

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**  
**BHAGWAN MAHAVIR HOSPITAL**  
**H-4/5, PITAMPURA, DELHI -110034**

**MANUAL 2**

**POWER AND DUTIES OF OFFICERS AND EMPLOYEES**

| S<br>NO | NAME OF POST               | SANCTIONED | POWER                  |           |           | DUTIES ATTACHED   |  |
|---------|----------------------------|------------|------------------------|-----------|-----------|---|--|
|         |                            |            | ADMINI<br>STRATI<br>VE | FINANCIAL | STATUTORY |   |  |
| 1       | Med. Superintendent (SAG)  | 01         | YES                    | H.O.D     |           | Head of the Institution/ overall in charge of the hospital  |  |
| 2       | Addl. Medical Supdt.       | 01         | YES                    | H.O.D     |           | As. Addl. Medical Supdt./HOO  |  |
| 3       | Dy. Medical Supdt.         | 01         | YES                    |           |           | As.Dy. medical Superintendent   |  |
| 4       | Specialist                 | 31         |                        |           |           | Administrative and Clinical works in their respective specialty in the form of patient care services        |  |
| 5       | Medical officer            | 26         |                        |           |           | Clinical working in different departments/section   |  |
| 6       | CAS (Dental)               | 01         |                        |           |           | Clinical working in their respective specialties  |  |
| 7       | Senior Resident            | 72         |                        |           |           | Directly responsible for supervision of patient care in their respective Deptt. Under concerned specialties |  |
| 8       | Junior Resident            | 50         |                        |           |           | In collaboration with senior resident and emergency duty in casualty and deptt.                             |  |
| 9       | Sr. Accounts Officer       | 01         |                        |           |           |   |  |
| 10      | AAO                        | 01         | YES                    |           |           | Budget and other financial matters.   |  |
| 11      | Statistical Officer        | 02         | YES                    |           |           | Detailed to Ministry of H & FW, Delhi Sectt.  |  |
| 12      | Office Supdt.              | 01         | YES                    |           |           | Work related to Establishment Branch  |  |
| 13      | Head Clerk                 | 01         |                        |           |           | In Collaboration with Office Superintendent. Mainly establishment related work                              |  |
| 14      | Stat Asstt.                | 03         |                        |           |           | Hospital Statistic and records, Planning etc. Duties assigned to Medical Record                             |  |
| 15      | Stenographer (Gr.I/II/III) | 03         |                        |           |           | Personal Branch of Medical Superintendent, Drafting, Correlations and other works assigned by Med. Supdt.   |  |
| 16      | UDC                        | 03         |                        |           |           | Duties assigned in Case, Establishment and Account Branch   |  |
| 17      | LDC                        | 06         |                        |           |           | In Collaboration with JAO,HC and other fields like care taking, Dairy & Dispatch etc.                       |  |
| 18      | A.N.S                      | 02         |                        |           |           | Nursing Care service &management and general supervision of nursing department.                             |  |
| 19      | Nursing Sister             | 28         |                        |           |           | Ward management and general supervision of nursing &group-  |  |

|    |                              |     |  |  |  |   |
|----|------------------------------|-----|--|--|--|---|
|    |                              |     |  |  |  | 'D'   |
| 20 | Staff Nurse                  | 189 |  |  |  | General & Nursing care of the patients in the Department  |
| 21 | Radiographer                 | 01  |  |  |  | Duties assigned to radiology Deptt. As per their designation i.e. taking diagnosis, x- ray films etc and work assigned by incharge of radiology Deptt.                            |
| 22 | Jr. Radiographer             | 08  |  |  |  | In collaboration with Sr.Radiographer   |
| 23 | O.T Tech                     | 04  |  |  |  | Supervision of maintenance of O.T & assisting concerned specialist and other duties as assigned by Incharge of the Deptt.   |
| 24 | O.T Asstt                    | 12  |  |  |  | In collaboratin with O.T Tech   |
| 25 | Lab. Tech                    | 06  |  |  |  | Duties assigned according to their designation i.e. processing of the procedure & reporting etc. helping the concerned specialist and work assigned by the incharge of the deptt. |
| 26 | Lab. Asstt                   | 15  |  |  |  | In Collaboration with lab Tech  |
| 27 | Pharmacist                   | 02  |  |  |  | Distribution of Medicine, maintain store & supply , other work as and when assigned   |
| 28 | E.C.G Tech                   | 02  |  |  |  | Handling and Maintains of ECG M/c, maintain Records ect.  |
| 29 | Audiometric Asstt.           | 01  |  |  |  | Duties assigned according to their designation and work assigned by the In charge of the ENT Deptt.   |
| 30 | Refractionist                | 01  |  |  |  | Duties assigned according to their designation and work assigned by the in charge of the Eye Deptt.   |
| 31 | Physiotherapist              | 02  |  |  |  | Duties assigned according to their designation.   |
| 32 | Occupational Therapist       | 01  |  |  |  | Duties assigned according to their degignation.   |
| 33 | Asstt. Dietician             | 01  |  |  |  | Managem of dietary Deptt. Standardization of recipes & supervision of cooking   |
| 34 | Dental Hygiest               | 01  |  |  |  | Duties assigned according to their designation and work assigned by the in charge of the Dental Deptt.  |
| 35 | Nursing Orderly (outsource ) | 99  |  |  |  | Duties assigned in the branch, wards and assist the nursing staff and senior staff in respective field.   |

|    |                                  |    |  |  |  |  |
|----|----------------------------------|----|--|--|--|--|
| 36 | Regular nursing orderly          | 09 |  |  |  | Assigned work as per designation                         |
| 37 | Store & purchase Officer         | 01 |  |  |  | To make Procurement according to GFR Rules               |
| 38 | Dark room Assistant              | 04 |  |  |  | To develop x-rays taken in the Deptt. Of Radiology       |
| 39 | Orthopist                        | 01 |  |  |  | For testing the weakness of ocular musdes                |
| 40 | Data Entry Operator (out source) | 05 |  |  |  | Computer work in Establishment, Accounts or other areas. |
|    | <b>Total</b>                     |    |  |  |  |  |