

(Manual – 2)	Powers and Duties of Officers and Employees	<p>a) Powers of officers:-</p> <p>i) Administrative powers are vested with the principal as well as Medical Supdt. of the institution. For the proper and smooth functioning of the institute the Medical Supdt. delegates powers to O.P.D. & I.P.D. In-charge of institution as and when required.</p> <p>ii) to maintain punctuality and discipline amongst the staff .</p> <p>iii) to constitute various committees for implementation of programs and policies of the Govt.</p> <p>iv) Recruit, transfer, dismiss or terminate class IV employees by the Director of Ayurveda/ D.R.M.E. Punjab Chandigarh.</p> <p>v) Medical Supdt./Resident Physician and O.P.D. in-charge have controlling and supervisory powers over subordinate staff of their respective departments/hospital.</p> <p>vi) To implement various rules, regulations, instructions and manuals framed/communicated by the government, university and the Central Council of Indian Medicine from time to time.</p> <p>b) Duties of officers :-</p> <p>i) Duties of officers are to impart teaching and clinical training in D. Pharmacy (Ay.),B.A.M.S. and M.D. Students.</p> <p>ii) To provide tertiary Ayurvedic Health care services and awareness to patients.</p> <p>iii) to perform duties entrusted by principal /Medical Supdt. regarding planning, purchasing of machinery and equipments and other matters etc.</p> <p>c) Duties of employees :-</p> <p>Duties of the employees of this Institute include :-</p> <p>i) To perform their respective duties as specified in their own respective categories.</p> <p>ii) To perform duties as per direction from higher authorities from time to time .</p> <p>iii) The technical staff, Ayurvedic Medical Officer& para medical Staff perform their duties to assist the teachers for practical/clinical training & treatment of patients.</p>
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		<p>iv) Ministerial staff perform their duties regarding establishment/account matters by following the Punjab Civil Service Rules (CSR), Punjab Financial Rules and other institutions and orders by the Govt. from time to time.</p> <p>v) Ministerial staff perform their duties by keeping and maintaining service record of officers and official ,students record pertaining to their practical/clinical training & record of patients.</p>
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