

MINUTES OF THE EXECUTIVE COUNCIL MEETING OF ANIMERS HELD AT 1630 HOURS ON 01/12/2017 IN THE CONFERENCE HALL OF SECRETARIAT UNDER THE CHAIRMANSHIP OF CHIEF SECRETARY.

1. The meeting of the Executive Council of the Andaman & Nicobar Islands Medical Education & Research Society (ANIMERS) was held on 01/12/2017 at 4.30 PM in the Conference Hall of the Secretariat under the Chairmanship of the Chief Secretary.
2. The List of participants is in **Annexure-I**
3. At the outset, the Member Secretary, ANIMERS welcomed all present. The minutes of the meeting held on 19/05/2017 were presented before Executive Council (EC) and were confirmed.
4. Thereafter the following Agenda Points were discussed and decisions were taken.

(A) GENERAL:

Agenda Point : 01 Review of the decisions taken in the EC meeting held on 19.05.2017.

The follow up actions on the decisions taken in the Executive Council meeting held on 19.05.2017 were reviewed. EC was informed that as per the decisions taken in the last meeting, the audit of the accounts of ANIMERS and ANIIMS has been conducted by the Pay & Accounts Office (Local Fund Audit). The audit report has since been furnished which was placed before the Executive Council (hereinafter, the Council).

Regarding the action taken on the Report of the Fact Finding Committee and the Special Audit. Vice Chairman, ANIMERS informed that the required action has already been initiated by the Deptt. with approval of Chief Secretary/Chairman at the level of Department of Health.

The Council was also informed that based on the decisions taken in the last meeting, orders extending the contract appointment of the Director (ANIIMS) had been issued. However, considering that the previous extension had expired on 30.11.2017, decision on further extension needs to be taken.

The Council noted that the report of the committee constituted for amendments to Rules & Regulations of the Society is awaited. It was requested to expedite and submit the report within a period of 3 months.

With regard to the matter regarding inclusion of the Director (ANIIMS) in the Executive Council of ANIMERS, as decided earlier, EC agreed in principle, however, the Chairman, Executive Council (ANIMERS) was authorized to take a final decision on the matter after examining it on file. Member Secretary ANIMERS was therefore directed to put up the proposal on file.

With regard to HR matters, it was decided that the Director (ANIIMS), with the assistance of OSD (MC) and Special Secretary (Health & Medical Education), shall come up with a draft HR manual specifying the various posts created in the ANIIMS along with its RRs (wherever equivalent ranks are available in the A&N Administration, RR of such posts shall be adopted). It shall also list out the various allowances, increments, promotional avenues, perks, etc admissible to the Teaching and Non Teaching staff. The Council advised that the mode (VC or in person) of interview for Faculty PG/DNB should be uniform for all candidates to maintain parity.

Regarding the handing over of the administrative control of GBPH and PHC, it was informed that the matter would be examined by Deptt. of Health and suitable functional arrangement put in place by the MS, GBPH. Likewise, necessary working arrangement shall also be made in respect of PHCs required to be used by the Medical College as per MCI norms.

It was also informed that all rooms of Horn Bill Nest have been returned to ANIIDCO and now only the Dugong Guest House is to be retained which is under consideration as an agenda point in this meeting.

(B) INFRASTRUCTURE PROPOSALS:

Agenda Point: 02 Creation of infrastructure – completion of civil works at the new Medical College Campus at Dudhline.

Chief Engineer, APWD made a brief presentation on the status of Civil Works. It was informed that construction of the two blocks of Boys' Hostel shall be completed as part of the Phase-I of the project by December, 2017. The Girls' Hostel and dining hall shall, however, be completed by March, 2018 in

the phase II of the project. The issue pertaining to CRZ was also discussed. APWD proposed an alternative approach road from Dudh Line to the building sites which could, however, be built only on completion of the entire project.

The Executive Council directed APWD to speed up the project so as to ensure availability of accommodations to the students by the end of the year. EC also directed for arrangement of electricity and water connections to these facilities. It was also decided that the Hostel once ready should be occupied immediately to avoid deterioration of the new building infrastructures.

The issues pertaining to CRZ were deliberated upon. After weighing various options, it was decided that within 3 weeks, APWD shall initiate a proposal taking inputs from Director ANIIMS proposing the viable options which shall be examined by the Law Department as well as Forest & Environment department of Administration and shall be put up to Chief Secretary for a decision in the matter. **(Action: CE APWD & OSD-TECH).**

Two preliminary estimates - Construction of Science Block A & D, amounting to Rs.30,78,34,408/- & Rs.18,69,09,476/- respectively - received from CE, APWD was placed before the Council for approval.

It was informed that Finance Committee in its meeting held on 23.10.2017 examined and recommended for sanction these two estimates subject to their clearance by SFC. It was also informed that FC further recommended authorizing Chairman, EC (ANIMERS) to accord formal approval. The Council was also informed that funds to the tune of Rs. 120 crores (both Central & State Share) to meet the expenditure on civil works of the Medical College had been received so far. Out of this estimates amounting to Rs. 66,99,93,920/- stood approved and balance funds were available to meet the expenditure for the above works.

The drawings and preliminary estimates were considered and approved by the Council subject to their clearance by SFC as required under Rule 23(p) of the Rules & Regulations. It was also directed to install "solar panels" and "rain water harvesting" in the new buildings so as to have self sufficiency in the matter of the electricity and water requirements. As suggested by FC, Chairman, EC (ANIMERS) was authorized to accord formal sanction once the proposals are cleared by SFC.

Agenda Points : 03 Requirement of Guest Rooms at the new Medical College Campus.

As per the Detailed Project Report (DPR) of the Medical College, a Guest House with 08 rooms were provided at the new Medical College Campus. Director (ANIIMS) stated that these rooms were not sufficient keeping in view the frequent University Examinations and Conferences being held in the Medical College and suggested that a Guest House with 32 rooms may be constructed at the new Medical College Campus.

It was informed that Finance Committee in its meeting held on 23.10.2017 examined the proposal and observed that the project was finalized initially with a detailed breakup of all expenditure components. The proposed increase in guest room from existing 8 to 32 was a substantial increase which could hike up the cost of the project.

Director (ANIIMS) however, reiterated that these guest rooms are very much needed considering the frequent visit of examiners as per the examination schedule of the University which at certain times falls during the peak tourist season when arrangement of rooms to these visiting officials will be an uphill task.

The Executive Council taking into account the justifications put forth by Director (ANIIMS) agreed for increasing the guest rooms from existing 8 to 32, provided however, ANIIMS shall keep 16 of the proposed 32 rooms at the disposal of the A&N Administration.

The Council accordingly directed the Chief Engineer, APWD to modify the drawings/plans for the Guest House. It was also decided to get the additional funds required on account of the proposed increase in guest rooms. **(Action: CE APWD)**

Agenda Point 04 Returning of Dugong Guest House to PBMC and remaining 10 rooms in Horn Bill Nest to ANIIDCO

The Council was informed that the above accommodations were taken on lease by the Medical College (ANIIMS) to accommodate the Faculty and Residents.

Further, the Medical College had returned all 20 rooms under its occupation in Horn Bill Nest to ANIIDCO. w.e.f 1st December, 2017.

The Council was also informed that the Chairman, Port Blair Municipal Council is insisting for return of Dugong Guest House.

Director (ANIIMS) stated that although it was a fact that this Guest House was initially taken on lease for a period of 6 months, but due to delay in completion of civil works at the new Medical College campus, ANIIMS had to retain this Guest House to accommodate the faculty members and resident doctors and to comply with MCI guidelines.

As informed by APWD, the work relating to construction of Hostel for students and Resident doctors is progressing well at the new Medical College Campus and these buildings are expected to be completed during the current financial year. As such, the Council was requested to accord approval for retention of the above buildings by the Medical College (ANIIMS) till 31.03.2018. A request to Secretary, PBMC should be sent by Director (ANIIMS).

It was informed that the matter was also placed before the Finance Committee in its meeting held on 23.10.2017. The Committee considered the proposal and keeping in view the acute shortage of accommodation for the faculties, recommended for its retention till 31.03.2018.

The Council, approved retention of the above buildings by the Medical College (ANIIMS) till 31.03.2018.

Director (ANIIMS) also raised the matter of constructing high rise apartments for the JR's & SR's near GB Pant Hospital Campus. This would help delivery of better health care for the visiting patients of GBPH.

It was decided to retain the CRPF barrack at Atlanta Point, presently used as Boys Hostel, while also retaining its heritage character. Likewise, the buildings currently occupied by the Microbiology department could also be used for accommodating Doctors by making suitable internal modifications and alterations. **(Action: CE APWD)**

Further, it was also suggested to demolish some of the old existing quarters at Atlanta Point which is under the Health Department and construct high rise apartments for accommodating the JRs & SRs. Some Members stated

the proposal needed to be carefully examined as these are the residential quarters of several senior Medical Officers of the Health Department. The Council authorized the Chairman to take a decision in the matter after examining all pros and cons. Director (ANIIMS) shall initiate a separate file after taking opinion of DHS and MS, GBPH. **(Action: Director ANIIMS)**

(C) FINANCIAL PROPOSALS:

Agenda Point : 05 Audit Report submitted by the Local Fund Audit of PAO relating to the period from 03.12.2013 to 31.03.2017.

The Council was informed that the Accounts of ANIIMS/ANIMERS for the period from 03.12.2013 to 31.03.2017 were audited by the Audit Team lead of PAO (LFA). The report was presented before the Council.

The Audit had detected the following omissions/ irregularities:-

1. Delay in completion of infrastructure facilities;
2. Irregularities in the recruitments made in ANIIMS;
3. Disparity/irregularity in allowing salary and increments to the staff;
4. Blockade of funds;
5. Irregular payment to ANIIDCO Ltd towards Hiring of Hornbill Nest;
6. Irregular maintenance of Stock/Inventory Account;
7. Absence of Grievance Redressal Mechanism;
8. Absence of Register of Assets;
9. Unfruitful expenditure for the Nursing College;
10. Non-accounting of Fixed Deposits/TD in Cash Book;
11. Discrepancy in Outsourcing of Man power;
12. Non-verification of Bank Guarantee;
13. Irregularities in Boarding facilities at various premises taken over by ANIMERS;
14. Discrepancies in Hiring of private vehicles;
15. Irregularities in Procurement of Medical Equipments;
16. Payment to firm without tender procedures;
17. Discrepancies in procurement of Desktop Computers/ Laptops;
18. Irregularities in procurement of Reading Tables/Computer Tables;
19. Local purchases at DGS&D Rates;
20. Irregularity in Printing of Prospectus;
21. Delays in issue of Supply orders; and
22. Payments made for Supplies without installation.

The Members observed that there are serious irregularities in the recruitments as well as purchases made by ANIIMS. It was noticed that different pay structures were adopted by ANIIMS at different points of time. Likewise different increments were prescribed for various posts. On the purchase front, it was noticed that time limit as short as 4 days was provided for submission of bids whereas the date of opening of tender was extended citing administrative reasons. In certain cases, tender was floated for procurement of certain quantity of furniture; however against the rate obtained, more than 8 times of the initial quantity mentioned in the tender was procured. Considering the serious irregularities pointed out by Audit, the Council wanted to know the action taken on the report.

It was informed that the ANIMERS & ANIIMS had given para wise reply on the audit para to PAO(LFA) vide its letter dated 26th October, 2017. The Council directed that the comments of audit on the reply furnished may be immediately obtained and within 3 weeks, action may be taken to fix responsibility or initiate further necessary action.

The Council was also informed that the Report was placed before the Finance Committee in its meeting held on 23.10.2017. The Finance Committee, keeping in view the seriousness of the issues pointed out by Audit, advised that the Internal Finance of ANIIMS need to be strengthened immediately by creating the post of Finance Officer(s) so that Accounts Officers against these posts can be posted early. It was also advised that the Director (ANIIMS) should ensure that all financial matters are strictly got examined by the Internal Finance. Further the Council may authorize the Chairman (EC) to take appropriate decisions including follow up action on the audit report.

The Council agreed with the suggestions of FC and also authorized the Chairman (EC) to take appropriate decisions including follow up action on the audit report. Further, it was directed to adopt uniform increment rates for any new appointments made hereinafter in ANIIMS as well as to the existing staff attached to ANIIMS. **(Action: Director ANIIMS)**

AGENDA : 06 Acceptance of the Audited Statement of Accounts for the year 2015-16, received from the Chartered Accountant viz. M/s S Ravichandran & Co;

As per decision taken in the EC meeting held on 17.05.2016, M/s Ravichandran & Co were entrusted with the work of accounting and auditing of the accounts of ANIIMS/ANIMERS for the year 2015-16, vide letter dated 11.07.2016. The firm completed its task and submitted the audited Statement, a copy of which was presented before the EC

The audited Statement was placed before the Executive Council in its meeting held on 10.04.2017 but the Chairman and members had expressed concern on the incomplete report and had decided to clarify the position from them.

The points raised in the earlier EC meeting were got clarified from the Auditors which were further examined with the audit being done in similar Organizations/Societies, like SOVETECH etc and found to be in order now.

Therefore, the Audited Statement was placed before the Finance Committee in its meeting held on 23.10.2017. FC accepted the Audited Statements and recommended to place the same in the EC meeting.

The Council considered the recommendations of Finance Committee and accepted the Audited Statements. The Council also recommended for placement of the reports in the General Body Meeting (GBM) for consideration and acceptance by it.

AGENDA : 07 - Award of work relating to Preparation of Audited accounts of ANIIMS/ANIMERS for the year 2016-17

A proposal was submitted to award the work relating to the preparation of audited accounting statements (Receipt & Payment Account, Income & Expenditure and Balance sheet) of the account of ANIIMS/ANIMERS for the financial year 2016-17 which was due, it was informed that the present firm, viz. M/s Ravichandran & Co are ready to undertake the job on the same rate, i.e. Rs.30,000/-.

However, keeping in view the discussions held in the last EC meeting, rates for the auditing were obtained from other firms, the details of which are indicated below:-

01	M/s Satya Sudhindran & Co	Rs.45,000/-
02	M/s Himangshu Ghosh & Associates	Rs.40,000/-
03	M/s V L P & Co	Rs.48,000/-
04	M/s Ravinchandran & Co	Rs.30,000/-

It was also informed that the offers received from the above firms were placed before the Finance Committee in its meeting held on 23.10.2017 and the Committee recommended to award the work relating to preparation of Audited Accounting Statements of ANIIMS/ANIMERS for the year 2016-17 to M/s Ravinchandran & Co.

The Council accorded approval for the proposal to award the work relating to the preparation of audited accounting statements (Receipt & Payment Account, Income & Expenditure and Balance sheet) of the account of ANIIMS/ANIMERS for the financial year 2016-17 to M/s Ravinchandran & Co. on the same rate, i.e. Rs.30,000/-.

(D) PURCHASE PROPOSALS:

Agenda Point : 08 Purchase of Medical Equipments/ Instruments for Medical College.

Director (ANIIMS) submitted a proposal for purchase of additional medical equipments/ instruments for the Teaching Hospital. It was explained that with up gradation of GB Pant Hospital as Teaching Hospital for the Medical College, the work load of the Hospital had increased and the existing equipments/instruments were not adequate.

It was informed that the above proposal was placed before the Finance Committee, in its meeting held on 23.10.2017. The Finance Committee agreed to the proposal, in principle, and recommended to prioritize the requirement and follow due codal formalities and also advised that Items available on Govt e-market (GeM) be procured from it. Procurement through TNMSC should also be done once A & N Administration enters into MoU with TNMSC.

FC further advised that Director (ANIIMS) be directed to prioritize the requirements and submit the proposal with the complete details of items before FC for procurement if competency of such procurement is not within his delegated powers as Head of Deptt.

The Council agreed and accepted the recommendations of the Finance Committee. **(Action: Director ANIIMS)**

Agenda Point : 09 Purchase and installation of CCTV at various locations of the Medical College (ANIIMS).

Director (ANIIMS) submitted a proposal for purchase and installation of CCTV Surveillance System connecting Students Hostel (both boys & girls), Lecture Halls, College Building (1st year & 2nd year blocks), Central Library, College Administrative Wing, Teaching Hospital (GB Pant Hospital) and other strategic locations, at an estimated cost of Rs.34,29,811/-.

The proposal was placed before the Finance Committee in its meeting held on 23.10.2017. The Committee considered the proposal and decided to recommend the proposal subject to compliance of codal formalities and compliance of the provisions of GFR/DFPR and other financial rules.

The Executive Council considered the proposal and directed ANIIMS to get the work accomplished through APWD. However, the technical specifications shall be got vetted by DBRAIT and shall also include provisions for 5 year warranty and 5 year CMC services. **(Action: CE, APWD, OSD TECH)**

Agenda Point : 10 Purchase of buses for the Medical College (ANIIMS) for transportation of students/ faculties.

Director (ANIIMS) had submitted a proposal for purchase of 03 Nos buses for the Medical College for transportation of students/faculties and creation of operational posts, at a cost of Rs. 22,80,000/-, which was also placed before the Finance Committee in its meeting held on 23.10.2017. The Committee advised that instead of purchasing separate buses by ANIIMS and establishing a transport department for the Medical College by creation and appointment of staff, Director (ANIIMS) should explore the possibility of hiring buses from the Transport Department or through private agencies on lease basis by observing the required codal formalities and ensuring reliable service.

The Council accepted the recommendations of the Finance Committee and directed the Medical College (ANIIMS) to take follow up action in this regard. **(Action: Director ANIIMS)**

(E) ADMINISTRATIVE MATTERS

Agenda Point : 11 Extension of the contract appointment of Maj Gen R P Choubey as Director (ANIIMS)

The Council was informed that Maj Gen (Retd) R P Choubey was appointed as Director (ANIIMS) on contract basis initially on a monthly salary of Rs.2,25,000/- for a period of 05 years or upto 65 years of age (as per MCI guidelines) , whichever is earlier and he joined the Medical College on 07.10.2014.

Since the Officer attained the age of 65 years on 30.11.2015, the above contract appointment expired but in the meantime, keeping in view the enhancement of age limit for service in Medical Colleges by MCI from 65 to 70 years, his contract appointment was extended for another year on an enhanced monthly salary of Rs.2,58,000/- from 01.12.2015. His contract appointment was further extended for a period of 06 months each on 2 occasions from 01.12.2016 to 31.05.2017 and from 01.06.2017 to 30.11.2017.

The Council considered the matter and decided to extend the contract appointment of Maj Gen (Retd) R P Choubey as Director (ANIIMS) for another six months with effect from 01.12.2017 on the existing terms and conditions and authorized the Member Secretary (ANIMERS) to issue formal orders in this regard. **(Action: Member Secretary)**

AGENDA : 12 Appointment of Registrar for the Medical College (ANIIMS)

The Council was informed that although the Medical College (ANIIMS) was established from the Academic year 2015-16, the College does not have the services of a Registrar. Functions of the Registrar are presently performed either by the Director (ANIIMS) or by the OSD (Medical College).

Attention was invited to Rule 22 (d) of the Rules & Regulations of the Society (ANIMERS), which stipulates the role of Registrar in the Medical College (ANIIMS). Besides other functions, Registrar is the Member Secretary of the Academic Council and Finance Committee. Registrar has multifarious functions under the rules in the day to day functioning of the Medical College. Registrar shall be the custodian of records, the funds of the Medical College and other such property of the Medical College as the Executive Council may commit to his charge. He has to conduct the official correspondences on behalf of the authorities of the Medical College, issue notices for meetings of councils/committees/authorities of the Institute for which he is the Member/Secretary and to keep the minutes of all such meetings. He is also responsible for the preparation of the annual estimates and statement of accounts and for their presentation to the General Body and the Executive Council.

Rule 22(d) (ii) empower the Council to make appointment against the post on the recommendation of a Selection Committee. The selection committee comprises of the following members:

- a. Director, ANIIMS – Chairman.
- b. DHS – Member
- c. One nominee of the Govt. of India.
- d. One expert appointed by the Executive Council who is not an employee of the Medical College.

The Council directed ANIIMS to initiate necessary action for framing of RR for the post and appoint a Registrar for the Medical College following the procedure prescribed under the Rules & Regulations of the Society, within four weeks. The Council was of the view that as a practice in many other colleges/universities, the Registrar should preferably have an administrative background, in order to enable effective discharge of duties of Registrar. The Council recommended for placement of the same in the GBM for necessary ratification. **(Action: Director ANIIMS)**

(F) MISCELLANEOUS PROPOSALS:

Agenda Point : 13 Framing of Conference Rules for ANIIMS

Director ANIIMS submitted draft Conference Rules which were placed in the Finance Committee meeting held on 23.10.2017. The Finance Committee was of the view that Conference Rules prevalent for the Teaching Cadre of CHS

could be adopted without much modification and advised the Director (ANIIMS) to revise the Rules accordingly before placing in the EC for approval.

It was informed by Director (ANIIMS) that they are not able to get the Conference Rules prevalent for the Teaching Cadre of CHS. As such, they may be permitted to reformulate it taking into account the prevalent Conference Rules of reputed Medical Colleges of the country.

The Executive Council directed Director (ANIIMS) to adopt the norms of teaching hospitals of GoI/GNCTD such as Safdarjung and MAMC and after concurrence of Academic Council get it approved on file and present to EC for ratifications subsequently. **(Action: Director ANIIMS)**

Agenda Point : 14 Re-constitution of the Academic Council to include the Medical Superintendent of GBPH in the Academic Council.

Director (ANIIMS) suggested including the Medical Superintendent of the Teaching Hospital (GB Pant Hospital) in the Academic Council, constituted under Rule 13 of the Rules and Regulations of the Society (ANIMERS).

The existing Academic Council consists of the following:-

- (i) Director/Dean of the Medical College Chairman
- (ii) Director of Health Services
- (iii) All Heads of Departments
- (iv) All Professors
- (v) Librarian
- (vi) Two representatives of students (as per bye-laws)
- (vii) Representatives to be co-opted by the Academic Council on the recommendations of the Director/Dean, from amongst Educationists/ Medical Professionals of repute;
- (viii) Registrar Member Secretary

The proposal of Director (ANIIMS) was considered by the Council. However, since this requires amendment of Rule 13 (ii) of the Rules & Regulations of the Society (ANIMERS), the Council recommended the proposal and directed the Director (ANIIMS) to include the same in the Agenda Point for the ensuing General Body meeting of the Society (ANIMERS). **(Action: Director ANIIMS)**

Agenda Point :15 Settlement of old bill towards purchase of Xerox Machine purchased during 2014 from M/s Super Electronics

It was informed that a Xerox machine was purchased by the Society during 2014 from M/s Super Electronics at a cost of Rs.2,30,361/- and installed in the Medical College (ANIIMS). Receipt of the Machine in good condition and its installation in the Medical College was also certified by the Librarian during 2014.

The suppliers viz M/s Super Electronics have since represented about non-settlement of their bill so far and requested to take immediate steps to settle the bill. However, the relevant file in which the purchase of the machine was processed could not be traced in the ANIIMS/ANIMERS Offices.

Since the machine was purchased/installed in the Medical College Office, as certified by the Librarian of the College, a proposal was moved by the Medical College office to process the bill for payment based on the available records but it was observed by Sr AO (DHS)/FA (ANIMERS) that supply orders for goods to be purchased directly under the DGS&D Rate Contract, are to be placed on the DGS&D Registered firm i.e. M/s RICOH India Ltd but in the instant case, the supply order has been placed on M/s Super Electronics, Port Blair.

The FA (ANIMERS)/Sr AO (DHS) was of the view that since the present purchase was made without following the provisions of Rule 147 of GFR, the same is to be treated as purchase made under Rule 166 (ii) of GFR (Single tender enquiry). However, since the machine in question has already been installed in the Medical College office and functioning satisfactorily, suitable certificate in this regard may be recorded on the body of the bill with proper verification and place the case before EC for purchase approval as neither the Member Secretary, EC (ANIMERS) or Director (ANIIMS) is empowered to approve the proposal.

The Council after examining the matter desired for a complete report within 15 days from the FA (ANIMERS) and fix responsibility on the concerned Officers who placed this direct purchase order of such high end machines in deviation of GFR. Only after receipt of the report and its acceptance by

Chairman, EC, ANIMERS/CS, the bill is to be processed for payment. **(Action: FA ANIMERS)**

Agenda Point: 16 CRZ case – Proposal to join as additional Pleader in the litigation under consideration of Hon'ble Supreme Court.

Some portion of the land allotted to the Medical College at Dudhline comes under the purview of CRZ and therefore, construction activities in the area are held up for clearance. Director (ANIIMS) submitted a proposal to join the ongoing case and contest the case on behalf of the Medical College (ANIIMS). The Council may consider the proposal and allow the Medical College to take timely follow up action to contest the case.

As discussed in Agenda Point No. 2, APWD was directed to put up a proposal in consultation with Director ANIIMS to have a sustainable development of the land without affecting the provisions of CRZ. **(Action: CE APWD)**

(G) HUMAN RESOURCE PROPOSALS:

Agenda Point : 17 Creation of posts of Teaching Faculty and other positions for ANIIMS/ANIMERS.

Director (ANIIMS) submitted a proposal for creation of 609 posts of various categories in ANIIMS, including Teaching, Non-teaching, technical, non-technical, para-medical, operational posts for bus services, IT staff, administrative posts etc.

The proposal was considered by the Finance Committee, in its meeting held on 23.10.2017 and observed that about 107 posts were created for the Medical College (ANIIMS) by the Executive Council in its meeting held on 21.11.2014 and desired to know whether the present requirement is in addition to the posts already created.

The Finance Committee was, therefore, of the view that Director (ANIIMS) may review and revise the proposal for creation of only minimum requirement of posts as per MCI guidelines in the area of (1) Teaching (2) Non-teaching, (3) Nursing, (4) Para-medical, (5) Administrative etc after reducing the posts already created in November, 2014.

The Finance Committee, however, did not agree for creation of posts for Civil and Electrical departments and suggested to continue the existing practice. The Finance Committee also felt that instead of creation of IT posts, the Medical College may approach SOVETECH for getting requisite technical man powers on payment basis. Further, committee observed that those technical services that can be outsources should be outsourced.

Accordingly, Director (ANIIMS) was directed by the Council to submit a revised proposal for creation of posts. Considering the urgency of the matter, it was decided to examine it on file by the Members so that once posts are created, the required RRs could be framed in the proposed HR manual. Dir(ANIIMS) was also directed to explore appointment of retired Deputy Secretary/Assistant Secretary/Office Superintendents on consolidated payment for finalization of RRs and other aspects of HR matters.

As regards recruitment of Teaching Faculty, it should be done with the utmost transparency, objectivity and competence. For this purpose, ANIIMS should ensure, in consultation with the Health Deptt. that following steps are taken:

- i. The Selection Committee of the Faculty is expanded to include at least one (preferably two) ex-Dean/Director of reputed medical college(s) in Delhi or any other leading medical centre/Colleges.
- ii. The panel(s) of subject experts shall be got previously approved by Chief Secretary/Chairman, ANIMERS while fixing the date of interview.
- iii. Special Secretary (Health) and OSD, ANIIMS shall be officers representing the A&N Administration on the Selection Committee.
- iv. The approved list of selected and waitlist candidates shall be immediately displayed on the website and Medical College Notice board without any delay whatsoever.
- v. The Screening Committee constituted under Agenda Point 21 shall also conduct the scrutiny of the applicants for Faculty positions to determine eligibility and short listing of candidates for interview.

(Action: Health Department/Director ANIIMS)

The Council thus recommended this policy and advised to get the approval of the General Body.

Agenda Point : 18 Posting of Administrative staff on diverted capacity in ANIIMS.

Director (ANIIMS) submitted a proposal for posting of one each of (1) Assistant Director (Admn), Office Superintendent, (3) Head Clerk, (4) Higher Grade Clerk and (5) Lower Grade Clerk on diverted capacity in addition to the 3 staff already working on diverted capacity in the Medical College Office.

At present, 01 Head Clerk, 01 HGC and 01 LGC are working in the Medical College Office on diverted capacity by drawing salary from other departments. Therefore, posting of more staff on diverted capacity may not be possible as the departments may not be willing to spare their staff.

The Finance Committee held on 23.10.2017 has already cleared a proposal for creation of Administrative posts for the Medical College. The above posts can be included in the proposal for creation and follow up action taken to fill up these posts either on deputation from other departments or on regular basis following the due procedure as per rules.

The Council accepted the suggestions made by the Finance Committee and Director (ANIIMS) was directed to accordingly take the follow up action on the matter.

Agenda Point : 19 Ratification of the resignations of Tutors & Resident Doctors accepted from July to November, 2017.

Twenty Five (25) Tutors/Resident Doctors of the Medical College resigned from their posts during the period from July to November, 2017. (Details at Annexure II.)

As per provisions contained under Rule 10 (viii) of the Rules and Regulations of the Society, the Council is empowered to make appointment in the Medical College and therefore, the Council is the competent authority to accept resignations from these posts.

In the instant case, for administrative convenience, the resignations tendered by 17 Tutors/Resident Doctors were accepted either by the Chairman, EC (ANIMERS) or by the Director (ANIIMS) during the period from July to September, 2017 subject to ratification by the Council.

The Council considered the proposal and accorded necessary ratification of the action taken as explained above.

Agenda Point: 20 Ratification of the approval accorded by the Chairman, EC (ANIMERS) for refund of fees of 07 students.

The following 07 ST students were given admission in the Medical College (ANIIMS) after according eligibility relaxations in their case by the then Hon'ble LG and accordingly, fees as per details indicated against them were collected from them at the time of admission:-

Sl.No.	Name of the student	Amount paid at the time of admission	Amount to be refunded
1.	Ms.Farheen	79100.00	79100.00
2.	Ms.Evangeline	79100.00	79100.00
3.	Mr.Lucas	79100.00	79100.00
4.	Ms.Meridia	79100.00	79100.00
5.	Mr.Mohd.Ali Anwar	79100.00	79100.00
6.	Ms.Mercy Tong	79100.00	79100.00
7.	Mr.Zifran	79100.00	79100.00
		Total	5,53,700.00

Later, their admission was not confirmed by the Medical Council of India (MCI) which directed the Medical College to terminate their admission, which had to be complied with.

The aggrieved students then approached the Medical College to refund the fees paid by them at the time of admission, which was examined in consultation with FA (ANIMERS) and the amount of fee, as per details furnished above, were refunded to them after obtaining approval of the Chairman, EC (ANIMERS) subject to ratification by EC (ANIMERS).

The Council considered the proposal and ratified the action taken by the Chairman, EC (ANIMERS) being based on humanitarian considerations and with a view to avoiding hardship to ST students.

It was also informed that some more pending dues are also to be refunded to these students. EC authorized the Chairman, EC, ANIMERS to approve it after getting it duly examined over file.

(H) ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR:

Agenda Point:21 Delegation of powers to Director (ANIIMS) for appointment and acceptance of resignations of Junior Residents/Sr Residents and Tutors to the Medical College on the basis of the recommendations of a Selection Committee.

With the permission of Chairman, EC, a new Agenda item pertaining to delegation of powers to Director (ANIIMS) for appointment of Junior Residents/Sr Residents and Tutors to the Medical College was taken up.

The proposal had also come up earlier in the EC meeting held on 19th May, 2017 wherein EC had not agreed to the proposal and directed that the present practice of making appointments against these posts without the approval of EC should be stopped forthwith. EC back then has desired that the proposal may be re-submitted for a final decision after examining the delegations available in other similarly placed colleges.

Director (ANIIMS) stated that ANIIMS being a non-Post Graduate College, the Resident Doctors are of floating population leaving the college at a very short notice. Thus, it is proposed to delegate the powers to the Director (ANIIMS) in consonance with the prevailing practice of Resident Doctors being selected/appointed in other Medical Colleges.

The Council considered the proposal and accorded approval for delegation of power to the Director (ANIIMS). However, the appointment shall be made only on the recommendation of a duly constituted Selection Committee. This Selection Committee would be entrusted with the responsibility of preliminary screening of the eligibility criteria of all the applicants for posts of JR's, SR's, Tutors, Faculties (Professors, Associate Professors and Assistant Professors) being recruited at ANIIMS.

The interview/selection test shall be carried out only after the preliminary scrutiny and short listing is completed by the following committee as per MCI guidelines pertaining to eligibility criteria for the relevant posts issued from time to time. The composition of the Selection Committee shall be as follows:

- i. Special Secretary (Health & Medical Education) – Chairman.
- ii. MS, GBPH -- Member
- iii. OSD(MC) - Member Secretary
- iv. HoD of the concerned Specialized Department – Member
- v. Registrar – Member

Council recommended the aforesaid policy and advised to get the approval of the General Body.

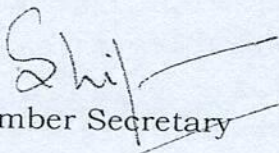
Agenda Point:22 Constitution of Search Committee.

EC took note of the fact that ANIMERS did not have an institutionalized mechanism for selection and appointment of Director ANIIMS and some other key functionaries.

As per the MoA; ANIMERS, Section 20, Clause (a); for the post of Director, ANIIMS, the Chairman, Executive Council, ANIMERS, shall form the Selection Committee in consultation with the President of the General Body (Hon'ble Lt. Governor). Accordingly, the Council decided that a Search cum Selection Committee should be constituted expeditiously which should complete its work in 3 months.

(Action: Health Dept.)

5. The Council resolved to convene the next meeting within 3 to 4 months.
6. The meeting ended with a vote of thanks to the Chair.


DHS/Member Secretary

ANNEXURE - I

MEETING OF EXECUTIVE COUNCIL (ANIMERS) AT 1630 HRS
ON 01.12.2017.

LIST OF PARTICIPANTS

Sl No	Name	Designation
01	Shri A Majumdar, IAS	Chief Secretary (Chairman)
02	Shri S.C.L.Das, IAS	Principal Secretary (Health/Finance) (Vice Chairman)
03	Shri Pradip Banerjee	Secretary (Law) (Member)
04	Smt Jayshree Ardey Chauhan	Addl PCCF (FC) (Member)
05	Shri Yashpal Garg	Secretary (PBMC) (Member)
06	Shri D Balaji	Chief Engineer (APWD) (Member)
07	Dr S.P. Burma	DHS (Member Secretary)
Special invitees.		
01	Maj Gen (Retd)Dr R P Choubey	Director (ANIIMS)
02	Dr.Monika Priyadharshini	Spcl. Secretary(H & Medical Education)
03	Shri Mohd Rehan Raza	OSD (Medical College)
04	Shri Mohammed Ashraf	Financial Advisor/ Sr AO (DHS)

LIST OF RESIGNED DOCTORS OF ANIIMS July - 2017

S.no	Name	Designation	Department	Date of Appointment	Date of Relieving
1	Dr. Sourabha Kumar Patro	Assistant Professor	ENT	29.08.2016	01.07.2017
2	Dr. D Shanmuga Sundari	Junior Resident	General Medicine	04.03.2017	08.07.2017
3	Dr. Vivek Nair	Tutor	Pathology	09.08.2015	09.08.2017
4	Dr. Prabir Das Gupta	Professor	Physiology	11.11.2016	19.08.2017
5	Dr. Deepika Baliga	Senior Resident	ENT	04.03.2015	23.08.2017
6	Dr. Chetna Hans	Junior Resident	Pediatrics	30.08.2016	29.08.2017
7	Dr. Ajay Chander Prakash	Junior Resident	Orthopedics	14.06.2017	16.09.2017
8	Dr. Jaydeep Samantha	Assistant Professor	Obstetrics & Gynecology	09.09.2016	30.09.2017
11	Dr. S K Kathpalia	Professor	Obstetrics & Gynecology	03.02.2016	17.10.2017
12	Dr. Habib MD R Karim	Assistant Professor	Anesthesiology	11.11.2016	25.09.2017
13	Dr. M Rajeshwari	Junior Resident	General Surgery	06.03.2017	30.09.2017
14	Dr. Asheek Asan Mohammed	Junior Resident	Paediatrics	20.04.2017	03.10.2017
15	Dr. Keerthiga	Junior Resident	Pediatrics	04.07.2016	05.10.2017
16	Dr. C Lakshmi Tejashwari	Junior Resident	General Surgery	17.12.2016	14.10.2017
17	Dr. G Kumudha	Junior Resident	Obstetrics & Gynecology	08.05.2017	18.10.2017
18	Dr. Pooja Gogia	Senior Resident	Radio Therapy	28.07.2017	22.10.2017
19	Dr. Ashok Dethe	Assistant Professor	Pediatrics	16.03.2015	25.10.2017
20	Dr. Anu Janardhan	Junior Resident	Dermatology	15.02.2017	10.10.2017
21	Dr. Vinay Singh Raghuvanshi	Tutor	Pharmacology	02.02.2015	31.10.2017
22	Dr. Mantript Kaur	Junior Resident	Pediatrics	24.08.2017	02.11.2017
23	Dr. Rupinder Kaur Brar	Tutor	Pathology	06.02.2015	07.11.2017
24	Dr. Sahil Sehgal	Junior Resident	Transfusion Medicine	06.02.2015	07.11.2017
25	Dr. S K Kathpalia	Professor	Obstetrics & Gynecology	02.02.2016	09.11.2017