

**DR. MGR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH HYDERABAD**



**INSURANCE MEDICAL
SERVICES**



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 in line with the Vision 2020 of the state.

The present volumes developed by the Insurance & Medical Services 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 the functionaries in the effective discharge of their duties.

Any suggestions for the improvement, 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)

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**INSURANCE MEDICAL SERVICES
DEPARTMENT**

FUNCTIONARY MANUAL

FUNCTIONARY MANUAL

1. DIRECTOR INSURANCE MEDICAL SERVICES

The post of Director, Insurance Medical Services was created in G.O.Ms.No.994 Dt. 19.09.78 when the E.S.I Branch of the Medical and Health Department was separated and department of Insurance Medical Services was established under the ministry of labour to improve the working conditions of the E.S.I Scheme in the State. The Director I.M.S. is the head of the department to implement the E.S.I Scheme through the E.S.I Hospitals and Dispensaries established under the scheme Powers delegated vide G.O.Ms.No 1414, LE & TE (Lab.II) Dept; dt. 17-11-78.

Functions:

- 1 He is the advisor to the Govt. for the implementation of insurance Medical Services in the state.
- 2 He has to implement the policies and orders and orders issued by the Government thereon.
- 3 He has to implement the polices and guidelines issued by the E.S.I Corporation established under the provisions of E.S.I Act of 1948.
- 4 He is head of the department for Insurance Medical Services in the state in terms of various service rules, Civil Service Regulations, Financial code and other statutory rules of the State Government in the day to day administration.
- 5 He is responsible for proper and efficient functioning of the programme through the network of E.S.I Hospitals and Dispensaries.
6. He is responsible for the overall discipline of the staff working in the department.
7. He is responsible for planning, organising and implementation of the programme.

8. He is responsible for the utilisation of appropriations made available for the department by following the financial disciplines and the financial powers delegated to him by Government from time to time.
9. He will ensure that the Hospitals and Dispensaries render proper and satisfactory medical care to the insured persons and their families by providing necessary manpower and materials in time and solve the problems if any, in the implementation of the scheme.
10. He will provide the required technical support for the hospitals and dispensaries under his control.
11. He will inspect the hospitals and dispensaries whenever possible for on the spot working conditions and guide them for the improvement of the working conditions .
12. He will ensure discipline of the staff working in the Medical institutions and take prompt action to control the indiscipline found at any level.
13. He will operate the powers vested with him as per civil services (classification, control and appeal) Rules wherever required to be followed. He shall also operate the powers vested under various service Rules to settle the service matters of the employees working in the department.
14. Being Head of the department, he will tour to inspect the hospitals and dispensaries and take action within the powers vested with him. In other cases, he will approach the Government for proper guidance and orders.
15. In case of any support in technical matters regarding provision of medical care supply of vaccines, analysis of drugs, maintenance of vehicle etc. he will take the advise of the Director of Medical Education, the Director, Institute, of Preventive Medicine, the Drug Controller and the State Health Transport officer under the Director of Health etc.

Administrative and Financial Functions.

16. He is accountable to the Government in all administrative and fi-

financial matters and follow the orders of Govt. in case of omissions or commission.

17. He is accountable to the E.S.I. Corporation for the proper functioning of the scheme in the state, as per the policies laid down by the corporation.
18. He will render proper account for expenditure with the audited figures from the Accountant General and claim the state Govt. share promptly.

Other Functions:

19. He is also ex-officio member of the Medical Benefit Council of E. S. I Corporation New Delhi.
20. He is the ex-officio member of the Regional Board of E. S. I; A. P
21. He will also discharge the duties assigned whenever he is appointed as a member of any committee of ESI Corporation.

2. JOINT DIRECTOR (FAMILY WELFARE) (ADMINISTRATIVE MEDICAL OFFICER)

This post is sanctioned in the year 1985, to assist the Director in the implementation of Family Welfare and other National Health Programmes through the E.S.I Medical Institutions. G.O.Ms. No. 311, LEN&TE Dept., Dt. 26-8-1985

Functions:

1. He shall assist the Director, in the implementation of family welfare and other National Health programmes in the E.S.I Hospitals and Institutions. He is the programme officer for the implementation of the said programmes.
2. Visit the hospitals and dispensaries whenever necessary to ensure proper implementation of the National Health Programmes.
3. Ensure the supply of drugs and other equipments to the institutions required for the programme.

4. Monitor the progress performances achieved under each Health and Family Welfare programme activities.
5. Keep liaison With the Director of Family Welfare and Director of Health in the implementation of the programmes.
6. Obtain the reports of progress in each of the said programmes to be Included in state progress reports.
7. Ensure proper maintenance of records and reports as prescribed under each programme.
8. He shall also assist the director in all administrative matters.
9. He is convenor member of the Exemption Committee constituted by the Government of Andhra Pradesh.

3. ASSISTANT DIRECTOR (STORES)

This post is sanctioned in the year 1978 to assist the Director in all purchases. This post is filled in by a person in the category of Lay Secretary & Treasurer Grade-I. He will work under administrative control of the Director. (G.O. Ms. No. 518, LEN & TE (Lab V) Dept. dt. 15-10-79)

Functions.

1. He shall assist the Director, in all the purchases like drugs, dressings and other equipments furniture etc., required for the Medical institutions.
2. He assists the Director in the matters relating to purchases of equipment, furniture and other stores requirements of the directorate, hospitals and dispensaries.
3. He also assists the Director in finalising the quotations and the tenders, for procuring the equipment, furniture, diet H K security contract services and also helps in processing and issuing sanction orders.
4. He is also incharge of procurement of stationery, furniture and office equipment.

5. He is also responsible for the procurement and maintenance of directorate vehicles.
6. He is also responsible for maintaining and condemnation of furniture equipment and vehicles, and he is incharge of library in the directorate.
7. He will settle the reimbursement bills including credit bills of referrals of various hospitals and dispensaries.
8. He is also a Nodal officer for the proposed Revolving Fund.
9. He shall attend to any other work relating to the subject entrusted to him by the Director.
10. Ensures maintenance of various registers like stock, issue register indents etc.,

4. LAY SECRETARY & TREASURER GRADE- I

This post is created in the year 1978 to assist the Director in all financial matters. He will work under the Administrative control of the Director

Functions:

1. He shall be conversant with all the financial and Treasury rules, and the procedures relating to accounts.
2. Assist and guide the Director in all financial aspects of the programme.
3. He is the Drawing and Disbursing Officer for all the claims of the office staff working in the Directorate and maintain the relevant records like cash book etc.,
4. Prepare the budget and revised estimates of the department and ensure the distribution of budgets to the other subordinate officers in the department.
5. Prepare the number statement of the department and initiate action for re-appropriation of funds whenever necessary.
6. Obtain the expenditure statements from the subordinate Drawing

Officers and get them verified with the figures of Accountant General.

7. Raise the reimbursement claims from the E.S. I. Corporation and take follow-up action for receipt of the claims.
8. Maintain records of cash register, expenditure registers and other records relating to cash drawn and disbursements.

LAY SECRETARY AND TREASURER GRADE - II

(Articles 426 448 under ch, XIX of Hospital standing orders, Part - I)

His Functions are similar to that of Lay Secretary and treasurer Grade -I in the office of regional Joint Director where there is no post of LS & T Grade -I.

5. ADMINISTRATIVE ASSISTANT

This post is existing since the inception of the scheme, and is manned by an officer in the category Lay Secretary & Treasurer Grade-I. He will work under the direct administrative control of the Director (G.O.No. 1232, Lab. II Dept., dt. 1-6-60)

Functions:

1. He shall assist the Director in all administrative matters.
2. He shall be well conversant with various civil service rules and guide the Director properly in service matters.
3. Supervise the work of ministerial and class- IV staff working in the Directorate and ensure maintenance of standard in their work, guiding them properly whenever required.
4. Ensure that the procedures enumerated in the Dt. Office Manual are followed in the Office.

6. AUDIT OFFICER (G.O.Ms. No. 873, LEN & Te (Lab V) Dept. dt. 17. 10-81)

This post is also sanctioned in the year 1978 to assist the Director in conducting audit of accounts of the departments. He will work under the

administrative control of the Director. He is also in the cadre of Lay Secretary and Treasurer Grade-I

Functions :

1. He shall be well conversant with all the financial rules and audit procedures.
2. Conduct audit of the accounts maintained by the subordinate drawing officers and bring to the notice of the Director if any irregularities found in the audit in the form of report for information and further action.
3. Follow up further action for rectification of defects and irregularities noted in the audit reports, after furnishing a copy of the audit report to the concerned officer.

7. LAND ACQUISITION AND ESTATE OFFICER

An Officer in the cadre of special grade Dy. Collector from Revenue Department will work this post on deputation basis. He will work under the administrative control of the Director.

Functions :

1. He shall assist the Director in acquiring suitable land for the construction of buildings, for E.S. I. Dispensaries, Hospitals and Staff Quarters.
2. He shall keep close liaison with Revenue Department for land acquisition.
3. He shall assist the Director in getting the plans for the buildings, repairs and maintenance of the buildings which are executed by the E.S.I corporation.
4. He will be the Estate Officer for the existing buildings of the department in their maintenance.
5. He is responsible for the fixing of rents of private buildings which are taken for locating E.S.I dispensaries and deal with all the prob-

lems related to rents.

6. Eviction of unauthorised occupants in ESI staff quarters.
7. Eviction of encroachments of E.S.I Land Buildings.
8. He shall convene the allotment committee of Government Quarters to staff working in hospitals Dispensaries and directorate or other I.M.S institutions in Consultation with the superintendent or Joint Director of the area concerned and with other committee members to ensure smooth allotment procedure.

8. WELFARE OFFICER

This post is created to assist the Director in solving the demands of the employees unions. He is in the cadre of Lay Secretary and Treasurer Grade-I. He will work under the administrative control of the Director. (G.O. Ms. No. 74, LEN & TE (Lab. V) Dept. , dt. 12-3-85)

Functions:

1. He shall be conversant with service rules and labour laws.
2. He will assist the Director in dealing with the demands of the recognised employees unions as they were allowed trade union rights.
3. He shall keep liasion with Labour Department and obtain their co-operation and assistance in solving the demands of the unions.
4. He shall guide the Director in solving the problems of the employees and ensure smooth functioning of the institutions.

9. REGIONAL-JOINT DIRECTOR (ADMINISTRATIVE MEDICAL OFFICER OF THE REGION)

This post of Regional Officer was sanctioned in the year 1981 to supervise the work of the dispensaries. This post is in the cadre of Joint Director., (G.O. Ms. No. 1008. LEN & TEL (Lab v) Dept. dt. 15-12-81) Articles 8 to 11 of HI Standing orders, Part - I to the extent applicable.

Functions :

1. The joint director of the region is incharge for the delivery of services for providing medical care through the ESI Medical institutions under his jurisdiction
2. He shall supervise the work in the E.S.I. Dispensaries functioning in his region, and guide the Medical Officers both in technical and administrative aspects.
3. He is administrative and financial authority in his region, and responsible for exercising powers entrusted over the respective ESI Medical institutions under his controls.
4. He is incharge of general administration and discipline of the dispensaries under his control and all the official correspondence of the dispensaries passes through him
5. He is , empowered to appoint, transfer, grant leave, punish under C.C.A. Rules, the employees for whom he is appointing authority
6. He is direct demanding officer for procurement of drugs, dressings and other appliances required and supply them to the dispensaries under his control as per requirement.
7. Procure the drugs and other hospital material as per the policy approved by the Govt. from time to time, and within the financial powers delegated.
8. Chair the drug procurement committee in selecting the drugs and dressings.
9. He shall submit the periodical reports about the work done in the dispensaries to the Director Insurance Medical Services as and when called for.

10. SUPERINTENDENT (MEDICAL)

There is no post of Superintendent as such. One of the senior civil surgeon specialist working in the Hospital will be nominated as Superintendent of the hospital by the Director, Insurance Medical Services. Besides attending to his clinical duties as a specialist and providing medical care to the patients, he

will discharge the following functions as Medical superintendent of the concerned Hospital. (Articles 1 to 7 of HI standing orders, Part - I, to the extent applicable)

Functions :

1. He is incharge of the general administration and discipline of the hospital including all departments attached to the hospital. All official correspondence of the hospital passes through him.
2. He is empowered to appoint, grant leave, punish under CCA Rules, the employees for whom he is the appointing authority
3. Sanction expenditure under all heads of accounts, provided that the appropriation placed at his disposal for the year will not exceed and subject to the condition that his limits of sanction prescribed or delegated are not exceeded for the various charges.
4. Make periodical inspection of the hospital and nurses quarters atleast once in a week along with the R.M.O, Nursing Superintendent, Lay Secretary, Electrician, Plumber and the representative of the R & M agency and take decisions on the spot.
5. He is assisted by the following officers in the administration of the hospital
 - a) Resident Medical Officer with regard to the hospital administration
 - b) Lay Secretary with regard to the non-technical organisation administration.
 - c) Nursing Superintendent with regard to the Nursing services.
6. Allocate duties to the Medical Officers.
7. Sanction leave to Civil Surgeons and Civil Asst. Surgeons where no substitute arrangements are required.
8. Attend to the desk work, as head of the office and ensure that proper action is taken on all the papers received in the office.

9. He shall submit the periodical reports about the work done in the hospital to the Director of Insurance Medical Services as and when called for.
10. He is responsible for the Director for proper functioning of the hospital
11. Ensure proper maintenance of various records as prescribed by the department.
12. He is the chairman of the Medical Board constituted under E.S.I. act. He will convene the Medical Board twice in a month or when ever required.
13. He is the Chairman of the Drug Procurement Committee.
14. He shall not engage in private practice.
15. The Superintendent is responsible for allotting and maintenance of quarters with the help of a committee.
16. Superintendent is responsible for referring the patients to super speciality hospitals with the help of a committee as per rules.
17. He should convene the Hospital Advisory Committee, Grievances and Redressal Cell, Vigilance Cell, Hospital Waste Management Committee etc., and implement the decisions of the committee promptly and effectively.

11. RESIDENT MEDICAL OFFICER (RMO)

He is in the cadre of Civil Surgeon, promoted from the general seniority of the Deputy Civil Surgeon. He need not have any postgraduate degree or diploma in any speciality. If available a doctor with basic M. B. B.S Degree and post graduate Degree 1 Diploma in hospital and health administration is preferable for the post. His duties are purely administrative in nature. He will work under the administrative control of the Medical Superintendent of the hospital. (Articles - 12 to 35 of HI standing orders, Part - I)

Functions :

1. The Resident Medical Officer shall assist the Medical Superintendent in all administrative functions.

2. He will not engage in private practice.
3. The outpatients department, dispensary and Medical Stores, and workshop, will be under his administrative charge except where separate arrangements exist for incharge of these departments.
4. All male employees like, Nursing orderlies Pharmacists, Sweepers, Thoties etc., will be under his control.
5. The sanitation and conservancy of the hospital will be under his supervision.
6. He will daily inspect the kitchen and the rations and see that they are of the proper quality.
7. He will go round the hospital during the night at any hour between 9.00 pm and midnight and or at any other time which he considers necessary. He will report to the superintendent in any irregularities noticed during his rounds.
8. He shall pay surprise visits to the milk supply, provision stores and medical stores and take samples to be sent for analysis at frequent intervals - atleast once in a month and keep proper, record of such analysis made from time to time.
9. He will, as a routine examine the food cooked or supplied by diet canteen, for the patients before distribution.
10. He will scrutinize the morning report before submission to the superintendent.
11. He is responsible for the adequacy of the fire protection arrangements in the hospital and will hold fire alarm practice once in six months.
12. He will be provided duplicate keys for all rooms which are closed at nights.
13. He will accompany the superintendent on his weekly inspection of the hospital and the nurses quarters.
14. He will be responsible for the medical care of the nursing staff.

15. He will be appraised by the members of the staff any unusual occurrence taking place in the hospital either by day or night which comes to their knowledge in the course of their official duties.
16. The allotment of rooms in the special wards will rest with him. He will maintain a register of those awaiting admission into the hospital.
17. He will see that all births and deaths occurring in the hospital are promptly reported to the municipal authorities as per the statutory provisions.
18. He will examine and sign the case sheets and diet sheets of the patients discharged on the previous day.
19. He will be responsible for the proper maintenance of all medical records relating to in -patients.
20. He will supervise the maintenance of all statistical records.
21. He should reside in the quarters provided for in the hospital and be available for emergencies at all times. During his absence from the hospital premises, the Dy.C.S.RMO/ ARMO/Duty Medical Officer will look after his duties.
22. He shall enlist the cooperation of all the civil surgeon specialists and see that medical care is provided in all branches of the hospital

12. SECOND RESIDENT MEDICAL OFFICER

He is called as Second RMO /Assistant RMO. An Officer in the cadre of Dy.Civil Surgeon 1 Senior Assistant Surgeon will be nominated by the Director as Assistant RMO He will work under the administrative control of the Civil Surgeon RMO and the Medical Superintendent of the hospital. If available a doctor with basic M.B.B.S Degree and Postgraduate Degree/Diploma in hospital or health administration is preferable for the post.

Functions:

1. He will be incharge of the Anti Rabic Section of the outpatient department and he will be entirely responsible for its running.

2. He will go round the hospital and look to the sanitation. He will maintain sanitation diary and submit to the RMO daily and to the Superintendent once a week.
3. On alternative days he will attend to all memos from the wards and departments and make a round of the hospital between 9.00 pm and midnight or at any other time he considers necessary, relieving the RMO from this duty.
4. He will assist the RMO in exercising general control over all subordinate, male hospital employees and will bring to the notice of the RMO the absence or misconduct of any of the staff.
5. He will check up the quality of the milk supplied to the hospital and quality supplied to the wards and patients.
6. He will also be responsible for the cleanliness, sanitation etc., of the hospital rooms and the wards.
7. He will scrutinise the inpatients nominal register daily to see that the entries are correctly and legibly written. The entries regarding discharges, deaths etc., will be attested by him with reference to the entries in the bed head tickets.
8. He will see that accident registers are written up and maintained properly.
9. He will scrutinize and initial the statistical registers relating to the inpatients on the 5th of every month.
10. He will see that the register of in-patient and other registers are maintained by the casualty dept.
11. He will scrutinize the indents for drugs and dressings from the wards and departments and satisfy himself that the articles indented are absolutely necessary and confirm to the minimum requirement.
12. He will reside in the residential quarters provided for in the hospital.
13. He will attend to the other functions of RMO in his absence from the hospital premises.

14. He shall attend to any other work entrusted to him by the superintendent / RMO.
15. He shall also attend to clinical duties if he has got any degree/diploma in any speciality
16. He will discharge the duties of Civil Surgeon RMO when he is posted to a hospital where there is Deputy Civil surgeon RMO post only as in the case of some 50 bedded ESI hospitals.
17. He shall not engage in private practice.

13. SPECIAL GRADE CIVIL SURGEON CIVIL SURGEON SPECIALIST

The post of Civil Surgeon Specialist is created in the hospital to provide specialist treatment in the following areas. (Articles 52 to 57 of HI. Standing orders, part - I)

1. General Medicine
2. General Surgery Anaesthesia
4. Obstetrics & Gynaecology
5. Orthopaedics
6. Paediatrics
7. Ophthalmology
8. Ear, Nose and Throat
9. Radiology
10. Cardiology
11. Psychiatry
12. Tuberculosis
13. Dermatology
14. Microbiology
15. Pathology

16. Neurology
17. Venereal Diseases
18. Plastic surgery and
19. Any other speciality

The holders of the post are of post-graduate degree holder in that speciality with sufficient experience. Each one will be allotted certain number of beds in the hospital to render specialist services in their branch both for out-patients and in-patients. The civil surgeon specialists shall not engage in private practice.

Functions:

1. He shall conduct out-patient clinics daily or on a particular day in a week if their number is more than one and give treatment to the insured persons and their dependents who attend his out patient department
2. He shall admit the patients in case treatment is required in the hospital and treat them until they are discharged.
3. He shall ensure the availability of the required equipment and appliances in good working condition in his department to enable him to diagnose and treat the patients efficiently.
4. He shall also ensure the availability of the essential drugs in his department.
5. He shall ensure proper utilisation and safe custody of the equipment in his department.
6. He shall utilise the services of the Deputy Civil Surgeon Civil Asst.Surgeons, Nursing and other para medical staff posted to his department in the best manner, while enlisting their co-operation.
7. He shall approach the superintendent of the hospital / Resident Medical Officer in case of any problem for help.
8. He is accountable to the Superintendent of the hospital for efficient management of his department.

9. He shall ensure proper maintenance of the hospital records such as out-patient reports, in -patient, reports, case sheets, accounts for the drugs and dressings received for the ward and other statistics of his departments.
10. He will attend to call duties outside hospitals hours whenever called for.
11. He is responsible for examining the I. Ps. and give his opinion to the Medical Board as and when called for or when appointed as member of the Medical Board.

14. DEPUTY CIVIL SURGEON

He is a promotee from Civil Asst.Surgeon. He may be having a post-graduate degree Diploma in any of the speciality or no post-graduate qualification. If he is having a post-graduate qualification, his services are utilised in that particular speciality branch, and if not in any branch, according to the needs.

Functions:

1. He shall work under the administrative and technical control of the Civil Surgeon specialist of the concerned department in which he is posted.
2. He shall carry out the duties entrusted to him by the Civil Surgeon Specialist.
3. In case he is posted as Asst. Resident Medical Officer Deputy Civil Surgeon /Resident Medical Officer, he shall discharge the, functions of the Assistant Resident Medical Officer/Deputy Civil Surgeon /Resident Medical Officer.
4. He shall not engage in private practice.

He is the basic Medical Personal in the hierarchy of the Medical department. He may have post-graduate/degree /diploma in any of the specialities

or not having such post-graduate qualification. He shall work under the direct administrative and technical control of the Civil Surgeon specialist of the department in which he is posted. He shall not engage in private practice. (Articles 59-76 and 189 to 206 of HI, Standing orders, Part - I)

Functions : In O.P. / Wards

1. He/ shall assist the Civil Surgeon specialist in out -patients / In - patients services in the wards.
2. He /She shall carry out any clinical work entrusted to him / her by the Civil Surgeon.
3. He /She shall maintain the O.P. register for the cases he / she examines.
4. He /She shall write the case sheet of the in patient as per the directions of the civil surgeon.
5. He /She shall note the prescription of the treatment advised by the civil surgeon in the case sheets.
6. He / She shall sign the daily indent of drugs and dressings of the in - patients.
7. He / She attend to any other clinical work entrusted to him / her by the civil surgeon.

In Casualty :

1. He shall examine the patients brought to casualty immediately and Provide treatment.
2. In case the patient require treatment of a specialist, he she shall intimate the fact to the concerned civil surgeon and obtain his advise.
3. He/she shall attend to all other emergency cases who attend casualty and admit them as in-patients if they require admission and inform the concerned specialist/Duty Medical Officer.
4. If it is Medico-Legal case, he / she shall intimate the police or refer

the case to the local Govt. Hospital for treatment and further action, while giving first aid treatment.

5. He/she shall maintain the prescribed register in casualty department.

As Duty Medical Officer.,

1. He/she shall attend the patients admitted in casualty /ward, administer the emergency treatment. He may request the presence and advice of the specialist if necessary.
2. He/she shall attend the inpatients already admitted in the ward on receiving the intimation of the staff nurse in charge of the ward, in case of necessity emergency.
3. He/she shall carry out the instructions of the concerned civil surgeon specialist in the treatment of the patients admitted in emergency / already admitted.

In ESI Dispensary:

1. He shall attend the insured persons and their family member who attend the ESI dispensary for treatment.
2. He/she shall maintain the list of insured persons allotted to his dispensary by the ESI Corporation and provide treatment to those who are allotted to his dispensary.
3. He/she shall run the O.P. Dispensary for six hours in a day from 8.30 a.m. to 12.30 p.m. and 4.00 p.m. to 6.00 p.m. 19.00 a.m. to 1.00 p.m. and 4.30 p.m. to 6.30 p.m. and attend to patients. All the doctors and staff should attend both shifts in a 6 hour dispensary. In certain dispensaries the working hours are from 8.00 am to 8.00 pm and the Medical Officer shall work in shifts along with other para medical staff and run the O.P. Department for 12 hours.
4. He/she shall prescribe only standard drugs supplied to the dispensary.
5. He/she shall also arrange the required laboratory and other tests for the patients required for the treatment.

6. He/she shall issue the regulatory and other Certificates to the insured person after thorough examination of the patients, as per ESI Act / ESI Medical manual.
7. He/she shall refer the patients who require medical care in a particular speciality to the nearest E. S. I Hospital, or where such speciality of treatment is available in the nearest Government Hospital, as the case may be.
8. If he/she is incharge of the E.S.I. Dispensary, he / she will discharge the functions of the Drawing and Disbursing Officer and maintain all the relevant registers and records of the accounts he operates. He/she shall also attend to all correspondence of the dispensary, as a head of the office. He/she shall also allot duties to the paramedical and other staff working in the dispensary and ensure proper functioning of the dispensary.

16. DEPUTY CIVIL SURGEON (DENTAL)

This is a promotional post to Dental Asst.Surgeon created in the year.... He will work under the administrative control of the Hospital Superintendent. (As per Hospital Standing Orders)

Functions :

1. He/she., has to treat the patients in the speciality of Dental Surgery.
2. He/she shall ensure all the equipment , required for his department, supplied and maintain the same properly.
3. He/she shall attend to the out-patient care conducted for the purpose and attend to cases referred by the General. O. P.
4. He/she will also ensure referral of cases to Dental Care specialists whenever necessary
5. He/She shall not engage private practice.

17. DENTAL ASSISTANT SURGEON

This is an initial recruitment post. He/She shall work under the control of

Dy. Dental Civil Surgeon if existing otherwise under the control of the Medical Superintendent of the hospital. (As per Hospital Standing Orders)

Functions :

1. He/she shall render Dental Care treatment to the patients attending his department.
2. He/she shall ensure that the required equipment for the department is available and maintain the same properly.
3. He/she shall maintain the stock account of the equipment appliances, and drugs supplied to his department.
4. He/she shall furnish the particulars of work done in the department to the superintendent.
5. He/she will also attend to the cases referred by other departments.
6. He / She shall not engage private practice.

This post is created to provide treatment in this particular system of medicine. He is a qualified medical officer in the Ayurvedic system of medicine. He shall work under the administrative control of the Medical Superintendent of the Hospital.

Functions :

- 1 He shall provide treatment in this particular system of medicine for the patients who choose for such treatment.
2. He shall procure the required drugs through the Medical Superintendent for supply to the patients.
3. He shall account for the drugs and other items received for the department.
4. He shall furnish the particulars of work done in his department and send the periodical reports to the Medical Superintendent regularly and also to the Director.

5. He/She shall not engage private practice.

19. SENIOR MEDICAL OFFICER (AYURVEDA)

This post is manned by a Medical Officer with G.C.I.M. He will work under the administrative control of the Medical Superintendent of the Hospital.

Functions :

1. He shall provide treatment in this particular system of medicine to the patients who choose treatment in this system of medicine.
2. He shall procure the drugs through the Medical Superintendent and ensure the supply of drugs required for the treatment.
3. He shall account for the drugs etc., supplied to his department.
4. He shall furnish the particulars of work done in the department periodically to the Medical Superintendent, and also to the Director regularly.
5. He / She shall not engage private practice.

20. NURSING SUPERINTENDENT GRADE - I

The post of Nursing Superintendent Grade-I is sanctioned to major hospitals having bed strength of 500. It is a promotional post to the Nursing Superintendent Grade-II., She will assist the 'Superintendent of the hospital in Nursing care. (Articles 108 to 123 of Hl. Standing Orders, Prt - I and 75 to 80 of part - II)

Functions:

1. She is responsible to the Superintendent of the hospital for the efficient nursing of the sick, for the discipline conduct and duties of the Nursing Staff.
2. She will exercise a general supervision over the linen department. She will take stocks of clothing and bedding once in every three months and report the result to the superintendent.

3. The female nursing orderlies and female thotis and sweepers are under the control of Nursing Superintendent. She is responsible to the superintendent for their proper discharge of duties and discipline.
4. She will arrange for the role call of the ward female servants to be taken by a senior member of the nursing staff and will herself take the role call once in a week.
5. She will maintain the duty rosters of the members of nursing staff and the female ward servants.
6. She will maintain a record of casual leave, days off, half days and late permission granted to the members of nursing staff and the female ward servants.
7. She will make a round of the hospital atleast once daily and will visit the patients to see that they are properly attended to by the nurses.
8. She will countersign, after proper scrutiny, all memorandums, incidents etc, from members of the nursing staff.
9. In hospitals where the posts of Nursing Superintendent Grade-ii exists, the later will assist the Nursing Superintendent Grade-1 in all her duties and by special order of the Superintendent, specific duties may be assigned to Nursing Superintendent Grade-I, for which she is responsible to Nursing Superintendent Grade-I.
10. She will see that proper facilities are provided for carrying out the correct techniques of Medical and Surgical procedure.
11. She will make surprise visits to the wards in the night.
12. She will be member of the Hospital condemnation Board.
13. She will attend her office daily from 8.00 a.m. to 4.00 p.m. with an interval of one hour.
14. She will be permitted weekly day off making alternative arrangements by the Superintendent.
15. She shall be responsible for giving and receiving reports to and from night Superintendent.

16. She shall see to the promotion of good relationship between various departments and categories of Nursing Staff / other staff / patients.
17. She will accompany the Superintendent of the hospital in his / her sanitary rounds.
18. If there are Nursing Staff quarters, she shall be responsible for house keeping, sanitation and general management of such quarters.
19. She will be responsible for the maintenance of the mess in Nursing quarters and for keeping proper accounts of the mess expenditure and for the proper maintenance of the furniture, crockery and other equipments provided at Govt. cost for the use in the nurses quarters.

21. NURSING SUPERINTENDENT GRADE - II

The post of Nursing Superintendent Grade-II is sanctioned to major hospitals having bed strength upto 300 and below. It is a promotional post to Head Nurses. She will assist the Nursing Superintendent Grade-I if any, otherwise she will work under the administrative control of the Superintendent of the hospital to assist him in nursing care.

Functions :

1. If there is no post of Nursing Superintendent Grade-I, She will perform all the duties of Nursing Superintendent Grade-I in the hospital.
2. Where she works as an assistant to Nursing Superintendent Grade-I her specific duties will be assigned by the Nursing Superintendent Grade-I - by special order of the Medical Superintendent.
3. She will attend the office daily during the hours specified by the Nursing Superintendent Grade-I.
4. She will maintain the health index cards of the Nursing Staff.
5. She will visit the linen departments and the laundry every day to see that the work in the two departments are carried on properly and that

all dhobies are on duty. All new linen will be unpacked and counted in her presence and she will supervise the marking of all new linen.

6. She will make rounds of the hospital wards alternatively with the Nursing Superintendent Grade-I and see that, the patients are properly attended to by the Nursing Staff.

This is a promotional post to staff nu nurse. The post of Head Nurse is sanctioned as per the yardsticks prescribed by the E.S.I. Norms to assist the Nursing Superintendent in managing. (Articles 144 to 173 of HI. Standing orders, Part - I and 7 to 74 of Part - I and 88 to 91 of Pat - II)

Functions :

1. She is responsible for the efficiency of Nursing in the wards under her charge, for the discipline, cleanliness and management of the wards.
2. She is responsible for the safe custody of the ward surgical appliances, drugs and dressings, furniture, crockery and correct rendering of indents, memorandams and reports of all kinds.
3. She will supervise the taking over of the ward equipments by the Staff Nurse whenever she is changed, and will report at once, in writing, to the department concerned through the nursing superintendent all deficiencies of any kind.
4. She should be punctual on duty and see that nurses are also punctual and report to the Nursing Superintendent any unpunctuality that comes to her notice.
5. She is responsible for economy in the expenditure of non-diet articles in her wards or departments and will countersign all indents from the staff nurse for such articles. She will see that these articles are indented for only when they are absolutely necessary and not as a routine and that there is no wastage or leakage.

6. She will issue request passes enabling visitors to visit seriously ill patients at any time day or night,
7. She will accompany the visiting civil surgeon during his ward rounds.
8. She will periodically check the equipments, furniture, medical and surgical appliances in the wards under her charge with reference to stock books and report the result to the Nursing Superintendent. She will conduct complete physical verification of stocks on the first working day of the January and July of each year and report the discrepancies if any noticed to the superintendent through the Nursing Superintendent.
9. One Head Nurse if the number is more will be posted as Night Superintendent by rotation. She will make round of wards twice during nights and visit the Nurse's Quarters once if any.
10. She will carry out such other duties as may be assigned by the Medical Superintendent /Nursing Superintendent from time to time.

23. STAFF NURSE

The following are the functions of staff nurses working in Hospitals where inpatients care is provided. In a dispensary, where out-patients services are only provided, the staff nurse shall carryout the relevant functions from the following.

Functions :

1. She will acquaint herself with "Manual of Rules for Nurses in Govt. Hospitals" supplied by the Nursing Superintendent. Want of knowledge of the rules will not be accepted as an excuse for failure to comply with them.
2. She is directly responsible to the Head Nurse for carrying out the duties assigned to her.
3. She will see that the patients are given efficient nursing care. She shall distribute medicines, tablets and other drugs. As ordered by the ward Civil Surgeon /Asst. Surgeon.

4. She will prepare and assist in giving I.V. Injections and infusions transfusion.
5. She will maintain correct record of medicines, tablets injections and the treatment given to the patients and any other records required.
6. She shall see that correct temperature is recorded.
7. She shall make rounds with the doctors, nursing superintendent and other senior officers whenever required.
8. She shall prepare and assist in all clinical tests and medical procedures.
9. She shall collect, label and dispatch all specimens such as urine, blood, starch etc and enter in the case sheet on receipt of results.
10. She shall escort seriously ill and operated patients to from her ward, without detriment to the care of other patients.
11. She shall see that the ward and cupboards are clean and tidy at all times.
12. She shall prepare all surgical dressings, bandages and dressing trolleys and will be responsible for the routine care of cleaning of apparatus.
13. She shall see that the clean and soiled linen is properly cared for
14. She shall disinfect the ward, beds or any other place or equipment which has been used by infectious patients and as a routine in case of patients discharged or dead.
15. She shall see that bedridden patients are given regular full sponges, according to the requirements of the patients, including care of mouth, hair and nails. She should also see such patients are fed properly.
16. She shall ensure that the patients are supplied correct diet and see that proper quality and quantity is maintained and be present and supervise the distribution of diet to the patients. In case she finds anything wrong she will report at once to the Resident Medical Officer.

17. She shall see that patients are kept clean and tidy.
18. She shall assist the Head Nurse in checking and maintaining proper records of stocks and other equipments.
19. She shall ensure that all equipment required for the ward is in working condition.
20. She shall see that the aspects in carrying out are cautions are observed in carrying out all sterile procedure.
21. She shall see that all the required trays for giving Nursing care are clean
22. She will see that all poisonous drugs or solutions required for emergency use in the wards, are kept locked in the cupboard and should take them out when the Medical Officer requires them.
23. She should ascertain the specific gravity of the milk supplied to the ward. If the quality is suspicious, she should send the sample of the milk with a report to the Resident Medical Officer for analysis.
24. She can give ordinary, Hypodermic injections to the patients except morphia under guidance of the doctor
25. She is responsible for the admission and discharge of patients and will give necessary instructions to the patients and their attendants.
26. She will assist in giving and recovering bedpans and urinals in case of seriously ill and operated patients.
27. She will assist the Civil Surgeon specialist / Medical Officer in operation theatre in the manner required by the Civil Surgeon / Medical Officer.
28. She will, under the supervision of the ward Medical Officer, maintain a ward in-patient, nominal register in the prescribed form.
29. She shall obtain the required drugs from the Medical Stores, as per the ward prescription book and she is the custodian for the prescription book.

30. The Night Nurse-in-charge of the ward, will, after midnight, prepare a daily census of patients in the prescribed form. She will record the names of all patients remaining in the ward and who are on the dangerously ill list the details of patients discharged or dying after midnight will be included in the statement for the next day
31. She shall report every death occurring in the ward to the Duty Medical Officer-
32. When it is necessary to requisition the services of a Medical Officer to attend to any emergency case in the ward, the nurse on duty will send a written memorandum to the Duty Medical Officer giving brief details of the name of the patients and noting the time of sending the memorandum and obtain his acknowledgement on the counter-foil. If there is any undue delay on the part of the Medical Officer in responding to the emergency call, she should report the fact to the Resident Medical Officer.
33. When money or valuables are found on the bodies of patients who die in the hospital, the nurse will send them to the office and obtain acknowledgement. She should not remove the 'Tali' from Hindu women patients wearing tali and who die in the ward.

24. LAY SECRETARY & TREASURER GRADE-I (IN THE OFFICE OF THE MEDICAL SUPERINTENDENT)

The post of Lay Secretary and Treasurer is created-in the hospital with a view to relieve the Superintendent of some of his administrative and nontechnical duties so as to enable him to look after professional and technical work. He will work under the administrative control of the Superintendent. He will, under the superintendent, be incharge of the non-technical organisation of administration of the hospital, (Articles 426 to 448 of Hl. Standing orders, Part - I)

Functions:

1. He will be in entire charge of the clerical establishment and the Class IV staff working in the office and be responsible for the proper work

of the non-technical branch of the office, discipline and decorum of the office.

2. He will be solely responsible for the maintenance of all accounts relating to cash transactions viz cash book permanent advance register, contingent register etc.:
3. He will be responsible for the proper maintenance of various stock accounts of stores such as
 1. Furniture
 2. Linen
 3. Drugs and Dressings
 4. Instruments and appliances.
 5. Major and minor equipment
 6. Forms and stationery.

He will arrange periodical verification of the stocks as requested under financial code.

4. He will check and sign all indents for stores such as drugs, dressings, instruments, appliances etc., purchased and will inspect the supplies received.
5. He shall exercise a particular check over the purchase and maintenance of valuable articles of furniture, hospital equipment etc.
6. He is responsible for the proper accounting and maintenance of registers relating to diet accounts and see that the rules prescribed relating to diet are strictly followed, bringing to the notice of the superintendent any economical issue of the diets and extras. He will verify that the perishable articles stock register is written daily and contains a record of all perishable articles supplied by the contractor during the day. He will also review the Diet accounts and check the postings in the diet register With the entries in diet sheets.
7. He will scrutinize the expenditure of non-diet articles in wards and

departments and articles such as dressings, lotions, thermometers, syringe, etc., and bring to the notice of the superintendent any wasteful expenditure on these articles.

8. He will exercise check over the contingent expenditure of the hospital.
9. He will be responsible for the work connected with tenders and contracts.
10. He will be responsible for the proper maintenance and upkeep of the hospital buildings.
11. He will supervise the consumption of electricity, gas and water.
12. He will be present
 - a) At the auction sale of all condemned articles
 - b) When the pay of the hospital staff is disbursed.
13. He will be delegated by the superintendent of the hospital the powers,
 - a) To draw pay and allowances bills of the establishment
 - b) To draw contingent Bills
 - c) To draw other bills
 - d) To sign for the head of the office, bills vouchers and orders sanctioning expenditure.
 - e) To incur or sanction charges on account of ordinary and recognised contingencies except special medicines.
 - f) To attest entries in the service books and verify the service records annually.
 - g) To be the Drawing and Disbursing Officer
14. He will be responsible for the custody of the cash in the hospital.
15. He will be responsible for the preparation of budget and revised estimates, financial returns etc., review the progress of expenditure of the appropriation places at the disposal of the superintendent

and bring to the notice of the superintendent any abnormal expenditure that may lead to exceeding the budget allotted.

16. He shall be well conversant of the financial rules, treasury rules, service rules and other civil service rules with their upto -date amendments and shall guide the superintendent in all financial and administrative matters correctly.
17. All papers, drafts, statements, returns etc., for the signature of the superintendent should be routed through the Lay Secretary and Treasurer who will scrutinize them and initial.

25. LAY SECRETARY TREASURER -GRADE II

The post of Lay Secretary and Treasurer Grade -II is created along with Lay Secretary and Grade -I in Major Hospitals. In the Hospitals where there is no post of Lay Secretary Grade- II, the Lay Secretary Grade- II will discharge functions of Lay Secretary Grade- I. In the hospitals where there is Lay Secretary Grade- I is existing the following are the functions of Lay Secretary Grade - II (Articles 426 to 448 of HI. Standing Orders, part - I and 568 to 576 of Part - II)

Functions :

1. He will be responsible to the superintendent through the Lay Secretary & Treasurer Grade I for the proper functioning of 1) the Medical stores and 2) kitchen stores, and diet arrangements in the hospitals. He will issue such instructions to the staff working there, which he thinks necessary for the efficient working of the stores.
2. He will inspect all the articles received in the stores against indents duly authorized by the superintendent.
3. When in doubt about the quality of the articles, and in all supplies of surgical equipment, instruments and appliances, he will consult the medical officers in supervisory technical charge of the stores. All costly equipment will be inspected by the superintendent before they are accepted and taken to stock.
4. He will see that articles received into the stores and issues made

from the stores are promptly entered in the stock books concerned.

5. He will make stock entries and pass for payment all bills received in the Medical stores.
6. All correspondence, indents, statements etc, relating to Medical stores will pass through him.
7. He will be responsible for the correct methods of accounting being adopted in the Medical stores.
8. He will carry out physical verification of the stores periodically atleast once a month a few articles being selected at random for verification each time. A report on such verification will be submitted to the superintendent.
9. He will check the stock books maintained in the dispensary to ensure that the drugs etc., issued from the stores are duly brought into account in the dispensary and that the issues to the wards and department are made against proper indents

26. PHARMACIST (GRADE-II)

The Pharmacist is a technically qualified person in Pharmacy. The Pharmacist Grade-1 is a promotional post to Pharmacist Grade-II. He works under the administrative and technical control of the Resident Medical Officer in hospitals and Medical Office In-charge in a dispensary. In a medical institution where these two categories exist, the Pharmacist Grade-1 will be incharge of the main medical stores of drugs, dressings, and appliances with the assistance of Pharmacist Grade-II and the Pharmacist Grade-II will be at the distribution point at dispensary.

Functions:

1. He shall be in-charge of the Medical Stores.
2. He shall assess the requirement of drugs, dressings and appliances and inform the officer in-charge of the stores for indenting the same.
3. He shall maintain the stock registers of the drugs, dressings and appliances.

4. He shall utilise the services of Pharmacist Grade-II either at Medical Store or Dispensary.
5. He shall be responsible for the quality of the materials received in the Medical Stores.
6. He shall maintain stock register of drugs, dressings, appliances and major and minor equipments received in the hospital.
7. He shall ensure that the drugs available in the stores are used before the date of their expiry, by constant watch on the expenditure of drugs with reference to their date of expiry.
8. He will be responsible that proper supply of chemicals and apparatus required for medical boards is maintained in the Medical Board Room and will inspect them before the Medical Board assemblies.

27. PHARMACIST (GRADE -II)

He is a technically qualified person in Pharmacy. If there is no Pharmacist Grade-1 he will Pharmacist Grade-1 also. (Articles 371 to 378 of H.I. Standing orders, part - I and 64 to 69 & 620 of Part - II)

Functions:

1. He will distribute the drugs to the wards/ in case of hospitals or to the patients in case of dispensaries and keep an account of the same.

28.COMPOUNDER (AYURVEDA)

29.COMPOUNDER (HOMEOPATHY)

These posts were created to assist the Medical Officers of these particular systems of medicine. They are qualified personal in their branch of pharmacy. They will assist the Medical Officers in the preparation of medicines and supply the same to the patients on the prescription of the Medical Officers. They shall also maintain the stocks of medicines, and their expenditures As per H.I standing orders.

30. HEALTH VISITOR

She is a trained person. Candidates who were trained in Health visitors Training centre for 2 and half years / Auxiliary Nurse Midwife trained in 1 and Half year training who are given 6 weeks orientation training will be posted as Health Visitors. (As per Hospital Standing orders.)

Functions:

1. She is responsible for the development of Maternity and Child Health, Family Welfare and Immunisation services.
2. She will arrange group talks to expectant mothers and lay stress on personal Hygiene, Nutrition, and environmental sanitation.
3. She will carry out house visits to give advise about maternity and child health, and on family welfare methods.
4. She will ensure that antenatal and post-natal cards are maintained for mothers and infants,
5. She will observe and supervise the work of the ANMs and help them to improve their clinical and human relationship
6. She will ensure that adequate equipment is provided and maintained for Maternity and Child Health Services.
7. She will carry out any other functions entrusted by the incharge Medical Officer.
8. She will be responsible for the maintenance of records, preparation and submission of reports and return to the Medical Officer and higher authority.
9. She will attend to motivation work under Family Welfare Programme and follow-up of reports.
10. Ensure adequate stocks and supplied of contraceptives and vaccines.
11. Conduct periodical immunisation for children.

31. AUXILIARY NURSE MIDWIFE (ANM)

(Multi purpose health Worker- female)

She is a trained person who undergo a certificate course for 1 and half years with minimum general education. It is an initial recruitment post. (As per Hospital standing orders.)

Functions :

1. She will work under the over all supervision of the Health Visitor in the E.S.I. Dispensary if there is one or under the supervision of the in charge Medical Officer of the dispensary.

If she is posted in a' hospital, she will work under the supervision of the Civil Surgeon Specialist /Asst. Surgeon in Obst. & Gyne. department.

2. She will assist the Medical Officer / Health Visitor in attending Antenatal cases / Delivery / Postnatal cases.
3. She will conduct deliveries at the houses of the patients, when required.
4. She will impart health education to the expectant mothers who attend the dispensary.
5. She will conduct house visits and contact expectant mothers and encourage them to come to hospital / dispensary.
6. She will educate the female patients who attend the hospital / dispensary for adoption family welfare methods.
7. She will assist in the immunisation programme implemented in the hospital / dispensary.
8. She will attend to any other work entrusted to her by the controlling Medical Officer.
9. She will provide nutritional supplements like Vitamin 'A' to the children under preventive eye care.

32. DIETICIAN

He is a non-medical person qualified With degree/diploma in Dietician. (HI . Standing orders)

Functions:

1. He will prescribe suitable diet to the patients referred to him by the civil surgeon specialists such as diabetic diet, high protein diet, low protein diet etc, while considering the condition of the patient for which he will be available in out-patient department during OP timings. He shall also give his advise to the in-Patients referred to him.
2. He will supervise the preparation of various types of diet in the hospital kitchen, whether they are of the required standards.
3. He will plan the menu for the patients as per the consolidated diet sheet received from the kitchen stores prepared out of the diet sheets received from the wards.
4. He will ensure the availability of the vessels etc, required for the kitchen.
5. Establishment and maintenance of safe food storage practices.
6. He will supervise the proper distribution of food to the wards.

33. BIOCHEMIST

He is a non-medical person but a qualified Biochemist with M.Sc. in Biochemistry. He will work under the administrative control of the Resident Medical Officer. He will be assisted by Junior Analyst and Laboratory technicians in his work. (HI. Standing orders)

Functions :

- 1 He will maintain the Biochemical laboratory in the hospital with required men and material.
2. He will maintain the cleanliness and safety of the laboratory.
3. He will ensure that the glassware and equipment are kept clean.

4. He will get the equipment sterilised as required.
5. He will ensure the disposal of specimens and infected material in a safe manner.
6. He will supervise the investigation done in the laboratory and correct reporting of the results of investigations done in the laboratory.
7. He will arrange collection of samples from in patients and out patients referred to by the civil surgeon specialists and get them examined in the laboratory and furnish the results to the concerned departments.
8. He will ensure the provision and procurement of instruments, chemicals, furniture etc, for the laboratory for its smooth functioning.
9. He will keep liason with the civil surgeon specialists to improve the standards of investigations.
10. He will maintain the stock accounts of the various materials like glass ware, chemicals etc., supplied to the laboratory.
11. He will supervise and guide the laboratory technicians in their work.
12. He will maintain the record of work done in the laboratory in the prescribed form.

34. JUNIOR ANALYST

He is a non-medical person with degree/post-graduate degree in Bio-chemistry. He will work under the administrative and technical control of the Bio-chemist and assist him in the maintenance and working of the Bio-chemical laboratory. He will be assisted by laboratory technicians.(Hl. standing orders.)

Functions:

1. He will attend to all the Biochemical investigations prescribed by the civil surgeon specialists for in-patients and out-patients.
2. He will maintain the register showing the various tests conducted in the laboratory and furnish a monthly statements to the superintendent.

35. LABORATORY TECHNICIAN

He is a trained person in laboratory techniques. He works under the administrative and technical control of the Medical Officer in charge of the Laboratory /Dispensary.

Functions:

1. To maintain cleanliness and safety of the Laboratory.
2. To ensure that the glassware and equipment are kept clean.
3. To handle and maintain the microscope.
4. To sterilise the equipment as required.
5. To dispose specimens and infected material in a safe manner.
6. To maintain the necessary records of investigations done and submit the report to the MO incharge / Laboratory incharge.
7. To prepare monthly reports regarding his work.
8. 'To indent for supplies for the laboratory through the Medical Officer and ensure the safe storage of the materials received.
9. To carry out the following investigations of urine & stools
 - i) Specific gravity and PH
 - ii) Test for glucose
 - iii) Test for protein (albumen)
 - iv) Test for pigments and bite salts
 - v) Test for ketone bodies
 - vi) Carry out microscopic examination
 - vii) Carry out examination of stools both Macroscope and Microscope.
 - viii) Carry out examination blood;
 - vii) Carry out examination of blood :
 - a) Collection of blood speciman by finger print technique
 - b) Haemoglobin estimation

- c) RBC count
 - d) WBC count (total and differential)
 - e) Preparation, staining and examination of thick and thin blood smears for malaria parasites and microfilaria.
 - f) Erythrocyte sedimentation rate
 - g) VDRL and HIV
- ix) Carry out examination of sputum preparation, staining and examination of sputum smears for Mycobacterium tuberculosis.
- x) Carry out examination of skin and smears of leprosy patients.
- a) Preparation, staining and examinations of skin smears of Mycobacterium leprae.
 - b) Preparation, staining and examination of nasal smears for Mycobacterium leprae.
- xi) Carry out examination of semen
- a) Macroscopic examination
 - b) Sperm count and mobility
- xii) Prepare throat swabs and examination for diptheria
- xiii) Test samples of drinking water for gross impurities
- xiv) He will also conduct
- a) Adehyde test
 - b) Maintain all records of sera samples drawn, Aldhyde tests conducted, positives etc.
 - c) Collect sera samples from suspected encephalities and other cases.
 - d) Scrological tests.
- xv) a) He will maintain all records of slides examined by him and he must get the positive slides confirmed by the Medical Officer.
- b) Daily progress and outputs register of blood slides examination.

- c) The back - log chart of pending radical treatment vis - a-vis collected slides.
- 10. He will carry out examinations of other tests developed from time to time of urine, stools, blood serum etc.
- 11. He will carry out all microbiological and Histopathological tests orderd by M.O.
- 12. He is responsible for Wastage disposal of laboratory ,

36. LABORATORY ATTENDENT

He is also a trained person. He works in the laboratory and assist the laboratory technician. (Hospital Standing Orders)

Functions :

- 1. He will assist the laboratory technician in
 - a) in maintaining cleanliness and safety of laboratory
 - b) in maintaining glass-ware and equipment clean
 - c) Assist the laboratory technician in sending the reports of examination to the concerned wards/OP departments/ to the patients promptly.
 - d) Responsible for wastage disposal of laboratory.
- 2. Any other duty assigned to him by the lab technician /M.O./ Laboratory Incharge.

37. MEDICO SOCIAL WORKER

She is a qualified person with diploma in social work. She will work in the psychiatry/skin V. D / any other department and will assist the civil surgeon specialist of the concerned department. (Hospital Standing Orders)

Functions:

- 1. She will attend to female out patient and help the civil surgeon in the maintenance of cards, reports etc., during 0. P. hours.

2. She will visit houses to trace out contacts and persuade defaulting patients to continue treatment.
3. She will give counselling to the patients and their contacts about the social diseases like T.B., Aids, venereal diseases, skin diseases psychiatric diseases etc., to make them avail the treatment available in the hospital.
4. She will also conduct group talks and distribute Health education material to the patients and their contacts about the said social diseases.
5. She will maintain registers 1) For pregnant women and 2) For congenital syphilis. 3) AIDS and 4) Any other disease of social importance.
6. She will make a diary of work done by her both in the hospital and in the field.

38. PHYSIO THERAPIST

He is a non-medical person, but trained in the subject with a diploma / Degree in physiotherapy. He will work in orthopaedic department under the administrative and technical control of civil surgeon. (Hospital standing orders)

Functions:

1. He will attend to the patients referred to by the civil surgeon specialist and treat them in the following cases by imparting physical exercises with electrical aids and other means.
 - A. Poliomyelitis cases
 - B. Cerebral palsy and concerned Cases.
 - C. Hemiplegia, paraplegia and orthoplegia
 - D. All the orthopaedic, surgical, medical and neurological deficiency cases due to injuries, post operative complications etc.,
 - E. Cases of Arthrities, stiff joints
 - F. Cases of back-aches, neuralgia

G. Burns, scars which need examination

H. Cases of facial paralysis

1. Any other cases referred to him by specialist
2. He will be responsible for the proper maintenance of the equipment@ provided to him.
3. He will, maintain the stock register of all the equipmentsupplied to him.
4. He will maintain a log book of work done by him.
5. He will be assisted by an Assistant Physiotherapist in a bigger hospital in rendering aid to the patients.

39. OCCUPATIONAL, THERAPIST

He is a non-medical personal, but trained in the subject. He will work in Radiology Department under the administrative and technical control of the civil surgeon specialist in Radiology. He is also called as Physicist.

Functions

- 1 . He is responsible for the safe custody of Radium in the hospital and for issue of Radium for treatment under the overall responsibility of the civil surgeon specialist.
2. He will keep the radium when not in use in safe custody in Radiology department for which suitable arrangements are to be made by the superintendent of the hospital.
3. He will maintain a radium stock register in the prescribed form.
4. He will strictly follow the procedure laid down in Appendix 111 of Hospital Standing Order part 1 with regards to the safe custody, issue and use of radium in the hospitals.
5. He will be incharge of Radium section, including the Physical Laboratory and mould room.
6. He will be in charge of calibration of X-Ray apparatus etc., and Will

hold general supervisory charge of all the electro-medical and X-Ray apparatus in the Radiology department and their proper maintenance.

7. He will maintain a diary in respect of the above work.
8. He will be in control of the various protective measures needed in the department in handling the X-Ray and Radium.
9. He will be responsible for the proper maintenance of the X-Ray plants and maintain the prescribed records such as stock register etc.
10. He will also supervise the Preparation of developing and fixing solutions in the dark room.

40. CHIEF RADIO GRAPHER

He is a qualified person in the subject and this is a Promotional post to Radiographer. He will work in the Radiology Department of the hospital. He will work under the direct administrative control of civil surgeon specialist (Radiology). (Articles 668 to 670 of H.I. Standing orders , Part - II)

Functions :

1. He will take the X-Rays as per the requisitions received from the Medical, Officer
2. He will assist the civil surgeon specialist in arranging duties to the Radiographers, dark room assistants/Attendants in the department.
3. He will attend to the maintenance of X-Ray and electro-medical apparatus in the hospital.
4. He will be in charge of the workshop tools and will maintain a record of the work done and repairs carried out by him and his assistants in the department.
5. He will supervise the work of the Radiographers, dark room attendants in the Radiology department and guide them wherever necessary.

6. He will attend to the work of the occupational Therapist where there is no post in the hospital.
7. He will ensure the maintenance of all records and registers in the Radiology department.

41. RADIOGRAPHER

He is a qualified person. He will work under the administrative control of the civil surgeon specialist in Radiology in a hospital/Medical Officer-in-charge of the Dispensary and the chief Radiographer if any in the hospital. (Ast/ 672 to 674 of HI. Standing orders, Part - II)

Functions :

1. He will take the X-Rays as per the requisitions received from the Medical Officer
2. He will look after the cleanliness of the X-Ray Machines and other apparatus installed in the room where he is working. Any disorder noticed should be promptly reported to the officer in charge, so that prompt action is taken to set it right.
3. He will be responsible for the good working condition of the X-Ray plants and other machines which are handled by him.
4. He will be responsible for the correct technique employed in each examination and avoid wastage of film.
5. He will be responsible for proper and careful handling of all apparatus and cassettes and for gentle and courteous handling of the patients reporting for examination.
6. He will attend to the patients referred by the Medical Officer in charge of the department/dispensary with proper requisition only.
7. Senior most Radiographer will attend to the duties of Chief Radiographer if there is no post sanctioned to the hospital.
8. He will maintain properly and correctly the registers and records of the work done in the department.

9. He will be responsible for collection of the X-Rays sent to the O.P./ Department Wards account for them and dispose off the same once in a year through an auction.
10. He will supervise the work of the Dark-Room Assistants and dark room attendents.
11. He shall prepare the correct indent of X-Ray films, developing and fixing solutions required for the department and submit to the officer-in-charge for timely procurement.
12. He will be responsible for proper custody and accounting and up-keep of all radiological stores.
13. He will be responsible for timely indenting of X-Ray films, developing materials, cassettes, langes etc., required for his department, forecasting their need, so that the work will not suffer for want of any material.
14. He will be responsible for the maintenance of proper accounts of the X-Ray films and other materials received for his department.
15. He will attend to the periodical verification of the stocks in his department.
16. He will arrange for the sale of waste hypo and old X-Ray films.
17. He will attend to the repairs and replacements of X-Ray accessories and other articles.
18. He will be responsible for the proper maintenance of the Radiograph register and shall be responsible for the custody indexing and disposal of the X-Rays after the necessary period of their preservation according to rules.
19. He shall maintain complete life history of all the X-Ray plants electro-medical equipment and accessories supplied to the department.
20. He will maintain the following registers:
 - 1 Stock register of radiological stores
 2. Old X-Ray film register.

3. Register of empties and unserviceable articles intended for auction.

21. He will be available for call duty at any time outside his duty hours.

42. DARK ROOM ASSISTANT

He is also a trained person who will work under the technical control of the Radiographer. (Articles 682 to 685 of HI. Standing orders, part - II)

Functions :

1. He will prepare the developing and fixing solutions required for his darkroom as and when necessary under the supervision of the Radiographer/ chief Radiographer.
2. He will be responsible for the maintenance of the correct strength of the solution.
3. He will be responsible for proper developing, fixing and washing of films and will see that the finished films reach the civil surgeon specialist in Radiology for his opinion/ the Medical Officer who advise the X- Ray.
4. He will be personally responsible for the proper maintenance and cleanliness of the cassettes screens, hangers etc., which are in his charge.
5. He will assist the Radiographer in the preparation of the correct indent for X- Ray films and other materials.
6. He will be available of call duty at any time outside hospital hours.

43. X-RAY ATTENDENT

He is a trained person to assist the Radiographer in his work. He will work under the direct control of the Radiographer. (689 to 690 HI. Standing orders , Part - II)

Functions :

1. He will see that all the floors, walls, ceilings and quadrangle of the premises are kept in perfect clean conditions at all times.

2. He will work in the enquiry section of the department and attend to the despatch of X-Rays to the concerned departments,
3. He will attend to, any other work assigned to him.

44. E.C. G. TECHNICIAN

He is, a trained person in the field. He works under the administrative control of the Medical Officer in charge of cardiology/ Resident Medical Officer in the hospital.

Functions :

1. To take E. C. G. of the patients referred to by the civil surgeon specialist with proper requisition.
2. To ensure the proper maintenance of the E.C. G. machine he is handling.
3. He will be available for call duty at any time outside hospital hours.
4. He will be responsible for the correct technique employed in each examination and avoid wastage of E.C.G. stationery.
5. He will be responsible for proper and careful handling of all apparatus and for quite and courteous handling of the patients reporting for E. C. G. He will also ensure that a Lady attendant is present when an E. C. G. of Female patient is taken.
6. He will maintain the record of work done by him in a register and account for the stationery supplied to him.

45. DRIVER

Functions :

1. He is responsible for the proper maintenance of Vehicle or the Ambulance and its use.
2. He will be available round-the -clock, in shifts duty to operate the Ambulance van.

3. He will use the ambulance van only on proper orders of the Resident Medical Officer/casualty Medical Officer when R. M. O. is not available or official incharge in case of other vehicles.
4. He will maintain the log book of the ambulance van/ vehicle whenever he uses giving the details of the trips he made and also repairs, Maintenance work done.
5. He is responsible for the cleanliness of the ambulance van for which he is given the assistance of a cleaner, even if there is no cleaner.
6. He shall attend to the repairs of the ambulance van/ vehicle immediately when ever required and see that the van is in working condition.
7. He is responsible for the safety and good maintenance of the ambulance or vehicle.

46. CLEANER

He will assist the Ambulance driver in the maintenance of the van, and help the patients in their transpotation.

47. BLOOD BANK TECHNICIAN

He is a technically qualified person. He will work under the administrative and Technical control of the Medical Officer in charge of Blood Bank. (His standing orders)

Functions :

1. He will conduct blood test of the donars, recepients, conduct blood grouping and cross matching of the blood collected from the donars/ receipients.
2. He will preserve the blood collected properly and issue the same to the patients on the orders of the Medical Officer in charge.
3. He will maintain the stock register of blood / blood products collected with the required particulars and issues made.

4. He is responsible for the safety and proper maintenance of equipment appliances used in the blood bank.
5. He will attend to any other duties assigned by the Medical officer in charge of the Blood Bank.

48. CSSD TECHNICIAN / CSSD ASST. TECHNICIAN

He will attend to the sterilisation of cotton, bandage and instruments in the central sterilisation department. (As per Hospital Standing orders)

49. THEATRE ASSISTANT

He is promoted from the category of Nursing orderly who will be given in the upkeep of operation theatre. (Asst. 227 to 233 of HI. Standing orders, Part - I)

Functions :

1. He will lay out instruments for the day's operations and also prepare the anaesthetists table.
2. He will attend to sterilization of instruments, trays, basins etc.
3. He will help the staff nurse in carbolising, fumigating, and sterilisation of the operation Theatre.
4. He is responsible for the general tidiness of the theatre.
5. During operations, he will help to put patients on the table, remove bandages, change lotions, help the anaesthetist for giving spinal injection, remove used instruments, gloves etc., wash and resterilize them.
6. He shall wash, sterilize and put back all instruments in the cupboards after operation.
7. He shall share the responsibility with the staff Nurse for the care and custody of instruments when they are out of cupboard.
8. He shall carry out any other work entrusted by the operating surgeon, Staff Nurse in charge of the operation theatre.

50. REFRACTIONIST

He is a trained person with diploma in optometry. He will work under the administrative and technical control -of civil surgeon specialist in ophthalmology Department. (As per Hospital standing orders)

Functions :

- 1 He will perform refraction check up of the patients to prescribe glass.
2. He will assist the ophthalmic surgeon/ assistant surgeon in his out-patient work in conducting routine diagnostic and investigating procedure.
3. He will assist in eye health education
4. He will attend to vitamin A distribution to the patients.
5. He will see that all the refraction equipment supplied is clean and tidy
6. He will maintain daily of work done by him and furnish monthly performance report.

51. SERGEANT

A Separate post of sergeant is sanctioned to major hospital. If no such post is sanctioned, the senior most among the class IV staff will be designated as sergeant to assist the Resident Medical Officer in allotting duties to the class IV staff and supervise their work. (Art . 981 to 987 of HI. Standing orders, Part - II)

Functions :

- 1 . He will exercise the general control over the male Nursing orderlies, lascars, male thoties and sweepers, gardeners and other class IV male workers of the hospital, except the attenders working in the office.
2. He Will take roll call of all the male workes of the hospital under his control by 6.45 A.M. when he will see that they are properly dressed with the uniforms supplied.

3. He will assist the R. M. O. in the distribution of their duties to the various wards and department and will keep for ready reference, the said distribution lists.
4. He will take orders of the R.M.O. concerning any of the servants reporting sick or absenting himself without leave and make substitute arrangement. He will maintain a defaulters book, a punishment book and other records of the employees.
5. He will be responsible for the sanitation and general cleanliness of the hospital premises, drains, toilets etc., and for the general policy of the institutions.
6. He will personally inspect the toilets in morning and evening and at any time if necessary.
7. He will be responsible that there are no loiters in the hospital or in its grounds.
8. He will bring to the notice of the R.M.O. any infringement of the hospital rules by the patients or by the visitors to the hospital.
9. He will ensure that the National Flag of India is hoisted in the hospital on the following special occasions:
 1. Republic Day (26th Jan)
 2. Independence day (15th Aug)
 3. Any other day of National rejoicing
10. He is in charge of fire extinguishers and fire buckets etc., which are to be kept ready for instant use. He will see that their distribution list is hung up in the office. He will be responsible for the periodical inspection of the same and arrange periodical fire alarm practices.
11. He will be assisted by an assistant sergeant if the post is existing or by a senior class IV employees, to attend his duties during nights, who will be called as Night Sergeant.
12. Maintenance of mortuary.
13. Disposal of Garbage.
14. Cleaning of premises.

52. NURSING ORDERLY

He is a trained person and promotee from class - IV categories. He will be given training required to discharge his duties. (Art. 213 to 224 of Hl. Standing orders, Part -I)

Functions :

1. He/She will carry out all instructions given by the nurse-in-charge of the ward.
2. He/She will be responsible for the safe custody of the equipment entrusted to his/ her case for use in the ward. He/She will hand over them correctly when he changes duty. All deficiencies or break-ages should be reported by him to the ward nurse.
3. He/She should not leave the ward without the permission of the ward staff nurse.
4. He/She will give bed pans to patients and the thoties will remove them after use.
5. He/She will report cases in which articles of food and drink are surreptitiously introduced into or sent out of hospital or in which patients make over to other patients or visitors the articles of their diet.
6. He / She will carry patients who cannot walk, in wheel chairs from the O. P. Dept. to wards/laboratory/operation theatre.
7. He/She will assist the ward staff nurse in the distribution of diet to the patients.
8. In blood banks, he /she will do the cleaning, sterilisation and assembly of blood collection and transfusion sets etc., under the supervision of the staff nurse.
9. He/She will attend to the preparation and distribution of refreshments to the blood donors.

53. ELECTRICIAN (GRADE I and II)

He is a qualified person with diploma qualification. He will work

under the administrative control of the Resident Medical Officer/ Medical Officer in charge of the dispensary. (Art. 122 to 127 & 147 of Hl. Standing orders, Part - II)

Functions :

1. He will periodically test all electrical installations.
2. He will attend to the cleaning of motors, and overhauling of fans.
3. He will attend to X-Ray installations, whenever repairs are necessary.
4. He will attend to the alterations of plug points on proper requisitions.
5. He will attend all call duties for repairs, breakdowns etc., in the wards.
6. He will carry out installation tests and proper lighting in the wards, verandas, and operation theatre.
7. He will maintain a log book indicating the workdone by him.
8. He will follow the superintendent and R.M.O. during the weekly sanitary rounds of the hospital and attend immediately the orders of the superintendent thereon.
9. He will be on call duty out side hospital hours

54. MECHANIC

He is a qualified person. He works under the administrative control of the Resident Medical Officer. (Art 128 to 137 of Hl. Standing orders, Part - II)

Functions :

1. He will attend to the maintenance of all machines in the hospital to ensure them proper functioning-
2. He will attend to the periodical overhauling of the machines and their adjustments and attend to special breakdowns.
3. He will look after the stock of spare parts and arrange for their replacement as required to enable expeditions repairs to machinery.
4. He will see that the working instructions specified for each plant are carefully followed.

5. He will maintain a water-meter reading book.
6. He will accompany the superintendent in his weekly sanitary rounds and carry out his instructions immediately.
7. He will enforce the provision of Factories Act in the working of the laundry so far as they relate to the staff under his control.
8. He will maintain a diary of work done.
9. He will attend to any other instructions issued by the Resident Medical Officer.
10. He will attend to call duty outside hospital hours.

55. TINSMITH-CUM-PLUMBER / PLUMBER

He will work under the administrative control of the Resident Medical Officer. (Art. 155 of Hl. Standing orders, part - II)

Functions :

1. He will attend to the repairs in the flushing tanks, pipe lines etc.
2. He will attend to the repairs of water taps etc.
3. He will maintain a report book which is taken round to the wards and departments daily. The staff nurse in charge of the ward/department will enter in this book the particulars of repairs done in her ward.
4. He will follow the superintendent in his weekly sanitary rounds and attend to the on the spot orders of the superintendent.
5. He will attend to call duty outside hospital hour

56. KITCHEN SUPERVISOR

67. HEAD COOK/ SENIOR COOK

58. COOK

50. COOK MATE

They are all skilled Workers. They will work in the hospital kitchen under

the supervision and administrative control of the Resident Medical Officer. They are responsible for the proper preparation of diet daily under the supervision of the staff nurse in charge of the kitchen and the proper distribution of diet to the ward, and patients. (Art. 222 to 234 of HL. Standing Orders, Part - II)

60. GENERAL MAISTRY

He will assist the electrician / Plumber in their duties.

61. KAMATI (LGS)

62. HELPER (LGS)

They will attend to duties assigned by the sergeants/ Resident Medical Officer.

63. PACKER(LGS)

He is a skilled worker. He will work under the administrative control of the Pharmacist in the Medical Stores. He will pack or unpack the parcels in the presence of the stores in- charge and will carry any other work entrusted to him by the stores in charge. He is also responsible for the receipt and despatch of the drugs and material.

64. TAILOR (HL Standing Orders)

He is a skilled worker. He will work under the administrative control of the nursing superintendent. He will stitch the aprons, face masks, caps etc., required for the operation theatre.

65. CARPENTER (HL Standing Orders)

He is also a skilled worker. He will work in the hospital work shop under the administrative control of the Resident Medical Officer. He will attend to all carpentry work in the hospitals like repair of wooden furniture etc.

66. STRECHER BEARER (HL Standing Orders)

He is an unskilled worker. He will work in the casualty department and carry the patients from the casualty to the concerned wards, operation theatre as per the orders of the casualty Medical Officer.

67. AYAH (LGS)

She will assist the Female Nursing orderly / staff nurse in the ward/ labour room.

68. BARBER (Art.1001 of HL. Standing Orders, part - II)

1. He will work under the immediate orders of the sergent.
2. He will shave and cut the hair of the patients on requisition from the staff nurse in charge of the ward.
3. He will be provided necessary equipment at Govt. cost, which should be left with the sergent when they go off duty.

69. ATTENDER**70. WATER-WOMEN****71. CLASS-IV**

} (LGS)

The are all unskilled workers and they will attend to the duties assigned by the Resident Medical Officer.

72. GARDEN SUPERVISOR**73. GARDENERS.****74. MALI**

(Art.1002 of HL. Standing Orders, part - II)

- 1 The gardeners and garden sweeper work under the supervision of the garden supervisor / sergent.
2. He will be responsible for the cleanliness of the hospital compound and proper maintenance of the gardens.

3. He will attend to other work like carrying hospital furniture from the stores to the wards, condemned articles to the auction room etc., assigned to them by the sargent.

75. SWEEPERS

76. SWEEPER -CUM - THOTIES

(Art. 993 to 1000 of HI. Standing Orders, Part - II)

Duties:

1. He/She has to work in the wards and departments 6.00 A.M. to 6.00 P.M. with an interval of two hours after 12 hours.
2. He/She will sweep and swab the interior of the wards and department
3. He/She will sweep the exterior verandahs, passages, corridors etc., of the ward.
4. He/She will attend any other assigned by the staff Nurses.
5. In the dispensaries / institutions where there is no thoty post he/she will discharge the duties of thoty also.

77. THOTY (Art. 993 to 1000 of HL. Standing Orders, Part - II)

Duties..

1. He/She who is on day duty work from 7.00 A.M. to 6.00 P.M. and on night duty from 6.00 P.M. to 7.00 A.M. with an interval of one hour for meals.
2. He/She will clean the latrines, bathrooms and side drains adjacent to the wards etc.
3. He/She will carry the bags containing the soiled liner from the wards to the laundry.
4. He/She will collect the bed pans used by the patients from their beds and clean them for use again.

5. He/She will carry out any other duty assigned by the staff nurse in charge of the ward.
6. He/She will also discharge the duties of sweeper where there is no sweeper post

78. WATCHMAN

The main- gate of the hospital will be manned by a watchman round the clock in shift system. (Art. 988 to 992 of HI. Standing orders, part - II)

Functions:

1. He will take care that visitors are admitted only within the authorised hours of the visitors.
2. He will see that food and drinks are not surreptitiously introduced in the hospital.
3. He will see that loiterers and others having no claim of admission are kept out of the hospital grounds, and that dogs and cattle are not allowed to enter the hospital premises.
4. He will see that patients in hospital clothes are not allowed to leave the hospital.
5. He will not admit any carriage except the following:
 - a) Carriages of the medical and other hospital employees.
 - b) Carriages bringing in and taking out patients.
6. He will see that no articles should be allowed to be taken out of the hospital without a gate pass.
7. The out-patient gate if existing, should be kept open only between 6.30 A.M. to 11 00 A. M.
8. He should inform the R.M.O. / Medical Officer on duty/ casualty Department regarding any breach of hospital rules which may come to his knowledge.

He will operate the lift in the hospital and attend to its maintenance.
(Art. 157 of HI. Standing orders, part - II)

80. TELEPHONE OPERATOR / TELEPHONE ATTENDANT

He is in the cadre of Junior Assistant. (Art 461 to 480 of HI. Standing orders, part - II)

Functions:

1. He will work in the Main Switch Board office in shifts by turns.
2. He will be responsible that all calls from or to the extension telephones installed in various departments and wards are promptly put through.
3. He will record in a register all calls made from the hospital, noting the time of each call and from which extension the call was made.
4. He will put through to the extension telephone in the office all incoming message relating to the office.
5. He will attend to all telephone messages in-coming and out-going outside the regular office hours.
6. He will record in a separate register all requisitions for the ambulance service and obtain the orders of the Resident Medical Officer/ casualty Medical Officer. After obtaining orders he will communicate the requisition, and orders to the Ambulance Driver.
7. He will maintain the register of all patients dangerously ill in the hospital and register of all death occurring in the hospital and communicate the information to the relatives or friends as per the address noted in the intimation.

If the relatives/friends reside outside the place, he will despatch the intimation by post and make an entry in the register.

8. He will maintain an address book of the members of the hospital staff to facilitate to call them in emergency.
9. He should not allow the use of Govt Telephone in the hospital for private purposes by any member of the hospital staff or by patients.

81. RECEPTIONIST

He is in the category of Junior Assistant. He will work under the administrative control of the Resident Medical Officer. (HL. Standing orders, part - II)

Functions :

1. He will be available in the out-patient department and give proper guidance to the patients whom to approach for treatment, investigations etc.
2. He will prepare case sheets and diet sheets for the patients advised admission and guide them to the concerned department.
3. He will maintain the in-patients admission register while on duty and hand over the same to casualty department while leaving his duty.

82. OFFICE SUPERINTENDENT

He will work under the administrative control of the Lay secretary & Treasurer Grade I / Grade II. He will be incharge of a section consisting of Senior Assistant, Junior Assistants and typists.

Functions:

1. He will supervise the work of the Sr.Assistants and Jr. Assistants working in the section.
2. He must be well conversent with the rules and regulations and orders issued by govt and the Director from time to time.
3. He will scrutinise the office notes and drafts written by the Assist-

ants, correct them and then only submit the files to the Lay Secretary.

4. He will guide the Assistants in dealing with the office correspondence.
5. He will ensure that the procedures laid down in Dt. Office manual are followed by the Assistants properly in dealing with the files.
6. He will ensure proper distribution of work among the Assistants in his section.
7. He will ensure that prompt replies are sent on all the representations received from the staff working in the hospital and letters/memorandums received from the Director are properly and promptly answered.
8. He will ensure proper maintenance of registers and records by the Assistants in his section.
9. He will check up the personal registers, periodical registers etc., maintained by the Assistants periodically and make them to upto date their files.

83. ACCOUNTANT

He is also in the cadre of office superintendent and will work under the administrative control of the Lay Secretary & Treasurer Grade 1 / Grade 11. He is assisted by senior assistants, Junior assistants U. D. cashier, Junior cashier.(Ast . 238 to 259 of Hl. standing orders, part - II)

functions :

1. He will supervise the work of all the senior Assistants, Junior Assistants, cashier, Typists allotted to his section.
2. He must be well conversant with the Treasury rules, Financial rules and the accounting procedures.
3. He will scrutinise all files written by the Assistants before sending them to the Lay Secretary.

4. He will scrutinise all the bills prepared by the Assistants and ensure their correctness before sending them to the Lay secretary.
5. He will ensure that the cash drawn by the hospital is properly accounted for by the cashier and the relevant records like cash book, permanent advance register, und 1isbursed pay register etc., are correctly and properly maintained by the cash ier. He will check the entries made in the registers before sending them to the Lay secretary.
6. He will ensure correct and prompt submission of financial returns such as monthly expenditue statements, budget an revised estimates etc.
7. He will ensure the proper office procedures enumerated in Dt.Office manual are followed by the Assistants in the section.
8. He will check up, the personal registers, periodical registers etc., maintained by the Assistants and note his remarks in the run-on-note file to enable them to be prompt in the disposal of files,.

84. U.D. STEWARD

Whenever a senior Assistant is posted to diet section in any hospital, he will be called as steward. He will work under the administrative control of the Lay Secretary and Treasurer Grade-II.

Functions:

1. He will collect the diet sheets from all the wards and prepare a consolidated diet sheet for preparation of diet.
2. He will be in charge of kitchen stores, and non-dietary articles required for the hospital.
3. He will prepare estimates for the daily indent of vegetables, milk etc.
4. He will prepare monthly indent for non-diet articles and obtain the stores and make weekly issues.
5. He will maintain stock registers for all diet articles and non-diet arti-

cles with. upto date entries and responsible for the stocks in the stock room as per the book balances.

6. He will make stock entries on the bills relating to the above articles according to the receipts and entries made in the stock registers.

85. SENIOR ASSISTANT

Each senior assistant Will be allotted certain subject/subjects. He will work under the supervision of office superintendent/Accountant, to whom he is responsible. When he is working in a ESI dispensary, he is responsible for the medical Officer in-charge of the dispensary.

Functions:

1. He must be Well conversant with the procedures laid down in the Dt. Office Manual regarding the procedure to be followed in attending each paper he received.
2. He will maintain a personal register in the prescribed form and enter all the papers he received in that register and maintain the register according to the columns mentioned therein.
3. He is accountable for submitting files on all the papers he receive.
4. He will attend to all the papers he receive in submitting proper note files on each paper for the orders of the concerned office.
5. He is the custodian of all the files in his seat.
6. He will maintain the other subsidiary registers such as periodical register, call book etc., as contemplated in the Dt. Office Manual.
7. He will take prompt and immediate action on all the papers he receive.
8. He will be responsible for any delay in submission offices on the papers received by him.

86. U.D. CASHIER

The senior Assistant when posted to ash section is called U D. Cashier. He will work under the administrative control of the Accountant/office superintendent.

The senior assistant posted to ESI dispensary where there is no post of Accountant, will work under the administrative control of the Medical Officer in-charge and will attend to the following functions also. (Art. 260 to 278 of HI. Standing orders, part -II)

Functions:

1. He will collect all bills viz pay bills, contingent bills, T.A bills etc, prepared by the concerned Assistants and submit them to the Treasury while entering the same in the Treasury Bill Register.
2. He will encash the bills after passing by the Treasury and disburse the cash to the concerned after obtaining proper acknowledgement in the acquittance Register.
3. He is responsible for the correct disbursement of cash to the concerned.
4. He is responsible for the safe custody of the undisbursed amount in the office cash chest.
5. He will maintain the following registers correctly
 - 1) cash book
 - 2) undisbursed pay register
 - 3) permanent advance register
 - 4) Acquittance register
 - 5) other related register
6. He will also collect the bank drafts issued by the Treasury towards the payment of supplies made by the firms/contractors, enter these in a register and arrange for their despatch to the concerned.

87. U.D.STORE KEEPER

The senior Assistant when posted to stores is called as Store Keeper He will work under the administrative control of the Lay Secretary who is incharge of stores.

Functions:

1. To prepare indents for drugs, dressings, instruments and appliances and other equipment required for the hospital under the guidance of the Medical officer incharge of the stores.
2. To obtain orders of the superintendent through the Lay Secretary for purchase of the above stores and place orders on the firms.
3. To receive stocks and ensure the quantity of the stores as per the purchase orders.
4. He will take guidance of the concerned Medical Officer regarding the quality of the stores
5. He will bring the stocks received in the proper stock register under the signature of the Lay Secretary.
6. He will arrange distribution of the stores to the department / wards / dispensary on receiving proper indent and make suitable entries in the stock registers.
7. He will-be responsible for the physical balances in the stores as per the stock book.
8. He will make necessary stock entries on the bills received towards the supply of stores, verify the rates and quantities mentioned and submit them to the Lay secretary.

88. LINEN KEEPER

A Junior Assistant when posted to linen section is called 'Linen Keeper' He will work under the administrative control of the nursing superintendent who will be in charge of Linen stores.

Functions:

1. To prepare the Linen indent as per the instructions of the Nursing superintendent.
2. To assist the nursing superintendent in the supply of linen to the wards as per the indents.

3. To assist the nursing superintendent in the maintenance of stock register and other register of linen.

89. JUNIOR ASSISTANT

Functions :

1. To discharge the functions as in the case of senior assistants, if he is given a particular subject or subjects. Otherwise he will assist the senior assistants to whom he is attached for assistance.
2. He will work under the supervision of office superintendent / Accountant / Sr. Assistants as the case may be.
3. He will also maintain a personal register and account for all the papers received by him.
4. He will work under the supervision of the medical officer, if he is a single assistant working in a ESI dispensary.

90. JUNIOR CASHIER

The Junior assistant when posted in cash section is called junior cashier. He will assist the U. D. Cashier in the disbursement of cash and the maintenance of Account Registers.

91. L.D.STEWARD

The Junior Assistant when posted to diet section is called L. D. Steward. He will assist the U. D. Steward in his work in kitchen stores in consolidation of daily indent, maintenance of stores and records.

92. U.D.STENO

93. L.D.STENO

He will take dictation from the officers to whom they are attached. He will also receive the letters received by the officer and arrange to their distribution to the concerned sections. He will maintain the engagement of the officer to whom he is attached.

He will work under the supervision of the section superintendent / Accountants. He will attend to the fair copy work of the section in which he is posted and maintain a register noting the number and date of the papers he typed.

95. RECORD ASSISTANT

He is an unskilled worker. He will collect all the disposed files from the clerks, stitch them and arrange them neatly in the record room. He is in charge of the record room and is responsible for its proper maintenance.

96. DAFFEDAR

He is a promotee from a attendant. He will arrange duties to the office attenders and supervise their work. He is responsible for the cleanliness of the office.

97. ATTENDER

He will work in the office under the administrative control of the Lay Secretary & Treasurer. He will attend to the local despatch and attend treasury for submitting the bills. He will attend to all duties entrusted to him by the office superintendent / Accountant.

Form Maintained in the department in Dispensaries & Hospitals

Annexure No.	Form No. No.	Description
5.	ESIC-105	Certificate to Entitlement
6.	ESIC-Med.3	Medical Record Card (MAN)
7.	ESIC-Med.4	Medical Record Card (WOMAN)
8.	ESIC-Med.1	Medical Record Envelope (MAN)
9.	ESIC-Med.2	Medical Record Envelope (WOMAN)
10.	ESIC-50	Letter from Local Office Manager to Insurance Medical Officer/ Insurance Medical Practitioner, in Cases/ for whom Exit Card has been issued but Insured Woman is in receipt of Maternity Benefit, authorising continuation of treatment.
11.	ESIC-98	Certificate regarding Retention of Identity Card at Local Office.
11A.	ESIC-48	Intimation to Dispensary/ Administrative Medical Officer regarding Entitlement to Medical Benefit in Cases Receiving Extended Sickness Benefit.
12.	ESIC-37	Certificate of Re-employment/ continuing Employment.
12A.	ESIC-51	Letter from Local Office Manager to Insurance Medical Officer/ Insurance Medical. Practitioner

in Cases for whom Exit Card has been issued but Insured Person is in receipt of Temporary Disablement Benefit, authorising continuation of treatment.

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| 13. | ESIC-35 | Exit Card |
| 14. | - | Exit List |
| 15. | ESIC-36 | Re-entry Card |
| 16. | - | Re-entry List |
| 17. | ESIC-166 | Declaration of Continuous employment / Re - employment |
| 18. | ESIC-166A | Acceptance of Declaration of Insured Person Regarding Continuous Employment / Re-employment. |
| 19. | Form-1.B | Application for Changes in Family Declaration Form. |
| 23. | - | Temporary Identification Certificate |
| 24. | ESIC-Med.7 | Permanent Medical Acceptance Card |
| 25. | Form-4 | Permanent Identity Card |
| 25A. | Form-4.A | Family Identity Card |
| 25B. | Form.4 | Combined Identity Card |
| 26. | ESIC-Med.7-B | Temporary Medical Acceptance Card |
| 40. | ESIC-86 | Certificate of Employment |
| 45. | Form 1 | Declaration Form |
| 48. | ESIC-53 | Application for Change of Dispensary (Service System). |
| 50. | Form-8 | First Certificate |

51.	Form-9	Final Certificate
52.	Form-10	Intermediate Certificate
53.	Form-11	Special Intermediate Certificate
54.	Form-17	Death Certificate for Dependents/ Funeral Benefit.
55.	Form-20	Certificate of Pregnancy
56.	Form--21	Certificate of Expected Confinement
57.	Form--23	Certificate of Confinement/ or Miscarriage
58.	Form-24-B	Maternity Benefit Death Certificate
59.	ESIC-Med.11	Information of Sickness of Insured Person to Employer
60.	ESIC-Med.12	Death Certificate
61.	ESIC-Med.13	Special Certificate for in-patient Hospital Cases
63.	Form.B.1-1	Injury Report Insurance Medical Officer/ Insurance Medical Practitioner
64.	Form-16	Accident Report from Employer.
65.	Form-B1-1(a)	Report for information of Medical Board
66.	ESIC-Med.8	Clinical Report on Insured Persons Suffering from a Disease for which Extended Sickness Benefit is payable.
67.	ESIC-Med.8-A	Record of Progress of an Insured Person Suffering from Diseases Entitling to Extended Sickness Benefit.
71.	Appendix to ESIC-Med.6	Monthly Statement of Certificates issued and days Certified
73.	ESIC-Med.5	Abstract Register of Diseases Treated during the Month (Insured Persons)

74. ESIC-Med.5-A Abstract Register of Diseases Treated during the Month (Family)
75. ESIC-Med.6 Monthly Return of Patients Treated at Dispensary/ Clinic (Insured Person)
76. ESIC-Med.6-A Monthly Return of Patients Treated at Dispensary / Clinic (Family)
- 76-A ESIC-Med.9 Monthly Return of Cases Treated From Administrative Medical Officer/ Specialist and / or referred to hospital in patient.
77. Form-B.1.17 Report of Medical Referee on cases of Permanent Disablement
78. ESIC-142 Claim for Conveyance Allowance and /or Loss of Wages
79. Form.B1.2 Medical Board Report Form.
80. Form-B.1.3 Decision of Medical Board
- 80.A. - The Second Schedule to ESI Act.
81. Form-B.1.4 Recommendations of Medical Board Regarding Further Treatment to Insured Persons.
83. Form-B1.6 Appeal Tribunal Decision.
85. R.M.2 Intimation to Insured Person Regarding Date, Time and Place of Examination (In capacity Reference).
86. R.M.3 Intimation to Insurance Medical Officer / Insurance Medical Practitioner regarding Date, Time and Place of Examination of an insured person (Incapacity Reference)
87. R.M.4 Report of Medical Referee after Examination

- of Insured Person to Local Office
88. R.M.5 Report of Medical Referee after Examination of an Insured Person to Insurance Medical Officer/ Insurance Medical Practitioner.
89. R.M.6 Record of Examination of an Insured Person by Medical Referee
90. R.M.10 Decision on Examination by Medical Referee (Incapacity Reference)
91. Form.R.M.1(M) Incapacity References from Mofussil areas
92. Form R.M(P) Incapacity References (Part-time Medical Referees)
93. R.M.1 (a) Form for Incapacity Reference by Insurance Medical Officer / Insurance Medical Practitioner
94. R.M.2(a) Intimation to Insured Person Regarding Date, Time and Place of Examination (Incapacity Reference from Insurance Medical Officer / Insurance Medical Practitioner).
95. R.M.3(a) Intimation to Insurance Medical Officer / Insurance Medical Practitioner Regarding Date, Time and Place of Examination with Reference to Insurance Medical Officer's / Insurance Medical Practitioner's Request.
96. R.M.4 (a) Report Medical Referee after Examination of Insured Person to Local Office on Reference from Insurance Medical Officer/ Insurance Medical Practitioner.
97. R.M.5(a) Report of Medical Referee After Examination

of an Insured Person to Insurance Medical Officer / Insurance Medical Practitioner.

104. R.M.8 Fortnightly Report of Medical Referee

2. A List of forms, Registers are enclosed, Besides, the following are also maintained in the Head office, Hospitals, dispensaries and regional offices.

1. D.O.R. Statement.
2. Budget Estimates & Revised Estimates.
3. Pay bill Registers
4. Cash Book
5. Cheque Register
6. Acquittance Register
7. Periodical Register
8. Stock Registers.

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

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

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