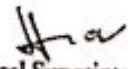


Duties & Responsibilities for the post of HEAD CLERK

1. Appointment cases.
2. Pursuing/handling of Court cases.
3. Pursuing/handling of VIP matter Immediate/Urgent.
4. Pursuing/Handling of Parliament Starred & un-starred question.
5. Quoting of Rules and Regulation relating FRSR, GFR, R&P rules in the service/ personnel matter of establishment.
6. MACP & Pay Fixation cases.
7. Processing of RTI Matters.
8. Responsible for proper maintenance of the Service Book and personal files of the officials dealt in the establishment.
9. To maintain the establishment register and other valuable record registers.
10. To flute tender and preparation of Tender Document including terms and conditions for the Annual Maintenance Contract of the All Hospital Equipment To flute tender and preparation of Tender Document including terms and conditions for the Annual Maintenance Contract of the All Hospital Equipment.
11. Processing of Qualifying Service Certificate cases.
12. Processing of Budget Matters/ Maintaining of Budget register.
13. Processing of Central Govt. Employees Advances cases etc.
14. Processing of Superannuation /Death, Pensionary benefit cases.
15. Maintenance of CGEGIS Accounts.
16. Processing of outstanding payment cases.
17. Calculation of Income Tax and processing of Form No.16 entries.
18. Maintenance of account of C.G.E G.I Scheme.
19. Processing of LTC Claims.
20. Calculation of Income Tax and processing of Form No.16 entries.
21. Responsible for maintain of leave record (Casual Leave) of the staff working in his/her establishment and also responsible for give specific recommendation on the leave application who apply for getting leave.
22. To supervise the work assigned to staff working directly under his/her charge day to day and disposal of dak received daily in the establishment.
23. To check the facts & record on the files before put up to AAO/ Administrative Officer/Dy. Director Administrative for consideration/approval.
24. Assist to Administrative Officer/Dy. Director Administrative for personnel matters of the establishment and also help to subordinate staff for administrative matters.
25. To bring into notice the daily activities of the establishment/Accounts to AAO/Administrative Officer/ Accounts Officer.
26. Being Senior Dealing Assistant to discharge the work of the section as directed by

  
Deputy Director (Admn.)

  
Medical Superintendent

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**Duties & Responsibilities for the post of LOWER DIVISION CLERK**

1. Diary & Dispatch.
2. Filing and maintenance of record of the service book and personal file of hospital.
3. To perform the duties of Messenger service.
4. Photocopier work.
5. To maintain file registers, dispatch registers and movement registers.
6. Any others duties assigned by section Incharge /supervisor.


  
Deputy Director (Admn.)

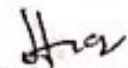
  
Medical Superintendent



Duties & Responsibilities for the post of U.D.C

1. Maintaining of Assistant Diary.
2. To draft and type the letter, circular, office orders, memorandum etc.
3. To deal service matters / personal matters of the staff.
4. Preparation of Service Books and entries thereof.
5. Processing of routine matter of such as Medical Reimbursement claim, CERA, Annual Increment, No Objection Certificate, Permission for tests/treatment etc.
6. Processing of staff / public grievance.
7. Processing of Annual Confidential Reports.
8. Obtaining of annual hospital item demand / consumption & compiling, submission of Annual Hospital Item Demand/Consumption and alongwith future requirements in view of the previous year consumption and placing the annual demand to Purchase Section and receive the supply in accordance with supply order issued by Purchase and issuing of Indent
9. Processing of Purchasing Hospital Item on the annual demand of hospital and issuing order.
10. Processing the file related to the bills, sanction and sanction order of various firms for the repair of Hospital Equipment and Annual Maintenance Contract of all the equipment of the hospital.
11. Corresponding with Ministry of Health, Prime Minister Relief Fund, Delhi Arogya Nidhi and other poor Patient Relief Fund regarding arrangement of financial assistance for the needy patients.
12. Processing of Medical Board / Examination and Medical opinion cases and allied matters.
13. Preparation & Submission of various reports/ returns.
14. Maintaining Records of Administrative Meeting Minutes.
15. Processing of Ethic Committee Cases.
16. Maintaining of required register in section.
17. Processing of CPWD / Directorate of Estate cases.
18. Processing of CGHS matters, identity card, issuance of parking sticker, Staff grievances, Implementation of Welfare schemes for SC/ST/OBC, JCM matters & others etc.
19. Processing of Nursing College matters.
20. Processing of routine matters of Security, Sullabh, Commercial outlet, Telephone Exchange, Laundry/Blo Medical Waste, Maintenance & work shop.
21. Processing of Pay bills/ Arrears bill / T.A / Tuition Fee / G.P.F Advance and final withdrawal / contingent bills / Medical Reimbursement bill / Verification of service from pay bill / Conveyance claims etc.
22. Maintaining of PBR.
23. Receiving the cash from the payment counter /Checking of receipt of payments of Nursing Home/ Special ward cases including verification of Cash Book and related cases.
24. Maintaining of Cash Book & Advances Register.
25. Being Dealing Assistant to discharge the work of the section as directed by Incharge.

  
Deputy Director (Admn.)

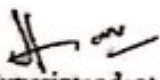
  
Medical Superintendent


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**DUTIES & FUNCTIONS OF THE POST  
OF ACCOUNTANT.**

1. Processing of pay Bills.
2. Processing of claims of LTC/T.A./Tuition Fee etc.
3. Processing of G.P.F Advance and final withdrawal in respect of all staff.
4. Processing of Pension cases including leave encashment/CSEIS fund.
5. Processing of all advance cases viz House Building Advance/Scooter Advance/Cycle Advance/Festival Advance etc.
6. Processing of contingent bills.
7. Verification of service from Pay Bill and NRS. of Employees.
8. Any other duty assigned by Assistant Accounts Officer/Accounts Officer from time to time.

  
Accounts Officer

  
Medical Superintendent

  
Deputy Director