
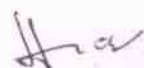


Duties & Responsibilities for the post of HEAD CLERK

1. Appointment cases.
2. Pursuing/handling of Court cases.
3. Pursuing/handling of VIP matter Immediate/Urgent.
4. Pursuing/Handling of Parliament Starred & un-starred question.
5. Quoting of Rules and Regulation relating FRSR, GFR, R&P rules in the service/ personnel matter of establishment.
6. MACP & Pay Fixation cases.
7. Processing of RTI Matters.
8. Responsible for proper maintenance of the Service Book and personal files of the officials dealt in the establishment.
9. To maintain the establishment register and other valuable record registers.
10. To flute tender and preparation of Tender Document including terms and conditions for the Annual Maintenance Contract of the All Hospital Equipment To flute tender and preparation of Tender Document including terms and conditions for the Annual Maintenance Contract of the All Hospital Equipment.
11. Processing of Qualifying Service Certificate cases.
12. Processing of Budget Matters/ Maintaining of Budget register.
13. Processing of Central Govt. Employees Advances cases etc.
14. Processing of Superannuation /Death, Pensionary benefit cases.
15. Maintenance of CGEGIS Accounts.
16. Processing of outstanding payment cases.
17. Calculation of Income Tax and processing of Form No.16 entries.
18. Maintenance of account of C.G.E G.I Scheme.
19. Processing of LTC Claims.
20. Calculation of Income Tax and processing of Form No.16 entries.
21. Responsible for maintain of leave record (Casual Leave) of the staff working in his/her establishment and also responsible for give specific recommendation on the leave application who apply for getting leave.
22. To supervise the work assigned to staff working directly under his/her charge day to day and disposal of dak received daily in the establishment.
23. To check the facts & record on the files before put up to AAO/ Administrative Officer/Dy. Director Administrative for consideration/approval.
24. Assist to Administrative Officer/Dy. Director Administrative for personnel matters of the establishment and also help to subordinate staff for administrative matters.
25. To bring into notice the daily activities of the establishment/Accounts to AAO/Administrative Officer/ Accounts Officer.
26. Being Senior Dealing Assistant to discharge the work of the section as directed by Incharge/ seniors


Deputy Director (Admn.)


Medical Superintendent