

**DR. MCR HUMAN RESOURCE DEVELOPMENT
INSTITUTE OF ANDHRA PRADESH : HYDERABAD**



**MEDICAL EDUCATION
DEPARTMENT**



Dear Reader,

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

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

1. Departmental Manual

2. Functionary Manual

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

Local Self Government is the key to fulfil the aspirations of the public and for rural development through democratic decentralisation. After the 73rd Constitution amendment, the role of PR Institutions and functionaries is expected to undergo a significant change to the extent PR Institutions are empowered by the State Legislature. The functionaries need training and change of mindset for discharging the onerous functions. At this juncture, the usefulness of a Manual like this cannot be over emphasized.

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

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

PVRK PRASAD IAS

Director General

Dr. MCR Human Resource Development
Institute of Andhra Pradesh

&

Ex officio Spl. Chief Secretary to Government (HRD)

P R E F A C E

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

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

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

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

Any suggestions for improvement are welcome.

Dr. K. Satyanarayana
Director of Medical Education

REFERENCES

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**ANDHRA PRADESH
STATE MEDICAL EDUCATION
DEPARTMENT
FUNCTIONARY MANUAL**

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STATE MEDICAL EDUCATION
DEPARTMENT
FUNCTIONARY MANUAL

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46.	Occupational Therapist	50
47.	Lecturer in Health Education and Family Welfare	51
48.	Lecturer in Statistical Demographer	51
49.	Perfusionist	52
50.	Immunologist	52
51.	Speech Pathologist	52
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60.	Librarian	54
61.	Assistant Librarian	55
62.	Library Assistant/Attender	55
63.	Book bearer	55
64.	Pharmacy Supervisor	55
65.	Pharmacist Grade. I	56
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67.	Optometrist/Refractionist	57
68.	Technician Optometry	57
69.	Orthopist/Assistant Orthopist	57
70.	Ophtholmic Technician	57
71.	Assistant Technician Optometry	57
72.	Deputy Statistical Officer	58
73.	Bio-statistician	58
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86.	Prosthetic Technician / Orthotist Technician	63
87.	Laboratory Technician/Assistant	64
88.	Laboratory Attendant	65
89.	Audiometry Technician	66
90.	Electrician Grade. I	66
91.	Electrician Grade. II	66
92.	Electrician Grade. III	66
93.	Asst. Electrician/Elec. Wireman	66
94.	Wireman	66
95.	Electrical Mechanic	66
96.	Electrical Attendant	66
97.	Senior Electrical Pump Driver	66
98.	Mechanic/Mechanical Supervisor	67
99.	Mechanic / Chargeman Mechanic	67
100.	Mortuary Mechanic	67
101.	Maintenance Mechanic & Mechanic	67
102.	Steam Laundry Mechanic	67
103.	Steam Laundry Driver	67
104.	Gas Mechanic	67
105.	Bore Well Mechanic	67
106.	Boiler Mechanic	67
107.	Physiotherapist	68
108.	Assistant Physiotherapist	68
109.	Curator	69
110.	Artist-cum-Draughtsman	69
111.	Photo Artist	69
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114.	Artist-cum-Photographer	69
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127.	Tailor	72
128.	Sergeant	72
129.	Senior Lift Attendant	73
130.	Lift Operator	73
131.	Lift Attendant	73
132.	Blood Bank Technician	74
133.	Eye Bank Technician	74
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135.	Theatre Assistant	75
136.	Dresser	75
137.	Head Mali	75
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141.	Nursing Orderly	76
142.	Head Cook	77
143.	Cook cum Bearer	77
144.	Cook	77
145.	Assistant Cook	77
146.	Nursing quarter cook	77
147.	Mould Technician	77
148.	Head Dhobi/Dhobi/Asst. Dhobi	78
149.	Medical Record Officer	78
150.	Medical Record Technician/Clerk	78
	MINISTERIAL	
151.	(a) Office Superintendent/Manager	78
	(b) Accountant	79
152.	Senior Assistant	80
153.	Senior Steno/U.D. Steno	81
154.	Jr. Assistant	82
155.	Store Keeper	82
156.	L.D. Steno/Steno Typist	83
157.	Typist	83
158.	Clerk-cum-Typist	83
159.	Telephone Operator	83
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INTRODUCTION

The main objectives of the present Department of Medical Education are:

1. To provide medical care to the people through 8 General Hospitals and 22 Speciality Hospitals.
2. To impart medical education at under-graduate, postgraduate and super-speciality level through 8 Medical Colleges under its control.
3. (i) To provide training for Nurses at graduate and post-graduate level through 3 Nursing Colleges.
(ii) To impart certificate course of Nursing through 8 General Hospitals.
4. To provide training in the following para-medical courses
 - a) Laboratory Technician
 - b) Laboratory Attendant
 - c) Certificate in Radiology
 - d) Diploma in Radiology
 - e) ECG Technician
 - f) Cardiology Technician
 - g) Diploma in Optometry
 - h) Ophthalmology Assistant

through 8 General Hospitals and 8 Medical Colleges.

ORIGIN OF THE POSTS

Posts of Medical and Para-medical were originally sanctioned at the time of starting Government Hospitals and Medical Colleges.

Government in their G.O.Ps. No. 885 M & H Dt. 27.8.77 fixed yardsticks for the number of posts under each category that are required for Medical institutions rationalising the structure of the department. Accordingly all Medical Institutions (Hospitals/Medical Colleges) were sanctioned the prescribed category and their number in a phased manner during the last 10 years.

FUNCTIONS:

A. The functions of the hospitals, the procedures to be followed in running the hospital such as:

1. Out-patient department
2. Admissions of patients as in-patients
3. Dealing the accident and police cases and Medico-legal cases, death-postmortem rules
4. Certification of deaths

5. Offering of medical opinion and issue of certificates
6. Treatment in case of infectious diseases etc.
7. Diet rules - rules on the maintenance of stores
8. Safe custody, issue and use of radium
9. Anti-rabic treatment
10. Dealing with the patients at various levels
11. Other procedures regarding the running of the hospital are narrated in the Hospital Standing Orders Part I and II supplied to every hospital for reference and guidance. The Medical code also contains the procedures to be followed in certain aspects of the hospital administration.

The above two are the only statutes for the functions of the various categories of functionaries.

B. Medical Education Department is a technical department and so the functions of Civil Surgeons, Asst. Surgeons Nursing and other para-medical persons enumerated for each category are statutory and technical in nature.

The functions of the following officers who are incharge of the administration at Directorate level and institutional level are of administrative nature though they are technical persons.

1. Director of Medical Education
2. Addl./Joint Director of Medical Education
3. Superintendents of the hospitals
4. Principals of Medical Colleges
5. Resident Medical Officers

CADRE STRENGTH OF MEDICAL EDUCATION

S.No.	Category	No. of Posts
DIRECTORATE LEVEL		
1.	Director of Medical Education	1
2.	Addl. Director of Medical Education	1
3.	Joint Director (Medical Education)	1
4.	Joint Director (Admn.)	1
5.	Deputy Director (Admn.)	1
6.	Deputy Director (Nursing)	1
7.	Assistant Director (Nursing)	1
8.	Gazetted Assistant (Planning)	1
9.	Gazetted Assistant (Nursing)	1
10.	Chief Accounts Officer	1
11.	State Health Transport Officer	1
REGIONAL LEVEL		
12.	Regional Director	6

Functionary Manual

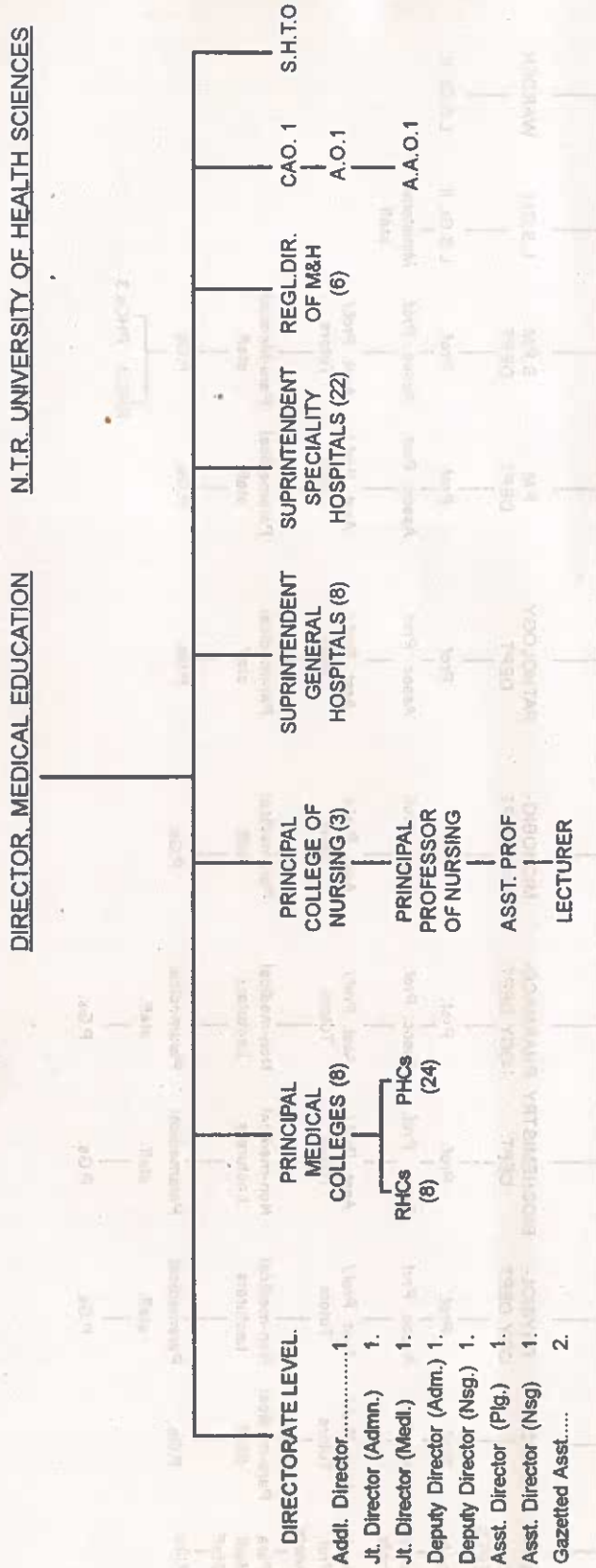
INSTITUTIONAL LEVEL	
13. Principal, Medical College	8
14. Superintendent, General Hospital	8
15. Additional Superintendent	1
16. Principal, Dental College	1
17.a. Special Grade Civil Surgeons	58
17.b. Professor (Civil Surgeons)-Clinical/ Non-clinical	682
18. Associate Professors (Clinical/Non-clinical)	296
19. Civil Surgeon Resident Medical Officer	24
20.a. Dy. Civil Surgeon	145
20.b. Dy. Civil Surgeon/Asst. R.M.O.	
21. Assistant Professor/Civil Asst. Surgeon/Tutor	1654
22. (a) Civil Surgeon Dental	-
22 (b) Deputy Civil Surgeons (Dental)	11
23. Dental Assistant Surgeon/Tutor	22
24. Lay Secretary & Treasurer Gr. I	19
25. Lay Secretary & Treasurer Gr. II	31
26. Principal & Professor, College of Nursing	4
27. Asst. Professor, College of Nursing	16
28. Principal Nursing Tutor	5
29. Lecturer College of Nursing	29
30. Nursing Superintendent Gr. I	19
31. Nursing Superintendent Gr. II	54
32. Nursing Tutor Gr. I	12
33. Nursing Tutor Gr. II	45
34. Midwifery Tutor/Sister Tutor	14
35. Public Health Nurse	9
36. Head Nurse	385
37. Staff Nurse	1732
38. House Keeper Grade. I & II	14
39. Auxillary Nurse Midwife (A.N.M)	97
PARA-MEDICAL & OTHER SUPPORTING STAFF	
40. Chief Dietician	4
41. Dietician	14
42. Chief Biochemist	3
43. Biochemist	14
44. Chief Chemist	2
45. Lecturer in Radiological Physics/Physicist	24
46. Occupational Therapist	9
47. Lecturer in Health Education	

	and Family Welfare	8
48.	Lecturer in Statistical Demographer	8
49.	Perfusionist	3
50.	Immunologist	1
51.	Speech Pathologist	1
52.	Non-Medical Tutor	2
53.	Non-Medical Assistant (Gazetted)	28
54.	Non-Medical Assistant (Non-gazetted)	9
55.	Medical Demonstrator	7
56.	Non-Medical Demonstrator	24
57.	Physical Director (Gazetted)	1
58.	Physical Director (Non-gazetted)	8
59.	Asst. Physical Director	1
60.	Librarian	18
61.	Assistant Librarian	32
62.	Library Assistant/Attender	2
63.	Book bearer	36
64.	Pharmacy Supervisor	8
65.	Pharmacist Grade. I	28
66.	Pharmacist Grade. II	259
67.	Optometrist/Refractionist	78
68.	Technician Optometry	1
69.	Orthoptist/Assistant Orthoptist	2
70.	Orthoptic Technician	4
71.	Assistant Technician Optometry	1
72.	Deputy Statistical Officer	2
73.	Statistician	3
74.	Bio-statistician	1
75.	Speech Therapist	1
76.	Chief Radiographer	3
77.	Radiographer	117
78.	Dark Room Assistant	67
79.	Dark Room Attendant/X-Ray Attendant	36
80.	Senior Analyst	1
81.	Junior Analyst	9
82.	Senior EEG Technician	1
83.	Medico-Social Worker Gr. I & II.	26
84.	Psychiatry Social Worker	2
85.	ECG Technician / Cardiology Technician	53
85.	Prosthetic Technician /	

	Orthotic Technician	12
87.	Laboratory Technician/Assistant	709
88.	Laboratory Attendant	592
89.	Audiometry Technician	1
90.	Electrician Grade. I	9
91.	Electrician Grade. II	2
92.	Electrician Grade. III	1
93.	Asst. Electrician/Elec. Wiremen	6
94.	Wireman	18
95.	Electrical Mechanic	2
96.	Electrical Attender	3
97.	Senior Electrical Pump Driver	1
98.	Mechanic/Mechanical Supervisor	2
99.	Chargeman Mechanic	2
100.	Mortuary Mechanic	1
101.	Maintenance Mechanic	1
102.	Steam Laundry Mechanic	2
103.	Steam Laundry Driver	2
104.	Gass Mechanic	6
105.	Bore Well Mechanic	1
106.	Boiler Mechanic	1
107.	Physiotherapist	1
108.	Assistant Physiotherapist	8
109.	Curator	2
110.	Artist-cum-Draughtsman	2
111.	Photo Artist	4
112.	Artist	5
113.	Photographer	3
114.	Artist-cum-Photographer	2
115.	Photographer-cum-Artist	6
116.	Photo Artist/Artist	4
117.	Health Inspector	18
118.	Plumber	32
119.	Dental Hygienist	8
120.	Dental Technician	8
121.	Dental Mechanic	4
122.	Fitter Mechanic	19
123.	Fitter Maistry	4
124.	Ambulance Driver	153
125.	Projectionist-cum-operator	8
126.	Cinema Operator	1

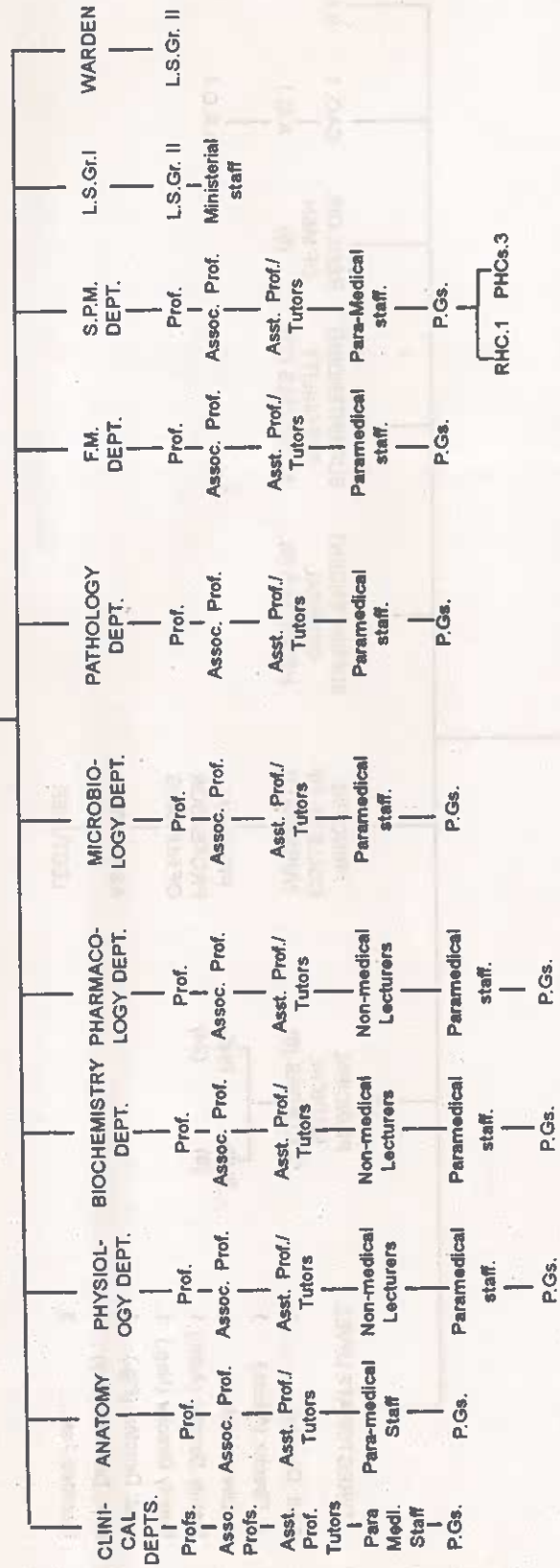
127. Tailor	73
128. Sergeant	5
129. Senior Lift Operator	7
130. Lift Operator	3
131. Lift Attendant	18
132. Blood Bank Technician	1
133. Eye Bank Technician	1
134. Jemedar	7
135. Theatre Assistant	78
136. Dresser	10
137. Head Mali	10
138. Tutor in Carpentry	1
139. Assistant Carpenter/Carpenter	6
140. Carpenter Boys	1
141. Nursing Orderly	745
142. Head Cook	4
143. Bearer-cum-cook	20
144. Cooks	225
145. Assistant Cooks	33
146. Nursing quarter cook	38
147. Mould Technician	2
148. Head Dhobi/Dhobi/Asst. Dhobi	121
149. Medical Record Officer	8
150. Medical Record Technician/Clerk	30
MINISTERIAL	
151. (a) Office Superintendent/Manager	49
(b) Accountant	
152. Senior Assistant	2311
153. Senior Steno/U.D. Steno	16
154. Jr. Assistant	401
155. U.D. Store Keeper	2
156. L.D. Steno/Steno Typist	74
157. Typist	282
158. Clerk-cum-Typist	74
159. Telephone Operator	44
160. Shroff	8
161. Record Assistant	34
162. Roneo Operator	1
163. Class IV employees	3259
(Thoties, Sweepers, Kamaties, Kamatons, Watchmen etc.)	

ORGANISATIONAL CHART

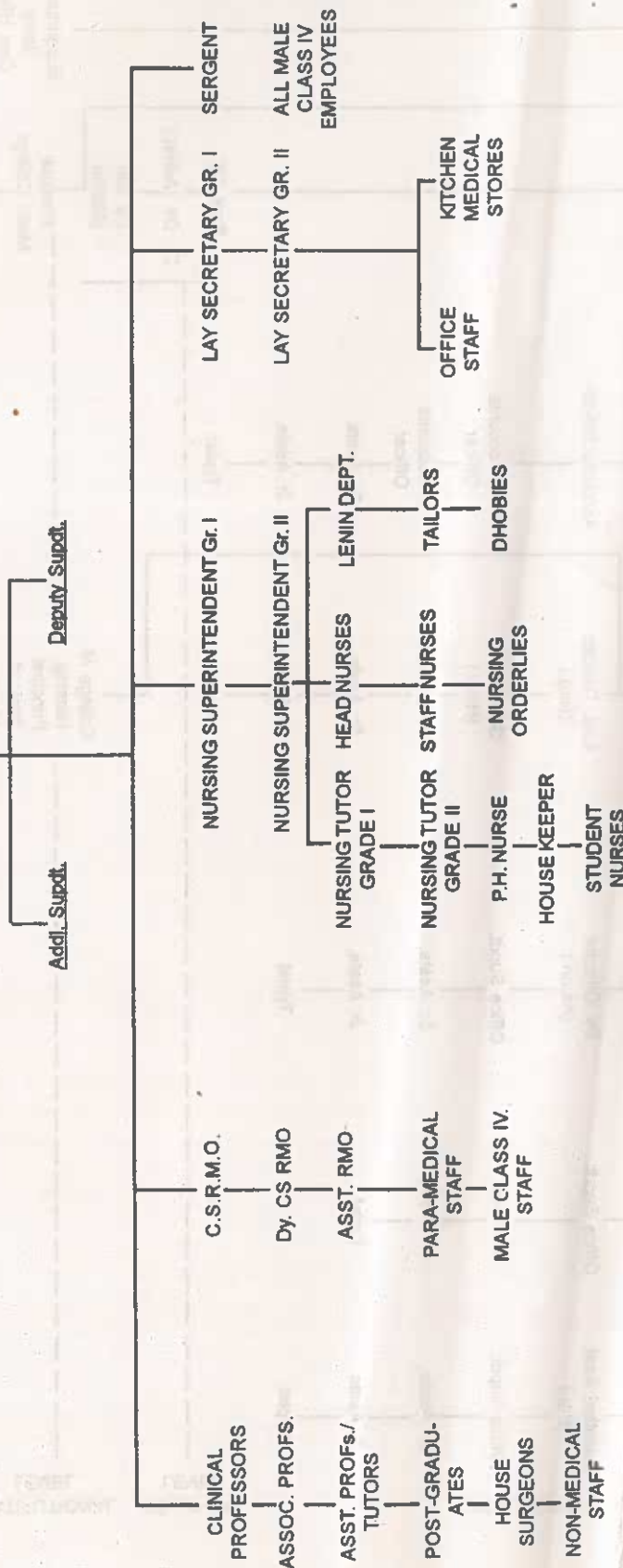


PRINCIPAL, MEDICAL COLLEGE

VICE-PRINCIPAL

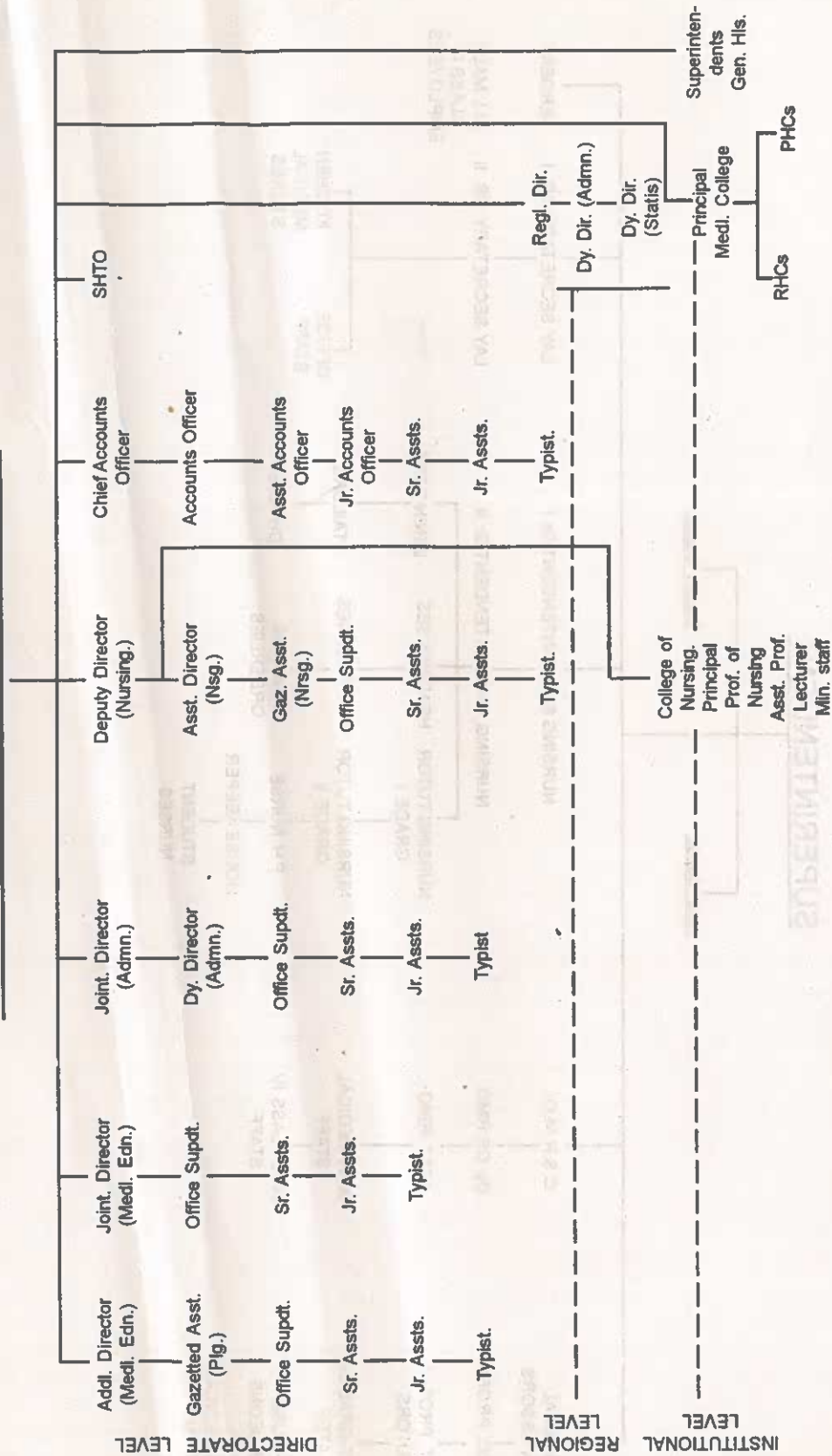


SUPERINTENDENT



DIRECTOR OF MEDICAL EDUCATION

DIRECTOR OF MEDICAL EDUCATION



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

1. DIRECTOR OF MEDICAL EDUCATION

The Director of Medical Education (D.M.E.) was created on 29-8-87 when the administrative control of Medical Colleges and Teaching Hospitals were withdrawn from the N.R.T. University of Health Sciences.

The Director of Medical Education is the Head of the Department to administer the Medical Colleges and Teaching Hospitals in the State.

FUNCTIONS

1. He is the Adviser to the Government in all matters relating to Medical Education and functioning of the Teaching Hospitals attached to Medical Colleges.
2. He has to implement the policies and orders issued by Govt. there on from time to time.
3. He is the head of the Department in terms of various service rules, civil service regulations, financial code, Treasury code and other statutory rules of the State Government in the day to day administration.
4. He is responsible for the proper and efficient functioning of the Medical Education and para-medical training courses available in the Medical Colleges, and providing medical care through the teaching hospitals.
5. He is responsible for overall discipline of the staff working in the Department.
6. He is responsible for planning, organising and implementation of the Medical Education and Medical Care.
7. He is responsible for the utilisation of the appropriations made available for the department by following the financial disciplines and the financial powers delegated to him by Government from time to time.
8. He will ensure that the hospitals render proper and satisfactory medicare to the public by providing necessary man power, and materials in time.
9. He will provide necessary technical support for the teaching hospitals under his control.
10. He will inspect the Medical Colleges and Teaching Hospitals whenever possible for on the spot working conditions and guide them for the improvement of their working conditions.
11. He will ensure discipline of the staff working in the Medical Colleges and Teaching Hospitals and take prompt action to control the indiscipline found at any level.
12. He will operate the powers vested with him as per Civil Service (Classification, Control and appeal) Rules whenever required to be followed.

13. He will also operate the powers vested under various service rules to settle the service matters of the employees working in the Medical colleges and Teaching Hospitals.
14. Being Head of the Department, he will inspect the Medical Institutions under his control and take action within the powers vested with him. In other cases, he will approach the Government for proper guidance and orders.
15. He will keep liaison with other Directors viz., Director of Health, Director Drugs Control Director, IPM, Commissioner, Family Welfare, Director, Aids Control Project and N.T.R. University of Health Sciences for necessary support.
16. He is accountable to the Government in all the administrative and financial matters and follow the orders of the Govt. in case of omissions and commissions.
17. He will render proper account for the expenditure against the appropriations.
18. He is the member of the Executive Committee of the University of Health Sciences.
19. He is the Ex-Officio President of Andhra Pradesh Nursing Council.

2. ADDITIONAL DIRECTOR (MEDICAL EDUCATION)

This post is sanctioned to assist the Director of Medical Education in his duties.

FUNCTIONS :

1. He shall assist the Director of Medical Education in the administration of Teaching Programmes and providing medicare through Teaching Hospitals.
2. He will visit the Teaching institutions as and when required by the Director of Medical Education to ensure proper functioning of the institutions.
3. He will assist the Director of Medical Education in sharing with his office work and providing technical support.
4. He will assist the Director of Medical Education in the procurement and supply of drugs, dressings appliances and other equipment required for the Medical Institutions.

3. JOINT DIRECTOR (MEDICAL EDUCATION)

He is in the cadre of Professor (Civil Surgeon). He will work under the administrative control of the Director Medical Education.

FUNCTIONS :

1. He will assist the Director of Medical Education and Additional Director of Medical Education in all technical matters.
2. He will visit the Medical Institutions if required by the Director of Medical Education for on the spot study of their functioning.
3. He will carry on any other duty assigned by the Director of Medical Education.

4. JOINT DIRECTOR (ADMINISTRATION)

It is a promotional post to the Deputy Director (Admn.). He will work under the administrative control of the Director of Medical Education.

FUNCTIONS :

1. He will assist the Director of Medical Education in all administrative matters.
2. He must be well conversant with all service rules, procedures and guide the Director of Medical Education properly for efficient administration of the department.
3. He will ensure discipline among the ministerial staff in the office of the Director of Medical Education.
4. He will attend to any other subject matter assigned by the Director of Medical Education.

5. DEPUTY DIRECTOR (ADMINISTRATION)

It is a promotional post to the Lay Secretary and Treasurer Grade I. He will work under the administrative control of the Director of Medical Education.

FUNCTIONS :

1. He will assist the Director of Medical Education in administrative matters.
2. He must be well conversant with all service rules and guide the Director of Medical Education in administration.
3. He is also stores officer and will help the Director of Medical Education in indenting and prompt supply of drugs, appliances and other equipment to the Medical institutions.
4. He will attend to any other duty entrusted to him by the Director.

6. DEPUTY DIRECTOR (NURSING)

FUNCTIONS :

1. She will be under the administrative control of the Director of Medical Education and will work in the office of the Director of Medical Education.
2. She will look after the correspondence of the Nursing Colleges and advise the Director of Medical Education.
3. She will inspect the Nursing Colleges as per the directions of the Director of Medical Education.
4. She will be responsible for the proper functioning of the existing colleges.
5. She will assist the Director of Medical Education at the time of examinations.
6. Preparation of required statistical data in respect of Government and private colleges.

7. ASSISTANT DIRECTOR (NURSING)

FUNCTIONS :

1. She will work under the direct supervision of the Dy. Director (Nursing) in the Directorate of Medical Education.
2. She will assist the Dy. Director in all matters relating to the Nursing Colleges.
3. In times of need, he may go over to the Colleges and inspect the way of teaching and put before the Director of Medical Education his findings.

8. GAZETTED ASSISTANT (PLANNING)

An Officer in the category of Lay Secretary and Treasurer Grade I is posted as Gazetted Assistant in the Directorate. He will work under the administrative control of the Director of Medical Education.

FUNCTIONS :

1. He will assist the Addl. Director of Medical Education in all planning and evaluation of the results of all plan schemes.
2. He will attend to any other duty assigned by the Director of Medical Education.

9. GAZETTED ASSISTANT (NURSING) - 1 POST

An Officer in the category of Lay Secretary and Treasurer Grade I is posted as Gazetted Assistant in the Directorate. He will work under the administrative control of the Deputy Director (Nursing).

FUNCTIONS :

1. He will assist the Deputy Director (Nursing) in matters relating to Nursing Schools, Nursing Colleges and their administrative matters.
2. He will assist the Deputy Director (Nursing) in conducting General Nursing examinations, while guiding the Deputy Director in the administrative matters.
3. He will attend to any other work entrusted by the Director of Medical Education.

10. CHIEF ACCOUNTS OFFICER

He is an Officer from Treasuries and Accounts Department working in the Directorate on deputation basis. He is a common officer for both Director of Medical Education and Director of Health.

FUNCTIONS :

1. As a representative of Finance Department he has to act as a Financial Adviser to the Director of Medical Education on all matters involving financial implications. He will be the Head of Accounts branch in the Directorate which deals with the following subjects :

I GENERAL :

- a. Fixation of pay of the employees of the department.
- b. To release increments to all members of staff in the Directorate and maintain their service registers.
- c. To maintain and disposal of pension files of the staff working in the department. For this purpose periodical returns in prescribed form should be obtained from all the Heads of Medical institutions and pursue the pension cases at every stage till their finalisation.

II BUDGET :

- a. To prepare number statements and budget estimates of revenue, capital and loan accounts under plan and non-plan schemes;
- b. To release budget under plan and non-plan schemes as per the instructions of the head of the departments. The relevant files have to be maintained in the Accounts branch.
- c. To review monthly expenditure with reference to release of funds.
- d. To prepare proposals for supplementary grants / re-appropriation / and to ensure timely preparation of savings and excesses.
- e. Reconciliation of expenditure / revenue with Accountant General.

- f. To prepare performance budget and prepare departmental budget speech in the Legislative Assembly.

III. MAINTENANCE OF ACCOUNTS :

- a. To ensure maintenance of accounts of the department;
- b. Submission of detailed contingent bills in time to Accountant General, A.P. Hyderabad and to bring cases of delay to the notice of the Head of the Department.
- c. To watch the receipt of utilisation certificate by maintaining a register.

IV. INTERNAL AUDIT :

- a. To conduct internal audit of all monetary transactions in the department.
- b. To dispose Audit reports / inspection reports and objection book items.

V. To prepare note on Public Accounts Committee matters.

VI. To prepare cost of components of the projects financed by External Agencies and centrally sponsored schemes, prepare project reimbursement claims and to obtain Audit certificates for the project accounts.

VII. He shall undertake tours of various subordinate offices with the permission of the head of the department to inspect the accounts

VIII. To maintain full cadre strength particulars under plan and non-plan scheme with supporting Government orders from year to year. The number statements should be strictly in accordance with the existing cadre strength under plan and non-plan. The monthly expenditure under pay and allowances should be strictly in conformity with current cadre strength in the department.

IX. To maintain full particulars of cadre strength paid from contingencies, wages, honorarium, work-charged establishment etc., and budget releases for these categories should be strictly for the approved number of posts under each category so that entry through these methods could be effectively checked in the department.

X. He shall accept the decisions of the Head of the Department concerned and action taken on them.

XI. Though the Director of Treasuries and accounts is the Administrative Authority in so far as the officers and staff of Accounts Branch in the office of the Head of the departments, the head of the department concerned shall be the immediate administrative controlling authority for the day to day work.

- XII. He is assisted by one Accounts Officer, one Asst. Accounts officer and supporting ministerial staff.

11. STATE HEALTH TRANSPORT OFFICER :

The post of State Health Transport Officer was created during the year 1963 in the cadre of Superintending Engineer to organise and manage the State Health Transport Organisation.

He will work under the administrative control of the Director of Health, but will attend to the repairs and maintenance of vehicles under different branches of medical and Health Department viz., Director of Medical Education, Commissioner Family Welfare, AP Vaidya Vidhana Parishad, Insurance Medical Services etc.

There is one central workshop at Hyderabad, 4 Regional workshops at Warangal, Visakhapatnam, Vijayawada and Cuddapah, 20 mobile workshops at each district headquarters (other than where regional workshops are located). The following supporting staff are working at the Central, Regional and Mobile Workshops.

1. Assistant Transport Officer.
2. Service Engineers.
3. Foremen.
4. Chargemen.
5. Skilled Artisans.
6. Jr. Technical Assistants.
7. Artisans.
8. Un-skilled artisans.
9. Helpers.

FUNCTIONS :

1. He shall attend to prompt repairs (both major and minor) to all the vehicles in the department and their maintenance through the Mobile Workshops, Regional Workshops and Central Workshop.
2. He shall ensure the procurement of tyres, tubes, batteries and other spare parts required for the maintenance of the vehicles and supply them through the workshops.
3. He will provide technical advise to the Directors in the purchase of new vehicles.
4. He will arrange proper technical advise to the drivers about the maintenance of the vehicles, through the Mobile Workshops.

The detailed functions of the State Health Transport Officer and other staff in the Transport Organisation will be provided in the Functional Manual of Director of Health.

12. REGIONAL DIRECTOR OF MEDICAL AND HEALTH

SERVICES :

Consequent upon implementation of Six Point Formula under Presidential Orders in Andhra Pradesh State, all the non-gazetted posts and some specified categories of first gazetted posts were declared as Zonal Cadre posts. To implement the said Presidential Orders, delegation of powers, which were exercised by the former Director of Medical and Health Services, in so far as the service matters of each zone formed under Presidential orders, were to be decentralised for effective implementation of the schemes. As such, 6 Regional Directors of Medical & Health Services were created one for each Region, at Visakhapatnam, Rajahmundry, Guntur, Cuddapah, Warangal and Hyderabad in G.O. Ms.No.797 Health Dt. 23-8-76 and G.O.Rt. No. 1045 H Dt. 21-10-78.

Though separate Directors were appointed for Medical Education, Health and Family Welfare Programmes at Directorate level the other categories of medical, paramedical, nursing and ministerial are still functioning as a unified department at district and peripheral levels. Their recruitment, postings and transfers, promotions etc., are based on common seniority for all the above branches of Medical and Health Department. So, the Regional Director is still continuing to recruit, posting and Transfers of all Zonal cadre posts in the Department though they are posted in different medical and health institutions under different Directors.

He is a common officer for Director of Medical Education, Director of Health, Commissioner Family Welfare.

FUNCTIONS :

1. To deal with all service matters of all the categories coming under the localisation scheme, which includes all appointments, transfers, postings, disciplinary cases relating to the staff working in the Zone including specified categories.
2. Administrative supervisory control and sanction of leave involving no substitute arrangement for the staff other than those mentioned above;
3. Collection and compilation of statistical data relating all programmes, plan and non-plan schemes of the institutions in the Zone.
4. He is assisted by one Deputy Director (Administration) and Deputy Director (Statistics) and other ministerial staff.

13. PRINCIPAL MEDICAL COLLEGE :

He is an officer in the cadre of Additional Director Medical Education.

FUNCTIONS :

I. ADMINISTRATIVE :

1. Sanctioning authority of the Earned leave/HPL etc., to the Professors, Associate Professors, Dy. Civil Surgeons, Asst. Professors and all non-gazetted staff and Last Grade servants.
2. Appointing authority for the institutional posts.
3. Nominating authority in the Institutions of National programme and Continuing Medical Education programme and all other scientific conferences, seminars and workshops.
4. Monitoring authority for implementation of public welfare programme like Pulse Polio, Epidemic, malaria etc.
5. Disciplinary authority for all the institutional category.
6. Administrative controlling officer for Rural Health Centres.

II. Accounts :

1. He is the controlling officer for all the financial matters.
2. Sanctioning authority for loans and advances as per the powers delegated by the Government.
3. Controlling for non-government funds viz., students funds, college development society, grant-in-aid project of ICMR or other Organisations.
4. Competent authority for procurement of all the requirement for institutions viz., books and journals, materials, equipments as per the powers delegated by the Government.
5. Budget controlling authority for the Institutions.
6. Monitoring authority for buildings and infrastructure facilities.

III. ACADEMIC :

1. Authority to admit undergraduates, post-graduates and super-speciality courses in the medical college after selection and allotment.
2. Final authority for approval of time table for students.
3. Monitoring of teaching programmes.
4. Chief Warden for hostels of the college.
5. Chairman for Post-graduate selections.
6. Convenor for conducting of Ethics Committee meetings.

7. Proper conduct of undergraduate, post-graduate and superannuation.
8. Recommendation for examination of Internal and External.
9. Member of the Academic section of the NTR University of Health Sciences.
10. Monitoring of teaching programme in the affiliated hospitals.
11. To maintain teaching programme as per standard of Medical Council of India.

14. SUPERINTENDENT, GENERAL HOSPITAL

There is no post of Superintendent as such in Teaching Hospitals. The senior most among Civil Surgeons will be promoted to the category of Additional Director and posted as Professor of concerned Department and designated as Superintendent of the hospital. Besides attending to his clinical duties as a specialist and providing medical care to the patients, he will discharge the following functions as Superintendent of the concerned Hospital.

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 Resident Medical Officer Nursing Superintendent, Lay Secretary, Electrician, Plumber and the representative of the R & B Dept. 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 Grade-I with regard to the non-technical organisation of 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

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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 Medical Education as and when called for.
10. He is responsible for the Director of medical Education 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. He will convene the Medical Board twice in a month / or when required.
13. He is the Chairman of the Drug Procurement Committee.
14. He will be incharge of Nursing School attached to the hospital.
15. He will be the Deputy Chairman, Examination Board of Nurses and will assist the Chairman (Director of Medical Education) in the business part of the examinations in General Nursing.
16. He will be the President of the Regional Committee for selection of Pupil Nurses.
17. He will be President of the Committee for selection of Senior House Surgeons.
18. He is the Member-Convenor of the Hospital Advisory Committee.

15. ADDITIONAL SUPERINTENDENT

The post of Addl. Superintendent in Osmania General Hospital Hyderabad was created in the year 1982. He is also in the cadre of Additional Director.

FUNCTIONS :

1. He will allot duties to the Reserve Medical Officers in the hospital and sanction leave to them;
2. He will assist the Superintendent in the training programmes in the hospital, allotment of duties and providing accommodation to post-graduates.
3. He is incharge of appointments and training of Senior House Surgeons.
4. He will look after appointments, training and postings of Internees.
5. He will look after the drug indents and maintenance of available equipment.
6. He will have joint control of budget with the Superintendent.
7. He will attend to any other duty assigned by the Director of Medical Education / Government.

16. PRINCIPAL, GOVERNMENT DENTAL COLLEGE & HOSPITAL

FUNCTIONS :

1. Principal, Government Dental College and Hospital is head of the administration and controlling officer of the hospital as well as office of the Principal.
2. He is the Chairman of the Examinations and admissions of the B.D.S. as well as M.D.S. courses.
3. He is also one of the Head of the department involved in teaching activities.
4. He is responsible for all the administration, academic and research activities.
5. He is also Chairman of Board of Studies (Dental) and Adviser of N.T.R. University of Health Sciences regarding curriculum-assessment etc.

17. PROFESSORS (INCLUDING SPECIAL GRADE CIVIL SURGEONS)

I. CLINICAL PROFESSORS (INCLUDING SPL. GRADE CIVIL SURGEONS)

The Professors (Civil Surgeons) of the following specialities are called Clinical Professors who will have collateral duties in Medical Colleges and attached Teaching Hospitals. They will be under the administrative control of the Principal of concerned Medical College and all their service matters viz., leave, sanction of increments etc., will be dealt with by the Principal. They are post-graduates or with super-speciality degree and sufficient teaching experience in their speciality.

MEDICAL

1. Medicine
2. Psychiatry
3. Veneriology
4. Dermatology
5. Tuberculosis
6. Paediatrics
7. Cardiology
8. Neurology
9. Gastro-enterology

SURGICAL

1. Surgery
2. Obstetrios & Gynaecology
3. E.N.T.
4. Ophthalmology.
5. Orthopaedics
6. Cardio-thoracic surgery
7. Neuro-surgery
8. Paediatric Surgery
9. Plastic Surgery

- | | |
|-----------------|----------------------|
| 10. Radiology | 10. Urology |
| 11. Nephrology. | 11. Anaesthesiology. |

The Professor of each of the speciality will have the following functions :

FUNCTIONS :

1. He will be responsible for teaching of both undergraduate and post-graduates in his subject, as per the curriculum / syllabus
2. He will be responsible for the general discipline of the students (both undergraduate and post-graduate) and programmes of their studies.
3. He will be responsible for both theoretical and clinical teaching for the students posted to his unit.

IN HOSPITAL

Each one will be allotted certain number of beds in the hospital which is usually called a UNIT.

FUNCTIONS :

1. He shall conduct out-patient clinics daily or on a particular day in a week, if the number of units are more than one and give treatment to the patients 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 Associate Professor / Assistant Professor / Tutor, Nursing and other para-medical staff posted to his department in the best manner, while enlisting their cooperation.
7. He shall approach the Superintendent of the hospital / Resident Medical Officer in case of any problem for help in his duties in the hospital.
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 dressing received for the ward and other statistics of his department.
10. He will attend to call duties outside hospital hours whenever called for.
11. He is responsible for examining the patients and give his opinion to the Medical Boards as and when called for and / or when appointed as member of the Medical Board.

CHIEF ANAESTHETIST

1. He is responsible for general supervision of all the operation theatres and will post Anaesthetists to various theatres.
2. He will be available to all Surgeons for special operations.

II. NON-CLINICAL PROFESSORS :

The Professors (Civil Surgeons) of the following Specialities are called non-clinical Professor. He will have duties in Medical College. He will be under the administrative control of the Principal, Medical, College.

1. Anatomy.
2. Physiology.
3. Bio-Chemistry
4. Microbiology
5. Pathology
6. Pharmacology
7. Forensic Medicine
8. Social & Preventive Medicine

FUNCTIONS :

1. He will be responsible for teaching of both undergraduates and post-graduates in his subject, as per the curriculum / syllabus.
 2. He is responsible for the general discipline of the students (both under-graduate and post-graduate) and progress of their studies.
 3. He is responsible for imparting theoretical and practical training to the students.
- He is assisted by the following staff :

1. Associate Professor.

2. Assistant Professor / Tutor
3. Other non-medical supporting staff.

BIO-CHEMISTRY / MICROBIOLOGY

He will arrange clinical laboratories in the attached teaching hospital and provide laboratory services for both in and outpatients who attend the hospital for treatment.

FORENSIC MEDICINE

He will arrange post-mortem examination of Medico-legal cases in the mortuary attached to the hospital and furnish reports to the concerned authorities as per the procedures and guide-lines given in the Medical Code.

PATHOLOGY

He will also arrange post-mortem examinations of the dead bodies, where clinical importance is felt, with the consent of the near relatives of the patient died in the hospital.

SOCIAL AND PREVENTIVE MEDICINE

1. He will arrange training to the Internees in the Rural Health Centre and the Primary Health Centres attached to the Medical Colleges.
2. He will implement the ROME programme.

18. ASSOCIATE PROFESSOR

These posts are created in the year 1997 as per norms of Medical Council of India.

The Associate Professor of Clinical subjects will have collateral duties in Medical Colleges and teaching hospitals.

He will work under the administrative control of the Principal, Medical College and will work under the control of the Professor concerned.

The Associate Professor of non-clinical subject will have duties in the Medical Colleges.

FUNCTIONS :

1. He will be responsible for teaching of undergraduate and postgraduate students posted to the unit.
2. He will be responsible for providing treatment to in and outpatients in his speciality.
3. He will share the responsibility of the Professor concerned in his teaching and clinical duties.

19. RESIDENT MEDICAL OFFICER (R.M.O)

He is in the cadre of Civil Surgeon, promoted from the general seniority of the Civil Assistant Surgeon / Dy. Civil Surgeon. He need not have any post-graduate degree or diploma in any speciality. His functions are purely administrative in nature in general. He will work under the administrative control of the Medical Superintendent of the hospital.

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 out-patients department, dispensary and medical stores and workshop will be under his administrative charge except where separate arrangements exist for charge 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 PM and midnight and or at any other time which he considers necessary. He will report to the Superintendent 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 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 scrutinise the morning report before its 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 the 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 medial 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 birth 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 inpatients.
20. He will supervise the maintenance of all statistical records.
21. He should reside in the quarters provided in the hospital and be available for emergencies at all times. During his absence from the hospital premises, the Dy. Civil Surgeon R.M.O./Asst. R.M.O./ 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.

20. (a) DEPUTY CIVIL SURGEON

The Deputy Civil Surgeon is an intermediary category post between Civil Surgeon and Assistant Surgeon. The Assistant Surgeon will be promoted as Deputy Civil Surgeon according to the Seniority and he will carry this designation whether he is posted to teaching or non-teaching category of post. He will discharge the same duties assigned to Assistant Surgeons. If a Deputy Civil Surgeon, having a post-graduate qualification in any speciality, is working in teaching post will continue to discharge the same functions of the Asst. Professor of the concerned speciality. His functions are the same as that of Assistant Professor.

If he is posted to a non-teaching post in the teaching hospital, his duties will be assigned by the Superintendent of the hospital, according to the needs of the hospital.

20. (b) DEPUTY CIVIL SURGEON / ASST. RESIDENT MEDICAL OFFICER.

He is called second R.M.O./Assistant R.M.O. An Officer in the cadre of Dy. C.S. / Senior Assistant Surgeon will be nominated by the Superintendent as Assistant RMO. He will work under the administrative control of the Civil Surgeon RMO and the (Medical) Superintendent of the Hospital.

FUNCTIONS :

1. He will be incharge of the anti-rabic section of the out-patient 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 it 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 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 therein 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 the accident registers are written and maintained properly.
9. He will scrutinise and initial the statistical registers relating to the inpatients.
10. He will see that the registers of inpatients and other registers are maintained by the casualty department properly.
11. He will scrutinise the indents for drugs and dressings from the wards and departments and satisfy himself that the articles indented for are absolutely necessary and confirm to the minimum requirements.

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 / R.M.O.
15. He shall also attend to clinical duties if he has got any degree / diploma in any speciality.

21. ASSISTANT PROFESSOR / CIVIL ASSISTANT SURGEON / TUTOR

He / She is the basic medical person in the hierarchy of the Medical Department.

A Civil Assistant Surgeon having a post-graduate Degree in any speciality is only posted as Assistant Professor in that speciality. He will work under the administrative control of the Principal, Medical College and technical control of the concerned Professor / Associate Professor. The Asst. Professor in clinical department will discharge collateral duties of teaching in Medical Colleges and clinical duties (patient care) in the hospital as in the case of Clinical Professors.

A Civil Asst. Surgeon, not having a post-graduate degree but having a diploma in any speciality or not having even diploma, is called Tutor in the department. He will work under the administrative control of the Principal, Medical College and technical control of the Professor of the concerned department in which he is posted.

There are certain number of Reserve Medical Officer posts in every teaching hospital in which Civil Asst. Surgeons with or without post-graduate qualification are posted. Their services are utilised in Medical / Surgical Stores / dispensary / casualty / Blood Bank / as Assistant to Resident Medical Officer or any other department of the hospital according to the needs, by the Superintendent of the hospital. They will be under the administrative and technical control of the Superintendent.

I. ASSISTANT PROFESSOR (CLINICAL DEPARTMENT)

A. IN MEDICAL COLLEGE

1. Will assist the Professor / Associate Professor in teaching Programme.

B. IN TEACHING HOSPITAL.

1. Shall assist the Professor / Associate Professor (Unit heads) in outpatient / inpatient services in the wards.
2. Carry out any clinical work entrusted to him by the Unit Head.
3. Maintain OP register for the cases he / she examines;
4. Shall write the case sheet of inpatient as per the directions of the Unit head.
5. Shall note the prescription of the treatment advised by the unit head in the case sheet.
6. Shall sign the daily indent of drugs etc., for the ward.
7. Shall assist the unit head in the surgical department in surgery.
8. Ensure proper record of surgery done in the case sheet.
9. Shall enter the particulars of surgery done in the registers maintained.
10. Shall utilise the services of post-graduate students and Interns in the ward work.
11. Shall follow the Unit Head in his daily ward rounds.
12. Shall teach the post-graduates and undergraduates in clinics
13. Shall attend to any other clinical work entrusted by the Unit Head.

B. AS DUTY MEDICAL OFFICER

1. One of the assistant Professor is posted as Duty Medical Officer on the admission day of the unit in which he is working. He will be on duty from 2 PM to 9 AM (next day) in the hospital and should not leave the hospital premises without the permission.
2. Shall attend to the patients admitted in casualty on receipt of intimation from casualty Medical Officer and admit the patients in the ward if required inpatient service.
3. Shall attend the seriously ill cases in any ward on receipt of intimation from the ward nurse.
4. Shall contact the concerned unit head in emergency cases, and carryout his instructions regarding the treatment of such patients.
5. After due examination declare deaths occurred in any ward and record the same in the case sheet.
6. Will attend to emergency surgery of the cases attending casualty.
7. In serious cases admitted.

C. ASSISTANT PROFESSOR (NON-CLINICAL)

1. Shall assist the Professor / Associate Professor in teaching programme for undergraduate and post-graduate students.
2. Arrange practical / laboratory demonstration to the undergraduate and post-graduate students.
3. Takeup classes for undergraduates and post-graduates assigned by the Professor / Associate Prof.
4. Conduct post-mortems of the dead bodies in Medico-legal cases and write the reports.
5. Conduct clinical laboratory tests and supervise clinical laboratories in medical college and teaching hospital.

D. GENERAL SIDE (IN HOSPITALS)

I. CASUALTY :

1. Examine the patients brought to casualty immediately and provide treatment.
2. Shall take the opinion of the duty Medical Officer of the concerned speciality if required for the treatment of the patients and admit them as inpatients and shift them to the concerned wards for further treatment.
3. Shall fill up the accident register in respect of medico-legal cases available in casualty besides providing immediate medical care.
4. Intimate the police authorities in respect of medico-legal cases and inform the Resident Medical Officer if necessary.
5. Shall provide ambulance service kept at his disposal in needy cases while ensuring the payment of prescribed charges therefor.
6. Shall be available in casualty on shift system prescribed by the RMO.
7. In serious cases admitted in the hospital, the report should state whether a dying declaration is necessary.

II. MEDICAL STORES :

1. Shall supervise the indents of drugs, dressings and instruments prepared by the Pharmacy Supervisor / Pharmacist and forward the same to the Superintendent through office.
2. Shall ensure the standard / quality of drugs, dressings and instruments received in the stores against the purchase orders placed.

3. Shall ensure sending samples of drugs for analysis, watch the results and record the same in the prescribed register.
4. Shall ensure proper maintenance of Bin Card system in the Medical Stores.
5. Shall supervise the indents and distribution of drugs in the OP Dispensary.

III. OTHER DUTIES :

1. If posted as Asst./Second RMO discharge the duties mentioned against second RMO.
2. Shall discharge the duties entrusted by the RMO in injection room, blood bank or any other department.

22. (a) CIVIL SURGEON (DENTAL)

This is a promotional post to Deputy Dental surgeon / dental Assistant Surgeon. He is a post-graduate in one of the Dental Speciality.

He will work under the administrative control of the Principal, Dental College / Medical College.

FUNCTIONS :

1. He is also a member of the Medical Faculty and is a Professor of Dental Surgery.
2. He will hold classes for undergraduates in the speciality as per the time table fixed by the Principal.
3. He will treat the patients in the speciality of Dental surgery in the hospital under the control of the Superintendent.
4. He will conduct out-patient clinic in the General Hospital and treat the patients.
5. He will also be allotted some beds in the General hospital. He will admit the patients who require inpatient treatment and treat them.
6. He will ensure procurement of the required equipment, drugs and other consumables for his department through the Superintendent of the hospital.
7. He will ensure proper maintenance of the equipment and account for the consumables and drugs supplied to his department.
8. He will maintain proper records of out-patients and in-patients treated and furnish the same to the Superintendent of the Hospital.

22. (b) DEPUTY CIVIL SURGEON (DENTAL)

This is a promotional post to Dental Assistant Surgeon. He will work under the administrative control of the Principal, Medical College and the Civil Surgeon (Dental).

FUNCTIONS :

1. To treat the patients in the speciality of Dental Surgery.
2. Ensure all the equipment required for his department, supplied and maintain the same properly.
3. Attend to the out-patient care conducted for the purpose and attend to cases referred to the general out-patient.
4. Treat cases that are referred to Dental Care Specialist whenever necessary.
5. He will teach the undergraduates as per the teaching programmes.

23. DENTAL ASSISTANT SURGEON

This is an initial recruitment post. He shall work under the control of Dental Civil Surgeon. He is under the administrative control of the Principal of the Medical, College / Dental College.

FUNCTIONS :

1. He will teach the undergraduates as per the teaching programme.
2. Render Dental care treatment to the patients attending his department.
3. Ensure that the required equipment for the department is available and maintain the same properly through the Dental Civil Surgeon.
4. Maintain the stock account of the equipment appliances and drugs supplied to his Department.
5. Furnish the particulars of work done in the department to the Superintendent.
6. Attend to the cases referred by other departments.
7. Attend to any other duties entrusted by the Civil Surgeon (Dental)

24. LAY SECRETARY & TREASURER GRADE-I

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 non-technical 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 the hospital.

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 prescribed 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 uneconomical 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 entires in diet sheets.
7. He will scrutinize the expenditure of non-diet articles in wards and departments and articles such as dressing lotions, thermometers, syringes 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.

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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 following financial powers.
 - a. To draw the pay and allowances bills of the establishment
 - b. To draw the contingent Bills
 - c. to draw other bills.
 - d. To sign for the head of the office, bills vouchers and orders sanctioning expenditure.
 - e. To incurr 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 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 appropriations, placed 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 ammendements and shall guide the Superintendent in all financial and administrative matter correctly.
17. All papers, drafts, statements, returns etc., for the signature of the Superintendent should be routed through the Lay Secretary & Treasure, who will scrutinise them and initial.

25. LAY SECRETARY & TREASURER GRADE-II.

FUNCTIONS :

1. He will be responsible to the Superintendent through the Lay Secretary &

Treasurer Gr.I for the proper functioning of (a) Medical Stores and (b) Kitchen Stores and 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 authorised by the Superintendent.
3. When in doubt about the quality of the articles and in all supplied 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 carryout 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 departments are made against proper indents.
10. In a Hospital when there is no post of Lay Secretary Gr.I, he will discharge the duties mentioned under Lay Secretary Gr.I.
11. He will look after the Academic subjects if posted in Medical College under the administrative control of the Principal.
12. He will manage the students hostel, if he is posted to Medical College Hostel under the Administrative control of the Principal and guidance of the Warden.

26. PRINCIPAL AND PROFESSOR, COLLEGE OF NURSING

The post of Principal is a promotional post from among the Professors working and also with reference to the qualifications prescribed as per the said rules.

FUNCTIONS AS PRINCIPAL :

1. She has got superintending control over the staff of the college.

2. She will be responsible for the administration of the Nursing Colleges.
3. She is responsible for proper conduction of the examinations.
4. She is responsible and also associate with the committee in admitting the candidates into the College.
5. She is responsible for the correspondence and all administrative matters to the Director of Medical Education.
6. She is also responsible to look after the hostel facilities of the candidates (only one hostel at Hyderabad).
7. She is responsible along with other members for inspection and recommendation about the new private colleges.
8. Full control over the syllabus of the college.
9. In times and need the principal should take up some classes in the college.

FUNCTIONS AS PROFESSOR :

1. To promote neatness in the classes and maintenance of discipline of the candidates.
2. To impart classes and teaching of various subjects.
3. Conducting the practicals to the candidates.
4. Preparation of question papers as directed by the Principal.
5. Attend to the duties of Examiner outside institution.
6. To attend to the teaching work and also critical research if any entrusted by the Principal.

27. ASSISTANT PROFESSOR, COLLEGE OF NURSING

28. PRINCIPAL NURSING TUTOR

29. LECTURER, COLLEGE OF NURSING / LECTURER IN PSYCHIATRY, NURSING.

1. She will work under direct supervision of the Principal of the college.
2. Responsible for teaching of the syllabus to the candidates.
3. Attend to the practicals and also examinations.
4. Work as examiner for the examinations - as per the directions of the Principal of the College of Nursing.

30. NURSING SUPERINTENDENT GRADE-I

The post of Nursing Superintendent Grade-I is sanctioned to major hospitals. It is a promotional post to the Nursing Superintendent Grade-II. She will assist the Superintendent of the hospital in nursing care.

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 female ward servants.
6. She will maintain a record of casual leave, days off, half days and late permissions 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, indents 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.I in all her duties and by special order of the Superintendent, specific duties may be assigned to Nursing Superintendent Grade.II, 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 procedures.
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 am to 4 pm 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 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 Nurses quarters and for keeping proper accounts of the mess expenditure and for the proper maintenance of the furniture, crockery and other equipments provided at Government cost for the use in the nurses quarters.
20. She should be well conversant with Manual of rules for nurses in Government hospitals and be responsible for other functions narrated therein.

31. NURSING SUPERINTENDENT GRADE-II

The post of Nursing Superintendent Grade.II is sanctioned to major hospitals having bed strength upto 300. It is a promotional post to Head Nurses. She will assist the Nursing Superintendent Grade.I if any, other wise 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 Gr.I she will perform all the duties of Nursing Superintendent Grade.I in the hospital.
2. Where she work 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 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 alternative with the Nursing Superintendent Gr.I and see that the patients are properly attended by the Nursing staff.

7. She will assist the Nursing Superintendent Grade.I in running the Nursing schools.

32. NURSING TUTOR GRADE-I

In Nursing school, Nursing Tutor Grade.I would be assisted by Nursing Tutor Grade.II, Public Health Nurse to whom she would delegate appropriate duties. She is qualified having a B.Sc., (Nursing) Degree / Public Health Nurse trained.

FUNCTIONS :

1. She is responsible for the Nursing Superintendent Grade.I for the organisation and conduct of teaching programme in the Nursing School attached to the hospital.
2. She will deliver lectures in accordance with the approved syllabus and attend to lectures given by the Medical Officers, to take roll call and for general disciplinary purpose. She will also give tutorial classes in the subjects of these lectures.
3. She will prepare a time table of lectures for each year at the beginning of the year and submit for the approval of Nursing Superintendent.
4. She will give special revision classes and special tutorial classes in preparation for examination and special lectures in nursing subjects as part of the school training.
5. She will plan the teaching programme including an orientation programme in consultation with medical and nursing teachers.
6. She will plan for students practical experience ward assignments and vacation in consultation with Nursing Superintendent.
7. She will plan ward-teaching programme with the cooperation and collaboration of ward head Nurses.
8. Attend to preparation for classes and demonstrations and display of educational material on notice board.
9. Teaching of all Nursing subjects with assistance from other members of the staff.
10. She will provide guidance to students in methods of study and use of reference books and library, individual attention to students when necessary including individual assignments.
11. She will conduct periodical and terminal tests. She will organise seminars, panel discussions, debates etc.

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12. She will ensure assurance that students due to appear for examinations fulfill all requirements.
13. She will regularly visit the hospital wards and departments and other fields of practice.
14. She will maintain (a) Register of attendance at classes, demonstrations, visits etc., (b) Record of practical experience (c) marks of terminal tests and examinations, (d) Record of classes given by Nursing, Medical and other teachers, (e) confidential reports on staff.
15. She will provide guidance to students (1) to maintain their own record of practical work and case books and (2) assist in completion of student permanent record.
16. She will arrange for initial and periodical health examination and maintenance of health record.
17. She will visit the student's rooms periodically to make sure that they practice personal hygiene.
18. She will organise recreational and social programmes and counselling for the students.
19. She will maintain library, requisition for new books and journals, indent for class room supplies, and make inventory of class room equipment.
20. She will arrange for functions for prize distribution, capping etc.
21. She will participate in staff education programmes and staff meetings.
22. She will participate in professional activities.
23. Help in organising publicity for nursing and stimulate recruitment.
24. She will supervise the written part of the General Sick Nursing Examinations and will be responsible for the despatch of answer papers in a sealed cover to the examiners concerned.
25. She will make all arrangements for the conduct of oral and practical examinations of pupil nurses appearing for examinations in General sick Nursing.
26. She will help the Nursing Superintendent in planning and organising educational programmes for the trained Nurses and other staff.
27. She will attend to any other duties related to Nursing Education.

33. NURSING TUTOR GRADE-II

She is also qualified in B.Sc. (Nursing)/Public Health Nurse trained.

FUNCTIONS :

1. She will assist the Nursing Tutor Grade-I in her duties regarding imparting training to pupil nurses.

34. MIDWIFERY TUTOR/SISTER TUTOR

35. PUBLIC HEALTH NURSE

FUNCTIONS :

1. The Sister-Tutor will assist the Matron in the organisation and administration of the Training School for the Nurses.
2. She will give special classes to the newly admitted pupil nurses during the first three months training and prepare them for the Matron's Special Test.
3. She will be required to deliver lectures to the first, second and third year nurse-pupils in accordance with the approved syllabus and to attend to lectures given by the Medical Officers to take the roll call and for general disciplinary purposes. She will also give tutorial classes in the subjects of these lectures.
4. A time-table of lectures for each year will be drawn up by the Sister-Tutor at the beginning of each year and submit for the approval of the Superintendent through the Matron.
5. She will give special revision classes and special tutorial classes in preparation for examinations and special lectures in the nursing subjects as part of the school training course. She will also hold theoretical and practical classes in invalid cookery for the pupil-nurses during the second year of their study.
6. She will visit the wards frequently and supervise the practical instruction which the pupil-nurses receive in the wards.
7. She will maintain records of all nurses classes and practical work. This includes both the attendance registers and the maintenance of the nurses charts.
8. She will be incharge of the Nurses Library and will maintain an upto-date list of the books in the library in a separate register kept for the purpose.
9. She will organise nurses recreations, games and reading.

36. HEAD NURSE

FUNCTIONS :

She is a promotee from Staff Nurse. She will work under the administrative control of Nursing Supdt. Gr.I (Matron).

1. Every H/N will be held responsible for the efficiency of nursing in the wards under her charge, for the practical training of pupil-nurses working in her wards and for the discipline, cleanliness and management of her section. She will also be responsible for the safe custody of ward lenin like surgical appliances, drugs and dressings and for the furniture, crockery, and correct rendering of indents, memorandums and reports of all kinds.
2. She will supervise the taking over of ward equipment by staff nurses and will report at once, in writing to the department concerned through the Matron, all deficiencies of any kind.
3. She is expected to be punctual on duty and at meals, to see that the nurses are also punctual and to report to the Matron any unpunctuality that comes to her notice.
4. It is part of her duty to assist in the maintenance of order amongst the nurses in the quarters and to report any misconduct immediately to the Matron (Nursing Supdt. Gr.I).
5. She will be responsible for economy in the expenditure of non-diet articles in her wards or departments and will scrutinise and countersign all indents from the Staff Nurses 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. Non-diet articles will be indented for at regular intervals and on specified days.
7. Dressing materials should be obtained on weekly indents, duly checked on receipt and receipts given to the issuing stores.
8. Urgent passes enabling visitors to visit seriously ill patients at any time, day or night, and self-diet passes will be issued by the Sister-in-charge of wards under the orders of the Medical Officer concerned. Such passes may, however, be issued by the Sister on her own responsibility in an emergency.
9. She will accompany the visiting Medical Officer during his ward rounds, preference being given to his senior officer when more than one Medical Officer visits the ward at the same time.
10. The grant of half-days and days-off will be regulated by the Matron with reference to the requirements of each hospital. Those off duty may be permitted to be absent from the hospital upto a specified hour not later than 12 midnight.
11. She will periodically check the equipment of furniture, crockery, medical and surgical appliances in the wards and departments under her charge with reference to the stock books and report the result to the Matron. A complete physical verification will be conducted by her on the first working day in January and July of each year and deficiencies and excesses noticed in such physical verification will be reported to the Superintendent through the Matron.

12. She may be posted as Night Superintendent by rotation. She will make a round of the wards twice during the nights and visit the nurses quarters once.
13. She will carry out such other duties as may be assigned to her by the Nursing Superintendent from time to time.
14. She shall supervise and guide the student Nurses.
15. She shall consult, discuss and cooperate with Nursing Tutor in assessing the student nurses progress.
16. She shall carry out incidental teaching for student Nurses and participate in their teaching programme.
17. She will hold regular conferences with student Nurses in the ward to help the students in her work.

37. STAFF NURSE

She is a qualified person. She will work under the administrative control of the Nursing Superintendent (Gr.I) (Matron) and immediate supervision of Head Nurse.

1. All Nurses are under the control and orders of the Matron, who is responsible for their conduct, discipline and due performance of duty.
2. She will carry out all orders given to them by the Medical Officers while on duty.
3. Nurses are not permitted to address directly or interview the Superintendent or any official matter except through the Matron.
4. Rules to be observed by Nurses are contained in the Manual of Rules for Nurses, a copy which is given to every nurse on first appointment in the hospital. Nurses will make themselves acquainted with all the rules and observe them carefully. Want of knowledge of the rules will not be accepted as an excuse for failure to comply with them. The Manual should be returned to the Matron when the Nurse finally leaves the hospital on transfer or otherwise.
5. Nurses are responsible for the safe custody in good condition of all Government Property, uniform and the like which may be in their care or used by them in the course of their duty and may be required to make good any damage or loss due to carelessness. They will give up all such properties on resignation or when leaving the hospital.
6. Nurses are not allowed to hold communications with any student or Medical Officer except in the course of official duty. They are required to be most circumspect in their conduct and to avoid unnecessary communications with the patients, students and Medical Officers. Any infringement of the strictest rules of propriety will be seriously dealt with.

7. No Nurse will visit any hospital stores except in emergency and only with the permission of her superior.
8. She will not leave her ward or department any time without the permission of the Head Nurse and will report herself to the Head-Nurse on her return.
9. She will not interfere in any way with the religious views of patients.
10. She should not under any pretext whatsoever accept a gift or gratuity from patients or their friends.
11. When a Nurse if feeling unfit for duty, she should atonce report the fact to the Head Nurse, if on duty in the ward, or to the Matron or Assistant Matron if in the quarters. The Matron will make necessary arrangements for medical attendance by informing the Resident Medical Officer.
12. No Nurse will be absent from her ward during her duty hours without permission.
13. Only half the number of Nurses on duty will be absent at the same time from wards for meals.
14. When a Nurse takes over charge of a ward or department she will see that the equipment tallies with the official list. A report to the effect will be sent to the Matron. She will keep the record of changes in the stock books and lists of instruments, furniture and other equipments and will be held responsible for all losses or breakages not noted and reported through the Matron.
15. The Staff Nurse-in-charge of the ward will, under the supervision of the respective Ward Medical Officer, maintain a ward in-patient nominal register.
16. The Staff Nurse-in-charge of the ward will keep the ward prescription book under lock and key. She will be responsible that no delay occurs in sending the indents and ward prescription book to the dispensary after the visit of the Medical Officer. If medicine is urgently required at any time when the prescription book is with the dispenser, prescription will be written on a slip of paper and sent to the dispensary. The slip when received back, will be pasted up in the prescription book.
17. All old prescriptions, which are not required to be supplied further, will be scored out in the prescription books daily by the Ward Assistant Medical Officer or house Surgeon.
18. The Staff Nurse will see that all poisonous drugs or solutions required for emergency use in the wards, are kept locked in the drawer of the injection table. Poisonous drugs will be taken out only when the House Surgeons require them. Only such drugs or solutions as are absolutely essential for emergency use, will be stocked in the wards.
19. The Staff Nurse will be held responsible that the patients are given the correct diets which have been ordered for them and will invariably be present and supervise the distribution of diets to the individual patients. She will, for her

- guidance in the matter, maintain a diet book showing the number of diets due to her wards from the kitchen and their distribution among the patients.
20. Should the Nurse observe anything wrong in the quantity or quality of the meals served out to the patients, she will report at once to the Resident Medical Officer.
 21. All Memorandum from Nurses regarding repairs to buildings sinks, taps, drains etc., will be addressed to the Resident Medical Officer through the Matron.
 22. Ordinarily Hypodermic barring Morphia injections can be given by Nurses.
 23. The Night Nurse-in-charge of the wards will, after midnight, prepare a daily census of patients in the prescribed form, (Medical Form 1-150 B) She will record in the table under paragraph 5 of the census report the names of all patients remaining in her wards who are on the dangerously ill list. Names not so recorded will be removed from the dangerously ill list and omission of the names in the census report will be considered as sufficient notification. The details of all patients discharged or dying after midnight, will be included in the statement for the next day.
 24. Should a patient express a desire for the ministration of a chaplain or a priest or other spiritual adviser of his own sect, the Nurse on duty will inform the Resident Medical Officer in writing.
 25. In the event of a Christian patient being seriously ill, the Nurse will draw the attention of the visiting chaplain of the patient's denomination to such a patient.
 26. Every death occurring in a ward is to be reported by the Nurse to the Medical Officer on duty.
 27. The Staff Nurse-in-charge of wards will advise patients on admission not to keep money or any valuables with them, but to have them deposited in the office for safe custody.
 28. Money and other valuables of patients will be entered in a separate register "Patient's property Book" and sent to the office and obtain acknowledgement.
 29. When a patient is discharged, the Nurse-in-charge of the ward will get back his cash, or other valuable property from the department concerned and hand them over to him.
 30. When money or valuables are found on the body of patients who die in the hospitals, the Nurse will send them to the office and obtain an acknowledgement for them. The Ward Nurse will, on no account hand over any effects to attendants, the responsibility for the disposal thereof resting with the office.
 31. When Hindu women patients wearing tali die in the hospital the tali should not be removed from their neck. The other jewels only should be removed and sent to the office for safe custody. If bodies of these patients are sent to the mortuary, the Sister-in-charge of the wards will see that an entry is made in the mortuary card to the effect that the tali is on the body.

32. When it is necessary to requisition the services of Duty Medical Officer House Surgeons to attend to any emergency case in the wards, the Nurse on duty will send a written memorandum to the Duty Medical Officer House Surgeon concerned noting the time of sending the memorandum and giving brief details of the name. The servant taking the memorandum should be instructed to take the memorandum immediately to the Duty Medical Officer/House Surgeon. The acknowledgement for the receipt of the memorandum should be obtained on the counterfoil in which the Duty Medical Officer/House Surgeon should note the time of receipt of the memorandum. Any undue delay on the part of the Duty Medical Officer/House Surgeon in responding to the emergency call, would be reported by the Nurse to the Resident Medical Officer.
33. She will supervise student nurses who are under her control.
34. She will see that the student nurses carry out the treatment and nursing care as taught in the class rooms and also guide and supervise the student nurses.
35. She will be responsible for the surgical instruments and appliances in the operation theatre for their sterilisation.
36. She will discharge specific functions when posted to operation theatre and special departments like Radiology, ENT, Ophthalmology etc., as specified in hospital standing orders part II.

38. HOUSE KEEPER GRADE I & II

In hospitals where House Keepers have been appointed for Nurses quarters, the following shall be their duties.

1. She will come on duty punctually at 5.45 AM
2. She will maintain an attendance register for the servants employed in the Nurses quarters, take their roll call every morning and report the absentees or late attendance of any servant to the Matron.
3. She will see that the servants are in clean uniforms and or otherwise.
4. She will see that they perform their duties punctually and efficiently.
5. She will receive all rations for the Nurses mess and check them with regard to the quantity and quality and will be responsible for any wastage or leakage of rations.
6. She will be responsible that meals are properly served to the members of the students Nurses/Nursing staff without delay and will be present at meals.
7. She will be responsible to the Matron for the care of furniture, crockery, linen and other miscellaneous equipment provided for use in the nurses quarters.

8. She will check the stock of crockery periodically and report any deficiency to the Matron.
9. She will report to the department concerned through the Matron breakage or loss of crockery and repairs to furniture, etc., and will see that the broken or missing articles are replaced and articles sent for repairs are returned duly repaired. She will maintain a proper record of such transactions. Reports of breakages or loss should invariably contain the names of persons responsible for such loss or breakage. Articles which have become unserviceable by fair wear and tear should be reported as such and sent for condemnation.

39. AUXILIARY NURSE MIDWIFE (ANM) (MULTIPURPOSE HEALTH WORKER FEMALE)

She is a trained person who undergo a certificate course for one and half years with minimum general education. It is an initial recruitment post.

FUNCTIONS :

1. If she is posted in a teaching hospital, she will work under the supervision of the Civil Surgeon specialist / Asst. Surgeon in Obst. & Gynec. department.
2. She will assist the Medical Officer / Health Visitor in Antenatal cases / delivery postnatal cases.
3. She will conduct deliveries at the houses of the patients when required. She impart health education to the expectant mothers who attend the hospital.
4. She will conduct house visits and contact expectant mothers and encourage them to come to hospital.
5. She will educate the female inpatients who attend the hospital for adoption of Family Welfare methods.
6. She will assist in the immunization programme implemented in the hospital.
7. She will attend to any other work entrusted to her by the controlling Medical Officer.
8. She will provide nutritional supplements like Vitamin-A to the children under preventive eye care.

40. CHIEF DIETICIAN

41. DIETICIAN

He is a non-medical officer but qualified with Degree / Diploma in Dietetics.

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 conditions of the patient for which he will be available in out-patient department during OP timings. He shall also given his advise to the in-patients referred to him.
2. He will supervise the preparation of various types of diets prepared 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 diet articles utensils 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 ward and also to the patients.
7. He will also maintain diet charts of the patients.

42. CHIEF BIO-CHEMIST &

43. BIO-CHEMIST &

44. CHIEF CHEMIST

He is a non-medical official but a qualified Bio-chemist with M.Sc. qualification in Biochemistry. He will work under the administrative control of the Professor of Biochemistry. He will be assisted by Senior / Junior Analysts and Laboratory Technicians in his work.

FUNCTIONS :

1. He will maintain the Biochemical laboratory in the hospital with required staff and also 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 investigations done in the laboratories and correct reporting of the results of investigations done in the laboratories.

7. He will arrange collection of samples from inpatients and outpatients, 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., are available in the laboratory for its smooth functioning.
9. He will keep liaison with the Civil Surgeon Specialists to improve the standards of investigations.
10. He will maintain the stock accounts of the various materials like glassware, chemicals etc., supplied to Labs.
11. He will supervise and guide the laboratory technicians in their work.
12. He will maintain the record of the work done in the laboratory in the prescribed form.

45. LECTURER IN RADIOLOGICAL PHYSICS / PHYSICIST

46. OCCUPATIONAL THERAPIST

He is a non-medical official but trained in the subject. He will work in Radiology Department under the administrative and technical control of the Radiologist.

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 formate.
4. He will be strictly follow the procedure laid down in Appendix III of Hospital Standing Order part I with regard to the safe custody, issue and use of radium in the hospitals.
5. He will be incharge of radium section including Physics Laboratory and mould room.
6. He will be incharge 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.

47. LECTURER IN HEALTH EDUCATION

He is a qualified Health Educator with post-graduate qualification in Sociology / Social Sciences. He will work in the post-partum unit in Obstetrics and Gynaecology department of the hospital under the administrative and technical control of the Professor, to assist in Family Welfare Programme primarily in Health Education methods.

FUNCTIONS :

1. He will impart training in health education to the undergraduates and post-graduates in Family Welfare methods.
2. He will evolve necessary training material for the teaching and training programme.
3. He will conduct seminars, group discussions for the staff and students.
4. He will keep liaison with the Professor of Social and Preventive Medicine in conducting training to the undergraduates, post-graduates and internees in health education in Rural Health Centres.

48. LECTURER IN STATISTICAL DEMOGRAPHY / STATISTICS

He is a qualified Demographer with post-graduate degree in Demography / Statistics. He will work in the post-partum unit of Obst. & Gyn. department under the administrative control of the Professor and assist in imparting training in demography under Family Welfare Programme.

FUNCTIONS :

1. He will impart training in demography to the under-graduates and post-graduates.
2. He will evolve necessary training material for the teaching and training programme.
3. He will keep liaison with the Professor of Social and Preventive Medicine in teaching demography and other medical statistics to the undergraduate, post-graduate students and Interns.

49. PERFUSIONIST

This post is sanctioned in the hospital where open-heart/By-pass surgery facilities are available. He is a qualified technical officer.

FUNCTIONS :

1. He will operate Artificial Respiration Machine (Heart-Lung Machine)
2. He will assist the operating surgeon in providing artificial respiration to the patient during operation through the Heart Lung Machine.
3. He will maintain the equipment by procuring necessary consumables and other accessories required for the Heart-Lung Machine.

50. IMMUNOLOGIST

He is a qualified technical officer. This post is sanctioned to the medical institutions where transplantation facilities are available.

FUNCTIONS :

1. He will match the parameters of the human organs of the donor as well as recipient.
2. Will conduct immunological tests of viral hepatitis cases.
3. Will conduct immunological tests in Gastro-enterological disorder cases which help in treatment.

51. SPEECH PATHOLOGIST

FUNCTIONS :

1. Routine evaluation of hearing problems of patients attending out-patient department administering various types of subjective and objective hearing evaluation techniques.
2. Evaluation of congenital deaf patients.
3. Early identification of very young children suspected of having deafness at the age of 6 months to 1 year.

4. Parent counselling.
5. Pre-school language and speech training to hearing handicapped children, preparing them for integration process in normal schools.
6. Assessment, diagnosis and planning of various therapeutic techniques to individuals having various types of speech defects.
7. Hearing aid evaluation and fitting up of hearing aids to poor, economically backward patients under the aegis of Andhra Pradesh Vikalangula Corporation.
8. Issue of Physically handicapped certificates as a part of the medical board.
9. Help in prevention of noise pollution and suitable co-ordination with pollution controlling agencies in containing noise pollution.
10. To participate in School Health Camps and ENT camps in identifying the so-called 10 to 13% of the school going population having speech and hearing disorders.
11. To regularly impart orientation classes to medical students, nursing students, ANMs and other general multipurpose health workers who play a major role in early identification of such handicapped.
12. To effectively participate with other allied medical professions as a part of a team approach in effectively rehabilitating speech and hearing handicapped.

52. NON-MEDICAL TUTOR

53. NON-MEDICAL ASSISTANT (GAZETTED)

54. NON-MEDICAL ASSISTANT (NON-GAZETTED)

55. MEDICAL DEMONSTRATOR

56. NON-MEDICAL DEMONSTRATOR

This post is existing in the non-clinical departments in Medical College. He is a qualified person in the concerned subject.

FUNCTIONS :

1. He will work under the administrative control of the Professor of concerned subject.
2. He will arrange practical demonstration in the Laboratory / Museum of the concerned department to the under-graduates
3. He will help the Professor in arranging classes.

4. He will carryout any other duty assigned by the Professor.

57/58. PHYSICAL DIRECTOR (GAZETTED / NON-GAZETTED)

59. ASST. PHYSICAL DIRECTOR

He is a trained person in Physical Education. He will work under the administrative control of the Principal, Medical College.

FUNCTIONS :

1. He will impart physical education to the medical students in the college.
2. He will conduct sports, tournaments to the students.
3. He will maintain the play ground in the Medical college / Hostel.
4. He will procure sports material required through the Principal and ensure their proper utility.
5. He will operate sports fund collected from the students with the cooperation of sports committee elected by the students with the approval of the Principal.
6. He will attend to any other duty allotted by the Principal for the welfare of the students.
7. He will be assisted by Assistant Physical director if any.

60. LIBRARIAN

He is a qualified person with Degree / Diploma in Library Sciences. He will work under the administrative control of the Principal and guidance of the Chairman, Library Committee constituted by the Principal if any.

FUNCTIONS :

1. Responsible for maintenance of Library in the Medical College.
2. He will arrange the Library in the scientific manner.
3. He will maintain the stock register of books and journals supplied for the Library.
4. He will watch the issues of books and journals to the various departments and staff members and watch their return.
5. He will prepare the list of books and journals required for the library under the guidance and advise of the Chairman, Library Committee, obtain the sanction of Principal and procure them.

6. He will keep open the Library for the students during the hours fixed by the principal and issue books to the students for study in the Library only and collect them back before the closure of the Library.
7. He will behave well with the students and faculty members.
8. He is responsible for the cleanliness and discipline in the Library.
9. He will be assisted by Assistant Librarian and Book Bearer.

61. ASSISTANT LIBRARIAN

62. LIBRARY ASSISTANT / ATTENDANT

He will assist the Librarian in his duties or share some of his duties as per the orders of the Principal, Medical College.

63. BOOK BEARER

He will assist the Librarian in arranging the Library. Carry on the books indented by various departments from and to the Library. He will be available in the Library during its duty hours.

64. PHARMACY SUPERVISOR

The post of Pharmacy Supervisor was created in General Hospital in G.O.Ms.No.447 HM&FW Dept. Dt. 20-7-91 to supervise the work of Pharmacists Grade I and II of the institution. It is a promotional post to Pharmacist Grade-I.

FUNCTIONS :

1. He will scrutinise the indents prepared by the Pharmacist for purchase of drugs, dressings and appliances and other medical stores, forward the same to the Lay Secretary and Treasurer Gr. II for indenting / purchase.
2. He will check on the adulterated drugs.
3. To prevent the inflow of mis-branded drugs into the Government Hospital and also to prevent the wastage of drugs in the hospital.
4. To observe proper preservation of drugs and dressings and supervise proper distribution of the same in most scientific manner in stores and out-patient dispensaries.
5. To help and guide the hospital to have hospital pharmacies i.e. preparation of IV fluids, ointments, drops and simple drugs such as APC, Sulphur, Vitamin

- preparations, analgesics etc., instead of resorting to branded make indiscriminately which would result in saving budget.
6. To assist the authorities in selection of medicines and also implement the resolutions of committee.
 7. To collect samples periodically and observe their analytical reports received to ensure quality of drugs being supplied.
 8. To check the drugs on receipt from the suppliers whether required specifications like quality, quantity, strength and stamping and their entry into stock books etc., are observed or not.
 9. Physical verification of stores and verify the date of expiry and their utility.

65. PHARMACIST GRADE-I

The Pharmacist is a technically qualified person in Pharmacy. The Pharmacist Grade-I 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 Officer-in-charge in a dispensary. In a Medical Institution where these two categories exist, the Pharmacist Grade-I 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.

FUNCTIONS :

1. He shall be incharge of 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, at medical stores.
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 Medical Board Room and will inspect them before any Medical Board assembles.

9. He will arrange training to the Pharmacy students posted to the hospital for practical training after their successful completion theory in the training centres.

66. PHARMACIST GRADE-II

He is a technically qualified person in Pharmacy. If there is no Pharmacist Grade-I he will discharge the functions of Pharmacist. Grade-I also.

FUNCTIONS :

1. He will distribute the drugs to the wards in case of hospitals or to the patient and keep an account of the same.
2. He will attend to any other duty assigned by the Resident Medical Officer.

67. REFRACTIONIST / OPTOMETRIST

68. TECHNICIAN/OPTOMETRIST

69. ORTHOPIST / ASST. ORTHOPIST

70. OPHTHOLMIC TECHNICIAN

71. ASST. TECHNICIAN OPTOMETRIST

He is a trained person with Diploma in Optometry. He will work under the administrative and technical control of Civil Surgeon (specialised in Ophthalmology).

FUNCTIONS :

1. He will perform refraction check up of the patients to prescribe eye glasses.
2. He will assist the Ophthalmic Surgeon / Assistant Surgeon in his out-patient work in conducting routine diagnostic and investigating procedures.
3. He will assist in eye health education.
4. He will attend to Vit. A distribution to the patients.
5. He will see that all the refraction equipment supplied is clean and tidy.
6. He will maintain dairy of work done by him and furnish monthly performance report.

72. DEPUTY STATISTICAL OFFICER

73. BIO-STATISTICIAN

74. STATISTICIAN

He is a qualified person with Degree / Post-graduate Degree / Diploma in statistics. He will work under the administrative control of the R.M.O. of the Hospital.

He will collect, compile the medical statistics of the hospital, prepare the periodical returns due from the hospital. He will attend to any other duty assigned by the R.M.O.

75. SPEECH THERAPIST

FUNCTIONS :

1. Evaluation of mentally handicapped children.
2. Hearing evaluation.
3. Treating hearing loss patients referred from ENT department.

76. CHIEF RADIOGRAPHER

He is a qualified official 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 the Civil Surgeon (specialist in Radiology).

FUNCTIONS :

1. He will assist the civil surgeon (specialist) in arranging duties to the Radiographers, Dark Room Assistants / Attendants in the Department.
2. He will attend to the maintenance of X-ray and electro-medical apparatus in the hospital.
3. He will be incharge 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.
4. He will supervise the work of the Radiographers, Dark Room Assistants and Dark Room Attendants in the Radiology Department and guide them whenever necessary.
5. He will attend to the work of the occupational Therapists where there is no post in the hospital.

6. He will ensure the maintenance of all records and Registers in the Radiology Department.
7. He will assist the Professor of Radiology in the training of students in Diploma in Radiological Assistant (DRA) Certificate in Radiological Assistants course available in General Hospital.

77. RADIOGRAPHER

He is a qualified official. He will work under the administrative control of the Civil Surgeon (specialist) in Radiology in a hospital and the Chief Radiographer if any in the hospital.

Functions :

1. 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 incharge, so that prompt action is taken to set it right.
2. He will be responsible for the good working condition of the X-ray plants and other machines which are handled by him.
3. He will be responsible for the correct techniques employed in each examination and avoid wastage of films and taking X-rays of patients as per the requisitions received.
4. He will be responsible for proper and careful handling of all apparatuses and cassettes and for gentle and courteous handling of the patients reporting for examinations.
5. He will attend to the patients referred by the Medical Officer incharge of the Department with proper requisition only.
6. He will attend to the duties of Chief Radiographer if there is no post sanctioned to the hospital.
7. He will maintain properly and correctly the registers and records of the work done in the department.
8. He will be responsible for collection of the X-rays sent to the OP Department / wards account for them and dispose off the same once in a year through an auction.
9. He will supervise the work of the Dark Room Assistants and Dark Room Attendants.
10. He shall prepare the correct indents of X-ray films developing and fixing solutions required for the department and submit to the officer incharge for

timely procurement.

11. He will be responsible for proper custody and accounting and upkeep of all radiological stores.
12. He will be responsible for timely indenting of X-ray films, developing materials, cassettes, hand etc., required for his department, forecasting their need so that the work will not suffer for want of any material.
13. He will be responsible for the maintenance of proper accounts of the X-ray films and other materials received for his department.
14. He will attend to the periodical verification of the stores in his department.
15. He will arrange for the sale of waste hypo and old X-ray films.
16. He will attend to the repairs and replacement of X-ray accessories and other articles.
17. He will be responsible for the proper maintenance of the Radiograph registers and shall be responsible of the custody, indexing and disposal of the X-rays after the necessary period of their preservation according to rules.
18. He shall maintain complete life history of all the X-ray plants, Electro-medical equipments and accessories supplied to the department.
19. He will maintain the following registers :
 1. Stock register of radiological stores.
 2. Old X-ray films register.
 3. Register of empties and unserviceable articles intended for auction.
20. He will assist in DRA & CRA training given in general hospital.

78. DARK ROOM ASSISTANT

He is also a qualified official who will work under the technical control of the Radiographer.

FUNCTIONS :

1. He will prepare the developing and fixing solutions required for his dark rooms 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 the films and

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- will see that the finished films reach the Civil Surgeon Radiologist for his opinion.
4. He will be personally responsible for the proper maintenance and cleanliness of the cassettes and 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 assist in the training programmes of DRA & CRA trainees.

79. DARK ROOM ATTENDANT / X-RAY ATTENDANT

He is a trained official to assist the Radiographer in his work. He will work under direct control of the Radiographer.

FUNCTIONS :

1. He will see that all the floors, walls, ceilings and quadrangles 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 by the Civil Surgeon in the X-ray Department.

80. SENIOR ANALYST &

81. JUNIOR ANALYST

He is a non-medical official with degree (Post-graduate) in Biochemistry. He will work under the technical control of the Bio-chemist and assist him in the maintenance and working of the Biochemical Laboratory. He will be assisted by Laboratory Technicians.

FUNCTIONS :

1. He will attend to the following investigations prescribed by the Civil surgeon Specialists for inpatients and out patients.
 - (a) Liver function test
 - (b) Serum creatinine
 - (c) Serum Cholestrol.
 - (d) Serum Uric Acid.

- (e) Total protein and A/G ratio
 - (f) Blood sugar
 - (g) Blood urea
 - (h) Other bio-chemical tests.
2. He will maintain the register showing the various tests conducted in the Laboratory and furnish a monthly statement to the Superintendent.
 3. He will maintain the record of tests conducted in the Laboratory in respect of in and out patients
 4. He will conduct demonstration to the students in the Laboratory.

82. SENIOR E.E.G. TECHNICIAN

He is a trained person. He will work under the administrative and technical control of the concerned professor.

FUNCTIONS :

1. He will operate / assist the Professor / Associate Professor / Asst. Professor concerned in the examination of patients on Electro Echo Graph (EEG) machine.
2. He is responsible for the maintenance of EEG machine.
3. He will procure necessary stationary / other accessories required for the EEG machine.
4. He shall be available on call duty after his normal duty hours.

83. MEDICO-SOCIAL WORKER GRADE-I & II &

84. PSYCHIATRY SOCIAL WORKER

He / She is a qualified official with diploma in Social work. He /She will work in the Dermatology / skin / VD / Psychiatry department and will assist the Civil Surgeon (specialist) of the concerned department.

FUNCTIONS :

1. He / She will attend to female out-patients and help the Civil Surgeon in the maintenance of cards, reports etc. during OP hours

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2. He / She will visit houses to trace out contacts and persuade defaulting patients to continue treatment.
3. He / She will give counselling to the patients and their contacts about the social diseases like TB, AIDS, Venereal diseases, skin diseases and to make them avail the treatment available in the hospital.
4. He / She will also conduct group talks and distribute health education material to the patients and their contacts about the said social diseases.
5. He / She will maintain registers (1) for pregnant women and (2) for congenital syphilis.
6. He / She will maintain a diary of work done by her both in the hospital and in the field.

85. ECG TECHNICIAN / CARDIOLOGY TECHNICIAN

He is a qualified person in the field. He will work under the control of the Cardiologist.

FUNCTIONS :

1. To ensure proper maintenance of the ECG machine he is handling.
2. To take ECG of the patients referred to by the Cardiologist with proper requisition.
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 ECG stationary.
5. He will be responsible for proper and careful handling of all apparatus and for quite and courteous handling of the patients reporting for examination.
6. He will maintain the record of work done by him in a register and account for the stationary supplied to him.

86. PROSTHETIC TECHNICIAN / ORTHOTIST TECHNICIAN

He is a trained person. He will work under the technical control of the Professor of Orthopaedics.

FUNCTIONS :

1. He will assist in arranging artificial limbs for Physically hand:capped.

2. He will impart practical artificial methods for the patients suffering from arthritis and other diseases for the proper functioning of the muscles and joints.

87. LABORATORY TECHNICIAN GRADE-I / LABORATORY TECHNICIAN GRADE-II / LABORATORY ASSISTANT :

He is a qualified official in Laboratory Techniques. He works under the administrative and technical control of the Professor concerned.

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 microscopes.
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 Professor concerned.
7. To prepare monthly reports regarding his work.
8. To indent for supplies for the laboratory through the Professor concerned and ensure the safe storage of the material received.
9. To carryout the following investigations :
 - i) Specific gravity and PH
 - ii) Test for glucose.
 - iii) Test for Protein albumen.
 - iv) Test for pigments and bile salts.
 - v) Test for Ketone bodies.
 - vi) Carryout microscopic examination
 - vii) Carryout examination of stools both Microscopic Macroscopic.
 - viii) Carryout examination of blood.
 - a) Collection of blood specimens by finger prick technique.
 - b) Haemoglobin estimation.
 - c) RBC count.
 - d) WBC count (total and differential)
 - e) Preparation of staining and examination of thick and thin blood smears for malaria parasites and microfilaria.

- f) Erythrocyte redemulation rate.
- g) VDRL
- ix) Carryout examination of sputum -
Preparation, staining and examination of sputum smears for
Microbacterium tuberculosis.
- x) Carryout examination of skin and smears of Leprosy patients
 - a) Preparation, staining and examination of skin smears of
Microbacterium Leprae.
- xi) Carryout examination of sperum
 - a) Mycrosopic examination
 - b) Sperum count and mobilities.
- xii) Prepare throat swabs and examination for Diptheria.
- xiii) Test samples of drinking water for gross impurities.
- xiv) He will also conduct
 - a) Aldetyde test
 - b) Maintain all records of sera samples drawn, Aldetyde tests
conducted, prositive etc.
 - c) Collect sera samples from suspected encephalitis cases.
- xv) He will maintain all records of slides examined by him and must get
the positive slides confirmed by the Medical Officer incharge. Daily
progress and outpatient register of blood slides examination.
The backlog chart of pending medical treatment vis-a-vis collected
slides.

88. LABORATORY ATTENDANT

He is also a trained person. He works in the Laboratory and assist the Laboratory Technician and other Laboratory staff.

FUNCTIONS :

1. He will assist the Laboratory technician in
 - a) Maintaining cleanliness and safety of Laboratory
 - b) Maintaining glassware and equipment clean.

- c) Assist the Laboratory technician in sending the reports of examinations to the concerned wards / OP Departments / to the patients promptly.
2. Any other duty assigned to him by the Laboratory Technician.

89. AUDIOMETRY TECHNICIAN

FUNCTIONS :

1. To treat hearing handicapped patients under the guidance of Audiologist /Speech & hearing Superintendent / Speech Pathologist.

90, 91 & 92. ELECTRICIAN (GRADE-I, II & III)

93. ASST. ELECTRICIAN

94. WIREMAN

95. ELECTRIC MECHANIC, ELECTRICIAN-CUM-MECHANIC

96. ELECTRICAL ATTENDANT

97. SENIOR ELECTRICAL PUMP DRIVER

He is a qualified person with diploma. He will work under the administrative control of the Resident Medical Officer.

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 carryout installation tests and proper lighting in the wards, verandas and operation theatres.
7. He will maintain a log book indicating the work done by him.
8. He will follow the Superintendent and RMO during the weekly sanitary rounds of the hospital and attend immediately the orders of the Superintendent thereon.
9. He will be on call duty outside hospital hours.

98. MECHANIC / MECHANICAL SUPERVISOR

99. MECHANIC / CHARGEMAN MECHANIC

100. MORTUARY MECHANIC

101. MAINTENANCE MECHANIC & MECHANIC

102. STEAM LAUNDRY MECHANIC,

103. STEAM LAUNDRY DRIVER.

104. GAS MECHANIC

105. BORE-WELL MECHANIC

106. BOILER MECHANIC & ASSISTANT MECHANIC & BOILER ATTENDANT

FUNCTIONS :

1. He will attend the hospital from 9.00 AM to 4.00 PM with an interval of one hour for lunch. He will be available at any time, day or night on call duty if his personal inspection and advise with regard to urgent repair etc., to any plant.
2. He will be in general charge of all the machinery / plants including electrical installations in the hospital. He will also be incharge of the electrical fittings. The Officer incharge of R&B and electricity departments continue to exercise control and supervision over machinery and electrical installations in the hospital / College.
3. Annual ordinary repairs for the maintenance of electrical and machinery installations and machinery of the hospital will be carried on by the Electrical Supervisor of the hospital from the hospital budget.
4. Purchase of new machinery and all special repairs such as replacements etc., are carried out by the R&B Department for mechanical equipment and the electrical engineer of R&B department for electrical installations from their funds.
5. The entire mechanical and electrical staff of the hospital will be under his control. He will :-
 1. Supervise the work of the shift chargeman;
 2. Inspect log books, note remarks of the night chargeman on the working of the machinery and record instructions and orders for guidance.
 3. Attend to periodical overhauling of the machines and their adjustments and attend to special breakdown.

4. Watch consumption of stores and introduce economy wherever possible.
5. He is responsible for the receipt and issue of stores and for correct maintenance of stock account, and ensure their supply in sufficient quantities to enable expeditious repairs to the machinery.
6. See that working instructions specified to each plant are carefully followed.
7. Attend to the ordinary repairs of the machinery, plants and electrical installations.
8. Check the spares in the laundry and those for other machinery / plants including electrical installations once in three months and will report the result to the RMO.
9. Maintain the water meter repairing work.
10. Arrange the articles to be condemned or repaired for the inspection of the condemnation board.
11. Accompany the Superintendent in his weekly inspection of the hospital.
12. Prepare duty roster every month for the staff of electrical and mechanical sections.
13. Enforce the provisions of the Factory Act in the working of the laundry and the gas house so far as they relate to the staff under his control.

107. PHYSIOTHERAPIST

108. ASSISTANT PHYSIOTHERAPIST

He is a non-medical official but trained in the subject with a diploma in Physiotherapy. He will work in Orthopedic Department under the technical control of Civil Surgeon.

FUNCTIONS :

1. He will attend to the patients referred to by the Civil Surgeon (specialists) and treat them in the following cases by imparting physical exercise with electrical aids and other means.
 - a) Poliomyelitis cases.
 - b) Cerebral palsy and concerned cases.
 - c) Hemaplegia, Paraplegia and Orthoplegia.
 - d) All the Orthopaedic, Servical, Migrain and Neurological deficiency

- cases due to injuries post-operative complications etc.
- e) Cases of Arthritis, stiff joints.
 - f) Cases of back-aches, Neoorolgia.
 - g) Burns, scars which need examination.
 - h) Cases of facial paralysis.
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 equipment supplied to him.
 4. He will maintain a log book of work done by him.
 5. He will be assisted by an Assistant Physiotherapist in rendering aid to the patients.

109. CURATOR

FUNCTIONS :

1. He will maintain the museum of specimens in Anatomy / Pathology departments.
2. He will give demonstration to the students in the Museum.
3. He will keep a stock register of the specimens available in the museum.
4. He will watch the upkeep of the specimens.
5. He will maintain cleanliness of the museum.

110. ARTIST-CUM-DRAUGHTSMAN

111. PHOTO ARTIST

112. ARTIST

113. PHOTOGRAPHER

114. ARTIST-CUM-PHOTOGRAPHER

115. PHOTOGRAPHER-CUM-ARTIST

116. PHOTOARTIST / ARTIST

FUNCTIONS :

1. He will take Photographs of the specimens of clinical importance, as per the requirement of the department.

2. He will prepare slides for projection.
3. He will prepare charts.
4. He will attend to any other art work entrusted by the Professor under whom he is posted to work.
5. He will be the custodian of the equipment like Camera etc. supplied to him.
6. He will indent and receive the Photographic and art material required for his work and maintain account for the same.
7. He will maintain log book of the work done by him and put up before the officer incharge.

117. HEALTH INSPECTOR

He is a technically qualified person. He will work under the administrative and technical control of the RMO.

FUNCTIONS :

1. He will be responsible for the general sanitation of the hospital compound, wards and departments.
2. He will provide support and technical advise to the Staff Nurse incharge of the wards in maintaining cleanliness of the toilets and bathrooms of the ward.
3. He will supervise the work of the sanitary workers posted both to the compound and wards.
4. In hospitals where there is no post of Sergeant he will discharge the functions assigned to the Sergeant.
5. He will attend any other duties assigned by the RMO.

118. PLUMBER / ELECTRICIAN-CUM-PLUMBER

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 incharge 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.

119. DENTAL HYGIENIST

- He is a technically qualified person. He will work under the administrative and technical control of the Professor of Dental Surgeon (Periodontia).

FUNCTIONS :

1. He will assist the Professor of Dental Surgery in taking care of oral hygiene procedures required for the maintenance of health of the gums.

120. DENTAL TECHNICIAN

121. DENTAL MECHANIC

He is a qualified person. He will work under the administrative and technical control of the Professor of Dental Surgery (Prosthodontist).

FUNCTIONS :

1. He will assist the Professor in making the dentures and other prosthetic appliances for the treatment of patients in this speciality of the Dental Surgery.
2. He will be responsible for procurement of the required consumables and appliances and account for the same.

122. FITTER MECHANIC

123. FITTER MAISTRY

He will attend to the general periodical repairs to the machinery.

124. AMBULANCE DRIVER

FUNCTIONS :

1. He is responsible for the proper maintenance of 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 RMO is not available in office.
4. He will maintain the log book of the Ambulance van whenever he uses giving the details of the trips he made.

5. He is responsible for the cleanliness of the Ambulance.
6. He shall attend to the repairs of the Ambulance van immediately whenever required and see that the van is in working condition.

125. PROJECTIONIST-CUM-OPERATOR

126. CINEMA OPERATOR

FUNCTIONS :

1. He will operate the Slide Projector in the Lecture hall seminars etc.
2. He will be responsible for the upkeep and maintenance of the projector he operates.
3. He will carryout any other duty assigned by the Officer incharge to whom he is attached
4. He will maintain a log book of the work done by him and submit to the officer incharge.

127. TAILOR

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.

128. SERGEANT

A separate post of Sergeant is sanctioned to major hospitals If no such post is sanctioned the Sergeant 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.

FUNCTIONS :

1. He will exercise the general control of the male Nursing orderlies, Male Thoties Sweepers, Gardeners and other class IV male workers of the Hospitals except the attenders working the office.
2. He will take roll call of all the male workers of the hospital under his control by 6.45 AM when he will see that they are properly dressed with the uniform supplied.
3. He will assist the RMO in the distribution of their duties to the various wards and departments and will keep for ready reference the said distribution list.

4. He will take orders of the RMO concerning any of the servants reporting sick or absenting himself without leave and make substitute arrangements. 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 policing of the institution.
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 toilets in the hospital or in its grounds.
8. He will take to the notice of the RMO any infringement of the hospital rules by the patients or by the visitors to the hospital.
9. He will ensure that the National Flag is hoisted on the following special occasions.
 1. Republic Day (January 26th)
 2. Independence Day (August 15th)
 3. Any other day of National rejoicing.
10. He is incharge 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 incharge of the clothing of patients sent to him for safe custody by the staff Nurse incharge of the wards in suitably labelled bundles. He will send the bundles for laundry for sterilisation and then store them in patients clothing store room. He shall return them back to the patients on their discharge from the hospital on the proper advice of the staff Nurse and after obtaining the acknowledgement of the patients.
12. He will be assisted by an Assistant Sergeant if the post is existing or by a senior class IV employee to attend his duties during nights who will be called on night Sergeant.

129. SENIOR LIFT ATTENDENT

130. LIFT OPERATOR / ATTANDENT

131. LIFT ATTENDENT

He is a skilled worker. He will work under the administration control of the Resident Medical Officer. He will be posted on shifts only.

FUNCTIONS :

1. He will operate the lift and attend to its upkeep and maintenance.
2. He will provide lift service to the patients and their attendents. Medical service and other staff members.
3. He should not leave the work place during his duty.
4. He should inform the RMO, if the lift is not working and requires any repairs to enable the RMO, to take immediate action to get its repaired.
5. To ensure proper and periodical servicing of the lift.
6. To keep the lift clean and tidy.
7. To maintain and operate the lift as per the guidelines issued by the service personal of the lift.

132. BLOOD BANK TECHNICIAN

He is a technically qualified person. He will work under the administrative and technical control of the Medical Officer.

FUNCTIONS :

1. He will conduct blood tests of the donors, conduct blood grouping and cross-matching of the blood collected from the donors.
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 the blood collected with the required particulars and issue made.
4. He will attend to any other duties assigned by the Medical Officer incharge of the blood bank.

133. EYE BANK TECHNICIAN

FUNCTIONS :

He will assist the concerned professor of Ophthalmology in maintaining the Eye Bank taking proper precautions in storing in Eye donated and follow the instructions of the Professor.

134. JAMEDAR

His functions are to attend to the calls of the head of the office and general control other attenders working in the office. He will supervise the work of other attenders and guide the attenders working in the institutions.

135. THEATRE ASSISTANT

He is promoted from the category of Nursing Orderly who will be given training in the upkeep of Operation theatres.

FUNCTIONS :

1. He will lay out instruments for the days 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 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 anesthetist for giving spinal injections, remove used instruments, gloves etc., wash and sterilize them.
6. He shall wash, sterilise 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 will carryout any other work entrusted by the operating Surgeon / Staff Nurse incharge of the Operation Theatre.

136. DRESSER

He is a trained person. He will attend to the out-patient department / casualty department and do dressings to the patients as per the directions of the concerned Medical Officer.

137. HEAD MALI

He will work under the supervision of the theatre inspector. He will maintain the garden in the hospital campus.

138. TUTOR IN CARPENTRY

He is skilled worker and will work under the administrative control of the Resident Medical Officer in Government Mental Hospital.

He will give training to the patients in carpentry, who opt for the same, as a measure of their rehabilitation.

139. ASST. CARPENTER

140. CARPENTER BOY

He is a skilled worker. He will work under the administrative control of the Resident Medical Officer.

He will attend to all minor repairs of wooden furniture, partitions etc., on the ward, / departments, as per the requisition received. He will keep custody of all the tools and materials supplied to him and maintain a log books of work done by him.

141. NURSING ORDERLY (MALE OR FEMALE)

FUNCTIONS :

1. Will carry out all instructions given to him by the Nurse-incharge of the ward or department to which he is posted.
2. Will be responsible for the safe custody of all crockery and cutlery entrusted to his care for use in the ward. He will hand them over correctly when he changes duty. All deficiencies or breakages should be reported by him to the Staff Nurse Incharge.
3. Will not be absent from the ward, or department except on duty and with the permission of the Nurse. He will report to the Staff Nurse both when he has to leave the ward on duty and when he returns to the ward.
4. Leave for meals will be allowed from 12 noon to 1 pm for nursing orderlies on day duty and from 9 pm to 10 pm for those on night duty. The Nursing Orderlies on duty will be divided into two batches, each batch being allowed half-an-hour for his or her meals. They will take their meals in the place allotted for that purpose.
5. Nursing Orderlies will give bed pans to patients and the Thoties will remove them after use. Any one refusing to carry out this or any other duty necessary for the due care or attention to patients will be seriously dealt with.
6. They will not enter the wards or loiter about the hospital when not on duty.

7. Nursing orderlies on duty will report immediately to the Nurse on duty any circumstances connected with the ward or the patients which require attention.
8. The Nursing Orderlies will report cases in which articles of food and drink are surreptitiously introduced into or sent out of the hospital or in which patients make over to other patients or visitors the articles of their diet.
9. Every Nursing Orderly should come on duty in clean uniform and attend the roll-call punctually at the appointed hour.
10. Will not absent himself from duty without previous permission in writing. An application for leave should be submitted atleast three days before the leave is required and he will not avail himself of the leave applied for without ascertaining that it has been sanctioned.
11. Every Nursing Orderly will be assigned a number which will be engraved on a metal disc and given to him. This number disc should be worn by him on his coat while on duty for purpose of identification. He will be responsible for the safe custody of the number disc.
12. In cases of sickness, nursing orderlies will report through their immediate superior to the Resident Medical Officer who will make arrangements for their treatment.

142. HEAD COOK

143. COOK-CUM-BEARER

144. COOK

145. ASST. COOK

146. NURSING QUARTER COOK

They are 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 incharge of the kitchen and the proper distribution of diet to the ward and patients.

147. MOULD TECHNICIAN

He is a skilled person. He will work in Radiology Department. He will prepare moulds for the preservation of Radium as per the directions of the Physicist.

148. HEAD DHOBI / DHOBI / ASSISTANT DHOBI

He will work in the laundry under the supervision of the staff nurse-incharge of laundry.

He will wash the soiled linen received from the ward, theatres and handed over the cleaned linen to the staff nurse.

He will be responsible to the standard prescribed in the washing of linen.

149. MEDICAL RECORD OFFICER

He will work under the administrative control of the Resident Medical Officer in the Hospital. He is a trained official and his functions are :

FUNCTIONS :

1. He will assist the Medical Record Officer in respect of the upkeep of case sheets of the patients discharged from wards.
2. He will maintain the relevant registers as directed by the R.M.O wherever necessary.
3. He will issue admission and discharge certificate.
4. Issue Death Certificates, wound certificates, extracts from the accident registers and all other certificates relating to in and out-patients and correspondence relating to preparation of annual statistical returns.
5. Proper recording and indexing of case sheets.
6. Preservation of Medico-legal case sheets / X-rays.

150. MEDICAL RECORD TECHNICIAN / CLERK

FUNCTIONS :

He will assist the Medical Record Officer in the maintenance of Medical Statistics and issue of Certificates.

151. (a) OFFICE SUPERINTENDENT. / MANAGER

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 Assistants, 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 conversant 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 Assistants, 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.

151. (b) ACCOUNTANT

He is also in the cadre of Office Superintendent and will work under the administrative control of the Lay Secretary & Treasurer Grade-I/Grade-II. He is assisted by Senior Assistants, Junior Assistants, U.D. Cashier, Cashier, Junior Cashier.

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,

undisbursed pay register etc., are correctly and properly maintained by the cashier. He will check the entries made in the registers before sending them to the Lay Secretary.

6. He will ensure prompt submission of financial returns such as monthly expenditure statements, budget and revised estimates etc.
7. He will ensure that proper office procedures enumerated in Dt. Office manual are followed by the Assistants in the sections.
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.

152. SENIOR ASSISTANT

Each Senior Assistant will be allotted certain subject/subjects. He will work under the supervision of Office Superintendent/Manager/Accountant, to whom he is responsible.

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 receives 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 received.
8. He will be responsible for any delay in submission of files on the papers received by him.

U.D. CASHIER

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.

153. SENIOR STENO / U.D. STENO

He is a qualified stenographer and he will be under the direct control of the Director of Medical Education / Addl. director of Medical Education / Superintendent of the General Hospital / Principal of the Medical College and in certain cases Senior Professors wherever they are posted. His functions are :

FUNCTIONS :

1. He will take dictations on official duty and take fair copy of the dictations taken by him.
2. He will also maintain the personal record of OAc official under whose control he is working
3. He will arrange for interviews of the visitors in the respective office hours prescribed.
4. He will maintain the tour programmes of the officers.
5. He will also attend to the official calls of the officer and maintain the diary and daily programmes of the officers.

6. He will collect the information from the respective sections and arrange the material required for attending to the meetings by the officers.
7. He will also guide the officer under whom he is working about the confidential and secret information if any received from the higher authorities.
8. He will maintain the confidential records as directed by the officer under whom he is working.

154. JUNIOR ASSISTANT

This is a ministerial post. Normally the Junior Assistant will have to attend to the duties and functions of the section or stores or departments of the institutions wherever he is posted. He will work under the direct supervision of the section head incharge of the stores of the record section of incharge of the departments. He will maintain the relevant registers, statements, returns and also assist in the above sections.

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.

155. 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.

156. L.D. STENO / STENO TYPIST

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.

157. TYPIST

158. CLERK-CUM-TYPIST

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. He will also attend to clerical duties if entrusted.

159. TELEPHONE OPERATOR / TELEPHONE ATTENDANT

He is the cadre of Junior Assistant.

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 incoming 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 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 purpose by any member of the hospital staff or by patients.

160. SHROFF / CASHIER

This is a clerical post to that of a cadre of Senior Assistant and in certain places Junior Asst. The post of Shroff is borne originally in Hyderabad Service rules and this is being carried till they are retired in the post. Cashier's Functions are maintenance of cash records, maintenance of acquittances and also assist the drawing and disbursing officer in the institution. He will maintain the cash vouchers, cash receipts such as UD Pay, contingent, miscellaneous cash receipts etc., In certain areas Cashiers are also looking after the cash chest available and see that proper cash balances are maintained by the drawing and disbursing officer. He will work under the direct supervision of the drawing and disbursing officer and he will be responsible for receipts and payments of the cash to the individual or institute.

161. RECORD ASSISTANT

The functions of the Record Asst. are to stitch the files and also the upkeep of the records either in the central record section or in the individual sections. The main functions of the Record Asst. are maintenance of Library books, maintenance of files, upkeep and cleanliness of the records.

162. RONEO OPERATOR

His functions are to take Roneo copies on the Duplicating machine or Xerox machines if they are provided and maintain respective records for the purpose. This post exists generally for each office. He will be directly under the supervision of the one administrative section in the office.

यदैव विद्यया करोति श्रद्धयोपनिषदा
तदैव वीर्यवत्तरं भवति

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

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