CHANDIGARH STATE AIDS CONTROL SOCIETY
International Youth Hostel, Sector 15-A,
U.T., Chandigarh
Phone:0172-2544589, 0172-2783300

To

The Superintendent (Admin),
Health Department,
GMSH 16, Chandigarh.

Memo No.: CSACS/RTI/2022/ 1822
Dated, Chandigarh the 06-5-22

Subject: **Disclosure of the information in the public domain – reg.**

Reference your letter No. MH-III-2022/5218-27, dated 15.3.22, please find enclosed herewith the compiled report of Chandigarh SACS along with annexure 1 to 12 and same is also being uploaded on CSACS website.

Project Director-cum-CPIO,
Chandigarh State AIDS Control Society,
Union Territory, Chandigarh

1A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities. While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organsiation and function, 2-Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

Organization andFunction

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organization, functions and duties [Section 4(1) (b)(i)]	(i)Name of the Organization and its website	**Chandigarh State AIDS Control Society, UT, Chandigarh** **Website:** http://chandigarhsacs.org.in
		(ii)Head of the organization	Project Director
		(iii) Vision, Mission and Key objectives	Annexure I
		(iv) Function and duties	All the duties and functions of organization are at Annexure 2
		(v) Organization Chart	Annexure 3
1.2	Power and duties of its officers and employees [Section 4(1) (b)(ii)]	(i)Powers and duties of officers (administrative, financial and judicial	Annexure 2
		(ii) Power and duties of other employees	Annexure 2
		(iii) Rules/ orders under which derived and powers and duty are	CSACS function as per directives/instructions/guidelines issued by NACO from time to time and guidelines are available at NACO website http://naco.gov.in/about-us/ policies-guidelines (Annexure – 4)
		(iv) Exercised	Annexure 2
		(v) Work allocation	Annexure 2
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i)Process of decision making points making. Identify key decision	Case to case varies
		(ii) Final decision making authority	Secretary Health Chandigarh Administration/DH&FW/Project Director
		(iii) Related provisions, acts, rules etc	Implement the policy framed by National AIDS Control Organisation, GOI, N. Delhi
		iv) Time limit for taking a decisions, if any	Case to case varies

		(v) Channel of supervision and accountability	Concerned Programme Officers of CSACS/Project Director and overall supervision by DH&FW
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered	The information is available at Chandigarh SACS website link is : http://chandigarhsacs.org.in/PreventiveServices.html
		(ii) Norms/ standards for functions/ service delivery	
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	
		(v) Process of redress of grievances	Grievance Redress Committee has been constituted by CSACS as per Annexure 5
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ instruction/ manual	As per NACO Policy/Module available at NACO website http://naco.gov.in/about-us/policies-guidelines
		(ii) List of Rules, regulations, instructions manuals and records.	
		(iii) Acts/ Rules manuals etc.	
		(iv) Transfer policy and transfer orders	Annexure 6
1.6	Categories of documents held by the authority under its control [Section 4(1)(b)(vi)]	(i) Categories of documents (ii) Custodian of documents/categories	--
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc.	Governing Body & Executive Committee
		(ii) Composition	Annexure 7 & 8 (Powers of the committees)
		(iii) Dates from which constituted	
		(iv) Term/ Tenure	
		(v) Powers and functions	
		(vi) Whether their meetings are open to the public?	
		(vii) Whether the minutes of the meetings are open to the public?	
		(viii) Place where the minutes if open to the public are available?	
1.8	Directory of officers and employee section 4(2) (b) (ix)	(i) Name and designation (ii) Telephone , fax and email ID	Annexure 9
1.9	Monthly Remuneration	i) List of employees with Gross Monthly	Annexure 10

<table>
<tr><td></td><td rowspan="2">received by officers & employees including system of compensation [Section 4(1) (b) (x)]</td><td>remuneration.</td><td></td></tr>
<tr><td>ii) System of compensation as provided in its regulations</td><td>Besides monthly remuneration, there is no system of compensation.</td></tr>
<tr><td>1.10</td><td>Name, designation and other particulars of public information officers [Section 4(1) (b) (xvi)]</td><td>(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority
(ii) Address, telephone numbers and email ID of each designated official</td><td>
<table>
<tr><th>Sr. No.</th><th>Name</th><th>Designation</th></tr>
<tr><td>1</td><td>Dr. V.K. Nagpal</td><td>Project Director-cum-CPIO, CSACS
9466116611
chandigarhsacs@gmail.com</td></tr>
<tr><td>2.</td><td>Mr. Parvinder Sharma</td><td>Assistant Director (F)-cum-CAPIO, CSACS
9417377407
chandigarhsacs@gmail.com</td></tr>
</table>
APPELLATE AUTHORITY:
Dr. Suman Singh, DH&FW-cum-FAA, Chandigarh SACS.
Contact No.: 0172-7652006
Email: dhs_ut@yahoo.co.in
</td></tr>
<tr><td>1.11</td><td>No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))</td><td>No. of employees against whom disciplinary action has been
(i)Pending for Minor penalty or major penalty proceedings</td><td rowspan="2">No such case exists in CSACS.</td></tr>
<tr><td></td><td></td><td>(ii) Finalized for Minor penalty or major penalty proceedings</td></tr>
<tr><td>1.12</td><td>Programmes to advance understanding of RTI (Section 26)</td><td>(i)Educational programmes</td><td rowspan="4">Concerned CPIO and CAPIO attended the training as and when organized by Chandigarh Administration.</td></tr>
<tr><td></td><td></td><td>(ii)Efforts to encourage public authority to participate in these programmes</td></tr>
<tr><td></td><td></td><td>(iii)Training of CPIO/APIO</td></tr>
<tr><td></td><td></td><td>(iv)Update & publish guidelines on RTI by the Public Authorities concerned</td></tr>
</table>

1.Budget and programme

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/ partially met/not met- Not applicable will be treated as fully met/partially met)	
2.1	(i) Total Budget for the public authority	Budget estimate 2022-23	Details of budget approved for the FY 2022-23 is placed at Annexure –11	Fully met
	(ii) Budget for each agency and plan & programmes			
	(iii) Proposed expenditures			
	(iv) Revised budget for each agency, if any			
	(v) Report on disbursements made and place where the related reports are available	All the payment are made through PFMS – EAT Module & DBT Module.		
2.2	Foreign and domestic tours during 2021-22	(i) Budget	Rs. 2.20 lacs	
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	No foreign tour done by any Programme Officer in the FY 2021-22. Domestic tour programme details available at Annexure 12	
		(iii) Information related to procurements a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids	All the information is available at Chandigarh SACS website: chandigarhsacs.org.in	

		awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.		
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i)Name of the programme of activity	Not applicable as no subsidy scheme is in existence	
		(ii)Objective of the programme		
		(iii)Procedure to avail benefits		
		(iv)Duration of the programme/scheme		
		(v)Physical and financial targets of the programme		
		(vi) Nature/scale of subsidy/amount allotted		
		(vii)Eligibility criteria for grant of subsidy		
		(viii) Details of beneficiaries of subsidy programme (number, profile etc		
2.4	Discretionary and non-discretionary grants.	(i) Discretionary and non-discretionary grants/allocations to State Govt. / NGOs/other institutions	Not applicable as no Discretionary grants are given. Non discretionary grants given to NGOs/ institutions as per sanctioned and approved by NACO.	
		(ii) Annual accounts of all legal entities who are provided grants by public authorities		
2.5	Particulars of Recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority:	Not applicable as no concession, permit or authorization is granted.	
		ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for permits of authorizations	Not applicable as no concession. Permit or authorization is granted	

		c) Name and address of the recipients given concessions/ permits or authorizations d) Date of award of concessions / permits of authorizations		
2.6	CAG & PAC paras	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of Administrator, U.T., Chandigarh.	06 number of CAG para exists in CSACS and will be got settled at the time of next audit. However, there is no PAC exists in CSACS. Audit done as per NACO norms. Statutory audit and internal audit are being done by CA and AG audit by Chd. Administration.	

2. **Publicity Band Public interface**

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)	
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)]	Arrangement for consultations with or representation by the members of the public i. Relevant Acts, Rules, Forms and other documents which are accessed by	Not applicable. Chandigarh SACS is implementing agency for the policy framed by National AIDS Control Organisation, GOI, N. Delhi.	
		ii Arrangements for consultation with or representation by a) Members of the public in policy		

		formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants.		
		Public- private partnerships (PPP) (i)Details of Special Purpose Vehicle (SPV), if any (ii) Detailed project reports(DPRs) (iii) Concession agreements. (iv) Operation and maintenance manuals (v) Other documents generated as part of the implementation of the PPP (vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government (vii) Information relating to outputs and outcomes (viii) The process of the selection of the private sector party (concessionaire etc.) (ix) All payment made under the PPP project		
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year (ii)Outline the Public consultation process (iii) Outline the arrangement for consultation before	No policy or rule is formulated at the level of Chandigarh SACS. CSACS implement the policy framed by NACO.	

		formulation of policy		
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet(website)	http://chandigarhsacs.org.in	
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	Nil	
		(ii) Printed format	No	
3.5	Whether information manual/ handbook available freeof cost or not [Section4(1)(b)]	List of materials available (i) Free of cost	No	
		(ii) At a reasonable cost of the medium	No	

3. **E. Governance**

S .No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)	
4.1	Language in which Information Manual/Handbook Available	(i) English	N/A	
		(ii) Vernacular/ Local Language	N/A	
4.2	When was the information Manual/Handbook last updated?	Last date of Annual Updation		
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	i)Details of information available in electronic form	Nil	
		ii)Name/ title of the document/record/ other		

		information		
		iii) working of information made available.	Nil	
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the facilities	Nil	
	do	(ii) Details of information made available		
	do	(iii) Working hours of the facility		
	do	iv)Contact person & contact details (Phone, fax email		
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i)Grievance redressal mechanism	Annexure 5	
		(ii)Details of applications received under RTI and information provided	In the FY 2021-22, total 05 applications received under RTI Act and all are disposed off.	
		(iii)List of completed schemes/projects/ Programmes	-	
		(iv)List of schemes/ projects/programme underway	-	
		v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract.	-	
		(vi)Annual Report	-	
		(vii)Frequently Asked Question(FAQs)	-	
		(viii) Any other information such as a) Citizen's Charter	-	
		c) Six monthly reports loaded on the website or not	-	
		d)Performance	-	

		against the benchmarks set in the Citizen's Charter		
4.6	Receipt & Disposal of RTI applications & appeals	(i) Details of applications received and disposed	In the FY 2021-22, total 05 applications received under RTI Act and all are disposed off.	
		(ii) Details of appeals received and orders issued	Nil	
4.7.	**Replies to questions asked in the parliament { Section 4(i)(d)(2)}**	Details of questions asked and replies given.	In the FY 2021-22, 04 number of parliament questions were received and reply was given to all.	

4. Information as may be prescribed.

S. No.	Item	Details of disclosure			Remarks/ Reference Points (Fully met/partially met/not met- Not applicable will be treated as fully met/partially met)
5.1	Such other information as may be prescribed	(i)	Name & details of (a) Current CPIOs &First Appellate Authority (FAAs) Earlier CPIO& First Appellate Authority (FAAs) from the period	Sr. No. / Name / 1 / Dr. V.K. Nagpal, Project Director-cum-CPIO, CSACS chandigarhsacs@gmail.com / Year April, 2022 2. / Mr. Parvinder Sharma, Assistant Director (F)-cum-CAPIO, CSACS chandigarhsacs@gmail.com / Year Oct. 2019 **FIRST APPLELATE AUTHORITY.** 1. Dr. Suman Singh 1.10.2021 to till date Contact No. 0172-7652006 Email: dhs_ut@yahoo.co.in	Fully met
		(ii)	Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit	Not applicable	

			carried out	
		(iv)	Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	No
		(v)	Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI	No
			(a) Dates from which constituted (b) Name &	

5. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks/ Reference Points (Fully met/partially met/ not met- Not applicable will be treated as fully met/partially met)
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	Information is available on Chandigarh SACS website i.e. http://chandigarhsacs.org.in	Fully met

Project Director-cum-CPIO,
Chandigarh SACS,
UT, Chandigarh

Annexure - I

File No. Z-14011/01/2021-NACO(Fin)
Government of India
Ministry of Health and Family Welfare
National AIDS Control Organisation

6th Floor, Chanderlok Building
36 Janpath, New Delhi-110001

Dated : March 16, 2022

To

The Project Directors
State/UT/District AIDS Control Societies (as per list enclosed)

Subject: - **Continuation of National AIDS and STD Control Programme (NACP-V) (A Central Sector Scheme).**

Sir/Madam,

Sanction of the President is hereby conveyed for continuation of National AIDS and STD Control Programme (NACP-V) (A Central Sector Scheme) over the 15th Finance Commission cycle from 01.04.2021 to 31.03.2026 or till further review, whichever is earlier, subject to adherence to Expenditure Finance Committee's (EFC) recommendations, with a total outlay of Rs. 15,471.94 crore.

2. The specific objectives to be attained under NACP V are as below:

(i) 95% of people who are most at risk of acquiring HIV infection use comprehensive prevention;

(ii) 95% of HIV positive know their status, 95% of those who know their status are on treatment and 95% of those who are on treatment have suppressed viral load;

(iii) 95% of pregnant and breastfeeding women living with HIV have suppressed viral load;

(iv) Less than 10% of people living with HIV and key populations experience stigma and discrimination;

(v) Universal access to quality STI/RTI services to at-risk and vulnerable populations.

3. Under the Human Resources for the next phase of NACP, no additional posts either at State level or at Central (NACO) level will be created over and above the sanctioned posts as in NACP IV. However, as part of rationalization and in accordance with the recommendations of EFC, SACS wise details of sanctioned regular posts as well as revised strength of contractual positions under the project shall be intimated separately.

4. Year-wise output/outcome targets and component-wise and year-wise total outlay for NACP V is annexed at Annexure I and II respectively. The IEC activities at the Central level under the programme shall, however, be pooled for the Department of Health and Family Welfare as a whole.

5. The implementation structures and institutional arrangements of NACP V will remain the same with the project being managed by NACO at the Central level and State/ UT/District AIDS Control Societies (SACS) at State level. Requirements of funds will be provided within the budget availability of NACO in each of the financial years and the annual budget for the SACSs for implementation of the project would be allocated as per Annual Action Plan (AAP). Review of the project may be taken up at any time as and when need arises or new facts/finding etc emerge. The annual budget allocated to each SACS would be released in installments as per the existing arrangements and they will ensure that funds are utilized in compliance of General Financial Rules of the Government of India. The Implementing Agencies (IAs) shall also ensure the following:

a. Proper system for monitoring and verification of the progress/proper utilisation of benefits.
b. Targets for physical inspection/verification by Group A/Class I officers
c. Digital portal for beneficiaries, preferably a unified portal across schemes, enabling proper identification and monitoring of beneficiaries/benefits.
d. Use of EAT module of PFMS shall be mandatory for all implementing agency.
e. No committed liability beyond the financial outlay under the Scheme shall be created.
f. Adherence to instructions issued by DoE, Ministry of Finance from time to time with regard to funds released under Central Sector Scheme.

6. Within the CPFMS accounting processes, the extant general principles will continue to apply and advances and expenditures will continue to be governed as per

the accounting policies of the programme and the instructions issued by NACO from time to time. All the State/UT/District AIDS Control Societies will be responsible for compliance with extant instructions with regard to mapping, accounting and expenditures reported by NGOs and peripheral units and DAPCUs and they will put in place adequate internal audit arrangements in respect of the activities carried out by NGOs and Periphery units out of the funds advanced by them. Audit arrangements under the project will continue to be as per the existing norms prescribed under Operational Guidelines for Financial Management of the programme and the instructions issued by NACO in this regard .

7. This issues with the approval of the competent authority.

Encl: As above.

Yours faithfully,

Signed by Vidyadhar Jha
Date: 16-03-2022 10:20:29
Reason: Approved

(Vidyadhar Jha)

Deputy Secretary to Govt. of India

Copies to:

1. AS & FA, Ministry of Health & Family Welfare
2. Director (Cabinet), Cabinet Secretariat with reference to approval conveyed vide Cabinet Secretariat No. 2/CM/2022 (i) dated 28.01.2022
3. Director (PFC-I), Department of Expenditure, Ministry of Finance
4. Director (MI), Department of Economic Affairs
5. DDGs/CMOs/Sr. CMO, NACO
6. Director(A & P), NACO
7. All DDs/USs, NACO
8. All Sr. Account Officers, Accounts Officer, NACO
9. PPS to AS & DG, NACO
10. PPS to Director, NACO

Annexure - 2

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Project Director	Regular post on deputation	A senior IAS officer with work experience as District Collector.	1 Overall In-charge of the programme 2. Policy issues at the State level 3. Planning, monitoring and supervision through field visits 4. Monthly review meetings of AAP and all interventions Financial matters. 5. Human Resources at State & District levels – filling up of vacancies, preparation of training plans and monitoring the quality of training 6. Sanctioning funds for various interventions 7. Donor Coordination - on regular basis. 8. Liaison with other departments and sectors for mainstreaming 9. Other functions as illustrated in LoU 10. Ex-officio secretary of Governing body of SACS

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Additional Project Director	Regular post on deputation	Senior officer from the State Health Services	1. In-charge of all technical Divisions at SACS 2. Advise PD on all technical matters 3. Monitoring & Supervision of implementing units 4. Overall in-charge of Capacity building and training of personnel 5. Overall in-charge of Preparing AAP, Procurement Plan & monitoring progress. 6. Support PD on effective functioning of SACS
STI Division				
	Joint Director(STI)	Regular post on deputation	MBBS with 5 years of public health experience. In case of candidates with Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology Venereology Leprology or MBA in Health Management or Master in Public Health or Master in Health Administration, experience may be relaxed to two years. Good computer skills.	"1. Management and administrative facilitation of the STI programme in the state as per operational and technical guidelines of NACO 2. Responsible for physical, financial and facilty target achievement in the programme as per approved annual action plan and monitoring of physical and financial achievements 3. Prepare annual action plan for STI/RTI service delivery in the state (both NACO and NRHM components) 4. Ensure and monitor delivery of quality STI/RTI services through government, private and TI, NGO supported STI/RTI clinics

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			Proficiency in data management. Work experience must be in health programmes, HIV/AIDS or others including experience in field based implementation.	5. Visit 25% of all STI clinics every quarter and submit report of the same to Project Director for which the incumbent shall tour for at least 8 working days in each month 6. Review and oversee quality of STI/RTI service delivery to the HRGs through regular coordination with JD (TI), TI NGOs and TI programme officers in the state 7. Review and oversee STI/RTI service delivery through organized public and private sectors 8. Responsible for appointment and capacity building of counsellors in the designated STI /RTI clinics and extension of support to the designated clinics and regional STI centres as per annual action plan 9. Facilitate the improved coordination between NACP and NRHM at state and district levels through regular coordination meetings, provision of technical assistance and oversight to STI/RTI service delivery at sub-district level 10. Facilitate capacity building training of service providers and monitor the quality of training thereof 11. Streamline and strengthen CMIS reporting from designated STI clinics, TI clinics and NRHM 12. Conduct of periodic review of the

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				programme at state level to improve service delivery through public sector and TI NGOs 13. Maintain logistics of colour coded drug kits and RPR test kits being supplied through NACO for the designated STI Clinics 14. Establish and maintain referral linkages between STI/ RTI services to ICTC/ HIV-TB/ ART and Regional STI centres 15. Take up any other work as assigned by the Project Director from time to time.
	Dy. Director (STI)	Regular post on deputation	M.B.B.S. with 3 years public health experience with In case of candidates with Post graduate diploma in Preventive and Social Medicine or Community Medicine or Skin and VD/ STD/ Dermatology . Venereology Leprology or MBA in Health Management or Master in Public Health or Master in Health Administration, exp. may be relaxed to 2 years. Work experience must be in health programmes, HIV/AIDS or others including experience in field based implementation	1. Work closely with the STI focal person in SACS (JD/DD) for management and administrative facilitation of the STI programme in the state with specific emphasis on the private sector and TI NGO as per operational and technical guidelines of NACO 2. Responsible for physical, financial and facilty target achievement in the programme as per approved annual action plan 3. Coordinate closely with the STI and TI focal person in SACS for providing onsite mentoring and supportive supervision of TI STI service providers for HRG and ensure quality of STI/RTI services through TI NGO supported STI/RTI clinics 4. Foster partnership with and ensure and monitor delivery of quality STI/RTI services

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			Good computer skills. Proficiency in data management.	through organized public sectors like Railways, ESI, Armed forces, PSU, and the organized and unorganized private sectors through the professional associations 5. Visit 25% of all STI clinics every quarter and submit report of the same to Project Director for which the incumbent shall tour for at least 12 working days in each month 6. Hold regular coordination meetings with JD (TI), TI NGOs and TI programme officers in the state 7. Hold regular coordination meetings with the representatives of organized public and private sectors 8. Facilitate capacity building training of service providers and monitor the quality of training thereof 9. Streamline and strengthen CMIS reporting from TI clinics and private sector 10. Participate in periodic review of the programme at state level to improve service delivery through public sector and private sectors 11. Maintain logistics of colour coded drug kits and RPR test kits being supplied through NACO for the TI Clinics 12. Establish and maintain referral linkages between STI/ RTI services to ICTC/ HIV-TB/ ART and Regional STI centres

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
Basic Services Division				
	Joint Director(Basic Services)	Regular post on deputation	Regular medical post on deputation from State Govt./ Department/Organization of the rank of Joint Director.	1.Monitor and supervise the implementation of ICTC/PPTCT/HIV-TB programme in the state. 2. Plan and supervise the implementation of scale up plan for ICTC services to the level of CHCs, 24 hrs PHCs and Private Sector Health Institutions. 3. Make field visits to ICTCs in the state, especially to poorly performing centres. 4. Organize quarterly review meetings of District Supervisors and all Counsellors of ICTCs. 5. Liaise with senior officials of the National Rural Health Mission (NRHM) and conduct coordination meetings regularly. 6.Liaise with the State TB officer and conduct meetings of the State HIV-TB coordination committee every quarter. 7. Supervise the selection and training of counsellors and LTs for ICTCs. 8. Supervise the selection and training and posting of district coordinators for ICTCs in A and B category districts.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				9. Monitor the quality of training/capacity building being imparted in institutions of excellence identified by NACO for training of counsellors and LTs from the state. 10. Prepare the state annual physical and financial plan for ICTCs 11. Make annual forecast of rapid test kits and consumables and prophylactic Nevirapine required for ICTCs 12. Ensure 100% timely reporting in SIMS for all ICTCs Data quality monitoring for consistency, correctness and completeness 13. Supply chain monitoring of HIV Rapid test kits & other consumables required for ICTCs including service delivery point wise monitoring for variances & reporting to DAC on monthly basis 14. Coordinate with other division of SACS like CST, TI, STI & RNTCP 15. Assist the Project Director in preparing replies to Legislature/Parliament Questions, reports to various Departments of the State Government including the Health and Family Welfare, Department on issues pertaining to ICTC/PPTCT/HIV-TB. 16. Supervise the work of the Assistant Director (ICTC) and other members of the ICTC team

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
ICTC				
	Dy. Director (ICTC)	Contractual	MBBS with PG Degree/Diploma in Community Medicine/PSM/Community Health Administration or equivalent in public health fields with minimum 2 years experience after MBBS including PG Degree/Diploma duration OR MBBS with 5 years experience, preferably in public health care systems OR M.Phil (desirable PhD) degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology with minimum 3 years experience after M.Phil or 2 years experience after PhD	1 Monitor and supervise the implementation of ICTC/PPTCT/HIV-TB programme in the state. 2. Plan and supervise the implementation of scale up plan for ICTC services to the level of CHCs, 24 hrs PHCs and Private Sector Health Institutions. 3. Make regular field visits to ICTCs in the state, especially to poorly performing centres. 4. Organize quarterly review meetings of District Supervisors and all Counsellors of ICTCs. 5. Liaise with senior officials of the National Rural Health Mission (NRHM) and regularly conduct coordination meetings. 6.Liaise with the State TB officer and conduct meetings of the State HIV-TB coordination committee every quarter. 7.Organize steering committee meetings every quarter for Global Fund projects. 8.Organize quarterly review meetings of Project Coordinators and Outreach Workers of all NGOs doing outreach work for PPTCT/HIV-TB. 9.Supervise the selection and training of counsellors and LTs for ICTCs. 10.Supervise the selection and training and posting of district coordinators for ICTCs in A

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				and B category districts. 11.Monitor the quality of training/capacity building being imparted in institutions of excellence identified by NACO for training of counsellors and LTs from the state. 12.Prepare the state annual physical and financial plan for ICTCs 13.Make annual forecast of rapid test kits and consumables and prophylactic Nevirapine required for ICTCs 14.Assist the Project Director in preparing replies to Legislature/Parliament Questions, reports to various Departments of the State Government including the Health and Family Welfare Department on issues pertaining to ICTC/PPTCT/HIV-TB. 15.Supervise the work of the Assistant Director (ICTC) and other members of the ICTC team such as PPTCT M & E Officer, HIV-TB Consultant, NGO Coordinator.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director (ICTC)	Contractual	PG degree in Psychology/Social Work/Sociology/Clinical Psychology or M Sc in Microbiology/Medical Microbiology with minimum 2 year experience in relevant field after PG Degree Desirable: Experience in Counseling and Human Development or Experience in Laboratory Service	1. Monitor ICTC/PPTCT/HIV-TB programme in the state and prepare monthly reports. 2. Coordinate the establishment of ICTC services upto the level of CHC, 24 Hrs PHCs and Private Sector Health Institutions in collaboration with NRHM. 3. Coordinate the training of counsellors and LTs. 4. Organize quarterly meeting of counsellors of all ICTCs. 5. Establish good 'in' and 'out' referral systems in the ICTCs. 6. Supervise the functioning of District ICTC Supervisors. 7.Coordinate the establishment of mobile ICTC to cover tribal and difficult to reach areas.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
PPTCT	Dy. Director(PPTCT)	Contractual	MBBS with PG Degree/Diploma in Community Medicine/PSM/Community Health Administration or equivalent in public health fields with minimum 7 years experience after MBBS including PG Degree/Diploma duration OR M.Phil (desirable PhD) degree in Psychology/Social Work/Sociology/Clinical Psychology/Medical Microbiology with minimum 3 years experience after M. Phil or 2 years experience after PhD	1. Monitor and supervise the implementation of PPTCT programme in the state. 2. Plan and supervise the implementation of scale up plan for PPTCT services to the level of CHCs, 24 hrs PHCs and Private Sector Health Institutions. 3. Make regular field visits to ICTCs/PPTCTs in the state, especially to poorly performing centres. 4. Organize review meetings of District Supervisors and all Counselors of ICTCs. 5. Liaise with senior officials of the National Rural Health Mission (NRHM) and regularly conduct coordination meetings. 6. Ensure that PPTCT line list is maintained at all facilities in state and reporting is done on periodic basis at district & state level. 7. Monitoring and analysis of data related to PPTCT programmatic indicators to be done on regular basis.
	Assistant Director(PPTCT)	Regular post on deputation	PG degree in Psychology/Social Work/Sociology/Clinical Psychology or M Sc in Microbiology/Medical Microbiology with minimum 2 year experience in relevant field after PG Degree	1. Monitor PPTCT programme in the state and prepare monthly reports. 2. Coordinate the establishment of PPTCT services up to the level of CHC, 24 Hrs PHCs and Private Sector Health Institutions in collaboration with NRHM. 3. Coordinate the training for PPTCT counselors and LTs.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			Desirable: Experience in Counseling and Human Development or Experience in Laboratory Service	4. Facilitate organizing meeting of ICTC/PPTCT counsellors of all ICTCs. 5. Establish good 'in' and 'out' referral systems in the ICTCs/PPTCTs. 6. Ensure that PPTCT line list is maintained at all facilities in state and reporting is done on periodic basis at district & state level. Monitoring, supervision & analysis of data related to PPTCT programmatic indicators to be done on regular basis. Regular reporting to be ensured.
	Divisional Assistant	contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
	REGIONAL PROGRAM OFFICERS	contractual (to be hired by DAC)	MBBS with PG degree/diploma in Community Medicine/ PSM/ MPH/ MBA/MHA with minimum 3 years experience after PG Degree or 5 years experience after PG Diploma, at the state level in any national health programme.	1. Support the SACS in implementation of ICTC/PPTCT/HIV-TB programme in the states assigned. 2. Assist SACS in planning scale up of ICTC services to the level of CHCs, 24 hrs PHCs and Private Sector Health Institutions. 3. Make field visits to ICTCs in the state, especially to poorly performing centres. 4. Participate and mentor SACS / DAPCU / Facilities during review meetings of District Supervisors and all Counsellors of ICTCs. 5. Facilitate coordination with senior officials

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				of the National Rural Health Mission (NRHM) and SACS. 6. Facilitate coordination with the State TB officer and SACS for meetings of the State HIV-TB coordination committee. 7. Assist SACS in monitoring the quality of training/capacity building being imparted in institutions of excellence identified by NACO for training of counsellors and LTs from the state. 8. Support SACS in preparation of state's annual action plan (physical and financial) for ICTCs 9. Facilitate SACS in annual forecasting of HIV Rapid Test Kits and consumables and prophylactic Nevirapine required for ICTCs
Blood Safety Division				

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Joint Director (Blood Safety) Earlier designation - Joint Director (Blood Safety & Quality Assurance)	Regular post on deputation	MBBS with 5 years of experience in blood transfusion services/ public health. In case of candidates with Post graduate degree in Transfusion Medicine/ Pathology/ Microbiology/ Public Health experience may be relaxed to 3 years Good computer skills. Proficiency in data management.	1. Management and administrative facilitation of the Blood Transfusion Services programme in the state as per operational and technical guidelines of DAC/NBTC 2. Responsible for physical, financial and facilty target achievement in the programme as per approved annual action plan and monitoring of physical and financial achievements for blood collection, voluntary blood donation, component separation and sero prevalence of TTI 3. Prepare annual action plan for Blood Transfusion services in the state (in

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Dy. Director (Blood Safety)	Regular post on deputation	MBBS with3 years of experience in blood transfusion services/ public health programmes In case of candidates with Post graduate degree in Transfusion Medicine/ Pathology/ Microbiology/ Public Health, experience may be relaxed to 2 years .	coordination with State Blood Transfusion Council and State RCH officers) 4. Work closely with SBTC to ensure proper functioning of the Regional Blood Transfusion Centres to create blood access through networking and linkages with blood banks and blood storage centres of the region 5. Fixing specific targets of voluntary blood collection for each DAC supported Blood Bank and monitoring achievement by involving District Collectors, IRCS, NGOs, CBOs, Voluntary Organisations 6. Ensure and monitor delivery of quality blood transfusion services through DAC supported Blood Banks and ensure adherence to guidelines 7. Liaise with State Drug Authority for licensing of Blood banks and renewal of license 8. Work closely with State RCH officer to facilitate set up of Blood Storage Centres in First Referral Units 9. Visit 25% of all blood banks every quarter and submit report of the same to Project Director for which the incumbent shall tour for at least 8 working days in each month 10. Responsible for appointment and capacity building of counsellors, and

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				laboratory technicians in the DAC supported Blood Banks 11. Extension of support to the DAC supported Blood Banks as per approved pattern of assistance in Annual Action Plan 12. Procure commodities for DAC supported Blood Banks as per approved pattern of assistance 13. Facilitate capacity building training of service providers and monitor the quality of training thereof 14. Streamline and strengthen SIMS reporting from DAC supported Blood Banks 15. Conduction of periodic review of the programme at state level to improve service delivery 16. Maintain supply chain and logistics of commodities supplied under the programme through DAC to the DAC supported Blood Banks 17. Establish and maintain referral linkages between Blood Banks to ICTC/ DSRC/ OPD for referral of seropositive donors 18. Submit periodic reports on Blood safety activities to DAC 19. Take up any other work as assigned by the Project Director from time to time.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director (Voluntary Blood Donation) Earlier designation - Consultant (Voluntary Blood donation)	Contractual	• Recognized PG degree in social science / sociology / social work • At least 3 years experience in organizing voluntary Blood donation • Preferably regular voluntary blood donor • Knowledge of donor motivation, donor recruitment and donor retention. Knowledge of local language .	1. Management and administrative facilitation of the Blood Transfusion Services programme in the state with specific emphasis on voluntary blood donation as per operational and technical guidelines of DAC/NBTC 2. Responsible for physical, financial and facility target achievement in the programme as per approved annual action plan 3. Develop State Level Strategies for promotion of VBD & phasing out of replacement blood donation based on DAC/NBTC guidelines. 4. To prepare Quarterly Camp Schedule for DAC supported blood banks as per their requirement 5. Visit all DAC supported BCSU each quarter to monitor the voluntary blood donation 6. Conduct field visits to poor performing districts of the state to develop dist level strategies for improving VBD 7. Monitor the blood bank counselors with respect to donor screening, counseling and motivation 8. Coordinate actively with State Blood Transfusion Council, state chapter of IRCS, Red Ribbon Clubs, Voluntary Organizations, Associations of Voluntary Blood Donors,

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				Organizations of Donor Motivators, Youth Organizations and others to conduct awareness activities on Voluntary Blood Donation to improve donor motivation, recruitment & retention 9. Hold quarterly coordination meetings with incharges of DAC supported blood banks and camp organizers to facilitate VBD 10. Facilitate release and monitor the financial expenditure (VBD camps, IEC, donor refreshment) for organizing the camps. 11. Facilitate capacity building trainings on Donor Motivation, retention and recruitment 12. Support JD/DD in streamlining and strengthening SIMS reporting from DAC supported Blood Banks 13. Participate in conduction of periodic review of the programme at state level 14. Maintain supply chain and logistics of commodities supplied under the programme through DAC to the DAC supported Blood Banks 15. Establish and maintain referral linkages between Blood Banks to ICTC/ DSRC/ OPD for referral of seropositive donors 16. Submit periodic reports on Blood safety activities to DAC 17. Take up any other work as assigned by the Project Director from time to time.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Astt Director (Quality Manager) Earlier designation - Quality Manager	Regular post on deputation	M.Sc/B.Sc (Microbiology, Biochemistry, Biotechnology, Biomedical Sciences, Zoology, Medical lab Technology, pharmacy) with 5 yrs experience if B.Sc and 3 yrs experience M.Sc.	1. Management and administrative facilitation of the Blood Transfusion Services programme in the state with specific emphasis on quality and standards of blood transfusion services as per operational and technical guidelines of DAC/NBTC 2. Responsible for physical, financial and facility target achievement in the programme as per approved annual action plan 3. Liaise with blood bank Medical Officer/CMS of the hospital/state drug authority for reviewing the status of licensing of blood banks and facilitate their periodic renewal 4. To prepare Quarterly Visit Schedule for DAC supported blood banks by Core Blood Bank Committee including blood bank experts, representatives of SBTC & State Drug Control Department 5. Visit 25% of DAC supported blood banks each quarter to monitor the adherence to standards, blood access, linkages and TTI sero-positivity 6. Conduct field visits to poor performing districts of the state 7. Monitor the blood bank technicians with respect to performance of all procedures and tests as per protocols 8. Coordinate actively with State Blood

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				Transfusion Council, State Drug Control Department and Blood Banks to identify areas of constraints in blood banks for licensing purpose and recommend necessary corrective measures 9. Facilitate release and monitor the financial expenditure for organizing capacity building trainings of service providers in blood banks 10. Facilitate state level procurement of commodities for DAC supported Blood Banks 11. Support JD/DD in streamlining and strengthening SIMS reporting from DAC supported Blood Banks 12. Participate in conduction of periodic review of the programme at state level 13. Maintain supply chain and logistics of commodities supplied under the programme through DAC to the DAC supported Blood Banks 14. Establish and maintain referral linkages between Blood Banks to ICTC/ DSRC/ OPD for referral of sero-positive donors 15. Submit periodic reports on Blood safety activities to DAC 16. Take up any other work as assigned by the Project Director from time to time.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
Lab Services Division				
	Assistant Director (Lab Services)	Regular	M.Sc /B.Sc (Microbiology, Biochemistry, Biotechnology, Biomedical Sciences, Zoology, Medical lab Technology, pharmacy) with 5 yrs experience if B.Sc and 3 yrs experience if M.Sc.. B tech (Biotechnology , Biomedical engineering) with 3 yrs exp	1 Implementation of Quality systems in HIV/CD4 laboratories and Quality Assurance program. 2. To assist JD (BS) in development of EQAS for Blood Banks and STI laboratories. 3. Supply chain/Inventory management of Lab test kits (HIV serology kit,CD4, DBS collection kit, Whole Blood Collection kit)and consumables and equipment. 4. To compile quarterly EQAS data To ensure participation in EQAS of all laboratories (HIV, STI, Blood Banks, CD4 laboratories). To support JD (LS) in preparing reports and documents. 5. On site mentoring: To visit HIV labs for the purpose of mentoring and monitoring at least 10 days in a month or more. 6. To facilitate training and workshops for laboratory staff. 7. Any other work as assigned by the controlling officer

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
Care, Support & Treatment Division				
	Joint Director (CST)	Regular post	MBBS with MD in any discipline with 3 years experience . Preference to be given to candidates with MD in PSM /Community Medicine/internal medicine. OR MBBS with Masters/ Diploma in Public Health /Health management or any other clinical discipline from a recognized university with 5 years experience in Public Health Programme MBBS with diploma in HIV medicine/ Fellowship in HIV medicine with 5 years of Experience in HIV sector .	1. All administrative and file work pertaining to CST services in the state including facilitating the staff appointment, salary, appraisals, officer orders to ART centres etc 2. To ensure implementation of CST Services as per prescribed Operational Guidelines for CoE, pCoE, ART plus, ART centres, LAC plus, LAC and CSC. 3. To ensure adherence to the highest standards of quality excellence in patient care and follow good clinical practices and ensure PLHIV are not discriminated in the hospital and are not denied admission/ care 4. To analyze the monthly ART centre reports from all the centres and send to NACO by the 1st week of every month as per the prescribed format 5. To analyze the monthly drug summary sheets from all the ART centres and send to NACO by the 1st week of every month as per the prescribed format and to manage SCM of ARVs & other commodities. 6. Supervision and monitoring of ART implementation in the State (should visit each ART centre at least once in 3 months and LAC /CSC once in 6 month). 7. To develop clear targets, with time lines,

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				determine resource requirements and establish the program management and information systems for scaling up ART as part of the comprehensive HIV/AIDS Care and treatment programme 8. Coordination with Principals/Deans of Medical Colleges and Medical Superintendents/Director of District Hospitals/Other Hospitals 9. Coordination with the Regional Coordinator (CST) in the planning and implementation of ART Services 10. Identification of sites for new ART centres as per NACO criteria 11. Identification of ART teams and organizes their sensitization on ART Services 12. Coordination of ART services with active participation of NGOs and PLHIV networks 13. Analyze and forward data to NACO in prescribed format 14. To submit the monthly CST report to NACO 15. Organize training of various personnel involved in ART services 16. Focal point for supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock outs or expiry of ARV drugs

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				17. Monitor procurement, supply and availability of OI and PEP drugs 18. Strengthening of linkages between ART centres and ICTCs 19. Establishment and monitoring of Link ART Centres following NACO criteria and guidelines 20. Coordinate within SACS with the Basic Services Division to ensure maximal linkages with ICTC, PPTCT (including EID) and HIV-TB. 21. Monitoring of CSC in the State following NACO guidelines 22. Conduct quarterly review meeting of ART Centres and analyze data of all ART Centres 23. Member Secretary in SGRC meeting and ensure for conduction of quarterly SGRC meeting 24. Focal Point for Inter State and Inter District LFU Tracking activity as per NACO guidelines 25. Printing of registers, forms, records required for ART Centre and LAC as per Procurement guidelines of NACO 26. Work as SACEP member at COE/ART Plus member and must attend SACEP at COE every week and at ART Plus centres once in fortnight

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Dy. Director (CST)	Contractual	University degree in Medicine / Nursing/ /Masters or diploma in Public Health or Health Management /Masters in Social Work or in any other relevant field with minimum 5 years of experience in Health sector.	1. Ensure implementation of CST Services as per prescribed Operational Guidelines for CoE, p CoE, ART plus, ART centres, LAC plus, LAC and CSC under guidance of JD CST 2. To compile the monthly ART centre reports from all the centres and help JD CST in analyzing the same. 3. Supervision and monitoring of ART implementation in the State 4. Compile and forward data to NACO in prescribed format 5. Help JD CST in identification of ART teams and organizes their sensitization on ART Services 6. Help JD CST in coordination of ART services with active participation of NGOs and PLHIV networks 7. Organize training of various personnel involved in ART services under the guidance of JD CST 8. Establishment and monitoring of Link ART Centres following NACO criteria and guidelines 9. Responsible for printing of registers, forms, records required for ART Centre and LAC as per Procurement guidelines of NACO under the guidance of JD CST 10. Strengthening of linkages between ART

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				centres and ICTCs 11. Coordinate within SACS with the Basic Services Division to ensure maximal linkages with ICTC, PPTCT (including EID) and HIV-TB under the guidance of JD CST 12. To support JD CST in developing clear targets, with time lines, determine resource requirements and assist in establishing the program management and information systems for scaling up ART as part of the comprehensive HIV/AIDS Care and treatment programme 13. To compile the monthly drug summary sheets from all the ART centres and help JD CST in analyzing the same. 14. Focal point for supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock outs or expiry of ARV drugs 15. Monitor procurement, supply and availability of OI and PEP drugs 16. Supervision and Monitoring of CSC in the State following NACO guidelines 17. To undertake regular visits to service delivery points (share sites visited with JD CST and AD CST to avoid duplication for assessment of: o Facilities : ART Centres, Link ART centres & CSCs, Laboratories for

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				CD4 testing including supply of CD4 kits. 18. Strengthening Linkage between ARTC and CSC 19. Any other duty assigned by JD CST.DD CST will work under guidance of JD CST. In the States where there is no JD CST, DD CST will be the in charge of CST.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Asstt Director (CST) earlier designation - Asst. Director(Nursing)	Contractual	University degree in Medicine or Nursing or pharmacy /Masters in Public Health or Health Management or Social Work or in any other relevant field with minimum 3years of experience in Health sector.	1. To undertake regular visits to service delivery points (share sites visited with JD CST to avoid duplication for assessment of: • Facilities providing ART and HIV/AIDS care, • Laboratories for CD4 testing including supply of CD4 kits. 2. To assist JD (CST) in conducting regular review meetings of ART centre and State Grievances Redressal Committee (SGRC) meetings. 3. To compile the monthly drug summary sheets from all the ART centres and help JD CST in analyzing the same. 4. Focal point for supply and utilization of ARV drugs, relocations and monitoring of stocks of ARV drugs and coordination with NACO to avoid any drug stock outs or expiry of ARV drugs 5. Monitor procurement, supply and availability of OI and PEP drugs. 6. Responsible for coordinating for training of all categories of health care providers. 7. Any other duty assigned by JD CST or DD CST 8. AD CST will work under guidance of JD CST. In the States where there is no JD or DD CST, AD CST will be the in charge of CST

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
SIMU				
	Dy. Director (M&E and Surveillance)	contractual	MD/DNB (Community Medicine)/ Masters in Public Health/ Masters in Health Administration/ Masters in Applied Epidemiology 3-5 years experience in the field of public health Working knowledge of computers including MS office package and SPSS Desirable Knowledge of epidemiological analysis, modeling and biostatistics Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-lateral agencies in India	1. Administrative head of SIMU at SACS 2. Overall responsible for all the SIMU activities in the state including Monitoring & Evaluation, Surveillance, Research and data analysis. 3. Develop annual action plan for SIMU activities in the state during each financial year 4. Implement all the activities as per the annual action plan approved by NACO, with the support of Epidemiologist & M&E Officers 5. Manage budgets and finances related to SIMU activities under the annual action plan and ensure timely booking of expenditures in CPFMS 6. Manage procurement & supply of material required for Surveillance activities as per the directions of NACO, from time to time 7. Organise trainings under Surveillance & M&E as per the annual action plan and directions of NACO, from time to time; act as resource person 8. Release budgets to HSS Sentinel Sites

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				and Testing Labs as per the approved norms, obtain UC & SOE and settle the accounts in a timely manner 9. Advertise and recruit for vacant positions in SIMU at SACS; Coordinate with NACO for relevant administrative approvals 10. Guide, supervise and handhold the M&E assistants in DAPCUs in the state 11. Monitor all the routine programme reporting from various reporting units in the state through SIMS, supervise & handhold RUs to ensure 100% reporting every month in time 12. Identify and address all M&E requirements at the reporting units in the state including training of new staff in reporting formats & SIMS, ensuring access to computer & internet, necessary administrative approvals at facility level for smooth reporting, etc. 13. Review and analyse monthly programme data with the support of Epidemiologist & M&E Officer and bring out monthly/ quarterly/ annual SIMS bulletins 14. Bring out annual surveillance reports, M&E bulletins and other analytical publications from SIMU at SACS 15.Participate in all national & regional level meetings related to SIMU as specified by

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				NACO from time to time 16. Undertake operational research activities of programmatic relevance 17. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation from time to time 18. Carry out any other work assigned by the reporting officer from time to time
	Epidemiologist	Contractual	MBBS , MD (Community Medicine); or DNB (Community Medicine/ Epidemiology); or Masters in Public Health; or Masters in Health Administration; or Masters in Applied Epidemiology; or Diploma in Public Health (Two year course) , 3 years of	1. Support NACO/ Regional Institutes/ SACS in the planning, implementation and monitoring of HIV Sentinel Surveillance and Integrated Biological & Behavioural Surveillance activities in the State 2. Investigate into unusual findings from HIV Sentinel Surveillance 3. Involvement in all Strategic Information activities undertaken by NACO/ SACS such as District Epidemiological Profiling using

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			experience in Public Health (preferably disease surveillance and epidemiology). Good Knowledge of epidemiological analysis and biostatistics Working knowledge of computers including MS office package, SPSS and other statistical packages Desirable: Past experience of working in HIV/AIDS programme or projects under Government or bilateral/ multi-lateral agencies in India	Data Triangulation, HIV Estimations, Data Analysis & Research Plan etc. 4. Carry out Epidemiological analysis of HIV Sentinel Surveillance data, Behavioural Surveillance Survey data and data from other studies and preparation of reports on HIV epidemic in the state 5. Analyse district & sub-district level data and bring out district epidemic profiles for district level planning 6. Support M&E activities at SACS including supervision of Computerized Management Information System (CMIS)/ Strategic Information Management System (SIMS) 7. Carry out data analysis and interpret programme data in the allotted states 8. Contribute to evidence-based development of state and district annual action plans 9. Provide strategic direction to the programme efforts in the state to control HIV/AIDS epidemic 10. Undertake operational research activities of programmatic relevance during the inter-surveillance period 11. Coordinate any HIV/AIDS research activities of SACS/NACO/ Related Institutions 12. Assist in capacity building of SACS and district level teams in data analysis 13. Provide training related to M&E,

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				Surveillance and Research as resource person 14. Participate in all national & regional level meetings related to SIMU as specified by NACO from time to time 15. Carry out any other work assigned by the reporting officer from time to time
	M&E Officer	Contractual	Essential Masters in Demography/ Statistics/ Population Sciences/ Computer Applications 3 years experience in monitoring, evaluation & data management in public health programmes Good knowledge of computers including MS office package and SPSS Data analysis, modeling and biostatistics Desirable Past experience of working in HIV/AIDS programme or projects under government or bilateral/ multi-lateral agencies in India	1. Overall responsible for all M&E activities including programme reporting and data management through SIMS in the state 2. Assist DD (M&E/ Surveillance) in preparation of annual action plan for SIMU at SACS 3. Implement all M&E related activities as per the approved annual action plan for the SACS 4. Monitor all the routine programme reporting from various reporting units in the state through SIMS 5. Supervise and handhold reporting units in ensuring 100% reporting through SIMS in a timely manner every month 6. Identify and address all M&E requirements at the reporting units in the state including training of new staff in reporting formats & SIMS, ensuring access to computer & internet, necessary administrative approvals at facility level for smooth reporting, etc.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				7. Review, clean and forward the monthly programme data to NACO 8. Perform all Admin functions related to management of SIMS in the state including management of RU lists, user IDs for various users, reporting of bugs and issues to NACO, coordinate for their resolution, etc. 9. Induction & refresher training for RU staff in SIMS & M&E as per annual action plan 10. Monthly analysis of programme data and publication of monthly/ quarterly/ annual M&E bulletins 11. Guide, supervise and handhold the M&E assistants in DAPCUs in the state 12. Participate in all national & regional level meetings related to SIMU as specified by NACO from time to time 13. Undertake operational research activities of programmatic relevance 14. Undertake regular analysis of various data at state level to provide meaningful recommendations to the programme implementation from time to time 15Carry out any other work assigned by the reporting officer from time to time

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
TI Division				
	Joint Director(TI)	Contractual	. Post graduate degree in Social Science(Sociology/ Anthropology/ Psychology/ Social Work/ Public Admin) from a recognized university with 8 years experience in Social development sector including 4 years working experience in HIV/AIDS sector at State level	1. Promote the involvement of NGOs/CBOs in targeted intervention / HIV / AIDS intervention programme 2. Plan and ensure the saturation of coverage of 'core target and Bridge population" through scaling up of TIs 3. Conduct regular filed visits to Monitor the progress of the TI projects and facilitate the technical inputs to the NGO/ CBO partners from time to time. 4. Identify the training needs of each TI and facilitate programme in collaboration with TSU 5. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) 6. Monitor progress of TI as per financial and physical indicators 7. Conduct quarterly meetings with TI NGOs at state or regional level.
	Dy. Director (TI)	Contractual	Post graduate degree in Social Sciences(Sociology/ Anthropology/ Psychology/ Social Work/ Public Admin.) from a recognized university with 5 years experience In Social development sector including 2 years working experience HIV/AIDS sector at State.	

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director (TI)	Contractual	Post Graduate in Social Work/ Sociology / Psychology / Anthropology/ Public Administration with 2 years experience In Social development / Health sector. HIV/AIDS sector at State. Candidate with experience in working with HIV/AIDS programme get preference.	8. Periodic appraisal of the progress and reporting in the form of monthly reports. 9. In consultation with M&EO, maintain, update and retrieve database of information generated from implementing partners. 10. Ensure the performance appraisal of TI project staff through implementing NGOs along with annual review process. 11. Preparation of Training Plan. 12 Ensure the targets are acheived as per approved AAP. 13 Ensure deliverables from other officers in TI Division . 14 submit required reports/ documents to DAC and attend review and other meeting conducted by DAC.
	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
Link Worker Scheme				

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Joint Director (LWS)	Contractual	Masters in Social Science/ Social Development/Public Health/Health Administration from a recognized university Minimum 8 yrs (Preference will be given to persons having experience of working in the HIV/AIDS projects run by NACO/SACS/TSU/DAPCU. The candidate should have working knowledge of computers including MS office package	1. Coordinate the selection and appointment of district level Implementing NGOs based on the agreed upon terms and conditions of SACS and NACO. 2. Conduct regular filed visits to monitor the progress of the LWS programme and facilitate the technical inputs to the NGO/ CBO partners from time to time 3. Ensure and coordinate the mapping/SNA of target villages, development of District Implementation Plan 4. Facilitate selection of DRPs and Supervisors and their involvement in the implementation of LWS 5. Facilitate appointment of in house staff as agreed upon in the agreement. 6. Develop ToTs to provide further training to the staff of the Implementing NGO. Identify the training needs of each Implementing NGO and facilitate training in collaboration with STRC/TSU 7. Ensure and coordinate selection of Link Worker following the norms prescribed in the LWS Operational Guidelines. 8. Ensure that the requisite systems of monitoring and supervision 9. Monitor progress of Implementing NGO as per financial and physical indicators 10. Conduct quarterly joint meetings with

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				Implementing NGOs at state level. 11. Coordinate with Accounts Officer to ensure smooth flow of funds to the Implementing NGO and ensure fund management at SACS level. 12. Coordinate with DRP of the Implementing NGO to ensure timely receipt of SIMS reports and also ensure proper analysis and use of information. Ensure that these reports are forwarded to NACO after proper review at SACS level. 13. Ensure timely submission of financial and programme performance reports to NACO. 14. Ensure coordination with other allied departments including various divisions of SACS/TSU/DAPCU/NACO for effective implementation of the scheme through networking and regular meeting with concerned officers. 15. Ensure development of work plans for DRPs and regular review of their progress. Make supervisory field visits and monthly review activities at district level. 16. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) 17. Any other work assigned by Senior Officers.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Dy. Director (LWS)	Contractual	Masters in Social Science/ Social Development/Public Health/Health Administration from a recognized university. Minimum 5 yrs (Preference will be given to persons having experience of working in the HIV/AIDS projects run by NACO/SACS/TSU/DAPCU. The candidate should have working knowledge of computers including MS office package).	1. Coordinate the selection and appointment of district level Implementing NGOs based on the agreed upon terms and conditions of SACS and NACO. 2. Conduct regular filed visits to monitor the progress of the LWS programme and facilitate the technical inputs to the NGO/ CBO partners from time to time 3. Ensure and coordinate the mapping/SNA of target villages, development of District Implementation Plan 4. Facilitate selection of DRPs and Supervisors and their involvement in the implementation of LWS 5. Facilitate appointment of in house staff as agreed upon in the agreement. 6. Develop ToTs to provide further training to the staff of the Implementing NGO. Identify the training needs of each Implementing NGO and facilitate training in collaboration with STRC/TSU 7. Ensure and coordinate selection of Link Worker following the norms prescribed in the LWS Operational Guidelines. 8. Ensure that the requisite systems of monitoring and supervision is followed 9. Monitor progress of Implementing NGO as per financial and physical indicators 10. Conduct quarterly joint meetings with

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				Implementing NGOs at state level. 11. Coordinate with Accounts Officer to ensure smooth flow of funds to the Implementing NGO and ensure fund management at SACS level. 12. Coordinate with DRP of the Implementing NGO to ensure timely receipt of SIMS reports and also ensure proper analysis and use of information. Ensure that these reports are forwarded to NACO after proper review at SACS level. 13. Ensure timely submission of financial and programme performance reports to NACO. 14. Ensure coordination with other allied departments including various divisions of SACS/TSU/DAPCU/NACO for effective implementation of the scheme through networking and regular meeting with concerned officers. 15. Ensure development of work plans for DRPs and regular review of their progress. Make supervisory field visits and monthly review activities at district level. 16. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) 17. Any other work assigned by Senior Officers.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Astt. Director(LWS)	Regular	Masters in Social Science/ Social Development/Public Health/Health Administration from a recognized university Minimum 3 yrs (Preference will be given to persons having experience of working in the HIV/AIDS projects run by NACO/SACS/TSU/DAPCU. The candidate should have working knowledge of computers including MS office package).	1. Coordinate the selection and appointment of district level Implementing NGOs based on the agreed upon terms and conditions of SACS and NACO. 2. Conduct regular filed visits to monitor the progress of the LWS programme and facilitate the technical inputs to the NGO/ CBO partners from time to time 3. Ensure and coordinate the mapping/SNA of target villages, development of District Implementation Plan 4. Facilitate selection of DRPs and Supervisors and their involvement in the implementation of LWS 5. Facilitate appointment of in house staff as agreed upon in the agreement. 6. Develop ToTs to provide further training to the staff of the Implementing NGO. Identify the training needs of each Implementing NGO and facilitate training in collaboration with STRC/TSU 7. Ensure and coordinate selection of Link Worker following the norms prescribed in the LWS Operational Guidelines. 8. Ensure that the requisite systems of monitoring and supervision 9. Monitor progress of Implementing NGO as

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				per financial and physical indicators 10. Conduct quarterly joint meetings with Implementing NGOs at state level. 11. Coordinate with Accounts Officer to ensure smooth flow of funds to the Implementing NGO and ensure fund management at SACS level. 12. Coordinate with DRP of the Implementing NGO to ensure timely receipt of SIMS reports and also ensure proper analysis and use of information. Ensure that these reports are forwarded to NACO after proper review at SACS level. 13. Ensure timely submission of financial and programme performance reports to NACO. 14. Ensure coordination with other allied departments including various divisions of SACS/TSU/DAPCU/NACO for effective implementation of the scheme through networking and regular meeting with concerned officers. 15. Ensure development of work plans for DRPs and regular review of their progress. Make supervisory field visits and monthly review activities at district level. 16. Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) 17. Any other work assigned by Senior

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				Officers.
	Divisional Asst	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
IEC / Mainstreaming Division				
	Joint Director (IEC)	Contractual	PG Degree from a recognized university/institute. Or MBA Min 8 yrs exp in the field of developmental/health communication including planning and implementation in of IEC campaign B. Desirable : PG Degree/ PG Diploma in Mass Communication Exp in the field of advertising Experience in preparation of Audio Visual Aids and display material in a responsible position, Knowledge of AV Media & proficiency in handling audio-visual aids for training purposes.	1. Draw up an Annual Action Plan as per IEC and Mainstreaming strategy under NACP IV and ensure its implementation 2. Ensure development of IEC materials and its dissemination through different media channels 3. Coordinate with different stakeholders for implementation of IEC plan 4. Liaison with NRHM for possible convergence in dissemination of messages 5. Ensure availability of IEC Materials at different service centres 6. Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. 7. Advocacy of different stakeholders such as political leaders, Panchayats and other key influencers. 8. Undertake supervisory visits in the field and ensure monitoring and evaluation of IEC/Mainstreaming programmes

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			Knowledge of modern training techniques. Working knowledge of local language Experience in handling Outdoor/mid-media activities/event management etc. for Assam, Manipur, Nagaland and Mizoram, J&K, Arunachal Pradesh, Meghalaya, Goa, Tripura, Sikkim, Pondicherry, Chandigarh, Daman & Diu, Dadra & Nagar Haveli, Lakshadweep and Andaman & Nicobar)experoence to be relaxed to 5yrs	9. Draw up a training calendar and its implementation 10. Compile and submit a monthly assessment report to DAC on IEC plans and programme implementation in the state 11. Reporting in SIMS
	Dy. Director (IEC)	Contractual	PG Degree from a recognized university/institute. Or MBA Min 5 yrs exp in the field of developmental/health communication including planning and implementation in of IEC campaign B. Desirable : PG Degree/ PG Diploma in Mass Communication Exp in the field of advertising	1 Assist in preparation of Annual Action Plan as per IEC strategy under NACP IV and ensure its implementation 2 Assist in organizing development of IEC materials, its dissemination and availability at different service points 3Development and implementation of state specific mid media, out- door , and events at state and district level 4Undertake supervisory field visits to monitor and evaluate IEC programmes 5Any other activity related to IEC as assigned

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			Experience in preparation of Audio Visual Aids and display material in a responsible position, Knowledge of AV Media & proficiency in handling audio-visual aids for training purposes. Knowledge of modern training techniques. Working knowledge of local language Experience in handling Outdoor/mid-media activities/event management etc. for Assam, Manipur, Nagaland and Mizoram, J&K, Arunachal Pradesh, Meghalaya, Goa, Tripura, Sikkim, Pondicherry, Chandigarh, Daman & Diu, Dadra & Nagar Haveli, Lakshadweep and Andaman & Nicobar)experience to be relaxed to 3yrs	from time to time

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Asstt. Director(doc. publicity)	Contractual	Bachelor's Degree from a recognized university/institute. Min 3 yrs exp in the field of developmental/health communication including planning and implementation in of IEC campaign Desirable : Exp in the field of advertising Experience in preparation of Audio Visual Aids and display material Knowledge of modern training techniques. Working knowledge of local language Experience in handling Outdoor/mid-media activities/event management etc. For Assam, Manipur, Nagaland and Mizoram)experience to be relaxed to 1years	1Documentation of IEC activities 2 Assist in organizing development of IEC materials, its dissemination and availability at different service points 3 Designing and production of SACS Newsletter 4 Assist JD (IEC) in collecting reports from field for IEC activities and reporting in SIMS on monthly basis 5 Undertake supervisory field visits to monitor and evaluate IEC programmes 6 Any other activity related to IEC as assigned from time to time

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director(Documentation)	Contractual	Post graduate in Social sciences/Humanities or any other related field. Minimum 3 years of relevant work experience like working with community based development projects, especially HIV/AIDS or health sector Experience in documentation, communication activities Excellent written and oral communication skills in Hindi and English Excellent report writing, interpersonal and communication skills Desirable Experience in editing of publications Experience of writing/ editing for magazines, newspapers, blogs Published articles or reports in reputed journals, magazines, newspapers etc.	1 Responsible for specific documentation assignments including process documents, case studies, best practices, situational analysis, status reports, photo documentation and others 2 Plan and organize documentation activities as per an annual documentation plan including desk research, field documentation templates, analysis, and writing of reports 3 Organize dissemination meetings and conferences as needed/ planned by SACS 4 Responsible for production of promotional materials, including program documentation and case studies, annual reports and newsletters 5 Prepare relevant press releases for print/ mass media 6 Plan and conduct trainings to impart/ improve documentation skills of SACS staff including procedures and guidelines for documenting events, best practices, project implementation

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director (Mass Media)	Contractual	Post graduate degree in Advertising/Mass Communication/ MBA Minimum 3 years experience in the field creative development of audio-visual materials (radio, TV, film) and their production A good understanding of different media channels of mass media, mid/outdoor media/ interpersonal communication Excellent written and oral communication skills in Hindi and English Desirable Prior experience in developing/ managing HIV and/or social/health campaigns Skills of Photoshop, PageMaker, Coral draw and other print material designing format	1 Based on requirements of different programme divisions identify and develop campaign objectives and messages 2 Based on an understanding of previous efforts, determine need gaps and propose mass media interventions on relevant themes 3 Design creative briefs for creative agency for 360 degree communication campaigns 4 Supervise the development of scripts, pre-testing, revisions and their approvals 5 Oversee the pre – production and execution of mass media content (casting, locations, shooting, editing etc.) for television as well as print and radio. 6 Guide the development of the media plan for campaign dissemination 7 Oversee all aspects of translation, dubbing and duplication of mass media content at SACS 8 Participate in the design of reach and recall /impact assessment studies of rolled out mass media campaigns

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director(Materials Management)	Contractual	Post graduate degree in Advertising/Mass Communication/ Material Management and /or MBA with relevant experience Minimum experience of 3 years in the field of advertising and communications Desirable Additional experience of designing communication aids in HIV/AIDS is preferred Excellent written and oral communication skills in Hindi and English A good understanding of folk and traditional media, BTL and other mid media vehicles Knowledge of interpersonal communication methods, content development and operationalization	1 Develop stock management tool for all IEC materials for different services. 2 Ensure availability of IEC materials at different service centres as per prescribed tool kit for service centres. 3 Coordinate with Sector Specialist IPC and Mid Media for ensuring proper utilization of material during events like migrant health camps etc. and other service points 4 Coordinate with different programme divisions of SACS to conceptualize and design mid-media, BTL, and IPC aides and initiate a process of development of communication materials

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			Excellent documentation and reporting skills would be necessary	
	Assistant Director(Interpersonal Communication)	Contractual	Post graduate degree in Advertising/Mass Communication and /or MBA with relevant experience Minimum experience of 3 years in the field of advertising and communications Desirable Experience in writing content for media campaigns and product promotion Additional experience of designing communication aids in HIV/AIDS is preferred Experience of working on Photoshop, PageMaker, Coral draw and other print material designing format Excellent written and oral communication skills in Hindi and English A good understanding of folk	1 Create, develop and manage BCC content for various communication initiatives and campaigns, with focus on mid-media and IPC products, viz. BCC messages, BCC tools and other communication materials 2 Coordinate with different programme divisions of SACS to conceptualize and design mid-media, BTL, and IPC aides and initiate a process of development of communication materials 3 Optimizing use of existing IEC materials 4 Develop a user manual for various IPC tools for SACS and implementing partners

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			and traditional media, BTL and other mid media vehicles Knowledge of interpersonal communication methods, content development and operationalization Excellent documentation and reporting skills would be necessary	
	Assistant Director (Mid Media)	Contractual	Post graduate degree in Social Sciences/ Humanities or any other related field. Minimum 3 years experience in planning, implementing and monitoring of mid-media activities at State level A good understanding of folk and traditional media, BTL and other mid media vehicles Excellent written and oral communication skills in Hindi and English Candidate is willing to undertake extensive travel Desirable Additional experience of designing communication aids	1. Develop protocols and formats and support for planning and roll out of mid media activities. Coordinate for mid-media roll out including folk, outdoor media etc. 2. Document success stories and lessons learned from implementing mid-media activities 3. Assist in identification of folk forms, folk troupes, capacity building of these troupes, planning and roll out of folk performances, assisting in organising workshops/evaluations etc. 4. Coordinate for developing effective distribution materials during mid-media performances (hand-outs, fliers, pamphlets, leaflets etc.) 5. Design robust mid-media monitoring plan 6. Coordinate /Conduct pre and post evaluation of mid media activities

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			on HIV/AIDS	

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director (Youth Affairs)	Contractual	Master's degree in sociology/social work /humanities from a recognized institution Desirable: Member of NSS for 3 Years/C certificate holder of NCC. Maximum Age 30 years .	1. Create a youth profile in the context of HIV, keeping in mind their vulnerability factors 2. Design interventions for creating awareness for behaviour change and enhancing access to services 3. Implement specific district-based programmes for vulnerable youth at the community level 4. Mobilize support of multiple stakeholders like key Government Ministries /Departments, Corporate sector and Civil society organizations and establish systems that will sustain initiatives being undertaken 5. Coordinate youth programmes being implemented by donors, other Government Departments etc. 6. Monitor programme activity and achieve indicators laid down 7. Provide technical inputs in preparation of the HIV related IEC for the Youth 8. Facilitate the formation of Red ribbon clubs in the State 9. Undertake field trips at district /village level to monitor the implementation and identify the gaps/needs. 10. Provide support to national initiatives on Youth 11. Facilitate in the implementation of the Link Worker Scheme in the districts

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				12. Coordinate with various State Youth agencies (Government and Non government) to conduct HIV awareness among the youth
Mainstreaming				

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director(GIPA)	Contractual	Graduate from reputed institution . 3 years experience in HIV related matters, preference will be given to PLHAs	1. In addition to responsibilities stated for NACP III GIPA Coordinator will perform the following tasks 2. Work out State specific GIPA strategies and operationalize them for involvement of PLHA 3. Develop strategy for reduction of social stigma and discrimination against PLHA and affected groups 4. Facilitate capacity building of PLHA networks at the State as well as district level 5. Liaison and sensitize various stakeholders including Govt. Deptt. Inclusion-on, Civil Society and other agencies for increased understanding of GIPA and issues related with PLHAs. 6. Facilitate on uptake of social protection scheme's benefits by PLHIVs 7. Facilitate for implementation of Grievance Redressal Mechanism at State and district level 8. Assist in dissemination of IEC messages/material at state/district level network of PLHAs 9. Undertake supervisory visits for ensuring availability and accessibility

	Category of the **Position**	Mode of Recruitment	Qualifications & Experience **for NACP –IV.**	Terms of Reference
	Assistant Director (Social Protection /Mainstreaming) Earlier designation Consultant (Civil Society Mainstreaming)	Contractual	Master's degree in social sciences (Social work/sociology/psychology) from a recognized University with Minimum 5 years of experience in all states except states like where minimum 3 years of experience is essential - Assam, Manipur, Nagaland and Mizoram, J&K, Arunachal Pradesh, Meghalaya, Goa, Tripura, Sikkim, Pondicherry, Chandigarh, Daman & Diu, Dadra & Nagar Haveli, Lakshadweep and Andaman & Nicobar.	1. Coordinate with key Government Ministries /Departments, Corporate sector and Civil society organizations for mainstreaming HIV/AIDS into their policies and programmes 2. Provide technical support to the mainstreaming partners in preparing and facilitating implementation of their annual action plans by mainstreaming HIV/AIDS 3. Provide technical inputs in preparation of the HIV related IEC for the Civil society and Mainstreaming 4. Facilitate analysis of schemes to draw up comprehensive social protection package for people infected and affected with HIV as well as marginalized communities 5. Promote uptake of social protection scheme benefits by PLHIV and affected groups 6. Advocacy, liaison and capacity building of identified partners on mainstreaming HIV 7. Sensitize, capacity building of various stakeholders at the state as well as district level 8. Identify industries of Public and private sectors, facilitate and technical support for industry involvement on HIV programme
Administrative Division				

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	ADMINISTRATIVE OFFICER	Contractual	Masters/Bachelors Degree in any discipline; At least 3 years professional work experience in providing administrative support; Knowledge of effective government procedures and practices will be an added advantage; . Knowledge and experience in using appropriate software and other computerized Microsoft office; and Ability to organize and prioritize workloads, meet deadline and targets	Administrative Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities: 1. Manage administrative function and establish internal administrative systems and controls; 2. Ensure the safety and security of the city office premises including its maintenance and upkeep; 3. Liaison with agencies for maintenance of office assets viz., telephone, fax, computers, printers, etc.; 4. Ensuring timely verification and submission of bills of administrative expenses viz., telephone, water & electricity etc. 5. Liaison with government departments like Corporations, Income Tax, VAT, Service Tax Department etc on behalf of the SACS; 6. Identify vendors, obtain and evaluate quotes, negotiate prices, prepare purchase orders and contracts, maintain stock and inventory registers scrutinize and process bills for payment; 7. Ensure timely renewal of contracts for ACs, security, cleaning, etc. 8. Provide regular progress report to the reporting officer and to DAC ; and 9. Carry out any other works as required by the project

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	HR OFFICER	Contractual	Masters/Bachelors Degree in any discipline; At least 3 years professional work experience preferably in managing HR tasks; Knowledge and experience in using appropriate software and other computerized Microsoft office Ability to organize and prioritize workloads, meet deadline and targets	HR Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities: 1. Coordinate staff recruitment and selection process in order to ensure timely filling of all posts; 2. Ensure performance assessment and annual raise is administered as per DAC guidelines; 3. Maintain data of all staff working at SACS and facility levels specifically related to nature of appointment, joining and leaving, skill set, annual increment, etc; 4. Implement human resources policies and procedures; 5. Create a conductive environment where staff is able to deliver effectively; 6. Provide regular progress report to the reporting officer and to DAC ; and 7. Carry out any other works as required by the project

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	ADMINISTRATIVE/HR OFFICER	Contractual	Masters/Bachelors Degree in any discipline; At least 3 years professional work experience preferably in managing HR tasks; Knowledge and experience in using appropriate software and other computerized Microsoft office Ability to organize and prioritize workloads, meet deadline and targets	HR /Administrative Officer shall work under the direct supervision of the PD/APD and carry out following responsibilities: 1. Coordinate staff recruitment and selection process in order to ensure timely filling of all posts; 2. Ensure performance assessment and annual raise is administered as per DAC guidelines; 3. Maintain data of all staff working at SACS and facility levels specifically related to nature of appointment, joining and leaving, skill set, annual increment, etc; 4. Implement human resources policies and procedures; 5. Manage administrative function and establish internal administrative systems and controls related to safety and security of the office, timely submission of bills, identification of new vendors, negotiation of prices and timely renewal of AMC's; 6. Liaison with various agencies for service and maintenance; 7. Provide regular progress report to the reporting officer and to DAC ; and 8. Carry out any other works as required by the project

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Admn. Assistant	Regular	State Govt. rules applicable	Assist officers in day to day work and all other work entrusted from time to time.
	Personnel Assistant	regular	State govt rules applicable	Assist officers in day to day work and all other work entrusted from time to time.
	Computer Literate Steno	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Assist officers in day to day work and all other work entrusted from time to time.
	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
	Office Assistant (LDC)	Regular	State govt rules applicable	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
	Driver	Regular	State govt rules applicable	Driving office vehicle and ensuring that the vehicles are maintained properly
	Messenger	Regular	State govt rules applicable	Dak distribution, support to office and all other work entrusted from time to time.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
PROCUREMENT DIVISION				
	Joint Director (Procurement	Regular	Post Graduate in Management /Public Health/Health & Hospital Administration/Commerce/CA/ICAI or Degree in Engineering with minimum 8 yrs. exp. in managing procurements Thorough knowledge of Central/State Govt. Finance rules related to procurement Well versed with World Bank guidelines Knowledge of MS office	1Monitoring of the overall activities of procurement 2 Ascertain that budgetary allocations are appropriated to the respective end-users and thus ensure timely and effective implementation 3Implementation of Procurement Management System 4Ensuring quality and timeliness of procurement management relating to procurement planning & execution for goods and services 5Reporting to Deptt. of AIDS Control(DAC) periodically on the subject matter
	Dy. Director (Procurement)	Regular	Post Graduate in Management /Public Health/Health & Hospital Administration/Commerce/CA/ICAI or Degree in Engineering with minimum 6 yrs. exp. in managing procurements Thorough knowledge of Central/State Govt. Finance rules related to procurement	1 Prepare and/or review the procurement plan for the implementation of the NACP 2Preparation & vetting of Bid-Documents independently complying to standard guidelines & framework 3 Ensure adherence to Procurement guidelines in all purchases 4 Provide methodological guidance and know how to procurement staff in procuring goods and services in compliance with the

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
			Well versed with World Bank guidelines Knowledge of MS office	country law of Government/Public Procurement and the procurement procedures of the donors; 5 Build procurement capacity in the Procurement Team and the beneficiaries through hands-on training 6 Initiate the procurement processes, including those for National and Local Competitive 7 Bidding procedures, ensuring compliance with agreed procurement methods' thresholds, prior review requirements specific to the project, and agreed aggregate threshold amounts for less competitive procurement methods

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director (Procurement)	Regular	Graduate with PG in material Management/ Supply Chain Management /M. Com or inter CA with 3-5 years experience in procurement matters Strong computer knowledge is essential	1 Handling all procurement matters related to SACS 2 Forecasting of commodities 3 Identify sources and notifying the potential bidders and consultants of bidding opportunities through advertisements and letters, emails, etc. 4Maintaining rosters of expressions of interest of the consultants and bidders. 5 Monitor contract implementation including ensuring timely receipt of the goods and consultant's monthly status reports; confirming acceptability of goods delivered, and also acceptability of consultants' reports as reviewed, and recommending payments to the services providers, i.e. suppliers and consultants, as they fall due 6Ensure Inventory control of all commodities 7 Resolve /sort out all the issues related to procurement & supply chain including Inventory Management Software 8 Co-coordinating with Regional Procurement & Logistics Co-coordinator(RPLCs)

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Stores officer	Regular	Graduate with 3-5 years experience in store management, inventory control Well versed with documentation required for logistical operation Strong computer knowledge	1 Assist AD (proc) in effective store management 2 Ensure Inventory control of all commodities at facility level 3 Maintenance of registers/ records 4Warehouse management 5.Implemtation of Inventory Management Software 6. Build capacity of Logistics & Warehouse staffs through hands-on training
	Pharmacist	Contractual	Preferably Degree in Pharmacy from a recognized institute. If candidate with degree is not available, diploma holder in pharmacy with 3 years of experience in health care institution can be considered. He/she must be registered in the concerned state pharmacy council.	1. Ensuring proper receipt and storage of drugs 2. Arrange for space for safe storage of drugs at SACS level in the state 3. Allocating the drugs to ART Centres as per requirement in line with the drug supplies 4. Maintaining accurate records for all drugs received from suppliers / other states and distributed to ART Centres 5. Monitor and analyse the stock positions at ART Centre for smooth supply chain management 6. Ensure continuity and uninterrupted drug supplies at ART center /LAC plus/ LAC level 7. Prevention of drug expiry by timely relocations within the state and if needed facilitate outside the state relocations with official directives from NACO 8. Prevention of Stock outs by need based

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				relocations 9. Quarterly physical count reconciliation of stocks 10. Timely submission of Monthly ARV stock report to NACO.

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	State Logistics Coordinator	Contractual	Graduate degree in Science/ Pharmacy/ Commerce / management. Diploma Certification in supply chain / Operation / Material Management will be an added advantage. Minimum 2 years' experience in supply chain / operation management preferable in drug commodities. Proficiency in the usage of computer (MS office) Written and spoken proficiency in English and Hindi and local language.	1. Lead the Annual and Quarterly Forecasting Exercise in coordination with program divisions at SACS and RLC. 2. Lead the monthly Supply-Demand Planning, Allocation, Inventory management Relocation and Stock Reconciliation if required of all goods and commodities. 3. Responsible for monitoring the overall supply chain performance in the State Review and proactively manage the stock situation and identify bottlenecks in the state. 4. Responsible for overseeing the Variance Analysis Exercise at the State Level along with the SACS Program Officers 5. Responsible for identifying the optimal transportation option for the state along with the Store Officer 6. Build capacity and identify training required to address the bottlenecks either through short term or longer term interventions 7. Identify opportunities for optimization of supply chain through integration, upgrading systems and optimal stock management 8. Assess storage/ warehousing requirements of the supplies procured centrally by DAC / SACS and ensure Storage Quality of the warehouse; facilitate Store Officer to execute supply chain best practices

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				9. Conduct Exercise with Store Officer and AD Procurement 10. Review and implement SOPs at a State, District and Facility Level 11. To perform other related tasks as required by SACS.
	Procurement Assistant	Contractual	B. Com with 5 years experience preferably in skills procurement with Computer	Allocating the drugs to ART Centres as per requirement in in line with the drug supplies

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
Finance Division				
	Joint Director (Finance)	Regular	Preference for regular officer from Govt. of Accounting Organization as post are regular. In case of contractual appointment M.Com/ Chartered Accountant with 8 years of exp as DD / Equivalent in supervisory category or 10 yrs as Assistant Director or equivalent capacity.	1. Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS. 2. Assist Project Director of SACS and have overall responsibility for all finance and accounts procedure 3. Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures 4. Liaise effectively with NACO on financial matters 5. Advise the Board/Governing body on all financial matters especially on financial policy and strategic issues 6. Keep the Project Director informed about financial position and financial performance of the project 7. Preparation and approval of budget and financial projections/ forecasts 8. Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures 9. Ensure development and operation of a satisfactory finance management system for the project 10. Ensure that an effective system of internal

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				controls is operational 11. Ensure smooth flow of funds to all levels of the project organisation, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting. 12. Act as Treasurer of the Society 13. Any other work assigned by PD

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Dy. Director (Finance)	Regular	Preference for regular officer from Govt. of Accounting Organization as post are regular. In case of contractual appointment M.Com with 7 years exp as Assistant Director / Equivalent supervisory capacity of 10 years or more exp. as Finance Assistant.	1. Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS. 2. Assist Project Director of SACS and have overall responsibility for all finance and accounts procedure 3. Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures 4. Liase effectively with NACO on financial matters 5. Advise the Board/Governing body on all financial matters especially on financial policy and strategic issues 6. Keep the Project Director informed about financial position and financial performance of the project 7. Preparation and approval of budget and financial projections/ forecasts 8. Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and procedures 9. Ensure development and operation of a satisfactory finance management system for the project 10. Ensure that an effective system of internal controls is operational

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
				11. Ensure smooth flow of funds to all levels of the project organization, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting. 12. Act as Treasurer of the Society 13. Any other work assigned by PD

	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Assistant Director(Finance)	Regular	reference for regular officer from Govt. of Accounting Organization as post are regular. In case of contractual appointment minimum of 5 years experience / Finance Assistant / Accountant.	1. Overall responsible for internal, statutory & review audit, CFMS system and reimbursement claim and assist JD (F) in day to day function. Major Responsibilities 2. Timely release of funds to concerned implementing agencies for the project activities 3. Function as Drawing and Disbursing Officer 4. Identify and assess funds requirements under various components of project. 5. Produce component-wise, category-wise and account head-wise expenditure statements. 6. Prepare Schedule of Withdrawal of Proceeds and the Statement of Expenditure required for withdrawal of credit during retroactive financing period. 7. Make sure timely reconciliation of accounts of project to claim disbursement from World Bank. 8. Prepare budgetary provisions required for implementation of project 9. Provide implementation assistance to AFU Personnel for smooth implementation of the finance and Account System. 10. Any other work assigned by Joint Director Deputy Director/Project Director.

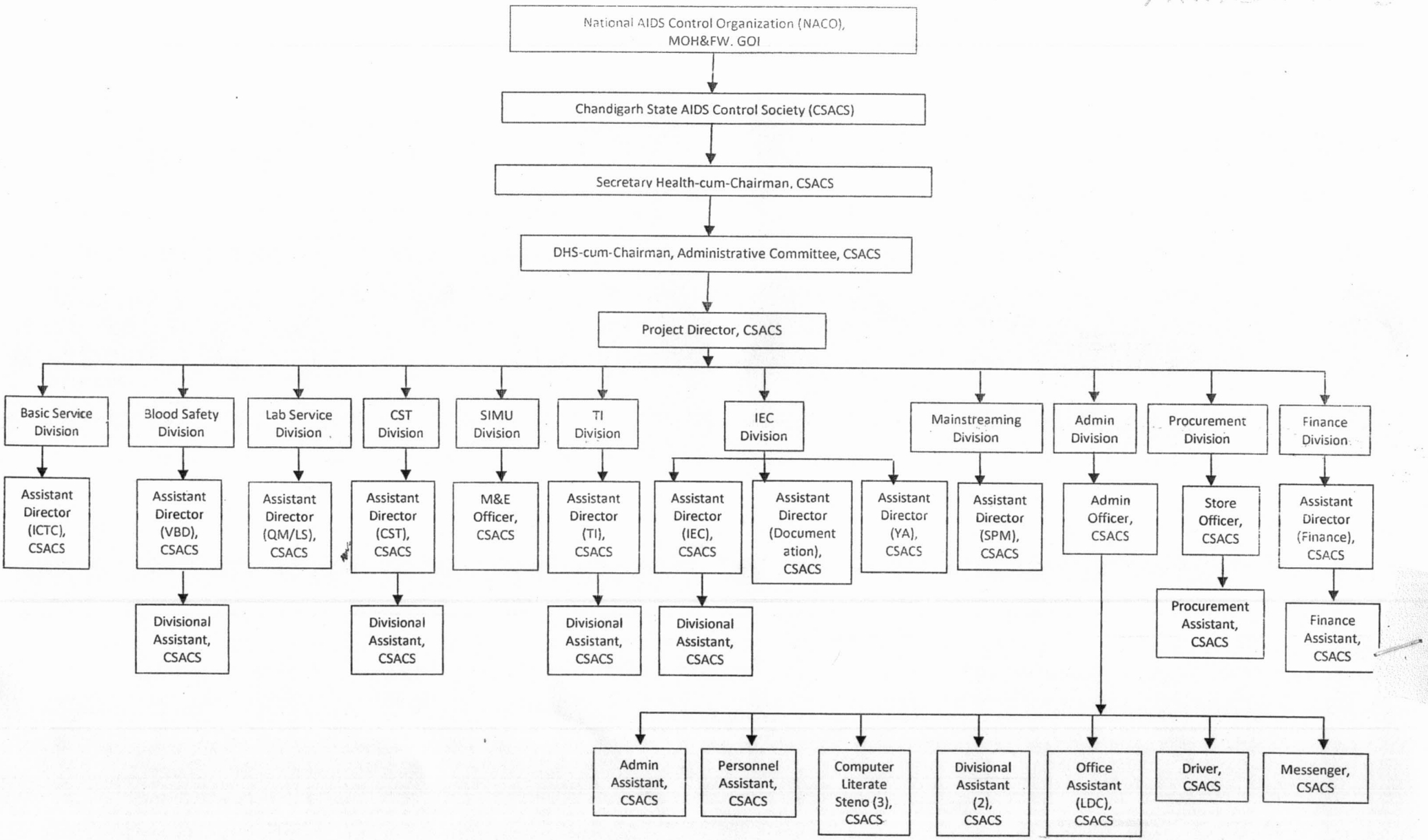
	Category of the Position	Mode of Recruitment	Qualifications & Experience for NACP –IV.	Terms of Reference
	Finance Assistant/ Accountant	Regular	Graduate preferably finance & account/B.Com 3-5 yrs post qualification experience or experience in state accounts cadre/organized accounts Govt. of India	1 Smooth and timely conduct of internal audit and statutory audit 2 Review reports of DACS 3 Budgeting 4 Smooth and timely release of funds to field units 5 Preparation and submissions of reimbursement claims 6 Complying with reporting requirements 7 Receipt and scrutiny of claims received from the DACS 8 Consolidation (through CFMS) for sending it to NACO 9 To carry out other tasks as assigned by controlling officer
	Divisional Assistant	Contractual	Graduate degree in any discipline with ability to manage assigned task of the division. Basic knowledge of computer essential.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.

Note : Regular position to be filled on deputation as per Central State norms as applicable.
All finance positions are to be filled on deputation however, in case SACS are not able to appoint regular staff on deputation position can be filled by contractual staff as per the eligibility criteria ONLY after approval of DAC.

"Eligibility Criteria and Terms of Reference for positions at SACS / DAPCU /Facility Levels under NACP –IV"

Note : This booklet has eligibility criteria and terms of reference for all the positions, however positions have to be filled by SACS as per the approved HR sanctioned strength and category of position approved for each SACS by DAC which will be communicated separately.

ORGANIZATIONAL CHART OF CHANDIGARH STATE AIDS CONTROL SOCIETY



Annexure - 4

National AIDS Control Organisation guidelines/Manuals which are followed by Chandigarh SACS to implement the programme:-

1. Guidelines for Integrated Counseling & Testing Centres
2. Guidelines for Sexually Transmitted Infections
3. Guidelines for Antiretroviral Therapy
4. Guidelines for HIV Care and treatment infants & children
5. Guidelines for Drop-in-centre
6. Guidelines for Community Care Centre
7. Guidelines for Financial Management
8. Guidelines for mainstreaming HIV & AIDS for women
9. National Guidelines for CD4
10. National Blood Policy
11. Voluntary Blood Donation
12. Other guidelines

Annexure -5

Subject: - Grievance Redressal Committee.

In reply to the observations by the Secretary Health-cum-Chairman CSACS on NP-54 clarification regarding the Grievance Redressal Committee is:

The National AIDS Control Organization (NACO) under the Ministry of Health & Family Welfare, GOI had issued an office memorandum as a follow up of the directives by the Hon'ble Supreme Court of India. This office memorandum **(Flag R)** dated 26.03.2008 directs all State AIDS Control Societies to constitute a Grievance Redressal Committee headed by the Health Secretary of the State and consisting of Project Director of SACS, DME, DHS, Nodal Officers of ART Centre, Representative of NACO, Representative of Network of Positive People. This Committee should meet once in every two months or atleast every quarter to address the grievances at the ART Centres.

The Grievance Redressal Committee (GRC) in Chandigarh was constituted in 2008 and has been meeting regularly since then. The composition of the GRC in Chandigarh is as follows:

1.	Secretary Health Chandigarh Administration	Chairman
2.	Director Health Services	Member
3.	Director Principal, GMCH-32	Member
4.	Prof. & Head, Deptt. of Internal Medicine/ Nodal Officer ART Centre PGIMER	Member
5.	Medical Superintendent, PGIMER	Member
6.	Regional Coordinator (North), CST, NACO	Member
7.	President Chd. Network of Positive People (CNP+)	Member
8.	Project Director, Chandigarh SACS	Member Secretary

The complaints from the patients attending the ART Centre PGIMER and from the Community are received in a complaint box placed in the ART Centre PGIMER and in the office of Chandigarh SACS. The complaints are addressed every month by the Nodal Officer ART Centre. Those complaints that are to be taken to the GRC are submitted before the Committee. The GRC also functions as a Committee to address any other issues related to providing treatment, care and support to the people living with HIV.

The last meeting of the GRC was held on 15.12.2014. As the next meeting is due, it is requested that the meeting may please be held on 26.03.2015 at 11:30 A.M., following the meeting of the Executive Committee of Chandigarh SACS.

17/3/15
Project Director,
CSACS

DHS-cum-Chairman,
Administrative Committee
CSACS.

Secretary Health-cum-Chairman,
CSACS

For urgent n/a pl.
24/3/15

DA CST

Annexure-6

F. No A11011/6/2008-NACO (HR)
Govt. of India
Ministry of Health & Family Welfare
National AIDS Control Organization
09th Floor Chandralok Building,
36, Janpath New Delhi -110001
Dated: 16th February 2016

Office Memorandum

SUB: POLICY ON LATERAL SHIFTING OF CONTRACTUAL PERSONNEL

The undersigned is directed to say that the issue of "lateral shifting of contractual personnel" working in SACS has been under consideration for quite some time. The Competent Authority has approved the following policy on lateral shifting of contractual personnel.

PURPOSE: To establish a consistent policy for lateral shifting of contractual personnel.

SCOPE: The scope of lateral shifting will be as under:

- State AIDS Control Society will entertain requests for lateral shifting from the contractual personnel specifying the reason for lateral shifting which could be due to the closure SACS/ bifurcation of SACS/closure of ICTC/ART/STI Clinic which will result in abolition of the position(s) /personal reasons;
- Lateral shifting will be done at the existing remuneration of the concerned contractual personnel;
- Lateral shifting will not apply for positions with different TOR and higher remuneration;
- The decision of lateral shifting is solely at the discretion of the Project Director of the SACS where the concerned contractual personnel wants to shift; and
- Sending request does not guarantee or become a legal obligation.

PROCESS: The following process may be followed for lateral shifting:

- The contractual personnel interested in lateral shift may send in a formal request to the Project Director of the SACS specifying the position for which S/he is interested;
- Approval for the lateral shifting can be accorded by the Project Director of the SACS where the concerned contractual personnel has requested depending on the TOR of the position, performance assessment of the concerned contractual personnel; and
- Subsequent to the approval of PD, a revised contract on the same remuneration specifying the location may be signed.

The above policy will come into force with effect from 1st April 2016.

(Alka Ahuja)
Deputy Secretary

To: 1. All Head of the Divisions, NACO
2. All PDs, SACS

Copy to: PPS to AS&DG, NACO - for information

CHA STATE AIDS CONTROL SOCIETY, UT, CHANDIGARH
NATIONAL HOSTEL, MADHYA MARG (NEAR PGIMER),
SECTOR 15-A, CHANDIGARH
PHONE NO. 2544563, 2783300, FAX NO. 2700171
e-mail: chandigarhsacs@gmail.com website:chandigarhsacs.org.in

Annexure-7

List of the members of the Governing Body of Chandigarh State AIDS Control Society

			Contact No.	E-mail ID
A.	**Ex-Officio Members**			
	Secretary Health, Room No. 311, 3rd Floor, UT Secretariat, Sector 9, Chandigarh	Chairman	2748211	secyhealth-chd@chd.nic.in
	Project Director, CSACS International Hostel, Madhya Marg (Near PGIMER), Sector 15, Chandigarh	Member Secretary	2783300	chandigarhsacs@gmail.com
3.	Deputy Commissioner Estate Office Building, Sector 17, Chandigarh	Member	2700109, 5030724, 5046601, 2709125, 2700053 Sh. Rajinder Singh, Supdt. PA to DC 9814611209	dc@chd.nic.in, dc-chd@nic.in
4.	Joint/Special Secretary Finance, UT Secretariat, Sector 9, Chandigarh	Member	2743859	ssf-chd@nic.in, ssfdhe@yahoo.com, poplanning@gmail.com
5.	Director Health Services, Govt. Multi-Specialty Hospital, Administrative Block, Sec. 16, Chandigarh	Member	2752001, 2752006	dhs_ut@yahoo.co.in
6.	Director Public Instructions (Schools) Additional Deluxe Building, Sector 9, Chandigarh	Member	2740411, 2740247	dpi-chd@nic.in, dd3utchd@gmail.com
7.	Director Social Welfare 4th Floor, Town Hall Building, Sector 17, Chandigarh	Member	2700372, 2700105, 2700062	dirswd-chd@nic.in, socialwelfarechd@gmail.com
8.	District Family Welfare Officer, Chandigarh Administration	Member	2622526, 2700928	dfwochd@yahoo.co.in
9.	Medical Superintendent, PGIMER, Chandigarh	Member	2756666, 2748366, 2756023	aphapgimer@gmail.com, medinst@pgi.chd.nic.in
10.	Medical Superintendent, GMSH, Sec-16, Chandigarh	Member	2700273	gmsh.ms@gmail.com
11.	Medical Superintendent, GMCH, Sec-32, Chandigarh	Member	2665253, 2609360	msgmch@rediffmail.com
	Nodal Officer, National Health Mission, GMSH, Administrative Block, Sec. 16, Chandigarh	Member	2702924	nrhmchd@gmail.com
13.	State T.B. Programme Officer, T.B. Control Society, Room No. 103, 1st Floor, Civil Hospital, Manimajra, UT, Chandigarh	Member	Dr. Rajesh Kumar Rana 9417766695	stoch@rntcp.org
B.	**Non-Official Members**			
1.	Professor & Head, Department of Community Medicine & School of Public Health, PGIMER	Member	2755220, 2755216, 2744993	aggak63@gmail.com
2.	President, IMA, Chandigarh Branch Dr. P.N. Chuttani Memorial IMA Complex, Sector 35-B, Chandigarh.	Member	2602595, Ram Sarup 9465223220	imachd35@gmail.com
3.	President, Family Planning Association of India, Panchkula Branch (FPAI, Panchkula), # 62, Sector 4, Haripur, Panchkula.	Member	Vinod Kapoor 9872400651	vinodkapoor@gmail.com, panchkula@fpaindia.org, timsmmauli@gmail.com
4.	President, Chandigarh Network of Positive People, Sec. 15, Chandigarh	Member	Pooja Thakur 9815437720	cnppls@yahoo.com, poojacnp@gmail.com, cnpiplus@gmail.com

CHANDI TE AIDS CONTROL SOCIETY, UT, CHANDIGARH
INTERNATIONAL HOSTEL, MADHYA MARG (NEAR PGIMER),
SECTOR 15-A, CHANDIGARH
PHONE NO. 2544563, 2783300, FAX NO. 2700171
e-mail: chandigarhsacs@gmail.com website:chandigarhsacs.org.in

Annexure -8

List of the members of the Executive Committee of Chandigarh State AIDS Control Society

			Contact NO.	E-mail ID
	Ex-Officio Members			
1	Secretary Health, UT Secretariat, Sector 9, Chandigarh	Chairman	2748211	secyhealth-chd@chd.nic.in
2	Joint/Special Secretary Finance, UT Secretariat, Sector 9, Chandigarh	Member	2743859	ssf-chd@nic.in, ssfdhe@yahoo.com, poplanning@gmail.com
3	Director Health Services, Govt Multi-Specialty Hospital, Administrative Block, Sec. 16, Chandigarh	Member	2752001, 2752006	dhs_ut@yahoo.co.in
4	Project Director, CSACS International Hostel, Madhya Marg (Near PGIMER), Sector 15, Chandigarh	Member Secretary	2783300, 9878876815	chandigarhsacs@gmail.com
5	District Family Welfare Officer, Chandigarh Administration	Member	2622526, 2700928	dfwochd@yahoo.co.in
6	Senior Superintendent of Police UT, Chandigarh	Member	2760001, 2760832	police-chd@nic.in
7	Nodal Officer, National Health Mission, GMSH, Administrative Block, Sec. 16, Chandigarh	Member	2702924	nrhmchd@gmail.com
	Non-Official Members			
1	President, IMA, Chandigarh Branch Dr. P.N. Chuttani Memorial IMA Complex, Sector 35-B, Chandigarh.	Member	2602595, Ram Sarup 9465223220	imachd35@gmail.com
2	Head, Society For Social Health (SOFOSH), # 206/2, Sector 41-A, Chandigarh.	Member	Dr. Nareshanand 9417088236	sofosh@yahoo.co.in, sofoshti@gmail.com
3	President, Chandigarh Network of Positive People, Sec. 15, Chandigarh	Member	Pooja Thakur 9815437720	cnppls@yahoo.com, poojacnp@gmail.com, cnpiplus@gmail.com

Annexure - 9

Employees of Chandigarh State AIDS Control Society				
Sr. No.	Name of the employee	D.O.J	Name of the post	Mobile No.
1	Dr. Virender K. Nagpal	04.04.2022	Project Director	9466116611
2	Parvinder Sharma	16.10.2019	Assistant Director Finance	9988791025
3	Sandeep Mittal	09.07.2008	Deputy Director (TI) against the sanctioned post of AD-TI	9417579664
4	Teenu Chopra	12.07.2012	Deputy Director (IEC) against the sanctioned post of AD-IEC	9855506354
5	Manjeet Singh Gulia	12.07.2011	Assistant Director (Quality Manager)	9876099199
6	Jitender Dahiya	25.11.2008	Assistant Director (Social Protection / Mainstreaming)	7888745051
7	Poonam Bakshi	22.01.2002	M&E Officer	9915192323
8	Sunil Panghal	17.10.2008	Assistant Director (YA)	8699251416
9	Kamaljit Singh	03.05.2021	Assistant Director (CST)	9855198168
10	Ritu Sharma	19.02.2007	Finance Assistant	9855408108
11	Davender Gera	21.06.2013	Finance Assistant against the sanctioned post of Admin. Asstt.	8872557159
12	Urmila	30.07.1999	Computer Literate Steno	9988684403
13	Harinder Kaur	25.10.2005	Divisional Assistant	8146996953
14	Neha Bhatnagar	01.05.2007	Divisional Assistant	9914313985
15	Narinder Singh	10.07.2008	Divisional Assistant	9855781429
16	Kiran	19.12 2008	Divisional Assistant	8968537106
17	Bandana	06.01.2009	Divisional Assistant	9464242550
18	Kanu Bhardwaj	10.10.2011	Divisional Assistant	9815109915
19	Birinderjit Kaur	19.10.2011	Divisional Assistant against the sanctioned post of Personnel Asstt.	9888150265
20	Mahavir Sharma	10.01.2012	Divisional Assistant against the sanctioned post of CLS	9781320008
21	Kuldeep Singh	30.11.2020	Driver	8968909130
22	Subhash Chand	30.11.2020	Messenger	9781183732
23	Rohtash	25.11.2020	Gardener (Part Time for 3 hours)	-
24	Sangeeta	17.11.2020	Sweeper	9501531612
25	Daljit Singh	30.11.2020	Peon	9463954095
26	Gurbachan Singh	30.11.2020	Sweeper cum Chowkidar	9781041762

Annexure - 10

CHANDIGARH STATE AIDS CONTROL SOCIETY

Salary sheet of Chandigarh SACS of financial year 2021-22

Amount in Rupees

S. No.	Name & Designation	Gross Salary as on 31.03.2022
	Salary of Project Director	
1	Dr. Amandeep Kang, Project Director	**125,800**
	Salary of staff of Deputation	
2	Parvinder Sharma, Assistant Director(Finance)	133,200
3	Manjeet Singh Gulia, Assistant Director(LS)	102,793
	Salary of Contractual Staff	
4	Sandeep Kumar Mittal, Deputy Director(TI)	58,295
5	Teenu Khanna, DD(IEC)	54,877
6	Jitender Dahiya, AD(SPM)	56,284
7	Poonam Bakshi, AD(MEO)	55,212
8	Sunil Panghal, AD(YA)	39,400
9	Kamaljit Singh, AD(CST)	25,000
10	Ritu Sharma, Finance Assistant-I	36,545
11	Davender Gera, Finance Assistt.-II	29,435
12	Sandeep Mittal, Proc. Asstt.	32,165
13	Urmila, CL Steno	34,229
14	Harinder Kaur, Div. Asstt.	34,229
15	Neha Bhatnagar, Div. Asstt.	34,229
16	Narinder Singh, Div. Asstt.	33,651
17	Kiran, Div. Asstt.	32,250
18	Bandana, Div. Asstt.	32,250
19	Kanu Bhardwaj, Div. Asstt.	30,787
20	Birinderjit Kaur, Div. Asstt.	30,787
21	Mahavir Sharma, Div. Asstt.	30,787
	TOTAL	**1,042,205**

Annexure - II

F. No. Z-17018/12/2017-NACO(F)/AAP2022-23
Government of India
Ministry of Health & Family Welfare
National AIDS Control Organization
(Finance Division)

6th Floor, Chandralok Building
36 Janpath, New Delhi-110001
Dated: 29.03.2022

To

The Project Director
Chandigarh AIDS Control Society

Subject: Approval of Annual Action Plan (AAP) for the FY 2022-23.

Sir/ Madam,

With reference to above subject it is informed that competent authority has approved AAP 2022-23 for Rs.1039.00 lakhs. Out of this, an amount of Rs.835.57 lakhs will be released by NACO for your SACS. Rest of the amount will be met from unspent balance lying with SACS. Detailed break-up is given below:

(Rs. in Lakhs)

S.N.	Component/Sub-component	DBS	
		Total AAP	Total Release
1	Prevention		
1.1	Sexually Transmitted Infection	39.97	36.40
1.2	Information, Education and Communication and Mainstreaming	68.74	68.74
1.3	ICTC/PPTCT/HIV-TB	148.89	135.20
1.4	Lab Services	27.13	20.80
1.5	Targeted Intervention	360.98	312.00
1.6	Link Workers Scheme	0.00	0.00
2	Care, Support & Treatment	165.43	67.60
3	Institutional Strengthening	193.98	166.40**
3.1	PMR/DAPCU	5.08	5.08
4	Strategic Information Management System	19.91	14.56
5	Global Fund	8.89	8.79
	Total	**1039.00**	**835.57**

** The unspent balance lying with SACS from the DBS releases under the caption "**Global Fund**" during FY 2021-22 has to be utilized by SACS during FY 2022-23 for catering to requirements under "**IS**" component.

29/3

The release of fund during 2022-23 is subject to the following conditions:

(i) As per extant instruction of DOE, SACS will submit Monthly & Quarterly Expenditure Plan in NACO to assess actual requirement of fund by SACS and release thereto.

(ii) Submission of Executive Committee Report 2020-21 on ratification of expenditure.

(iii) Compliance of provision of General Financial Rules 2017.

(iv) Submission of Utilization certificates in format GFR-12A for the FY 2021-22.

(v) Compliance report of observations made in statutory audit reports.

(vi) No financial grants under any circumstances shall be disbursed to any NGO without obtaining a Unique ID number generated from the NGO-Darpan portal of NITI Aayog.

(vii) Any other direction/ guidelines issued by NACO in this regard from time to time.

Yours faithfully,

29/3/22

(Asha Kumari)
Accounts Officer (Finance)

Copy to:-

1 All Heads of Programme Divisions, NACO with request to send the process indicators/ budget line-wise details to all the SACS at the earliest.

NACO

Chandigarh SACS - New DBS for NACPIV

National AIDS Control Project - Phase III

Annexure - 12

Budget - 2,20,000/-

General Ledger (Brief)

Travelling Expenses (2123)

Period : From 01-APR-2021 To 01-APR-2022

Date	Voucher No.	Debit (Rs.)	Credit (Rs.)
	Opening Balance	**0.00**	
30/09/2021	**BPV/ 202109002464** (Being amount paid towards TA/DA for attending training at NACO for next phase of NACP held on 15-16.09.21 comp. 3.2.7 - travel) PARTY: Dr. Vanita Gupta, Project Director	2,800.00	
30/09/2021	**BPV/ 202109002465** (Being amount paid towards TA/DA for attending training by PD at NACO for next phase of NACP held on 15-16.09.21 vide bno. 1026 dt: 21.9.21 comp. 3.2.7 - travel) PARTY: Safe Tours and Travels	9,482.00	
06/12/2021	**BPV/ 202109002574** (Being amount paid towards TA/DA for attending 3 day rev. mtg. of CST from 11-13.11.21 at Vishakhapatnam, AP comp.3.2.5 travel exp.) PARTY: Dr.Amandeep Kang, Project Director	27,353.00	
17/12/2021	**JV/ 202109000224** (Being adv. adjusted for TA/DA for attending Pllanning & Rev.Mtg. on 8-9.11.21 at Raipur, Chattisgarh comp.3.2.5 Travel Exp.)	60,000.00	
17/12/2021	**BPV/ 202109002607** (Being amount paid towards TA/DA for attending Pllanning & Rev.Mtg. on 8-9.11.21 at Raipur, Chattisgarh comp.3.2.5 Travel Exp.) PARTY: Sunil Kumar Panghal, AD(YA)	12,605.00	
24/01/2022	**BPV/ 202109002694** (Being amount paid on a/c of TA?DA for attending workshop in Delhi on 16-17-12-21 (Comp. 3.2.5-2080/-)) PARTY: Jitender Dahiya	2,080.00	
24/01/2022	**BPV/ 202109002697** (Being amount paid for cancellation charges of air ticket booked for T review meeting (Comp. 3.2.5- 15289/-)) PARTY: Sandeep Mittal, DD(TI)	15,289.00	
25/03/2022	**BPV/ 202109002831** (Being amount paid as travel claim for attending review meeting on 02.03.22.Comp. 3.2.5.) PARTY: Jitender Dahiya	2,887.00	
29/03/2022	**BPV/ 202109002873** (Being amount paid towards attending regional quiz comp. on 5.3.22 in Shimla comp. 3.2.5 travel exp.) PARTY: Sunil Kumar Panghal, AD(YA)	2,403.00	
30/03/2022	**BPV/ 202109002889** (Being amount paid as TA/DA for meeting with DG Naco at Delhi on 3.3.2 (Comp 3.2.5 - Travel Expenses)) PARTY: Dr. Amandeep Kang	984.00	
30/03/2022	**BPV/ 202109002890** (Being amount paid as TA/DA for meeting with DG Naco at Delhi on 3.3.2 (Comp 3.2.5 - Travel Expenses)) PARTY: Sandeep Mittal, DD(TI)	5,164.00	
30/03/2022	**BPV/ 202109002891** (Being amount paid as TA/DA for meeting with DG Naco at Delhi on 3.3.2 (Comp 3.2.5 - Travel Expenses)) PARTY: Poonam Bakshi,M&EO	398.00	
31/03/2022	**JV/ 202109000264**	19,938.00	

Travelling Expenses (2123)

Period : From 01-APR-2021 To 01-APR-2022

Date	Voucher No.	Debit (Rs.)	Credit (Rs.)
	(Being adv. adjusted, towards TA/DA from 23-25.3.22 at Agartala Tripura comp.3.2.5 travel exp.-19938/- & comp.1.2.11.3- 90062/-)		
31/03/2022	**BPV/ 202109002915** (Being amount paid towards TA/DA from 23-25.3.22 at Agartala Tripura comp.3.2.5 travel exp.) PARTY: Sunil Kumar Panghal, AD(YA)	13,793.00	
	Total For The Period	**175,176.00**	**0.00**
	Closing Balance	**175,176.00**	