

NATIONAL INSTITUTE OF AYURVEDA
(Deemed to be University)
JAIPUR

No.F.1(5)(2)/PA/2021-/NIA/6713 - 26

Dated: 31-8-2021

OFFICE ORDER

The following Committee is constituted for framing of duties & responsibilities and allocation of work to Hospital Staff for smooth discharge of their duties and responsibilities:

1. Prof. Mita Kotecha	Professor(SAG) & HoD of Dravya Guna	Chairperson
2. Prof. R.K. Joshi	Professor(SAG) & DMS(Hospital)	Member
3. Dr. Rakesh Nagar	Associate Professor, Balaroga	Member
4. Dr. Ajay Sahoo	Associate Professor, Kayachikitsa	Member
5. Dr. Abha Singh	Resident Medical Officer	Member-Secy.
6. Shri Murari Lal Sharma	Matron	Member

A Draft of Duties and Responsibilities of Hospital Staff is annexed for ready reference of the Committee. The Committee shall submit its report at the earliest.


DIRECTOR & VC I/C

Copy to all Members of the above Committee.

Copy to:

1. Registrar
2. All Deans(UG, PG, Fellowship, Para-Medical and Interdisciplinary Programs)
3. All Heads of the Departments.
4. Controller of Examination
5. DMS(Hospital)
6. Joint Director(Admn.) & Joint Registrar(Admn.)
7. In-Charge(IT) for uploading on NIA Website
8. In-Charge(OPDs)
9. Administrative Officer & Finance Officer
10. Accounts Officer
11. Store Officer
12. All Office Superintendents
13. Establishment Section/Accounts Section/Confidential Section/Library/Estate/Store
14. Notice Board

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