

## **Director General**

A Director-General heads the Council. He is assisted at the Headquarters by a team of four Research Officers (Siddha) including one Drawing and Disbursing Officer (DDO), Research Officer (Medicine), Senior Consultant (Admin) and Consultant (Budget). The Council has major Divisions, namely, Technical, Administration, Establishment, Accounts and Vigilance Section. The Finance and Accounts Division works under the DDO and Consultant (Budget).

All matters relating to

- CCRS Hqrs. Office, Chennai.
- SCRI, Chennai.
- SRRI, Puducherry.
- SRRI, Thiruvananthapuram
- SCRU, Palayamkottai.
- SMPG, Mettur Dam.
- SCRU, Karol Bagh, New Delhi.
- SCRU, Bengaluru.
- SCRU, Tirupati.

## **Director-Institute (Siddha)**

1. Oversees and Administration, Supervision and look after the day to day Activities of the Office & Execute the Stated Goals and objectives.
2. Assign work load, Supervise / monitor the performance of Regular, IMR, Outsourcing, and Contract Staff of institute.
3. Monitoring/Conducting clinical trials in OPD/IPD and Special OPD regularly.
4. Look after the duties of Research officer (Siddha) when necessity arises.
5. Performs the duty of Drawing & disbursing officer of the institute.
6. Conduct regularly Review meeting for technical and administration aspects every fortnight.
7. Ensures Conducting of general OPD & IPD; special OPD in smooth manner as an In-charge.
8. Organizing of Medical Camps (like Swasthya Rakshan Programme), Swachhtha Hi Sewa, Swachh Bharat Committee, Vigilance Committee, Official Language Implementation Committee, and other programmes, etc. regularly.
9. Preparing & submitting the Annual Reports, Monthly information reports, Technical reports and Administrative reports to the Hqtrs. with the help of technical and Administrative staff in stipulated period.
10. Execute the Clinical trial projects and also the IMR projects.
11. Evaluating the APAR (Annual Performance Appraisal report) of all Staff members of the institute. as Reporting Officer and Reviewing Officer.
12. Performing the duties of the appellate authority w.r.t. the institute. regarding RTI Act.
13. Ensuring Record maintenance like keeping office copies, office orders and Service Books of staff members etc. in the concerned files and folders, Management of files in appropriate section through admin staff.
14. Coordinating and also attending the awareness programmes such as National AROGYA fair, Seminar, Health camps, Swasthiya Rakshan Programme etc. as per Hqtrs. Office order.
15. As per Council's order, regularly attend the meetings regarding technical & admin aspects.
16. As per Council's order, participate in committee meetings and develop and coordinate budgets for clinical trial, seminars etc.

17. As per Council's order co-ordinate workshops, meeting; Technical and Admin aspects.
18. To prepare research articles for publication in Journals and Periodicals.
19. As a Chairperson proceeding the Institution committees as follows:
  - a) Condemnation Board Proceeding
  - b) Tender Committee
  - c) Local Purchase Committee
  - d) Local Audit
  - e) Technical Audit
  - f) Central Audit
  - g) Steering Committee
  - h) Selection Committee
20. Any other work assigned by Director General CCRS, Chennai & Ministry of AYUSH and also Hqtrs.

### **Assistant Director (Siddha)**

1. Oversees and Administration, Supervision and look after the day to day Activities of the Office & Execute the Stated Goals and objectives.
2. Assign work load, Supervise / monitor and performance the work of Regular, IMR, Outsourcing, and Contract Staff of the institute.
3. Monitoring/Conducting clinical trial and OPD/IPD and Special OPD regularly.
4. Look after the duties of Research officer (Siddha) when necessity arises.
5. Performs the duty of Drawing & disbursing officer of the institute.
6. Conduct regularly Review meeting for technical and administration aspects every fortnight.
7. Ensure to Conducting general OPD & IPD; special OPD in smooth manner as an In-charge.
8. Organizing of Medical Camps (like Swasthya Rakshan Programme), Swachhtha Hi Sewa, Swachh Bharat Committee, Vigilance Committee, Official Language Implementation Committee, and other programmes, etc. regularly.
9. Preparing & submitting the Annual Reports, Monthly information reports, Technical reports and Administrative reports to the Hqtrs. with the help of technical and Administrative staff in stipulate period.
10. Execute the Clinical trial projects and also the IMR projects.
11. Evaluating the APAR (Annual Performance Appraisal report) of all Staff of the institute as Reporting Officer and Reviewing Officer.
12. Performing the duties of the appellate authority w.r.t. the institute regarding RTI Act.
13. Ensuring Record maintenance like keeping office copies, office orders and Service Books of staff members etc. in the concerned files and folders, Management of files in appropriate section through admin staff.
14. Coordinating and also attending the awareness programmes such as National AROGYA fair, Seminar, Health camps, Swasthiya Rakshan Programme etc. as per Hqtrs. Office order.
15. As per Council's order, regularly attend the meetings regarding technical & admin aspects.
16. As per Council's order, participate in committee meetings and develop and coordinate budgets for clinical trial, seminars etc.
17. As per Council's order co-ordinate workshops, meeting; Technical and Admin aspects.
18. To prepare research articles for publication in Journals and Periodicals.
19. As a Chairperson presides over the Institution committees as follows:
  - a) Condemnation Board Proceeding
  - b) Tender Committee

- c) Local Purchase Committee
  - d) Local Audit
  - e) Technical Audit
  - f) Central Audit
  - g) Steering Committee
  - h) Selection Committee
20. Any other work assigned by Director General CCRS, Chennai & Ministry of AYUSH and also Hqtrs.

### **Research Officer (Siddha)**

1. Conducting/collaborating/guiding the research work.
2. Teaching the Internship students.
3. To coordinate siddha diagnostic testing for outdoor patients and indoor patients.
4. Giving Siddha Varmam Therapy for Indoor and Outdoor patients of the institute.
5. Giving Siddha treatment for Indoor and Outdoor patients of the institute.
6. Conducting the Siddha Health camps.
7. Disseminating the knowledge of Siddha and its Research in various national level Arogya and seminars.
8. Publishing articles about the research work carried out in the institute in peer reviewed journals
9. Any other duties assigned by higher authorities.
10. To Conduct Research Works allotted under IMR/ Annual action plan and EMR (if any).
11. To attend OPD/IPD/Swasthya Rakshan programme based on duty roaster/ office order.
12. To attend training, Seminars and Arogya programmes on their turn or based on nomination and orders issued by the Council.
13. Dissemination of research works through publication/monographs etc.
14. To put up protocols in IEC/IAEC.
15. To apply for external funding.
16. Any other related research works.
17. Any other work assigned by the Council/Superior officer.

### **Research Officer (Medicine)**

1. Monthly report related works & annual report.
2. Preparation of clinical trial protocols for IMR projects of the institute.
3. Conducting/collaborating/guiding the research work.
4. Teaching the Internship students
5. To Conduct Research Works allotted under IMR/ Annual action plan and EMR (if any).
6. Public grievances related matters.
7. All matters relating to Arogya's / Workshops/ biometric and monitoring of RTI matters.
8. Any urgent / special duties assigned by the DG, CCRS.

### **Research Officer (Pathology)**

1. Work Assignment for Lab-Technicians and Lab Attendants.
2. Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.
3. Communicate administrative Directions, Circulars and instructions to department personnel.
4. Develops and implements policies, procedures and performance standards designed to ensure efficient laboratory operation.
5. Plans new laboratory facilities. Purchasing new equipment's/Instruments for new laboratory Investigation.
6. Conducting Periodical Departmental meeting with staff to discuss about the Development and about local problems and interaction.
7. Attending Conference/Meeting for implementing the new techniques in our Laboratory.
8. Implementation of New Investigations Depending on the necessity of Clinical and Pre-Clinical studies.
9. For assisting the Department of Clinical Research and Pharmacological departments with Pathological investigations in the trial of Siddha drugs.
10. Training to be given about the new investigations and supervises of the lab staff.
11. Comply with all laboratory rules and regulations, including health and safety policies, to guarantee the highest quality of results.
12. Any other duties as and when assigned by the Head of office.

### **Assistant Director (Pharmacology)**

1. Head of the Department – overall supervision of the research and day to day activities of the department
2. Toxicological and Pharmacological studies of Siddha drugs (Council projects, IMR projects, EMR projects and student projects)
3. Contribution to Pharmacopoeia for AYUSH (Siddha) drugs
4. Part-time Chief Vigilance officer
5. Publication of research papers.
6. Conducting periodical IAEC meetings as a member secretary.
7. Member of Examination committee.
8. Scrutinizing of applications for different posts as per the council order.
9. As a member in IHEC providing suggestions in the clinical protocols.
10. Co-coordinating with CPWD officials for finalizing animal house plan.

### **Assistant Director (Bio-Chemistry)**

1. Work Assignment for Lab-Technicians and Lab Attendants.
2. Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.
3. Maintains quality results by participating in the External Quality Assurance programs
4. Communicate administrative Directions, Circulars and instructions to department personnel.
5. Develops and implements policies, procedures and performance standards designed to ensure efficient laboratory operation.

6. Plans new laboratory facilities. Purchasing new equipment's / Instruments for new laboratory Investigation.
7. Conducting Periodical Departmental meeting with staff to discuss about the Development and about local problems and interaction.
8. Attending Conference/Meeting for implementing the new techniques in our Laboratory.
9. Implementation of New Investigations Depending on the necessity of Clinical and Pre-Clinical studies.
10. For assisting the Department of Clinical Research and Pharmacological departments with Biochemical investigations in the trial of Siddha drugs.
11. Training to be given about the new investigations and supervises of the lab staff.
12. Comply with all laboratory rules and regulations, including health and safety policies, to guarantee the highest quality of results.

### **Research Officer (Pharmacognosy)**

1. Head of the Department – overall supervision of the research activities of the department
2. Pharmacognostical studies of Siddha drugs (authentication, macro-microscopic studies)
3. Contribution to Pharmacopoeia for Siddha drugs
4. Development of Museum and Herbarium of Siddha drugs
5. Publication of research papers

### **Research Officer (Pharmacology)**

1. Pharmacological investigations / Laboratory activities.
2. Technical support in all hospital and research activities.
3. Scientific meeting / Discussions in coordination with all other Research officials.
4. Any other duties as and when assigned by the Head of office.
5. Co-coordinating with CPWD officials for finalizing animal house plan
6. Scrutiny of the applications of various post as per our council's order.

### **Research Officer (Bio-Chemistry)**

1. Biochemistry Investigations / Laboratory activities.
2. Technical support in all hospital and research activities.
3. Scientific meeting / Discussions in coordination with all other Research officials.
4. Any other duties as and when assigned by the Head of office.

### **Research Officer (Botany)**

1. **Medico Ethno Botanical Study:**
  - Elucidation of Medicinal Plants
  - Identification of Medicinal Plants
  - Documentation of Medicinal Plants by Photographs
  - Documentation of Medicinal Plants by Herbarium.
  - Collection/identification/adding of Museum Samples
  - Collection of Plant materials to execute drug supply for Standardization purpose.
  - Collection of Seedlings/Saplings/Stem Cuttings/Fruits/Seed to be added in the institute.
  - Collection of folklore claims.

**2. Maintenance and Development of Medicinal Plants Garden:**

- Carrying out farming activities to grow Medicinal Plants.
- Adding/New Species to Medicinal Plants Garden.
- Conservation of Rare Endangered Medicinal Plants.
- Model Garden – I with 236 species and 42 climbers.
- Changing of Annuals, providing farming activities.
- Labeling of Medicinal Plants with Siddha, Sanskrit, Botanical Name and its Therapeutic use.
- Model Garden – II with 270 plants.
- Changing of Annuals, providing farming activities.
- Petaloid pond with fountain and Agasthiyar statue.
- Changing of Annuals, providing farming activities.

**3. Maintenance of Polygreen House**

- Maintenance of 516 live medicinal plants pots with 415 individual species.
- Maintaining and development of Ploy green House with 415 species covering 31 Rare Endangered threatened species.

**4. Maintenance and development of Arboretum**

An arboretum with 509 trees covering 201 species is being maintained and updated by adding new species.

**5. Maintenance of Nursery**

A Nursery is being maintained with 130 plants and the saplings are under sales at nominal cost.

**6. Cultivation of Medicinal Plants**

- Execution of Major Cultivation 10 Medicinal Plants.
- Execution of trial cultivation 6 Medicinal Plants.
- Execution drug supply of Harvested materials.
- Cultivation of traditional millets to collect seeds for the seed bank.

**7. Documentation of folklore claims**

**8. Drug Supply**

- Maintaining drug supply for the Pharmacy, SCRI, Chennai and authentic drug supply for IMR projects, Standardization of drugs, central museum and SPC.

**9. Generation of Income**

- As directed generation of income is being carried out by leasing coconut trees, sale of nursery saplings, sale of firewood and by execution of drug supply to Research works including IMR projects and Standardization of drugs.

**10. Preparation and Preservation of 250 Nos. of Herbarium.**

- Maintaining a Museum with 450 specimens covering root, seeds, flowers etc. of field collection.
- Maintaining a Seed bank with around 100 species.

11. Publication and Presentation of Research papers/articles/IEC pamphlets.
12. Conducted National workshop on Conservation and cultivation of Medicinal Plants at Mettur dam.
13. As directed by the Director General CCRS, Chennai executes Swasthiya Rakshan Programme at the Palamalai tribal pocket.
14. Executes Swatcha Bharat scheme in the office and in the Garden.
15. Organized Medicinal Plants Expo on the Siddha day.
16. Executes Swachhta pakhwada programme.
17. Execution of Swachhta hi sewa programme.

**18. Executing NMPB projects:**

During the current year 2 NMPB projects entitled

- “Establishment of Model Garden -II and construction of petaloid pond with Agastiyar statue in the middle of the lotus pond”.
- “365 days campaign on Medicinal Plants to spread awareness” as desired by Director General, CCRS, Chennai under the motivation of Chief executive officer, NMPH.

**19. Executing 2 IMR Projects:**

- “Digitization of Herbarium and Museum and compilation of folk lore claims of SMPU, Palayamkottai”.
- “Medico ethno botanical study of Palamalai”.

20. Maintenance and updating of Herbarium/Museum of the concerned institute.
21. Participation in workshops/conferences/ State medicinal plants meetings and delivering spl. Lectures in workshops/conferences.
22. Preparation of Technical reports, Monthly reports, Annual reports, Review meeting.
23. New proposals for SAB, SFC and executing the sanctioned proposals.
24. Providing Medicinal plants awareness to the visitors especially the students of schools/colleges/institutions and research scholars.
25. Besides carry out office administrative and Accounts work including the official works of PWD, Revenue and Forest dept.
26. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

**Research Assistant (Botany)**

1. Authentication of plants.
2. Macro-microscopic studies.
3. Museum/herbarium works.
4. Writing research papers.
5. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Gardener**

1. Carrying out farming activities to grow Medicinal Plants.
2. Adding/New Species to Medicinal Plants Garden.
3. Conservation of Rare Endangered Medicinal Plants.
4. Model Garden – I with 236 species and 42 climbers.
5. Changing of Annuals, providing farming activities.
6. Labeling of Medicinal Plants with Siddha, Sanskrit, Botanical Name and its Therapeutic use.
7. Model Garden – II with 270 plants.
8. Changing of Annuals, providing farming activities.
9. Petaloid pond with fountain and Agasthiyar statue.
10. Changing of Annuals, providing farming activities.
11. Lawn & Herbal garden maintenance.
12. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Research Officer (Chemistry)**

1. Overall Supervising works of the department of Chemistry.
2. Assignment and monitoring the work done in the department.
3. HPTLC finger print profiling of plants and poly herbal formulation
4. PCIM project execution for poly herbal formulations.
5. Monitoring chemistry labs located in 2<sup>nd</sup> floor.
6. Siddha Pharmacopeia work of herbal plants.
7. Established the state-of-the art analytical facilities such as Triple Quadrupole Liquid Chromatography with Mass spectrometry [LC-MS/MS] and Inductively Coupled Plasma – Optical Emission Spectrophotometer [ICP-OES].
8. Established the sophisticated analytical facilities such as UV-Visible spectrophotometer.
9. Maintaining laboratory located in 3rd floor main building in terms of safety aspects.
10. Guiding project staff such as Research Associate and Junior Research Fellows towards the execution of IMR projects.
11. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Assistant Research Officer (Chemistry)**

1. HPTLC fingerprint profiles of herbal plants.
2. Serving as CO Investigator in IMR projects.
3. Maintaining of Lab Equipments.
4. Physico & Phyto Chemical analysis of Herbal plants.
5. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Research Assistant (Chemistry)**

1. Plant extraction, isolation (no of sample-01)
2. Analysis of Physico-chemical parameters (no of sample-09)
3. TLC/HPTLC (no of sample-16)
4. Estimation of markers by HPTLC (no of sample -01) of the council & students sample.
5. Doing physiochemical parameters for the given sample/Drug.

6. Doing TLC/HPTLC for the given sample/drug.
7. Determining the percentage of metal/ mineral in the given sample.
8. Finding the various phytochemical constituents present in the given sample.
9. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

### **Research Assistant (Pharmacology)**

1. Assisting HOD & RO in planning, designing and implementation of experiments/ experimental procedures.
2. Research literature.
3. Performing basic to advanced *invivo* research support tasks. Handling and restraining animals, clinical observations, sample collection, monitoring food consumption, animal husbandry, and performing accurate data collection and reporting.
4. Preparation of test material drugs for animal administration and performing dosing of experimental animals by multiple routes (PO, IM, IP, SC, IV).
5. Collecting and recording study data that includes body weight, clinical observations, biochemical observations and necropsy results.
6. Overseeing the maintenance of laboratory stock supplies and preparing indents of equipments and materials as needed.
7. Publication of research papers.
8. Any other departmental works as assigned by Council, HOD & RO.

### **Laboratory Technician**

1. Assisting in carry out the toxicity and efficacy studies.
2. Assisting in preparation of study related protocols.
3. Assisting in dose calculation of studies
4. Assisting in preparation of standard operating procedures of equipment and animal house
5. Maintenance of registers in department
6. Carry out the calculation of body weight, feed and water dose calculation during studies.
7. Carry out the behavioral observation of rats in studies
8. To assist in necropsy of animals
9. Preparation of pharmacological and toxicological studies report.

### **Laboratory Assistant (Pharmacology)**

1. Preparation of medicine into suitable form for drug administration.
2. Preparation of pharmacological and toxicological studies report.
3. Assisting in dosing, blood collection and scarification related works in pharmacological and toxicological studies.
4. Prepare and maintain the following registers in department like consumable register, staff health registers, and chemicals registers.
5. Prepare or arrange chemicals for the pharmacological and toxicological studies.
6. Prepare the monthly indent based on the departmental needs and procure them from the store department.
7. Co-ordination with administration section staffs for arranging necessary things for running the studies smoothly.
8. Assisting in preparation of standard operating procedures of equipment and animal house
9. Formulation and Evaluation (Tablets) related research projects in Pharmacy department.

### **Vet. Consultant (Pharmacology)**

1. Animal house maintenance.
2. Monitoring health status of experimental animals in animal house.
3. Carrying out necropsy studies of experimental animals.

### **Laboratory Attendant**

1. Based on the studies weighing and placing the feed and water to the study animals.
2. Cleaning of laboratory related equipments and glass wares.
3. Prepare and maintain the following laboratory registers like livestock registers, animal feed registers, temperature and humidity registers, animal health register, electronic weighing balance log book, feed and water consumption chart.
4. Helping technicians and research assistants with pharmacological and toxicological studies.
5. Preparation of medicine into suitable form for drug administration
6. Assisting in dosing, blood collection and scarification related works in pharmacological and toxicological studies.
10. Other official works instructed by superiors are carried out.

### **Animal Attendant**

1. General care and husbandry of laboratory animals including daily care of laboratory animals, feeding, watering, cage cleaning and sanitizing according to schedules, direct daily observing and monitoring health status.
2. Removing and decontaminating used cages and water bottles.
3. Decontaminating and disposing of animal carcasses and animal associated waste, such as water, food and soiled-bedding.
4. Receiving and housing of incoming animals from commercial sources and transferring of animals within the rooms of animal house.
5. Cleaning animal holding areas, examination or operating rooms, or animal loading or unloading facilities to control the spread of diseases.
6. Participating in public holiday and weekend roster duties, whenever necessary.
7. Providing clerical and administrative services and assistance as needed.

### **Statistical Assistant**

1. Carry out the Statistical Analysis related to clinical and other Projects.
2. Prepare statistical reports based on the requirements.
3. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

### **Assistant Matron**

1. To allocate duty to the Nursing staff
2. Preparation of duty roster for paramedical staff.
3. Daily rounds of clinical area.
4. Supervision of the activities of nursing staff.
5. Liaison with Hospital Superintendent for administration work.
6. Assess the level of different categories of nursing personnel, co-workers and their activities and placement.

7. Assists the matron for administrative and management activities.
8. Make a schedule for sister or supervisor with a consultation of a concerned sister.
9. Maintain effective communication within the organization and outside the organization.
10. Plan and process through appropriate channel for necessary supplies and equipment.
11. Sanctions and forward leave for the nursing and supporting staff.
12. Provides supervision and guidelines to sisters and supervisor and staff for efficient nursing care activities in the unit.
13. Supervises managerial activities of a unit in charge and other personnel.
14. Guides sister in-service education training programs.
15. Encourage sisters to assess the effectiveness of their work and for further development of their own potential in a unit.
16. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

### **Sister In-charge**

#### **a. General**

1. Assisting the Matron for preparation of duty roster.
2. Supervision of nursing staff.
3. Maintenance of records and reports.
4. Maintaining hygienic condition of clinical area.
5. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

#### **b. Nursing Care of Patients**

1. Assess the total needs of patients and prepare plan of nursing care.
2. Admission and discharge of patients.
3. Demonstrate and carry out efficient nursing care, taking care of personal comfort and toilet of patients, administration of drugs and treatment, observation and recording of vital parameters.
4. Supervise patients diet.
5. Attending rounds with Medical/Nursing personnel.
6. Assist Medical staff in examination of patients and treatment.
7. Participate and help with clinical investigations/procedures.
8. Demonstrate and carry out preoperative and post-operative care of patients.
9. Maintenance of patient's records.
10. Care of patient's personal effects in accordance with hospital rules.
11. Giving and receiving reports.
12. Follow prescribed rules in case of accident or death of a patient.
13. Give information and health education to patients and their attendants.
14. Intimation to nursing supervisors of any emergency or unusual occurrence in the ward.

#### **c. Ward Management**

1. Handing over and takeover charge of patients at the end of the shift.
2. Assignment of work to nursing sister grade-II and domestic staff.
3. Co-ordinate and facilitate work of other staff, e.g. physical therapist, social worker, dietitian, voluntary worker etc.

4. Maintaining good inter personal relationship among all categories of staff and with patients and their relatives.
5. Maintain cleanliness of ward, its annexes and environments. Proper upkeep and repairs of linen and ward equipment.
6. Make indents for drugs, surgical supplies, stores and issue.
7. Keep custody of dangerous drugs and record of their administration.
8. Daily check of emergency drugs and life savings equipment.
9. Maintenance of stock registers, inventories.
10. Investigate complaints if any.

### **Staff Nurse**

1. The Staff Nurse is the first level professional Nurse in the hospital set up. Therefore, by appearance and by word she will be professional at all time.
2. She will be skilled nurse, giving expert bed side care to patient and executing special technical duties in the special areas like operation theatres, intensive care unit, highly dependent unit etc. She also acts as ‘de facto’ sister as and when situation arises in the ward or department.
3. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

#### **a. Duties & Responsibilities related to Patient Care**

1. She will assess the needs of the patients in the ward and make nursing care plan for all patients consulting with ward sister.
2. She will give direct patient care (bed making, changing of bed sheets, mouth care, back care, bed bathing, hair wash, changing of position etc) and allotted care to her by the ward sister.
3. She will fulfil all basic needs (hygienic need, nutritional need etc) of the patients.
4. She will provide comfort to the patient and maintain safety of the patient.
5. She will take over the charge from duty nurse of previous shift, regarding patients (bed to bed), instrument supplies, drugs etc. and hand over the same to the next shift.

#### **b. Responsibility in relation to Ward Administration**

1. She will ensure to make the ward clean and tidy including bed.
2. She will keep all articles well-arranged and maintain the inventory.
3. She will take the report, make bed to bed round at the time of changing of the shift of the unit.
4. She will orientate the new patient with ward.
5. She will help the ward sister in-charge for supervision of work of Group D allotted in the ward for maintenance of cleanliness and sanitation.
6. She will keep a sub stock of drugs, linen and other supplies for ward maintenance.
7. She will maintain poisonous drugs registered.
8. She will sterilize all articles, maintain all equipment, gadgets, electrical connections Sight, fan etc.
9. She will indent drugs, diet, and other supplies if necessary.
10. She will be vigilant to protect the patient from injury or accident by providing side rail.
11. She will write report of each shift and sign the report after checking properly.
12. She will assist the ward sister in orientation programme of new staff and students.
13. She will make round with doctors and senior nursing officers.
14. She will help ward sister in indenting and checking of drugs, supplies and maintaining inventories.
15. She will be deputed for the ward sister in-charge during her absent.
16. She will keep herself up to date with nursing knowledge by taking part in -service education programme.

## **Pharmacist**

1. Indent of raw medicinal drugs as per requirements.
2. Maintenance of documents & registers of medicinal raw drugs.
3. Maintenance of registers of prepared drugs & stocks.
4. Preparation & process of Medicines.
5. Monthly report submissions.
6. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Field Collector**

1. As per the direction of Research Officer-(Botany), regular maintenance like irrigation, drainage and pruning, pest and disease management works of Garden plants are being carried out.
2. Assists in drug supply.
3. As per the direction of Research Officer-(Botany), cultivation of Medicinal plants farming land preparation, manure application, seed sowing, planting, weeding, harvesting, seed collection etc., are being carried out.
4. Assists in the collection of Museum specimens and maintenance.
5. Assists in the propagation of Nursery plants and plant materials sales for income generation.
6. As per the direction of Research Officer-(Botany), clean India program works are carried out.
7. Assists in the preparation of monthly report works.
8. Assists in the medicinal plants collection work at the time of survey tours.
9. Maintenance of all garden particulars registers
10. As per the direction of Research Officer-(Botany), Medicinal plants awareness program like 365 days NMPB works was carried out.
11. Maintenance of stores.
12. As per the direction of Research Officer-(Botany), Technical works of Camp Office Potted plants and ground cover plants maintains are being carried out.
13. As per the direction of Research Officer-(Botany), undertake the works of State P.W.D., Agricultural Engineering Department, Municipality, Revenue and police departments.
14. Assists with Research Officer-(Botany), due to the visit of school students, college students, superior officers and other central and state government officials.
15. Assists with Research Officer-(Botany), in the Medicinal plants Expo and workshop arrangements.
16. As per the direction of Research Officer-(Botany), undertake the work of garden infrastructure and SMPG development.
17. As per the direction of Research Officer-(Botany), Maintenance of outsourcing Garden Laborers & Security's work allotment.
18. As per the direction of Research Officer-(Botany), "Swachhta sewa" works are carried out camp office and Garden.
19. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Dresser**

- Assisting doctors in external therapies / thokkanam
- Assisting in pharmacy duties
- Other office duties whenever required.
- Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Lab. Technician**

1. Collection of blood from the Out Patients & In Patients,
2. Maintaining dispatch of patient reports,
3. Processing of Out Patients & In Patients blood samples,
4. Procuring laboratory reagents and instruments,
5. Maintaining all departmental registers.
6. Regulate centrifugation of blood & urine samples,
7. Numbering and arrangements of sample to be processed,
8. Maintain BA-400 regularly with one-man handling,
9. Maintain of quality control, calibration, and processing of patient samples,
10. Entry of reports in register.
11. Hand-over finished work to next day to concern routine person,
12. Maintaining reports to IPD & OPD register.
13. Maintain of chemical stock list every day / week and report to concern person with respect.
14. Managing of daily routine test stock list and patient data register.
15. Plant Extraction
16. Analytical parameters of the Council and Students sample.
17. Extraction, Isolation and Estimation of Phytochemical constituents
18. Phyto-chemical Analysis
19. Physico-chemical parameters
20. TLC/HPTLC analysis
21. Assisting in authentication
22. Macro-microscopic studies
23. Museum/herbarium works
24. Maintenance of registers/records.
25. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Lab Assistant**

1. Assisting in experiments conducted at the department
2. Preparation of reports for authentication
3. Macro-microscopic studies
4. Museum/herbarium works.
5. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Lab Attendant**

1. Opening of laboratory & collection centre.
2. Cleaning (lab & collection centre) before and after mandatory.
3. Maintenance of patient's report delivery.

4. Op blood & urine sample transportation.
5. Blood & urine sample centrifugation.
6. Working table arrangements with all needs OPD& LAB.
7. Ipd register maintenance (12.30 pm to 2.30 pm).
8. Sample cups decontamination.
9. Test tube decontamination.
10. Cleaning (lab & collection centre).
11. Maintenance of RO water plant system,
12. Preparation of washing & refilling of washing solution & discarding waste.
13. Maintaining of lab works related to office, closing of laboratory and collection centre with checking of next day's availability.
14. Laboratory attendant works under the immediate supervision of lab technician and carry the responsibility of general cleanliness and maintenance of the clinical laboratory.
15. Help the lab technician in phelo botany work and lab work.
16. Attend to the needs of the Research Officer whenever required.
17. Transfer of blood samples collected in the collection room to the Lab assisting in urine examination, getting indents from the stores.
18. Washing of glassware and cleaning of the lab counters.
19. General maintenance of the laboratory.
20. Attending cash collection duty in the OP section in turns.
21. Attending Medical camps (Swastiya Rakshan) to cater to the needs of the patients attending the camps.
22. Assisting the Pharmacist in the camp-site for disbursal of Siddha Medicines.
23. Assisting in experiments conducted at the department.
24. Keeping the workspace tidy.
25. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

### **Translator (Hindi Assistant)**

1. Translation, training and implementation of O.L. Act 1963-Rules 1976, Orders and O.L. Policy.
2. Conducting O.L. meetings.
3. Attending TOLIC meetings.
4. Conduct Hindi week/fortnight during the month of September.
5. Preparing standard formats in bilingual, Hindi translation of official correspondence, Summary and abstract of Research paper in Hindi version.
6. Annual report/ Annual account bilingual, Stationery items in bilingual.
7. Detailment of Officers/Staff in Hindi Classes being conducted by Hindi Teaching Scheme.
8. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

### **Upper Division Clerk**

1. Processing of pension cases.
2. Processing of Medical claims.
3. Grant of ACP/MACP.
4. Grant of In-situ Promotion.
5. File indexing.
6. Grant of various allowances.
7. issue of Identity card.

8. Maintenance of service records of Group-A & B officers.
9. Maintenance of leave accounts of Group-A & B officers.
10. Grant of LTC Issue of sanction orders.
11. Pay fixation.
12. Transfer matters.
13. Dealing with Building maintenance correspondence.
14. Miscellaneous establishment matters.
15. Dealing with admin related matters.
16. Maintenance of Casual Leave Register.
17. Correspondence regarding maintenance of Vehicle (Ambulance).
18. Correspondence related to Guest House maintenance and its allotment.
19. Any other duties entrusted by his superiors.

### **Social Worker**

1. Performs the role of connecting CCRS and the local community leaders to facilitate the various research projects and outreach activities of CCRS
2. Resolve the challenges to run the program along with the local community leaders like finding a suitable place to conduct the camp/program regularly, distribution of pamphlets to create awareness among the people of the respective community about the medical camp and the siddha health care system
3. Coordinates the community development program like Swasthya Rakshan Program (SRP) as per the norms and guidelines given by CCRS
4. Analyse the data collected through the survey during the medical camps under SRP and prepare the monthly and annual report

### **Lower Division Clerk**

1. Purchase of stores.
2. Maintenance of stock registers for all the items purchased.
3. Maintenance of dead stock register.
4. Files related to all purchase formalities.
5. Issue of stores/stationery for all department of SCRI and Various ongoing IMR projects.
6. Maintenance of inventory.
7. Purchase of Ration/provision for hospital mess.
8. Issue of provisions/ration to hospital mess.
9. Any other duties entrusted by his superiors.
10. Timely Procurement and issue of raw drugs, medicines, stationery, forms, registers, linens, office machines, chemicals, Hospital kitchen.
11. Purchase and issue of daily provisions for hospital kitchen, Purchase of hospital sundries and maintenance of respective stock registers thereon.
12. All correspondence related to accounts matters.
13. Preparation of Contingent bills.
14. Preparation of Supplementary Pay bills.
15. Maintenance of PBR register.
16. Correspondence with bank authorities.
17. Liaison with bank. Maintenance of Various ongoing IMR projects (including Cheque books).
18. Any other duties entrusted by his superiors.

19. Other than the said works.

#### **Driver**

1. Maintenance of office car and its full running condition
2. Conducting official trips with maintaining integrity.
3. To attend the minor mechanical and electrical works
4. Maintenance of office car travel log book along with fuel consumption and mileage
5. Periodical insurance renewal of office car.
6. Obtaining FC periodically
7. Any other duties assigned by the competent authority

#### **Electrician**

1. Maintenance of all electrical lines and repairs in SCRI Campus.
2. Maintenance and repairs of all tube lights and fans in the CCRS & SCRI Campus.
3. Maintenance of water supply in SCRI Campus.
4. Repair and service of Lab and Clinical sections equipment.
5. Maintenance of Conference Hall & Mini Conference hall sound systems.
6. Maintenance of Operation of 125KVA Generator.
7. Attending fault repairs of Air-Conditions and intercoms in both CCRS and SCRI buildings.
8. Any other duties entrusted by superiors. Performing Duty as Building Maintenance committee member.

#### **Chowkidar**

Watch and ward duty; assisting the office as per duty roaster.

#### **Attendant & Attendant (Survey)**

1. Receipt/inward of all letters/parcels meant for SCRI.
2. Despatch of all letters.
3. Maintenance of Receipt/Despatch registers.
4. Maintenance of postage expenses register.
5. Maintenance of peon book.
6. Maintenance of separate registers for stores and technical sections.
7. Any other duties entrusted by his superiors.
8. Office works and Camp office garden + Agricultural Work wherever necessary.

#### **Kitchen Servant**

1. Timely Procurement and issue of raw drugs, medicines, stationery, forms, registers, linens, office machines, chemicals, Hospital kitchen.
2. Purchase and issue of daily provisions for hospital kitchen, Purchase of hospital sundries and maintenance of respective stock registers thereon.
3. Assisting the OPD; Watch and ward duty when required, as per duty roaster.
4. Other works as directed from the Director General, CCRS and i/c of the concerned institute.

## **Ward Boy**

1. Handing over and taking over charge of patients at the end of the shift.
2. Assignment of work by nursing sister grade-II and domestic staff.
3. Co-ordinate and facilitate work of other staff, e.g. physical therapist, social worker, dietitian, voluntary worker etc.
4. Maintaining good inter personal relationship among all categories of staff and with patients and their relatives.
5. Maintain cleanliness of ward, its annexes and environments. Proper upkeep and repairs of linen and ward equipment.
6. Make indents for drugs, surgical supplies, stores and issue.
7. Keep custody of dangerous drugs and record of their administration.
8. Daily checking of emergency drugs and lifesaving equipments.
9. Maintenance of stock registers, inventories.
10. Investigating complaints, if any.
11. Assisting the OPD as per duty roaster.
12. Other works as directed from the Director General, CCRS and i/c of the concerned institute.