

# GOVERNMENT MEDICAL COLLEGE & HOSPITAL

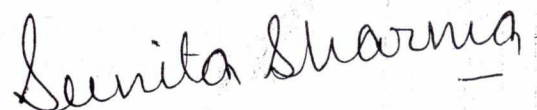
## **CONTROL ROOM OFFICE OF ADDITIONAL DIRECTOR (ADMN.)**

Endst. No. GMCH/ADA/CR/2016/785

Dated:17.06.2016

A copy of **Minutes of meeting held on 15.06.2016 at 12.00 NOON** under the Chairmanship of Additional Director(Admn.), regarding **proper maintenance & pending works to be done by Engineering Department** of 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 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.



**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 15.06.2016 AT 12.00 NOON REGARDING PROPER MAINTENANCE & PENDING WORKS TO BE DONE BY ENGINEERING DEPARTMENT IN GMCH -32, CHANDIGARH.**

A Meeting was held on 15.6.2016 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. Deepak Viridi JE (PH)                             |
| 2. | Air Conditioning Deptt/Fire Fighting:-   | Sh. Sanjay Sahni, SDE<br>Sh. Jaspal Singh, AE         |
| 3. | Maintenance Deptt. (Civil):-             | Sh. Sarwan Singh, AE                                  |
| 4. | Roads Wing:-                             | Sh. B.M. Babbar, SDE Roads-II<br>Sh. Sandeep Soni, AE |
| 5. | Horticulture Deptt.:-                    | Sh. Malkit Singh, JE Hort.                            |
| 5. | Dr. Raman Sharma, DMS                    |   |
| 6. | Sh. Beas Dev, Supdt.-Estate Branch.      |   |
| 7. | Sh. Kulbhushan Sharma, Store Officer-III |   |

**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.	Water Cooler Maintenance	JE PH – Sh. Deepak Viridi informed that the work is started and will be completed within 10 days.
02.	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 nearly completion.
03.	Digging near Canteen area for stoppage of leakage in Store.	Alternate washing area for Canteen be decided by Public Health and start the work as early as possible.
04.	Service of ACs in Guest House, Sector 48, Chandigarh.	Work done and also satisfactory report given by Sh. Kulbhushan, Store Officer-III.
05.	Leakage in Laundry Area, Basement of Block 'C'.	The estimate is prepared and will be submitted till next week.
06.	Renovation of toilets of Block 'A' at level V.	The work is nearly completion.
07.	Leakage in Radiotherapy through Dental OPD.	ADA asked to call meeting with HOD-Dental, Public Health Officers, Supdt and dealing Assistant of PB-I Branch after vacations.
08.	Work related to installation/repair of Exhaust Fans and electric points in toilets	ADA asked the Public Health Deptt. that in future all the complaints of fixation/repair of exhaust fans and any type of electrical work will be taken by Public Health department.

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

01.	New Cupboards are required in some of the wards.	JE Civil informed that the tender process is pending, the work will be started on the priority.
02.	Shed for disposable material of wards.	The work is pending till the Road work completed.
03.	To close the area behind the Dairy Despatch section of 'D' Block.	JE Civil informed that the tender is under process.
04.	Pending work in Dental department.	The matter is also to be decided with meeting with HOD-Dental after vacations.
05.	Conference Hall Tiles.	JE Civil informed that the work is under process and pending for tender work and asked for 15 days time.
06.	To make the gate in basement between passage of Block 'B' to 'D'	JE Civil informed that the work is under process will be completed within 2-3 days.
07.	Glass panes in Sarai Building	JE Civil informed that the work is pending till tender and the work will be completed within 15 days.
08.	Paver Blocks near Sarai at Gate No.1.	ADA asked the Estate Branch to give in writing to Civil Department for putting paver Blocks near Sarai at Gate No.1.
09.	Curtain of rods	ADA asked the Civil Deptt. to sort out the complaints of fixation/repair of curtains/rods etc.

(iii) RELATED TO HORTICULTURE WING:-

02.	Requirement of Benches, Dustbins, Plants & tools etc.	Supdt. Estate informed that the approval of estimate is under approval of higher authority.
02.	Boundary of trees	Civil and Horticulture deptt. will complete the work with joint collaboration.

(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.	Carpeting of area and road connecting RHTC to main road.	SDE-Roads informed that tender work is complete and only allotment is pending.
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(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.	DMS informed that the specifications reached in their office and within 15 days the estimate will be submitted to higher authorities for approval.
02.	Earmarking of parking area in Block 'C'.	DMS fixed the coming Sunday for earmarking of parking through road wing.




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

1.	Change of rusted fire fighting pipe in basement of Block 'B'.	Sh. Jaspal, AE given 'Work Done' report.
2.	To close the empty area in feed area of dietetics deptt. 'C' Block.	Sh. Jaspal, AE given 'Work Done' report.
3.	Replacement of Heppa Filters for different AHUs in Block 'C' & 'D'.	Sh. Jaspal, AE given 'Work Done' report.
4.	Provision of ductable ACs in all Branches of GMCH.	Within week the estimate will be submitted for approval.
5.	Cleaning of AC Ducts.	Sh. Jaspal, AE given 'Work Done' report.
6.	How to use Fire Fighting equipments - Demo to staff.	Sh. Jaspal, AE informed that letter written to Fire Officer for giving demo to GMCH staff.

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.



aca = 876

22 = 45

52 = 56

14527