

**Particulars of the organization:**

Indira Gandhi Medical College, Shimla-1

**The Function and duties of its officers and other staff****(I). PRINCIPAL:-**

**i) Function & duties:** - The Principal is the head of the Institution, Dean of faculty Sciences and Chairman of Rogi Kalyan Samiti. All the work of the Institution is being carried out through him.

**(II). ADDITIONAL DIRECTOR:-** All files relating to establishment of Staff, admissions to UG/PG/ B.Sc accounts matters are routed through him to the Principal.

**(III). ADMINISTRATIVE OFFICER:** - Attending the routine affairs of the office administration and also the jobs assigned to him by the authority from time to time.

**(IV). ASSISTANT CONTROLLER (F&A):-** Drawing and disbursing officer for the Institution. Looking after the matters pertaining to CAG /PAC, audit, Budget and purchases.

**(V). SECTION OFFICER:** - To assist the ACF, Controller (F&A), IGMC, Shimla.

**Establishment section:** All correspondence relating to:

1. Sanctioning of leave to Staff.
2. Grant of annual increment to Staff.
3. Posting and transfer of all categories in IGMC.
4. All cases relating to LTC/Home town concession.
5. All vacations matters in IGMC.
6. Permission to attend, workshops/seminars etc.
7. Correspondence relating to appointment, disciplinary proceedings.
8. Correspondence relating to creation for all categories.
9. Court cases.
- 10.

**Student section: All correspondence relating to:**

1. Admission to MBBS/MD/degree/Diploma/B.Sc. Medical.
2. Appointment of Examiner.
3. Councillings of above courses.
4. Proposal for addition alternations and modifications in prospectus of MD/MBBS/B.Sc. Technology.
5. All correspondence relating to MCI/DGHS and Govt. of India.
6. All correspondence relating to collection of Fee from the students/payment of stipend etc.
7. All correspondence of court cases relating to admission etc.

**Account Section:** All correspondence relating to:

1. Procurement of Store of M& S and material management.
2. PAC & CAG matters.
3. Sanction cases of GPF of the staff posted in this institution.
4. Preparation of Budget estimates and plan proposals.
5. All civil/electrical works.
- 6.

**(VI). SR. MEDICAL SUPERINTENDENT & DY. MEDICAL SUPERINTENDENT**

**Function & Duties: -**

1. To carry out the normal administrative affairs of the Hospital.
2. To look into the affairs of the Hospital.
3. To act as a member Secretary House allotment committee and Rogi Kalyan Samiti.

**(VII). MEDICAL SUPERINTENDENT (KAMLA NEHRU STATE HOSPITAL FOR MOTHER & CHILD):-**

To carry out normal administrative affairs of the Hospital

**(i) PROFESSORS, ASSOC. PROFESSOR & ASSTT. PROFESSOR:-**

**Function & Duties:-** The departments are functioning under the control of Head of the department. The strength of the department comprises the Professor, Asstt. Prof. and Assoc. Prof. The normal duties of the teaching faculty are to teach the UG/PG and B.Sc students alongwith the patient care in the Hospital.

**(ii) HOSPITAL ADMINISTRATOR: -** To Assist the Sr. Medical Supdt./ Dy. Medical Supdt., IGH, in carrying out the jobs assigned to him.

**(iii) SUPERINTENDENT (Gr.-I):-** The jobs of the Supdt. Gr.-I is to supervise the concerned branch & the officials working in the branch.

**(iv) SUPERINTENDENT (Gr.-II):-** To assist the Gr.-I Supdt. as above.

**(v) MINISTERIAL STAFF:-** To carry out the files, purchases, stores, acctts, and other assigned work to them by their superiors from time to time.

**(vi) PARAMEDICAL STAFF:-** Includes Nursing personnel, Sr. Lab. Tech., OTAs , Lab. Asstt. etc are performing their duties in wards, laboratories and OTs whose services & duties are entirely related to Hospital and patients.

**(vii) CLASS-IV- OFFICIALS:-** They are deployed in various offices & wards of Hospitals of this Institute to carry out the work as per requirement.