

# LGB REGIONAL INSTITUTE OF MENTAL HEALTH, TEZPUR

(Ministry of Health & Family Welfare, Govt. of India)

## Right to Information Act

1<sup>st</sup> Appellate Officer - Dr. S. K. Deuri, 03712-232652

Public Information Officer - Dr. K. Pathak, 03712-233340

Asst. Public Information Officer - Sri Mrinal Kr. Sarma, 03712-233014

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH**  
(Ministry of Health & Family Welfare, Government of India)  
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TEZPUR :: 784001 :: ASSAM

## **ESTABLISHMENT SECTION**

### **Information under Section 4(1)(b) of the RTI Act, 2005**

b. (i)	i) Particulars of organization	<p>i) LGB Regional Institute of Mental Health, Tezpur, Assam- 784001.</p> <p><b>Vision</b></p> <p>To achieve acceptable standards of mental health care for the people of the region</p> <p><b>Mission</b></p> <p>To deliver free mental health care uniformly To develop manpower for delivering the services To promote research activities</p> <p><b>Objectives</b></p> <ol style="list-style-type: none"><li>1. To provide equal access to mental health care to all sections of society with effective linkages to other health institutions</li><li>2. To develop human resources for delivering the services</li><li>3. To reduce overall disease burden by providing proper rehabilitation measures</li><li>4. To promote positive mental health to all sections of people of the region</li><li>5. To provide conducive environment for research activities</li><li>6. To facilitate implementation of National Mental Health programme(NMHP)</li></ol>
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	ii) Functions and duties	<p><b>Functions</b></p> <ol style="list-style-type: none"> <li>1. Policy formulation in regard to service delivery, manpower development and infrastructure development</li> <li>2. Extending support to the North Eastern States in the field of Mental Health Care</li> <li>3. Reducing burden of mental illness for the people of the region</li> <li>4. Focusing on the development of human resources through appropriate measures</li> <li>5. Collaborating research activities with other agencies</li> </ol>
(ii)	The powers and duties of its officers and employees	As per Annexure - 'A'
(iii)	The procedure followed in decision making process including channels of supervision and accountability	<p>Procedure is followed as per Central Govt. rules, regulations and orders in decision making process as per prescribed channel of submission/supervision and accountability. Channel of submission is</p> <p>I. Academic Matters</p> <p>Sectional Head → Academic I/c → Deputy Medical Superintendent → Director</p> <p>II. Hospital Matters</p> <p>Sectional Head → Medical Superintendent → Director</p> <p>III. Administrative Matters</p> <p>Sectional Head → Administrative Officer → Deputy Medical Superintendent → Director</p>
(iv)	The norms set by it for the discharge of its functions	As per resolution of Executive Council / Board of Governors and Rules Regulations circulated by the Govt. of India from time to time applicable to autonomous body
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its	As per resolution of Executive Council / Board of Governors and as per Government Rules, Regulations and Orders.

	functions.	
(vi)	A statement of the categories of documents that are held by it or under its control,	Un-classified documents of routine nature and medical records.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof,	Applications can be submitted at the Receipt / Despatch Section of this institute as well as in the complaint boxes.
(viii)	A Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;	As per Annexure - 'B'
(ix)	A directory of its officers and employees	As per Annexure - 'C'
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations	As per Annexure - 'D'
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made	By Grant in aid from Ministry of Health and Family Welfare, New Delhi
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes	Not Applicable
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	Not Applicable
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	- Medical Records on Hard Bound Register. - All advertisement, tenders etc. in the Institute's website.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working; hours of a library or reading room, if maintained for public use	Institute's website

(xvi)	The names, designations and other particulars of the Public Information Officers;	1. Dr. K. Pathak, Public Information Officer LGB Regional Institute of Mental Health Tezpur- 784001, Assam Phone No.03712-233340  2. Shri. Mrinal Kr. Sarma Asst. Public Information Officer LGB Regional Institute of Mental Health Tezpur- 784001, Assam Phone No.03712-233014
(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	Not Applicable

## ANNEXURE-A

### **DUTIES AND RESPONSIBILITIES**

#### **Director**

1. He is the head of all the academic, scientific and administrative activities of the institute.
2. It shall be the duty of the Director to carry out the work of the Institute in accordance with the Constitution and Bye-laws and also to act under the general direction and control of the Council.
3. The Director shall have all the powers necessary for the exercise of general supervision and control of the work of the Institute and for proper and efficient management of the Institute.
4. In an emergency, the Director shall have the authority to take any suitable action and report to the Chairman immediately and later on to the Council.
5. All employees of the Institute and all other persons working at the Institute including those employed on research projects, or schemes financed by other agencies, whether receiving salaries from the Institute or direct from such agencies, shall be under the general directions and control of the Director.

6. **Standing orders:**

The Director may issue from time to time, with the knowledge of the Council, standing orders for the guidance of the employees on any matter connected with the work of the Institute. Such standing orders may, inter alia, lay down the procedures to be followed and specify the powers delegated and duties assigned to the employees.

7. **Annual Report:**

The Director shall submit an annual report of the working of the Institute to the Council as soon as possible after the close of the year.

#### **Medical Superintendent:**

1. To be in-charge of the Hospital and organization of the Hospital in all aspects.
2. To assist Director for smooth functioning of the administration.
3. Any other duties that may be assigned by the authorities from time to time.



### **Deputy Medical Superintendent:**

1. To assist the Medical Superintendent in the supervision of patient care services in this Institute.
2. To act as Medical Superintendent when he is absent.
3. The following administrative duties will be attended by him from time to time:- (a) To take charge of the Planning and Development Department.  
(b) To act as Public Information Officer under RTI Act.
4. He will be required to carry out such other duties as may be laid down from time to time by the Medical Superintendent / Director.

### **Assistant Medical Superintendent:**

1. To assist the Medical Superintendent and Deputy Medical Superintendent in the supervision of patient care services in this Institute.
2. He will be required to carry out such other duties as may be laid down from time to time by the Medical Superintendent / Director.

### **Administrative Officer:**

1. To assist the Director/Medical Superintendent in all administrative matters.
2. Any other duties to be allotted by the Director / Medical Superintendent from time to time.

### **Chief Finance and Accounts Officer:**

1. To assist the Director/Medical Superintendent in all financial matters.
2. To act as Member Secretary of the Finance Committee of the Institute
3. Any other duties to be allotted by the Director / Medical Superintendent from time to time.

### **Accounts Officer:**

1. To assist the Chief Finance and Accounts Officer

### **Publication Officer**

1. Preparation and printing of Annual Report / Information Brochure / and other printable matters of the Institute.
2. Act as Assistant Public Information Officer under RTI Act.
3. Any other duties allotted by the Director and other officers.

## **DEPARTMENT OF PSYCHIATRY**

### **Professor of Psychiatry**

1. To provide theoretical and practical trainings to Post-graduate medical students (M.D., D.N. B.,) of the Institute.
2. To render patient care services in the Out Patient Department, Indoor and Community Clinics.
3. To organize lecture programmes/ Seminar/ Workshop/ CME Programme etc. by inviting Visiting Professors/ Experts from outside the Institute.
4. Conducting/collaborating/guiding the Research work of the department
5. To coordinate the University examination held for the Post-graduate students.
6. Planning and implementation of the future development of the department.
7. Any other duties that may be assigned by the authorities from time to time.


### **Associate Professor of Psychiatry**

1. He/she will work under the Professor/HOD of the department.
2. To render patient care services in the Out Patient Department, Indoor and Community Clinics.
3. To provide theoretical and practical trainings to Post-graduate medical students (M.D., D.N. B.,) of the Institute.
4. To prepare teaching Programmes for P.G. students doing M.D. and DNB course in Psychiatry.
5. Conducting/Collaborating/Guiding the Research work of the department
6. To deliver lectures to student's pursuing M. Phil course in Psychiatric Social Work, Medical and Social Psychology, M. Sc. and DPN course in Psychiatric Nursing of the Institute.
7. To coordinate in Psycho-diagnostic testing, Psychotherapy, Behaviour Therapy, family and group therapy organized by allied Mental Health Disciplines.
8. To coordinate University examinations held at the Institute.
9. He/she will officiate as in-charge of the department in the absence of Professor.
10. Any other duties assigned by higher authorities.

### **Assistant Professor of Psychiatry**

1. He/she will be working under the Professor/Associate Professor of the department.
2. To render patient care services in the Out Patient Department, Indoor and Community Clinics.
3. Teaching the postgraduate students of M.D. and DNB in Psychiatry and allied disciplines.
4. Conducting/collaborating/guiding/supervising the Research work of Post-graduate students and others.



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5. To coordinate Psycho-diagnostic testing and psychotherapy and Behaviour Therapy organized by other allied Mental Health department.
  6. To organize Community Mental Health Programme in collaboration with allied Mental Health discipline.
  7. Any other duties assigned by higher authorities.

### **Senior Residents:**

#### **Ward Duties:**

1. Senior Residents posted in the unit will divide patients' beds among themselves in consultation with Unit I/C.
2. Senior Resident should examine and supervise each of the patients allotted to him and regularly put down notes in the patients file.
3. Senior residents will specifically look after the following administrative and clinical services:
  - i. Care of the entire patient under him.
  - ii. During the round of consultant, Senior Resident of the Unit will accompany the Consultant with the whole treating team.
  - iii. Allocation of beds and duty to Junior Resident.
  - iv. Supervise ECT session.
  - v. Management of leave of JR and arrangement of leave substitutes for smooth functioning of the patient care services under the Unit.
  - vi. Duty roster should be circulated by 30<sup>th</sup> of every month.
  - vii. Supervision of medicine and linen stock of the Pavilion.
  - viii. Prepare report of legal matters in due time.
  - ix. Senior Resident shall monitor completion of file work.
  - x. Assisting the consultant whenever necessary.
4. Senior Residents will individually examine each of the tests/procedures reports of their patients from allied departments.
5. Senior Residents will thoroughly acquaint himself with the contents of the Mental Health Act, 1987 and will follow instructions accordingly.
6. To participate in all community Mental Health Programmes as per requirement.
7. Any other duties allotted by the higher authority.
8. To conduct death conference.

#### **Academic Teaching:**

1. He should take classes for all groups of students as allotted to him.
2. Senior Residents of the respective units shall prepare the teaching and training schedule of the particular unit in the first week of every months and submit it to unit I/C with one copy to the I/C Academic.
3. Senior Residents should supervise all the Post Graduate trainees posted in the departments routinely and include them in teaching activities.

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4. He should attend all the Academic programmes organized by the department as well as intra departmental programmes.

**Emergency Duties:**

1. He should provide emergency care to the patients in need with the help of Junior Residents posted with him.
2. Senior Resident must take rounds during emergency duty and sign in the emergency register.
3. He should inform higher authorities/consultants in case need arise.
4. He should report to Police if any patients abscond from the hospital.


**OPD Duties:**

1. To do and supervise all the clinical works in the OPD.
2. Allotment of new cases/follow up cases to Junior Residents and other students of allied Mental Health Disciplines.
3. To conduct special Clinics at the OPD.

**Junior Residents:**

**Ward Duties:**

1. Specific number of beds in Pavilion will be allotted to JR and he / she will be responsible for the management of patient under him / her.
2. JR will have to examine his / her patients daily and following parameters will have to be noted down in the Resident Sheet.
  - a. Presenting symptoms.
  - b. Side effect profile.
  - c. New sign and symptoms.
  - d. Physical status examination.
  - e. Any other observation. – Any acute problems are to be highlighted.
3. Junior Resident will be responsible for routine investigations of all the patients under him / her.
4. Advice for laboratory test and collection of report is the responsibility of Junior Residents.
5. During case presentation in ward round JR will inform about the physical and laboratory report status.
6. The JR will accompany patients under his / her care for EEG / US examination to have a first hand knowledge of the condition.
7. JR will complete patient's file work within two days of admission.
8. Junior Residents will thoroughly acquaint himself with the contents of the Mental Health Act, 1987 and will follow instructions accordingly.
9. Junior Residents will select patient in consultation with senior resident / consultant for Occupational Therapy and will write note in Case Sheet before sending the patient for Occupational Therapy.

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10. Junior Residents will supervise patient's hygiene and diet regularly with detail notes in Case Sheet.
  11. Junior Resident will require carrying out other duties besides his / her regular duties as instructed by the higher authorities when ever required.
  12. The DNB /MD Residents will join Unit round by Consultant's / SR's irrespective of their beds to have better Clinical knowledge and training.

**Academic/Teaching programme:**

1. To attend all the Academic programmes as organized for them.
2. The M.D and DNB trainees will take up teaching responsibilities assigned to them for teaching DPN and other visiting students.
3. To take up research works/ thesis works and discuss with Consultants and Senior Residents periodically.

**OPD Duties:**

1. Work up new cases and to discuss with consultants and Senior Residents.
2. Follow up old cases as assigned to him.


**Emergency Duties:**

1. The Junior Residents will attend to emergency duties as per schedule.
2. During emergency duty JR will report to on duty Senior Resident for any mater related to patient care and act accordingly.

**DEPARTMENT OF PSYCHIATRIC SOCIAL WORK**

**Associate Professor:**

1. He/She will be in charge of the overall functioning of the department and function in the capacity as HOD
2. He/She will work under the Director.
3. He/she will be in charge of the overall supervision, administrative matters of departmental and clinical duties.
4. He/She will be in charge of supervision of and handling of special therapy/ referral cases , as per direction( Case Work, Group Work , family case work at inpatient and outpatient departments and organize Community work )


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5. He/ She will undertake teaching of M Phil Psychiatric Social Work and various courses like M.D., D.N. B., D.P.N, M.Sc in the institute, as per requirement
  6. To guide and supervise M. Phil students in their research work and Dissertation/Thesis writing.
  7. Will coordinate with the University for renewal of affiliation and examination related matters.
  8. Conducting/collaborating /guiding the research work at this Institute.
  9. Liaison and network with government and non-government organization
  10. Arrange for organization of workshops.
  11. He /She will coordinate Rehabilitation Activities at the Institute and function in the capacity of Rehabilitation in-charge
  12. Planning and implementation of future development of the department
  13. Any other duties assigned by the higher authorities.

**Assistant Professor:**

1. He/She will work under the Head of the department.
2. He/She will assist in the overall supervision, administrative matters of departmental and clinical duties in absence of HOD.
3. He/She will assist in supervision of and handling of special therapy/referral cases, as per direction ( Case Work, Group Work family case work and Community work with inpatient and outpatient)
4. He/ She will undertake teaching of M. Phil Psychiatric Social Work and various courses like M.D., D.N.B., D.P.N, M. Sc in the institute and other posting students.
5. He /She will assist in arranging lectures programmes of visiting professors as and when required
6. To guide and supervise M. Phil students in their research work and Dissertation/Thesis writing.
7. Conducting/collaborating /guiding the research work at this Institute.
8. He /She will assist in supervision of psychiatric social workers in various units of posting
9. Liaison and network with government and non-government organization, as per direction
10. Any other duties assigned by the higher authorities.

**Psychiatric Social Worker:**

1. He/ She will do social case work, group work, community work and family counseling

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2. He/ She will supervise the clinical activities of the M Phil trainees and Post Graduate trainees on posting, as per guidance of the faculty.
  3. He/ She will assist in lectures and demonstrations to M Phil and Post Graduate trainees on posting
  4. He/ She will undertake clinical services in out- patient and in patient department
  5. He/ She will undertake clinical services in child guidance clinic, family psychiatry, de addiction and rehabilitation.
  6. He/ She will undertake activities for the welfare of the patients
  7. Organize and coordinate community work like community camps, extension services etc.
  8. Organize and coordinate rehabilitation and after care activities
  9. Undertake publicity/ awareness related activities in mental health
  10. Assist in various academic related activities like Internal Assessment, seminars and presentations of trainees, protocol preparation
  11. He/ She will undertake independent research activities in the areas of Mental Health, Psychiatric Social Work and other related fields.
  12. He/ She will work under the supervision of the Faculty of the Department
  13. He/ She will carry out any other work assigned by the higher authorities.

## **DEPT OF CLINICAL PSYCHOLOGY**

### **Assistant Professor**

1. To take classes for students of various courses -both regular and visiting.
2. Conducting/Collaborating/Guiding the research work
3. To coordinate psycho diagnostic testing, therapy and behaviour therapy for outdoor and indoor patients.
4. To guide and supervise M. Phil. students in Clinical Psychology at the institute.
5. To co-ordinate with the University for academic programs.
6. Any other duties assigned by higher authorities

### **Clinical Psychologist**

1. He/she will be responsible for the efficient working of the psychological laboratory and its equipments.
2. He/she will impart training on Psychological testing to students and supervise the testing as per guidance of the faculty.
3. He /she will assist in the Child Guidance Clinic
4. He/she will do individual and group therapy.
5. He/she will supervise the clinical works of the trainees of the institute in the ward and OPD.
6. Any other duties assigned by higher authorities



## DEPARTMENT OF PSYCHIATRIC NURSING

### **Associate Professor**

1. He/She will be the in charge of the Psychiatric Nursing Department.
2. Will take administrative responsibilities like formulating philosophy, policy rule, regulations of various academic persons in the department.
3. To provide theoretical and practical training to the M.Sc. Psychiatric Nursing, DPN and other students.
4. Guide post graduate students and others in various research activities.
5. To coordinate with the university for organizing examination and other academic programs.
6. He/ She will assign duties and responsibilities to Asstt. Professors and Nursing Tutors.
7. Organizes and guide in continuing education for nursing staffs.
8. Provide consultation services to different agencies as and when required.
9. Acts as liaison Officer in interdepartmental matters.
10. Organizes community mental health nursing programs.
11. Performs any other duties assigned by the authorities.

### **Assistant Professor:**

1. Plans educational programs for regular and visiting students of the institute.
2. Teaches and guides M.Sc. Nursing, DPN and visiting students.
3. Conduct class test and terminal examinations, arranging and assist in conducting university examination.
4. Provides guidance and counseling to students.
5. Guiding ward sisters and staff nurses in clinical activities.
6. Supervises and guides the students in research activities.
7. Performs other academic and administrative responsibilities as assigned.

### **Nursing Tutor:**

1. Planning and implementation of teaching programs to regular and visiting students as per direction from faculty.
2. Provides clinical supervisions to different groups of students.
3. Supervises students' health, welfare and security.
4. Evaluation of students in clinical experience and preparations of reports on student's progress.
5. Conduct regular ward meeting, group activity, psycho education and counseling to patients and family members.
6. Participates in community mental health activities and supervises student in the field.
7. Assist research activities in the areas of nursing education and practice.
8. Takes any other responsibilities as assigned by the departmental head.



**Matron:**


The Matron is responsible to the Medical Superintendent and i/c of Psychiatric Nursing Department.

1. She is responsible and over all in-charge of Nursing Services in the hospital.
2. Participates in the formulation and implementation of the philosophy of the hospital in general and those specific to the Nursing service.
3. Ensures safe and efficient care rendered in the various wards of the hospital.
4. Prepares duty roster, plans leave of staffs.
5. Inspects rehabilitation services, hospital kitchen and dietary services of the hospital.
6. Gives counseling and guidance to subordinate staff.
7. Maintains discipline among nurses and other auxiliary staff.
8. Participates in hospital and intra-hospital meetings/ conferences.
9. Plans staff development programmes and arranges for in-service education and orientation programmes.
10. Perform any other responsibilities given by the higher authorities.

**Asstt. Matron:**

The Asstt. Matron is directly responsible to the Matron and assists her in the Nursing service administration of the hospital.

1. Supervises the nursing care given to the patients in various departments by taking regular round.
2. Acts as a liaison officer between Matron and the nursing staff of the hospital.
3. Participates in the formulation of Nursing Services, philosophies, objectives and policies.
4. Maintains the records of attendance of nursing staff and leave of any kind.


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5. Assists the Matron in planning and organizing nursing services in the hospital.
  6. Initiates procedures for condemnation and procurement of hospital equipments/ linen etc.
  7. Assists in planning / organizing and implementing staff development programs.
  8. Provides guidance and counseling to nursing staffs.
  9. Maintains discipline among nursing personnel.
  10. Escorts Director, special visitors, Matron, Medical Superintendent during hospital rounds.
  11. Maintains good public relations.
  12. Performs any other duties assigned to her from time to time.

**Ward Sister or Sister-in-charge:**

The ward sister is responsible to the Matron/ Asstt. Matron for her ward management. Her responsibilities can be grouped as-

1. Ensures proper admission, discharge of her patients.
2. Makes round with doctors. Assists him in diagnosis and treatment.
3. Supervising the staff nurses for assessing, planning, implementing and evaluating the patient care.
4. Delegates the responsibilities to the staff members to provide best quality care to every individual patient.
5. To provide supplies and equipment adequately and in good working condition for smooth running of the patient care activities.
6. Supervise the documentation of all the observation, nursing care and nursing procedure in the nurses' record.
7. Co-ordinates patient care with other departments.
8. Formulation of ward policy and routine.
9. Maintain an adequate supply of materials on hand at all times.
10. Deals with any adverse situation that has occurred in the ward and reports to the concerned authorities.



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11. Sees that all students get desired learning experience in the ward.
  12. Organizes formal and informal ward teaching, conducts bedside clinics and demonstrations.
  13. Helps Nursing Tutors in teaching, supervision, and evaluation of students.
  14. Any other duties assigned to her by the Matron/Asstt. Matron.

### **Staff Nurse:**


The staff nurse is directly responsible to the ward sister/ supervisor.

1. She is directly responsible for total care of the patients including safety, hygiene, nutrition and other needs.
2. Planning of nursing care according to the need of the patients
3. Dispensing and supervising administration of medication.
4. Observation, recording of any changes in patient's condition and reporting to concerned authority.
5. Observation for effects and side-effects of drugs or any changes after administration of medication.
6. Educating the patients about side-effects of medicines and management.
7. Collaborating with other health team members in patient care activities.
8. Updating daily stock of medications and supplies.
9. Assists ward supervisors/ sister in ward management and officiates in her absence. Assists in taking inventories.
10. Maintains ward record and reports assigned to her/ him by the sister in charge.
11. Guides student nurses for clinical activities.

## **DEPARTMENT OF PATHOLOGY**

### **Associate Professor of Pathology**

1. He is in-charge of teaching, training and research works in the department of Pathology of the Institute.
2. To act as i/c of Pathology, Microbiology and Bio-Chemistry Laboratory.

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3. To act as Principal Investigator, Department of Bio Technology Project
  4. To act as i/c of BMW disposal at LGBRIMH

### **Senior Laboratory Technician**

1. In addition to the job of Laboratory Technician, he will maintain the Ledgers and other registers.
2. To make the condemnation lists in duplicate for the equipments, furniture and other materials and retain the duplicate copy for reference.
3. To prepare the Quarterly / Half Yearly / Annual Indent.
4. To supervise the work of other subordinate Staff.
5. He will assist in special examinations.
6. Any other work allotted from time to time by higher authority.

### **Laboratory Technician**

1. To assist the pathologist and Sr. Technicians in pathological investigations.
2. Any other work allotted from time to time by the Pathologist and higher authorities.

### **Laboratory Attendant**

1. He is responsible for opening and closing of the laboratory and maintaining cleanliness in the laboratory.
2. He is responsible for cleaning and sterilizing of the glass- wares.
3. He will assist the pathological Laboratory Technicians in routine examinations.
4. He will collect specimens of patients from various wards and OPD and will assist the Lab. Technician in routine examination.
5. He will distribute the laboratory reports to various wards.
6. He will perform any other duties allotted to him by the Senior Laboratory Technician and Officer in- charge.

### **Radiographer**

1. He will assist in radiological investigations.
2. He will maintain the X- ray equipments.
3. He will maintain proper registers.
4. Any other duties allotted by Radiologist and higher authorities.

## **SENIOR RESIDENT**

### **Department of Pathology:-**

1. Teaching, Service and Research work in the department of Pathology.
2. Any other duties assigned by the HOD or higher authority.

### **Department of Microbiology:-**

1. Teaching, Service and Research work in the department of Microbiology.
2. Any other duties assigned by the HOD or higher authority.

### **Department of Biochemistry:-**

1. Teaching, Service and Research work in the department of Biochemistry.
2. Any other duties assigned by the HOD or higher authority.

### **Department of Anaesthesiology:-**

1. Teaching, Service and Research work in the department of Anaesthesiology.
2. Any other duties assigned by the HOD or higher authority.

### **Department of Radiology:-**

1. Teaching, Service and Research work in the department of Radiology.
2. Any other duties assigned by the HOD or higher authority.

## **LIBRARY**

### **Librarian**

1. Budget preparation.
2. Process for procurement of books and subscription to journals.
3. Check received stock against invoices.
4. Verification of Bills
5. Classification and cataloguing of books
6. Maintenance of accession register
7. Maintenance of general store of the library
8. Maintenance of cleanliness and order in the library.
9. Rendering help in on-line and manual research of information.
10. Liaison with different departments.



## **Library Attenders**

1. Rendering help in retrieval of books and journals.
2. Circulation of books and journals.
3. Arrangement of books and library holdings.
4. Operating the photocopier machine. Rendering help to the librarian.

## **MEDICAL RECORD DEPARTMENT**

### **Medical Record Officer**

1. He will supervise and maintain all the Medical Records.
2. He will be responsible for maintenance of all records of OPD.
3. He will responsible for indexing of records name-wise or diagnosis-wise.
4. He will keep the statistics of OPD attendance and shall be able to provide data at any point of time.
5. He will be responsible for maintenance of good public relation by staff posted at OPD and shall report any lapse to higher authorities.
6. Any other work assigned by i/c OPD or higher authorities.

### **Medical Record Technician**

1. Registration of cases attending OPD.
2. Filing of all documents and preparation of Case Record File and correspondence file of all the patients.
3. Upkeep and maintenance of Medical Record Room.
4. To enter patient's data into computer and retrieval thereof.
5. To keep and supply all forms necessary for OPD work and fill these forms if necessary.
6. Any other work assigned by MRO / In charge OPD and higher authorities.

### **Medical Record Attendant**

1. Responsible for upkeeping and maintenance of all the records of OPD.
2. Filing storage and retrieval of all the Case Records Files.
3. To attend the calls of the clinical staff posted at the OPD.
4. To supply all kinds of forms used in the OPD.
5. To carry files for admission, discharge, correspondence from one department to the other.
6. Any other work assigned by higher authorities.

## PHARMACY :

### Senior Pharmacist:-


1. Creates proposal for the procurement of medicines.
2. Check received stock against invoices.
3. Verification of Bills
4. Maintenance of Stock registers :-
  - Psychotropic Medicines
  - General medicines
  - Surgical items
  - Pathology , Microbiology ,Biochemistry and Radiology items
  - Anesthesia : Equipments and medicines
5. Interaction with the concerned staff regarding medicines.
6. Dispensing of medicines
7. Physical verification of the medicines as per the enclosed analytical report of the manufacturer.
8. Expenditure statement prepared in each financial year with the report of closing stock.
9. Help in preparing medicine related budget for a financial year.
10. Provide the service during emergency in arranging medicines.
11. Keep interaction with the supplier regarding quality and others co related factors arises in a tender period.
12. Monitoring the services of a supplier as per tender clause and agreement.
13. Any other duties assigned by higher authorities

### Pharmacist:-

1. He/She will assist Senior Pharmacist
2. He/She will look after the dispensing of medicines in the OPD and Community Clinics.
3. Any other work assigned by higher authorities.

### OCCUPATIONAL THERAPIST:-

1. Occupation therapist will work under the supervision of the Head of the Rehabilitation centre.
2. He/she will be in-charge of the occupation therapy services and maintenance of ledger.
3. He/she will be responsible for receiving raw materials and disposal of finished products from and to the store.
4. He/she will impart occupational therapy to all the boarders who attend the Rehabilitation centre.

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5. He/she will report of the progress of the boarders to the treatment team.
  6. He/she will undertake clinical teaching activities related to occupational therapy.
  7. He/she will supervise the work activities of staff of the occupational therapy unit.

#### **PHYSIOTHERAPIST:-**

1. Physiotherapist will work under the supervision of the Head of the Rehabilitation centre.
2. He/she will be in-charge of the physiotherapy services.
3. He/she will impart physiotherapy to all the boarders who attend the Rehabilitation centre.
4. He/she will report of the progress of the boarders to the treatment team.
5. He/she will undertake clinical teaching activities related to physiotherapy.
6. He/she will supervise the work activities of staff of the physiotherapy unit.

#### **SPEECH THERAPIST:-**

1. Speech therapist will work under the supervision of the Head of the Rehabilitation centre.
2. He/she will be in-charge of the speech therapy services.
3. He/she will impart speech therapy to all the boarders who attend the Rehabilitation centre.
4. He/she will report of the progress of the boarders to the treatment team.
5. He/she will undertake clinical teaching activities related to speech therapy.

#### **CONTRACTUAL POSTS:-**

Those who are on contractual posts will be assigned work by the Head of the concerned departments or the higher authorities.

## ANNEXURE-B

### Composition of Board of Governors :

1	Union Minister of Health & Family Welfare	Chairman
2	Chief Minister of Assam	Vice-Chairman
3	A Representative of the Planning Commission	Member
4	Health Minister of Assam	-do-
5	Health Minister of Arunachal Pradesh	-do-
6	Health Minister of Meghalaya	-do-
7	Health Minister of Manipur	-do-
8	Health Minister of Mizoram	-do-
9	Health Minister of Nagaland	-do-
10	Health Minister of Sikkim	-do-
11	Health Minister of Tripura	-do-
12	Secretary, Health & Family Welfare, Govt. of India	-do-
13	Secretary, Ministry of Doner, Govt. of India	-do-
14	Secretary, North Eastern Council, Shillong	-do-
15	Director General of Health Services, Govt. of India	-do-
16	Addl. Secy. & F.A, Ministry of Health & Family Welfare, Govt. of India	-do-
17	Vice-Chancellor of the Gauhati University	-do-
18	President of Medical Council of India	-do-
19	President of Indian Nursing Council	-do-
20	President, National Board of Examination	-do-
21	President, Rehabilitation Council	-do-
22	Director, NIMHANS, Bangalore	-do-
23	Two Psychiatrists to be nominated by the Ministry	-do-
24	Director, LGB Regional Institute of Mental Health	Member Secretary

### Composition of The Executive Council :

1	Secretary, Health & Family Welfare, GOI	Chairman
2	Secretary, North Eastern Council, Shillong	Vice-Chairman
3	Addl. Secy. & F.A, Ministry of Health & Family Welfare, Govt. of India	Member
4	Commissioner & Secretary, Health & Family Welfare, Assam	-do-

5	Commissioner & Secretary, Health & Family Welfare, Arunachal Pradesh	-do-
6	Commissioner & Secretary, Health & Family Welfare, Meghalaya	-do-
7	Commissioner & Secretary, Health & Family Welfare, Manipur	-do-
8	Commissioner & Secretary, Health & Family Welfare, Mizoram	-do-
9	Commissioner & Secretary, Health & Family Welfare, Nagaland	-do-
10	Commissioner & Secretary, Health & Family Welfare, Tripura	-do-
11	Commissioner & Secretary, Health & Family Welfare, Sikkim	-do-
12	Joint Secretary, Ministry of Health & Family Welfare, Govt. of Assam	-do-
13	A Representative of Director General of Health Services, Govt. of India	-do-
14	Medical Superintendent, LGBRIMH, Tezpur	-do-
15	Academic Representative, LGBRIMH, Tezpur	-do-
16	Nominated Member of the Ministry	Expert member
17	Nominated Member of the Ministry	Expert member
18	Director, LGBRIMH, Tezpur	Member Secretary



## ANNEXURE-C

Name of the Institution – **LGB REGIONAL INSTITUTE OF MENTAL HEALTH,  
TEZPUR**

Directory of employees (Group A & B)

Sl no	Name	Address		Telephone Nos
		Office	Residence	Office
1	Dr. S. K. Deuri <i>Director</i>	LGBRIMH, Tezpur	Director Bungalow, LGBRIMH	232652
2	Dr. A. Baruah <i>Medical Supd. I/C</i>	LGBRIMH, Tezpur	M.S. Qtr LGBRIMH	233338
3	Dr. P. K. Sarmah <i>Dy Medical Supdt I/C</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233649
4	Dr. P. K. Sarmah <i>Asst Medical Supdt - I</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233649
5	Dr. K. N. Kalita <i>Asst Medical Supdt - II</i>	LGBRIMH, Tezpur	Qtr No- 19, LGBRIMH	233340
6	Mr. J. K. Sarmah <i>Chief F &amp; AO</i>	LGBRIMH, Tezpur	Bishnu Rabha Ali Bishu Nagar Namghar Path. Tezpur	233620
7	Mr. A. Hazarika <i>Proj. Engineer</i>	LGBRIMH, Tezpur	Murha Teteli, Tezpur	232017
8	Mr. T. Mahanta <i>Administrative Officer</i>	LGBRIMH, Tezpur	Qtr No- 20, LGBRIMH	233625
9	Dr. (Mrs) A. Baruah <i>Professor, Psy.</i>	LGBRIMH, Tezpur	M S Qtr LGBRIMH	233340
10	Dr. Kangkan Pathak, <i>Assoc. Prof, Psy.</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233340
11	Dr. O.R. Chakravorty, <i>Asst. Prof., Psy.</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233340
12	Dr. K. N. Kalita <i>Asst. Prof, Psy.</i>	LGBRIMH, Tezpur	Qtr No- 18, LGBRIMH	233340
13	Dr. D. J. Chetia	LGBRIMH,	Rabar Bagan, Near Ex, Engineer Office,	233340

	<i>Asst. Prof, Psy.</i>	Tezpur	Tezpur	
14	Dr. S. Bora <i>Asst. Prof, Psy.</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233340
15	Ms. Sonia Pereira Deuri <i>Assoc. Prof, PSW</i>	LGBRIMH, Tezpur	Director Bunglow, LGBRIMH	232129
16	Dr. Sobhana H <i>Asstt. Prof., PSW</i>	LGBRIMH, Tezpur	Tezpur	232129
17	Dr. Gobinda Majhi, <i>PSW</i>	LGBRIMH, Tezpur	Tezpur	232129
18	Dr. Indrajeet Banerjee, <i>PSW</i>	LGBRIMH, Tezpur	Tezpur	232129
19	Dr. Arif Ali, <i>PSW</i>	LGBRIMH, Tezpur	Tezpur	232129
20	Dr. M. Dutta <i>Asst. Prof, Cli. Psychology</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	232107
21	Mrs. A. Baruah <i>Assoc. Prof, Psy. Nsg</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233340
22	Mrs. Kunjalata Gogoi, <i>Tutor Psy. Nsg</i>	LGBRIMH, Tezpur	Qtr No- 1 LGBRIMH	233340
23	Ms. Nurnahar Ahmed, <i>Tutor, Psy. Nsg</i>	LGBRIMH, Tezpur	Barika Chuburi, Tezpur	233340
24	Ms. Pratima Hainary, <i>Tutor Psy. Nsg</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233340
25	Dr. A. C. Sarmah <i>Assoc. Prof, Patho.</i>	LGBRIMH, Tezpur	Polo Field Bamun Gaon, Tezpur	233988
26	Dr. J. Hazarika <i>Asst. Prof., Microbiology</i>	LGBRIMH, Tezpur	Kalibari, Tezpur	233988
27	Mr. Utpal Borah, <i>Physiotherapist</i>	LGBRIMH, Tezpur	Tezpur	233987
28	Miss. Sangeeta Sarmah, <i>Occupational</i>	LGBRIMH, Tezpur	Tezpur	233987


	<i>Therapist</i>			
29	Mrs. Binu Baruah <i>Matron</i>	LGBRIMH, Tezpur	New Kalibari, Tezpur	220114
30	Ms. Dominica, <i>Asstt. Matron</i>	LGBRIMH, Tezpur	Tezpur	220114
31	Mr. Joydeep Das <i>MRO</i>	LGBRIMH, Tezpur	Murha Teteli, Tezpur	232058
32	Mr. Mridul Kr. Saharia <i>Librarian</i>	LGBRIMH, Tezpur	Qtr No- 13 LGBRIMH	233600
33	Mr. Sujoy Chaudhury. <i>Sr. Pharmacist</i>	LGBRIMH, Tezpur	LGBRIMH Campus	220114
34	Ms. Junu Bezbaruah, <i>Ward Sister</i>	LGBRIMH, Tezpur	LGBRIMH Campus	220114
35	Ms. Sumitra Baruah, <i>Ward Sister</i>	LGBRIMH, Tezpur	Bamun Gaon, Tezpur	220114
36	Ms. Bodheswari Devi, <i>Ward Sister</i>	LGBRIMH, Tezpur	Murha Teteli, Tezpur	220114
37	Ms. Bina Saikia, <i>Ward Sister</i>	LGBRIMH, Tezpur	LGBRIMH Campus	220114
38	Ms. Lakhimi Devi, <i>Ward Sister</i>	LGBRIMH, Tezpur	Baroholia, Tezpur	220114
39	Ms. Panchamati Daimari, <i>Ward Sister</i>	LGBRIMH, Tezpur	Binduguri Tiniali, Tezpur	220114

**ANNEXURE - D**

**LGB REGIONAL INSTITUTE OF MENTAL HEALTH, TEZPUR**

<b>Sl. No</b>	<b>Name of the post (Group A)</b>	<b>Pay Band</b>	<b>AGP/GP</b>
1	Director	67000- 79000	HAG
2	Medical Superintendent	37400- 67000	8700
3	Dy. Medical Superintendent	15600- 39100	7600
4	Asstt. Medical Superintendent	15600- 39100	6600
5	Chief F&A.O	15600- 39100	6600
6	Administrative Officer	9300- 34800	4800
7	Accounts Officer	15600- 39100	5400
8	Project Engineer	15600- 39100	6600
9	Professor of Psychiatry	37400- 67000	10000
10	Asso. Prof of Psychiatry	37400- 67000	7000
11	Asso. Prof of PSW	37400- 67000	7000
12	Asso. Prof of Psy. Nursing	37400- 67000	7000
11	Asstt Prof of Psychiatry	15600- 39100	7000
12	Asstt Prof Pathology	15600- 39100	7000
13	Asstt Prof PSW	15600- 39100	7000
14	Asstt Prof Psy Nursing	15600- 39100	7000
15	Asstt Prof Microbiology	15600- 39100	7000
16	Asstt Prof Clinical Psychology	15600- 39100	7000
17	Asstt. Prof. Neurology	15600- 39100	7000
18	Asstt. Prof. Radiology	15600- 39100	7000
<b>(Group B)</b>			
19	AAO	9300- 34800	4600
20	Clinical Psychologist	9300- 34800	4600
21	Dietitian	9300- 34800	4200
22	Matron	9300- 34800	5400
23	Nursing Tutor	9300- 34800	4600
24	Speech Therapist	9300- 34800	4200
25	Sr. Pharmacist	9300- 34800	4200
26	Asstt. Matron	9300- 34800	4800
27	Ward Sister	9300- 34800	4800
28	P.S.W.	9300- 34800	4600
29	Sr. Library and Information Officer	9300- 34800	4600
30	Librarian	9300- 34800	4200
31	Occupational Therapist	9300- 34800	4200

32	Medical Record Officer	9300- 34800	4200
33	Physiotherapist	9300- 34800	4200
34	Vocational Therapist	9300- 34800	4200
<b>(Group C)</b>			
35	Accountant	9300- 34800	4200
36	Publication Officer	5200- 20200	2800
37	UDC	5200- 20200	2400
38	LDC	5200- 20200	1900
39	Jr. Engineer (Civil)	5200- 20200	2800
40	Jr. Engineer (Elect)	5200- 20200	2800
41	PA to Director	9300- 34800	4200
42	Driver	5200- 20200	1900
43	Staff Nurse	9300- 34800	4600
44	Pharmacist	5200- 20200	2800
45	Laboratory Technician	5200- 20200	1900
46	Stenographer	5200- 20200	2400
47	Hostel Supervisor	5200- 20200	1900
48	Carpenter	5200- 20200	1900
49	Electrician	5200- 20200	1900
50	Pump Operator	5200- 20200	1800
51	Laundry Supervisor	5200- 20200	1800
52	Plumber	5200- 20200	1800
53	Medical Record Technician	5200- 20200	1900
54	Radiographer	5200- 20200	2800
55	X-Ray Technician	5200- 20200	1900
56	Sanitary Supervisor	5200- 20200	2800
57	Trade Instructor	5200- 20200	1900
58	Publication Assistant	5200- 20200	1900
59	Male Keeper	5200- 20200	1800
60	Female Keeper	5200- 20200	1800
<b>(Group D)</b>			
61	Attender	4440- 7440	1650
62	Chowkidar	4440- 7440	1650
63	Mali	4440- 7440	1650
64	Barber	4440- 7440	1650
65	Cook	4440- 7440	1650
66	Cook Helper	4440- 7440	1650
67	Dhobi	4440- 7440	1650



68	Male Sweeper	4440- 7440	1650
69	Female Sweeper	4440- 7440	1650
70	Library attender	4440- 7440	1650
71	Ward Boy	4440- 7440	1650
72	Ward Girl	4440- 7440	1650

Unclassified Post

73	Sr. Resident	15600- 39100	6600
74	Jr. Resident	15600- 39100	5400