

Manual 2

Powers and duties of officers and employees(Section 4(1) (b) (ii))

S. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Director	Management of AYUSH services in NCT of Delhi	Head of Department	As of HOD		Overall In-charge of Directorate of AYUSH
2.	Joint Director	Management of establishment		Vigilance Officer		To assist Director.
3.	Deputy Directors of AYUSH	Management of respective wings.	Head of Office	member of respective Board and Parishad	Member of respective research council	To assist Director in administration, planning, monitoring respective services pertaining to education, patient care and research and all related matters in NCT of Delhi.
4.	Assistant Directors/CMO (HQ) of Dte. of AYUSH and Planning	As assigned	As assigned		-	To assist Deputy Directors in all matters.
5.	Senior Accounts Officer	As assigned	D. D. O.			To look after the financial matters To prepare budgets To ensure preparation and disbursement of salaries, advances, loans and other matters.
6.	A.A.O.	As assigned	D.D.O.			To assist Accounts Officer in all the financial and accounts matters of the department.

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7.	Office Superintendent	As assigned	As assigned			To assist administrative officer in establishment matters
8.	Head Clerk	As assigned	As assigned			To assist Administrative officer, Office Superintendent in establishment matters.
9.	Stenographer	As assigned	As assigned			To assist officers in secretarial work
10.	UDC's	As assigned	As assigned			To undertake establishment, Accounts, Planning and other ancillary work as per assignment.
11.	LDC's	As assigned	As assigned			To put up all the matters immediately and maintain record of all the files. Related to establishment, Accounts, Planning and other ancillary work as per assignment.
12.	Driver					To maintain vehicle as well as log book of the vehicles.
13.	Peons/Class-IV	As assigned	As assigned			To undertake work according to the assignments given by the Head of Office
Ayurvedic, Unani and Homoeopathic Dispensaries						
1.	Medical Officers	In-charge of dispensary	NIL	To examine patients, diagnose sickness and Determine line of treatment including administration of drugs.	As per assigned	a) The Medical Officer will provide comprehensive AYUSH medical care, preventive and curative to the patients. b) Participation in National Health programmes

						c) Other duties, as assigned from time to time.
2.	Pharmacists			<p>To prepare, dispense drugs for use for patients.</p> <p>-To maintain record of patients</p> <p>-To ensure the drugs are fit for human consumption before dispensing to patients.</p>		<p>a) To dispense the medicine as per the prescriptions of the Medical Officer (AYUSH)</p> <p>b) Participation in National health programs.</p> <p>c) To procure medicines necessary medicines from Central Store</p> <p>d) To maintain the OPD Register, stock, consumption registers and maintain daily/ weekly and monthly reports</p>
3.	Messenger/ Nursing Orderly	-	-	-	-	<p>a) To assist Medical Officer and Pharmacist.</p> <p>b) Responsible for sanitation, cleanliness</p> <p>c) To load and unload medicines</p> <p>d) To Assistant Pharmacist in procuring indents.</p>