

**Government of Rajasthan  
Medical Education Department**


No. F.18(12)ME/Gr-1/2019

Jaipur, dated 30th Dec.,2019

**Circular**

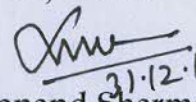
All Principal and Controller of Medical Colleges of Rajasthan are hereby directed for the following:

- 1) An immediate stock taking of all the equipments should be carried out to make sure that all equipments are in use and their Annual Maintenance Contracts are in place. For the equipments whose AMCs have not been taken, process of AMCs should be immediately initiated after stock taking.
- 2) Some equipment might be lying in the store of hospitals / departments after purchasing, physical verification of the stores must be done to ensure that such equipments are identified and put to use immediately.
- 3) It has been observed in some hospitals that IPD Bed-Tickets are not being properly maintained. History and clinical notes of the patients are incomplete. All departments and treating doctors must be instructed to make sure that proper recording of patients Medical information is done after their admission in IPD. Subsequently during the time when patient is in IPD, each and every visit of consultant / treating doctors and his observations should be regularly marked on the IPD ticket.
- 4) Proper counseling of the patients and his attendants shall also be done. They should be briefed regarding the disease and health of the patients.
- 5) Microbiological surveillance of the O'Ts and ICUs must be regularly done at least once in a month. The sample should be taken from all the relevant portions of OTs and ICUs. Bacteriological report of the sample should mention in details about the bacteria for which culture is positive and negative. Subsequent curative action must also be taken.
- 6) Standard Infection Control practices including hand hygiene should be ensured in all OTs, ICUs, Labour Room and procedure rooms.

  
(Vaibhav Galriya)  
Secretary to the Govt.

Copy forwarded to the following for information and necessary action to;

- 1) SA to Hon'ble Minister, Medical Education.
- 2) PS to Secretary, Medical Education.
- 3) All concerned Principal and Controller, Medical Colleges of Rajasthan
- 4) Guard File.

  
(Ramanand Sharma)  
Dy. Secretary to the Govt.