

Publication of information regarding items specified in Rule 4(1)(b)(ii) of the right to information Act, 2005

(The powers and duties of the officers and employees)

Name of the Organization/Department/ Board/Corporation/Institution/Office: Pb. Ayurvedic Department.

| Sr.No. | Name of the Post                            | Powers and duties(in brief)  |
|--------|---|--|
| 1.     | Director Ayurveda, Punjab, Chandigarh       | Head of the Ayurvedic Department   |
| 2.     | Joint Director Ayurveda-I                   | Administrative/Supervisory control of all branches of Directorate of Ayurveda. Joint Director Ayurveda is also vested with the powers of Drawing & Disbursing officer, member of purchase committee and drug advisory committee. |
| 3.     | Administrative Officer-I ( Vacant )         | Incharge of Administrative branch  |
| 4.     | Supdt. Grade-I(1)                           | Incharge of establishment branch.  |
| 5.     | Section Officer-1                           | Incharge of budget/Accounts & Audit branch.<br>To maintain G.P.F./G.I.S. accounts. Audit paras and loan cases etc.   |
| 6.     | Supdt. Grade-II(19) including all districts | Incharge of general branch i.e. drug. co-ordination and D.P.-2 branch and at District level all Supdts. Incharge of all branches.  |
| 7.     | Personal Assistant(1)                       | Attached with Director Ayurveda Punjab, Chandigarh.  |
| 8.     | Sr. Assisitt (26)                           | Deals with all cases of branches.  |
| 9.     | Jr. Scale Stenographer -1                   | Attached with Joint Director of Ayurveda, Punjab, Chandigarh   |
| 10.    | Auditor-1                                   | To insist the section officer and dealing with audit paras.  |
| 11.    | Steno typist-18 (including all districts)   | Attached with A.D.O.   |
| 12.    | Clerks-53                                   | Diary/dispatch record keeping and dealing work.  |
| 13.    | Driver-1                                    | Attached with D.A. Punjab.   |
| 14.    | Daftri-1                                    | To maintain the old record and   |

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|     |  | to arrange the file systematically.   |
| 15. | Chowkdar-34 (including district offices) | Watch and ward  |
| 16. | Class-IV-151(including district offices) | Attached with the officers and different branches.  |
| 17. | Sweeper -15(including district offices)  | To clean the office.  |
| 18. | Distt Ayu./Unani Officer-14              | Head of the Office.<br>Administrative control of Ayu. Dispensaries. Swasth Kendras and hospitals in their own district. |
| 19. | Supd. Pharmacy and Stores Patiala-1      | Head of the office to manufacture of Ayu. Medicines (ISM) and supply to the dispensaries in state.                      |
| 20. | Sr. Ayu. Physician -17                   | Working in swasth kendras to examine the patients.  |
| 21. | Ayu. Medical /U.M. Officer-536           | Incharge of Ayu./Unani dispensaries. To examine the patients  |
| 22. | Dispenser-559                            | Working in dispensaries. to dispense/distribute the medicines to the patients.  |
| 23. | Trained Dai-530                          | Working in dispensaries. to see female patients: family planning work, to attend delivery cases etc.                    |