

## CHIEF SANITARY SUPERINTENDENT

1. Overall responsibility for supervision of subordinate staff in maintenance of cleanliness in Hospital.
2. Preparation of duty roster of Sanitary Supdt., Sanitary Inspector and Sanitary Supervisor.
3. Deployment of Nursing Attendant and Safai-karamchari taken as casual labours and to supervise their work.
4. To certify the work done during contract period and preparing payment bills for daily wages
5. To take regular rounds of wards / departments to ensure proper sanitation.
6. Liaison with CPWD Civil for opening of blocked sewage lines, drains, W.C. etc.
7. To organize pest control programme in the hospital at regular interval.
8. Liaison with NDMC :
  - (a) Daily removal of garbage etc.(inclusive of left out of waste of incinerator) by NDMC truck.
  - (b) Opening of main sewage lines.
  - (c) Removal of stray dogs, monkey's and cattle in the premises of the hospital.
9. I.E.C. – to educate sanitary staff of hospital waste management and it must be stressed that Safai-karamchari follow guidelines on Hospital Waste Management rules and take Universal precautions while handling Bio-Medical Waste.
10. To educate sanitary staff properly to enable them to perform their duties efficiently specially about the use of acids and fumigations.
11. Stores-indenting, maintenance of stores of sanitation item and inventories of expandable and non-expandable items.
12. Will be responsible for maintenance of proper sanitation in the hospital premises including Administrative block, offices and hostels.
13. Planning of sanitation work.
14. Monitoring liaison work with different agencies.
15. Monitoring hierarchy order work of Sanitary Inspectors
16. Any other duty assigned by Head of Institution.