

# **OFFICE PROCEDURE MANUAL**

**Published in 1985**

**Banaras Hindu University**  
Varanasi - 221005

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(The Duties and responsibilities as prescribed for different categories of staff)

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*APPENDIX – A*  
*(Referred to in paragraph 2.12)*

**Note :** – The duties and responsibilities as prescribed for different categories of staff are not exhaustive and shall be suitably amended/modified under the orders of the Heads of Departments/Sections-in-Charge as per actual needs and interest of the University.

**P. TECHNICAL POSTS**

Job specifications approved by a Committee consisting of Prof. Shamer Singh, Director, Institute of Medical Sciences as Chairman, Prof. M. S. Kanungo, Department of Zoology, Prof. B. B. Dhar, Department of Mining Engineering as Members and Shri A. C. Karanjai, O.S.D. (Admin.) as Member-Secretary at its meeting held on 12th June, 1984.

**I. LABORATORY (NON-TEACHING) POSTS**

**1. Senior Technical Assistant :**

- 1.1 Senior Technical Assistant shall work under the direct supervision and guidance of Section Incharge and assist in the smooth functioning of the different Laboratory namely, Research – Postgraduate and Undergraduate, maintenance and upkeep of equipment.
- 1.2 He shall be responsible for operation, upkeep and maintenance of equipment entrusted to his care as also rectification of minor defects in these instruments.
- 1.3 He shall maintain ledgers of consumable and non-const triable items and such other stores of the Laboratory.
- 1.4 Handle correspondence entrusted to him by the Head of the Department, Professor & Section Incharge.
- 1.5 Supervision of works of the subordinate technical staff of the Laboratory and maintenance of the Attendance Register of the laboratory and timely submission of reports to Section Incharge and Head of the Department.
- 1.6 And such other jobs that may be assigned to him by the Head of the Department/Section-in-Charge.

**2. Technical Assistant :**

- 2.1 Technical Assistant shall assist the Senior Technical Assistant in his duties.
- 2.2 Upkeep, repair and fabrication of instruments, equipments, tools, etc.
- 2.3 He shall arrange and carry out Laboratory work designed for students.
- 2.4 The duties of Technical Assistant shall be the same as Senior Technical Assistant where there is no post of Senior Technical Assistant or in the absence of the Senior Technical Assistant.
- 2.5 And such other jobs that may be assigned to him by the Head of the Department/Section-in-Charge.



3. *Senior Laboratory Assistant :*

- 3.1 He shall maintain the laboratory equipment in working order and help in arranging the practical classes.
- 3.2 He shall also keep the record of students' laboratory, journals, etc.
- 3.3 He shall be able to operate the machineries and laboratory equipments.
- 3.4 He may also be entrusted with the store keeping of the Laboratory including maintenance of its accounts.
- 3.5 And such other jobs as may be assigned to him by the Head of the Department/ Section-in-Charge.

4. *Junior Laboratory Assistant :*

- 4.1 He shall assist the Senior Laboratory Assistant in his duties.
- 4.2 The duties of Junior Laboratory Assistant shall be the same as Senior Laboratory Assistant in absence of the later official.
- 4.3 Junior Laboratory Assistant may also be entrusted with the store keeping of the Laboratory including maintenance of its accounts.
- 4.4 And such other jobs as may be assigned to him by the Head of the Department/ Section-in-Charge.

5. *Laboratory Attendant (Senior and Junior)*

- 5.1 Laboratory Attendants shall help the students in all respects in fabrication work and in conducting experiments or in execution of jobs etc.
- 5.2 They shall be responsible for washing glass wares, sterilization of media, preparation of animal and plants for experiments, cleaning the Laboratory tables and laboratory working benches.
- 5.3 Laboratory Attendants must be conversant with the laboratory equipments/ machineries etc.
- 5.4 They shall maintain cleanliness of the instruments/ machineries and their surroundings.
- 5.5 They shall help other staff in the installation and movement of machineries, equipments, etc.
- 5.6 And such other jobs as may be assigned by Head of the Department/ Section-in-Charge.

II. **WORKSHOP (NON-TEACHING) POSTS**

1. *Assistant Foreman :*

- 1.1 To maintain in working conditions of all the machines/ equipments in the Workshop.
- 1.2 To distribute and assign day to day work to the various workers in the shop.
- 1.3 To help students/teachers in the design and fabrication of jobs/ experiments/ models etc. etc.
- 1.4 To maintain records/ stores/ accounts of the shop with the help of his subordinate staff.

1.5 To maintain attendance and look after the welfare of the workers under his charge in his shop.

1.6 To attend all such functions performed by a Foreman in his absence.

2. *Mechanics – all categories :*

2.1 He should be able to repair and fabricate equipments/ instruments/tools etc.

2.2 He shall keep a record of the daily work done in a logbook.

2.3 Mechanics of Teaching Workshops shall assist in fabrication jobs of students/Research scholars/Teachers etc. and do such other jobs as may be assigned by Head of the Department/Section-in-Charge.

3. *Mechanic (Faculty of Performing Arts) :*

Repair and maintenance of string instruments and other musical instruments used in the Faculty and other jobs as may be assigned by the Head of the Department/Section-in-Charge.

4. *Fine Mechanic (Faculty of Performing Arts) :*

Operating/Repairing/Maintaining of Radio, Recording sets, Record players, Tape Recorders, Amplifiers and Micro-phones of various makes, Maintenance of -electric fittings and other jobs as may be assigned by the Head of the Department/Section-in-Charge.

5. *Senior Workshop Assistant :*

5.1 He shall maintain the Workshop equipments in working orders.

5.2 He shall keep the record of students, Laboratory/ Workshop journals, etc.

5.3 He shall operate the machinery and other equipment.

5.4 He shall be required to do such other work as assigned to him by the Head of the Department/Section-in Charge.

6. *Junior Workshop Assistant :*

He shall assist the Senior Workshop Assistant in his duties. The duties of Junior Workshop Assistant will be the same as Senior Workshop Assistant where there is no post of Senior Workshop Assistant or in the absence of Senior Workshop Assistant and also other works as assigned to him by the Head of the Department/Section-in-Charge.

7. *Taxidermist (S.T.A.):*

7.1 He shall prepare skeletons of animals including humans, prepare permanent stuffed animals, prepare skeletons, stuffed and stained animals for museum.

7.2 He shall assist students, research scholars and teachers in the above preparations.

7.3 He shall be required to do such other work as assigned to him by the Head of the Department/Section-inCharge.

8. *Animal Collector :*

- 8.1 He shall be responsible for proper supply of living and preserved animals for use of students in their class, and for use by research scholars and teachers.
- 8.2 He shall be required to maintain living animals/preserve animals for use by students/research scholars/teachers as and when required.
- 8.3 He shall be required to do such other work as assigned to him by the Head of the Department/Section-inCharge.

9. *Animal Assistant' Animal Curator :*

- 9.1 He shall be responsible for the maintenance of living animals including those in the Animal House, feed the animals, breed them, keep the animal rooms and surroundings clean with the help of Attendants. He shall keep a record of animals including death and birth of animals.
- 9.2 He shall be required to preserve animals when they die and also keep preserved animals for use by students/ research scholars/teachers.
- 9.3 He shall be required to do such other work as assigned to him by the Head of the Department/Section-inCharge.

10. *Museum Keeper :*

- 10.1 He shall be responsible for the maintenance and upkeep of the museum including proper arrangement of specimens, labeling and detailed record of each specimen, its proper preservation.
- 10.2 He shall keep a record of all specimens of the Museum, assist students/ research scholars/ teachers in the study of specimens.
- 10.3 He shall be required to do such other work as assigned to him by the Head of the Department/ Section-inCharge.

11. *Culture Assistant :*

- 11.1 He shall maintain and propagate culture of animals/ plants and keep their record.
- 11.2 He shall be required to do such other work as assigned to him by the Head of the Department/Section-in-Charge.

12. *Workshop Attendant (Senior and Junior):*

- 12.1 He shall maintain the cleanliness of the instruments, machines and their surroundings in the Workshop.
- 12.2 He shall help other staff in installation and movement of machine and material in the Workshop and do other job/jobs as assigned to him by the Head of the Department/Section-in-Charge.

13. *Instrument Operator :*

- 13.1 Maintenance and operation of sophisticated instruments. He should be capable of detecting and rectifying minor defects in such instruments.
- 13.2 He shall assist students, research scholars, teachers and others in the operation of such instruments and do other jobs as per direction of the Head of the Department/Section-in-Charge.

14. *Glass Blower :*

Fabrication, designing and repairing of scientific glass apparatus (Glass Blowing) and other jobs as per direction of the Head of the Department/Section-in-Charge.

III. SPECIAL TYPE OF TECHNICAL POSTS IN INSTITUTE OF MEDICAL SCIENCES

1. *Social Worker :*

1.1 To participate in training of Medical Graduates and Postgraduates, research and socio service programme of the Department and to motivate the community people to avail of various health and welfare facilities and to educate the community through mass media and arrange health care programme for the community.

1.2 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

2. *Medical Social Worker lease Worker :*

Duties are similar to those of 'Social Workers' plus Data collection.

3. *Extension Educator :*

To motivate the community to adopt family planning and to observe the Health Care Programme.

4. *Public Health Nurse :*

To organise M.C.H., Family Planning and health care in Rural and Urban areas.

5. *Health Visitor :*

To work as Health Visitor in Primary Health Centre and to guide the local inhabitants in their medical health care.

6. *Photo Artist :*

6.1 To draw diagrammatic charts, illustrations and to prepare book jacket of technical nature and photographic work.

6.2 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

7. *Projectionist :*

To operate, maintain and repair audio-visual equipments.

8. *Photographer :*

8.1 To do all sorts of Photographic and Photo-micrographic work including preparation of slides etc.

8.2 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

9. *S.T.A. (Art & Photo) :*

9.1 To draw diagrammatic charts, paintings and photographic' work including preparation of slides, tracing, etc.

9.2 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

10. *Mortuary Attendant :*

10.1 To carry dead body and assist in autopsy and other cadaveric work.

10.2 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

11. *Dental Hygienist :*

Dental hygiene work of patients.

12. *Dental Mechanic :*

To prepare denture and other related jobs.

13. *Animal Attendant :*

13.1 Feeding, breeding and to dress the animals for teaching/ experimental work, including cleaning and maintaining animal room and related work etc.

13.2 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

IV. SPECIAL TYPE OF TECHNICAL POSTS IN THE INSTITUTE OF AGRICULTURAL SCIENCES

(a) Agriculture Farm

1. *Farm Superintendent :*

1.1 To supervise the operation, functioning of the farm, maintenance of Accounts and Stock Registers, etc.

1.2 To assist Teachers, Students, Research Scholars in their field experiments.

1.3 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

2. *Assistant Farm Superintendent :*

To assist the Farm Superintendent in all the above jobs and perform the duties of Farm Superintendent as and when assigned in the absence of the Farm Superintendent.

3. *Farm Assistant :*

To assist the Farm Superintendent/Assistant Farm Superintendent in all the above jobs.

4. *Tractor Driver :*

Maintenance and operation of Tractor for ploughing the fields and cartage etc. and any other jobs assigned.

5. *Farm Mate :*

5.1 To assist and work in field operation.

5.2 And such other jobs that may be assigned to them by the Head of the Department/Section in-Charge.

6. *Farm Labourer :*

To work in fields as per daily duty allotments.

(b) Dairy Farm

7. *Live Stock Farm Manager/Dairy Farm Superintendent :*

1.1 Overall supervision, planning and management of feeding of animals. To supervise the work of accounting of animal feed, sale of Dairy produce including maintenance of Stock Registers. Assisting teachers, Research scholars, students in their experiments.

1.2 To take care of animal health and maintain proper breeding environments.

8. *Dairy Farm Assistant :*

2.1 To assist the Dairy Farm Superintendent in his day-to-day work.

2.2 And such other jobs that may be assigned to them by the Head of the Department/Section-in-Charge.

9. *Veterinary Compounder :*

First aid work, diagnostic work and treatment of animals.

10. *Literate Attendant :*

Same as Laboratory Attendant.

11. *Butterman :*

Manufacture of dairy products.

12. *Dairy Farm Labourer and Dairyman :*

Milking, feeding, handling of animals and milk distribution etc.

13. *Fieldman :*

Sowing for various co-ordinated and station trials, various field operations, recording of data, supervision of harvesting, thrashing and Storage of seeds.

14. *Field Assistant :*

Recording of data field lay-outs of experiments, supervision of various field operations, assisting in breeder seed production.

15. *Sub-Assistant :*

Conduct of trials, supervision of field operations, tabulation of data, breeder seed production.

Q. UNIVERSITY WORKS DEPARTMENT, ELECTRIC AND WATER SUPPLY SERVICES AND HORTICULTURE UNIT

Job specifications approved by a Committee consisting of Professor V. S. Subbarao, Department of Electrical Engineering, Institute of Technology as Chairman, Prof. B. N. Roy, Department of Civil Engineering, Institute of Technology, University Engineer, E.W.S. Engineer as Members and Shri A. C. Karanjai, Officer-on-Special Duty (Admin.) as Member-Secretary at its meetings held on 26th July, 1984, 16th October, 1984 and 3rd December, 1984. Shri U. D. Singh, Horticulturist, attended the meeting as an invitee.

I. UNIVERSITY WORKS DEPARTMENT

1. *University Engineer :*

The University Works Department of the University shall be under an University Engineer who shall be responsible for all execution and maintenance of works entrusted to the department by competent authority. He shall be primarily responsible for procurement of material and machinery for speedy and economic execution of the works in his charge and also responsible for implementation of the terms and conditions of contracts entered into with various parties viz. Contractors and Suppliers.

The University Engineer shall be primarily responsible to competent authority for affording information in cases of probability of excess over the estimated costs of the works in his charge. He is responsible for suggesting proper measures to competent authority to be taken to preserve the University buildings and roads in good condition.

2. *Assistant University Engineer/S.D.Os. :*

The University Works Department has few sub-divisional units under it. According to location and works load each such unit is headed by an Assistant University Engineer/Sub Divisional Officer. An A.U.E.

S.D.O. is responsible to the University Engineer for planning, estimation, progress reports, supervision and execution of the works according to the norms and standards laid down for the same in designs, drawings and estimates. The successful achievement of the target fixed for completion of each project/works with the due consideration to speed and economy or proper maintenance of buildings, structures, etc. under the charge of an A.U.E./S.D.O. mainly depend upon faithful implementation of the policies and orders by the A.U.E./S.D.O. and Junior Engineers (S.Os.) working under him.

All Assistant University Engineers are responsible for opening quotations properly and assist in opening tenders. They are to examine/recommend the tenders for acceptance/rejection.

An A.U.E./S.D.O. has to see the proper preservation of stores, weeding thereof and their proper accounts—quantity and value both. He is also required to inspect the buildings, structures and roads, etc. in his charge as often as necessary about their condition from safety and maintenance point of view

and take/suggest necessary action. The A.U.E./S.D.O. are also required to test-check the measurements recorded by the Junior Engineers (S.Os.) under their dated initials in the M.Bs. In addition all A.U.E's/S.D.O's shall assist his superiors in performance of all above and other miscellaneous duties which may be assigned to him by University Engineer/Superiors.

*3. Junior Engineer (Section Officer) :*

Junior Engineers (Section Officers) are employed on original works ; maintenance and petty works ; planning work and store work on the civil side. On the electrical side, they are employed in original works ; maintenance and petty works.

Section Officer is the primary supervisory element in the executive and planning unit. He is responsible both for the execution of works and maintenance of accounts with which he is concerned.

The duties of the Junior Engineers (Section Officers) engaged on original and maintenance works are as below :

1. To collect engineering data for estimates and prepare rough drawing and site plans connected therewith.
2. To supervise and see that all works under his charge are done according to the specifications, drawings, standards laid down and approved samples. He is expected to remain at site for appropriate time in order to see that the works are executed properly in accordance with the requirements. If any work is done by a Contractor below specification it is the duty of the Section Officer to bring it at once to the notice of the Assistant Engineer/S.D.O. Incharge and also make a note in the site order book.
3. To arrange for the materials, T & P from store/ by purchase from the market ; issue materials, T & P to contractors/works at the proper time so that there is no obstruction in the execution of work.
4. To keep University materials ; T. & P in his custody and care ; maintain proper accounts of receipts, issues and balances ; arrange adequate watch and ward.
5. (i) To record measurements of work done by the contractor/departmental labour.  
(ii) To take the levels of areas where earth work is done and prepare earth work calculation sheets, lead charts, etc. for calculating the quantities of work done.
6. To prepare abstract of measurements at the time of preparation of bills/closing of Muster Rolls.
7. To prepare the recovery statements for the materials/ T & P supplied to contractors, or other services rendered by the department and send them to the A.U.E./S.D.O. for effecting recovery.
8. To prepare theoretical consumption statements.
9. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.



10. To maintain the prescribed registers/accounts like cement register ; cube testing of fine aggregate. M.A.S. account site order book, Account of-Temporary advances ; Imprest Accounts, Stock account ; T & P account ; standard M.Bs. etc.
11. To maintain Register of Inspection of Buildings in his section in the prescribed form and to bring to the notice of he superior officers any defects noticed at the time of his inspection. If any building/ structure is particularly unsafe, this should be specifically brought to the notice of higher authorities.
12. To prepare complete drawings ; extra and substituted items statement, deviation statements; reduction rate statements.
13. To mark the attendance of W.C. and regular staff in the register, to maintain the muster rolls properly; to mark the attendance of casual labour in Muster Rolls; to arrange for casual labour required for departmental works ; to see that the Work-charged staff is properly and fully employed ; to watch the - out-turn and performance of the staff and labour engaged under him ; to send daily reports as required under the rules.
14. To prepare estimates for additions and alterations in buildings.
15. To prepare estimates for annual repair and special repair works and petty works after collecting data from site. 16. To furnish full details and prepare supplementary estimates, revised estimates.
16. To submit reports 'of all accidents.
17. To prepare NIT/NIQ's and then prepare comparative statement of tenders.
18. To check and compare fair drafts, NIT's/NIQ's, estimates.
19. To verify bills, A.T.D.S. etc.
20. To submit required returns to his superior officers.
21. To maintain drawings of buildings, services etc. under his charge.
22. To initiate action for disposal of surplus/unserviceable materials/T & P/empties etc.
23. To ensure prompt action on complaints received in enquiry offices.
24. Preparation and checking of rough cost estimates.
25. Preparation and checking of preliminary estimates.
26. Preparation and checking of detailed estimates.
27. Preparation and checking of revised estimates.
28. Preparation and checking of revised estimates/ NITS estimates.
29. Preparation and checking of Designs.
30. Preparation and checking of drawings.
31. Preparation and checking of Schedule of Rate,.
32. Preparation and checking of specifications.
33. Preparation and checking of theoretical consumption of materials.
34. Preparation and checking of cost index calculations.

35. Calculation and checking of plinth areas, floor areas, etc. from drawings.
36. Calculation of preliminary sizes of structural members.
37. Checking of extra, substituted and deviation item statements.
38. Preparation and checking of survey reports ; checking of tenders, quotations.
39. Scrutiny of drawings prepared by Architects.
40. Examination of arbitration cases.
41. Examination of case relating to approval of materials.
42. Examination of cases relating to wages of labour. ('151 )
43. Carrying out of survey work of areas for development and preparation of Survey plans,
44. Custody of Mathematical and survey instruments, tools and plant including their receipt and issue and maintenance of their account.
45. Assist in carrying out Laboratory test on materials such as cement, steel, timber, metal, soil, etc.
46. Assist in carrying out field tests on soils etc.
47. To carry out valuation of buildings.
48. The duties of Junior Engineers (Section Officers) employed on the Stores work are as follows :
  - (i) To take delivery of materials/T & P; in time check them and report shortages/breakages to higher authorities.
  - (ii) To be in custody of materials/T & P; to arrange for their proper storage.
  - (iii) To issue materials/ & P..
  - (iv) To maintain proper accounts of materials/T & P as required.
  - (v) To submit accounts/returns as required.
  - (vi) To ensure proper watch and ward arrangements for materials/ & P.
  - (vii) To mark the attendance of staff under him and to supervise their works.
  - (viii) To verify bills of suppliers, ATDs, etc.
  - (ix) To initiate action for disposal of surplus/unserviceable materials/T & P.
  - (x) Submit reports of thefts/accidents.
  - (xi) Maintain proper account of temporary advances and imprest accounts.

*General:*

The above mentioned duties are only illustrative and not exhaustive. A Junior Engineer (Section Officer) is expected to assist his superior officers in performance of all those duties which he may have to assume on his promotion, if promoted, to the post of Assistant University Engineer/ S.D.O. in course of time and observe and c out all administrative orders/ instructions issued by University from time to ,time.

4. *Divisional Accountant :*

Divisional Accountant is overall responsible preparation and scrutiny of contract agreements, tend checking of bills with M. Bs., maintenance of contract and works accounts, scrutiny of store accounts, wa recoveries from contractors' bills and other defects, an objections, etc. Arbitration cases, Reports dealing financial matters, Budgetary matters, etc.

5. *Assistant Mason :*

- (i) To attend to all types of masonry work inclu bricklaying, plastering, pointing, flooring, white colour washing, etc. required in the University.
- (ii) To attend to all repairs/newals of all types of mas nary work in the University buildings or structure
- (iii) To keep all tools and other materials required in cle and working condi-tion.
- (iv) To assist/help senior skilled personnel.
- (v) To carry out any other duties assigned.

6. *Mason :*

Same as prescribed for the Assistant Mason, ph

- (vi) To supervise the work of any junior skilled/unskilled personnel entrusted.
- (vii) To prepare estimate of materials required and help in the purchase of materials where needed and keep proper account of materials issued.

7. *Assistant Carpenter :*

- (i) To construct and erect all wood work including doors, windows, frames, trusses, furniture and other structural constructions, etc. required.
- (ii) To carry out repairs of all wood work' (inside and. outside) in various units of the University.
- (iii) To assist/help the senior skilled personnel as required.
- (iv) To keep all tools and other materials required in clean and working order.
- (v) To carry out any other duties assigned.

8. *Carpenter :*

Same as prescribed for Assistant Carpenter, plus

- (vi) To supervise the work of any junior skilled or unskilled personnel entrusted.
- (vii) To prepare estimates of materials required and help in the purchase of materials required and keep proper account of materials issued.

9. *Assistant Painter :*

- (i) Paint woodwork, walls and other structures to the required colour and shade.
- (ii) Varnishing/polishing/painting of quality woodwork and other furniture or machines and equipment as required.

- (iii) Lettering and painting of sign-boards/name-boards as required.
- (iv) To assist/help the senior skilled personnel as required.
- (v) To keep all tools and other materials required in clean and working order.
- (vi) To carry out any other duties assigned.

10. *Painter :*

- (i) Paint woodwork, walls and other structures to the required colour and shade.
- (ii) Varnishing/polishing/painting of quality woodwork and other furniture or machines and equipment as required.
- (iii) Lettering and painting of name-boards/sign-boards as required.
- (iv) To prepare estimates of materials required and help in the purchase of materials when required and keep proper account of materials issued.
- (v) To supervise the work of any junior skilled or unskilled personnel entrusted.
- (vi) To carry out any other duties assigned.

11. *Beldarl Helper :*

- (i) Shall assist, the skilled artisans in their work (masonry, carpentry, etc.)
- (ii) Shall maintain cleanliness of instruments, machines, tools, etc. and their surroundings in their place of work as instructed.
- (iii) Shall do other unskilled jobs such as earth work, movement of machines/ materials etc. as required.
- (iv) Any other miscellaneous work as assigned.

12. *Truck Driver ;*

To handle heavy vehicle as per the direction of U. W.D. authorities.

13. *Road Roller Driver*

Driving roller on the newly built roads under construction and on roads requiring rolling at the time of rep as per direction of superiors.

14. *Fireman-cum-Cleaner*

- (i) Cleaning and oiling of the Road Rollers.
- (ii) Loading of coal and any other materials required into the fire box as required.
- (iii) Any other work as assigned.

15. *Truck Khalasi*

- (i) To attend the loading/unloading of trucks and shift' of materials as required.
- (ii) To maintain the cleanliness of the trucks, tools, and surroundings in their place of work, as instructed
- (iii) Any other miscellaneous work as assigned.

16. *Workshop Attendant (Junior/ Senior)*

- (i) He shall maintain the cleanliness of the instruments, machines, tools, etc. and their surroundings in their place of work as instructed.
- (ii) He shall help other staff, in installation, removal, movement of machines and materials etc. as required.
- (iii) Routine operation of machines/pumps and other equipment entrusted and their maintenance like oiling, cleaning etc. under the supervision of skilled personnel.
- (iv) Any other miscellaneous work as assigned to him. SEWAGE SCHEME (U.W.D.)

17. *Senior & Head Mechanic :*

- (i) To repair and maintain all equipments, pumps & motors and all other equipments.
- (ii) To report about breakdown of pumps immediately and take action for prompt repair.
- (iii) To supervise and guide the work of Mechanics, Fitters, Operators and other skilled and unskilled personnel working under him.
- (iv) Any other duty assigned.

18. *Senior Workshop Assistant (Electrician)*

- (i) To carry out construction, maintenance and repair, operation work of all electrical installations including H.T./L.T. lines, sub-station equipment, air-conditioners, electric motors, pump sets, etc.
- (ii) To supervise and guide the work of junior skilled and unskilled personnel under their control.
- (iii) To prepare estimates of materials required and help in purchase of materials required and keep proper account of materials issued.
- (iv) To keep all tools and other materials required in clean and working order.
- (v) To carry out any other duties assigned.

II. ELECTRIC & WATER SUPPLY SERVICES

1. *E.W.S. Engineer*

Electric and Water Supply Department of the University shall be under the charge of an E.W.S. Engineer who shall be responsible for all execution and maintenance of works entrusted to the Department. He shall be directly responsible for procurement of men, material and machinery for speedy and economic execution of the works in his charge and also for implementation of the terms and conditions of contracts entered into with various parties viz. Contractors and Suppliers.

The E.W.S. Engineer shall be responsible for affording information in cases of probability of excess over the estimated costs of works in his charge. He is required to inspect all electrical and water installations under his charge and is responsible for proper measures to be taken to preserve them in good condition.

## 2. *Assistant Foreman :*

The Assistant Foreman shall be responsible to the E. W. S. Engineer for the management and execution of works within his unit. The duties of Assistant Foreman shall also include - -

- (a) to collect Engineering data for estimates and prepare rough drawing and site plans connected therewith ;
- (b) to supervise and see that all works under his charge are done according to the specifications, drawings, standard laid down and approved samples. He is expected to remain at site throughout in order to see that the work is executed properly in accordance with the requirements. If any work is done by a contractor below specifications, it is the duty of the Assistant Foreman to bring it at once to the notice of the E.W.S. Engineer and also make a note in the site order book ;
- (c) to arrange for the materials, T & P from Stores/by purchase from the market ; issue materials, T & P to contractors/works at the proper time, so that there is no obstruction in the execution of work ;
- (d) to keep University materials, T & P in his custody and care ; maintain proper accounts of receipts, issues and balances and arrange adequate watch and wards ;
- (e) to prepare theoretical consumption statements ;
- (f) to maintain Register of Inspection of works and installation of his unit and to bring to the notice of the E.W.S. Engineer any defects noticed during the inspection ;
- (g) to prepare estimates for new works of his unit ;
- (h) to prepare estimates for annual repair and special repair works and petty works of his unit after collecting data from site ;
- (i) to furnish all details for preparing supplementary estimates, revised estimates ;
- (j) to submit reports of all accidents ;
- (k) to give first aid and arrange for medical aid in case of accidents ;
- (l) to detect and report unauthorised additions and alterations of the electric and water fittings ;
- (m) to allot various types of works to the personnel under his charge and supervise their work and submit full and regular reports on the progress of works ;
- (n) to ensure proper maintenance of all records like attendance registers, materials registers, etc.

## 3. *Senior & Head Mechanic :*

- (i) Erection, repair and maintenance of L.T. and H.T. overhead lines and other outdoor equipment ; H.T. & L.T. cables and their jointing and other associated equipment.
- (ii) Erection, repair and maintenance of various appliances and other equipment in H.T. substation and other indoor installations.

- (iii) To guide and supervise the work of other skilled and unskilled personnel under their charge.
- (iv) To arrange for the materials, T & P required for the works under their control and issue materials to the personnel under their charge.
- (v) To prepare estimates of materials required for works under their charge and ensure keeping of proper records for all works under their control.
- (vi) To provide the electric and water supply section any other administrative and technical assistance as and when required.
- (vii) To carry out any other duties assigned.

4. *Mechanic :*

Same duties as prescribed for Senior & Head Mechanic except (iii), (v), (vi) & (vii) ; plus–

- (i) Repair and fabricate and maintenance all necessary tools, instruments required for their work.
- (ii) To prepare necessary estimates and daily log-book & for all works entrusted.
- (iii) When attached to teaching workshops, assist in the fabrication of student job/projects.
- (iv) To provide necessary assistance to senior technical staff when needed.
- (v) To carry out any other duties assigned.

5. *Assistant Turner :*

- (i) To carry out all turning and machining operations, on lathes and other machines of the Workshop to the required degree of accuracy and tolerances.
- (ii) To keep all tools and other materials required in clean and working order.
- (iii) To carry out any repairs, maintenance or installation work of lathes or other workshop machines as required.
- (iv) To assist/help the senior skilled personnel as required.
- (v) To carry out any other duties assigned.

6. *Turner :*

Same duties as prescribed for Assistant Turner except (iv) plus

- (iv) To supervise the work of any junior skilled or unskilled personnel.
- (v) To prepare estimates of materials required for all jobs of their trade and keep account of materials issued,

7. *Assistant Armature Winder :*

- (i) To carry out all winding jobs of D.C. machines, A.C. machines, transformers and other electrical equipment to the required specifications.
- (ii) To carry out repairs of electrical coils of various d.c. and a.c. machines, transformers and other electrical equipment.

- (iii) To carry out all soldering, brazing, insulating jobs required for all windings.
- (iv) To keep all tools and other required materials in clean and working order.
- (v) To carry out the repair and maintenance work of all winding machines and other related apparatus.
- (vi) To assist/help other senior skilled personnel.
- (vii) To carry out any other duties assigned. 2.8 Armature Winder : Same as prescribed for Assistant Armature Winder except (vi); plus –
- (viii) To supervise and guide the work of other junior skilled and unskilled personnel.
- (ix) To prepare the estimates of all materials required for all jobs of their trade and keep account of all materials issued.

8. *Assistant Wireman :*

- (i) To carry out all wiring work, including additions and alterations of all electrical installations in various university buildings.
- (ii) To carry out wiring, testing, maintenance and rep of various electrical equipment like Electric Moto Lifts, Pump-sets, Fans, Coolers, Switches, Distribution Boards, etc.
- (iii) To keep the tools and other materials in clean a working order.
- (iv) To assist/help other senior skilled personnel.
- (v) To carry out any other duties assigned.

9. *Wireman :*

Same as prescribed for Assistant Wireman except (iv) plus –

- (i) To supervise the work of other junior skilled/unskilled personnel as required.
- (ii) To prepare estimate of materials required and keep proper accounts of materials issued.

10. *Fuseman (Wiring):*

- (i) To replace proper fuses in the respective distribution boards, switches, etc.
- (ii) To attend to minor faults in the internal wiring system
- (iii) To report any major fault to his superiors for necessary action.
- (iv) To keep all tools and materials in good and working order.
- (v) To help/assist senior skilled personnel when needed
- (vi) To carry out any other work assigned.

11. *Assistant Fitter :*

- (i) All kinds of fitting work involving filling, cutting and threading of ferrous and non-ferrous materials.
- (ii) To assist/help other senior skilled personnel as required.
- (iii) To keep all tools and other materials required in clean and working order.
- (iv) To carry out any other duties assigned.



12. *Fitter :*

Same duties as prescribed for Assistant Fitter plus –

- (v) To supervise the works of junior skilled and unskilled personnel entrusted.
- (v) To prepare estimate of materials required and keep proper accounts of materials issued.

13. *Assistant Weldar :*

- (i) To carry out all types of welding jobs including electric arc, welding, gas welding, spot welding etc. within the premises of the workshops or at outdoor installations.
- (ii) To carry out minor repair and maintenance work of all welding apparatus.
- (iii) To keep all tools and other materials in good and working order.
- (iv) To help/assist the senior skilled personnel when needed.
- (v) To carry out any other duties assigned.

14. *Assistant Lineman:*

- (i) To carry out the construction, maintenance, repair and operation work of all electric installations including H.T. & L.T. lines, electrical machines, circuit breakers, underground cables, cable joints, etc.
- (ii) To keep all tools and other materials required in clean and working order.
- (iii) To help/assist other senior skilled personnel.
- (iv) To carry out any other duties assigned.

15. *Lineman :*

Same duties as prescribed for Assistant Lineman except (iii) ; plus –

- (iii) To prepare estimates of materials required and keep proper accounts of materials issued.
- (iii) To supervise and guide the junior skilled and unskilled personnel under his control.

16. *Fuseman (Mains):*

- (i) To replace proper fuses, jumpers in the respective overhead line poles whenever needed.
- (ii) To attend minor repairs in the overhead lines.
- (iii) To report any major faults to his supervisor for his necessary action.
- (iv) To keep all tools and materials in good and working, order.
- (v) To help/assist senior skilled personnel when needed.
- (vi) To carry out any other work assigned.

17. *Pump Fitter :*

- (i) To erect, install, test, repair and maintain all pump and related fittings.
- (ii) To keep records of all repair and replacement work done on each pump.
- (iii) To inform sufficiently in advance the requirement of all materials needed for satisfactory running of the pump.
- (iv) To carry out necessary repairs of the electrical installations under his charge.
- (v) To keep all tools and other materials required in clean and working order.
- (vi) To supervise and guide the work of junior skilled and unskilled personnel.
- (vii) To carry out other duties assigned.

18. *Assistant Pump Fitter :*

Same as Pump Fitter, except (vi) and

- (vi) To assist/help senior skilled personnel.

19. *Pumpman*

- (i) To operate and maintain the pump-sets including the motors, starters, switches, etc.
- (ii) To carry out minor repairs in pumping installation like gland packings, electrical faults, etc. and ensure satisfactory and continuous operation as needed.
- (iii) In case of major breakdown or mal-operation, submit detailed reports to the supervisory staff immediately.
- (iv) To prepare estimates of materials required and keep proper accounts of materials issued.
- (v) To keep all tools and other materials required in clean and working order.
- (vi) To supervise the work of junior skilled and unskilled personnel.
- (vii) To carry out other duties assigned.

20. *Assistant Pumpman :*

Same duties as prescribed for Pumpman, except (vi) and

- (vi) To assist/help senior skilled personnel.

21. *Refrigeration Mechanic :*

- (i) To attend to all faults of refrigerators and air-conditioners in various units of the University and carry out any necessary maintenance and repair work on the spot wherever possible.
- (ii) To install, erect and commission refrigerators and air-conditioners wherever required in the University.
- (iii) To carry out testing, maintenance, repair and recharge of all refrigeration and air-conditioning equipments' including compressors within the workshop when needed.
- (iv) To prepare estimates of materials required and keep proper accounts of

materials issued.

- (v) To keep all tools and other materials required in clean and working order.
- (vi) To supervise/guide the work of other junior skilled/ unskilled personnel.
- (vii) To carry out other duties assigned.

22. *Assistant Refrigeration Mechanic :*

Duties same as Refrigeration Mechanic, except (vi) plus  
To assist/help other senior skilled personnel when needed.

23. *Generator Operator :*

- (i) To start and operate the electric generators and other necessary switches to ensure proper electric supply.
- (ii) To keep proper records of consumption of various materials including Fuel oil, lubricating oil and other spare parts etc.
- (iii) To inform sufficiently in advance the requirements all materials needed for satisfactory running of t generators.
- (iv) To keep proper log books of the energy generators a any faults detected.
- (v) To carry out necessary repairs to the electrical installations under his charge.
- (vi) To assist/help other skilled personnel.
- (vii) To keep tools and other materials in clean and world order.
- (viii) To carry out any other duties as required.

24. *Meter Tester :*

- (i) To test, calibrate all types of electrical measuring instruments including energy meters, ammeter, voltmeters, wattmeters, current and potential transformers etc.
- (ii) To carry out any minor adjustments or repairs ensure satisfactory operation of all measuring instruments wherever possible.
- (iii) To install and connect various measuring instruments wherever needed including sub-station panels etc.
- (iv) To assist/help other skilled personnel.
- (v) To keep tools and other materials in clean and working order.
- (vi) To carry out any other duties as required. ( 165 )

25. *Meter Repairer :*

- (i) To repair all measuring instruments including energy meters, ammeters, voltmeters, wattmeters, etc.
- (ii) To keep all tools and materials in good and working order.
- (iii) To help/assist senior skilled persons when needed.
- (iv) To carry out any other work assigned.

26. *Switch Board Operator :*

- (i) To operate various switches in all sub-station under their control as and when required to ensure satisfactory distribution of electricity.
- (ii) To switch off and isolate any faulty feeder or equipment as required during operation.
- (iii) To maintain proper log-books of all readings; faults, break-downs etc. as required.
- (iv) To report of any major faults, trippings etc. to the supervisory staff.
- (v) To contact and report of any breakdown in the incoming supply to the UPSEB personnel as required.
- (vi) To keep all tools and materials in good and working order.
- (vii) To help/assist senior skilled personnel when needed. g(viii) To carry out any other work assigned.

27. *Assistant Switch Board Operator :*

Same duties as prescribed for Switch Board Operator.

28. *Junior Workshop Attendant :*

- (i) To help the skilled personnel in the execution of their respective trades.
- (ii) To carry out minor repairs in their respective trades under supervision when needed.
- (iii) To maintain cleanliness of all equipment, machinery and other apparatus and tools in the place of his work.
- (iv) To help other staff in installation of machinery, movement of machinery and materials and do other incidental jobs as required.
- (v) To carry out any other duties assigned.

29. *Assistant Mason :*

- (i) To attend to all types of masonry work including bricklaying, plastering, pointing, flooring, white or colour washing, etc. required in the University.
- (ii) To attend to all repairs renewals of all types of masonry work in the University buildings or structures.
- (iii) To keep all tools and other materials required in clean and working condition.
- (iv) To assist/help senior skilled personnel.
- (v) To carry out any other duties assigned.

30. *Mason :*

Same duties as prescribed for Assistant Mason ; plus

- (vi) To supervise the work of junior skilled/unskilled personnel entrusted.
- (vii) To prepare estimate of materials required and keep proper accounts of

materials issued.

31. *Assistant Blacksmith:*

- (i) To shape, handle and mould wrought iron or mild steel to required sizes and shapes and to required degree precision.
- (ii) To fire-weld iron or mild steel pieces and to attend to all repair and/or renewals of iron mongery and other articles of mild steel etc. to the required degree of accuracy.
- (iii) To carry out the repair and maintenance of all furnaces and other apparatus used in their trade.
- (iv) To keep all tools/other materials in clean and working order.
- (v) To help/assist senior skilled personnel as required.
- (vi) To carry out any other duties assigned.

32. *Blacksmith :*

Same duties as prescribed for Assistant Blacksmith except (v) plus

- (v) To supervise and guide the work of senior skilled or unskilled personnel.
- (v) To prepare the estimates of all materials required and keep account of all materials issued.

33. *Assistaid Plumber :*

- (i) To assemble, fix, install, plumbing pipes, fixtures, fittings for water supply and for sanitary installations.
- (ii) To maintain and repair of pipes fixtures and fittings of the water supply and for sanitary installations and drainage system.
- (iii) To keep tools and other materials required in clean and working condition.
- (iv) To carry out any other duties assigned.

34. *Plumber :*

Same duties as prescribed for Assistant Plumber ; plus

- (v) To supervise the work of junior skilled/unskilled personnel entrusted.
- (v) To prepare estimate of materials required and help in the purchase of materials where needed and keep proper accounts of materials issued.

35. *Assistant Carpenter :*

- (i) To construct and erect all woodwork including doors, windows, frames, trusses, furniture and other structural constructions etc. required.
- (ii) To carry out repairs of all woodwork' (inside and outside) in various units of the University.
- (iii) To assist/help other senior/skilled personnel as required.
- (iv) To keep all tools and other materials required in clean and working order.
- (v) To carry out any other duties assigned.

36. *Carpenter :*

Same duties as prescribed for Assistant Carpenter ; plus

- (vi) To supervise the work of any junior skilled or unskilled personnel entrusted.
- (vii) To prepare estimates of materials required and help in the purchase of materials required and keep proper account of materials issued.

37. *Assistant Painter :*

- (i) Paint woodwork, walls and other structures to the required colour and shade.
- (ii) Varnishing/polishing painting of quality woodwork and other furniture or machines and equipment as required.
- (iii) Lettering and painting of sign-boards, name-boards as required.
- (iv) To assist/help the senior skilled personnel as required.
- (v) To keep all tools and other materials required in clean and working condition.
- (vi) To carry out any other duties assigned.

III. HORTICULTURIST WING

1. *Horticulturist*

- (1.) The Horticulturist shall be responsible for general supervision of works done by his subordinate officers.
- (2.) He shall be responsible to the University Engineer for supervision and execution of the works according to the norms and standards laid down for the same in designs, drawings and estimates.
- (3.) He will also be responsible for the successful achievements of the targets fixed by the University for the completion of each project with due consideration of speed and economy in respect of maintenance of the gardens, including road-side gardens, nurseries, trees, flower-show,. propagation of plants and maintenance of tools and plants and stores.
- (4.) He shall be responsible for proper maintenance of accounts of his office.
- (5.) The Horticulturist shall be responsible for the maintenance of cash-book and imprest account of his office..
- (6.) He shall also be responsible for the maintenance of stores and tools and plants accounts of his office including that of nursery, live-stock and road-side stock.
- (7.) He shall also be responsible for proper arrangements of flower-shows and decorations of other University functions and ceremonies.

2. *Inspectors:*

- (1) Inspectors are employed on original works ; maintenance and petty works ; planning work ; etc.
- (2) Inspector is a- primary element in the Executive Unit. He is responsible both for the execution of work and maintenance of accounts with which he is concerned.

- (3) The duties of the Inspectors engaged on original and maintenance work are as below : –
- (i) to collect data for estimates and prepare rough drawings and site plans connected therewith ;
  - (ii) to supervise and see that all works under his charge are done according to the specifications, drawings, standards laid down and approved samples. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements ;
  - (iii) To arrange for the materials, tools and plants from stores ; issue materials, tools and plants to works at the proper time so that there is no obstruction in the execution of work ;
  - (iv) to keep University materials, tools and plants in his custody and care ; maintain proper accounts of receipts, issues and balances ; arrange adequate watch and ward ;
  - (v) to record measurements of work done by the contractor/ departmental labour ;
  - (vi) to prepare abstract of measurements at the time of preparation of bills closing of Muster Rolls ;
  - (vii) to prepare the recovery statements for the materials, tools and plants supplied to contractors, or other: services rendered by the department and send them; to the Horticulturist for effecting recovery ;
  - (viii) to prepare theoretical consumption statements ;
  - (ix) to submit progress report of works and to bring to the notice of the Horticulturist any hinderances in the execution of works ;
  - (x) to maintain the prescribed register/accounts like curing register, testing of plants, account of temporary advances, imprest accounts, stock account, T & P account etc. ;
  - (xi) to maintain register of inspection of gardens including road-side gardens, nurseries, trees, etc. to bring to the notice of the Horticulturist any defects at the time of inspection ;
  - (xii) to mark the attendance of work-charge/departmental and regular staff. To mark the attendance of casual labour in muster rolls, to arrange for casual labour required for departmental works ; to see that the work-charge/departmental staff is properly and fully employed ; to watch the out-turn and performance of the staff and labour engaged under him ; to send daily reports to the Horticulturist ;
  - (xiii) to prepare estimates for additions and alterations in gardens, road-side gardens, nurseries, etc. ;
  - (xiv) to furnish full details for preparing supplementary estimates, revised estimates ;
  - (xv) to submit report of all accidents ;
  - (xvi) to give first-aid and arrange for medical-aid in case of accidents ;
  - (xvii) to detect and report unauthorised felling of trees, branches, etc.
  - (xviii) to verify bills ;
  - (xix) to maintain drawings of gardens including roadside gardens, nurseries, trees, etc. under his charge ;

- (xx) to initiate action for disposal of surplus/unserviceable material/T & P/empties etc. ;
- (xxi) to ensure prompt action on complaints in respect of works under his charge received in the Horticulturist/U.W.D. Offices.

The Inspector shall also be responsible for-

1. Preparation and checking of rough cost estimates.  
Preparation and checking of preliminary estimates.  
Preparation and checking of detailed estimates.  
Preparation and checking of revised estimates.  
Preparation and checking of Designs ;  
Preparation and checking of drawings.  
Preparation and checking of Schedule of Rates.  
Preparation and checking of Specifications.  
Preparation and checking or theoretical consumption of materials.
2. Carrying out field tests on soil etc.
3. Submit reports of thefts/accidents.

### 3. *Supervisor :*

- (1.) A batch of 15-20 Malis shall work under the direct supervision of one Supervisor.
- (2.) The Supervisor shall be responsible to the Inspector Incharge for completion of work strictly as per plan and estimate within the time mentioned in the work order.
- (3.) Negligence on the part of the Malis in the performance of duties shall be reported by the Supervisor to Inspector for whatever disciplinary action considered necessary by the later official.
- (4.) He shall be responsible for returning the tools and plants and other University stores collected for the execution of works by Malis of his batch.
- (5.) He shall submit progress report of works to the Inspector hindrances, if any, to the execution of work.
- (6.) He shall submit reports of all accidents and to give first-aid and arrange for medical-aid in case of accidents with the help of Inspector Incharge.

### 4. *Malis :*

- (1) The duty hours of Malis shall be 8 hours and can be in breaks or spells as fixed by the Horticulturist – Head of the Department in cases where the Malis are attached to the Department.
- (2) The Malis shall work in the gardens including road-side gardens, nurseries, for propagation of plants, cutting of hedges, etc., etc.
- (3) The work of Malls also includes levelling and preparation of land for planting ; maintenance of gardens ; cutting of hedges ; watering of gardens, nurseries, etc. ; looking after University trees ; anti-termite treatment of plants/ trees and other work as per direction of the Horticulturist/ Inspector/ Supervisor.



## R. HOSTEL ADMINISTRATION

Job specifications have been drawn up in consultation with Dean of Students and Registrar.

### I. ADMINISTRATIVE WARDEN

- 1.1 The Administrative Warden assists the Directors, Deans and Principals who are the administrative heads of the concerned hostels in performance of duties entrusted to them under the relevant statutes and ordinances of the University or by the Vice-Chancellor.
- 1.2 General administration, supervision and control of the concerned hostels.
- 1.3 Arrangements in the beginning of each academic year (or at such time or times as may be necessary) of duties – such as the supervision of blocks, of matters connected with hostel, and delegacy unions, management of messes, work of the hostel employees and purchase of materials, and all other activities associated with the concerned hostels.
- 1.4 Administrative Warden shall maintain discipline and supervise the cultural activities of students residing in the concerned hostels.
- 1.5 Administrative Warden shall supervise the work of the Wardens of the Hostel.
- 1.6 Administrative Warden shall attend to such cases of misbehaviour, indiscipline and illness of students—residing in the Hostel.
- 1.7 At least once in a month, Administrative Warden shall meet the Dean of Students and keep him posted with the affairs of the Hostel. He/She will assist the Dean of Students in the discharge of his duties.
- 1.8 Administrative Warden shall plan and supervise cultural life in hostels, social service, etc., etc.
- 1.9 Administrative Warden shall nominate the Treasurer the Hostel Union from amongst Wardens who will operate the funds of the said Union. He/She shall be the Returning Officer and shall conduct the election of the Hostel Union every year. He/She shall also conduct the election of students' representatives in hostel.
- 1.10 The Administrative Warden shall expeditiously decide the matter of grievance of a student or clerical or subordinate staff within the limitations of his/her powers.
- 1.11 The Administrative Warden shall be Chief Executive Officer to implement the decision of the Hostel Committee & either personally or through Committees as the case may be. He/She shall seek the guidance of the Dean/ Director/ Principal of the Faculty/ Institute/ College concerned and Hostel Committees, if necessary. He/She shall be the overall incharge of the all Hostel Establishments under the Faculty.
- 1.12 In addition to his/ her duties as Administrative Warden, he/ she will discharge duties and exercise powers, which have not been specifically assigned to any other person or body or which has been specifically assigned to him/her by the Dean/ Director/ Principal of the Faculty/ Institute/ College, concerned. .

- 1.13 In case of emergency, the Administrative Warden in consultation with the Dean/Director/Principal concerned shall exercise powers and discharge duties which under ordinary circumstances would have been done by a person/persons or by a body/bodies.
- 1.14 The Administrative Warden shall be the incharge an administrative head of the hostel office. The details o assignment and timings shall be decided by him/her under intimation to the Deans/Directors/Principals concerned The maintenance of all official records shall be his/he responsibility. He/She shall send annual confidential report to the Dean/Director/Principal concerned fo onward transmission to the Main Registry.
- 1.15 The Administrative Warden shall take an undertaking from each hosteller to abide by Act, Statutes, Ordinance Rules and Orders of the University regarding payment mess dues by the 15th of every month, maintenance hostel discipline and regarding misuse of room, electricity furniture, fittings, water and treatment with the hos and mess employees.
- 1.16 In a case of serious misconduct committed by a hostel] the name of the student shall be entered in the Conduct Book, maintained with the Administrative Warden of each Hostel. If the name of a student has been entered thrice in the Conduct Book for misconduct, the student shall be liable for expulsion from the hostel for which purpose the Conduct Book shall be sent to the Office of the Dean of Students or to an officer appointed by the University.
- 1.17 In serious cases of indiscipline and/or misconduct, the Warden shall report the case to the Administrative Warden of the Hostel who may fine the student upto Rs. 50/- and enter the name of the student so fined in the Conduct Book maintained by the Administrative Warden.
- 1.18 The Administrative Warden shall inspect the messes regularly.
- 1.19 The Administrative Warden shall be a member of the Students' Admission-Committee.

## II. WARDEN

- 1.1 The Warden shall allot seats to the students in their respective Blocks and shall assist the Administrative Warden in all matters of administration and supervision which have been referred to them by the Administrative Warden. They shall also perform such duties as are delegated to them by the Administrative Warden.
- 1.2 The Warden shall be ex-officio member of the Executive Bodies of the Hostel Union and shall work as local guardian of the students residing in his/her respective block.
- 1.3 The Wardens of the Hostels with the concurrence of the Administrative Warden and Deans of the Faculties, Directors of Institutes and Principals of Colleges will decide all matters of hostel administration within their purview (block) including cases of indiscipline and recommend to the University such stops as may be necessary for the improvement in Hostel.
- 1.4 The Warden shall allot rooms to students assigned to his/ her block.
- 1.5 He/She shall maintain a list of students along with permanent addresses of guardians and such other information as may be required on a form

prescribed by the appropriate authority. In this connection the report of Dhokalia Committee is worth considering :

“(i) Much confusion prevails in some hostels because th have failed to maintain allotment registers for several years while for each academic session the Administrative Wardens are required as per Rules to maintain these records. Each Hostel should record in th registers the details of the inmates regarding th class, fees, permanent address as well as their moment. Some Wardens do not have even a knowledge of such registers and they found difficulty in making available the data required by the Committee. Ev today at the time of finalisation of the report so hostels have failed to supply any data persistently required by the Committee. All reminders failed draw any response.”

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- 1.6 He/She shall enforce the rules relating to residence, management of messes, extracurricular activities and all ot rules and orders connected with the residence of students in the hostel or delegacy.
- 1.7 He/She shall enforce discipline amongst the students live in his/her block in accordance with rules framed therefor.
- 1.8 He/She shall report to the Dean/ Director/ Principal concerned the cases of misbehaviour of students, who residing in his/her block, through the Administrative Warden.
- 1.9 He/ She shall attend to all matters of health, sickness diet of students and sanitation and cleanliness of premises of the concerned Block or delegacy in accordance with the advice of the Medical and Health Officers.
- 1.10 He/She shall assist the Dean/ Director/ Principal, concerned in the discharge of his/her duties.
- 1.11 He/She shall follow all other such things and acts as in be assigned to him/her by the Dean/ Director/ Principal concerned or as may be required of him/her under relevant ordinances, regulations, rules and orders.
- 1.12 The Warden shall assist the Dean of Students in discharge of his/her duties.
- 1.13 The Warden shall be responsible for the safe custody maintenance of properties of the concerned hostel delegacy as entrusted to him/her and for their repairs with the funds allotted for the purpose.
- 1.14 The Warden shall be an ex-officio member of the Students' Union of the concerned hostel.
- 1.15 For acts of indiscipline and /or misconduct, a student may be fined by the Warden upto a limit of Rs. 25/-. In serious cases of indiscipline and/or misconduct, the Warden shall report the case to Administrative Warden of the Hostel for necessary action.
- 1.16 He/She shall take all such actions with the concurrence of the Administrative Warden and forward the report through him. He/She may be required to stay in the accommodation attached to a particular hostel or in a quarter owned by the University.
- 1.17 The Warden shall be a Member of the Hostel Union and may have to work as a Treasurer of the Hostel Union.

- 1.18 The Warden shall be responsible for general discipline and tidiness, and cleanliness of his/her block, including health, sickness of students and sanitation.
- He/She shall make rounds in the morning and evening every day to ensure tidiness and cleanliness of the block and also to see that the Chowkidars are doing their duties properly and punctually. He/She shall be available in his/her block-office every day at least for an hour in the morning and evening and shall attend to the problems of the students of his/her block with the assistance of block-servants.
- 1.19 Every block should have its own Attendance Register which should be kept in the custody of the Warden of the block. There should be a fixed time and place as notified by the Warden for recording the attendance of the employees. Those who are literate must sign the Attendance Register and the attendance of illiterate employees should be recorded by the Warden.
- 1.20 The names of all employees of the block should be written in the Attendance Register in order of seniority.
- 1.21 The Warden of the concerned block should authenticate the attendance of the employees of his block by putting his initials and date every day.
- 1.22 Attendance Register should be for one year from July June and under no circumstances more than one Attendance Register be used for the same year. Any correction and/or alteration in the Attendance Register should made neatly by the Warden under his/her full signature with date.
- 1.23 As soon as an employee goes on leave the facts should be intimated by the Warden to the Administrative Ward with recommendation, if a substitute is needed against the leave vacancy. The Administrative Warden, on receipt of the recommendation, from Warden, should forward the proposal of appointment to the Registrar within a week from the date of engagement of the substitute with detailed justification for filling up the post when the leave of regular employee does not exceed 30 days.
- 1.24 He/She also forward the Annual Confidential Report of the employees to the Administrative Warden for onward transmission through the Dean/Director/Principal concerned to the Main Registry for necessary action.
- 1.25 The Warden shall inspect the messes regularly.
- 1.26 He/She shall be a Member of the Hostel Administration Sub-Committee.

### III. (BLOCK SERVANT

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### S. LIBRARY STAFF

Job specifications of different categories of staff have been framed by a Committee consisting of Shri H. D. Sharma, Librarian as Chairman, Shri S. N. Raghav, Deputy Librarian as Member and Shri A. C. Karanjai, O.S.D. (Admin.) as Member-Secretary at its meeting held on 9th July, 1984.

### I. LIBRARIAN

Duties Assigned :

- (i) To plan and organise library service of the University.
- (ii) To control, develop and manage the staff cadres of the library system of the University.
- (iii) To coordinate, control and manage the library system of the University.
- (iv) To organise library support to instructional, research and publication programmes in coordination with the Faculty.
- (v) To organise and provide instructional programme for freshers in library use.
- (vi) To provide practical library training to the students of Library Science.
- (vii) To develop library collection by selecting books and other materials from various sources.
- (viii) To organise bibliographical, documentation reference service to the students, research scholars and teachers.
- (ix) To plan and bring out the publications to support the University library service.
- (x) To keep abreast of the new developments in Library and information science field and to apply those as far as possible.

## II. DEPUTY LIBRARIAN

### Duties Assigned :

- (i) To coordinate and supervise the work of sections under their charge.
- (ii) To provide bibliographical and reference service to the teachers and research scholars.
- (iii) To conduct instructional programmes in lib for freshers.
- (iv) To train students of library science in practical work of the library.
- (v) To help in the building of the library collections in their respective areas of specialisation.
- (vi) To help the Librarian in planning of library re and services.
- (vii) To inter-relate instructional, research and academic programmes of different departments library resources and services.
- (viii) To keep abreast of the new developments in Lib and Information Science field and to apply those as far as possible.

## III. ASSISTANT LIBRARIAN

### Duties Assigned:

- (i) To train persons under his/her charge and supervise their work.
- (ii) to assist the Deputy Librarian in conducting 'University Library' programmes for the freshers.
- (iii) To assist in collection building by selecting books from various sources in their field of specialisation
- (iv) To assist in practical training of Library Science students.
- (v) To provide spot reference service to students, research scholars and freshers.
- (vi) To keep abreast of the new developments in Library and Information Science field and to apply th as far as possible.

#### IV. PROFESSIONAL ASSISTANT

Duties Assigned :

- (i) To handle acquisition routines of books and periodicals.
- (ii) Classification of books.
- (iii) Cataloguing of books.
- (iv) Providing spot reference service.
- (v) Preparing bibliographies and documentation lists.
- (vi) Circulation work.
- (vii) Stack and maintenance work.
- (viii) Assisting the Incharge in the supervision of the Section.
- (ix) Other professional work.

#### V. SEMI-PROFESSIONAL ASSISTANT

Duties Assigned :

Preparation of books selection slips, Duplicate checking, Accessioning, Typing catalogue cards, Transcribing, Catalogue card filling, registration (Periodicals and newspapers) routine, binding routine, circulation work and connected routine. Processing the bills for payment. Other routine technical work as assigned.

#### VI. CATALOGUE TYPIST

Duties Assigned :

To type Catalogue cards.

#### VII. LIBRARY ATTENDANT (SENIOR AND JUNIOR)

Duties Assigned :

Cleaning of books and shelves, sorting of books, shelving of books and journals, shelf rectification. labelling and stamping of books, Catalogue card duplicating, Dak distribution. Preparation of books and journals for binding and such other jobs as to be assigned to them by the supervising staff.

#### VIII. JANITOR

Duties Assigned :

To have check the outgoing reading materials and other library assets that they are properly issued at the entrance and exit points.

#### T. HOSPITAL STAFF

Job Specifications as approved by the Government of In in the Directorate General of Health Services Hospital Man as amended from time to time, have been adopted for the Banaras Hindu University Hospital by a Committee consisting of Maj. Gen. S. C. Das, Medical Superintendent, Sir Sunderlal Hospital as Chairman, Dr. K. P. Singh and Dr. S. Dwivedi, Deputy Medical Superintendents as Members and Shri A. C. Karanjai, Officer on-Special Duty (Admin.) as Member-Secretary at its meeting held on 28-9-1984. It was also decided by the Committee that where the designations of the Officers and other staff

of S.S. Hospital differs or partially differs with the designations of Officer and other staff of the Government of India Hospital, the Medical Superintendent, Sir Sunderlal Hospital, shall decide the duties and responsibilities of the Officers and other staff of his Hospital with the Officers and other staff of comparable designations of the Government of India Hospital and his decision in this regard shall be taken as final.

The duties and responsibilities of different categories of Hospital staff as prescribed in the "Hospital Manual" of the D.G.H.S., Ministry of Health & Family Welfare, Government India, are as under.

**I. DUTIES AND RESPONSIBILITIES OF OFFICERS OF HOSPITAL ADMINISTRATION**

**1. Medical Superintendent :**

1. Planning, medical supervision and coordination.
2. Medical consultation/Operations/Ward work.
3. Teaching (not exceeding three hours a week to be arranged preferably in one or two sessions).
4. Financial and Administrative functions—Administrative work which should be performed specifically by the Medical Superintendent under the rules and cannot be delegated to lower levels, the matters of general principles and policy in hospital administration ; sanction of all kinds of leave to gazetted staff; appeals of Class I and Class IV staff against decisions at lower levels.

**2. Deputy Medical Superintendent :**

1. Day-to-day routine medical administration of the hospital subject to the control and general supervision of the Medical Superintendent.
2. Medical Examination (overall incharge of Medical Examination Cell).
3. Free anti-rabic treatment in case's of indigent patients.
4. Sanction of free blood to indigent patients and routine administrative matters of Blood Bank.
5. Matters concerning treatment of patients, enquiries and their complaints and related parliamentary questions.
6. Medical records for medico-legal cases and court summons relating to them.
7. Matters relating to post-graduates and library.
8. Matters relating to Central Sterilisation Room.
9. Matters relating to residents hostel.
10. Call duty after office hours.
11. Any other duty that may be specified by the Medical Superintendent from time to time.

**3. Medical Officer/Assistant Medical Superintendent :**

1. Sanitation.
2. Medical Stores responsibilities confined to G.F.R. 106 and 107.
3. Surprise stock verification of stores and cash.

4. Detailing of ambulances.
5. Casualty Emergency Service and O.P.D.
6. Security and fire fighting.
7. Call duty after office hours.
8. Any other duty that may be specified by the Medical Superintendent from time to time.

4. *Administrative Officer :*

1. Establishment matters.
2. Sanction of Casual leave and other kinds of leave to Class III staff.
3. Fixation of pay of Class III and Class IV staff in consultation with Accounts Officer.
4. O. & M. Work study, Operational Research etc.
5. Legal matters.
6. Maintenance of hospital buildings and liaison with C.P.W.D.
7. Matters relating to hospital and residential accommodation.
8. Assistance to Medical Superintendent in planning and development of the hospital and preparation of Capital budget.
9. Workshop and laundry.
10. General Stores, linen stores and stationery stores—responsibilities confined to G.F.R. 106 and 107.
11. Transport-Controlling, maintenance and repair of staff cars, station wagons, load carrying vehicles and other vehicles of the hospital-Detailing of ambulances, staff cars, station wagons and load carrying vehicles.
12. Such administrative matters as are specifically delegated to Administrative Officer by the Medical Superintendent or any other superior authority from time to time.

5. *Welfare Officer Labour Officer /Public Relations Officer*

Statutory Functions :

Staff Welfare and Reconciliation comprising *inter-alia*.

1. Establishing contacts and holding consultation for maintaining harmonious relations between hospital management and its staff.
2. Projecting before the management the individual and collective grievances of staff for securing expeditious redressal.
3. Acting as a negotiating officer with association and trade unions of staff and workers.
4. Assisting management in formulating labour policies and interpreting these policies to the workers.
5. Exercising restraining influence over staff going on illegal strikes and help in peaceful settlement of legal strikes.
6. Helping workers to adjust and adapt themselves.



7. Ameliorating their working conditions.
8. Promoting management-staff relations which will ensure productivity and efficiency.
9. Securing provision of staff amenities like canteen, drinking water facilities etc.
10. Personal matters relating to Class IV staff.
  - Other Functions :
    1. Complaints of and assistance to patients.
    2. Complaints against employees.
    3. Liaison with police, N.D.M.C., etc.
    4. Personal problems and other difficulties of the staff.
    5. T. V. shows, sports activities and get-together.
    6. Call duty after office hours.
    7. Any other duty as may be specified by Medical Superintendent from time to time.
6. *Accounts Officer :*
  1. Preparation of the hospital Revenue Budget.
  2. Drawing and disbursing officer for pay and allowances of the hospital establishment.
  3. Processing of cases, drawal and disbursement of various. advances admissible to and claimed by staff.
  4. Detailed scrutiny of store purchases/salary bills, passing of contingent bills etc.
  5. Maintenance of financial accounts.
  6. Processing and collection of demands of dues of th hospital.
  7. Maintenance of accounts relating to non-Government funds.
  8. Pension cases.
  9. Joint custody of cash exceeding Rs. 5,000/- with th Cashier.
  10. Endorsement of service books of staff in token of having checked them with the pay bills.
  11. Financial advice.
  12. Technical advice in costing.
  13. Any other duty that may be specified by the Medic Superintendent from time to time.
7. *Nursing Superintendent :*
  1. Recruitment and training of nursing staff.
  2. Regular rounds in hospital wards and department daily visits to seriously ill-patients and surprise night rounds.
  3. Submission of daily reports regarding admissions, discharges and deaths compiled by night sisters.

4. Assigning nursing staff to various wards and departments.
5. Organising and conducting staff meetings of the nursing staff.
6. Sanitation of wards and departments.
7. Matters relating to nursing school.
8. Matters relating to nurses hostel.
9. Leave roster of the nursing staff.
10. Sports and recreation of nursing staff.
11. Grievances of nursing staff.
12. Any other duty that may be assigned by Medical Superintendent from time to time.

8. *Dietician :*

1. Management of dietetic department.
2. Management of therapeutic kitchen.
3. Standardization of receipts and supervision of cooking.
4. Teaching dietetic trainees, nursing staff and others.
5. Maintaining duty roster of kitchen staff, leave record, six monthly health record of Class IV employees and other records required for personnel management.
6. Running nutrition clinic and to attend to Dietetic Clinic.
7. Taking surprise visits to ensure proper distribution of food to patients particularly therapeutic diets.
8. Ordering dietary articles (dry and fresh) and supervising the receipts and issues of all supplies.
9. Checking of purchase of bills relating to dietary articles in regard to their specification, quantity and rates and passing them on to Accounts Section.
10. Maintenance of proper accounts for all dietary articles and inventory for dead stock articles.
11. Sanitation and cleanliness of kitchen areas.
12. Supervision of fire precautions in the department.
13. Any other duty that may be specified by the Medical Superintendent.

II. DUTIES AND RESPONSIBILITIES OF MEDICAL STAFF

1. *Heads of Departments :*

The Heads of Departments will be responsible for the proper and efficient functions of their respective departments keeping in view the over-all requirements of the institution and specific needs of hospital services. For the purpose they are authorised :

1. To deploy and utilize staff and equipment etc., and to delegate functions in any manner as and when they consider necessary in the best interest of the institution and functioning of the constituent units. In this matter, they are expected to keep close liaison with the Medical Superintendent. In all major matters prior consultation/concurrence of the Medical Superintendent should be obtained.

2. To sanction casual and restricted leave of the non-gazetted staff working in their departments in accordance with the existing rules and order for which they will keep proper record.
3. Departmental correspondence as well as leave applications of the staff (excluding casual leave) and including their own casual leave applications will continue to be submitted to the Medical Superintendent. While sanctioning casual leave and submitting other leave applications/proposals in respect of the staff and their own, it will be ensured that satisfactory alternative arrangements have been made and these will be recorded on the applications. In case satisfactory internal arrangements are not possible, the leave should not be recommended. In genuine/deserving cases such applications/proposals should however be submitted with specific recommendations/suggestions. Mere forwarding of applications/proposals will be presumed as NO OBJECTION to the acceptance of the proposal/request etc.

The Head of Department will, in addition, perform duties as assigned by the Medical Superintendent from time to time.

2. *Heads of Units :*

1. The heads of units will be responsible for the medical care and attention of all patients admitted to their units (indoor, emergency wards, etc.).
2. The heads of units must see all patients as soon as possible after admission. For serious cases, the heads of the units must ensure immediate consultation/ examination as considered necessary and the same should be properly recorded.
3. During the stay of patients in the wards, the heads of units should exercise continuous personal attention to all seriously ill cases as also to other cases and should be available for consultation in cases of need in respect of patients in their units.
4. No patient should ordinarily be discharged from the hospital except on instructions from the head of the unit.
5. It would be the special responsibility of the head of the unit to ensure that the case sheets of the patients are maintained properly and in chronological order and a true and faithful record of various events in connection with his treatment, referrals and progress in the hospital is kept.
6. Patients should be placed on the 'Seriously Ill List' or 'Dangerously Ill List' as the case may be by the head of the unit, and such list should be sent to the Enquiry (Central Admission Registry) daily. In all these cases heads of units must explain to the relatives about patients' condition.
7. The head of the unit should ensure consultation with his colleagues in case of need. The consultant would similarly record his observations in the case sheets. Urgent consultations should be so mentioned and consultations arranged without delay.
8. In case of surgical operations adequate operation notes regarding the surgical approach used, findings at the operation and operative procedure done, and post-operative orders should be written.

9. The head of the units will be responsible for the proper maintenance and up-keep of the ward in his area and also ensure submission of timely indents of the various articles required for the treatment of the patients in the ward. The head of the units under guidance from the Head of the Department of the speciality should lay down definite procedure to be adopted in case of emergencies and also ensure that the staff working under him has been thoroughly drilled in the techniques to be followed.

*3. General Duty Officers :*

1. The Jun or Medical Officer of the unit will work in collaboration with the Registrar/Senior Resident of the unit and supervise the day-to-day work of house surgeons and interns.
2. He will accompany the physician/surgeon incharge for ward rounds.
3. On the day the physician/surgeon incharge is not available for ward rounds, the Junior Medical Officer will take rounds of his own ward. It would be his sole responsibility to contact the physician/surgeon and discuss about the serious cases in the ward and if necessary to show these cases to the physician/surgeon.
4. He will scrutinise the clinical documents completed by the house staff and -make corrections where necessary..
5. The senior-most Junior Medical Officer will allocate night duties by rotation to house staff in consultation with the respective Registrars/Senior Resident of different units. and will ensure that the respective staff is available for duty. The duty roster will be hung up in the duty rooms on the board indicating the name and unit. The next on duty will be shown in the same list. In case the duty officer is not available for urgent reasons, the next on duty will act for him.
6. On day of admission he will be available in the afternoon and evening till relieved by the Registrar/Senior Resident by 19 .00 hours. He will ensure that all patients have received attention and necessary discharges from Accident and Emergency Department have been effected He will report to the physician/surgeon incharge phone wherever available.
7. He will also attend to referred cases till the evening: Thereafter Registrar will take the responsibility of referred cases.

*4. Registrars /Senior Residents :*

1. Sanitation and cleanliness of wards – The Registrar/ Senior Resident, will take a sanitary round with the ward staff before he starts his professional work and ensure cleanliness of the ward. He will cooperate with the ward staff to maintain discipline in the ward.
2. The Registrar/Senior Resident will be directly responsible for supervision of patient care in his unit with the assistance of house-surgeons.
3. He will be contacted by the house surgeons on duty in case of emergency, if he thinks necessary, he should consult the physician/surgeon incharge of the unit or. G.D.O. when available.
4. He will go through all the case notes .written by house-surgeon and will make corrections where necessary.

5. Besides taking round in the wards during day time, he will daily take round late in the evening with the house-surgeon on call.
6. On admission days he will attend to cases referred for medical opinion from other wards. If necessary, he may contact the physician/surgeon incharge for necessary advice.
7. In case of death it is his responsibility to scrutinize that case documentation is complete in every respect and will write a brief summary of the case, before it is sent to the Medical Records Section.
8. He will maintain a book to indicate the patients in his charge who would need attention after the night rounds and he will apprise the duty house staff of such cases.
9. He will maintain a register to indicate that the relatives of seriously ill patients are informed through the central registration office of the hospital. This is applicable in case of patients absconding from the ward and also in case of death.
10. When house surgeons are not available, he will carry all the duties of a house surgeon.
11. Registrars/Senior Residents will certify death.

5. *House Surgeon :*

1. He will take advice from Registrar/Senior Resident for guidance and efficient execution of professional care of his patient.
2. In O.P.D. house staff will refer the case to the Registrar/ Senior Resident or the G.D.O. with a short history and physical findings of the case written on the O.P.D. Card.
3. House staff is primarily responsible for the case allotted to him. Besides, he would have a general idea of all the cases in the ward. As soon as a case is admitted, patient will be examined by the house surgeon who will complete the case sheet in all details. He will then show the case to the Registrar/Senior Resident or G.D.O. He will see that all necessary investigations are done in time, and entered in the case sheet.
4. In case of acutely ill patients, it is his responsibility to show the case immediately to the Registrar/Senior Resident or G.D.O. for advice.
5. He will enter the daily follow up of the case in case-sheet. In case of seriously ill patients the progress of the case will be recorded every time the patient is examined.
6. On admission days one house physician will be physically present on duty in Accident and Emergency Department during O.P.D. timing for attending to cases admitted there. After the O.P.D. closes, two house surgeons will be present on duty throughout the day in Accident and Emergency Department. In the night one house surgeon will be on duty in Accident and Emergency Department.
7. On other days the house surgeon on duty should be present in the doctors duty room.

8. On Sundays and gazetted holidays all house surgeons will come for rounds in the forenoon. In the afternoon and thereafter only one house surgeon will be on call duty.
9. Night emergency duty in ward (from 21.00 to 08.00 next day) – House Surgeons from each unit will be on emergency duty in the night for the respective units in addition to one house surgeon staying in Accident and Emergency Department. The house surgeon on night call will apprise himself by direct contact with the Registrar whose case would need special attention.
10. Laboratory and X-Ray investigations – Requisite forms for laboratory and X-Ray investigations should be filled in the previous evening with full clinical notes for routine cases. In emergency it should be done immediately. The requests for investigations should be collected in time to be useful.

6. *Post-Graduate Students:*

1. They will attend the O.P.D. on the scheduled O.P.D. days of the unit to which they are attached.
2. They will go through and examine all the cases admitted in their respective units and attach a review of the case on a separate sheet of paper. They will go through the recent medical literature available on all aspects of the case and add it to the review of the case. During ward rounds they will discuss the case with the physician/ surgeon.
3. They will attend the clinical meetings and present cases for the same.
4. For other purposes they will work in collaboration with the Registrar/Senior Resident.
5. They will not certify 'death' and will not discharge a medico-legal case.

7. *Interns :*

1. They will work in collaboration with the house surgeon.
2. They will attend O.P.D. on the admission days of the unit to which they are attached.
3. In the wards they will be allotted beds. They will examine the patients on the beds under them and complete their case sheets.
4. They will work in the clinical side-room and do routine blood, urine, stool and sputum examination of the cases-under their care.
5. They will be on emergency duty in Accident and Emergency Department according to the duty roster prepared by the Department.
6. They will attend special clinics, run by their units on the respective days.
7. Interns will neither prescribe treatment nor certify deaths.

### III. DUTIES AND RESPONSIBILITIES OF NURSING STAFF

1. *Staff Nurse :*

The Staff Nurse is responsible for the complete nursing care of the patients assigned to her. The following duties would be shared with nursing students, if any, and auxiliary staff such as nursing orderlies, ward boys, Ayas, sweepers as the situation warrants :

**General care of the patients :**

1. Admission and discharge of patients.
2. Assistance and instructions to patients and their relations.
3. Bathing patients including daily care of mouth, nails and pressure points.
4. Four hourly, or more frequent attention to pressure points.
5. Giving and removing of bed pans and urine pots.
6. Giving and removing of hot water bottles.
7. Bed making.
8. Feeding of patients.
9. Distribution of diets, milk, etc.
10. Preparation of special foods, eggs, milk, etc.
11. Technical nursing care of patients ;
  - (a) Administration of medicine.
  - (b) Administration of injections.
  - (c) Assistance in administration of intravenous injections.
  - (d) Preparing for injections and clearing up.
  - (e) Recording of medicines and injections given.
  - (f) Taking and charting T.P.R.
  - (g) Rounds with doctor.
  - (h) Technical procedures e.g., enema, catheterization, dressings, irrigations, oxygen therapy, preparing for and clearing up after procedures.
  - (i) Preparation for and assistance in clinical tests and medical procedures.
  - (j) Pre-and post-operative care.
  - (k) Urine Testing.
  - (l) Collecting labelling and despatching of specimens.
  - (m) Escorting patients to and from departments.
  - (n) Giving and receiving reports.

**Ward management :**

- (a) Handing over and taking charge of shift.
  - (b) Keeping the ward clean and tidy.
  - (c) Preparation of surgical supplies, bandages, splints.
  - (d) Routine care and cleaning of dressing trolleys, cupboards, apparatus, makintosh, etc.
  - (e) Care of clean and soiled linen.
  - (f) Disinfection of linen, beds, floor and bed pans.
12. Demonstration and guidance to student nurses and domestic staff.
  13. Supervision of domestic staff.
  14. Assistance in orientation of new staff nurses.
  15. Participation in staff education and staff meeting.
  16. Participation in professional activities.
  17. Any other duty that may be assigned from time to time.

2. *Non-Resident or Part-Time Staff Nurse :*

A part-time staff nurse will be working only for six hours during the day, according to the time convenient to the department or ward she is posted. Her responsibilities are, however, the same as those of a staff nurse.

3. *Ward Sister :*

The ward sister is responsible to the Nursing Superintendent Matron for the management of the wards and supervision of t ( 197 ) nursing and domestic staff. She would be assisted in carrying out the following duties by staff nurse, clinical and domestic staff as the case may be. The main aim of the ward sister should be to foster team spirit in her area of work :

**Nursing care of patients :**

1. Admission and discharge of patients.
2. Efficient nursing care, personal comfort and toilet of patients, administration of drugs and treatment, observation and recording.
3. Patients' Diet.
4. Rounds with medical staff.
5. Assistance to medical staff in examination of patients and treatment.
6. Assistance at or supervision of clinical investigations, pre-operative and post-operative care.
7. Maintenance of patients' records.
8. Care of patients' personal effects in accordance hospital rules.
9. Following of prescribed rules regarding death of a patient.
10. Giving and receiving reports. Information to relatives and friends.
11. Intimation to Nursing Superintendent/Matron of any special emergency in the ward.

**Teaching of nursing students :**

1. Planned and incidental teaching.
2. Supervision of students' work.
3. Consultation and cooperation with sister tutor in arranging demonstrations.
4. Discussion with students to promote good attitudes, complete "Record of practical work" and in relation to confidential reports.

**Ward staff:**

1. Assignment of work and arrangement of duties by taking roll calls of nursing and domestic staff.
2. Coordinating and facilitating work of other staff, e.g., occupational therapist, social worker, dietician, voluntary worker.
3. In-service training.
4. Orientation of new staff.



5. Maintaining good relationships among all categories of staff and with patients and their relatives.
6. Discipline of nursing and domestic staff. Reporting on absence of staff.
7. Confidential reports.

**Ward Management :**

1. Cleanliness of ward, its annexes and environments.
2. Linen and ward. equipment- up-keep and repairs.
3. Custody of dangerous drugs. Record of their administration.
4. Indents for drugs, surgical supplies ,stores, diets.
5. Maintenance of stock registers, inventories,
6. Interpretations of hospital policies and regulations and their implementation.
7. Investigation of complaints.
8. Issue of stores, etc.
9. Control of visitors.

**General :**

1. Rounds with medical staff and Nursing Superintendent/ Matron.
2. Taking round special visitors.
3. Participation in staff education and staff meetings.
4. Participation in professional activities.
5. Any other duty as may be specified from time to time

4. *Assistant Nursing Superintendent :*

**Nursing care of the patient and ward management of the Department :**

1. General supervision of the nursing care given to the patients and all nursing activities within the nursing unit. ,
2. Cleanliness and order in her department and environment.
3. Regular rounds in her department including out-patient clinics and night rounds.
4. Receiving reports from the night staff regarding the nursing care of the patient at night.
5. Analysing/evaluating the kind and amount of nursing services required in her unit.
6. Rotation of the nursing staff in her department to ensure good nursing care.
7. Staff meeting with the departmental staff.
8. Planning in cooperation with the sisters of each unit for effective administration.
9. Interpreting the principles of good management to ward sister, especially to those who are inexperienced and orientating them to apply these principles to their daily work.

10. Helping the ward sister to ensure supplies and equipment and rechecking their use and care.
11. Acting as the public relations officer for the unit and deal with problems if any specially with the Class IV staff and patient's attendants.
12. Keeping the Nursing Superintendent/Matron informed of the needs of the nursing unit and of any special problem.

**Nursing education :**

1. Organising the training programme in this particular speciality in consultation with the doctor incharge and the Nursing Superintendent/Matron.
2. Responsible for arranging the classes and clinical teaching in this speciality for nursing students.
3. Implementing the ward teaching programme with the help of doctors and ward sister.
4. Arranging for proper clinical experience of students.
5. Counselling and guidance of nursing staff and students.
6. Assisting in planning for and participation in the training of auxiliary personnel.

**General :**

1. To plan and implement a proper orientation for all new personnel posted to her department.
2. Taking the Medical and Nursing Superintendent/Matron and special visitor round the department.
3. Helping the Nursing Superintendent/Matron in the office work, if necessary.
4. Participation in staff education, staff meeting and other professional activities.
5. Any other duty delegated by the Nursing Superintendent/ Matron.

*5. Sister Tutor*

The Sister Tutor is responsible to the Nursing Superintendent/ Matron for the organisation and conduct of the teaching programme in the School of Nursing. In a large school a Senior Nursing Tutor will be assisted by one or more tutors and Public Health Nurses to whom she would delegate appropriate duties. The following responsibilities and duties pertain to the Sister Tutor :

**Teaching :**

1. Planning of the teaching. programme including an orientation programme in consultation with the Nursing Superintendent/Matron and the medical and nursing teachers.
2. Planning for students' practical experience, ward assignments and vacations in consultation with the Matron.
3. Planning of ward teaching programme with the cooperation and collaboration of ward sisters.

4. Preparation for classes and demonstrations, display of educational material on notice board.
5. Teaching of all nursing subjects with assistance from other members of the staff.
6. Guidance to students in methods of study and use of reference book and library. Individual attention to students when necessary including individual assignments.
7. Conduct of periodical and terminal tests.
8. Organization of seminars, panel discussions, debates, etc.
9. Assuring that students who go in for examinations fulfil all requirements.
10. Regular visits to the hospital wards and departments and other practice fields.
11. Writing of annual reports pertaining to school.

**Records of students :** She will maintain the following records : –

1. Register of attendance at classes, demonstrations, , visits, etc.
2. Record of practical experience.
3. Marks of terminal tests and examinations.
4. Leave account of students. -
5. Records of classes given by nursing, medical and other teachers.

**Students health :**

1. Arrangement for initial and periodical health examinations and maintenance of health records.
2. Periodical visits to students' rooms to make sure that they practice personal hygiene.
3. Organising recreation and social programme.

**General :**

1. Participating in the selection of students.
2. Supplying of time tables of classes to Ward Sisters.
3. Maintenance of library, requisition of new books and journals.
4. Inventory of class room supplies.
5. Inventory of class room equipment.
6. Arrangements for functions for prize distribution, capping, etc.
7. Any other duty that may be assigned to her from time to time relating to nursing education.

6. *Public Health Nurse:*

The Public Health Nurse is a member of the staff of the -school of Nursing and is responsible to the Sister Tutor. She may also be directly responsible to the Matron for the conduct of any Public Health Nursing Services which are established an relation to the training programme.

**Teaching :**

1. Planning the Public Health Nursing part of the course in consultation with the Sister Tutor including Planning and arrangements for observation visits.
2. Consultation with the Tutors and Ward Sister to plan and effect integration of Public Health in the entire curriculum.
3. Teaching of health subjects, i.e., hygiene, public health nursing and nutrition in collaboration with other teachers.
4. Personal guidance and supervision of students in their practice of health teaching in the hospital and in all aspects of training in the public health field.

**Students health:**

1. Taking special responsibility for the students health programme including immunizations.
2. Guidance and supervision of students individually for developing good health habits.

**General :**

1. Development of a field for experience for students in public health nursing.
2. Maintenance of records and registers of the public health nursing service.
3. Records of students' experience.
4. Reports on students.
5. Help to promote health practices and health education in the hospital wards and departments.
6. Any other duty that may be assigned to her from time to time.
7. *Home Sister/House Keeper (Nurses' Hostel):*
  1. Keeping the premises neat and tidy.
  2. Making the common rooms attractive and comparable.
  3. Receiving and distribution of nurses, mail, telegrams, parcels, etc.
  4. Requisitioning of hostel linen, cleaning materials, furniture, crockery, cutlery, etc., and maintaining records relating to these items.
  5. Rechecking the maintenance of buildings, fixtures, etc. of the Hostel.
  6. Duty Roll Call of inmates of the hostel and their general welfare.
  7. Management of the hostel mess and control of the domestic staff attached to the hostel.
  8. Any other duty that may be assigned from time to time relating to the hostel.

8. *Warden :*

1. Maintaining the discipline of the hostel and the inmates.
2. Allotment of rooms to the members.
3. Arranging for an appetising and balanced diet and proper and timely service of meals.
4. Supervising the service of meals with the help of Home Sister/House Keeper or other designated nursing staff..
5. Organising guidance, counselling and recreational activities.
6. Arranging medical care and examination of the inmates and staff of the hostel.
7. Ensuring proper maintenance of accounts of the hostel..
8. Allocating duties to the staff working in the hostel.
9. Supervising the work of Home Sister/House Keeper.
10. Any other duty that may be specified from time to time.

IV. DUTIES AND RESPONSIBILITIES OF TECHNICAL STAFF

1. *X-ray Technician/Radiographer*

1. Taking diagnostic radiographs of patients as required by medical officers.
2. Advising patients or ward staff regarding preparation of patient before X-Ray.
3. Developing and drying the exposed X-Ray films.
4. Loading cassettes with X-Ray films.
5. Storing unexposed X-ray films properly.
6. Keeping account of X-ray films and other supplies. Maintaining record of X-ray reports of the patients referred.
7. Sending radiographs and the opinions of the Radiologist to the department concerned.
8. Receiving back the X-ray films after the discharge of the patient and filing them in such a way that retrieval is easy.
9. Taking precautions to protect himself, patients and other workers of the department from the hazards of X-ray.
10. Assisting the Radiologist in the deep X-ray treatment.
11. Assisting the Radiologist in the training of X-ray Technicians.
12. Wearing the film badge at all times of working in the department.
13. Carrying the portable X-ray apparatus to other departments of the hospital and taking the radiographs of patients seriously ill.
14. Keeping the premises of the department clean and adequately stocked with forms and stationery required.
15. Maintaining cordial public relations.
16. Performing duties as may be assigned by the hospital authorities.

2. *Laboratory Technician (Histopathology)*

1. Helping the histopathologist in grossing-.
2. Processing specimens, i.e., dehydrating, cleaning embeddings.
3. Preparing and cutting the paraffin blocks.
4. Fixing the blocks in objective holders.
5. Sharpening the instruments used for cutting.
6. Doing routine haematoxylin and eosin staining.
7. Doing special staining.
8. Undertaking screening of cytology smears for the detection of malignant cells.
9. Helping the histopathologist in post-mortem work.
10. Receiving specimens from operating theatres.
11. Doing clerical work related to the laboratory.
12. Doing any other work that may be specified by the hospital authorities.

3. *Museum curator (Histopathology Laboratory)*

1. Preparing surgical specimens for display.
2. Helping in photo-micrographic work.
3. Indexing surgical specimens.
4. Maintaining and furnishing the museum.
5. Compiling statistical data.
6. Doing clerical work related to his task.
7. Doing any other duty that may be specified by hospit authorities from time to time.

4. *Laboratory Technician (Bacteriology)*

1. Collecting specimens.
2. Preparing smears for examination.
3. Dealing with centrifugation and preparation of. urine deposit for smear examination.
4. Doing sensitivity test of pathogenic organisms.
5. Preparing and maintaining stock media.
6. Pouring media in plates.
7. Sterilizing and maintaining glassware.
8. Inoculating specimens on various media and processing: them for culture.
9. Doing serological test for various isolated organisms.
10. Investigating cases of infection in the hospital.
11. Checking the efficiency of autoclaving in Central Sterilization Room, laundered linen, etc.
12. Doing related clerical and public relation work.
13. Doing any other duty that may be specified by the hospital authorities.

5. *Laboratory Technician (Biochemistry)*

1. Collecting specimens.
2. Doing clinical tests like blood sugar, blood urea, blood protein, blood cholesterol, urine, stools, S.G.O.T., S.G.P.T., etc.
3. Doing related clerical and public relations work related to the task.
4. Doing any other duty that may be specified by the hospital authorities.

6. *Laboratory Technician (Haematology)*

1. Collecting specimens.
2. Counting the cellular constituents of blood estimating haemoglobin.
3. Testing the coagulation mechanisms of bloods.
4. Knowing the use of haematological apparatus and preparing small pieces of apparatus.
5. Maintaining routine records connected with the laboratory work.
6. Maintaining cordial public relations.
7. Doing any other duty that may be assigned by the hospital authorities.

7. *Technician (Blood Bank)*

1. Controlling all nursing orderlies and sweepers and maintaining cleanliness and discipline in the department.
2. Grouping of all donors, paid or voluntary.
3. Bleeding of donors and arranging subsequent rest.
4. Labelling, documenting, storing and issuing blood.
5. Grouping and matching of all samples from the wards,, O.Ts., etc., and issuing matched blood as and when needed.
6. Doing Rh factor test of referred cases and maintaining their records.
7. Preparing distilled water and sterile parent oral solutions of various kinds for use in the hospital.
8. Arranging, cleaning, preparing, assembling and sterilizing of blood and giving infusion sets for the whole hospital.
9. Maintaining and accounting for various stores and equipment.
10. Preparing the annual indent of stores indenting and receipt of stores and their maintenance.
11. Preparing and despatching monthly progress reports.
12. Doing any other work that may be assigned by the hospital authorities.

**Note** :- Laboratory Assistants will assist the Laboratory Technicians and function as their deputies. Laboratory Attendants\* will look after the Laboratory in the matter of cleanliness, washing of glassware, dusting the Laboratory area and will be constantly learning the job of laboratory assistant through in-service training.

8. *E.E.G. Technician*

1. Handling and maintaining electro-encephalographic machine.
2. Taking electro-encephalographs for patients on the advice of the doctor.
3. Maintaining records related to his work.
4. Maintaining cordial public relations.
5. Doing any other duty that may be assigned by the hospital authorities.

9. *Operation Theatre Technician :*

1. Supervising the working of the domestic staff working in the operation theatre and recovery room.
2. Being responsible for storage, maintenance and accounting of instruments, tables and other supplies belonging to the operating theatre and recovery room.
3. Taking adequate precautions against fire and other hazards.
4. Keeping the emergency outfit up-to-date and in good working order in the theatre.
5. Supervising cleanliness and maintenance of operating theatre.
6. Seeing to the proper sterilization of instruments, linen and other appliances before use.
7. Seeing to the testing of electric equipment by the electrician periodically and descaling of.
8. Ensuring aseptic conditions in clean theatres.
9. Helping in arranging conveyance of patients to and from the operating theatre.
10. Doing any other duty as may be specified by hospital authorities.

10. *Technician (C.S.R.) :*

1. To function as incharge of the maintenance and upkeep of autoclaves.
2. Sterilizing needles, syringes, dressing gloves, ward and theatre instruments, catheters rubber tubing, etc.
3. Arranging and issuing ward packs and theatre packs on an as required basis.
4. Sharpening needles, preparing Pot Dichromate solution.
5. Keeping proper account of receipt and issuing of various articles dealt with in the Central Sterilization Room.
6. Doing a weekly check up of losses and institute measures to reduce the losses.
7. Maintaining relevant records and charts.
8. Doing any other duty that may be assigned by the hospital authorities.



11. *Pharmacist :*

1. Compounding and dispensing prescriptions according to the hospital formulary or prescriptions of doctors in the hospital.
2. Being responsible for initiating the indents, storage and maintenance of stocks and accounting of medical supplies and appliances under his charge.
3. Providing first-aid to the injured and repeat prescriptions of physicians when ordered.
4. Compiling statistics of hospital in accordance with the instructions of the hospital authorities.
5. Attending to the work of the clinical side room and doing the routine tests of urine, faeces and blood, provided he has undergone adequate training.
6. Performing such other duties as may be assigned by the hospital authorities.

V. DUTIES AND RESPONSIBILITIES OF MEDICAL RECORD STAFF

1. *Medical Record Officer:*

1. Management of Medical Record Department (including Central Admitting and Enquiry Office).
2. Development, analysis and technical evaluation of clinical records.
3. Development of secondary records (i.e. indexes of various types).
4. Preservation of medical records.
5. Development of statistics.
6. Assistance to the medical staff.
7. Co-operation with all other departments in the matter of records.
8. Participation in educational and training programme.

2. *Statistical Assistant (Or Assistant Medical Record Officer):*

1. Disposal of all letters received in the department.
2. Maintenance of files for different subjects dealt with in the department.
3. Scrutiny of statistical returns compiled by the Admission and Discharge Analysis Desk and the Medical Statistics Desk.
4. Forwarding of statistical returns to the D.G.H.S. and other agencies.
5. Control of furniture, linen and stationery items through proper inventory, preparation of monthly indents for these items.
6. Supervision of the department work in the absence of Medical Record Officer.
7. Participation in the training programmes of the department.

3. *Medical Record Technician :*

1. Compilation of data for research from records.
2. Preparation of statistical reports.
3. Review of medical records to ensure presence of all component parts.
4. Coding diseases and operations according to the accepted classifications.

5. Maintenance of indexes according to the planned procedures.
6. Preparation of Daily Hospital Census.
7. Analysis of records of discharged patients.
8. Analysis of admissions.
9. Compilation of monthly and annual statistical reports.
10. Computation of rates, percentages, etc.
11. Maintenance of Birth Registers.
12. Maintenance of Death Registers.
13. Scrutiny of Birth and Death Reports received from the wards.
14. Supervision of Incomplete Records Control Desk.
15. Supervision of Filing Area.
16. Instructing new employees in the procedures of their jobs.
17. Checking the work of employees directly under supervision.
18. Taking records to courts.
19. Attending to medico-legal works while working in the Medical Record Department, as under :
  - (a) Receiving medico-legal registers from the Casual Medical Officer when such registers are complete.
  - (b) Getting those medico-legal reports which are incomplete- by the doctors, duly completed in respects.
  - (c) Preparing a list of all those medico-legal reports which are not completed in spite of personal efforts, doctor-wise and submitting the same to DMS for necessary action.
  - (d) Controlling issue of medico-legal registers by maintaining a register.
  - (e) Issuing medico-legal reports to the police authorities as and when required.
  - (f) Providing assistance to police officials in obtaining X-ray films and other documents required by them.
  - (g) Supply of blank medico-legal registers to the Casualty Medical Officer, on request, after numbering it with the automatic numbering machine.
  - (h) Attending courts and producing records there, as , and when summons are received.
  - (i) Keeping all the medico-legal documents in safe custody.
20. Participation in the training programmes of the department.

*4. Receptionist (Central Admissions and Enquiries):*

1. Guiding patients to various O.P.Ds/Clinics/Departments in relation to their diseases.
2. Preparation of Admission Records of all patient to be admitted.
3. Attending to enquiries.
4. Maintenance of Index Cards of patients and Medical Officers.
5. Maintenance of Central Admission Register.

6. Arranging funeral vans on request.
7. Sending messages to patient's relatives and doctors and phonograms.
8. Maintenance of furniture, equipment, stationery' medical record forms, etc., lying in the Central Admitting and Enquiry Office.
9. Announcement on paging system.
10. Supervision of the staff working in the Central Admittin and Enquiry Office.

5. *Junior Medical Record Technician :*

1. Typing of patient's name index cards.
2. All the duties performed by the Receptionist on th Central Admission Counter as well as Enquiry counte during the night and in the absence of a Receptionist.
3. Hospital Census work, viz. :
  - (a) Collection of daily ward census reports prepare - by night nursing staff.
  - (b) Tallying numebr of admissions recorded in the war with the duplicate copies of admission advice.
  - (c) Collection of records of discharged patients.
  - (d) To remove patient's Name Index Cards of discharged patients from 'In-the-House' cabinets kept in the enquiry office.
  - (e) Preparation of consolidated Hospital Census Report.
4. Assembling of Medical Records of discharged patient according to a specific order.
5. Typing of daily discharge list.
6. Proper filing and maintenance of patient's name Index cards of discharged patients.
7. Typing work of the department.
8. Assisting the Medical Record Technicians working the incomplete as well as completed records cont areas.
9. Attending courts for production of medico-legal register and medical records, etc..
10. Assisting Medical Record Technicians in Admission a Discharge Analysis.
11. Registration of out-patients in various OPDs and Clinics.
12. Assisting the Medical Records Technician Incharge of Out-patient Statistics in the collection and compilation of data on attendances and diseases.

6. *Medical Record Attendants :*

1. Filing of medical records of discharged patients.
2. Retrieval of medical records.
3. Checking medical records for missing files.
4. Proper maintenance of medical record files in the incomplete as well as completed records areas.

## VI. DUTIES AND RESPONSIBILITIES OF DOMESTIC STAFF

### 1. *Steward*

- (i) He will receive indents from the wards, compile them and make consolidated indent for daily requirements of food articles.
- (ii) He will indent, receive, store, issue and account for bulk supplies of food articles when store keeper is not provided.
- (iii) He will receive the daily supplies of raw food from the contractor, issue it to the Head Cook of the Kitchen according to scale and keep proper accounts when store keeper is not provided.
- (iv) He will check the monthly bills of the contractor regarding the correctness of the supplies made with reference to lodgers and other documents.
- (v) He will arrange for local purchases of food articles not supplied by the contractor.
- (vi) He will supervise the cooking to see that food is cooked as required by the Dietician/Catering Officer.
- (vii) He will see that the cooked food is stored temporarily under hygienic conditions till it is distributed to wards.
- (viii) He will supervise the distribution of food to the wards.
- (ix) He will supervise the proper cleaning of utensils, maintain the cooking appliances in good condition and see to the general cleanliness of the kitchen.
- (x) He will supervise the disposal of food wastes.
- (xi) He will report to the Dietician/Catering Officer or other higher authorities regarding :
  - (a) Problems of food service ;
  - (b) Problems of maintenance of buildings and appliances and
  - (c) Problem of staffing of the department.
- (xii) He will do any other duty that may be assigned to him.

### 2. *6.2 Store Keeper (Kitchen)*

- (i) He will receive, store and issue supplies according to scales whenever prescribed or with reference to orders issued by the officer incharge kitchen.
- (ii) He will report to the officer incharge kitchen about inadequacy or delay in supplies.
- (iii) He will show all supplies received to the officer incharge of the kitchen for approval.
- (iv) He will maintain stock registers satisfactorily.
- (v) He will verify suppliers' bills.
- (vi) He will properly arrange his stores and do physical checking of store every week or month and submit his report regarding surpluses, losses, etc.
- (vii) He will perform such other duties as may be specified by the officer in-charge kitchen.

### 3. *Head Cook*

- (i) He will supervise the work of kitchen staff working under him.
- (ii) He will see to the care and maintenance of the equipment.
- (iii) He Will see to the sanitation and cleanliness of the department.
- (iv) He will open and close the kitchen.
- (v) He will maintain and improve standards of food preparation and service.
- (vi) He will represent kitchen staff to the Dietician.
- (vii) He will supervise the food service.
- (viii) He will check wastage, spoilage of food, etc.
- (ix) He will assign duties of the kitchen staff whenever necessary.
- (x) He will report about gas requirements to the store keeper,
- (xi) He will do any other duty that may be assigned to him from time to time.

The Head Cook and Cooks should see that the various meals are supplied to the hospital according to the following timings :

Morning Tea	6.30 to 7.30 A.M.
Breakfast	8.00 to 9.30 A.M.
Evening Tea	3.00 to 4.30 P.M.
Dinner	6.00 to 7.30 P.M.

### 4. *Cook*

- (i) He will receive food articles according to indents from the steward/store keeper.
- (ii) He will prepare food as required by the Dietician and according to the menu.
- (iii) He will store cooked food properly till distribution.
- (iv) He will distribute the food to the various wards for further distribution by the ward staff and prevent wastage of food.
- (v) He will maintain the cooking ranges and other cooking appliances in good condition.
- (vi) He will supervise the duties of other auxiliaries working in the kitchen and in their training.
- (vii) He will observe personal hygiene and use the special clothing of aprons provided while performing his duties.
- (viii) He will maintain cleanliness of the kitchen and utensils.
- (ix) He will take safety precautions to prevent fire and injuries to those working in the kitchen.
- (x) He will perform such other duties as may be assigned to him from time to time.

5. *Mate Bearer and Khidmatgar*

- (i) He will clean grains, wash and cut vegetables, make dough and balls for chapaties.
- (ii) He will help cooks in the filling of water.
- (iii) He will do dusting and arrange equipment in the kitchen.
- (iv) He will give a helping hand to the cooks while cooking.
- (v) He will bring food trolleys, cans, etc., from the wards and take them back.
- (vi) He will serve food to the patients, doctors, and nurses.
- (vii) He will do any other duty that may be assigned by the Head Cook.

6. *Masalchies*

- (i) He will wash pots, pans and all other kitchen utensils.
- (ii) He will do any other duty that may be assigned to him by the Head Cook.

7. *Peon*

- (i) He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
- (ii) He will attend to dusting of the tables and walls, and furniture in the area of the office allotted to him and see that the stationery items kept on the desk are always ready for use.
- (iii) He will see that the sweeper allotted to the area cleans floors, walls, toilet, etc., daily before the office hours.
- (iv) He will be on call during the allotted time.
- (v) He will announce the arrival of visitors to the officer concerned and help them to the officer concerned in an orderly manner.
- (vi) He will attend to the telephone calls when the officer is not in his seat.
- (vii) He will carry 'IN' correspondence and files from the main office to the officer's desk and carry the 'OUT' correspondence to the main office from the officer's desk.
- (viii) He will run errands on official business within the hospital and outside, if necessary.
- (ix) He will bring tea and other refreshments from the Canteen to the officer concerned whenever required.
- (x) He will expeditiously deliver the outgoing mail to the addresses and post office and bring the incoming mail from the post office and other officers.
- (xi) He will assist in moving stores from one place to another within the hospital when ordered by responsible personnel. He will move stores from and to the hospital or go to bank to cash cheques, etc.
- (xii) He will assist in packing parcels, closing and stamping of letters.
- (xiii) Whenever necessary and authorised by the responsible personnel, he will also do the duties of a chowkidar or a gate peon.
- (xiv) He will take only half an hour for his mid-day lunch and promptly return to duty after the lunch break.
- (xv) He will do such other duties as may be allotted to him by hospital authorities.

8. *Nursing Orderly* :

- (i) He will receive the patients on admission and assist the patient in getting into or out of the bed.
- (ii) He will attend to the personal hygiene of patients, washing and cleaning teeth, changing clothing, giving enema, etc.
- (iii) He will prepare the patients for operations, laboratory, X-ray and other investigations.
- (iv) He will transport patients to various departments in the hospital.
- (v) He will help in feeding patients and giving drinking water to patients and washing utensils.
- (vi) He will assist the nurse in handling and observation of patients and in simple basic nursing procedures.
- (vii) He will assist the nurse or doctor in diagnostic and treatment procedures.
- (viii) He will assist in collection and handling of pathological specimens.
- (ix) He will assist the nurse in receiving supplies by running errands to other departments of the hospital and in carrying messages to other departments and individuals in the hospital.
- (x) He will make beds for ambulatory patients and assist the nurse in making beds of non-ambulatory cases.
- (xi) He will assist the nurse in getting supplies from the laundry, disinfecting mattresses and despatching dirty linen to the laundry.
- (xii) He will clean and do dusting of beds, doors, windows and other furniture. He will assist in debugging and pest control of wards.
- (xiii) He will wash walls and doors in wards.
- (xiv) He will assist in sterilization of instruments, appliances and dressings and dressing of post-operative wounds.
- (xv) He will render first-aid to patients in case of emergency.
- (xvi) He will prepare dead bodies, arrange their transportation to the mortuary and assist in terminal disinfection.
- (xvii) He will do any other duty that may be assigned to him.

9. *Chowkidar* :

- (i) He will be on duty punctually at the approved area. He will be alert throughout the period of duty and perform the duties diligently and with vigilance.
- (ii) He will be responsible for the security of buildings, equipment and patients in the section allotted to him.
- (iii) He will check that all doors and windows which have to be kept locked during the non-working hours of the hospital are securely locked.
- (iv) He will check daily and see that the fire fighting equipment is kept in good working condition and take immediate steps in fire fighting in case there is an incident of fire.

- (v) He will go round the area allotted to him to see that no unauthorised persons are in the premises and prevent unauthorised movement of personnel, equipment and supplies.
- (vi) He will report immediately to higher authorities of unusual occurrence.
- (vii) He will remain on duty till relieved.
- (viii) When posted as a gate keeper he will see that only authorised persons are permitted to enter the premises
- (ix) He will perform duties as may be assigned by the hospital' authorities from time to time.

**10. Sweeper :**

- (i) He will clean wards, floors, sinks, lavatories and toilet seats, windows walls and other areas in the ward and ancillary rooms attached to the wards and keep the hospital grounds clean and free from domestic animals..
- (ii) He will clean urine pots, bed-pans and other soiled or contaminated appliances.
- (iii) He will provide bed pans and urine pots to patients with promptness and prepare patients for operations and diagnostic tests.
- (iv) He will assist in collection and handling urine and stool specimens.
- (v) He will transport dead bodies to mortuaries and dispose of specimens and organs removed during operations.
- (vi) He will assist in disinfection of soiled linen mattresses and terminal disinfection of wards, and in conveyance of soiled linen to the laundry.
- (vii) He will also do such other duties as may be assigned to him.

**11. Stretcher Bearer :**

- (i) He will accompany the drivers of the ambulances and bring the weak and feable patients to the ambulance and carry the patients required to be admitted in the hospital to the various wards/departments of the hospital.
- (ii) He will carry patients for X-ray and laboratory investigations.
- (iii) He will perform such other duties as may be assigned to him from time to time by the hospital authorities.

**U. BHARAT KALA BHAVAN**

Job Specifications drawn up by Shri O. P. Tandon, Officeron-Special Duty.

**1. Assistant Curator/Technical Assistant**

- 1.1 Holding charge of the objects in their respective Sections, either in display or kept in reserve ;
- 1.2 Opening and closing of Galleries ;
- 1.3 Help Research Scholars and General visitors ;
- 1.4 Supervise sectional photography ;
- 1.5 Arrange educational Programmes for schools and colleges ;



- 1.6 Write books and articles ;
- 1.7 Help in the Museum Publication ;
- 1.8 Prepare Progress Report of the section ;
- 1.9 Public relations ;
- 1.10 Send requisition of material purchases to the Deputy Director/Deputy Keeper ;
- 1.11 Documentation and maintenance of section records ;
- 1.12 Checking up of the punctuality of all subordinate staff;
- 1.13 Collecting opinions and Statistics of visitors for removing their difficulties and also for submission of reports thereon ;
- 1.14 Maintenance of Accession Registers (sectional registers) and documents including photography of new acquisition and maintenance of relevant files ;
- 1.15 Attending to all kind of technical enquiries ;
- 1.16 Arrange Exhibitions both temporary and permanent ;
- 1.17 Write general and individual labels etc. ;
- 1.18 Periodical stock taking of the section ;
- 1.19 Preparation of Basic and classified. Index Cards ;;
- 1.20 Ensuring cleanliness of the galleries under their charge ;
- 1.21 Photographic documentation and preparation of slides ;
- 1.22 Preparation of bibliography ;
- 1.23 Changing of exhibits from time to time ;
- 1.24 Attending to chemical conservation wherever needed ;
- 1.25 Ensuring safety and security of the objects under their charge through frequent rounds in the galleries ;
- 1.26 Preparation of sectional catalogues and Handbooks ; 1.27 Improving display and lighting ;
- 1.27 Preparation of Papers for Art purchases and Kala Bhavan Samiti meetings ; and
- 1.28 Any other duty assigned by the Joint Director/ Deputy Director/ Keeper/ Deputy Keeper.

## 2. *Keeper/Deputy Keeper*

- 2.1 Holding charge of the objects in their respective sections either in display or kept in reserve ;
- 2.2 Periodical stock checking and submission of Report thereon ;
- 2.3 Preparation of- (i) Basic and (ii) Classified Index Card
- 2.4 Maintenance of old General Accession Registers ; 2.5 Ensure cleanliness in the galleries ;
- 2.5 Preparation of labels ;
- 2.6 Help in Museum documentation ;
- 2.7 Preparation of bibliography ;

- 2.8 Arrange Exhibitions ;
- 2.9 Change exhibits from time to time ;
- 2.10 Attend to chemical conservation ;
- 2.11 Ensure the safety and security of the objects under their charge ;
- 2.12 Improve display and lighting ;
- 2.13 Preparation of Annual Programmes and their implementation;
- 2.14 Prepare reports ;
- 2.15 Allot duties to the Technical Assistants working under them and getting the work done ;
- 2.16 Showing visitors whenever needed or called upon to do so by the superiors ;
- 2.17 Recommend and send requisition of material purchases for the section ;
- 2.18 Assist in organising educational programmes ; 2.20 Help research scholars ;
- 2.19 Write books, articles, catalogues, guide books, etc ; 2.22 Help Museum publications ;
- 2.20 Attend to all kinds of technical enquiries ;
- 2.21 Make suggestions for purchase of books and periodicals ; 2.25 Suggest for new acquisition of objects ;
- 2.22 Prepare and supervise papers for purchase of objects and Kala Bhavan Samiti meetings ; and
- 2.23 Any other duty assigned by the Deputy Director/Joint Director/Head of the Institution.

### 3. *Guide Lecturer*

- 3.1 To guide visitors ;
- 3.2 Help them in taking photographs and purchasing ; articles at the sale counter ;
- 3.3 Will ensure their visit pleasant and comfortable ; 3.4 Preparation of educational programmes ;
- 3.4 Inviting school/college students ;
- 3.5 Arrange talks, slide shows, cultural programmes etc.
- 3.6 Collect visitors' opinion and remove their difficulties 3.8 Maintenance of auditorium etc. ;
- 3.7 Control reception and sales counter ;
- 3.8 Maintenance and cleanliness of water closets and functioning of water coolers ;
- 3.9 Maintenance of notice boards ;
- 3.10 Inspection of uniforms of Class IV employees ;
- 3.11 Any other duty assigned to him by the Deputy Director Keeper/Deputy Keeper.

#### 4. *Security Officer*

- 4.1 Controlling the keys of opening and closing the museum building;
- 4.2 To bring keys from the house of the Head of the Department every day and to take the same back ;
- 4.3 Checking every nook and corner of the building during opening and closing hours ;
- 4.4 Supervising the gallery attendants on duty ;
- 4.5 Supervising the duties of the night watchman outside as and when required ;
- 4.6 Controlling the leave applications of the night guards and adjust them according to the situations ;
- 4.7 Checking the belongings of staff and the visitors as and when they come out of the museum building ;
- 4.8 Maintenance of law and order in the premises while the museum is open.

#### 5. *Chemical Assistant*

- 5.1 To check up humidity and other climatic effects in the different sections of the museum building regularly ;
- 5.2 To check up the growth of damaging insects and fungi on wooden doors ; walls, floors and on the furniture of the museum building ;
- 5.3 Periodically to check up of strong rooms and other reserve collections ;
- 5.4 Conservations of art objects ;
- 5.5 Preservation of already treated objects ;
- 5.6 Maintaining the records of Conservation Works ;
- 5.7 Reporting of objects suffering from acute diseases ;
- 5.8 Procurement of equipments and chemicals for his own section.

#### 6. *Photographer/Dark Room Assistant*

- 6.1 Maintenance of photo studio, dark room and its equipments – maintenance of cameras – prepare print and negatives – collect orders for supplying photographs, slides etc. prepare bills for outside supply – inside and outside photography – attend dark room duties – maintenance negative registers – maintenance of files/papers connected with sectional store – help scholars in taking photographs – preparation of photo albums on classified basis.
- 6.2 Any other duty assigned by the Assistant Director/ Deputy Director/ Keeper/ Deputy Keeper.
- 6.3 The Dark Room Assistant will assist the Photographer (S.T.A.) in his duties and shall also carry out his instructions for doing anything connected with photography.

#### V. SECURITY (WATCH & WARD)

Job Specifications drawn up by the Chief Proctor, Banaras Hindu University.

1. *Security officer /Deputy security officer/ Assistant Security Officer*

Watch and ward of the Campus, to maintain a liaison with the Police and District officials for maintaining law and order within the University campus, to assist the Chief Proctor in the discharge of his duties and do such other duties as may be assigned by the Chief Proctor from time to time.

2. *Varishtha suraksha sainik/ Suraksha sainik*

Watch and ward duties of the Campus and to assist the Officers of the Proctorial Organisation in the discharge of their duties and to do such other duties as may be assigned to them by the Officers of the Organisation from time to time.

3. *Wireless Operator*

To provide operation and maintenance of Wireless sets.

W. MISCELLANEOUS

I. COMPUTER CENTRE

1. *Senior Computer Operator*

Supervision of console operation.

2. *Computer Operator*

Console operation

3. *Input/Output Assistant*

To make the job submitted by the users as well as to return it after processed by computer and to make necessary entries for record purposes.

4. *Key Punch Operator*

Punching and verification of data.

5. *Wireman*

Wiring and maintenance of important installation like electronic motors etc.

6. *A.C. Operator*

Operation of Air-conditioners and maintenance and minor repairs of A.C. Motors.

7. *Curator : Institute of Medical Sciences :*

To look after the practical demonstration of the Drugs for the M.D. (Ayu.) students and Ph.D. students of Dravya Guna Department specially in Ayurvedic Garden.

To conduct excursion tours with the students of the Department of Dravya Guna.

To take care of Herbarium Museum and Garden, cultivation and preservation of medical plants for the research work of the students of Dravya Guna.

8. *Instrument Technologist : (Institute of Technology):*

Analysis of Ores, alloys, etc. and maintenance and repair of instruments of sophisticated nature.

9. *Investigator : (Deptt. of Political Science) :*

Collection of data and also data processing including preparation of statistical tables and interpretation of statistical datas.

10. *Analyst : (Institute of Technology):*

Analysis of samples to find out the percentage o composition of various ingredients.

11. *Garden Supervisor : (I.Ag.S.Cs.)/(Deptt. of Botany):*

1. Supervision work in the garden and providing assistance in Horticulture practical classes.
2. (a) Technical assistance for undergraduate/postgraduate (Hort.) practical classs in the garden and in the nursery.  
(b) Assistance in laying out field trials for Ph.D. Research work.  
(c) Maintenance of garden records, stocks, etc.

12. *Statistician : (S. S. Hospital) :*

Collection and processing of statistical datas.

13. *Technical Assistant (Employment, Information & Guidance Bureau):*

Maintenance of information and literature on careers, current jobs, scholarships, cases of studies, training and apprenticeship facilities available in India and abroad in subject-wise, institution-wise and country-wise files for displaying in the career information room of the Bureau.

14. *Draftsman (Controller of Examinations):*

Writing of degrees, certificates and other calligraphic work of the Examination wing.

15. *Manager (Shree Vishwanath Temple) :*

Management and administration of Shree Vishwanath Temple.

16. *Research Assistant :*

To assist teaching and research work and Information of teaching aids.

17. *Assistant : (Department of Musicology) :*

To assist the Research students and Head of the Department in all research activities.

18. *Tabla Accompanist (M. M. V. & Fac. of Performing Arts) :*

To provide accompaniment in the Vocal/Instrumental Music Classes and lecture-cum-demonstration programme etc.

19. *Tabla Accompanist (C. H. Girls' School) :*

To provide accompaniment in the Vocal/Instrumental Music classes and lecture-cum-demonstration programme etc. and also teaching Tabla in Class VI & XI.

20. *Patwari :*

Measurement and maintenance of records of University property. To perform the duties of court Peon (Pairavi of Court cases in connection with landed properties) and also to assist the Ziledar in connection with the Court work and other matters.

21. *Gestetner Machine Operator :*

Operation of Duplicating Machine and its maintenance.

**X. UNIVERSITY SPORTS BOARD**

1. *Coach :*

To train, demonstrate, lecture and coach the students in games, sports in their own areas.

2. *Physical Instructor :*

To instruct, training students in various sports and games, gymnastics.

3. *Filter Plant Operator :*

1. To operate Pump of the Pool and mix chlorine gas as per specification.
2. Maintenance and repair of minor defects.
3. Setting the Pump gang in accurate working order.
4. Periodical noting of pool water and its cleaning.
5. Maintenance of accounts of Chemical Stores used in Swimming Pool.

**Y. B.H.U. PRESS**

1. *Foreman :*

Distribution of work to the Section-in-Charges and other workers. Supervision of work of the Section Incharges and other workers. To assist the Manager and Assistant Manager in the work. Planning and scheduling and to get the jobs done in time. To take care for good quality Printing. To give machine print orders. To submit a daily progress report of the work done by him.

2. *Mono Key Board Operator :*

Operation and maintenance of Mono Key Board. To do all type of Mono Key Board operating jobs in English and Hindi. To give the prescribed out turn as per the Norms. To submit a daily written report of the work done by him.

3. *Offset Machineman :*

Operation, maintenance, repairs of Offset Machines, plate-making and to do other jobs connected with it. To give the prescribed out turn. To submit a daily written report of the work done by him.

4. *Incharge, Binding Section :*

Distribution and supervision of work of the Binders, Junior Binders, Paper Issuers and other workers of the section. Operation, maintenance and repairs of the Binding Machines and equipments of the section. To get the work done in time with proper out turn from each worker of his section. To submit a daily written report of the work done in the section.

5. *Incharge – Composing English/ Hindi Section :*

Distribution and supervision of work of the Compositors, Distributors and other workers of the section. To get the work done in time with proper out turn from each worker of his section. To take proper care for the maintenance of Types, Type case, racks and all other equipment material of the section. To submit a daily written report of the work done in the section.

6. *Incharge – Machine Section :*

Distribution and supervision of work of the Machine-man, Impositors and other workers working in the section. Operation, maintenance and repairs of the printing machine and other equipments of the section. To get the work done in time with proper out turn and with good quality of printing from each worker of his section. To submit daily written progress report of the work done in the section.

7. *Incharge – Mono Section :*

Distribution and supervision of the Mono-Key-Board Operators, Casting Machine Operators and other workers in the section. Operation, maintenance and repairs of the Mono-type machines and other equipments and materials of the section. To get the work done in time with proper out turn from each worker of the section.. To submit daily written report of the work done in the section.

8. *Compositor :*

To do all sorts of composing jobs, their corrections, make-up, proof pulling, distribution etc. To keep the composed matter at proper places, deliver it to machine room for printing and bring it back after printing. To give the required out turn and to submit a daily written report of the work done by him.

9. *Machineman :*

Operation and maintenance of Printing Machine. To do all sorts of printing jobs. Will take proper care for its quality printing. To submit a daily written report of the work done by him.

10. *Mono Caster :*

Operation and maintenance of Mono Casting Machine. To do all kinds of mono-casting jobs. To give the prescribed out turn and to submit a daily written report of the work done by him.

*11. Binder :*

To do all kinds of binding jobs, operation and maintenance of binding machines. Cutting and issue of paper. To give the prescribed out turn and to submit a daily written report of the work done by him.

*12. Paper Issuer :*

Cutting and issue of paper. To do all kinds of binding jobs, operation and maintenance of binding machines. To give the prescribed out turn and to submit a daily written report of the work done by him.

*13. Impositor :*

To do all sorts of imposing and locking of forms required for the printing machine and to do the related jobs. To submit a daily written report of the work done by him.

*14. Metal Melter :*

Melting of metal and to do all kinds of allied jobs. To submit a daily written report of the work done by him.

*15. Proof Puller :*

Operation and maintenance of Hand proofing Press, pulling of proofs, Cleaning and maintenance of composed matter. To carry the composed matter to machine room and bring it back after printing and to do other related jobs. To submit a daily report of the work done by him.

*16. Composing Attendant :*

To assist the Section Incharge, Compositors and other workers in the section. Cleaning and maintenance of Type and Type Cases etc. Delivery of proofs. To submit a daily written report of the work done by him.