

GOVT MEDICAL COLLEGE AMRITSAR

As on 20/12/2003

SN	Subject	Detailed Description	Targe date	Officer	Remarks
1	Important Schemes		9/10/2003	Principal	
1.1	PWD works	The Public Health (B&R) is executing 14 works, PWD (Electrical Wing) is executing 7 works and another 15 works are nearing completion. The Principal is requested to inspect all the works regarding quality etc. and submit a utilisation certificate.			
1.2	MD 5.2- Expansion and Improvement of Medical College, Amritsar	Rs.100 lakh for construction: Case to be sent to Planning Department.			
1.3	MD5.2 - Expansion and Improvement of Medical College, Amritsar	Rs.50 lakh. Planning Deptt. has asked for clarification as to why this amount cannot be used from ACA of Rs.13 crore.			
2	Hospital articles	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 requirements from all colleges and float tenders by 20/9/2003	31/12/2003	DRME	
3	Equipment and machinery	The Principal has submitted requirement for the purchase of equipment and machinery for worth Rs.1.81 crore. The DRME may kindly initiate steps for the purchase and ensure the same by 31./12/2003	31/12/2003	DRME	
4	Purchase of Medicines and Drugs	The Principal has submitted annual requirement for the purchase of 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	
5	New Construction	The Principal has submitted comprehensive plan to the office of DRME. DRME may kindly arrange the approval of this plan so that the PWD authorities could be requested to prepare estimates.		DRME	
6	Repair of Existing Buildings	The Principal, GMC, Amritsar has submitted a list of public works worth Rs.64.42 lacs to DRME. DRME is requested to grant administrative approval so that the work could be executed.	20/9/2003	DRME	
7	Staff Shortage	The DRME is requested to submit a draft memorandum for the revival of posts and filling them up on contract basis or through promotion after relaxation of age limit. He is also requested to submit draft agenda for DPC meeting for various posts.	20/9/2003	DRME	
8	Coordination with PWD authorities/Distt.authorities	No problems			

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9	Outsourcing of services	The Principal may identify the services which could be outsourced and the existing employees could be utilised as well. The services could be out-sourced like land scaping, cleaning, security etc.	30/9/2003	Principal	
10	Issues Pending with Govt.				
10.1	Repartiation of Surplus Medical Officers	The case is pending with Govt. and should finalise it earlier.	15/9/2003	SMER	
10.2	Conversion of 15 posts of Medical Officer into Senior Residents	The case is pending with DRME, who was requested to finalise the same and sent to Government.	15/9/2003	DRME	
11	Condemned articles	The Principal should get the condemned articles disposed of.		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	