

**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	As delegated to HOD	As delegated in Financial Rules	As delegated to HOD		Overall functioning of Hospital
2.	HOO/AMS	a. HOO for all purpose including sanction of electricity, CUG, telephone, water, PNG bill etc. b. Establishment, Vigilance, NHRC matters etc. c. Training related to Gr-A & B officers d. All matters related to accounts and audit. e. AMA-DGEHS matters & approval of health bills. f. AR Department related matters g. Administrative round of the Hospital on Monday & Thursday h. Misc. work assigned i. Link officer of AMS(A)	As delegated in Financial Rules	As delegated to HOO		Functioning of Administration Branch and Vig.
3	AMS(A)	a. Link officer of AMS(HQ)/DMS(A). b. Training related to Nursing and Ministerial staff. c. FAA under RTI Act, 2005 d. NABH, NQAS, Kayakalp Programme e. EWS/DAK f. PWD & Horticulture g. Court Cases, litigation, police verification h. Rogi Kalyan Samiti & Swachh Bharat Abhiyan i. Central Jail and Police matters j. Auction Committee k. Estate Matters l. All cases of General Section m. Parliament/Assembly Questions n. Administrative round of the Hospital		As delegated by HOD		FAA of the Hospital and Litigation Matters

		on Wednesday and Saturday o. Misc. work assigned				
4	AMS(HQ)	a. Link officer of Medical Director/HOO. b. PDSCON/PDCON c. Purchase, Repair & Maintenance d. Grievances e. Nodal Officer, PWD, RKS, Horticulture. f. Administrative round of the Hospital on Tuesday and Friday g. Misc. works assigned.		As delegated by HOD		Overall supervision and coordination with HODs
5.	DMS(A)	a. Admin. matter of Gr-C & D b. PIO of the Hospital c. Competent Authority, DRTI d. Outsource staff of Hospital e. Planning, Continuation of Temporary Posts f. Biometric attendance g. Misc. work assigned. h. Polyclinic coordinator i. Information Technology j. Link officer of DMS(M)		As delegated by HOD		Functioning of Deptts and RTI
6	DMS(M)	a. Administrative coordinator b. OSD work of MD c. Union Matters & Attendance d. Physical verification of stock and follow up. e. Outreach programme & CSR f. Misc. works of Hospital		As delegated by HOD		
7	Administrative Officer	a. Service matters related to all categories of staff b. Vigilance c. ACRs & Others d. Nodal Officer, Compassionate Appointment		As delegated by HOD		To look after General Admin.
8	DCA/ Sr.AO/ DDO/ AAO	a. Accounts functioning of the hospital b. Member, Purchase Committee c. Audit work	Financial Matters as DDO.			To look after the finances & Expd.
9.	Section Officer	a. Service matters related to all categories of staff				To look after Estt.
10.	DNS/ANS	Supervision of Nursing staff.				To look after the Nursing Staff

11	MRO	a. Matters related to medical records b. Sunday reports/ data c. Planning officer, creation of posts etc.				To look after Medical Records
12	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
13.	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
14.	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
15.	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
16.	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
17.	Ministerial Staff	To deal with service matters of all category of staff & other Miscellaneous works allotted from time to time.				To maintain files & deal with letters
18.	Group-C (erstwhile Gr-D staff)	To assist the doctors in the care of Patients attending the hospital.				To assist Senior Officers