

MORMUGAO PORT TRUST
MEDICAL DEPARTMENT

OPERATIONAL MANUAL

INDEX

<u>S.No.</u>	<u>Description</u>	<u>Page No.</u>
<u>CHAPTER- I – GENERAL</u>		
1.	INTRODUCTION	1
2.	ELIGIBILITY	1
3.	FUNCTIONS	2
4.	SET UP OF THE ADMINISTRATION OF MEDICAL DEPT.	3
<u>CHAPTER – II – OPERATIONS & PROCESSES</u>		
5(i).	REGISTRATION (RECORD SECTION)	4 - 6
5(ii).	CASUALTY/AMBULANCE	7 - 8
5(iii).	OUT PATIENT/IN PATIENT SERVICES	9
5(iv).	PHARMACY	9 - 10
5(v).	RADIOLOGY	11 – 12
5(vi).	LABORATORY	13 – 15
5(vii).	DIETARY SERVICES (KITCHEN)	16 – 17
5(viii).	OPERATION THEATRE	18 – 20
5(ix).	IMMUNIZATION SERVICES	21 – 22
5(x).	LINEN SERVICES	23 – 24
5(xi).	OCCUPATIONAL HEALTH SERVICES	25 – 26
5(xii).	ESTABLISHMENT SECTION	27 – 28
5(xiii).	MEDICAL STORES	29 – 53
<u>CHAPER-III – DUTIES AND REPSONSIBILITIES</u>		
1.	CHIEF MEDICAL OFFICER	54
2.	Sr. Dy C.M.O.	54
3.	Dy C.M.O. (GYN. CUM OBST)	55
4.	Dy. CMO (PHYSICIAN)	55
5.	Dy. C.M.O. (SURGEON)	56
6.	Dy. CMO (PAEDIATRICIAN)	56
7.	Dy. CMO (ANAESTHETIST)	57
8.	Dy. CMO (RADIOLOGIST)	57
9.	Dy. C.M.O. (GENERAL DUTY)	58
10.	SR. MEDICAL OFFICER (SPECIALIST) (ORTHOPAEDIC SURGEON)	58

11.	SR. MEDICAL OFFICER (GENERAL DUTY)	59
12.	MEDICAL OFFICER	59 – 60
13.	ACCOUNTS OFFICER	60
14.	ESTABLISHMENT OFFICER	61
15.	PERSONAL ASSISTANT	61
16.	SR. ACCOUNTANT (ESTABLISHMENT)	62
17.	SELECTION GRADE CLERK	62
18.	SR. CLERK (ESTABLISHMENT)	62 – 63
19.	STENOGRAPHER	63
20.	CLERK (ESTABLISHMENT)	63
21.	ATTENDER	63
22.	PEON	64
23.	ESTABLISHMENT OFFICER (STORES)	64 – 65
24.	HEADCLERK (STORES)	65
25.	SR. CLERK (STORES)	66
26.	CLERK (STORES)	67
27.	PHARMACIST (WARD KEEPER)	68
28.	STORES ISSUER	68
29.	NURSING SUPERINTENDENT	69
30.	MATRON	70
31.	ASST. MATRON	70 – 71
32.	O.T. SISTER	71
33.	WARD SISTER	72
34.	STAFF NURSE	72
35.	AUX. NURSE & MIDWIFE	73
36.	PHYSIOTHERAPIST	73
37.	PSYCHIATRIC MEDICO SOCIAL COUNSELLOR	73
38.	DIETICIAN	74
39.	TECH. GR. II (MEDICAL)	74
40.	CLERK (RECORD)	75
41.	CLERK (LINEN)	75
42.	HOSPITAL RECORD ATTENDER	75

43.	HEAD COOK	76
44.	COOK	76
45.	KITCHEN ATTENDANT	76
46.	DRESSER IN-CHARGE	76 – 77
47.	DRESSER	77
48.	HOSPITAL ATTENDANT	77
49.	MALEE	78
50.	LIFT OPERATOR	78
51.	SANITARY JAMADAR	78
52.	WOMAN KHALASEE	78
53.	SANITARY SWEEPER	79
54.	SANITARY KHALASEE	79
55.	WATCHMAN	79
56.	LABORATORY IN-CHARGE	79
57.	SR. LABORATORY TECHNICIAN	79 – 80
58.	ASSISTANT LABORATORY TECHNICIAN	81
59.	RADIOGRAPHER	81
60.	X-RAY TECHNICIAN	82
61.	DARK ROOM ASSISTANT	82
62.	X-RAY ATTENDANT	82
63.	CHIEF PHARMACIST	82
64.	PHARMACEUTIST	83
65.	PHARMACIST	83
66.	DISPENSARY ATTENDANT	84

CHAPER-IV – FORMATS AND REGISTERS

INDEX (FORMS & REGISTERS)

<u>FORMS PERTAINING TO</u>	<u>PAGE NO.</u>
CASUALTY/AMBULANCE	85 - 90
IN PATIENT ADMISSION	91 – 115
PHARMACY	116 – 119
RADIOLOGY	120 – 127
LABORATORY	128 – 134
DIETARY SERVICES (KITCHEN)	135 – 140
OPERATION THEATRE	141 – 152
OBSTETRICIAN & GYNECOLOGY	153 – 160
CONSENT & AFP FORMS	161 – 166
STERILIZATION CERTIFICATES	167 – 169
IMMUNIZATION SERVICES	170 – 173
OCCUPATIONAL HEALTH SERVICES	174 – 180
PHYSIOTHERAPY	181 – 182
ESTABLISHMENT SECTION	183 - 211

1. INTRODUCTION

The Mormugao Port Trust has its own 100 bedded hospital situated at Headland Sada, Goa in close proximity to Port activities and residential colonies of its staff. The hospital is fully equipped with indoor and outdoor sections, emergency, supportive and allied services to cater to the medical needs of employees. Medical facilities in the discipline of General Medicine, General Surgery, Obstetrics & Gynaecology, Paediatrics, Ophthalmology, Orthopedics, ENT and Dentistry are available to the employees and their dependants. These are further supported by other disciplines of Anesthesiology, Pathology and Radiology. The Hospital is also extending medical treatment in the discipline of Ayurveda and Homeopathy to the employees, their dependants and other beneficiaries. Whenever necessary, the arrangements for visiting specialists' consultation/referrals to the empanelled hospitals such as Tata Memorial Hospital Mumbai, KMC Hospital, Manipal, KLE Hospital, Belgaum, Shankara Nethralaya, Chennai, Belgaum Cancer Hospital, Belgaum, Vivus SMRC Cardiac Centre, Chicalim, Goa and Apollo Victor Hospital, Margao, Goa, etc. are made in the interest of the employees/patients. Different super-specialists in disciplines such as Cardiology, Urology, Orthopaedic, Gastroenterology, etc. have also been enlisted in this hospital on Visiting basis for the benefits of the patients. The chronic disease care clinics to give uniform care and education to diabetic and hypertensive patients are also arranged, regularly. Yoga classes are conducted on regular basis in order to impart the training amongst the patients/employees to overcome the various mental/physical stress, by adopting the yoga techniques. The periodic health check-up of all employees and officers is being taken up in this hospital, regularly. Various educative programmes, in the form of lectures, exhibition are also being arranged in this hospital for the betterment of health/life of the patients.

2. ELIGIBILITY

All the employees of the Board, their families, retired employees of the port and their spouses are eligible to avail medical treatment in MPT hospital, free of cost, in terms of Mormugao Port Employees (Medical Attendance) Regulations, 1969, Mormugao Port Employees (Contributory Medical Benefits After Retirement) Regs. 1989 and in terms of Rationalized Medical Benefit facility introduced by the Ministry.

3. FUNCTIONS

- ❖ The aim of the Medical Department is to provide preventive, promotive and curative health care services to the port employees/dependants and other beneficiaries .
- ❖ Carry out pre-employment/periodic medical examination of the employees and extend occupational health services to the Dock workers .
- ❖ To inform notifiable diseases to Government Health Agencies.
- ❖ To participate in various national health programmes.
- ❖ To comply with various health and hospital regulations.

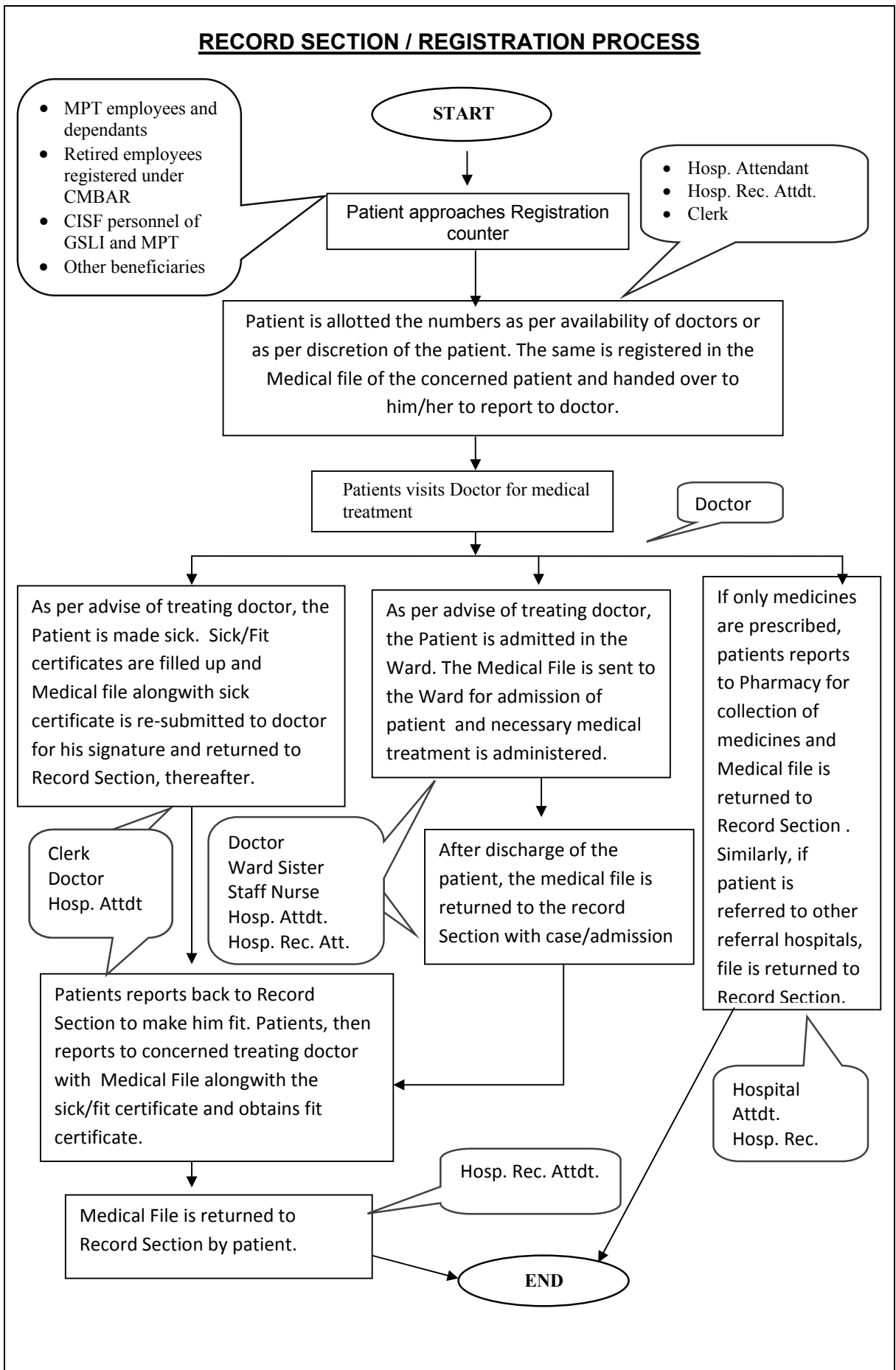
4. SET UP OF THE HOSPITAL ADMINISTRATION

CHIEF MEDICAL OFFICER	1
SR. DEPUTY CHIEF MEDICAL OFFICER	1
DEPUTY CHIEF MEDICAL OFFICER (SPECIALIST) 1. PHYSICIAN 2. SURGEON 3. OBSTETRICIAN/GYNECOLOGIST 4. PAEDIATRICIAN 5. ANAESTHETIST 6. RADIOLOGIST	6
DEPUTY CHIEF MEDICAL OFFICER (GEN. DUTY)	1
SR. MEDICAL OFFICER (SPECIALIST)	1
SR. MEDICAL OFFICER (GEN. DUTY)	2
MEDICAL OFFICER	8
ESTABLISHMENT OFFICER/LAB-IN-CHARGE/ PERSONAL ASSISTANT/NURSING SUPDT./ CHIEF PHARMACIST	6
SUBORDINATE STAFF	161
TOTAL STAFF STRENGTH	187

(i) **REGISTRATION (RECORD SECTION)**

Patient reports to the Record Section of the hospital with Medical Identity Card and on due registration, the Medical File is handed over to the patients to report to concerned Super specialists/Specialists/General Duty Doctors, as per availability, or as per discretion of the patients, for medical attendance. On completion of medical examination, the Medical File of the concerned patient is returned back from respective Doctors' OPD to the Record Section, which is retained in the Record Section in a systematic manner. As per advice of the respective doctors, the sick/fit certificates are issued to the concerned patients.

RECORD SECTION / REGISTRATION PROCESS



PATIENT VISITS

1. **REGISTRATION COUNTER_** – Patient visits the concerned Doctor with his file.



2. **DOCTOR** – After examination, if required, refers the patient to outside hospital (Higher Centre) for super speciality treatment if not available in MPT Hospital, Doctor puts his remarks on the file and sends it to the CMO for approval.



3. **OFFICE** – For issue of referral letter to the patient.



4. **DOCTOR** – Goes to Doctor for signature on the referral letter.



5. **CMO** – for signature.



6. **OFFICE** – Outward No. for the referral letter.

(ii) **CASUALTY**

Emergency cases reporting to the hospital are treated at the Casualty of the hospital. After due registration of the emergency patients, necessary medical treatment to the patients are administered by the concerned Doctors who are posted to man the Casualty on shift basis with the assistance of Staff Nurse and Hospital Attendant. If necessary, the patient is admitted in the respective Wards of the hospital for further management and treatment and even referred to other referral hospital empanelled by the Board to avail specialized treatment which is not available with this hospital. In emergency the private patients are given first aid and then transferred to other hospitals with our ambulance (if required) and ambulance charges are paid in Medical Office.

The ambulance services of the hospital are monitored from the Casualty. First Aid services at MOHP and Workshop are also monitored by the Casualty staff from time to time.

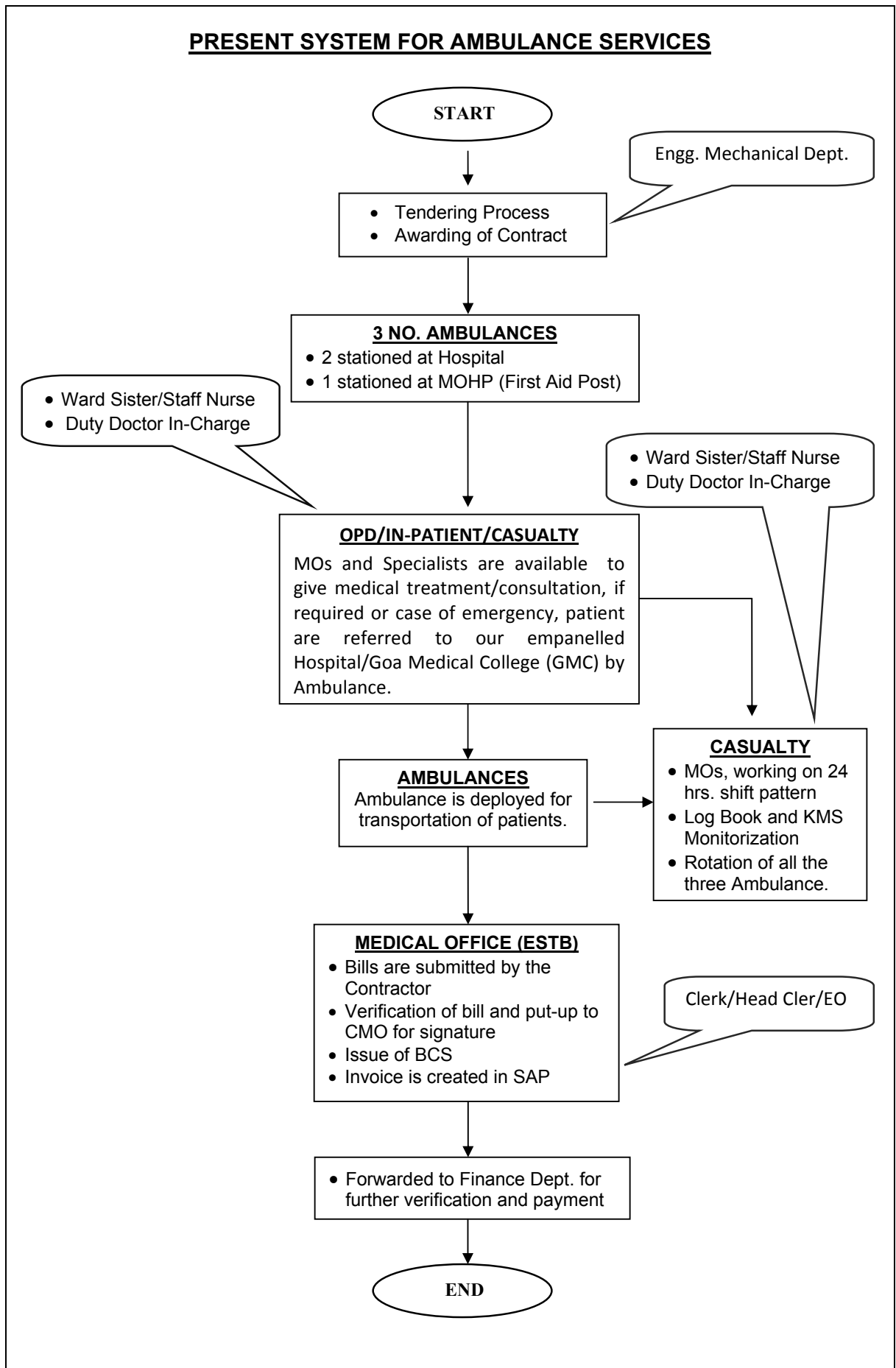
In case sick patients need transport to report to Casualty Ambulance is provided to them, under instruction of doctor on duty. The name of the person who called for the ambulance, time of call and patients name is recorded in the register maintained. Ambulance stationed at the MOHP is also provided to transport injured or sick employees in the dock area.

If the employee belongs to a Private Company/Private use then name of the employee and the company is recorded and the concerned company/person is asked to make payment at the MPT Hospital office. The Doctor on duty mentions the same in the remarks column in the Ambulance Log Book.

Ambulance is provided to discharge patients from the wards only if patient is in a non ambulatory condition and the Doctor on duty permits the same.

Ambulance is also used to transport patient to Apollo Victor Hospital, VIVUS, GMC, IPHB and others for investigations, referrals or further management. It is also provided to bring back patients referred and admitted in hospitals like GMC, Apollo Victor and other hospitals.

PRESENT SYSTEM FOR AMBULANCE SERVICES



(iii) OUT PATIENT/IN PATIENT SERVICES

On due registration with the Record Section, the patients are administered OPD treatment by the concerned treating doctors/specialists, with due laboratory/Radiological investigations, if necessary.

In the eventuality of the patients requiring hospitalization, he/she is directed to the concerned Wards (Medical/Surgical/Gynaec/Paediatric Ward), with inpatient registration, whereupon inpatient treatment is administered to the patients under the guidance of medical and other para-medical staff of the hospital together with Nursing care and dietary services/physiotherapy. In case of non-availability of any specialized treatment in the hospital, the patient is referred to the referral hospitals empanelled by the Board for further management and treatment.

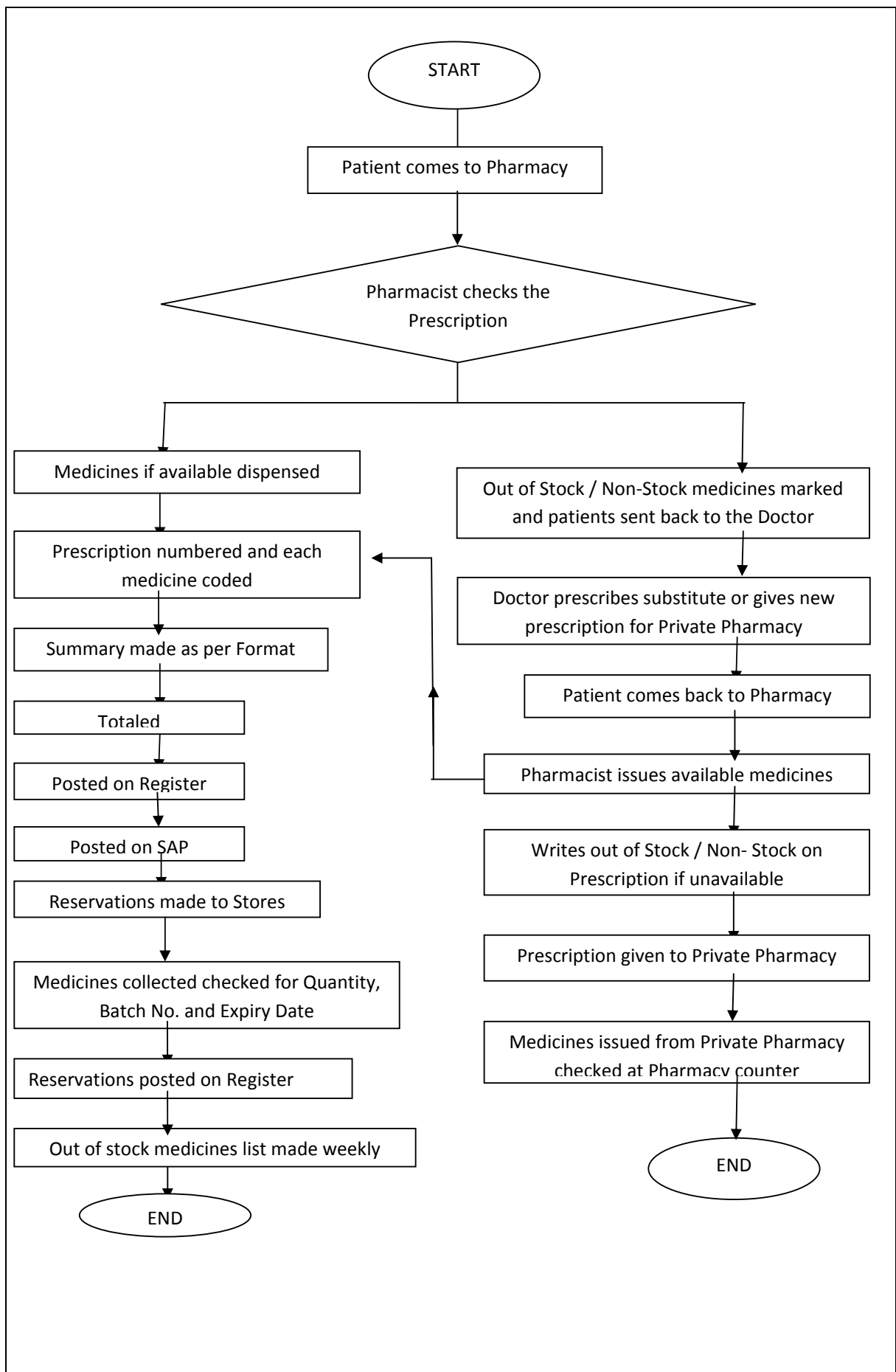
On recovery from illness, the patient is discharged from the hospital by issuing necessary Discharge Certificate with proper advice for follow-up.

(iv) PHARMACY

On production of prescription prescribed by the treating doctor/specialists of MPT hospital, the necessary medicines are dispensed to the concerned patients at the Counter of the Pharmacy, which is in the MPT hospital premises, itself. The required medicines to be dispensed to the patients are recouped from the main store of the MPT hospital as per requirement of Pharmacy. The medicines not available in the Pharmacy are dispensed through the private Pharmacy, at the doorstep of the MPT hospital, under contract system, on due endorsement of the MPT Pharmacist's remarks on the prescription as "Out of Stock/Non Stock". The accountability of the medicines recouped and dispensed are maintained through SAP System.

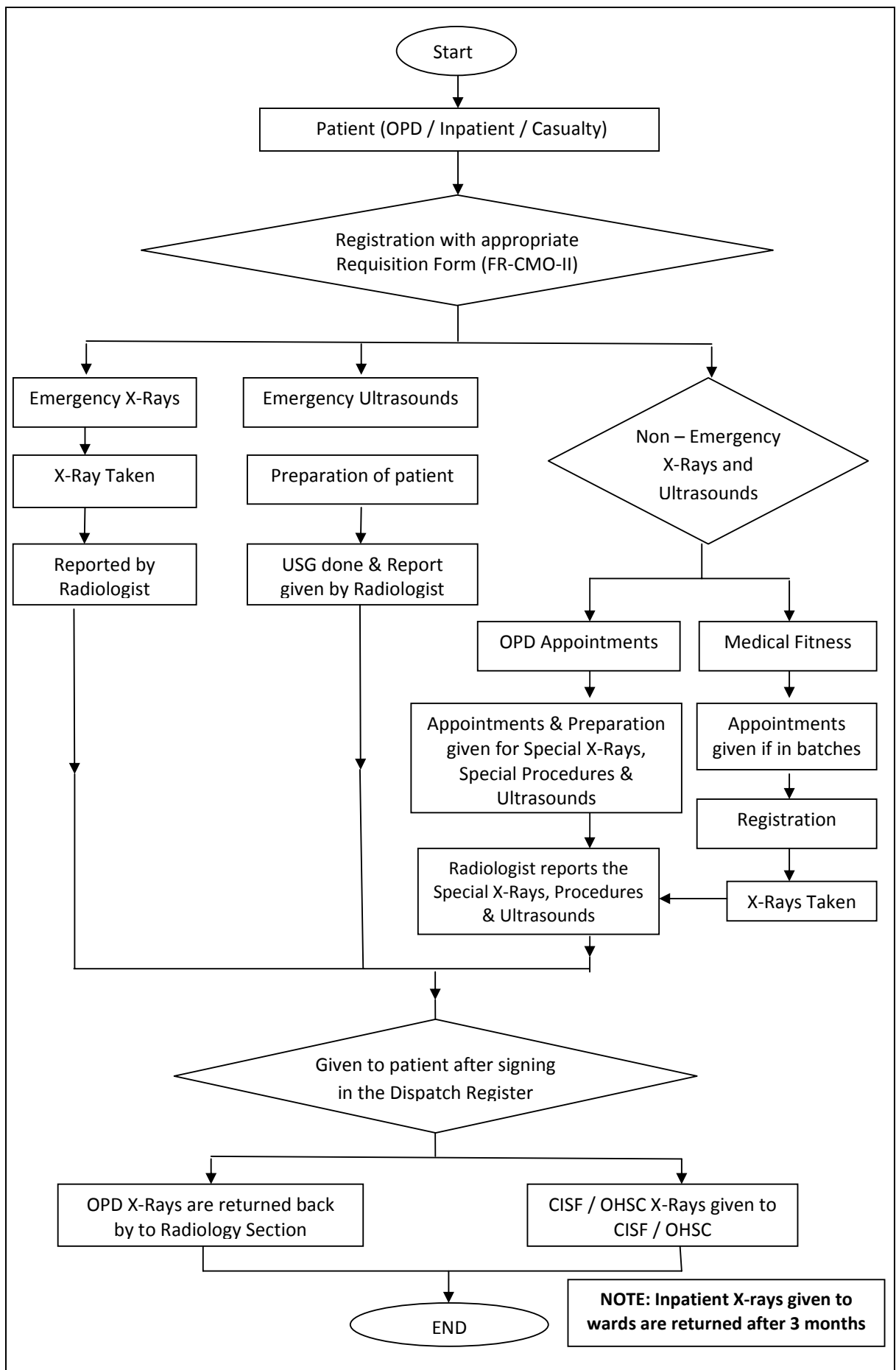
Reservations for the required medicines are made in the SAP system to the medical stores. The same are then issued by the stores to pharmacy in the presence of a pharmacist, who checks the same for quantity and expiry date.

The medicines in the pharmacy are stored in cupboards and racks. Short expiry medicines are stored in front and longer expiry medicines behind them. Medicines to be stored below 2-8⁰C are kept in the refrigerator. Bottles are stored in cardboard boxes.



(v) RADIOLOGY

As per advice of the treating doctors/specialists, the radiological investigations viz. X-Rays, Ultrasounds, Sonography, etc. of the patients are carried out, on obtaining prior appointment with the Radiology department of MPT hospital and reporting of the investigations are done by the Radiologist on day to day basis, which are then handed over to the concerned patients to refer it to the concerned treating doctors/specialists for further management and treatment. Radiological investigations are also made available to the patients in case of emergency by deputing the Radiological staff on call duty, by rotation.



(vi) LABORATORY

As per laboratory tests requisitioned by the treating doctors/specialists, the necessary laboratory investigations of the patients are carried out by collecting specimen after obtaining prior appointment with the Laboratory Section by the concerned patients. After analyzing the specimen, laboratory investigation reports are prepared, on day to day basis, which are then handed over to the concerned patients to refer to the treating doctors/specialists for further management and treatment. The ward patients specimen collection is done from the respective wards of the hospital and investigation reports are then dispatched to the concerned ward for the information of the treating doctor, for further management and treatment. Cases of malaria, dengue, chikangunia, etc. reported during investigations are brought to the notice of the concerned authority to take appropriate remedial action as a preventive measures for spreading of such diseases in other areas. Laboratory investigations are also made available to the patients in case of emergency by deputing the Laboratory staff on call duty, by rotation. Bio-Medical Wastes generated in the Laboratory are disposed of as per Bio-Medical Wastes (Management & Handling) Rules, 1998. Specialized investigations not available with the MPT Laboratory are referred to private Laboratory.

Pathology Section/Laboratory

Patient comes to the lab. with requisition from doctor for prior appointment

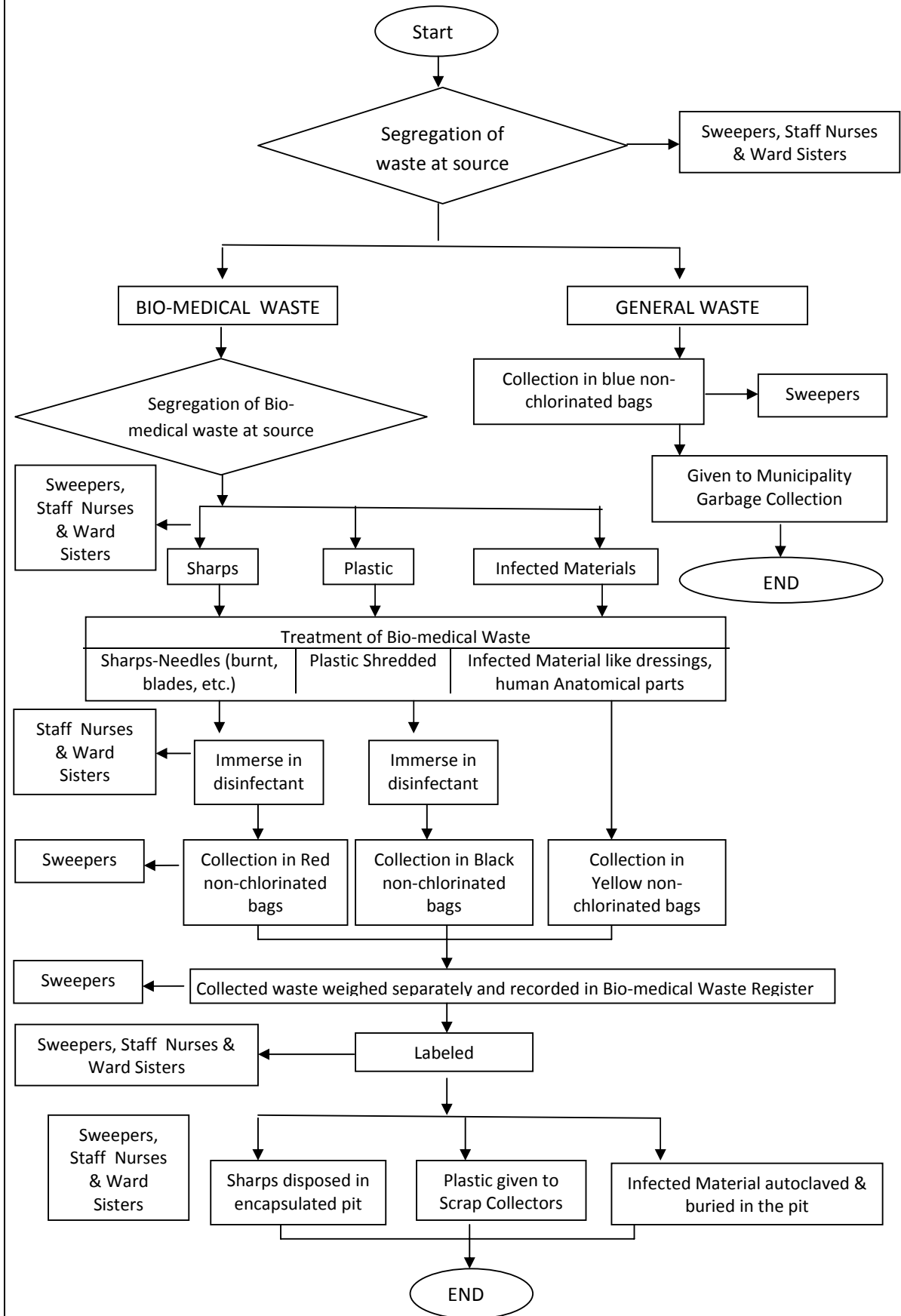
Urine, Stool, Sputum, Semen samples are received from the patients as requisitioned by the referring Doctor. Blood sample is collected in the Lab.

Routine Hematological, Biochemical, Microbiological, Serological tests are carried out in the Lab. The same are verified by the Lab

Reports are collected by patients and dispatched to respective wards from the Laboratory.

- Specialized tests which are not done in the Lab. are outsourced and the same is reimbursed by Finance Dept. to the employees/pensioners after verification of the bills by Medical Department.

MANAGEMENT OF WASTE – WASTE GENERATED AT HOSPITAL



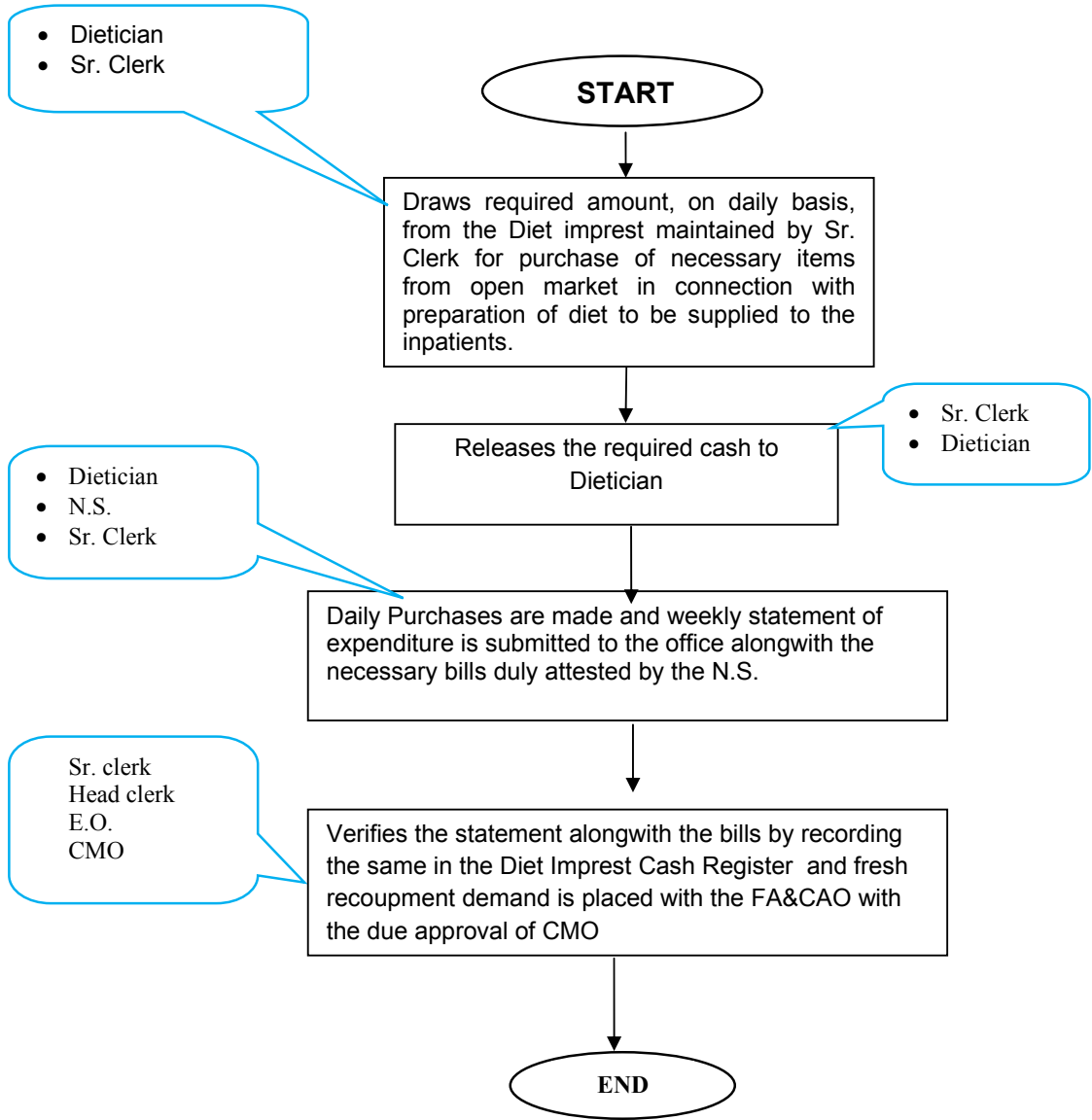
(vii) DIETARY SERVICES (KITCHEN)

The diet indent in respect of concerned patients admitted in the respective wards of the hospital is prepared based on the feedback/advise from the treating doctors/specialists and accordingly the necessary diet is prepared under the guidance of Dietician in the IPD Kitchen of the MPT hospital, which is then distributed to the concerned patients in the Wards at fixed timings and schedule. Essential food commodities for preparation of necessary diets are purchased from the local market based on the requirement, expenditure for which is met from the diet imprest maintained in the Establishment Section by recouping the required amount from the said imprest and settling the account on day to day basis. Kitchen inventory is also maintained in a systematic manner.

Food commodities which includes perishable and non-perishable items (grocery) required for serving therapeutic diets to the patients admitted in different wards are purchased from local market on alternate day basis (i.e. three days in a week). The commodities are purchased on basis of total number of patients per day.

The details of commodities purchased are maintained in an ISO Register for payment and procurement No. QR-CMO-Ix(R)-01. Also the record of the stock issued for every meal and balance remained is maintained in an ISO Register of Stock No. QR-CMO-Ix(R)-01.

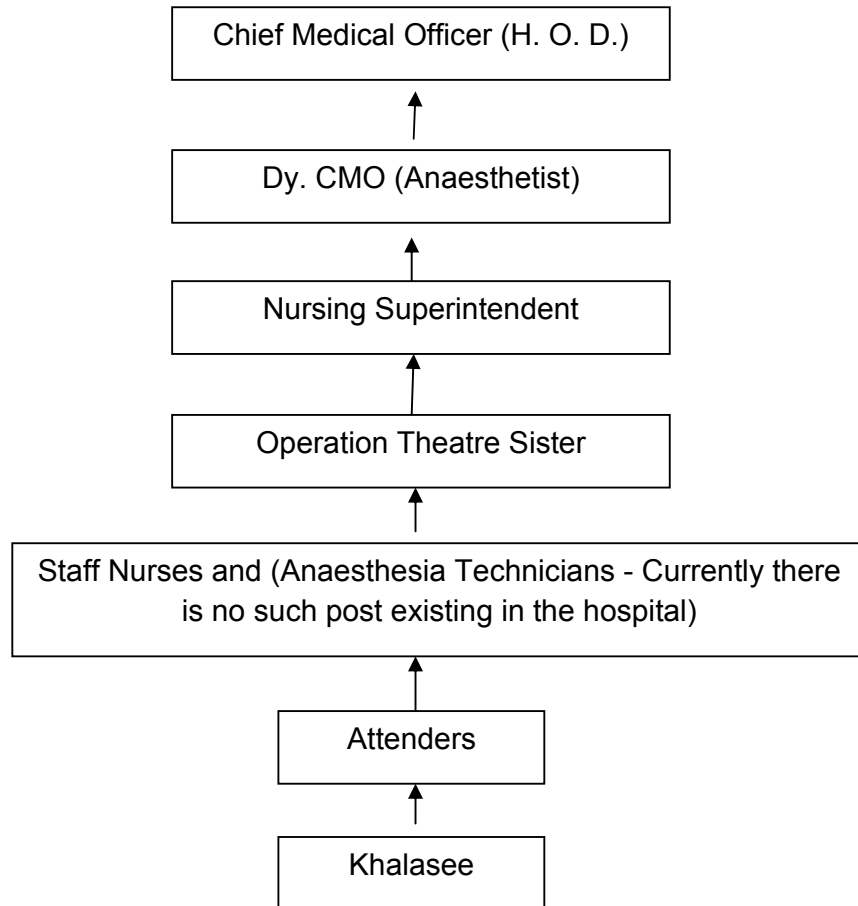
PRESENT SYSTEM FOR HANDLING OF IMPREST CASH
(Diet imprest – Rs. 25,000/-)



(viii) OPERATION THEATRE

As per schedule received from time to time and based on the type of surgeries to be performed the operation theatre is set up accordingly. On receipt of patients in the operation theatre, the case sheets and documents are checked and verified. The Surgeon /specialists performs surgery with the assistance of other operation theatre staff, Anaesthetist, etc. After surgery the patient is monitored for the recovery and then handed over to the concerned ward for further treatment and management. Maintenance of theatre, theatre equipments, carrying out C.S.S.D. work is monitored by the Operation Theatre In-charge. Bio-Medical Waste generated in Operation Theatre is disposed of as per Bio-Medical Waste (Management and Handling) Rules, 1998.

Dy. CMO (Anaesthetist) is the doctor in charge of the section of operation theatre, CSSD, Manifold Room.



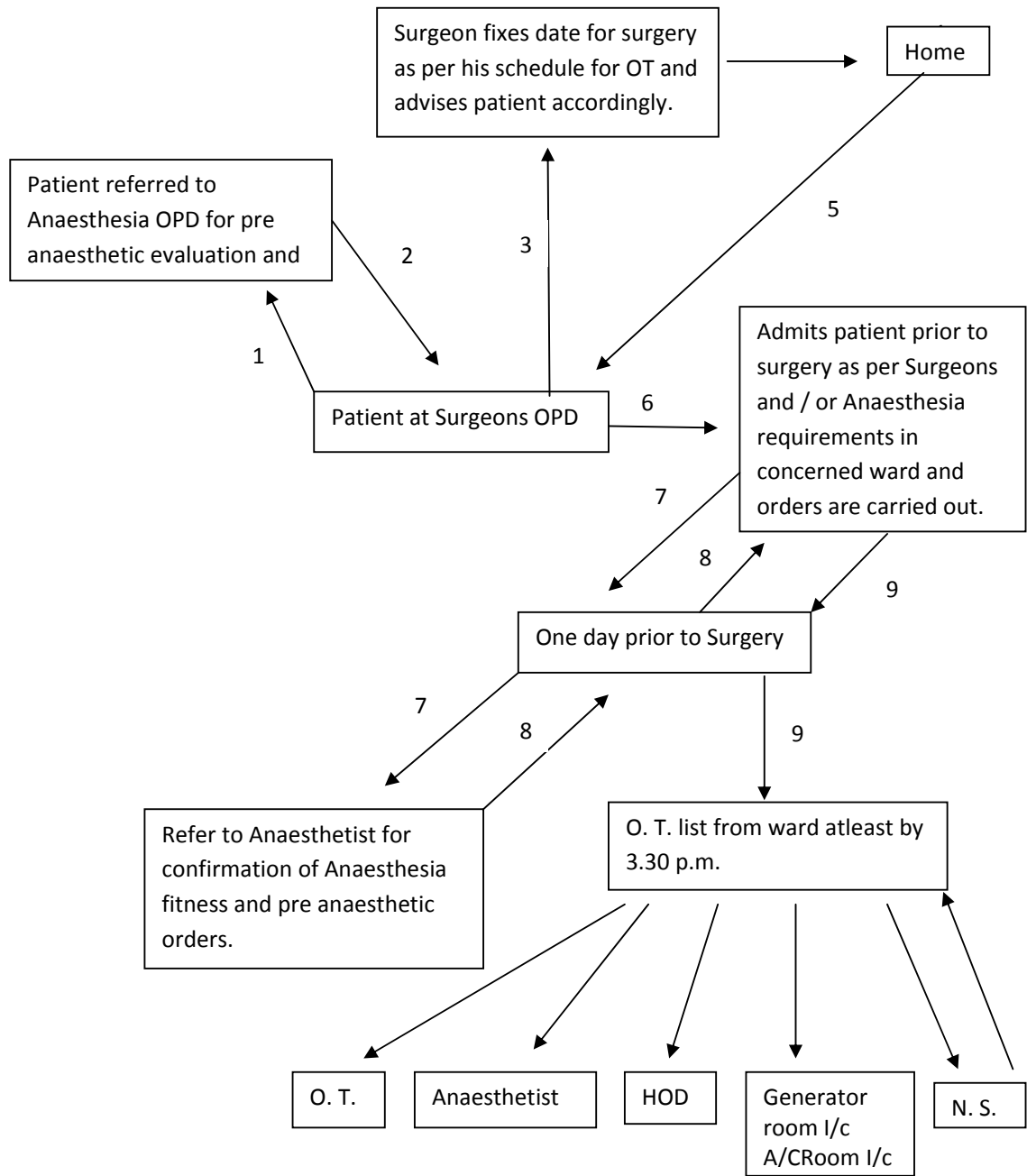
Records are maintained in ISO formatted registers that are maintained in the operation theatre in the custody of the OTS. Enclosed herewith are copies of formats.

PROCEDURES FOR CONDUCTING OPERATIONS IN THE

2 types of situations in which patient comes for surgery

- 1. Routine / Scheduled**
- 2. Emergency – a. Immediate Surgery**
 - b. Can be scheduled within a limited time.**

Routine / Scheduled Cases:



(ix) IMMUNIZATION SERVICES

Registration of the children requiring immunization is done at the Immunization counter of the hospital on fixed schedule and dates. The immunization doses to the concerned child is administered as per the advice of the Paediatrician from time to time by keeping the correct record of the same and at the same time duly entering into the Growth Chart Card of the child. The storage and maintenance of the vaccines received are monitored by immunization staff from time to time.

IMMUNIZATION CHART

(x) LINEN SERVICES

The dirty linen from the wards/Casualty/OPD of the hospital are segregated and collected. The dirty segregated linen so collected is handed over to the Laundry Contractor for washing, ironing and returning back through contract system by keeping the correct record and accountability of the same. Mending of torn linen, replacement of damaged linen is monitored by the Clerk (Linen).

Linen

4 sets of linen to each bed /patient

Soiled / infected linen:

Pus, blood, body discharge, faecus, etc. is cleaned under the tap in running water and soaked in disinfectant solution, than washed, dried and kept ready for laundry wash

(Persons responsible: Sweepers/Staff Nurse/Ward Sisters)

The Soiled dry linen are given to laundry twice a week i.e. on every Monday and every Thursday. Receipt of linen given and received from Dhobi is maintained in the printed laundry book.

(Persons responsible: Ward Sisters)

The laundry bills are given every month by laundry contractor which are checked and signed by Matron and counter checked and signed by the Nursing Superintendent and sent to the office for further settlement of bills.

(Persons responsible: Ward Sisters/Matron/Nursing Supdt.)

The torn linen which cannot be reutilized is put for condemnation every once or twice a year. I.e. A list is prepared of torn linen or the linen which is put for disposal and sent to MM through proper channel – Linen Clerk.

(Persons responsible: Linen Clerk/Matron /Nursing Supdt.)

The new linen is brought as per the need / requirement. I.e. The required linen list is prepared by the linen clerk and is sent to MM through proper channel.

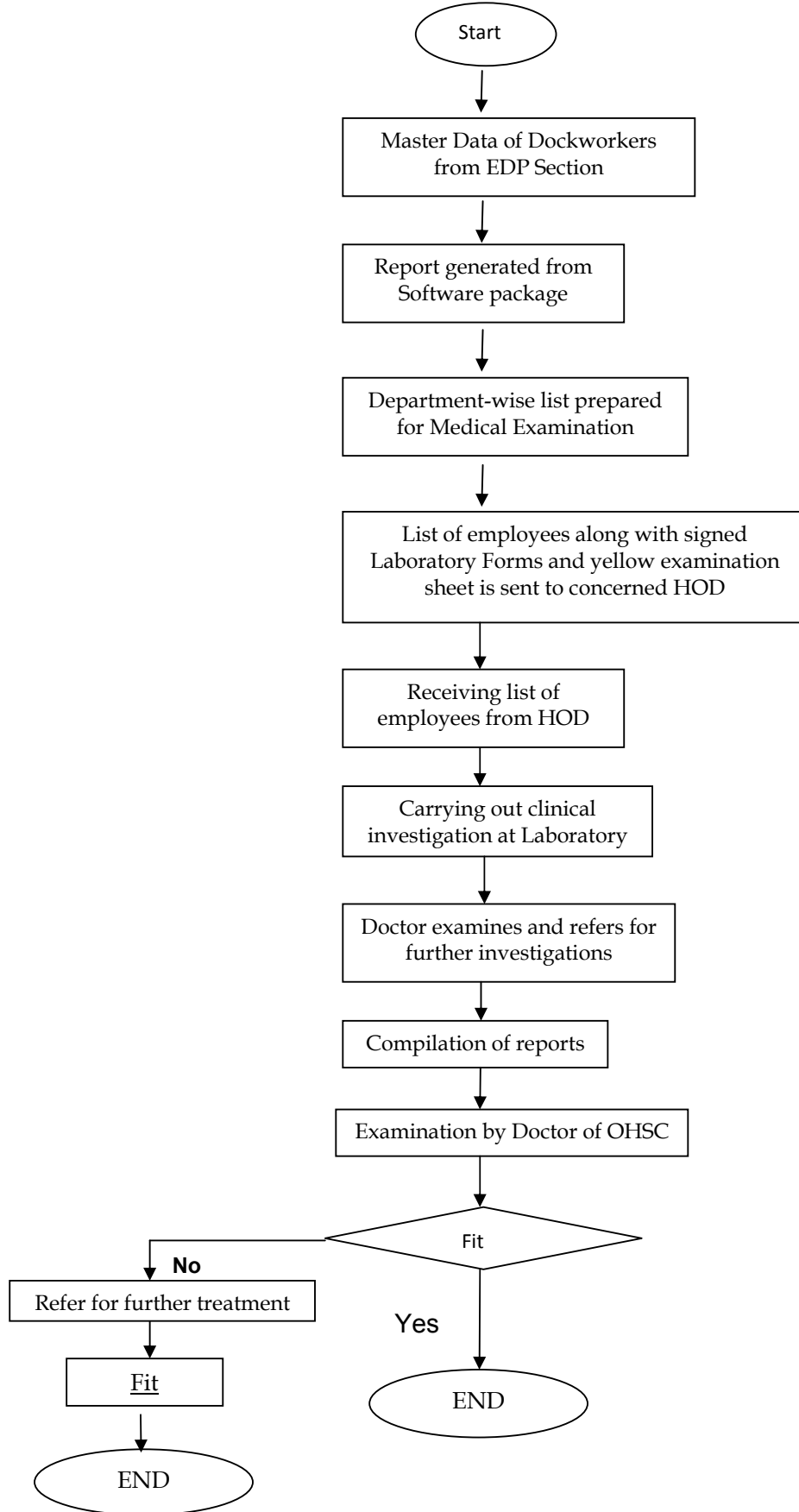
(Persons responsible: Linen Clerk/Matron /Nursing Supdt.)

(xi) OCCUPATIONAL HEALTH SERVICES (OHSC)

Periodic health check-up of the dock workers is carried out by preparing the schedules of examination and intimating the same to the respective departments to post the concerned employees for medical check-up. The forms prescribed by DGFASLI, Mumbai, are sent alongwith the above letter to facilitate the employees to report to OHSC with these forms duly filled in by the employees in certain respect such as name, age, address, personal identification marks, etc. The medical examination includes Medical & Occupational history, Clinical examination in respect of General Physical examination of eye sight, hearing, limbs, spine, mental alertness, loco motor system and any other tests/examination as the doctor may deem fit. The various tests such as (i) Titmus Vision Test, (ii) Audiometry (iii) Spirometry are conducted at the OHSC. The employees if required are advised to undergo various other tests such as Pathological Lab. Invest., ECG, X-ray (chest) by issuing necessary requisition form for further management and treatment. All such medical examinations carried out at OHSC are reported to Asst. Directorate Safety of Inspectorate Dock Safety, Mormugao & DGFASLI*, accordingly. General Assessment of the candidate's fitness, who is newly recruited, is done based on physical findings & reports at the OHSC.

(*DGFASLI → Director General, Factory Advice Service and Labour Institutes.)

OCCUPATIONAL HEALTH SERVICE



(xii) ESTABLISHMENT SECTION:

All the establishment matters relating to the staff of Medical Dept. and also general correspondence on administrative matters are looked after by the Establishment Section. The service records of all the employees of Medical Dept, their leave records, seniority lists, paybill, issuance of salary certificate, LTC claims, leave encashment, PF advance, withdrawal, etc. are monitored and maintained in the Establishment Section. Matters relating to recruitment, promotions, financial upgradation of the uncommon categories of Medical Dept., disciplinary cases, final settlement, of all the staff of Medical Dept., filing of periodic returns on various subjects, preparation of schedule of staff, are also dealt by the Establishment Section. Establishment Section also deals with the award of various contracts like supply of out of stock medicines, Laundry contract, Canteen contract, Annual Maintenance Contract, agreement with the various referral hospitals empanelled by the Board, and settlement of their bills, by duly verifying the same, through Finance Dept. Various imprests like Diet Imprest, General Impreset, Emergency imprest are handled in the establishment Section. Verifications of various personal claims of the employees i.e. medical reimbursement, Medical Travelling Allowance, etc. are also dealt with by the Establishment Section. Raising of bills of the private organizations/private patients availing medical treatment in the MPT hospital are also looked after by the Establishment Sections. Referral letters to the patients to the various referral hospitals as per advice of the concerned doctors based on the entitlement are issued from the Establishment Section. Procurement of stationary, uniforms and other accessories from Materials Management Division of Engg. Mech. Dept. and distribution of the same to the concerned staff by keeping correct accountability of the same is looked after by Establishment Section.

The overall inventory of the hospital equipment and furniture and fixtures is also maintained.

ESTABLISHMENT SECTION:

All the establishment matters relating to the staff of Medical Dept. and also general correspondence on administrative matters are looked after by the Establishment Section, as under:-

RECRUITMENT, SENIORITY, CONFIRMATION, PROMOTION

The entire process of recruitment of Class III & IV posts under uncommon categories of Medical Dept. by following necessary procedure stipulated in relevant Regulations under Mormugao Port Trust Employees (Recruitment, Seniority and Promotion) Regulations 2010 and in terms of relevant Recruitment Rules, either on regular basis or on contract basis, is being dealt with by the Establishment Section, with the due approval of the Competent Authority and with the prior clearance of Liaison Officer (SC/ST/OBC) by maintaining specific Reservation Roster for each categories, accordingly.

The seniority list of the employees in each post under Uncommon categories of Medical Dept. is maintained and circulated amongst the staff of Medical Dept, in the first month of every year by following necessary procedure laid in Mormugao Port Trust Employees (Recruitment, Seniority and Promotion) Regulations 2010.

The confirmation of the staff in the uncommon categories of Medical Dept., on satisfactory completion of probation period of two years, by following necessary procedure stipulated in Mormugao Port Trust Employees (Recruitment, Seniority and Promotion) Regulations 2010 is monitored under the Establishment Section.

Promotions to the various vacant posts in the uncommon categories of Medical Dept. by following necessary procedure as stipulated in the aforesaid Regulations are carried out under the Establishment Section.

Cases relating to grant of Financial upgradation under Modified Assured Career Progression Scheme as per Wage Revision Settlement Agreement in respect of Uncommon categories of Medical Dept. are finalized by following necessary provisions stipulated in the Ministry's O.M. issued from time to time.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

MAINTENANCE OF SERVICE RECORDS OF THE STAFF

All the service records i.e. maintenance of leave records through SAP System, Service Books, Personal files of all the Staff of Medical Department are maintained under Establishment Section.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

PROCESSING OF PERSONAL CLAIMS

All the personal claims of the Staff of Medical Department such as Leave Encashment, GPF advance, withdrawal from GPF, Tuition fees, Scholarship, issue of salary certificates, Leave Travel Concession/Home Town Concession claims, are processed for payment through Finance Dept., after due verification of subject claims in terms of relevant provision available under concerned Mormugao Port Employees Regulations in force.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

DRAWAL OF MONTHLY SALARY

Through Establishment Section the drawal of monthly salary of the staff of Medical Dept. is monitored by updating necessary infotypes on day to day basis under SAP system. The drawl of annual increment, overtime, night weightage, etc, other recoveries to be effected through the monthly salary of the staff of Medical Dept. are also monitored under Establishment Section by updating necessary infotypes in the SAP system, from time to time.

(Responsibility: Establishment Officer/Sr. Accountant/Sr.Clerk/Clerk)

DISCIPLINARY CASES

All the disciplinary cases against the concerned delinquent staff of Medical Dept., such as issuance of Memorandum, Show Cause Notice, Chargesheet, initiating Departmental inquiries, Imposition of Penalties, etc. are dealt with in accordance with the guidelines stipulated in the Mormugao Port Employees (Conduct) Regulations 1964 and Mormugao Port Employees (Classification, Control & Appeal) Regs. 1964 under Establishment Section.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

FINAL SETTLEMENT CASES

The final settlement cases of the staff of Medical Dept. who are due for retirement on superannuation or due to death or voluntary retirement or resignation, etc. are processed to Finance Dept., for release of their terminal benefits, pension, etc. after due verification of the service records of the concerned employees after complying all the procedures laid down in the Mormugao Port Employees (Superannuation and Age of Retirement) Reg. 1974 and CCS (Pension) Regs.

(Responsibility: Establishment Officer/Sr. Accountant/Sel. Gr. Clerk)

FILING OF PERIODIC RETURNS

The following returns, complete in all respect, towards the establishment matters of Medical Dept. are submitted to concerned departments, as under:-

Sr. No.	Description	Periodicity	Dept. to which submitted
1	Staff Strength	Monthly	GAD
2	Vacancy Position	Monthly	GAD
3	Labour Strike	Monthly	GAD
4	Disciplinary Cases	Monthly	Vigilance
5	Information on Goenchi Lahram	Monthly	Editor of Goenchi Lharam
6	Public Redressal Grievance	Monthly	GAD
7	Monthly Performance Report	Monthly	P&MS
8	Right to Information Act	Monthly/ Quarterly/ Annually	GAD
9	Measures for Welfare of Minorities	Quarterly	GAD
10	Report of theft, fire & pilferage	Quarterly	GAD
11	Information on SC/ST/OBC	Quarterly	GAD
12	Reservation in respect of handicapped employees	Quarterly	GAD

Any other information in respect of establishment matters, requested by any departments/Ministry, etc. are forwarded through the Establishment Section, from time to time.

Various information in respect of staff and working of Medical Dept. in order to prepare Schedule of Staff, Superior Staff, Annual Administration Report, on yearly basis, is forwarded to concerned departments in the prescribed formats submitted by each departments within the stipulated date.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

GENERAL CORRESPONDENCE

Proposals to enlist various specialists on visiting basis, appointment of doctors and other para medical staff of Medical dept. on contract basis based on the requirement of the hospital, are finalized under Establishment Section and are forwarded for the approval of the Competent Authority through Secretary, FA&CAO and Dy. Chairman. Proposal for extension of contract of doctors and para-medical staff appointed on contract basis are forwarded for the approval of the Competent Authority through Secretary, FA&CAO and Dy. Chairman. On approval necessary orders are issued to concerned contract employees. Representations received from the staff of Medical Dept. on the various subjects pertaining to establishment matters are examined by Establishment Section from time to time in terms of relevant provisions of various Mormugao Port Employees Regulations and forwarded to the Competent Authority through the concerned HODs and Dy. Chairman to seek appropriate orders and inform staff accordingly. Similarly grievance of pensioners and also staff and employees of other department are examined under Establishment Section as per relevant provision of the Port Regulations and with the due approval of the Competent Authority, the grievances are redressed.

(Responsibility: Establishment Officer/Sr. Accountant)

AWARD OF VARIOUS CONTRACTS

a. LAUNDRY CONTRACT:-

A proposal for the re-tendering of the contract is put up for approval of the Competent Authority. The tenure of the Laundry Contract is for the period of three years. A draft Tender notice along with Tender Documents are also placed in the file for legal vetting. The tender Notice is then published in the approved dailies inviting quotations in two cover system from qualified parties. Advertisement Bills are settled by creating Purchase Order, Service Entry Sheet and Invoice in the SAP System and forwarded to Finance Department for payment. Tender Sets are sent to Accounts Officer (Cash) for sale at the MPT Counter. Based on the quotations received in the Office on or before the last date for submission of tenders, a meeting of the Tender Advisory Committee is convened. The Cover-I is then opened in the presence of this committee. The technical bid (Cover-I) of the parties are then evaluated and those parties, who have fulfilled all the requisite conditions, are selected for opening of Cover-II. The minutes of this meeting are then prepared. In

case of single party bid, approval of the Competent Authority is obtained before opening of Cover-II.

The committee then convenes for opening of the price bid. A comparative statement of the rates quoted by the parties is then prepared along with the minutes. Approval of the Competent Authority is then obtained for awarding the tender to the lowest bidder. A Purchase Requisition is also created in the SAP system. After approval, the Purchase Order is then created (In case of new parties the Banking details are obtained and vendor is created) and sent to the party.

The Contractor submits the bills on a monthly basis to the nursing section which is verified by the section-in-charge and sent to the office. A Service Entry sheet and Invoice are created in SAP. The Bills are forwarded to Finance Department for effecting payment.

(Responsibility: Establishment Officer/Nursing Supdt./TAC)

b. CANTEEN CONTRACT:-

A proposal for the retendering of the contract is put up for approval of the Competent Authority. The tenure of the Canteen Contract is for the period of two years. A draft Tender notice along with Tender Documents are also placed in the file for legal vetting (Uniform tender conditions) The tender Notice is then published in the approved dailies inviting quotations in two cover system from qualified parties (In case of Uniform Tendering System the advertisement is placed by General Administration Department). Advertisement Bills are settled by creating Purchase Order, Service Entry Sheet and Invoice in the SAP System and forwarding the same to Finance Department for payment. Tender Sets are sent to A.O. (Cash) for sale at the MPT Counter. Based on the quotations received in the Office on or before the last date for submission of tenders, a meeting of the Tender Advisory Committee is convened. The Cover-I is then opened in the presence of this committee. The technical bid (Cover-I) of the parties are then evaluated and the parties, who have fulfilled all the requisite conditions, are selected for opening of Cover-II. The minutes of this meeting are then prepared. In case of single party bid, approval of the Competent Authority is obtained before opening of Cover-II.

The committee then convenes for opening of the price bid. A comparative statement of the rates quoted by the parties is then prepared along with the minutes. approval of the Competent Authority is obtained for awarding the tender to the lowest bidder. A Purchase Requisition is also created in the SAP system. After approval, the Purchase Order is then created (In case of new parties the Banking details are obtained and vendor is created) and sent to the party.

The Contractor submits the claim for canteen subsidy to the Office which is sent to Asst. Secretary Gr. II (Welfare) for issue of BCS. On receipt of the BCS, a Service Entry sheet and Invoice is created in SAP. The Invoice is forwarded to Finance Department for effecting payment.

(Responsibility: Establishment Officer/Nursing Supdt./TAC)

c. SUPPLY OF OUT OF STOCK MEDICNES REPORTING IN THE PHARMACY OF MPT HOSPITAL AT ITS DOOR STEP :-

Tender documents for the subject work is prepared and finalized after getting it legally vetted from the legal section of GAD by the Tender Committee constituted for the purpose with the due approval of the Competent Authority. Subsequently open tender in two cover system from the interested parties in a sealed cover is invited by advertising the same in the local newspapers and on the MPT website. The Cover I consisting of technical bid and Cover-II consisting of price bid is opened by the Tender Advisory Committee constituted with the due approval of the Competent Authority and the party offering highest discount on MRP for supply of out of stock medicines at the door step of MPT hospital, fulfilling all the conditions of the tender is issued the work order after obtaining approval of the Competent Authority. The tenure of the contract is for two years duration. The scrutiny of the monthly bills of the contractors and payment thereof through Finance Department is monitored under Establishment Section.

(Responsibility: Establishment Officer/Nursing Supdt./TAC)

AGREEMENT WITH DIFFERENT EMPANELLED HOSPITALS/INSTITUTIONS FOR REFERRAL OF PATIENTS:

With the due approval of the Competent Authority and Board, various hospitals/institutions within the state and outside state of Goa are empanelled by entering into suitable agreement with each hospital/institution for referring patients of MPT hospital for specialized medical treatment/investigations, which are not available with the MPT hospital in such hospitals. The whole process of preparation of draft agreement in consultation with FA&CAO/ Secretary and taking the approval of the approval of the Competent Authority after Legal vetting of the agreement by Legal Section of GAD, entering into agreement is monitored by Establishment Section. Other investigation like Laboratory, Scanning, MRI Scan are also referred to some Institutions which are empanelled by obtaining approval of the competent authority. Patients are referred to such institutions as per advise of the treating Doctors for laboratory\Radiology investigations.

(Responsibility: Establishment Officer/Sr. Accountant/Sel. Gr. Clerk)

REFERRAL OF MPT PATIENTS TO REFERRAL HOSPITALS:- Different hospitals within the state of Goa and outside are empanelled for referring MPT Hospital patients for various illness to such hospitals for availing specialized medical treatment which are not available with MPT hospital. As per advice of the treating doctor and with the due approval of the Chief Medical Officer on the Medical File of the concerned patient, a referral letter is issued to the patient to report to the concerned referral hospital to avail medical treatment based on his/her entitlement for admission in the concerned wards. The referral letter once issued is valid for 15 days. Based on the referral letter, the medical treatment to the patient is extended on credit basis, as per entitlement.

(Responsibility: Establishment Officer/Sel. Gr. Clerk)

SETTLEMENT OF CREDIT BILLS OF EMPANELLED HOSPITALS:- The concerned referral hospital raises their credit bills, as per the manner and time period stipulated in the Agreement signed with the concerned referral hospital. Accordingly, the credit bills submitted by the referral hospital are verified and processed for payment after giving BCS (Budget Control Slip) to Finance Dept., under Establishment Section.

(Responsibility: Establishment Officer/Sr. Accountant)

PROCESSING OF BILLS OF VEHICLES ON CONTRACT (HOD CAR &

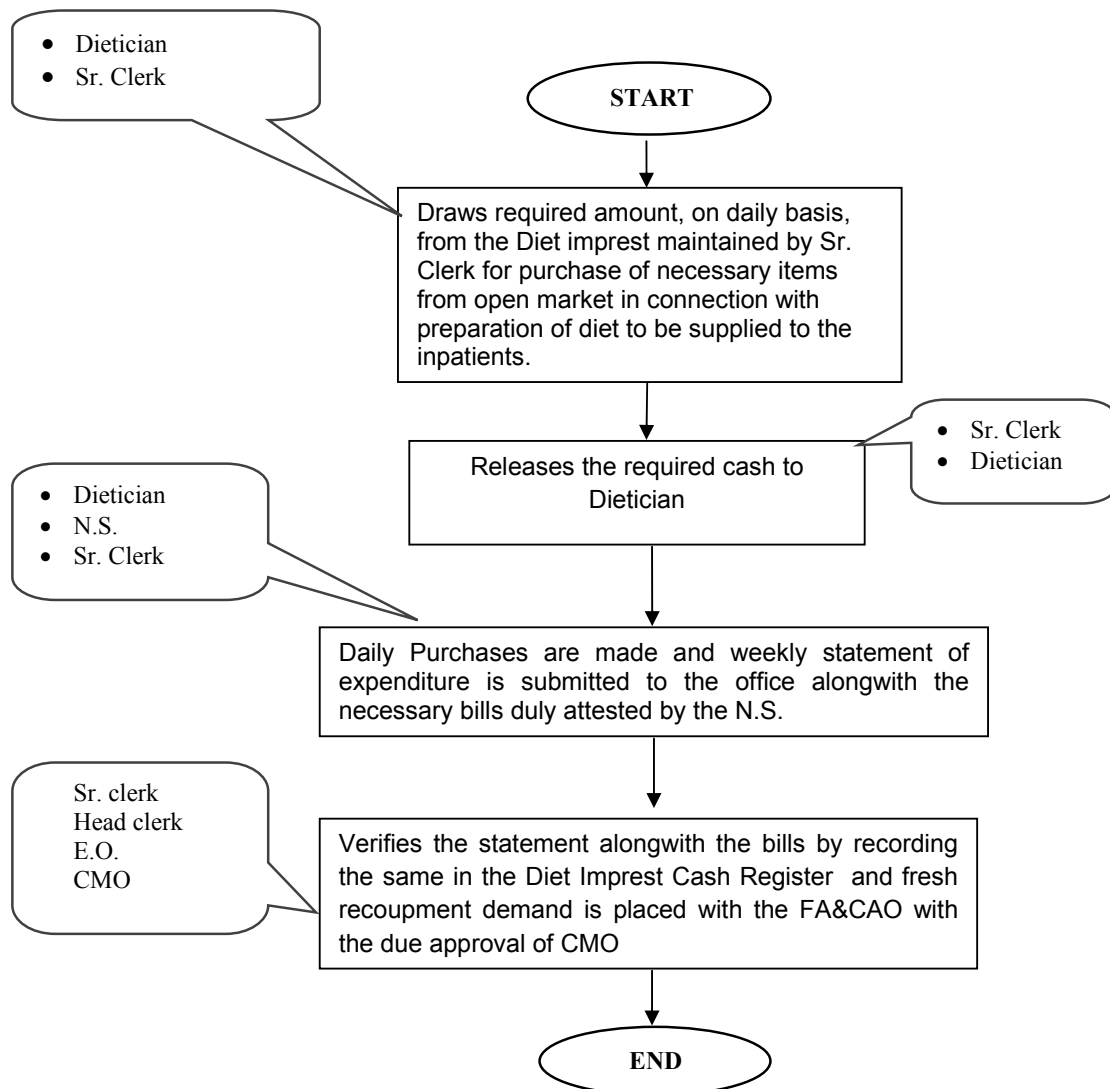
AMBULANCES):- The HOD car and ambulances are hired on contract basis. The tender for the same is finalized by Chief Mechanical Engineer including issuance of work order. The log sheet of each vehicle is maintained and the monthly bills raised by the contractors are verified as per log sheet and tender conditions, which are then forwarded to FA&CAO after issuance of Budget Control Slip, through SAP System by creating Purchase Order, Service Entry Sheet and Invoice for its settlement.

(Responsibility: Establishment Officer/Sr. Accountant)

HANDLING IMPREST CASH:-

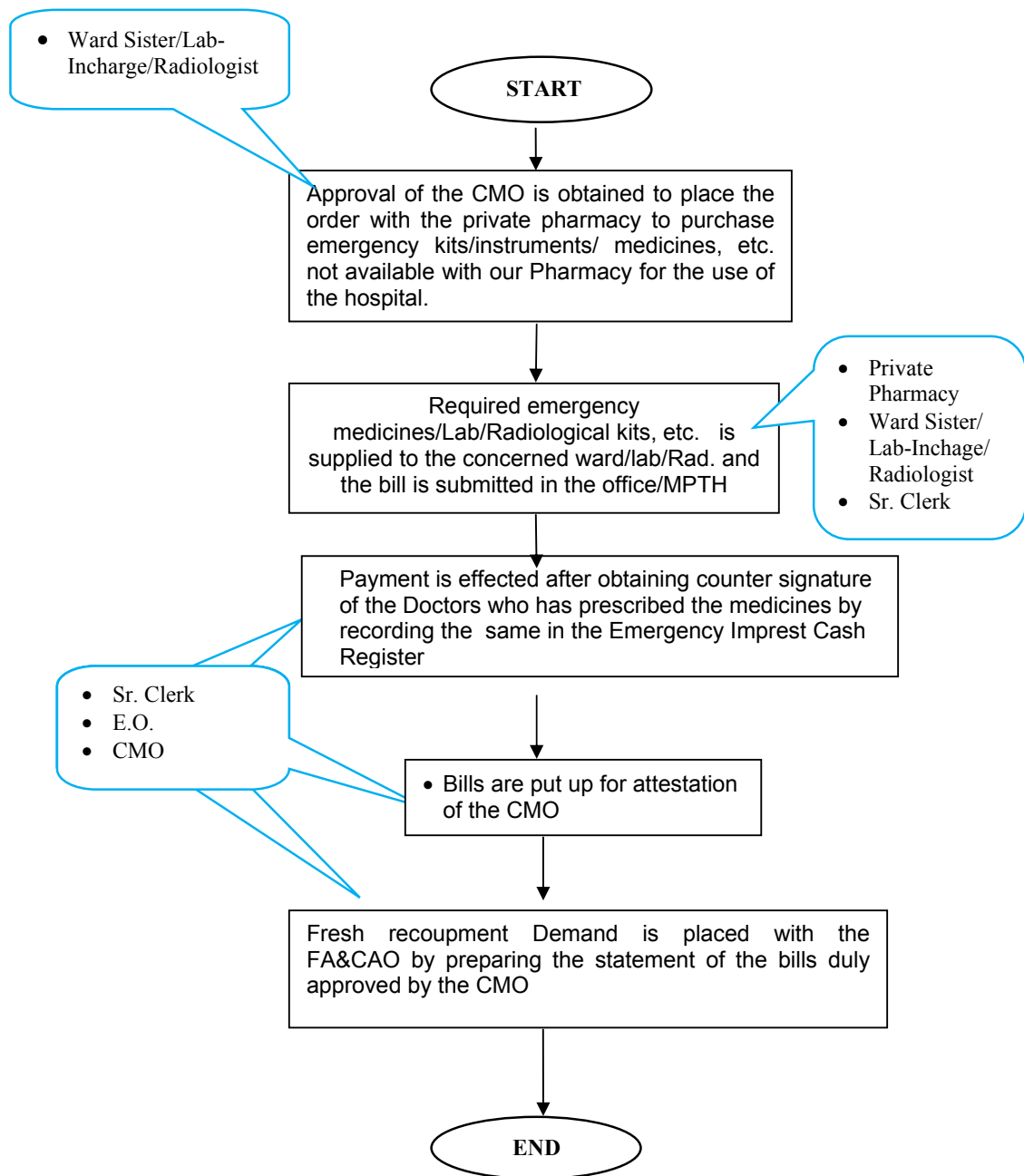
Diet Imprest:- An amount of Rs.25,000/- has been sanctioned as the Diet imprest in order to meet various expenditure in connection with the purchases to be made from the local markets for preparation of diets to be served to the inpatients of the MPT hospital. The said amount is held by a of Clerk under Establishment Section from whom the Dietician recoups the required amount on daily basis for making daily purchases with due accountability, thereof. Daily purchases are made either by Dietician, Head Cooks, Cooks. The bills accounted are then sent to Finance Dept. so as to settle the drawn amount and to recoup the fresh amount. Day to day transportation charges towards marketing are also paid through this imprest.

PRESENT SYSTEM FOR HANDLING OF IMPREST CASH
(Diet imprest – Rs. 25,000/-)



Emergency Imprest:- An amount of Rs.30,000/- has been sanctioned as an Emergency imprest so as to meet various expenditure on the purchase of emergency medicines and equipments, medical items for the use of the inpatients of MPT hospital. The said imprest is monitored by the Clerk under Establishment Section with its due accountability. The emergency medicines as prescribed by the doctors are purchased by the Ward Sisters and bills towards the same are forwarded to Establishment Section for settlement from the emergency imprest cash. The bills accounted are then sent to Finance Dept. so as to settle the drawn amount and recoup the fresh amount.

**PRESENT SYSTEM FOR HANDLING OF IMPREST CASH
(Emergency imprest – Rs. 30,000/-)**

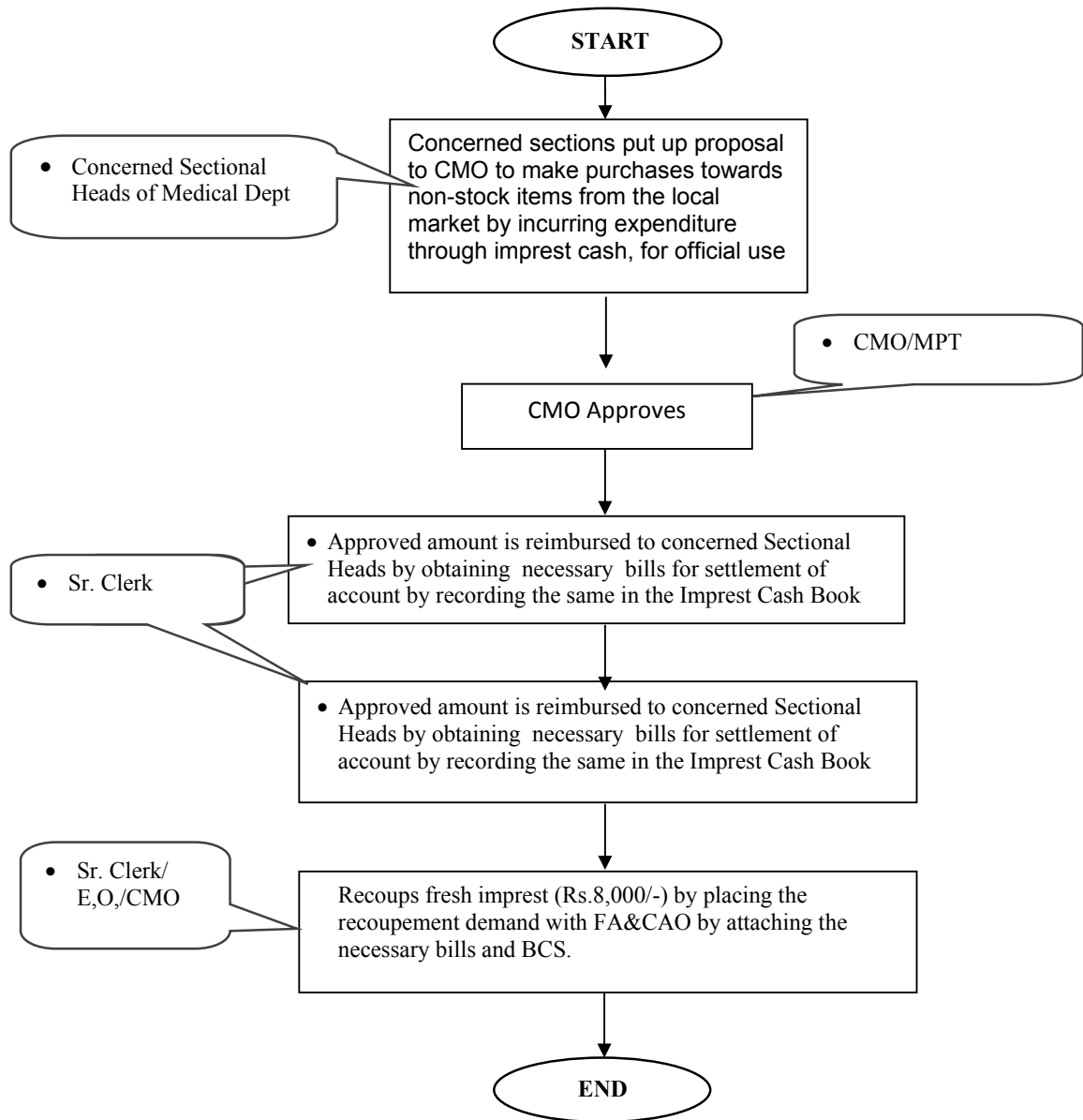


General Imprest:- An amount of Rs. 10,000/- has been sanctioned as general imprest so as to meet various general expenditures for day to day functioning of the hospital within the powers of Chief Medical Officer. The said imprest is monitored by the Clerk under Establishment Section with due accountability. The concerned section obtains due approval of the CMO to meet the local expenditure and based on actual bills the payment is effected through general imprest. Day to day postage charges, day to day refreshment charges spent by CMO from Canteen, transportation charges towards tapal, and other miscellaneous purchases is met through General imprest. The bills accounted are then sent to Finance Dept. so as to settle the drawn amount and recoup the fresh amount.

(Responsibility: Establishment Officer/Clerk)

PRESENT SYSTEM FOR HANDLING IMPREST CASH

(General Imprest – Rs. 10,000/-)



BUDGET CONTROL SLIP:-

The Budget Control Slip Register with different heads of accounting code with specific annual budget amount under each head of account is maintained. Accordingly, all the expenditures under each head of account are booked based on the bills at the time of making payment by entering the bill amount under concerned head of account in the BCS Register and then attaching the Budget Control Slip indicating the details of Budget amount available and spent, to the concerned bills.

(Responsibility: Establishment Officer/Sr. Accountant)

SETTLEMENT OF MEDICAL BILLS OF EMPLOYEES/PENSIONERS:- The various medical bills submitted by the employees/pensioners/dependants, etc, for availing medical treatment in a private hospitals are examined in terms of Reg.17 of Mormugao Port Employees (Medical Attendance) Regs. 1969 and the cost of the same is reimbursed after obtaining the approval of the approval of the Competent Authority through Finance Dept. by issuing necessary Budget Control slip.

(Responsibility: Establishment Officer/Sr. Accountant)

SETTLEMENT OF MEDICAL TRAVELLING ALLOWNACE BILLS:- The various medial travelling allowance bills preferred by the employees/pensioners/dependants for travelling at a distantly located hospital to avail medical treatment as per advise of the treating doctor of the MPT hospital are examined in terms of Chapter VII-Traveling Allowance under Mormugao Port Employees (Medical Attendance) Regulations 1969 and forwarded to FA&CAO for payment, as per entitlement.

(Responsibility:Chief Medical Officer/Establishment Officer/Sr. Accountant/Sr. Clerk)

RAISING OF BILLS OF PRIVATE ORGANISATIONS/PRIVATE PATIENTS: The CISF personnel of Goa Shipyard Ltd. and staff of National Centre for Antarctic & Ocean Research are extended medical treatment in this hospital on credit basis by entering into suitable agreement with them, with the due approval of the Competent Authority. The inpatient and outpatient bills of these organizations are raised as per the medical case papers received from the respective Ward-Incharge of MPT hospital and based on the Schedule of Rates of MPT for availing medical treatment on case to case basis. The said bills are then sent to CDC section of Finance Dept.

so as to claim the same from the concerned organization. Similarly, the private patients i.e. daughter of serving employee is extended maternity care for the first pregnancy, for which during admission certain lumpsum advance is collected from the concerned employee, and is deposited with the CDC section of Finance Dept. and final bill is raised after discharge of the patient based on the medical case papers and schedule of rates, which is settled through the CDC Section of Finance Dept. by the concerned employee.

(Responsibility: Establishment Officer/Sr. Accountant/ Clerk)

SETTLEMENT OF BILLS OF SPECIALISTS VISITING ON CALL DURING

EMERGENCY: The bills of the specialists whose services have been availed in this hospital due to emergency on account of non-availability of our regular doctor, are settled through Finance Dept., after verifying the same.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

PROCUREMENT AND DISTRIBUTION OF STATIONARY. UNIFORM AND OTHER

ACCESSORIES:- The required stationary for the day to day use of the Medical Dept., issue of required number of uniforms and other accessories, etc., as per entitlement to the staff of Medical Dept. is periodically indented and collected from the Materials Management Division of Engg. Mechanical Dept., and the same distributed to the concerned staff, by keeping the correct accountability thereof by maintaining a Register.

**(Responsibility: Establishment Officer/Nursing Supdt./Sr. Accountant/
Clerk (O/D))**

PROCUREMENT OF EQUIPMENTS REQUIRED FOR MPT HOSPITAL:

A procurement request is first submitted by the User Section In-charge. Based on the requirement submitted by the User section, a budgetary quotation towards the supply of the item is then obtained from a known vendor.

- a] In case of equipments to be procured by the Medical Department (Below Rs.30,000.00], CMO's permission is obtained to invite quotations in sealed covers (single cover) from vendors supplying the required equipment. CMO also nominates two Officers from the Medical Department to be present at the time of opening of the quotations. On opening of the Quotations and evaluating the offers of the parties, L1 is determined. A proposal / Purchase

Requisition (SAP) is then created, wherein CMO's approval and release of PR is obtained. Once the PR is released, a Purchase Order is created under SAP which is then sent to the party. Once the party supplies the equipment, a GRN and Invoice are created under the SAP system. The Invoice submitted by the party is then forwarded to the Finance Department for effecting payment. In case the party is not a vendor of the MPT Hospital, the Banking details of the party are obtained. The party is then added as a vendor by co-coordinating with EDP Section. A PO is created only after the party is entered as a vendor in the MPT Hospital.

- b] In case of equipments to be procured by the MM's Division, a Proposal along with Purchase Requisition is created. After obtaining approval of the Competent Authority on this proposal, the same is forwarded to the MM's Division for procurement of the equipment.

(Responsibility: Chief Medical Officer/Establishment Officer/Sr. Accountant/)

ANNUAL MAINTENANCE SERVICE CONTRACT:

After the expiry of the Warranty period of equipment, a request for AMSC is put up by the User Section. The OEM or Servicing agent nominated by the OEM is contacted to send a quotation for the AMSC of the equipment. A proposal/Purchase requisition based on the offer submitted by the party is then put up for CMO's (below Rs.30,000.00) or Dy.Chairman's (above Rs.30,000.00) approval. Once approved/PR released by the concerned authority, a Purchase Order is then created and sent to the party. After each Preventive Maintenance Servicing carried out by the party during the tenure of the AMSC, a Service Entry Sheet and Invoice under SAP is created. The Invoice (along with BCS) is then forwarded to the Finance Department for effecting payment.

In case of spare parts to be replaced – a quotation towards replacement of the spare parts is obtained. CMO's /Dy.Chairman's approval is obtained on Proposal/PR. A Pay Order is created and sent to party. GRN and Invoice is created and bill is forwarded to Finance for payment. The same procedure is followed in case of REPAIRS, SERVICING, CALIBRATION OF EQUIPMENTS ETC. NOT UNDER AMSC.

**(Responsibility: Chief Medical Officer/Establishment Officer/Sr. Accountant/
Medical Technician)**

TOUR AND TRAINING

A schedule for monthly training is first received from Planning and Management Service Dept. (P&MS). Employees are then nominated for the various training programmes conducted in the HRD Centre. In case of external training programmes, conferences etc., a proposal for nomination of Officials is put up for approval of the Competent Authority. The monthly statistics of employees trained is sent to ISO In-charge. A proposal for participation under ACBI/EQAS (Laboratory) is also put up annually for Dy.Chairman's approval. After obtaining the approval the same is forwarded to Finance Department for issue of DD.

(Responsibility: Establishment Officer/Sr. Accountant/Sel. Gr. Clerk/Clerk)

CONTRIBUTORY MEDICAL BENEFITS AFTER RETIREMENT:

The relevant documents are first received from the concerned Department. Medical Cards under CMBAR are then issued. Under Rationalization of Medical Benefits, a request is first received from the retired employee. A letter is then sent to the respective Port requesting to grant medical facility to the retired employee residing in that Port city.

(Responsibility: Establishment Officer/ Sr. Accountant/Clerk)

CONVEYANCE ADVANCE:

A request for conveyance advance/computer advance along with a quotation and Proforma for intimation of purchase of moveable/immoveable property is first received from the employee. A note for permission is then put up for CMO's approval. A letter granting permission is issued to the employee. A letter is then sent to Finance Department for availability of funds. After receiving the 'availability of funds' certificate from FA&CAO, Form 'D' [Form of Agreement] and Form 'C' [Application form for advance for the purchase of advance] is then filled by the employee. A checklist along with Last Pay Particulars of the employee are then prepared and all the relevant documents along with a covering letter is sent to the Finance Department. On receiving intimation from the Finance Department regarding advance paid to the employee, necessary entries are then made in the Employee's Service Book.

In case of Computer Advance – the final invoice towards purchase of the Computer should be submitted within a month's time.

In case of Conveyance Advance – the proof of purchase i.e. cash receipt, a copy of the R.C.Book with RTO's hypothecation and endorsement and Insurance Policy No. has to be obtained from the employee within a month's time . Along with this Form 'F' [Form of Mortgage Bond] and Form 'G' [Letter to the Insurance Company] are filled by the employee. This along with the prescribed format for submitting documentary evidence is then forwarded to Finance Department within the stipulated time.

(Responsibility: Chief Medical Officer/Establishment Officer/Sr. Accountant/ Clerk)

PERMISSION FOR PURCHASE OF MOVEABLE / IMMOVABLE PROPERTY –

A request for permission of said property along with a quotation and Proforma for intimation of purchase of moveable / immoveable property is first received from the employee. A note for permission is then put up for CMO's [in case of Class III and IV employees] or Chairman's permission [in case of Officers]. A letter granting permission is issued to the Class III or IV employee.

(Responsibility: Establishment Officer/Sr. Accountant/Sel. Gr. Clerk)

ELECTRICITY BILLS

A statement based on the claims received from the employees is prepared and sent to the Finance Department on a monthly basis for claiming the same from monthly salary of the concerned employees.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

IDENTITY CARDS

A letter is sent to the Traffic Department based on the request received from the employee for issue of new card due to change in designation, mutilation of the old card etc.

(Responsibility: Establishment Officer/Sr. Accountant/Sel. Gr. Clerk/Clerk)

ISSUE OF MEDICAL CARDS/FAMILY DECLARATION

Family Declaration forms are first submitted by the employee. In case of new employee, a Medical Card is issued to the employee. In case of additions in the family declaration due to marriage, birth etc. the relevant changes are effected in the employee's medical card.

(Responsibility: Establishment Officer/Sr. Accountant/Sel. Gr. Clerk/Clerk)

STATIONERY (NON-STOCK)

Based on the request submitted by the user section, a letter is sent to MM's Division for supply of stationery. In case of Stationery to be procured by Medical Department (through Imprest Cash), three quotations under sealed cover are first obtained from local parties. The same is opened in the presence of an Officer from the Medical Department. A work order is then placed on the L1 party and after supply of the required item, the payment of the bill is done through imprest cash.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

SUBSCRIPTION

A request is first submitted by the User Section In-charge along with details of the reputed vendor from whom the subscription of the book is to be done. A proposal / PR is then put up for CMO's / Dy.Chairman's approval. On obtaining the approval, a letter is sent to the party for banking details. The party is entered as a vendor in the SAP System. PO is then created and sent to the party. In case of advance payment to be effected, due permission is obtained and the same is forwarded to Finance Department for payment through ECS / DD.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

VIGILANCE

Quarterly Statements are sent to the vigilance section regarding Canteen and Laundry contracts.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

MONITORING OF TLD CARDS – A proposal (annually) is first put up for payment towards monitoring of TLD Cards of the Radiology Section. Payment is effected through Finance Department by DD to the concerned party.

(Responsibility: Establishment Officer/Sr. Accountant/Clerk)

RATIFICATION

Delegation of powers upto a limit of Rs.30,000.00 has been given to CMO in various areas like Services, Material, Tools and Tackles, Furniture, Consultancy, Making stock items and others. This is subject to ratification by the Competent Authority on a quarterly basis. A proposal and statement in this regard is prepared and approval obtained from the concerned authority on a quarterly basis.

(Responsibility: Chief Medical Officer/Establishment Officer/Sr. Accountant)

(xiii) MEDICAL STORES

It is the overall responsibility of the Medical Stores to look after the procurement of the day to day medicines and other items required for the use of the hospital, as per the list prepared by the Drug Committee of the hospital, by floating necessary tender and also inviting limited inquires, as per requirement and finalizing the same with the due approval of the Competent Authority. Verification of bills towards procurement of medicines after preparing GRN, as per Annual Rate Contract and based on the Purchase Order and timely payment of the same is also looked after by the Medical Stores. Day to day inventory of the Stores is also handled by the Medical Stores. Vendors registration is done by the Medical Stores. The Medical Stores also deals with the distribution of procured medicines to the Pharmacy and other Sections of MPT hospital by keeping the correct accountability. Disposal of expiry medicines is also looked after by the Medical Stores.

<u>PROCUREMENT OF MEDICINES</u>	<u>SETTLEMENT OF BILLS</u>	<u>EXPIRY</u>	<u>OF</u>
<u>MEDICINES</u> ↓			
<u>By Annual Rate Contract</u>	<u>By Inviting Limited</u>		
<u>Quotations</u> ↓			
<ol style="list-style-type: none"> 1. Formation of Drug Committee by CMO (who decides the medicines to be purchased during the next financial year, their brands, annual requirement and estimated cost) 2. Approval of medicine list by CMO (Drug Committee obtains list of medicines from various doctors in the Hospital as regards their requirement and prepares final list of medicines to be procured during the next year and recommends to CMO. CMO verifies the list, do some changes if required as regards inclusion, deletion of brands, quantity, etc. 3. Obtaining of Approval of the Competent Authority (After medicine list is finalized and approved by CMO, Tender set is prepared and forwarded alongwith the medicine list for the approval of the Competent Authority through FA&CAO and Dy. Chairman) 4. Floating of Tender (ARC) On obtaining approval of the Competent Authority, tender set is published in the local dailies and displayed on the MPT Website, inviting offers in two cover system from the manufacturers/ authorized dealers/ distributors/ suppliers). 5. Forming of Tender Advisory Committee (Tender Advisory Committee is formed with the approval of the Competent Authority). 	<p style="text-align: center;"><u>PROCUREMENT OF MEDICINES</u></p> <ol style="list-style-type: none"> 1. Raising of Purchase Requisition : (PR is raised by Sr. Clerk when stock reaches R.O.L. (Re-order Level) point. The same is checked and verified by Pharmacist and E.O. (Stores) as regards the quantity to be procured, (based on the consumption pattern of last four years) and as per the yearly quantity earmarked in the ARC. (Only 50% of the yearly quantity or less is procured in one lot). PR is forwarded to CMO for approval. 2. After approval of PR by CMO, enquiry is floated among the limited manufacturers/their authorized distributors/ suppliers who are registered with the Medical Department giving approximately 3 weeks time to quote. 3. On due date, quotations are received by 3.00 p.m. and opened at 3.30 p.m. by Head Clerk, E.O. (Stores) and Dy. CMO(GD) in the presence of suppliers who choose to remain present. 4. Comparative Statement is prepared by SR. Clerk, checked and verified by Head Clerk, E.O. (Stores) and Dy. CMO(GD) and approved by CMO. 5. If the cost involved in procure of medicine is above Rs.30,00/-, the proposal is sent for Dy. Chairman's approval through FA&CAO. If the cost involved is less than Rs.30,00/-, procurement action is taken and subsequently ratification is obtained of Dy. Chairman. 		

6. Opening of First Cover (Technical Bid)

(Technical Bid of the offers received on due date are opened in the presence of bidders who remain present. Comparative statement is prepared after scrutinizing the offers. Shortfall of documents not supplied by the party are obtained from the parties by sending them letters and after completing all the formalities, final list is prepared indicating the eligible suppliers. The Report of Opening of Cover I is placed before the TAC. As per the recommendations of TAC, date of price bid opening is fixed and letters are sent to the eligible suppliers informing the due date of opening the second cover (Price Bid).

7. Opening of Price Bid

On due date, Price Bid is opened in the presence of bidders who remain present. Comparative Statement is prepared indicating therein the brand of the medicine and its lowest price. The comparative statement is placed before the TAC and recommendations of TAC are forwarded for the approval of the Competent Authority through FA&CAO and Dy. Chairman. On receipt of the approval of the Competent Authority, procurement action of medicines is initiated.

6. If the cost involved in procure of medicine is above Rs.30,00/-, the proposal is sent for Dy. Chairman's approval through FA&CAO. If the cost involved is less than Rs.30,00/-, procurement action is taken and subsequently ratification is obtained of Dy. Chairman.

RECEIPT OF MATERIAL & SETTLEMENT OF BILLS :

As per the terms of the Purchase Order, materials to be supplied within 30 days of receipt of Order. On receipt of material in the Medical Stores, Pharmacist checks the medicines supplied with the Purchase Order, brand and quantity supplied, notes the batch No. and expiry date and accepts the same. Also bills submitted by the suppliers is accepted by the Pharmacist along with the stock. In SAP, he does 103 movement for acceptance of goods supplied and Dy. CMO(GD) after verifying the brand, quantity, batch No., does the GRN 105 movement in SAP (i.e. when goods are received and acknowledged to be in good condition, the 105 movement under Goods Receipt Note (GRN) is done). Thus stock of medicines suppliers is taken in the stores and shown in the SAP system.

After GRN is done, Pharmacist forwards the bills to the stores Office by registering in a register for arranging payment. Invoice Document is created by Sr. Clerk in SAP. If L.D. is applicable for delay in suppliers, the same is recovered from the bill amount and Invoice document is forwarded to CMO through Head Clerk, E.O. (Stores) for approval. After CMO's approval Invoice copies are forwarded to A&CAO with a covering letter and list of bills for arranging payment to the suppliers.

Dispensing Pharmacy/Hospital sections gives requisitions to the Medical Stores and drawn medicines/kits required by them for dispensing. As per the requisition, medicines are issued to the Pharmacy/hospital Sections. Pharmacist in the pharmacy posts the issues of medicines to the patients and posts the same in SAP which ultimately is deducted by the SAP system from the stock of medical store.

EXPIRY OF MEDICINES :

Medicines supplied by the suppliers are having 2/3 self life. While taking the medicines in the stock, batch No. and Expiry date is noted in the Medical Store by the pharmacist. Before 6 months of expiry, a list of medicines which are going to expire within 6 months, is circulated among all the doctors. Also before 3 months of expiry, similar list is circulated among the doctors indicating therein how much stock is available in the Medical Stores and which is to be prescribed. Suppliers are also informed that medicines supplied by them are going to expire on a particular date and requesting them to replace the same or give credit note to the value of medicines due to expire. Care is taken to see that medicines do not expire. However, even after these efforts, if medicines expire, and credit note could not be obtained from the supplier due to completion of 2/3rd self life given by the supplier, a statement of such expired medicines is prepared indicating its value every year and a proposal is moved for approval of the Competent Authority to write off the expired medicines. On receipt of approval, the expired medicines are disposed off in the presence of Accounts Officer and cleared from the SAP System.

Accountal of Medical Stock and subsequent verification:

The Pharmacist (Stores) enters all the medicines in the stock in the system.

Records of issues and receipts are maintained in the respective card for accountal of medicines.

Verification of stock is done by Dy. CAO (M) annually.

The assessment of requirement of medicines is done based on the consumption, etc. and the same is being reviewed every year at the time of ARC by the Drug Committee and CMO. All the reviewed details are fed in the system during ARC.

1. Procedure followed for Annual Rate Contract for Procurement of Medicines.
 - i. Formation of Drug Committee by CMO – Who decides the medicines to be purchased during the next Financial Year, their brands, the companies, annual requirement and estimated cost.
 - ii. Approval of medicines list by CMO – Drug Committee obtains list of medicines from all Doctors/Specialists in the Hospital as regards their requirement and prepares a final list of medicines to be procured during the next year, which is approved by CMO.
 - iii. Obtaining approval of the Competent Authority – After the Medicine List is finalized and approved by CMO, tender set is prepared and forwarded alongwith the medicine list for approval of the Competent Authority through FA&CAO and Dy. Chairman.
 - iv. Floating of ARC Tender – On obtaining approval of the Competent Authority, the tender is published in the local dailies and displayed on the MPT website, inviting offers in two cover system from the manufacturers/authorized dealers/distributors/ suppliers fulfilling certain terms and conditions to be eligible.
 - v. Forming of Tender Advisory Committee - Tender Advisory Committee is formed with the approval of the Competent Authority.
 - vi. Opening of first cover (Technical Bid) – Technical bid of the offers received on due date are opened in the presence of bidders who remain present. Comparative statement is prepared after scrutinizing the offers. The report of opening of Cover – I is placed before the TAC. As per the recommendations of TAC, date of price bid opening (Cover – II) is fixed and the same is informed to eligible suppliers by sending letters.

- vii. Opening of Price Bid – On the due date Price Bid is opened in the presence of bidder who remains present. Comparative Statement is prepared indicating there in, the manufacturer's brand of the medicine, its lowest price and the last purchase price. The comparative statement is placed before the TAC and after TAC's recommendation the same is forwarded for approval of the Competent Authority through FA&CAO and Dy. Chairman. On receipt of approval by the Competent Authority, action for procurement of medicines is initiated.
2. (i) Procurement of other stores – Purchase Requisition is raised by Sr. Clerk in SAP on reaching the stock reaching Re-order Level (ROL) point. The same is checked and verified by Pharmacist (Stores) and E. O. (Stores) as and when required. The same is procured in staggered lots and the P. R. is forwarded for CMO's approval.
- (ii) Items which are not included in the ARC or rejected by the TAC or are of minimum quantity are procured by inviting individual quotations (limited inquiries). Medical stores raises P. R. in SAP when it reaches the ROL). The inquiry is floated among the limited manufacturers / their authorized distributors / suppliers who are registered with the medical department giving approximately 3 weeks time to quote.
- (iii) On due date quotations are received by 03.00 p.m. and opened at 03.30 p.m. by Head Clerk, E. O. (Stores) and Dy. CMO (G/D) in the presence of the suppliers, who wish to remain present.
- (iv) Comparative statement is prepared by Sr. Clerk, checked and verified by Head Clerk, E. O. (Stores), Dy. CMO (G/D) and approved by CMO.
- (v) If the cost involved to procure medicines, is above Rs. 30,000/- the proposal is sent for Dy. Chairman's approval through FA&CAO. If the cost involved is less than Rs. 30,000/- and more than Rs. 4,000/-, procurement action is taken and subsequently ratification is obtained of Dy. Chairman.
- (vi) Purchase Order for L1 party is prepared through SAP system by the Sr. Clerk, checked and verified by the Head Clerk and E. O. (Stores) and put for CMO's approval. On approval fair copy is taken by the Sr. Clerk, and put up to CMO through E. O. (Stores). After the signature of CMO on the P. O. is obtained the copy is dispatched to the supplier by Sr. Clerk.
- (vii) Receipt of Material and Settlement of Bills:
As per the terms of the Purchase Order, materials are to be supplied within 30 days of receipt of Order. On receipt of the materials in the Medical Stores, Pharmacist, Officer-in-charge of Stores checks the medicines supplied with the Purchase Order, brand and quantity supplied, note the batch no. and

expiry date and accepts the same and enters the same in SAP (GRN). Also bills submitted by the supplier are accepted by the pharmacist along with the stock. Thus stock of medicines supplied is taken in the store and shown in the SAP system.

After GRN is done pharmacist forwards the bills to the Stores Office by registering in a register for arranging payment. Invoice Document is created by Sr. Clerk in SAP. If L.D. is applicable for delay in supplies, the same is recovered from the bill amount and Invoice Document is forwarded to CMO through Head Clerk, E. O. (Stores) for approval. After CMO's approval invoice copies are forwarded to FA&CAO with a covering letter and list of bills for arranging payment to the suppliers.

Dispensing Pharmacy puts requisition to the medical stores and draws medicines required by them for dispensing. As per the requisition, medicines are issued to the pharmacy. Pharmacist in the pharmacy post the issues of medicines to the patients in the SAP system. Items for wards, Casualty/Operation Theatre, Radiology, Laboratory are directly issued from medical stores. Requisitions are made in SAP.

3. Procedure for Vendor Registration:

- (i) After receiving the introduction letter from the party the Vendor Registration Questionnaire Form is sent to them for filling up the form and asking them to pay Rs. 500/- towards registration fee by D. D. in favour of FA&CAO / MPT.
- (ii) After receipt of D. D. the same is sent to A. O. Cash / FA&CAO for encashing the same.
- (iii) To consider the request for registration of the firm the party has to submit the following documents:
 1. Balance Sheet copies of 3 years, certified by a Chartered Accountant.
 2. Copy of PAN Card.
 3. Income Tax Returns for 3 years.
 4. Experience Certificate.
 5. Authorization Letter from the party.

After receiving the above documents, CMO's approval is obtained for registration of the firm and the same is informed to the party.

4. Procedure for Disposal of expired medicines:

Medicines supplied by the suppliers must have 2/3 years shelf life. While taking the medicines in stock the batch no. and expiry date is noted by the pharmacist in the medical store.

Doctors are made aware of the medicines which are going to expire at 1, 3 and 6 months.

Suppliers are also informed that medicines supplied by them are going to expire on a particular date, requesting them to replace the same or give credit note to the value of medicines due to expire. Care is taken to see that medicines do not expire. However, even after these efforts if medicines expire and a credit note could not be obtained from the supplier, due to completion of 2/3rd shelf life given by the supplier, a statement of such expired medicines is prepared, indicating its value every year and proposal is moved for approval of the Competent Authority, to write off the expired medicines. On receipt of approval the expired medicines are disposed off in the presence of Accounts Officer and cleared from SAP system.

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DUTIES & RESPONSIBILITIES

1. CHIEF MEDICAL OFFICER – (1)

- Overall in charge of management of the Medical Department.
- To provide preventive, promotive, curative health care services for Port employees and their beneficiaries.
- Pre-employment medical examination, periodic medical examination, and occupational health service.
- Staff, establishment, and disciplinary matters.
- Appointment of Class III & IV employees in medical department and dealing in respect of establishment matters.

2. Sr. Dy. C.M.O.

- Deputy in charge of the Medical Department and assist C.M.O. in administrative matters.
- In absence of C.M.O. – in charge of the management of Medical Department.
- Provide preventive, promote curative health care services for the Port employees and their beneficiaries.
- Organisation of the work of the Medical Department.
- Conduct surprise inspections in the hospital (day/night)
- Co-Ordinator of Alcohol detection Committee and conduct surprise checks at work spots of the Port.
- Any other duties as assigned by CMO from time to time.

3. Sr. Dy C.M.O. (GYN. CUM OBST) - (1)

- The Gynecologist will be overall in-charge of Gynecological section/speciality in MPT Hospital and will be responsible for smooth functioning of the section. He will look after all clinical needs / requirements of outpatient and inpatients of the Gynecological section and will be responsible for the maintenance of the respective wards and outpatients. He will co-ordinate the services/activities of part time and Visiting Specialists / Super Specialists allied to his speciality.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- He shall assist CMO in administrative matters and also assist CMO in sending the information with regards to letters to Ministry/DHS and other organization.
- Any other duties as may be assigned by CMO from time to time.

4. Dy. CMO (PHYSICIAN) – (1)

- The Physician will be overall in-charge of Medical section/speciality in MPT Hospital and will be responsible for smooth functioning of the section. He will look after all clinical need/requirements of outpatient and inpatients of the Medical section and will be responsible for the maintenance of the respective wards and outpatients. He will co-ordinate the services/activities of part time and Visiting Specialists/Super Specialists allied to his speciality.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- Any other duties as may be assigned by CMO from time to time.

5. Dy. C.M.O. (SURGEON) – (1)

- The Surgeon will be overall in-charge of Surgical section/specialty in MPT Hospital and will be responsible for smooth functioning of the section. He will look after all clinical needs/requirements of outpatient and inpatients of the Surgical section and will be responsible for the maintenance of the respective wards and outpatients. He will co-ordinate the services/activities of part time and Visiting Specialists/Super Specialists allied to his specialty.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned specialty.
- Any other duties as may be assigned by CMO from time to time.

6. Dy. CMO (PAEDIATRICIAN) – (1)

- The Paediatrician will be overall in-charge of Paediatric section/speciality in MPT Hospital and will be responsible for smooth functioning of the section. He will look after all clinical needs / requirements of outpatient and inpatients of the Paediatric section and will be responsible for the maintenance of the respective wards and outpatients. He will co-ordinate the services/activities of part time and Visiting Specialists / Super Specialists allied to his/her speciality.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- Any other duties as may be assigned by CMO.

7. Dy. CMO (Anaesthetist) – (1)

- The Anaesthetist will be overall in-charge of Anaesthetist section/Operation Theatre in MPT Hospital and will be responsible for smooth functioning of the section. He/She will look after all clinical needs / requirements of outpatient and inpatients of the Anaesthetic section and will be responsible for the maintenance of the respective wards and outpatients.
- He will co-ordinate the services/activities of part time and Visiting Specialists / Super Specialists allied to his speciality.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- Any other duties as may be assigned by CMO from time to time.

8. Dy. CMO (RADIOLOGIST) – (1)

- The Radiologist will be overall in-charge of Radiology section / speciality in MPT Hospital and will be responsible for smooth functioning of the section. He will look after all clinical needs / requirements of outpatient and inpatients of the Radiology section. He will co-ordinate the services/activities of part time and Visiting Specialists/Super Specialists allied to his speciality.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- Any other duties as may be assigned by CMO from time to time.

9. Dy. C.M.O. (General Duty) – (1)

- He will also attend to general OPD cases and shall also be available on call at all times to attend emergency cases as and when need arises adhere to MPE (MA) Reg.
- Follow Acts, Rules, Regulation and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be endorsed from time to time and so far as they relate to them and their work. He will also follow the rules and Medical Ethics.
- He will render whatever help or assistance that may be required to CMO and other Specialist doctors as well as the general duty AMOs, so as to ensure that the entire medical staff work as a team and the working of the hospital is rendered smoothly.
- He will be responsible/assist in the procurement/operation and maintenance of all the equipment that belong to the concerned specialty of the hospital.
- He shall assist CMO in administrative matters and also assist CMO in sending the information with regards to letters to Ministry/DHS and other organization.
- Any other duties as may be assigned by CMO from time to time.

10. SR. MEDICAL OFFICER (SPECIALIST) – (1)

- The Specialist will look after all clinical needs/requirements of outpatient and inpatients in the concerned specialty cases. He will co-ordinate the services/activities of part time and Visiting Specialists / Super Specialists allied to his speciality.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- Any other duties as may be assigned by CMO from time to time.

11. Sr. MEDICAL OFFICER (General Duty) – (2)

- Attend the hospital at fixed times for the purpose of treatment of staff, their families or others entitled to the medical services of the Port Hospital and for the issue of medical certificates. He will, so far as reasonably possible arrange his/her programme of visits to patients at their residences in such a fashion as not to interfere with his/her work at the hospital.
- To attend shift duty and on call duty from time to time.
- He shall prepare and circulate duty roster for deployment of duty doctor for shift duty.
- Will reside within the Municipal limits of Mormugao.
- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- Any other duties as may be assigned by CMO from time to time.

12. MEDICAL OFFICER – (8)

- Attend the hospital at fixed times for the purpose of treatment of staff, their families or others entitled to the medical services of the Port Hospital and for the issue of medical certificates.
- Will also conduct general OPD / follow up OPD clinics.
- To attend shift duty and on call duty from time to time.
- Will reside within the Municipal limits of Mormugao and be available for emergency calls at all times.
- Render whatever help or assistance may be required to the Senior Doctors so as to ensure that the entire medical staff work as a team.

- He will attend the hospital at fixed hospital working hours for the purpose of the above mentioned duties and also attend emergency cases as and when need arises.
- Follow Acts, Rules, Regulations and bye-laws issued therein and all orders issued by the Govt., Board, Chairman, CMO that may be enforced from time to time so far as they relate to them and their work. He will also follow the rules of Medical Ethics.
- He will be responsible for the procurement/operation and maintenance of all the equipment that belong to the concerned speciality.
- Any other duties as may be assigned by CMO from time to time.

13. ACCOUNTS OFFICER –(1)

(Presently downgraded as Establishment Officer)

- He will carry out overall Supervision of Office of the Medical Department.
- He will attend to Departmental Promotion Committee (DPC) matters.
- He will attend to Staff Selection Committee (SSC) matters.
- He will attend meetings regarding implementation of the Hindi Language, H.A.C., D.P.C., and S.S.C. (Class III & IV).
- He will examine and put up for CMOs consideration, bills received through Establishment officer (EO) as follows:-
 - ❖ Pay bills of Medical Dept. Staff.
 - ❖ Medicals bills consequent to referral.
 - ❖ Medical bills for reimbursement from imprest cash and those for reimbursement by referring to Accounts Department.
 - ❖ LTC bills and other personal claims for employees of the department.
- Maintenance of proper decorum in the Medical Office.
- He shall look after the inventory of all sections and overall in-charge of the record section.
- Any other duties as may be assigned by CMO from time to time.

14. ESTABLISHMENT OFFICER – (1)

- Assisting the CMO in administrative work.
- Dealing with routine administrative work pertaining to staff matters, personal claims, procurement of stores, custody of stores and so on, thereby, relieving the Head of Dept. from the administrative, accounts and secretarial works.
- He will report to A.O.

PRINCIPAL DUTIES:

- He will deal with budget of the Medical Department.
- Exercise a check over the expenditure and whenever there is an apprehension of exceeding the sanctioned budget provision, he should bring it to the notice of his Head of the Department.
- He will deal with day- to-day routine administrative work.
- He will in the absence of A.O., substitute to represent the Medical Department in non-technical meetings.
- He will attend to compilation of any information asked for by GAD, Ministry and supervise the Establishment Section.
- Will scrutinize all recoupment bills for referrals, various contracts such as canteen, sanitation, pesticides, garbage, medical claims, LTC, etc, and put up to CMO through AO for CMOs consideration.
- Any other duties as may be assigned by CMO from time to time.

15. PERSONAL ASSISTANT – (1)

- Shall carry out the Secretarial duties to the CMO.
- Shall take dictation and typing.
- Shall maintain the correspondence and records of the CMO.
- Any other duties as may be assigned by CMO from time to time.

16. SR. ACCOUNTANT (Establishment) – (1)

- Shall be responsible for overall supervision of clerical staff working under him.
- Shall maintain discipline of the section and maintain records like inventory, reservation roster of various categories of caste, verification of paybills, and allied claims, Periodical returns relating to vacancy position and strength of staff, employment related activity, general supervision of office work, daily inward and outward tapal, reimbursement of medical bills, settlement of private bills, and several such activities to be controlled and performed in most efficient and prompt manner by forwarding to the appropriate section and officer.
- Shall be responsible for allotment of work to the clerical staff and shall function under direct supervision and orders of E.O. and CMO.
- Shall carry out any other duties as may be assigned by the Superior.

17. SELECTION GRADE CLERK – (1)

- Overall In-charge of Record Section of Hospital. Will supervise working of all the staff in the Record Section and ensure their punctuality.
- Will ensure prompt attendance to the patient and maintain files and medical records in most efficient and retrievable manner.
- Shall be responsible for records, medical examination, pre-employment, no dues certificate, final settlements, WCA cases, sick and fit certificates, medical file, missing file.
- Shall be responsible for maintenance of environment and all the clerical correspondence, supervision and control of staff inventory, fixtures and day to day activities of the record section, through Officer-In-Charge to CMO.
- Shall carry out duties as may be assigned by CMO.

18. SR. CLERK (Estb) – (2)

- Shall carry out all the clerical duties, proposals, correspondence, etc. with help of junior clerical staff and forward to the senior officials for further action.
- Shall maintain records of hospital equipments, inventory, maintenance, repairs, posting of challans, track on warranty, procedures of awarding contract (Laundry bills and canteen services).

- Shall prepare in consultation with superior, Plan & Non-plan budget, temporary entry permit and maintain diet, emergency and general imprest. Shall attend and render help to juniors and assist senior in their duties.
- Issue BCS and attend Budget related work.
- Attend to day to day Paybill related work of Medical staff .
- Any other duties as may be assigned by the Superior.

19. STENOGRAPHER – (1)

- Shall render Secretarial assistance to the superiors (E.O. & CMO). Taking down short hand dictation, typing. Stenographer shall attend to the duties of P.A. to CMO (in absence).
- Any other duties as may be assigned by the superior.

20. CLERK (Estb) - (9)

- Shall be responsible to give clerical assistance to the Senior staff members to carry out day to day duties of particular section.
- Settlement of bills towards services of private doctors /Ambulances/private vehicles/Pvt. Patients, attend to work relating to carrying out maintenance to Xerox machine/duplicating machine of Medical Dept., etc.
- To procure stationary/uniform and accessories and other related items, soaps and towels from MM Dept. and issuing of the same to the staff of Medical Dept. by maintaining correct accountability, thereof.
- Attend to the work relating to Issue of referral letters, settlement of medical bills of various referral hospitals, preparation of statement of advances, preparation of paybills, maintenance of leave accounts, processing of allied personal claims of staff of Medical Dept., miscellaneous correspondence, etc.
- Maintain SC/ST Roster, attend to DPC/SSC work, submission of periodical returns and attend to general correspondence. Reply to Audit queries, RTI letters in a time bound manner.
- Maintain records of pensioners towards availing medical facilities under CMBAR, attend to day to day correspondence towards AMC, Attend to work relating to issue of ID Cards to the staff of Medical Dept., attend to the work relating to procurement of hospital equipments, correspondence on deputing staff of Medical Dept. on tour and training, work relating to award of canteen, laundry contract, etc.
- Any other work entrusted by Superiors.

21. ATTENDER – (1)

- Shall be responsible for opening and closing of CMO's office.
- Shall attend to CMO.
- Any other duties as may be assigned by his Superiors.

22. PEON-(1)

- Keeping in place of files on directions of Office Staff, taking files / papers from one to other office staff, as may be required.
- Opening and Closing of office premises.
- Any other duties as may be allotted by his Superiors.

23. ESTABLISHMENT OFFICER (STORES)-(1)

- Overall supervision of Medical Store and Medical Store Office.
- Check, scrutinize and verification of PR created by Sr. Clerk and forward for approval.
- Check, scrutinize and verify limited enquiry to be floated and put up for signature of C.M.O.
- Attend Tender opening on due dates.
- Receive list of medicines duly approved by Drug Committee and C.M.O. prepare ARC tender set and put up proposal for obtaining Chairman's approval.
- On receipt of approval put up tender on MPT web.site and advertise on the local newspapers.
- Scrutinize cover-I of ARC Tenders after opening and prepare scrutiny report and put up for approval.
- Scrutinize cover-II of ARC Tenders after opening and prepare comparative statement and place before the TAC.
- Prepare TAC Report and forward for approval of the Competent Authority.
- In case of Limited enquiries, after opening of quotation check, scrutinize and verify comparative statement and forward to C.M.O. through Dy. C.M.O.(GD) for approval.

- To ensure that after approval of Comparative Statement, draft P.O. is put up for C.M.O.'s approval and after approval put up fair copies for CMO's signature.
- In case of ARC items, after approval of P.R. put up proposal alongwith draft copy of P.O. for C.M.O.'s approval and after approval put up fair copies for CMO's signature.
- Receive invoices after GRN is done and check, scrutinize and verify and park the document for CMO's approval (save as complete) and after approval forward the same to F.A. & C.A.O. for arranging payment to the suppliers.
- Forward quarterly returns to C.V.O.
- If medicines are not supplied within delivery date, take up the issue with the suppliers and ask them to supply immediately.
- To see that medicines are always available in the Medical store to be supplied to the Pharmacy as and when required.
- To see that as far as possible maintain Zero inventory in the Medical Store.
- Relevant correspondence with the suppliers of Medicines.
- To solve any difficulty faced by the staff while working on SAP.
- To do any other work entrusted by C.M.O. from time to time.

24. HEAD CLERK (STORES) - (1):

- To check, scrutinize and verify enquiries prepared by Sr. Clerk/Clerk and put up to E.O. for onward approval and after approval give opening dates.
- To receive quotations on due dates and assist Dy. CMO & E.O. in tender opening.
- Registration of New Vendors. Receive their applications, scrutinize, put up proposal, get approval of C.M.O. and send letter of registration to the Vendors.
- Scrutinize, check and verify the comparative statements prepared by Sr. Clerk/Clerk.
- Scrutinize, check and verify draft P.O. prepared by Sr.Clerk/Clerk.
- Scrutinize, check and verify invoice documents and clear them on SAP for onward approval.
- To perform any other work entrusted to him by CMO from time to time.

25. SR. CLERK (STORES) –2 :

- To look after inward and outward and posting of enquiries, Purchase Orders and other correspondence.
- Maintain advance for postage purpose.
- Evening Session to work in Medical Stores and look after preparation of Purchase Requisitions when stock comes to ROL level.
- To assist E.O. in the Stores Office and Pharmacist(Stores) in Medical Stores.
- Prepare quarterly progress report to be forwarded to Chief Vigilance Officer.
- To take out copies of statement of medicines expiring within three /six months and provide to all doctors.
- To deal with EMD and Security Deposit of the parties and Agreement in case of ARC.
- To received list of approved PRs and take procurement action accordingly. In case of ARC items put up proposal and draft P.O. and in case on Non-ARC items put up enquiries.
- Prepare comparative statement on receipt of quotations after opening and put up for approval.
- On receipt of approved comparative statement, prepare and put up proposal and draft P.O. for approval.
- On receipt of approval take out fair copies of P.O. and put up for C.M.O.'s signature.
- On receipt of bills, prepare invoice document in SAP and put up for approval.
- Prepare a statement and covering letter to forward the bills to Finance Department for arranging payment.
- Write Ratification Register and put up for obtaining approval of Dy. Chairman.
- On receipt of statement of medicines which are going to expire within 3/6 months, prepare a letter to be sent to the supplier requesting the replace the stock before expiry.
- To do any other work given from time to time by Head Clerk and E.O (Stores).

26. CLERK (STORES) – (3)

- To receive list of approved PRs and take procurement action accordingly. In case of ARC items put up proposal and draft P.O. and in case on Non-ARC items put up enquiries.
- Prepare comparative statement on receipt of quotations after opening and put up for approval.
- On receipt of approved comparative statement, prepare and put up proposal and draft P.O. for approval.
- On receipt of approval take out fair copies of P.O. and put up for C.M.O.'s signature.
- On receipt of bills, prepare invoice document in SAP and put up for approval.
- Prepare a statement and covering letter to forward the bills to Finance Department for arranging payment.
- Write Ratification Register and put up for obtaining approval of Dy. Chairman.
- On receipt of statement of medicines which are going to expire within 3/6 months, prepare a letter to be sent to the supplier requesting the replace the stock before expiry.
- To receive the stock of medicines supplied by suppliers and do GRN 103 movement.
- To record the stock received on the Bin Cards (to be maintained till 31-3-2012).
- When the stock reaches at R.O.L. assist Sr. Clerk for preparation of P.R.
- Maintain Bin Cards upto date by posting receipts and issues of medicines to Pharmacy. Also to maintain yearly consumption pattern and furnish to E.O./Dealing hands as and when required.
- To do any other work given by Pharmacist/Ward Keeper and E.O. from time to time.

27. PHARMACIST (WARD KEEPER) (1) :

- To check the expiry date and batch No. of the medicines, self life and accept the stock of medicines supplied by suppliers.
- To receive reservations from Pharmacy, to take out stock as per their reservation and issue the same to Pharmacy as and when required.
- To assist Dy. C.M.O. to take the stock in Medical Stores by doing 105 movement.
- To check the expiry date of the medicine and prepare a statement 3/6 months before their expiry and forward to E.O./CMO for approval and onward circulation to Doctors.
- To pursue with the suppliers to supply the medicines within delivery date and see that medicine do not go out of stock.
- To segregate the medicines expired and not replaced by suppliers and pursue with the suppliers to replace them.
- Once in a year prepare a statement of medicines expired and which will not be replaced by suppliers and submit to E.O. for necessary action for write off.
- Prepare a statement of availability of essential medicines in Medical Store every month and submit the same as per I.S.O. Requirement.
- To do any other work given from time to time by E.O., Dy. CMO and C.M.O.

28. STORES ISSUER – (2):

- To Assist Pharmacist/ Ward Keeper to check and count the stock on receipt and put them in place after GRN is done.
- To Assist Pharmacist/Ward Keeper to issue the stock to the Pharmacy after checking and counting.
- To ensure that Stock issued to the Pharmacy is first in first out principle basis.
- To arrange the medicines in Medical Stores in such a way so as to easily available for issuing.
- To do any other work given by Pharmacist(Stores) and E.O. from time to time.

29. NURSING SUPERINTENDENT – (1)

- Nursing Superintendent is the overall administration In-charge of Nursing, House Keeping, Dietary, Operational, Hospital Sanitation and Other Staff / Patient Services related areas of Medical Department.
- The Nursing Superintendent shall be responsible for planning and organizing all the above services in the Medical Department maintaining and control over the staff working under her.
- Conduct daily rounds of the wards and the Out-Patient Department and conducting inspection of the hospital premises and arranging for rectification of any defects detected.
- Shall be assisted by Matron and Asst. Matron.
- Submit suitable proposals for the materials, equipment required for nursing care in the Hospital, by the nursing staff, giving specifications, approximate cost, source, and process requests/ proposals received from different sections under control for procurement of the same.
- Handle grievances and problems of patients, and staff under her control and shall initiate corrective and preventive measures to rectify. She shall promote and enhance the skills development by providing in-house education programmes and training, counseling by creating healthy and familiar atmosphere amongst the staff to provide utmost satisfaction to the patients.
- She shall control and maintain all the equipment, inventory, furniture, materials, fixtures pertaining to the Nursing Section only and also all the records pertaining to the same and all the records of nursing activities. She shall also ensure the efficient functioning and services rendered by various section under her controls such as Casualty, OPD, Indoor, OT, FAP, Oxygen Bank, Laundry, Linen, Diet (Kitchen), etc. She shall strictly check and supervise all the activities of these sections and ensure perfect and efficient maintenance of records, equipment, inventory services, etc. of the Nursing Section only.
- Shall look after the overall disposal of Biomedical Waste in the Hospital.
- Any other duties as may be assigned by CMO from time to time.

30. MATRON – (1)

- Matron shall supervise, manage and administer nursing services of the Hospital.
- Shall be under direct control of Nursing Superintendent and assisted by Asst. Matron and shall perform her duties in co-ordination and consultation with Nursing Supdt.
- Shall carry out constant check periodical rounds and supervise the activities of wards besides O.T., FAP, OPD, Kitchen, Linen, Oxygen Suction Pipeline Services time to time and shall communicate to the Superiors.
- Shall carry out all the duties and responsibilities performed by Nursing Superintendent in her absence or in emergency as and when need arises. Thereby she becomes second in command in Nursing Section and shall also carry duties and responsibilities from Serial No. 2 to 8 of N.S.

31. ASST. MATRON – (1)

- Asst. Matron shall supervise, administer and control Nursing services of the Hospital.
- Shall implement strict supervision over Ward Sisters and shall co-ordinate with Matron and Nursing Supdt.
- In absence of Matron, she shall carry out her duties and responsibilities and in the absence of Nursing Supdt., she shall help Matron in discharge of duties. In absence of both, N.S. and Matron she shall be overall in-charge of entire nursing services of Wards and OPD's. Thereby she shall function as third in command in Nursing Section and shall continue the duties carried out by Nursing Supdt. and Matron, as and when need arises.
- Asst. Matron shall guide juniors and assist her seniors.
- Shall co-ordinate and control wards and other sections day to day activities interacting with ward sisters, staff nurses and attending staff and communicate its evaluation, performance and efficiency to N.S., Matron, CMO.
- Asst. Matron is in-charge of the Conference Hall, the Audio Visual Equipment and will be responsible for making all the arrangements whenever any meetings, conferences, patient clinics are held in the Conference Hall.

- Asst. Matron will maintain the records and check on the attendance of all Nursing Staff and other staff under the Nursing Section. Shall also supervise issue of Library Books and periodicals of the Hospital and shall be responsible to check and supervise proper maintenance of inventory, equipment, material and records.
- Asst. Matron will ensure the issue of stationary to the various sections and ensure that the clerk maintains the records. Shall also supervise and visit periodically FAP, OPD's, Mortuary, surroundings etc. and shall inspect Hospital from time to time and corrective measures shall be initiated by her.
- All other duties as indicated in Sr. No. 3 to 8 as indicated in Nursing Supdt.

32. O.T. SISTER - (2)

- Shall supervise the functioning of O.T., shall control and check that the procedure adopted have been carried in accordance with orders.
- Shall be responsible for maintenance of O.T. requirement such as safety checks of sterilization of environment, work station, O.T. table, air conditioner, instruments, linen, house keeping, sanitation, bio-medical waste, etc. Shall also maintain up-keep of O.T. material, stock, drugs, anaesthesia and surgical requirements, etc. and maintain complete records for safe and efficient O.T. services.
- Maintaining of scheduled drugs used in O.T. and checking the administration of drugs. Provides assistance to the Anaesthetist and Surgeon maintaining Operation Register, Procurement, etc.
- Shall be responsible for un-interrupted routine or emergency O.T. services by ensuring efficient and prompt availability of staff working under her.
- Shall attend the supervisory, administrative and maintenance of Medical, Surgical and Nursing duties in co-ordination and orders of Doctor In-charge, Surgeon and Superior.
- Shall maintain the records and documents pertaining to O.T. Techniques and the material, equipments, consumables, linen, etc.
- Any other duties as may be assigned by Superiors.

33. WARD SISTER - (8)

- Ward sister shall supervise nursing care and all patient related services involving, welfare, treatment, administering medications, attendance to the patient's need as per the directives of treating doctor, through the nursing and attending staff under her control.
- Accompany doctor for rounds. Shall be responsible for all equipment, inventory, fixtures, linen, dietary, administrative, house-keeping of the ward. Maintenance of records of treatment and other matters involving indoor patient's services.
- Training of juniors staff. Shall be responsible for day to day activities of the ward. Shall ensure adequate material and store is available to carry the day to day services. Thus she shall maintain and control material and stores under custody. Shall maintain records upto date. Shall assist Asst. Matron, Matron and N.S. and motivate nurses for good care of patients. Ensure excellent house keeping, shall inspect every site and ensure excellent patient care. Shall maintain the record of the observation made of each patient.
- Shall carry out all the duties assigned by superiors.
- Segregation & Disposal of garbage.

34. STAFF NURSE – (37)

- Shall be responsible for providing efficient nursing care to the patients. Shall work under directives of Ward Sister, Asst. Matron, Matron, N.S. and Doctors.
- Shall carry out duties and follow Strict orders of Doctors. Shall be responsible for all the orders compiled before daily rounds of Doctors or Specialists.
- Shall maintain records of day to day work carried out by her and keep treatment sheets up to date. Shall maintain records of inventory and equipment, medicines and material under the custody of wards or section. Shall help attending staff in all patient's related aspects and services and assist superiors.
- Shall be available for emergency on call. Shall reside close to hospital and maintain all the norms for smooth functioning of the shifts and ward services.
- Shall carry out duties of ward sister in her absence and maintain confirming services.
- Shall ensure attending services are efficient and patient's care is in no way disturbed.
- Male Nurse shall carry out duties indicated in the category of Staff Nurse. However, Male Nurse is posted to look after the services of OT, FAP or any isolated places where Male Nurse can discharge his duty pertaining to patient care.
- Any other duties as may be assigned by her superiors.

35. AUX. NURSE & MIDWIFE – (1)

- Shall carry out all the duties as indicated in Staff Nurse category specially her posting would be in OPD, Wards, Labour room, ECG and Immunization services.
- Shall carry out the orders of doctors and superiors from time to time and maintain all the records of material and activities carried out. Shall carry out the duties of Staff Nurse in case of emergency.
- Shall carry out the duties assigned by superiors.

36. PHYSIOTHERAPIST – (1)

- The Physiotherapist shall work under the direction and control of the Orthopaedic Surgeon / M.O. I/C, OHSC. She shall operate from OHSC and work under the control of N.S. and M.O. I/C, OHSC.
- Shall be in-charge of Physiotherapy section and shall provide services both in and out patient. Shall take rounds of the wards and review with the medical and nursing staff physiotherapeutic needs of the patient and keep record of findings.
- Shall be responsible for maintenance, up keep, procurement, proper installation use of various Physiotherapy equipment and inventory and its records. Shall be responsible for maintaining records, registration of patients undergoing physiotherapy and shall provide necessary information to the patient in various condition referred to the Physiotherapist. Shall maintain and track of warranty period, maintenance contract and routine maintenance of the equipments under control. Shall reside in Vasco and be available on call duty, in emergency.
- Shall attend any other duties as assigned by Superiors

37. PSYCHIATRIC MEDICO SOCIAL COUNSELLOR (PMSC) - (1)

- The PMSC shall work under Physician and operate from OHSC. Shall be responsible for setting up and managing PMSC services to the patient with families. Shall take daily rounds to the wards, discuss and review with medical and nursing staff for the counseling needs. Shall assist in counselling in rehabilitation of alcohol and other substance abuse by individual. Shall conduct pre and post test counselling.
- Shall co-ordinate and participate in alcoholic anonymous (AA) meetings. Shall co-ordinate between patient, family, relatives and staff of other departments as medical social worker. Shall create the awareness by attending group meetings and education programme. Shall maintain all the registers and records / statistics and data pertaining to function.
- Shall be available on call if needed. Shall involve in motivation of small family norms, breast feeding, blood donation and such matters.
- Shall attend any other duties as assigned by Superiors.

38. DIETICIAN – (1)

- The Dietician shall be in charge of day to day dietary and kitchen activities of the hospital. Shall directly work under Matron / N.S.
- Shall ensure recommendation of diet at schedule timing, shall take rounds in the wards for special dietary needs. Shall ensure the quality, quantity and type of diet is served to the patient as prescribed by Doctors.
- Shall ensure procurement of material required for cooking and shall supervise its preparation, material handling, atmosphere of cooking and records pertaining to all procurements as per the diet requirement of the hospital.
- Dietician shall maintain account of diet advance and render daily account of advance to the Sr. Clerk / Clerk.
- Shall ensure each admitted patient is aware of dietary requirements.
- Shall maintain uninterrupted supply of provisions, grains, LPG cylinders, material and all the assistance to the kitchen staff to achieve effective dietary services. Shall maintain proper house keeping, sanitation and work amongst the staff. Shall ensure immediate disposal of wet waste generated during the day's activity. Shall be responsible for all the diet and kitchen activities correspondence and queries. Shall ensure proper hygienic condition and all the staff involved in cooking procedure are checked for medical fitness.

39. TECH. GR. II (MEDICAL) –(1)

- Technician Gr. II (Medical) shall work under the direction and control of Occupational Health Officer or any other Officer appointed by CMO. Shall look after maintenance of medical equipment in the hospital.
- All correspondence originating from the Technician Gr. II (Medical) shall be routed through Occupational Health Officer/Superior Officer.
- Will assist / coordinate in the maintenance of the various electro medical equipment in the hospital such as ECG machine, monitors, spirometer, incubator, oxygen bank, Chemical Analyser, X-ray, Stress test machine and other laboratory equipment, Sonography machines, OT equipment, etc. Will take a daily round of the hospital to check the equipment and verify whether they are in order / malfunctioning and wherever necessary take timely action for opening / renewal of AMC's in respect of medical equipments in consultation with the sectional head concerned.
- Shall attend various sections for routine periodic and emergency maintenance.
- Will assist in the activities / operations of the Cardio Pulmonary Lab. and take Electro Cardiograms whenever required.
- Will attend to any other duties as may be assigned by the Superiors.

40. CLERK (RECORD)- (1)

- Shall carry out all the duties that are indicated in the category of Clerk attached to Establishment Section. However, the Clerk attached to records section will carry out particular duties pertaining to their function and the nature of work involved in sections.
- Clerk attached to Records Section shall maintain medical files of eligible patient, indoor and outdoor records of patients, issue of sick and fit certificate on advice of doctors.
- Shall maintain various registers, files, of records section of the hospital and keep proper custody of records in consultation with Sel. Gr. Clerk.
- Shall assist doctors in clerical work such as referral letters, etc. time to time.
- Shall attend to any other duties as may be assigned by superiors.

41. CLERK (LINEN) – (1)

- Shall function under direct control of N.S. and shall be responsible for indent of linen according to the requirement of hospital from the MM Division. Shall be responsible for supply of linen to the wards, OT and other sections.
- Shall be responsible for the maintenance and up keep of linen and maintain records pertaining to the linen of the hospital.
- She shall control and maintain store and physical verification monthly. Submit the report to Matron, Nursing Supdt. She shall do mending, re-stitching, of old hospital linen, etc.
- Any other work allotted by her superiors.

42. HOSPITAL RECORD ATTENDER - (2)

- To assist Clerk (Record) in Registration of the patients by taking out the medical files of the respective patients reporting to the hospital to avail medical treatment from time to time.
- To sort out and keep the medical files of all the staff/ pensioners/ dependents/ CISF/ other beneficiaries in the systematic manner in the Record Room.
- To maintain inpatients case papers in a systematic manner in the Record Room.
- Any other work assigned by superiors from time to time.

43. HEAD COOK – (3)

- Shall Co-ordinate the working of kitchen with the help of cook and kitchen attendant, under supervision of dietician.
- Shall function independently in the absence of dietician, under the overall guidance of Nursing Supdt.
- Shall carry out all the duties from Sr. No. 3 to 7 as indicated in the duties and responsibilities of Dietician.

44. COOK – (7)

- Shall receive food articles according to indents from Head Cook/Dietician. Shall prepare food as required by the Dietician and according to Menu. Shall store cooked food properly till distribution. Shall cook and distribute the food to the various wards and prevent wastage of food. Shall maintain the cooking ranges and other cooking appliances in good condition.
- Shall supervise the duties of other auxiliaries working in the kitchen and take safety precautions to prevent fire and injuries to those working in the kitchen.
- Shall carry out any other duties as instructed by his/her Supervisors.

45. KITCHEN ATTENDANT – (4)

- Keep the kitchen floor, walls, fittings, utensils clean by scrubbing every time after use by sweeping and washing daily.
- Collect plates, glasses, cups, spoons, etc. after the patients have finished their meals, wash these and keep dry, ready for the next meal.
- Help the cook in distribution of meals and keep the refrigerator clean by regular defrosting and washing.
- Collect and deposit the garbage in the bin provided for further disposal. Keep the cooked material in proper condition.
- Any other duties as directed by the Superiors.

46. DRESSER IN-CHARGE – (1)

- Maintain the dressing room and the appliances there in proper and working order.
- Responsible for the preparation of lotions, ointments and applications of surgical, dressings, bandages and safe custody and proper maintenance of

linen, surgical sterilization of instruments and other equipment in the dressing room.

- Shall provide first aid to the injured and co-ordinate the function of patient care in any such areas wherever posted.
- Shall maintain records, stock of dressing material, drugs, consumables, or any equipment, inventory, fixture, etc. under his custody.
- Shall co-ordinate and function directly under Officer-In-Charge and Ward Sister.
- Carry out any other duties as ordered by his Superiors.

47. DRESSER – (9)

- Shall render first aid to the patients attending the First Aid Post.
- Shall attend to the dressings of surgical cases in the dressing room, First Aid Post and also in wards when so ordered.
- Shall help nurses to prepare cases for operation when required.
- Shall attend to operation and maintenance of Oxygen bank together with piped gases lines and central suction lines.
- Any other duties as directed by the Superiors.

48. HOSPITAL ATTENDANT – (34)

- Shall receive the patients on admission and assist the patient in getting into/out of the bed. Shall attend to the personal hygiene of patients, bath & brushing teeth, changing clothing, giving enema, etc. Shall assist / prepare the patients for operations, laboratory, X-ray, and other investigations. Shall transport patients to various departments in the hospital.
- Shall assist the doctor and nurse in handling and observation of patients and in simple basic nursing procedures. Shall assist the nurse or doctor medical procedures.
- Shall assist the staff nurse in making beds of non-ambulatory cases. Shall assist the staff nurse in getting supplies from the dhobi, disinfecting mattresses.
- Shall clean and do dusting of beds, lockers and other furniture.
- Any other duties as directed by his/her Superiors.

49. MALEE – (1)

- Shall be responsible for maintenance and up keep of garden and surrounding areas of the hospital premises.
- Shall carry out day to day watering and upkeep maintenance work. Shall keep the garden and surrounding areas clean and neat.
- Shall carry out any other duties as directed by his Superiors.

50. LIFT OPERATOR – (1)

- Operating lift.
- Any other duties assigned by superiors from time to time.

51. SANITARY JAMADAR – (1)

- He will supervise the work of the Sanitary Staff working under his gang and will take their roll call twice a day.
- He will be responsible for issue of Sanitary stores in his charge to the staff working under him.
- He will ensure that the sweepers regularly treat the latrines and latrine pans with crude oil and disinfectants.
- He will report to the Sanitary Inspector if he notices any repairs required to the drains, latrines, etc.
- He will look after the intensive spraying of quarters, etc. places from time to time.
- To arrange with the sweepers for disposal of effluent from the septic tanks of Port Quarters and office periodically.
- Any other duties as directed by the Superiors.

52. WOMAN KHALASEE – (4)

- She will remove the vegetation from the edges of the drains and other cess-pools or potential breeding places of larvae and assist to carry out works/duty of Khalasee and Sweepers.
- She will prepare DDT and other insecticides and spray the same in the Port quarters and service building under the supervision of Sanitary Jamadar.
- She will dig the pits required for the disposal of septic tank effluent.
- She will carry out any other duties as ordered by her Superiors.

53. SANITARY SWEEPER – (35)

- Shall sweep, clean and maintain Hospital premises.
- Shall supply bed pans and urinals to the patients, clean them after use and sterilize them and keep patient ward clean.
- Shall do the initial washing of soiled linen (i.e. when it is soiled by excreta and discharge).
- Shall collect the garbage, residential and other hospital refuse for disposal.
- Shall remove the choke ups of toilets, bathrooms and drains.
- Shall carry out any other duties as ordered by his Superiors.

54. SANITARY KHALASEE – (7)

- Shall remove the vegetation from the edges of the drains and other cess-pools and shall be responsible for conservancy and house keeping matters.
- Shall fill depressions, canalize and drain the stagnant water.
- Shall transport the garbage from Port quarters / offices.
- Shall carry out any other duties as ordered by his / her Superiors.

55. WATCHMAN – (1)

- Shall carry out watch and ward services.
- Shall be responsible for safety and security and ensure that entry is restricted and controlled. Shall follow norms and instructions given by his superiors strictly.
- Shall protect the property of the port.
- Shall carry out any other duties as entrusted by his Superiors.

56. LABORATORY IN-CHARGE – (1)

- Shall be the over all in-charge of the Pathology Section.
- Shall control staff deployed under him/her.
- Shall carry out all the administrative works of the Section, maintenance of records, control of stores, equipment, chemicals, reagents and tools of the Section.
- Shall reply audit queries.
- Shall supervise technical function carried out by the staff.
- Shall carry out Laboratory investigations with available equipments and verify reports.
- Shall maintain inventory of the section.
- Shall attend collection of Blood and supervise the same.
- Shall ensure smooth functioning of the section and liase with stores attached to the Medical Dept., pertaining to materials of store.
- Shall prepare duty roster and ensure uninterrupted shifts and posting.
- Shall attend to emergency call if needed.
- Carry out periodic inspection of the laboratory equipments and ensure smooth functioning of sources.
- Any other duties as may be assigned by CMO.

57. SR. LABORATORY TECHNICIAN - (2)

- Shall supervise and control Laboratory reagent / chemicals / equipment / instruments / and technical working of Asst. Laboratory Technician.
- Shall assist superiors and help collection of specimen, etc.
- He/She will be responsible for technical reports before posting and placed for signature.
- Shall maintain registers / folders / files / inventory of Laboratory and control clerical and technical work of the Laboratory.
- Shall carry out all the investigations and furnish statistical data of day-to-day working, use of store material and ensure efficient functioning of laboratory.
- Shall communicate and ensure availability of laboratory material and maintain such records.

- Shall will help superiors and other staff while carrying out technical/clerical duties.
- Shall perform any other work as entrusted by the superiors.

58. ASSISTANT LABORATORY TECHNICIAN - (6)

- Shall be responsible for the maintenance of Laboratory equipment and instruments in good condition. He/She will maintain the register / files / folders of the Laboratory and upkeep the statistical data, control of disposable needles, syringes, etc.
- Shall collect the blood specimens from wards and OPD and perform investigation independently.
- Shall write register and posting of reports.
- Shall assist his superiors in the examination of specimens.
- Shall ensure upto date collection counter and prepare necessary reagents solutions, etc.
- Shall supervise working of Sanitary Sweeper and Laboratory Boy.
- Shall will perform any other work as assigned by the superiors.

59. RADIOGRAPHER – (1)

- The Radiographer is in operational charge of the X-ray equipment.
- Assist the Radiologist in taking Skiagrams and screening of patients.
- In the absence of the Radiologist take Skiagrams of patients.
- In the absence of Dark Room Assistant / X-Ray Technician develop and process exposed X-ray films, and prepares and maintains developing solutions.
- Maintain or be responsible for maintaining all the registers, equipments and records of X-ray department in order to control of stock.
- Shall supervise the X-ray Tech., Dark Room Assistant and X-ray Attendant.
- Carry out any other duty ordered by his superiors.

60. X-RAY TECHNICIAN – (2)

- Develop and process exposed X-rays films and prepare and maintain developing solution.
- To assist Radiographer in taking X-rays of the patients.
- Any other duties as directed by the Superiors.

61. DARK ROOM ASSISTANT – (1)

- Shall assist the Radiographer during the X-ray procedures and maintenance of records.
- Develop the X-Ray Films.
- Any other duties as directed by his Superiors.

62. X-RAY ATTENDANT – (1)

- To assist Radiographer / Radiologist and X-ray Technician.
- To develop and process X-ray films and prepare and maintain the developing solutions.
- To clean equipment of cassettes.
- Maintenance of cleanliness of furniture, equipment, utensils, etc. of the Sections.
- Be on attendance to the superior staff of his section and assist in related jobs.
- Carry out any other duties as ordered by his Superiors.

63. CHIEF PHARMACIST – (1)

- Procure medicines from the Medical Stores.
- In the dispensary section supervise and direct the Pharmacists and other staff in dispensing correct medicines.
- Maintain discipline among his subordinate staff.
- Be responsible for proper maintenance of equipment and stores of the section.
- Shall be responsible for the smooth functioning of the Dispensary.

- Be responsible for maintenance of all Records and Ledgers of the Section upto date.
- Shall be responsible to identify expired medicines, segregation, quarantining and disposing them off suitably.
- Shall go to the medical stores to check the medicines issued, expiry date, etc. when reservations are made by pharmacy.
- Any other duties as may be assigned by CMO.

64. SR. PHARMACEUTIST – (1)

- In the dispensary supervise and direct Pharmacist and other staff in dispensing correct medicines, issue medicines and help summarize the stock position.
- Be responsible for proper maintenance of equipment and stores of the section and assist Chief Pharmacist.
- Be responsible for maintenance of all records and ledgers of the section. Shall assist the Chief Pharmacist.
- Carry out any other duty ordered by his superiors.

65. PHARMACIST – (5)

- Issue medicines independently. If needed prepare mixtures and record issues and receipts in respective registers, and maintain account thereof. Work with other staff in the dispensary, medical stores, hospital. Shall be responsible for dispensing of medicines and the maintenance of storage, etc. Make reservations of medicines required from Medical Stores.
- Carry out any other duties pertaining to medicines example arrange list of out of stock medicine, expiry medicine and attend the medical stores. When dispensary attendant on leave, bring small quantity of medicines from stores if needed in dispensary.
- Shall assist Sr. Pharmacist and Chief Pharmacist. Will attend to any other duties as may be assigned by his/her Superiors.
- Issue DOTS treatment to T. B. patients, maintain treatment sheets, sputum tests, write date of next dose on TB Card, visits, etc. and submit the same to Government Health Care.

66. DISPENSARY ATTENDANT – (1)

- To collect the dispensary key from the Doctor on duty and open the dispensary in the presence of Sr. Pharmacist / Pharmacist.
- Cleaning and maintenance of dispensary in order.
- Attend the dispensary staff as and when required.
- Carry down all the medicines from the medical stores with all the care, as and when a requisition is placed on the medical stores and keep them in their respective places in the dispensary.
- Carry out any other duties as entrusted by his/her Superiors.

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