

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

**Duties of Officers and Staff at Dispensary and Attached Units**

**GROUP `A`**

| <b>Category of Post</b>            | <b>Duties attached to the Post</b>   |
|------------------------------------|--|
| 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`**

|                     | <b>Duties attached to the Post</b>   |
|---------------------|--|
| 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       |

**GROUP `D`**

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|---------------------------|--|
|                           |  |
|                           | <b>Duties attached to the Post</b>                                       |
| GROUP `D` (Dresser/FA/NA) | All the work pertaining to Group D employees                             |
| Lab. Attendant            | To assist the Lab. Technician and collect the samples for investigation. |
| Chowkidar                 | To carry out the duties of watchman in dispensary.                       |
| Safailwala                | Cleaning and sweeping of building of dispensary                          |

## 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  |
| Hindi Typist        | To carry out the work of Hindi Translator and other matter related with Admn & Accounts Section.                                    |
| Driver              | Driving of Motor Vehicle.   |

**GROUP `D`**

|           |  |
|-----------|--|
| Packer    | Packing and stacking of medicines and to help the Pharmacist in Store. |
| Peon      | To carry out the work pertaining to Group D employee                   |
| Chowkidar | To carry out the duties of Watchman in office.                         |

|           |  |
|-----------|--|
| Safaiwala | Cleaning and sweeping of building of office. |
|-----------|--|