

UPGRADATION OF CHEMICAL LABORATORY AT KHARAR

Minutes of mtg dt 9/8/2010

SN	Item	Action to be taken	Officer concerned	Target Date	Remarks
1	Supply of Chemicals				
1.1	Chemicals for which tenders are to be invited.	Tenders for supply of chemicals for Rs. 4.50 lacs are to be invited.	MD PHSC	13/8/2010	Tenders not yet received. PHSC is yet to finalilze the proposal and give advertisement in the newspapers. MD PHSC to take immediate action
2	Equipment				
2.1	Other equipments through rate contract	Orders for purchase of equipment worth Rs. 11.11 lakh have been approved by Govt on 11/11/2009 and DHS has placed the orders on 26/11/2009. It would be received within one month. List of equipment is enclosed herewith.	-	-	The supply relates to Water Distillation Plant which has been received and installed. No further action required.
2.2	Equipment through tenders.	Equipment worth Rs. 15 lacs is to be purchased through tenders. Tenders received and matter be placed before DPC. Supply Order should be placed by 30-4-10.	DHS	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.
2.3	Gaschromotography with mask spectro photo metry	Technical specifications have been finalized. DD (SP) report about the budget and float tenders.	ASH (B)	16/8/2010	ASH (B) to put-up the case for budget allotment and for floating tenders.
2.4	Generator	Case for purchase of Generator has been moved.	ASH (B) / DHS	16/8/2010	DHS to finalize this case. ASH (B) to put up the case for approval of Planning Department and Finance Department for funds.
2.5	Gaschromotography for Blood Alcohol Estimation	Case for purchase of this equipment has been moved.	ASH (B) / DHS	16/8/2010	DHS to finalize this case. ASH (B) to put up the case for sanction of Planning Department and Finance Department for funds.

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2.6	Close Circuit TV (CCTV)	Close Circuit TV is required for better monitoring and transparency.	ASH (B) / DHS	16/8/2010	DHS to finalize this case. ASH (B) to put up the case for approval of Planning Department and Finance Department.
3	Civil works	Finance Department did not release the funds Rs. 7.35 lacs in 2009-10. We will try to get the funds in 2010-11.	ASH (B)	16/8/2010	ASH (B) to trace the file and put up for revised approval of Planning Department and Finance Department.
4	Computerization	PEC is preparing the software.	DHS	16/8/2010	PEC has not done the work for want of sanction of funds. Let us call a meeting with Officers of PEC. DHS to put-up case.
5	Staff				
5.1	LT / MLT Grade-I, Clerk	9 posts which have been sanctioned but are lying vacant should be filled up. These are 8 Lab Attendants, one MLT Grade-II and one Clerk.	DHS	16/8/2010	DHS is requested to fill up these posts immediately.
5.2	Deputy Chemical Examiner and Chemical Examiner	Post of Chemical Examiner is equivalent to Deputy Director and needs to be filled up accordingly. Deputy Chemical Examiner (Non-Medical) is to be appointed by promotion from amongst the Assistant Chemical Examiner (Non-Medical).	ASH (B) / DHS	16/8/2010	DHS / ASH (B) to put-up the case for filling up of these posts
6	Time Schedule	Time schedule for all the tests needs to be prepared	Dr RP Singh Chemical Lab	16/8/2010	Dr RP Singh to prepare the statement having time schedule for all lab tests being conducted at Laboratory and put-up every week.