

## Dr. Ram Manohar Lohia Hospital, New Delhi

### Duties and Responsibilities of Store Clerk (LDC)

1. To receive letters from various departments, bills of various firms from HA-I Section, Supply Orders from Purchase Section, Demands from Wards / OTs and other Departments, files and challans from Pharmacist / Store Keepers and submit the above documents to CMO(Store) for marking.
2. To diary the above received documents / files in to the relevant Register and Peon Book.
3. To dispatch the Office Orders, Circulars and Internal Letters etc.
4. To initiate the work of 100% physical verification of all the wards, OTs and other departments of the hospital and to keep record of the verification reports.
5. To initiate the work of Annual Demand, specific demand for 26<sup>th</sup> January, 15<sup>th</sup> August, and Diwali Festival etc.
6. To put up file related to store.
7. To draft & type the letter, circular, office orders, memorandum etc.
8. To maintain the leave register, attendance register, leave record etc.
9. To enter all details of the bill in the bill register as well as in the computer, to submit it to Pharmacist / Store keeper for verification, after receiving verified bills send it to Accounts Section.
10. To provide information regarding Hindi reports, AMC & other related to the Store.
11. List of verified bills displayed on Notice Board every month.
12. Monthly report of unverified bills is prepared and sent to concern store for knowing the reason of being pending of bill.
13. To prepare Meeting Agenda & Minutes of Tuesday / Thursday meeting related to Store & Purchase and circulate it to the concerned officers.
14. To maintain the Asset Register for all non-consumable items for all stores.
15. To type answers of Parliament Questions, Departmental enquiries, RTI etc. even after duty hours.
16. Coordinate with all Store I/c regarding information received from various officers / wards.
17. To prepare details of weight of Gauge & Bandage for Weighing Committee.
18. To Indent Non-consumable goods for Store & distribute to the relevant Store.
19. Send all Challans to CMO(P) after getting all necessary entries.
20. Other miscellaneous work assigned by SO/CMO(Store).

*Shah*  
07/07/14  
I/c & CMO(Store)

*Haroon*  
Medical Superintendent

*S. K.*  
Deputy Director (Admn.)