

SN	Item	Action to be taken	Officer concerned	Target Date	Remarks
1	Supply of Chemicals				
1.1	Chemicals for which tenders are to be invited.	Tenders for supply of chemicals for Rs. 4.50 lacs are to be invited.	MD PHSC	–	Tenders not yet received. PHSC is yet to finalilze the proposal and give advertisement in the newspapers. MD PHSC to take immediate action
2	Equipment				
2.1	Other equipments through rate contract	Orders for purchase of equipment worth Rs. 11.11 lakh have been approved by Govt on 11/11/2009 and DHS has placed the orders on 26/11/2009. It would be received within one month. List of equipment is enclosed herewith.	–	–	Completed
2.2	Equipment through tenders.	Equipment worth Rs. 15 lacs is to be purchased through tenders. Tenders received and matter be placed before DPC. Supply Order should be placed by 30-4-10.	DHS	–	After approval by Hon'ble Health Minister, order is being placed by DHS.
2.3	Gaschromotography with mask spectro photo metry	Technical specifications have been finalized. DD (SP) report about the budget and float tenders.	ASH (B)	–	Hon'ble Health Minister has sought detailed justification. Case may be put-up accordingly for convening a meeting at the level of Hon'ble HM and for finalizing this issue.
2.4	Generator	Case for purchase of Generator has been moved.	–	–	Completed

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2.5	Gaschromotography for Blood Alcohol Estimation	Case for purchase of this equipment has been moved.	ASH (B) / DHS	—	Hon'ble Health Minister has sought detailed justification. Case may be put-up accordingly for convening a meeting at the level of Hon'ble HM and for finalizing this issue.
2.6	Close Circuit TV (CCTV)	Close Circuit TV is required for better monitoring and transparency.	ASH (B) / DHS	—	No progress. DHS to finalize this case. ASH (B) to put up the case for approval of Planning Department and Finance Department.
3	Civil works	Finance Department did not release the funds Rs. 7.35 lacs in 2009-10. We will try to get the funds in 2010-11.	ASH (B)	—	Case for allotment of funds has not been finalized by the Finance Department. Let us pursue.
4	Computerization	PEC is preparing the software.	DHS	—	Requisite software has been installed. PEC programme should be installed and made functional.
5	Staff				
5.1	LT / MLT Grade-I, Clerk	9 posts which have been sanctioned but are lying vacant should be filled up. These are 8 Lab Attendants, one MLT Grade-II and one Clerk.	DHS	—	No progress. DHS is requested to fill up these posts immediately.
5.2	Deputy Chemical Examiner and Chemical Examiner	Post of Chemical Examiner is equivalent to Deputy Director and needs to be filled up accordingly. Deputy Chemical Examiner (Non-Medical) is to be appointed by promotion from amongst the Assistant Chemical Examiner (Non-Medical).	ASH (B) / DHS	—	No progress. DHS / ASH (B) to put-up the case for filling up of these posts

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6	Time Schedule	Time schedule for all the tests needs to be prepared	Dr RP Singh Chemical Examiner	–	Dr RP Singh to prepare the statement having time schedule for all lab tests being conducted at Laboratory and put-up every week.
7	NABL Accreditation	Kindly check the possibility for accreditation of lab by NABL	Dr RP Singh Chemical Examiner	–	–
8	Work load	Analyst-wise work load details be prepared like samples received in the lab, number of samples given to each Analyst, result of samples etc.	Dr RP Singh Chemical Examiner	–	Put up every month