

Manual -2
Power and Duties of Officers & Employees
 [(Section 4 (1) (b) (ii)]

1. Administration.

S. No.	Designation of Post	Administrative	Financial	Statutory	Others	Duties
i.	Director AYUSH(Ex-Officio)	All Powers of the institution	As per delegation of Financial power Rules.	All Powers of institution/ As per delegation of Financial power Rules.	Disciplinary	Head of Institution/Head of ISM Hospital
ii.	Principal (A & U Tibbia	Academic	-	-	-	Academic
iii.	Executive officer/ Head of Office	Defined and as may be delegated by HOD.	Head of Office and as may be delegated by HOD	Defined and as may be delegated by HOD	To look after the establishment	Administrative work of the institute staff as well as paramedical staff of ISM Hospital.
iv.	D. D. O/A.O		As assigned			Accounts related work
v	A.A.O		As assigned			As assigned by A.O
vi.	S.O	Supervision	As assigned	Defined	Nil	Overall supervision of establishment in service matters
vii.	A.S.O		As assigned			
viii.	Sr. Asst	Nil	Nil	Nil	Nil	As assigned by .S.O
ix.	L. D. C	Nil	Nil	Nil	Nildo.....
x.	Stenographar	Nil	Nil	Nil	Nildo.....
xi.	Purchase Officer	Nil	Nil	Nil	Nil	As assigned by HOD/and/ or HOD
xii.	Estate Officer	Nil	Nil	Nil	As may be delegated by H.O.D from time to time	Dealing with all matters related to movable/ properties of the institution/Hospital.
xii.	Statistical Officer	Nil	Nil	Nil	Nil	Planning Related Work

2. **Academic**

SI No.	Designation of Post	Administrative	Financial	Statutory	Others	Duties
	Principal	-----	-----	-----	Duties as assigned by the H.O.D	To look over the academic matters

	Professor	-----	-----	-----	Duties as assigned by	Teaching and Patient Care
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					the Principal	
	Associate Professor	-----	-----	-----	Duties as assigned by the Principal	Teaching and Patient Care
	Lecturer	-----	-----	-----	Duties as assigned by the Principal	Teaching and Patient Care
	Librarian	-----	-----	-----	Duties as assigned by the Principal	Maintenance of the library of the college
	Library Attendant	-----	-----	-----	Duties as assigned by the Principal	To assist the librarian and duties as assigned

3. Hospital:

Sl. No	Designation of Post	Administrative	Financial	Statutory	Others	Duties
	DMS	-----	-----	-----	-----	Administrative work related to Hospital
	Ayurvedic/ Unani Consultants	-----	-----	-----	-----	Patient Care
	Pathologist	-----	-----	-----	-----	Reporting of the patient's investigation
	Lab Technician	-----	-----	-----	-----	To assist the Pathologist in the Pathology Dept
	X-Ray Technician	-----	-----	-----	-----	X-Ray Job
	Staff Nurse	-----	-----	-----	-----	To provide nursing care
	N. O	-----	-----	-----	-----	To assist the medical staff
	House Physician	-----	-----	-----	-----	OPD & IPD duties