

## **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

The Executive Council is the authority for approving the routine matters and General Council is the authority for approving the policy matters viz. Annual Action Plan, Annual Report, Revised Budget and Budget Estimate.

The Ministry of Social Justice and Empowerment, Govt. of India is the authority over and above the Executive Council and General Council of the Institute.

The Director of the Institute being the Member Secretary of both the Councils is accountable within the powers delegated to him for managing day-to-day activities of the Institute.

## **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

SVNIRTAR has to work within the framework and guidelines laid down in the Memorandum of Association, Bye-laws and Delegation of Powers delegated to the Director of the Institute.

### **III). THE POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES**

#### **1. DIRECTOR**

To function as the administrative head of the Institute and assume full responsibility for its development in training professionals in the field of Rehabilitation of the Physically Handicapped and providing services for the Physically Handicapped. To maintain close contact with training and research centers – Governmental as well as Non-governmental in the field.

#### **2. DY. DIRECTOR (TECH.)**

- a) Assist the Director in carrying out Technical and Training activities of the Institute.
- b) To act as the Head of Service and Training Department.
- c) To co-ordinate all technical matters among all the Wings/Divisions.

#### **3. DY. DIRECTOR (P&A)**

- a) Assist the Director in carrying out administration of the Institute.
- b) Responsible for all administrative work of the Institute.
- c) To co-ordinate administrative works among the different Deptts./Divisions.
- d) He will be Head of the Administrative Department.
- e) Act as Chief Vigilance Officer of the Institute.
- f) Responsible for implementation of Official Language Policy.

#### **4. ADMINISTRATIVE OFFICER**

Complains/Grievances, Discipline, Legal, Reports & Returns, Implementation of Official Language (Hindi), ACRs, Budget, Recruitment, Charter of duties, Accommodation, Executive Council/General Council meeting, Ceremonials, Inspection/Surprise Cash Check, Conference etc.

#### **5. ACCOUNTS OFFICER**

- a) To act as Drawing & Disbursing Officer of the Institute.
- b) Responsible for all financial transactions of the Institute subject to the over all authority of the Director.

- c) He is responsible for timely closing of Accounts and in Co-ordination with Internal Audit Division for timely completion of audit as well as submission of report to the Executive Council.
- d) To act as the authorised signatory along with Director/Offg. Director in absence of Director for drawal of Cheque from Bank.
- e) Responsible for fund management in general and post folio management with respect to funds under GPF/Corpus in particular as per relevant Act/Provision/Circular etc. for better returns.
- f) Responsible for timely submission of Utilization Certificate to the Ministry for the grants received.
- g) Timely submission of financial information pertaining to the Institute to the Concerned Authorities. He will be responsible for adequate MIS (Management Information System) for the purpose.
- h) He will act under the Bylaws of the Institute.
- i) He will be responsible for preparation of Annual Budget of the Institute.
- j) Any other responsibility as may be assigned from time to time by the Competent Authority.

## **6. STORES OFFICER**

- a) Overall-in-charge of Logistic Division (Stores & Purchase Departments).
- b) Responsible for purchase of Stores.
- c) Responsible for management of materials.
- d) Controller of stock Adviser to Dy. Director regarding Stores and purchase.
- e) Planning & Co-ordination amongst other department in connection with Purchases of stock.
- f) Liaisoning with supplier & Govt. agencies.
- g) Any other work assigned from time to time.

## **7. ASST. STORES OFFICER**

- a) The Asst. Stores Officer will be the in-charge of Stores Section and responsible for overall supervision of the Section.
- b) Timely collection of materials from Suppliers/Transporters/Rail/Air/Sea.
- c) Proper Inventory control, Replenishment of stock, follow up with Purchase Section/Suppliers and timely action for Receipts/Quality Control and Issue of Stores to User Departments.

- d) Proper Documentation and Record Maintenance, Preservation, Transit Insurance of claims.
- e) Transportation of Materials both Inward and Outward.
- f) Annual Stock-taking, Annual Assets Verification/Condemnation and Disposal of salvages etc.
- g) Providing of Uniform & Protective Clothing to staffs.
- h) Responsible for handling of cash (Imp-rest Money) if, any.
- i) Directly accountable to Stores Officer for the function of the Stores Section.
- j) Any other duties that may be assigned from time to time.

**8. ASST. COMMERCIAL OFFICER (PURCHASE )**

- a) Asst. Commercial Officer (Purchase) will be In-charge of Commercial Section and responsible for overall supervision of the section.
- b) Responsible for timely purchase of materials by floating and processing tenders for various materials.
- c) Planning and Co-ordination among other departments in connection with purchase of various materials.
- d) Liaisoning with Government Agencies, Suppliers in connection with purchase of materials.
- e) Sign the Purchase Order placed with parties for supply of materials after sanction from appropriate authority has been obtained.
- f) Responsible for cash handling by the Commercial Section for small purchase/spot purchases/emergency purchases etc.
- g) Directly accountable to the Stores Officer regarding functioning of the Commercial Section.
- h) The Asst. Commercial Officer (Purchase) will also be responsible for all documentation relating to Commercial Section e.g. Form-C & D, Import formalities, Contracts etc. in accordance with Sales Tax Act, Sale of Goods Act, Indian Contract Act, Indemnity and Guarantee, Law of Agency, Negotiable Instruments Acts, Insurance and claims etc.
- i) Any other duties that may be assigned to him from time to time.  
In absence of the “Stores Officer” the Asst. Stores Officer will not as Stores Officer (pertaining to Stores Section only) and Asst. Commercial Officer (purchase) will act as Commercial Officer (Purchase) (pertaining to Commercial Section only) and directly responsible to the Dy. Director (P&A). In absence of either Asst. Stores Officer or Asst. Commercial

Officer (Purchase), the duties will be looked after by the Stores Officer directly. In such situations, he will be assisted by the senior most staff of the respective sections.

**5. ASSOCIATE PROF.(PT)**

- a) He/She will be the over all in-charge of the concerned deptt.
- b) He will act as the Head of the Dept.
- c) He/She will Co-ordinate with the help of Asst.Prof.in Organising the Theory/Clinical Classes for under graduate/post graduate students.
- d) He/She will take the Theory/Clinical classes for undergraduate/post graduate students and also for other short terms course conducted from time to time.
- e) He/She will with the assistance of Asst.Prof. of the deptt. Organise Internal Examination, Seminars, Tutorials and Projects etc.
- f) He/She will undertake Assessment/treatment of patients.
- g) He/She will initiate the Research Projects in consultation with other colleagues.
- h) He/She will activity participate in ongoing Research Project and Clinical actively of the deptt.
- i) He/She will supervise the research projects of P.G.Students.
- j) He/She will undertake any assignment by the Competent Authority from time to time.

**6. PROGRAMME OFFICER**

- a) Shall report to the Deputy Director (Tech.) for all academic activities.
- b) Shall assist the Dy.Director (Tech.) for admission of students to various courses.
- c) Over all In-charge of Co-ordinating the academic activities related to long-term short term courses of the Institute.
- d) Liaison with University, Medical College, other Institutions and External faculties.
- e) To collaborate with the faculties of individual depts. to conduct the Theory, Practical & Clinical Classes within & outside the Institute.
- f) In charge of student welfare and anti-ragging activities.

- g) Liaison with various depts. for conducting periodical tests, Internal Examination, performance report & surprise tests etc.
- h) Liaison with University for timely registration of student & teachers.
- i) Liaison with University for timely publication of results.
- j) Supervise the work of Hostel Warden, (Boy & Girls)
- k) Any other job assigned from time to time by the Competent Authority.

**8. ASST.LIBRARY & INFORMATION OFFICER**

- a) To assist the OIC, LIC in procurement of Books, Journals, Audiovisuals, Teaching materials etc.
- b) To assist the Officer In charge LIC in planning & organizing of the Library & Information Centre.
- c) To maintain proper statistics of users and documents in the Library.
- d) To work in the Library to help the staffs & students.
- e) To assist OIC, LIC in Technical processing of documents.
- f) To do indenting & abstracting of data base documents.
- g) To assist the OICLIC in providing Information and documentation service.
- h) Accessioning of book & other study materials.
- i) Sending reminders to staffs & students for over due documents
- j) Any other duties that may be assigned by the Competent Authority.

**9. ASST. DIRECTOR (OL)**

- a) To act as the Officer-In charge of the Hindi Section.
- b) To arrange and Co-ordinate the plan for implementation of Official Language policy of the Govt. in the Institute as a whole.
- c) To see that all the forms formats used in the Institute are made bilingual. To see that all the Circulars, officer orders are published in bilingual basis.
- d) To see that the target fixed by the Govt. in replying the letters written in Hindi is achieved.
- e) To conduct teaching programme and organize Hindi workshop for employees
- f) To supervise the work of Hindi translator, Typist/Clerk etc. working under him.
- g) To plan & Co-ordinate celebration of Hindi Divash Samaroh & Hindi workshop etc. in the Institute.

- h) Any other job that may be assigned to him by the competent authority from time to time.
- i) Any other job assigned by the Director from time to time.

**10. HINDI TRANSLATOR**

He will be responsible for the following duties.

- a) Making translation of all letters, from English to Hindi and vice-versa Receiving from all the Deptt/Wings everyday.
- b) Making bilingual of all forms, manuals, Proforma/Memos, brochures etc. in the use of Institute.
- c) Handling with all correspondence in Hindi i.e. Drafting letters, Circulars, Office Memorandum, General Orders, SVNIRTAR Circular, Adm. & Pers. Instructions.
- d) Conducting teaching programmes or organizing Hindi workshop for employees as per the programmes, and meeting with the letters/Correspondence target stipulated Quarterly/Annually to the Institute.
- e) Implement the Official languages Incentive Schemes Provided as per the Ministry of Home affairs Govt. of India.
- f) Assisting the Administrative Officer/Officer In-charge.' RAJBHASHA BHIBHAG' of the Institute as and when required. e.g. Celebrating the HINDI DIVASH or Hindi Week etc.
- g) Supervise Hindi Typist/Clerk in his/her work.
- h) Implementation of Official language policy as a whole.
- i) Any other duties assigned to him from time to time.

**11.**

**13. SOCIAL WORKER CUM-VOCATIONAL COUNSELLOR**

- a) Social and Vocational evaluation and data collection of the persons with disabilities.
- b) Socio-psychological counseling & guidance to the disabled persons and their Family members during & after active physical rehabilitation.
- c) Vocational Assessment, Vocational Counseling, Career & Training Guidance to the persons with disabilities and their family members.

- d) Arrangements of suitable Vocational Trainings, Job placement and self employment.
- e) Planning and Organizing different Vocational Training Programmes in the Institute.
- f) Helping the disabled persons in getting various Government facilities & benefits e.g. Disability Allowance, Study Scholarships, Financial Assistance/Loans, concession in Trains and Bus Fare etc.
- g) Organizing Exhibition cum sale of products made by the disabled persons at SVNIRTAR.
- h) Liaisoning with different Govt. & Non-Govt. Organization for helping the Disabled persons for total Rehabilitation i.e. for Education, Vocational Training, Self Employment & Job placement etc.
- i) Imparting Training to the disabled persons on Socio-Vocational Rehabilitation and also to the Rehabilitation Professionals working in the field of Rehabilitation of the disabled persons.
- j) Preparing different literatures & information kits for creating awareness among the disabled persons and general publics.
- k) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **ASSISTANT MATRON**

- a) Supervise Nursing and patient care work of all Nursing Para Medical Staffs working in the Hospital. She will report directly to OI/C PMRD.
- b) Arrange the duty roster of above staffs in consultation with OI/C PMRD and all leave applications should be routed through her for recommendation.
- c) Ensure clean linen for all patients.
- d) Ensure hygiene, cleanliness of the wards and cabins including lavatories. She will visit OPD for maintaining cleanliness.

- e) Maintain discipline and work atmosphere inside the ward and cabins by restricting and controlling crowd.
- f) Responsible for maintenance work of the hospital.
- g) She will carryout a minimum of 10 surprise visits to wards, per month during the evening and night shift.
- h) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **NURSING SISTERS**

- a) Nursing care of the patients.
- b) Responsible for supervision of the work of staff nurses, nursing assistants & attendants and ayahs.
- c) Ensure that drugs, diet, dressing of the patients is done as per the instruction of the doctors.
- d) Ensure cleanliness of the word.

- e) Maintain discipline of the ward.
- f) Responsible for admissions, discharges & hospital dues.
- g) Hold stock of hospital linens, drugs, materials & hospital furniture and Equipments.
- h) Ensure handing over & taking over after each shift.
- i) Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **WARD MASTER**

- a) Nursing care of the patients.
- b) Responsible for supervision of the work of staff nurses nursing assistants & attendants and ayahs.
- c) Ensure that drugs, diet, dressing of the patients is done as per the instruction of the doctors.
- d) Ensure cleanliness of the ward.
- e) Maintain discipline of the ward.
- f) Responsible for admissions, discharges & hospital dues.
- g) Hold stock of hospital linens, drugs, materials & hospital furniture and Equipments.
- h) Ensure handing over & taking over after each shift.
- i) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SR. STAFF NURSE/STAFF NURSE**

- a) Nursing care of the patients.
- b) They will distribute the drugs to the patients as per the Instructions of the Doctors.
- c) Prepare the bed making and keep the ward ready for rounds.
- d) Administration of Injections as per the advice of the Doctors.
- e) Daily dressing of the patients.
- f) Take charge of the hospital linens and materials during the admission & discharges.
- g) They ensure proper pre-operative preparation and post operative care of the patients.
- h) They should supervise the work of Nursing Assistant, Ayahs & Attendants.
- i) Maintain discipline inside the words.
- j) They will be in shift duty and ensure the proper handing over & taking over the charge at the end of the each seat.
- k) Maintenance of proper records of patients, drugs and materials.
- l) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

## **OPERATION THEATRE STAFF NURSE**

- a) She will be in-charge of all the instruments, implants and consumables.
- b) Proper care and maintenance of instruments.
- c) Replenishments of consumables.
- d) Charging of patients.
- e) Proper maintenance of operation theatre records including costly materials and should be produced before Doctor-in-charge of Operation Theatre for verification.
- f) Supervision of professional skill of staff nurses and other paramedical workers.
- g) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **OPERATION THEATRE TECHNICIAN GRD.I**

- a) He will be in-charge of all the equipments of the Operation Theatre. He will be responsible for proper care & maintenance of these equipments and ensure that these equipments are available in working condition during the time of surgery.
- b) He will supervise the work of Operation Theatre Technicians and plaster cutting Technicians.
- c) He will be responsible for maintaining Theatre cleanliness, periodical fumigation, control of infection.
- d) In-charge of linens and ensure clean linen is available from Dhobi at the time for autoclaving.
- e) Adherence to work discipline.
- f) Reporting of Estrogenic complications.
- g) Liaison with other departments and with OI/C PMRD.

- h) Availability of all Anesthetic equipments and drugs.
- i) Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **OPERATION THEATRE TECHNICIAN GRD.II**

- a) He will be responsible for maintaining theatre Cleanliness, periodical fumigation, control of infection.
- b) He will assist the Anaesthetist during Anaesthesia.
- c) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **STERILISATION TECHNICIAN**

- a) Preparation of Operation Theatre Linens for Sterilization.
- b) Sterilization of Operation Theatre Linens, Instruments, Syringes, Gloves etc as per advice of Operation Theatre Sister and Sr. Operation Theatre Technician.
- c) Report to Sr. O. T. Technician for quality of Sterilization.
- d) Maintenance of the Auto Clave equipments.
- e) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **PLASTER CUTTING TECHNICIAN**

- a) Preparation of hand made bandages.
- b) Doing plaster work as per the instruction of the Doctor.
- c) Cutting of the POP Plasters of the patients.
- d) Assisting the O.T. Nurse for dressing.
- e) Maintenance of equipments use for plaster cutting.
- f) They will be working under the supervision of O.T .Technicians and O.T. Nurses.
- g) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **PHARMACIST**

- a) Dispense the Medicines/moistures as per prescription of the Doctors.
- b) Maintain proper record of expenditure of Medicines & materials.
- c) Motivating people for immunization
- d) In-charge Instruments, Equipments and furniture of OPD.
- e) Supervise the work of Nursing Assistants, Ayahs posted to OPD.
- f) Maintain cleanliness of OPD.
- g) Any other work assigned from time to time from OPD and ward.

## **DUTY AND RESPONSIBILITY**

### **SR.RADIOGRAPHER**

- a) He will be the In-charge of the X-Ray Equipments.
- b) He should ensure that registers are maintained properly and the equipment is maintained properly.
- c) He should ensure that X-Rays are done only of the cases where there is requisition for X-Rays. He will take X-Rays develop the films, drugs and send back to the requesting authority.
- d) All receipts of X-Ray materials to be entered in a Register and consumption must be reflected in the register. Once in a month charging off to be done.
- e) All the receipts on consumption must be signed by Medical Officer of X-Ray Department.
- f) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **RADIOGRAPHER GRD.II**

- a) He should ensure that registers are maintained properly and the equipments is maintained properly.
- b) He should ensure that X-Rays are done only of the cases where there is Requisition for X-Rays. He will take X-Rays develop the films, drugs and send back to the requisition authority.
- c) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **LABORATORY TECHNICIANS GRD.I**

- a) He will be the In-charge of all stock.
- b) He is responsible for all the materials and chemicals and chemicals of the Laboratory.
- c) He will do all the lab. Investigation as advised by the Doctors.
- d) Daily register of patients investigations is maintained.
- e) All reports of investigations are to be given in the prescribed stamps and to be signed by the Medical Officer In-charge of Laboratory Department.
- f) Collection of simples.
- g) All slides of clinical importance are to be preserved.
- h) He should ensure the weekly consumption of chemicals are entered in the register.
- i) Supervise the work of Gde-II Lab. Technician.
- j) Maintains discipline.
- k) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **LABORATORY TECHNICIANS GRD.II**

- a) He will do all the lab. Investigation as advice of the Doctors.
- b) Daily register of the patients investigations is maintained.
- c) All reports of investigations are to be given in the prescribed stamps and to be signed by the Medical Officer In-charge of Laboratory department.
- d) Collection of samples.
- e) All slides of clinical importance are to be preserved.
- f) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SR. NURSING ASSISTANT**

- a) Assist the Staff Nurses for bed making and keeping the ward neat and clean.
- b) They should assist the Staff Nurses for dressing.
- c) They will make pre-operative preparation of the patients as per the instruction and supervision of the Staff Nurse.
- d) Take patients to the O.T., P.T. and Occupational Therapy.
- e) They will bring and distribute the Tea and Breakfast in absence of the Ayahs.
- f) They will be in shift duty.
- g) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **NURSING ASSISTANT**

- a) Assist the Staff Nurses for bed making and keeping the ward neat and clean.
- b) They should assist the Staff Nurses for dressing.
- c) They will make pre-operative preparation of the patients as per the instruction and supervision of the Staff Nurse.
- d) Take patients to the O.T., P.T. and Occupational Therapy.
- e) They will bring and distribute the Tea and Breakfast in absence of the Ayahs.
- f) They will be in shift duty.
- g) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **NURSING ASST.GRD.II**

- a) Assist the Staff Nurses for bed making and keeping the ward neat and clean.
- b) They should assist the Staff Nurses for dressing.
- c) They will make pre-operative preparation of the patients as per the instruction and supervision of the Staff Nurse.
- d) Take patients to the O.T., P.T. and Occupational Therapy.
- e) They will bring and distribute the Tea and Breakfast in absence of the Ayahs.
- f) They will be in shift duty.
- g) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SR. AYAHS**

- a) Assist the Staff Nurses for bed making and keeping the ward neat and clean.
- b) They should assist the Staff Nurses for dressing.
- c) They will make pre-operative preparation of the patients as per the instruction and Supervision of the Staff Nurses.
- d) Take patients to the O.T., P.T. and Occupational Therapy.
- e) They will bring and distribute the Tea and Breakfast in absence of the Ayahs.
- f) They will be in shift duty.
- g) Cleaning of Doors, Windows, Hospital Furniture's from time to time.
- h) They will work in OPD, X-Ray, Operation Theatre for assisting the Seniors in Hospital works.
- i) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **ATTENDANTS**

- a) Assist the Staff Nurses for bed making and keeping the ward neat and clean.
- b) They should assist the Staff Nurses for dressing.
- c) They will make pre-operative preparation of the patients as per the instruction and Supervision of the Staff Nurses.
- d) Take patients to the O.T., P.T. and Occupational Therapy.
- e) They will bring and distribute the Tea and Breakfast in absence of the Ayahs.
- f) They will be in shift duty.
- g) Cleaning of Doors, Windows, Hospital Furniture's from time to time.
- h) They will work in OPD, X-Ray, Operation Theatre for assisting the Seniors in Hospital works.
- i) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **CLINICAL PSYCHOLOGIST AND JR. LECTURES**

#### **A. ACADEMIC :**

1. Lectures for B. O.T. and B. P.T. on Psychology.

#### **B. SERVICES :**

1. Working as a Rehabilitation team member for assessing and evaluating and evaluating mental and psychological problems of the physically handicapped and mentally retarded children.

2. Administration variety of psychological tests and test of aptitudes and interests to Assess the patients intellectual capacity, abilities, areas of interest, character traits, weakness and emotional stability.
3. Psycho-therapy to handicapped patients with mental or psychological problems as Per their need.
4. Counseling of the patients, parents and family members.
5. Vocational guidance interviews on the findings of Doctors and Social Workers.
6. Management of Cerebral Palsy Unit.
7. Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SPEECH THERAPIST**

- a) Works as a team members for assessment evaluation and treatment of patients with Speech and Hearing disorders.
- b) Assessing and evaluation all the patients with speech and hearing disorders.
- c) Administering all the test required in the diagnosis and for planning speech and Language intervention (Therapy).
- d) Providing speech and language therapy as per the need of the patient.
- e) Prescribing hearing aids as per the needs of the patients in consultation with Doctors.
- f) Fabrication of ear moulds for hearing impaired.
- g) Responsible for care and maintenance of all the equipments aids and test materials to be used with Speech and Hearing Handicapped.
- h) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SR.REGISTRATION CLERK**

- a) Registration of all patients reporting to out door.
- b) Maintenance of Registration records.
- c) Preparation of date for quarterly and Annual Reports of OPD.
- d) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **JR. ASSISTANT IN P.M.R.D.**

- a) Patient correspondence.
- b) Inter office correspondence and day to work of maintenance of records and of records and files.
- c) Record keeping of patient files.
- d) Collection of hospital charges.
- e) Recording of Admission and discharges of the in-patients.

## **DUTY AND RESPONSIBILITY**

### **DHOBI**

- a) Cleaning of ward linens, curtains, operation theatre linens, patients uniform etc.
- b) Collection of cleaning materials for stores.
- c) Care and maintenance of laundry equipments and materials.
- d) Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **ASST. PROFESSOR (ORTHO.)**

#### **A    **ACADEMIC****

Responsible taking lectures in Orthopedics and Rehabilitation for B. P.T. /B.O.T/BPO and MPT & MOT Students as per the course syllabus. Giving Lectures in their field to SOC participants.

#### **B    **SERVICE****

1. Acts as the Chief of the Rehabilitation team for Medical Rehabilitation of Handicapped patients.
2. Responsible for examination assessment and treatment of physically handicapped Patients in the OPD and in-patient.
3. Responsible for preoperative, operative and postoperative management of patients including fitting of aids and appliances.
4. Maintenance of patient records till discharge time.

5. Management of emergency cases as per emergency duty roster.
6. Supervise and guide the Medical Officers and General Duty Medical Officers in their professional work in management of handicapped patients.
7. Supervise and guide the sub-ordinate staff working under him.
8. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **ASST. PROFESSOR (PMR)**

##### **A**     **ACADEMIC**

Responsible taking lectures in Physical Medicine and Rehabilitation for B. P.T. /B.O.T/ BPO and MPT & MOT Students as per the course syllabus. Giving Lectures in their field to SOC participants.

##### **B**     **SERVICE**

9. Acts as the Chief of the Rehabilitation team for Medical Rehabilitation of Handicapped patients.
10. Responsible for examination assessment and treatment of physically handicapped Patients in the OPD and in-patient.
11. Responsible for preoperative, operative and postoperative management of patients including fitting of aids and appliances.
12. Maintenance of patient records till discharge time.

13. Management of emergency cases as per emergency duty roster.
14. Supervise and guide the Medical Officers and General Duty Medical Officers in their professional work in management of handicapped patients.
15. Supervise and guide the sub-ordinate staff working under him.
8. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **LECTURER**

1. Acts as chief of the Rehabilitation team in absence of Asst. Professors for Medical Rehabilitation of Handicapped patients.
2. Responsible for examination, assessment and treatment of patients in the OPD and In-patients including fitment of aids and appliances.
3. Assist the Asst. Professors in pre-operative, operative and post operative management of cases.
4. Maintenance of case records till discharge time.
5. Management of emergency cases as per duty roster.
6. Supervise and guide the sub-ordinate staffs working under him.

7. Any other duties assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **GENERAL DUTY MEDICAL OFFICER** **RE-DESIGNATED AS LECTURER**

1. Acts as chief of the Rehabilitation team in absence of Asst. Professors for Medical Rehabilitation of Handicapped patients.
2. Responsible for examination, assessment and treatment of patients in the OPD and In-patients including fitment of aids and appliances.
3. Assist the Asst. Professors in pre-operative, operative and post operative management of cases.
4. Maintenance of case records till discharge time.
5. Management of emergency cases as per duty roster.
6. Supervise and guide the sub-ordinate staffs working under him.

7. Any other duties assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **ANAESTHETIST**

1. Responsible for preoperative Anaesthetic evaluation of the patient.
2. Anaesthesia management of all cases posted for surgery.
3. Post operative management of cases till fully recovery from Anaesthesia and drugs.
4. Management of all emergency cases requiring resuscitation.
5. Attending OPD for employees and their dependants.

6. Management of emergency cases as per the duty roster.
7. Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SR. ANAESTHETIST**

1. Responsible for preoperative Anaesthetic evaluation of the patient.
2. Anaesthesia management of all cases posted for surgery.
3. Post operative management of cases fully recovery from anaesthesia and Drugs.
4. In-charge of the operation theatre.
5. Supervise and guide the Anaesthetist and other staffs working in the Operation Theatre.

## **DUTY AND RESPONSIBILITY**

### **SURGEON**

1. To look after the works of Department of Rehabilitation Medicine & Surgery.
2. To carryout surgical operations.
3. To carryout administrative workshop in Department of Rehabilitation Medicine and Surgery.
4. To co-ordinate clinical works of Rehabilitation.
5. Any other work assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **ASSOCIATE PROF.(OT)**

- He/She will be the over all in-charge of the concerned deptt.
- 
- He will act as the Head of the Dept.
- 
- He/She will Co-ordinate with the help of Asst.Prof.in Organizing the Theory/Clinical Classes for under graduate/post graduate students.
- 
- He/She will take the Theory/Clinical classes for undergraduate/post graduate students and also for other short terms course conducted from time to time.
- 
- He/She will with the assistance of Asst.Prof. of the deptt. Organise Internal Examination, Seminars, Tutorials and Projects etc.
- 
- He/She will undertake Assessment/treatment of patients
-

- He/She will initiate the Research Projects in consultation with other colleagues.
- 
- He/She will actively participate in ongoing Research Project and Clinical activities of the deptt.
- 
- He/She will supervise the research projects of P.G.Students.
- 
- He/She will undertake any assignment by the Competent Authority from time to time.

### **DUTY AND RESPONSIBILITY**

#### **ASSOCIATE PROF. (PMR/ORTHO.)**

- He/She will be the over all in-charge of the concerned deptt.
- 
- He will act as the Head of the Dept.
- 
- He/She will Co-ordinate with the help of Asst.Prof.in Organising the Theory/Clinical Classes for under graduate/post graduate students.
- 
- He/She will take the Theory/Clinical classes for undergraduate/post graduate students and also for other short terms course conducted from time to time.
- 
- He/She will with the assistance of Asst.Prof. of the deptt. Organise Internal Examination, Seminars, Tutorials and Projects etc.
- 
- He/She will undertake Assessment/treatment of patients
- 
- He/She will initiate the Research Projects in consultation with other colleagues.
-

- He/She will actively participate in ongoing Research Project and Clinical activities of the deptt.
- 
- He/She will supervise the research projects of P.G.Students.
- 
- He/She will undertake any assignment by the Competent Authority from time to time.

### **DUTY AND RESPONSIBILITY**

#### **LECTURER COMPUTER ENGG.**

- 1) To teach computer fundamentals like M.S office, MS words MS power point, CAD/CAM Programme etc. for BPT/BOT/BPO students.
- 2) To teach computer Hardware/Software to all the above students.
- 3) To arrange and demonstrate practical classes for above under-graduate students
- 4) To guide each student in hands-on computer training.
- 5) Any other job assigned by the Director from time to time.

## **DUTY AND RESPONSIBILITY**

### **P.A. TO DIRECTOR**

1. Taking dictation in Shorthand and its transcription.
2. Fixing up of appointments, if necessary.

3. Screening of telephone calls and the visitors.
4. Keeping an accurate list of engagements, meetings etc.
5. Maintaining in proper order files and papers.
6. Keeping a note of movement of files.
7. Destroying by burning the stenographic record of letters after they have been typed and issued.
8. Keep a note of important receipts with a view to watching the progress of action.
9. Maintenance of a diary of receipts and record of files.

### **DUTY AND RESPONSIBILITY**

#### **SR.STENOGRAPHER**

1. Taking dictation in Shorthand and its transcription.
2. Fixing up of appointments, if necessary.
3. Screening of telephone calls and the visitors.

4. Keeping an accurate list of engagements, meetings etc.
5. Maintaining in proper order files and papers.
6. Keeping a note of movement of files.
7. Destroying by burning the stenographic record of letters after they have been typed and issued.
8. Keep a note of important receipts with a view to watching the progress of action.
9. Maintenance of a diary of receipts and record of files.

## **DUTY AND RESPONSIBILITY**

### **JR.STENOGRAPHER**

1. Taking dictation in Shorthand and its transcription.
2. Fixing up of appointments, if necessary.
3. Screening of telephone calls and the visitors.

4. Keeping an accurate list of engagements, meetings etc.
5. Maintaining in proper order files and papers.
6. Keeping a note of movement of files.
7. Destroying by burning the stenographic record of letters after they have been typed and issued.
8. Keep a note of important receipts with a view to watching the progress of action.
9. Maintenance of a diary of receipts and record of files.

## **DUTY AND RESPONSIBILITY**

### **SENIOR ASSISTANT**

1. He will be responsible for all Correspondence work relating to the Section/Deptt.
2. He will supervise the personnel working in the section/department.
3. He will perform all jobs of Jr. Asst. pertaining to a particular Section/Wing/Deptt. as the case may be.
4. Responsible for implementation of Policy decisions.

5. Preparation of Agenda points, Plan of action, Budget etc., pertaining to Section/Deptt.
6. To assist the Section Officer for smooth discharge of day to day work.
7. Any other work assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **JUNIOR ASSIST**

1. To attend all correspondence relating to work of the concerned section/deptt.
2. Submission of Report/Return as and when required pertaining to concerned seat of the section/depart.
3. Maintenance of proper Files/Records/Registers as the case may be.
4. Filing of letter in respective files, Paging, BR/FR. reference.
5. They should initiate action in the files with relevant documents.

6. Liaison work with other Office/Organisation as and when required.
7. To guide Typist/Clerk, Daftary in their work
8. To assist Sr.Asst. in his job.
9. Any other work assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **TYPIST/CLERK**

1. Typing of all Official correspondence.
2. Receipt/Despatch of in ward/outward daks of concerned Section/Deptt.
3. Maintenance of Files/Registers, records.

4. Assisting Jr.Asst./Sr.Asst. in their work as and when required.
5. Drawing & storing of office stationary etc. of the section concerned from the Central Store.
6. Any other work assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **HINDI TYPIST/CLERK**

He will be responsible for the following duties.

1. Preparation of all Reports and Returns pertaining with Hindi.
2. Maintaining all the Hindi Records/Files based on desirable manner.

3. Maintaining Hindi Library for maximum use of Hindi among the employees.
4. Typing of all Officials letter in Hindi.
5. Any typing job pertaining to Official language act.
6. Any other work assigned to her from time to time.

## **DUTY AND RESPONSIBILITY**

### **DAFTARY**

1. Receipt/Department of inward/outward letters.
2. Sale of cash coupons for canteen
3. Responsible for availability of forms/formats used in the section/deptt.
4. Maintenance of old records, registers, tracing of old records as and when required.
5. They will be under the direct control of OIC's, Wings.
6. Any other work relevant to his job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **SR. DAFTARY**

1. Receipt/Department of inward/outward letters.
2. Sale of cash coupons for canteen
3. Responsible for availability of forms/formats used in the section/deptt.

4. Maintenance of old records, registers, tracing of old records as and when required.
5. They will be under the direct control of OIC's, Wings.
6. Any other work relevant to his job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **PEON MESSENGER**

1. They should take daks, files, register & other official documents/equipment Machinery of handy in nature from one table to other or from one room to other.
2. They should carryout the verbal orders of supervisor for carringout the day to day official work.

3. Opening & closing of office rooms.
4. They should control unauthorised entry of outsiders to office premises.
5. They should maintain official secrecy.
6. They should be responsible for putting on putting off lights & fan in the office rooms & premises.
7. Any other work assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **SR.PEON MAESSENGER**

1. They should take daks, files, register & other official documents/equipment Machinery of handling in nature from one table to other or from one room to other.
2. They should carryout the verbal orders of supervisor for carrying out the day to day official work.

3. Opening & closing of office rooms.
4. They should control un-authorized entry of outsiders to office premises.
5. They should maintain official secrecy.
6. They should be responsible for putting on/putting off lights & fan in the office rooms and premises.
7. Any other work assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **ACCOUNTANT**

1. He is responsible for supervision of the work of each staff of accounts section.
2. He should be well conversant with the rules/regulations of the Institute specially relating to receipt and payments of all nature.
3. He should also be conversant with Govt.of India rules which are being followed by the Institute.

4. He is also responsible to scrutinize all payments as per the rules and forward the same to the Accounts Officer for final payment.
5. He should ensure timely action of all matters relating to A/c.
6. He should also ensure timely submission of return to Govt. and other agencies where
7. To attend the Audit as and when required.
8. He is required to assist in finalizing the accounts of the Institute with the Accounts Officer.
9. He should ensure proper discipline in the section.
10. Any other work that may be allotted to him from time to time.

## **DUTY AND RESPONSIBILITY**

### **CASHIER**

1. He is responsible for all authorized Receipts & Payments of the Institute.
2. He is also required to write Cash-Book at the end of each days's transaction.
3. He is to maintain all other registers required under the rule relating to transaction with Bank.
4. He is also required to prepare bank reconciliation statement every month.
5. He is also required to write the Main Ledger of the Institute.

6. He is also required to ensure proper care for keeping Cash, Cheque, Check-book, drafts and other negotiable instruments and securities.
7. He is also responsible for maintenance of all vouchers, and Receipts Books which is required to be presented to the Audit.
8. Any other work that may be allotted to him from time to time.

## **DUTY AND RESPONSIBILITY**

### **HOSTEL WARDEN**

1. To look after students staying at the Hostel.
2. Will be over all incharge of the student hostel.
3. Responsible for maintenance work of the hostel.
4. To maintain discipline in the hostel.

5. Any other duties assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **MAZDOOR/SR.MAZDOOR**

1. To help tradesman in their day to day work.
2. Any other work assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **ATTENDANT**

1. To attend Official work as when required.
2. Any other work assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SR.DRIVER/DRIVER (MT)**

1. Driving the vehicles as per the speed limit specified when the movement of vehicles are required.
2. To inform the maintenance mechanic/OIC, vehicles immediately if any defects is found in the vehicles.
3. Maintaining the log boom, fuel consumptions of vehicles.

4. Checking the fuel, lubricants, etc. daily.
5. Keep the vehicles clean daily.
6. Writing the time of outgoing and incoming at vehicle at the gate register with K.M. run at the time of movement of vehicles.
7. Any other works assigned time to time.

## **DUTY AND RESPONSIBILITY**

### **BUS HELPER**

1. To assist the Drivers of the bus and truck at the time of driving on the road for road clearances.

2. To see that the seats of the buses and trucks properly cleaned and maintained. Inside of the vehicle should be swept daily and outside of the vehicle to be cleaned in water daily.
3. To remain present in the vehicles when the vehicles are going to the outside duty i.e. repairing, servicing etc.
4. To assist the mechanic, Driver at the time of maintenance and repairing of the vehicles.
5. Any other works assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **SR.SECURITY GUARD/SECURITY GUARD**

1. The hours of duty of Security men will be for 8 hours.
2. While on duty all the security men will wear the uniform provided by the Institute. It should be neatly washed and ironed. Their shoes, belt and brass will be kept neatly polished.
3. They will have soldierly bearing through out their stay in the campus area and their stay in the campus area and their movements should be swift and when standing, they will stand properly and they will pay complements to their officers by saluting them smartly.

4. No sentry will quit his post unless and until he is relieved. While on duty the sentry will remain alert and watch for any sign of suspicious movement of employee/outside in the campus area.
5. The sentry at the main gate will make necessary entries pertaining to the incoming and outgoing stores in the register provided at the main gate and will not permit any stores to be taken away from the campus without the necessary gate pass/challan.
6. The movements of the vehicles should be kept recorded in vehicle register kept at the main gate.
7. They should carry out a checking of all windows and doors and ventilators of all buildings, stores, officer to ensure that, they are properly closed and locked where-ever necessary.
8. They will switch/on all the security lights after sunset and switch/off all the security lights, before the sun rise.
9. The issue of keys of offices, stores etc, is to be maintained in the key register kept at the main gate. The keys to be issued only to the authorized persons and in emergency the keys may be issued to other persons duly getting a authorization letter from the concerning HOD of the deptt.

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10. They should check all the fire fighting equipments and fire fighting appliances kept in the fire point to ensure their serviceability.
11. No security men will engage themselves in reading newspapers/magazines etc. during their duty hours and they should not consume liquors during their duty.
12. No security men will accept any gift from any person.

13. During their duty hours if there is any problems beyond their capability, the matter is to be reported to the security supervisor/officer for further advice.
14. In addition to the above mentioned duties, they have to carry out the orders and instructions issued by the security Officer/Supervisor and the management

### **DUTY AND RESPONSIBILITY**

#### **SWEEPER/MAZDOOR(CONSERVANCY)/ SR.SWEEPER/SR.MAZDOOR(CONSERVANCY)**

1. Dry sweeping upto 3 feet of hospital wing surrounding area.
2. Wet sweeping of wards, cabins and varendah.

3. Washing of latrines and bath rooms.
4. Final disposal of refuse.
5. Cleaning of bedpans and urinals.
6. Washing of vomiting and defecating cloth by unconscious patients.
7. Bedpans and urinals will be provided by sweeper to the bed patient.

### **DUTY AND RESPONSIBILITY**

#### **J A M A D A R**

1. Sweeping of wards, Cabins, Office Buildings, Verandas and Roads.
2. Cleaning of wash Basins, Water Closets, Bed pans and Urinals.
3. Washing of Floor.

4. Mopping of Floor.
5. Spraying of Hygienic Chemicals.
6. Disposal off Refuses.
7. Providing of Bed pans and Urinals to the Patients.
8. Supervising the works of Sweepers whenever required.
9. Any other works that may be assigned by the Sanitary Inspector.
10. Will hand over specimens to the laboratory.
11. After examination of slides the sweeper will wash by hot water and soda or soap.
12. Acid cleaning of water closets and wash basins.
13. Every Sunday, the females and male ward floors will be washed with soda and water.
14. Every closed Saturday the cabins floor will be washed with soda and water.
15. Sweeper will spray hygiene chemicals.
16. Any other duties that may be assigned by the Sanitary Inspector from time to time.

### **DUTY TIME OF SWEEPRESS**

1. 0730 hrs to 1530 hrs – Day duty – One female and one male Sweeper.
2. 1530 hrs. to 0730 hrs- Evening duty - do -
3. 2230 hrs to 0730 hrs – Night Duty - do -
4. 0730 hrs to 1530 hrs – One male Sweeper for Operation Theatre every day.

### **SPECIAL DUTY**

On every Sunday and close Saturday one extra male sweeper for day duty will be detailed to wash the wards and cabins.

### **DUTY AND RESPONSIBILITY**

#### **CANTEEN SUPERVISOR**

1. To supervise the canteen work.
2. Maintaining all the registers like
  - Stock Register
  - Patient Diet Register
  - Cash Coupon sale Register
  - Ration Issue Register
  - Imprest Cash Register
  - Attendance Register

- Absent Statement Register etc.
3. Purchase of dry ration from Co-operative Store.
  4. Helping to the Commercial people and cooks for purchases of Green vegetables from local market.
  5. Issue of dry ration to the cooks from canteen store twice daily.
  6. Issue of Green vegetables twice daily.
  7. Maintaining daily record of canteen.
  8. All the corresponding approvals/letters etc for finance.
  9. Receipt and issuance of steam coal, Fine wood, Eggs, Milk, Brad etc.
  10. Keep records of non-consumable items of Patients Mess.
  11. Supervise all the activities of Patient Mess.

## **DUTY AND RESPONSIBILITY**

### **COOKS/SR.COOK/COOK GDE-I**

1. Cooking food for patients, employees, students and guests coming to NIRTAR on visit.
2. Cooking all type food like Wastern, Chainesse and India.
3. Preparing Breakfast, Tea, Snacks, Sweet etc.

## **DUTY AND RESPONSIBILITY**

### **COOK ASSISTANT/WAITER/SR.WAITER**

1. Burning the chulla early in the morning.
2. Helping in cooking and chapatti making.
3. Washing the cutting Vegetables, Rice, Dal etc.
4. Grading the masala.
5. Cutting the vegetables.
6. Washing the plates, cooking utensils etc.
7. Serving food to the staff, students and patients.
8. Cleaning rice, dal etc.,
9. Helping in chapatti making & cooking.

## **DUTY AND RESPONSIBILITY**

### **FIREMAN**

1. Maintenance of Fire fighting equipments.
2. Keeping record of the above equipments.
3. Initiation of fire fight at the time of need.
4. He will educates other official colleagues about fire fight operations of equipments at the time of need.

5. To take precautionary measures top prevent incidence of fire.
6. Any other work assigned from time to tome.

### **DUTY AND RESPONSIBILITY**

#### **MALI/SR.MALI**

1. Maintenance of Institute's Garden including garden in Director's Quarter.
2. To take proper care of Lawn, fruits and flower plants hedges and ensure to keep the garden in clean condition.
3. Periodical root out of grass and bushes, removing of dry leaves and burning the hedges, cutting of branches and trees/dead trees as and when required.
4. Proper manuering, watering of flower and other plants in time.

5. Preparation of field for plantation of seasonal flower plants, spreading of manures and applying pesticide, if required, in the field or in plants.
6. Planting and taking proper care of the permanent plants planted in the office premises as well as in township areas under social forestry programme
7. Collection of garden produces, plucking green cocoanuts as and when required and supervision of plucking cocoanut and cleaning of cocoanut trees, storing cocoanuts and staking of cocoanut leaves etc and submit report of stock position of the above to the OI/C.
8. To take charge/custody of garden tools and equipments, such as spades, Bill hoks shovels, cutting scissors Talwar for grass cutting, watering jar, plastic pipe etc.
9. To sell/assist in selling the garden produces.
10. Any other works that may be assigned by the OI/C from time to time.

## **DUTY AND RESPONSIBILITY**

### **ASST.PROFESSOR (PROSTHETICS)**

1. Overall in-charge of the Department for academic services and administrative activities.
2. Organisation and distribution of Lectures for Bachelor in Prosthetic & Orthotic students and other courses conducted by the Institute from time to time.
3. Taking theoretical classes of subjects concerned.

4. Official correspondence regarding the course, rehabilitation camps, patients etc.
5. Conducting of SCTE & Training examination.
6. He is involved in Fitting Services & Research & Programme carried out in the deptt.
7. Conducting Clinical Seminars and Conferences in the Department.
8. To act as Head of the Department of Bio-Engineering
9. Any other duties as may be assigned by the Director from time to time.

### **DUTY AND RESPONSIBILITY**

#### **LECTURER (ORTHOTICS) – 1**

1. To look after training programmes of the Deptt. under the guidance of the Asst.Prof. (Prosthetics).
2. To take lectures and practical demonstration programmes in the subject for all the training programme.

3. He is assisting HOD in planning and making of budget proposal for the training and service programmes.
4. To assist Asst. Professor (Prosthetics) in research programme and academic activities.
5. Assessment and evaluation of patients.
6. To carry out all the routine responsibilities in the Deptt. of the Asst. Professor in the event of his leave/absence.
7. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **LECTURER (PROSTHETICS)**

1. He is looking after the innovative research and development programmes taken up in the Deptt. under the over all guidance of the Head of the Deptt.

2. To prepare periodical reports to the Science & Technology Mission or any other agency as may be required by them in consultation and under the guidance of Head of Deptt.
3. To maintain proper records and particulars of the patients fitted with appliances, developed under the research project and ensure that proper follow-up and periodical evaluation are carried out.
4. To take lectures on the subject allotted to him for BPO and other courses as and when required.
5. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **LECTURER. GDE-II (MECH ENGG)**

1. To take regular classes for the BPO courses in applied mechanics, technical drawing, workshop technology, basic electricity and workshop administration and management and supervise maintenance of mechanical equipments.

2. He will plan and prepare the study manual in the subject allotted to him as per the prescribed syllabi.
3. Any other work as assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **ASST.MANAGER (WORKSHOP)**

1. He will be responsible for all the Prosthetic & Orthotic fitment cases referred to the Deptt.
2. He will allot work orders to the Prosthetic/Orthotic Instructors and Surgical Boot Makers.

3. He will plan the requirement of the components, raw materials and consumables and project it in time to the Stores through Head of the Deptt.
4. To plan and organize fitment camps as per the guidance of the Head of the Deptt.
5. To furnish quarterly/annual report of the Deptt. as per the guidance of the HOD.
6. To supervise and ensure proper maintenance of equipment and implementation of safety precaution in the Deptt.

### **DUTY AND RESPONSIBILITY**

#### **DEMONSTRATOR IN PROSTHETICS**

1. To take lectures and demonstration classes of BPO course and other training programme conducted by the Institute from time to time allotted by Asst.Prof. (Prosthetics) of the Deptt.
2. To supervise the Prosthetic/Orthotic Instructor Gde-I & II in the Prosthetic & Orthotic Laboratories.

3. To supervise the practical classes.
4. To assist HOD during the various examinations.
5. To attend assessment and evaluation clinics for patient treatment.
6. To undertake all problematic fitment cases in the Department.
7. To plan practical/demonstration programmes of BPO students and short orientation training programmes in Prosthetic Laboratories.
8. Any other duties assigned by the Head of the Deptt.
9. Presentation of cases for weekly Clinical, Seminar.

### **DUTY AND RESPONSIBILITY**

#### **DEMONSTRATOR IN ORTHOTICS**

1. To take lectures and demonstration classes to BPO students allotted by the Asst.Prof. (Prosthetics/HOD as and when required).

2. To plan practical/demonstration programmes to the students well in advance with Lecturers (Orthotics).
3. To attend assessment and evaluation clinics.
4. To assist during various examinations.
5. Day to-day routine, like taking attendance and leave report of the students.
6. Presentation of cases in the weekly clinical Seminars.
7. Any other job assigned from time to time by Head of the Department.

### **DUTY AND RESPONSIBILITY**

#### **DEMONSTRATOR IN MECHANICAL DRAWING**

1. To take lectures and demonstration classes for the BPO students.

2. To prepare drawings/blue prints required for research programme, production and other civil work as and when required to do so.
3. Any other duties assigned from time to time by the Head of the Deptt.

### **DUTY AND RESPONSIBILITY**

#### **PROSTHETIC/ORTHOTIC INSTRUCTOR GDE-I**

1. To co-ordinate closely with Asst.Manager (Workshop) for sending the call letters to the patients and maintaining the raw material consumption Stock Register.

2. To help the Prosthetic/Orthotic Instructor Gde-II in designing and developing the Prosthetic/Orthotic appliances in problematic cases.
- d) To carry out all the complicated Prosthetic & Orthotic fitment cases and will guide the Students in designing the appliances.
- e) To attend rehabilitation fitment camps conducted by the Institute from time to time.

## **DUTY AND RESPONSIBILITY**

### **PROSTHETIST/ORTHOTIST GDE-I & II**

1. To prepare themselves, to explain the cases and demonstrate all the procedure in fabrication of aids and appliances allotted to them for practical training of BPO students

2. To undertake the prosthetic and orthotic cases themselves when the students are either in vacation during their examination.
3. To fit and fabricate prosthetic & orthotic appliances in the Prosthetic & Orthotic Laboratory.
4. To carry out practical training of BPO students in the Prosthetic & Orthotic Laboratory.
5. To maintain their laboratory job orders register and inform and get initiated by Asst. Workshop Manager so as to call the patients for fitment in time.
6. To attend rehabilitation fitment camps conducted by the Institute from time to time.

### **DUTY AND RESPONSIBILITY**

#### **PEON MESSENGER**

1. To attend office carrying files and papers of Deptt. and sectional works as assigned by officers & staff.

## **DUTY AND RESPONSIBILITY**

### **LADY PROSTHETIC/ORTHOTIC ATTENDANT**

1. To assist the Prosthetic & Orthotic Instructor for taking measurement and fitment of appliances to the patients.
2. To attend the workshop in movement of patients files among Asst. Workshop Manager and other staffs and students as and when required.

## **DUTY AND RESPONSIBILITY**

### **MAZDOOR**

1. To bring materials and components from Stores.
2. To assist the Prosthetic/Orthotic Instructor as helper as and when required.
3. Any other assisting work in the Prosthetic & Orthotic Laboratory.

## **DUTY AND RESPONSIBILITY**

### **SURGICAL BOOT MAKERS GDE-I/II/III**

1. To carry out the fabrication of surgical shoes, L.S.Belts, Corsets and padding Corsets and padding work of Orthoses and suspension straps.
2. To assist any other departmental work allotted to them involving leather work as and when required.
3. To attend rehabilitation fitment camps conducted by the Institute from time to time.

## **DUTY AND RESPONSIBILITY**

### **SURGICAL BOOT MAKER GRADE-II/III**

1. To carry out the fabrication of surgical shoes, L.S.Belts, Corsets and padding Corsets and padding work of Orthosis and suspension straps.

2. To assist any other departmental work allotted to them involving leather work as and when required.
3. To attend rehabilitation fitment camps conducted by the Institute from time to time.

### **DUTY AND RESPONSIBILITY**

#### **RESEARCH OFFICER**

1. Will be over all responsible of the Research Section.
2. To carry out research work in the field of rehabilitation.
3. To co-ordinate among different service departments in connection with innovative research & development programe.
4. Any other work assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **ASST.PROFESSOR (OT)**

##### **ACADEMIC**

1. Over all Incharge of the both Service and Academic.
2. Organisation and distributing of Lecturer for Bachelor in Occupational Therapy course.

3. To take theoretical and practical demonstration classes of Occupational Therapy.
4. To give Lectures for other short and long term courses conducted by SVNIRTAR from time to time.
5. Official correspondence regarding courses.
6. To conduct examinations for various courses.

### **SERVICE**

1. Allotment of cases to staff and students.
2. Assessment of patients as and when required and guiding the Jr.Staff.
3. Projection of requirements for the Department.
4. To attend weekly ward rounds and Clinical meetings as and when required.
5. Maintaining work atmosphere in the Deptt.
6. Responsible for all indents and maintenance of stock register and increase of equipments.

### **DUTY AND RESPONSIBILITY**

#### **LECTURER (OCCUPATIONAL THERAPY)**

1. To carryout all the routine responsibilities of the Asst.Prof. in the event of leave/absence.
2. To take lectures and practical classes for the subjects allotted.

3. Giving lectures on allotted subjects for the short term and long term courses conducted by the Institute from time to time.
4. To maintain the record of internal assessment of the students and academic activities.
5. Assessment & treatment of patients.
6. To assist HOD during Examinations.
7. Attending ward rounds & clinical meetings.
8. Maintenance of patient's statistics of Occupational therapy department.
9. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **DEMONSTRATOR (OCCUPATIONAL THERAPY)**

1. To take Lectures for Bachelor Courses allotted by the Head of Department as and when required.
2. To take practical classes.

3. To attend ward rounds & Clinical meetings.
4. Assessment & treatment of patients.
5. Presentation of cases in weekly Clinical seminars.
6. To prepare absentee statement of students.
7. Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **OCCUPATIONAL THERAPIST**

1. Assessment and treatment of patients.

2. To maintain daily records.
3. To supervise the department for keeping it neat and clean.
4. Maintenance of Occupational Therapy Equipments in the department & in case any Equipment needs repair same should be immediately reported to HOD.
5. Presentation of cases in weekly seminars from time to time.
6. Any other job assigned.

## **DUTY AND RESPONSIBILITY**

### **SENIOR OCCUPATIONAL THERAPIST**

1. In charge of all the equipment in the department.
2. Clinical supervision of Junior Occupational therapists.

3. Maintenance of the patient's statistic of the Occupational therapy Deptt.
4. Assessment and treatment of patients.
5. Supervision of the students in the Clinical postings & taking Lectures for the student's (B.Sc.Occupational therapy).
6. Responsible for all indents & maintenance of the stock register, increase of equipments.
7. Attend clinical meeting.
8. Attend ward rounds as & when required .
9. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **AYAH OF OCCUPATIONAL THERAPY DEPARTMENT**

1. She attends the female patients and children.
2. She is helping during examination, theory and practical.
3. She keeps the Department neat and clean.

4. Changes dirty bed sheets and pillow cover weekly.
5. Collecting stationary items monthly from Central Stores.

### **DUTY AND RESPONSIBILITY**

#### **ATTENDANT**

1. Collecting Splint making items monthly from Central Stores.
2. Attends male patients.
3. Opening and closing the Department and deposits the keys with the security.
4. Putting off light switches before closing the Department.
5. Keeps Department neat and clean.

### **DUTY AND RESPONSIBILITY**

#### **REPRODUCTION MACHINE OPERTOR GR.I**

1. To operate duplicating machine/scanning machine.
2. To maintain the records of stencils.
3. To keep stock of forms and formats.
4. To look after the up keep and maintenance of duplicating machine/scanning machine.
5. Any other work assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **HOSTEL WARDEN**

Charter of duties and responsibilities for Hostel Warden are made as follows under.

1. To maintain utmost discipline amongst the boarders of the hostel.

2. To maintain and preserve relevant records of hostels.
3. To notify through Circulars, Notices relevant information's of the Institute to the boarders residing in the hostels.
4. To Supervise the hostels for its day to day functioning.
5. Supervision of the activities of boarders.
6. Allotment of hostel seats to the newly admitted students after taking approval of the Director.
7. To prevent misuse of hostel properties and assets and taking remedial action for protection and preservation.
8. To Supervise & control the Security Guards engaged in the hostels.
9. To put fourth the recurring expenses of the hostel to the Director for approval before undertaking any such expenditure.
10. If necessity arises which require the presence of Warden in any of the hostels he must be made available immediately. The prefect of both the hostels should inform the warden about any emergent matters, when situation arises.
11. Informing the Director of the Training Coordinator of any serious problems and happenings.
12. Implementation of hostel rules amongst the boarders for internal administration of the hostel.
13. To bring the grievances of hostel boarders, which can not be solved by the Warden should be brought to the knowledge of the Director at the earliest.
14. Any other duties assigned by the Director of Training Coordinator of the Institute.

## **DUTY AND RESPONSIBILITY**

### **INFORMATION AND DOCUMENTATION OFFICER & OFFICER-IN-CHARGE OF DEPARTMENT**

1. Overall In-charge and planning and Organising of sections viz. Library, Audio-Visuals, Computerisation, Documentation, Printing & Publishing etc.
2. Procurement of Books, Journals, Audiovisuals, Teaching materials, Computer Hardware's, Software's, Peripherals etc.
3. Planning and implementation of activities of Computerisation in the areas patient Information, Finance, Materials, Library etc.
4. Creation of databases of documents, students, institutions, experts etc.
5. Indexing and abstracting.
6. Documentation and Information Services such as Current Awareness Services, Selective Dissemination of Information, Compilation of bibliographies etc. to out staff, others in the Country, compilation of Directories etc.
7. Arranging for Computer on-line searches in India and abroad.
8. Preparation of Slides, Tapes, Videos, Films, Documentaries etc. using modern technology.
9. Preparation of Annual Reports, Annual Action Plan and other documents.
10. Printing of Annual Reports, Calendar, Public Awareness materials and other publications.
11. User Education.
12. Liaison with other Institutions.
13. Administration and supervision.
14. Assisting in preparation of Plan, research publications etc.

15. Any other job assigned by the Director.

## **DUTY AND RESPONSIBILITY**

### **ASSISTANT PROGRAMMER**

1. Writing of programmes on various problems.
2. Updating and maintenance of Software of Patient Information, Accounts, Stores etc.
3. Implementation of developed software.
4. Setting up of Computer Hardware and Software for day to day operations.

5. Generation of variety of reports/statistics required from time to time.
6. Assisting in testing of Hardware, Software, Peripherals etc.
7. Exploring the possibility in use of Computer for disabled.
8. Assisting the Officer-In-charge in planning, Coordination, user training etc. in Computerization.
9. Any other job assigned by Information & Documentation Officer/Director.

## **DUTY AND RESPONSIBILITY**

### **SENIOR ARTIST**

1. Preparation of Pamphlets, Brochures, Posters, Hording, Boards, Banners etc.
2. Preparation of publicity materials.

3. Decoration of functions like SVNIRTAR Raising Day, Disabled Day, Cultural programmes etc.
4. Preparation of Photographs (including printing of black and white photographs), Slides, Colour toning of slides, video clips etc.
5. Maintenance of Studio and all art materials.
6. Any other job assigned by Information & Documentation Officer/Director.

## **DUTY AND RESPONSIBILITY**

### **DATA ENTRY OPERATOR**

1. Entering of data pertaining to patients, Accounts, Stores, Library etc. into Computer systems.
2. Preparation of Textual matters for documentation.

3. Computer operation, setting Hardwares and Softwares in absence of programmer.
4. Assisting the programmer in programming/software development and also writing programmes independently.
5. Any other job assigned by Information & Documentation Officer/Director.

## **DUTY AND RESPONSIBILITY**

### **LIBRARY AND INFORMATION ASST.**

1. Keeping the Library opened specified hours.
2. Issue and receipt of Library materials such as Books, Journals, Audiovisuals etc. to users of library.

3. Sending the reminders to staff and students for over due documents.
4. Helping the users in locating documents.
5. Accessioning of Books and other materials.
6. Processing of Books getting them pasted and stamped, classifying and cataloguing with subject headings.
7. Arranging the books and journals in Book racks in proper order and shelving the user materials back to their respective places.
8. Maintaining relevant Registers, Records pertaining to documents users etc.
9. Keeping the daily statistics of various activities in the library.
10. Assisting (if required) the Information and Documentation Officer in acquisition of publications, Information services etc.
11. Any other duties assigned by the Information & Documentation Officer/Director.

## **DUTY AND RESPONSIBILITY**

### **TYPIST/CLERK**

1. Typing of Letters, Purchase Orders, Circulars, Reprint Cards, Catalogue Cards etc.
2. Dispatching of letters.

3. Filling of papers and maintenance of files and registers.
4. Keeping the library opened in absence of Librarian. Issue of books to staff and students. Shelving books and Journals in proper order. Helping the readers.
5. Any other job assigned by Information & Documentation Officer/Director.

## **DUTY AND RESPONSIBILITY**

### **DEPARTMENT OF PHYSIOTHERAPY**

Charter of duties for the staffs of the Department of Physiotherapy.

#### **1. ASSISTANT PROFESSOR : PHYSIOTHERAPY**

Over all in-charge of the department for academic, services and administrative Activities.

##### **A. ACADEMIC**

1. Organisation and distribution of Lectures for
  - (a) Bachelor in Physiotherapy (B.P.T.) courses.
  - (b) Short Orientation courses for the NGOs & others working in the field of Rehabilitation.
  - (c) Continuing medical education for the Rehabilitation Professionals.
  - (d) Any other courses conducted by the Institute from time to time e.g. for special educators, professionals working for mentally retarded children etc.
2. Taking theoretical and practical demonstration classes of subjects concerned.
3. Delivering Lectures for other short and long term course conducted by SVNIRTAR from time to time.
4. Official correspondence regarding the courses (with University, S.C.B. Medical College & Hospital, Cuttack, with the students parents, patients etc).
5. Conducting class-testes & University Examinations, (Theory & Practical both)
6. Conducting Clinical-Seminars in the department with the final year students and Internees, at least once a week.
7. To involve the staffs and students in various academic and research activities.
8. Maintaining discipline and work atmosphere in the department.

**B. SERVICE**

1. Preparation of duty roster of the staffs, students and the Internees.
2. Allotment of cases (patients) to staffs and students.
3. Assessment of patients, as and when required, and guiding the junior staffs.
4. To attend the weekly ward round.

**C. ADMINISTRATIVE**

1. To sort out the students problems and to inform Director, SVNIRTAR about it.
2. To prepare the Annual Action Plans, submitting the quarterly and annual reports to Director's Office.
3. To carry out the regular inspection of the department, class-rooms, equipments, fixtures and furniture's, attendance registers etc.
4. Any other job assigned from time to time.

**DUTY AND RESPONSIBILITY**

**LECTURER (PHYSIOTHERAPY)**

1. To carry out all the routine responsibilities of the Asst.Prof. in the event of his leave/absence.
2. To take Lectures and practical classes for the subjects allotted.

3. Giving Lectures on allotted subjects for short and long term courses conducted by SVNIRTAR from time to time.
4. To maintain the record of internal assessment of the students and academic activities.
5. Assessment of patients.
6. To assist Asst. Professor in research programme and academic activities.
7. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **SENIOR PHYSIOTHERAPIST**

1. In-charge of all the equipment including furnitures and linen in the Department.
2. Clinical supervision of Junior Therapists.

3. Maintenance of the statistics of the Department.
4. Assessment of patients.
5. Supervision of the students in clinical postings and taking Lectures for B.P.T. courses.
6. Responsible for all indents and increase of equipments stock etc.
7. Attend clinical meeting.
8. Attend ward rounds in the event of leave/absence of Asst.Prof./Head of the Department.
9. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **DEMONSTRATOR IN PHYSIOTHERAPY**

1. To take Lectures for B.P.T. courses allotted by Asst. Prof./Head of the Department as and when required.
2. To supervise the practical classes.
3. Day-to day routine, like, taking attendance and leave report of the students etc.

4. To assist during various examinations.
5. Participate in all academic activities.
6. Presentation of cases in weekly clinical seminars.
7. Attend patient for assessment and treatment.
8. Maintenance of Departmental Library.
9. Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **PHYSIOTHERAPIST**

1. Assessment and treatment of the cases allotted to them and to maintain proper records.
2. Problematic cases of clinical interest to be brought tot the notice of senior staffs for discussion.
3. Maintain daily records of out-door and in-door patients.
4. Supervise the students in clinical, whenever allotted.

5. Responsible for keeping the department neat and clean.
6. Maintenance of equipments in the Department. In case, any equipment needs repair, the same should be reported immediately to the Senior Physiotherapist.
7. Presentation of cases in weekly clinical seminars.
8. Any other job assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **TYPIST/CLERK**

1. Typing all correspondence.
2. Receiving letters and filing.
3. Writes the O.P.D. and I.P.D. registers, under the guidance of Physiotherapist.

4. Maintains the attendance registers of the students.
5. Collection of all the leave applications of the students and putting it up to the HOD.
6. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **ATTENDANT**

1. Opening and closing the department at 8 A.M. and 5 P.M. respectively including switch on & off of lights and fans.
2. Cleaning & dusting all the equipments and accessories including the furniture in the department.

3. To regulate the patients attending department.
4. Movement of files, records, Indents etc. to the respective place & bring back the same to department.
5. Filling up, cleaning and changing of water in Hydro-collator, Electrical Stimulator, Whirlpool bath etc.
6. To carry out all the duties of Ayah in the event of her/his leave absence.
7. Any other job assigned from time to time.

### **DUTY AND RESPONSIBILITY**

#### **AYAH**

1. To be present with, whenever a lady patient is examined or treated.
2. Washing and drying up of lint Cloths, Crepe Bandages, Small Pad covers etc.
3. Cleaning the Wax-bath unit.

4. Assist the patients whenever required for all purposes.
5. To carry out the duties of attender daily in his/her leave/absence.
6. Any other job assigned from time to time.

**DUTY AND RESPONSIBILITY OF CONSTRUCTION & MAINTENANCE  
DEPARTMENT**

**ENGINEER ( CIVIL )**

The Engineer (Civil) will be responsible for the following duties and will report to the Dy. Director (Pers. & Admn.) :-

1. Project planning
2. Estimating and costing for Civil Construction and addition/alteration.
3. General Maintenance of Building.

4. Water and Power supply.
5. Repair and maintenance of Water Treatment Plant.
6. Township.
7. Inventory of Fixtures.
8. Land Acquisition.
9. Repair and Maintenance of Equipments.
10. Liaison with CPWD, PWD and other Government Department.
11. Repair and Maintenance of Generators.
12. Repair and Maintenance of Roads, Drains and Pipe Lines.
13. Quality Control of Building Materials.
14. Execution of Construction and alteration work.
15. Street Lighting.
16. Anti-Termite Treatment works to the buildings of SVNIRTAR
17. Any other duties assigned by the Dy. Director (Pers.& Admn.)

### **DUTY AND RESPONSIBILITY**

#### **SUPERINTENDENT ( E & M)**

1. To assist the Engineer (Civil) in Project planning and estimating, costing in the field of Electrical and Mechanical works.
2. To officiate as Officer-in-charge in absence of Engineer (Civil).
3. Supervise all Electrical & Mechanical works.
4. Maintenance of Generators and record of fuel and lubricants.

5. Maintenance of Log Book of Generators.
6. Allotment of duties of Electricians.
7. Repair and maintenance of equipments and supervision of maintenance workshop.
8. Supervision of Electrical wiring, installations, fixtures, at the time of construction and addition/alteration of buildings.
9. Liaison with OSEB officials and Electrical Inspector.
10. Checking of bills.
11. Submission of reports on equipments.
12. Maintenance of Electrical energy meters and record of power consumption.
13. Maintenance of proper record of equipments received for repairs.
14. Maintenance of AD 7 imp-rest.
15. Any other duties assigned by the Engineer (Civil) or from Dy. Director (Pers.& Admn.)

### **DUTY AND RESPONSIBILITY**

#### **JUNIOR ENGINEER ( CIVIL )**

1. To assist the Engineer (Civil) in Project Planning and estimating, costing in the field of Civil works.
2. Supervise the Water supply work.
3. Maintenance of Water Treatment Plant.
4. Maintenance of Log Book for Water Treatment Plant and Pump sets.
5. Allotment of duties to water supply staff.

6. General Maintenance of Institute and Township Buildings.
7. Supervise the Civil construction and addition/alteration work.
8. Labour distribution.
9. Liaison with CPWD, PWD and PHD officials.
10. Supervision of Anti-Termite Treatment work.
11. To ensure safety of the bridge and buildings.
12. Technical check of bills pertaining to Civil work.
13. Receipt of building materials.
14. Cleanliness of the Water supply system an storage tank.
15. Inventory control of fittings/fixtures.
16. Maintenance of Measurement book.
17. Estimating and costing.
18. He will be responsible for all above work in the absence of Engineer (Civil) to Supdt. (E & M ).
19. Any other duties assigned by the Engineer (Civil) or Supdt. ( E & M ).

### **DUTY AND RESPONSIBILITY**

#### **PLANT OPERATOR/PLANT ATTENDANT OF ALL GRADES**

They are responsible to the Engineer (Civil)/Jr.Engineer (Civil) for the following :-

1. Laying, Repair & Maintenance of Pipe lines for providing fresh water through sump and overhead tank to all buildings.
2. Routine maintenance of water treatment plant.
3. Routine maintenance of Tube Wells.
4. Routine maintenance of Industrial/Domestic pumps of Electric Motor/Diesel Engine Oil and Geysers etc.
5. To perform shift duties to operate water pump and supply fresh and treated water to all buildings.
6. To lay new Cast Iron Pipes, Stone Wire pipes for sanitary works.
7. To fix up C.I. brackets, hooks on the wall for installation of Cistern and wash Basin.
8. To lay and maintain A/C pipe lines for rain water.
9. To fix and maintain sanitary fixtures of all types in all buildings.
10. Any other duties assigned by Engineer (Civil)/Jr..Engineer (Civil).

### **DUTY AND RESPONSIBILITY**

#### **ELECTRICIAN OF ALL GRADES**

They are responsible to Supdt. ( E & M )/Engineer (Civil) for the following:-

1. Errection and maintenance of L.T. power lines and L.T.cables.
2. Routine maintenance of D.G. sets.

3. Repair and maintenance of industrial and domestic installations.
4. To perform shift duties to operate the D.G. sets and distribute power to buildings.
5. Repair and maintenance of Hospital & Physiotherapy specially equipments.
6. Any other duties assigned by Engineer (Civil)/Supdt. ( E & M ).

### **DUTY AND RESPONSIBILITY**

#### **MAINTENANCE FITTER**

He is responsible to Supdt. (E & M )/Engineer (Civil) for the following :-

1. Errection and maintenance of Mechanical, and Electro-Mechanical installations.
2. Repair and maintenance of D.G. set on Mechanical parts.
3. Carryout fabrication work using welding machine and other required equipments.
4. Repair and maintenance of Wheel Chair, patients cots and other equipments of hospital.
5. Repair & maintenance of equipments installed in DPO/P.T./Occup. Therapy.
6. Any other duties assigned by Engineer (Civil)/Supdt. (E & M )

### **DUTY AND RESPONSIBILITY**

#### **SENIOR MASON/MASON**

He is responsible to the Engineer (Civil) /Jr.Engineer (Civil) for the following :

1. For construction, Repair & Maintenance of buildings.
2. Repair and maintenance of masonry works associated to sanitation and water supply.
3. Masonry work associated to Electrical works.
4. Any other duties assigned by the Engineer (Civil)/Jr. Engineer (Civil).

### **DUTY AND RESPONSIBILITY**

#### **INSTRUCTOR IN CARPENTRY**

He is responsible to the Engineer ( Civil )/ Jr. Engineer (Civil) for the following :

1. Fabrication, Repair and Maintenance of all types of Wood works.
2. Fabrication, Repair and Maintenance of special Wood work for patients.
3. All types of works associated to A/C sheet roofing, false sealing and wooden partitions.
4. Any other duties assigned by the Engineer (Civil) /Jr.Engineer (Civil).

## **DUTY AND RESPONSIBILITY**

### **SENIOR MAZDOOR/MAZDOOR**

They are responsible to the Engineer (Civil)/Supdt. ( E&M)/Jr.Engineer (Civil) for the following :

1. They are to assist tradesman to carryout their duties, with whom they are detailed to work

2. They are to develop technical skill and knowledge while assisting the tradesmen.
3. Any other duties assigned by the Engineer (Civil)/Supdt.(E&M)/Jr.Engineer (Civil).

## **DUTY AND RESPONSIBILITY**

### **ELECTRICIAN-CUM-PLANT OPERATOR**

He is responsible to the Engineer (Civil)/Supdt. (Civil)/Supdt. (E&M) for the following:

1. All duties of Electrician as mentioned in page 3 Sl.No.5.
2. Routine maintenance of industrial/domestic pumps of Electric Motor/Diesel Engine driven, Geysers etc.
3. Routine maintenance of Water Treatment plant.
4. Any other duties assigned by the Engineer (Civil)/Supdt. (E & M ).

### **DUTY AND RESPONSIBILITY**

#### **SENIOR PIPE FITTER/PIPE FITTER GRD.I/PIPE FITTER GRD.II**

1. To operate water pump.

2. To look after the water filter plants.
3. To repair and maintain water pipe lines.
4. To look after sanitary fittings and plumbing works.
5. Any other work assigned from time to time.

## **DUTY AND RESPONSIBILITY**

### **AUDIT OFFICER**

1. To see that the registers and records maintained in the office depicts a true and correct picture of the state of Accounts.
2. To check the financial transactions relating to the office and certify its correctness.

3. To prepare Balance sheet, Receipt & Payment A/C & Income & Expenditure account and other schedules where ever necessary.
4. To conduct inspection of branch office/Units/Deptt. and ensure correct maintenance of Accounts & other records of those offices and its reflection in the Accounts of Head Office.
5. To prepare compliance report A.G. and watch early settlement of the outstanding paras.
6. To ensure that the work in the office is being carried out as per the prescribed procedures and ensure that the rules and regulations framed by the Government from time to time are strictly adhered to.
7. To give proper guidance to the Head of the Office/Deptt.in financial matters whenever sought for.
8. To make surprise check of the cash and stock maintained by different department periodically and report to authority of any discrepancy. However, in case of stock of different materials maintained by different Department, test check may be made.
9. To scrutinize the service records, leave records etc. of the employees.
10. To certify the correct & fairness of the Provident Fund Account of the employees.
11. To bring to the notice of the authority wastefulness in public expenditure.
12. To check 100% receipt of goods in the respective stores and 25% vouchers of issue of materials from stores & sub-stores held in different deptt.
13. To have a close watch over the closing work of Annual Account of the Institute and timely submission of Proforma Balance Sheet to A.G.Orissa for Audit.
14. To Pre-Audit the cases that may be referred by the authority from time to time if required.
15. Any other duties assigned by authority from time to time.

## **DUTY AND RESPONSIBILITIES**

### **ADMINISTRATIVE OFFICER**

Complains/Grievances, Discipline, Legal, Reports & Returns, Hindi, ACRs, Budget, Recruitment Rules, Charter of duties, Accommodation, Executive Council/General Council Meeting, Ceremonials, Inspection/Surprise Cash Check, Conference etc.

### **ASST. ESTABLISHMENT OFFICER**

Recruitment, Placement, Training, Leave, L.T.C., Deputation, Temporary Duty, CPF/GPF, Pension, Increments, Confirmation, Reservation of SC/ST, Seniority, Retirement, Fixation of Pay, Sanction of Allowances, Absentee Statement, Service Records, Audit.

### **OFFICE SUPERINTENDENT**

Transport, Security, Garden Sanitation & Hygiene, Canteen, Dak Receipt/Despatch, Fire fighting, Publication of orders Go/LPO/SVNIRTAR CIRCULAR/ADM. & PERS. Instruction, Liaison, Uniform, Identify Card, Stationary/Furniture/Office Equipments, Control Commodities, Visits, Holiday, Recreation.

The Officers should discharge their above duties independently and will be responsible to Dy. Director (P&A) directly. However in absence of Office Superintendent, Asst. Establishment Officer, O.S. will look after his work. In the absence of Asst. Establishment Officer and Office Superintendent, Administrative Officer will look after their works and in his absence. Asst. Establishment Officer and Office Superintendent will look after Establishment and Administrative works respectively.

In absence of the Administrative Officer, Asst. Establishment Officer will officiate as Administrative Officer. In absence of both Administrative Officer and Asst.Estt. Officer, Office Superintendent will officiate as Administrative Officer.

## **DUTY AND RESPONSIBILITIES**

### **SR. STOREKEEPER**

1. To look after collection and receipt of materials, arranging for inspection, preparing of G.R.N. and receipt day books, claims and insurance.

- j) Daily review of stock card and maintain perpetual inventory control.
- k) Materials planning provisioning of stock items and immediate action on stock out items, fixing up of minimum and maximum level.
- l) Codification of materials ( to be assisted by Storekeeper Grade-I, Storekeeper and Jr. Storekeeper of the department.

### **DUTIES AND RESPONSIBILITIES**

#### **Junior Lecturer (P&O)**

- 1. To look after training programme of the Department of Prosthetic & Orthotic in coordination with HOD.

2. To take lecturers and practical demonstration programmes in the subjects of prosthetics & Orthotics for all the training programme as and when assigned from time to time.
3. Assist HOD for planning and making Budget proposal for training programme.
4. Assessment and Evaluation of the patient.
5. Attend clinical meeting and word round for assessment clinic and patient treatment.
6. Presentation of cases in the clinical seminar.
7. Ensure proper and timely maintenance of equipments in coordination with Lecturer Gr.-II (Mechanical Engineering).
8. Supervise and conduct Departmental Seminars in case presentation by Internees and students.
9. To attend Assessment and Distribution Camp as when required.
10. Any other jobs assigned to him from time to time.

### DUTIES AND RESPONSIBILITIES

#### LECTURER (COMPUTER ENGG.)

1. To look after computer training programme of the B.P.O. Course conducted in the Department of P & O in co-ordination with H.O.D.

2. To take Lecturer & practical programmes in Computer Science for B.P.O. Courses.
3. To take Lecturer & practical programme for all other Courses conducted by the Institute from time to time.
4. Assist HOD for planning & making budget proposal for procurement Computer Hardwares, Software's & Peripherals.
5. Ensure proper & timely maintenance & Computer equipments in co-ordination with concerned officials.
6. Any other job assigned from time to time by the competent authority.

## **DUTIES AND RESPONSIBILITIES**

### **Lecturer (Prosthetics & Orthotics)**

1. To look after the training programme of the Dept of Prosthetics & Orthotics under the guidance of the Asst. Prof.(Prosthetics) & Head of the Department.
2. To take lectures and practical demonstration in the subjects of Prosthetics and Orthotics for all the training programmes as assigned from time to time.
3. To assist the HOD in planning & making of budget proposal for training & service programmes
4. To co-ordinate with other faculties in research programme & academic activities maintenance of records and ensure proper follow-up and periodical evaluation of the research products.
5. Assessment & evaluation of patients
6. To supervise and conduct departmental seminars for presentation of cases of clinical interest.
7. Attend assessment cum distribution camps as and when required.
8. To carryout routine responsibility of the HOD during his leave/absence.
  - k) To chalk out proper of plan of action in co-ordination with HOD for allotment of classes and timely completion of courses as per syllabus.
  - l) Any other job as assigned from time to time by the Director or any other superior authority.

## **II). PROCEDURE FOLLOWED FOR DECISION MAKING PROCESS**

The Executive Council is the authority for approving the routine matters and General Council is the authority for approving the policy matters viz. Annual Action Plan, Annual Report, Revised Budget and Budget Estimate. The Ministry of Social Justice and Empowerment, Govt. of India is the authority over and above the Executive Council and General Council of the Institute. The Director of the Institute being the Member Secretary of both the Councils is accountable within the powers delegated to him for managing day-to-day activities of the Institute.

## **III). NORMS FOR THE DISCHARGE OF FUNCTIONS**

SVNIRTAR has to work within the framework and guidelines laid down in the Memorandum of Association, Bye-laws of the Institute and Delegation of Powers assigned to the Director.

#### **IV). DIRECTORY OF OFFICERS & EMPLOYEES**

<b><u>Sl. No.</u></b>	<b><u>Designation</u></b>	<b><u>Phone No.</u></b>
<b><u>(a) ADMINISTRATION</u></b>		
1)	Director	0671-2805 552
2)	Dy-Director (Technical)	0671-2805 288
3)	Dy-Director (Personnel & Administration)	0671-2805 396
4)	Administrative Officer	0671-2805 856
5)	Establishment Officer	0671-2805 188
6)	Office Superintendent	0671-2805 398
7)	Accounts Officer	0671-2805 877
8)	Stores Officer	0671-2805 778
9)	Assistant Engineer (Civil) Maintenance	0671-2805 863
10)	Guest House	0671-2805 807

#### **(b) DEPARTMENT OF PHYSICAL MEDICINE & REHABILITATION**

11)	Head of Department, P.M.R.D.	0671-2805 854
12)	Assistant Professor (Orthopaedics)	0671-2805 400
13)	Operation Theatre	0671-2805 901
14)	Officer-in-Charge (Operation Theatre)	0671-2805 348
15)	Sister Duty Room	0671-2805 831

#### **(c) DEPARTMENT OF PROSTHETICS & ORTHOTICS**

15)	Head of Department, P&O	0671-2805 349
16)	Assistant Manager Work-shop	0671-2805 397

#### **(d) DEPARTMENT OF PHYSIOTHERAPY**

17)	Head of Department, P.T.	0671-2805 346
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#### **(e) DEPARTMENT OF OCCUPATIONAL THERAPY**

18)	Head of Department, O.T.	0671-2805 348
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#### **(f) DEPARTMENT OF ACADEMICS**

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| 19) | Officer-in-Charge, D.A. | 0671-2805 347 |
| 20) | Boy's Hostel            | 0671-2805 832 |
| 21) | Girl's Hostel           | 0671-2805 829 |

**(g) LIBRARY & INFORMATION CENTRE**

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|-----|---------------------------|---------------|
| 22) | Officer-in-Charge, L.I.C. | 0671-2805 352 |
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