



F. No.MD/GTBH/2024-25/22
Government of NCT of Delhi
Office of Medical Director, Guru Teg Bahadur Hospital
Dilshad Garden, Delhi – 110095



Dated: 14/03/2026

Minutes of Meeting

A meeting was held in the Conference Hall, MD Office, Administrative Block, GTBH, under the Chairmanship of Medical Director, GTBH at 02:30 PM on 10.03.2026 regarding pendency and work performance in different branches of GTB Hospital. The list of officers / participants is enclosed as Annexure A. Following issues were discussed:-

E-I

1. **Pending Retirement / Pension case:** - SO (E-I), GTBH has stated that there is no Pendency in retirement & pension cases. It is directed that all future retirement/pension case will be done in time bound manner.

Action: Section Officer, E-I

2. **Pending Pay Fixation case in r/o MACP/ Promotion:** - SO (E-I), GTBH has stated that there is no Pendency in Pay Fixation case in r/o MACP & Promotion. SO (E-I), GTBH has stated that Promotion case is not dealt at hospital level, it is dealt by Services Department/H&FW/CHS/Finance. Moreover all requests have already been sent to Concerned Cadre Controlling Authority. It is directed that reminder is to be sent to Concerned Cadre Controlling Authority for MACP & Promotion.

Action: Section Officer, E-I

3. **Filling of all post related to Group –A, B and C:** - SO (E-I), GTBH has stated that Filling of all post group – A,B,C proposal is under submission to Concerned Cadre Controlling Authority. It is directed that reminder is to be sent to Concerned Cadre Controlling Authority.

Action: Section Officer, E-I

4. **Creation of New Post:** - SO (E-I), GTBH has stated that all posts related to Group A, B and C were created in this hospital 10 to 15 year ago. At present, the bed strength and patient footfall have increased substantially. Therefore, it is directed to process the proposal for increase/creation of posts of the all level in time bond manner by the Planning Branch, GTB Hospital with the help of concerned branch.

Action: Planning Branch and Section Officer, E-I

5. **Merger of UCMS:** - The file related to UCMS merger has already sent to H&FW. It is directed that the matter of merger of UCMS is also to be followed up.

Action: Section Officer, E-I

6. **Implementation of e-Office:** - SO (E-I), GTBH has stated that implementation of e-office had already started but due to lack of high speed internet, e-office work is not fully implemented. It is directed that e-office work is to be done in time bound manner and DMS(A/EDP) may also ensure to install high speed internet facility of MTNL & RailTel in each point with immediate effect and MOI/C (Telecom) is also directed to issue CUG sim to all Officer and dealing assistant for implementation of e-office in this Hospital.

Action: DMS (Admin/EDP), Section Officer, E-I and MOI/C (Telecom)

E-II

1. **Pending Retirement / Pension case:** - SO (E-II), GTBH has stated that No Pendency in retirement & pension cases. It is directed that all future retirement/pension case will be done in time bound manner.

Action: Section Officer, E-II

2. **Pending Pay Fixation case in r/o MACP/ Promotion:** - SO (E-II), GTBH has stated that No Pendency till 2024 in Pay Fixation case in r/o MACP & Promotion. SO (E-II), GTBH has stated that Promotion case is not dealt at hospital level, it is dealt by H&FW. Moreover all requests have already sent to Concern Cadre Controlling Authority. It is directed that reminder is to be sent to Concern Cadre Controlling Authority for Promotion. MACP case is also to be put up immediately, further all fixation case in r/o MACP and Promotion is to be put up immediately.

Action: Section Officer, E-II

3. **Creation of New Post:** - SO (E-II), GTBH has stated that Creation of New post proposal has already been sent to Concerned Cadre Controlling Authority. It is directed that reminder is to be sent to Concerned Cadre Controlling Authority.

Action: AD Planning & DMS(A)

4. **Implementation of e-Office:** - SO (E-II), GTBH has stated that implementation of e-office had already started but due to lack of high speed internet, e-office work is not fully implemented. It is directed that e-office work is to be done in time bound manner and DMS(A/EDP) may also ensure to install high speed internet facility of MTNL & RailTel in each point with immediate effect and MOI/C (Telecom) is also directed to issue CUG sim to all Officer and dealing assistant for implementation of e-office in this Hospital.

Action : DMS (Admin/EDP), Section Officer, E-II and MOI/C (Telecom)

E-III

1. **Pending Retirement / Pension case:** - SO (E-III), GTBH has stated that No Pendency in retirement & pension cases. It is directed that all future retirement/pension case will be done in time bound manner.

Action: Section Officer, E-III

2. **Pending Pay Fixation case in r/o MACP/ Promotion:** - SO (E-III), GTBH has stated that No Pendency in pay fixation case in r/o MACP/Promotion cases. It is directed that all future pay fixation cases will be done in time bound manner.

Action: Section Officer, E-III

3. **Conversion of vacant of Group-C staff into outsource:** - File related to conversion of vacant of Group-C staff into outsource is already under process. It is directed that all vacant posts of Group C are to be filled through outsource and necessary file sent to H&FW for approval.

Action: DMS (A) and Section Officer, E-III

4. **Creation of post of Sanitation /Security Guard/N.O/ paramedical staff:** - SO (E-III) has stated that creation of post of Security Guard is in process. It is directed that all creation of Group D post i.e., Sanitation/Security Guard/N.O/ paramedical staff will be sent to H&FW through Outsource.

Action: DMS (A) and Section Officer, E-III

5. **Implementation of e-Office:** - E-Office is partially implemented in most of the branches and rest of branches will fully be implemented after the Railtel internet line, it will be done within a month of December.

Action : DMS(A)

E-IV/General Branch

1. **Pending tender for Security Guard, N.O., Kitchen staff, Sanitation, DEO, OT Technicians:-** Contract of Security Guard is under process, DEO tender is going on, OT Technicians file is under process at the level of H&FW and N.O., Kitchen Staff, Sanitation contract is not started yet. It is directed that all tender for outsource (i.e., Sanitation, N.O., Kitchen Staff, Sanitation, DEO, etc.) Services are to be done in time bound manner and H&FW has given the permission/approval to fill the 270 post of Group D staff through outsourced. It is directed to take necessary action accordingly. ATR will be submitted in next meeting.

Action: SO (E-IV)

2. All matters regarding Estate Branch
All pending matter will be submitted in next meeting.

Action: SO (E-IV)

FMS

1. **Status of kitchen equipment:-** MOI/C kitchen has stated that equipment are very old and tender for pest control has been awarded, new equipment for repair/redevelopment of kitchen is required, then it is directed that the proposal for re-designing/repair/redevelopment of kitchen will be submitted with immediate effect . ATR will be submitted in next meeting.

Action: AMS & MOI/C (FMS)

2. **Status of laundry equipment:-** MOI/C has stated that, the machine is very old and proposal for procurement of New Machine was sent to Nodal Officer CSR. Nodal Officer CSR is directed to initiate for procurement of laundry equipment with immediate effect. ATR will be submitted in next meeting.

Action: AMS & MOI/C (FMS)

3. **Status of Bill verification of sanitation/security/Nursing Orderly:-** All verification of bill has already done. ATR will be submitted in next meeting.

Action: AMS & MOI/C

EMO

1. **Status of AMC of all equipment in GTBH:-** All equipment data has prepared. ATR will be submitted in next meeting.

Action: AMS & MOI/C (EMO)

2. **Pending of Bills for payment and issuance Expenditure Sanction order:-** Proper data of bill and payment of AMC vendor will be made in time bound manner. ATR will be submitted in next meeting.

Action: AMS & MOI/C (EMO)

3. **Status of condemnation:-** All condemnation work will be done in a time bound manner. ATR will be submitted in next meeting.

Action: AMS & MOI/C (Condemnation Cell)

MOI/c OPD / EDP

1. **Internet connection of all point in GTBH/MTNL Bill/ Telecom Service:-** MTNL Speed is to be boosted and all points of Internet connection will be made working in time bound manner.

Action: DMS (A)

2. **Purchase of New computer for implementation of Next gen e-Hospital:-** Purchasing of 193 computer is under process. It is directed to purchasing of computers will be completed in this financial year.

Action: DMS (A)

Accounts Branch/DDO

1. Status of pending payment in r/o Expenditure Sanction orders issued from different Branch, GTBH. **ATR will be submitted in next meeting.**
2. Status of pending payment of Arrear bill of all staff. **ATR will be submitted in next Meeting.**
3. Status of pending payment of Medical Bill. **ATR will be submitted in next meeting.**

Action: DCA


14/3/26

(Dr. Vinod Kumar)
Medical Director, GTBH

1. All AMSs, GTBH.
2. H.O.O. GTBH
3. Controller Accounts, DCA, Sr. Accounts Officer/DDO, GTBH.
4. DMS (A), GTBH,
5. Staff Physician
6. All MOI/Cs
7. All Section Officers, GTBH.
8. Nursing Superintendent, GTBH
9. AD Planning, GTBH.
10. Procurement Officer, GTB Hospital.
11. Guard file.


14/3/26

(Dr. Vinod Kumar)
Medical Director, GTBH