

OFFICE OF THE ADDITIONAL DIRECTOR, C.G.H.S., JAIPUR

Duties of Officers and Staff at Dispensary and Attached Units

GROUP `A'

Category of Post	Duties attached to the Post
Medical Specialist	OPD Consultation to refer cases and entitled for direct consultation
Pathologist	Incharge of Pathological Lab.
E.N.T.Specialist	OPD Consultation to refer cases and entitled for direct consultation
Radiologist	Incharge of X-Ray and Sonography
Skin Specialist	OPD Consultation to refer cases and entitled for direct consultation
Child Specialist	OPD Consultation to refer cases and entitled for direct consultation
Eye Specialist	OPD Consultation to refer cases and entitled for direct consultation
Gynaecologist	OPD Consultation to refer cases and entitled for direct consultation
Staff Surgeon Dental	OPD Consultation of Dental cases
CMO Incharge	Senior Most Medical Officer is Incharge of the Dispensary and responsible for overall working of Dispensary and also perform duty as Medical Officer. Countersigned all the permission / sanction.
Medical Officers/SMO/CMO/CMO(NFSG)	Provide comprehensive medical care to patients in OPD
Ayurvedic Physician	Provide comprehensive medical care to patients in OPD pertain to Ayurvedic System
Homoeopathic Physician	Provide comprehensive medical care to patients in OPD pertain to Homeopathic System

GROUP `C'

	Duties attached to the Post
Staff Nurse	Administration of injection and keeping record of linen.
Pharmacist Gr.I	Storage & dispensing of the medicines and other articles procurement of medicines is also being carried out by Storekeeper from the MSD/ Local Chemist by the Storekeeper.
Pharmacist (Ayur.)	Receive indent of medicines and distribute it to patients and maintain record thereon.
Pharmacist (Homeo.)	Receive indent of medicines and distribute it to patients and maintain record thereon.
Dental Technician	Assist Dental Surgeon, scaling on advise of Surgeon and maintain record of dental unit.
Radiographer	Carry out all routine and Special X-Ray investigation for which patients referred.
Dark Room Asstt.	Carry out all routine and Spinal X-Ray investigation for which patients referred.
Lab. Technician	Work related with Laboratories.

Lab. Assistant	To carry out investigation as advised by the doctors
L.D.C.	All the clerical work pertaining to Dispensary
M.T.S.	Multi Tasking Staff

Duties of Officers and Staff at Administrative Office

Category of Posts	Duties attached with the post
GROUP `A'	
Additional Director	Head of office, delegate the powers of Head of the Department as per schedule V of Delegation of Financial Powers, Drawing & Disbursing Officer.
GROUP `C'	
Office Supdt.	Supervision of work pertaining to Admn Section
Accountant	Supervision of work pertaining to Accounts Section
Asstt.Store Supdt.	Supervision of work pertaining to Store, procurement and distribution of medicines & other articles.
Stenographer	To type the work pertaining to steno and other work assigned by Addl. Director
Hindi Translator	To carry out the work pertaining to implementation and expansion of Rajbhasha and Hindi/English version of letters if any assigned.
Pharmacist	Storage and dispensing of medicines and other articles.
U.D.C.	Some higher responsibilities and work assigned and clerical work is conducted.
L.D.C.	All the clerical work pertaining to office
Driver	Driving of Motor Vehicle.