

**Proceedings of the Civil Surgeon's Conference held under the Chairpersonship of Hon'ble Health Minister, Prof.Laxmi Kanta Chawla on 19-3-2010 at Parivar Kalyan Bhawan, Sector 34-A, Chandigarh**

List of the participants is annexed.

At the outset, Dr. SPS Sohal, DHS welcomed Hon'ble HM, Principal Secretary H & FW, Managing Director PHSC, Additional Secretary H & FW, DHSFW, DHS(SI), all the Civil Surgeons and Programme Officers for participating in this meeting..

Hon'ble Health & Family Welfare Minister in her keynote address *emphasized the need to check absenteeism amongst medical and para medical staff* and asked the officers to take stern action against the employees to curb absenteeism. She further lamented the slowdown of work in the Department and asked the Civil Surgeons to monitor the performance of their employees by regular supervision and take action against the employees who are not performing their duties. *Hon'ble HM reiterated the concept of night dominance i.e. checking of the institutions after 9 P.M. and Civil Surgeons should visit atleast once in a week at night* so as to see the working of health institutions. Hon'ble HM also asked the Civil Surgeons *not to revive the contracts of Staff Nurse, ANMs/ ASHA Workers etc. whose performance is not upto mark.*

Regular agenda was discussed and the decisions taken are as under:-

**(1) General Decisions**

- 1. Vacant Posts:-**List of Vacant posts of Specialist doctors be sent to Govt. and Directorate.

**(Action by Civil Surgeons)**

- 2. Without Doctors:-**List of PHCs/ Rural Hospitals without doctors be sent to Govt. and Directorate.

**(Action by Civil Surgeons)**

- 3. Vacancies:-**Any other critical vacancy of medical and para medical be also conveyed immediately.

**(Action by Civil Surgeons)**

- 4. Absenteeism:-** List of doctors who are absent from duty along with the action taken be immediately conveyed to Govt. and Directorate. **(Action by Civil Surgeons)**

- 5. Mismatching:-**Civil Surgeons should also convey their suggestions for redeployment/ rationalization of specialist doctors who are posted against non specialist posts. **(Action by Civil Surgeons)**

- 6. Attendance and OPD:-**

- CS and DMC to ensure that daily OPD entries are uploaded on the website. **(Action by Civil Surgeon/ DMC/PHSC)**

- All Civil Surgeons should ensure checking of daily attendance at CH/CHC/PHC/ RH/Disp. etc. through telephones/ surprise inspections. **(Action by Civil Surgeons)**
  - SMOs of the Block PHCs should ring up daily in PHC/ RH/upgraded PHC and report the attendance of the employees to the Civil Surgeons. **(Action by Civil Surgeons/ SMOs)**
  - Absenteeism cases be incorporated in the next Civil Surgeon Conference agenda. **(Action by Civil Surgeons/DFW)**
7. **ACRs:-**Pending ACRs of Medical Officers as per the list conveyed earlier be sent to the Directorate immediately. **(Action by Civil Surgeons)**
  8. **Govt. Lands:-**An inventory of all Govt. property be prepared and detailed list of Govt. building along with the area be immediately conveyed to the State Government/ DHS. **(Action by Civil Surgeons)**
  9. **Training:-**Names of the Medical Officers (two from each district) out of 100 previously selected be nominated from bottom to upwards for induction training scheduled to be held from 5<sup>th</sup> April at State Institute of Health & Family Welfare at Mohali. A detailed programme of the training should also be conveyed to Hon'ble HM. **(Action by Programme Officer)**
  10. **Work of ANMs:-**
    - A list of five ANMs per district whose performance is very good be sent to the Hon'ble HM/ Directorate for honouring them in the state level function. **(Action by Civil Surgeons)**
    - All Civil Surgeons to ensure the monitoring of performance of ANMs every month and those ANMs/ Staff Nurses who have not achieved their bench marks be asked to improve their performance. **(Action by Civil Surgeons)**
  11. **Adjustment/ Deputation:-**All Civil Surgeons should also ensure that no adjustment of any medical/ para medical staff be done at their level unless it is approved by PSHFW/ Hon'ble HM. **(Action by Civil Surgeons)**
  12. **Private Practice:-**List of Gynecologists with Nursing Homes of their spouse/ kins be conveyed to the Hon'ble HM/ Directorate. **(Action by Civil Surgeons)**
  13. **Detail of Doctors:-**All Civil Surgeons should know the detail of all doctors and review their performance from time to time. **(Action by Civil Surgeons)**
  14. **Hoardings/ Banners:-**All Civil Surgeons should ensure the installation of hoardings/ banners depicting the message "To stop the menace of female foeticide" at big temples in their districts on the eve of Navratras. **(Action by Civil Surgeons)**
  15. **Feedback:-**Complaint/ suggestion box must be installed at proper place in the Civil Surgeon's office. **(Action by Civil Surgeons)**

16. **Extension:-**Work and conduct of the contractual staff be monitored and cases of extension of those employees creating any type of nuisance should not be recommended. **(Action by Civil Surgeons)**

17. **Maintenance of Headquarter:-**Civil Surgeon must ensure that Food/ Drug Inspectors are maintaining their Headquarters otherwise the concerned Civil Surgeon will be held responsible. **(Action by Civil Surgeons)**

*Henceforth, Civil Surgeons will make their presentation on Power Point in respect of the following items depicted in detail agenda wise separately for each district. Civil Surgeons will also ensure the regular submission of reports at the State Headquarter.*

Meeting ended with a Vote of Thanks to the Chair.

## 2. AGENDA ITEMS (ATTACHED)

### List of the Participating Officers

SR. NO.	NAME	DESIGNATION
1.	Sh.Satish Chandra, IAS	Principal Secretary, Health & Family Welfare, Punjab
2.	Smt.Raji P.Srivastava, IAS	MD PHSC & NRHM
3.	Dr. S.P.S Sohal	Director Health & Family Welfare
4.	Dr. J.P. Singh	Director Family Welfare
5.	Dr.Ashok Nayyar	Director Health Services(S.I.)
6.	Sh. V.K. Bhalla	Addl. Secretary, Health
7.	Sh.Mukhtiar Singh Mann	Under Secretary, H & FW
8.	Dr.Ashok Gabba	DFPO Amritsar
9.	Dr.Bhag Mal	CS Barnala
10.	Dr.Neelam Bajaj	CS Bathinda
11.	Dr.Harjit Bharti	CS Faridkot
12.	Dr.Dalip Kumar	CS Ferozepur
13.	Dr.Satwinder Bhalla	CS F.G. Sahib
14.	Dr.Harjit Singh	CS Gurdaspur
15.	Dr.S.K.Gupta	CS Hoshiarpur
16.	Dr.Chander Mohan	MS Jalandhar
17.	Dr.Meena Arora	CS Kapurthala
18.	Dr.Maninder Singh	CS Ludhiana
19.	Dr.Pritpal Singh	CS Mansa
20.	Dr.Kulwant Singh	CS Moga
21.	Dr.Tirath Ram Goyal	CS Mukatsar
22.	Dr.J.R.Chauhan	CS Nawanshahar (SBS Nagar)
23.	Dr.S.L.Mahajan	CS Patiala
24.	Dr.K.C.Goyal	CS Ropar
25.	Dr.Chandan Jeet Singh	CS Sangrur
26.	Dr.P.K.Shridhar	CS SAS Nagar
27.	Dr.Kamaljit Kaur	CS Tarn Taran
28	Dr.D.S.Gill, Med. Supdt.	MKH Patiala
29	Dr. S.P. Sharma	Chemical Examiner, Kharar
	and Programme Officers	