

**MINUTES OF MEETING TO START SHAHEED BABU LABH SINGH NURSING SCHOOL AT
CIVIL HOSPITAL JALANDHAR**

Minutes of meeting dated 9-4-2010

| S.N | Item | Target Date | Concerned Officer | Action to be taken | Remarks |
|-----|--|-------------|----------------------------|---|---------|
| 1 | Inspection for getting essential certificate from Government of Punjab. | 15-4-2010 | DRME / DFW | Draft of Rs. 2 lacs has already been submitted to PNRC on 11-3-10 and DRME has been requested to get the inspection done for essential certificate. | Pending |
| 2 | Affiliation from Indian Nursing Council | 15-4-2010 | Secretary INC / DFW | Fees amounting to Rs. 25000/- has already been submitted for affiliation on 29-1-2010. | Pending |
| 3 | Affiliation from Punjab Nurses Registration Council (PNRC). | 30-4-2010 | Registrar PNRC, DRME / DFW | Request has been made to PNRC. This inspection will be done after INC inspection. | Pending |
| 4 | School Building - Class room, Lab and Library are available. Proposal submitted by XEN PSHC for another 3 class rooms, auditorium and store has been approved by PSHFW. | 1 year | XEN, PHSC | Budget for Rs. 115.52 lacs approved. Infrastructure adequate for first year of admission. | — |
| 5 | Hostel Building - 34 rooms in the ratio of 1:3 (room : students) are available for first and second year. 32 rooms in the ratio of 1:2 are to be constructed. Proposal of XEN, PHSC has been approved by PSHFW. | 1 year | XEN, PHSC | Budget for Rs. 99.77 lacs approved. Infrastructure adequate for first and second year of admission | — |

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|-----|---|------------------------|--------------------------|--|---------|
| 6 | Teaching Staff required for first year. (i) Ms. Saroj Bala, Vice Principal (MPHW Female Training School, Hoshiarpur). (ii) Ms. Promilla, Senior Tutor (MPHW Female Training School, Hoshiarpur) (iii) Ms. Tarsem Kaur, Tutor (Civil Hospital, Jalandhar) | Achieved | DHS | Teaching staff required has been selected and posting orders has been issued (details as per Annexure-1). | — |
| 7 | Additional Staff - Recruitment of staff. | 15-4-2010 | MD, PHSC / M.S Jalandhar | Orders of additional staff has been issued by Medical Superintendent Jalandhar. MD PHSC to issue orders. | Pending |
| 8 | Hostel - Recruitment of staff. | 15-4-2010 | MD, PHSC / M.S Jalandhar | Orders of additional staff has been issued by Medical Superintendent Jalandhar. MD PHSC to issue orders. | Pending |
| 9 | Budget - Equipment to update school and hostel as per INC norms. | Financial year 2010-11 | MD PHSC / XEN PHSC | Proposal of Rs. 10.37 lacs approved by PSHFW out of which Rs. 2 lacs as N.O.C fees to PNRC and Rs. 1 lac for essential items has been released by MD PHSC. | — |

Detail of Teaching / Additional / Hostel Staff - Available and Required

| S.N | INC Forms | Total requirement | Available | Balance required | Required in 2010-11 (1st year) | Required in 2011-12 (2nd year) | Required in 2012-13 (3rd year) | Remarks (2010-11) |
|-------------------------|---|-------------------|-----------|------------------|--------------------------------|--------------------------------|--------------------------------|---------------------------------|
| Teaching staff | | | | | | | | |
| 1 | Principal | 1 | 1 | - | - | - | - | - |
| 2 | Vice-Principal | 1 | 1 | - | - | - | - | O.K. Settled |
| 3 | Senior Tutor | 3 | 1 | 2 | - | 1 | 1 | O.K. Settled for First year |
| 4 | Tutor | 8 | 5 | 3 | - | 1 | 2 | O.K. Settled for the First year |
| Additional Staff | | | | | | | | |
| 1 | Stenographer/Personal Assistant (having computer knowledge) | 1 | 1 | - | - | - | - | O.K. Settled |
| 2 | Senior Clerk-cum-Cashier / Accountant (having Computer knowledge) | 1 | 1 | - | - | - | - | O.K. Settled |
| 3 | Typist-cum-Clerk (having computer knowledge) | 1 | - | 1 | 1 | - | - | Pending with MD PHSC |
| 4 | Librarian | 1 | - | 1 | 1 | - | - | Pending with MD PHSC |
| 5 | Lab Attendant | 1 | 1 | - | - | - | - | O.K. Settled |
| 6 | Driver | 1 | 1 | - | - | - | - | O.K. Settled |
| 7 | Cleaner | 1 | 1 | - | - | - | - | O.K. Settled |
| 8 | Machine (depleting / Xerox) Operator | 1 | - | 1 | 1 | - | - | Pending with MD PHSC |
| 9 | Peon | 3 | 3 | - | - | - | - | O.K. Settled |
| 10 | Safai Sewak | 2 | 2 | - | - | - | - | O.K. Settled |

Detail of Teaching / Additional / Hostel Staff - Available and Required

| S.N | INC Forms | Total requirement | Available | Balance required | Required in 2010-11 (1st year) | Required in 2011-12 (2nd year) | Required in 2012-13 (3rd year) | Remarks (2010-11) |
|---------------------|------------------------------|-------------------|-----------|------------------|--------------------------------|--------------------------------|--------------------------------|--|
| Hostel Staff | | | | | | | | |
| 1 | Lady House keeper / Warden | 3 | 1 | 2 | 2 | - | - | Pending with MD PHSC |
| 2 | Cook | 7 | 3 | 4 | - | 2 | 2 | Settled for the year 2010-11 but for the year 2011-12 and 2012-13 Pending with MD PHSC |
| 3 | Kitchen / Dining Room Helper | 7 | 2 | 5 | - | 3 | 2 | Pending with MD PHSC |
| 4 | Gardner | 2 | 2 | - | - | - | - | O.K. Settled |
| 5 | Chowkidar | 4 | 1 | 3 | 3 | - | - | Pending with MD PHSC |
| 6 | Safai Sewak | 3 | 3 | - | - | - | - | O.K. Settled |

**SHAHEED BABU LABH SINGH NURSING SCHOOL
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Minutes of mtg dated 27-4-2010

| SN | Item | Action to be taken | Target Date | Concerned Officer | Remarks |
|-----------|--|---|--------------------|----------------------------|--|
| 1 | Inspection for getting Essentiality Certificate from Government of Punjab. | Provisional Essentiality Certificate (EC) was granted on 29-1-2010. Hon'ble Minister Medical Education has to convene a meeting of the Screening Committee and only thereafter regular EC can be granted. The meeting is tentatively scheduled for 30-4-2010. | 30/4/2010 | DRME / DFW | Pending with Medical Education Department. |
| 2 | Affiliation from Indian Nursing Council | Fees amounting to Rs. 25000/- has already been submitted for affiliation on 29-1-2010. INC has indicated that they would inspect the school before 15-5-2010. Kindly keep following. | 15/5/2010 | Secretary INC / DFW | Pending with INC |
| 3 | Affiliation from Punjab Nurses Registration Council (PNRC). | Request has been made to PNRC. Matter may be taken up with DRME for early inspection and affiliation. | 30/5/2010 | Registrar PNRC, DRME / DFW | Pending with PNRC |
| 4 | School Building - Class room, Lab and Library are available. Proposal submitted by XEN PSHC for another 3 class rooms, auditorium and store has been approved by PSHFW. | Budget for Rs. 115.52 lacs approved. Infrastructure adequate for first year of admission. PHSC should start the process of tendering. | 30/4/2011 | XEN, PHSC | Pending with PHSC |

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|-----------|--|---|--------------------|--------------------------|--|
| 5 | Hostel Building - 34 rooms in the ratio of 1:3 (room : students) are available for first and second year. 32 rooms in the ratio of 1:2 are to be constructed. Proposal of XEN, PHSC has been approved by PSHFW. | Budget for Rs. 99.77 lacs approved. Infrastructure adequate for first and second year of admission. Funds may be got allotted and work should be started alongwith the work of school building. | 30/4/2011 | XEN, PHSC | PHSC to kindly indicate the time schedule. |
| 6 | Teaching Staff required for first year. | Teaching staff required has been selected and posting orders has been issued (details as per Annexure-1). | — | DHS | Completed |
| 7 | Additional Staff - Recruitment of staff. | The cases for following posts are pending- SN 3- Typist cum Clerk SN 4- Librarian SN 8- Machine Operator | 15/5/2010 | MD, PHSC | MD PHSC to expedite since recruitment itself would take about one and a half month and may kindly appoint these persons through service providers after getting the remuneration fixed from Hon'ble Health Minister. |

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Minutes of mtg dated 27-4-2010

| SN | Item | Action to be taken | Target Date | Concerned Officer | Remarks |
|-----------|---|--|---------------------------|----------------------------|--|
| 8 | Hostel - Recruitment of staff. | The cases for following posts are pending- SN 1- Lady House Keeper/Warden SN 3- Kitchen/Dining Room Helper SN 5- Chowkidar | 15/5/2010 | MD, PHSC / MS Jalandhar | MD PHSC to expedite since recruitment itself would take about one and a half month and may kindly appoint these persons through service providers after getting the remuneration fixed from Hon'ble Health Minister. |
| 9 | Budget - Equipment to update school and hostel as per INC norms. | Proposal of Rs. 10.37 lacs approved by PSHFW out of which Rs. 2 lacs as NOC fees to PNRC and Rs. 1 lac for essential items has been released by MD PHSC. | Financial year 2010-11 | MD PHSC / XEN PHSC | Almirah, Table, Books, Nutrition Lab Material have been purchased. Computer and Photo Copier are to be issued by Dr. G.B. Singh. No progress. Expedite. |