

SN	Subject	Detailed Description	Target date	Officer	Remarks
<b>1</b>	<b>Important Schemes</b>				
1.1	PWD Works	There are number of public works which are under execution. The Principal may kindly complete the list give financial details, inspect the work and submit utilisation certificate.	30/9/2003	Principal	
1.2	M.D. 5.6-Expansion & Improvement of Dental College & Hospital , Amritsar.(100 lacs)	Rs.15 lacs: staff: Terms and conditions for contractual appointment yet to be received. Rs. 40 lacs: ME) Wonot to be used for constructions. To be included in excess of surrender. qRs. 45 lacs (Construction):Case pending with F.D.			
<b>2</b>	<b>Hospital Articles</b>	DRME has already placed the order. The Principal has submitted the detailed requirement for the next year amounting to Rs.4.00 lacs. DRME may kindly consolidate the require from all colleges and float tenders by 20/9/2003.	20/9/2003	DRME	
<b>3</b>	<b>Equipment and Machinery</b>	The Principal has submitted his requirement for purchase of equipment and machinery worth Rs. 91.00 lacs. DRME is requested to lay down his specification and ensure its purchase by 31/12/2003	31/12/2003	DRME	
<b>4</b>	<b>Purchase of medicines and drugs</b>	The Principal has submitted his annual requirement for medicines and drugs to the office of DRME. DRME may kindly float tenders by 30/9/2003 and place orders by 31/12/2003.	31/12/2003	DRME	
<b>5</b>	<b>New Construction</b>	The Principal has submitted comprehensive plan to the office of DRME. DRME may kindly arrange approval of the plans so that the PWD authorities could be requested to prepare estimates	20/9/2003	DRME	
<b>6</b>	<b>Repair of existing buildings</b>	The PWD authorities be asked to submit rough cost estimates for repairing Lecture Theatre/Rooms, mess, canteen complex, conversion of gas plant into cafeteria, residential houses, internal roads of the hospital. The Principal is asked to get the estimates prepared by 30/9/2003 and submit them to DRME for utilisation certificate.	30/9/2003	Principal Dental College	
<b>7</b>	<b>Staff</b>				
7.1	Staff shortage	We have been recruiting staff on the basis of general qualification and not on speciality wise. The DRME may kindly amend the qualification so that all recruitment in future made speciality wise.	30/9/2003	DRME	
7.2	Overall shortage	The DRME would submit details for referring the cases to PPSC for direct recruitment and for promoions. Secondly he will submit a cabinet memorandum for revival of post and filing them up on contract basis or through promotion after relaxing age limit.	20/9/2003	DRME	

SN	Subject	Detailed Description	Target date	Officer	Remarks
8	Co-ordination with PWD/Authorities	No problem			
9	Outsourcing of services	Principal may kindly identify the services which could be outsourced and the existing employees could be utilised as well. The services could be outsourced like land scaping, cleaning, internal security etc.	30/9/2003	Principal	
10	Issues pending wih Govt.				
10.1	Staff car	The DRME may kindly submit proposal for replacemen/purchase of staff cars for all eligible officers.	20/9/2003	DRME	
10.2	Purchase of electricity generator	DRME may kindly sort it out.	20/9/2003	DRME	
10.3	Provision of Computer Room and internet facilities	The Principal may kindly ensure the internet facility in the computer room of the Institute. The Principal should also have e-mail address.	20/9/2003	Principal	
10.4	Library journals	The DRME may kindly constitute a Committee for library boks and journals.	20/9/2003	DRME	
11	Condemned Articles	The Principal should get the condemned articles disposed of.	31/12/2003	Principal	
12	Website	The Principals are required to prepare a brief write up about the college - history, no of teachers, students , disciplines, facilities available to the students and budget etc and other relevant information so that it could be placed on the website of the department. It should be of about 4-5 pages and contain all useful information.	5/1/2004	Principal	
13	Computer Rooms	Every College should have a proper computer room for use by the students. There should be at least one computer for every 10- students or so. It will have internet facility. Its usage could be controlled through pass wordetc. The Principals should indicate the latest status and modifications required if any.	5/1/2004	Principal	