

<p>(Manual - 2)</p>	<p>Powers and duties of officers and employees</p>	<p><u>a) Powers of Officers:-</u></p> <p>1) Administrative powers are vested with head of the institution and may be delegated to heads of departments and other members of institution as and when need arises.</p> <p>2) Head of this institute has the power of recruitment, transfer, dismissal or terminates of class IV employee.</p> <p>3) Heads of the departments have controlling authorities over subordinate staff and supervise the execution of the works allocated by the head.</p> <p>b) Duties of Officers:-</p> <p>(1) Duties include general administration, tertiary health care.</p> <p>(2) Duties toward the public- medico-legal.</p> <p>(3) Duties also include planning, purchasing maintaining the equipment related with health care.</p> <p>(c) Duties of employees:-</p> <ul style="list-style-type: none"> - Maintenance of health - Nursing Care - Cleanliness/ Sanitation - Segregation/disposal of biomedical waste.
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