

DR. MCR HUMAN RESOURCE DEVELOPMENT INSTITUTE OF ANDHRA PRADESH HYDERABAD



MEDICAL EDUCATION



Dear Reader,

As part of its endeavour to provide a SMART (Simple, Moral, Accountable, Responsible and Transparent) administration, the State Government of Andhra Pradesh has launched a major Human Resource Development and Training initiative aimed at developing a large human resource base of well informed and responsive functionaries and officials.

The successful and effective implementation of any initiative or programme in government is largely the result of the involvement and efforts put in by its functionaries at all levels. Obviously, the most fruitful way in which to bring this about is to make individual functionaries aware of their role functions and responsibilities. To achieve this, the Human Resource Development Institute of AP, as the apex training institution of the State Government responsible for the overall implementation and co ordination of the state training initiative, has proposed to bring out departmentwise Manuals in two parts, namely

1. Departmental Manual
2. Functionary Manual

The Departmental Manual would indicate the role , responsibilities and functions of the department. The Functionary Manual will detail , as the nomenclature indicates, the functions and responsibilities of the functionaries within the department, at all levels. While doing so, the evolving role of governmental functionaries in being effective managers of change in a welfare state has been delineated. The Departmental Manual also details the department's organisational chart, the rules, regulations, legislations and enactments which govern its functioning and direct its activities and the various interdepartmental interactions it has to perform. The Manual also facilitates a definition of the Department's role in serving the general public as customer while drawing up a vision for its future development in the coming decades.

Local Self Government is the key to fulfil the aspirations of the public and for rural development through democratic decentralisation. After the 73rd Constitution amendment, the role of PR Institutions and functionaries is expected to undergo a significant change to the extent PR Institutions are empowered

by the State Legislature. The functionaries need training and change of mindset for discharging the onerous functions. At this juncture, the usefulness of a Manual like this cannot be over emphasized.

The present volumes developed by the Medical Education Department are in two parts. As is evident these publications are the outcome of thorough study and analysis of the department's role, functions and procedures. They are intended to serve as useful aids to each and every employee of the department in the effective discharge of his functions. It may be noted however that these Manuals do not replace the Codes and Orders on the subject but are at best, meant to guide and assist functionaries in the effective discharge of their duties.

Any suggestions for the improvement, extension or curtailment of these Manuals may be sent directly to the Director General, Dr. MCR HRD Institute of Andhra Pradesh Road No. 25. Jubilee Hills, Hyderabad -500 003, for consideration and incorporation in subsequent updations and revisions of the Manuals.

PVRK PRASAD IAS

Director General

Dr. MCR Human Resource Development
Institute of Andhra Pradesh

&

Ex-officio Spl. Chief Secretary to Government (HRD)

PREFACE

Medicine has always been a fast changing field. Rapid technological advances in diagnostics, Therapeutics and patient care coupled with astounding progress of information technology have thrown up a challenge to Medical Administration. Today the Medical World has no boundaries.

Easy access to a wide range of information through Internet, facilities like Video Conferencing have made " TELE MEDICINE" a reality today, making the task of Medical Administration a daunting challenge.

Having firm roots in the noble thought of tending to the sick the Doctor today necessarily has to harness all the advantages of modern management techniques and fruits of information Technology to practice his Profession. The present set of Functionary Manual and Departmental Manual will go a long way in assisting all those in the field of Medical Administration, helping them to adopt themselves with ease to the rapid changes in the field of Medical Education.

The Directorate of Medical Education expresses sincere thanks to Sri. P.V.R.K. Prasad, I.A.S., Special Chief Secretary, Director General Dr. M.C.R.H.R.D.I.A.P. and Mrs. Urmila Subba Rao, I.A.S., Additional Director General, DR. M.C.R.H.R.D.I.A.P. for their keen interest and guidance in the preparation of these manuals. Special thanks are due to Smt. Rachel Chatterjee, I.A.S., Principal Secretary to Government, Health, Medical and F.W. Dept. Govt. of A.P. Hyd. for her invaluable suggestions in preparing these manuals. We express our thanks to all those who have contributed in bringing out these manuals in the present form for their untiring efforts and co-operation.

Any suggestions for improvement are welcome.

Dr. K. Satyanarayana
Director of Medical Education

CONTENTS

1.	Origin of the Department.	1
2.	Evolution of the Department.	6
3.	Present role of the Department.	13
4.	Organisational structure of the Department and cadre strength.	23
5.	Role of each category of functionary.	35
6.	Major enactments, rules and regulations which govern each of the functionaries.	55
7.	Areas of interface with the general public and with other departments.	63
8.	Future prospects or vision of the Department.	69

Chapter - I

Origin of the Department

4

Chapter - 1

Origin of the Department

1. ORIGIN

The present department of Medical Education was originally called as Department of Medical Services with its origin in composite Madras State under British India, continued as such in Andhra State formed on 1.11.53 with 11 districts from former Madras State.

The purpose or the main objectives of the department are :

1. To provide Medical care to the people through Hospitals.
2. To impart Medical Education to undergraduates through Medical Colleges.
3. To provide training in para - medical courses like Nursing and Sanitary Inspectors through Medical Colleges and Teaching Hospitals.

As a result of re-organisation of states on linguistic basis, the Andhra Pradesh State was formed with 11 districts of Andhra state and 9 districts of the former Hyderabad state. In former Hyderabad state, there existed a combined department of medical and Health providing both curative and preventive aspects of medicine and consequent on formation of Andhra Pradesh State the combined department of Medical and Health was bifurcated and the curative medicine viz., Hospitals and Medical Colleges were merged in Medical Services department while attaching the preventive aspect of Medicine i.e. Public Health activities such as control of Epidemics, Malaria control etc., were attached to Public Health Department of Andhra Pradesh which was existing as a separate department.

The department of Medical services, thus formed was functioning from 1.11.56 with the Director of Medical Services as Head of the Department to achieve the objectives mentioned above.

The present Director of Medical Education was created in the year 1987, after many changes that took place from 1967 to 1987 which was narrated in Chapter 2 of the manual .

Chapter - II

Evolution of the Department

2. EVOLUTION

The Department of Medical Services as on 1.11.56 was providing medical care through one District hospital at each District Headquarters and a Taluk Hospital at each of the Taluk Headquarters with few dispensaries in twin cities. There were two full - fledged medical colleges one at Hyderabad and the 2nd at Visakhapatnam. Another two medical colleges at Guntur and Kurnool started during the first five year plan period to provide medical education at graduate level.

During the subsequent plan periods, the department developed considerably by establishing three more medical colleges at Kurnool, Tirupati and Hyderabad (Gandhi Medical College) to meet the needs of the expanded medical education facilities. The hospitals at the places where the medical colleges were established were upgraded to that of teaching hospitals while increasing the bed strength and sanctioning medical and para -medical personal required to the standards of Indian Medical Council. The existing teaching hospitals viz., Osmania General Hospital, Hyderabad and King George Hospital, Visakhapatnam were also strengthened with more Specialists and equipment during the plan periods.

During the 2nd Five Year Plan Period, Government have also permitted the establishment of 2 private medical colleges one at Warangal and another at Kakinada. To provide necessary clinical facilities to the private medical colleges, General Hospitals were established at the above places with necessary bed strength as required by the Medical Council of India. By the end of 2nd Five Year Plan, due to rapid development that took place during the 1st and 2nd plan periods, the state of Andhra Pradesh was having 6 Medical Colleges under Government and two private medical colleges. Similarly, to cope up with the increased demands and needs, many specialist hospitals like (1) ENT, (2) Ophthalmology, 3) Psychiatry, 4) Maternity 5) T. B etc. , were established and improved.

As per the recommendations of the "BHORE COMMITTEE", Primary

Health Centres were established during 2nd Five Year Plan period with a view to cover the rural population for rendering both preventive and curative services, involving the local bodies also in Rural Health Programme. Consequent on gearing up the Family Planning Programme, during the third five year plan period and providing more men and material with the financial assistance from the Government of India, the role of Primary Health Centres became more important .

As per the recommendations of the Health Survey and Planning Committee and the directions of Government of India, the departments of Medical Services and Public Health, hitherto functioning separately, were merged in G.O.Ms. No. 1285 H Dt. 29-6-67 at state as well as district level on administrative, technical and financial, for efficient and expeditious services, with effect from 1-7-1967 designating the integrated department as " Medical and Health Department". A reorganised set-up of the integrated department was ordered in G.O.Ms. No. 1500 H. Dt. 1-8-1967 with the following staffing pattern.

1. Director of Medical & Health Services.
2. Additional Director of Medical and health Services (Former Director of Health)
3. Deputy Directors of Medical & Health Services (6 posts)
 - a) Professional Education, b) Medical Care, c) E.S.I.
 - d) Family Planning & M.C.H. e) Communicable diseases (2 posts)
4. Assistant Director of Medical & Health Services (11 posts)
 1. School Health & Nutrition.
 2. Maternity & Child Health.
 3. Family Planning.
 4. Epidemiology.
 5. Smallpox,
 6. Malaria & Filariasis.
 7. Leprosy.

8. Health Education.
9. Planning & Evaluation.
10. Statistics; and
11. T.B.Control

At the district level also the two departments were merged to streamline the administration, where the impact of merger and reorganisation felt more. The former District Medical Officer was redesignated as District Medical & Health officer and Dist. Family Planning Officer, were designated as Dy. District Medical & Health Officers giving them territorial jurisdiction in the district and arranging the medical, paramedical and public health staff in an united pattern, sanctioning additional staff in an united pattern, sanctioning additional staff wherever necessary and abolishing the surplus staff in the districts. Thus, a complete merger of Medical and Public Health department took place at directorate level, district level and peripheral level from 1-7-1967 to render both curative and preventive services upto village level.

In the integrated department of Medical and Health, the implementation of Food Adulteration Act, and important function was tagged on to Drug Control branch. For effective implementation of the Act and to strengthen the Drug Control Administration this branch was separated from the Medical and Health Department in the year 1974, both at Directorate and District level, So, a separate department of "Drug Control Administration" was born out of Medical and Health Department with a separate Director.

Advent to the implementation of Six Point Formula in the State under the Presidential Orders, all the non Gazetted posts were categorised as Zonal Cadres and district cadres. To implement the formula, a necessity arose to establish Regional Offices, transferring them the powers of the Director of Medical and Health Services in so far as appointments, transfers etc. of the Zonal Cadre posts. Accordingly, six Regional Directors of Medical & Health Service were established one for each of the 6 Regions with headquarters at 1) Visakhapatnam 2) Rajahmundry 3) Guntur 4) Cuddapah 5) Warangal and 6) Hyderabad in G.O.Ms. No. 797 M&H Dt.23.8.76 and G.O.Ms.No. 1045 M&H, Dt. 21-10-79 with necessary staff for administrative needs.

The Employees State Insurance branch under the control of Medical and Health Department was also expanded considerably due to increase in the industrial population and their involvement in the scheme. The ESI Corporation who bears 7/8 of the expenditure incurred, under this scheme recommended to place the ESI scheme under a separate Director for effective implementation of the scheme. Considering the recommendation of the ESI Corporation, the ESI branch under the Medical and Health Department was separated and a new department was created as " Insurance Medical Services" with a separate Director in G.O.Ms. No. 994 Dt.19.9.78. All the ESI hospitals and ESI dispensaries were transferred to the new department of Insurance Medical Services.

The Institute of Preventive Medicine, functioning under the Medical Health Department was manufacturing vaccines and Sera etc., The subject of implementation of Food Adulteration Act was withdrawn from the Director , Drug Control Administration and tagged on to the Institute of Preventive Medicine while separating the Institute from the Medical and Health Department vide G.O.Ms. No. 616 M&H Dt. 5.10.1981 and placed under the administrative control of a separate Director, Institute of Preventive Medicine, Public Health labs. During the year 1986, Government passed two major Acts;

1. Act 6 of 1986 - University of Health Sciences Act 1986

Under this Act, the University of Health Sciences subsequently named as NTR University of Health Sciences was established at Vijayawada to provide for the establishment and incorporation of a teaching and Affiliating University in the State of Andhra Pradesh for the purposes of ensuring efficient and systematic education, training and Research on the Allopathic and Indian systems of Medicine , Dentistry, Pharmacy and Nursing. The objects of the University are :

1. To maintain a uniform curriculum in all the institutions affiliated to it;
2. To conduct a common entrance examination to the courses in all the institutions affiliated there to;
3. To improve the standards of Medical Education including Research.

With the formation of the University, all Medical Colleges and Teaching Hospitals attached to the Medical Colleges, Dental Colleges and Nursing Colleges were transferred to the administrative and financial control of the University with effect from 1.11.1986.

2. Act 29 of 1986 -

An Act to provide for the constitution of Commissionerate for establishing, expanding and administering district, taluk hospitals and dispensaries for providing better medical care in the state of A.P. Under this Act, Commissionerate -AP Vaidya Vidhana Parishad was established and all the district headquarters hospitals, taluk hospitals having more than 30 beds were transferred to the administrative, financial and technical control of Andhra Pradesh Vaidya Vidhana Parishad with effect from 1.3.1987.

With the above major changes, the department of Medical and Health was left with administration of Primary Health Centres and implementation of National Health Programmes like Family Welfare, National Malaria Eradication, National Leprosy Eradication Programme TB control etc., which were attached to the Director of Health and Family Welfare and the post of Director of Medical and Health became redundant.

Within a period of 10 months after the fragmentation of the department, there arose some administrative and financial problems for the University of Health Sciences to man the Teaching Hospitals and Medical Colleges and Nursing Colleges. The Government have therefore created the post of Director of Medical Education again and ordered the transfer of all Teaching Hospitals, Speciality Hospitals, Medical Colleges and Nursing Colleges, except the Sidhartha Medical College and the General Hospital, Vijayawada attached to the Sidhartha Medical College to the Administrative and financial control of the Director Medical Education with effect from 29.9.87.

So, the present Medical Education Department with a separate Director started functioning form 29.9.1987

Chapter - III

Present Role of the Department

3. PRESENT ROLE

The Director, Medical Education is presently incharge of Medical Education and administration of the teaching hospitals and speciality hospitals attached to the Medical Colleges in the State.

I. MEDICAL EDUCATION.

1. The Department is providing medical education for the undergraduate and post - graduate students in various specialities through the following Medical Colleges :

S.No.	Name of the College.	No. of MBBS Seats.	No.of PG Seats.
1.	Andhra Medical College, Visakhapatnam	150	97
2.	Rangaraya Medical College, Kakinada.	150	68
3.	Guntur Medical College, Guntur.	150	78
4.	S.V. Medical College, Tirupati	100	68
5.	Kurnool Medical College, Karnool	130	77
6.	Kakatiya Medical College, Warangal	100	85
7.	Osmania Medical College, Hyderabad.	200	180
8.	Gandhi Medical College, Hyderabad.	150	90
		1080	743

2. This Department is also providing dental Courses through Dental College at Hyderabad with 40 seats for under-graduates and 14 seats for post -graduate students.
3. Post -graduate courses in certain Super -Speciality subjects are also available in Osmania Medical College, Hyderabad with 18 seats.

4. Besides the above, there is one Medical College (Sidhartha Medical College) and one Dental College attached to NTR University of Health sciences at Vijayawada providing Medical education with 100 seats in MBBS and 40 seats in B.D.S.

II. NURSING COLLEGES :

There are 3 Colleges of Nursing to impart Nursing courses at degree and post -graduate degree level, to provide nursing facilities in teaching hospitals in the state.

S.No.	Name of the College	No.of seats in B.Sc.		No.of seats in M.Sc	
		Service candidates	others	Service candidates	others
1.	College of Nursing , Hyderabad.	10	26	5	1
2.	College of Nursing,Vizag	10	26	-	-
3.	College of Nursing, Kurnool	10	26	-	-
		30	78	5	1

The duration of study is 3 years for B.SC, and 2 years for M.Sc., Certain number of seats are reserved in each college for the candidates who are service, to avail the opportunity in getting higher standards of education for rendering better services to the Dept.

The selection of candidates for the above courses of studies is by merit in the qualifying examination required for admission and length of service in case of service candidates. A committee constituted for the purpose will select candidates following the rule of reservation and reservation of local candidates according to Six Point Formula. The NTR University of Health Sciences will conduct examination after the period of study and award degrees.

III. NURSING SCHOOLS :

Training in General Nursing (Staff Nurse) is provided in the 8 General Hospitals with a total intake capacity of 426 seats. The duration of the training is 3 years. The selection of candidates for admission to the General Nursing course is by merit in the qualifying examination and following the rule of reservation and reservation under six point formula by a Committee constituted for this purpose.

The Director of Medical Education, after the completion of training, will conduct the examinations and award the certificates.

IV PARA MEDICAL COURSES :

The following para - medical training courses are conducted in the eight Medical Colleges and the General Hospitals attached to them.

S.No.	Name of the course.	Duration	No. of seats
1.	Laboratory Technician	1 year	114
2.	Laboratory Attendants.	1 year,	62
3.	Certificate in Radiography,	1 year	104
4.	Diploma in Radiology	1 year	72
5.	ECG Technician.	1 Year	16
6.	Cardiology Technician	1 Year	4
7.	Diploma in Optometry (Optometrist)	2 Years	17
8.	Ophthalmology Assistants.	6 Months	60

Certain number of seats in each training course are reserved for departmental candidates who possess the requisite qualification, to enable them to have better knowledge in the subject and render expert medical care to the patients.

The selection of private candidates for admission to all the

above courses is by merit in the qualifying examination prescribed, and the length of service with the requisite qualification for in service candidates.

The selection Committee constituted for this purpose will select candidates following the rule of reservation and reservations according to six point formula.

The Director of Medical Education will conduct examination after the completion of training and award Diploma / Certificates.

V. N.T.R. UNIVERSITY OF HEALTH SCIENCES :

The N.T.R. University of Health Sciences was established at Vijayawada by an Act. No. 6 of 1986 with the following objects:

1. To provide a uniform curriculum and system of examination for all the Medical Colleges in the State.
2. To conduct a common entrance examination for all the Medical Colleges for the selection of candidates for graduate, post graduate and super -speciality degrees.
3. To Improve the standards of medical education including research.

All the Medical Colleges and Dental Colleges and Colleges of Nursing are affiliated to the NTR University of Health Sciences. The University select candidates for admission to MBBS, Post -Graduation and Super -Speciality courses through a common entrance examination and following the rule of reservation and reservation under Six Point formula and allot the selected candidates to the various medical Colleges. The University will also conduct examination after completion of the course of study and award degrees.

II. MEDICAL CARE :

There are 8 General Hospitals, 1 dental Hospital and 22 Speciality Hospitals attached to the 8 Medical Colleges which provide medical care to the patients in various specialities and Super -Specialities available, with a total bed strength of 12, 783, During the year 1997-98 a total number of

59,48,439 outpatients and 4,24,994 inpatients received medical aid through the hospitals.

Besides the regular Civil Surgeons and Assistant Surgeons employed in the hospitals, the house Surgeons and post-graduates who receive stipends, from Government will also participate in providing medical care to the patients.

1. No. of beds in General Hospitals (Annexure- I)
2. No. of beds in speciality hospitals (Annexure-II)

As the delivery of Medical Care is very much depend upon proper staffing, the Government after considering the recommendations of various high Level Committees such as Bhore Committee, Mudaliar Committee, Working Groups of Planning Commission and Indian Medical Council, prescribed revised yardsticks of staffing pattern of the teaching hospitals, speciality hospitals and medical colleges in G.O.Ps. No. 885 M&H dt. 27-8-1977 as per which the cadre strength of Medical, Nursing and para-medical is now existing in the teaching hospitals and Medical Colleges.

All the Civil Surgeons and Assistant Surgeons except those mentioned below, are entitled for private practice and provide medical, Nursing and para-medical is now existing in the teaching hospitals and Medical Colleges.

All the Civil Surgeons and Assistant Surgeons except those mentioned below, are entitled for private practice and provide medical care outside the hospitals.

LIST OF PERSONS NOT ELIGIBLE FOR PRACTICE

1. Director of Medical Education
2. Additional Director (Medical Education)
3. Jt. Director (Medical Education)
4. Civil Surgeons or Assistant Surgeons holding position of Resident Medical Officers in the hospitals including Asst. Resident Medical Officers.

5. Civil Surgeon Administrators,

6. Professors, Associate Professors, Asst. Professors /Tutors working in Forensic Medicine and in nonclinical departments in Medical Colleges.

They are paid Non - Private Practicing Allowance as fixed by Government form time to time.

There are Nursing and various categories of para -medical personnel working in the hospitals as supporting staff in various departments of the hospitals with special training and techniques required to handle the hospital equipment, conduct various laboratory and other diagnostic tests and provide nursing care to the patients.

ANNEXURE - I

TEACHING HOSPITALS (GENERAL HOSPITALS) AS ON 31.3.1998.

S.No.	Name of the Hospital	No. of beds.
1.	King George Hospital, Vizag.	1052
2.	Govt. General Hospital, Kakinada.	1085
3.	Govt. General Hospital, Guntur.	1038
4.	S.V.R.R.Govt.General Hospital, Tirupati.	710
5.	Govt. General Hospital, Kurnool.	1050
6.	M.G.M.Hospital, Warangal.	625
7.	Osmania General Hospital, Hyd,	1168
8.	Gandhi Hospital, Sec'bad.	1012
		7740

ANNEXURE -II

SPECIALIST HOSPITALS

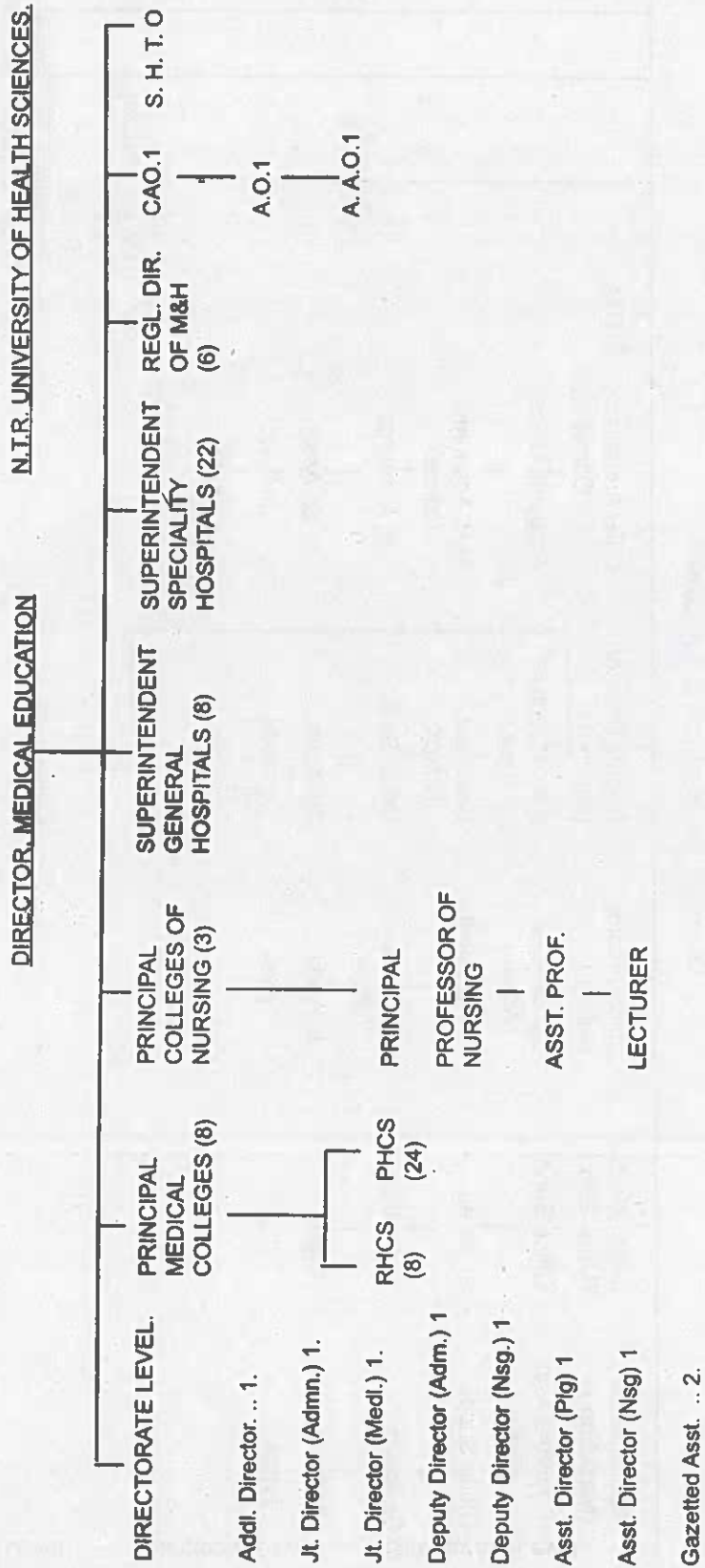
S.No	Name of the Hospital	Bed strength
1.	Government Hospital for Mental Care, Vizag	300
2.	Victoria Hospital for Women & Child, Vizag.	147
3.	Govt. TB & ID Hospital, Vizag.	288
4.	Govt. RCD Hospital for Children, Vizag.	70
5.	Govt. Fever Hospital, Guntur	100
6.	Govt. Maternity Hospital, Tirupati.	142
7.	Govt. Hospital for Chest & CD, Hanmakonda.	100
8.	Govt. Maternity Hospital, Hanmakonda.	100
9.	Govt. General & Chest Hospital, Hyderabad.	670
10.	Govt. Maternity Hospital, Sultan Bazaar, Hyd.	160
11.	Govt. Maternity Hospital, Naypul, Hyd.	462
12.	Govt. Hospital for Mental Care, Hyd.	600
13.	SD Eye Hospital, Hyderabad	500
14.	Institute of Tropical Diseases, Hyd.	330
15.	MNJ Cancer hospital, Hyd.	250
16.	Govt. E.N.T. Hospital, Hyd.	125
17.	Govt. Dental College & Hospital Hyd.	14
18.	Niloufer hospital, Hyd.	360
19.	Govt. C.K.M. Maternity Hospital, Matwads (Warangal)	100
20.	Regional Eye Hospital, Vizag.	75
21.	Regional Eye Hospital, Kurnool	75
22.	Regional Eye Hospital, Warangal.	75
Total		5043

Chapter - IV

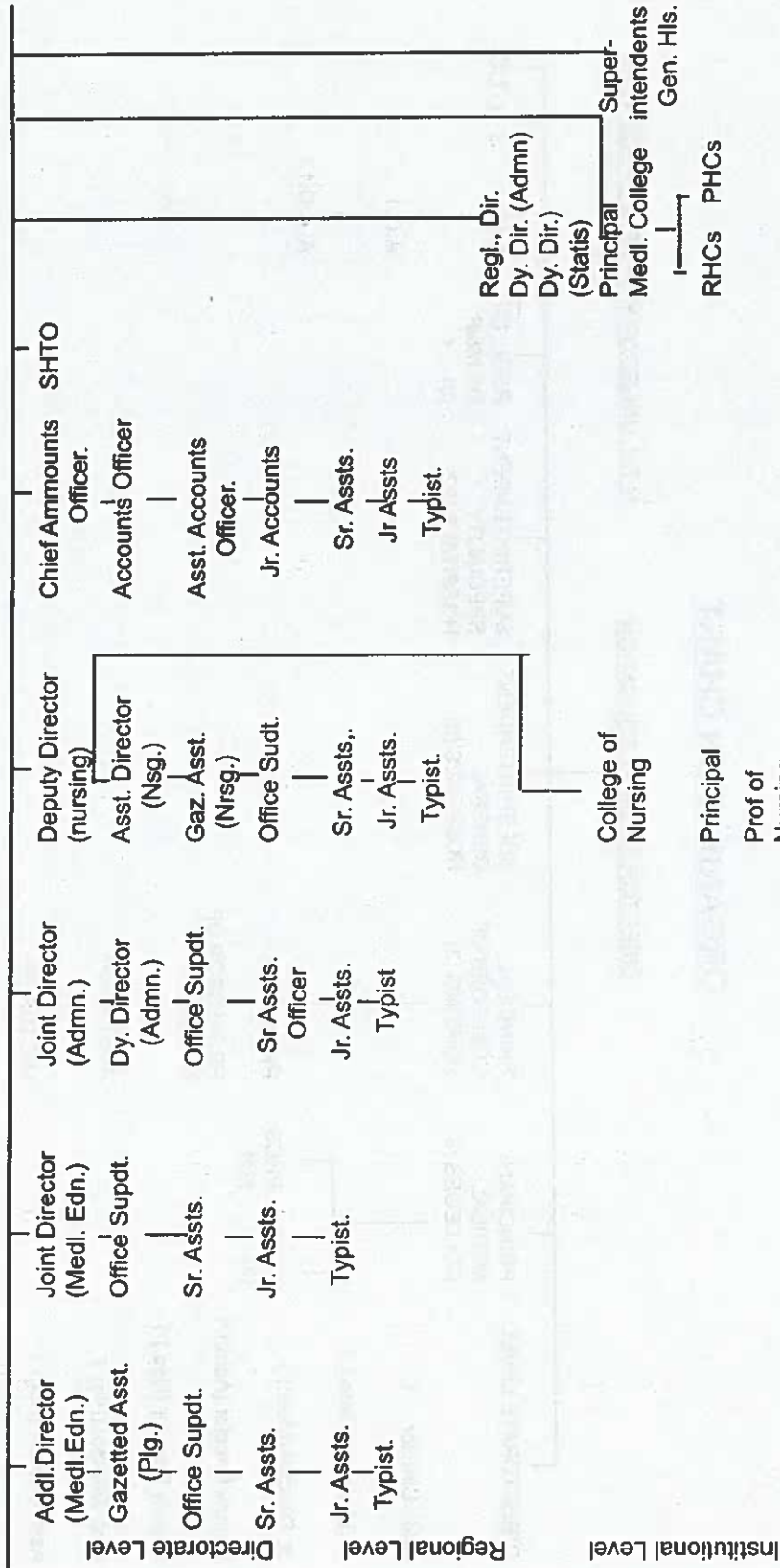
Organisational structure of the Department and Cadre Strength

4. ORGANISATIONAL STRUCTURE

ORGANISATION CHART



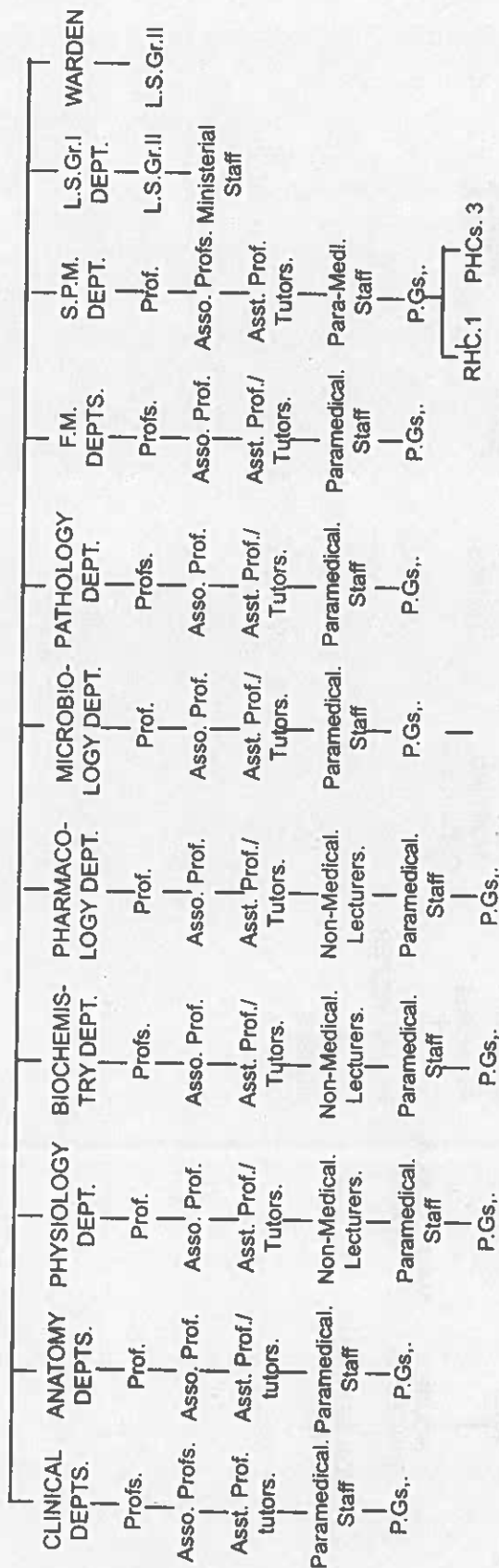
Director of Medical Education

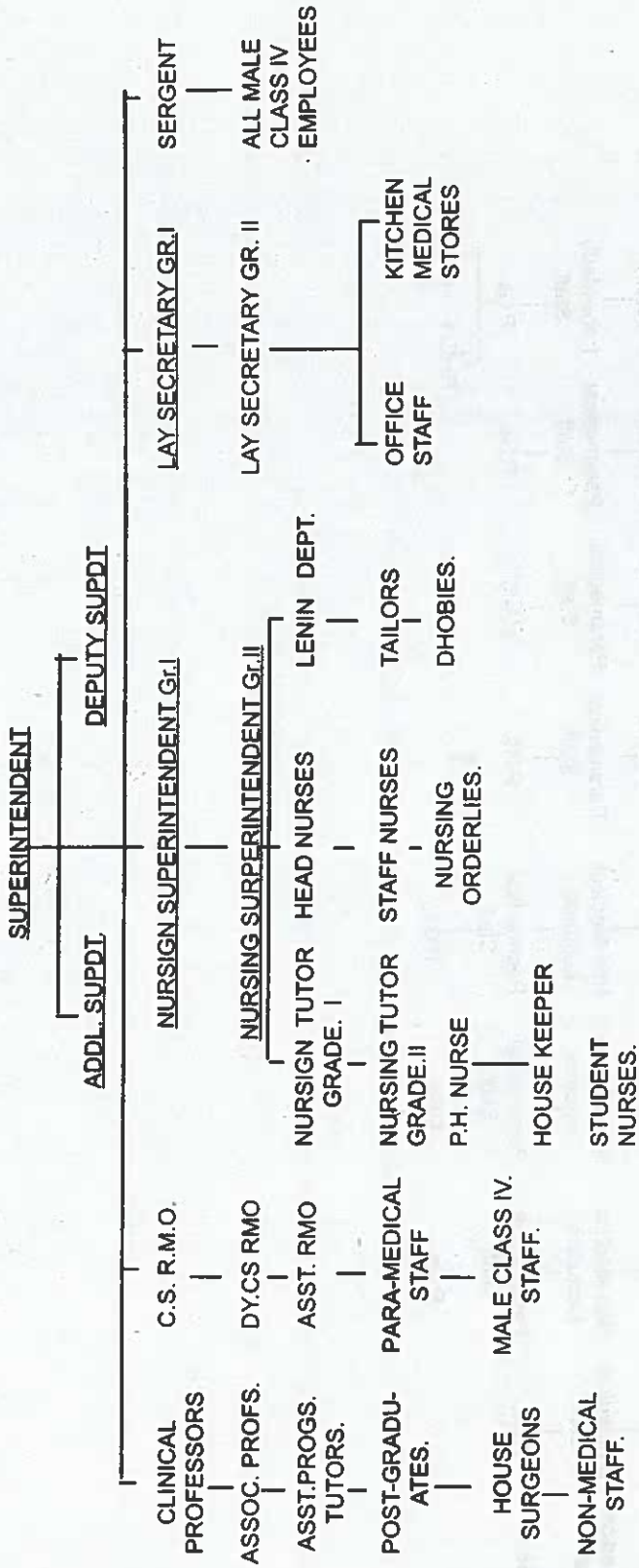


Note : the following officers are common to Director of Medical Education, Director of health, Commr. Family Welfare under administrative control of Director of Health. Their detailed functions are given in the Depts. and functional manual of Director of Health.

PRINCIPAL, MEDICAL COLLEGE

VICE- PRINCIPAL





CADRE STRENGTH

S.No.	Category	No. of Posts
DIRECTORATE LEVEL		
1.	Director of Medical Education	1
2.	Addl. Director of Medical Education	1
3.	Joint Director (Medical Education)	1
4.	Joint Director (Admn.)	1
5.	Deputy Director (Admn.)	1
6.	Deputy Director (Nursing)	1
7.	Assistant Director (Nursing)	1
8.	Gazetted Assistant (Planning)	1
9.	Gazetted Assistant (Nursing)	1
10.	Chief Accounts Officer	1
11.	State Health Transport Officer	1
REGIONAL LEVEL		
12.	Regional Director	6
INSTITUTIONAL LEVEL		
13.	Principal, Medical College	8
14.	Superintendent, General Hospital	8
15.	Additional Superintendent	1
16.	Principal, Dental College	1
17.a	Special Grade Civil Surgeons	58
17.b.	Professor (Civil Surgeons-Clinical/ Non -Clinical)	682
18.	Associate Professors (Clinical /Non-clinical)	296
19.	Civil Surgeon Resident Medical Officer	24
20.a.	Dy. Civil Surgeon	145
20.b.	Dy. Civil Surgeon /Asst. R.M.O.	
21.	Assistant Professor /Civil Asst. Surgeon /Tutor	1654

S.No.	Category	No. of Posts
22.	(a) Civil Surgeon Dental	
22.	(b) Deputy Civil Surgeon (Dental)	11
23.	Dental Assistant Surgeon /Tutor	22
24.	Lay Secretary & Treasurer GR. I	19
25.	Lay Secretary & Treasurer GR. II	31
26.	Principal & Professor, College of Nursing	4
27.	Asst. Professor, College of Nursing	16
28.	Principal Nursing Tutor	5
29.	Lecturer College of Nursing	29
30.	Nursing Superintendent Gr. I	19
31.	Nursing Superintendent Gr. II	54
32.	Nursing Tutor Gr. I	12
33.	Nursing Tutor GR.II	45
34.	Midwifery Tutor/Sister Tutor	14
35.	Public Health Nurse	9
36.	Head Nurse	385
37.	Staff Nurse	1732
38.	House Keeper Grade. I&II	14
39.	Auxillary Nurse Midwife (A.N.M)	97
	PARA - MEDICAL & OTHER SUPPORTING STAFF	
40.	Chief Dietician	4
41.	Dietician	14
42.	Chief Biochemist	3
43.	Biochemist	14
44.	Chief Chemist	2
45.	Lecturer in Radiological Physics/Physicist	24
46.	Occupational Therapist	9
47.	Lecturer in health Education- and Family Welfare	8

S.No.	Category	No. of Posts
48.	Lecturer in Statistical Demographer	8
49.	Perfusionist	3
50.	Immunologist	1
51.	Speech Pathologist	1
52.	Non -Medical Tutor	2
53.	Non -Medical Assistant (Gazetted)	28
54.	Non-Medical Assistant (Non -gazetted)	9
55.	Medical Demonstrator	7
56.	Non -Medical Demonstrator	24
57.	Physical Director (Gazetted)	1
58.	Physical Director (Non -gazetted)	8
59.	Asst. Physical Director	1
60.	Librarian	18
61.	Assistant Librarian	32
62.	Library Assistant /Attender	2
63.	Book bearer	36
64.	Pharmacy Supervisor	8
65.	Pharmacist Grade, . I	28
66.	Pharmacist Grade .II	259
67.	Optometrist/Refractionist	78
68.	Technician Optometry	1
69.	Orthoptist/Assistant Orthoptist	2
70.	Orthoptic Technician	4
71.	Assistant Technician Optometry	1
72.	Deputy Statistical Officer	2
73.	Statistician	3
74.	Bio-statistician	1
75.	Speech Therapist	1
76.	Chief Radiographer	3

S.No.	Category	No. of Posts
77.	Radiographer	117
78.	Dark Room Assistant	67
79.	Dark Room Attendant / X-Ray Attendant	36
80.	Senior Analyst	1
81.	Junior Analyst	9
82.	Senior EEG Technician	1
83.	Medico -Social Worker	2
84.	Psychiatry Social Worker	2
85.	ECG Technician /Cardiology Technician	53
86.	Prosthetic Technician/Orthotic Technician	12
87.	Laboratory Technician /Assistant	709
88.	Laboratory Attendant	592
89.	Audiometry Technician	1
90.	Electrician Grade. I	9
91.	Electrician Grade.II	2
92.	Electrician Grade. III	1
93.	Asst. Electrician /Elec. Wireman	6
94.	Wireman	18
95.	Electrical Mechanic	2
96.	Electrical Attender	3
97.	Senior Electrical Pump Driver	1
98.	Mechanic/Mechanical Supervisor	2
99.	Chargeman Mechanic	21
100.	Mortuary Mechanic	2
101.	Maintenance Mechanic	1
102.	Steam Laundry Mechanic	2
103.	Steam Laundry Driver	2
104.	Gass Mechanic	6
105.	Bore Well mechanic	1

S.No.	Category	No. of Posts
106.	Boiler Mechanic	1
107.	Physiotherapist	1
108.	Assistant physiotherapist	8
109.	Curator	2
110.	Artist-cum-Draughtsman	2
111.	Photo Artist	4
112.	Artist	5
113.	Photographer	3
114.	Artist-cum-Photographer	2
115.	Photographer-cum-Artist	6
116.	Photo Artist / Artist	4
117.	Health Inspector	18
118.	Plumber	32
119.	Dental Hygienist	8
120.	Dental Technician	8
121.	Dental Mechanic	4
122.	Fitter Mechanic	19
123.	Fitter Maistry	4
124.	Ambulance Driver	153
125.	Projectionist-cum-operator	8
126.	Cinema Operator	1
127.	Tailor	73
128.	Sergeant	5
129.	Senior Lift Operator	7
130.	Lift Operator	3
131.	Lift Attendant	18
132.	Blood Bank Technician	1
133.	Eye Bank Technician	1
134.	Jemedar	7

S.No.	Category	No. of Posts
135.	Theatre Assistant	78
136.	Dresser	10
137.	Head mali	10
138.	Tutor in Carpentry	1
139.	Assistant Carpenter / Carpenter	6
140.	Carpepnter Boys	1
141.	Nursing Orderly	745
142.	Head Cook	4
143.	Bearer-cum-cook	20
144.	Cooks	225
145.	Assistant Cooks	33
146.	Nursing quarter cook	38
147.	Mould Technician	2
148.	Head Dhobi / Dhobi / Asst. Dhobi	121
149.	Medical Record Officer	8
150.	Medical Record Technician / Clerk	30
	MINISTERIAL	
151.(a)	Office Superintendent / manager	49
(b)	Accountant	
152.	Senior Assistant	2311
153.	Senior Steno / U.D. Steno	16
154.	Jr. Assistant	401
155.	U.D. Store Keeper	2
156.	L.D. Steno / Steno Typist	74
157.	Typist	282
158.	Clerk-cum-Typist	74
159.	Telephone Operator	44
160.	Shroff	8
161.	Record Assistant	34
162.	Reneo Operator	1
163.	Class IV employees (Thoties, Sweepers, Kamaties, Kamatons, Watchmen etc.)	3259

Chapter - V

Role of Each Category of Functionary

5. ROLE OF EACH CATEGORY

I. HEADQUARTERS

1. DIRECTOR OF MEDICAL EDUCATION (D.M.E)

He is the Head of the Department and is the Adviser to the Government in all technical matters of Medical Education. He is responsible for implementation of the policies of the Government. He has to plan and implement the Medical Education programmes through medical colleges and provide medical care through the teaching hospitals attached to the medical Colleges.

2. ADDITIONAL DIRECTOR (MEDICAL EDUCATION) (1 Post)

He has to assist the Director of Medical Education in planning and provide technical assistance in running the Medical colleges and Teaching Hospitals.

3. JOINT DIRECTOR (MEDICAL) (1Post)

He has to assist the Director of Medical Education /Addl. Director in administrative and technical matters.

4. JOINT DIRECTOR (ADMINISTRATION) (1 Post)

He has to assist the Director of Medical Education in all Administrative matters and guide him properly for the efficiency in the administration.

5. DEPUTY DIRECTOR (ADMINISTRATION) (1 Post)

He has to assist the Director of Medical Education / Jt. Director (Admn.) in the administrative matters.

6. DEPUTY DIRECTOR (Nursing) (1 Post)

He had to assist the Director of Medical Education / Addl. Dir. (Medical Education) on matters relating to Nursing Administration and Nurses Training Programme.

7. ASSISTANT DIRECTOR (NURSING) (1 Post)

She has to assist the Deputy Director (Nursing) on matters relating to Nursing Administration.

8. GAZETTED ASSISTANT (PLANNING) (1 Post)

He has to assist the Additional Director (Medical Education) in planning.

9. GAZETTED ASSISTANT (NURSING) (1 Post)

He has to assist the Deputy Director (Nursing) in all administrative matters relating to Nursing Services.

10. CHIEF ACCOUNTS OFFICER (1 Post)

He has to guide the Director of Medical Education in all financial matters and act as a financial adviser to the Director of Medical Education. He is assisted by (1) accounts Officer and (2) Assistant Accounts Officer. He is a common officer for the Director of Medical Education as well as Director of Health

11. STATE HEALTH TRANSPORT OFFICER (1 Post)

He is also a common officer for all the Directors in Medical and health Department. He has to attend the repairs and maintenance of vehicles in the Medical and Health Department through (1) One Central Workshop (2) 4 Regional Workshops and (3) 20 Mobile Workshops.

12. REGIONAL DIRECTOR

He is the administrative officer having powers to appoint, transfer and deal with all service matters of Zonal level posts.

II. INSTITUTIONAL LEVEL.**13. PRINCIPAL MEDICAL COLLEGE (8 Posts)**

He is in the cadre of Additional Director, He has to Administer the Medical College and provide Medical Education Through the various faculties of Medical and the supporting staff.

14. SUPERINTENDENT, GENERAL HOSPITALS (8 Posts)

He is also in the cadre of Addl. Director. He is responsible for providing facilities for the clinical branch of Medical Education and provide medical care in the various specialities with the assistance of clinical specialists and the supporting staff

15. ADDITIONAL SUPERINTENDENT (1 Post)

He is also in the cadre of Addl. Director . He will share burden of the administrative work of the Superintendent.

DENTAL SERVICES

16. PRINCIPAL, DENTAL COLLEGE (1 Post)

He is also in the category of Additional Director. He has to administer the Dental College. He has to attend both teaching as well as clinical duties.

17 (a) SPECIAL GRADE CIVIL SURGEONS (58 Posts)

This post is an intermediary category post between the Civil, Surgeon and Addl. Director. About 15% of the cadre of Civil Surgeons will be promoted as Special Grade Civil Surgeons and they will work in the same post in which they were working and will attend to the same work as Civil Surgeons.

(b) PROFESSORS (CIVIL SURGEON CADRE) (682 Posts)

There are 4 types of specialities in Civil Surgeon cadre :

I. NON -CLINICAL

1. Anatomy 2. Physiology 3. Biochemistry

II. PARA CLINICAL

4. Microbiology 5. Forensic Medicine 6. Pharmacology
7. Pathology 8. Social & Preventive medicine.

III. CLINICAL

9. Medicine 10. Surgery. 11. Obst.& Gynaecology

12. E.N.T.	13. Ophthalmology	14. Radiology
15. Psychiatry	16. Veneriology	17. Dermatology.
18. Anaesthesia	19. Tuberculosis	20 Paediatrics.
21. Orthopaedics.		

IV. SUPER SPECIALITIES :

22. Cardiology	23 Cardiothoracic Surgery.
24. Neurology	25. Neuro -surgery,
26. Gastro -Enterology	27. Paed. Surgery.
28. Endocrinology	29. Plastic Surgery
30. Genitourinary Surgery (Urology)	31. Nephrology.

The duties of Professors of Non - Clinical subjects are mainly confined to the teaching in that particular subject at Medical College.

The duties of Professor of Para -Clinical subjects are also mainly confined to the teaching in the medical colleges. He will also provide services in the teaching hospitals running laboratories for investigations and conduct of post -mortem examinations.

The duties of Professors of clinical subjects are collateral. They are not only the teachers in the Medical Colleges but also the clinicians in the hospital to provide medical care in their respective specialities.

18. ASSOCIATE PROFESSORS (296 Posts)

He is an intermediary cadre teacher between the Professor and Assistant Professor. This post is existing in most of the specialities mentioned above. Associate Professor of Non- Clinical and para-clinical subjects will assist the Professor in the teaching programmes and those working in clinical branches will also attend to medical care facilities besides attending to teaching work.

19. CIVIL SURGEON (RESIDENT MEDICAL OFFICER) (24 Posts)

He will assist the Superintendent of the Hospital in hospital administration which includes assignment of duties to the para - medical and class IV medical employees and sanitation of the hospital.

20. DEPUTY CIVIL SURGEONS (145 Posts)

This is also an intermediary cadre post between Civil Asst. Surgeon and Civil Surgeon. 15% of the cadre of Civil Asst. Surgeons will be promoted as Dy. Civil Surgeons but they will discharge the same duties and functions as Asst. professors in the department where they will be working as Asst. Surgeon. If he is not having any P.G. qualification he will be posted as Dy. R.M.O. /Asst. R.M.O to assist the R.M.O. in the sanitation of the hospital.

21. ASST. PROFESSOR (Civil Asst. Surgeons -1654 Posts) :-

He is a Post -graduate in one of the specialities i.e. non-clinical /para -clinical/ Super-Speciality. He will assist the Professor /Associate Professor in teaching and demonstration in Non -clinical para-clinical departments he will not only assist in teaching and demonstration but also in rendering medical care.

The Civil Asst. Surgeon having no post -graduate qualification will be called as tutors and he will also assist in teaching , demonstration and clinical work.

The Civil Asst. Surgeons in reserve duty in the hospital will manage causality , medical stores and other departmental work and also RMO in the sanitation of the hospital.

22. CIVIL SURGEON /DEPUTY CIVIL SURGEON (DENTAL) (11 Posts)

He has to attend teaching as well as clinical duties in the out patient and in - patient departments.

23. DENTAL ASSISTANT SURGEONS /TUTOR (22 Posts)

He has to assist the Deputy Civil Surgeon in teaching and clinical work.

ADMINISTRATIVE SECTION

24. LAY SECRETARY AND TREASURER (GRADE I) (21 Posts)

he will assist the Superintendent of the hospital in all administrative and financial matters. He is the head of the ministerial staff in the office of the Superintendent.

25. LAY SECRETARY & TREASURER (GRADE II) (31Posts)

He will assist the Superintendent through the Lay Secretary and Tr. Gr.I in the maintenance of Medical Stores, Diet, and other supplies required for the hospitals and in hospitals where there is no post of Lay Secretary Gr. I and where there is single post of LS & Tr. Gr. II, he will attend to the duties of LST Gr. I also.

In Medical Colleges, he will assist the principal in academic matters of the College.

If he is posted to students' hostel of the medical college, he will assist the hostel warden in managing the hostel and the accounts of the hostel

NURSING SECTION

26. PRINCIPAL & PROFESSOR OF COLLEGE OF NURSING

She will administer the Nursing College, arrange training and teach the students.

27. ASSISTANT PROFESSOR, COLLEGE OF NURSING**28. PRINCIPAL NURSING TUTOR****29. LECTURER COLLEGE OF NURSING**

They are the faculty members of the college of Nursing having only academic duties.

30. NURSING SUPERINTENDENT GRADE. I (19 Posts)

She will assist the Superintendent of the hospital in providing efficient Nursing services. She will also assist in running the Nursing schools attached to the hospital. She will be incharge of linen stores of the hospital

31. NURSING SUPERINTENDENT GRADE. II (54 posts.)

She will assist the Nursing Superintendent in her duties relating to Nursing services, Nursing Education and linen stores.

32. NURSING TUTOR -GRADE. I (12 Posts)

She will assist the Nursing Superintendent in the management of Nursing school attached to the hospital and is a teacher for the pupil Nurses.

33. NURSING TUTOR, GRADE. II - (45 Posts)

She will Assist the Nursing Tutor Grade I in the teaching programme for Pupil Nurses in the Nursing School.

34. MIDWIFERY TUTOR / SISTER TUTOR - (14 Posts)

She will assist in the teaching programme in the Nursing School.

35. PUBLIC HEALTH NURSE (9 Posts)

She will also assist the Nursing Tutor Grade. I in the teaching programme for Pupil Nurses.

36. HEAD NURSE (385 Posts)

She will assist the Nursing Superintendent in the management of ward supervision of the Nursing and female class IV employees.

37. STAFF NURSE (1732 Posts)

She will provide Nursing services to the patients in the ward, assist the medical officers in out-patient department. She will be responsible for the upkeep of the ward with the assistance of female Nursing orderlies.

38. HOUSE KEEPER GRADE I & II (14 Posts)

She will assist the Nursing Superintendent in the management of Nurses quarters and the discipline of the Pupil Nurses staying in the Nurses quarters during their study period.

39. AUXILIARY NURSE MIDWIFE (97 Posts)

She will assist in the labour rooms and Gynaec. ward in conducting deliveries and family welfare activities.

Para -Medical, Categories

40. CHIEF PHYSICIST (1 Post)

He will assist the Radiologists in the administration of Radium to the patients and its storage.

40. CHIEF DIETICIAN (4 Posts)

He will prescribe various types of diet to the patients and supervise the diet preparation and distribution to the patients.

41. DIETICIAN (14 Posts)

He will provide the various types of special diets to the patients like high protein diet, diabetic diet etc., and will supervise the diet preparation / supply through diet canteen to the patients.

42. CHIEF BIO -CHEMIST (3 Posts)

He will be incharge of the Biochemistry Laboratory in the Medical College, conduct demonstrations and bio-chemical tests.

43. BIO -CHEMIST (14 Posts)

He will conduct demonstration in the Laboratory and conduct clinical tests.

44. CHIEF CHEMIST /RESEARCH CHEMIST (2 Posts)

He will assist the professor of Bio -chemistry in running the Laboratory attached to the department in the Medical Collage /Hospital.

45. LECTURER IN RADIOLOGICAL PHYSICS (PHYSICIST) (24 Posts)

He will not only assist in administering the Radium to the patients but also take classes to the medical students on the subject.

46. OCCUPATIONAL THERAPIST (9 Posts)

He will also discharge the same functions of Physicist.

47. LECTURER IN HEALTH EDUCATION & FAMILY WELFARE (8 Posts)

He will assist the Professor of Obst. & Gyn. of the post-portem Unit in the hospital in conducting training in Health Education.

48. LECTURER IN STATISTICAL DEMOGRAPHY (8 Posts)

He will assist the professor of Social & Preventive Medicine in the Medical College in conducting training in Medical Statistics.

49. PERFUSIONIST (3 Posts)

In all open heart surgical procedures including Bi-pas Surgery for artificial respiration Heart Lung Machine is used. This machine is operated by the Perfusionist. During all the above surgical procedures, to facilitate operation the heart is brought to stand still and the artificial respiration is taken up by Heart Lung Machine. This machine needs the skills of a Perfusionist.

50. IMMUNOLOGIST (1 Post)

In Govt. Hospitals where Transplant facility is present there is a need for an Immunologist. His main role lies in matching the parameters for transplantation between the Recipient and the Donor. In all the viral Hepatitis cases his services are utilised for doing immunological tests and also immunological chemistry in Gastro-enterological disorders for which this post has been basically created. The services of the Immunologist are utilised by Nephrology dept. also where Transplant is taken up.

51. SPEECH PATHOLOGIST

Evaluation of hearing problems, parent counselling and speech training to hearing handicapped children.

52. NON MEDICAL TUTOR (2 Posts)

He will assist the Professor of the concerned department in teaching and practicals.

53. NON MEDICAL ASSISTANT (Gazetted) (38 Posts)**54. NON-MEDICAL ASSISTANTS (Non -gazetted) (9 Posts)****55. MEDICAL DEMONSTRATOR (7 Posts)****56. NON -MEDICAL DEMONSTRATOR (24 Posts)**

He will work in the non-clinical Departments in Medical Colleges and will assist the Professor in conducting demonstration classes in the Laboratory.

57. PHYSICAL DIRECTOR (Gazetted) (1 Post)**58. PHYSICAL DIRECTOR (Non -Gazetted) (8 Posts)**

59. ASST. PHYSICAL DIRECTOR (1 Post)

He will impart Physical Education to the students in the Medical Colleges.

60. LIBRARIAN (18 Posts)

61. ASSISTANT LIBRARIANS (32 Posts)

62. LIBRARY ASST. OR ATTENDER (2 Posts)

63. BOOK BEARER (36 Posts)

He will maintain the Library in the Medical College under the Chairman, Library Committee with the assistance of Asst. Librarian and Book Bearer.

64. PHARMACY SUPERVISOR (8 Posts)

He will work in the Medical Stores to assess the requirement of drugs, dressings, appliances etc., for the hospital and supervise the work of the Pharmacists.

65. PHARMACIST GRADE I (28 Posts)

66. PHARMACIST GRADE II (259 Posts)

He will hold the medical stores in the main stores distribute medicines in the dispensary.

67. OPTOMETRIST/ REFRACTIONIST (78 Posts)

He will conduct refraction to the patients and furnish the results for further treatment / prescription of glasses.

68. TECHNICIAN (Optometry) (1 Post)

69. ORTHOPTIST /ASST. ORTHOPTIST (2 Posts)

70. OPHTHALMIC TECHNICIAN (4 Posts)

71. ASSISTANT TECHNICIAN OPTOMETRY (1 Post)

He will carry out Refraction of the patients referred by the Ophthalmologist.

72. DEPUTY STATISTICAL OFFICER (2)

73. STATISTICIAN (3 Posts)

74. BIO -STATISTICIAN (1 Post)

He will collect the data of work done in the institution and compile the same.

75. SPEECH THERAPIST (1 Post)

He will assist the ENT surgeon in the treatment to be given to the patients in speech therapy.

76. CHIEF RADIOGRAPHER (3 Posts)

He will be incharge of X-ray plants in the hospital, supervise the work of Radiographer, Dark Room Assts, and X-ray Attendants.

77. RADIOGRAPHER (117 Posts)

He will take X-rays to the patients on the advise of the Radiologist and will ensure proper functioning of the X-ray plants.

78. DARK ROOM ASSISTANT (67 Posts)

He will develop the X-Ray taken by the Radiographers;

79. DARK ROOK ATTENDATNS / X-RAY ATTENDANTS (36 Posts)

He will arrange the distribution of X-rays to the concerned department in the hospital after they are ready.

80. SENIOR ANALYST (1 Post)

81. JUNIOR ANALYST (9 Posts)

He will work in the Biochemistry department to conduct laboratory work.

82. SENIOR EEG TECHNICIAN (1 Post)

He will assist the Neurologist in operating the EEG machine.

83. MEDICO -SOCIAL WORKER GRADE. 1 (8 Posts)

GRADE. II (18 Posts)**84. PSYCHIATRY SOCIAL WORKER (2 Posts)**

He will assist the Veneriologist Psychiatrist in the maintenance of records and counselling the patients for obtaining regular treatment

85. CARDIOLOGY TECHNICIAN /ECG TECHNICIAN (53 Posts)

He will take ECG of the patients advised by the Cardiologists/Physician.

86. PROSTHETIC TECHNICIAN /ORTHOTIC TECHNICIAN (12 Posts)

He will assist in arranging artificial limbs and Physiotherapy exercises.

87. LABORATORY TECHNICIAN /LABORATORY ASSISTANT (709 Posts)

He will conduct all Laboratory tests prescribed by the doctors if he is working in the hospital.

He will maintain the laboratory if he is working in Medical Colleges and assist the Professor/Associate /Assistant Professor in the practicals.

88. LABORATORY ATTENDANT (592 Posts)

He will assist the laboratory technician in the upkeep of the Laboratory and distribution of reports.

89. AUDIO -METRY TECHNICIAN (1 Post)

He will assist the Audiologist /Speech and Hearing Pathologist.

90. ELECTRICIAN GRADE. I (9 Posts) -1**91. ELECTRICIAN GRADE II (2 Posts) 1****92. ELECTRTICIAN GRADE III (1 Post) 1****93. ASSISTANT ELECTRICIAN /ELECTRICAL WIREMAN (6 Posts)****94. WIREMAN (18 Posts)****95. ELECTRICAL MECHANIC (2 Posts) 1****96. ELECTRICAL ATTENDER (3 Posts)**

97. SENIOR ELECTRICAL PUMP DRIVER (1 Post)

He will maintain all electrical installations in the hospital /college and attend to minor repairs of the Electrical points /wiring etc.

98. MECHANIC / MECHANICAL SUPERVISOR. (2 Posts)

99. CHARGEMAN MECHANIC (2 Posts)

100. MORTUARY MECHANIC (1 Post)

101. MAINTENANCE MECHANIC (1 Post)

102. STEAM LAUNDRY MECHANIC (2 Posts)

103. STEAM LAUNDRY DRIVER (2 Posts)

104. GAS MECHANIC (6 Posts)

105. BOREWELL MECHANIC (1 Post)

106. BOILER MECHANIC (1 Post)

He will attend to the maintenance of the machinery in the hospital /college, attend to minor repairs.

107. PHYSIOTHERAPIST (1 post)

108. ASST. PHYSIOTHERAPIST (8 posts)

He will give training to the patients in Physiotherapy methods under the direction of Orthopaedic Surgeon.

109. CURATOR (2 posts)

He will work in the Anatomy Department in the maintenance of museum of specimens.

110. ATRIST -CUM -DRAUGHTSMAN (2 posts)

111. PHOTO -ARTIST (4 Posts)

112. ARTIST (5 Posts)

113. PHOTOGRAPHER (3 Posts)

114. ARTIST -CUM PHOTOGRAPHER (2 Posts)

115. PHOTOGRAPHER -CUM-ARTIST (6 Posts)

116. PHOTO -ARTIST /ARTIST

He will prepare slids in the Medical College which are required for teaching purpose.

117. HEALTH INSPECTOR (18 Posts)

He will supervise the sanitation of the hospital /college campus.

118. PLUMBER : (32 Posts)

He will attend to plumbing work .

119. DENTAL HYGIENIST (8 Posts)

He works under periodontist (Gum Diseases). He takes care of the oral hygiene procedures and maintains the health of the gums.

120. DENTAL TECHNICIAN (8 Posts)

121. DENTAL MECHANIC (4 Posts)

He assists the Prosthodontist (who replaces the lost teeth) in making the dentures and other prosthetic appliances.

122. FITTER /FITTER MECHANIC (19 Posts)

123. FITTER MAISTRY (4 Posts)

He will attend to the repairs to water pipe lines, sanitary fittings general periodical repairs of the machinery.

124. AMBULANCE DRIVER (153 Posts)

He will operate the ambulance vans and other vehicles of the Department.

125. PROJECTIONIST -CUM-OPERATOR (8 Posts)

126. CINEMA OPERATOR (1 Post)

He will operate he slide projector.

127. TAILOR (73 Posts)/Asst. Tailor (3 Posts)

He will attend to the stitching of aprons, face-masks, caps etc., required for the theatre.

128. SARGENT (5 Posts)

He will allot duties to all male class IV employees and supervise their work.

129. SENIOR LIFT ATTENDANT (7 Posts)**130. LIFT OPERATOR (3 Posts)****131. LIFT ATTENDANT (18 Posts)**

He will operate the lift.

132. BLOOD BANK TECHNICIAN (1 Post)

He will attend to the proper preservation of blood collected.

133. EYE BANK TECHNICIAN (1 Post)

He will attend to the proper maintenance of eye bank.

134. JAMEDAR (7 Posts)

He will arrange duties to the attenders.

135. THEATRE ASSISTANT (78 Posts)

He will assist the staff Nurse in the arrangement of instruments and their sterilisation in the operation theatre.

136. DRESSER. (10 Posts)

He will attend to the dressing of the patients in the OP/Casualty.

137. HEAD MALI (10 Posts)

He will maintain the gardens in the hospital with the assistance of malies.

138. TUTOR IN CARPENTRY (1 Post)**139. ASSISTANT CARPENTER (6 Posts)**

140. CARPENTER BOY (1 Post)

He will attend to the repairs of wooden furniture.

141. NURSING ORDERLY (745) (male & Female)

He will carry out all the instruments of the staff Nurse incharge and assist her in the patient care.

142. HEAD COOK (4 Posts)

143. BEARER -CUM-COOK (20 Posts)

144. COOK (225 Posts)

145. ASSISTANT COOK (33 Posts)

146. NURSING QUARTER COOKS (38 Posts)

He will attend to the preparation of diet in the Kitchen of Nurses quarters where there are no diet canteens and arrange distribution of diet to the wards under the supervision of the Dietician /Staff Nurse

147. MOULD TECHNICIAN

He will assist in the preparation of moulds for safe custody of Radium.

148. HEAD DHOBI /DHOBI/ASST. DHOBI (121 Posts)

He will attend the laundry work under the supervision of the staff Nurse-in -charge of the Laundry.

149. MEDICAL RECORD OFFICER (8 Posts)

150. MEDICAL RECORD TECHNICIAN /CLERK (30 Posts)

He will collect and compile the medical statistics of the hospital, compile them and send the returns on the date to the Director of Medical Education.

151. OFFICE SUPERINTENDENT /MANAGER /ACCOUNTANT (49 Posts)

He will supervise the work of the Senior /Junior Assistants working in his section providing necessary guidance

152. SENIOR ASSISTANT (231 Posts)

He is the subject clerk and will put up notes on the papers received and account for them as per District Office Manual.

153. SENIOR STENO /U.D. STENO (16 Posts)

He will take dictations from the officer to whom he is attached and type the same.

154. JUNIOR ASSISTANT (401 Posts)

He is also subject clerk deal with the papers received and maintain files as per the procedure.

155. LD. STORE KEEPER (2 Posts)

He will maintain the store accounts.

156. LD. STENO/STENO TYPIST (74 Posts)

He will take dictation and type work whenever required.

157. TYPIST (282 Posts)

He will do fair copy work

158. CLERK -CUM -TYPIST (74 Posts)

He will do typing work and attend to correspondence when required

159. TELEPHONE OPERATOR (44 Posts)

He will operate the Telephone /P.B.X. and maintain the record.

160. SHOROFF (8 Posts)

He will handle the cash and account for the same by maintaining proper accounts.

161. RECORD ASSISTANT (54 Posts)

He will collect the disposed files and arrange them in Record Room

162. RONEO OPERATOR

He will operate the Roneo Machine.

163. CLASS IV EMPLOYEES (Thoties, Sweepers, Kamaties, Watchmen etc.) (3259 Posts)

He will discharge functions assigned by the Resident Medical Officer.

Chapter - VI

Major Enactments, Rules and Regulations which Govern the Functionaries

6. MAJOR ENACTMENTS

1. A.P. MEDICAL SERVICE RULES

The G.O.Ms. No. 43 M&H Dt. 16.1.1982 and IG.O. Ms. No. 182 and subsequent amendments issued thereon and other adhoc rules issued from time to time containing the method of recruitment, age and other qualifications prescribed to various categories of Gazetted posts in the department.

2. AP MEDICAL SUBORDINATE SERVICE RULES

The method of recruitment , age other qualification prescribed for various categories of para -medical categories of posts are prescribed in G.O.Ms. No. 604 Dt. 26.9.1983 and amendments issued thereon.

3. MEDICAL CODE

The publication of AP Medical Code is under active consideration of the Government and is yet to be finalised. As such, the Madras Medical Code is still taken as statute for this department. The Medical Code contain the methodology in the management of hospitals including the procedures to be followed in Medico-legal cases, issue of various certificates and other procedures required to be followed in the day-to-day administration of hospitals attached to the colleges.

4. HOSPITAL STANDING ORDERS PART I & II

The hospital standing orders Vol. I contain the functions of various categories of staff working in the hospitals, both medical nursing and para-medical staff in different departments of the hospital, the procedure to be followed in outpatient departments, inpatient, accidents and police cases, death and postmortem, management of infectious diseases and procurement and supply of drugs, diet, etc. and other functions of the staff and various departments in the hospital.

The hospital standing orders vol. II contain specially the procedure to be followed in running the teaching hospitals with the details of functions of various categories of staff and various departments working in the general hospitals.

5. MANUAL OF RULES FOR NURSES IN GENERAL HOSPITALS

This manual contain the international code of nursing ethics and the rules and responsibilities of various categories of nursing personnel to be followed in the hospitals.

6. MEDICAL ATTENDANCE RULES ;

The Medical Attendance rules contain the provision of free medical aid to be provided to Government employees, Members of Legislative assembly and other VIPs in general hospitals and the rules governing the reimbursement of expenditure incurred by them.

7. ANDHRA PRADESH TRANSPLANTATION OF HUMAN ORGANS RULES

The Government of Andhra Pradesh issued AP transplantation of human organs rules. As per section 24 of the AP Transplantation of Human Organs Ordinance 1995 (Ordinance No.7 of 1995) in G.O.Ms.No 108 MH&FW dt. 18.3.1995.

As per the said rules :

1) Any Donor may authorise the removal, before his death of any human organ from the body of the Donor for therapeutic purpose in the manner and on such conditions as specified in form I of the said G.O.

2) The Registered Medical Practitioner, shall before removing a human organ from the body of the Donor before his death, shall satisfy himself the fulfillment of the conditions laid down in section 4 of the said rules.

3) The Donor and the Recipient shall make jointly an application to grant approval for removal and transplantation of a human organ to the authorisation Committee in the prescribed proforma.

4) The Medical Institution which conducts the transplantation of the human organ, shall register their name with the appropriate authority who will award a certificate after satisfying the availability of qualified man-power and equipment in the Medical Institution as per section 7,8 and 9 of the said rules.

5) With a view to facilitate quick disposal of applications and for the

convenience of the patients and their relatives, Government have constituted Authorisation Committees for regulating Human Organ Transplantation for therapeutic purpose in the four Regions of the State with the following members in G.O.Ms. No. 431 HM&FW Department Dt. 22.10.97.

REGION. I

(Comprising of Chittoor, Nellore, Kurnool, Ananthapur and Cuddapah districts.)

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|--|-------------------|
| 1. Director, Sri Venkateswara Institute of Medical Sciences, Tirupati. | Chairman/Member |
| 2. Principal, Sri Venkateswara Medical College, Tirupathi. | Member |
| 3. Head of the Department, Department of Nephrology, SVRR Hospital, Tirupathi. | Member |
| 4. Head of the Department, Department of Urology, SVRR Hospital, Tirupathi. | Member / Convenor |

REGION. II

(Comprising of Krishna, Guntur, Prakasam, East Godavari and West Godavari districts.)

- | | |
|--|------------------|
| 1. Vice-Chancellor, University of Health Sciences, Vijayawada. | Chairman/ Member |
| 2. Principal, Guntur Medical College, Guntur | Member |
| 3. Head of the Department, Department of Nephrology, Govt. General Hospital, Guntur. | Member |
| 4. Head of the Department, Department of Urology, Government General Hospital, Guntur. | Member/ Convenor |

REGION. III

(Comprising of Visakhapatnam, Srikakulam and Vizianagaram Districts)

- | | |
|--|----------|
| 1. Principal, Andhra Medical College, Visakhapatnam. | Chairmen |
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|--|-----------------|
| 2. Superintendent King George Hospital, Visakhapatnam. | Member |
| 3. Head of the Department, Department of Nephrology,
king George Hospital, Visakhapatnam. | Member |
| 4. Head of the Department, Department of Urology,
King George Hospital, Visakhapatnam. | Member/Convener |

REGION. IV

(Comprising of Hyderabad, Rangareddy, Nalgonda, Khammam, Karimnagar Medak, Nizamabad, Adilabad, Mahaboobnagar and Warangal districts)

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|---|------------------|
| 1. Director of Medical Education, Hyderabad. | Chairman |
| 2. Head of the Department, Department of Nephrology,
Nizam Institute of Medical Sciences, Hyderabad. | Member |
| 3. Principal, Osmania Medical College, Hyderabad. | Member |
| 4. Dr.G.N. Rao, L.V.Prasad Eye Institute, Hyderabad. | Member |
| 5. Head, Department of Urology, Nizams Institute of
Medical Sciences, Hyderabad. | Member/ Convener |

The Authorisation Committee have such powers to hold emergency meeting in regard to matters relating to transplantation of Human Organs for therapeutic purpose. The Committee will meet atleast once in two months or as often as required for strict implementation of the act.

8. MEDICAL TERMINATION OF PREGNANCY (M.T.P.) ACT 1971.

Induced abortion as a means of termination of unwanted pregnancies seems to have existed eversince ancient times. Religions and social taboos did not succeed in preventing much induced abortions. The Indian Penal Code which was enacted as early as 1880 provided for severe punishment for induced abortions. However, the stringency of law led to many illegal abortions.

The Central Family Planning Board at its meeting in 1964 expressed

anxiety on the reported increase in induced abortions affecting the health and life of the pregnant women and appointed Shantilal Sha Committee to examine the situation. In pursuance of the recommendations of the Committee, the Ministry of Health & Family Welfare introduced the M.T.P Act passed by Parliament in 1971 and came into force with effect from 1972. This act clearly specified (1) the conditions under which pregnancy can be terminated (2) the persons who can perform abortions and, (3) places where abortion is performed.

Chapter - VII

Areas of Interface with General Public and other Departments

7. AREAS OF INTERFACE

1. The Medical Education department provides medical care to the public free of cost in all the teaching hospitals and charges nominal fee for those who can afford payment of charges by providing them special class accommodation in the hospital. This department is purely a service rendering department. For any welfare activity the cooperation of public is quite an important factor.

2. As narrated in chapter 2 the former Medical and Health Department functioning as a unified department from the Directorate to peripheral level is still continuing as a unified department, though separate posts of directors were appointed to each branch viz. Medical Education, Health, Family Welfare etc., So many of the Medical, Para-medical Nursing, Ministerial and other categories of staff are working with common set of recruitment and other service rules. Though they are working in the institutions under the control of various Directors they are transferable from one medical institution to other medical institution, though the concerned Directors are competent to transfer them from one medical institution to another medical institution under their control

3. The Director of Health at present is the appointing authority upto the level of Civil Asst. Surgeon and the Regional Directors established under six point formula, are the appointing authority for the zonal cadre posts like staff nurses, head nurses, para-medical persons above the category of junior Asst. Hence the Director of Medical Education has to interact with the Director of Health and Regional Director of Medical and Health Services with regards to drafting personal both medical and para-medical for the institutions under his control.

4. The Director of Medical Education has to interact with the NTR University of Health Sciences as regards to the allotment of candidates for MBBS and Post-graduate Medical Courses in the Medical Colleges functioning under his control and also for conducting examinations and awarding degrees and diplomas to the students of the Medical Colleges.

5. The Director of Medical Education has to enlist cooperation of institute of Preventive Medicine and PH Laboratories for supplies of vaccine required for the Medical Institutions.

6. The Director of Medical Education has to send samples of drugs for analysis to the Director, Drug Controller to ensure their prescribed standards.

7. One Post-partem Unit was established in each general hospital to implement the National Family Welfare Programme. So the cooperation, guidance and assistance of Director/ Commissioner, Family Welfare is required for the Medical Education Department, in the implementation of the programme.

8. Similarly one Temporary Hospitalisation ward with 20 beds is functioning in each general hospital under National Leprosy Eradication programme. The passive surveillance under National Malaria Eradication programme is also undertaken by collecting blood smears from the patients having fever and known history of fever and providing treatment for the positive malaria cases. As the above two national Programmes are implemented under the administrative and technical control of Director of Health, the Director of Medical Education has to extend his cooperation and support to the Director of Health implementation of the above National Programmes.

9. There is a blood bank in each General Hospital and certain speciality hospitals. Under AIDs Control Project, the Director of AIDS control is developing and modernising the blood banks in the Government hospitals with equipment and consumables required, from the funds provided by the Government of India under AIDs Control Project, Similarly, the Director, AIDS Control Project is strengthening the STD Department in the General Hospitals, with drugs and other consumables.

10. The Roads and Buildings Department is maintaining all the Hospital buildings and college buildings. The Director of Medical Education is also provided with some funds by the Government for the major and minor works required for the buildings in the department. The Director of Medical Education has to get the major and minor works with the funds available through the R&B Department.

11. The Andhra Pradesh Health, Housing and infrastructure Develop-

ment Corporation, Hyderabad is established to take up all the new constructions of buildings in the Department. The Cooperation is also entrusted with procurement of Drugs and supply to all medical institutions in the State.

12. Government in G.O.Ms. No. 313 HM&FW. dt. 16.8.97 issued rules for according permission to private schools of Nursing and admission of candidates.

(a) As per rule of 3 of the said rules, admission of candidates shall be made by a Selection Committee consisting of the following :

- | | |
|--|------------------|
| i) Joint Collector of the District | Chairman |
| ii) District Medical and Health Officer. | Member /Convenor |
| iii) Superintendent of the Dt. Hospital. | Member |
| iv) Deputy Director, Social Welfare. | Member |
| v) Principal of the concerned
Training Institute. | Member |

(b) As per rule 12 of the said rules, the Director of Medical Education, in the capacity of Ex-officio President of Andhra Pradesh Nursing Council will prepare appropriate proforma for application form for essentiality certificate. He shall organise inspection of the private nursing Schools, after payment of the prescribed fee, fixed by the Government, by the Private Training Institutions.

(c) As per Rule 13 of the said rules the syllabus of the course will be prescribed by the Director Medical Education and conduct examination for awarding Diploma in accordance with the guidelines prescribed by the Indian Nursing Council.

(d) As per Note (a), Rule 10 the Director of Medical Education shall maintain a list of private Nursing Schools and the Private or the Government Hospitals to which they stand affiliated to ensure that the stipulations laid down regarding clinical facilities available as per rule 10 are strictly adhered to.

Chapter - VIII

Future Prospects or Vision

8. FUTURE PROSPECTS OR VISION

1. The AP Chest Hospital, Hyderabad which is hitherto a speciality hospital for treatment of TB cases is proposed to be converted as General Hospital providing the services of the specialist in the general specialities like, Medicine, Surgery etc., with other supporting staff.
2. To charge some nominal fee for investigations like X-rays scanning, Laboratory tests etc., from the patients referred by private hospitals on par with private hospitals.
3. To provide medical care in Super-Speciality field in Osmania and other general hospitals.
4. To start post-graduate training courses in Super-Specialities in Osmania and other Medical colleges.
5. To provide efficient and timely medical care in all the hospitals under the control of Director of Medical Education by securing modern diagnostic equipment for the hospitals.

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

**Duty performed
with Knowledge, Faith and Devotion,
becomes really effective**

Dr. MCR Human Resource Development Institute of Andhra Pradesh

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