

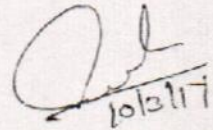
No.D-11011/01/2017-Genl.
Govt. Of India

Directorate General Of Health Services
(General Section)

Nirman Bhawan, New Delhi
Dated the 10th March, 2017

Office Memorandum

The undersigned is directed to forward herewith a proforma along with the minutes of the meeting convened on 06.03.2017 at 10:30 A.M. under the chairmanship of Director(EMR) for seeking suggestions and requirements on redevelopment/ revamping of Directorate General of Health Services.



(Sanjay Katiyar)
Section Officer(Genl.)

To:

- (1) PS to DGHS
- (2) Director(EMR)
- (3) All Deputy Directors

Minutes of the meeting taken by Dr. P. Ravindran, Director(EMR), regarding assessment of requirements in various sections of Directorate General of Health Services.

A meeting was convened on 06.03.2017 at 10:30 A.M. under the chairmanship of Director(EMR) where-in all Section Officers/ Section In-charges along with Deputy Directors to get a rough assessment of difficulties faced by Sections due to lack of infrastructure, sitting space, internet support etc. The list of participants is attached.

Dr. Ravindran spelt out the need to call the meeting and gave brief background to the participants and told them that a complete redevelopment and revamping is planned for the entire office of the Dte.GHS. He told the participants that complete redevelopment may take a year or so. Till then they can put forth the immediate requirements which have to be addressed on urgent basis. The participants were advised to segregate their requirements into different categories which have to be attended by CPWD, AMC holders and Genl. Section. They were further advised that all Section Officers/ Section In-charge should take contact numbers of the agencies providing services in the Directorate and get their equipments serviced/ repaired. In case the service agency does not respond or is unable to do corrective action, a complaint in writing may be sent to Section Officer, Genl. Section. General Section should then immediately attend to the complaints and take corrective action immediately after taking requisite approvals. No complaint should remain unattended for more than two working days.

During the meeting the participants highlighted the deficiency in the basic services such as:

- (1) Non availability of stationary items like envelope, cartridges, file covers, file boards etc.
- (2) Non-servicing of office equipments, AC, Dispensers, Computers etc.
- (3) Cleanliness and dusting activities are not carried out.
- (4) Regular need for rodent/ pest control
- (5) Slowing down of old computer and lack of adequate internet connections.

After listening to the views of the participants Director(EMR) directed that a proforma may be developed by Genl. Section and circulate the same to all Section Officers and Deputy Directors to send their suggestion for short term and long term requirements by 10.03.2017.

Director(EMR) emphasized the need of maximum utilization of available common resources like printers, copiers, scanners, fax by all, as facility available in a section cannot be said to belong to a particular section or cell. For ensuring proper and safe utilization the passwords of machines may be shared between the Section Officers/ Section In-charges and not among all, if security is an issue.

Another important issue highlighted during the meeting was lying of old records and old unserviceable equipments/ furniture in the sections. Director(EMR) directed that a time bound exercise must be initiated by the sections to record or weed out of the records. A target may be set by Section Officers/ Section In-charge in this regard to weed out or to record the files/ documents/ registers as per record retention schedule and report the action in this regard to Genl. Section on weekly basis for apprising DG. The recorded files which may be required for future reference may be sent to Pushpa Bhawan for which logistic support would be given by Genl. Section.

Section Officers were advised to visit and have a first hand feel of newly designed office of HFM at 3rd floor which the committee has found to be suitable for designing the Section during redevelopment of the entire Directorate. They were, however, given leverage to suggest their views and ideas if any further modification could be made to develop a more suitable design with regards to optimum utilization and optimization of the space keeping in view the strength of their section and records handled by them.

The meeting ended with vote of thanks to the chair.

**Proforma for seeking suggestions and requirements on redevelopment/
revamping of Directorate General of Health Services.**

(1) Name of the Section/ Cell/ Unit and Room No.....

(2) Sanction Strength

- (a) Section Officer:
- (b) ASO:
- (c) SSA:
- (d) JSA:
- (e) LDC/ UDC:
- (f) MTS:
- (g) Others:

(3) Nature of Duties and responsibility of the Section

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(4) Current Records

- (a) Files:
- (b) Registers:
- (c) Other Records:

(5) Office Equipments(Computers/ Chairs/ Printers/ Scanners/ Photocopiers etc.)

- (a) Available:
- (b) Further required:
- (c) Repairable:
- (d) Non repairable/ condemnable:

(each item should be mentioned separately)

(6) No. of Internet Points

- (a) Available:
- (b) Required:

(7) Issues to be addressed :

- (a) Immediately:
 - (i) By Genl. Section:
 - (ii) By CPWD:
 - (iii) By AMC Provider:

(b) With redevelopment/ revamping

- (c) By Genl. Section:
- (d) By CPWD:
- (e) By AMC Provider:

(8) Suggestions for redevelopment and revamping of Section

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