



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

Ministry of Health and Family Welfare

राष्ट्रीय जन स्वास्थ्य प्रशिक्षण एवं अनुसंधान संस्थान

## National Institute of Public Health Training & Research

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### PROACTIVE DISCLOSURE UNDER SECTION 4 (1) (b) OF RTI ACT, 2005

## 1. ORGANIZATION AND FUNCTION

### 1.2 Power and duties of its officers and employees

#### [Section 4(1) (b) (ii)]

#### i. Powers and duties of officers

##### Director:

The Institute is headed by Director belonging to Public Health cadre of CHS. The Director is involved in administrative, technical and financial matters of the institute. He/she is the controlling authority for officers and other staffs of the establishment and acts as drawing and disbursing officer. Director is the appointing and disciplinary authority for certain Group B and Group C employees. The Director has also the powers to implement the rules and regulations of the competent authority.

##### Specialists & Medical Officers:

The specialists and the medical officers carry out the technical activities in their respective divisions and also assist in the administrative roles as assigned from time to time by the competent authority.

The Director, Joint/Deputy Director, Assistant Directors belong to public health and non-teaching specialist cadre of Central Health Services (CHS) and Chief Medical Officers, Senior Medical Officers and Medical Officers are from GDMO cadre of CHS.

## **ii. Powers and duties of other employees**

### **Technical and support staffs:**

The other technical and supportive staffs assist the officers in substantive functions, towards fulfilling the objectives of the institute.

### **Administration:**

The Administrative section has Accountant cum Head Clerk, Upper Division Clerk / Lower Division Clerk and other supporting staffs. It deals with all type of establishment matters like maintaining of service-related matters, employee particulars, maintenance of estates and recruitment process. The accounts section deals with salary, bills, budget utilization and other matters involving financial aspects.

## **iii. Rules / orders under which powers and duty are derived**

- 1) Recruitment rules and regulations of NIPHTR.
- 2) Fundamental and Supplementary rules (FR /SR)
- 3) Central Civil Service (CCS) Rules
- 4) Office Memorandum / Guidelines issued by Ministry of Health and Family Welfare, Government of India.
- 5) Office Memorandum / Guidelines issued by DoPT, Government of India from time to time.
- 6) General Provident Fund Rules
- 7) General Financial Rules

## **iv. Exercised**

As per the above rules and orders from time to time and based on allocation of work.

## v. Work allocation

Allocation of work among officers is given below as on 31<sup>st</sup> March 2025:

<b>Divisions</b>	<b>Name of the officer in charge</b>	<b>Designation</b>
Academic Department	Dr. Suparna Khera	Chief Medical Officer (SAG)
Clinic & Laboratory YFC center	Dr. Suparna Khera	Chief Medical Officer (SAG)
Establishment	Dr. Suparna Khera	Chief Medical Officer (SAG)
Store	Dr. Vijay Bhagat	Joint Director
Library	Dr. Shubhangi Baviskar	Deputy Commissioner- Immunization
Audio-Visual	Dr. Shubhangi Baviskar	Deputy Commissioner- Immunization



RIGHT TO  
INFORMATION

## Work allocation of Group-B and Group C Employees:-

### **DUTIES AND RESPONSIBILITY OF TRAINING OFFICER (SANITATION)**

- 1) Conduct training need assessment and develop training strategies as per the training needs.
- 2) Assist in development of training materials and content.
- 3) Teaching as per subject expertise in courses conducted by the institute time to time.
- 4) Regular Teaching in courses like DHPE, PGDCHC, MPH, PGDHM as well as skill-based courses SHI, FR, GDA, etc.
- 5) Preparation of Annual Training Plan.
- 6) Plan training programmes to be conducted by the institute programmes to be conducted by the institute by coordinating with governmental/ non-governmental organizations as per the requirement.
- 7) Conducting long term and short-term training for both Medical and Para-medical personnel.
- 8) Conducting sessions as per subject expertise in Environmental Sanitation, Sociology, Behavioral Sciences, etc. including preparation of updated reading background materials for trainees.
- 9) Develop teaching and training methodology as per updated modern technologies suitable for adult pedagogy.
- 10) Preparation, conduction and participation in short term training programme/ workshop for different categories of health personnel for both Medical and Para-medical personnel.
- 11) Supervise training programs conducted by the institute for quality & content and provide feedback for improvement.
- 12) Develop tools for evaluation of training programs.
- 13) Review and co-ordinate in updating training curriculum/ modules.

## **DUTIES AND RESPONSIBILITY OF PUBLIC HEALTH NURSE OFFICER**

### **Supervision and Monitoring –**

- To carry out Supervisory & Managerial activity with regard to subordinate staff in Training, Clinical & Outreach activities.

### **Training –**

- 1) To impart training for various courses conducted at the institute.
- 2) To develop Field Practice Demonstration Area for training Programmes.
- 3) To organize and conduct various educational visits & field tours for the students.
- 4) To guide the students with their health topics during the concurrent and supervised field work, in analysis and preparation of reports of field work.
- 5) Guiding and assisting students on preparation of health education materials.
- 6) To conduct Health Education at community, schools, for patients attending clinic.
- 7) To assist in conducting the courses at the institute.
- 8) To prepare training curriculum of various courses.

### **Clinical –**

- 1) To supervise all clinical activities at the center like MCH, Immunization, Family Planning and nutrition programs.
- 2) To provide nursing care to the attending patients.
- 3) To manage inventories of medicines and clinic items.
- 4) To assist medical officers in all family welfare activities.
- 5) To provide Counselling & Education of the patients.
- 6) To maintain all the records, registers in clinic.

### **Outreach Activities –**

- To organize and conduct various outreach activities like checkup camps, health exhibitions at community, awareness and education Programmes in communities & schools etc.

### **Research –**

- To plan and conduct the research on various health related topics.

## **DUTIES OF LIBRARY & INFORMATION ASSISTANT**

- 1) Procurement of books, Journals, Magazines & Newspaper etc. for the library.
- 2) Accessing of Books, Journals, Magazines & Newspapers etc. for the library
- 3) Classification of books.
- 4) Cataloguing of Books.
- 5) Circulations of Books, Journals, Magazines & receipt back.
- 6) Organize collections of Books & display of Journals, Magazines, Newspapers.
- 7) Preparations of Bibliographies.
- 8) To provide Reference services.
- 9) Physical Verification of Books.
- 10) Write off old books, Magazines & Maintain record of Loss of books.
- 11) Marinating registers & records
- 12) To interact with the faculty & students in order to determine their requirements of reading Materials & acquires the same for the library.
- 13) To assist the faculty and students in their research work.
- 14) Supervision of Library.
- 15) Search standard reference materials, e-books & e-journals on the internet.

## **DUTIES AND RESPONSIBILITES OF SOCIAL WORKER INSTRUCTOR**

- 1) To work as a team member in the multidisciplinary team consisting doctors, nursing and paramedical staff. To coordinate and help the patients, family and other team members. Maintain liaison with the hospital team.
- 2) To make the patient and his family understand the medical problem or disability he is suffering from, in a language the patient and his family can understand. To help the patient cope with the disability / illness and make him adjust to it emotionally.
- 3) To assess the social condition of the patients and provide appropriate counseling.
- 4) To help the patient find ways and means to financially manage with the illness/disability. Making the patient manage and tap resources for carrying out his treatment and support the family.
- 5) To help arrange financial support, for carrying out patients' treatment where needed from Governmental and Non-governmental organizations. In addition, suggest ways to the patient and his family to reduce economic burden on the family.
- 6) To advice the patients/persons with disability on available disability benefits from the government and help them to get those benefits.

- 7) To help the patients/persons with disability and his family sort out inter-personal problems as a result of illness/ disability. To help restore the role of such a person, such as a father, son, mother, daughter, husband or wife etc. in the family.
- 8) To help the person with disability / illness to adjust to his environment, including issues of removal of architectural barriers and encouraging independence in patients.
- 9) To assist with the doctor in the discharge planning, making protocols, and to involve patient and family members in the social work.
- 10) To help the patient in smooth transition from hospital to the community and maintain the link with the patient, the community and the health services. To do follow up with family so as to stabilize the gains made during treatment. This may involve Case Work, one to one counseling method, Group Work, and Community Organization.
- 11) To reach out to the people in their homes to convince them about the preventive measures & explain nature of illness & treatment involved.
- 12) To create awareness among the people to stimulate people's participation in health care Programme.

### **DUTIES AND RESPONSIBILITY SOCIAL WORKER**

- 1) To work as a team member in the multidisciplinary team consisting doctors, nursing and paramedical staff. To coordinate and help the patients, family and other team members. Maintain liaison with the hospital team.
- 2) To make the patient and his family understand the medical problem or disability he is suffering from, in a language the patient and his family can understand. To help the patient cope with the disability / illness and make him adjust to it emotionally.
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- 11) To reach out to the people in their homes to convince them about the preventive measures & explain nature of illness & treatment involved.
- 12) To create awareness among the people to stimulate people's participation in health care Programme.
- 13) To educate/interact with the community to help the community adjust with patients having disability or illness. To make the community adaptive for the disabled to help them integrate the disabled with them.
- 14) To participate in training Programme of students in Medical Social Work (BSW/MSW), other para-medical students, Nursing students and NSS volunteers and other interested groups.
- 15) To participate in medico-social research.

#### **DUTIES AND RESPONSIBILITIES OF LAB TECHNICIAN**

- 1) To conduct routine Biochemistry, microbiology and other laboratory investigations for patients attending OPD and in outreach camp and prepare laboratory reports for test.
- 2) Training students about various laboratory procedures.
- 3) Procurement of laboratory materials and maintenance of inventory of laboratory store.
- 4) Maintenance of laboratory, laboratory equipment and biomedical waste management.
- 5) Record keeping and reporting of all activities in laboratory.
- 6) Conduct/perform all Lab Investigating as per the National Health Programme guidelines.
- 7) Work along with the other members of team for outreach activities for conducting surveys, outbreak investigation & research activities.

#### **DUTIES AND RESPONSIBILITIES STATISTICAL ASSISTANT**

- 1) Collection of statistical data, keeping of records relating to family planning.
- 2) Maintenance of center's records relating case cards in a scientific manner.

- 3) Lectures on statistics, Demography and Evolution of various projects.
- 4) Assist in the intake office.

### **DUTIES AND RESPONSIBILITIES LADY HEALTH VISITOR**

- 1) Clinic duties as staff sister.
- 2) Attending the patients in various clinical sessions.
- 3) Filling up of case cards supervising the work of trainees (Health Visitors).
- 4) Demonstrate and field work, participating during training courses.
- 5) Home visiting.

### **DUTIES AND RESPONSIBILITIES JR. ARTIST**

- 1) To design and prepare all types of Audio visual materials e.g. Banners, Posters, Pamphlet, Booklet, Flipcharts, Invitation cards, Certificates, Puppets Models, and Murals, required during various types training Programmes.
- 2) To prepare computerized presentations and publications.
- 3) Photography and videography of institutional activities, editing and storage of the material
- 4) To teach and train in various courses conducted at center on communication and audio-visual aids.
- 5) To organize audio visual workshop for training on preparation of AV aids.
- 6) To plan, design and organize health exhibition in institute, communities and during outreach activities.
- 7) To design and publish training modules and books on health promotion education.
- 8) To procure various AV aids for health promotion education from different agencies.
- 9) To procure and maintain audio visual equipment and maintain AV museum.

### **DUTIES AND RESPONSIBILITIES JR. TRANSLATION OFFICER**

- 1) Translation of various documents from Hindi to English and vice-versa.
- 2) To assist Hindi Officer in organising Hindi Meetings, Hindi workshop, Hindi Pakhwada.

- 3) To assist officers, staff members, students and trainees in use of Hindi as official language.
- 4) To maintain files and records relating to Hindi.
- 5) To help preparation and submission of Quarterly, Half yearly and Annual Hindi reports.
- 6) To carry out Ministry orders, rules and regulations of Rajbhasha and disseminate information and awareness amongst the officers and staff.
- 7) To assist and co-ordinate work of “Hindi coordination cell” in office and external agencies.

### **DUTIES AND RESPONSIBILITIES HOSTEL WARDEN**

- 1) To look after the trainees, guest and visitors in Hostel.
- 2) To supervise and maintain cleanliness and hygiene of Hostel.
- 3) Procurement, up keeping and maintenance of hostel linen, crockery and other items in hostel mess.
- 4) Maintenance of accounts of income & expenditure related to the Hostel.
- 5) Management, supervision & guidance of hostel staff.

### **DUTIES AND RESPONSIBILITIES UPPER DIVISION CLERK**

- 1) Case work, maintenance of registers.
- 2) All clerical work.
- 3) Filing and correspondence work.
- 4) Assisting the Accountant – cum – Head clerk.
- 5) Collecting cheques and preparation of bills.

### **DUTIES AND RESPONSIBILITIES STOREKEEPER**

- 1) Procurement of office supplies and materials.
- 2) Maintenance of stock registers and inventory.
- 3) Issuing materials to departments as needed.

## **DUTIES AND RESPONSIBILITIES DRIVER**

- 1) Driving
- 2) Maintenance of station wagon in good condition.
- 3) Maintenance of log book

## **DUTIES AND RESPONSIBILITIES MTS (Peons, Clinic attendant, Chowkidar, Sweepers)**

- 1) Physical Maintenance of records of the Section.
- 2) General cleanliness & upkeep of the sectional Unit.
- 3) Carrying of files & other papers within the building.
- 4) Photocopying, sending of FAX etc.
- 5) Other non-clerical work in the Sectional Unit.
- 6) Assisting in routine office work like diary, dispatch etc., including on computer
- 7) Delivering of dak (outside the building).
- 8) Watch & ward duties.
- 9) Opening & closing of rooms.
- 10) Cleaning of rooms.
- 11) Dusting of furniture etc.
- 12) Cleaning of building, fixtures etc.

