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E.S.I.C

कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
EMPLOYEES' STATE INSURANCE CORPORATION
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F.No: ESIC/MCH/FBD/2023/Suvidha Samagam

Date: 27.02.2025

Minutes of Meeting

The meeting of Suvidha Samagam was held in the Conference Hall of the M.S. Office on February 13, 2025, at 2:00 pm. Dr. A K Pandey, Dean, chaired the session. The main purpose of this assembly was to discuss important matters and address any grievances by proposing resolutions. The following members were present at the meeting:

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S.no	Name	Designation
1.	Dr. A K Pandey	Dean
2.	Dr. Sandeep Kumar	Medical Superintendent
3.	Dr. Lalita Anand	Dy. Medical Superintendent
4.	Shri. Sanjay Rana	Joint Director (Admin)
5.	Dr. Harsh Nandini	Professor, Emergency Medicine
6.	Shri. Bechu Giri	Regional Board Member
7.	Shri. Baiju Singh	Employee Representative
8.	Mr. Satish Kumar	Majdoor Morcha
9.	Ashutosh Kumar Anand	Jt. Secretary, Faridabad Action Group
10.	Mr. Harisingh Haritwal	ANS
11.	Mr. Om Prakash	SNO OPD Incharge
12.	Dr. M.K.Sen	Professor (Respiratory Medicine)
13.	Shri. Dinesh Giri Goswami	SNO OPD
14.	Dr. Nikhil Verma	ICU Incharge
15.	Dr. Shipra Saini	OPD Pharmacy Incharge
16.	Mr. Rameshnath	ANS
17.	Shri. K.L. Vashishtha	Member
18.	Dr. Sandeep Kumar	SMO
19.	Dr. Praveen Malik	Professor (Medicine)

20.	Shri. Bishambhar Singh	Representative
21.	Shri. Shubh Narayan Prasad	A.I.T.U.C.
22.	Shri Sanjeev Thakur	PGDA
23.	Mr. Mahesh Shesma	Senior Pharmacist
24.	Ms. Sudha Shah	Hospital Manager

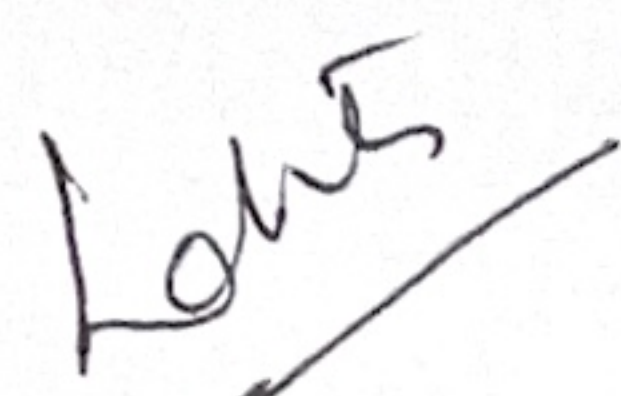
During the meeting, following issues were discussed, leading to actions being taken by the concerned departments:

SR NO.	ISSUES DISCUSSED	ACTION TAKEN
1.	External members raised significant concerns regarding the current number of data entry operators. They recommended a review of the HR norms to assess whether the staffing levels for data entry operators are adequate, particularly for a large hospital with over 800 beds, an occupancy rate exceeding 100%, and a daily OPD volume of more than 4,500 patients.	We currently have data entry operators in place as per the existing HR norms.
2.	Members highlighted that the toilets near the ICU are non-functional, requiring attendants to use facilities on other floors. They also requested having a water cooler near the ICU.	The toilets have been repaired and are fully functional. Demand for Water Cooler has been generated and General branch has started the process of procurement.
3.	Shri Bechu Giri proposed that the upcoming holiday be prominently displayed at key locations within the hospital to ensure patients are informed.	A notice board has been installed near HELP DESK, which now displays the upcoming holiday.
4.	The members proposed to install speed breakers outside Gate No. 1 and 2 to prevent accidents caused by speeding vehicles.	The speed breakers outside Gate no 1 and Gate no 2 will be installed by 27th February, as informed by the PMD Department.
5.	Members requested the provision of daycare services for the Neurology and Oncology departments.	Daycare service facility will be reviewed after sanction of additional staff. We are currently waiting for the revised sanction of staff.
6.	They requested the addition of a urinal in the central lab toilet area to make it more convenient for patients to provide samples.	The work for the same has been started and is in progress.
7.	Members complained that Insulin vial is issued from pharmacy, the prefilled pen is	The insulin pens are available in

	not available, so they requested to include insulin pen and needles along with the same, so its easier for the patients.	OPD and issued once. These are reusable and can be replaced if damaged. Insulin needles were not available and are in the process for procurement.
8.	Members observed that two-wheelers are often parked haphazardly, causing inconvenience. The concerned department should ensure that vehicles are parked in an organized manner.	Dr. Mahesh, B.O. Housekeeping, has spoken with the parking supervisors and directed them to remain vigilant, ensuring that two-wheelers are parked properly, within the designated areas for two-wheelers, in an organized manner.
9.	Members requested that it should be mandatory for all doctors to affix their stamp on every prescription and ensure strict compliance with this requirement	A circular instructing the doctors to affix their stamp under the prescription, and, in case of unavailability of stamp, to clearly write their name and designation has been circulated.
10.	Members said that NCT equipment in Ophthalmology has not been functional since 1 month.	The issue is resolved and the equipment is now fully functional.
11.	Members said that Internal Medicine OPD is very congested, and if measures can be taken to decongest the same.	The construction of the superspeciality block is currently in progress, and once completed, it will significantly ease the congestion by providing additional space.

The next Suvidha Samagam meeting is scheduled for Wednesday, 5th March, 2025 at 2:00 p.m. in the Conference Hall of the Dean Office, Academic Block, ESIC Medical College and Hospital, Faridabad. All members are requested to submit the agenda at least two days before the meeting.

This issues with the approval of medical superintendent.


Dr. Lalita Anand

Deputy Medical Superintendent
DEPUTY MEDICAL SUPERINTENDENT
ESIC MEDICAL COLLEGE & HOSPITAL
NH-3, NIT, Faridabad (HR.)