

**Shri Krishna Govt. Ayurvedic College and Hospital, Kurukshetra**

SKGAC&H/MS/23/26(WD)/

Dated:

**OFFICE ORDER**

**Sub:- Work distribution(responsibilities) of the Officer's/Officials of the Hospital.**

Kindly refer to the subject cited above.

The responsibilities of the Officer's/Officials shall be as under with immediate effect:

Sr. No.	Name and Designation	Responsibilities
1.	Dr. Surender Singh, Deputy Medical Superintendent	Over all Supervision security, controlling of attendance of class III regular staff, verification of attendance for payment, patient diet indent and on spot directions of the higher authorities.
2.	Smt. Suman Khanna, Matron	Controlling of attendances of HKRNL and contractual staff, monthly roaster and on spot directions of the higher authorities.
3.	Smt. Lata Rani, Staff Nurse	Controlling of attendance, monthly roaster of IPD staff nurses, maintenance and reporting of admission register, daily indoor patients register, bed occupancy register, diet register and indent, duty over register, stock register, immunization register, death register, fees register, oxygen cylinder register and on spot directions of the higher authorities. <i>VIP IPD Rooms. In</i>
4.	Smt. Leena, Staff Nurse	Maintenance of IPD and emergency Medicine, Medicine balance register and diet indent of her turn and on spot directions of the higher authorities.
5.	Sh. Sandeep Bura, Pharmacist	Maintenance of Medicine Store (requisition, receiving, posting, distribution), medical reimbursement bill workout, and on spot directions of the higher authorities.
6.	Smt. Alka, Pharmacist	Maintenance of medicine dispensing, daily medicine balance register, patient analysis and registration unit and on spot directions of the higher authorities.
7.	Sh. Parveen, Lab Tech. (Care Taker)	Controlling of class IV regular and contractual staff, Housekeeping, biomedical Waste, Security and on spot directions of the higher authorities.
8.	Smt. Vijesh Kumari, Clerk, O/o DMS	DMS office, Monthly Report of OPD/IPD other reports for higher offices, RTI, Establishment, book keeping DMS office and on spot directions of the higher authorities.
9.	Sh. Abhishek Rohilla, Clerk, O/o MS	MS office, letter file receiving, diary/dispatch, file movement, book keeping of MS office, filing and on spot directions of the higher authorities.

Medical Superintendent

Endst: SKGAC&H/MS/23/26(WD)/178-79

Dated: 15-09-23

A copy of this is forwarded to the following for kind information.

1. Person Concerned.
2. Principal, Shri Krishna Govt. Ayurvedic College & Hospital, Kurukshetra.
3. PS to Registrar, Shri Krishna AYUSH University, Kurukshetra for kind information of Worthy Registrar.

*[Signature]*  
15/09/2023  
Medical Superintendent