

Manual-2

The Powers and duties of its officers and employees

a) Powers of officers:

- 1) Administrative powers are vested with head of the Institution and may be delegated to other members of institution as and when need arises for the smooth functioning of the hospitals.
- 2) Head of this institute has the power of recruitment, transfer, dismissal or termination of class IV employees.
- 3) Head of the departments have controlling authority over subordinate staff and supervise the execution of the works allocated by the head.

b) Duties of officers:

- 1) Duties including teaching, research and tertiary health care including.
- 2) Duties also include planning, purchasing, maintaining the equipments related with health care.
- 3) This institution provides tertiary care services and is also responsible for undertaking need based applied research. The hospital is actively involved in the implementation of national programs related to various specializations.

c) Duties of employees

As assigned by the Punjab Govt.