

**OFFICE OF THE MEDICAL DIRECTOR  
DEEN DAYAL UPADHAYAY HOSPITAL  
HARI NAGAR , NEW DELHI – 110064.**

MANUAL – 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES  
[(Section 4(1)(b)(ii)]

Powers and Duties of officers and staff

S. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Medical Director & HOD	a. As delegated to HOD	As delegated in Financial Rules	As delegated to HOD		Overall functioning of Hospital
2.	HOO/AMS	a. Establishment matters related to All categories of staff b. Parliament and Assembly Questions. c. Handling of Audit, Vigilance, d. Looking after General hospital administration in the absence of MS. e. First Appellate Authority (RTI)	As delegated in Financial Rules	As delegated to HOO		Functioning of Administration Branch and Vig./RTI
3.	Med. Supdts.	a. To Supervise the Departments				Functioning of Deptts
4.	PIO / AMS(A)	a. RTI Matter b. Estt matter of group C & D c. Day to day problems/ Miscellaneous work d. PWD				To answer RTI, General Admn
5.	AAO/DDO/ DCA/A.O.	a. Accounts functioning of the hospital b. Member, Purchase Committee c. Audit work	Financial Matters as DDO.			To look after the finances & Expd.
6.	DNS/ANS	Deployment of nursing staff and Supervision of Nursing care.				To look after the Nursing Staff
7.	Office Supdt.	a. Service matters related to all categories of staff				To look after Estt.
8.	A.O	a. Service matters related to all categories of staff b. Vigilance				To look after General

		c. ACRs & Others d. APIO				Admn
9.	MRO	a. Matters related to medical records b. Sunday reports/ data c. Planning officer, creation of posts etc.				To look after Medical Records
10.	PS to MD	a. Personal Branch of M.D b. Parliamentary & Assembly questions c. Other Miscellaneous works allotted from time to time.				To assist MD
11.	Specialist/ Med. Officer	a. Care of patients in their respective specialty b. Additional Administrative responsibilities as allotted from time to time.				To look after patients and Deptts
12.	Senior Resident /Jr. Resident	Care of patients admitted in the hospital during routine & after routine hours for round the clock coverage				To assist Sr. Doctors & treat patients
13.	Pharmacist	a. Distribution of drugs to patients. b. Management of Medical & Surgery Stores c. Management of Purchase Branch for processing of Tenders & Procurement of items for hospital.				To disburse medicine & handle stores
14.	Paramedical	To assist the doctors in the care of patients attending the hospital depending upon the department/ services where posted.				To assist Doctors & handle equipment
15.	Ministerial Staff	To deal with service matters of all category of staff & other Miscellenious works allotted from time to time.				To maintain files & deal with letters
16.	Class D	To assist the doctors in the care of patients attending the hospital.				To assist Seniors