

**Name of the Post – District Health Officer Cadre Maharashtra Medical & Health Services, Group – A.**

**DUTIES & RESPONSIBILITIES:-**

**DISTRICT HEALTH OFFICER**

District Health Officer has to function as head of the Department of Health Department of Zilla Parishad, therefore he has the necessary administrative and technical responsibilities as entrusted by the Zilla Parishad.

Duties:

1. He is the Secretary of the Health Committee of the Zilla Parishad, therefore he has to convene a meeting of the Health Committee of the Zilla Parishad and he has to execute all such resolutions passed by the Health Committee of the Zilla Parishad.
2. The District Health Officer is responsible for all the Medical and Health Scheme/Programme entrusted by the Government to Zilla Parishad, as their own or on agency basis as per Maharashtra Zilla Parishad act, 1961 therefore he is responsible for planning, organisation, execution, evaluation of all such Schemes programmes in the district.  
Establishment of : Primary Health Center. Primary Health Unit, Rural Hospitals, Subsidiary Health Units, Zilla Parishad Dispensaries, Ayurvedic Dispensaries, Mobile Dispensaries, Mobile Health Units, Subsidiary Medical Practitioners Centers.  
National Small Pox Eradication Programme, National Cholera Control Programme, National Leprosy Control Programme, National Family Welfare Programme.  
Maternal and Child health, Immunisation. School Health Programme.  
Organisation, supervision and evaluation of all such above mentioned programme is to be done by the District Health Officer.  
Control of communicable diseases.
3. He is responsible for taking immediate antiepidemic measures in case of epidemic.
4. He is responsible for taking immediate and adequate Medical and Health relief measures in case of natural calamities like floods, earthquake & large scale poisoning etc.
5. He is responsible for taking Health and Medical relief measures in scarcity affected areas.
6. He is responsible for planning, organising, supervising all the health measures at the time of fairs and festivals in the district.
7. He is responsible for inspect and Investigating the cases of nuisance, health hazards & waterpollution etc. In the district and to suggest medical measures. He is the ex-official Inspector of factories.
8. He is responsible for selection of site for construction of water supply schemes schools, & places of public entertainment etc.
9. He is supposed to visit the Civil Hospital regularly in connection with the supervision of F.P Programme, M.C.H activity etc. of the hospitals.
10. He is responsible for coordinating the activities of Civil Hospital, Cottage Hospital and other Rural Health Institutions.
11. He is responsible for organising and supervise eye camps, Family Planning camps in the district.
12. He is responsible as Health Officer in such small municipalities where there is no post of Municipal Health Officer.
13. He is responsible to work with close co-ordination with the Civil Surgeon.
14. He is to Inspect the Municipal Councils regularly and advise the Municipal authorities in the Health Matters.
15. He is supposed to co-ordinate the Health Programme under taken by the State sector with the F.P. Health Programme viz, N.M.E.P. Leprosy Control Programme, T.B. Control Programme.
16. He is supposed to give necessary advice to District Development Boards.
17. He is to visit jails periodically and advise the jail authorities on health matters.

**ASSISTANT DIRECTOR - HEALTH SERVICES**

1. Planning of the programme for the needy areas.
2. Technical supervision of all the programmes.
3. Proper supply of material and equipment.
4. Maintaining liason between Centre, State and periphery.
5. Training of untrained personnel from time to time.
6. Carrying out survey in areas where the disease is reported to be prevalent.
7. Research in new techniques and problems connected with the programmes.
8. Evaluation of the programmes and to take corrective action wherever necessary.

## **PRINCIPAL, HEALTH & FAMILY WELFARE TRAINING CENTER**

The duties of the Principal, Health & Family Welfare Center are multifarious i.e. Technical, Administrative, Supervisory and Teaching.

1. To organise, supervise and conduct training programmes throughout the year for Medical Officer, M.P. Ws, Nursing Personnel & other para-medical staff.
2. Selection of the candidates for various training programmes.
3. To deliver lectures on Public Health matters & Management Techniques.
4. To conduct short term and refresher training courses for medical officers.
5. To fix and implement training schedule of various training programmes.
6. Selection of lecturers on various subjects.
7. To supervise District Training Teams and to give technical advice.
8. To arrange monthly meetings of District Training Teams.
9. To study various National Health Programmes & collect up-to-date statistical data regarding targets and achievement and advise and guide trainee about effective Implementation of National Health Programmes.
10. To arrange, Implement and conduct examination of trainee.
11. To exercise financial and administrative powers as per training programme concerned.
12. Maintenance of statistical data about training target and achievement.
13. To give technical advice on effective Implementation of training programme.
14. Drawing and disbursing of pay and allowances for staff of Health & Family Welfare Centers, stipend to trainee etc. and to render financial accounts etc.
15. To exercise overall administrative control over Health & Family welfare center staff.
16. To ultimately participate in Health Survey and Planning of selected areas.

### **ASSTT. DIRECTOR OF HEALTH SERVICES (Malaria)**

1. He is in charge of one division, consisting of 6 to 7 districts.
2. He is a Technical Supervisor, gives guidance in respect of spraying surveillance, mass suppressive treatment, P.T. Focal spraying etc. Checking of laboratory of the Units giving guidance as and when required, checking of spraying work, passive surveillance, checking the work of ESIS & H.I.S.
3. He has to be familiar with the standing orders of the Government.

### **ASSTT. DIRECTOR OF HEALTH SERVICES (LEPROSY)**

The duties of the Zonal Leprosy Officer are multifarious i.e. Technical, Administrative, Supervisory and Teaching. He will inspect the leprosy activities in his zone. His duties are as under

#### **I. TECHNICAL**

1. To give technical advice in leprosy work.
2. To organise and supervise the anti-leprosy work in his zone.
3. To keep close touch through periodical visits with the medical officers in his zone and to give active guidance and to assess the quality of work.
4. To guide and to help the voluntary organisation to take up work on modern lines, to supervise & inspect their activities to help them in their difficulties, to recommend grant-in-aid for deserving private organisation falling in line with the activities outlined in the National Leprosy Control Programme.
5. To study leprosy problems and collect statistical data about the prevalence of the Leprosy, results and achievement of the Leprosy Control Programme.

#### **II. ADMINISTRATIVE**

1. Effecting transfers, imposing punishment i.e. warning, imposing fines, sanctioning leaves etc. to all technical staff of leprosy within his zone.
2. Selection of candidates for leprosy training.
3. Maintenance of confidential records of all leprosy staff within his zone.

#### **III FINANCIAL**

1. Drawing and disbursing of pay and allowances for leprosy staff i.e. Non Medical Supervisors, Non Medical Asstt. etc. working under District Health Officers within his zone.