

# GOVERNMENT MEDICAL COLLEGE & HOSPITAL

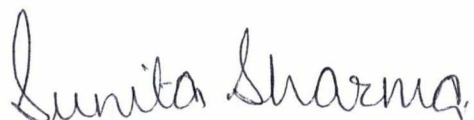
## **CONTROL ROOM OFFICE OF ADDITIONAL DIRECTOR (ADMN.)**

Endst. No.GMCH/ADA/2017/2061

Dated: 16.08.2017

A copy of **Minutes of meeting held on 08.08.2017 at 12.00 Noon** under the Chairmanship of Sh. S.K. Jain, Additional Director (Admn.) regarding **Sanitation and Security Services** of GMCH-32, Chandigarh, is forwarded to the following for information and further necessary action:-

1. Prof. Rajiv Sharma, General Medicine-cum-Head Security, GMCH-32, Chandigarh.
2. Dr.Sanjeev Palta, Deputy Medical Superintendent, GMCH-32, Chandigarh.
3. Dr.Kisley Dimri, Deputy Medical Superintendent-II, GMCH-32, Chandigarh.
4. ~~DC/F&A~~, GMCH-32, Chandigarh.
5. Sh. Manoj Vohra, System Analyst with a request to e-circulate/email the same to all the HODs of GMCH, Chandigarh.
6. Sh. Anil Moudgil, PS-Psychiatry, GMCH-32, Chandigarh.
7. Sh. Satish Kaushik, Sr. Modeller-Pathology, GMCH-32, Chandigarh.
8. Sh.Prem Jindal, Sr.Modeller, Deptt.of Anatomy, GMCH-32, Chandigarh.
9. Ms. Prabhjot Kaur, SMLT, Pharmacology Deptt., GMCH-32, Chandigarh.
10. Sh. Arun Sharma, In-charge Communication, GMCH-32, Chandigarh.
11. Sh. Rajinder Singh, Sr. Lab Technician, Pharmacology Deptt. GMCH-32, Chandigarh.
12. Sh. Vivek Kumar & Sh. Avtar Singh, Ancillary Supervisor, GMCH-32, Chandigarh.
13. Ms Pinki, Health Inspector, RHTC Palsora, GMCH-32, Chandigarh.
14. Ms Amritpal Kaur, MSW, UHTC, Sector-44, Chandigarh.
15. The Office Supdt, Estt.Br.-IV, GMCH-32, Chandigarh.
16. The Office Supdt, Estt.Br.-III, GMCH-32, Chandigarh.
17. The Office Supdt., Estate Branch, GMCH-32, Chandigarh.
18. The Store Officer, Central Store, GMCH-32, Chandigarh.
19. The Nursing Supdt., GMCH-32, Chandigarh.
20. Sh.Vimal Chauhan, Parking Contractor, House no.30, Preet Vihar, Baltana, Zirakpur.
21. Sh.Manjit Singh, Manager, M/s Keshav Security Services, GMCH-32, Chandigarh.
22. Sh.Umesh Sharma, Contractor, M/s Punj Security Services, Near Draunacharya Stadium, Dadumajra, Chandigarh.
23. Sh. Gaurav Jain, M/s Truly Pest Control Services, GMCH-32, Chandigarh.
24. PA to DP for kind information of Director Principal
25. PA to ADA for kind information of Additional Director (Admn.)
26. PA to MS for kind information of Medical Superintendent.
27. 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'.**

**MINUTES OF THE MEETING HELD UNDER THE CHAIRMANSHIP OF SH. S.K.JAIN, HCS, ADDITIONAL DIRECTOR (ADMN.) ON 08.08.2017 AT 12.00 NOON REGARDING SANITATION, SECURITY & PARKING SERVICES IN GMCH -32, CHANDIGARH.**

A Meeting was held on 08.08.2017 at 12.00 Noon under the Chairmanship of Sh. S.K. Jain, HCS, Additional Director (Admn.) regarding Sanitation, Parking and Security Services in GMCH -32, Chandigarh, which was attended by the following:-

1. Dr. Kisley Dimri, Associate Professor-cum-DMS-II.
2. 'A' Block – Smt. Prabhjot Kaur, SMLT
3. 'C' Block – Sh. Arvind & Sh. Manjit Ram, Jr. Assistants.
4. 'D' Block – Sh. Arun Sharma, In-charge Communication.
5. 'E' Block – Sh. Rajinder Singh, SMLT
6. Outer Area - Sh. Satish Kaushik, Sr. Modeller.
7. RHTC-Palsora – Smt. Pinki, Health Inspector.
8. Toilets of GMCH -Sh. Vivek Sharma & Sh. Avtar Singh, Supervisor Ancillary Services.
9. Sh. Susheel Kumar, Supdt. E-III
10. Ms. Renu Bala, Supdt. E-IV
11. Sh. Shekhar, Sr. Assistant E-IV & Sh. Sunit Sharma, Jr. Asstt.

**SANITATION SERVICES:-** Sh. Manjit Singh, Manager, Sh. Sanjeev and Sh. Kuldeep, Supervisors of M/s Keshav Security.

**SECURITY SERVICES:-** Sh. Ashok Kumar, Manager, M/s Punj Security.

**PARKING SERVICES:-** Sh. Vimal Chauhan M/s Vimal Chauhan, H.No.30, Preet Vihar, Baltana, Zirakpur, Distt. Mohali.

**PEST CONTROL SERVICES:-** Ms. Pinki, Supervisor M/s Truly Pest Solution Pvt. Ltd.

**A. The following are some frequent receiving complaints through Nodal Officers regarding Sanitation:-**

1. Scrubbing machine roster is not provided to Nodal Officers and concerned wards instead of repeated reminders.
2. The scope of work of safaikaramcharis is never been provided to Nodal Officers.
3. Identity Cards are not being worn by the Safai-karamcharis.
4. Safaikaramcharis found without proper uniform.
5. Supervisors are not doing proper round of their areas.
6. The SKs are not allowed to leave their area during their duty time. In case they were not found by the concerned Nodal Officers or any other Staff on round, their absent will be marked.
7. High Dusting roster of Block 'D' be also prepared and be given to concerned Nodal Officer.
8. One Safai Karamchari from Anatomy be posted on Stairs and ramps of Block 'E'.

**Action to be taken by Supdt. E-IV and Manager, M/s Keshav Security Pvt. Ltd** and submit compliance report in Control Room within a week.

**B. The following are some frequent receiving complaints through Nodal Officers regarding Parking of vehicles:-**

1. E-ticketing system is not being followed by Parking Contractor.
2. Parking staff not found in uniform.





3. They are charging over charging rates from general public.
4. The parking staff will guide the general public where to park the vehicle.
5. Parking staff will ensure not to allow parking of vehicles beside the road outside Block 'C' to Block 'J', as it is a congested road.

**Action to be taken by Supdt. E-IV and Parking Contractor of M/s Vimal Chauhan** and submit compliance report in Control Room within a week.

**C. The following are some frequent receiving complaints through Nodal Officers regarding Security Services:-**

1. Supervisor Security is directed to ask the Security guard posted on Block 'E' parking (Under basement) to have random round under the basement most during odd hours.
2. Canteen Contractor and his staff are parking their cars and scooters at the back side of Canteen, which is not to be allowed in future.
3. Security personnel will also check the proper parking to be done on road side during rain, because it jams the traffic in hospital.
4. There is no Security guard posted at the entrance of Block 'E' towards Block 'B' (canteen side), there is chances of theft from that gate.
5. Line marking may got be done in basement parking of Block 'E' so that the vehicles may be parked in disciplined manner.

**Action to be taken by Dr. Kisley Dimri and Security Contractor of M/s Punj Securities** and submit compliance report in Control Room within a week.

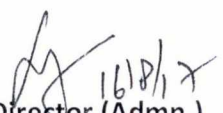
**D. The following are some frequent receiving complaints through Nodal Officers regarding Pest Control Services:-**

1. There are drain flies in Block 'E' and Pest Control Contractor is directed to have proper spray in Block 'E'.
2. Spray in basement of block 'E' should also be got done.

**Action to be taken by Supdt E-IV and Contractor M/s Truly Pest Control Services** and submit compliance report in Control Room within a week.

**E. The following are some frequent receiving general complaints/suggestions through Nodal Officers:-**

1. The entrance of Block 'B' (OPD Block) is not straight and even congested. It should be widened so that stature/trollies of patients can be entered easily. **-Supdt. Estate**
2. "Neki ki diwar" should be painted with white paint so that it may not be visible and some social type slogans be wrote on it. **-Store Officer**
3. Road side pavement should be one feet high from the road, so that the soil may not come on road during rainy season. **-Supdt Estate**

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