Section 4(1)(b)(ii)

OFFICE OF THE MEDICAL SUPERINTENDENT
PT MADAN MOHAN MALAVIYA HOSPITAL
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POWER AND DUTIES OF OFFICERS AND EMPLOYEES

S. No.	Designation or Post	Sanction Post	Power			Duties attached
			Administrative	Financial	Statutory	
1	Medical Superintendent (SAG)	01	Yes	Yes	Yes	Head of the Institution/ over all incharge of the Hospital
2	Dy. Medical Superintendent	01				Assist to Medical Superintendent
3	Specialist	23				Administrative and Clinical works in their respective specialty in the form of patient Care services
4	Medical officer	14				Clinical working in different departments/section
5	CAS(Dental)	2				Clinical working in Dental Department
6	Senior Resident	48				Directly responsible for supervision of patient care in Their respective Deptt. Under concerned specialties
7	Junior Resident	30				In collaboration with senior resident and emergency duty in casualty and deptt.
8	Sr. Accounts Officer	01				Budget and other financial matters.
9	Asst. Accounts Officer	01				Assist to Sr. Accounts officer
10	Statistical Officer	02				Planning, Hospital Statistics and all Report's, and other works Assigned by Med.

						Supdt.
11	Statistical Assistant	02				Assist to Statistical officer
12	Section Officer	01				Work related to Establishment Branch
13	Asst. Section Officer	01				In Collaboration with Section officer. Mainly Establishment related work
14	Stenographer (Gr.I/II/III)	02				Personal Branch of Medical Superintendent, Drafting, Correlations and other works Assigned by Med. Supdt.
15	Senior Assistant	03				Duties assigned in Establishment and Account Branch
16	Junior Assistant	10				In Collaboration with AAO, SO And other fields like caretaking, Diary & Dispatch etc.
17	Assistant Nursing Supdt.	01				Nursing Care service & management and general supervision of nursing Department.
18	Sr. Nursing Officer	12				Ward management and general supervision of nursing & group-D
19	Nursing Officer	97				General & Nursing care of the patients in the Department
20	Sr. Radiographer	02				Duties assigned to radiology Deptt. As per their designation i.e. taking, x-ray films etc and work assigned by incharge of radiology Deptt.

21	Jr. Radiographer	04				In collaboration with Sr. Radiographer
22	Pharmacist	08				Distribution of Medicine, maintain stores & supply , other work as and when assigned
23	O.T Tech	05				Supervision of maintenance of O.T & assisting concerned specialist and other duties as assigned by Incharge of the Deptt.
24	O.T Asstt	05				In collaborating with O.T Tech
25	Lab. Tech	06				procedure & reporting etc. helping the concerned specialist and work assigned by The incharge of the deptt.
26	Lab. Asstt	06				In Collaboration with lab Tech
27	E.C.G Tech	04				Performing ECG on patients, Maintain Records ect.
28	Audiometric Asstt.	01				Performing Audiometry and work assigned by the In charge of The ENT Deptt.
29	Refractionist	01				Duties assigned according to their designation and work assigned by the in charge of The Eye Deptt.
30	Physiotherapist	01				Duties assigned According to their designation.

31	Occupational Therapist	01				Duties assigned according to their designation.
32	Asstt. Dietician	01				Management of dietary Deptt. Standardization of recipes & supervision of kitchen
33	Dental Hygienist	01				Duties assigned according to their designation and work assigned by the in charge of The Dental Deptt.
34	CSSD Tech.	01				To operate the CSSD
35	Dark Room Assistant	01				Work assigned in X-Ray Department
36	Chair Side Asst.	01				Work assigned in Dental Department
37	Nursing Orderly	13				Duties assigned in the branch, wards and assist the nursing staff and senior staff in respective Section.