

Dr. Ram Manohar Lohia Hospital, New Delhi

Duties and Responsibilities for the post of

Sanitary Superintendent

- To work as over all Incharge of Safaikaramchari and Sulabh Workers.
- To work as supervisor for Head Supervisor and Care Takers.
- To maintain high standard of cleanliness with the help of S/karamchari and Sulabh Workers.
- To deal with Transfer Posting of S/karamchari and Sulabh Workers, as per the need of the hour.
- To give instructions/traning to old and new employees towards jobwork.
- To supervise the working condition of the S/Karamchari
- To liaison with higher authorities of hospital regarding sanitation and other issues.
- To liaison with NDMC on various issues of environmental sanitation of the hospital.
- To liaison with CPWD Authorities for maintenance of building.
- To take regular rounds of the Ward/Departments and other in and around hospital areas for cleanliness.
- To organize/check Pest Control sensitization programme at regular interval.
- To keep watch of Bio Medical Waste Management Programme of Dr.RML Hospital.
- To educate S/Karamchari and Sulabh Worker on Hospital Waste Management System.
- Any other duties assigned by the Higher Authorities of the hospital.

I/c CMO(Sanitation)

09/10/14

Deputy Director (Admn.)

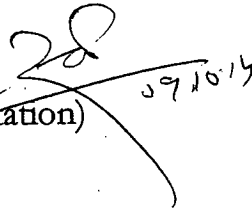
Medical Superintendent

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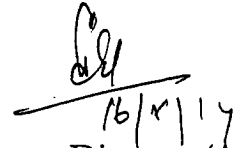
**Duties and Responsibilities for the post of
Head Supervisor**


- He is incharge of Sanitation of the area assigned.
- To supervise and guide sanitary workers / sulabh workers in their work.
- To report to Care Taker regarding administrative constrain^s faced by S/W employees of the area.
- To take surprise round of ward/OT etc. for cleanliness of floor and toilet et.
- To provide replacement of safaikaramcharis if regular safaikaramchari is on leave.
- Any other work assigned by Superior authorities.

I/c CMO(Sanitation)



Deputy Director (Admn.)




Medical Superintendent

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Duties and Responsibilities for the post of

Care Taker

- Daily round of assigned area and check the attendance of the employees alongwith Head Supervisor
- To supervise the work of S/W and Sulabh Workers.
- Giving necessary instructions to Head Supervisor and Sulabh Supervisor.
- To maintain the cleanliness and proper sanitation of the assigned areas.
- To provide replacement of S/W or Sulabh worker.
- To look after the maintenance of building and report to I/c Sanitation / Sanitary Superintendent / Chief Sanitary Superintendent.
- To ensure fire protection and security arrangements in building.
- To instruct the S/w and Sulabh Workers to be polite with Staff / colleagues / patients / attendants / visitors and help them.
- To strictly ensure that S/w or Sulabh Worker should not receive / take gifts either in kind or cash from patients for any reason.
- To instruct the entire staff to be in proper uniform and be punctual.
- To ~~check~~ make surprise rounds of the concerned areas.
- To give assistant^{ce} to Sanitary Superintendents.
- Any other work assigned by Superior authorities.

I/c CMO(Sanitation)

09.10.14

Deputy Director (Admn.)

16/10/14

Medical Superintendent

16/10/14