

GOVT. MEDICAL COLLEGE & HOSPITAL, SECTOR 32, CHANDIGARH

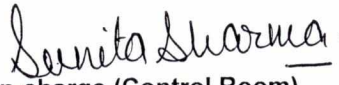
**CONTROL ROOM**  
**OFFICE OF ADDITIONAL DIRECTOR (ADMN.)**

Endst. No. GMCH/ADA/2016/689

Dated: 10.05.2016

A copy of **Minutes of meeting held on 10.05.2016 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. HOD-Dentistry. GMCH-32, Chandigarh.
7. Dr. Nandini Kapoor, HOD-Physiology, GMCH-32, Chandigarh.
8. Dr. Raman Sharma, Deputy Medical Superintendent, GMCH-32, Chandigarh.
9. The System Analyst, IT Centre, GMCH, with a request to e-circulate/email the same to all the HODs of GMCH, Chandigarh.
10. Sh. Anil Moudgil, PS-Psychiatry, GMCH-32, Chandigarh.
11. Sh. Satish Kaushik, Sr. Modeller-Pathology, GMCH-32, Chandigarh.
12. Sh. Arun Sharma, In-charge Communication, GMCH-32, Chandigarh.
13. Sh. Prem Jindal, Sr. Modeller, Deptt. of Anatomy, GMCH-32, Chandigarh.
14. Sh. Ram Kumar, MSW, GMCH-32, Chandigarh.
15. Sh. Vivek Kumar, Ancillary Supervisor, GMCH-32, Chandigarh.
16. Sh. Avtar Singh, Ancillary Supervisor, GMCH-32, Chandigarh.
17. Ms Pinki, Health Inspector, RHTC Palsora, Sector-56, Chandigarh.
18. Ms Amritpal Kaur, MSW, UHTC, Sector-44, Chandigarh.
19. The SDE, P.H., Sub Division No.7, Sector 19, U.T, Chandigarh.
20. The SDE, Horticulture, Sub Division No-1, Sector-23, Chandigarh.
21. The SDE - Roads, Sub-Division No-2, Sector-9, Chandigarh.
22. The SDO, Electrical, Sub Div. No.9, Sector 31, U.T, Chandigarh.
23. The SDE, Sub. Div. No. C-4, Sector 19, U.T, Chandigarh.
24. The JE, P.H., Camp Office, GMCH-32, U.T, Chandigarh.
25. The JE, Electrical, Camp Office, GMCH-32, U.T, Chandigarh.
26. The JE, Civil, Camp Office, GMCH-32, U.T, Chandigarh.
27. The Store Officer, Central Store, GMCH-32, Chandigarh.
28. The Office Superintendent, E-IV, GMCH-32, Chandigarh.
29. The Superintendent Estate Branch, GMCH-32, Chandigarh.
30. The Nursing Superintendent, GMCH-32, Chandigarh.
31. The Librarian, GMCH, Chandigarh.
32. The Chief Dietician, GMCH, Chandigarh.
33. PA to DP for kind information of Director Principal.
34. PA to ADA for kind information of Additional Director (Admn.).
35. PA to MS for kind information of Medical Superintendent.
36. Master copy.

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



**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 10.05.2016 AT 12.00 NOON REGARDING PROPER MAINTENANCE & PENDING WORKS TO BE DONE BY ENGINEERING DEPARTMENT IN GMCH -32, CHANDIGARH.**

A Meeting was held on **10.05.2016 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:-

- |    |  |   |
|----|--|---|
| 2. | <b>Public Health Deptt.:-</b>                          | Sh. Naresh, AE (PH)<br>Sh. Deepak Viridi JE (PH)      |
| 2. | <b>Air Conditioning Deptt/Fire Fighting:-</b>          | Sh. Sanjay Sahni, SDE<br>Sh. Jaspal Singh, AE         |
| 3. | <b>Maintenance Deptt. (Civil):-</b>                    | Sh. Ramesh, SDE<br>Sh. Sarwan Singh, AE               |
| 4. | <b>Roads Wing:-</b>                                    | Sh. B.M. Babbar, SDE Roads-II<br>Sh. Sandeep Soni, AE |
| 5. | <b>Dr. Raman Sharma, DMS</b>                           |   |
| 6. | <b>Ms. Rajinder Kaur, Sr. Assistant-Estate Branch.</b> |   |

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

**(ix) RELATED TO PUBLIC HEALTH WING:-**

S.No	Deficiencies/ points discussed in last meeting	Action Taken Report
01.	Replacement of glass panes, sinks, pots, waste pipe, mirror etc. in toilets.	JE PH – Sh. Deepak Viridi informed that pending complaints are completed and now new complaints are taken as well as they receive the complaint.
04.	Water Cooler Maintenance	JE PH – Sh. Deepak Viridi informed that the tender process will be completed by May, 2016.
05.	Renovation of toilets (including toilet at the entrance gate no.2)	JE PH – Sh. Deepak Viridi informed that the work of renovation of toilet of 5 <sup>th</sup> Level, Block A is started.
06.	Digging near Canteen area for stoppage of leakage in Store.	Work Done.
07.	Service of ACs in Guest House, Sector 48, Chandigarh.	Within week the service of ACs in Guest House will be done.
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.

(x) RELATED TO MAINTENANCE WING (CIVIL):-

01.	Ramp area of Block 'C' is to be cleaned.	Sh. Ramesh, SDE informed that shed is constructed near 'J' Block only door is to be installed.
02.	New Cupboards are required in some of the wards.	ADA directed Estate Branch to complete the process of approval of estimate at the earliest.
03.	To close the area behind the Dairy Despatch section of 'D' Block	ADA directed Estate Branch to complete the process of approval of estimate at the earliest.
04.	To make the gate in basement between passage of Block 'B' to 'D'	ADA directed Estate Branch to complete the process of approval of estimate at the earliest.
06.	Renovation of Conference Hall, 'B' Block, 4 <sup>th</sup> Floor.	ADA directed Estate Branch to complete the process of approval of estimate at the earliest.
07.	Glass panes in Sarai Building	By next week the work will be completed.
08.	Boundary of trees.	The work is pending with Horticulture deptt. to complete.

(xi) RELATED TO HORTICULTURE WING:-

02.	Requirement of Benches, Dustbins, Plants & tools etc.	Dr. Raman, DMS informed that the requirement is provided to Hort. wing for early process.
-----	---	---

(xii) 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.
-----	------------------	--

(xiii) RELATED TO ROADS WING:-

01.	Earmarking of parking area in Block 'C'.	Sh. Babbar informed that they sent the earmarking machine but parking was not empty. ADA asked Dr. Raman to depute any staff particularly for this purpose.
02.	Carpeting of area and road connecting RHTC to main road.	ADA directed Estate Branch to complete the process of approval of estimate at the earliest.

(xiv) 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.	ADA asked DMS to prepare new estimate within a week.
-----	--	--

(xv) RELATED TO ESTATE BRANCH & E-IV BRANCH:-

S.No.	Toilets at the main entrance gate of GMCH:-	Work to be done by
iv)	A safai-karamchari be posted in single shift i.e. from 8.00 am to 4.00 pm.	Supdt. E-IV is asked to depute a safaikarmchari who is posted on roads.

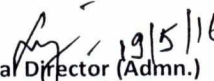


(xvi) RELATED TO PUBLIC HEALTH (AC PLANT & GASES and FIRE FIGHTING):-

i)	Change of rusted fire fighting pipe in basement of Block 'B'.	Sh. Jaspal, AE assured for changing the rusted pipe at the earliest.
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. at the earliest.
iii)	Replacement of Heppa Filters for different AHUs in Block 'C' & 'D'.	Sh. Jaspal, AE to do the needful at the earliest.

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.