

(The powers and duties of the officers and employees)**Health & Family Welfare, Punjab**

1	Director Health Services Punjab	The Director Health Services exercise all the powers entrusted to Punjab State Civil Services rule of various categories of staff, the Punjab Financial rules, Prevention of food adulteration act, Birth and Death act and other relevant act/rules framed by Govt.of India and State Govt. and such powers as delegated by Govt. from time to time Duties :- Controlling officer of all the officers directly under him and appointing authority in respect of Class III employees.
2	Director Health and Family Welfare Punjab	The Director Health & Family Welfare exercise all the powers entrusted to Punjab State Civil Services rule of various categories of staff, the Punjab Financial rules, Prevention of food adulteration act, Birth and Death act and other relevant act/rules framed by Govt.of India and State Govt. and such powers as delegated by Govt. from time to time Duties :- Controlling officer of all the officers directly under him and appointing authority in respect of Class III employees.
3	Additional Director	Additional Director and Joint Director are Senior Staff officers assisting the Director in the performance of various duties as Head of the Department. The allocation of the work is decided by the Director keeping in view the experience of the officers and requirement of the departments.
4	Joint Director/Deputy Director	Joint Director and Deputy Director are Senior Staff officers assisting the Director in the performance of various duties as Head of the Department. The allocation of the work is decided by the Director keeping in view the experience of the officers and requirement of the departments.
5	Assistant Directors	The Assistant directors including the zonal leprosy officers are assigned the work of technical supervision of the respective programme allotted to them by the Director. Thus the programme officers assist the Director Health and Family Welfare in the delivery of health care to the community
6	Joint Controller of Finance and Accounts	The Joint controller of finance and accounts supervises the work of accounts and all the account officers at state and district offices. He/She are responsible for the maintenance of accounts/audit/budgeting and expenditure within their jurisdiction.
7	State Drug Controller	He is responsible for the implementation of Drug and cosmetic act under the overall supervision of Director Health Services.
8	Govt. Analysts	The Govt. Analysts is the head of the Drug and foods laboratories. He is responsible for any duties assigned by the Govt. or Director Health and Family Welfare.
9	Bacteriologist	Bacteriologist is recruited through public service commission. He is incharge of Public Health laboratory and under direct control of Director Health and Family Welfare Punjab.
10	Civil Surgeon	The Civil Surgeon is the incharge of the concerned District and is responsible for directly administrating all Govt. Medical and Health Institutions for implementation of various health

		programmes in the District. He or she is the chief Govt. Medico Legal expert in the District, Local Health authority, District Registrar Births and Deaths, Appointing authority for Class IV employees and chairman of the medical board. Any other duties as may be assigned by the Govt. or Director Health and Family Welfare.
11	Assistant to Civil Surgeon	He is to assist the Civil Surgeon for general administration of the Districts, Medical examination of first entry into service, building and planning etc.
12	District Health Officers	He or she is to assist the Civil Surgeon in the implementation of Health related programmes, investigations and prevention of communicable diseases, additional district registrar births and deaths etc.
13	District Family Welfare Officer	He is to assist the Civil Surgeon for planning, implementation and evaluation of family welfare programmes MCH etc.
14	District Immunization Officer	The District Immunization officer is to assist the Civil Surgeon regarding immunization services in the District, making arrangements for supply of vaccines, equipments for cold chain etc.
15	Account Officer	He is responsible for supervision of accounts, checking of accounts work of all the blocks and Hospitals, finalization of audit and inspection reports etc.
16	District Tuberculosis and Leprosy Officer	He is responsible for the implementation of RNTCP and Leprosy eradication programme in the District.
17	Senior Medical Officer	He or she is responsible for the proper administration of the Hospitals. In case of posting at Block Primary Health Centres then he is incharge of the block for the implementation of National and State Health Programmes and submission of reports and returns to the District Head Quarters
18	Medical Officer	Medical Officer is incharge of dispensary/Hospitals. He performs different duties assigned to him by SMO.