

# GOVERNMENT MEDICAL COLLEGE & HOSPITAL

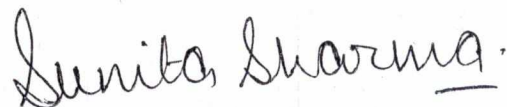
## CONTROL ROOM OFFICE OF ADDITIONAL DIRECTOR (ADMN.)

Endst. No. GMCH/ADA/2018/3312

Dated: 23.04.2018

A copy of **Minutes** of meeting held on **12.04.2018** at **11.00 AM** 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.G.P Thami, HOD Dermatology-cum-Chairman Sanitation Committee, GMCH- 32, Chandigarh.
2. Dr. Ajit Sidana, Associate Prof.-cum-Chairman Security, GMCH-32, Chandigarh.
3. Dr. Sanjeev Palta, Deputy Medical Superintendent, GMCH-32, Chandigarh.
4. Dr. Kisley Dimri, Deputy Medical Superintendent, GMCH-32, Chandigarh.
5. Dr. Ashwani Dalal, Deputy Medical Superintendent, GMCH-32, Chandigarh.
6. DC/F&A, GMCH-32, Chandigarh.
7. Sh. Manoj Vohra, System Analyst with a request to e-circulate/email the same to all the HODs & Superintendents. of GMCH, Chandigarh.
8. Dr. Sonali, SR-HA, GMCH-32, Chandigarh.
9. Ms. Prabhjot Kaur, SMLT, Pharmacology Deptt., GMCH-32, Chandigarh.
10. Sh. Prem Jindal, Sr. Modeller, Deptt. of Anatomy, GMCH-32, Chandigarh.
11. Sh. Sanjay Sharma, SLT, Transfusion Medicine, Block-C, GMCH-32, Chd.
12. Sh. Arun Sharma, In-charge Communication, GMCH-32, Chandigarh.
13. Sh. Rajinder Singh, Sr. Lab Technician, Pharmacology Deptt., GMCH-32, CHD.
14. Sh. Satish Kaushik, Sr. Modeller-Pathology, GMCH-32, Chandigarh.
15. Sh. Vivek Kumar & Sh. Avtar Singh, Ancillary Supervisor, GMCH-32, CHD.
16. Ms Pinki, Health Inspector, RHTC Palsora, GMCH-32, Chandigarh.
17. Ms Amritpal Kaur, MSW, UHTC, Sector-44, Chandigarh.
18. The Office Supdt, Estt. Br.-IV, GMCH-32, Chandigarh
19. The Office Supdt, Estt. Br.-III, GMCH-32, Chandigarh.
20. The Office Supdt., Estate Branch, GMCH-32, Chandigarh.
21. The Store Officer, Central Store, GMCH-32, Chandigarh.
22. Sh. Vimal Chauhan, Parking Contractor, House no.30, Preet Vihar, Baltana, Zirakpur.
23. Sh. Manjit Singh, Manager, M/s Keshav Security Services, GMCH-32, CHD.
24. Sh. Umesh Sharma, Contractor, M/s Punj Security Services, Near Draunacharya Stadium, Dadumajra, Chandigarh.
25. Sh. Gaurav Jain, M/s Truly Pest Control Services, GMCH-32, Chandigarh.
26. PS to DP for kind information of Director Principal
27. PA to ADA for kind information of Additional Director (Admn.)
28. PA to MS for kind information of Medical Superintendent.
29. 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 MONTHLY MEETING HELD UNDER THE CHAIRMANSHIP OF SH. S.K.JAIN, HCS, ADDITIONAL DIRECTOR (ADMN.) ON 12.4.2018 AT 11.00 AM REGARDING SANITATION, SECURITY, PARKING & PEST CONTROL SERVICES IN GMCH -32, CHANDIGARH.**

A Meeting was held on 12.04.2018 at 11.00 am under the Chairmanship of Sh. S.K. Jain, HCS, Additional Director (Admn.) regarding Sanitation and Security Services in GMCH -32, Chandigarh, which was attended by the following:-

**SANITATION SERVICES:-**

1. 'A'Block – Smt. Prabhjot Kaur, SMLT
2. 'B' Block – Sh. Prem Jindal, Sr. Modeller
3. 'C' Block – Sh. Arvind Sharma Associate Nodal Officer on behalf of Sh. Sanjay Sharma.
4. 'D' Block – Sh. Arun Sharma, Incharge Communication.
5. 'E' Block – Sh. Rajinder Singh, SMLT
6. Outer Area - Sh. Satish Kaushik, Sr. Modeller.
7. UHTC-Sector 44 – Smt. Amritpal Kaur, MSW.
8. RHTC-Palsora – Smt. Pinki, Health Inspector.
9. Toilets of GMCH -Sh. Vivek Sharma, Supervisor Ancillary Services.
10. Sh. Manjit Singh, Manager, M/s Keshav Security and Sh. Sanjeev, Sh. Kuldeep, Supervisors.
11. Sh. Gopi Chand, Supdt. E-III & Estate.
12. Sh. Sh. Kulbhushan, Store Officer.
13. Sh. Sunit & Ms. Yogita, Jr. Asstts from Estt. E-IV

**SECURITY SERVICES:-**

1. Dr. Kisley Dimri, Associate Professor-cum-DMS- on behalf of Dr. Ajeet Sidana, Chairman Security.
2. Sh. Ashok Kumar, Manager, M/s Punj Security.
3. Ms. Yogita, Jr. Asstt from Estt. -IV Branch.

**PARKING:-**

1. Sh. Vimal Chauhan, Parking Contractor.

**PEST CONTROL SERVICES:-** Sh. Gaurav Jain, Contractor M/s Truly Pest Solutions.

**A. Points discussed related to SANITATION SERVICES:-**

S.No.	Area/Nodal Officer	Deficiencies/points for discussion	Action to be taken by
01.	All Nodal Officers	Scrubbing machine roster is not being provided.	Provide scrubbing machine and high dusting roster to all Nodal Officers by Sh. Manjit Singh, Manager, M/s Keshav Security.
02	-do-	Identity Cards are not being worn by the Safaikaramcharis (SK).	All Supervisors are directed to ensure that all Sweepers are wearing Identity cards.
03	-do-	Safaikaramcharis found without proper uniform.	All Supervisors are directed to ensure that all Sweepers be found in proper uniform.
04	-do-	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	Supdt E-IV and All Sanitation Supervisors are directed to ensure presence of SKs.



		will be marked.	
05.	Sh. Rajinder Singh, Nodal Officer of Block 'E'.	No High Dusting is being done from the last 3-4 months in Block 'E'.	Supdt E-IV and Sh. Manjit, Supervisors are directed to ensure the needful.
06.	Sh. Arun Sharma, Nodal Officer of Block 'D'	No High Dusting Roster is provided for Block 'D'.	The sweepers posted in departments may be spared for High Dusting in Block 'D' by concerned Supervisor.
07.	-do-	Removal of Scrap files which are being stored in basement of Block 'D' by all branches.	Supdts of all branches are directed to dispose off all scrapped files from basement of Block 'D' and submit compliance report in Control Room at the earliest.
08.		Any Identity of Nodal Officers when they are on round.	Any type of badges be provided to all Nodal Officers-Supdt E-IV.

**B. Points discussed related to PARKING:-**

S.No.	Deficiencies/points for discussion	Action to be taken by
01.	E-ticketing system is not being followed by Parking Contractor.	Parking Contractor is directed to follow E-ticketing, proper uniform of parking staff, over charging be not done in future otherwise fine will be imposed. Supdt E-IV to ensure.
02	Parking staff not found in uniform.	
03	They are charging over charging rates from general public.	
04	The parking staff will guide the general public where to park the vehicle.	
05	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.	Parking Contractor is directed to ensure not to park the vehicles beside the roadside in front of Block 'C' to Block 'J'.

**C. Points discussed related to SECURITY SERVICES:-**

S.No.	Deficiencies/points for discussion	Action taken by Security Supervisor
01.	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.	Random round is being done regularly.
02.	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.	Now no vehicle is being allowed to park at the back side of Canteen.
03.	Security personnel will also check the proper parking to be done on road side during rain, because it jams the	In future Parking supervisor will ensure for proper parking to be done on road side.

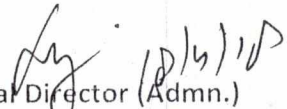
	traffic in hospital.	
	There is no Security guard posted at the entrance of Block 'E' towards Block 'B' (canteen side), there is chances of theft from that gate.	Security Guard is being posted at the entrance of Block 'E' towards Block 'B' (Canteen side).

**D. Points discussed related to PEST CONTROL SERVICES:-**

S.No.	Deficiencies/points for discussion	Action taken by Contractor
01.	There are drain flies in Block 'E' and Pest Control Contractor is directed to have proper spray in Block 'E'.	Proper spray for treatment of drain flies is being done in Block 'E'.
02.	Spray in basement of block 'E' should also be got done.	Proper spray is being done in Block 'E'.

**E. Points discussed related to ESTATE BRANCH:-**

S.No.	Deficiencies/points for discussion	Action taken by ESTATE BRANCH
01.	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 informed that estimates are prepared and sent to Engineering Wing.
02	Road side pavement should be one feet high from the road, so that the soil may not come on road during rainy season.	

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