

SN	Item	Action to be taken	Officer Concerned	Target Date	Remarks
1	Temporary accommodation	Institute identified in Mental Hospital, Amritsar.	–	–	Works completed at the cost of Rs 11.50 lacs.
2	Temporary hostel	The residential quarters in Mental Hospital have been repaired and will be utilized for hostel.	MS Amritsar/ Principal	–	–
3	Affiliation with PNRC and INC	Indian Nursing Council has inspected the institute on 2/6/2011. Inspection was found to be satisfactory. Formal letter is awaited. An application to PNRC has been submitted about one week back.	MS Amritsar/ Principal	–	Kindly pursue and have the institute inspected from PNRC
4	Staff	As is clear from the chart enclosed herewith, no regular staff has been deputed. DFW may kindly expedite the posting of the requisite staff. Our qualified Tutors / Staff Nurses may kindly be selected and appointed on deputation through PHSC.	MD PHSC/ Dr Jaskiran / DFW	4/7/2011	MD PHSC to ensure that these posts have been created.
5	Additional staff and hostel staff for Nursing School	To be sanctioned on contract basis.	MD PHSC/ Dr Jaskiran / DFW	4/7/2011	MD PHSC may kindly expedite. No action has been taken during the last one year.
6	Permanent institute building	Land has been identified. An estimate for Rs 8.5 Cr has been prepared and submitted.	MD PHSC / SE PHSC	–	–
7	Permanent hostel	It is a part of above cited Rs 8.5 Cr estimate. Issue may kindly be finalized at the earliest.	MD PHSC/ SE PHSC	–	–
8	Furniture and Equipment	Most of the furniture and equipment has been purchased at local rates and remaining would be purchased within one month.	MD PHSC / Principal	21/7/2011	–

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9	Scholarship to students	Various classes like minority and SC etc are available. Kindly get the forms filled in and submit to the department. DFW may kindly get in touch with Director (Welfare) and Director (Social Security) and also report about the departments already giving scholarships to minority classes.	DFW	–	–
10	Advertisement in Newspaper	To sponsor the expenses of these poor girls through NRIs or others DFW may kindly get the advertisement.	DFW	–	–

GNM Nursing School Amritsar - Staff Position

SN	Post	Required according to INC Norms	Remarks
Teaching Staff			
1	Principal	1	Available
2	Vice-Principal	1	DPC: 1 week
3	Senior Tutor	1	Not required.
4	Tutor	15	DPC: Regular pay scale
Additional Staff			
1	Stenographer / PA	1	MD PHSC to recruit on contract basis
2	Senior Clerk / Accountant	1	MD PHSC to recruit.
3	Junior Clerk / Typist	1	MD PHSC to recruit.
4	Librarian	1	MD PHSC to recruit.
5	Lab Attendant	1	MD PHSC to recruit.
6	Driver	1	Through outsourcing by MD PHSC
7	Cleaner	1	MD PHSC to recruit.
8	Machine (Xerox) Operator	1	MD PHSC to recruit.
9	Peon	3	MD PHSC to recruit.
10	Safai Sewak	2	MD PHSC to recruit.
Hostel Staff			
1	Lady House Keeper	3	Required.
2	Cook	7	Not required for this year
3	Kitchen / Dining Room Helper	7	Not required for this year
4	Gardner	2	Civil Surgeon to deploy on temporary basis
5	Chowkidar / Security Guard	4 (Male-3, Female-1)	MD PHSC to arrange.
6	Safai Sewak	3	MD PHSC to arrange.