

GOVERNMENT MEDICAL COLLEGE & HOSPITAL

CONTROL ROOM OFFICE OF ADDITIONAL DIRECTOR (ADMN.)

Endst. No. GMCH/ADA/CR/2017/1737

Dated:01.06.2017

A copy of **Minutes of meeting held on 24.05.2017 at 12.00 NOON** under the Chairmanship of Additional Director(Admn.), regarding **sorting out the problem of shortage of Reliever ward attendants in night shift** of GMCH-32, Chandigarh, is forwarded to the following for information and further necessary action:-

1. Dr. Sanjeev Palta, Deputy Medical Superintendent, GMCH-32, Chandigarh.
2. The System Analyst, IT Centre, GMCH, with a request to e-circulate/email the same to all the HODs of GMCH, Chandigarh.
3. Sh. Arun Sharma, In-charge Communication, GMCH-32, Chandigarh.
4. The Office Supdt., E-IV, GMCH-32, Chandigarh.
5. The Nursing Supdt., GMCH-32, Chandigarh.
6. PA to DP for kind information of Director Principal.
7. PA to ADA for kind information of Additional Director (Admn.).
8. PA to MS for kind information of Medical Superintendent.
9. Master copy.



In-charge (Control Room)

O/o Additional Director (Admn.)
Govt. Medical College & Hospital,
Chandigarh.

MINUTES OF MEETING HELD UNDER THE CHAIRMANSHIP OF SH.S.K.JAIN, HCS, ADDITIONAL DIRECTOR (ADMN.) ON 24.05.2017 REGARDING SORTING OUT THE PROBLEM OF SHORTAGE OF RELIEVER WARD ATTENDANTS IN NIGHT SHIFT.

The following attended the meeting:-

1. Ms. Kiran Bala, Nursing Supdt.
2. Ms. Prem, Nursing Supdt.
3. Ms. Amanveer, ANS
4. Ms. Dheerja, ANS
5. Ms. Anita Kumari, ANS
6. Ms. Anita Khaira, ANS
7. Ms. Gurmeet Pahwa, ANS
8. Sh. Arun Sharma, In-charge Communication.
9. Ms. Sunita Sharma, In-charge Control Room.

The Sister In-charges are facing problems due to shortage of Reliever Ward attendants. There is no Contractor of Attendants for handling the duties of Attendants/Relievers and there is shortage of relievers in GMCH.

Deliberations were made on following issues to sort out the problem of less no. of Reliever Ward Attendants in GMCH mainly during night shift:-

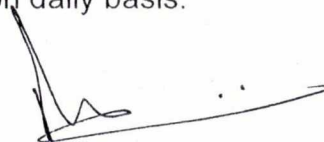
1. The main problem is coming during night shift, so it is decided that one Sister In-charge on Night Duty may be designated as Nodal Officer who will assign duties to all Relievers who arrive in night shift as per priority in wards.
2. One Security Guard be posted with the Sister-In-charge-cum-Nodal Officer during night shift.
3. If less no. of relievers report, the present Sister In-charge-cum-Nodal Officer will make adjustments of attendant by shifting one attendant from one ward to another ward as per requirement.
4. Sister In-charges may ensure that all the attendants must perform their duty as per duty roster already provided.
5. Prior information of leave/absence of regular attendant should be given in Control Room after forwarding by concerned Nursing Sister.



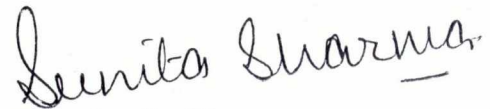
6. The attendants be asked to come 15 minutes prior to their time of duty, so that Staff may know whether the next shift attendant is coming.
7. Sh. Manjit, Supervisor M/s Keshav is directed to immediately provide some persons resume who are having EPF/ESI no. and interested to work as Reliever attendant in GMCH. These persons will be given night shift duty.
8. Sister In-charges may ensure that no attendant should refuse to do the duty from one ward to another ward in case of adjustment by Nodal Officer/Sister In-charge.
9. Sister In-charges may ensure the break in service of all Ward Attendants as early as possible.
10. The Sanitation Supervisors must take round of Emergencies regularly with concerned Sister In-charge and submit the report after countersigned by Sister In-charge in Control Room on daily basis.



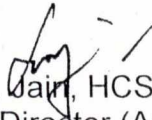
Ms. Kiran Bala
Acting Nursing Supdt.



Sh. Arun Sharma
In-Charge Communication



Ms. Sunita Sharma
In-Charge Control Room



Sh. S.K. Jain, HCS
Additional Director (Admn.)