

MANUAL – 2
Powers and Duties of Officer
Section 4(1) (b) (ii)

S. No.	Designation	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Director (MS)	HOD	As per delegation of financial powers, DoFP (NDMC)	HOD	HOD	Overall control of all the Units of the Dept. i.e., administrative, advisory, supervisory, inspectorial, executive.
2.	MS, PMH	HOD	As per delegation of financial powers, DoFP (NDMC)	HOD	HOD	Overall control of Palika Maternity Hospital under supervision and control of Director (MS).
3.	CMO (Medical)	NIL	Nil	Nil	Nil	Annual procurement and supply of all group A, B, C medicines, surgical Items, all general purchases of hospital, medical reimbursements, tenders, etc.
4.	CMO (Coordination)	Exercise administrative powers under Director (MS)	Nil	Nil	Nil	All administrative & supervision of Charak Palika Hospital, Allopathic Dispensaries, Dental Clinic, MCW & School Health Services, Polyclinic and Chest Clinic. All Local Purchases of Hospital, etc.
5.	CMO (Admn.), CPH	-	-	-	-	As at column 3.
6.	Heads of Clinical Department (HODs) of various Specialty	Administration at Department level and /or as delegated by the Director (MS).	-	-	-	Patient management to patient's satisfaction & supervision of the Department.
7.	Account Officer (MS)	DDO	DDO	DDO	Nominee of finance dept.	Supervise the Account Department of Medical Services Department in all aspects.

8.	AAO (MS)	-	-	-	-	Under the Director (MS) and supervision of Sr AO (MS)
9.	CMO (Admin), PMH	Under Medical Superintendent (MS), PMH	-	-	-	All administrative and supervisory works of PMH under MS (PMH).
10.	PA to Director (MS)	-	-	-	-	Attached to Director (MS) and looks after the files and manage the office of Director (MS)
11.	CMO I/C, NDMC Chest Clinic, 37, SBS Marg, New Delhi-1	-	Impress of Rs. 5000/-	-	-	In-charge of NDMC Polyclinic/ Chest Clinic and functions as the District TB Officer (DTO) of New Delhi District under National TB Elimination Program (NTEP).
12.	CMO /MO I/C, of Allopathic Dispensary(s)	-	-	-	-	Responsible for overall functioning of dispensary including management of human resources, logistics and medicines.
13.	CMO/MO I/C of MCW & SHS	-	-	-	-	To provide maternal, child & family welfare services, participation in National Health Program, surveillance and control of communicable and non-communicable diseases.
14.	Medical Officers (GDMO)	As may be delegated	-	-	-	General patient management in IPD/OPD & Casualty Medical Officer I/C in Emergency Dept.
15.	Specialist	As may be delegated	-	-	-	Patient management and supervision of the department
16.	Senior Residents (SRs)	-	-	-	-	Patient management, assist Specialists.
17.	Junior Residents (JR's)	-	-	-	-	Assist Senior resident/ Medical Officers/ Specialists in Patient management.
18.	Assistant Nursing Suptt. (ANS)	-	-	-	-	Control and internal posting of Nursing Officers and group-D employees.

19.	Nursing Sisters	-	-	-	-	Checking and control of Nurses performance, IPD Ward and supply/stores management.
20.	Staff Nurse	-	-	-	-	Patient management and as directed.
21.	Lower Division Clerk (LDC)/ Assistant	-				Puts up notes and initiate files under supervision.
22.	Pharmacist	-	-	-	-	-Distribution and Indent of Medicines. -Check expiry and maintain Drug stores -Annual demand of Medicines -etc.
23.	Refractionist	-	-	-	-	Measure the refraction of eye, suggest corrective lenses under supervision of Ophthalmologist.
24.	Audiometrist	-	-	-	-	Audiometry
25.	O.T. Technician	-	-	-	-	Operate OT Machines.
26.	O.T. Assistant					Cleanliness of O.T. Machines & assist in OT
27.	ECG Technician					Performs ECG tests and maintenance of records and machine.
28.	Radiographer					Take radiographic images in X-Ray Machines
29.	Dark Room Assistant					Develops the X- Ray Plates (photo) or as directed.
30.	Physiotherapist					Physiotherapy (Exercise) for early recovery using techniques, machines, tools.
31.	Lab. Technician					Performs Laboratory tests and generate reports.
32.	Lab. Assistant					Collection of samples and cleanliness of Machines.

33.	Assistant Dietician					Advice suitable diet to the patients, both OPD & IPD
34.	Ambulance Driver					Transport the patient in Ambulance for patient Transfer IN/OUT
35.	Dresser					Dressing of wounds.
36.	Ward Boy/ NO					Assist Staff Nurse in patient care and as directed.
37.	Peon					Carry files and distribution of Dak or as directed.
38.	Sweeper					Look after the cleanliness and sweeping of the hospital.
39.	Security Supervisor					Supervision of the overall security of personnel and property.
40.	Data Entry Operators (DEO)	-	-	-	-	All data entries at OPD counters, e-office, e-hospital and as directed.