

**Manual 2**  
**Powers and Duties of Officers and Employees**  
**(Section 4(1) (b) (ii))**

| Sr. No. | Designation of Post                 | Powers   |                                  |                  |   | Duties attached  |
|---------|-------------------------------------|--|----------------------------------|------------------|---|--|
|         |                                     | Administrative   | Financial                        | Statutory        | Others  |  |
| 1.      | Director (AYUSH)                    | Head of the Department Management of AYUSH Health Services in NDMC Area. | As designated by Secretary, NDMC | As of <b>HOD</b> | Nil   | Overall in-charge of Directorate of AYUSH, NDMC  |
| 2.      | CMO (Admin.) (AYUSH)                | Assisting the Director AYUSH in all Administrative matters               | Nil                              | As CMO (Admin.)  | All other responsibilities assigned by Director (AYUSH) | To assist Director AYUSH   |
| 3.      | CMO I/C Central AYUSH Medical Store | To Maintain coordination between the Directorate and Dispensaries        | Nil                              | Nil              | Nil   | Receive demands from various units, store and disburse drugs, T&P articles and other items   |
| 4.      | Senior Accounts Officer             | As assigned  | DDO                              | --               | --  | Look after the financial matters pertaining to all sorts of purchase & settlement of reimbursement of bills  |
| 5.      | Assistant Accounts Officer          | As assigned  | DDO                              | -                | -   | To assist Sr. AO   |
| 6.      | Medical Officers                    | In-charge of the respective Dispensaries                                 | Nil                              | As assigned      | Nil   | (a) The Medical Officer will render comprehensive medical care to the attending patient.<br>(b) Generate annual demands pertaining to Dispensary<br>(c) Participate in various health programmes<br>(d) All other duties assigned by Directorate |

|    |             |             |    |   |     |   |
|----|-------------|-------------|----|---|-----|---|
| 7. | Pharmacists | As assigned | -- | <p>(a) To prepare, dispense drugs for use of patients.</p> <p>(b) To maintain record of patients.</p> <p>(c) To ensure the drugs are fit for human consumption before dispensing to patients.</p> | --- | <p>(a) To dispense the medicine as per the prescription of the Medical Officer (AYUSH)</p> <p>(b) Participation in national health programmes</p> <p>(c) To prepare Indent regarding medicine and other items from CAMS.</p> <p>(d) To maintain the OPD Register, Stock consumption registers and maintain daily/weekly and monthly reports</p> |
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