

**MINUTES OF THE THIRD EXECUTIVE BOARD OF VSS INSTITUTE OF  
MEDICAL SCIENCES & RESEARCH, BURLA, SAMBALPUR, 768017  
(ODISHA) HELD ON DT.5<sup>TH</sup> July, 2018 AT 11.30 A.M. IN METU HALL,  
VIMSAR.**

The 3<sup>rd</sup> Executive Board meeting of VIMSAR, Burla was held on dt.05.06.2018 at 11.30 A.M. in the METU hall under the Chairmanship of the Director, VIMSAR, Burla. The following members were present in the meeting.

1. Dr.. Aswini Kumar Pujahari, Director, VIMSAR,Burla- Chairman
2. Sri Sarat Chandra Mishra, Addl. Secy to Government, Health & Family Welfare Dept, Govt. Of Odisha- Ex-officio Member
3. Sri Narendra Kumar Swain, Special Secretary, Finance Department, Govt. Of Odisha- Ex-officio Member
4. Dr. Sonamali Bag, DMET, Odisha- Ex-officio Member
5. Prof. Kailash Chandra Agrawal- Officiating Dean, VIMSAR, Burla & HOD- Pathology. VIMSAR- Member
6. Dr. Bikash Ranjan Hota, Consultant Surgeon, Sambalpur- Other Member.
7. Sri Bhagabat Prasad Nanda, Social Worker, Sambalpur- Other Member.
8. Dr. Rabi Narayan Tripathy, Consultant Surgeon, Bargarh- Other Member.

Registrar(Convenor)

Other Invited Guests

1. Medical Superintendent
2. Administrative Officer
3. Accounts Officer

The Chairman welcomed all the members to the meeting.

- 3.1. The meeting started with obituary to Late Prof.(Dr) Sapan Ku. Murmu, Ex-Prof. & HOD, Paediatrics-Cum-Medical Superintendent who expired on dt.07.06.2018 at 12.30 P.M. while on duty.
- 3.2. The Board thanked the government for sanction of incentives for faculty at VIMSAR.

**ACTION TAKEN REPORT OF RESOLUTIONS OF 2<sup>nd</sup> EB MEETING HELD ON 06/04/2018**

Agenda No.	Name of Agenda	Action taken	Remark
2.2	Departmental Promotion	6 (six) Assoc. Professors and 11(eleven) Asst. Professors of VIMSAR Cadre on promotion appointed as Professor and Assoc .Professor respectively by the Director as per approval of the Government vide u/s 18(5) of 1 <sup>st</sup> Statutes of VIMSAR.	3 (three) Professors and 2(two) Assoc. Professors of OMES Cadre were relieved.  Executive body approved the promotional process.
2.3	Recruitment of Assistant Professors	Select List of Assistant Professors is ready duly endorsed by Selection Committee as per the Act and Statutes	Deferred to next E.B due to some tabulation typographical error.
2.4	Financial Autonomy of Director/Pay of the Director	The Government may be requested to grant general financial autonomy to the Director.  The Officers are however may incur expenditure following usual accounts norms for such expenditure.  The EB expressed concern over non-payment of salary to the Director since joining. The Government is requested to release provisional pay till final fixation is arrived at	Salary fixed by Government at Rs.43,000- +GP Rs.10,000/- vide letter No.16590/H&f.W Dated 21.06.2018 of Govt. of Odisha, Health & F.W. Deptt.
2.5	Proposal of DACP	Placed before the Government for consideration	Reply from Govt. is awaited.

2.6	Problem of Staff Quarters	Representatives of Health and Finance assured availability of funds for first phase construction. <b>Building and Staff Committee</b> made as per resolution and intimated to the members.	<ol style="list-style-type: none"> <li>1. Dean- Chairman</li> <li>2. Prof. S.P.Pati, Member, Executive Board</li> <li>3. Registrar</li> <li>4. Comptroller of Finance</li> <li>5. Administrative Officer</li> <li>6. Executive Engineer( PWD)</li> <li>7. S.D.O(PWD)</li> <li>8. Executive Engineer ( WESCO)</li> </ol> <p>S.D.O.( PHD )</p> <p>Letter for 2400 quarters in phased manner sent.</p> <p>EB approved the committee and proposal</p>
2.7	Abolition of User Fund	Accounts Officer has to place a proposal before NHM to provide funds towards payment for security, Manpower and Laundry	<p>Proposal sent vide letter No 265 dated 10/01/2018 and letter No. 4316 Dated 10/04/2018 from the Superintendent. No fund received till date;</p> <p>Payment not made to Outsourcing agency since January'18</p>
2.8	PAR Flow	Associate Dean will give a proposal to G.A. Dep't., Odisha	<p>Proposal sent to GA Dep'tt.</p> <p>The Addl. Secy, Health &amp; F.W. to pursue the matter.</p>
2.9	Transfer of Faculty of OMES and VIMSAR Cadre	Two such faculty of VIMSAR Cadre were transferred back to VIMSAR: 1(one) Asst.Prof. each of SPM and ENT	Govt. to be moved for posting of Prof, Dermatology and Microbiology from OMES Cadre to fulfil MCI norm and visit till the said posts are filled up by the VIMSAR.

2.10	KBK Incentive	Notification made w.e.f . 01/05/2018	The Special Secretary, Finance advised to draw the Incentive from the allotment received under O.A. head.
2.11	Office hours during Summer months	Previous pattern was followed as suggested by honourable members of EB.	E.B. advised the Director to discuss the timing with the different Unions of VIMSAR and submit the proposal in the next E.B. for discussion.
OA2.1	MoU for outsourced services	Subcommittee formed: Dean, Superintendent and Dr.B.K.Hota, Review will be made by the subcommittee	As the Sub Committee has not reviewed, E.B. decided to sign the MoU for three months on experiment basis for better running of R.D.C. round the clock which will be finalized in the next E.B. after review. Administrative officer will discuss the matter with the unions and report the proposal.
OA2.2	Creation of Posts on priority basis	Government requested for creating post of CoE, support staff of Director, Registrar, CoE and CoF, Posting CoF by Government. Accounts Officer I/C CoF till regular CoF posted. Steps for selection modalities of regular posts of Dean, Superintendent. Advertisement for the regular post of Registrar	Modalities of regular posts of Dean, Superintendent. to be discussed in the next EB  Advertisement may be floated for the post of Dean & Superintendent. On non availability of Professor of VIMSAR cadre, the same may will be filled up from the outsiders.  Govt. may be moved for posting of OAS officer for the post of Register on modification of Statue.
OA2.3		Creating, support staff of Director, Registrar, CoE and CoF,	Govt. has been moved. Reply awaited.
OA2.4	Frequency Of EB Meeting	Agreed upon to conduct in 3 months interval or in case of urgency	Decided to hold EB meeting at 3 months interval.

OA2.5	Opening Of Branch Office Of A Bank In the VIMSAR	EB's advice to go for a branch of Nationalised Bank in the campus will be followed.	Letter sent to SBI. Director, VIMSAR to follow up.
OA2.6	Installation Of JIO Towers	Necessary permission from the RDC( North Division), Sambalpur has been sought by the Director	The Jio tower and OCAC issue to be resolved at Director and Dean level. There should not be any duplication of work.
OA2.7	Amendment of Act/ Statutes	Committee has been formed and letter has been sent to the members. Dean with Medical Superintendent, Associate Dean, Dr. S.P.Pati, Dr.Bikash Hota	The Committee is requested to submit the report for rectification of Act/ Statue within 6 months of time.
OA2.8	Common Seal Of The Institute	Accepted in EB. Order will be placed to prepare Common Seal after it is finalized.	Approved. The AYUR VIHAR term has been approved to be used as part of the address of VIMSAR and it should be included in the seal. The term ODISHA to be added in the seal.
Misc.2.1	Reemployment Of Daily Wage Employee	Matter has to be referred to Government	Action will be taken after receipt of clarification.
Misc.2.2	Recruitment of Faculty Under Super speciality With Special Training And Experience  Walk in Interview for the post of Assoc	An open advertisement has been floated for recruitment of faculty under super speciality with relevant special training on contractual basis. Government Guideline has to be followed.  Interview conducted on 1 <sup>st</sup> and 2 <sup>nd</sup> June as per Select List endorsed by the Committee on 28 <sup>th</sup> June Government	Government notification allows walk in interview for the post of Assoc. Prof/ Professor if required to fulfil MCI norm subject to approval of the Government. Consolidated pay plus KBK Incentive Sanctioned by Finance Ministry for the same.  Approved by the Board. It may be sent to Government for approval.

	Prof/Prof	notification	
Misc.2. 3	Benefits To Institute Officers	Distinguished members unanimously agreed and suggested to send a proposal to the Government in this context.	Proposal sent to the Government  Reply awaited

The following points were discussed and decisions were taken in the  
3<sup>rd</sup> Executive Board meeting.

3.3	Other Agenda	<p>a. Within 30 days for faculty- Dean &amp; Principal</p> <p>b. Beyond 30 days – Director.</p> <p>c. Engagement of Bio- Medical Engineer and Technician from interest money who are terminated by the N.H.M., Odisha.</p> <p>(d) Shortage of water- 7days water storage-1160 KL- Rs.20 crores.</p> <p>e. Holding of Medical camps in near by District of VIMSAR</p> <p>f. Procurement of Battery operated vehicle for transportation of patients with in the campus.</p>	<p>(a) E.B. authorised the Adm. Officer to design the Odisha leave Rule and put up in the next E.B. for discussion and approval.</p> <p>(b) –do-</p> <p>(c) Approved as follows. Bio-Medical Engg.- Highly Skilled. Bio- Medical Technician- Skilled. The said posts may be out sourced from the Man power agency.</p> <p>(d) Approved. Steps may be taken for approval of higher authority and funds.</p> <p>(e) To be decided</p> <p>(f) Approved. As the funds has been received, tender may be floated.</p> <p>(g) Approved subject to obtaining all the Govt. norms.</p>
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		<p>g. Expression of Interest for hiring of Machines for Laboratory and other deptts</p> <p>h. T.A. &amp; D.A. to E.B. member.</p>	<p>(h) It is decided that the T.A. &amp; D.A. will be paid to the E.B. member (who are coming from other district and not in Govt. service) as per the rate admissible to Class-I officers.</p>
3.4	<b>Recruitment</b>	<p><b>a.</b> Ratification of Assistant Professor (<b>Annexure-1</b>)</p> <p>While joining they have to submit a clearance certificate from previous station (if employed) regarding house rent, electricity, PHD etc.</p> <p><b>b.</b> Approval list of successful candidates by walk in interview</p> <p><b>c.</b> Validation of Departmental Promotion of <b>Group "C"</b> employees (<b>Annexure-3</b>)</p> <p><b>d.</b> Selection of Registrar, Dean and Medical Superintendent: terms, condition, eligibility criteria and procedure u/s 27(1) of the Act</p> <p>Abolition of the post of Dean is proposed.</p> <p>On abolition of Dean post, Dean (Academic), Dean (Student affair), Dean (Staff affair) may be created.</p>	<p>(a) Deferred to next E.B.</p> <p>(b) Approved.</p> <p>(c) Approved.</p> <p>(d) Advertisement may be floated.</p> <p>As per MCI Dean Post is mandatory. How ever Proposal may be sent to Govt. for decision and approval.</p>

3.5	<b>Creation of Posts</b>	<p>We have already sent proposal for creation of post for Super speciality Hospital, Cancer Hospital, VIMSAR University, Directorate Staff, Staffs for the Registrar, Controller of Examination, Comptroller of Finance, Staffs for the Engineering Department, Law department and Security Officers. We request the Commissioner-Cum- Secretary to Govt. of Odisha, Health &amp; F.W. deptt to hasten the process so that all the sections will start operating as unitary University. (Already proposal is sent to Government.)</p> <p><b>(Annexure-8)</b></p> <p><b>a.</b> Creation of posts for University functional u/s 6(i) of the Act</p> <p>In view of the ultimatum given by the Sambalpur University regarding conducting MBBS/MD Examinations vide letter no. 01913 dated 01/06/2018</p> <p><b>b.</b> Special recruitment policy laid down in 2<sup>nd</sup> GB and proposal sent to the Government revised with special reference to increase maximum age from 64 to 69.</p> <p><b>(Annexure-9)</b></p>	<p>Proposal to be sent to Govt. for recruitment of all staffs. Permission for recruitment of Ministerial staff and Stenographer be obtained from Govt.</p> <p>(a) Steps should be taken at an early date to enable to conduct examinations such as creation of supportive staffs. The Addl. Secretary to Health &amp; F.W. deptt. To expedite the same.</p> <p>(b) Steps will be taken on receipt of clarification from Govt.</p>
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3.6	<b>Special Training of Faculty</b>	This will be need based. The duration, subject and place of training will be decided by a Board of the Institute. The would be trainees will go as sponsored candidate with usual monthly duty pay and others as admissible. They will have to sign an agreement in a judicial stamp paper to serve the Institute at least for a period of 12(twelve) years. The members of the Board will be formed later on which will be approved in the 4 <sup>th</sup> E.B.	Proposal approved. However details should be prepared and may be sent to the Govt. for approval.
3.7	<b>Finance</b>	<p>a. Financial autonomy to the Director, VIMSAR</p> <p>b. Director to be empowered to delegate financial power to the newly appointed Dean and Medical Superintendent (Delay in payment of Bill)</p> <p>c. Unutilized fund of Rs.340 million. (MCI Fund from Centre) <b>(Annexure-10)</b></p> <p>d. Student fee collected should be retained by the Institute for conducting university examinations.</p>	<p>(a) Govt. may be moved for the same.</p> <p>(b) Next senior head of non clinical in place of Dean and next senior head of clinical depts. For Supt may take over with financial power as and when required and it may be sent to Govt. for approval.</p> <p>(c) Govt. may be moved for the same.</p> <p>(d) Approved subject to obtaining permission from Govt. and fund request from Govt.</p>
3.8	<b>Establishment</b>	<p><b>A.</b> Unification of one Establishment for both College and Hospital</p> <p><b>B.</b> Constitution of a Condemnation Standing</p>	<p>(a) Not Approved.</p> <p>(b) Approved. Store Medial officer and one pharmacist to be included in the</p>

	<p>Committee.</p> <p>C. Board to stipulate emoluments regarding employment of technicians and workman (by Director) paid from contingencies vide chapter III u/s 7(vi) of 1<sup>st</sup> Statutes.</p> <p>D. Approval of temporary allocation of any Building by the Director for any purpose other than that for which it was constructed vide chapter III u/s 7(vi) of 1<sup>st</sup> Statutes. <b>It is proposed that the old P.G. Hostel to be modified and renovated to make a faculty hostel. (Three rooms will be modified to accommodate two faculties with attached toilet.)</b></p> <p>E. <b>Mechanism of voluntary retirement Scheme</b> for Staff (VRS) in this Institute: Group 'C', 'D', Paramedical Staff, Faculty</p> <p>F. Faculty Disciplinary Committee to be prepared as it is not clearly mentioned in both the Act and Statute u/s 21(1) and 21(2)</p>	<p>committee</p> <p>(c) Approved for temporary allocation for better management. A meeting may be called inviting related departments for modification proposal and further steps in this regard may be taken.</p> <p>(d) Approved by the E.B.. The Govt. may be moved for the permission.</p> <p>(e) To follow the existing Govt rule</p>
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3.9	<b>Transparent Attendance System</b>	<p>In view of notification of incentive to faculties, their attendance has to be ensured and monitored by the Director. A three tier system has been proposed.</p> <p><b>Tier1:</b> Director will monitor and ensure attendance of Dean and Superintendent</p> <p><b>Tier2:</b> Dean and Superintendent will monitor and ensure attendance of Heads of Departments (HoD); HoDs will give their attendance in a register kept in Dean and Superintendent's Office</p> <p><b>Tier3:</b> Heads of Departments will monitor and ensure attendance of the staffs attached to their respective departments. They will ensure the punctuality, keep the leave records for payment of the Incentive.</p>	Approved. To follow the existing Govt rule
3.4.0	<b>Academic Council</b>	<p>(a) Presently there is a standing academic Council. In case any other discipline studies are incorporated in the institute like Nursing, Dental, Pharmacy or any other degree in the para medical courses their respective HoDs will be incorporated in the Council.</p> <p>(b) The academic Council will plan for Guest lecture, death review, Clinico Pathological discussion, Clinical meetings besides the presently ongoing staff clinical meet.</p>	<p>(a) Approved.</p> <p>(b) Approved.</p>



	<p><b>C. Hospital</b></p> <p>i : Construction of 8 storied Hospital demolishing the old one to generate space</p> <p>ii Re appropriation of unused OT/ICU Complex</p> <p>iii Shifting of General Medicine Ward to new building.</p> <p>iv Oxygen plant, Pipeline and central suction needs to be established as per the MCI norms. The Institute has deficient fund. It is proposed to compensate the amount from the allocation received from the MCI. (Rs.340 million)</p>	<p>C (i) Proposal along with detail plans for construction of 8 (eight) storied hospital building may be sent to Govt. for approval.</p> <p>ii) Permission may be obtained from the concerned department.</p> <p>iii) Approved subject to handing over the new building by the R &amp; B, GED, Fire &amp; other deptts.</p> <p>iv) action may be taken for pipeline system after super specialty comes up.</p>
	<p><b>D. College</b></p> <p>i. RoR in favour of the Institute: Administrative Officer to take steps.</p> <p>ii. <b>Nursing College:</b> Concerned authority (PWD) should hand over the new building and Hostel immediately to the Dean.</p> <p>iii. <b>Dental College:</b> Initiation of Dental College:- NOC is not yet received from the Govt.. After the receiving of NOC, the Institute will plan for Manpower and Building as per the Dental Council norms.</p>	<p>i) Administrative Officer to take step and action taken be placed in the next E.B.</p> <p>ii) Approved.</p> <p>iii) Approved.</p>

		<p><b>iv. Sports Complex</b></p> <p>His Excellency, Prof. Ganeshi Lal, Hon'ble Governor, Odisha has urged upon to start a sports complex in each of the state universities. The site for construction of sports complex in our Institute is proposed below:-</p> <p>A "U" shaped patch of land adjacent to Boy's Hostels extending from 6<sup>th</sup> Hostel up to 4<sup>th</sup> Hostel. <b>(Annexure-11)</b></p> <p><b>v. Canteen Facility</b></p> <p>(a) We are having almost 15,000 people in the VIMSAR campus every day. Our canteen facility can not cater the present need which is leading to multiple makeshift foods stalls causing the traffic disturbance and making the VIMSAR campus dirty.</p> <p>(b) Presently 4(four) Canteens are running in the Hospital: Institute pays electricity dues and maintain of all the canteens (2 in the Hospital and 2 on college side). Suggestion: A new three storied canteen may be built in place of class IV Canteen for faculty, students and attendants of patients and the electricity dues be borne by the tenderer/bidder.</p> <p><b>vi. Beautification of Campus:</b> Cleanliness drive on mission mode along with Plantation in both the roads and placing of flower pots in corridors may be taken up. Such drive should also be extended to all Hostel premises.</p>	<p>iv) Proposal along with details may be sent to the Govt. for approval.</p> <p>Proposal for construction of three storied canteen may be sent to the Govt. for approval and allocation of funds in this regard to the concerned department. Administrative officer to look in to the functioning of 3 in the campus canteens</p> <p>v) Agreed to the proposal. Steps may be taken for beautification of the campus.</p>
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3.4.2	<b>Transportation</b>	<p>a. Procurement of Battery operated vehicle sponsored by WODC (Western Odisha Development Council)</p> <p>Utilization of Institute Bus for transportation of patients from far off places to this Institution from cross section of nearby area is proposed.</p>	<p>As an amount of Rs.10,00,000/- has been received from the W.O.D.C., tender for procurement of the same may be floated.</p> <p>Detail proposal regarding expenditure of POL and collection of fare etc. may be placed in the next E.B. for discussion.</p>
3.4.3	<b>Supply of drugs/ Medicines</b>	<p>i) All Medical Stores without valid extension of required licenses are proposed to be removed from the campus.</p> <p>ii) Procurement of drugs/medicines and other medical consumables will be made on rate contract/ approved OSMCL rate and free supply to the patients of the Institute for the whole year.</p> <p>iii) Procurements of Kits/ Chemical and other Diagnostics for close machines will be done from the manufacturing firm as per the agreement for a fixed period.</p> <p>v) No medical prescriptions from OPD/IPD to outside drug stores is proposed as per the govt. regulation on NIRAMAYA, NIDAN and SAHAYA.</p>	<p>i) Agreed. The proposal may be sent to the Govt. for approval.</p> <p>ii) Approved from allotted funds under Medicine Head.</p> <p>iii) Approved as per Govt. norms.</p> <p>iv) Agreed.</p>

3.4.4	<b>Diagnosis</b>	To enable RDC to function 24x7. Laboratory technicians and Demonstrators are to be deployed on rotation basis keeping in view not to hamper the overall management and academic requirement of the concerned department.	Approved
3.4.5	<b>UGC Grant/University Examination</b>	<p>i. UGC has approved the University status to VIMSAR vide letter no. F-9-2/2018(CPP-I/PU) Dated 05/04/2018 (<b>Annexure-12</b>)</p> <p>ii. For obtaining UGC Grant, one representative of UGC to be nominated by the Government of India to become a member of Governing Body of VIMSAR.</p> <p>As per u/s 17(1) of VIMSAR Act-“one representative of the UGC has to be a member of Governing Body duly nominated by the Govt. of India.</p>	Approved
3.4.6	<b>Disciplinary action taken against staffs</b>	1. One Attendant, 2. One SR was issued a warning, 3. Another SR was counselled, 4. One Assistant Professor deployed in another Department (from Dentistry to Community Medicine and Record Section) <b>u/s 21(f) it needs ratification from EB. (Annexure-15)</b>	<p>1. The administrative officer to take necessary steps against the retired attendant at early date.</p> <p>2. As a warning letter has already been issued the EB advised the not to take any further steps regarding Dr. Dillip Ku Pradhan , SR Orthopedic.</p> <p>3. As it is sub judiced the EB members advised to wait for the final decision of the court</p>

3.4.7	<b>Creation of Western Odisha Medical Database</b>	It is proposed to maintain all records relating to patients of this VIMSAR in the Medical record Section for future reference and to formulate a data medical data base of Western Odisha which will facilitate the Super special medical care and continuum of care in cross section of Western Odisha at large.	Approved. The Govt. may be moved for allocation of funds in this regard.
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The meeting ended with a vote of thanks to the chair.

*[Signature]*  
5/7/2018  
**Additional Secretary to Govt.  
Health & FW Department  
Odisha, Bhubaneswar,**

*[Signature]*  
5/7/2018  
**FA- Cum-Spl. Secretary to Govt.  
(Representative of Finance  
Department, Odisha, Bhubaneswar.)**

*[Signature]*  
05/07/2018  
**DMET, Odisha  
Bhubaneswar.**

*[Signature]*  
6/7/18  
**Dean & Principal  
VIMSAR, Burla**

*[Signature]*  
05/07/2018  
**Dr. Bikash Chandra Hota,  
Member of Executive Board  
VIMSAR, Burla**

*[Signature]*  
**Sri. Bhagabat Prasad Nanda  
Member of Executive Board  
VIMSAR, Burla**

*[Signature]*  
10/7/18  
**Dr. Rabinarayan Tripathy  
Member of Executive Board  
VIMSAR, Burla**

*[Signature]*  
6/7/18  
**Prof. Kailash Chandra Agrawal  
HOD, Pathology, VIMSAR, Burla  
VIMSAR, Burla**

*[Signature]*  
5/7/2018  
**Director VIMSAR, Burla  
Chairman of Executive Board**