties directed by the sectional head

Designation	Sweeper	
Powers		
Financial		
Other		
Duties		Cleaning and sweeping and other duties directed by the sectional head
Designation	Cook	
Powers		
Financial		
Other		
Duties		To carry out cooking work in diet department.

Designation	Cook Mate	
Powers		
Financial		
Other		
Duties		To assist the cook.

Designation	Head Tailor & Tailor	
Powers		
Financial		
Other		
Duties		Tailoring work in linen department.

Designation	Dresser	
Powers		
Financial		
Other		
Duties		Co-assist Doctors and Nursing staff in patient care in Operation theatre and OPDs

Designation	Head Barber & Barber	
Powers		
Financial		
Other		
Duties		Shaving and cleaning of patient under going operation.

Designation	Post Mortem Attendant	
Powers		
Financial		
Other		
Duties		To assist Doctors for postmortem.

Designation	Labourer	
Powers		
Financial		
Other		
Duties		Cleaning of walls, floors, and duties directed by the sectional head

<b>Designation</b>	Professor & HOD	
	<b>Powers</b>	
<b>Administrative</b>	1. Remittance and signing of effective report and pay authority attestations.	
<b>Financial</b>	1.Office contingencies Rs.5000/- 2. Stationery articles Rs.2500/- 3. Stores including X-ray materials electrical appliances, printed matter, stationery tools required for garden and gymkhana repairs including servicing, polishing etc. upto Rs.2000/- 4. Dead Stock furniture Rs.5000/- 5. Medicine and App. Rs.5000/- 6. Dietary articles Rs. 500/- 7. Tenders authority to invite and opening tenders for medicine instruments and other hospital and college departments Rs.5000/- .	
<b>Others</b>	-	
<b>Duties</b>	1.Clinical	Attending OPD
	2.Teaching	Taking lectures for P.G., conducting tutorial, periodical grading and testing of student. Supervision of practical classes, demonstrations, departmental library, maintenance of costly instrument received in the departmental experimental and clinical work done in the department..
	3. Supervision	Supervision over the students



Designation	Associate Prof.	
Powers		
Administrative		
Financial		
Others		-
Duties	1. Teaching	Taking lectures for P.G., conducting tutorial ,periodical grading and testing of student .Supervision of practical classes, demonstrations, departmental library, maintenance of costly instrument received in the departmental experimental and clinical work done in the department. Supervision over the students
	2.Clinical	Attending OPD

<b>Designation</b>	Lecturer	
<b>Powers</b>		
<b>Administrative</b>		
<b>Financial</b>		
<b>Others</b>		
<b>Duties</b>	1. Teaching	Taking lectures for P.G., conducting tutorial, periodical grading and testing of student. Supervision of practical classes, demonstrations, departmental library, maintenance of costly instrument received in the departmental experimental and clinical work done in the department Supervision over the students.
	2.Clinical	Attending OPD

Designation	Medical Officer	
Powers		
Administrative		
Financial		
Others		-
Duties	1.Management of daily OPD 2. Conducting immunization programme 3. Implementing National Health programme(TB/Polio etc.) 4. Outreach programmes in community 5. Training of Interns, MPW, CHVs.	

<b>Designation</b>	Assistant O.T.and Assistant P.T.	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	1.
Duties	1	1.The management of patients in terms of treatment to the patients (Psychiatry, Neurology, Paediatrics and Surgery, Orthopaedics, OPD) devoting whole time and attention to the duties entrusted to the employee by H.O.D.,Superiors or Dean as the case may be.
<b>Designation</b>	Jr.O.T.& Jr.P.T.	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
	<b>Others</b>	1.
Duties	1	1.The management of patients in terms of treatment to the patients (Psychiatry, Neurology, Paediatrics and Surgery, Orthopaedics, OPD) devoting whole time and attention to the duties entrusted to the employee by H.O.D.,Superiors or Dean as the case may be.

<b>Designation</b>	Pressman Sr.Auto M.A.	
<b>Powers</b>	<b>Administrative</b>	-
	<b>Financial</b>	-
Duties	1	1.Printing machine operating 2. Trade printing machine(Hand feed _Letter Press operation 3. Automatic Grafart Printing Machine-Letter Press operation 4. Automatic OFFSET printing machine operation. 5. Paper cutting machine operation 6. Rulling machine operation 7. Book stitching machine(Trade operated) operation 8. Book stitching Machine Havey Duty (Power operated) operation. 9. Thermography printing machine operation 10. Composing works, Binding works, paper cutting works. 11. Assist in patients and student training programme.

<b>Designation</b>	<b>Administrative Officer</b>	
<b>Powers</b>		
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. Increments to the employees labour, technical and subordinate including H.C., M.R.O. etc.</li> <li>2. Promotions in respect of labour staff subject to rules and procedures.</li> <li>3. Punishment short of dismissal including fining and suspending subject to procedures and rules and regulations to the staff belonging to labour category.</li> <li>4. Authorized to sanction leave for any period to any employees subordinate to him upto H.C's category other than para-medical nursing staff, casual leave upto 7 days to nursing staff and casual leave and CL to the employees subordinate labour and technical and superior staff including H.C. etc.</li> <li>5. To attend office correspondence in all cases.</li> <li>6. Certifying heirship for the purpose of PF, Pension claims in all cases.</li> <li>7. Issuing work order, purchase order after purchase, administrative approved and tender accepted in all cases.</li> <li>8. To remove vendors from municipal premises in all cases.</li> <li>9. To issue of notice under Section 313(A), 313(B) of the MMC Act to abate hawker's nuisance in all cases.</li> </ol>	
<b>Financial</b>	<ol style="list-style-type: none"> <li>1. Office contingencies except furniture Rs.5000/-</li> <li>2. Stationery articles Rs.5000/-</li> <li>3. Seeds and plants Rs.500/-</li> <li>4. Stores including X-ray materials, electrical appliances printed matter stationary, tools required for the gardening and gymkhana repairs including servicing and polishing etc. Rs.2000/-</li> <li>5. Dead Stock(furniture) Rs.5000/-</li> <li>6. Medicine and App.Rs.3000/-</li> <li>7. Dietary articles Rs.3000/-</li> <li>8. Disposal of immovable property Rs.2000/-</li> <li>9. Tenders authority to invite and opening tenders for medicines, instruments and oter hospitals and college requirements Rs.5000/-</li> <li>10. Signing of bills of contract and sch.items and departmental bills if the purchase is sanctioned by the competent authority Rs.15000/-</li> <li>11. Bills for non-sch- items if the purchase is sanctioned by the competent authority Rs.10000/-</li> <li>12. Contingent bills for purchase, repairs etc. if the sanctioned by competent authority Rs.1000/-.</li> <li>13. Breakage loss report writing off Rs.200/-</li> <li>14. Pay bills monthly and supplementary, UWR cfts. Bills for PBCF accounts if the purchase is sanctioned, indents of non-sch items if previously sanctioned, daily remittance and signing of effective reports and pay authority attestation.</li> </ol>	

	Monthly collection from PBCF to be attended to certifying heirship for the purpose of PF and Pension, issuing work orders and purchase order administrative approved and tenders accepted in all cases.
<b>Other</b>	-
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. General stores, medical stores, diet and linen-Bills</li> <li>2. Supervision over clerical staff of college and hospital, MRO staff labour staff establishment of hospital</li> <li>3. Inspection of office</li> <li>4. Dafthar inspection</li> <li>5. To keep watch over expenditure and budge proposal</li> <li>6. To process proposal for import,export advance</li> <li>7. Leave and increments excluding medical staff</li> <li>8. Miscellanenous papers and office correspondence in all cases</li> <li>9. Daily remittance of cash,signing of effective reports, pay authorities etc. Pay bills monthly, supplementary. UWR cfts. In all cases</li> <li>10. Signing of railway concession of college students</li> <li>11. Breakage,loss report writing off</li> <li>12. All medical admission matter related to Mumbai Nashik University of Health Sciences</li> </ol>

<b>Designation</b>	PA to Dean	
<b>Powers</b>		
<b>Financial</b>	--	
<b>Other</b>		
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Taking down English and marathi dictation</li> <li>2. Attending phone calls from 3 phones 1) direct line 2) Internal 3) Fax</li> <li>3. Keeping record of all phones-in absence of Dean</li> <li>4. Keeping record of visitors who attend and also co-ordination of VIP patients i.e. appointments, cancellation, change of appointments</li> <li>5. Giving appointments, cancellation, change of appointments</li> <li>6. Arranging meetings, Minutes of meeting, sending to all concerned</li> <li>7. Arranging rounds</li> <li>8. Keeping diary of Dean(G &amp; K)</li> <li>9. Keeping tomorrow's program file,speak papers, urgent papers files</li> <li>10. Despatch of urgent papers, letters-internal and outside</li> <li>11. Making draft replies of files/letters given by Dean (G &amp; K)</li> <li>12. English/Marathi letters-self drafting/typing</li> <li>13. Maintaining 100 files-of all departments and 20 various committess</li> <li>14. Personal record of Dean(G &amp; K)</li> <li>15. Star questions and all urgent work given by Dean(G &amp; K)</li> <li>16. Collection of data from all HOD's regarding academic matters, patients</li> <li>17. Keeping all papers ready for AMC/MC's Head of deptt. meetings</li> </ol>	

	18. sending e-mails 19. Checking all dispatch for urgent papers/watch cases/time limit cases daily and keeping tract of the papers. 20. Preparing for presentation of Dean for various lectures etc. 21. VIP patients-appointment of Head of Deptt. co-ordination 22. Convening various periodic meetings called by Dean-1) Scholarship 2) Budget meetings 3) Infections control 4) Civil works 5) meeting with all unions 6) Meeting with Nursing staff etc. 23. Collection compilation of data sent by all departments, typing presentation-zerox and spiral binding etc. of various important projects like-National centre 24. Preparation of projects for giving to Donors while sending appeal for donation. 25. Inauguration of various projects-invitation,dispatch etc. 26. Annual Report-compilation of information during entire year. 27. Visits of VIPs. Govt.officers, foreign dignitaries-hospitality. 28. Daily with unusual events like accidents,strike work changes and keep on adding like sending faxes to higher authorities press etc.
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<b>Designation</b>	Sr.Scientific Officers	
<b>Powers</b>	<b>Administrative</b>	NIL
	<b>Financial</b>	NIL
	<b>Others</b>	NIL
<b>Duties</b>	1. Separation of the extracted drugs on thin layer chromatography plates. 2. Identification of separated drug. 3. Writing and dispatching the reports. 4. Weekly quality control by running spike and negative control. 5. Preparation of standards, spray reagents etc. 6. To procure the instr3umewnts reagents, chemicals, glassware etc. for the lab. 7. To handle the correspondence with UNDCP Scientific laboratory at Vienna and Field Advisor at Delhi. 8. To do arrangements of work to run laboratory smoothly. 9. To look after the work of J.S.O. and technician in their absence.	

<b>Designation</b>	Ch. Med Librarian	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To Adminstrating Library

<b>Designation</b>	Head Clerk	
<b>Powers</b>	Administrative	

<b>Financial</b>	--	
<b>Other</b>		
<b>Duties</b>		To supervise the work of clerk of respective section

<b>Designation</b>	Jr. Steno	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Detection, Typing & drafting

<b>Designation</b>	Pharmacist	
<b>Powers</b>	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To compound medicines according to the prescription of the medical staff for the hospital patients and to issue medicines to the patients.</li> <li>2. To prepare stock medicine as when required.</li> <li>3. To certify bills in respect of medicines received.</li> <li>4. To maintain dead stock register and dispensary ledger</li> <li>5. To watch expiry date of medicines and injections.</li> <li>6. Other duties attached to this post.</li> </ol>	

<b>Designation</b>	Clerk	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>	To look after basic work of respective section normally inward-outward dispatch, maintenance of various registers, keeping accounts & maintenance of establishment records,	

<b>Designation</b>	Modeler	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>	Preparing Models as per requirement of doctors	

<b>Designation</b>	Artist	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>	To make Photographic Slides	

<b>Designation</b>	EEG Tech	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Taking EEG Graff of patients

<b>Designation</b>	Jr. Librarian	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To maintain library record

<b>Designation</b>	Library Attd.	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To attend library Counter

<b>Designation</b>	Jr.Stenographer	
<b>Powers</b>	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1. To take dictation and typing work.	

<b>Designation</b>	Clerk cum typist	
<b>Powers</b>	Administrative	Nil
	Financial	Nil
	Others	NIL
<b>Duties</b>	To do clerical work as well as typing	

<b>Designation</b>	Sr.Biochemist	
<b>00Powers</b>	Administrative	Nil
	Financial	Nil
	Others	NIL
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. Over all in charge of the laboratory, organization of day to day routine work.</li> <li>2. Maintenance of the various electronic instruments.</li> <li>3. Preparation, standardization of various techniques including Kinetic methods on the sophisticated instruments for Eg. U.V. spectrophotometer etc.</li> <li>4. Performing of the sophisticated tests in clinical biochemistry, clinical Pathology.</li> <li>5. Reporting of the day to day routine work.</li> <li>6. Training of the Lab. Asstt. And Technicians in the Newer technique.</li> <li>7. Training demonstrating the various techniques to</li> </ol>	

	<p>students for diploma in medical technology, Resident pathologist for the University of Mumbai examinations.</p> <p>8. Quality control management.</p> <p>9. Indenting of chemicals glass wears etc from General Stores.</p> <p>10. Management of emergency biochemistry Lab. For chemical and instruments.</p>
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Designation	Sr.Laboratory Technician	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties	<ol style="list-style-type: none"> <li>1. To set up special methods like Spectrophotometry, fluorometry, esnelarity flame photometry and handle vanslyke etc. apparatus for gasonewtry and train the staff. Any other work assigned by the Dean.</li> <li>2. To help M.O. in all microscopic work, Blood, Urine, Stool etc.</li> <li>3. Collection of Blood for routine examine and K.T.</li> <li>4. Hemoglobin estimation.</li> <li>5. Mounting and Reading of E.S.R.</li> <li>6. Staining of Blood smears.</li> <li>7. Writing oif reports.</li> </ol>	

Designation	Lab.Technician	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> <li>1. To collect blood samples of the patients and perform the tests.</li> </ol>	

Designation	Lab. Assistance	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties	<ol style="list-style-type: none"> <li>1. To assist Lab.Technician</li> </ol>	

Designation	Pharmacist	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<ol style="list-style-type: none"> <li>1. To compound medicines according to the prescription of the medical staff for the</li> </ol>	



	<p>hospital patients and to issue medicines to the patients.</p> <p>2 To prepare stock medicine as when required.</p> <p>3 To certify bills in respect of medicines received.</p> <p>4. To maintain dead stock register and dispensary ledger</p> <p>5. To watch expiry date of medicines and injections.</p> <p>6 Other duties attached to this post.</p>
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Designation	Record Assistant	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>1. To maintain the records of the students</p> <p>2. To issue the library books to the students from the departmental library and to enter books in the register, to issue the material to the sub-section, to maintain muster and to prepare effective of the department</p> <p>3. To help clerk</p> <p>4. Any other work assigned by Dean/ Head of the department</p> <p>5. Other duties attached to this post.</p>	

Designation	Medico Social Worker	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	<p>1. Services to the patients such as material help, discharge institutionalization of patients.</p> <p>2. Following of patients, rehabilitation of patients, group activities etc.</p>	

Designation	A.C.Operator	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1. To operate air-conditioner	

Designation	Refrg. Plant Operator	
Powers	Administrative	Nil
	Financial	Nil
Duties	1. To operate refrigeration plants	

Designation	Photographer-cum-artist	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1. To do medical photography 2. To prepare slides, posters & medical drawing for publications etc. 3. Other duties attached to this post.	

Designation	Custodian	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1. To supervise over labours. 2. To make arrangement of Khada Badlee labours and labours in various department/wards. 3. To keep record of attendance of labourers. 4. Other duties attached to this post.	

Designation	Naik	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.to arrange the duties of peons 2duties attached to this post.	

Designation	Peon	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties	1.To take dispatch papers to respective Deptt. 2. Duties attached to this post.	

Designation	Jr. Scientific Officer	
Powers	Administrative	Nil
	Financial	Nil
Duties	1. involved in routine investigations of the samples with technicians 2. keeping record of reagents issued to different laboratories 3. Quality control 4. Supervise the work of technicians and check the results	

<b>Designation</b>	Lab Attendent	
<b>Powers</b>	Administrative	Nil
	Financial	Nil
	Others	Nil
<b>Duties</b>	1.Cleaning of walls, floors, chairs, tables, etc.	

<b>Designation</b>	Refrig'n Plant Operator
<b>Powers</b>	
<b>Financial</b>	--
<b>Other</b>	
<b>Duties</b>	Plant Operation

<b>Designation</b>	Electrician II	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To attend all electrical work

<b>Designation</b>	Mukadam	
<b>Powers</b>		
<b>Financial</b>	--	
<b>Other</b>		
<b>Duties</b>		To supervise the work of labour staff.

<b>Designation</b>	Mali	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Gardening work

<b>Designation</b>	Wireman III	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To assist electrician in electrical work.

<b>Designation</b>	Helper	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To assist electrician

<b>Designation</b>	Hamal	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Cleaning and sweeping and other duties directed by the sectional head

<b>Designation</b>	Sweeper	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Cleaning and sweeping

<b>Designation</b>	Sweeper cum Halalkhor	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Cleaning and sweeping

<b>Designation</b>	Wireman II	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To assist electrician

<b>Designation</b>	Liftman	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To attend lift

<b>Designation</b>	Animal keeper	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To attend duties of dog surgery department

<b>Designation</b>	Asstt. Liftman	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		To attend lift work

<b>Designation</b>	Ayah	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Cleaning and sweeping

<b>Designation</b>	Servant	
<b>Powers</b>		
<b>Financial</b>		
<b>Other</b>		
<b>Duties</b>		Cleaning and sweeping and other duties directed by the sectional head.