

Government of Jammu and Kashmir
Health & Medical Education Department
Civil Secretariat, Srinagar/Jammu

Subject:- Constitution of Hospital Equipment Management Committee (HEMC) for equipment audit and preventive maintenance.

Reference: No. NHM-Estb/47/2023 Dated.25.10.2023 of MD NHM.



Government Order No.115 -JK (HME) of 2024
Dated: 21.02.2024.

Sanction is, hereby, accorded to the constitution of Hospital Equipment Management Committee(s) (HEMC), comprising of the following, for the equipment audit and preventive maintenance at Community Health Centers(s) (CHCs) and District Hospitals(s) (DHs) in the Union Territory of Jammu and Kashmir:

1.	Facility In-charge
2.	Senior-most Consultant
3.	Dy. MS or Medical Officer, Stores or Senior-most MO
4.	Head Pharmacist or In-charge Storekeeper
5.	Head/ Sup./ Sr. Lab Technician and Head/ Sup./ Sr. Radiographer *Head/Sup. /Sr. Pharmacist/ Lab-technician/ Radiographer (Paramedical staff) as per the availability at the CHC/ DH.

The committee shall adhere to the following guidelines:-

- a. Receive proposals from the respective departments
- b. Evaluation of the proposals received from the department for procurement/induction of new equipment and the justification provided after need analysis and cost-benefit analysis.
- c. Receipt, Installation & Commissioning of new equipment at the hospital.
- d. Training of the user staff in operation & maintenance of the equipment
- e. Preparation of Equipment Master Maintenance Plan consisting of the scheduled preventive maintenance & calibration of the equipment.
- f. Undertake review of equipment inventory (Equipment census) available and their utilization once in a year. List out functional, dysfunctional & repairable or BER equipment.
- g. Carry out equipment audit and review the asset base with addition of new equipment and its valuation, deletion of BER/Condemned equipment from the asset base.
- h. Monitoring the activities of the maintenance service provider (in PPP), complaint management, equipment downtime, and ensuring preventive

maintenance & calibration are carried out as per the OEM recommendations.

- i. Monitor weeding out of the old/obsolete equipment declared beyond economic repairs and recommend proposal for condemnation to the MD NHM.
- j. Record achievements of the Key deliverables approved for the BMMP at the facility and forwards a copy to the MD NHM office for collation and inclusion in the annual PIPs.
- k. The committee shall also undertake analysis of the records pertaining to equipment breakdown and preventive maintenance logs. They shall also assess the usage and performance of the equipment. The committee shall also suggest measures to optimally utilize the equipment for quality health services.

By Order of the Government of Jammu & Kashmir.

Sd/-

(Dr. Syed Abid Rasheed Shah) IAS

Secretary to the Government
Health and Medical Education Department

No.HD-NHM/190/2023-02 (CC: 7300121)

Dated: 21.02.2024

Copy to the:-

1. Principal Secretary to the Hon'ble Lieutenant Governor.
2. Joint Secretary (JK&L), Ministry of Home Affairs, Government of India.
3. Mission Director, National Health Mission, J&K.
4. Director Archives, Archaeology and Museums, J&K,
5. Director Health Services Kashmir/Jammu
6. OSD with Advisor (B) to the Lieutenant Governor.
7. PS to Secretary to Government, Health & Medical Education Department.
8. I/C Website H&ME
10. Government Order file/Stock file/Monday Return file.

(Mushtaq Ahmad Khan) JKAS

Under Secretary to the Government