

**MINUTES OF THE EXECUTIVE COUNCIL MEETING OF ANIMERS HELD ON  
16/01/2023 AT 04:00 P.M IN THE MAIN CONFERENCE HALL OF  
SECRETARIAT.**

1. The meeting of the Executive Council Meeting of the Andaman & Nicobar Medical Education & Research Society (ANIMERS) was held on 16.01.2023 at 04.00 p.m in the main Conference Hall of Secretariat.

**2. List of Members present:**

i.	Shri. Keshav Chandra, Chief Secretary	<b>Chairman</b>
ii.	Shri. Nikhil Kumar, Comm.cum.Secretary(Health)	<b>Vice Chairman</b>
iii.	Shri. Subhankar Sen, Secretary (Law)	<b>Member</b>
iv.	Shri. Arjun Sharma, Secretary (Health)	<b>Member</b>
v.	Shri. Kamal Datta, Additional PCCF (CRZ&FC)	<b>Member</b>
vi.	Smti. R.Smitha, Secretary (PBMC)	<b>Member</b>
vii.	Smti. Ranjana Deswal Secretary (Finance) i/c)	<b>Member</b>
viii.	Dr. Munni Singhanian, DHS/MS (ANIMERS)	<b>Member Secretary</b>
ix.	Dr. Pragya Sharma, Director (ANIIMS)	<b>Member</b>
x.	Shri. Shivaraman Subramanian, Chief Engineer (APWD)	<b>Member</b>

**3. List of Invitees present:**

i.	Dr. Anil Agarwal, OSD( Medical College)	<b>Invitee</b>
ii.	Shri. Alex Varghese, OSD (Technical)	<b>Invitee</b>
iii.	Shri. Anil Koshy, FA (ANIMERS)	<b>Invitee</b>

At the outset, the Director (ANIIMS) welcomed all present in the meeting and the following Agenda Points were discussed and decisions were taken as under:-

In the beginning of the meeting, Chairman desired that the use/purchase of plastic stick file for the office purposes should be stopped by making alternative arrangements. Secretary (GA) was directed to issue circular regarding the same to be circulated amongst all administrative branches under this UT administration.

**{Action:- Secretary (GA)}**

**A) CIVIL WORK PROPOSALS:-**

**AGENDA 01: Status of Funds for Infrastructure and Equipments:**

Director (ANIIMS) presented the overall fund position of ANIMERS before the committee for carrying out various civil works at Medical College campus and purchase of machinery and equipment's. Further, it was informed to the committee that current balance available with ANIMERS under creation of capital assets account is sufficient only for construction of Block A of main science block along with the purchase of furnitures, equipment's and machinery for library, admin block & science block A.

The total approved cost of the project communicated by MoHFW vide D.O letter no.U-14017/49/2020/ME-II dt.06.05.2020 amounting to Rs. 189 Cr. However, for completion of the entire project, requires additional Rs.230 Cr. approximately as on date as prepared by OSD (Technical).



The matter was placed before the Executive Council (EC), the committee after detailed discussions accorded approval for construction of Block A of Main Science Block with estimates amounting to Rs.50.12 Cr. Further, the EC desired that necessary breakup for the purchase of machinery/Equipment for the Administrative & Library block to be submitted in the next EC meeting. The Committee also stated that the requirement of additional funds will be considered after utilization of balance funds available.

{Action:-EO (ANIMERS)/OSD(Technical)}

**AGENDA 02: Revised A/A& E/S for Construction of Dining hall kitchen block & hostel for Assistant Professor/Lecturer.**

The A/A & E/S of the work Construction of Dining Hall, Kitchen Block & Hostel for Assistant Professor/ Lecturer hall was accorded by the Executive Council meeting held on 13.01.2016 amounting to Rs. 4,75,21,671/- . The AE (Works), APWD has submitted revised estimates for an amount of Rs.5,42,16,158/- citing deviation and some extra items were included at the time of execution. The OSD (Technical) informed the committee that the works have been completed, on ground. The proposal was placed before the Finance Committee held on 05.08.2022. The Committee while according in-principle approval desired that the matter to be placed before the EC for its concurrence.

**The EC sought clarifications with breakup details on item wise cost escalations. The detailed justification on cost escalation to be submitted on file by the Chief Engineer (APWD)/OSD(Technical) to Secretary (Health) for approval.**

{Action:-Chief Engineer, (APWD)/ OSD(Technical)}

**AGENDA 03: Revised A/A & E/S for Construction of 02 Nos. Prefabricated lecture halls for Medical College at Dudhline, Port Blair.**

The A/A & E/S of the work Construction of 02 Nos. Prefabricated lecture halls for Medical College at Dudhline was accorded by the Executive Council in its meeting held on 01.09.2018 amounting to Rs. 1,26,50,300/-. The AE (Works), APWD has submitted revised estimates for an amount of Rs.1,66,85,365/-citing deviations, construction of boys and girls toilets and arrangement of stepped seating inside the lecture hall. The OSD (Technical) informed that the work has been completed, on ground. The proposal was also placed before the Finance Committee held on 05.08.2022. The Committee recommended the matter to be placed before EC and accorded in-principle approval for this agenda. **The Executive Council approved the revised estimate amounting to Rs.1,66,85,365/-.**

{Action:- EO (ANIMERS)}



## **B) FINANCIAL PROPOSALS:-**

### **AGENDA 04: Utilization of Student Welfare fee/ Games/ Cultural and other activities fee received from the student of ANIIMS in the account of ANIIMS Admission account.**

Director (ANIIMS) informed that currently, as per the fee structure, the institution has been collecting @ Rs.7,500/- from each student as a one-time fee as student welfare fees and being deposited in the ANIIMS Admission account of ANIIMS. As on date, Rs.0.64 Crores is lying in the ANIIMS account. EC its meeting held on 15.11.19 has decided to extend certain level of expenditure for student welfare. The fees available with ANIIMS will be utilized in the following ways:-

#### **SOP for student welfare fund**

##### **1. Medical Emergency**

- i. Financial support to any student admitted in serious condition for life saving treatment in a recognized hospital in Delhi/Chennai/Kolkata etc as decided by the treating physician.
- ii. Financial support on actual expenditure basis with ceiling of Rs 2 lakhs per case per year.
- iii. Constitution of Medical Board to review such cases with Director (ANIIMS), being the Chairperson.

##### **2. Convocation and White Coat Ceremony:**

- i. Convocation ceremony for the graduated students will be conducted at the end of each academic year.
- ii. White coat ceremony will be conducted at the commencement of new batch of ANIIMS students.
- iii. Financial implication will be on actual basis with a ceiling of Rs.2.5 lakhs annually for both the programmes subject to adherence to procurement norms.

##### **3. TA/DA for Educational Tour:**

Director (ANIIMS) appraised the Committee that TA/DA has to be given to students of ANIIMS for their travel while on tour to mainland or inter-island without affecting their academic and clinical activities to achieve excellence in State/ National level competitions.

Reimbursement of food and stay with maximum limit of RS.1,500/- or actual whichever is less of stay per students per day. Purchase of Cheapest available Economy class air ticket. The Annual capping of one event per year and restricted to maximum of ten students in a year.



As per the recommendation of Finance Committee meeting held on 02.02.2021, the Executive Council approved the proposal. The EC directed to opt the following mechanism for utilization of available fees.

- i. The funds to be managed with the existing bank account
- ii. Digitalization of fees collection process.
- iii. The power for utilization of student welfare fee to be delegated at the level of Dean Academics, AO/AAO and nominee from Students Council as other members of the designated committee with annual audit of these funds.

The Chairman, EC also discussed the matter regarding issues represented by student council. The Chairperson directed Director (ANIIMS) for exploring the option of operationalizing the access of library on 24x7 basis for students, soon after the library block in new campus is ready. The EC also directed that concrete proposal for purchase of computers and accessories for library, setting up of computer lab as per NMC guidelines before the Finance Committee for recommendations. He also directed OSD (Technical) for making proper arrangements for basketball/Volley ball courts and indoor facility for badminton in the main campus for the students.

The Chairperson also directed OSD (Technical) for immediate repair of damaged roofing of Auditorium and lecture halls/hostels in the Medical College campus and also desired official visit to be conducted by OSD (Technical), with concern Engineers along with Secretary (Health) and Director (ANIIMS).

{Action:-Director (ANIIMS)/OSD(Technical)}

**Agenda Point 5: Utilization of Games and Cultural Fee:**

Director (ANIIMS) informed the Committee that as per the fee structure, the institution has been collecting @ Rs.3,250/- from each student in each semester as games and cultural fee and being deposited in admission account of ANIIMS. A total amount of Rs.29,250/- is being collected from the students per semester since 2015, as on date, Rs.2.48 Crores is lying in the ANIIMS account. The fees available with ANIIMS is proposed to be utilized in the following ways:-

- i. Students annual cultural festival with a ceiling of 5 lakhs.
- ii. Annual sports day celebration with a ceiling of 1 lakh.
- iii. Local cultural festivals @ 50,000/- per festival max up to 4 festivals in a year.



As per the recommendation of Finance Committee held on 02.02.2021, the Executive Council approved the proposal and directed to opt the following mechanism for utilization of available fees.

- i. The funds to be managed with existing bank account.
- ii. Digitalization of fees collection process.
- iii. The power for utilization of student welfare fee to be delegated at the level of a designated committee consisting of Dean Academics, AO/AAO and nominee from Students Council with annual audit of these funds.

{Action:-Director (ANIIMS)}

**AGENDA 06: Creation of new savings account for the use of Grants for Research purpose under various schemes of Govt. of India.**

Director (ANIIMS) informed currently, there is no bank account for the Grants being received for research under various schemes of Govt. of India. Director (ANIIMS) proposed to open a separate savings account in the nationalized bank i.e. State Bank of India/ Canara Bank, Port Blair in the name of ANIIMS Research account as a pooled fund account for maintaining funds related to Research under various schemes of Govt. of India, establishing skill lab, etc. Director, ANIIMS and Dean Academics will be the two joint signatories in concurrence with the accounts department of ANIIMS.

As per Rule 23(n) of Rules and Regulation of ANIMERS "The Society shall maintain accounts in a nationalized bank as approved by the Executive Council. This account of the Society shall be operated by the person/person duty, authorized in this behalf by the Executive Council".

**The Executive Council approved the proposal.**

{Action:-Director (ANIIMS)}

**AGENDA 07: Payments of Stipend for internship for the second batch 2016.**

Director (ANIIMS) proposed for Ex-Post Facto approval of the stipend paid to 2016 batch @ 23,500/- amounting to Rs.2,28,42,000/- the proposal was examined and recommended by the Finance Committee meeting held on 02.02.2021.

**The Executive Council approved the proposal and also recommended the enhancement of Stipend @26,300/- pm prospectively for the next batch of interns i.e 2017 as per Office Memorandum F. No. S.11014/02/2018-ME-I issued by Ministry of Health and Family Welfare dated 9th July, 2021.**

{Action:-Director (ANIIMS)}



**AGENDA 08: Presentation of the budget of ANIIMS for the financial year 2022-2023.**

The Statement showing the detailed actual expenditure for the financial year 2019-20, 2020-21 & 2021-22 along with anticipated expenditure for the financial year 2022-23 and proposed expenditure for the financial year 2023-24 are as detailed below:-

<b>Expenditure Statement &amp; Budget Estimate of ANIIMS</b> (Rs. In Crores)						
		<b>Actual Expt. 2019-20</b>	<b>Actual Expt. 2020-21</b>	<b>Actual Expt. 2021-22</b>	<b>Anticipated Expt. 2022-23</b>	<b>Proposed for 2023-24</b>
<b>Salary 221005105520036</b>	GIA (Salary)	31.19	31.80	30.25	32	33
<b>General 221005105520031</b>	Electricity Charges	0.78	0.56	0.68	0.7	0.7
	Telephone Charges	0.17	0.14	0.26	0.30	0.30
	Outsourcing (Manpower)	2.84	3.01	2.49	2.6	2.6
	Vehicle Hiring Charges	0.64	0.52	0.12	1.12	1.12
	Accommodation	0.04	0.04	0.01	0.01	0
	Book & Journal	0.007	0.001	0	0.1	0.1
	Stationary Expenses	0.08	0.06	0.05	0.06	0.15
	Furniture	0.22	0.01	0.04	0.07	0.07
	DTE (Travel Expences)	0.21	0.04	0.03	0.03	0.03
	Printing & Adt. Expenses	0	0	0	0.03	0.03
	MCI/UNIV	0.07	0.04	-	-	0.03
	Imprest	0.006	0.004	0.0016	0.02	0.002
	Computer/LED/Repair Charges	0	0.006	0.001	-	0.03
	Water Charges	0.43	0.41	0.33	0.36	0.36
	GST/TDS	0	0	0.05	0.05	0.05
	Misc.	0.13	0.12	0.18	0.21	0.21
<b>CAPITAL ASSETS</b>		0.04	0.30	1.30	-	-
	<b>TOTAL</b>	<b>36.91</b>	<b>37.25</b>	<b>35.85</b>	<b>37.65</b>	<b>38.8</b>

The Executive Council approved the actual expenditure for the financial year 2019-20, 2020-21 & 2021-22 along with anticipated expenditure for the financial year 2022-23 and proposed expenditure for the financial year 2023-24.

The Executive Council expressed that the proposal for capital asset head should be a part of BE & not RE. Further, a detailed proposal on budget of ANIIMS for the financial year 2023-24 to be submitted on file.



{Action:- AAO (ANIIMS)}

**AGENDA 09: Presentation of Audited Statement of Accounts for the year 2018-2019 received from the Chartered Accountant.**

The Committee was informed that M/s Garodia & Co., Chartered Accountants, Port Blair was appointed for auditing the annual accounts for the year 2018-19 with the approval of Executive Council, ANIMERS in terms of Rule 22(b)(ii) of Rules and Regulations of the society.

The CA firm has conducted the auditing of the accounts and has submitted the audited accounts statement viz Receipt & Payment Account, Income & Expenditure Statements and Balance Sheet for the society ANIMERS as well as its subsidiary bodies ANIIMS and OSD (Technical).

It has been observed by them that as per their opinion, proper books of accounts have been kept and regularly maintained by the organization so far it appears from the examination of such records. The balance sheet and Income & Expenditure Statements are in agreement with the book of accounts of the organization and it gives a true and fair view. The report was placed before the EC.

As per Rule 23(d) & (f), the reports of audit communicated by the auditors along with the certified accounts and its observations, duly approved by the Executive Council are to be submitted to the Administration.

FC had recommended approval of the accounts by EC in its meeting held on 02.02.2021 and recommended ratification of the appointment of the CA with the approval of Executive Council, ANIMERS.

**As per the recommendation of Finance Committee in its meeting held on 02.02.21, the Executive Council approved and took note of the Audit report. Further, the Executive Council recommended and authorized appointment of the CA for preparation of audited account statements for 2019-20, 2020-21, 2021-22 & 2022-23.**

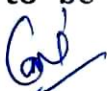
**{Action:- FA(ANIMERS)}**

**AGENDA 10: Imprest Money for Heads of Departments in ANIIMS.**

Director (ANIIMS) informed that there are 22 Departments in ANIIMS and desired that the HODs of the various departments of ANIIMS may be sanctioned an imprest amount of **Rs. 5000/- per month (Rupees Five Thousand Only)**

The funds would be utilized for meeting small incidental and routine expenses related to Departments for the day-to-day smooth functioning of the Departments.

**The Executive Council approved the proposal and recommended expenses to be paid through imprest money and must be documented**



**with receipts. The fund may be replenished regularly with disbursement of receipts and proper maintenance of imprest expense register and stock register.**

**{Action:-Director (ANIIMS)/AAO (ANIIMS)}**

**(C) ADMINISTRATIVE PROPOSALS:**

**AGENDA 11: Expansion of e-hospital**

Director (ANIIMS) informed the Committee that the e-hospital is being an integrated part of HMIS and is currently, being implemented in a phased manner in ANIIMS and GB Pant Hospital.

Currently **phase-I** has been implemented with the following modules:-

- Patient registration module.
- Admission, Discharge and Transfer module.
- Laboratory information system module.

Director (ANIIMS) desired that the expansion of e-hospital in **phase-II**, is proposed in the following additional modules:-

- Store and Pharmacy module.
- Clinical module.
- Radiology Information System module.
- HR module and logistics.
- OT Management module.
- Dietary module.
- Laundry module.
- Any other relevant module as per requirement for smooth functioning.

**The EC approved the proposal for getting it done through NIC.**

**{Action:-IT Cell (ANIIMS)}**

**AGENDA 12: Approval for continuation of Posts created by Director for continued functionalization of Cardiac Cath Lab.**

The Committee was informed that since the establishment of Cath lab in GBPH Port Blair, two cardiac Cath lab technicians were appointed by Director (ANIIMS) under the delegated powers of Director, during year Sept-21.

Further, 2 Nos. of Cardiac Cath lab technicians against the post of occupational therapist and prosthetic and orthotic technician on consolidated pay of Rs. 50000/- per month extendable annually based on performance were also recruited.

Currently, One Assistant Professor (Cardiology) has been sanctioned against post of Assistant Professor (General Medicine). The Director also informed that this year, ANIIMS has recruited two Assistant Professors in Cardiology against two vacant post of Assistant Professor General Medicine.

EC approved the continuation of 2 posts of cath lab technician & engagement of Assistant Professors Cardiology against the vacant posts of Assistant Professor General Medicine. The Chairperson also desired that for the continuation of cath lab, a separate detailed proposal for the department may be proposed in next EC after the recommendations from FC.

{Action:-Director (ANIIMS)}

**AGENDA 13: Enforcement of TOR of the Engagement of Resident Doctors.**

Director (ANIIMS) informed that currently SR/JR are being appointed in ANIIMS on contractual basis. The agreement of the contract Clause 07 states, "The resident doctor shall enjoy the right to resign from the post by serving one month notice or by depositing one month salary without serving the notice" the resident doctors resign from the post without following the clause 07 of the agreement.

It is proposed that the following clause to be amended in the offer of appointment: *Deposit 'original educational certificates' OR Deposit 'one month salary' of the employee.*

**The Executive Council on detailed discussion approved and recommended to deposit one month salary as security deposit for JR/SR inform of fixed deposit at the time of joining.**

{Action:-Director (ANIIMS)}

**AGENDA 14: Change in Duration of Contract in Advertisement for Hiring of all Faculty (Assistant Professor, Associate Professor and Professor).**

Director (ANIIMS) informed that multiple positions of specialists in ANIIMS are lying vacant. Only few applicants respond to the advertisement with the probable reason is that the duration of contract mentioned in the advertisement is 'one year'. Director (ANIIMS) proposed that permission may be granted to change the duration of contract period to 3 years extendable based on annual performance or till, regular recruitment is done.

**The Committee was of the unanimous opinion that in order to ensure retention of faculty, job security is highly relevant & thus, approved the period of contract extension to be changed as 05 years extendable by another 02 years prospectively based on review of performance instead of 01 year in the advertisement.**

{Action:-Director (ANIIMS)}



**AGENDA 15: Waiving/Dropping of Audit para regarding grant of increment to Faculties and other staffs.**

The Committee was informed that as per CAG Audit, Kolkata query no.15 contrary to the offer of appointment increment has been granted @ 5% for first two years and @3% for subsequent years to staff nurse and other staff and as per query no.16 the faculty appointed in 2015 had been granted 10% increments as per offer/Letter of appointment.

However later, as per Executive Council meeting held on 19.05.2017, it was decided to grant uniform increment to all employees of ANIIMS at the rate of 3%. The issue of recovery was raised by the Indian accounts & audit in audit dept. query no.20. The matter was put before the Executive Council for seeking necessary directions on the matter.

**EC after detailed discussion was of the opinion that any effort to recover the excess amount paid to faculties and other staffs is practically impossible and legally, untenable. The Executive Council unanimously decided to waive off the recovery after the approvals from the General Body following which the same may be informed to audit dept. for consideration.**

**{Action:-Director (ANIIMS)}**

**AGENDA 16: Delegation of powers to appoint Group B & C posts and renewal of contract of Group A posts in ANIIMS.**

Director (ANIIMS) informed that currently all the proposals for contract extension of Group A, B,C & D staffs is submitted before Chairman for approval. Further, as per Rules & Regulation under clause 20(B) "The nominee of the Director shall be Chairman of the selection committee for Group B & C posts. The Director shall be appointing authority for Group B & C post and its renewal, also contract renewal of Group A posts. Director (ANIIMS) stated that only the files related to fresh appointments on Group A posts and Policy matters may be sent to the Executive Council for approval."

**The Committee approved the above proposal and stated that the powers to be re-delegated to Member Secretary, ANIMERS/Director ANIIMS for the posts under the control of their establishments.**

**{Action:-Member Secretary (ANIMERS)/Director (ANIIMS)}**

**AGENDA 17: Retaining of Andaman Teal House for Accommodation of Faculty and Resident Doctors.**

The Committee was informed that the Andaman Teal House having 39 rooms which was handed over to ANIIMS with the approval H'LG to fulfil MCI criteria. ANIIMS is currently carrying out Periodic renovation & maintenance of

teal house. ANIIMS has already handed over 10 rooms to IP&T and another 20 rooms has been handed over on adhoc basis in view of Island Tourism Festival scheduled to be held in these Islands.

Director (ANIIMS) had proposed to retain 29 rooms of Andaman Teal House with ANIIMS till the construction of Resident Doctors Hostel and Faculty Quarters is complete. These may be used to accommodate faculty and residents after renovation of the rooms.

**The Committee decided that 29 rooms of Andaman Teal House that are being used by ANIIMS to accommodate their faculty may be transferred by Dept of IP&T to Dept of Health as per GFR rules. A letter may be drafted by Secretary (Health) to Secretary IP&T for the same.**

**{Action:-Secretary (Health)}**

**AGENDA 18: Consideration of approval of Recruitment Rules of ANIIMS.**

The Committee was informed that vide ANIMERS order No.163 dated 4<sup>th</sup> March 2020 various posts under ANIIMS and ANIMERS was created. The above posts were dully approved by General Body meeting dated 08.01.2020.

The Draft RR's for various categories of non-teaching & teaching posts created for ANIIMS were submitted to the Personnel, Law & Finance Dept. of Administration for which, no-objection/concurrence has been obtained. The three departments have mentioned that ANIIMS being under ANIMERS, can frame own RR's.

**The Executive Council granted permission to post the RR on the website of ANIIMS/ A & N Administration and Newspapers inviting comments from various stake holders before notifications and approval.**

**{Action:-Director (ANIIMS)}**

**AGENDA 19: Surety Bond.**

Director (ANIIMS) informed that the admission prospectus published every year stipulates two bond conditions for the students taking admission in ANIIMS:

**Condition 1:** Point (no. 03 of Appendix K of Prospectus) which states that the students shall not leave India for five years after completion of the MBBS degree from ANIIMS.

**Condition 2:** To serve under the ANI Administration for 1 year or else, required to pay Rs. 10 lakhs.

Finance Committee in its meeting held on 05.08.2022 recommended waiving the conditions of surety bond pertaining to those graduates who are selected for any Post Graduation Course in the country citing examples of other medical colleges in the country like AIIMS which do not impose such conditions. The Director also proposed that both the conditions may be waived



off for the students who are forcefully expelled from ANIIMS owing to poor performance, as per NMC guidelines.

**EC on detailed discussion approved waiving off condition 01 prospectively. Further, the Council desired that the proposal for condition 02 to be re-examined by Law dept. for obtaining views in file, prior to its approval by Executive Council.**

**{Action:-Director (ANIIMS)}**

**AGENDA 20: Ratification of Proposals:**

**a. Ratification of Subsidiary Account opened for GIA (General)**

Director (ANIIMS) informed that ANIIMS is maintaining Receipt and expenditure for Grant- in - Aid (Salary & General) Head received from ANIMERS in a single current account.

In order to maintain the receipt & expenditure statement for both the heads viz. Salary Head and General Head separately, a subsidiary current account has been opened with the approval of Director (ANIIMS), for 'General Head', keeping the existing current account for the "Salary Head".

The matter was placed before Finance committee, meeting held on 02.02.2021. The FC considered for approval. ex-post facto approval and recommended its ratification by EC.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**b. Ratification of extension of contract for outsourcing of manpower from 01.08.2019 to 30.04.2020.**

Director ANIIMS informed that the contract for providing skilled and unskilled manpower to ANIIMS for the period of 01 year from 01.08.2018 was executed with the approval of the Executive Council. The said contract expired on 31.07.2019 and since the finalization of fresh tender was under process, the existing tender was extended for the period from 01.08.2019 to 30.04.2020 for a period of nine months. The whole process of fresh tendering took a considerable time and ANIIMS was forced to seek extension of the services of the outsourcing agency since it was very essential for running day to day cleaning, security and housing works of the Institution. Extension of the contract with outsourced staff supplying agency was approved by the Chairman ANIMERS/Chief Secretary w.e.f. 01.08.2019 to 31.10.2019, 01.11.2019 to 31.01.2020, 01.02.2020 to 28.02.2020, 01.03.2020 to 31.03.2020 & 01.04.2020 to 30.04.2020. **EC considered the above proposal and ratified it ex-post facto.**

**{Action:-Director (ANIIMS)}**

**c. Ratification of tender floated for providing outsourcing manpower for the period from 01.05.2020 to 30.04.2021**

ANIIMS had floated 04 Nos of online bids for providing skilled/unskilled manpower (140 No of various categories) through GeM for a period of one year from 01.05.2020 to 30.04.2021. The total financial implication of contract/ tender is Rs. 3,06,90,748/- (Rupees Three Crore Six Lakh Ninety Thousand Seven Hundred Forty Eight Only) . The tender has been finalized with the approval of the Chairman, EC, ANIMERS and work was awarded to L1 bidders.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**d. Ratification of extension of contract for outsourcing of manpower from 01.05.2021 to 06.07.2021.**

Director ANIIMS stated that the contract for providing skilled and unskilled manpower to ANIIMS for the period of 01 year from 01.05.2020 to 30.04.2021 was executed with the approval of the Executive Council. The said contract expired on 30.04.2021 and since the finalization of fresh tender was under process, the existing tender was extended for the period from 01.05.2021 to 06.07.2021 for a period of two months and 06 days.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**e. Ratification of tender floated for providing outsourcing manpower for the period from 07.07.2021 to 06.07.2022**

ANIIMS had floated 04 Nos. of online bids for providing skilled/unskilled manpower (140 No of various categories) through GeM for a period of one year from 07.07.2021 to 06.07.2022. The total financial implication of contract/ tender is Rs. 3,14,57,659/- (Rupees Three Crore Fourteen Lakh Fifty Seven Thousand Six Hundred Fifty Nine Only) . The tender has been finalized with the approval of Commissioner-Cum- Secretary (Health) and work was awarded to L1 bidders.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**f. Ratification of hiring of 06 No. Buses from State Transport Department.**

Director ANIIMS informed that the proposal was submitted based on the rates furnished by State Transport Department for hiring of 06 Nos. of

ordinary Buses (32 Seater) for providing pick up & drop facilities to Hostel students staying at New Medical Campus at Corbin's Cove and JR/SR staying at Andaman Teal House for a period of 01 year from 23.09.2019 to 22.09.2020. The total financial implication for hiring of 06 No. ordinary buses (32 seater) is Rs.70,20,000/- (Rupees Seventy Lakh Twenty Thousand Only).

The approval for hiring of 06 No Buses was obtained from Chairman, EC, ANIMERS under clause 22 b (ii) of Rules & Regulation of ANIMERS.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**g. Ratification of hiring of 07 Buses from State Transport Department.**

Director ANIIMS informed that the proposal was submitted based on the rate furnished by State Transport Department for hiring of 07 Nos. of ordinary Buses (33 Seater) for providing pick up & drop facilities to Hostel students staying at New Medical Campus at Corbin's Cove and JR/SR staying at Andaman Teal House for a period of 01 year from 15.12.2020 to 14.12.2021. The total financial implication for hiring of 07 No. ordinary buses (33 seater) comes to a total of Rs. 90,63,600/- (Rupees Ninety Lakh Sixty Three Thousand Six Hundred Only).

The approval for hiring of 07 Buses from State Transport Department of A & N Administration was obtained from Chairman, EC, ANIMERS under clause 22 b (ii) of Rules & Regulation of ANIMERS.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**h. Ratification of tender floated through GeM (PAC) for purchase of 02 Nos. RT-PCR Machine.**

ANIIMS had floated online bidding through GeM (PAC, based on the Proprietary Article Certificate submitted by HOD, Microbiology) for the purchase of 02 No. RT-PCR Machines on urgent basis to increase the COVID testing capacity due to second wave of COVID-19 Pandemic in these Islands. The Purchase value of the items including CAMC for 05 years was Rs.47,51,826/- (Rupees Forty Seven Lakh Fifty One Thousand Eight Hundred Twenty Six Only). The bid has been finalized with the approval of Commissioner-Cum-Secretary (Health).

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**i. Creation of Capital Asset Accounts in ANIIMS**

ANIIMS in respect of fund received under the Head- creation of Capital Asset has to be maintained in a separate bank account as per the audit observation. Under the circumstance ANIIMS has opened a bank account in a nationalized bank i.e State Bank of India, in the name of "ANIIMS Asset Account". Which is jointly operated by Director (ANIIMS) & AAO (ANIIMS).

As per Rule 23 (n) of Rules & Regulation of ANIMERS, "The Society shall maintain accounts in a nationalized bank as approved by the Executive Council. The account of the Society shall be operated by the person/persons duly, authorized in this behalf by the Executive Council.

The above matter was placed before Finance committee, meeting held on 02.02.2021, The FC, considered the ex-post facto approval and recommended its ratification by EC.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**j. Ratification of Extension.**

This is regarding ratification of extension of services of Shri. G.K.Samaddar, Accounts officer (ANIIMS) whose contract had expired on 14.06.21. After expiry of his contract, the file was submitted for his extension vide F.No.6-48/ANIIMS/Estt/Contract Appntt./2021 and the same was approved by the competent authority on 07.09.2021 and his services was extended for the period from 09.09.21 to 08.03.22. The competent authority desired that the same may be ratified by the Executive Council.

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

**k. Settlement of advance of Rs. 1 Lakh issued to Dr. R.P. Choubey, Ex-Director ANIIMS.**

Director ANIIMS informed that the proposal for settlement of advance of Rs.1 Lakhs issued to Dr. R.P Choubey, Ex-Director ANIIMS the above advance was sanctioned vide bill no. 114 dt. 17.03.2016. FC considered the proposal in its meeting held on **02.02.2021** the advance amount has also been adjusted. The FC considered the ex-post facto approval and recommended its ratification by EC. **EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**



## **1. Repair of Incinerator**

Director ANIIMS informed Incinerator was installed in the G.B. Pant Hospital was found to have a major breakdown, which required immediate repair to avoid hazardous accumulation of Biomedical Waste as without repairing, it couldn't be made operational. The proposal submitted by ANIIMS is on a single source basis. Since no power has been delegated to Director ANIIMS nor Member Secretary for procurement under nomination basis and in pursuance of the direction of Commissioner-Cum-Secretary and considering the exigency of the matter the machine was repaired from the authorized dealer (M/s Unitech Engineering Services, Port Blair) of the manufacturer of Alfa Therm Limited, Delhi. The total financial implication incurred in repair/replacement of damaged parts of the machine came to the tune of Rs.8,23,872/- (Rupees Eight Lakh Twenty Three Thousand Eight Hundred Seventy Two Only).

**EC considered the proposal and ratified it.**

**{Action:-Director (ANIIMS)}**

### **AGENDA 21: Confirmation of the Minutes of the Executive Council Meeting Held on 15.11.2019.**

The minutes of the last meeting of the Executive Council Meeting Held on 15.11.2019. Director (ANIIMS) informed the minute of the EC was placed before the General Body Meeting held on 08.01.2020 and same was approved.

The Committee desired that the confirming the minutes of the EC held on 15.11.2019 is not required.

### **AGENDA 22: Miscellaneous Agenda (if any) to be discussed with permission of Chair.**

Director (ANIIMS) presented the following additional Miscellaneous Agenda points with the permission of Chairperson Executive Council.

### **AGENDA 01: Salary revision of all Faculties, Resident Doctor and Non-teaching Staffs.**

There is no salary revision since the inception of Medical College which leads to a lot of attrition among the faculties is adversely affecting the patient care and medical education. The salary in mainland is more than what is offered in ANIIMS resulting in faculty and residents showing no interest to join in ANIIMS even after repeated advertisements leading to gross shortage of faculty and residents. Similarly, due to non-revision of salary, the non-teaching staffs are not able to cope up with the inflation adversely affecting their livelihoods.

**The Executive Council desired that a detailed proposal may be submitted for revision of salary as per 7<sup>th</sup> CPC to the Finance Committee. However, Executive Council accorded in-principle approval to the proposal.**

**{Action:-Director (ANIIMS)}**

**AGENDA 02: Starting of Post Graduate Courses in ANIIMS**

Three batches of MBBS students have passed out from ANIIMS and as per the NMC criteria, it is required to start PG Course in ANIIMS. Director ANIIMS informed that the letter for permission has been sent to Pondicherry University for the same. We may gradually start the PG Courses in the respective Departments of ANIIMS which have necessary infrastructure for starting the PG Courses.

**The Executive Council accorded in-principle approval prior to obtaining approval of Academic council & Finance Committee.**

**{Action:-Director (ANIIMS)}**

**AGENDA 03: Hiring of Super Specialist Doctors.**

G.B.Pant Hospital is the only referral hospital of A & N Islands, many patients are referred to the mainland due to the non-availability of Super Specialists. In the first phase, we may hire Nephrologist, Neurologist, Oncologist and Medical Gastroenterologist one each which may be later extended for other super specialist services also for which the necessary infrastructure is available.

**The Executive Council accorded in-principle approval prior to obtaining approval of Finance Committee.**

**{Action:-Director (ANIIMS)}**

**AGENDA 04: Hiring of IT Consultant**

The Service of IT cell ANIIMS is hampered due to non-availability of Technical Staff. The Technical Expert is required for smooth implementation of e-Hospital, maintenance of Web site, and other technical support to various departments under ANIIMS. Therefore, we may hire the IT Consultant in ANIIMS.

**The Executive Council accorded in-principle approval prior to obtaining approval of Finance Committee.**

**{Action:-Director (ANIIMS)}**



**AGENDA 05: Increasing staff strength of OSD (Technical).**

The Executive Council Committee meeting of ANIMERS held on 15.10.2015 vide agenda no.17, the committee was pleased to establish an Engineering wing for the Medical College under OSD (Technical) vide order no. 261 dated 21.11.2015 to look after the installation/ maintenance of all civil/electrical and air conditioning works of assets taken over by ANIMERS/ ANIIMS.

The competent authority also decided to provide fund to carry out the work and also services of sufficient electrical and engineers on diverted capacity from APWD to assist OSD (Technical).

OSD (Technical) on multiple occasions has stated regarding minimum availability of engineers in the wing to look after and manage the works in the main campus of ANIIMS. Further, EO to Chief Engineer vide letter no. 1-36/CE/PW/ES-I/2015/ANIMERS/6188 dated 15.11.2022 has informed that presently APWD is facing shortage of engineering staffs and unable to provide staffs to OSD (Technical) on diverted capacity.

Hence, the matter is placed before EC for detailed discussion and providing OSD (Technical) with sufficient engineering staffs for the smooth progress of work.

**The matter was already discussed in the commencement of the meeting at Agenda 05 and The Executive Council directed Chief Engineer for posting of additional dedicated AE/JE to OSD (Technical) for looking after the works of Medical College.**

**{Action:-Chief Engineer, (APWD)/OSD(Technical)}**

**AGENDA 06: Opening of Current Account for EPF deduction & Ex-Post facto approval/extension of DRM's posted in OSD (Technical).**

An Engineering wing namely OSD (Technical) ANIMERS has been established in the year December 2015 vide order no. 261 dated 21.11.2015 as per the minutes of EC meeting held on 17.10.2015 to look after the civil, electrical and Air Conditioning work of the various assets/buildings taken over by ANIMERS/ANIIMS (i.e., Old Ayush Building, BalikaNiketan, G.B.Pant Hospital etc.) vide letter No. 1-1/MC/OSD (Tech)/Estt/2015 dated 01/12/2015 with the approval of the Chief Secretary, A & N Administration vide letter No. 1-1/MC/Estt/2014/PF-II/879 dated 21.11.2015, along with other Technical and Non-Technical staff being diverted from other departments, 17 No DRM's were also appointed directly whose extension could not be obtained.

Hence, it is requested to kindly accord necessary approval for regularization of the 17 No DRM's mentioned above as well as for opening of a current account for online deposit of EPF amount to the EPF office.

**The Committee on detailed discussion desired that a proper justified proposal to be submitted by OSD (Technical) before the Personal Dept. for concurrence and recommendation prior to placing the matter before EC.**

**{Action:-OSD (Technical)}**

  
**Member Secretary, EC (ANIMERS)**