

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	Principal posted. Vice-Principal posted. Out of 5 Tutors, 4 has joined and 1 more is required to be posted.	MD PHSC/ Dr Jaskiran/ Principal	–	MD PHSC to recruit the staff as per Annexure.
5	Additional staff and hostel staff for Nursing School	To be sanctioned on contract basis.	MD PHSC/ Dr Jaskiran/ Principal	–	MD PHSC to recruit the staff as per Annexure through outsourcing / contract
6	Permanent Hostel building	New hostel required. An estimate for Rs 8.5 Cr has been prepared and submitted.	SE PHSC / XEN PHSC (Patiala)	–	–
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	–	–
9	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 Patiala - Staff Position

Annexure

SN	Post	Required according to INC Norms	Remarks
Teaching Staff			
1	Principal	1	Posted
2	Vice-Principal	1	To be posted
3	Senior Tutor	1	Available
4	Tutor	15	Out of 5 tutors, 4 has joined and 1 more is required to be posted.
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.