

POWERS, DUTIES AND WORK ALLOCATION

Legal Basis of Powers

The powers and duties exercised by officers and employees of LGBRIMH are derived from the following instruments:

1. LBRIMH Constitution and Byelaw.
2. LGBRIMH Rules and Regulations framed under the Societies Registration Act, 1860.
3. Standing Orders of LGBRIMH issued by the Director.
4. General Financial Rules (GFR) 2017 of Government of India.
5. Central Civil Services (Conduct) Rules, 1964 and CCS (Classification, Control and Appeal) Rules, 1965, as applicable to Central Government employees on deputation and direct recruits.
6. Mental Healthcare Act, 2017 (MHCA 2017) for patient care related powers and duties.
7. Right to Information Act, 2005 for disclosure and information obligations.
8. Delegation of Financial Powers Rules and specific delegations approved by the Executive Council.
9. Any other orders/circulars issued by MoHFW/Government of India applicable to autonomous bodies.

DUTIES AND RESPONSIBILITIES

Director

- He is the head of all the academic, scientific and administrative activities of the institute.
- It shall be the duty of the Director to carry out the work of the Institute in accordance with the Constitution and Bye-laws and also to act under the general direction and control of the Council.
- The Director shall have all the powers necessary for the exercise of general supervision and control of the work of the Institute and for proper and efficient management of the Institute.
- In an emergency, the Director shall have the authority to take any suitable action and report to the Chairman immediately and later on to the Council.
- All employees of the Institute and all other persons working at the Institute including those employed on research projects, or schemes financed by other agencies, whether receiving salaries from the Institute or direct from such agencies, shall be under the general directions and control of the Director.

Standing orders:

- The Director may issue from time to time, with the knowledge of the Council, standing orders for the guidance of the employees on any matter connected with the work of the Institute. Such standing orders may, inter alia, lay down the procedures to be followed and specify the powers delegated and duties assigned to the employees.

Annual Report:

- The Director shall submit an annual report of the working of the Institute to the Council as soon as possible after the close of the year.

Officer on Special Duty:

- Assist the Director in day-to-day administrative affairs.
- Liaise with various departments for effective implementation of Director's decisions and instructions.
- Communicate official correspondence on behalf of the Director.
- Handle confidential and sensitive communications.
- Ensure timely follow-up on letters, memos, and emails received or issued from the higher authority.
- Organize and coordinate meetings chaired by the Director.
- Prepare agenda, compile background materials, and record minutes of meetings.
- Track action-taken reports from various departments based on meeting decisions.
- Support the Director in monitoring ongoing institutional projects, especially those related to infrastructure, faculty recruitment, research, and mental health programs.

- Act as a link between the Director and senior faculty/staff, Ministry of Health and Family Welfare, regional health authorities, and other stakeholders.
- Coordinate official visits, inspections, and VIP movements related to the Director's engagements.
- Accompany the Director during official programs and represent the Director's office where required.
- Handle initial grievances/representations received in the Director's office and route them to the concerned sections for resolution.
- Manage tasks involving vigilance, disciplinary matters, or any confidential issue at the discretion of the Director.
- Undertake any other task assigned by the Director in the interest of the institution.

Deputy Director:

- He will assist, aid and advise the Director in all matters which have a bearing on administration, policy and/or the funds of the Institute by providing and recording administrative opinion/concurrence in accordance with the Rules and Regulations and the instructions of administrative Ministry and the Central Government, as applicable. Before recommending any proposal to Director for obtaining final approval, he will examine the proposals from administrative angle, taking into consideration applicable rules position, administrative feasibility, as-well as financial feasibility
- He will serve as a link with the Mental Health Division in the MoH&FW and shall ensure timely furnishing of replies to the Parliament Questions/Parliamentary Committee queries/various statutory commissions; Public Grievance including CPGRAMS, RTI, etc
- He will monitor the construction activities at site in consultation with the Director taking into consideration the technical advice of the Technical Committee/agency and shall be responsible and accountable for day-to-day liaison, monitoring of the Project Consultant, other agencies.
- He will have the following responsibilities in the administration of the Institute:
 - a. All matters of General Administration including Establishment, Security, Transport legal, Information Technology, Medical/Administrative/Financial auditing, liaisons with various Central and State Govt. Authorities/Central Govt. and Standing legal counsel, academics, constitution of internal committees to look into the functioning of the Institute Union/Association matters, delegation of power matters, Rajbhasha Cell, policies of file movement, protocol, Media social/Electronic/Print) etc. through different functionaries as appointed for the said purpose with the approval of Director.
 - b. Manpower planning and recruitment and all related matters of the Institute including training and career progression will rest with the Director. He will assist the Director in the manpower

planning and recruitment and take responsibility for all other related matters including training and career progression.

- c. Implementation of reservation policy of the Government by the Institute.
- d. Establishment matters, including joining and post joining formalities, maintenance of records, service book, reservation roster, resignation etc. of employees.
- e. All matters of Estate management including engineering services department for operations, repair and maintenance of infrastructure.
- f. All matters of Stores and Procurement conforming with the policies of the Government, including preparation of Annual procurement plan, policies and file movement
- g. The APAR cell, Disciplinary and Departmental Enquiry cases shall be the responsibility of Deputy Director.
- h. He will be the coordinator for meetings of the EC/BOG and other Statutory Bodies and regulatory bodies and will assist the Director in the following manner.
 - Drawing up an annual plan for the BOG and EC meetings; preparation of the agenda and minutes and processing it for the approval of the Chairman of these bodies after approval of Director
 - Organizing the meetings of Selection Committees of selection of employees.
- i. He will assist the Director to review all financial plan and budgets.
- j. He will be a member of all committees which have a bearing on administration and finance of the Institute, including Hospital Management Committees, Review Committee, Staff Council, etc.
- k. Any other duties assigned by Director/ MoHFW from time to time

Medical Superintendent:

- Administrative control of the Hospital.
- He/She should make proposal for expansion, improvement of existing facilities, and implementation of same.
- Co-ordinates with Deputy MS, AMS, Head of the Department of various specialties, faculties, other staffs of the Institute.
- Co-ordinates with district administration, judiciary and other relevant functionaries related to public health in the State.
- He/she will report to the Director and higher authorities.

Deputy Medical Superintendent:

- He/she should assist Medical Superintendent in formulating and ensuring requisite implementation of policies, procedures and administrative rules.
- Grant of EL/ Commuted and all kinds of leave (except study leave) to all employees (except officers). Officer's/ faculties leave will be granted by the Director.
- Responsible for effective communication between the employees of the Institute and thus attends interpersonal and departmental meetings.

- Adopts systems to monitor and improve the quality of care, utilization of facilities, turnover and performance of staffs.
- He/she should assist the Medical superintendent in handling the medical staffs in the Institute and is responsible for the effective functioning of clinical, administrative and ancillary services.
- Any other role to be allotted by higher authority.
- He/she will report to the Director through MS.

Assistant Medical Superintendent:

- He/she should assist the Medical superintendent and Deputy Medical Superintendent in handling the medical staffs in the Institute and is responsible for the effective functioning of clinical, administrative and ancillary services
- He/She should work closely with the heads of clinical and ancillary services. diagnostic and treatment facilities and prepare protocols for efficient patient care & with administrative service in developing proper procedure for effective service delivery of the Institute.
- Adopts systems to monitor and improve the quality of care, utilization of facilities, turnover, and performance of staffs.
- To assist in ensuring that medical and paramedical staffs function effectively and thereby run hospital smoothly and efficiently.
- Responsible for effective communication between the employees of the Institute and thus attends interpersonal and departmental meetings.
- Assist Medical Superintendent in the Medicolegal, ethical and relevant other issues concerned with patient care and coordinate with respective staff/staffs of the Institute in this regards.
- Promotes continuing professional education of medical and paramedical staffs.
- To assist in ensuring safe utilization of equipments and proper waste disposal system.
- To coordinate activities of Hospital infection control and safety programmes.
- Assist in designing, interpreting and ensuring effective implementation of policies, procedures, administrative rules.
- He/she will report to the Director through MS/DMS.

Chief Administrative Officer:

- Oversee overall administrative functioning of the Institute.
- Supervise establishment, personnel, and general administration matters.
- Ensure implementation of government rules, regulations, and institutional policies.
- Coordinate with heads of departments for smooth service delivery.
- Monitor recruitment, promotions, service records, and disciplinary matters.
- Manage administrative sections like estate, security, housekeeping, and transport.
- Liaise with ministry officials, audit teams, and external agencies.

- Supervise timely preparation of reports, returns, and compliance documents.
- Guide subordinate staff and ensure effective office management.
- Perform any other duties assigned by the Director or competent authority.

Administrative Officer:

- Managing staff, including recruitment, onboarding, performance evaluation, and employee relations.
- Overseeing attendance, leave, and welfare of staff, including outsourced employees.
- Handling grievances and resolving conflicts.
- Managing daily administrative tasks, including office supplies and facilities maintenance.
- Maintaining accurate records, files, and databases.
- Providing administrative support for various departments.
- To assist the Director/Medical Superintendent in all administrative matters.
- Any other duties to be allotted by the Director / Medical Superintendent from time to time.

Assistant Administrative Officer:

- Managing calendars, scheduling appointments, and coordinating meetings.
- Drafting letters, emails, memos, and reports, and managing incoming and outgoing communications.
- Organizing and maintaining files, including data entry and updating databases.
- Preparing and distributing documents, such as agendas, minutes, and correspondence.

Assistant:

- Indexing, recording, typing, comparing, despatching, preparation of statements, correction of reference books and submission of drafts etc.
- Receiving, registration and retrieving of letters / files / papers as and when required, maintenance of Section Diary, File Register, File Movement Register
- To see whether all facts have been correctly stated;
- To draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- Compilation of data, drafting of various reports and submission of the same, as and when required;
- Liaise with other Departments for smooth workflow processes
- To undertake any other similar duties pertaining to the office that the Officer-InCharge may assign from time to time.

Upper Division Clerk (UDC):

- The Upper Division Clerk will be responsible for the work assigned to him.
- He will ensure proper maintenance of files, registers and other office records and keep them up-to-date.
- He will go through the receipts marked to him and put up a note including drafts before the authority.
- He will prepare to facilitate processing of cases, Standing Guard Files/Precedent Book/Record.
- He will maintain the prescribed Assistant Diary.
- He will prepare for dispatch a rough copy of the draft based on the notes for approval by the authority under whose signature it is to be sent.
- He will watch the disposal of receipts/cases
- He will carry out such other duties as may be assigned to him.

Lower Division Clerk (LDC):

- The Lower Division Clerk will be responsible to receive all dak.
- He will be responsible for diary and dispatch of receipts/letters and maintain the requisite registers for the same.
- He will undertake assigned typing work including routine and simple drafts.
- Receipts marked 'Immediate/ Priority/ By Name' will be sent without delay by him.
- He will check the enclosures and make a note on the receipts of papers, if any, papers are found missing.
- He will be responsible to maintain file register, file movement register etc.
- He will carry out such other duties as may be assigned to him.

Chief Finance and Accounts Officer:

- Responsible for the effective and efficient management of Accounts & Financial matters
- Maintenance and finalization of all accounts of the Institute
- Managing the finance, investments and funds, property and investments, including trust and endowed property, for furthering the objects of institute, with the approval of the Director
- Conducting the annual financial audit and statutory compliances.
- Preparation and monitoring of annual financial budget
- Compiling with various obligation under Income Tax act, Service Tax act, profession tax act and employee provident fund act etc.
- Management of finance for building construction, redevelopment projects w.r.t. Institute
- Finalize financial reports as required by the various authorities or bodies of the Institute, the State Government, the Central Government and any such body providing funds to the institute
- The Chief Finance and Accounts Officer shall exercise general supervision over the funds of the Institute.
- Ensure that the registers of buildings, land, equipment, machinery and other assets are maintained up-to-date and that the physical

verification and reconciliation of these assets and other consumable material in all offices, constituent schools, workshops and stores of the institute are conducted regularly.

- Call for, from any office, centre, laboratory, department of the institution, any information and returns that he thinks necessary for the proper discharge of financial responsibilities;
- Maintain the minutes of the meetings of the Finance Committee.
- Be responsible for preparation and maintenance of accounts by double entry accounting system, on accrual basis, presenting the annual financial estimates (budget), statement of accounts and audit reports, to the Finance Committee.
- Any other tasks assigned by Director/ Medical Superintendent/ MoHFW/ DoE from time to time

Accounts Officer:

- To assist the Chief Finance and Accounts Officer
- Maintain accurate accounts of receipts, payments, income, and expenditure.
- Prepare monthly, quarterly, and annual financial statements. Ensure all accounting records are kept up to date as per GFR 2017, CAG guidelines, and Government Accounting Rules.
- Budgeting and Fund Management, Assist in preparing the annual budget estimates, Monitor budget utilization and suggest re-appropriation if required.
- Track expenditure against allocated funds for various departments/projects.
- Ensure compliance with Government of India audit requirements, Coordinate with Internal and CAG auditors for audits and Respond to audit objections and implement audit recommendations
- Oversee salary disbursement, deductions (like income tax, provident fund, NPS), and reimbursements.
- Maintain service records related to financial entitlements of employees, Handle pension and retirement benefit calculations.
- Verify financial implications of procurement proposals as per GFR., Ensure that all purchases and contracts are within the budgetary provisions and financial rules.
- Scrutinize bills, vouchers, and sanction orders for accuracy
- Maintain separate accounts for sponsored research and externally funded projects (ICMR, etc.).
- Submit Utilization Certificates (UCs) and Statement of Expenditure (SoE) to funding agencies
- Coordinate with the Finance Division of the Ministry of Health and Family Welfare.
- Liaise with banks for fund management, investment of surplus funds, etc.
- Provide data and reports to statutory bodies of the Institute
- Use PFMS (Public Financial Management System) and other digital tools for fund tracking and reporting.
- Ensure e-procurement and digital payments are done as per norms

- Ensure timely deduction and deposition of TDS, GST, and other applicable taxes.
- File statutory returns as required under Income Tax and GST laws
- Supervise accounts staff and delegate responsibilities., Train and guide staff in financial procedures and accounting software (like Tally, ERP, PFMS).

Assistant Accounts Officer:

- Assisting in preparation of annual budget and revised estimates.
- Maintenance of books of accounts and supporting records.
- Scrutiny and verification of bills, vouchers, and claims.
- Preparation of monthly expenditure statements and reconciliation.
- Assisting in finalization of annual accounts and financial statements.
- Supporting internal and external audit processes.
- Monitoring expenditure against sanctioned budget.
- Assisting in submission of Utilization Certificates and SoEs.
- Supporting procurement-related financial scrutiny.
- Handling TDS, GST, and other statutory deductions.
- Reconciliation of bank accounts and advances.
- Maintenance of grant-in-aid and project accounts.
- Preparation of reports and returns for submission to higher authorities.
- Assisting in fund management and treasury-related tasks.
- Supervision of junior accounts staff and data entry operators.
- Ensuring compliance with GFR and other financial rules.
- Coordination with administrative and finance sections.
- Performing any other duties as assigned by the Chief Finance and Accounts Officer or higher authority.

Accountant:

- Responsible for maintenance of accounts, registers, vouchers and other documents relating to all receipts and disbursement.
- Scrutinize all personal claims, like pay bills, TE, LTC, GPF, CEA, Medical etc. before submission to Accounts Officer.
- Assist the Accounts Officer in finalization of Budget Estimates, inspection of accounts of outstations, coordinating the internal and external Audit parties, verification of cash etc.
- Any other duties assigned by the superiors in addition to above mentioned tasks.

Assistant Publication Relation Officer:

- Drafting and editing press releases, news articles, and other public relations materials.
- Assist in Legal Matters of the Institute.
- Developing and managing social media content and online communications.
- Assisting with the creation of brochures, pamphlets, and other promotional materials.
- Providing assistance to the Public Relations Officer on various tasks.
- Serving as a point of contact for the public.
- Act as Assistant Public Information Officer under RTI Act.

- Any other duties allotted by the Director and other officers.

Publication Officer:

- The Publication Officer oversees the publication of various documents, reports, and other official publications of the institute.
- Preparation and printing of Annual Report / Information Brochure / and other printable matters of the Institute.
- Planning and coordinating the publication of institutional journals, newsletters, and annual reports.
- Ensuring timely publication and distribution of scientific, academic, and institutional materials.
- Coordinating printing works with approved printers.
- Preparing estimates for publication-related expenditure and processing bills.
- Assisting in organizing conferences, seminars, and workshops in relation to publication support.
- Coordinating publication of training manuals, IEC materials, and booklets.
- Promoting visibility of LGBRIMH's publications through indexing, citations, and academic repositories.
- Supporting translation and multilingual publication needs as per institutional requirement.
- Performing any other duties assigned by the Director or designated authority.

Publication Assistant:

- Assisting in the editing, formatting, and proofreading of reports.
- Typing and composing of official documents for publication.
- Supporting the preparation of institutional newsletters, journals, and brochures.
- Maintaining records and files of all printed and digital publications.
- Helping in the layout design and formatting of IEC materials, manuals, and training documents.
- Assisting in the compilation and documentation of annual reports and event proceedings.
- Ensuring timely dispatch and distribution of printed materials.
- Supporting the Publication Officer during seminars, conferences, and publication-related events
- Coordinating with other departments for collecting and compiling content.
- Performing any other duties assigned by the Publication Officer or higher authority.

Assistant Store Officer:

- Assisting the Store Officer in day-to-day functioning of the central store.
- Receiving, inspecting, and verifying materials supplied by vendors.
- Maintaining accurate records of receipts, issues, and stock balances.
- Ensuring proper storage, labeling, and preservation of items.

- Issuing store items against proper requisitions from user departments.
- Preparing and maintaining stock registers, bin cards, and ledgers.
- Assisting in physical verification of stock and reconciliation with records.
- Coordinating with the purchase section for procurement follow-ups.
- Ensuring timely submission of stock reports and inventory statements.
- Monitoring minimum and maximum stock levels to avoid shortages or overstocking.
- Assisting in disposal of unserviceable, obsolete, or condemned items as per GFR rules.
- Handling consumable and non-consumable items as per classification norms.
- Assisting in annual stock valuation for audit and financial reporting.
- Maintaining discipline, cleanliness, and safety of the store area.
- Coordinating with Accounts for bill processing and vendor payments.
- Performing any other duties assigned by the competent authority.

Sanitary Supervisor

- Supervising daily cleaning and sanitation activities across the hospital and campus premises.
- Preparing duty rosters and allocating work to cleaning and housekeeping staff.
- Ensuring cleanliness in wards, OPDs, offices, toilets, hostels, and public areas.
- Monitoring the use of disinfectants and cleaning materials as per healthcare standards.
- Inspecting assigned areas regularly to ensure proper hygiene and cleanliness.
- Reporting maintenance issues related to sanitation, drainage, and water supply.
- Ensuring biomedical waste is handled and disposed of as per prescribed norms.
- Coordinating with infection control teams for implementing hygiene protocols.
- Keeping records of attendance, leave, and performance of sanitation staff.
- Ensuring timely availability of cleaning tools, materials, and protective gear.
- Training sanitation workers in safe and effective cleaning practices.
- Supervising pest control, fogging, and anti-larval activities when required.
- Liaising with the hospital administration regarding cleanliness-related complaints or feedback.
- Ensuring compliance with hospital infection control, safety, and waste disposal guidelines.
- Assisting in preparation of sanitation reports and checklists for audits.

- Taking rounds during all shifts (including night shift if assigned) to monitor activities.
- Reporting any unsafe, unhygienic, or hazardous condition in the premises.
- Ensuring proper segregation and disposal of general and infectious waste.
- Maintaining discipline and conduct among sanitation staff.
- Performing any other duties assigned by the Medical Superintendent or administrative authority.
- Monitoring security services in the institute premises.

Computer Programmer:

- Managing LAN/WAN infrastructure and ensuring uninterrupted internet connectivity.
- Administering and updating institutional websites, portals, and intranet services.
- Ensuring cybersecurity measures, firewall configurations, and antivirus management.
- Monitoring performance of IT systems and ensuring timely upgrades or replacements.
- Coordinating with vendors for AMC, hardware servicing, and warranty claims.
- Supporting eOffice, PFMS, GeM, and other government digital platforms.
- Conducting regular data backup and recovery operations.
- Assisting departments in digitization of records and paperless office initiatives.
- Training staff in use of IT tools and systems.
- Ensuring secure email configurations and troubleshooting email-related issues.
- Supporting smart classroom, seminar, and conference systems.
- Participating in IT procurement planning and technical evaluations.
- Performing any other duties assigned by the competent authority.

Computer Assistant

- Installation, configuration, and maintenance of computers, servers, and networking devices.
- Providing technical support for troubleshooting of desktops, laptops, and printers.
- Maintenance and troubleshooting of hardware, software, and peripherals.
- Providing technical support to staff for system and network-related issues.
- Assisting in configuration of network devices such as routers, switches, and LAN connections.
- Installing and maintaining licensed software and ensuring compliance with IT policies.
- Supporting software installations, updates, and antivirus management.

- Helping in maintenance of biometric attendance systems and CCTV monitoring setups.
- Performing regular system checks and reporting hardware/software issues.
- Assisting in data backup and recovery processes under supervision.
- Maintaining logs of IT-related complaints and resolutions.
- Assisting in inventory management of IT equipment and peripherals.
- Helping set up audio-visual and IT systems for meetings, webinars, and training sessions.
- Supporting user departments in resolving basic IT issues.
- Assisting in updating institutional websites or portals as guided.
- Carrying out cabling and basic network troubleshooting tasks.
- Ensuring cleanliness and proper care of IT hardware and related areas.
- Reporting technical issues promptly to the Computer Engineer or System Administrator.
- Performing any other duties assigned by the competent authority.

Assistant Engineer:

- Supervising all civil and electrical construction, renovation, and maintenance activities.
- Preparing detailed estimates, drawings, technical specifications, and tender documents.
- Ensuring quality control and timely completion of infrastructure and utility projects.
- Coordinating with contractors, vendors, consultants, and government agencies.
- Conducting regular site inspections and preparing technical progress and status reports.
- Managing water supply, plumbing, drainage, sanitation, and building maintenance systems.
- Monitoring electrical installations including HT/LT systems, transformers, panels, and cabling.
- Ensuring the smooth operation and maintenance of DG sets, UPS systems, lifts, and HVAC units.
- Addressing and resolving civil and electrical maintenance complaints from departments.
- Verifying and certifying contractor bills, measurement books, and work completion reports.
- Maintaining records of institutional infrastructure and utility assets.
- Ensuring safety compliance in all civil and electrical operations as per norms.
- Preparing budgetary proposals and technical inputs for civil and electrical works.
- Supervising installation of energy-efficient systems and promoting sustainability practices.
- Maintaining service and maintenance logs for all engineering systems.
- Coordinating emergency response measures for electrical or structural failures.

- Conducting preventive maintenance and ensuring minimal service disruption.
- Supporting the administration during audits, inspections, and official reviews.
- Ensuring compliance with CPWD, GFR, and institutional engineering guidelines.
- Performing any other duties assigned by the Executive Engineer or competent authority.

Junior Engineer(Civil) :

- Assisting in supervision of civil construction, maintenance, and repair works.
- Preparing and maintaining daily work reports and site records.
- Assisting in preparation of estimates, drawings, and specifications under guidance.
- Coordinating with contractors and suppliers on site for timely completion.
- Ensuring quality of materials and workmanship as per standards.
- Conducting routine site inspections and reporting progress to senior engineers.
- Assisting in measurement and verification of work done for billing and payments.
- Maintaining stock of construction materials and ensuring proper usage.
- Ensuring compliance with safety regulations and construction codes.
- Supporting in implementation of institutional civil projects and maintenance schedules.
- Assisting in resolving civil repair complaints from departments or users.
- Helping in maintenance of water supply, drainage, and sanitation infrastructure.
- Maintaining files, records, and documentation related to civil works.
- Coordinating with other departments for civil work requirements and planning.
- Ensuring cleanliness and orderliness of construction and maintenance sites.
- Reporting any structural defects, damages, or hazards promptly.
- Assisting in preparation of tender documents and technical reports as needed.
- Participating in safety drills and training programs.
- Following instructions and directives from senior engineers and authorities.
- Performing any other duties assigned by competent authority.

Junior Engineer (Electrical)

- Assisting in the supervision of electrical installation, maintenance, and repair works.
- Monitoring the functioning of electrical systems including HT/LT panels, wiring, and cabling.

- Assisting in the operation and upkeep of DG sets, UPS, transformers, and switchgear.
- Preparing and maintaining daily site logs, inspection reports, and maintenance records.
- Supporting senior engineers in preparation of electrical estimates and layouts.
- Coordinating with vendors and contractors during electrical project execution.
- Ensuring safety compliance in all electrical operations as per statutory norms.
- Assisting in preventive and breakdown maintenance of electrical equipment.
- Addressing electrical complaints from departments and ensuring timely resolution.
- Verifying and measuring work done for electrical billing and certification.
- Maintaining inventory of electrical items, spares, and consumables.
- Ensuring proper functioning of lifts, air conditioners, and other electrical fixtures.
- Supporting fire safety systems and emergency electrical preparedness.
- Assisting in load management and efficient energy usage monitoring.
- Maintaining record of warranty, AMC, and service agreements for electrical systems.
- Ensuring the proper functioning of lighting, fans, and other fittings in buildings.
- Supporting departmental audits, inspections, and administrative queries.
- Coordinating with electricity boards for supply, metering, and fault resolution.
- Performing any other duties assigned by the competent authority.

Hindi Translator

- Translate official documents, circulars, letters, manuals, and reports from English to Hindi and vice versa.
- Ensure accuracy, clarity, and use of standard terminology in translations.
- Maintain proper records of all translated documents for future reference.
- Assist departments in preparing bilingual drafts of office orders, notifications, etc.
- Support implementation of the Official Language Policy of the Government of India.
- Prepare quarterly reports on the progressive use of Hindi and submit them to the Department of Official Language.
- Conduct Hindi workshops and training sessions for staff to promote Hindi usage.
- Organize Hindi Pakhwada / Hindi Diwas events and competitions.
- Maintain Hindi section files and assist in correspondence in Hindi when required.

- Compile glossaries and maintain terminology resources for departmental use.
- Ensure compliance with the Official Languages Act, 1963, and its rules.
- Assist the Official Language Implementation Committee and prepare minutes.
- Support proof-reading and vetting of Hindi content before official release.
- Perform any other task assigned by the competent authority.

Hindi Typist

- Type official letters, circulars, notes, and reports in Hindi using Unicode or other prescribed software/font.
- Ensure correct grammar, formatting, and language while typing Hindi content.
- Assist in preparing bilingual (Hindi-English) official documents as instructed.
- Type translations provided by the departments.
- Maintain records and files of all typed documents.
- Assist in the preparation of reports for the Official Language Implementation Committee.
- Help during Hindi Pakhwada, Hindi Diwas, and other official Hindi language programs.
- Support clerical and administrative work as assigned within the Hindi cell or other sections.
- Follow the Official Language Policy of the Government of India in day-to-day work.

Stenographer Grade I

- Take dictation in shorthand from senior officers and transcribe them accurately on the computer.
- Type confidential letters, reports, notes, minutes of meetings, and other official communications.
- Maintain confidentiality and handle sensitive/secret documents with due care.
- Draft routine correspondence independently based on verbal or written directions.
- Fix appointments and manage diaries, meetings, and schedules of the officer concerned.
- Coordinate communication between the officer and other departments or sections.
- Perform any clerical or administrative task assigned in addition to stenographic duties.

Stenographer Grade II

- Take dictation in shorthand and transcribe the same on a computer with speed and accuracy.
- Type letters, office memoranda, circulars, and reports as instructed by superiors.
- Assist officers in maintaining files, records, and correspondence.

- Perform clerical duties such as diary and dispatch, noting and drafting, and managing registers.
- Maintain confidentiality of sensitive documents and correspondence.
- Assist in preparing and issuing notices, minutes of meetings, and follow-up actions.
- Perform typing work in both English and Hindi as required.
- Assist in day-to-day administrative tasks as assigned.

DEPARTMENT OF PSYCHIATRY

Professor of Psychiatry

- He/she will be the HOD on rotation & will work under the Director.
- To provide theoretical and practical trainings to Post-graduate medical students (M.D.) of the Institute.
- To render patient care services in the Out Patient Department, Indoor and Community Clinics.
- To organize lecture programmes/Seminar/Workshop/ CME Programme etc. by inviting Visiting Professors/ Experts from outside the Institute.
- Conducting/collaborating/guiding the Research work of the department.
- To coordinate the University examination held for the Post-graduate students. vii. Planning and implementation of the future development of the department.
- Any other duties that may be assigned by the authorities from time to time.

Associate Professor of Psychiatry

- He/she will work under the Professor/HOD of the department.
- To render patient care services in the Out Patient Department, Indoor and Community Clinics.
- To provide theoretical and practical trainings to Post-graduate medical students (M.D.) of the Institute.
- To prepare teaching Programmes for P.G. students doing M.D. course in Psychiatry.
- Conducting/Collaborating/Guiding the Research work of the department.
- To deliver lectures to student's pursuing M. Phil course in Psychiatric Social Work, Clinical Psychology, M. Sc. and DPN course in Psychiatric Nursing of the Institute.
- To coordinate in Psycho-diagnostic testing. Psychotherapy, Behaviour Therapy, family and group therapy organized by allied Mental Health Disciplines.
- To coordinate University examinations held at the Institute.
- He/she will officiate as in-charge of the department in the absence of Professor/Unit in-charge.
- Any other duties assigned by higher authorities.

Assistant Professor of Psychiatry

- i. He/she will be working under the Professor/Associate Professor of the department.
- ii. To render patient care services in the Out Patient Department, Indoor and Community Clinics.
- iii. Teaching the postgraduate students of M.D. in Psychiatry and allied disciplines.
- iv. Conducting/collaborating/guiding/supervising the Research work of Post-graduate students and others.
- v. To coordinate Psycho-diagnostic testing and psychotherapy and Behaviour Therapy organized by other allied Mental Health department.
- vi. To organize Community Mental Health Programme in collaboration with allied Mental Health discipline.
- vii. Any other duties assigned by higher authorities.

Senior Residents:

Ward Duties:

1. Senior Residents posted in the unit will divide patients' beds among themselves in consultation with Unit I/C.
2. Senior Resident should examine and supervise each of the patients allotted to him and regularly put down notes in the patients file.
3. Senior residents will specifically look after the following administrative and clinical services:
 - Care of the entire patient under him.
 - During the round of consultant, Senior Resident of the Unit will accompany the Consultant with the whole treating team.
 - Allocation of beds and duty to Junior Residents and other trainees.
 - Supervise ECT session.
 - Management of leave of JR and arrangement of leave substitutes for smooth functioning of the patient care services under the Unit.
 - Duty roster should be circulated by 30th of every month.
 - Supervision of medicine and linen stock of the Pavilion.
 - Prepare report of legal matters in due time.
 - Senior Resident shall monitor completion of file work.
 - Assisting the consultant whenever necessary.
4. Senior Residents will individually examine each of the tests/procedures reports of their patients from allied departments.
5. Senior Residents will thoroughly acquaint himself with the contents of the Mental Healthcare Act, 2017 and will follow instructions accordingly.
 - i. To participate in all community Mental Health Programmes as per requirement.
 - ii. Any other duties allotted by the higher authority.
 - iii. To conduct death conference.

Academic Teaching:

- He should take classes for all groups of students as allotted to him.
- Senior Residents of the respective units shall prepare the teaching and training schedule of the particular unit in the first week of every month and submit it to unit I/C with one copy to the I/C Academic.
- Senior Residents should supervise all the Post Graduate trainees posted in the departments routinely and include them in teaching activities.
- He should attend all the Academic programmes organized by the department as well as intra departmental programmes.

Emergency Duties:

- He should provide emergency care to the patients in need with the help of Junior Residents posted with him.
- Senior Resident must take rounds during emergency duty and sign in the emergency register.
- He should inform higher authorities/consultants in case need arise.
- He should report to Police if any patients abscond from the hospital.

OPD Duties:

- To do and supervise all the clinical works in the OPD.
- Allotment of new cases/follow up cases to Junior Residents and other students of allied Mental Health Disciplines.
- To conduct special Clinics at the OPD.

Junior Residents:**Ward Duties:**

1. Specific number of beds in Pavilion will be allotted to JR and he / she will be responsible for the management of patient under him / her.
2. JR will have to examine his / her patients daily and following parameters will have to be noted down in the Resident Sheet.
 - a. Presenting symptoms.
 - b. Side effect profile.
 - c. New sign and symptoms.
 - d. Physical status examination.
 - e. Any other observation. – Any acute problems are to be highlighted.
3. Junior Resident will be responsible for routine investigations of all the patients under him / her.
4. Advice for laboratory test and collection of report is the responsibility of Junior Residents.
5. During case presentation in ward round JR will inform about the physical and laboratory report status.
6. The JR will accompany patients under his / her care for EEG / US examination to have a first hand knowledge of the condition.
7. JR will complete patient's file work within two days of admission.

8. Junior Residents will thoroughly acquaint himself with the contents of the Mental Health Act, 1987 and will follow instructions accordingly.
9. Junior Residents will select patient in consultation with senior resident / consultant for Occupational Therapy and will write note in Case Sheet before sending the patient for Occupational Therapy.
10. Junior Residents will supervise patient's hygiene and diet regularly with detail notes in Case Sheet.
11. Junior Resident will require carrying out other duties besides his / her regular duties as instructed by the higher authorities when ever required.
12. The DNB /MD Residents will join Unit round by Consultant's / SR's irrespective of their beds to have better Clinical knowledge and training.

Academic/Teaching programme:

- To attend all the Academic programmes as organized for them.
- The M.D and DNB trainees will take up teaching responsibilities assigned to them for teaching DPN and other visiting students.
- To take up research works/ thesis works and discuss with Consultants and Senior Residents periodically.

OPD Duties:

- Work up new cases and to discuss with consultants and Senior Residents.
- Follow up old cases as assigned to him.

Emergency Duties:

- The Junior Residents will attend to emergency duties as per schedule.
- During emergency duty JR will report to on duty Senior Resident for any mater related to patient care and act accordingly.

DEPARTMENT OF PSYCHIATRIC SOCIAL WORK

Professor:

- He/she will function as the Head of the Department on rotation and will be accountable to the Director.
- He/she will be in charge of the overall functioning related to administration, academic, clinical services, and research in the department.
- He/she will be in charge of organizing and coordinating the teaching programmes related to Ph.D. and M Phil in Psychiatric Social Work.
- He/she will be involved in the teaching of Ph.D.& M Phil in Psychiatric Social Work programme.
- He/She will be involved in the teaching of other courses in the institute, as per requirement.
- He/She will be involved in the training of Post Graduate (Social Work) students undergoing exposure posting at the Department.
- He/she will guide and supervise Ph. D and M. Phil students in their Dissertation/Thesis.
- He/she will conduct/collaborate/guide the research work at the Institute as per need.

- He/she will liaison and network with government and non-government organization for various services related to the department.
- He/she will coordinate/organize workshops/seminar and conference.
- He/she will coordinate and supervise the department's reintegration and rehabilitation services for the homeless persons with mental illness.
- He/she will function as the in-charge of Centre for Rehabilitation Sciences (CRS) and coordinate rehabilitation services.
- He/she will plan/organize/coordinate/provide consultation in Psychiatric Social Work expertise for organizations approved by the institute.
- He/she will plan and implement activities for the future development of the department.
- He/she will dispense any other duties assigned by the higher authorities.

Associate Professor:

- He/she will be accountable to the Head of the Department (HOD).
- He/she will be in charge of the overall supervision, administrative matters of departmental and clinical duties in absence of HOD.
- He/she will supervise and handle special therapy/ referral cases/rehabilitation services of the concerned unit.
- He/she will be involved in the teaching of Ph D& M Phil in Psychiatric Social work programme.
- He/she will be involved in the teaching of other courses like Ph. D. M.D. M. Phil (Clinical Psychology), MSc & D.P.N, in the institute, as per requirement
- He/she will be involved in the training of Post Graduate (Social Work) students undergoing exposure posting at the Department.
- He/she will guide and supervise Ph D and M. Phil students in their Dissertation/Thesis
- He/she will Conduct/collaborate/guide the research work at this Institute as per directions from the concerned authorities.
- He/she will be in charge of the psychiatric social work personnel posted to the unit assigned to him/her.
- He/she will supervise psychiatric social workers, Ph.D. and M Phil students posted under his/her unit.
- He/she will coordinate and supervise the reintegration and rehabilitation services for the homeless persons with mental illness in his/her assigned unit.
- He/she will liaison and network with government and non-government organization with regard to the psychiatric social work services in his/her unit.

- He/she will dispense any other duties assigned by the higher authorities.

Assistant Professor:

- He/she will be accountable to the Head of the Department (HOD).
- He/she will be in charge of the overall supervision, administrative matters of departmental and clinical duties in absence of HOD and Associate Professor.
- He/she will supervise and handle special therapy/ referral cases/rehabilitation services of the concerned unit.
- He/she will be involved in the teaching of Ph.D.& M Phil in Psychiatric Social work programme.
- He/she will be involved in the teaching of other courses like M.D, M. Phil (Clinical Psychology), MSc & D.P.N, in the institute, as per requirement.
- He/she will be involved in the training of Post Graduate (Social Work) students undergoing exposure posting at the Department.
- He/she will guide and supervise Ph.D. and M. Phil students in their Dissertation/Thesis.
- He/she will Conduct/collaborate/guide the research work at this Institute as per directions from the concerned authorities.
- He/she will be in charge of the psychiatric social work personnel posted to the unit assigned to him/her.
- He/she will supervise psychiatric social workers, Ph.D. and M Phil students posted under his/her unit.
- He/she will coordinate and supervise the reintegration and rehabilitation services for the homeless persons with mental illness in his/her assigned unit
- He/she will liaison and network with government and non-government organization with regard to the psychiatric social work services in his/her unit.
- He/she will dispense any other duties assigned by the higher authorities.

Psychiatric Social Worker:

- He/she will undertake psychiatric social work services in out-patient and in patient department.
- He/she will do social case work, group work, community work, and family interventions.
- He/she will supervise the clinical activities, undertake clinical teaching and demonstrations for the M Phil trainees posted to the unit individually and under the guidance of faculty.

- He/she will supervise and undertake clinical teaching of Post Graduate (Social Work) trainees posted to the unit individually and under the guidance of faculty.
- He/she will undertake and supervise rehabilitation activities for persons with mental illness in their respective unit/as per need.
- He/she will be involved in resource mobilization, reintegration, and rehabilitation of person with mental illness.
- He/she will organize and coordinate community work like school mental health programme, community camps, extension services etc.
- He/she will undertake mental health publicity/ awareness activities organized by the Department.
- He/she may undertake independent research activities in the areas of Mental Health, Psychiatric Social Work and other related fields.
- He/she will liaison and network with government and non-government organization with regard to the psychiatric social work services in his/her unit
- He/she will be involved in the reintegration and rehabilitation services for the homeless persons with mental illness in his/her assigned unit
- He/she will work under the supervision of the Faculty of the Department who is in charge of the psychiatric social work services of the assigned unit.
- He/she will carry out any other work assigned by the higher authorities.

DEPT OF CLINICAL PSYCHOLOGY

Professor:

- He/she will function as the Head of the Department and will be accountable to the Director.
- ii. He/she will be in charge of the overall functioning related to administration, academic, clinical services, and research in the department.
- He/she will in over-all charge of planning, organizing and coordinating the teaching programmes related to M Phil in Clinical Psychology, in consultation with other faculty and staff member of the Department of Clinical Psychology.
- He/she will be involved in the teaching of M Phil in Clinical Psychology programme.
- He/she will be in overall charge of coordinating the teaching programmes related to other courses like M.D, M. Phil (Psychiatric Social Work), M Sc (Psychiatric Nsg.) & D.P.N, in the institute, as per requirement.
- He/She will be in overall charge of training of external Post Graduate students undergoing exposure posting at the Department.
- He/she will guide and supervise M. Phil students in their Dissertation/Thesis.

- He/she will conduct/collaborate/guide the research work at the Institute as per need.
- He/she will liaison and network with government and non-government organization for various services related to the department.
- He/she will plan/ coordinate organize workshops/seminar and conferences.
- He/she will plan/organize/coordinate/provide consultation in Clinical Psychology expertise for organizations approved by the institute.
- He/she will plan and implement activities for the future development of the department, in consultation with other faculty and staff member of the Department of Clinical Psychology.
- He/she will actively support the professional growth and development of other junior faculty and staff members of the department (Associate Professor/ Asst. Professor/ Clinical Psychologists) as per their needs/requirements, thereby contributing to the overall capacity-building of the department.
- He/she will dispense any other duties assigned by the higher authorities..

Associate Professor:

- He/she will be accountable to the Head of the department.
- He/she will be in charge of the overall supervision, administrative matters of department and clinical duties in absence of HOD.
- He/she will guide and supervise M.Phil trainees in their dissertation.
- He/she will be responsible for regular academic and clinical training of M.Phil trainees.
- He/she will undertake clinical supervision of screening, assessment and therapeutic management of patients of M.Phil trainees.
- He/she will be actively involved in supervision of the assessment and certification of various neuro-developmental and psychiatric disabilities by Clinical Psychologists and M. Phil trainees.
- He/she will be actively involved in supervision of Medico-legal cases by Clinical Psychologists and M.Phil trainees.
- He/she will be involved in training of students from Allied departments (M.Phil. Psychiatric Social Work, M.D. Psychiatry, M.Sc Psychiatric Nursing) of the institute.
- He/she will be involved in training of external Post-Graduate students (exposure training) from time-to-time.
- He/she will be actively involved in the departmental academic programs.
- He/she will undertake independent non-funded/funded research activities.
- He/she will plan/ coordinate / organize workshops/seminar and conferences.
- He/she will coordinate with other institutes to organize guest lectures on specialized topics.

- He/she will provide support in smooth functioning of the internal and external examinations of M.Phil trainees from time-to-time.
- He/she will be responsible for regular documentation of clinical work done by him/her, Clinical Psychologists and M.Phil trainees posted with him/her.
- He/she will coordinate with other institutes/organizations for organizing community mental health sensitization programs.
- He/she will provide consultative services to other institutes/organizations as per need.
- He/she will actively support the professional growth and development of other junior faculty and staff members of the department (Asst. Professor/ Clinical Psychologists) as per their needs/ requirements, thereby contributing to the overall capacity-building of the department.
- He/she will undertake any other activities/duties assigned by higher authorities.

Assistant Professor

- He/she will be accountable to the Head of the department.
- He/she will be in charge of the overall supervision, administrative matters of department and clinical duties in absence of HOD and Associate Professor.
- He/she will guide and supervise M.Phil trainees in their dissertation.
- He/ she will be responsible for regular academic and clinical training of M.Phil trainees.
- He/she will undertake clinical supervision of screening, assessment and therapeutic management of patients of M.Phil trainees.
- He/she will be actively involved in supervision of the assessment and certification of various neuro-developmental and psychiatric disabilities by Clinical Psychologists and M.Phil trainees.
- He/she will be actively involved in supervision of Medico-legal cases by Clinical Psychologists and M.Phil trainees.
- He/she will be involved in training of students from Allied departments (M.Phil Psychiatric Social Work, M.D. Psychiatry, M.Sc. Psychiatric Nursing) of the institute.
- He/she will be involved in training of external Post-Graduate students from time-to-time.
- He/she will be actively involved in the departmental academic programs.
- He/she will undertake independent non-funded/funded research activities.
- He/she will plan/coordinate/organize conferences, workshops/seminars.
- He/she will coordinate with other institutes to organize guest lectures on specialized topics.
- He/she will provide support in smooth functioning of the internal and external examinations of M.Phil trainees from time-to-time.

- He/she will be responsible for regular documentation of clinical work done by him/her, Clinical Psychologists and M.Phil trainees posted with him/her.
- He/she will coordinate with other institutes/organizations for organizing community mental health sensitization programs.
- He /she will provide institutes/organizations as per need. consultative services to other
- He/ she will undertake any other activities/duties assigned by higher authorities/HoD

Clinical Psychologist:

- He/she will undertake psychological assessments of patients in the Out-patient and In-patient departments.
- He/she will provide therapeutic interventions to patients in the Out-patient and In-patient departments
- He/she will teach M.Phil trainees administration, scoring and reporting of different psychological assessments.
- He/she will teach M.Phil trainees techniques and skills of different therapies.
- He/she will undertake clinical supervision of the patients taken up by M.Phil trainees.
- He/she will provide their clinical services to various psycho-social rehabilitation activities in collaboration with the district administration.
- He/she will be actively involved in the assessment and certification of various neuro-developmental and psychiatric disabilities.
- He /she will be actively involved in assessment & documentation of Medico-legal cases
- He/ she will be involved in teaching and supervision of assessments and therapies for students from Allied departments (M.Phil Psychiatric Social Work, M.D. Psychiatry, M.Sc. Psychiatric Nursing) of the institute.
- He/she will be involved in training of external Post-Graduate students from time-to-time.
- He/she will be responsible for regular documentation of clinical work done by him/her and M.Phil trainees posted with him/her
- He/she will be required to provide clinical services to special populations, such as school, defense personnel, children's home/orphanage, etc., as delegated by HOD.
- He/she will be actively involved in the departmental academic activities
- He/she may undertake independent non-funded research activities.
- He/she will be responsible for the safe-keeping and upgrading of Psychological Laboratory.
- He/she will be actively involved in the conduct of community mental health awareness programs organized by the department

- He/she will report to faculty of the respective unit and head of the department.
- He/she will undertake any other activities/duties assigned by higher authorities/HOD.

DEPARTMENT OF PSYCHIATRIC NURSING

Professor:

- He/she will work under the Director and perform duties as HOD/in-charge HOD on rotation.
- He/she will be the in charge for overall academic, research and clinical functioning of the Psychiatric Nursing Department.
- Will take administrative responsibilities like formulating philosophy, policy rule, regulations of various Nursing personnel in the department. Responsible for submitting budget for nursing department.
- To provide theoretical and practical training to the Ph. D., M.Sc. Psychiatric Nursing, DPN and Nursing students posted from various Institute and students of other department of the Institute.
- Guide Post Graduate and Ph. D. Scholars students and others in various research activities. Overall management and supervision of clinical nursing services at OPID, indoor and community.
- To coordinate with the university for organizing examination and other academic programs.
- He/ She will assign duties and responsibilities to Associate Professors, Assistant Professors, and Nursing Tutors.
- Organizes and guide in continuing education for Faculties and nursing staffs.
- Provide consultation services related to professional development to different agencies as and when.
- Acts as liaison Officer in interdepartmental matters. Monitor and supervise clinical nursing service audit and ensure quality assurance.
- Organizes community mental health nursing programs including school mental health nursing.
- Act as member of various committees.
- Performs any other duties assigned by the authorities.

Associate Professor:

- He/she will work under the Head of the department of psychiatric nursing.
- He/she will assist in the overall supervision, administrative matters of departmental and clinical duties in absence of HOD.
- Will take administrative responsibilities like formulating philosophy, policy rule, regulations of various academic and nursing persons in the department and clinics.
- To provide theoretical and practical training to the Ph. D., M.Sc. Psychiatric Nursing, DPN and other students.

- Guide Ph. D. and postgraduate students and others in various research activities.
- He/ She will assign duties and responsibilities to Asstt. Professors and Nursing Tutors.
- Provides Advance psychiatric nursing services as a part of multidisciplinary team.
- Provides Clinical teaching to the Ph. D. P.G and other students.
- Organizes and guide in continuing education for nursing staffs.
- Provide consultation services to different agencies as and when required.
- Acts as liaison Officer in interdepartmental matters Maintain quality nursing service.
- Organizes community mental health nursing programs. xiii. Performs any other duties assigned by the authorities.

Assistant Professor:

- Will be accountable to HOD of Psychiatric Nursing Department.
- Plans educational programs for regular and visiting students of the institute.
- Carries out clinical nursing interventions at OPD, Indoor, community and rehabilitation setup.
- Teaches and guides M.Sc. Nursing, DPN and visiting students in clinics and academics.
- Supervises students during clinical nursing interventions at OPD, Indoor, community and rehabilitation setup.
- Conduct class test and terminal examinations, arranging and assist in conducting university examination for M. Sc. Nursing, Ph.D and DPN students
- Provides Advance psychiatric nursing services as a part of multidisciplinary team.
- Provides Clinical teaching to the Ph. D. P.G. DPN and other students.
- Provides guidance and counselling to students.
- Guiding ward sisters and staff nurses in clinical activities.
- Supervises and guides the students in research activities, implement practice standard.
- Performs other academic and administrative responsibilities as assigned. Perform the supervisory duties in community and other agencies while posting of students.

Nursing Tutor:

- Provides direct clinical supervisions to different groups of students in indoor, OPD and community.
- Undertake psychiatric nursing services in the special clinics
- Assist Planning and implementation of teaching programs to regular and visiting students as per direction from faculty.
- Provide advance psychiatric nursing services in indoor, OPD and in community on regular basis.
- Provide rehabilitation nursing services.
- Supervises students' health, welfare, and security.

- Evaluation of students in clinical experience and preparations of reports on student's progress.
- Conduct regular ward meeting, group activities, psycho education, admission and discharge counseling and counselling to patients and family members.
- Participates in community mental health activities and supervises student in the field.
- Assist research activities in the areas of nursing education and practice.
- Takes any other responsibilities as assigned by the departmental head.

Matron:

- The Matron is responsible to the Medical Superintendent and Head of Psychiatric Nursing Department.
- She is responsible and over all in-charge of Nursing Services in the hospital.
- Participates in the formulation and implementation of the philosophy of the hospital in general and those specific to the Nursing service.
- She will contribute in nursing budget preparation.
- Formulates and implements the policies of nursing services.
- Recommends for staff requirements and recruitments.
- Recommends for material requirements and purchase.
- Conducts nursing audits.
- Conduct and supervise research to improve hospital administration.
- Ensures safe and efficient care rendered in the various wards of the hospital.
- Maintains standards of clinical services.
- Evaluates the performances of nursing and auxiliary staffs.
- Prepares duty roster, plans leave of nursing and auxiliary staffs.
- Plan the duty placement of the nursing and auxiliary staff.
- Inspects rehabilitation and recreational services, hospital kitchen and dietary services of the hospital, laundry and housekeeping services.
- Provides counseling and guidance to subordinate staff.
- Maintains discipline among nurses and other auxiliary staff.
- Participates in hospital and intra-hospital meetings/ conferences.
- Plans staff development programmes and arranges for in-service education and orientation programmes.
- Perform duties as the member of various committees related to administration.
- Perform any other responsibilities given by the higher authorities.
- Ensures safe and efficient care rendered in the various wards of the hospital.

Asstt. Matron:

- The Asstt. Matron is directly responsible to the Matron and assists her in the Nursing service administration of the hospital.
- Supervises the nursing care given to the patients in various departments by taking regular round.
- Acts as a liaison officer between Matron and the nursing staff of the hospital.
- Participates in the formulation of Nursing Services, philosophies, objectives and policies.
- Maintains the records of attendance of nursing staff and leave of any kind.
- Assists the Matron in planning and organizing nursing services in the hospital.
- Initiates procedures for condemnation and procurement of hospital equipments/linen etc.
- Assists in planning/organizing and implementing staff development programs
- Provides guidance and counseling to nursing staffs.
- Maintains discipline among nursing personnel.
- Escorts Director, special visitors, Matron, Medical Superintendent during hospital rounds.
- Maintains good public relations.
- Performs any other duties assigned to her from time to time.

Ward Sister or Sister-in-charge:

- The ward sister is responsible to the Matron/ Asstt. Matron for her/his ward management. Her/his responsibilities can be grouped as-
 - Ensures proper admission, discharge of her patients in her/his ward.
 - Makes round with Mental health team and contributes in diagnosis and treatment.
 - Supervising the staff nurses for assessing, planning, implementing and evaluating the patient care.
 - Delegates the responsibilities to the staff members to provide best quality care to every individual patient.
 - To provide supplies and equipment adequately and in good working condition for smooth running of the patient care activities.
 - Supervise the documentation of all the observation, nursing care and nursing procedure in the nurses' record.
 - Co-ordinates patient care with other departments.
 - Formulation of ward policy and routine.
 - Prepares duty roster, plans leave of nursing and auxiliary staffs.
 - Maintain an adequate supply of materials on hand at all times.
 - Deals with any adverse situation that has occurred in the ward and reports to the concerned authorities.

- Supervise the students for desired learning experience in the ward.
- Organizes formal and informal ward teaching, conducts bedside clinics and demonstrations.
- Helps Nursing Tutors in teaching, supervision, and evaluation of students.
- Any other duties assigned to her by the Matron/Asstt. Matron.

Staff Nurse:

- The staff nurse is directly responsible to the ward sister/ supervisor.
- She is directly responsible for total care of the patients including safety, hygiene, nutrition, and other needs.
- Implementing and evaluation planning of nursing care according to the need of the patients.
- Dispensing and supervising administration of medication. Implement various psychosocial nursing interventions.
- Observation, recording of any changes in patient's condition and reporting to concerned authority.
- Observation for effects and side-effects of drugs or any changes after administration of medication.
- Educating the patients about side-effects of medicines and management.
- Attending ward rounds and provide related information towards better treatment of the patients.
- Provide ECT care to the patients.
- Collaborating with other health team members in patient care activities.
- Updating daily stock of medications and supplies.
- Assists ward supervisors/ sister in ward management and officiates in her absence. Assists in taking inventories.
- Maintains ward record and reports assigned to her/him by the sister in charge.
- Guides student nurses for clinical activities.

DEPARTMENT OF CENTRAL LABORATORY

Department of Microbiology:

Professor of Microbiology

- He/she will be the HOD on rotation & will work under the Director.
- To provide theoretical and practical trainings to Post-graduate medical students of the Institute.
- To organize lecture programmes/Seminar/Workshop/ CME Programme etc. by inviting Visiting Professors/ Experts from outside the Institute.

- Conducting/collaborating/guiding the Research work of the department.
- To coordinate the University examination held for the Post-graduate students.
- Planning and implementation of the future development of the department.
- Any other duties that may be assigned by the authorities from time to time.

DEPARTMENT OF PATHOLOGY

Associate Professor of Pathology:

- In-charge of teaching, training and research works in the department of Pathology of the Institute.
- To act as i/c of Pathology, Microbiology and Bio-Chemistry Laboratory.
- To act as Principal Investigator, Department of Bio Technology Project
- To act as i/c of BMW disposal at LGBRIMH

Assistant Professor of Pathology/Microbiology/Biochemistry:

- Working under the Associate Professor of the department of Pathology.
- To render patient care services in the Out Patient Department, Indoor and Community Clinics.
- Teaching the postgraduate students of M.D. in Psychiatry and allied disciplines.
- Conducting/collaborating/guiding/supervising the Research work of Post-graduate students and others.
- To organize Community Mental Health Programme in collaboration with allied Mental Health discipline.
- Any other duties assigned by higher authorities.

Senior Residents

a. Department of Pathology:-

- Teaching, Service and Research work in the Department of Pathology.
- Any other duties assigned by the HOD or higher authority.

b. Department of Microbiology:-

- Teaching Service and Research work in the Department of Microbiology.
- Any other duties assigned by the HOD or higher authority.

c. Department of Biochemistry:-

- Teaching, Service and Research work in the Department of Biochemistry.
- Any other duties assigned by the HOD or higher authority.

d. Department of Anesthesiology:

- Teaching, Service and Research work in the Department of Anaesthesiology.
- Any other duties assigned by the HOD or higher authority.

e. Department of Radiology:-

- Teaching, Service and Research work in the Department of Radiology.
- Any other duties assigned by the HOD or higher authority.

Senior Laboratory Technician:

- In addition to the job of Laboratory Technician, he will maintain the Ledgers and other registers.
- To make the condemnation lists in duplicate for the equipments, furniture and other materials and retain the duplicate copy for reference.
- To prepare the Quarterly / Half Yearly / Annual Indent.
- To supervise the work of other subordinate Staff.
- He will assist in special examinations.
- Any other work allotted from time to time by higher authority.
- Ensures and supervises proper collection, storage preparation and disposal of samples and wastes.

Laboratory Technician:

- To assist the pathologist and Sr. Technicians in pathological investigations.
- Any other work allotted from time to time by the Pathologist and higher authorities.

Laboratory Attendant:

- Responsible for opening and closing of the laboratory and maintaining cleanliness in the laboratory.
- Responsible for cleaning and sterilizing of the glass- wares.
- Assist the pathological Laboratory Technicians in routine examinations.
- Collect specimens of patients from various wards and OPD and will assist the Lab. Technician in routine examination.
- Distribute the laboratory reports to various wards.
- Perform any other duties allotted to him by the Senior Laboratory Technician and Officer in- charge.

Radiographer:

- Assist in radiological investigations.
- Perform diagnostic radiographic examinations (X-rays) on patients as per clinical prescriptions.
- Ensure correct patient positioning and selection of imaging parameters for high-quality radiographs.
- Operate and maintain radiology equipment including X-ray machines, digital imaging systems, and portable units.
- Follow radiation safety protocols strictly to protect patients, staff, and self from unnecessary exposure.
- Provide care and assistance to patients, including special care for psychiatric, disabled, or elderly patients.
- Process and archive radiographic images accurately and maintain patient data confidentiality.
- Maintain all necessary registers, logs, and reports related to radiographic activities.
- Collaborate closely with radiologists and clinicians for effective diagnostic services.
- Supervise junior technical staff or trainees and contribute to their training and development.

- Maintain professional conduct, adhere to institutional policies, and uphold patient confidentiality.
- Any other duties allotted by Radiologist and higher authorities.

X-Ray Technician:

- Perform X-ray examinations as per doctor's prescriptions using standard radiographic techniques.
- Ensure correct patient positioning to capture clear diagnostic images.
- Operate and maintain X-ray and imaging equipment (portable and stationary).
- Conduct routine checks and report malfunctions to the radiology in-charge.
- Ensure patient comfort and explain procedures before imaging.
- Follow radiation safety protocols to minimize exposure for patients and staff.
- Develop and process X-ray films or manage digital image systems (CR/DR systems).
- Label and store images properly with patient details for easy retrieval.
- Maintain X-ray registers, patient logs, and diagnostic reports as per institutional protocols.
- Adhere to infection control procedures while handling equipment and patients.
- Maintain cleanliness of the X-ray room and related areas.
- Liaise with physicians, psychiatrists, and other clinical staff regarding urgent imaging needs.
- Use lead aprons, shields, dosimeters, and other protective gear as per AERB guidelines.
- Any other duties allotted by Radiologist and higher authorities.

LIBRARY

Librarian

- Organize, classify, and catalogue books, journals, theses, and other library resources.
- Implement and maintain library automation systems
- Assist users in locating and accessing information.
- Provide reference services and literature searches for clinicians, students, and researchers.
- Plan and execute acquisition of books, journals (print/e-journals), and online databases in coordination with academic departments.
- Maintain records of subscriptions and renewals.
- Issue and receive books and materials to/from users as per library rules.
- Provide orientation and user education programs for new users.
- Manage institutional repository, e-books, e-journals, and open-access resources.
- Maintain discipline and decorum in the library premises.
- Supervise junior library staff, assistants, and interns.
- Maintain circulation statistics, asset registers, and accession registers.
- Assist in preparing the library budget and procurement proposals.

- Ensure stock verification and disposal of obsolete books as per GFR rules..

Library Assistant:

- Issue and receive books, journals, and other reading materials.
- Maintain library records, catalogues, and data entry.
- Assist users in locating books and using library services.
- Organize and shelve books as per classification systems.
- Support stock verification and physical inventory.
- Handle minor repairs, binding, and book preservation.
- Maintain discipline and cleanliness in the library.
- Assist in digitization and use of library software.
- Operate photocopiers, scanners, and computers.
- Perform duties as assigned by the Librarian or authority.

Library Attenders:

- Rendering help in retrieval of books and journals.
- Circulation of books and journals.
- Arrangement of books and library holdings.
- Operating the photocopier machine. Rendering help to the librarian.

MEDICAL RECORD DEPARTMENT

Medical Record Officer

- Supervise and maintain all the Medical Records.
- Responsible for maintenance of all records of OPD.
- Responsible for indexing of records name-wise or diagnosis-wise.
- Keep the statistics of OPD attendance and shall be able to provide data at any point of time.
- Responsible for maintenance of good public relation by staff posted at OPD and shall report any lapse to higher authorities.
- Any other work assigned by i/c OPD or higher authorities.

Medical Record Technician

- Registration of cases attending OPD.
- Filing of all documents and preparation of Case Record File and correspondence file of all the patients.
- Upkeep and maintenance of Medical Record Room.
- To enter patient's data into computer and retrieval thereof.
- To keep and supply all forms necessary for OPD work and fill these forms if necessary.
- Any other work assigned by MRO / In charge OPD and higher authorities.

Medical Record Attendant

- Responsible for upkeeping and maintenance of all the records of OPD.
- Filing storage and retrieval of all the Case Records Files.
- To attend the calls of the clinical staff posted at the OPD.
- To supply all kinds of forms used in the OPD.
- To carry files for admission, discharge, correspondence from one department to the other.

- Any other work assigned by higher authorities.

Senior Pharmacist:-

- Creates proposal for the procurement of medicines.
- Check received stock against invoices.
- Verification of Bills
- Maintenance of Stock registers :-
 - Psychotropic Medicines
 - General medicines
 - Surgical items
 - Pathology , Microbiology ,Biochemistry and Radiology items
 - Anesthesia : Equipments and medicines
- Interaction with the concerned staff regarding medicines.
- Dispensing of medicines
- Physical verification of the medicines as per the enclosed analytical report of the manufacturer.
- Expenditure statement prepared in each financial year with the report of closing stock.
- Help in preparing medicine related budget for a financial year.
- Provide the service during emergency in arranging medicines.
- Keep interaction with the supplier regarding quality and others co related factors arises in a tender period.
- Monitoring the services of a supplier as per tender clause and agreement.
- Any other duties assigned by higher authorities

Pharmacist:

- Dispense prescribed medicines to patients accurately as per doctor's orders.
- Check prescriptions for correctness, dosage, and possible drug interactions.
- Maintain proper records of issued medicines in registers or software systems.
- Monitor stock levels and report shortages or near-expiry medicines to the Senior Pharmacist.
- Store drugs as per temperature and safety guidelines, including controlled substances.
- Assist in preparing indents for medicines and consumables.
- Ensure proper labeling and packaging of medicines.
- Provide basic instructions to patients about dosage, timing, and precautions.
- Follow hygiene, safety, and infection control measures in the pharmacy.
- Maintain records of narcotic/psychotropic drugs as per applicable laws.
- Support stock verification and audit processes.
- Carry out any other duty assigned by the Senior Pharmacist or by higher authorities.

Occupational Therapist:-

- Occupation therapist will work under the supervision of the Head of the Rehabilitation centre.
- In-charge of the occupation therapy services and maintenance of ledger.
- Responsible for receiving raw materials and disposal of finished products from and to the store.
- Impart occupational therapy to all the boarders who attend the Rehabilitation centre.
- Report of the progress of the boarders to the treatment team.
- Undertake clinical teaching activities related to occupational therapy.
- Supervise the work activities of staff of the occupational therapy unit.

Special Educator Primary:

- Assess educational needs of children with intellectual, developmental, or mental health disorders using appropriate tools and methods.
- Develop Individualized Education Plans (IEPs) tailored to each child's abilities, challenges, and learning goals.
- Provide remedial teaching in basic subjects (literacy, numeracy, life skills) using specialized teaching techniques and aids.
- Use multisensory methods (visual, auditory, tactile, etc.) to engage and support children with diverse learning needs.
- Promote communication and social skills among children with speech or interaction difficulties.
- Work closely with clinical teams (psychiatrists, psychologists, therapists) in planning interventions and monitoring progress.
- Prepare daily lesson plans, progress records, and behavioral charts for each child.
- Guide and support parents through counseling or home-based learning techniques, helping them understand the child's needs.
- Organize inclusive classroom activities, group games, and recreational learning to enhance peer interaction and emotional well-being.
- Maintain discipline and empathy, using positive reinforcement techniques with patience and care.
- Support pre-vocational and functional academics, including activities of daily living for self-help and independence.
- Use teaching-learning materials (TLMs), assistive devices, and visual aids to support instruction.
- Participate in awareness programs, observation days (e.g., World Autism Day), exhibitions, and staff training initiatives.
- Undertake any other duty related to child care, education, or rehabilitation as assigned by the Head of Department or competent authority.

Physiotherapist:-

- Assess physical impairments in patients with mental or neurological conditions.
- Plan and provide therapy to improve mobility, strength, and coordination.
- Treat conditions like cerebral palsy, stroke, Parkinson's, and catatonia.
- Use therapeutic tools like exercise, TENS, IFT, and posture correction.
- Offer mobility training and fall prevention strategies.
- Enhance psychomotor skills in psychiatric patients.
- Educate caregivers on home-based physiotherapy and safe movement.
- Maintain treatment records and progress notes.
- Support training and outreach activities in the community.
- Undertake clinical teaching activities related to physiotherapy.

Speech Therapist:-

- Speech therapist will work under the supervision of the Head of the Rehabilitation centre.
- Conduct speech, language, voice, fluency, and communication assessments.
- Evaluate swallowing and feeding difficulties (dysphagia) in psychiatric and neurological patients.
- Provide individualized and group therapy for speech and language disorders.
- Implement therapy plans for patients with autism, intellectual disability, cerebral palsy, schizophrenia, dementia, etc.
- Screen and identify developmental delays in children at the Child Guidance Clinic or IPD/OPD.
- Provide early intervention services in coordination with the child psychiatry unit.
- Manage feeding and swallowing issues in patients with neurological or degenerative conditions.
- Train caregivers in feeding techniques and positioning.
- Work as part of a multidisciplinary team with psychiatrists, psychologists, occupational therapists, special educators, etc.
- Train parents/caregivers in communication techniques and home-based exercises.
- Maintain accurate patient records, progress notes, and discharge summaries.
- Support academic activities for trainees and interns.
- Participate in community-based rehabilitation, mental health awareness camps, and disability screening initiatives.

Trade Instructor:

- Conduct vocational training sessions for patients in assigned trades such as tailoring, carpentry, candle-making, weaving, gardening, etc., to promote functional skills and productivity.

- Assist Occupational Therapists and Rehabilitation Officers in implementing vocational rehabilitation plans tailored to the abilities of individual patients.
- Demonstrate tools and trade techniques in a simplified and safe manner suitable for persons with mental illness or intellectual disabilities.
- Motivate and engage patients in structured work-related tasks, helping them develop discipline, task completion ability, and routine.
- Maintain tools, machines, and materials used in the vocational training unit, and report damages or shortages promptly.
- Prepare and manage raw materials for regular production and training needs in the trade unit.
- Ensure safety, cleanliness, and orderliness of the trade area/workshop and monitor patient behavior during sessions.
- Document attendance, participation, progress, and skill acquisition of each patient undergoing vocational training.
- Participate in institute events by showcasing vocational achievements of patients.
- Coordinate with the multidisciplinary team (psychiatrists, clinical psychologists, PSWs, etc.) to align vocational activities with therapeutic goals.
- Promote reuse and recycling practices in training to encourage environmental responsibility and creativity.
- Maintain confidentiality, discipline, and sensitivity while dealing with patients with mental health issues.
- Carry out any additional work related to patient care, skill-building, or rehabilitation as assigned by the Medical Superintendent or Head of Department.

Dietician:

- Should coordinate the phases of nutrition care including nutrition assessment, nutrition care planning, and nutrition monitoring and nutrition education & counselling of hospitalised patients.
- Be sensitive to the needs and restriction including allergies that a patient have.
- Evaluate, interpret, monitor and document the nutritional status and nutritional needs of hospitalized patients using established standards of care and practice guidelines.
- Attend the patient & recommend diet to them according to ailment.
- Identify and provide age- specific nutrition counselling to meet the cultural needs of the patients and their families.
- To prepare diet chart for in patients.
- Responsible for quality of food and & make improvements as and when required.
- To keep track of progress of patient and change diet chart accordingly.

- Ensure high standards of Sanitation & Hygiene
- Ensures quality check from raw materials to finished products.
- Cordial relationship with vendor staff and quality check on Vendors
- Provide training to vendor staff.
- Function as an integral member of the clinical interdisciplinary team.
- Continuing professional education & update on nutrition information relevant to current practice guidelines for standard nutrition care.
- Adhere the safety norms of hospital and follow both patient safety and staff safety rules.
- Keeping upto date technically & applying new knowledge to follow nutritional practices & use knowledge of medical terminology.
- Documenting, transcribing, recording, storing or maintaining information in written/electronic form.
- To ensure safe utilization of equipments and proper waste disposal system.
- To comply with the service quality process, environmental & occupational issues & policies of the respective area.
- Perform other job-related task as and when assigned by the superior.

MTW:

- Maintain cleanliness of wards, outpatient departments (OPDs), labs, and office areas.
- Regularly clean toilets, floors, windows, and equipment as directed.
- Assist nursing staff in patient care activities like moving patients, feeding, and basic hygiene.
- Make beds, change linen, and help in lifting patients when needed.
- Carry official files, letters, or documents within departments.
- Assist in photocopying, faxing, and delivering dak.
- Go to stores, pharmacy, or other departments to collect and deliver items/supplies.

CONTRACTUAL POSTS:-

Those who are on contractual posts will be assigned work by the Head of the concerned departments or the higher authorities.