

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE MEDICAL SUPERINTENDENT
ARUNA ASAF ALI GOVT HOSPITAL
5, RAJPUR ROAD DELHI-54**

F.No 1(126)/MSO/AAAGH/2013/2902

Minutes of Meeting

Date: 21/08/2013

A meeting was convened by the Medical superintendent in his chamber on 21/08/2013 at 12:30PM for discussing & for Ensuring Availability of Essential Medicines, Surgical Consumables & other Items for the day to day use and for the smooth functioning of the hospital & in the interest of the patients

The following officials attended the meeting:-

- | | |
|---------------------------|--|
| 1. Dr. Ashok Jaiswal | MS |
| 2. Dr. Asha Saxena Ahmad | Chairman purchase committee & Consultant EYE |
| 3. Dr. B.K. Sharma | SAG & I/C Mortuary/Condemnation Committee |
| 4. Dr. K.Goyal | DMS & HOO |
| 5. Dr. Amit Sharma | Public Grievance officer, I/C General Store and Radiology Department |
| 6. Dr. A Rahman | I/C Medicine Store & CCMO (A&E) |
| 7. Dr. Avinash Kumar | Purchase officer |
| 8. Dr. V. Khari | I/C Surgical Store |
| 9. Smt. Jiban Rani Rao | DNS |
| 10. Sh. Naveen Kumar Jain | D.A to Purchase officer |
| Sh. Anand Kumar | Sr. A/C officer (was on leave) |

At the very outset M.S informed all those present regarding generalised written complaint as to non availability of essential medicines/Items/Facilities for the patients in the govt. hospitals & this meeting was for ensuring their availability in our hospital by expediting procurement of essential items.

Proposals received regarding procurement of Essential Medicines/Surgical consumables & General Store items are to be expedited by purchase department & if any deficiencies the same to be informed to the user department for their rectification.

B It was informed by all Store I/C's that 90% of Essential items are available & further N.A. items requirements already sent to purchase department while the purchase department informed that following items are being processed for procurement & within one week all pending requirements shall be done with particularly for the following items.

		Remarks
Surgical Consumables	EGC Rolls, Caps & masks, Bandages, Gluco strips, Sutures, Surgical Blades, X-ray films, ABG Cartridges & other useful items	
Medicines	I/V fluids i.e. RL/NS/ Isolyte P etc. Various Eye drops Urgent medicines of Anesthesia department Urgent requirement of Obs. & Gynae department Casualty deptt & any other department	
General Store	Cartridges for printers, Mortuary requirement as to viscera jar, plastic apron, soaps,etc A-4 paper Torch/Batteries for B.P. Apparatus	
Requirements as to CCMO, A&E & Micro Labs	Furniture & other items for exam sexual assault cases & starting Micro lab.	
Pathology/Blood Storage/BMW requirement	Requirement as to re-agents / kits/Bins and waste bags	
Printing Material	OPD tickets/ Various forms required by different deptt./Branches	I/C Gen. Store to provide the details of forms within 03 days to the purchase department

- DMS to submit the status report of above requirements by 28.08.2013 from the purchase department.

C Further Store I/C's were asked to maintain Buffer Stock & see that NO STOCK POSITION do not recur.

D Non Availability of SOAPs in OT & mortuary was brought into the knowledge, MS asked to expedite its procurement & to tide over the Crisis, DMS was asked to put up for its procurement under Rs. 15,000/- from Kendriya Bhandar / Govt. approved agencies. Similarly regarding shortage of REGISTERS, Dr. Asha Saxena was requested take up for its urgent procurement from Kendriya Bhandar/ Delhi Govt. approved Co-Op. Society.

E Screening Committee to meet as frequently as possible for Scrutinizing & recommending all backlog/pending requirements.

F CCMO, A&E was asked to ensure availability of all Essential medicines/ logistics for the Casualty Department/ Sexual Assault-centre & for the Assembly Session.

G All were informed that our tender for empanelment of local chemist has become active

- a) For Medicines & Surgical Consumables for the use of DGEHS beneficiaries, JSSK patient and for Any urgent requirement for Indoor/OT/Casualty patient which are N.A. in hospital.
- b) Further an imprest money of Rs. 1000/- is available with CCMO, A&E for urgent medicines / Surgical Consumables at odd hours.

DMS was asked to issue a circular & provide guidelines in this regard apprising all clinical HOD's/ I/Cs that N.A. items required by patients can be procured from above head in Emergency Situations.

H All Store I/C's were also asked to put their Stock position on our website in compliance of Hon'ble Court directions/ RTI Act latest by 5th of every month. I/C Medicine Store requested for DEO for this. Till it is arranged, MS asked Store I/C's to get their stock updated manually & the updated hard copies be sent to DMS office for getting it Scanned & uploading on our website. Further computer savvy official from admn. Department may be deputed on weekly basis in the stores for updating nirantar site.

All Stores/Br. I/C's were directed to make a list of Short Expiry medicines/Fast moving drugs/Non moving drugs/ Stocks/Condemnable items in their deptt. for their utilisation / disposal as per standard guidelines.

Bills to be processed timely so that there is no delay for the release of dues. FIFO principle to be followed further Inspection Committee made for the purpose will make surprise checks in this regard.

Regarding Supplies to the stores by the suppliers.

- Routine supplies to be delivered within the hospital working hours, the same may be mentioned in the supply order and by establishing better means of communications between the concerned.
- Any emergent requirements coming to hospital between 4Pm – 9 AM:
- Instructions to be issued to receive the supply as per the need i.e.
- A) Required for Indoor Patient/Casualty/OT/in the respective area-user departments and or with
- B) CMO on duty Casualty.

I Condemnation Committee to be activated for the clearance/disposal of condemnable items lying in hospital.

The meeting ended with thanks to all & with the hope that all will co-ordinate to achieve our goal of Ensuring availability all Essential drugs/items for the patient.

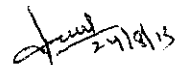
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**(DR. ASHOK JAISWAL)
MEDICAL SUPERINTENDENT
AAAGH**

Copy to:-

1. All the concerned officials who attended the meeting.
2. Clinical HOD's/ Branch I/C for information & necessary action as far as their deptts. are concerned.
3. DMS for issuing necessary directions in respect of issues discussed as above & for getting the status report within 03 days.
4. PA to MS, AAAGH.
5. Guard file.



**(DR. ASHOK JAISWAL)
MEDICAL SUPERINTENDENT
AAAGH**