

PROCEEDINGS OF THE MEETING CHAIRED BY DIRECTOR, RIMS, IMPHAL ON 27/12/2017 AT 3.30 PM IN THE OFFICE CHAMBER OF DIRECTOR, RIMS, IMPHAL TO REVIEW THE IMPLEMENTATION OF SWACHHTA ACTION PLAN 2017-18 IN RIMS, IMPHAL.

Members Present:

1. Prof. A. Santa Singh - Chairman
Director, RIMS, Imphal
2. Prof. Ch. Arunkumar Singh - Member
Medical Superintendent, RIMS Hospital, Imphal
3. Prof. Kh. Sulochana Devi - Member
Head, Dept. of Microbiology, RIMS, Imphal
4. Prof. Th. Achouba Singh - Member
Dept of Community Medicine, RIMS, Imphal
5. Prof. Y. Nandabir Singh - Member
Dept of PMR, RIMS, Imphal
6. Shri E. Debendro Meitei - Member
Chief Accounts Officer/FA, RIMS, Imphal
7. Smt. L. Ibemhal Devi - Member
Deputy Director (Admn), RIMS, Imphal
8. Dr. S. Priyokumar Singh - Member
Consultant (Content Development), SAP-2017-18
9. Shri Y. Humananda Singh - Member
Accounts Officer, RIMS, Imphal
10. Shri N. Phillip Singh - Member
Media Advisor, RIMS, Imphal
11. Shri I. Liston Kumar Singh - Member
Liaison Officer i/c, RIMS, Imphal
12. Shri Hemchandra Singh - Member
Vice President, CRED, RIMS, Imphal
13. Shri N. Dorendro Singh - Member
Horticulturist, SAP 2017-18, RIMS

At the outset, the Director, RIMS, Imphal welcomed the members present and requested the Medical Superintendent, RIMS, Hospital, Imphal to initiate the discussion.

The Medical Superintendent, RIMS Hospital stressed the need for early and successful implementation of the Swachhta Action Plan 2017-18 and requested the members to present the status report of each section/unit of SAP 2017-18.

Shri I. Liston Kumar Singh, Liaison Officer i/c, RIMS, Imphal gave a brief report of the status under **Machines for automation** stating that due process for procuring a few items was under process through GeM. The members suggested that items available in the GeM may be procured directly from GeM and items/equipments which are not available in the GeM with cost above Rs. 2.5 Lakhs may be procured under e-Tender. The other small items, whose cost are less than Rs. 2.5 lakhs and also not feasible to procure from GeM, may be procured through limited tender/local purchase. This process may be made applicable to all the items under different Heads of SAP 2017-18. It was also proposed that a Technical Evaluation Committee comprising of Medical Superintendent, RIMS Hospital, OSD, SAP-2017-18, a

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Arunkumar Singh
22/12/17

Ch. Arunkumar Singh

Smt. L. Ibemhal Devi
22/12/17

Th. Achouba Singh

Y. Nandabir Singh
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E. Debendro Meitei

N. Dorendro Singh

Hemchandra Singh

I. Liston Kumar Singh

The above posts were also included and approved in the Content Development Head of the SAP 2017-18 but with a limited period of time.

He further mentioned that fund is available under the Sub-Head: Consultant for Content Development where a sum of Rs. 7.2 lakhs is available for the year 2017-18. Estimated expenditure on engagement of staff upto 31/3/2018

1. Consultant	-	Rs. 2,10,000/- for 3 and ½ months
2. Co-ordinator	-	Rs. 72,000/- for 3 months
3. Supervisor	-	Rs. 54,000/- for 3 months
4. Two Tech. Astt.	-	Rs. 90,000/- for 3 months for 2 Nos.
TOTAL		Rs. 4,26,000/-

Present fund position	-	Rs. 7,20,000/-
Expected expenditure (wage)	-	Rs. 4,26,000/-
Remaining balance	-	Rs. 2,94,000/-

Dr. S. Priyokumar Singh further suggested that the content development has a budget of Rs. 40,00,000/- for multicolour printing and which can be used to procure high speed Gestetner, spiral binding machine for documentation process and in future this will be an asset for RIMS for all documentation purposes.

Prof. ~~Kh.~~ Sulochana Devi, HOD of Microbiology RIMS, Imphal suggested to complete the construction of 24 x 7 counters and also extension block since they are very important in implementing the Infection Control – Targeted Surveillance under SAP. The members suggested that with fund from the institute since SAP does not permit to construct new buildings. Prof. ~~Kh.~~ Sulochana Devi also mentioned that items submitted under Infection Control – Targeted Surveillance and Chemical and consumable Heads may be procured at the earliest.

It was also discussed to engage auditor(s) to audit the expenditure of statement of the SAP 2017-18.

Prof. Y. Nandabir Singh informed that under the **Horticulture and Landscaping**, 200 numbers of trees are proposed to be planted inside the inner complex of the RIMS campus very shortly and procurement of tree guards for the said purpose is in process. Plantation of seasonal flowers as well as ornamental flowers in the campus will be taken up at the earliest. The process of construction of two numbers of compost pits is already started. Shri N. Dorendro Singh, Horticulturist also suggested that procurements of tree guards is very much required for planting which will be started at the earliest. Prof. Y. Nandabir Singh also further mentioned that the trees should not be cut down at anytime and urged the authority to protect the trees planted inside the campus for greenery of the campus.

Shri I. Liston Kumar Singh proposed an action plan under the Road Show program, to observe clean and hygienic awareness and mass rally program to be held in the month of January, February and March, 2018. It includes cleaning of hostels, campus, drains, etc and removal of all unserviceable, obsolete and unusable items etc for subsequent disposal and painting of trees in the 18 Hostels of both post graduates and under graduates, Dental College and College of Nursing hostels, approach roads to hostels etc. The students and staff will also be participating in the program. Since it will be done 6 days in a week and will be done consecutively three months, it was proposed to engage 30 (thirty) numbers of volunteers/labours to engage the activities.

Y. Nandabir Singh
22/12/17

S. Priyokumar Singh
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S. Priyokumar Singh
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I. Liston Kumar Singh
H. Singh

by paying wages @ Rs. 300/- per day per head which is much lower than the prevailing market rates.

Participating in the discussion, members expressed their views/suggestions on the implementation of SAP 2017-18 in the institute.

Taking into consideration the viewpoints expressed by the members, the following decisions were taken:

- i. The procurement of equipments/items under SAP 2017-18 may be done through GeM. If any equipments/items are not available in the GeM web portal and amount of such items is above Rs. 2.5 lakhs, it may be procured through e-Tender. Those items/equipments which is not feasible to be procured through GeM and/or not available in the GeM web portal but costing less than Rs. 2.5 lakhs may be purchased through short tender/local purchase.
- ii. Under the Horticulture and Landscaping head, Prof. Y. Nandabir Singh, who is in-charge of the head was requested to explore the possibility of construction of one water reservoir from the unutilised fund of Horticulture and landscaping head.
- iii. Under the Machines for automation, Prof. Ch. Arunkumar Singh, Medical Superintendent, RIMS Hospital and Prof. Y. Nandabir Singh, who is in-charge of the head, will also explore possibility of procurement of 3 (three) numbers of preferably 7.5 HP of water pump set.
- iv. Shri N. Angamba Singh, LDC, Purchase Section, RIMS and Shri H. Joykumar Singh, LDC, Purchase Section, RIMS may be the Dealing Assistant (DA) of SAP project in addition to their normal duties.
- v. A Technical Evaluation Committee comprising of Medical Superintendent, RIMS Hospital, OSD, SAP-2017-18, a representative from CRED and a Mechanical Engineer from Imphal Municipal Council was formed for certification of compliance of the specifications of the automated machines to be procured under SAP.
- vi. Prof. Th. Achouba Singh, Dept. of Community Medicine, RIMS, Imphal may submit the proposed activities plan along with budgetary requirements under Training and IEC program on or before 28th Dec., 2017.
- vii. The following trained manpower may be engaged on weekly basis @ rate given below under Content Development, SAP -2017-18 till 31st March, 2018 due to urgent nature of works to be taken up for Content Development within its budget head:

1. Co-ordinator	-	1 (one) No. @ Rs. 800/- per day
2. Supervisor	-	1 (one) No. @ Rs. 600/- per day
3. Tech. Asst. for data entry	-	2 (two) Nos. @ Rs. 500/- per day per person

These are to be engaged from Monday to Friday in a week

It was also agreed to procure high speed Gestetner, spiral binding machine for documentation process from the fund of Content Development Head.

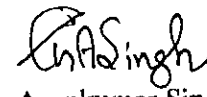
- viii. The construction of 24 x 7 counters and also extension block of Microbiology Dept, RIMS, Imphal will be done at the earliest since it is an important part of the Infection Control – Targeted Surveillance program. The institute may bear the expenditure for construction of 24 x 7 counters and also extension block of Microbiology Dept.
- ix. The in-charge of the respective heads under SAP 2017-18 will submit generic names while submitting indent to procure to make it easier while processing to procure through GeM or e-Tender or limited tender/local purchase.


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- x. The institute will initiate to engage audit(s) for auditing of SAP 2017-18.
- xi. Under the Road Show program of SAP-2017-18, 30 (thirty) numbers of volunteers/labours will be hired by paying a sum of Rs. 300/- per day per labour to observe clean and hygienic awareness and mass rally program to be held in the month of January, February and March, 2018. It includes cleaning of hostels, campus, drains, etc and removal of all unserviceable, obsolete and unusable items etc for subsequent disposal and painting of trees in the **18 Hostels of both post graduates and under graduates, Dental College and College of Nursing hostels, approach roads to hostels etc.** The same labours will be utilised for beautification program under Horticulture and Landscaping. Outsourcing of the labour may be entrusted to Manipur Security *Services* and/or CRED, the two agencies which are presently outsourced by the institute for security, sanitation, cleaning and Bio-medical waste management activities.


The meeting ended with a vote of thanks to the chair.



(Prof. A. Santa Singh)



(Prof. Ch. Arunkumar Singh)

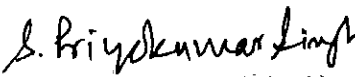

(Prof. Kh. Sulochana Devi)


(Prof. Th. Achouba Singh)


(Prof. Y. Nandabir Singh)


(E. Debendro Meitei)

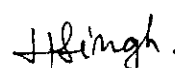

(L. Ibemhal Devi)

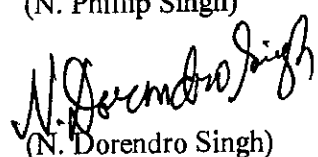

(Dr. S. Priyokumar Singh)


(Y. Humananda Singh)


(N. Phillip Singh)


(I. Liston Kumar Singh)


(Hemchandra Singh)


(N. Dorendro Singh)