

GOVT. OF NCT DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
RAO TULA RAM MEMORIAL HOSPITAL, JAFFARPUR NEW DELHI-110073

Section 4 (1) (b) (ii)

Powers and duties of officers and employees

S. No	Designation of post	Powers				Duties
		Administrative	Financial	Statutory	others	
1	Medical Superintendent	HOD	HOD	HOD		Overall responsible for Functioning of hospital
2	Head of the Office	HOO	HOO	HOO		Overall responsible for functioning of the office
3	Dy. Medical Superintendent (Medical)	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S	As per delegation of powers by M.S	Overall responsible for Medical care and as per delegation of other powers by M.S
4	Chief Medical Officer	As assigned by M.S				Patient management
5	Asstt. Account Officer	DDO	DDO	DDO	Finance Department Nominee	Preparation of salary & contingency bills
6	Dental Surgeon	As assigned by M.S				Patient management
7	Specialist	As assigned by M.S				Patient management
8	Medical Officer	As assigned by M.S				Patient management
9	Office Superintendent	As assigned by M.S			Control of ministerial staff	Supervision of Administrative task, RTI matters, Vigilance and Parliament/ Assembly questions
10	A.N.S	As assigned by M.S			Control of staff nurses & group-D	Posting & control of staff nurses and Group-D
11	Nursing Sister	As assigned by M.S			Check staff nurse and keep charge of	Checking of staff nurses performance and maintain ward store

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					store	
12	Staff Nurse					Patient care
13	Senior Residents				_____	Patient management
14	Junior Residents				_____	Patient management
15	Head Clerk				_____	To prepare RTI, NHRC matter, Vigilance matter, Parliament/ Assembly question and assurance, VIP references and PGC Matters
16	Sr. P.A				_____	Supervision and Assist with MS
17	Stenographer Gr.II					Take dictations & typing work
18	Statistical Officer				_____	Data analysis and report compilation
19	Statistical Assistant				_____	Collection and compilation data.
20	Upper Division Clerk				_____	Maintains personal files/ services book of officer/ official and puts up notes for decision
21	Lower Division Clerk				_____	Diary and dispatching and etc. Maintains personal files/ services book of officer/ official and puts up notes for decision
22	Pharmacist				Check & Manage	Distribution of medicine

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					drug store	
23	Refractionist				_____	Refraction for spectacle
24	Audiometric Asstt.				_____	Audiometry
25	Mortuary Asstt.				_____	Specific post to be filled
26	O.T. Technician				_____	Operator OT Machine
27	O.T. Assistant				_____	Cleanliness of O.T. Machines
28	CSSD Technician				_____	Operator sterilization machine (Autoclave)
29	Post Mortem Technician				_____	Specific post to be filled
30	ECG Technician				_____	Performs ECG and maintains ECG Machine
31	Sr. Radiographer				_____	To take special X-Ray Photo
32	Jr. Radiographer				_____	Take X-Ray Photo
33	Physiotherapist				_____	Physiotherapy (Exercise) for early recovery
34	Occupation Therapist				_____	To train physically handicap person or new occupation
35	Lab. Technician				_____	Performs laboratory test
36	Lab Assistant				_____	Collection of samples and cleanliness of machine
37	Dental Hygienist				_____	Maintaining of oral hygiene of the patient
38	Assistant Dietician				_____	Advise suitable diet to the patient
39	Driver				_____	To carry the patient in ambulance
40	Dresser				_____	Dressing of wounds
41	CSSD Attendant				_____	Cleaning & packing of

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						surgical material for autoclave
42	Ambulance Attendant				_____	Cleaning of ambulance & assist in transfer of patient
43	N.O				_____	Assist the staff Nurse for the care of patient
44	Peon					Carry files and Distribution of Dark
45	Mortuary Attendant					Specific post to be filled
46	Store Officer	As assigned by M. S				Making indent for hospital procurement of goods/ item/ med/ receive the goods/ item Verification of bills accordingly related to goods / item sending the goods/ item/ med for quality control to the CPA randomly.
47	Purchase Officer	As assigned by M. S				Preparation of purchase proposal, coordination with purchase committee and store, Issuing of supply order, conveying of sanction.