

UPGRADATION OF FOOD AND DRUG LABORATORY

Minutes of mtg dt 9/8/2010

SN	Item	Action to be taken	Officer Concerned	Target date	Remarks
1	Equipment				
1.1	Purchase of equipment for about Rs. 20 lacs not on rate contract (that is through tenders)	Case has been sent to COS for NOC on 13/11/2009. Purchase of machinery equipment for Rs. 18.54 lakh was approved by Government on 25/11/2009 and DHS is to place the orders.	DHS / DD (SP)	16/8/2010	Tenders were invited and finally there was one bidder. The rate reasonability has been accepted by the Committee and case has been put up to DHS for placing the orders with the single bidder. DHS to finalize this issue.
2	Books etc.				
2.1	Books - Requisite number of books be purchased.	27 books / manuals have been identified and they may be purchased. DHS would provide Rs. 2 lacs for this purpose and these books be purchased at the earliest.	DHS	-	Order for purchase of 4 books has been placed.
3	Capacity Building Project				-
3.1	Usage status of equipment	Public Analyst would give the item-wise status and the work done during 3 months (January to March 2010). These details are to be furnished for all the equipment received under capacity building and other equipment received from other sources.	Deputy Public Analyst	16/8/2010	Equipment-wise list and monthly usage be given in a week's time.

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3.2	Non-functional equipment	List of equipment not being utilized would be furnished separately. Equipment which is not being used is mainly Atomic Absorption Spectrophotometer. Its cost is Rs 5,90,364/-. Equipment has been installed. Supplier has demanded an electricity line and water chilling unit and both these items have already been provided.	Deputy Public Analyst	31/8/2010	HHSC is to make this machine functional. Deputy Public Analyst would pursue this case and have the machine functional at the earliest.
3.3	Training	20 Analysts are to be trained in batches of six each and the cost is to be borne under the head "Training" of NRHM.	Deputy Public Analyst	16/8/2010	6 out of 20 Analysts have been trained by NIPER for one week and remaining 14 Analysts are yet to be trained. Kindly pursue the case with NIPER and let the undersigned know about the exact schedule.
4	Renovation	Estimate of Rs. 47 lacs is to be reduced to Rs. 10 lacs.	MD PHSC / ASH (B)	16/8/2010	Revised estimate yet to be received from MD PHSC. Funds are to be arranged through Planning and Finance Department under Infrastructure. MD PHSC to send proposal.
5	Staff	The detailed positing of staff is enclosed herewith			
5.1	Public Analyst	2 Deputy Public Analysts do not fulfill the requirement of 5 years experience. Therefore they are not eligible	DHS / ASH (B)	31/8/2010	DHS to examine proposal for relaxing experience.

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5.2	Deputy Public Analyst	One post of Deputy Public Analyst is lying vacant as none of the Analyst has passed GoI test.			
5.3	Govt Analyst (Drug Section)	One post is revive.	DHS / ASH (B)	16/8/2010	DHS to put-up proposal immediately
5.4	Government Analyst		DHS	16/8/2010	Post of Govt Analyst needs to be filled up. DHS to take necessary action
5.5	Analysts	3 posts are vacant	ASH (B) / DHS	30/9/2010	DHS may kindly fill up these posts through direct recruitment and inform about progress
5.6	Junior Assistants	3 posts of Junior Assistants are lying vacant.	DHS	31/8/2010	DHS to fill up these posts
5.7	Lab Attendants	Out of 21 posts of Lab Attendants, only 13 posts are lying vacant	DHS	31/8/2010	DHS to fill up these posts
5.8	Lab Technician Grade-I, Grade-II & SMLT	A total of 13 posts are lying vacant out of 23.	DHS	31/8/2010	These posts are required to filled up by DHS immediately
6	Annual Maintenance of Equipment	Some costly sophisticated equipments received under capacity project and purchased by DHS, require funds for their maintenance such as GLC, HPLC, UV - Visible Spectrophotometer, Atomic Absorption Spectrophotometer, Electronic Weighing Machines.	DHS	31/8/2010	DHS may ensure annual maintenance of equipments either through supplier or through fresh tenders. DHS may kindly provide adequate funds on urgent basis.

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7	Purchase of new instruments	There is need for the replacement of erroneous, outdated instruments which are not in use since long time.	DHS / ASH (B)	16/8/2010	Case be moved by DHS for funds. ASH (B) to arrange sanction from Finance Department and Planning Department.
8	Purchase of Computers	Invoice / quotations have already been sent to DHS	DHS	31/8/2010	2 more computers be provided
9	NABL Accreditation of the Laboratory	Hiring of consultants	DHS	31/8/2010	Tenders for appointment of consultants may kindly be given.
10	Microbiology Section	The existing Microbiology Section is not as per GLP norms and requires expertise opinion and funds for its upgradation	DHS	31/8/2010	Some expert opinion may be sought from an institution of repute regarding setting up of microbiological section as per the GLP / NABL norms. Funds may be arranged for setting up of new Microbiology Laboratory.