

2. Powers and duties of officers and supervisors:

1. CMS

Overall in-charge of Medical Department at divisional level. Overall management and co- ordination of all activities pertaining to Medical and Health.

2. ACMS

He is looking after health and administration, store and OPD Incharge in addition to regular OPD services and medical examinations in the absence of CMS looks after his jobs.

3. Sr. DMOs/DMO/ADMO

They have been distributed the works like stores, reimbursement, family welfare and medical board and examination and disaster management in addition to clinical services.

4. **Paramedical Staff** includes nurses pharmacists who are mainly engaged providing curative services i.e. treatment and procurement of drugs.

5. **Health Inspectors and Family Welfare staff** are responsible for maintenance of sanitation and hygiene, health education & Family Welfare activity.