

GOVERNMENT MEDICAL COLLEGE & HOSPITAL SECTOR-32, CHANDIGARH

HOSPITAL ADMINISTRATION BRANCH-II

Endst.No.GMCH-HA-II-EA3 (211)/2018/ 17860-67

Dated: 24 MAY 2018

A copy of Minutes of meeting regarding amount spent on diet for VIP/VVIP duty team held on 10.05.2018 at 12:30 P.M. in the office of Medical Superintendent is forwarded to the following for information and necessary action:-

1. The System Analyst, IT Centre, GMCH with a request to e-circulate/email the same to All the HODs, GMCH-32, Chandigarh.
2. The Joint Medical Superintendent, GMCH-32, Chandigarh.
3. The DC(F&A), GMCH-32, Chandigarh.
4. The Chief Dietician, GMCH-32, Chandigarh.
5. The Senior Resident (HA), GMCH-32, Chandigarh.
6. PS to DP for kind information of DP please.
7. PA to ADA/MS for kind information of ADA/MS please

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Office Superintendent (HA-II)
for Medical Superintendent *211h*

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Government Medical College and Hospital, Chandigarh

MINUTES OF THE MEETING

A meeting regarding amount spent on diet for VIP/ VVIP duty team was held on 10.05.2018 at 12:30 P.M. in the office of Medical Superintendent. Following members were present in the meeting:

1. Prof. Ravi Gupta, Medical Superintendent- Chairman
2. Prof. Sanjeev Palta, JMS- Member
3. Ms. Madhu Arora, Chief Dietician, Member.

In the meeting, Chief dietician apprised that the packed food is being provided for VIP and VVIP duties as and when required. The Medical Superintendent raised the issue that the bill being generated for the meals being provided for VIP and VVIP visits is too high. Henceforth, following proposals were made:

1. If the duty starts before 07:00 A.M. and extends beyond 12 noon, breakfast will be provided from hospital kitchen.
2. It was decided that for lunch, same meal will be provided as being provided to the patients ^{if not from} and at same charges. No special meal will be prepared for the same.
3. In case, the requisition for meal comes after 09:00 P.M., dinner will not be provided from the hospital kitchen. In that case, the team can have dinner from outside and can claim reimbursement upto Rs. 100 per person subject to production of bill.
4. It was decided that if the duty is of 8-12 hrs., 1 litre of water per person will be supplied. Small bottles or glasses of water will not be provided.
5. Chief dietician will designate a junior dietician as nodal officer for coordinating with SR-HA for provision of meals for VIP and VVIP duties.

Madhu Arora 15/5/18
Ms. Madhu Arora,
Chief Dietician
(Member)

Sanjeev Palta
Prof. Sanjeev Palta, JMS
(Member)

Prof. Ravi Gupta,
Medical Superintendent (Chairman)

Dr may approve this

15/5/18

OSHA

15/5

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18-5-18

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