

Z-28015/1/2018-SO(ADMIN) -I-DGHS1

भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

स्वास्थ्य सेवा महानिदेशालय

प्रशासन-I अनुभाग

Nirman Bhawan, New Delhi

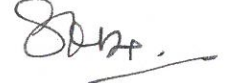
Dated 28<sup>th</sup> June, 2018.

कार्यालय ज्ञापन/ Office Memorandum

**विषय : Minutes of the meeting held on 20.06.2018 at 3.00 PM under the Chairmanship of DGHS (Officer in-charge)**

The undersigned is directed to enclose a copy of the minutes of the meeting held on 20.06.2018 at 3.00 PM under the chairmanship of DGHS for necessary action.

Encl.: As above.



(शंकर कुमार झा)

निदेशक (मुख्यालय)

011- 23061869

To,

1. Director (HQ)/Director(LT)/Director (MKC)
2. DD (Admn.)/DD(GA)/DD(AV)/DD(VP)/DD(TF)/DD(SS)
3. All Section Officers/Section Officers (IC), Dte.GHS (HQ)

Copy to,

1. PPS to DGHS
2. IT Cell, Dte.GHS for uploading on Dte.GHS website.

**Minutes of the meeting held on 20.06.2018 under the Chairmanship of DGHS (Officer in-charge) to address issues having a bearing on speedy disposal of work in Dte.GHS as well as cleanliness and sanitation of the office.**

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A meeting of the officers on administrative side in Dte.GHS was held under the chairmanship of DGHS to discuss all the administrative matters being looked after by Dte.GHS for its speedy and efficient disposal. DDG (P) and all the Directors, Dy. Directors and Section Officers/ Section Officers (IC) were present in the meeting.

2. At the outset, DGHS welcomed all the officers and discussed all the issues concerning administrative matters being dealt in Dte.GHS vis-à-vis difficulties and challenges being faced in disposing off those matters in speedy and efficient manner. After discussions, DGHS directed that immediate action on the following points needs to be taken:

- i. Recruitment rules and cadre review in r/o various field offices and Institutions must be expedited. For this purpose, Directors of HQ, looking after the works of various Institutes shall convene regular meetings with the concerned Directors of the field offices and Institutions.

**(For Action: Director (HQ)/ Director (LT)/ Director (MKC))**

- ii. Training of all officers and staff from time to time to enhance their skills in respective field as well as other fields to promote a back up strength for all purpose. All officers and staffs should submit max. 2 page bio-data on work being done by them, training already undergone and area in which further training is required.

**(For Action: Director (HQ)/ Director (LT)/ Director (MKC))**

- iii. It was stressed upon that existing infrastructure in Dte.GHS be upgraded with modern and up to date gadgets like computer, scanner, chair, desk etc, wherever required so that overall working environment of the Dte.GHS is improved.

**(For Action: Director (MKC))**

- iv. DGHS instructed to call the Technical Director of NIC for improving efficiency of the existing Internet facility and also to assess and provide sufficient number internet connection in Sections/Cell/Rooms.

**(For Action: Director (MKC))**

- v. Meetings of Canteen Committee may be held regularly to improve the quality of food, cleanliness and sanitation of the Canteen. A technical officer be assigned responsibility to check sanitation and hygiene aspects of the Canteen on fortnightly basis and submit report to DDG (A). The name of Dr. Alok Mathur, Addl. DDG (AM) has been approved for this purpose.

**(For Action: Director (MKC))**

- vi. Possibility may be explored for payment of Dearness Allowance to the Consultants engaged in Administration in Dte.GHS.

**(For Action: Director (HQ))**

The meeting ended with a vote of thanks to the Chair.

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