

JOB PROFILE

**DUTIES AND
RESPONSIBILITIES**

OF

VARIOUS POSTS IN THE

**DEPARTMENT OF
AYURVEDA**

HIMACHAL PRADESH

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**Rajiv Gandhi Government Post Graduate Ayurvedic College,
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2.	Professor 7 posts	12
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**DUTIES AND RESPONSIBILITIES OF VARIOUS
POSTS IN THE DEPARTMENT OF AYURVEDA,
HIMACHAL PRADESH**

1. Director Ayurveda

1. He is administrative head of the Department in the State, responsible for efficient working of the Department, shall exercise all the administrative and financial powers as adjoined upon the heads of Department in the Himachal Pradesh Government.
2. He shall submit to the government budget and appropriation proposals in consolidated form for whole of the Department for consideration and approval.
3. All the report and returns to the Government (monthly, quarterly, yearly) as required by the Department shall be submitted by him or under his authority by any officer to whom he shall delegate the powers on his behalf.
4. Proposals on any policy matters shall be drafted and submitted to the government for approval. Such proposals will be prepared with the assistance and in consultation with concerned branch officer/staff.
5. He shall exercise all the powers delegated to him by the state Government from time to time and shall be directly answerable to the Government.
6. He shall act as State Licensing Authority in respect of Ayurveda, Siddha & Unani Drugs and Homoeopathy Drugs.
7. He is Chairman of AUS&H drugs practitioner's Registration Board in the State.
8. He is Member Secretary, SMPB in the State.
9. He is General Secretary of vanaspati Van Society in the State.

2. Additional Director Post Vacant at Present.

3. OSD Ayurveda (Re-designated from Director Technical) in the Directorate.

To act as Branch Officer of Asstt. Director, Distt. Ayurvedic Officer, M.S., Manager Pharmacies, SDAMOs, Superintendent Grade-I&II and Principal, Technical Staff in the College, Paprola, Store, Appellate Authority in the Department for RTI, Litigation Branch, Audit Section, Ayurvedic College Education/Training, Panchkarma/Geriatric Care, Preparing and monitoring of projects pertaining to Ayur. College Paprola.

4. OSD (H.Q.) in the Directorate.

To act as Registrar Board for Registration of Aus Drugs Medical Practitioners.

To act as Nodal Officer NMPB

To act as Treasurer Vanaspati Van Society

Branch Officer in respect of Esstt. Of Ayurvedic Medical Officer in the Department.

Branch officer herbal gardens/buildings.

Will ensure preparing implementation and monitoring of projects pertaining to medicinal plants/herbal gardens.

Act as PIO for Regn. Board/Medicinal plant Board under RTI act.

5. OSD (Projects) in the Directorate

To act as Branch Officer in respect of Planning and Development, Government Ayurvedic Pharmacies, ASY&H Drugs Licensing Branch, various Government of India Projects in State (presently Anaemia Free Himachal Pradesh), NRHM and State Drug Testing Lab., Joginder Nagar.

6. Assistant Director-I (In Directorate)

To act as branch officer in respect of Esstt. Of NGOs in the Department, DDO, Departmental (Motor Vehicle Section), RTI (PIO) Ex- officio Vigilance officer for the Department, Budget and Account Branch, General branch officer in the directorate.

7. Assistant Director-II (In Director)

8. Registrar, Board for Registration of ASU Drugs Medical Practitioners.

Presently OSD (Hq) is appointed to the post. He is registering authority for practitioners of Ayurveda, Siddha and Unani Drugs Renewal of their registration and checking of unregistered, unauthorized fake Practitioners in the State Act as PIO under RTI in respect of Registration Board Matters.

9. Registrar, Board of Homoeopathic Drugs Practitioners

Presently senior most homoeopathic medical officer in the department is manning this post with its office in the RAH, Shimla and duties are similar to the Registrar ASU Board as above, in respect of Homoeopathic Medical Practitioners Regulation. To act as PIO under RTI for the matter related to above Board.

10. District Ayurvedic Officer

In each district there is post of District Ayurvedic Officer who is the District Head in the Department to administer, implement all activities/programmes of the Department at District level and National Health Programmes. He is also to act as District Drug Inspector in respect of ASU drugs.

11. Medical Superintendent

In two Regional Ayurvedic Hospital at Government Ayurvedic College, Paprola and Chhota Shimla there is post of Medical Superintendent (Equivalent to the post of District Ayurvedic Officer) who is over-all in-charge of all affairs of the Hospital with administrative as well as financial powers.

12. Senior Ayurvedic Chikitsak

This is an independent cadre of Ayurvedic Specialist doctors of clinical subject in the Department (in the pay scale of Assistant Director/DAO) who are posted in RAH/ District Ayurvedic Hospitals.

13. Sub Divisional Ayurvedic Medical Officers

These posts exist in 36 Sub Divisional Ayurvedic Officers in the State, where Infrastructure for Ayurvedic Health Centre also exists. These SDAMOs have to work as DDO and inspection officers for staff of AHCs in the jurisdiction of respective sub division and have also to act as Ayurvedic Medical Officer for that associated ACH. They assist the Distt Ayurvedic Officer in execution of Departmental activities and programmes.

14. Ayurvedic Medical Officer

They are the basic unit/prime server in the Department to carryout all national health programmes and clinical activities/services in respect of Ayurvedic system of drugs in the state through their institutions which are more than 1100 at present.

15. Homoeopathic/Unani/Amchi Medical Officer

Presently 14, 3 and 4 sanctioned posts exist in the Department of above category officers whose duties are identical to Ayurvedic Medical Officer in their respective system of Medicine.

16. Chief Ayurvedic Pharmacist/Ayurvedic Pharma/ Homoeopathic Compounders (542 Posts)

The duties of this post encompass dispensing of medicines as per prescription/ maintenance of stores/receipt and expense of medicines in the institutions/drafting of all monthly/quarterly/annual progress reports of the institutions.

17. Ward Sister

In hospital they are responsible for supervision of all nursing staff, preparing duty roster in the outdoor/indoor sections/operation theatre/Panchkarma procedure sections etc.

18. Staff Nurses/ANMs (187 posts)

Indoor-services round the clock in rotational manner.

19. Laboratory Technician (18Posts)

In- charge of clinical laboratory to carry out all clinical chemical/microscopic pathological tests ordered by the medical officers/doctors.

20. Radiographer

In hospital where radiology units exist, he is to perform x-rays/other radiography related procedures as ordered by the doctor.

21. Trained Dai/Midwife (518 Posts)

This post exists in Ayurvedic Health centres. They have been trained in PHC/CHC to carry out midwifery. They assist in conduct of home/institutional normal deliveries under hygienic conditions. They are assigned field tours with in 3 to 5 km jurisdiction to make aware the public about National Health programmes, Temporary and Permanent method of small family norms to be adopted and about the facilities available in nearest health facility. Popularising and availing of RCH facilities at Government Health Centres Providing of Post-sterilization follow-up care at door step/immunization services motivation in camps.

Ministerial Wing

22. Personal Staff

1. Private Secretary to the Director: Gazetted Class-I Post
2. Senior Scale Stenographer one post attached to the Asstt. Director Ayurveda & OSD (P).
3. Steno Typist 3 posts
One post deployed with Hon'ble Health Minister
One post in office of Principal, Ayurvedic College, Paprola
One post in Directorate attached to OSD.

23. Superintendent Grade-I Four Posts

These posts filled up in the Directorate
One post in the RG PG Ayurvedic College, Paprola

24. Superintendent Grade-II Nineteen Posts

These posts exist one each in all officer of the District Ayurvedic Officer, and other in the Government Pharmacies, RG PG Ay. College, Paprola/RIISM Joginder Nagar, RAH, Shimla and Paprola and in the Directorate.

25. Sr. Assistant 41 posts

26. Junior Assistant/clerks 93 posts

Accounting Wing

27 Section Officer(F&A)

One Post each in the Directorate & RG PG Ayu. College, Paprola

Legal Wing

28. Superintendent Litigation

Manned by Superintendent and D.A. Litigation at Directorate level.

Miscellaneous

29. Drivers 19 posts

30. Vehicle Mechanic 1 post

31. Machine Foreman one Post

He is to look after functioning/operation of machines installed in the Pharmacies at Joginder Nagar and ensures their maintenance/repairs

32. Class-IV

Regular Peons and Sweepers

33. Daily Wages Class-IV/Sweepers

34. Part Time Sweepers

Part time Class-IV (Water carrier)

Government Ayurvedic Pharmacies at Joginder Nagar/Majra/Paprola

Manager/Assistant Manager

He is a Post Graduate of Ras Shastra/Dravya Guna (Science of Medicinal Plants/materials). He is in-charge of the Pharmacy. Is responsible for

procuring all raw materials/manufacture and distribution of quality Ayurvedic Drugs for Government supply in the State.

Ayurvedic Medical Officers

Are deployed to take care of each section like store/manufacture/procedures/ distribution.

Machine Foreman

He looks after the working/maintenance and repairs etc. of the machinery installed in the Pharmacy.

Skilled Labour

Are deployed on various machines at various stages of production of drugs.

State Drug Testing Laboratory for ASU Drugs

Scientific Officer (Drug Analyst)

The work of this post entails drug testing in respect of Ayurveda, Siddha and Unani Drugs for their qualities and quantitative estimation. All batches of drugs in the Government/Private Sector Pharmacies of the State are subject to testing before these are allowed in the market for human consumption and random samples of drugs lifted from the market and Government Store/institutions are also sent to the lab for drug analyst report/certification.

Scientific Asstt. /Pharmaceutical Chemist/ Asstt. Botanist/Laboratory Asstt. (Research) and Lab. Attendant.

These Posts assist the Scientific Officer in carrying out Drug Analysis/testing at various stages in the D.T.L.

**Research Institute of Indian System of Medicine, J/Nagar
RIISM**

Project Officer

Presently an in service Ayurvedic medical officer is looking after the research activities of the institute. He is responsible for implementation of various activities in the RIISM viz. conservation, cultivation and propagation of various endangered species of medicinal herbs facing extinction in the state, and growing herb in different climates. Bringing about awareness in farmers about the potential in the state in growing such medicinal Plant Board of the State is there to encourage farmers of the State in promoting cultivation by providing subsidies to the interested farmers.

The posts of Chikitsak, Botanist/Asstt Botanist/Herbarium In-charge/Herbal Garden In-charge/Training & Publicity Officer and lab Technician are to help the Project Officer and Lab Technician are to help the Project Officer in achieving above objectives by their respective role vested in the nature of job.

**Rajiv Gandhi Government Post Graduate Ayurvedic College,
Paprola**

Principal

He is promoted from the post of professor. He looks after college administration, all educational & Training activities in the college and financial administration. He has been authorized overall administrative control of the RAH Paprola and GAP, Paprola.

To accomplish Educational/Training/Research and treatment objectives presently we have
7 posts of Professors
13 posts of Readers
15 posts of Sr. Lecturer and
18 posts of Lecturers in different departments of the college.