

He

**GOVT OF NCT OF DELHI**  
**DEPARTMENT OF HEALTH & FAMILY WELFARE DEPARTMENT**  
**9<sup>TH</sup> LEVEL, A-WING, DELHI SECRETARIAT,**  
**I.P. ESTATE, NEW DELHI-110002**

---

F. No.1/H4PW/Misc/COVID-19/2022/5546/w/66

Dated: 28/01/2022

**MINUTES OF MEETING**

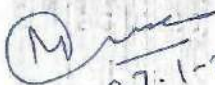
A Review meeting was held under the Chairmanship of Chief Secretary on 05.01.2022 with the Medical Directors/ Medical Superintendents/Directors of all hospitals under GNCTD, Vertical Heads and Nodal Officers of COVID-19 where Principal Secretary (Health) and other officers of Health Department were also present.

**During the meeting, the following directions were issued:-**

1. All Leaves of Senior Officers and medical staff be cancelled immediately except for emergency or medical purposes.
2. All officers involved in management of Covid-19 will work in mission mode irrespective of their primary posting and responsibilities. The Nodal Officers have to take charge of the medical establishments immediately.
3. All MDs/MSs/Directors of the hospitals to activate their hospital management system to effectively handle hospital admission, triage, ward management, discharge management as well as mortuary management. The system should be prepared to manage any kind of exigency in wake of surge in covid cases.
4. The details of all covid patients should be obtained from all sources including Delhi Government, MCD and Private Hospitals and also from the Government of India hospitals.

5. All deaths should be analyzed everyday and a report of about one paragraph of each death should be prepared for further policy planning.
6. A Whatsapp group should be created for top management for effective management and sharing of all important details.
7. Health Department should ensure sufficient availability of RTPCR and RAT kits so that there is no let up in the testing.
8. Home isolation mechanism should be properly implemented following all the laid down protocols strictly for efficient management. Proper manpower deployment should be done to follow up each case.
9. Effective media management should be done. Social media and Print media should be monitored and proper rebuttal of false/ incorrect news and information should be done. Remedial action should also be taken wherever required.
10. Institution wise bed escalation should be carried out by Pr. Secretary(Health) and DGHS on time to time basis to cater to the patients keeping in view with the rising number of cases and requirement of Covid beds.
11. Directions may be given to all MCD Commissioners to extend full cooperation in respect of escalation of beds and in extending facilities of BMW management and sanitation.
12. Certificate of readiness may be obtained from all District Magistrates for readiness of their facilities i.e. DCHCs and CCCs. The District Magistrates shall visit each isolation facility to inspect the condition of the facility.
13. All Hospitals/Facilities to mandatorily run their PSA plants and check their readiness.

14. The Nodal Officers and Vertical Heads will take all steps to verify the PSA plants, Oxygen buffer storage, LMO storage, installation of telemetry equipments institution wise/ utility wise.
15. Oxygen Vertical head will ensure availability of Cryogenic Oxygen tankers to ensure that the supply of Oxygen is not effected.
16. All MDs/MSs/Director/ DGHS to ensure actual availability of COVID Management medicines and also ensure sufficient buffer stock is available in their institutions facilities.
17. Drug Control Department will activate their regulatory system to ensure easy availability of all medicines and prevent hoarding/black-marketing of drugs.
18. MDs/MSs/Directors of all hospitals will ensure availability of adequate manpower including regular as well as additional manpower and beds to manage the COVID-19 facilities, including the linked facilities, for which directions have already been issued by the H&FW Department.
19. Hospitals should make all efforts to keep the attrition rate of all healthcare workers minimum due to COVID-19 infection. Maximum availability of staff should be ensured for effective hospital/facility management. The MDs/MSs should be ready with a plan – B in case of exigency.
20. DMs to ensure strict enforcement of all DDMA orders and guideline.

  
27-1-2022

**(MANISHA SAXENA)**

Pr. Secretary (H&FW)

**To**

1. MDs/MSs/Directors of all Hospitals of GNCTD
2. Director, DGHS

F.No.1/H&FW/Misc/Covid-19/2022/SS4hfw/66 Dated: 28/01/2022

**Copy to:**

1. Pr. Secretary (Revenue), GNCTD
2. OSD Health, GNCTD
3. Commissioner (North DMC/East DMC/South DMC).
4. Secretary to Lt. Governor, Delhi
5. Secretary (H&FW)
6. Addl. Secretary to Hon'ble Chief Minister, Delhi
7. Secretary to Hon'ble Chief Minister, Delhi
8. Secretary to Hon'ble Minister, of Revenue, Delhi
9. Mission Director , DSHM, Delhi
10. All the Special Secretary , GNCTD
11. OSD to Chief Secretary, GNCTD
12. All District Magistrates, GNCTD
13. System Analyst, HFW for uploading the same on the website



**(Ajay Bisht)**

Dy. Secretary (H&FW)