

GOVT. OF ASSAM
OFFICE OF THE SUPERINTENDENT
JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT

No. SMEJ/JMCH/106/2019/

Date :31.12.2022

OFFICE ORDER

In partial modification of previous order vide no. SMEJ/JMCH/106/2019/14734dated 16.07.2022, duties & responsibilities of the following Deputy Superintendents/ Faculties of JMCH, Jorhat have been entrusted as shown below and shall come into force with immediate effect in the greater interest of smooth and regular services of the Hospital.

Sl. No.	Name of Deputy Superintendents/ Faculty in charge	Subject/ Matters
1	Dr.Ganesh Ch. Borah	<ol style="list-style-type: none"> 1. Disability Board. 2. TBS -Nodal Officer & matters related to medical appliances/ equipment. 3. Matters related to Condemnation of Items. 4. SPIO related matters of hospital section. 5. Matters related to Incinerator, Deep Burial Pit, Sharp Pit, Shredder Machine, Central Storage area and liaison with Pollution Control Board and HICC and website update on BMW. 6. Mechanized cleaning in New & Old Hospital buildings and hospital outer area in liaison with Mechanized cleaning supervision committee. 7. Public Grievance redressal management and Feedback system. 8. Medical Board. 9. Incinerator, ETP, STP.
2	Dr.Rani Baruah	<ol style="list-style-type: none"> 1. To look after PMJAY and other Govt. Sponsored Schemes. 2. Amrit Pharmacy& Jana Aushadhi. 3. Referral Medical Board. 4. Medical Board
3	Dr. Pulakananda Bharali	<ol style="list-style-type: none"> 1. Matters related to Nursing Staff, Nurses Training, Nursing School and Hostels etc. 2. Birth & Death Registration at JMCH. 3. MRD related matters. 4. Disposal of IUDs and unclaimed dead bodies as per regulations. 5. Liaison with govt. agencies/ NGOs regarding unknown/ destitute/mentally ill patients. 6. Casualty Documentation Etc. 7. Telemedicine.
4	Dr.NilutpalBhattacharjee Associate Professor of Surgery	<ol style="list-style-type: none"> 1. Matters related to grade-III, IV staff and contractual employees of Hospital. 2. Disaster Management. 3. Central Medical Gas. 4. Matters related to POL & Generator. 5. HR training and management in liaison with Hospital Administrator.
5	Dr.Manab Narayan Baruah Associate Professor of Paediatrics	<ol style="list-style-type: none"> 1. Administrative works of MCH wing (SCNU) including mechanized cleaning, security services of Pedia Wing of MCH Wing. 2. Govt. Sponsored schemes related to child health. 3. Matters related to SCNU & PICU in MCH wing. 4. Matters of Death Review /Audit Meeting.
6	Dr.PranabikaMahanta Assistant Professor of Obstetrics &Gynaecology	<ol style="list-style-type: none"> 1. Govt. schemes related to maternal health 2. Matters of Labour room, OTs and HDU in MCH wing. 3. LAQSHYA. 4. Administrative works of MCH wing including mechanized cleaning, security services, dead body disposal and stretcher services in MCH wing. 5. Issues related to referred cases of Delivery. 6. Matters of Paying cabin and Public waiting halls in MCH campus 7. ASHA related issues

7	Dr.Angshurekha Das Associate Professor of Microbiology	<ol style="list-style-type: none"> 1. Nodal Officer - IDSP 2. Management of Epidemic outbreak in liaison with Department of Community Medicine Deptt., JMCH. 3. General administration of Blood bank, ART, CCL, Lab Tech.& Lab attendants. 4. Communicable Diseases and liaison with district administration. 5. Biomedical Waste Management/Generation at source in liaison with HICC.
8	Dr.Manab Jyoti Gohain Associate Professor of Surgery	<ol style="list-style-type: none"> 1. Central Workshop 2. OTs in New Hospital Building. 3. Administrative works of ACs 4. Administrative works of CSSD & Laundry service. 5. Matters of hospital canteen.
9	Dr.TrishnaDutta Associate Professor of Physiology	<ol style="list-style-type: none"> 1. Matters of electrical items& Lift 2. Administrative works of Electricity. 3. Administrative works of water supply, drinking water facility and plumbing. 4. Vaccination
11	Dr.NayanjyotiSarmah Assistant Professor of Microbiology	<ol style="list-style-type: none"> 1. Inventory Management (Hospital & College) 2. NKN, IT, CCTV and other IT related matters. 3. HMIS, CMIS, LMIS. 4. Central Medical Store 5. Furniture 6. Procurement Cell, Condemnation Cell. 7. Cash & Registration Counter
12	Dr.DeepjyotiSaikia Assistant Professor. of Medicine	<ol style="list-style-type: none"> 1. Central Medical Store. 2. Matters related to Dialysis Unit. 3. ITU Matters 4. Central Pharmacy & Dispensing. 5. Central Kitchen. 6. COVID-19 related administration & management matters. 7. EDL & Non-EDL & Surgical Items (CMS). 8. Public relations officer/ liaison with district administration. 9. VIP/VVIP/ Emergency Hospital Matters. 10. Furniture 11. Hospital Ambulances
13.	Dr.Chandana Deka Assistant Professor of Community Medicine 	<p>Faculty i/c :</p> <ol style="list-style-type: none"> 1. Website. 2. LaQshya 3. MusQan 4. Fire Alarm System & Related matters. 5. PA System.
14	Dr.RanaDoley Demonstrator of Microbiology	<ol style="list-style-type: none"> 1. Faculty i/c of Security as Member Secy. of Security Supervisory Committee. 2. Liaison with District Police regarding security services and Car Parking.
15.	Dr.Santona Thakuria Associate Professor of Anatomy 	<ol style="list-style-type: none"> 1. Faculty i/c, Casualty
16	Dr Shahid Aziz Assistant Professor of Pharmacology	<ol style="list-style-type: none"> 1. Nodal Officer, NMC Biometric Attendance System
17	Dr.RituparnaPhukan Ray Professor of Pharmacology	BPMU, NHM, JMCH, Jorhat
	<p>Biomedical Waste Management :</p> <ul style="list-style-type: none"> • Waste Generation (Ward/ Source) • Transportation from source/ ward • Incinerator , Deep Burial Pit, ETP, STP • Sharp Pit, Shredder and Weighing Machine • Central Storage Area • Liaison with Pollution Control Board& HICC. • Website update on BMW 	

(Dr.PurnimaBarua)
Prof. of Microbiology
&Superintendent i/c
Jorhat Medical College & Hospital, Jorhat

No. SMEJ/JMCH/106/2019/

Date : 31.12.2022

Copy to :

1. The Principal Cum Chief Superintendent, JMCH, Jorhat for favour of kind information.
2. The Prof. &HoD, _____, JMCH, Jorhat for kind information & needful.
3. The Concerned Deputy Superintendents/Faculties, JMCH, Jorhat for information & necessary action.
4. Office Copy.

Superintendent i/c
Jorhat Medical College & Hospital, Jorhat

