

SN	Item	Action to be taken	Officer Concerned	Target Date	Remarks
1	Temporary accommodation	Hostel ready.	–	–	–
2	Temporary class rooms	Ready at a cost of Rs 5 lacs.	XEN PHSC	–	–
3	Affiliation with PNRC and INC	Kindly pursue the case with INC.	MS CH PTL / Principal	–	–
4	Staff	These posts (as per Annexure) have to be sanctioned by the Government. DFW and PHSC may kindly submit a proposal for Amritsar, Jalandhar, Patiala and Ropar.	MD PHSC/ Dr Jaskiran/ Principal	–	PHSC is taking requisite action.
5	Additional staff and hostel staff for Nursing School	To be sanctioned on contract basis (Annexure)	MD PHSC/ Dr Jaskiran/ Principal	–	PHSC is taking requisite action.
6	Permanent Hostel building	New hostel required. An estimate for Rs 8.5 Cr has been prepared and submitted.	SE PHSC / XEN PHSC (Patiala)	–	Govt of India has already sanctioned Nursing School at Patiala for 2012-13. We may execute these works from GoI funds.
7	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	–
8	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	–	Please expedite.
9	Advertisement in Newspaper.	To sponsor the expenses of these poor girls through NRIs or others DFW may kindly get the advertisement.	DFW	–	Please expedite.

GNM Nursing School Patiala - Staff Position

Annexure

SN	Post	Required according to INC Norms	Remarks
A	Teaching Staff		
1	Principal	1	Posted
2	Vice-Principal	1	To be posted by DFW
3	Senior Tutor	1	Available
4	Tutor	15	15 posts have to be created by PHSC. 5 to be posted in the current year by DFW.
B	Additional Staff- As intimated by Joint Director PHSC, the following 10 posts have been created and advertisement is being given in a day or so.		
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.
C	Hostel Staff- As intimated by Joint Director PHSC, the Corporation is taking requisite action for the following posts.		
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	PHSC to outsource
5	Chowkidar / Security Guard	4 (Male-3, Female-1)	MD PHSC to arrange.
6	Safai Sewak	3	MD PHSC to arrange.