Annexure-IX

Management Functions of Senior Medical Officer

The important management functions of Medical Officer are as under:

P: Planning: organizing, implementing and evaluating the health activities (what needs to be done and methods).

O: Organizing resources (Men, money and material).

S: Staffing: Training and continuing education of staff and their supervision, besides recruitment of staff.

D: Direction: Day to day direction to subordinates – Making decisions and issuing specific orders and instructions.

Co: Coordination of work of health teams and other health related sectors like ICDS, School Teachers and Village Panchayats.

R: Reporting: Submission of regular reports of performance to higher level.

B: Budgeting: Spending contingencies and maintenance of accounts.

C: Control: Through annual performance reports regular supervision, sanction of leaves, rewards and punishment.

I: Innovation: New work methods and eliciting community support.

R: Representation: Representing the organization at various levels.