

Office of the Officer on Special Duty
Pondicherry Medical College Society


No.1/PMCS/GB-I/1/2005

Date: 20.6.2005

I.D. NOTE

Sub: Minutes of the First Governing Body Meeting Communicated.

The Minutes of the First Governing Body Meeting held in the Chamber of the Chief Secretary / Chairman, Pondicherry Medical College Society are enclosed herewith for information.


o/c (Dr. D. Thamma Rao)
Officer on Special Duty

To

1. The Pvt. Secretary to Chief Secretary/Chairman, PMCS, Pondicherry.
2. The P.A. to Secretary to Govt. (Health), Pondicherry.
3. The Director of Health and Family Welfare Services, Pondicherry.
4. The Medical Superintendent, Govt. General Hospital, Pondicherry.
5. The Medical Superintendent, Govt. Maternity Hospital, Pondicherry.
6. The Member Secretary, PMCS, Pondicherry.

PONDICHERRY MEDICAL COLLEGE SOCIETY

Minutes of the First Governing Body Meeting held in the Chamber of Chairman (Chief Secretary) at 11.30 AM on 14.6.2005.

The following were present :

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| 1. Thiru C.S. Khairwal, I.A.S.,
Chief Secretary to Government &
Addl. Charge – Secretary (Finance) | - | Chairman |
| 2. Thiru A.K. Chaturvedi,
Secretary to Government (Health) | - | Vice-Chairman |
| 3. Dr. V. Sankar Reddy,
Deputy Director (PH) | - | Member |
| 4. Dr. Dilip Kumar Baliga,
Medical Superintendent,
Govt. General Hospital. | - | Member |
| 5. Miss. T.B. Kasthuri,
Medical Superintendent,
Govt. Maternity Hospital. | - | Member |
| 6. Dr. D. Thamma Rao,
Officer on Special Duty,
Pondicherry Medical College Society. | - | Member-Secretary |

The Chairman welcomed all the members for the first meeting of the Society and appreciated the efforts in forming the society, registration and the action taken till date. The Chairman expressed that the Perunthalaivar Kamaraj Medical College of the Society should be one of the best colleges.

I. 1. Status Report: Noted.

I.2. Acquisition of Land for College Premises : The Governing Body resolved to request the Government to transfer the 35 acres of land notified on 14.6.2005 under Section 6 of Land Acquisition Act at Kadhirkamam in Oulgaret revenue village, to the society after acquisition for construction of medical college buildings, hospital buildings, staff quarters, student's hostels, playgrounds including cricket stadium / swimming pool and other requisite infrastructure for future expansion.

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I.3. Office Accommodation: The Governing Body approved the proposal to accommodate the office of the Society in a rented building at 81-A, Dr.Ambedkar Salai, Ouppalam, at a monthly rent of Rs.7,000/- per month.

I.4. Grants in Aid: The Governing Body deferred, for the present, the proposal for requesting additional funds as funds have been already provided to the concerned Department.

I.5. Opening of Bank Accounts: The Governing Body resolved to open Savings/Current account in Indian Overseas Bank. The General Body approved the operation of the accounts by the Officer on Special Duty up to Rs.1.00 lakh per case and for above Rs.1.00 lakh the Officer on Special Duty and the Deputy Director, Public Health (Member of the Governing Body) jointly until the other posts are filled.

I.6. Delegation of Financial Powers: The proposed Delegation of Financial Powers were approved as modified.

I.7. Grant of Permanent Advances: The Governing Body approved the proposal to grant permanent advance of Rs.10,000 for the Head of the Department (Officer on Special duty / Director) and Rs.5,000 for the Head of Office (Dean, Medical Superintendent, Registrar and Financial Controller).

I.8. Provision of Office Furniture, Telephones, Fax machine, Computers, Photocopier and Vehicles:

1. Furniture: The Governing Body approved the proposal to purchase the required furniture up to Rs.1.00 lakh.

2. Telephones: The Governing Body approved to provide 3 (three) telephones as proposed and for the present two telephones will be installed.

3. Fax machine: The Governing Body approved the proposal for the purchase of Fax-cum-Printer for Rs.30,500/- as proposed.

4. Computers: The Governing Body approved the proposal for the purchase of four computers at the proposed DGS&D rate contract of Rs.35,900/-.

5. Photocopier: The Governing Body approved the proposal to purchase one Photocopier at the DGS&D rate contract old price of Rs.1,98,445/-.

6. Staff car and two-wheelers: The Governing Body approved the proposal to purchase one ambassador car for Rs.5,50,000 and one two wheeler Hero Honda Splendour Plus for Rs.38,731/- from M/s. AM Cars and M/s. Jai Bharat Cycles & Mopeds respectively.

I.9. Submission of Application to Government of India: Noted.

I.10 Physical Infrastructure availability for submitting the application: Noted.

I.11 Building Plans and Project Cost Estimate for submitting the application: Noted.

I.12 Creation of Posts:

1.12.1. Posts designated in the Memorandum of Association and Rules & Regulations of Society: The Governing Body approved the proposals to create the five posts of Director, Dean, Medical Superintendent, Registrar (Academic & Establishment) and Financial Controller and resolved to appoint Dr.D. Thamma Rao, in the post of Director/ Member Secretary.

I.12.2. Non Teaching Staff Posts required immediately: The Governing Body approved the proposal to create the 24 posts required immediately for the functioning of the Society and establishment of the Medical College.

I.12.3. Teaching Staff required for Departments to be established in Phase: The Governing Body approved the creation of 96 posts required in Phase-I as per the Medical Council of India guidelines.

The NPA (Non Practising Allowance) will be paid to eligible staff as per the Government of India norms / scales to all categories in the medical college.

I.13. Recruitment Rules: The Governing Body approved the Recruitment Rules for the proposed 34 categories.



(C.S. KHAIRWAL)
CHIEF SECRETARY / CHAIRMAN.

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Annexure to the Memo

Classification

**Pondicherry Medical College Society.
ANNEXURE**

Re-delegation of Powers to Chairman, Director / Officer on Special Duty (Head of Department), Dean, Medical Superintendent, Financial Controller and Registrar (Head of Offices) of Pondicherry Medical College Society for incurring contingent expenditure under Schedule - V of delegation of Financial Powers Rules-1978 and GO Ms. No.59/2003/F3 dated 11-2-2003 of Government of Pondicherry. The Vice-Chairman / Secretary (Health) will have the powers of Secretary to Government (Health).

S L N o	Item of Expenditure	Monetary limit up to which expenditure can be incurred		
		Chairman	Director / Officer on Special Duty	Dean / Medical Superintendent / Financial Controller / Registrar
1	2	3	4	5
I	Powers of incurring contingent expenditure			
	a) Recurring	Rs.15,000 / year / case	Rs.10,000 / year / case	Rs.5,000 / year / case
	b) Non-recurring	Rs.60,000 / case	Rs.30,000 / case	Rs.10,000 / case
II	1. Bicycle			
	a) Purchase	Full powers	Full powers	Full powers
	b) Repairs per cycle	Full powers	Full powers	Full powers
	2. Conveyance hire (for buses and staff vehicles)	Full powers	Full powers	Nil
	3. Electric, water & gases including L.P. - charges	Full powers	Full powers	Full powers
	4. Fixtures & Furniture; purchase & repairs	Full powers	Full powers	Rs.10,000 / year
	5. Freight & demurrage etc			
	i) Freight/ CIF charges	Full powers	Full powers	Rs.500 / case
	ii) Demurrage/ wharfage charges	Full powers	Rs.500 / case	Rs.200 / case
	6. Hire of office furniture, electrical items, A.C., AV equipments etc.,	Full powers	Full powers	Rs.5,000 / case
	7. Legal charges			
	i) Fees to barristers, advocates, pleaders, arbitrators and umpires	Full power	Rs.20,000/-	Nil
	ii) Other Charges	a) Full Power b) Full powers	a) Rs.5,000/ per case b) Rs.10,000/-per case	Nil
	iii) Reimbursement of legal expenses incurred by staff in cases arising out of their official duties	Full Powers	These powers shall be exercised subject to such orders as decided by the Governing body and in consultation with Directorate of Prosecution.	Nil
	8. Motor Vehicles:			
	i) Purchase	Full powers	Nil	Nil
	ii) Cost of petrol, oil and lubricants			
	a) for motor vehicles other than motor cycles/scooters	Full powers	Full Powers	Rs.1000 / month / vehicle
	b) for Motor Cycles, scooters etc.	Full powers	Rs.1000 / month / vehicle	Rs.500/month/vehicle

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[Signature]

iii) Maintenance, upkeep and repairs charges			
a) for Motor vehicles other than Scooters, Motor cycles etc.	Full powers	Full powers	Full powers
b) for Motor Cycles, scooters etc	Full powers	Full powers	Full powers
9. Municipal taxes	Full powers	Full powers	Full powers
10. Petty works & repairs			
i) Execution of petty works & repairs to own buildings, water supply, sanitary fittings, electric installations etc.,	Full powers	Full powers	Rs.5,000 / case
ii) ordinary repairs to own buildings	Full powers	Full powers	Nil
iii) Repairs and alterations to hired and requisitioned buildings	Non-recurring: Rs.10,000 / case Recurring: Rs.2,000 / case	Non-recurring; Rs.7,500 / case Recurring; Rs.2,000 / case	Nil
11. Postal and Telegraph charges for issue of letters, telegrams etc.	Full powers	Full powers	Full powers
12. Printing and Binding	Full powers	Full powers	Rs.1,00,000 / year
13. Publications			
i) Official Publications	Full powers	Full powers	Full powers
ii) Non-Official Publications	Full Powers	Full powers	Full powers
iii) Advertisements	Full powers	Rs.5,00,000 / case	Rs.1,00,000 / year
14. Rent			
i) Office Accommodation	Full powers	Rs.25,000 / case	Rs.2500 / month
ii) Partly office and partly residential	Full powers	Rs.25,000 / case	Rs. 750 / month
15. Repairs / removal of machinery where the expenditure is not of a capital nature	Full powers	Rs.10 lakhs / item for propriety nature for the equipments available in hospital. Rs.5,00,000/- item for other than for propriety nature for the equipments available in the hospital.	Rs.5,000 / case
16. Staff paid from contingencies	Full powers	Full powers	Nil
17.a) Purchase of stationary stores	Full powers	Rs.15,00,000/ year	Rs. 5,00,000 / year
b) Local purchase of petty stationery stores	Full powers	Rs.25,000 / case	Rs.10,000 / case
c) Local purchase of Rubber Stamps & Seals	Full powers	Full powers	Rs.1,000 / case
18. Stores			
i) Stores required for works	Full powers	Full powers	Nil

	ii) Stores required for the establishment including instruments, equipments and apparatus	Full powers	Rs.50,00,000 / year / item	Rs.10,000 /case up to Rs.2,00,000 / year / item
	21. Supply of Uniforms, badges etc., and washing allowance	Full powers	Full powers	Full powers
	22. Telephone / Fax / Internet / e-journals			
	i) Rent & other charges	Full powers	Full powers	Full powers
	ii) New connection	Full powers	Full powers	Nil
	iii) Shifting of telephone	Full powers	Full powers	Nil
	23. Tents and camp furniture	Full powers	Full powers	Nil
	24. All office equipments- intercom, calculators, stencil cutters, type writers, photocopiers, filing system, computers AV Equipments etc.,			
	a) Purchase	Full powers	Full powers	Nil
	b) Hire, upkeep and repairs	Full powers	Full powers	Recurring:Rs.1,000/month Non-recurring: Rs.10,000
	(c) Maintenance of photocopiers, computers	Full powers	Full powers	Full powers
	25. Miscellaneous Expenditure	Recurring : Rs.10,000 /year Nonrecurring:Rs.50,000/case	Recurring - Rs.5,000/ year Nonrecurring Rs10,000 / case	Recurring:Rs.1,000 / year Nonrecurring Rs.3,000/ case.


CHIEF SECRETARY
PONDICHERRY.