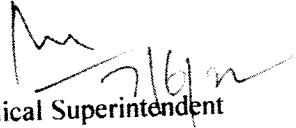


## Duties & Responsibilities for the post of Assistant

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 questions.
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.
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. Processing of LTC Claims.
19. 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.
20. 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.
21. To check the facts & record on the files before put up to AAO/administrative Officer/Dy. Director(Administration) for consideration/approval.
22. Assist to Administrative Officer/Dy. Director (Administration) for personnel matters of the establishment and also help to subordinate staff for administrative matters.
23. To bring into notice the daily activities of the establishment/Accounts to AAO/Administrative Officer/Accounts Officer.
24. Any other work assigned by Sr. Officers.

  
Deputy Director (Admr.)

  
Medical Superintendent