

**Subject- Important points that emerged in the conference of Civil Surgeons held on 2/7/2010.**

Civil Surgeons / Deputy Medical Commissioners need to pay special attention to these points.

1. **Maintenance of Head Quarters-** To be maintained by Civil Surgeon, SMO and Programme Officer. No leave without DHS's permission. **(Civil Surgeons)**
2. **Absenteeism-** Action against employees who remain absent and disciplinary action against employees who are absent from duty for quite some time without any intimation. List be furnished every month to DHS with a copy to State Government. **(Civil Surgeons)**
3. **Bio-medical waste-**
  - Issuance of the redressal of guidelines by PHSC.
  - Collection of bio-medical waste from all the points where it is generated.
  - Its proper disposal and maintenance.
  - Authorization by PPCB. **(MD PHSC / CS / DMC)**
4. **Public Amenities-** Toilets, Cleanliness, Coolers in wards and exhaust fans at relevant places for ensuring fresh atmosphere. **(CS / DMC)**
5. **Stationary-**
  - List of all required items.
  - Distribution of printing among Head Office / NRHM / PHSC and Civil Surgeons.
  - Immediate printing of immunization cards. **[DFW / DIR (Statistics)]**
6. **Medicines-**
  - Supply of Kit-A and Kit-B to urban ANMs (230). **(MD NRHM)**
  - Preparation of list of drugs required at Sub-Centre / PHC / Block PHC / CHCs/ SDH / DH. **(DHS / DFW)**
  - Purchase of requisite medicines and ensuring that there is no shortage. **(MD PHSC / DHS / DFW / CS)**

7. **Equipment for new institutions-** Equipment for the institutions which are recently being constructed at Bathinda, Kallar Khera, CHC Tripuri, Drug De-addiction Centre Talwandi Sabo should be purchased. (MD NRHM / PHSC)

8. **Surplus land available with the Health Department-**

- Identification of surplus land lying vacant.
- Surplus land within the existing hospitals.
- Surplus land which can be surplus by relocating the old offices should be identified for offering to private parties for setting up of big hospitals. (CS)

9. **Unserviceable items-**

- Identification of unserviceable items.
- Condemnation.
- Disposal.
- Special emphasis on all new concepts.
- Issuance of detailed guidelines. (MD PHSC / DHS / CS / Dr Mukesh)

10. **Disability certificates-**

- Issuance of detailed guidelines.
- Strict compliance. (DHS / Dr Veena)

11. **Rogi Kalyan Samities (RKS)-**

- Constitution of RKS as per guidelines.
- Separate account of RKS.
- User charges be deposited in the account of RKS.
- Registration of RKS. (MD PHSC / CS / DMC)

12. **Visit by Programme Officer from Head Office-** All Programme Officers are requested to visit atleast 2 districts once in a month and review their programmes in detail for discussion in the next meeting of Civil Surgeons. (All POs)

13. **Rashtriya Suraksha Bima Yojna-**

- Honouring of Panchayats who have done good work. (MD PHSC)

14. **Immunization-**

- Redressal of guidelines.
- Guidelines in the form of posters. (DFW / Dr Balwinder)

15. **Review of ASHA-** Review of work by ASHA and segregating them as per incentives received by them. (NO - ASHA)

16. **Janani Suraksha Yojna (JSY)-**

- Adequate funds be places for SMOs in the hospitals for on the spot disbursement.
- Coordination by respective Civil Surgeons with the principal of private institution at Bathinda, Gian Sagar Banur, CMC and DMC Ludhiana, 3 Government Medical Colleges at Faridkot, Patiala and Amritsar and 2 BBMB hospitals at Talwara and Nangal. (CS)

17. **Blindness Control Programme-**

- Case for purchase of consumables pending with PHSC needs to be finalized early. (MD PHSC)
- In the mean time, Programme Officer may put-up a proposal for disbursement of funds to the Civil Surgeons for immediate purchase of consumables.
- Review of performance of individual Ophthalmic Assistants.
- Aphresis machines and blood components etc to be made functional immediately. (PO - BCP)

18. **Mobile Medical Units-**

- Enhancement of budget for OPD beyond 50.
- Purchase of kits. (DFW)

19. New delivery registers to be got printed and 2 more columns regarding HIV status, number of children to be added. (SPM - NRHM)

20. **Meeting of SMOs-**

- Civil Surgeons should review the items of Civil Surgeon Conference with block SMOs and other SMOs.
- To ensure that the performance is reviewed right upto the last employee (ANM) and for all institutions upto Sub-centres for untied funds and other grants.
- Review should reveal the institution where no money has been spent or the employees who are not doing much work. (CS)

21. **Software for monitoring of Daily OPD of doctors –**

**DHS Institutions-**

- Civil Surgeon should makeful use of this software and review the work done by their doctors.
- Kindly make SMOs responsible. They would daily intimate the OPD status for their respective doctors to the Civil Surgeon's office who would then send the status to Head Office on the same day.
- DPMs be asked to make a print-out of the previous date and put-up to Civil Surgeon for his / her information. (CS)

**PHSC Institutions-**

- Daily OPD status and usage of equipment.
- Kindly make use of this software also.
- DMCs be asked to monitor it daily. (DMC)

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Principal Secretary H&FW  
5/7/2010

1. MD PHSC
2. MD NRHM
3. DHS
4. DFW
5. Civil Surgeons