

Manual 2
Powers and duties of Officers and Employees
[Section 4(1)(b)(ii)]

1.2

I. & II. Powers and duties of officers and staff

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Chairman Executive Council, IHBAS	Full	Full	Full		Appointment, discipline of Group 'A' posts.
2.	Director	Full	Full	Full		Head of Institute, Overall controlling officer of Administration, Engineering, accounts, faculty and various departments, i.e. psychiatry, neurology, clinical psychology and other all non Clinical departments.
3.	MS/DMS	-	-	-	-	Hospital related matters and Medical Board.
4.	Joint Director	-	Upto Rs. 2000/-	-	-	Declared Head of the Office. Overall control of Administration and Establishment and Financial powers to sanction upto Rs. 2000/- issues all the orders approved by the authority and sanction all recoverable advances and other power which is allotted to him time to time by the Authority,

III. Rules/Orders under which Powers and Duty are derived and Exercised: The Administrative and Financial Powers as per the Decision of the Standing Finance and Budget Committee (SF&BC) and Executive Council (EC).

V. Work allocation & Functions and Duties of Departments :-

Director Office:

Name of Official	Designation	Duties in brief
Dr. Nimesh G. Desai	Director	Overall control and supervision of Institute. Management and supervision of Administration Departments,OPD, Indoor and Emergency Patient Care services, Teaching and Training DNB/MD students ,Research Projects etc.
	Sr. P.S to Director	
Mrs. Madhu Kapoor	Sr. Stenographer	
Mrs. Anita kumara Jha	Assistant	
Sh. Amitesh Raj	DEO & NABH Assistant Co- ordinator	

Administrative and Establishment Department

Name of Official	Designation	Duties in brief
Dr. S.K Singh	Offg.Joint Director(Admn)	Overall control of Administration and Establishment and Financial powers to sanction upto Rs. 2000/- issues all the orders approved by the authority.
Sh. S.K Singh	Adm. Officer	Overall control and supervision of Administration and Establishment dealing with service and personal matters, seminars, conferences and other issues relating to all Gp-A, Gp-B and Gp-C and Gp-D officers and staff. All AAOs will remain under his control. Dealing with Recruitment, Legal, Transport Vigilance and P. Q. s. Dealing with Housekeeping, Security, Telephone, General store, PRO, and other miscellaneous matters.
Mrs. Deepti	P.A to JD(Admn.)	Dealing with RTI, PRO and Minutes of various meetings.

Mrs. Usha	AAO	Dealing with all Service Personnel Matter.
Sh. Sanjay Chopra	Assistant	Dealing with recruitment and Minutes of various meetings.
Sh. Harwinder Singh	Assistant	Dealing with Court case related matter.
Sh. Shashi Sharma	Assistant	Dealing with housekeeping, security & Biometric Attendance system.
Mrs. Madhu Bala	DEO	Dealing with all Service Personnel Matter, and Training/Conference for Group-A & B officers.
Mrs. Liji Thomas	Assistant	Dealing with all Service/Personnel Matter of nursing staff. Dealing with all legal and transport matters.
Sh. Suresh Kumar	Assistant	Dealing with all Service/Personnel matters Training for all Group Group-C Ministerial & Group D alongwith all Research Staff and Officers in 14 Projects.
Sh. Hari Babu	Assistant	On diverted capacity at Cats.

Purchase Section:

Name of Official	Designation	Duties in brief
Dr. Rachna Agarwal	Officer In-charge Purchase	Dealing with Purchase matters such as Medical and General items which include Equipments, Furniture and Fixtures, Medicines, Stationery etc.
Sh Rohtash singh saini	AAO(P)	Dealing with procurement matters such as Furniture & Fixtures and Stationery items and other emergent purchase required time to time.
Sh. Sunil Kumar	Assistant	Dealing with procurement matters.

Accounts Department		
<p>To make all types of payments i.e Salary of all staff including staff employed on Contract Basis, TA Claim, payment of all store items purchased from market and Govt. agencies payment of all bill pertaining to Engineering Section.</p> <p>To maintain the CPF Accounts of all staff of the Institute.</p> <p>To maintain the bill register.</p> <p>To prepare the Annual Plan & render the report pertaining to Annual Plan to GNCT of Delhi.</p> <p>To prepare Annual Revised Estimate & Budget Estimate of the Institute.</p> <p>To get the Accounts of the institute audited by the Chartered Accountant & other Govt. agencies. To attend the audit reports received from various agencies & furnish the reply.</p> <p>To render the financial Advise & vetting the files submitted by the various departments of the Institute.</p> <p>Compilation of Annual Accounts & maintain the ledgers</p>		
Shri P.S Rao	Sr. Accounts Officer	<p>Pay & Accounts office Work ;</p> <p>Processing/Examination of all the financial sanctions;</p> <p>Financial matters and advice cases of the Institute.</p> <p>Checking/Passing of bills</p> <p>Supervision of Accounts Branch.</p> <p>Member of all the Purchase Committees and all the Committees.</p>
Sh. Sushil Kumar Sharma	Accounts Officer	<p>Preparation of Budget Estimates and Revised Estimate of the Institute ;</p> <p>Preparation of Annual Plan and render the reports/returns to Govt. of NCT of Delhi ;</p> <p>Liaison with the Audit parties, CA, ELFA, AG and Inspection party of Govt. of India, Ministry of Health ;</p> <p>Pursuing the audit reports and furnishing the reply to the Audit authorities.</p>
Smt. Anju Sahgal	Asstt. Accounts Officer(DDO)	<p>Checking/passing of salary, TA, LTC, Medical Reimbursement bills etc ;</p> <p>Supervision of Cash disbursement;</p> <p>Checking and signing Cash Book ;</p> <p>Checking and signing of PBRs ;</p> <p>Checking of compilation of monthly/quarterly accounts ;</p> <p>Checking of Bank transactions ;</p>

		Signature and checking of TRs Receipt Book Maintenance of expenditure record's of IHBAS.
Smt. S. Usha Smt. Sonia P Nair Sh.N.K Pant Sh. Madan Pal	Assistant	Preparation of Pay & Allowances bills of staff. Examination of Records of Establishment, Administrative Matters related to Leave Pay, LTC/TA etc. CPF and Income tax matters of IHBAS. Calculation and preparation of pay bills in respect of C&D employees (Regular, deputations and Contract),
Shri Dinesh chandra	DEO (Functioning as Cashier)	Handling of Cash (such as salary, arrears, LTC, TA, Medical Reimbursement & other payments) ; Maintaining Cash Book ; NEFT/RTGS payments, Receipt of Cash and deposit in Bank Accounts. Maintaining of FDR and Bank Guarantee register ; Maintenance of Contingent Register, bill register etc.

OPD Reception (Medical Record Office)

Name of Official	Designation	Duties in brief
Sh. R.C Sharma	MRO	Keeping record of Patients registration, disability certificate, prepare statistics of Patient IPD and OPD.
Sh. Om Prakash	Comp. Assistant	Dealing with OPD related work.
Sh. Anil Kumar	Assistant	Dealing with OPD related work.

Psychiatry Department		
Name of Official	Designation	Duties in brief
Dr. Nimesh G Desai	Professor & Director	Overall control and supervision of Institute. Management and supervision of Administration Departments, OPD, Indoor and Emergency Patient Care services, Teaching and Training MD students, Research Projects etc.
Dr. Deepak	Associate Professor	Management and supervision of Department: OPD, indoor and Emergency Patient Care services

kumar	HOD(Psy.) & DMS	Teaching and Training MD students Research Projects Departmental Administration Hospital related matters.
Dr. Om Prakash Dr. Rajesh Kumar (on lien) Dr. Vijender Singh	Associate Professor	OPD, indoor and Emergency Patient Care services Teaching and Training DNB/MD students Research Projects Departmental Administration
Dr. Pankaj Kumar (on lien) Dr. Manoj Kumar Dr. Amit Khanna	Assistant Professor	OPD, indoor and Emergency Patient Care services Teaching and Training MD students Research Projects Departmental Administration.

Neurology Department		
Name of Official	Designation	Duties in brief
Dr. Suman Kushwaha	Associate Professor & HOD	Patient Care services in OPD, Indoor and Emergency Working in Electrophysiology Lab Teaching, Training to DNB/DM/MD/M.Phil Presentation in the interdepartmental meetings. Moderating seminars/Journal clubs Administrative work (daily) Routine Office work. Writing paper for presenting in Conference.
Dr. Aldrin Anthony Dr. Sidharth Maheswari	Assistant Professor	Patient Care, OPD, Indoor and Emergency Working in Electro-physiology Lab Teaching Presentation in the interdepartmental meetings. Moderating seminars/Journal clubs Teaching, Training to DNB/DM/MD/M.Phil Training to residents for EEG/NCV/EP etc. Preparing Research Projects Writing paper for presenting in Conference.

Neurosurgery Department		
Name of Official	Designation	Duties in brief
Dr. P. K. Upadhyay	Associate Professor & HOD	Patient Care services in OPD, Indoor OT surgery. Training to resident for OT services. Administrative work (daily) Regulating the work of Junior Staff. Attending the official work. Conducting interviews of J/Rs,S/Rs and Technical Staff.
Dr.V.K.S.Gautam	Assistant Professor	Patient Care services in OPD, Indoor OT surgery. Training to resident for OT services. Regulating the work of Junior Staff. Attending the official work. Conducting interviews of J/Rs,S/Rs and Technical Staff. Administrative work related to department.

Neuro-anesthesia Department		
Name of Official	Designation	Duties in brief
	Associate Prof. & HOD	1.Clinical Anaesthesia services for elective and emergency(for ipd patients)neurosurgery operations and other minor procedures like Muscle biopsies,Nervebiopsies etc. 2. Intensive care services in the neurological and neurosurgical icus. 3. Anesthetic services for neuroradiology for digital subtraction angiography procedure. 4. Anesthetic services for electro-cunvulsive therapy. 5.Teaching and Training to resident doctors of various discipline and ot/icu staff for management of critically ill patients and to improve the patient care. 6. Administrative work- overall management of the dapartment to run it smoothly.
Dr. Arvind Arya	Asstt. Prof.	1. Clinical Anaesthesia services for elective and emergency(for ipd patients)neurosurgery operations and other minor procedures like Muscle

		Biopsies, Nerve biopsies etc. 2. Intensive care services in the neurological and neurosurgical ICUs. 3. Anesthetic services for neuroradiology for digital subtraction angiography procedure. 4. Anesthetic services for Electro-Convulsive therapy. 5. Teaching and Training to resident doctors of various discipline and OT/ICU staff for management of critically ill patients and to improve the patient care. 6. Administrative work- He is the OIC of Central Medical Gas Services and also responsible for management duty roster of subordinate. 7. In charge of CPR training centre & training of doctors & Technician for BLS & ACLS.
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Clinical Psychology Department		Power & Duties
Dr. U.K. Sinha	Additional Professor & HOD	Overall administration and supervision of patient care services of the department and academic activities. Teaching and Training of M. Phil Clinical Psychology Teaching and training of PG students posted in the department in Psycho-diagnostic, psycho-therapeutic To manage Research Projects Delivering patient care services of the department To participate in the academic activities of the department
Dr. Vibha Sharma	Associate Professor	Delivering patient care services of the department posted in the department on Psycho-diagnostic, psycho-therapeutic To manage Research Projects
Dr. Naveen Grover	Assistant Prof.	To participate in the academic activities of the department Teaching and Training of M. Phil Clinical Psychology Teaching and training of PG students and
Dr. Ruchi Varma Sh. Jagdish Sadiza Dr. Manisha Jha	Clinical Psychologists	To provide psycho- diagnostic, psycho-therapeutic and rehabilitative services to the patients Any other duty assigned by the Head of the Department

Occupational Therapy		
Name	Designation	Power, duties and responsibilities
Dr. U.K Sinha	OIC OT/DCC	Overall administration and supervision of patient care services of the department and academic activities. Teaching and training of PG students and posted in the department on Psycho- social, psycho-therapeutic. Documents and records pertaining to the department lies with the OIC
Ms Gita Jyoti Ojha	Occupational Therapist	Clinical Duties– includes assessment, treatment plan, implementation, and reevaluation. Other duties-Look after the Documentation .Supervises Occupational Therapy students posted within the department.
Mrs. Swati Budhiraja	Occupational Therapist	Clinical Duties – includes assessment, treatment plan, implementation, and reevaluation. Other duties-Look after the Store and maintain stock register. She will also be responsible for the sales of O.T.
Mr.Mahesh Singh Rawat	OT. Attendant	Participate and train patients in the concerned trade (candle making and chair canning) Assists in purchase activities along with the responsibilities of his regular trade activities. Assist occupational therapists for conducting various other activities pertaining to the department
Mrs. Shyam Lata	OT. Attendant	Participate and train patients in the concerned trade (arts and crafts) Assisting in the sale activities, besides her regular responsibilities.
Mrs. Amirja	OT. Attendant	Participate and train patients in the concerned trade Responsible for the registration work for all the patients of department of Occupational Therapy, apart from her assigned trade activities.

Pathology Department		
Name of Official	Designation	Duties in brief
Dr. Sujata Chaturvedi	Professor & HOD	<ul style="list-style-type: none"> Overall Supervision, administration and standardization and quality assurance of diagnostic procedures.

		<ul style="list-style-type: none"> • Planning & implementation of the future development, services, teaching and training activities of the department. • Reporting on samples received.
Dr. Anshu Gupta	Associate Professor	<ul style="list-style-type: none"> • Assisting the HOD in supervision and administration. • Help in standardization of new procedures. • Reporting on samples received.
Dr. Ishita Pant	Assistant professor	<ul style="list-style-type: none"> • Daily supervision of records • Implementation of quality assurance program in the lab • Reporting on samples received.
	Senior resident	<ul style="list-style-type: none"> • Routine reporting • Participation in teaching activities of the department • Participation in the quality assurance program in the lab
Mr. Prashant Shende Ms. Meetu Behal	Technician	Their duties range from sample collection, processing and preparing for reporting, stock maintenance, indent, file work, report entries, dispatch.
Ms. Kavita Dhaiya Mr Anil Pahal Ms Poonam Rana Ms Kirtika	Lab Assistant (Contractual staff)	

DEPARTMENT OF NEUROCHEMISTRY

Name of Official	Designation	Duties in brief
Dr. Neelam Chillar	Associate Prof.& HOD	<ul style="list-style-type: none"> • Overall supervision and administration. • Planning and implementation of the future development, service teaching and training activities of the department. • Reporting on samples received. • Introduction of new tests and procedures. • Supervision of calibration of instruments and lab procedures. • Preparation of annual demand for chemicals reagent kits and instrument. • Interaction with clinicians regarding report.

Dr. Rachna Agarwal	Associate Professor	<ul style="list-style-type: none"> Teaching and training activities of the department. Reporting on samples received. Introduction of new tests and procedures. Supervision of calibration of instruments and lab procedures. Preparation of annual demand for chemicals reagent kits and instrument. Interaction with clinicians regarding report.
Dr. Himanshu Tyagi	Sr. Demonstrator	<ul style="list-style-type: none"> Daily supervision of records and all investigation done in the lab. Implementation of internal as well as external quality assurance program in the lab. Interaction with clinicians regarding reports.
Shalini Anuradha Seema	Lab Technician	<ul style="list-style-type: none"> Their duties range from sample collection, processing and performance of tests, preservation of samples, preparing of report, stock maintenance, and indent file work, report entries, dispatch. Help
Sharda Mamta Nirupama Sanjeev	Lab assistant	<ul style="list-style-type: none"> Their duties range from sample collection, processing and performance of tests, preservation of samples, preparing of report, stock maintenance, and indent file work, report entries, dispatch. Help in other administrative matters also

Department of Microbiology		
Name of Official	Designation	Duties in brief
Dr. Rajeev Thakur	Professor and HOD	<ul style="list-style-type: none"> Overall supervision and administration. Planning & implementation of future development, services, teaching and training activities of the department. Reporting of samples received. Introduction of new tests and procedures. Supervision of calibration of instruments and lab procedures. Finalization of annual demand for chemicals, reagents, kits and instruments. Interaction with clinicians regarding reports. Surveillance of Hospital Acquired Infection. Chairperson and co-ordinator Infection Prevention & Control (IPC) activities at IHBAS. Nodal Officer, bio-medical waste Management IHBAS. Nodal Officer, kayakalp programme Govt. of NCT Delhi.

Dr.Renu Gupta	Assistant Professor	<ul style="list-style-type: none"> • Reporting of samples received. • Introduction of new tests and procedures. • Supervision of calibration of instruments and lab procedures. • Preparation of annual demand for chemicals, reagents, kits and instruments. • Interaction with clinicians regarding reports.
Vivek Bahri Anita M.Sharma	Lab Tech.	Their duties range from sample collection, processing and preparing for reporting, stock maintenance, indent, file work, report entries, dispatch in various sections of the department.

Department of Neuropsychopharmacology Department		
Name of Official	Designation	Duties in brief
Dr. Sangeeta Sharma	Professor & HOD	<ul style="list-style-type: none"> • Overall Supervision and administration. • Planning & implementation of the future development, services, teaching and training activities of the department. • Reporting on samples received • Introduction of new tests and procedures • Supervision of calibration of instruments and lab procedures. • Preparation of annual demand for chemicals, reagents, kits and instruments • Interaction with clinicians regarding reports.
	Assistant Professor	<ul style="list-style-type: none"> • Reporting on samples received • Introduction of new tests and procedures • Supervision of calibration of instruments and lab procedures. • Preparation of annual demand for chemicals, reagents, kits and instruments • Interaction with clinicians regarding reports.
	Sr. Resident & Sr. Demonstrator	<ul style="list-style-type: none"> • Daily supervision of records and all investigations done in the lab. • Implementation of internal as well as external quality assurance program in the lab. • Interaction with clinicians regarding reports Research works.
	Lab Assistants	Their duties range from sample collection, processing and performance of tests, preservation of samples, preparing of reports, stock maintenance, indent, file work, report entries,

		dispatch. Help in other administrative matters also.
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Department of Radiology		
Name of Official	Designation	Duties in brief
Dr. Reema Kumari	Associate Professor and HOD	Overall Supervision, administration and quality assurance of radiological procedures. Planning & implementation of the future development, services, teaching and training activities of the department. Routine clinical work including X-rays, ultrasound, colour-doppler, conventional radiological procedures, DSA etc. Discussion and opinion on CT scans and MRI performed outside, for IPD and OPD patients of IHBAS. Teaching activity including neuro-radiological and neuropathology conferences, teaching residents etc.
Dr. Monali	Asst. Professor	Routine clinical work including X-rays, ultrasound, colour-doppler, conventional radiological procedures, DSA etc. Discussion and opinion on CT scans and MRI performed outside, for IPD and OPD patients of IHBAS. Teaching activity including neuroradiological and neuropathology conferences, teaching residents etc.
Mr Anshuman Smart	Radiographer	Performing x-rays and assisting conventional radiological procedures, DSA etc. Maintaining registers for clinical work of the department.
Mr Vijay Bhan	Radiographer	Performing x-rays, EEG and assisting conventional radiological procedures, DSA etc. Maintaining registers for clinical work of the department.
Mrs Shelter	Staff Nurse	Assisting in various clinical activities of the department.

Psychiatric Social Work Department		
Name of Official	Designation	Duties in brief
Dr. Jahanara Gajendragad	Assoc. Prof. & HOD	<ul style="list-style-type: none"> Clinical services provision in Out patient department Individual and family counseling – psycho-education, life skills training, social skills training, crisis intervention, vocational and rehabilitation counseling etc. Overall supervision, administration of departmental

		<p>and clinical duties</p> <ul style="list-style-type: none"> • Handling special therapy cases • Involved in teaching and training activities of the department • Liaison and network with government and non-government organization • Planning and implementation of future development of the department <p>Ensuring provision of prompt and quality services to the clientele.</p>
<p>Dr. Sangeeta Kumari</p> <p>Dr. Pravin Yannawar</p> <p>Dr. Sushma</p> <p>Ms. Saswati Chakraborti</p> <p>Mr. Ravi Kishan Jha</p> <p>Dr. Sampa Sinha</p> <p>Mr. Abdul Arshad Naaz</p> <p>Mr. Himanshu Singh</p>	<p>Psychiatric Social Workers</p>	<ul style="list-style-type: none"> • Individual and family counseling – psycho-education, life skills training, social skills training, crisis intervention, vocational and rehabilitation counseling etc. • Group work with patients with epilepsy, psychiatric disorders, drug and alcohol dependence and their family members • Facilitating in medico legal cases • Liaison with governmental and non-governmental organizations for working out comprehensive rehabilitation plan for patients. • Schizophrenia Support Groups for family members of patients with Schizophrenia. • Community outreach programmes • Resource mobilization for poor patients.

Physiotherapy department		
<p>Dr. Aldrin Anthony</p>	<p>Officer Incharge Physiotherapy & Assistant Professor Neurology</p>	<ul style="list-style-type: none"> • Supervision and Co-ordination or work of other Physiotherapists, staff working under him/her. • To keep inter departmental liaison for smooth functioning of department. • To maintain the departmental store. • To keep the equipments in good working conditions. • To do departmental correspondence independently with concern Institute's authorities of IHBAS. • To write A.C.R. of staff working under him/her. • To be a member of interview/board if and when called for • To report to H.O.D. Neurology.

Epidemiology Department		
Name of Official	Designation	Duties in brief
Dr. Sarbjeet Khurana	Associate Prof. & HOD	<ul style="list-style-type: none"> • Providing support to all clinical and Para-clinical departments for development of research projects and protocols, as well as conducting research. • Administratively handling the responsibility of Officer-in-charge-II annual report. • Working as nodal officer medical for vector borne diseases • Responsible for Notifying of notifiable diseases to Directorate of Health Services. This involves discussing and observing the everyday inpatient census, following up the probable patients and then notifying the confirmed patients. • Responsible for submission of monthly report pertaining to the case of communicable diseases at IHBAS to the Directorate of health services. • The present faculty is involved actively in the teaching & training of the students at IHBAS. • Supervision of thesis of Students. • Involved in the training programs for research staff of various projects.

Biostatistics Department		
Name of Official	Designation	Duties in brief
Dr. C. B. Tripathi	Associate Prof.	Teaching Research Methodology & Statistical tools to M.Phil (Clinical Psychology) & M.D. (Psychiatry).

Medical Anthropology Department		
Name of Official	Designation	Duties in brief
Dr. Ravinder Singh	Associate Prof. & HOD	<u>Academic:</u> Teaching and Training of PG Students Research on the Neuro-Psychiatric and Behavioural problem of culturally diverse ethics groups. <u>Administrative:-</u> OIC(Scientific Research Projects)

		OIC(Pulse Polio Monitoring) NABH, Facility Management Services(FMS)
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Nursing Department		
Name of Official	Designation	Duties in brief
Sh. Anil Kr. Rai Mrs. Vimla Gupta Mrs. KiranMehta Mrs. Ancy Bosco Mrs. Balvinder Narang	Asstt. Nursing Superintendent (ANS)	<p>Organizes and plans nursing care activities. Plans staffing pattern and the other necessary requirements of wards and deptts. Complies and submits nursing statistics to the concerned authorities. Conducts and attends to the departmental and interdepartmental meetings/conferences from time to time. Makes regular rounds of wards/ deptts. Ensures to the safety and general dealing of the wards/deptts. Looks into general comforts of the patient and his/her relatives. Receives report from the Night Supervisor of wards/deptts. Makes rotation plan for the nursing staff and domestic staff under her/his jurisdiction. Supervise the proper use and care of the equipment and supplies in the Wards and department. Arranges and conducts staff development programmes. Assists in planning for a participation in the training of nursing personnel. Supervision, Guidance and Control of Group 'D' employees of the hospital.</p> <p>Educational function Arranges classes and clinical teaching of Nursing Students in the department; related to the specialty experience . Implements the ward teaching programme and clinical experience of the students with the help of doctors and student nurses. Counselling and guidance of staff and students. Arrange and conducts staff development programmes of her/his departments.</p> <p>General and office duties Takes hospital rounds with Director, medical Superintendent, and special visitors for the hospital rounds.</p>

		<p>Attends to general correspondence.</p> <p>Maintains necessary records concerning the nursing staff confidential reports and health records.</p> <p>Submits Annual Report of the Nursing Department.</p> <p>Participates in professional and community work.</p> <p>Arranges and participates in professional and social function of staff and students.</p>
<p>Kusum Lata Bhatia</p> <p>Sumita Halder</p> <p>Bharti Dhingra</p> <p>Deepti Bhardwaj</p> <p>Rekha Khatri</p> <p>Sunita Kumari</p> <p>Sunita Rani</p> <p>Elasmma Baby</p> <p>Pushpa Rai</p> <p>Sushma Wadhwa</p> <p>Renu Bala Saini</p> <p>Sophy Mathew</p> <p>Sunita Dwivedi</p> <p>Anita Kumari Saxena</p> <p>Rekha Sharma</p> <p>Poonam Rohilla</p> <p>Savitri Sahu</p> <p>Shashi Bala Rai</p> <p>Kalawati</p> <p>Promila</p> <p>Veena kumari Katoda</p> <p>Vinita Sokey</p> <p>Jyoti Rani Ekka</p> <p>Nisha P. Singh</p> <p>Rekha Smart</p> <p>Deepali</p> <p>Nirmala Thapa</p> <p>Urmila</p>	Nursing Sister	<p>Nursing Sister is a first level nursing supervisor who is accountable for nursing care management of a Ward OPD and Deptt. She takes full charge of the ward and assigns work for various categories of nursing and non-nursing personnal working with her/him. She/he responsible for safety and comfort of patients in ward.</p> <p>Job Work</p> <p>Ensures safe and clean-environment for the ward and department.</p> <p>Makes duty and work assignments.</p> <p>Indenting and procurement of ward supplie</p> <p>and equipment and keeps records.</p> <p>Does regular inventory checking.</p> <p>Makes list of condemnation of articles and submits it to all concerned.</p> <p>Maintains good public relations.</p> <p>Ensures that ward statistics are regularly submitted.</p> <p>Reports about any medico - legal in the wards.</p> <p>Supervises nurses duties.</p> <p>Writes reports of all wards and makes census of patients on daily basis.</p>

Renu Singh Sunita Devi Jamila Bano Urmila Chauhan Madhu Sinha Yamuna Suseelan Sherly Hema Dass, VimAla Alexander Pratibha Jenifer Masih Anuradha Nirmal Betty Peter K.Varghese, Pragya Anija Manu Nagesh Gautam Chingliansiam Mangal Prasad Yadav Anil Balchandani Seema Gupta Rama Rani Neha Jain Moirangthem Vidya Devi Ajeet Singh Yadav Sheetal Kailash Babu Lal Manisha singh Ramchandra Kumawat Rajni Dagar Surendra Kumar Repswal Gajendra Kumar Moond	Staff Nurse	<p>Staff Nurse is a first level professional nurse who provides direct patients care to one patient or group of patients assigned to her/him during duty shift and assist in management of wards.</p> <p>Job work</p> <p>Carry out the procedures of admission and discharge of the patient. At the time of admission-explain the hospital procedure to the relatives.</p> <p>After first time care for aggressive, restless disoriented, suicidal patients.</p> <p>At the time of discharge explains the doctor's advise to the relatives of the patients.</p> <p>Makes beds of all patients and helps or guides students or Group "D" employees to make beds by supplying linen. Maintains personal hygiene like mouth care give bath with the helps of group "d" employees daily. Attends to the nutritional needs of the patients and feeds the helpless and serious patients.</p> <p>Maintains and help with group "D" for food distribution to the patients.</p> <p>Maintains clean and safe environment for the patients. Implements and maintains ward policies and routines.</p> <p>Takes rounds with the doctors when called to list new orders and see that they are carried out.</p> <p>For I.C.U. Units</p> <p>Indent and procurement of all necessary equipments, drugs O2 cylinder which are required for the units.</p> <p>Operates E.C.G.,Cardiac resuscitation etc. and other sophisticated high tech machines when ever needed or assist the doctors in operating such machines.</p> <p>Psychiatric Unit</p> <p>Assists the doctors in admission and discharge of patients.</p> <p>Prepares patients for ECT and other procedures and therapies</p> <p>Staff nurse is involved in the supervision of recreation activities like morning prayer, exercise, involvement in indoor games, reading newspaper, magazine, watching TV, celebrate and distribute sweets on various</p>
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M. Celine Vandana Upreti Kapiladitya Kaushik Vishwa Mohan Dahiya Saira Bano Alisha Arora Neetu Rani Deen Dayal Sharma Subhash Chand Gupta Komal Sharma Gopa Ram Santosh Kumar Saini Shriram Vaishnav Sunita Choudhary (1) Nitesh Kumar Joshi Lalita Shabnam Sunita Choudhary (2) Sapna Sharma Sonia Barton Chinju Baby Lata Meel Nishu Kumari Savina Priya Shijo K.O. Vikas Tiwari Sangeeta Jitendra Kumar Rajendra Kumar Saini Kripal Singh Beoma Pandey Jasveer Dhandel		festivals like Holi, Diwali, X-Mas and national festivals and helps with patients for cultural programme, going picnic with homeless and long staying patients. Staff nurses participate in counselling and educate patient and his family members regarding nature of illness and need for his/her treatment. Assists in management of aggressive, suicidal, grief or other symptoms of the patients. Maintains the records and reports to the units. Perform various technical tasks related to the nursing care: Administration of medication i.e. tablets, injections, infusions and transfusion on prescription or according to standing instruction. Assisting doctors in various medical and surgical diagnostic procedures by preparing patients and getting ready with required things. Performing simple diagnostic procedures. Collecting and sending of specimens for laboratory Recording of vital signs Observes all patients conditions and take suitable action and report. Give export bed side nursing to all patients. Attends last offices in case of a patient dying during shifts and arrange to preserve dead body in mortuary or hand over the body with respect to concerned family members/relatives/authorities.
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Krishanawatar Indoria Tinta Jino Priti Smart Renu		
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Engineering Department: The rules regulation, instruction, manual and records for discharging its functions are applicable as per CPWD works manual 2003 and day to day circular as issued by D.G CPWD and Ministry of Urban Housing Development.		
Name of Official	Designation	Duties in brief
	Superintending Engineer	<p>Planning, management, Supervision and Execution of all works relating to preventive maintenance, special repair renovation and new construction in the Institute including Civil, Electrical & Air-conditioning, Horticulture, furniture, furnishing & fixing, telephone & internal & external services like roads and streets, street lighting, fire service, sewerage etc.</p> <p>Any other item of work involving technical skill which Director of the Institute assigns to it to carry out.</p> <p>Officers of Engg. Wing of IHBAS shall enjoy the financial powers as available to officers of equivalent rank of CPWD with the exception that officers of Engg. wing of IHBAS shall not have any powers of administrative approval of works and of drawal of cheque as available to CPWD officers.</p> <p>Except where otherwise laid down in the specific instruction issued in IHBAS, the working of Engg. Wing of IHBAS shall be analogous to working of Engg. Wing of AIIMS. In case of any confusion</p>

		about any matter, direction of Govt. of India, Ministry of Urban Development as contained in the latest CPWD manuals shall be followed with the approval of the Director, IHBAS.
Shri M.S Bhati	AE(Civil)	Officers of Engg. Wing of IHBAS shall enjoy the same financial powers as available to Officers of equivalent rank in CPWD with the exception that Officers of Engg. Wing of IHBAS shall not have any powers of administrative approval of works and of drawal of cheque as available to CPWD Officers.
	A E(Civil)	Officers of Engg. Wing of IHBAS shall enjoy the same financial powers as available to Officers of equivalent rank in CPWD with the exception that Officers of Engg. Wing of IHBAS shall not have any powers of administrative approval of works and of drawal of cheque as available to CPWD Officers.
Sh. V.S Ranjeet	AAO ,Accounts	
Anita Kumari	Sr. Stenographer (Estate Office)	

Library & Information Centre		
Name of Official	Designation	Duties in brief
Dr. S.K. Pandey	Lib. & Documentation Officer	<ul style="list-style-type: none"> ▪ Overall Supervision, Management, planning and implementation of day-to-day library activities. ▪ To collect, procure, preserve and disseminate the information on Mental health, Neurosciences & other allied subjects and serve as a depository clearing house centre. ▪ Coordinating the activities of Library & Computer section to fulfill the information needs of the users. ▪ Develop, design, navigate and maintain website. Acquisition of books, Journals and other health related resources. ▪ Evaluate advance Information Technologies and

		develop digital resources. <ul style="list-style-type: none"> Plan budget and manage library programmes and services.
Sh. Jitendra	Assistant Librarian	<ul style="list-style-type: none"> To assist Lib. & Doc officer to select, procure and management of various information on Mental health, Neurosciences & other allied subjects to caters the need of researchers/users. Engage in Research, Training, Publishing and other activities. Collaborating with National & International institutions for resource sharing of global databases to the users. Holding LAC meetings Audit co-ordination, Monitoring and maintaince of expenditure details of library. Miscellaneous and other additional duties assigned by authorities time to time. Enrollment and issue of membership cards. Cancellation, issue of No Dues certificates. Issue/return of books/ Journals/CDs etc. Reminders for overdue books to the users. Inter Library Loan. Technical processing of new documents. Maintaining records of lost books & general enquiry. Maintenance of different files. Arranging the journals at stacks. To provide library services in shift duty. Miscellaneous and other duties assigned by senior time to time.

Estate Department

Timing-

9.00A.M. to 4.00 P.M.

Staff-

Estate officer- Designated Post

The appointments of Estate officer are made under section 3 of the public premises (Eviction of Unauthorized Occupants) Act, 1971. Vide notification no. 21012/3/96-pol.1 dated 21.12.1997 for which Central Government has delegated powers of the aforesaid Act to the State Governments for appointment of Estate officers for the public premises belonging to the State Governments and situated in the National Capital Territory of Delhi or any other Union Territory. Assistant Engineer (Elect.), IHBAS has been appointed in the Lt. Governor, Delhi accordingly Presidential Notification under Article 239 (1) of the constitution of India. Since, the post of A.E.(Elect.) is laying vacant E.E.(Civil) has been looking after the work of Estate Department as Estate officer.

Objectives-

Management, Monitoring & coordination for the property and building of IHBAS. Allotment and vacation of accommodation for non-residential and residential for the different functional department and staff. Monitoring of the dues recoverable from the staff in respect of License fee, water and electricity charges. The following buildings are being looked after as under.

Residential

Type	New IHBAS Colony	Old IHBAS Colony	Remodeling	Total Quarters
Type-I	160	43	NIL	203
Type-II	48	08	NIL	56
Type-III	34	03	10	46
Type-IV	16	Nil	NIL	16
Type-V	06	Nil	6	12
Type-VI	01	Nil	14	15
Director Bungalow				01

Non- Residential

- **Old OPD Block**
- **New OPD Block**
- **Wards**
- **OT Block**
- **Academic Block**
- **Neurology Block**
- **Psychiatry Block**
- **Wards**
- **Kitchen Block**
- **Dining Hall**
- **Canteen Block**
- **Electric sub Station**
- **Work Shop Block**
- **CPWD Service Station**
- **Shopping Center**
- **Garages**
- **Dr. Hostel**
- **Diagnostic block**

Functions-

- Allotment of IHBAS residential quarters, Hostels and buildings.
- Maintaining the record of IHBAS Electricity Bills.
- Maintaining the record of IHBAS Water Supply Bills.
- Maintaining the record of Property Tax.
- Maintaining the record of Land & buildings, License fee, water charges, allotment, etc.

Power and duties of its officers and Staff-

Power and duties as per under section 3 of the public premises (Eviction of Unauthorized occupants), Act-1971

The procedure followed in decision-making process, including channels of supervision –

The rules, regulations, instructions, manual and record for discharging its functions are applicable as per Estate Department, Center Govt.