

Section 4(1)(b)(ii) RTI Act, 2005

Powers & duties of the Officers & Officials

Designation	Admin. Powers	Financial Powers	Statutory Powers	Duties
Medical Supdt. (HOD)	As per rules	As delegated by GNCTD and General Financial Rules	1 st Appellate Authority under RTI Act 2005	Overall supervision of Hospital Administration and patient care.
Dy. Medical Supdt. (HOO)	As per rules	As per General Financial Rules	PIO under RTI Act 2005	Overall supervision of Hospital Administration and patient care and duties as assigned by MS from time to time
HoD of various disciplines	Overall supervision of Residents Doctors	---	---	Patient Care in respective disciplines and duties as assigned by MS from time to time
OS	As per rules	---	APIO under RTI Act 2005	To look after the Establishment aspect and duties as assigned by MS from time to time
ANS	To control and supervise nursing staff, nursing orderlies & sanitary staff.	---	---	To manage the HR of Nursing Staff and duties as assigned by MS from time to time.
Accounts officer (DDO)	As per rule	As per GFR	---	To manage the financial matters of Hospital in time-bound manner with financial propriety.
Staff Nurses	---	---	---	Patient Care at the place of deployment
Medical Records Officer	Overall supervision of Statistical Staff	---	---	Supervision in records maintenance of Hospital

Statistical Assistant	---	---	---	Record maintenance of Hospital
Head Clerk/UDC/LDC	---	---	---	Maintenance of Service Record, facilitating interviews and training, Other HR matters like LTC, Medical Reimbursements etc.
Specialists/Medical Officers	Admn. work as assigned by MS/HOD	---	---	<ul style="list-style-type: none"> ▪ To manage the day to day activities in their disciplines. ▪ Provide patient care
Senior Resident	---	---	---	<ul style="list-style-type: none"> ▪ To provide patient care in respective disciplines ▪ All other duties as laid down in the hospital manual and as assigned by the HoD.
Junior Resident	---	---		<ul style="list-style-type: none"> ▪ To provide patient care ▪ All other duties as laid down in the hospital manual and as assigned by the HoD.