Pondicherry Medical College Society

(A Govt. of Pondicherry Institution)

edkar Salai, Mudaliarpet, Pondicherry-605 004. . ☎ 0413-2280658.

N
F.N '2005 Date: 16.12.2005.

CIRCULAR

PMCS – Minutes of Second Governing Body Meeting
- Communicated – Reg.

Chief of the Second Governing Body meeting held in the chamber of the 12.2005, are forwarded herewith for kind information.

(Dr.D. Thamma Rao)
Member-Secretary.

Encl: Minutes copy.

To

1. The P.S. to Chief Secretary/Chairman/Secretary(Finance).
2. The P.A. to Secretary(Health)/Vice Chairman.
3. The Director of Health & Family Welfare Services, Pondicherry.
4. The Medical Superintendent, Govt. General Hospital, Pondicherry.
5. The Medical Superintendent, Govt. Maternity Hospital, Pondicherry.
6. The Deputy Director (Public Health), Pondicherry.
7. Prof. P.P. Mathur, Professor & Head, Dept. of Bio-Chemistry & Molecular Biology, Pondicherry University, Kalapet, Pondicherry.

Pondicherry Medical College Society

Minutes of the Second Governing Body Meeting held on 6.12.2005 in the chamber of Chief Secretary/Chairman

The following were present :

1. Thiru C.S. Khairwal, I.A.S., Chief Secretary to Government & Addl. Charge – Secretary (Finance)	-	Chairman
2. Thiru S. Kumarasamy, I.A.S., Secretary to Government (Health)	-	Vice-Chairman
3. Dr.Dilip Kumar Baliga, Director of Health & Family Welfare Services	-	Member
4. Dr.V. Sankar Reddy, Deputy Director (PH)	-	Member
5. Dr. V..Govindaraj, Medical Superintendent, Govt. General Hospital.	-	Member
6. Miss.T.B. Kasthuri, Medical Superintendent, Govt. Maternity Hospital.	-	Member
7. Prof. P.P. Mathur, Professor & Head, Dept. of Bio-Chemistry & Molecular Biology, Pondicherry University.	-	Member
8. . Dr.D. Thamma Rao, Officer on Special Duty, Pondicherry Medical College Society.	-	Member-Secretary

A. **Approval of Minutes of the First Governing Body meeting held on 14.6.2005 :**

The Governing Body approved the minutes of the first Governing Body meeting after discussions. It was decided that Non Practicing Allowance (NPA) will be paid to eligible staff as per the Government of India norms/scales to all categories. The items I.12.1 & I.12.3 were discussed as part of the agenda items of the second General Body meeting and decisions taken.

B. **Action Taken Report** was read and noted by the Governing Body.

C. **Agenda Items :**

1. To reconsider the decision taken in the first Governing Body meeting regarding para I.12 (I.12.1) creation of posts :

The resolution pertaining to appoint Dr.D. Thamma Rao, in the post of Director/Member Secretary has been reconsidered and amended as following "resolved to continue Dr.D. Thamma Rao, in the post of Officer on Special Duty/Member Secretary.

2. To reconsider the Recruitment Rules :

The First Governing Body Meeting held on 14.6.2005 has approved the creation of 125 posts including both Teaching and non-Teaching category. The body has also approved the Recruitment Rules for 34 categories covering all 125 posts.

– where is it?

The Governing Body reconsidered to revise the Recruitment Rules for the posts of Director, Dean and Medical Superintendent, keeping in view to attract the right personnel.

3. Compliance of MCI requirements for starting the Medical College : Noted

4. Constitution of College Council : The Governing Body approved the constitution of the College Council as per the MCI norms.

5. Creation of Posts required at inception of college : The Governing Body approved the creation of 510 posts detailed in Annexure-I, as per the MCI requirements. The Governing Body resolved to fill up the posts as per the norms required for the annual intake of 100 students initially and also to create other posts required for annual intake of 100 students proportionately.

6. Establishment of Engineering Division : The Governing Body ratified the creation of posts and appointment of staff for the Engineering Division.

7. Office accommodation for Engineering Division : The Governing Body ratified the provision of accommodation for the offices of Engineers. In future, the Officer on Special Duty/Member Secretary may provide the rented accommodations as per the Delegations of Financial Powers (item 14), approved in the first Governing Body meeting.

8. Purchase of office furniture, Computers, Photocopier for the Engineering Division : The Officer on Special Duty/Member Secretary may procure all the required items as per the Delegation of Financial Powers (item 24) approved in the first Governing Body meeting. In future, these items need not be included in the agenda of the Governing Body meeting.

9. Purchase of vehicles for the Engineering Division : The vehicles may be purchased on approval of Chairman, as per the Delegation of Financial Powers (item 8(i)) approved in the first Governing Body meeting. In future, these items need not be included in the agenda of the Governing Body meeting.

10. Delegation of Financial powers for construction & maintenance works : The Governing Body approved the delegation of financial powers for various construction and maintenance works of society buildings as per Annexure-III, which is as per CPWD Manual.

11. Grant of Permanent Advance to the Superintending Engineer, Executive Engineers and Assistant Engineers : The Governing Body approved the proposal to grant permanent advance of Rs.2000/- for Superintending Engineer, Rs.1000/- each for the Executive Engineers and Rs.500/- each for the Assistant Engineers.

12. Opening of Bank account at Indian Bank, Mettupalayam : The Governing Body approved the proposal to open Bank Accounts in the Indian Bank (nationalized bank) at Mettupalayam.

13. Operation of bank accounts: The Governing Body approved the operation of bank accounts by Officer on Special Duty upto Rs.1.00 lakh per case, and for above Rs.1.00 lakh, the Officer on Special Duty and Deputy Registrar or Executive Engineer-I jointly, till the posts of Financial Controller or Finance Officer are filled.

14. R.E. 2005-06, B.E. 2006-07 and Grants-in-Aid required immediately: The Governing Body resolved to request the Government, for Grants-in-Aid of Rs.5.00 crores in the R.E. 2005-06, and Rs.55.00 crores in the B.E. 2006-07, as most of the expenditure will be incurred during the financial year 2006-07. However, the requirement during the current financial year would be projected keeping in tune with the progress of works/MCI permission etc.,

15. Delegation of Drawing and Disbursing Officer (DDO) powers : The Governing Body approved the proposal to delegate the Drawing and Disbursing Officer (DDO) powers to the Superintending Engineer and Deputy Registrar as per FRSR.

16. Payment of Honorarium to Officer on Special Duty to Chief Minister : The Governing Body ratified the payment of Rs.1000/- p.m. as honorarium from August 2005, to Mr.Emile Ranjith, Officer on Special Duty to Chief Minister for the liaison works at New Delhi.

17. Revision of pay scale of post of Programmer : The Governing Body approved to revise the pay scale of Programmer from Rs.6500-10500 to Rs.7500-12000 as per the Government revised pay scale in Government of Pondicherry.

18. Constitution of the Building Committee : The Governing Body approved to constitute the Building Committee with the following members :

i) Chief Secretary	Chairman
ii) Secretary (Finance) or his nominee	Member
iii) Secretary to Govt.(Health)	Member
iv) Director of Health & Family Welfare Services	Member
v) Chief Engineer, Public Works Department	Member
vi) Superintending Engineer-I, Electricity Department	Member
vii) Director, Pondicherry Medical College Society	Member
viii) Dean, Pondicherry Medical College Society	Invitee
ix) Medical Superindent, Pondicherry Medical College Society	Invitee
x) Executive Engineer-I, Pondicherry Medical College Society	Invitee
xi) Superintending Engineer, Pondicherry Medical College Society	Member-Secretary

19. Taking over of Boys & Girls Hostels of Mahathma Gandhi Dental College & Hospital : The Governing Body deferred the proposal.

20. Approval of Architectural designs and selection of Architectural firm : The Governing Body deferred the proposal.

21.Any other matter with the approval of the Chairperson : Nil.

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

Second Governing Body Meeting Annexure - I

Staff requirements at inception (excluding posts created in First Governing Body meeting)

	Paraclinical depts				Clinical departments													Service departments									Administrative						
	Path.	Pharm.	Microbiology	Forensic Med.	Medi cine	Paed.	Surg.	Ortho	Opthal	ENT	Obst. & Gyn.	Anaesthesiology	Radio diagnosis	ICU	CCU	Blood Bank	CSSD/ Laundry	Casualty	OPD	Library	Photography	Animal House	Central Records	Med. Edn.	Director	Dean	Med. Supdt	Financial Controler/ Registrar	Engineer & Workshop	Leave reserve (Nsg)	Total
Medical/Teaching																															
Professor					9	5	9	4	3	3	9	7	4																		70
Associate Professor							1				1	1						5													4
Assistant Professor				1		1							1																		4
Tutor/Demonstrator/Sr. Resident				1	2	1	2	1	1	1	2	2	1																		17
Junior Resident				1	3	1	3	1	1	1	3	4	2					5													30
Nursing					3	2	3	2	1	1	3																				15
Dy. NSg. Supdt					24	10	27	10	3	3	17	17		16	16		3	6	9								2			48	211
Asst. NSg. Supdt																											1				1
Head Nurse					3	1	3	1			2	1		1	1		1	1									1				1
Staff Nurse					21	9	24	9	3	3	15	16		15	15		2	5	9											4	19
Paramedical	3	8	4	3	3	2	2	2	2	2	2	27	5			9	10	14	4	4	5	4		1			6			44	190
Dietician																											3				122
Modeller/Artist		1																			2										3
Pharmacist																		4	4								3				3
Refractionist									1																						11
Tech-Animal OT/Laundry																	1					1									1
Tech-Audiometry/Audio Visual										1																					2
Tech-Blood Bank/Laboratories	1	2	2	1												4					1			1							3
Tech-ECG/CSSD/OT					1							4					3														10
Tech-Radiography													1																		8
Tech. Assistant		2			1	1	1	1		1			2																		1
Dark Room Asst.													2								1										9
Auto Clave Operator												4																			3
Attendent Lab/CSSD/Lib./OT etc	1	2	1	1	1	1	1	1	1	1	14					4	4	5		4	1	2									4
Sweeper	1	1	1	1							5					1	2	5				1									46
Ancilary Staff			1		1				1		1	1	1				1	5		2	1	1	4								18
Veterinary Officer																						1									20
Med. Rec. Officer																						1									1
Statistical Inspector			1		1				1		1	1	1					5				1									1
Record./ Coding Clerks																						2									13
Librarian/Asst. Librarian																			2		1										2
Photo-grapher																1															1
Laundry Supervisor																2							3	2	1	9	14	12	6		70
Administrative	2	2	2	2	2	1	2		2		2	2	1																		
Dir./Dean/MS/FC/FO/Reg																1										1	1				2
Dy.Reg/Office Supdt.																2			1												2
Programmer/DPA/DEA																															1
Stenographer	1	1	1	1	1		1		1		1	1	1																		1
UDC																										1	1				2
LDC																											1				2
Store Keeper Clerk/Stock Verifier	1	1	1	1	1	1	1		1		1	1										1	1	1	1	1		3			17
Driver-Attendt.Gr.I/II																2										1	1				2
Mender																										2	2	4	2		10
Peon																										1	1	1			15
Engg & Workshop																										1	6	2	2		11
AE /JE (Elect)																			1			1				1	1	1	1		5
(Civil)																						1				1	1	1	1		6
Ch. Asst. (Engg. / Workshop)																													17		17
Locksmith /Carpenter																													4		4
Fireman/Electrician																													2		2
Lineman/Helper																													4		4
Total	7	14	11	7	39	18	40	16	11	8	31	54	11	16	16	9	16	30	13	7	6	5	7	3	1	9	22	12	23	48	510

Other posts preferably

ANNEXU

Pondicherry Medical College Society

Pondicherry

DELEGATION OF POWERS IN RESPECT OF DEVELOPMENT/MINOR REPAIRS/CONSTRUCTION OF BUILDING/OFFICES OTH CIVIL AND ELECTRICAL WORKS

(Rs. in lakhs)

Sl.No.	Nature of powers	Powers delegated to					
		Asst. Engineer	Executive Engineer	Superintending Engineer	Director	Vice Chairman	Chairman
1	Accord of Administrative approval and expenditure sanction for development/minor works /repairs/ construction of Buildings/Offices/ other Civil Works based on preliminary estimates (Item No.1 of CPWD Manual)	Nil	0.10	0.50	3.00	5.00	Full Powers with approval of Building Committee
2	Accord of technical sanction to detailed estimates [Civil/Electricals works] (Item No.25 of CPWD Manual)	0.60	10.00	70.00	Full Powers	Full Powers	Full Powers
3	Acceptance of lowest tender with or without negotiations (Item No.15 of CPWD Manual)	0.60	6.00	70.00	250.00	400.00	Full Powers with approval of Building Committee
4	Acceptance of single tender with or without negotiations (Item No.16 of CPWD Manual)	0.15	1.00	30.00	125.00	200.00	Full Powers with approval of Building Committee
5	Award of work without call of tenders (Item No.17 of CPWD Manual)	0.15	1.00	3.00	6.00	30.00	Full Powers with approval of Building Committee

	Nature of powers	Asst. Engineer	Executive Engineer	Superintending Engineer	Director	Vice Chairman	Chairman
6	Accord of sanction to extra/substituted items (Item No.27 of CPWD Manual)	Rs.3000/- or 5% of the contract value of woks whichever is less in respect of contracts accepted within his power	2.00 in respect of Schedule and agreement items in respect of other items 25% of the contract value subject to the ceiling of Rs.15,000/-	13.00 in respect of schedule and non schedule items	Full Powers	Full powers	Full powers
7	Acceptance of lowest tender with or without negotiations (Item No.15 of CPWD Manual)	0.60	6.00	70.00	250.00	400.00	Full powers with prior approval of Building Committee
8	Grant of extension of time and levy of compensation (Item No.12 of CPWD Manual)	Upto 1/3rd of the stipulated period in r/o individual contract amounting upto Rs.15,000/-	a) Full Powers in r/o contracts amounting upto Rs.1,00,000/- b) Full powers in r/o individual contract and amounting to more than Rs.1,00,000/- and upto Rs.10,00,000/- provided delay is not more than 1/3rd of the stipulated period	Full powers	Full powers	Full powers	Full powers

Note: In respect of the ~~26~~ 27 remaining items not contemplated above, powers delegated as per the CPWD Manual shall be exercised by the Assistant Engineer, the Executive Engineer, the Superintending Engineer. The powers of CE. CPWD; ADG,CPWD; and DG,CPWD in respect of the ~~26~~ 27 items in the CPWD Manual, shall be exercised by the Director, Vice-Chairman, Chairman of PMCS, respectively.

CHIEF SECRETARY/CHAIRMAN