

DUTIES & RESPONSIBILITIES

- 1) The Deputy Directors of Health Services shall be incharge of their circles & be responsible for all the Medical & Health Service in their circles, both administrative & technical.
- 2) They shall refer matters pertaining to the Medical Services to the Joint Director of Health Services, Bombay & those pertaining to the Public Health Services, including Family Planning to the Joint Director of Health Services, Pune.
- 3) They shall exercise fully all the administrative & financial powers delegated to them from time to time. They should ensure that only such proposals, which are not within their powers, are referred to higher authorities after careful scrutiny.
- 4) They shall properly supervise & control the various matters within their jurisdiction with a view to have effective & efficient services. In particular, they shall attend to the following -
 - i) Take all possible steps to expedite construction work including ancillary work such as drainage, roads etc. & their maintenance & remove bottlenecks in their progress.
 - ii) Assess the need for new equipments, repairs, replacement, condemnation, etc.
 - iii) Settle all audit objections within the time limit.
 - iv) See that the registers of account books are maintained properly by the staff & important reports & returns are submitted.
- 5) They shall maintain upto date statistical information in respect of their administrative jurisdiction.
- 6) They shall watch carefully the progress of family planning programme & take suitable steps such as pulling up the local doctors, enthusing the local Chairman of Panchayat Samiti, etc. To accelerate the pace of the programme, whenever necessary to achieve the target within the prescribed time limit.
- 7) They shall exercise a proper liaison with officers & officials connected directly or indirectly with the work of Health Services in their circles.
- 8) With a view to effecting economics & promoting efficiency in the subordinate offices & institutions they should periodically review all technical & administrative functions & procedures & propose their abolition, reduction or modification as is deemed necessary.
- 9) They should visit all the districts in their charge atleast once a month, meet the Civil Surgeon, D.H.O., Assistant D.H.O.C.E.O. & the Chairman of Health Committees of the Zilla Parishad & discuss with them all the pending problems. As far as possible, the problems should be settled at their level without need for report & paper work. They should also guide, stimulate & assist them in the proper discharge of their duties.
- 10) They should tour 2 to 3 days in a week & pay visit preferable surprise visits to Medical & Health Institutions & offices & also carry out field visit.
- 11) They should carry out detailed inspection of each Medical & Public Health Institution once a year.
- 12) They should in the capacity of an expert adviser on health matters, advise the Local bodies in their jurisdiction on proper implementation of Medical & Health problems & also ensure that their suggestions are implemented.
- 13) They shall attend the meetings of the Hospital visiting Committees of which they are the Vice-Chairman & advice the members of the Committee in technical & administrative matters with a view to resolve the problems of the Hospitals.
- 14) They Shall submit their tour diaries to the Director of Health Services, Bombay, through the Joint Director of Health Services, Pune & the Joint Director of Health Services, Bombay mentioning all the places they visited & the work that they did. There should be an abstract to the diary about the progress of work & construction programme of District Hospitals, Primary Health Centers, Family Planning Centers, etc. The progress of UNICEF assistance, the progress of family planning works, the position of vacant posts etc. They should take full responsibility for speedy action on all the above aspects, from the Civil Surgeons, District Health Officers etc. It shall be the responsibility of the Deputy Director to see that reports on important matters by the subordinate officers are not delayed, but sent in time to the higher authorities.
- 15) They shall carry out such orders consistent with the purpose of their duties & responsibilities as are issued from time to time.
- 16) Where any death occurs after sterilisation operation, the matter should be enquired into by the Deputy Director Health Services, Pune & report submitted to Government through the Joint Director of Health Services, Pune with an advance copy to Government.

Rajan B. Khot
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