

**OFFICE OF THE DIRECTOR
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Ansari Nagar, New Delhi-110029**

Date:16.12.2024

Subject: Minutes of the Meeting held on 13.11.2024 reg.

The meeting, Chaired by the Director, AIIMS held on November 13th, 2024, in the Dean's Committee Room, focused on several key issues. The discussion included posting Hospital Administration Faculty and Residents in the Masjid Moth Cluster, HR deployment, the Mother and Child Block and NCA's operational readiness, and other related issues.

Participants:

1. Professor Kaushal Kr. Verma, Dean (Academics)
2. Shri Karan Singh, Additional Director (Administration)
3. Dr. Nirupam Madan, Medical Superintendent (Main)
4. Dr. Ramesh Agarwal, Additional Medical Suptd., MCB
5. Dr. Sandeep Agarwala, Head, Department of Pediatric Surgery
6. Dr. Siddharth Sattapathy, Head, Department of Hospital Administration
7. Dr. Neena Malhotra, Head, Department of Obstetrics and Gynecology
8. Dr. Sanjay Arya, Department of Hospital Administration
9. Dr. Vandana Jain, Faculty, Department of Pediatrics
10. Dr. R. Mahesh, Faculty, Department of Hospital Administration
11. Dr. Amit Lathwal, Faculty, Department of Hospital Administration

Key Points Discussed and Decisions Taken:

1. Posting of Hospital Administration Faculty and Residents:

- The Director emphasized the need to immediately deploy Hospital Administration Faculty and Residents to strengthen operations in the Masjid Moth Cluster. To ensure operational readiness, the Department of Hospital Administration would finalize and submit the posting plan of the hospital administration Faculty and Residents. For the efficiency of operations, the post of Additional MS of MCB, NCA, Surgical Block and New RAK will be abolished.

(Action: Head, Dept. of Hospital Admn. and M.S.(Main); 25th Dec, 2024)

2. Full Sanction of staff as per the 212th SFC for HR Deployment:

- The Project Management Committee Chaired by the Director had decided that the nurses and other staff posted in the departments in old buildings would be retained by the original departments (to be shifted to the MCB). The new sanction for the block through phases - I and II will be added to the existing staff. It is, therefore, instructed that the original staff and the phase-I staff be given to the block for its smooth functioning. This includes the original staff posted in three departments of MCB and newly recruited staff.

(Action: Medical Superintendent; 20th Dec, 2024)



3. Equitable Distribution of HR:

- The HMB will assess the availability of all HR categories, including nurses, technicians, outsourced staff, and sanitation staff, in different areas of the Main Hospital and related Blocks and ensure equitable distribution of all categories of staff, including Nurses, Technicians, Outsourced staff, PCM and PCCs in the main hospital and all the blocks.

(Action: Chairman, Hospital Administration Board; 25th Dec, 2024)

4. The areas of the main hospital vacated by different departments moving to blocks will only be started with the fresh recruitment of nurses and new staff. The Medical Superintendent reported that a file for 275 nurses is already in the pipeline and requires urgent follow-up. The MS will expedite the process for those already in process and start the new demand for additional staff, including nurses, technicians, and other categories, including outsourced staff. The renovation of these vacated areas can continue.

(Action: Medical Superintendent; 25th Dec, 2024)

5. Operational Readiness of Emergency OTs:

- Emergency OTs for the Departments of Obstetrics & Gynecology, and Pediatric Surgery in the Mother and Child Block will be started immediately as a **TOP PRIORITY**.

(Action: Respective HoD and Medical Superintendent; 20th Dec, 2024)

6. Recruitment of Outsourced Staff (228th SFC):

- The 228th SFC has permitted hiring Nurses on an outsourced basis for MCB, pending approval from the Department of Expenditure.
- The recruitment of 581 outsourced nurses and other staff has been initiated and will be expedited. Recruitment for other required positions will also be fast-tracked.

(Action: Professor incharge, Outsourced Cell; 25th Dec, 2024)

7. Staffing Challenges in the Department of Hospital Administration:

- AIIMS services have significantly expanded beyond the originally planned 1,000-odd beds, but the Department of Hospital Administration has yet to see a proportionate increase in staff strength.
- Dr. Sanjay Arya will calculate and project the department's staffing requirements and prepare a fresh recruitment proposal for submission to the next SFC.
- Existing requests in the pipeline must be expedited to address current gaps.

(Action: Professor Sanjay Arya; 25th Dec. 2024)

8. Operationalization of Outborn Neonatal Unit in AB3 ward and adjoining IVF facility:

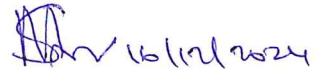
- The Space Committee has allocated space for the Outborn Neonatal Unit in the AB-3 ward and the adjoining IVF facility only after carefully considering all the

relevant factors. The delay in work is affecting patient care. Renovation work in the allocated space must commence immediately to ensure the unit's timely operation.

(Action: Superintendent Engineer, Medical Superintendent (Main), HOD Dept. of Pediatrics; 31st Dec, 2024)

The Director concluded the meeting by commending the efforts of all Departments and emphasizing the importance of prompt action on all agreed points.

The meeting ended with a vote of thanks.



**(Prof. M. Srinivas)
Director**

Distribution: All as above

Copy for information to: PS to Additional Director (Admn.)