

ACTIVITIES OF MEDICAL EDUCATION DEPARTMENT

As on 30/6/2004

S. No.	Item	Detailed Description	Target Date	To be done by	Remarks
1	Important Ongoing Schemes				
1.1	GoI Schemes	The DRME should identify the ongoing govt of India schemes and try to get some more schemes for all the colleges.	25/9/2003	DRME	DRME to submit the latest progress report.
1.2	Planning Department	Consolidate all proposals which require to be sent to planning department for clearance. Also identify the cases pending in the office of SMER.	20/9/2003	DRME/SH3	DRME to submit the latest progress report.
1.3	Finance Department	Cases required to be sent to the FD for completion of ongoing schemes.	20/9/2003	DRME/SH3	DRME to submit the latest progress report.
1.4	Works under execution	Arrange inspection of ongoing PWD works and Utilisation certificates.	30/9/2003	DRME/Principals	DRME to submit the latest progress report.
2	Hospital Articles				
2.1	Order for immediate supply	DRME has already placed an order for supply of articles worth Rs 65 lacs. Arrange its immediate supply.	30/9/2003	DRME	DRME to submit the latest progress report.
2.2	Annual requirement	DRME has received requirement of new articles for the next 12 months. Float tenders by 30/9/2003. Open the tenders by 31/10/2003 and place the order by 30/11/2003.	30/9/2003	DRME	DRME to submit the latest progress report.
3	Equipment and Machinery				
3.1	Existing orders	Some cases are in pipe line and require clearances at various levels like FD/Planning Department. Submit a consolidated list.	20/9/2003	DRME	DRME to submit the latest progress report.
3.2	New requirement	DRME has already received requirement of purchase of machinery and equipment. Finalise the specifications by 31/10/2003, tender by 10/11/200, open the tender by 10/12/2003 and place the order by 31/12/2003.	31/10/2003	DRME	DRME to submit the latest progress report.
4	Medicine and Drugs				
4.1	Shortlisting of reputed manufactureres	DRME to shortlist reputed manufactureres as decided in CM's meeting in Patiala on 25/8/2003.	31/10/2003	DRME	DRME to submit the latest progress report.

ACTIVITIES OF MEDICAL EDUCATION DEPARTMENT

As on 30/6/2004

S. No.	Item	<i>Detailed Description</i>	<i>Target Date</i>	<i>To be done by</i>	<i>Remarks</i>
4.2	Purchase	Consolidated requirement has been received from the hospitals. DRME to float tenders by 30/9/2003 and place the order by 15/11/2003.	30/9/2003	DRME	DRME to submit the latest progress report.
5	New Construction				
5.1	OUVGL Scheme	Identify new construction works that could be undertaken under OUVGL schemes.	30/9/2003	DRME	
5.2	Plan Schemes	Identify new construction works that could be undertaken under Plan schemes. Submit the cases to Planning Department.	30/9/2003	DRME	
6	Repair of Buildings				
6.1	Pending cases	DRME to finalise administrative approval for the cases pending in his office.	6/30/2004	DRME	
6.2	New cases of repairs	Get estimates of new repair works from the colleges and grant AA.	6/30/2004	DRME	
7	Staff Shortage				
7.1	DPC for promotions	Agenda for DPC received. Meeting to be fixed for early August	7/15/2004	USMER	
7.2	Cabinet Memo	Submit draft cabinet memo by 15/7/2004 for revival of post, filling them up on contract basis/through promotions after age relaxation.	7/15/2004	USMER	
8	Outsourcing				

ACTIVITIES OF MEDICAL EDUCATION DEPARTMENT

As on 30/6/2004

S. No.	Item	Detailed Description	Target Date	To be done by	Remarks
8.1	Outsourcing	Identify services like landscaping, security and cleaning that can be outsourced. Submit concrete proposals. This was the first item we had discussed in August, 2003 but there has been little progress. Kindly do the needful and fix responsibility for non compliance.	6/30/2004	DRME/Principals	
9	Coordination with other departments				
9.1	PUDA	Consolidate all cases being executed by PUDA and their progress. Ensure that we are getting our dues in lieu of transfer of land specially in regard to Amritsar Ram Lal Eve Hospital	6/30/2004	DRME	
9.2	OUVGL Scheme	We have some surplus land at Amritsar and Faridkot. Kindly take up the matter with Puda Authorities for sale under OUVGL Scheme	6/30/2004	DRME	
10	Bio Medical Waste				
10.1	Biomedical waste - Solid	DRME to ensure that biomedical waste was being lifted by the Ludhiana party and the hospital apply and obtain authorisation from the Pollution Control Board. There are still complaints that bio medical waste is dumped along the municipal solid waste.	6/30/2004	Principals/MS	
10.2	Bio Medical Waste - Liquid	The SMER has written to the Chief Engineers for submitting estimates for treatment of Bio Medical Liquid Waste. DRME would follow it up	6/30/2004	DRME	
11	Financial Position				
11.1	PPSS 2004-05	Rs.10 crore			
11.2	PPSS 2003-04	Rs 13 Crore released.			
11.3	PPSS 2002-03	Rs 17 Cr - unspent of 2002-03 and previous years - revalidated and released by the FD in the current year.			
11.4	ACA 2002-03	Ars 13 Cr of ACA for the year 2002-03 has been revalidated and released for the current year.			

ACTIVITIES OF MEDICAL EDUCATION DEPARTMENT

As on 30/6/2004

S. No.	Item	<i>Detailed Description</i>	<i>Target Date</i>	<i>To be done by</i>	<i>Remarks</i>
11.5	State Plan 2003-04	Rs 10 cr State Plan stands approved.			
12	Miscellaneous				
12.1	Security in Girls Hostels	The Principals are requested to have the estimates approved for works relating to security in the Girls Hostel	6/30/2004	Principals	
12.2	Land Scaping	The Principals should have the works estimates approved for land scaping of the Campuses from the Horticulture Wing of the PWD.	6/30/2004	Principals	
12.3	Student Mess	The Principals should ensure that adequate number of cooks and other staff available in the Student Mess. The Messes should be run by the students themselves.	6/30/2004	Principals	
12.4	Electric Power Supply	The Principals would ensure - (1) that hospital and college are put on a hot line of PSEB (2) that there are generators for full power backup for ICCU, OT, ICU, Blood Bank and Emergency (3) that there are generators/inverters for emergency lighting in the wards and other public areas.	6/30/2004	Principals/Chief Engineer, PWD	