

GOVERNMENT MEDICAL COLLEGE & HOSPITAL

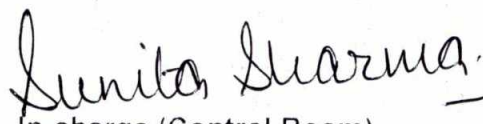
CONTROL ROOM OFFICE OF ADDITIONAL DIRECTOR (ADMN.)

Endst. No. GMCH/ADA/CR/2018/2755

Dated: 11.01.2018

A copy of **Minutes of meeting held on 06.01.2018 at 11.30 AM** 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-Psychiatry, GMCH-32, Chandigarh.
7. HOD-Radiotherapy, GMCH-32, Chandigarh.
8. Prof.C.S.Gautam, Pharmacology-cum- Head, Security, GMCH-32, Chandigarh.
9. Dr.Sanjeev Palta, Deputy Medical Superintendent, GMCH-32, Chandigarh.
10. Dr.Manpreet Singh, Associate Proffesor-cum-Incharge Horticulture, Deptt. of Anaesthesia, GMCH-32, Chandigarh.
11. The System Analyst, IT Centre, GMCH, with a request to e-circulate/email the same to all the HODs of GMCH, Chandigarh.
12. Sh. Anil Moudgil, PS-DP, GMCH-32, Chandigarh.
13. Sh. Satish Kaushik, Sr. Modeller-Pathology, GMCH-32, Chandigarh.
14. Sh. Arun Sharma, In-charge Communication, GMCH-32, Chandigarh.
15. Sh. Prem Jindal, Sr. Modeller, Deptt. of Anatomy, GMCH-32, Chandigarh.
16. Ms. Prabhjot Kaur, SMLT, Pharmacology Deptt., GMCH-32, Chandigarh.
17. Sh. Rajinder Singh, Sr. Lab Technician, Pharmacology Deptt. GMCH-32, Chandigarh.
18. Sh. Vivek Kumar & Sh. Avtar Singh, Ancillary Supervisor, GMCH-32, Chandigarh.
19. Sh. Bhagwant Singh, Sports Incharge, GMCH-32, Chandigarh.
20. The JE, P.H., Camp Office, GMCH-32, U.T, Chandigarh.
21. The JE, Electrical, Camp Office, GMCH-32, U.T, Chandigarh.
22. The JE, Civil, Camp Office, GMCH-32, U.T, Chandigarh.
23. The Store Officer, Central Store, GMCH-32, Chandigarh.
24. The Office Supdt., E-IV, GMCH-32, Chandigarh.
25. The Supdt. Estate Branch, GMCH-32, Chandigarh.
26. The Nursing Supdt., GMCH-32, Chandigarh.
27. PS to DP for kind information of Director Principal.
28. PA to ADA for kind information of Additional Director (Admn.).
29. PA to MS for kind information of Medical Superintendent.
30. 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 6.01.2018 AT 11.30 AM REGARDING PROPER MAINTENANCE & PENDING WORKS TO BE DONE BY ENGINEERING DEPARTMENT IN GMCH -32, CHANDIGARH.

A Meeting was held on 6.01.2018 AT 11.30 AM 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:-

1. Prof. C. S. Gautam, In-charge Security
2. Dr. Sanjeev Palta, DMS
3. Sh. N.K. Hans, Store Officer
4. Ms. Sunita Sharma, In-charge Control Room
5. Sh. Satish Kaushik, Nodal Officer (Outer Areas)
6. Sh. Prem Jindal, Nodal Officer (Block 'B')
7. Sh. Arun Sharma, Nodal Officer (Block 'D')
8. Sh. Rajinder Singh, Nodal Officer (Block 'E')
9. Public Health Deptt.:-
 Sh. K.K. Gupta, Ex. Engineer PH
 Sh. Sanjay Sahni, SDE
 Sh. Deepak Viridi JE (PH)
10. Electrical Deptt.:-
 Sh. Dinesh Tandon, Ex. Engineer
 Sh. A.K. Jain, SDE
 Sh. Ravi, JE-Elect
11. Horticulture Deptt.:-
 Sh. Jarnail Singh, Ex. Engineer Hort.
 Sh. Narinderpal Singh, JE
12. Air Conditioning Deptt./Fire Fighting:-
 Sh. Sanjay Sahni, SDE
13. Maintenance Deptt. (Civil):-
 Sh. Sandeep Chawla, JE
14. Roads Wing:-
 Sh. B.M. Babbar, SDE Roads-II

During round, the following discrepancies were found:-

S.No.	Identified Area	Problem to be sorted	What action to be taken	Work to be done by
01.	Triangle park near Emergency	pending for beautification	<i>Beautification</i>	Horticulture
02.	Radiotherapy department, Block 'D'	Leakage in Radiotherapy department from Dental department	Repair of drains near dental chairs	Public Health
03	-do-		In addition, it has also been decided with the consent of Dr. Awadhesh Pandey to change the room of OT of Radiotherapy with Library of deptt. so that in future the OT work may not get hamper.	HOD-Radiotherapy, Estate Branch and Civil, PH & Electrical for any type of alteration in room.

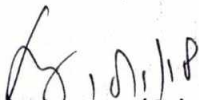
04	Radiotherapy deptt.	Tiles on a wall in OT room		Estate Branch and Civil
05.	Block 'B' public toilet near Lab area	Toilet was stinking even after proper washing/cleaning.	ADA decided to renovate it but till then EE-PH directed his staff till the proposal for renovation got sanction, to clean the gutter outside the toilet and also directed to change the drain pipes and seats of toilet.	Estate Branch and Public Health
06	-do-	Rusted Iron Grill of Water Cooler	To be Painted	Public Health
07	-do-	Duct door inside the toilet was not in a condition to be closed.	Repair of duct door	Public Health
08.	Corner wall of MRD department	Corner wall of MRD is to be repaired and aluminium corner was absent.	Aluminium corner for support is required	JE Civil to get it repaired.
09.	GMCH	Dirty fans and electric points	Cleaning of fans in whole GMCH is required.	Electrical
10.	MRD Visitor area	Visitor Chairs near MRD were found broken.	Replace broken chairs	Store Officer
11.	Canteen of Block 'B'	Electric connection in shed to be used for washing utensils at the back side of Canteen	To be checked whether connection is legal or illegal	Electrical
12.	Backside of Canteen of Block 'B'	Unused material found lying near canteen area	Cleanliness is required	Estate Branch to warn Canteen Contractor.
13.	-do-	Chequered tiles at the backside of canteen were found broken	Replace the broken floor tiles.	Civil Wing
14.	-do-	Road pavement was broken	Repair of road	Roads Wing
15.	Front area of Block 'E'.	Tiles of pavement were imbalanced	needs proper leveling of floor tiles.	Roads Wing
16.	Area near Block 'E' gate. (Gate No.4).	Traffic becomes uncontrollable.	Two Speed breakers required	Roads Wing
17.	-do-	To streamline the traffic	Convex mirror is also required.	-do-
18.	Near Block 'C'.	Parking contractor is not using specified area for parking of vehicles.	ADA asked the Incharge Security to depute a Security Personnel at the exit point of paid parking area.	In-charge Security

19.	Basement of Block 'E'	Malba is lying	Malba to be picked up	Civil Wing.
20.	-do-	Vehicles were not parked properly	Line of marking for parking of vehicle	Roads Wing
21.	-do- FIR 03H 9600 Colour - Blue AVEO U-VA CHEVROLET.	A car bearing No. ___ is standing from the last so many days and nobody is coming to take it away from parking.	The security In-charge is asked to get it tow from parking.	In-charge Security
22.	-do-	Empty Rooms were found open	Rooms to be locked	Store Officer
23.	Area in between Block 'E' and Block 'D' at level 2.	Some wall tiles were missing after repair	Tiles to be fixed	Civil Wing
24.	Outside the CT scan area.	Wall tiles was broken	Tiles to be repaired	Civil Wing
25.	Basement of Block 'D'	Continuous Leakage on electric panel from roof was seen which is very dangerous and it's a lack of responsibility on the part of PH department.	Repair work	Public Health
26.	-do-	Water was collected in the basement and it is found that it is due to washing of Biomedical waste material.	Not to allow washing and instructions be issued for not washing	DMS
27.	-do-	Rooms were found opened which can be used for unlawful activities.	Rooms to be locked	Store department
28.	Paid parking meant for public outside the OPD block.	Railing was found missing at the boundary of parking	Railing to be arranged	Roads Wing
29.	-do-	One white vehicle (Qualis) is standing condemned from the long time,	It is to be removed from there.	Psychiatry Deptt.
30.	Duct doors of all blocks of GMCH	Repair of duct's doors	Estimate to be submitted	Civil Wing

31.	Shifting of flag post from Park of Block 'E' to adjacent area of Block 'E'	Shifting of flag post from Park of Block 'E' to adjacent area of Block 'E'		Civil Wing and Sh. Bhagwant Singh
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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. (5 days)


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