

GOVT. MEDICAL COLLEGE & HOSPITAL, SECTOR 32, CHANDIGARH

CONTROL ROOM
OFFICE OF ADDITIONAL DIRECTOR (ADMN.)

Endst. No. GMCH/ADA/2016/614

Dated: 25 04.2016

A copy of **Minutes of meeting held on 12.04.2016 at 12.00 Noon** under the Chairmanship of Sh. S.K. Jain, Additional Director (Admn.) regarding proper maintenance & pending works of **Engineering Department** to be completed in GMCH-32, Chandigarh, is forwarded to the following for information and further necessary action:-

1. The Executive Engineer, P.H. Division No. 1, U.T, Chandigarh.
2. The Executive Engineer, Electrical Division No. 2, Sector 9, U.T, Chandigarh.
3. The Executive Engineer, C.P. Division No.5, U.T, Chandigarh.
4. The Executive Engineer, Horticulture Div. No. 2, Sec-23, Chandigarh.
5. The Executive Engineer, C.P. Division No.1 (Roads), UT, Chandigarh.
6. Dr. Nandini Kapoor, HOD-Physiology, GMCH-32, Chandigarh.
7. Dr. Raman Sharma, Deputy Medical Superintendent, GMCH-32, Chandigarh.
8. ~~The~~ System Analyst, IT Centre, GMCH, with a request to e-circulate/email the same to all the HODs of GMCH, Chandigarh.
9. Sh. Anil Moudgil, PS-Psychiatry, GMCH-32, Chandigarh.
10. Sh. Satish Kaushik, Sr. Modeller-Pathology, GMCH-32, Chandigarh.
11. Sh. Arun Sharma, In-charge Communication, GMCH-32, Chandigarh.
12. Sh. Prem Jindal, Sr. Modeller, Deptt. of Anatomy, GMCH-32, Chandigarh.
13. Sh. Ram Kumar, MSW, GMCH-32, Chandigarh.
14. Sh. Vivek Kumar, Ancillary Supervisor, GMCH-32, Chandigarh.
15. Sh. Avtar Singh, Ancillary Supervisor, GMCH-32, Chandigarh.
16. Ms Pinki, Health Inspector, RHTC Palsora, Sector-56, Chandigarh.
17. Ms Amritpal Kaur, MSW, UHTC, Sector-44, Chandigarh.
18. The SDE, P.H., Sub Division No.7, Sector 19, U.T, Chandigarh.
19. The SDE, Horticulture, Sub Division No-1, Sector-23, Chandigarh.
20. The SDE - Roads, Sub-Division No-2, Sector-9, Chandigarh.
21. The SDO, Electrical, Sub Div. No.9, Sector 31, U.T, Chandigarh.
22. The SDE, Sub. Div. No. C-4, Sector 19, U.T, Chandigarh.
23. The JE, P.H., Camp Office, GMCH-32, U.T, Chandigarh.
24. The JE, Electrical, Camp Office, GMCH-32, U.T, Chandigarh.
25. The JE, Civil, Camp Office, GMCH-32, U.T, Chandigarh.
26. The Store Officer, Central Store, GMCH-32, Chandigarh.
27. The Office Superintendent, E-IV, GMCH-32, Chandigarh.
28. The Superintendent Estate Branch, GMCH-32, Chandigarh.
29. The Nursing Superintendent, GMCH-32, Chandigarh.
30. The Librarian, GMCH, Chandigarh.
31. The Chief Dietician, GMCH, Chandigarh.
32. PA to DP for kind information of Director Principal.
33. PA to ADA for kind information of Additional Director (Admn.).
34. PA to MS for kind information of Medical Superintendent.
35. Master copy.

Seemita Sharma
In-charge (Control Room) 25/4
O/o Additional Director (Admn.)
Govt. Medical College & Hospital,
Chandigarh.

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2016

GOVT. MEDICAL COLLEGE & HOSPITAL, CHANDIGARH
CONTROL ROOM, ROOM NO.204, LEVEL II, BLOCK 'D', CHANDIGARH.

MINUTES OF THE MONTHLY MEETING HELD UNDER THE CHAIRMANSHIP OF ADDITIONAL DIRECTOR (ADMN.) ON 12.04.2016 AT 12.00 NOON REGARDING PROPER MAINTENANCE & PENDING WORKS TO BE DONE BY ENGINEERING DEPARTMENT IN GMCH -32, CHANDIGARH.

A Meeting was held on 12.04.2016 at 12.00 noon under the Chairmanship of Addl. Director (Admn.) to review proper maintenance & pending works of Engineering department to be completed in GMCH-32, Chandigarh, which was attended by the following:-

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| 1. | Public Health Deptt.:- | Sh. Naresh, AE (PH)
Sh. Deepak Viridi JE (PH) |
| 2. | Air Conditioning Deptt/Fire Fighting:- | Sh. Mandeep Singh, AE
Sh. Jaspal Singh, AE |
| 3. | Maintenance Deptt. (Civil):- | Sh. Ramesh, SDE
• Sh. Sarwan Singh, AE
Sh. Gurmukh Singh, JE |
| 4. | Horticulture Deptt.:- | Sh. Kirpal Singh, SO |
| 5. | Electrical Deptt.:- | Sh. Ravinder Singh, Work Inspector |
| 6. | Roads Wing:- | Sh. B.M. Babbar, SDE Roads-II
Sh. Sandeep Soni, AE |
| 7. | Dr. Raman Sharma, DMS | |
| 8. | Sh. N.K. Hans, Store Officer | |
| 9. | Ms. Rajinder Kaur, Sr. Assistant-Estate Branch. | |

A. ACTION TAKEN REPORT ON THE ISSUES RAISED IN THE LAST MONTHLY MEETINGS:-

(i) RELATED TO PUBLIC HEALTH WING:-

S.No	Deficiencies/ points - discussed in last meeting	Action Taken Report
01.	Leakage from water meter in Sarai Building.	Work Done.
02.	Filling of digging near wall of Sarai Building.	Work Done.
03.	Replacement of glass panes, sinks, pots, waste pipe, mirror etc. in toilets.	JE PH – Sh. Deepak Viridi informed that 80% work is completed and rest will be completed soon.
04.	Water Cooler Maintenance	JE PH – Sh. Deepak Viridi informed that the tender process will be completed by April, 2016.
05.	Renovation of toilets (including toilet at the entrance gate no.2)	JE PH – Sh. Deepak Viridi informed that the tender process will be completed by April, 2016.
06.	Digging near Canteen area for stoppage of leakage in Store.	Work is under process, the water supply will be started soon.
07.	Service of ACs in Guest House, Sector 48, Chandigarh.	ADA asked to have a joint round of Guest House by PH/Mtc./Hort. wings personnel.

08.	The area near UGWR (Underground water reservoir) is in messy condition. Malba of AC deptt., PH Wing, Mtc. Wing is lying there. Maintain the area by putting paver blocks and plantation be done after cutting the shrubs.	ADA asked to have a joint effort by all the wings i.e. PH (AC)/Mtc./Hort. wings. <i>at the earliest and report.</i>
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(ii) RELATED TO MAINTENANCE WING (CIVIL):-

01.	Ramp area of Block 'C' is to be cleaned.	Sh. Sarwan, JE informed that a temporary shed is constructed near 'J' Block. Dr. Raman, DMS requested for permission of its extension.
02.	New Cupboards are required in some of the wards.	SDE Mtc. informed that the estimate is submitted in Estate Branch. ADA directed Estate Branch to complete the process at the earliest.
03.	To close the area behind the Dairy Despatch section of 'D' Block	SDE Mtc. informed that the estimate is submitted in Estate Branch. ADA directed Estate branch to complete the process at the earliest.
04.	To make the gate in basement between passage of Block 'B' to 'D'	SDE Mtc. informed that the estimate is submitted in Estate Branch. ADA directed Estate branch to complete the process at the earliest.
05.	Pending work in Dental Department	The work will be completed within 2-3 days.
06.	Renovation of Conference Hall, 'B' Block, 4 th Floor.	The Estate Branch was having the drawings for the renovation of Conference Hall in 'B' Block, 4 th Floor & Lecture theatre in 'A' Block and the same are given to SDE Mtc. for early completion of its process.
07.	Glass panes in Sarai Building	By next week the work will be completed.
08.	Boundary of trees.	ADA asked the JE Horticulture to look into this matter and make the boundaries.

(iii) RELATED TO HORTICULTURE WING:-

01.	Dry leaves/waste of trees are not being removed regularly from GMCH-32, and RHTC, Sec 56, Palsora & UHTC, Sec 44, Dispensary.	Work Done.
02.	Requirement of Benches, Dustbins, Plants & tools etc.	JE Hort. informed that till date no requirement has been received from the office. ADA asked Dr. Raman, DMS to give the requirement to Hort. wing for early process.

(iv) RELATED TO ELECTRICAL WING:

01.	Painting of fans	Estate branch to compile the requirement of painting of fans and send the case for paint of fans to Electrical Wing.
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(v) RELATED TO ROADS WING:-

01.	Earmarking of parking area in Block 'C'.	SDE Roads-Sh. B.M.Babbar assured that on Sunday, the earmarking will be done.
02.	Carpeting of area and road connecting RHTC to main road.	The Estimate is already submitted in Estate branch. After the approval of competent authority the work will be allotted.

(vi) RELATED TO STORE DEPARTMENT AND DMS:-

01.	LED Board to be fixed displaying name of GMCH at the main entrance gate and list of main ongoing activities of GMCH.	Store Officer – Sh. N. K. Hans & DMS - Dr.Raman	Dr. Raman, DMS informed that due to high rates, the tender is scrapped. ADA asked DMS to prepare new tender at the earliest.
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(vii) RELATED TO ESTATE BRANCH & E-IV BRANCH:-

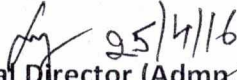
S.No.	Toilets at the main entrance gate of GMCH:-	Work to be done by
i)	A main door is required at the entrance of toilet for proper locking.	Work done by PH
ii)	A board be placed mentioning 'MALES' only.	Work done by Store
iii)	Exhaust fans are required to be put up for proper ventilation.	Work done by Electrical
iv)	A safai-karamchari be posted in single shift i.e. from 8.00 am to 4.00 pm.	Supdt. E-IV - Pending.

(viii) Related to PUBLIC HEALTH (AC PLANT & GASES and FIRE FIGHTING):-

i)	Change of rusted fire fighting pipe in basement of Block 'B'.	Sh. Jaspal, AE assured for changing the rusted pipe.
ii)	To close the empty area in feed area of dietetics deptt. 'C' Block.	Sh. Jaspal, AE assured for doing the needful in dietetics deptt.
iii)	Replacement of Heppa Filters for different AHUs in Block 'C' & 'D'.	Sh. Jaspal, AE to do the needful.

It was pointed out that the Engineering Deptt. does not submit compliance report of the actions taken/being taken/to be taken as per minutes of the meeting.

The Additional Director instructed the Engineering department personnel to submit the compliance report of above said pending works within the promised period.


Additional Director (Admn.)
Govt. Medical College & Hospital,
Sector- 32, Chandigarh.