

DUTIES AND RESPONSIBILITIES OF CHIEF MEDICAL OFFICER

- The Chief Medical Officer is the officer of the Board in charge of its Medical Department and shall report to the Deputy Chairman and Chairman.
- He/She must make himself/herself conversant with all the relevant acts, rules and regulations and government orders that may be in force from time to time and must see that they are fully observed so far as they relate to the working of his/her Department.
- Chief Medical Officer is the overall in charge of the general administration and discipline of the Medical Department.
- He/She is responsible for ensuring the smooth delivery of health care to the employees of the Trust and their families.
- He/She is responsible for preparing the Budget Estimate and the Revised Budget Estimate of the Department every year.
- He/She is responsible for taking action for procurement of Medical and Surgical stores every year.
- He/She is responsible for preparing plan and non-plan proposals for hospital buildings and hospital equipments, etc. and submit it to Chairman.
- He/She will submit annually an administration report on the working of the Department.
- He/She will conduct surprise inspection of the Hospital and Dispensaries attached to the Department.
- He/She will accompany the Deputy Chairman/Chairman on his inspection whenever required.
- He/She will conduct periodical progress and review meetings of the Medical Department.
- He/She is responsible for conducting training programmes and recommending/sponsoring officers/employees of the Department for various training programmes.
- He/ She is responsible for filling up of vacant posts through recruitment / promotions to fulfill the requirement of the department in accordance with the rules and regulations in force.
- He/She is responsible for tendering and award of Diet, Laundry and Bio-medical Waste disposal contracts.
- He/She will sanction leave for second level officers.

Dy.CMO - I

1. In addition to his/her routine duties, he will be incharge of First Aid and Ambulance services.
2. He will also be in charge of attendance of Para medical contract personnel and sanctioning of the payments of FT paramedical, FT Doctors and PTVS thereof.
3. He shall be in charge of procurement of Radiology items, certification of bills thereof and overall in charge of Dept. of Imaging.
4. He shall be in charge of Diabetic Speciality Centre, Pharmacy and Stores, MRD and other services at DSC.
5. He shall be in charge of passing of Bills of Scan Centres and Referral Labs.
6. He shall be incharge of sanctioning leave of para-medicals posted at Diabetic Speciality Centre
7. He shall sign emergency drug slips to be procured from authorized three shops.
8. He/She shall sanction Medical Leave of sixty days to ninety days.
9. He/She shall settle any disputes between hospital staff and employees.
10. He/She shall perform the duties of Control Officer on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
11. He/She shall rectify complaints from patients.
12. He/She shall monitor and forward repairs or new requirements of equipment to be put up to CMO for consideration through Sr. DCMO.
13. He/She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
14. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
15. He/She will exercise control and supervision in matters relating to attendance, duties, discipline etc., of MOs posted in the sections.
16. He/She will ensure that all sections under his control start functioning at the scheduled time. Late attendance and non-attendance of MOs will be checked and forwarded to CMO daily through Sr. DCMO.
17. He/She will have strict control of all assets in their respective buildings like tools, plant and instruments etc., as regard their proper accounting maintenance etc.,

In addition he/she shall perform any other duty issued from time to time. In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence.

Dy.CMO - II

1. In addition to his/her routine duties, he shall be in charge of Lab tenders including procurement of Lab items, sanctioning indents, purchase orders and passing bills thereof.
2. He shall certify bills of the Oxygen Cylinders and monitor their supply.
3. He shall be in charge of the ICU and Casualty.
4. He shall be the Liaison Officer for issues related to Retired Employees.
5. He shall sign emergency drug slips to be procured from authorized three shops.
6. He/She shall sanction Medical Leave of sixty days to ninety days.
7. He/She shall settle any disputes between hospital staff and employees.
8. He/She shall perform the duties of Control Officer on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
9. He/She shall rectify complaints from patients.
10. He/She shall monitor and forward repairs or new requirements of equipment to be put up to CMO for consideration through Sr. DCMO.
11. He/She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
12. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
13. He/She will exercise control and supervision in matters relating to attendance, duties, discipline etc., of MOs posted in the sections.
14. He/She will ensure that all sections under his control start functioning at the scheduled time. Late attendance and non-attendance of MOs will be checked and forwarded to CMO daily through Sr. DCMO.
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Dy.CMO - III

1. In addition to his/her routine duties, he shall be in charge of In-Patient Services at Main Hospital Complex with regards to discharge of medical service, maintenance of discipline, settlement of disputes if any, Bio Medical Waste segregation & disposal, punctuality in attendance of Nurses & paramedical staff, implementation of Housekeeping services, submission of census to MRD of Infectious diseases, In Patient Census, Bed Days etc. inspection of Records and Registers, monitoring of repairs and servicing if any.
2. He will be in charge of Repairs and Maintenance of equipments, Furniture etc. and Annual Inventory check.
3. He shall assist Sr. Dy.CMO in all matters related to Hospital Automation
4. He shall be incharge of small functions in the Hospital.
5. He will assist Sr.Dy.CMO in matters relating to Surgical Stores including perusal of requests for procurement, tenders, indents and supply etc.
6. He/She shall sign emergency drug slips to be procured from authorized three shops.
7. He/She shall sanction Medical Leave of sixty days to ninety days.
8. He/She shall settle any disputes between hospital staff and employees.
9. He/She shall perform the duties of Control Duty on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
10. He/She shall rectify complaints from patients.
11. He/She shall monitor and forward repairs or new requirements of equipment to be put up to CMO for consideration through Sr. DCMO.
12. He/She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
13. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
14. He/She will exercise control and supervision in matters relating to attendance, duties, discipline etc., of MOs posted in the sections.
15. He/She will ensure that all sections under his control start functioning at the scheduled time. Late attendance and non-attendance of MOs will be checked and forwarded to CMO daily through Sr. DCMO.
16. He/She will have strict control of all assets in their respective buildings like tools, plant and instruments etc., as regard their proper accounting maintenance etc.,

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DCMO- IV

1. In addition to routine duties, she will be in charge of Medical check ups, Physical fitness and sanction of Medical leave of Medical Officers and Sr. Medical Officers.
2. She will be responsible for WCA disposal.
3. She will be in charge of Postings of Medical Officers including Contract Doctors and their attendance.
4. She will in addition look after the Chest and Officers OP.
5. She will assist Sr.Dy.CMO in matters relating to Medical Stores including perusal of requests for procurement of drugs, tenders, indents and supply etc.
6. She shall be incharge of sanctioning leave of para-medicals (Main Hospital)
7. He/She shall sign emergency drug slips to be procured from authorized three shops.
8. He/She shall sanction Medical Leave of sixty days to ninety days.
9. He/She shall settle any disputes between hospital staff and employees.
10. He/She shall perform the duties of Control Duty on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
11. He/She shall rectify complaints from patients.
12. He/She shall monitor and forward repairs or new requirements of equipment to be put up to CMO for consideration through Sr. DCMO.
13. He/She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
14. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
15. He/She will exercise control and supervision in matters relating to attendance, duties, discipline etc., of MOs posted in the sections.
16. He/She will ensure that all sections under his control start functioning at the scheduled time. Late attendance and non-attendance of MOs will be checked and forwarded to CMO daily through Sr. DCMO.
17. He/She will have strict control of all assets in their respective buildings like tools, plant and instruments etc., as regard their proper accounting maintenance etc.,

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DCMO (GD) - V

1. In addition to his/her routine duties, she will be in charge of the Hospital Diet Management and kitchen including tenders, procurement and bills thereof.
2. She will be in charge of outpatient services with regards to proper maintenance of records/registers, punctuality of para medical staff and Nurses, prompt conduct of OPs, documentation of census by Staff and Doctors, monitoring of equipment including forwarding of intimation for their repairs and maintenance, settlement of any disputes if any, proper disposal of garbage and bio medical waste if any.
3. She will be in charge of printing and stationary – processing of tenders for printing of various forms, placing orders and certification of bills thereof.
4. She shall sanction referrals to Referral Scan Centres & Labs.
5. She shall be in-charge of laundry including renewal of tenders, approval and passing of bills thereof.
6. He/She shall sanction Medical Leave of sixty days to ninety days.
7. He/She shall settle any disputes between hospital staff and employees.
8. He/She shall perform the duties of Control Duty on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
9. He/She shall rectify complaints from patients.
10. He/She shall monitor and forward repairs or new requirements of equipment to be put up to CMO for consideration through Sr. DCMO.
11. He/She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
12. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
13. He/She will exercise control and supervision in matters relating to attendance, duties, discipline etc., of MOs posted in the sections.
14. He/She will ensure that all sections under his control start functioning at the scheduled time. Late attendance and non-attendance of MOs will be checked and forwarded to CMO daily through Sr. DCMO.
15. He/She will have strict control of all assets in their respective buildings like tools, plant and instruments etc., as regard their proper accounting maintenance etc.,

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In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence.

DCMO - VI

1. In addition to his/her routine duties, he shall be in charge of Medical Records Section (Main Hospital).
2. He shall be responsible for Family Planning Advice, submission of birth/death census and accident and Infectious Disease census.
3. He shall be in charge of Mortuary Van arrangement, tendering, passing bills thereof.
4. He shall be incharge of Biomedical waste management including monitoring of segregation at wards, Biomedical waste room, disposal of biomedical waste, renewal of tenders and signing of bills thereof.
5. He/She shall sanction Medical Leave of sixty days to ninety days.
6. He/She shall settle any disputes between hospital staff and employees.
7. He/She shall perform the duties of Control Duty on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
8. He/She shall rectify complaints from patients.
9. He/She shall monitor and forward repairs or new requirements of equipment to be put up to CMO for consideration through Sr. DCMO.
10. He/She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
11. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
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14. He/She will have strict control of all assets in their respective buildings like tools, plant and instruments etc., as regard their proper accounting maintenance etc.,

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In case of leave being availed by the DCMO, the next DCMO will look after the duties in his/her absence.

DCMO - VII

1. In addition to his/her routine duties, she will be in charge of condemnation and also be member of RSO representing Medical Department.
2. She will be in charge of recommending and disposing bills for Spectacles including the Imprest amount.
3. She shall be in-charge of attendance, postings and approval of payments if any to spillage workers and nomination contract employees.
4. She shall be a statistical officer and shall be responsible to provide information on the census of various aspects eg. OP Census, IP Census, Bed Days and other vital census.
5. He/She shall sanction Medical Leave of sixty days to ninety days.
6. He/She shall settle any disputes between hospital staff and employees.
7. He/She shall perform the duties of Control Duty on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
8. He/She shall rectify complaints from patients.
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DCMO-VIII

1. He shall be one of the Committee Members of the Joint Inspection Committee (CMO / CME / CE Departments) and carry out inspection along with other officers of the committee and submit a weekly report and ensure follow up action.
2. He shall be responsible for collecting and collating statistic for preparation of monthly Citizen Client Charter (CCC).
3. He shall be a Liaison Officer for Court Cases of the Medical Department where he will study the case and report the progress thereof periodically.
4. He/She shall perform the duties of Control Duty on turns, review DIL Cases and/or problem cases and submit report on the day of duty.
5. He/She shall rectify complaints from patients.
6. He/She shall control movement of costly drugs, do daily OP rounds and ensure cleanliness and hygiene.
7. He/She will assist CMO and Sr. DCMO in all matters pertaining to the section to which he is given charge.
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