

## GOVT DENTAL COLLEGE PATIALA

As on 23/1/2004

SN	Subject	Detailed Description	Targe date	Officer	Remarks
<b>1</b>	<b>Important Schemes</b>				
1.1	MD 5.6 Expansion of Improvement of Dental College Patiala	Rs 15 lakhs - staff, Rs 40 lakhs ME, Rs 45 lakhs for construction.		FD	The case has been sent to FD and needs to be got cleared from there.
<b>2</b>	<b>Requirement of Hospital Articles</b>	The requirement has been received in DRME's office and he is requested to float tenders by 30/9/2003 - The tenders have been invited and the DRME would call the meeting of Purchase Committee by 31/1/2004 and Meeting of Authorisation Committee by 15/2/2004.	30/9/2003, 15/2/2004	DRME	
<b>3</b>	<b>Machinery and Equipment</b>	The requirement of purchase of machinery worth Rs. 1.5 crores has been received from the Principal and DRME is requested to ensure its purchase before 31/12/2003 - The meeting of Technical Evaluation Committee would be called by 10/2/2004 and meeting of Authorisation committee by 20/2/2004. The orders will be placed by 28/2/2004.	31/12/2003, 28/2/2004	DRME	
<b>4</b>	<b>Purchase of Medicines and Drugs</b>	The requirement has been received in DRME's office and he is requested to float tenders by 30/9/2003 - Same as item No.2 above.	30/9/2003	DRME	
<b>5</b>	<b>New Construction</b>				
5.1	Construction of C Block	New Hostel land by Principal. Construction in 'C' Block which has been constructed upto plinth level requires to be completed. The Principal was requested to submit an estimate to DRME for grant of Administrative approval. Rs. 45 lacs with F.D. -	2/5/2004	DRME	
5.2	Construction of Hostel	The DRME would get the land transferred from G.M.C.Patiala to GDC, Patiala. The PWD authorities be requested to prepare an estimate and do the needful.	2/5/2004	DRME	
<b>6</b>	<b>Repair of existing buildings</b>	The estimates expenditure for repair of existing building is about Rs. 5.00 lac. The Principal was requested to submit detailed estimate for administrative approval of DRME - The Administrative approval has been conveyed and the case is pending with PWD - The works are repair of college building (Rs. 2.57 lacs) and minor electrical works (Rs.1.23 lacs).	30/9/2003	DRME	
<b>7</b>	<b>Staff shortage</b>				

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7.1	Speciality wise	We have been recruiting staff on the basis of general qualification and not on speciality wise. The DRME was requested to ensure all recruitment in future is speciality-wise. He was also requested to rationalise the existing staff. The vacancies be filled up by creating superannuary posts.	2/5/2004	DRME	The case has been sent to FD and needs to be got cleared from there.
7.2	Filling up vacant posts	The DRME was requested to put up all proposals for promotions by 20/9/2003. He was further requested to submit a draft cabinet memorandum for revival of posts & filling up them on contract basis/through promotions after relaxations of age limit.	2/5/2004	DRME	The case has been sent to FD and needs to be got cleared from there.
8	<b>Co-ordination with PWD/Authorities/District Administration</b>	No problem			
9	<b>Outsourcing of services</b>	The Principal was requested to submit a concrete proposal for proposal for outsourcing of services like land scaping, internal security and cleaning.	2/15/2004	Principal	
10	<b>Issues pending wih Govt.</b>	Staff shortage and construction at 'C' block which have been mentioned in above paragraphs.	30/9/2003		
11	<b>Condemned articles</b>	The Principal should get the condemned articles disposed of - During inspection on 23/1/2004 it was found that condemned articles were lying under the strair case and in large number of rolls.The Principal would get these articles disposed off.	2/15/2004	Principal	
12	<b>Website</b>	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.	2/5/2004	Principal	
13	<b>Computer Rooms</b>	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 - The engineer from Glide was called and the matter was discussed. the Principal may kindly follow up the matter and submit a concreate proposal	2/5/2004	Principal	

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14	Library	The Principal requested that purchase of books and journals be resumed. It was decided that Principal, GMC, Patiala would consolidate the requirements of books and journals of all colleges and then have them purchased through DRME.	2/5/2004	Principal	
15	Community Dental Health Van	The Principal requested for purchase of Community Dental Health Van. The DRME was requested to have it purchase through equipment and machinery.	2/5/2004	Principal	
16	General Upkeep	The general upkeep of the college was not found to be very good. The bath-room sets etc. may be kept in good condition and door closers etc. be used.	2/5/2004	Principal	
17	Audit Paras	There is one audit para regarding purchase of 26 defective dental chairs and 26 dental units - compressors worth Rs.39.96 lacs from Suzimora Dental Pvt.Ltd.Ahmadabad.. The details of the case be submitted to the under-signed.	2/5/2004	Principal	
18	Inspection on 23/1/2004				
18.1	OPD	Out door patients slips to be replaced with OPD Cards		DRME	
18.2	X-Ray	OPG Machine to be got repaired immediately		Principal	
18.3	Condemnable Articles	The condemnable articles lying in the common rooms and in the Departments be collected and disposed off as per rules		Principal	
18.4	Cleanliness of Bathrooms	During the course of inspection, some of the bathrooms were not clean, Secretary, Research & Medical Education Punjab directed to keep these clean, Bathrooms to be provided with door closers		Principal	
18.5	Generator	The requirement of one more generator with a capacity of 110 KVA to be sent to Director Research & Medical Education, Punjab, Chandigarh, A provision should be made for automatic switch off/on for the generator.		Principal/PWD	
18.6	Canteen	Staff shortage and construction at 'C' block which have been mentioned in above paragraphs.			

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18.7	Class- rooms	A proposal to be prepared for updating the class rooms on modern lines with modern equipments, One model of class-room black board with modern facilities to be procured and submitted to the Secretary, Research & Medical Education, Punjab, Chandigarh.		DRME/Principal	
18.8	Library	A photostat machine to be made available in Library, Better chair in the Library to be provided.		Principal/DRME	
18.9	LPG	LPG gas installed in the Prosthetic Lab. To be put to use, Indian Oil Corporation to be contracted for issue of guidelines for sate use of LPG.		Principal	
18.1	Central Compressor System	A proposal be made for Central Compressor System to all the Dental Chair Units.		Principal	
18.11	Comments from Patients	The comments of patients, who are attending this hospital be obtained and submitted.		Principal	
18.12	Vice Principal	Secretary, Research & Medical Education, Punjab enquired as to who is Vice-Principal. The Principal requested him to designate senior most Professor (Dr.Vinod Kapoor) at Govt. Dental College & Hospital, Patiala as Vice-Principal.		SMER	
18.13	Release of Salary	During the course of Meeting with the Secretary, Research and Medical Education, Punjab and Medical Officers working in Govt. Medical College, Patiala, it was decided that the salary of Medical Officers who are working against the vacancies of other posts and who are to be promoted as Senior Lecturer be released.	End of January, 2004	DRME	