

MINUTES OF THE EXECUTIVE COUNCIL MEETING OF ANIMERS HELD AT 1600 HOURS ON 19.05.2017 IN THE CONFERENCE HALL (MINI) OF SECRETARIAT UNDER THE CHAIRMANSHIP OF CHIEF SECRETARY.

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The List of participants is in **Annexure-I**

The Chairman/Chief Secretary opened the discussion by reviewing the follow up action taken on the agenda points decided in the EC meeting held on 10.04.2017 and also enquired about the duties assigned to the newly joined OSD (MC). It was informed that formal orders assigning the duties to be performed by the OSD (Medical College) are still to be issued.

The Chairman/Chief Secretary directed the Member Secretary, EC (ANIMERS) to discuss the matter and issue formal orders early. It was also desired that Dr A K Dubey, former OSD (MC) may be directed to brief his successor about the functioning of the Medical College (ANIIMS) and the duties so far attended by him in the Medical College and a copy of the Charge Note received from him may be submitted to the Vice Chairman/Chairman for perusal.

The Chairman/Chief Secretary then took up the Agenda Points for discussion.

**Agenda Point : 01**      Review of the decisions taken in the EC meeting held on 10.04.2017.

The Chairman/Chief Secretary confirmed the receipt of Report of the Fact Finding Committee and stated that the same is under examination of the Administration. He expressed concern over the findings of the Committee and desired that remedial measures needs to be taken to streamline the working of the Medical College (ANIIMS). It was also informed that the report will be submitted to the Hon'ble Lieutenant Governor for appropriate decision. Expressing concern over the delay in conducting the Internal Audit as desired in the last meeting, Chief Secretary agreed to intervene in the matter and take appropriate action.

**Agenda Point : 02**      Establishment of Nursing College by upgrading the existing Nursing School, under the Society (ANIMERS)

The Council considered the action taken so far for establishment of the Nursing College and realized that considerable amount has already been spent for the Project. The Member Secretary explained the requirement of qualified Nurses both in the Teaching and other Hospitals and the need for establishment of the Nursing College to ensure availability of sufficient number of qualified Nurses for the purpose. The Council was also informed that the Nursing Council of India was approached to confirm validity of the Letter of Permission (LoP) issued last year for this year.

After detailed discussion, the Executive Council desired to establish the Nursing College under the Society (ANIMERS) by upgrading the existing School of Nursing.

The Council then considered the issue relating to creation of posts for the College of Nursing. It was explained by the Member Secretary that the existing Tutors of the School of Nursing can be utilized for the post of Tutors in the proposed College of Nursing but to establishment the College of Nursing, the following posts are to be created and filled up before establishing the College of Nursing to comply with NCI guidelines:-

Sl No	Designation	No. of posts	Pay scale		
			Old	New	
1	2	3	4	5	
1	Principal	01	PB-4 + GP Rs.8700	L/13	Rs.1,18,500- 2,14,100
2	Vice Principal	01	PB-3 + GP Rs.7600	L/12	Rs.78,800- 1,42,400
3	Associate Professor	01	PB-3 + GP Rs.6600	L/11	Rs.67,700- 1,22,600
4	Assistant Professors	02	PB-3 + GP Rs.5400	L/10	Rs.56,100- 1,01,400
05	Tutors	06	PB-2 + GP Rs.4800	L/8	Rs.47,600 - 86,100

The Executive Council after detailed discussion decided to create the above posts for the College of Nursing and desired that the Member Secretary shall initiate suitable proposals for creation of the above posts and authorized the Chairman/CS to accord formal approval of the proposal.

The Council also desired that Member Secretary shall take follow up action to (1) fill up the posts, (2) obtain Permission, if necessary, from Nursing Council of India, Tamil Nadu Medical Council and (3) affiliation of the College with Pondicherry University.

The Executive Council also decided that the Technical Wing of ANIMERS shall take suitable action for creation of infrastructure for the College of Nursing at the new Medical College campus and also modification, if necessary, to the existing building occupied by the School of Nursing for establishment of the College as early as possible.

**Agenda Point : 03**      Extension of the Contract appointment of Maj Gen (Retd) R P Choubey as Director (ANIIMS).

The Council was informed that the contract appointment of Maj Gen (Retd) R P Choubey as Director (ANIIMS) will expire on 31.05.2017 and the Officer, vide his letter dated 27.04.2017 has expressed his willingness for further extension for another one year as per his present eligible salary and terms of appointment.

The Executive Council considered the above issue and decided to extend the contract appointment of Maj Gen (Retd) R P Choubey as Director (ANIIMS) for another 06 (six) months with effect from 01.06.2017 on the existing terms and conditions and without any hike in salary or other incentives and authorized the Member Secretary to issue formal orders in this regard.

**Agenda Point : 04**      Appointment of a Committee to suggest amendments to the Rules & Regulations of the Society (ANIMERS).

The Executive Council was informed that a decision has already been taken by the Council in its meeting held on 10.04.2017 to convene the meeting of the General/Governing Body at the earliest. It was also informed that the existing Rules and Regulations were framed/notified before establishment of the Medical College and therefore, some of its provisions need amendments to suit the present day requirements.

The Council agreed to the proposal and decided to constitute a Committee under the Chairpersonship of Member Secretary, EC (ANIMERS)/DHS and Members in the manner explained below:-

01	Member Secretary, EC (ANIMERS)/DHS	Chairperson
02	Director (ANIIMS) or his representative	Member
03	Financial Advisor (ANIMERS)/Sr AO (DHS)	Member
04	OSD (Medical College)	Member Secretary

The Council also decided that the Committee shall submit suitable proposal to the Chairman/Chief Secretary for formal approval within one month from the date of issue of the order.

**Agenda Point : 05**      Inclusion of Director (ANIIMS) as Member of the Executive Council

The Council observed that the Director (ANIIMS) had been attending the meeting of the Executive Council as Special Invitee and realized that his presence in the Executive Council is useful for a meaningful discussion on matters relating to the Medical College (ANIIMS). The Council also realized that this demand was raised by the Director (ANIIMS) in earlier meetings also.

The Council also observed that the existing Executive Council was formulated/notified in the Rules and Regulations and therefore, any change in the combination of the Council can be effected through amendment of the Rules & Regulations by the General/Governing Body.

The Council, therefore, decided to agree with the proposal in principle and desired that the proposal may be considered by the Committee constituted to suggest amendments to the existing Rules and Regulations.

**Agenda Point : 06**      Purchase of instruments/equipments for the Department of Microbiology.

The Council observed that Microbiology instruments/equipments worth about Rs.1,17,97,568/- (Rupees one crore seventeen lakhs, ninety-seven thousand five hundred and sixty-eight only) have been ordered for purchase by the Director (ANIIMS) in spite of the fact that the same is not within his delegated powers. The Council also noticed that the issue had been raised in some of the previous meetings and also circulated in file amongst the members of the Finance Committee and Executive Council for ratification.

It was explained to the Council that some of the items have already been purchased and the bills settled while bills for some other items are pending for settlement and the parties are frequently approaching the Medical College for early settlement.

After going through the details placed before the Council, the Chairman desired to know whether the purchases have been made after observing all the formalities and the orders have been placed on the firm quoted L1. The OSD (MC) explained to the Council that these purchases were made before his joining the Medical College and therefore, he is not in a position to confirm the point raised by the Chairman except what had been explained in the Agenda Point.

The Council after detailed discussion accorded approval for purchase of the Microbiology instruments/equipments worth Rs.1,17,97,568/- provided that the same has been done after due procedure and after ensuring that the supply orders have been placed on the firm who quoted L1 in the tender process. The Council decided that the Director (ANIIMS) shall ensure this before settling the bills in this regard.

**Agenda Point : 07**      Formation of Leave Rules and sanction of Maternity leave at the rate of 26 weeks as per latest ruling of the Hon'ble Supreme Court of India.

The Council was informed that leave to the contract employees of the Medical College (ANIIMS) and the Society (ANIMERS) are being regulated as per instructions contained in Govt of India, Department of Personnel & Training OM NO:12016/3/84-Estt(L) dated 12.04.1985, as amended by OM No:12016/2/99-Estt (L) dated 12.07.1999 and OM No:12016/5/2009-Estt (L) dated 31.01.2011.

It was also informed that in addition to the leave indicated in the above OMs, Maternity leave to the extent of 90 days is being allowed to the female contract employees of the Medical College (ANIIMS) as per Director (ANIIMS) Circular No:1-40/ANIIMS/Estt/2015/543 dated 14.05.2016.

The OSD (MC) placed a copy of the Extra Ordinary Gazzette Notification No:6 of 2017, dated 28.03.2017 of Govt of India, Ministry of Law & Justice, vide which the Maternity Benefit (Amendment) Act, 2017 has been notified. A copy of letter No:5-36012/03/2015-SS.I dated 12.04.2017 issued by the Ministry of Labour & Employment, Government of India, which contains clarifications relating to enhancement of Maternity leave to female employees has also been placed before the Council.

The council observed from the above communications that Maternity Leave to the female employees stands increased from the existing 12 (twelve) weeks to 26 (twenty-

six) weeks and the same is applicable to the contractual and consultant women employees.

The Council considered the above aspects and desired that the enhancement of maternity leave as explained above may be extended to the female employees of the Medical College (ANIIMS) and the Society (ANIMERS) and directed the OSD (MC) to examine and submit suitable proposal for formal approval of the Chairman/Chief Secretary.

The Executive Council also decided that existing leave rules as applicable to contract employees and as described in Govt of India's OMs referred to above may be strictly followed in the Medical College (ANIIMS) and the Society (ANIMERS) till such time separate leave rules are framed and notified for ANIIMS/ANIMERS and authorized the Member Secretary, EC (ANIMERS) to issue formal orders in this regard.

**Agenda Point : 08**      Approval/relaxation for availing cheapest/lowest available air fare by any private airlines for visiting Home Town, attending conference and duty-cum-tour as well as first time joining TA to the faculty members.

The Executive Council observed that no such blanket relaxation in the matter has been issued to any departments under the A & N Administration and therefore, it may not be appropriate to agree to the proposal and desired that all such claims should be dealt with in accordance with the provisions contained in the relevant rules and government of India's instructions on the subject from time to time.

The Executive Council, however, desired that individual cases, if any, may be examined as per the relevant rules and put up for consideration and authorized the Chairman/Chief Secretary to accord formal approval in this regard.

**Agenda Point : 09**      Formulation of Conference Rules for the Medical College (ANIIMS).

The Executive Council did not go into the details of the Guidelines attempted by the Medical College (ANIIMS) and desired that the same may, in the first instance, be placed before the Academic Council and Finance Committee and thereafter examine the same with reference to the rules/guidelines and those followed in other similarly placed Medical Colleges before placing the same in the Executive Council for consideration.

**Agenda Point : 10**      Special Allowance/honorarium to the teaching faculty members having extra qualifications after the requisite PG degree as well as to those faculties in subjects of high demand/ non-availability.

The Executive Council did not consider the proposal attempted by the Medical College (ANIIMS) and desired that the same may be placed before the Academic Council and Finance Committee of ANIMERS and re-examine the same with reference to the Government of India's guidelines on the subject and incentives being allowed in other similarly placed Medical Colleges before placing the same in the Executive Council for consideration.

**Agenda Point : 11**      Settlement of Procurement bills and others incurred in connection with establishment of College of Nursing.

The Executive Council was informed that in connection with the arrangements made for establishment of the Nursing College last year, bills to the extent of Rs.30,62,724, are still outstanding and requested the Council to accord approval and make available funds to settle these bills. The Council was also informed that the particulars indicated against Agenda Point No:02 and 11 needs to be read together, out of which the Executive Council has already accorded approval for release of fund to meet the salary and building renovations.

The Council observed that these expenditures were incurred by the Director (ANIIMS), who is delegated with the powers of Head of Department under GFR. Since the outstanding dues indicated above have been incurred by the Director (ANIIMS) and are within his delegated powers, the same can be settled by the Director (ANIIMS) subject to compliance of codal formalities.

The Executive Council desired that Director (ANIIMS) shall take further necessary action to settle the bills from the funds made available to the Medical College (ANIIMS) and exercising the powers delegated to him after ensuring compliance of rules and regulations/procedures in each case.

**Agenda Point : 12**      Furnishing of Annual Performance Assessment Report (APAR) for all Faculty members/Resident Doctors and other staff of the Medical College (ANIIMS).

The proposal is agreed to in principle, by the Executive Council and desired that APAR should be introduced to all categories of employees in the Medical College (ANIIMS)/ Society (ANIMERS) with immediate effect. The Council further desired that the Director (ANIIMS) shall submit suitable proposal to define (1) format of APAR for each category of employee and (2) Reporting/Reviewing/Accepting and Appellate Authorities for each categories of employees and (3) the time frame by which each process should be completed every year, for formal approval of the Chairman/Chief Secretary.

**Agenda Point : 13**      To provide uniform increment rate to ANIIMS staff.

The OSD (MC) informed that at present the rate of increment is varied from 3% to 10% depending upon their time of engagement and requested to consider a uniform increment rate for all the employees in ANIIMS/ANIMERS.

The Council observed that the annual increment being allowed to the Govt servants is at the rate of 3% and therefore, the same should be uniformly adopted for all the employees of ANIIMS/ANIMERS.

The Executive Council, however, desired that before taking further action in the matter, the proposal may be placed before the Academic Council and Finance Committee of ANIMERS and submit suitable proposal for formal approval of the Chairman/Chief Secretary.

**Agenda Point : 14** Handing Over of the administrative control of G B Pant Hospital, UHC and PHC to Director (ANIIMS)

The Executive Council observed that amendment to transfer the Teaching Hospital to the Trust/Society/Company under which the Medical College is functioning, was issued vide Medical Council of India (MCI)'s Notification dated 29.12.2015, published on 14.01.2016 and the provisions contained therein is applicable from the date of its publication. The Council also observed that the Medical College (ANIIMS) in the islands was established on 01.09.15 i.e. prior to publication of the above Notification and therefore, provisions contained therein may not be applicable in the case of ANIIMS.

The Council observed that since the GB Pant Hospital and other UHC/PHC referred to in the Inspection Report of MCI are the property of A & N Administration, decision for its transfer to ANIMERS/ANIIMS is to be taken by the A & N Administration.

The Executive Council was, however, informed that the matter is under examination of the A & N Administration and once a decision is taken in this regard, the same will be placed before the Executive Council for further view in the matter.

**Agenda Point : 15**      Increase of emoluments/consolidated salary of all faculties and other staff of ANIIMS/'ANIMERS.

The Council was informed that the consolidated salary of faculty members and other staff of the Medical College (ANIIMS) and the Society (ANIMERS) was decided prior to implementation of the recommendations of the 7<sup>th</sup> Central Pay Commission (CPC) and requested to allow proportionate increase in the consolidated salary of the faculty members and other staff of ANIIMS/ANIMERS.

The Council desired that the matter may be examined properly with reference to various benefits allowed by the CPC and suitable proposal may be placed before the Finance Committee for consideration. The proposal may then be re-examined with reference to the recommendations of the Finance Committee in consultation with the Finance Department of the Administration before placing the same in the Executive Council.

**Agenda Point : 16**      Appointment of Director of Medical Education.

The Council was informed that appointment of a suitable Officer as Director of Medical Education is required to deal with medical education policies of Govt of India and also to coordinate its activities in these islands. The proposal to appoint the Director (ANIIMS) as Director of Medical Education was considered by the Executive Council but decided to re-examine the matter at Administration's level, later.

**Agenda Point : 17**      Providing Horn Bill Nest, Andaman Teal House and Dugong Guest House till alternative infrastructure is completed at its new complex.

The Chairman/Chief Secretary expressed his concern about the delay in returning the above buildings to the concerned authorities and the inconvenience of the tourists/loss being sustained by the respective agencies.

It was informed to the Council that the issue is under examination separately and the matter was discussed in a meeting chaired by the Chief Secretary recently and decided to vacate 10 Rooms of Horn Bill Nest with effect from 01.07.2017 by locating alternative accommodation to the occupants and also to increase the rent of Horn Bill Nest from Rs.2.24 lakhs per month to Rs.4.00 lakhs plus Service Tax per month with effect from 01.06.2016.

The Chairman/Chief Secretary enquired about availability of alternate accommodation for the faculties. It was informed that the work relating to construction of hostel building at the new Complex is in progress and likely to be completed by September, 2017.

The Executive Council directed the OSD (MC)/Member Secretary, EC (ANIMERS) to locate suitable accommodation to the faculties being vacated from the Horn Bill Nest from the government quarters already handed over by the A & N Administration to the Medical College (ANIIMS) and comply with the decision taken to vacate some portion of Horn Bill Nest.

**Agenda Point : 18**      Delegation of powers to appoint Junior Residents, Senior Residents and Tutors to the Director (ANIIMS).

The Council was informed that at present the powers to appoint Junior Residents, Senior Residents and Tutors in the Medical College (ANIIMS) is vested with the Executive Council and requested to delegate these powers to the Director (ANIIMS).

The Executive Council expressed its concern that in spite of the above provisions, appointments against these posts are being made at the level Director (ANIINMS) and later come forward for ratification. The Council desired that this practice needs to be dispensed with and provisions contained in the Rules and Regulations are to be followed strictly.

The Executive Council also desired that delegation of powers in this regard to the Director (ANIIMS) may be re-examined with reference to the delegations prevailing at similarly placed Medical Colleges and suitable proposals for amendments, if necessary, may be placed before the Executive Council/ General/Governing Body.

**Agenda Point : 19**      Teachers    Scientific    &    Learning Allowance.

The Chairman/Chief Secretary enquired about availability of such allowance to the doctors of GB Pant Hospital. The Member Secretary, EC (ANIMERS) explained the details of such allowance being paid to the doctors of Health Department.

The Executive Council desired that the matter may be placed before the Academic Council and Finance Committee of ANIMERS and then re-examine the issue in consultation with the Finance Department of the Administration before placing the same in the Executive Council.

**Agenda Point : 20**      Ratification of the resignations of Teaching Faculty & Residents since the last meeting of the Executive Council.

The Executive Council was informed that at present the resignations being tendered by the Faculty members and others are being accepted at the level of Director (ANIIMS). A list of 112 faculty members, whose resignations have been accepted by the Director (ANIIMS) during the years 2015, 2016 and 2017 have been placed before the Council for ratification.

The Council observed that although the powers to accept the resignations were vested with the Executive Council, these powers have been exercised by the Director (ANIIMS) without even placing these cases before the Chairman, who is empowered to exercise the powers of the Executive Council in emergent cases, as per Clause 22 (b)(ii) of the Rules and Regulations of the Society (ANIMERS).

The Executive Council also noticed that the cases now placed for ratification relates to the resignations accepted by the Director (ANIIMS) during April, 2015 onwards but the authorities in the Medical College (ANIIMS) failed to place these cases in the meetings of the Executive Council held subsequently.

The Executive Council expressed its concern and desired that the Director (ANIIMS) may re-examine these cases in the relevant file and submit to the Chairman/Chief Secretary, for appropriate decision in the matter.

**Agenda Point : 21**      Inclusion of additional clause in the terms and conditions/contract agreement of the Resident Doctors to ensure atleast 06 months service in ANIIMS on their joining the Medical College (ANIIMS).

The Council was informed that the Resident Doctors on their appointment/joining the Medical College leave the job within few months which creates problems for the day today management of the Medical College/Teaching Hospital. The OSD (MC), therefore, proposed to include suitable additional clause in their terms and conditions/contract agreement with a view to ensure atleast 06 (six) months service on their joining the Medical College (ANIIMS).

The Executive Council approved the above proposal and desired that the matter may be examined and submitted to the Chairman/Chief Secretary for formal approval.

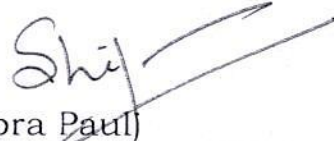
Concluding the discussions, Chairman/Chief Secretary desired that the functioning of the Medical College (ANIIMS) needs to be streamlined and directed the OSD (Medical College) to take suitable initiatives in this regard.

The Chairman/Chief Secretary also desired that:-

1. The system of obtaining approval of the Finance Committee/Executive Council by circulation of files should be dispensed with;

2. All matters/proposals which involve financial implications should be placed before the Finance Committee of ANIMERS;
3. The Finance Committee of the Society (ANIMERS) may be held under the Chairmanship of Principal Secretary (Fin/Health);
4. All matters/proposals relating to the academic functioning of the Medical College shall be discussed in the Academic Council of ANIMERS before it is implemented/placed before the Executive Council;
5. All faculties and staff of the Medical College (ANIIMS) should be treated equally and as per provisions contained in the Rules and Regulations of the Society (ANIMERS) without any discrimination.

The meeting then ended with thanks to the Chair.



(Dr Shipra Paul)  
Member Secretary, EC (ANIMERS)/DHS

**ANNEXURE - I**  
**MEETING OF EXECUTIVE COUNCIL (ANIMERS) AT**  
**1600 HRS ON 19.05.2017.**

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**LIST OF PARTICIPANTS**

<b>Sl No</b>	<b>Name</b>	<b>Designation</b>
01	Shri A Majumdar, IAS	Chief Secretary <b>(Chairman)</b>
02	Shri Sanjeev Khirwar, IAS	Link Officer of Principal Secretary (Health/Finance) <b>(Vice Chairman)</b>
03	Smt Jayshree Ardey Chauhan	Addl PCCF (FC) <b>(Member)</b>
04	Shri Pradip Banerjee	Secretary (Law) <b>(Member)</b>
05	Mrs S Kaushal	Link Officer of Secretary (PBMC) <b>(Member)</b>
06	Shri D Balaji	Chief Engineer (APWD) <b>(Member)</b>
07	Dr Shipra Paul	DHS <b>(Member Secretary)</b>
<b>Special invitees.</b>		
01	Shri Mohd Rehan Raza	OSD (Medical College)
02	Shri Mohammed Ahraf	Financial Advisor/ Sr AO (DHS)
03	P N R Pillai	Executive Officer