

# Manual 2

## Powers and duties of officers and employees

(Section 4(1)(b)(ii))

S.NO.	Designation of post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	Principal/Medical Supdt.	Yes	Yes	No	No	Teaching, Patient Care & Head of Deptt.
2.	Head Of Office	Yes	Yes	No	No	Teaching, Patient Care & Head Of Office
3.	Professor	No	No	No	No	Teaching & Patient Care
4.	Associate Professor/Reader NFSG	No	No	No	No	Teaching & Patient Care
5.	Assistant Professor/Reader	No	No	No	No	Teaching & Patient Care
6.	Lecturer	No	No	No	No	Teaching & Patient Care
7.	C.M.O./S.M.O.	No	No	No	No	Patient Care
8.	Nursing Sister	No	No	No	No	Patient Care
9.	Staff Nurse	No	No	No	No	Patient Care
10.	Office Supdt.	Yes	No	No	No	To Supervise the Administrative Branch
11.	Asstt. Accounts Officer	No	Yes	No	No	Financial matters
12.	Store Officer	No	No	No	No	Purchase, maintenance for General/Medical Store
13.	Bio-Chemist	No	No	No	No	Bio-Chemistry investigations
14.	Pharmacist	No	No	No	No	Dispensing of Medicines
15.	Sr. Radiographer	No	No	No	No	X-Ray of patients
16.	Lab. Technician	No	No	No	No	Pathological Investigations
17.	O.T. Technician	No	No	No	No	Assisting Surgical Procedures
18.	Steno Grade II	No	No	No	No	PA to principal
19.	Statistical Officer	No	No	No	No	Planning Deptt
20.	Statistical Asstt.	No	No	No	No	Planning Deptt
21.	Head Clark	No	No	No	No	Matters related to administration
22.	UDC	No	No	No	No	Matters related to

						administration
23.	LDC	No	No	No	No	Matters related to administration
24.	Library Attendant	No	No	No	No	Library Work
25.	Driver	No	No	No	No	Driving of Official Vehicle & Ambulance
26.	Nursing Orderly	No	No	No	No	Patient Care
27.	Messenger	No	No	No	No	Delivery of dak
28.	Peon	No	No	No	No	Comply the Orders of branch in charges