

MANUAL-2

**POWERS ND DUTIES OF OFFICERS AND EMPLOYEES
SECTION 4 1(b) (ii)**

POWERS ND DUTIES OF OFFICERS AND STAFF.

Sl.No	Designation of post	Power				Duties attached
		Administrative	Financial	Statutory	Others	
1	Director	Head of Office	Controlling Authority			Overall powers for administrations of the Directorate & its sub-ordinate offices
2	Dy Director (Homoeo)	To assist DIMH(O) in Homoeopathy wings	Sanctioned of refundable GPF, Advance of all Non-gazetted employees in Homoeo dispensaries, Hospitals& Colleges			To assist DIMH(O) matters related to Homoeopathy
3	Dy Director (IM)	To assist DIMH(O) in Ayurveda wings	Sanctioned of refundable GPF, Advance of all Non-gazetted employees in Ayurveda dispensaries, Hospitals& Colleges. Drawing & disbursing officer of DIMH, Establishment.			To assist DIMH(O) matters related to Ayurveda and files relating to OE.
4	Accounts officer		To assist DIMH(O) in disposal of financial matter			Budget/Pay fixation And audit matters.
5	Establishment officer	To assist the DIMH in Establishment matter of DIMH and field clerical/class-IV establishment	Sanction of refundable GPF of Non-Gazette employees of DIMH& field clerical/class-IV establishment.			Confidential/office establishment/ Field office establishment.
6	Drugs Inspector				As per D&C Act	Issue of Drug Licence/inspection of pharmacy.
7	CMO(H)					Statistics, Building Homoeopathic

						Board annual administrative report.
8	AMO cum Research Officer					Literary research on manuscripts attended various training programme as resource person, Nodal officer of State medicinal Plant Board and Master trainer on AYUSH
9	Audit Superintendent					Supervise work of budget ,pay fixation, pension& audit.
10	Section officer level-1					Supervise the work of section where working
11	Section officer level-II					Supervise the work of section where working
12	Senior Asst.					Keep records of the section and put up files in respect of letters pertaining to his section.
13	Junior Asst.					Keep records of the section and put up files in respect of letters pertaining to his section.
14	Personal Asst.					Attached to the DIMH to help him for disposal of files.
15	Junior Steno					Attached to the DIMH to help him for disposal of files
16	Statistical Asst.					Keep statistical records.
17	Auditor					To audit over the accounts of field offices.
18	Senior Diarist					To receive the letters from

						outside/inside/ hand over the same to PA for perusal of Director and distribute the same in offices.
19	Junior Diarist					To assist the senior Diarist.
20	Recorder					To keep the old records.
21	Record supplier					To assist the recorder in his work .
22	Type Superintendent					To supervise the work of type section and issue of letters
23	Senior Typist					To work in the type section.
24	Junior Typist					To work in the type section
25	Treasury Sarkar					To work in the account section for treasury duty.
26	Daftary					Stitching, Binding, Rolling work in type section.
27	Driver					To drive the office vehicle.
28	Peon					Attach to different sections, officers for smooth transaction of files and letters.
29	Choukidar					To watch and ward duty of office.
30	Sweeper					To clean the premises.