

Powers and duties of its officers and employees

Powers and duties of officers (administrative, financial and judicial)

Designation	Powers and Duties
Director	Director is the CEO of the Institute and is responsible for the day-to-day affairs of the Institute. All the activities of the Institute viz. research, training, education, consultancy, specialised services etc. are carried out under his guidance and supervision. He is also the administrative and financial head of the Institute. As Member-Secretary of the Governing Body and Standing Finance Committee of the Institute, the Director is also responsible for organising the meeting of these bodies and maintaining records of the proceedings.
Dy Director (Admin)	To deal with all administrative and establishment matters concerning the Institute, recruitment, promotion, transfer, vigilance etc. Financial and budgetary control of funds, etc. Matters relating to the meeting of the Governing Body/Standing Finance Committee, etc.
Professor	Professor is the Head of a Department. He/she is responsible for organising training programmes as well as conduct research and evaluation studies in the concerned discipline. HOD, as a member of the academic committee, advises the Director on various academic activities of the Institute.
Reader	To work as a member of the faculty of the Institute and assist in the development of his/her department with special emphasis on Family Welfare and Health Administration. Responsibilities include teaching, research, consultancy and advisory services etc.
Assistant Professor	Assistant Professors are the induction level in faculty and assist in the development of his/her department with special emphasis on Health and Family Welfare etc. Responsibilities include teaching, research etc.
RO/ARO	Assist in carrying out research and evaluation studies and training programmes. They primarily work for: <ul style="list-style-type: none"> a) Designing of schedules/questionnaire and pre-testing b) Collection of primary and secondary data. c) Analysis, preparation of coding plan and tabulation of data. d) Preparation of draft research report <p>Besides, they assist in conducting MD(CHA)/Diploma in Health Administration examination, etc.</p>

Sr. Documentation Officer	Sr. Documentation Officer is responsible for overall supervision of the Documentation Centre. The activities include bringing out bibliographical information service under the major disciplines of health and family welfare, repackaging of information to suit the various categories of personnel working in health and family welfare, computerisation of information, training in the area of information and documentation in the field of health and family welfare.
CMO/SMO/Medical Officer	Medical Officer is required to attend patients in OPD clinic and perform various medical investigations both, routine and emergency in respect of infertile married couple. They are also required to undertake teaching/training/research activities.
Programmer	Development of software as per requirements Electronic data processing of various research and evaluative studies Assisting faculty and staff of the Institute in using standard software packages. Maintenance of all computer hardware. Assist the Director in other related technical aspects of computerisation.
Accounts Officer	(1) To act as Drawing and Disbursing Officer. (2) To maintain the books of accounts (i.e. Cashbook, ledger etc) and to prepare accounts of the Institute. (3) To assist in conducting Audit of the Accounts of the Institute by Comptroller and Auditor General of India.
Section Officer	a) Overall incharge of the section. b) Provide guidance to the subordinates and supervise their work.
Workshop and Maintenance Officer	He is responsible for Civil work, Electrical work, Horticulture development work, cleaning and dusting, security and repair of vehicle, etc.
Assistant Director (OL)	Vet translation done by translator. To assist in implementation of Official Language Policy in the Institute. To act as member-secretary of Official Language Implementation Committee of NIHFV. To organise Hindi workshops for the staff of NIHFV from time to time. To organise Hindi events as per government directives.

Sl. No.	Name of post and pay level	Powers and Duties
1	UDC	<ul style="list-style-type: none"> (a) To see whether all facts open to check have been correctly stated (b) To point out any mistakes or incorrect statement of the facts (c) To draw attention, where necessary, to precedents or Rules and Regulations on the subject (d) To put up the guard file, if necessary, and supply other relevant facts and figures (e) To bring out clearly the question under consideration and suggest a course of action whenever possible (f) Any other work assigned by the superior authority
2	Cashier (Deputation Post)	<ul style="list-style-type: none"> (a) Cash handling; issue of cheques; writing of Cash Book (b) Transactions with SBI; Payment through RTGS/NEFT (c) Any other work assigned by the superior authority
3	Stenographer Grade - III	<ul style="list-style-type: none"> (a) Taking dictation in short hand and its transcription (b) Fixing up of appointments and if necessary cancelling them (c) Screening the telephone calls and the visitors (d) Keeping an accurate list of engagements, meetings etc, and reminding the officer sufficiently in advance for keeping them up (e) Maintaining, in proper order, the papers required to be retained by the officer (f) Keeping a note of the moment of files, seen by his officer and other officers, if necessary (g) Destroying the stenographic record of the confidential and secret letters after they have been typed and issued (h) Carrying out the corrections to the officers reference books and making fair copies of drafts demi-official letters to be signed by the officer (i) Any other work assigned by the superior authority
4	Receptionist	<ul style="list-style-type: none"> (a) Handling of EPABX Junction Boards (b) To attend the visitors to Institute (c) Any other work assigned by the superior authority
5	Med. Rec. Tech.	<ul style="list-style-type: none"> (a) Keeping record of patients in Clinic (b) Keeping files of patients in Clinic (c) Any other work assigned by the superior authority
6	Autoclave Technician	<ul style="list-style-type: none"> (a) Operating of Autoclave Machine (b) Sterilization of equipment/operation tools (c) Any other work assigned by the superior authority
7	Xerox Operator	<ul style="list-style-type: none"> (a) Handling of Photocopy Machine (b) Keeping record of photocopy work (c) Any other work assigned by the superior authority

8	Laboratory Asstt.		(a) To assist T.A. (Lab.) in Laboratory (b) To collect blood samples of patients (c) Any other work assigned by the superior authority
9	LDC		(a) Registration of Dak (b) Maintenance of Section Diary (c) Maintenance of File Register, File Movement Register, Indexing and Recording (d) Typing, comparing, dispatch, preparation of arrears and other statements (e) Submission of routine and simple drafts etc. (f) Any other work assigned by the superior authority
10	Asstt. Storekeeper		(a) Processing of stores (b) Checking and processing of bills (c) Issue and receipt of stores (d) Keeping record of stores; maintain Ledger of store (e) Any other work assigned by the superior authority
11	Copyholder		(a) To assist T.A. (Press) in printing work (b) To assist in proof reading (c) Any other work assigned by the superior authority
12	Sr. Gestetner Operator		(a) Handling of duplicating machine (b) Any other work assigned by the superior authority
13	Book Binder		(a) Stitching, cutting, folding and binding work in Press (b) Any other work assigned by the superior authority
14	DEO Grade 'C'		(a) Data Entry work in Computer Centre (b) Any other work assigned by the superior authority
15	Cameraman-cum-Platemaker		(a) Processing camera, retouching and plate making work (b) Colour separation and offset negative finishing (c) Any other work assigned by the superior authority
16	Tech. Asstt. (Prod.-Pub.)		(a) Preparation of dummy, layouts of publication (b) Any other work assigned by the superior authority
17	Tech. Asstt. (Prod.-Proc.)		(a) Processing camera, negative retouching page making and masking (b) Any other work assigned by the superior authority
18	Tech. Asstt. (AVE)		(a) Operation and maintenance of Audio Visual aids and equipment (b) Maintenance of film library (c) Any other work assigned by the superior authority
19	Asstt. Librarian		(a) To issue and return Library Books (b) To issue Library Cards and keep the record of Library membership (c) To help the members in searching required books/material etc. (d) Any other work assigned by the superior authority
20	Reprographic		(a) Documents copying.

	Asstt.		(b) Xeroxing of library documents (c) Any other work assigned by the superior authority
--	--------	--	--

-2-

21	Projectionist		(a) Running of mobile cinema unit and visual aids. (b) To operate PA equipment and Projector (c) Any other work assigned by the superior authority
22	Pharmacist		(a) Issue of medicine to patients in clinic (b) To keep record of Pharmacy in clinic (c) Any other work assigned by the superior authority
23	DEO Grade 'B'		(a) Data Entry & processing work in Computer Centre (b) Any other work assigned by the superior authority
24	Radiographer		(a) Radiography work in clinic (b) Any other work assigned by the superior authority
25	IBM Typist (English)		(a) Operation of I.B.M. or other similar electric Typing Machines (b) Maintenance of I.B.M. or other similar electric Typewriter (c) Any other work assigned by the superior authority
26	Motor Mechanic		(a) Maintenance and repair of automobiles (b) Any other work assigned by the superior authority
27	Wireman-cum- Mechanic		(a) Installation and maintenance of electrical equipment (b) Any other work assigned by the superior authority
28	Graining Machine-cum- Platemaker Operator		(a) Handling of Graining Machine (b) To assist in offset printing (c) Any other work assigned by the superior authority
29	Jr. Artist		(a) Making of charts, illustrations and other public materials (b) Any other work assigned by the superior authority
30	O.T. Technician		(a) To assist in Operation Theatre (b) Sterilization of equipment/operation tools (c) Any other work assigned by the superior authority
31	Sr. Lib. Attendant		(a) He has to assist in the functioning of Library (b) Upkeep the Book Shelves in Library (c) Any other work assigned by the superior authority
32	Addressographer Operator		(a) Handling and operations of the Addressography Machine (b) Plate cutting and printing (c) Mailing and distribution of publications and maintaining of distribution lists

			(d) Any other work assigned by the superior authority
33	Feeder		(a) To assist in operation of Automatic/Semi automatic Offset Printing Machine (b) Any other work assigned by the superior authority
34	Plumber		(a) Plumbing work and maintenance of plumbing items (b) Any other work assigned by the superior authority
35	Carpenter		(a) Carpentry work and maintenance of carpentry items (b) Any other work assigned by the superior authority
36	Staff Car Driver Special Grade		(a) Handling of vehicle (b) To locate faults and rectify minor running defects (c) To clear carburetor, plug etc. (d) To change wheels and correctly inflate tyres (e) Any other work assigned by the superior authority

-3-

37	Staff Car Driver Grade – I		(a) Handling of vehicle (b) To locate faults and rectify minor running defects (c) To clear carburetor, plug etc. (d) To change wheels and correctly inflate tyres (e) Any other work assigned by the superior authority
38	Staff Car Driver Ordinary Grade		(a) Handling of vehicle (b) To locate faults and rectify minor running defects (c) To clear carburetor, plug etc. (d) To change wheels and correctly inflate tyres (e) Any other work assigned by the superior authority
39	MTS		(a) Physical Maintenance of records of the Section (b) General Cleanliness & upkeep of the Section (c) Carrying of files & other papers within the building (d) Photocopying, sending of FAX etc. (e) Other non-clerical work in the Section.Unit (f) Assisting in routine office work like diary, dispatch etc., including on computer, delivering of dak (outside the building) etc. (g) Watch and ward duties (h) Opening and closing of rooms (i) Cleaning of rooms (j) Dusting of furniture etc. (k) Cleaning of building, fixtures etc. (l) Work related to his ITI qualifications, if it exists (m) Driving of vehicles, if in possession of valid driving licence (n) Upkeep of parks, lawns, potted plants etc. (o) To assist in Lab. work (p) To assist in Offset Printing Work (q) Any other work assigned by the superior authority

40	Laboratory Attendant		(a) To assist in Lab. work (b) Any other work assigned by the superior authority
41	Helper (Offset Machine)		(a) To assist in Offset Printing work (b) Any other work assigned by the superior authority
42	Jr. Gestetner operator		(a) To assist in duplicating work (b) Any other work assigned by the superior authority
43	Inkman		(a) Inking cleaning and oiling of Offset Machine (b) Any other work assigned by the superior authority
44	Clinic Attendant		(a) To assist in clinic work, attend patients (b) Any other work assigned by the superior authority
45	Jr. Library Attendant		(a) To assist in the functioning of Library (b) To assist in up keeping the Book Shelves in Library (c) Any other work assigned by the superior authority

-4-

46	Cook		(a) To cook food in Hostel/Canteen (b) Any other work assigned by the superior authority
47	Assistant Cook		(a) To assist in cooking food in Hostel/Canteen (b) Any other work assigned by the superior authority
48	Room Attendant		(a) To upkeep bed, furniture etc. in Hostel (b) Any other work assigned by the superior authority
49	O.T. Attendant		(a) To assist in Operation Theatre (b) Any other work assigned by the superior authority
50	Ward Boy		(a) To handle patients, dressing of wounds (b) Any other work assigned by the superior authority
51	Animal Attendant		(a) To handle Laboratory animals, cleaning of cages etc. (b) Any other work assigned by the superior authority