

## MANUAL 3

### POWERS AND DUTIES OF CHIEF MEDICAL OFFICER

| Sr no | Nature of Power  | Chief Medical Officer  |
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|       | <b>ADMINISTRATIVE</b>  |  |
| 1     | Recruitments & Promotions of Superior Staff & Class IV employees                         | NIL  |
| 2     | Grant of charge allowance  | NIL  |
| 3     | Increments   | May sanction increment to superior and labour staff as per rules                             |
| 4     | Power to sign service bond in view of appointment at time of appointment                 | In all cases as per rules  |
| 5     | Suspension and grant of subsistence allowance  | NIL  |
| 6     | Power of inflicting punishment short of dismissal  | NIL  |
| 7     | Demotion / Removal / Dismissal   | Nil  |
| 8     | Resignation  | NIL  |
| 9     | Power of granting leave other than Casual leave  | Authorised to sanction leave to the employees under their control as per rules, regulations. |
| 10    | Power of granting Casual leave   | Authorised to sanction leave to the employees under their control as per rules, regulations. |
| 11    | Signing of leave & service sheet   | In all cases as per rules  |
| 12    | Signing of Effective report and pay authority attestation                                | In all cases as per rules  |
| 13    | Allowing change in the name of staff on production of required proof.                    | In all cases as per rules  |
| 14    | Grant of injury leave  | NIL  |
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|       | <b>FINANCIAL</b>   |  |
| 1     | Giving administrative approval for office contingencies ( except furniture), Purchase of | <b>Rs 50,000/-</b>   |

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|           | equipments, repairs & maintenance etc.   |  |
| <b>2</b>  | Giving administrative approval for Stationary articles ( non schedule ) or when not supplied by the contractor but required immediately  | <b>Rs 50,000/-</b>                                       |
| <b>3</b>  | Giving administrative approval for Store articles, ( non schedule) including X-ray materials electric appliances, printed matters, stationary tools, required for garden & Gymkhana repairs including servicing polishing etc. & purchase of fire wood | <b>Rs 50,000/-</b>                                       |
| <b>4</b>  | Giving administrative approval for purchase of dead stock i.e. furniture articles ( Subject to restriction imposed as part of special measures of economy in view of financial stringency )  | <b>Rs 50,000/-</b>                                       |
| <b>5</b>  | Giving administrative approval for purchase of books & subscription towards the medical periodicals  | <b>Rs 40,000/-</b>                                       |
| <b>6</b>  | Giving administrative approval for purchase of clothing articles & articles such as water proof coat, cumbles umbrellas etc.   | To be obtained according to scale laid down through C.S. |
| <b>7</b>  | Giving administrative approval for purchase of seeds and plants.   | <b>Rs 1,000/-</b>  |
| <b>8</b>  | Giving administrative approval for purchase of non schedule items of medicines, apparatus, equipments, instruments including plant & machinery   | <b>Rs 25,000/-</b>                                       |
| <b>9</b>  | Medicines and Drugs etc. schedule  | To be obtained from Schedule Contractors in all cases    |
| <b>10</b> | Giving administrative approval for dietary articles (non schedule ) and cooked food purchase   | <b>Rs 4,000/-</b>  |
| <b>11</b> | Invitation & opening of quotations & tenders for medicines & instruments and other equipments with or without earnest money  | <b>Rs 50,000/-</b>                                       |

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| <b>12</b> | Issue of work order for departmental works subject to certifying the funds by C.A.'s office  | <b>Rs 50,000/-</b>   |
| <b>13</b> | To issue & renewal of railway season tickets   | May sanction, issue and renewal of season tickets subject to audit                               |
| <b>14</b> | Power of receiving money under section 112 of the BMC Act & power of collection & giving receipts  | May authorised to Head Clerks & Clerks,JO to receive the payment and give receipts on his behalf |
| <b>15</b> | Hire of Municipal Ambulance or Hearse  | Authorise to allow free use of ambulance, hearse in deserving cases                              |
| <b>16</b> | Repairs to instruments and equipments including servicing & polishing  | <b>Rs 40,000/-</b>   |
| <b>17</b> | Certifying & signing of bills of contractors for schedule & non sch. Items & departmental bills including reparis  | In all cases   |
| <b>18</b> | Certifying & signing pay bills monthly and S.P.S. U.W.R.C  | In all cases   |
| <b>19</b> | Sale of rights for a period not exceeding 12 months at a time  | <b>Rs 2,000/-</b>  |
| <b>20</b> | To write off & disposal sale of movable property means large items like sterilizer, furniture, steel items etc. & scrap materials subject to verification by Jt. C.A. in case of dead stock articles after following prescribed procedure. | <b>Rs 25,000/-</b>   |
| <b>21</b> | Acceptance of donation in cash or kind if they are unconditional   | <b>Rs 25,000/-</b>   |
| <b>22</b> | Sanctioning Anesthetist charges and other similar fees payable to professional engaged in Municipal Medical Institutions   | <b>Rs 15,000/-</b>   |
| <b>23</b> | Entering into annual servicing & maintenance contract & to sanction advance payment for the purpose  | <b>Rs 5,000/-</b>  |
| <b>24</b> | To sanction advance payment to the supplier for the purchase of instruments, equipments dead stock articles medicines, vaccines  | <b>Rs 20,000/-</b>   |

|           |  |                   |
|-----------|--|-------------------|
|           | etc.   |                   |
| <b>25</b> | Repairs & maintenance of Bldg. & lighting charges                        | <b>Rs 5,000/-</b> |
| <b>26</b> | To carry out petty works through outside agencies by inviting quotations | <b>Rs 2,000/-</b> |

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## **DUTIES OF OFFICERS UNDER PUBLIC HEALTH DEPARTMENT**

### **I. CHIEF MEDICAL OFFICER**

#### **Responsibilities & Duties:-**

- i. To take daily rounds in the hospital and to attend to grievances of the patients as well as the hospital staff. If necessary report the grievances to the Executive Health officer.
- ii. To attend to routine administrative work of the hospital including grant of leave to all staff within the purview of delegation of power and to make substitutes or working arrangements.
- iii. To supervise and check the work and attendance of the Assistant Medical Officer, Matron, office Staff, Hon. Medical staff, Para-medical staff and Labour Staff.
- iv. To monitor the stock of equipments/ machinery, medicines and surgical items.
- v. To sign various bills as per the delegation of powers.
- vi. To monitor work of poor book fund and allow utilization as per patients requirement.
- vii. To conduct enquiries in case of irregularities by subordinate staff.

## **II. ASSISTANT MEDICAL OFFICER**

### **Responsibilities & Duties:-**

- i. To supervise ward, operation theatre, OPD and various departments in the morning time to ensure smooth functioning of the hospital.
- ii. To do emergency duty round the clock in rotation with other Assistant Medical Officer.
- iii. To attend to patients and staff grievances.
- iv. To check Medical & General Stores.
- v. To arrange for transfer or reference of serious patients and arrange for their investigations. And also to make arrangement for Ambulance when required.
- vi. To assist The Chief Medical Officer in Day to day Administration and look after the work of Chief Medical Officer in absence.

## **III. JUNIOR ASSISTANT MATRON**

### **Responsibilities & Duties:-**

- i. To take daily rounds during her duty hours in the hospital, to upkeep cleanliness and sanitation of the various departments of the hospital.
- ii. To supervise duties of the Sister In charge And Staff nurses and avoid their shortage in any circumstances. To report any irregularities to the Assistant Medical officer.

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Executive Health Officer  
Public Health Department