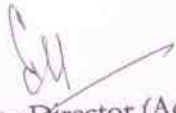


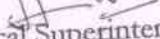
(Vii)

ANNEX -

Duties & Responsibilities for the post of LOWER DIVISION CLERK

1. Diary & Dispatch.
2. Filing and maintenance of record of the service book and personal file of hospital staff.
3. To perform the duties of Messenger service.
4. Photocopier work.
5. To maintain file registers, dispatch registers and movement registers.
6. Any others duties assigned by section Incharge /supervisor.

  
Deputy Director (Admn.)

  
Medical Superintendent