

**Government of Odisha**  
**Planning & Convergence Department**

\*\*\*

No. 4742<sup>(60)</sup>/P.,  
**COVID-19-1/2020**

the Bhubaneswar dated **3<sup>rd</sup> April, 2020**

**From**

**Shri Suresh Chandra Mahapatra, IAS**  
**Development Commissioner-cum-**  
**Additional Chief Secretary.**

**To**

**All Collectors**  
**All CDMOs**

**Sub:**

**Roles and responsibilities of the Oversight Officers for COVID Hospitals.**

Madam/Sir,

Enclosed please find the detailed roles and responsibilities of Authorized Person (AP) and Authorized Medical Officer (AMO) for each COVID-19 Hospital to be established at district level.

You are requested to immediately appoint both the above Officers as per the model Tripartite Agreement (TPA). Both the Officers will be responsible for general supervision and functioning of the COVID-19 Hospitals. Such Officers will also be appointed for all exclusive COVID-19 Hospitals irrespective of whether a TPA has been signed or not.

**Yours faithfully,**

  
**Development Commissioner-cum-**  
**Additional Chief Secretary**

**Memo No.** 4743/P., Dt., 2020

3.4.2020

Copy forwarded to PS to Principal Secretary, Health & FW Deptt. for information of Principal Secretary, Health & FW Deptt.

  
**Deputy Secretary to Government**

**Memo No.** 4744<sup>(2)</sup>/P., Dt., 2020

3.4.2020

Copy forwarded to DMET, Odisha, Bhubaneswar/ DHS, Odisha, Bhubaneswar for information.

  
**Deputy Secretary to Government**

## **ROLES AND RESPONSIBILITY OF THE OVERSIGHT MECHANISM**

**(A)** The oversight mechanism for the COVID Hospitals consists of the Authorised Person (AP) and the Authorised Medical Officer (AMO). The following roles and responsibilities will be carried out by the oversight officers, jointly:

1. to facilitate smooth management of the healthcare facilities in the hospital.
2. to ensure implementation of the terms and conditions outlined in the Tripartite Agreement.
3. to declare the effective date of the Tripartite Agreement which may be based on the progressive building up of capacity (number of beds) over time and the availability of the equipment and manpower. The payment schedule will be worked out accordingly.
4. Any other responsibility that may be assigned.

**(B)** In addition, the roles and responsibilities of the AP will include:

1. To coordinate and extend necessary support to the medical authority as well as authority providing financial support to reduce the bottlenecks, if any.
2. To give directions to the COVID Hospital, as and when required.
3. To submit daily status report (as per prescribed format) by **5 PM** every day in respect of the COVID Hospital to the State Nodal Officer at **Email ID: agrsec.or@nic.in** and to Joint DMET **Email ID: dmetbbsr4@gmail.com** which will be signed by both the AP and the AMO.

**(C)** In Addition, the Roles and Responsibilities of the Authorized Medical Officer (AMO) will include:

1. be responsible for admitting the patients into the hospital. No patient shall be admitted into the hospital without his recommendation in any circumstances.

2. to ensure healthcare services rendered by the hospital are as per the acceptable standards and guidelines for COVID-19 patients.
3. to ensure availability of critical care facilities in the hospital and providing proper services to the patients.
4. to ensure that the equipments and manpower is deployed in the hospital as agreed/ required.
5. to confirm maintenance of discharge protocol before issuing discharge certificate to any patient.
6. to countersign the bills towards variable expenditure incurred for treatment of the patients.
7. to ensure any other facilities and services based on the emerging needs to deal with COVID situation.