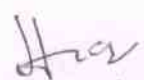


Duties & Responsibilities for the post of U.D.C

1. Maintaining of Assistant Diary.
2. To draft and type the letter, circular, office orders, memorandum etc.
3. To deal service matters / personal matters of the staff.
4. Preparation of Service Books and entries thereof.
5. Processing of routine matter of such as Medical Reimbursement claim, CERA, Annual Increment, No Objection Certificate, Permission for tests/treatment etc.
6. Processing of staff / public grievance.
7. Processing of Annual Confidential Reports.
8. Obtaining of annual hospital item demand / consumption & compiling, submission of Annual Hospital Item Demand/Consumption and alongwith future requirements in view of the previous year consumption and placing the annual demand to Purchase Section and receive the supply in accordance with supply order issued by Purchase and issuing of indent
9. Processing of Purchasing Hospital Item on the annual demand of hospital and issuing order.
10. Processing the file related to the bills, sanction and sanction order of various firms for the repair of Hospital Equipment and Annual Maintenance Contract of all the equipment of the hospital.
11. Corresponding with Ministry of Health, Prime Minister Relief Fund, Delhi Arogya Nidhi and other poor Patient Relief Fund regarding arrangement of financial assistance for the needy patients.
12. Processing of Medical Board / Examination and Medical opinion cases and allied matters.
13. Preparation & Submission of various reports/ returns.
14. Maintaining Records of Administrative Meeting Minutes.
15. Processing of Ethic Committee Cases.
16. Maintaining of required register in section.
17. Processing of CPWD / Directorate of Estate cases.
18. Processing of CGHS matters, identity card, issuance of parking sticker, Staff grievances, implementation of Welfare schemes for SC/ST/OBC, JCM matters & others etc.
19. Processing of Nursing College matters.
20. Processing of routine matters of Security, Sullabh, Commercial outlet, Telephone Exchange, Laundry/Bio Medical Waste, Maintenance & work shop.
21. Processing of Pay bills/ Arrears bill / T.A /Tuition Fee / G.P.F Advance and final withdrawal / contingent bills / Medical Reimbursement bill / Verification of service from pay bill / Conveyance claims etc.
22. Maintaining of PBR.
23. Receiving the cash from the payment counter /Checking of receipt of payments of Nursing Home/ Special ward cases including verification of Cash Book and related cases.
24. Maintaining of Cash Book & Advances Register.
25. Being Dealing Assistant to discharge the work of the section as directed by Incharge.


Deputy Director (Admn.)


Medical Superintendent