

Duties / Responsibility:-

M.S/ Head of Department:-

1. All the work related to Main Casualty/ Emergency.
2. All the work related to Anti-Rabies Clinic.
3. All the work related to Forensic/ Mortuary.
4. All the work related to Disaster & Isolation.
5. All the work related to Blood Bank.
6. All the work related to MRD branch.
7. All the work related to CSSD & ICU.
8. All the work related to Obstetrics.
9. All the work related to Gynaecology.
10. All the work related to Neonatology.
11. All the work related to Paediatrics.
12. All the work related to Family Planning.

D.M.S/ HOO:-

13. All the work related to Administration Branch.
14. All the work related to Accounts Branch.
15. All the work related to Purchase Branch.
16. Public Information Officer under RTI Act.
17. Estate Officer of the Hospital property.
18. Overall Incharge of Caretaking Branch over the staff & M.O. Incharges.
19. Supervise the work of Repair & Maintenance Branch as DMS.
20. Supervise the work of Complaints and Departmental Inquiries as DMS.
21. Vigilance Officer for Gazetted Staff.
22. Chairman, Medical Board, SGMH.
23. Supervise the work related to MRD as M.O.I/c.
24. Allotment of Court Cases to Doctors from MRD.
25. Chairman, Disability Board, SGMH.
26. Any other work entrusted by the Medical Superintendent from time to time.

Doctors:-

1. Clinical & Surgical related work.
2. Administration work as assigned by MS/HOD

Paramedical Staff:-

1. Distribution of Medicine, Stock taking of Medicine/ Surgical Items
2. Incharge of various Stores
3. Purchase of various equipments, Items, Medicine etc.

Staff Nurse:-

1. Admission and Discharge of patient.
2. Bed making.
3. Distribution of diets, Milk etc.
4. Preparation of special feeds.
5. Technical Nursing Care of patients.
6. Administration of Medicine.
7. Administration of injections.
8. Setting up intravenous lines.
9. Recording of medicines & injection given.
10. Recording and charting vital parameters (Pulse ,BP, Respiration, Temperature etc.).
11. Rounds with Doctor.
12. Giving and receiving reports
13. Handing over and taking charge of shift.
14. Preparation of surgical supplies, bandage, splint.
15. Routine care and cleaning of dressing trolleys, supboards, apparatus, mackintosh etc.
16. Disinfections of linen, beds, floor and bed pans.
17. Demonstration and guidance to student nurses and domestic staff.
18. Supervision of domestic staff.
19. Participation in staff education and staff meeting.
20. Participation in professional activities.
21. Any other duties that may be assigned from time to time.

Technical Staff:-

1. Technical Supervisor:- supervision of the Technical Assistants, Indents, supplies and consumption of OT and Post-operative ward supplies. To work as a link between theatre personnel and HOD through M/O Incharge.
2. Technical Assistant:- To assist Technical Supervisor in day to day supervision of work in various OTs. To take charge of OT equipment, drugs respirators and servicing of anaesthesia and surgical equipment.
3. OT Technician:- To take of sterilisation of surgical instruments. Linen and maintenance of sterilizers. To maintain and ensure pipeline supply during three shifts and to report any leak or any short supply concerned officers.
4. OT Assistant:- To assist the anaesthesiologist during administration of anaesthesia and also to assist the surgeons as required.
5. Stretcher Bearer / OT attendant:- To transport patients from wards to OT and help the OT Assistant in positioning of patients.

Ministerial Staff:-***Administration/ Establishment Branch:-***

1. Establishment work such as maintenance of Service Books, Leave records & Other service matters etc.
2. Vigilance Cases
3. RTI matters
4. Court Cases
5. Post fixation
6. Training etc.
7. Recruitment of JR/SRs
8. DNB related matters of Doctors

Account Branch:-

1. Preparation of Bills
2. Release of salary, Allowances, arrears, founds etc
3. Matters of PBR, GPF Pass Book
4. Income Tax calculation & deduction etc
5. Preparation of Budget
6. Audit records matters
7. Scrutiny of Financial matters

MRD Branch:-

1. Preparation of annual plan, Five year plan, Outcome Budget etc.
2. Preparation of Statistical reports
3. All the work related to MLC
4. All the work related to Court & Summon etc.
5. Correction of Birth & Death Data
6. Online transmission of Birth & Death Data

Caretaking Branch:-

1. Maintenance of Buildings
2. Parking related matters
3. Outsourcing of Staff
4. Telephones & CUG
5. Allotment of Staff Quarters
6. Allotment of Hostel Rooms
7. Transport/ Govt. Vehicle
8. All other CT related issues
9. Liaison with PWD