

1.2 Power and Duties of its officers and employees

(i) POWERS AND DUTIES OF OFFICERS (ADMINISTRATIVE, FINANCIAL AND JUDICIAL)

Sr. No.	Designation	Powers and duties (in brief)
1	Director	<p>Powers:</p> <ul style="list-style-type: none">To work as Head of Department under Rule 13(3) of the Delegation of Financial Power Rules 1978, as notified/ issued by the Finance Department, Govt.of Telangana Administration from time to time. <p>Duties:</p> <ul style="list-style-type: none">Process the cases of all Group 'A, B, C & D posts.Creation / abolition of Posts.Continuation/ Conversion of posts in consultation with Govt.of Telangana Administration/Govt. of India.Framing/ Amendments of Recruitment Rules in consultation with Govt.of Telangana Administration.Recruitment/ Promotion/ Confirmation/ Transfer/ Posting/ against group 'C' & 'D' (Ministerial & Non- Ministerial i.e. Para Medical and Nursing Staff).Issue of No Dues Certificates/ No Objection Certificate / Forwarding Applications in respect of all posts.Ordering of Preliminary & regular inquiries and Grant of Honorarium and acceptance of Fee.Deputation/ Foreign Service (within India).Admissions of MBBS & PG, B.Sc Courses as per KNRUHS University schedules.

2.	Assistant Director (Administration)	<ul style="list-style-type: none"> • Heading Establishment/ Administrative Branch and processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases except court cases related to contractual staff appointed through various Contractors in GMCH, court cases related to procurement Branch I & II and other court related to Hospital Branch • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group, 'C' & 'D' staff except Nursing Staff and other paramedical staff posted in Government Medical College & Hospital, Mahabubnagar, sanction of Earned leave in respect of Group, 'C' & 'D' staff except Nursing Staff and other paramedical Staff posted in Government Medical College & Hospital, Mahabubnagar, sanction of TA on tour, LTC, issue of No Objection Certificates as required under the conduct rules, authentication and forwarding of Pension Cases to the AG in respect of Group, 'C' & 'D' staff of the Government Medical College & Hospital, Mahabubnagar, sanction of Medical Reimbursement as per order of Finance Department Administration time to time. • Heading communication Cell and processing all cases relating to Communication Cell and IT Centre being attended to by the Office Superintendent (Estt-III) • Processing the cases relating to admission of students, other matters being attended to the Assistant Registrar (Academic)/ Superintendent (Academic) • Sanctions of contingent expenditure as per order of Finance Department Administration time to time. Payment of legal charges to the Advocates as per rates determined by LR & works of Store Officer to the extent it is not related to the M.S for the procurement of material and its further disposal. Payment of any kind of purchase and payment to service provider etc. • Sanctions of claims relating to the payments i.e. electricity /water/telephone charges i.e. inevitable payment to avoid penalty charges before due date irrespective of the amount of the bills. • Work of the Store Officer to the extent it is not related with the M.S. shall be routed through the Assistant Director (Admn.), for the procurement of material and its further disposal. • Work relating to the Establishment Section. • Work relating to the Planning Section. • Heading Control Room, Lifts, Fire Fighting. • Over all Supervision & Control of Sanitation, Lifts, Security, Horticulture/Beautification.
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<p>3.</p>	<p>Director</p>	<p>Head of the Department:-</p> <ul style="list-style-type: none"> • Hospital Administration • Procurement Branch-I • Procurement Branch-II • Central Stores (Hospital) • Dietetics • Establishment/ Administration of Nursing Staff • Establishment/ Administration of Para Medical Staff • Processing the cases relating to appointments, postings, transfers, disciplinary action , enquiries/ vigilance enquiries, termination, all court cases related to Hospital Administration Branch-I & II • All other matters relating to Administration and Establishment viz-a-viz preparation and maintenance of Service Books in respect of Group, 'C' - Nursing Staff & paramedical staff • Sanction of Earned leave in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Sanction of TA in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • LTC in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Issue of No Objection Certificates as required under the Conduct Rules, in respect of Group, 'C' staff of Nursing Staff & paramedical Staff • Pharmacy Department • Authentication and forwarding of Pension Cases to the AG in respect of Group, 'C' staff. • To work as Head of Office under Rule 13 of the Delegation of Financial Power Rules 1978, as notified by the Finance Department from time to time • Sanction all kind of purchase expenses up to Rs. 2.00 lakhs as per rules and formalities.
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(II) POWER AND DUTIES OF OTHER EMPLOYEES

Name of the Department: ESTABLISHMENT Section

Sr. No	Name of the post	Powers and duties/workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none">• Being In charge of the Branch/Section, the main function of the Superintendent is to supervise and examine the cases put up by the dealing hand and ensure that they have been properly dealt as per procedures. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his on note giving suggestions and put up the cases to the competent authority for obtaining/according orders on the file. After the orders have been passed by the Competent Authority the file would be marked to the dealing hand for putting up the draft. After draft has been put up he would scrutinize it minutely to see that there is no deviation from the orders passed by the Competent Authority.• To ensure that staff working under him/her is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly.• To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases & to ensure that records are maintained in proper orders and that the rooms occupied are kept neat and tidy and also to take necessary steps to see that work is not allowed to fall into arrears.• To ensure that the distribution of work in the Branch is generally adequate and also to inspect the tables of officials working under the control in the Branch that fresh receipts and cases are

		properly and punctually dealt or not.
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		<ul style="list-style-type: none"> • To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department. • To act upon the decision taken and to handle the problem accordingly. • To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff. • To look after and super-wise the entire work of the Branch-I. • To ensure proper availability and distribution of work of the Branch. • To process the various kind of activities & directions with the employees working in the branch. • To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies. • To guide the staff to take up the cases personally on various levels i.e. ADA, DP, SMER and others so that the cases is materialized in a time bound manner. • To sign the drafts regarding orders after getting due approval from the competent authority. • To perform any other duties assigned by the higher Authorities.
2.	Senior Assistant	<ul style="list-style-type: none"> • To deal with all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director through Govt. • To deal with filling up all kind of vacant post of faculty under Group 'A' post i.e. Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director . • Issuance of Appointment letters, Medical, Joining Report and Police Verification etc. of all Direct Recruitment Faculty Officers. • Dealing with all promotion cases through Govt. in respect of Group 'A' faculty post.

		<ul style="list-style-type: none">• Dealing with grant of permission for various aspect, issuance of NOC/Experience certificate, Issuance of Vigilance Clearance Certificate from the Vigilance Department of Telangana Administration, forwarding and submission of applications to the higher posts, Acceptance of Resignations, preparation and submission of pension cases in respect of all faculty Group 'A' posts, dealing with court cases, dealing for seeking information under RTI Act-2005 and attending the complaints so received under RTI.• To maintenance of reservation roaster, maintenance of physical handicap roaster, reply with the urgent Lok Sabha Questions, reply of the Audit Memos/Para's raised by the external audit party, preparation the reply of various applications so received from the applicant through RTI Act and also any other duties as assigned by the authorities.• To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.• To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.• To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter, Creation of posts, drafting of Recruitment rules, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever.• To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties.• Any other duties as assigned by the authorities.
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3.	Senior Assistant	<ul style="list-style-type: none"> • To deal with creation of all kinds of posts in respect of Group A, B, C and D i.e. such as faculty under Group 'A' posts i.e. Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors, Senior Resident, Demonstrator, Para-medical technical posts, Para-medical non-technical posts if any, Ministerial/Clerical posts etc. through Govt. of Telangana. • To deal with Framing/Reviewing/Amendment of Recruitment Rules in respect of all Group A, B, C and D posts in consultation with the Department of Personnel, Administration as well as TSPSC. • To deal with preparation and submission the proposal for creation and Recruitment Rules to the Administration as well as Ministry of Health and Family Welfare, Govt. of Telangana as well as TSPSC. • To deal with court cases pertaining to the creation of post and Recruitment Rules. • To put up the agendas for discussion in the Chair of Recruitment Committee and deal with all kind of cases pertaining to the Recruitment Rules of Group A, B, C and D posts. • To deal with complaints received under RTI Act-2005 with regard to the post of Creation and Recruitment Rules. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and
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		<p>other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.</p> <ul style="list-style-type: none"> • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to Creation and Recruitment Rules of all Group 'A, B, C and D posts etc. whatsoever. • To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties. • Any other duties as assigned by the authorities.
4.	Senior Assistant	<ul style="list-style-type: none"> • To deal with all kinds of service matter with regard to the faculty post of Group A, i.e. such as Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and Director. • To deal with maintenance of service books/record in respect of Group 'A' faculty posts. • To deal with grant of permission for various issues, grant of leave, any other kind of leave except academic leave, calculation of leave account in respect of Group 'A' faculty posts. • To deal with grant Annual Increment, grant ACPs, grant LTC/TA/DA, etc. and also get the proposal vetted by the Accounts Functionaries. • To deal with counting of past service in respect of Group 'A' faculty posts. • To deal with preparation and submission of pension cases in respect of Group 'A' faculty posts and also take up the matter with Administration as well as Appropriate Authority.

		<ul style="list-style-type: none"> • To deal with court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts. • To deal with complaints received under RTI Act-2005 with regard to the posts falls under service matter. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever. • To look after the work in the absence of leave/vacation taken by the Branch In-charge in addition to their own duties. • Any other duties as assigned by the authorities.
5.	Junior Assistant	<ul style="list-style-type: none"> • Assigned the duty to deal the PUCs pertaining to all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical

Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director through TSPSC.

- To go through the receipt/record and mark the receipt to the Record Keeper/Clerk.
- To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting.
- To put up all the PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts.
- To maintain the record/file on proper way and also maintain the reservation roaster, as well as physical handicap roaster.
- To kept the record in proper way in the branch and submitted the relevant file to Senior Assistant whenever it is required.
- To put up and deal with all kind of cases pertaining to the seat of EA-1.
- To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction.
- To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.
- To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders,

		<p>references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever.</p> <ul style="list-style-type: none"> • Any other duties as assigned by the seniors.
6.	Junior Assistant	<ul style="list-style-type: none"> • Assigned the duties with regard to the posts pertaining to the seat of dealing assistant. • To put up the RTI cases/PUCs pertaining to all kinds of faculty under Group 'A' posts i.e. Recruitment of Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and the post of Director Principal through TSPSC. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To put up all other miscellaneous PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts. • To maintain and keep the proper record in proper way in the branch and submitted the relevant file to the dealing Assistant within day to day basis. • To put up and deal with all kind of cases pertaining to the seat of Establishment Section. • To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and

		<p>other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases.</p> <ul style="list-style-type: none"> • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service matter in respect of Group 'A' faculty posts etc. whatsoever. • Any other duties as assigned by the seniors.
7.	Junior Assistant,	<ul style="list-style-type: none"> • Assigned the duties to put up the PUCs pertaining to all kinds of creation of posts under Group 'A, B, C and D to the immediate seniors/dealing Assistant for taken up quickly action on the references from the Appropriate Authorities. • To put up and submission of the cases with regard to the Recruitment Rules of all kind of posts created under Group A, B, C and D in true manner. • To go through the receipt/record and mark the receipt to the Record Keeper/Clerk. • To check the receipt/record and reproduce it in the noting portion of the file, if considered necessary & indications if any given by the Officer Incharge on the PUC should also be mentioned in the noting. • To put up all the PUCs along with relevant file so received in the branch with regard to the post of Group 'A' faculty posts as well as the posts pertaining to the seat of dealing assistant. • To maintain and keep the record in proper way in the branch and submitted the relevant file to the dealing Assistant whenever it is required. • To put up the agendas for discussion in the chair of Recruitment Committee and deal with all kind of cases pertaining to the seat of Estt.

		<ul style="list-style-type: none"> • To bring the matter to the notice of the dealing Assistant as well as Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to Creation and Recruitment Rules of all Group 'A, B, C and D posts etc. whatsoever. • Any other duties as assigned by the seniors.
8	Junior Assistant,	<ul style="list-style-type: none"> • To put up all kind of service record with regard to the faculty post of Group A, i.e. such as Medical Superintendent-cum-Hospital Administration, Deputy Medical Superintendent-cum-Hospital Administration, Senior Lecturer/ Assistant Professor, Reader/Associate Professor, Professors and Director Principal. • To put up & maintenance of service books/record in respect of Group 'A' faculty posts. • To put up the cases for grant of permission for various issues, grant of leave, Ex-India Leave, any other kind of leave except academic leave, calculation of leave account in respect of Group 'A' faculty posts. • To put up for grant of Annual Increment, grant ACPs, grant LTC/TA/DA, etc. and also get the proposal vetted by the Accounts Functionaries.

		<ul style="list-style-type: none"> • To put up for counting of past service in respect of Group 'A' faculty posts. • To put up for preparation and submission of pension cases in respect of Group 'A' faculty posts and also take up the matter with Chandigarh Administration as well as Appropriate Authority. • To put up for court cases pertaining to the service matter as defined above with regard to the post of Group 'A' faculty posts. • To put up the complaints so received under RTI Act-2005 with regard to the posts falls under service matter/record. • To reply the Audit Paras & other miscellaneous work. • To bring the matter to the notice of the Branch Superintendent when he/she is unable to trace the specific references & to keep & watch on the Record Keeper/Clerk/Typist or issue the proposal/sanction. • To ensure that the matters are disposed off expeditiously and to responsible for timely submission & disposal of the cases all like-wise Parliament Questions/Lok Sabha Questions and other cases requiring immediately urgent action & also put-up the cases with attached urgent/immediate slips to invite the attention of the authorities to the urgent nature of work & also highlight the facts of all cases. • To ensure that the paging of the correspondence portion, noting portion is completed and the file cover of the cases is not in torn conditions & also to ensure the issued the reminders, references of the cases, related to service record, preparation of Pension Cases in respect of Group 'A' faculty posts etc. whatsoever. • Any other duties as assigned by the seniors.
9	Junior Assistant	<ul style="list-style-type: none"> • Collection of information & files and compilation of data in given form.

		<ul style="list-style-type: none"> • To deal with making entries in Dak Receipt Register (internal) & Despatch (File Movement) Register from different departments, ADA office, Director Principal's office, Accounts branch of Establishment Branch-I and sending the routine reminders. • Making necessary entries of all kind of PUCs so received in the branch for the faculty posts of Group 'A'. • Maintaining the casual leave record. Maintaining the record of various circulars, orders, permissions, Audit Paras, RTIs, Branch correspondences. • Taking dictation relating to the branch cases & attend the meetings. • Indenting the items to be received from the Central Store and Keep record of Stockable/consumables in the Stock Register. • To reply the Audit Paras & other miscellaneous work. • Information seeking under RTI Act. • Any duty that may be assigned by the Officer Incharge/Superintendent.
10	Record Assistant	<ul style="list-style-type: none"> • To maintain and binding the record in respect of all kind of work dealing with the Establishment Branch-I. • Cleanliness/dusting the records of relevant files and kept intact the record with proper manner. • To record the relevant agendas in the files and collect the office file from the dealing Assistants for binding. • To handle the Photostat Machine of the branch. • Any duty that may be assigned by the Superintendent.

Name of the Department: Establishment Section

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. • To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties. • Supply the information as asked for under RTI Act within stipulated period • To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner. • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any. • To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-bound manner. • Any other duty as assigned by the MS, ADA and DP.
01	Sr. Assistant	<ul style="list-style-type: none"> • Recruitment of Senior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. • Issuance of Appointment letter, Medical, Joining Report and Police Verification of Senior Residents, Junior Residents, Resident Pathologists, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer, Emergency Medical Officer. • Maintaining of Reservation Roster of Senior Residents, Junior Residents, Resident Pathologists, Resident Anaesthetist, Casualty Medical Officer, Demonstrator, Medical Officer, Lady Medical Officer and Emergency Medical Officer. • Maintaining of Physical Handicapped Roster.

		<ul style="list-style-type: none"> • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
02	Sr. Assistant	<ul style="list-style-type: none"> • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
03	Sr. Assistant	<ul style="list-style-type: none"> • Maintenance of service books of Senior Residents, Resident Pathologist, Resident Anaesthetist, Casualty Medical Officer ie., attestation of entries in the service books, annual increments, pay fixation, . • Issuance of all kinds of leave i.e, Earned Leave, Medical Leave, Extra Ordinary Leave (with pay or without pay), Ex-India Leave, leave encashment of unutilized leave. • TA/DA and registration fee reimbursement • Leave Travel Allowance • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
04	Record Assistant	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges and Photostat Machine etc., Dictations and typing work. Other works as assigned by the Superintendent and officers from time to time.</p> <ul style="list-style-type: none"> • To receive all files from different departments, Medical Superintendent's office, Director Principal's office, Accounts and Audit branches • To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register • To maintain Casual/ other leave records of the officials • To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register • To Indent the stationary & computers etc. from Central stores etc and maintain the record in the stock register.

		<ul style="list-style-type: none">• Dictations by Office Superintendent , and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc.
05	Attendant	<ul style="list-style-type: none">• Dusting of tables, chairs and computer etc. in the branch.• Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be.• The material issued against Indent is being collected by the attendant from the Central Store.• Serves tea/ coffee etc. to the officials working in the branch.

Name of the Department: Establishment Section

Sr. No.	Name of post	Powers and duties/Workload (in brief)
01	Superintendent	Scrutiny of the cases, drafting, dispose-off the day to day assigned works. To ensure general efficiency and also punctuality of the staff and to keep a check on delay in submission of the cases. Will see that the work allotted to the branch is generally equitable. Any other duty that may be assigned by the Officers Incharge of the Institute
02	Senior Assistant	To deal the cases on the various subject matters & put up proposal to the Senior Officers according to facts & provisions of Rules, to pursue the urgent nature cases on personal level
03	Junior Assistant	Typing work, Maintain the record of the personal/policy files, Record keeping, Receipt & dispatch of the Dak, Handle the data feeding, Production of Records, put up the various cases to the authorities etc.
04	Junior Assistant	Dictation work, DAK works, typing work, collection of information and files, compliance of data in given form, opening of files, Maintenance of files, Sending of routine reminder
05	Record Assistant	To assist the Computer Programmer/Asstt Computer Programmer for networking amongst all the branches of the Hospital. Help in updation & interlinking the record related to faculty, staff & students with IT Centre. Help in making the new programme for the new projects of the Hospital. Computerize the record of recruitment for the various posts.
06	Sanitation workers	To cleanliness of OT, OPDs and Office in patient care services on routine basis to restrict the germs and unhygienic elements in working and treatment areas.

Name of the Department: Establishment Section

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none">• To supervise all the work pertaining to various contracts i.e. floating of e-tender, verify the wage bills and other related work: Paramedical Services Contract. Housekeeping and Sanitation Services Contract. Hospital Catering Services Contract. Laundry Contract. Round the Clock Security and Fire Prevention Services General Services. Pest Control. Round the Clock Cycle, Scooter & Car Parking Services. Technical and other Skilled Services. SPIC providing DEO's for HIMS project.• Supplying of RTI information.• Supplying of Budget information pertaining to the contracts.• Supervising Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court cases.

01	Sr. Assistant	<ul style="list-style-type: none">• To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI, GST online portal, Wage Disbursement and other related work, pertaining to various contracts as under: Paramedical Services Contract Housekeeping and Sanitation Services Contract Hospital Catering Services Contract Laundry Contract
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		<ul style="list-style-type: none"> • Preparation of Budget information pertaining to seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court case pertaining to above contracts.
02	Sr. Assistant	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI, GST online portal, Wage Disbursement and other related work, pertaining to various contracts as under: Round the Clock Security and Fire Prevention Services General Services. Pest Control. Round the Clock Cycle, Scooter & Car Parking Services. • Preparation of Budget information pertaining to the seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter.
03	Sr. Assistant	<ul style="list-style-type: none"> • To deal with the work of floating of e-tender, verify the wage bills, Checking of ECRs of EPF/ESI, GST online portal, Wage Disbursement and other related work, pertaining to various contracts as under: Technical & Other Skilled Services. SPIC providing DEO's for HIMS. • Preparation of Budget information pertaining to the seat. • Preparation of replies to RTI information/ Court Case/ Arbitration Cases/ ALC/ Labour Court/ District Court case pertaining to the above matter.

Name of the Department: HOSPITAL ADMINISTRATION-I

Sr. No.	Senior Assistant	Powers and duties/Workload (in brief)
1	Senior Assistant	<ul style="list-style-type: none">• To deal all establishment matter i.e. pay fixation cases, step up, pay anomaly ACP cases and to maintain service books of staff nurses and with the help of Junior Assistant for staff nurses.• Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant.• Matters related to Direct Contract Staff.• Seniority list of Staff Nurses. <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned nursing staff:-</p> <ul style="list-style-type: none">• Court cases• RTI cases• All disciplinary cases• Work related to ACR.• College of Nursing Recruitment rules and appointment.

2	Senior Assistant	<ul style="list-style-type: none">• To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses and Nursing Superintendent with the help of Junior Assistant for staff nurses.• Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant.• ACR Files & work related to ACR Files• All work related to selection files record. <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned Nursing Staff:-</p> <ul style="list-style-type: none">• Court cases• RTI cases• All disciplinary cases• Commendation awards.
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3	Senior Assistant	<ul style="list-style-type: none"> • To deal all establishment matter i.e. pay fixation cases, ACP cases and to maintain service books of staff nurses, Nursing Sisters with the help of Junior Assistant for staff nurses . • Cases of all kind of leave which are received in respect of Nursing Staff and check the necessary entry made by the Junior Assistant. • Verification of Antecedents and Character and various certificates of newly jointed Staff Nurses. (fresh joining is a regular process due to frequent resignation by the Staff nurses. • Work related to Deputation Staff. <p>And all the following cases which needs more concentration and consume lots of time to deal them in respect of above mentioned Nursing Staff :-</p> <ul style="list-style-type: none"> • Court cases • RTI cases • All disciplinary cases <p>In addition to above the miscellaneous work of this branch i.e.</p> <ul style="list-style-type: none"> • To deal all representation of Nursing Welfare Association which are received in bulks and consume lots of time to deal the matter. • To prepare various information required from time to time by various authorities in respect of the Nursing Staff. • To prepare quarterly, half yearly and annually information in respect of the Nursing Staff. • Various other work related to creation of posts, Audit Para, MCI, grievances on portal of GOI. • Seniority List of Staff Nurse, Nursing Sister • Various Reservation Rosters
		<ul style="list-style-type: none"> • The above said work has been done with the help of 06 Nos. of Junior Assistants. Since, only 04 Senior Assistants have to guide/dictate/check/verify the said work, subsequently senior assistants remain over burden. It is pertinent to mention here that the Nursing staff take leaves in bulk (i.e. EL, CCL, commuted leave, HPL, etc) and also submits resignation very frequently as compare to other staff of this institute.

Name of the Department : Hospital Administration–II

Sr. No.	Designation	Powers and duties/workload (in brief)
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1.	Senior Assistant	<ul style="list-style-type: none">• Physical Verification of All Clinical & Non-Clinical Department /College/Offices.• Dealing with Training / camps/ Seminars.• Dealing with complaints of patients against hospital staff / writ petition related to the patients & Doctors.• Maintaining of Liquid Oxygen license.• Maintaining of PNDT license and their reports sending to the appropriate authority time to time.• Maintaining the Health reports of the inmates of Snehalaya & Aashreya.• Maintaining of infection Diseases record.• Maintaining of Parliament / Lok Sabha/Rajya Sabha questions.• Roster of VIP visits and Governor's Visits.• Special Medical Boards of various patients ordered by the Hon'ble Court and other Govt. Hospital, Medical Examination of new appointments of GMCH.• Medical Legal Case.• Creation of new department in GMC.• Disposal of work assigned to the branch any time.• Deputation of Medical Staff on various occasion/ camps.• Misc. Orders /circulars related to the Hospital.• Free diet to the patient for MBBS practical Examination.• Hospital Charges of new investigations.• Administrative matter of Hospital infrastructures.• Various monthly report sending to the quarter concern.
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		<ul style="list-style-type: none"> • Dealing RTI related to the hospital. • Raising the bill of blood bank to the ESI Dispensaries. • Dealing with the blood bank license. • Distribution of beds in the hospital. • Dealing with the news related to the hospital. • Dealing of advertisement/ press release of hospital timing at the time of vacations. • Reply of Audit para. • Dealing with the report regarding Dengue, swine flu etc. • Permission regarding eye donation camps. • Functioning of Hospital, Aashreya, One stop crisis centre. • In addition to above various job allotted to this Branch time to time. • Medical Examination of New appointment in GMCH-32. • Maintaining of Poor Patient Fund of GMCH-32.
2.	Senior Assistant	<ul style="list-style-type: none"> • Sending requirement for the creation and filling-up posts of Para Medical Cadre to the Establishment Branch-I. • Promotion, Clearance of Probation /Confirmation Cases of Para Medical Staff. • Circulation and Finalization of Seniority List in respect of Para Medical cadre posts. • Character Verification of Para Medical Staff. • Acceptance of resignation/Relieving. • Dealing with the absent from duty cases, Misc. Complaints (Para Medical Staff), Calling of explanations, issuance of Show-cause Notices, Charge-sheet under rule 8 and 10 of Punjab Civil Services (Punishment & Appeal) Rules-1970. • Conducting of inquiries, performing duties of Presenting Officer. • Imposing penalties under rule 5 of the Punjab Civil Services (Punishment & Appeal) Rules-1970. • Regarding acceptance of ACRs forms and dealing with the representation thereof. • Sending the census information, Backlog information in respect of SCs and OBCs, Employment exchange return, to the Establishment Branch-I, II and Estate Branch for further sending to Employment exchange, TS Secretariat, Social Welfare Department and also dealing with the other miscellaneous information. • Issuance of NOCs for Purchase of residential plot/house, applying for Job in another Department within India.

		<ul style="list-style-type: none">• Issuance of Dependent Certificate, Experience Certificate, Residential Proof Certificate, Employee Certificate, No Dues Certificate, permission to attend the court in respect of Para Medical Staff. Filling up of Overseas Application Reference Form and sending thereof to the quarter concerned.• Compassionate appointment cases in respect of Para Medical Staff• Issuing sanction order for the payment of advertisement bills.• Granting permission for acquiring higher education and other courses.• Grant of permission for Training/Seminar/Camps etc. to Paramedical Staff.• Dealing with complaint of Paramedical Regular Staff.• Reply Parliamentary Question• Posting/Transfer/Seniority of Paramedical Technical Staff.• Census of Telangana Admn. Employees• Cases regarding Study Leave granted to Paramedical Technical Staff• Dealing with court cases & Writ Petitions of Paramedical Technical Staff.• Service verification, Police verification of Paramedical Regular Staff• Maintaining Service records in services books of Paramedical Regular Staff• Grant of Earned Leave, annual increment, ACP, Child Care Leave, Medical Leave & any kind of leave related to Paramedical Regular Staff.• Grant of Pensionary benefit to Paramedical Regular Staff.• Fixation of pay to the Paramedical Regular Staff due to revision of pay scales and grant of higher pay scales.• Holding of of DPC Cases of Paramedical Regular Staff.• Maintenance of Model Reservation Roster Register of Paramedical Regular Staff.• Extension of contractual appointments working on Direct Contract against sanctioned posts of Paramedical Staff.• Transfer and posting of new incumbents on joining.• Submission of reply related to the Audit.• Submission of vacancy position of Paramedical Regular Staff• Any other miscellaneous work related to Paramedical Regular Staff.• Submission of reply related to Right to information Act, 2005.
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Name of the Department:Stores Section

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Office Superintendent	<ul style="list-style-type: none">• Being Incharge of the Branch/Section the main function of the Superintendent is to Supervise and examine the cases put up by the dealing hands and ensure that they have been properly dealt as per procedure. If any deficiency is found in the noting/proposal/drafts put up by the dealing hand, he would record his own note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file.• Prepare the estimated budget as per the requirement of various departments for purchase of equipment and forward the same to account branch for approval.• Prepare the monthly report regarding utilization of funds under Centrally Sponsored Scheme and DNIT information and other and forward the same to accounts branch for further transmission to the quarter concern.• To obtain the Administrative approval from the competent authority to start the process for purchase of new equipments as well as to place the supply order to L1, as the case may be• To get the cases processed for repair, AMC/ CAMC of equipments installed in the various departments of GMC.• Convening, conducting and preparing the minutes of various committees related to purchase i.e. TC, LPC, SPC, Repair Committee and Pre-bid Conference.• To initiate action for timely furnishing the replies of Audit Paras to the External Audit parties.• Supply the information as asked for under RTI Act within stipulated period• To ensure that staff working under him is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials are discharged diligently and in time bound manner.

		<ul style="list-style-type: none"> • To instruct the officials working under his control that delay is not allowed for submission of cases pertaining to their respective seats and no work is lying pending with them. Records should also be maintained in proper order. • He also looks after that the rooms occupied are kept neat and systematically arranged. • To guide, encourage and motivate the juniors as well as subordinate staff to maintain cordial and healthy working environment and solve the problems in branch, if any. • To guide the staff to take up the cases personally on various levels i.e. MS, DP, SMER and others., so that the case is materialised in a time-bound manner. • Any other duty as assigned by the MS, ADA and DP.
01	Sr. Assistant	<p>To process the cases for purchase of imported equipments for different departments i.e. General Medicine, Cardiology, Obstt. & Gynae, Transfusion Medicine, Pathology, Microbiology, Anatomy and Anaesthesia. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority.

		<ul style="list-style-type: none"> • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
02	Sr. Assistant	<p>To process the purchase cases of imported equipments of different departments i.e. Orthopaedics, Physiotherapy, Ophthalmology, Chest & TB, Dermatology, Psychiatry, Community Medicine and Dietetics Dept. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids.

		<ul style="list-style-type: none"> • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank. • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
03	Sr. Assistant	To process the purchase cases of imported equipments of different departments i.e. Dentistry, Paediatrics, Neonatology, Biochemistry, Radiotherapy & Oncology, Forensic Medicine, Pharmacology, Floating of Tenders/ Convening the meetings of various committees i.e. Technical, Lower Purchase, Standing Purchase, Repair Committee and further making amendments in tender

		<p>documents. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none">• To put up office note to obtain the administrative approval from the competent authority as the case may be.• Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail.• After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering.• After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids.• After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations.• On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued.• After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank.• After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority.• After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment• Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.)• Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above
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		<ul style="list-style-type: none"> • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
04	Sr. Assistant	<p>To process the cases for purchase of imported equipments of different departments i.e. General Surgery, Neurosurgery, Urology, Radiodiagnosis, ENT, Physiology, Genetic Lab., CSSD and appointment of clearing agent to release the consignment. To open the Letter of Credit with the foreign supplier through our banker. Repair of all the equipments and enter into AMC/CAMC. Preparing agendas for different committee as the case may be. While processing the cases, the dealing assistant alongwith Record Keeper do the following:</p> <ul style="list-style-type: none"> • To put up office note to obtain the administrative approval from the competent authority as the case may be. • Prepare the information regarding Non-availability of Items on GeM Portal and send the information through e-mail. • After getting approval, prepare agenda to place the case before the Technical Committee and after recommendations press tender is uploaded in the web portal for e-tendering. • After receipt of tenders, the same are got evaluated from the user department and the technical evaluation report is placed before Technical Committee for opening price bids. • After price comparison, the case is sent for vetting/approval of account functionaries/competent authority, the case/agenda is prepared to place the before Lower Purchase Committee/Standing Purchase Committee for consideration and recommendations. • On the recommendations of concerned committee, the case put to Competent Authority as the case may be through IAC and the supply order is issued. • After receiving the Bank guarantee and proforma invoice from the awardees firm, the case is processed to open the LC (Letter of Credit) for 80% of advance payment through the assigned bank.

		<ul style="list-style-type: none"> • After confirmation of consignment, the case is processed to draw advance for custom duty and the same is forwarded alongwith relevant documents to the freight & forwarder to release the consignment after obtaining the approval of competent authority. • After consignment is received, the relevant documents are forwarded to the Store Officer to get the inspection from the concerned department and satisfactory installation of the equipment • Then after examining the validity of the Bank Guarantee, the case is processed to release the balance 20% payment, Indian Agency Commission, payment of freight & forwarder, adjustment of custom duty released in advance. After this, the case is processed for the final adjustment of advance already drawn for various purposes (i.e. for opening of LC, to release the balance payment etc.) • Further, if any defective arise after the installation, the case is processed accordingly with the concerned firm to rectify the problem in the same manner referred above • After completion of the warranty period, the case is processed for the AMC/Comprehensive Annual Maintenance Contract of the equipment with the concerned firms after completing all the formalities of the tender documents/general financial rules. • The repair case of all the existing equipments is also placed before the Repair Committee to approve the repair estimate and issuance of supply order. • Prepare the reply of the Audit Memo/Audit Paras raised by the External Audit party while auditing the purchase case of the imported items. • Prepare the reply of the various application received from applicant through RTI Act, 2005. • Any other duties as assigned by the Higher authorities.
05	Record Assistant	<p>Floating of E-Tenders (in newspapers), limited tender and uploaded the same on website for the purchase of machinery & equipment, Store Items, Drugs for Pharmacy. ARC of Medical Gases and all kind of ARC for consumable items required for the various departments of GMCH. Convening the meetings of Technical Committee, Pre Bid Conference, Lower Purchase Committee, Standing Purchase Committee, Repair Committee. All the cases are routed by the Data Entry Operator through Sr. Assistant (PA-V) for getting the further approval from competent authority through OS (PB-I).</p> <ul style="list-style-type: none"> • Floating Limited tenders /Press Tender for the purchase of different items for all departments of GMCH, from all Purchase Assistants of PB-I, PB-II and from Pharmacy. • To Prepare and dispatch letters after signature from competent authority to different firms for inviting Limited tenders of all files.

		<ul style="list-style-type: none"> • To upload tender enquiry for limited tender/Press Tender on the GMCH website through IT, Centre. • To club all the files related to Press Tender and Prepare a Tender Notice for publication on the News Papers through DPR, UT, Chandigarh • To distribute agendas of Pre-Bid to all the members of Pre-Bid conference along with meeting notice • After receiving the agendas from PAs of PB-I, II and Pharmacy Department , case file submitted to fix date and time from competent authority to convene Lower Purchase Committee, Standing Purchase Committee, Technical Committee and Repair Committee. • Prepare combined agendas / Supplementary agendas for Lower Purchase Committee, Standing Purchase Committee, Technical Committee and Repair Committee and distribute to all members of the committee • Make copies of minutes of meeting and distribute to all members of the committee, departments after obtaining the signatures of Competent Authority duly approved by D.P • To put up office note for distribution of Honorarium to the outsides members of the different purchase committee and issue sanction order for the same • To process the case for the payment of Refreshment Bills/Advertisement bills. • To put up office note for constitution of different purchase committees
06	Junior Assistant	<p>Diary, Despatch of files and dak, maintaining CL record, Indenting stationery from Central Store and distribute the same to be dealing hands, stock entry and verification of bills of cartridges etc., Dictations and typing of minutes from Chairman of different committees i.e. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference. Other works as assigned by the Superintendent and Medical Superintendent from time to time.</p> <ul style="list-style-type: none"> • To receive all files from different departments, Medical Superintendent's office, Director office, Accounts and Audit branches • To despatch all the files to different authorities(Director Principal, Medical Superintendent, Deputy Controller (F&A), HODs of various Departments, A.C. (F&A-I &II), Store-Officer after making necessary entries in dispatch register • To maintain Casual/ other leave records of the officials • To receive Dak (PUCs) from Diary & Despatch section, HODs of various departments and distribution of PUCs amongst the Sr. Assistants and R.K.s after making necessary entries in the receipt register

		<ul style="list-style-type: none"> • To Indent the stationary & computers etc. from Central stores etc and maintain the record in the stock register. • Dictations by Office Superintendent-I , and to draft & prepare and send final replies of various letter/information's sought from time to time by Accounts Functionaries, D.P. Office, ADA office, M.S. Office and other branches etc. • Dictations and preparation of minutes from Chairman of different meetings e.g. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference.
07	File Restorer	<ul style="list-style-type: none"> • He binds all the agendas of various committees i.e. Technical Committee, Lower Purchase Committee, Standing Purchase Committee, Repair Committee and Pre-bid conference. • Properly maintain all the files of PB-I by changing file covers, arranging them equipment/ department wise to make them easily available for all. • The minutes of various committees i.e. Technical, Repair, SPC, LPC are got signed from the internal and external members of these committee. • Photostat work of the branch.
08	Attendant	<ul style="list-style-type: none"> • Dusting of tables, chairs and computer etc. in the branch. • Delivers the dak and files from branch to the officers as well as other branches like Despatch Section, Internal Audit Branch/Accounts Branch and various departments of this Institute as the case may be. • The material issued against Indent is being collected by the attendant from the Central Store. • Serves tea/ coffee etc. to the officials working in the branch. • Making the board room/ committee room ready for various meetings related to Purchase.

Name of the Department: Stores Section

Sr. No	Name of the post	Powers and duties (in brief)
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1.	Office Superintendent	<ul style="list-style-type: none"> • Being Incharge of the Branch/Section his main function is to scrutinize the cases put up by the dealing hands thoroughly and ensure that they have been properly dealt with and are complete in all respects with previous papers, policy and precedents, if any. If any deficiency is found in the noting done by the dealing hand, he would record his on note giving suggestions and put up the case to the competent authority for obtaining/according orders on the file. After the orders have been passed by the Competent Authority the file would be marked to the dealing hand for putting up the draft. • To ensure that staff working under him/her is punctual and would mark their attendance daily & also to ensure that all the work allotted to the officials is/are discharged diligently and thoroughly. • To instruct the officials working under his/her control that no delay is allow to occur in the submission of cases & to ensure that records are maintained in proper orders and that the rooms occupied are kept neat and tidy and also to take necessary steps to see that work is not allowed to fall into arrears. • To ensure that the distribution of work in the Branch is generally adequate • To get the necessary Instructions/Rules followed properly and to maintain the discipline, health atmosphere and image of department. • To act upon the decision taken and to handle the problem accordingly. • To guide, encourage and motivate the juniors by providing Rules as well as subordinate staff. • To look after and super-wise the entire work of Stores Section. • To ensure proper availability and distribution of work of the Section. • To process the various kind of purchase & directions with the employees working in the Section. • To conduct various kind of meetings and to discuss the matter pertaining to the working of issues/policies. • To sign the drafts regarding supply orders & sanction for releasing of payments after getting due approval from the competent authority. • To perform any other duties assigned by the Authorities.
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LIBRARY DEPARTMENT

Sr. No	Name of the post	Powers and duties/Workload (in brief)
1.	Librarian:	Management, Administration, Acquisition, Supervision, Maintenance and Resource Sharing. a) To coordinate the work related to acquisition, administration, supervision, educational programmes and resource sharing b) To conduct user education and awareness programmes c) Budget management d) Staff selection e) To contribute in research by providing bibliographical guidance to users f) To establish and implement various policies related to acquisition, access of reading material and resource sharing
2	Assistant Librarian:	a) To assist librarian in acquisition b) To assist librarian in conducting educational programmes and books exhibition etc, c) To provide timely help to users in finding online resources d) To classify all types of documents e) To attend queries correspondence related to their sections To enter all the material in computer and prepare reports of various departments related to library material
3	Library Assistant:	a) Processing of reading material b) Circulation c) Display of books and journals d) Any other duty assigned from time to time
4	Restorer:	a) Shelving of books and other reading material b) Labelling and pasting c) Shifting of books and other reading material d) Sending books and other material for binding All these duties are main duties which are intermingled to some extent. Further, these duties include all the related work to the particular section/seat.