

40 - PEON

1. He will be on duty half an hour before the working hours of the office/hospital in which he works and leave half an hour after the office hours.
2. He will attend to dusting of the tables, chairs, doors, windows and walls of the office/hospital area allotted to him.
3. He will see that the sweeper cleans floors, toilets, and etc. daily before office/hospital hours.
4. He will announce the arrival of visitors to the officer concerned and help them to meet the officer in an orderly manner.
5. He will attend to the telephone calls when the officer is not on his seat.
6. He will carry the files from one seat to another or to and from the officer as required.
7. He will run errands on official business within the hospital and out side if necessary.
8. He will bring tea and other refreshments to the concerned officer when required and do other odd jobs at headquarters.
9. He will expeditiously deliver the outgoing mail to the addresses, post office and bring in the coming mail from the post office.
10. He will assist in packing parcels, closing and stamping of letters.
11. When required by a responsible officer he will do the duties of chowkidar or a gate peon.
12. He will assist moving in stores of the hospital as required and also go to the bank to encash Cheque etc. Maximum weights to be carried out not exceed 10 Kgs.
13. When work in hospital / wards he will work as stretcher-bearer, do dressings under the supervision of Nursing Staff.
14. He will call the Doctors or other hospital staffs on second on call duty during emergency.
15. He will assist the Nursing Staff in bringing the medical store item from district store to the wards.
16. He will prepare the cases for surgery as directed by the Nursing Staff / Surgeon.
17. He will assist the OTA / Theatre Nurse in autoclaving and preparing the dressing drums for use during surgery.
18. He will carry the oxygen cylinder, suction operators, I/V stands to and fro in the wards on the direction of the Nursing Staff.
19. He will observe all the universal precaution for infection control as per the manual.
20. He will daily wear the uniform provided to him by the Department.
21. He will do such other duties as may be allotted to him by the hospital authorities.
22. Any other job assigned by the Head of Office.