

Duties & Responsibilities for the post of Administrative Officer

1. Supervision of all the work related to place of posting like Accounts, Purchase, Stores, Maintenance & Repair, Transport, Recruitment Rules Cell and all the Administrative Sections etc.
2. Distribution of work among the staff.
3. Maintenance of order & discipline in the section.
4. Assist the preparation of Budget.
5. Implement administrative/financial policies and procedures.
6. Assist with the annual audit.
7. Ensure the safeguarding of all funds received from the Government.
8. Manage distribution of utilities bills and collections of accounts.
9. Ensure timely payment to engaged agencies.
10. Administer employees' files and records in order to ensure accurate payment of benefits and allowances.
11. Verify and report on benefits payments.
12. Maintain the leave management system.
13. Supervise the administrative services within the office.
14. Respond all inquiries.
15. Manage the repair and maintenance of computer and office equipment.
16. To ensure disposal of work in procedural & timely.
17. Marking of dak/receipt/bills etc.
18. Ensuring proper maintenance of registers required to be maintained in the section.
19. Dealing with important & complicated matter/cases self.
20. To see that all corrections have been made in the draft before it is marked for issue.
21. Attending of administrative meeting in office, DGHS and Ministry.
22. Attending the Court & pursuing the legal cases.
23. Writing of APARs of the staff working under his charge.
24. To supply requisite information in respect of staff recruitment rules etc. to outside agencies/organizations/hospitals.
25. To take step up for security of the section.
26. To ensure that all administrative & establishment work of the section assigned for supervision are being done as per Govt. rules/guidelines.
27. To assist the Dy. Director Administration and others seniors officer in solving day to day problems.
28. Reporting to Dy. Director Administration outcome of work & deficiencies of the section.
29. Any other work assigned by Sr. Officers.


Deputy Director (Admn.)


Medical Superintendent