

**MINUTES OF THE 23<sup>RD</sup> MEETING OF THE EXECUTIVE COMMITTEE OF THE  
CHANDIGARH STATE AIDS CONTROL SOCIETY, CHANDIGARH HELD ON 8<sup>TH</sup>  
AUGUST, 2011 AT 11.30 AM IN THE OFFICE OF SPECIAL SECRETARY HEALTH,  
CHANDIGARH ADMINISTRATION, SECTOR 9, UT, CHANDIGARH**

**PRESENT**

- |    |   |                  |
|----|---|------------------|
| 1. | Sh. Ajoy Sharma, IAS – Representing<br>Sh. Ram Niwas, IAS,<br>Secretary Health-cum-Chairman, CSACS<br>Chandigarh Administration   | Chairman         |
| 2. | Mr. Deshraj Singh, ASP - Representing<br>Senior Superintendent of Police,<br>Union Territory, Chandigarh                          | Member           |
| 3. | Dr. Soma<br>District Family Welfare Officer,<br>Chandigarh Administration   | Member           |
| 4. | Dr. IPS Bajwa,<br>Hon. Secretary,<br>FPAI- SEHAT Bhawan,<br>Site No. 3, Phase 3-A,<br>Sector 53, Mohali Branch, Mohali            | Member           |
| 5. | Ms. Pooja Thakur<br>President<br>Chandigarh Network of People Living with HIV/AIDS<br>International Hostel, Sector 15, Chandigarh | Member           |
| 6. | Dr. Vanita Gupta,<br>Project Director,<br>Chandigarh State AIDS Control Society,<br>Union Territory, Chandigarh                   | Member Secretary |

**SPECIAL INVITEE**

1. Dr. B.B. Rewari,  
National Programme Officer (ART),  
National AIDS Control Organisation,  
Govt. Of India, N. Delhi

**OFFICIALS FROM CHANDIGARH SACS**

1. Mr. Baldev Singh,  
Assistant Director (Finance),  
Chandigarh State AIDS Control Society,  
Chandigarh
2. Mr. Jitender Dahiya,  
Consultant (Civil Society Mainstreaming),  
Chandigarh State AIDS Control Society,  
Chandigarh

3. Mr. Sandip Mittal,  
Deputy Director (Targeted Intervention),  
Chandigarh State AIDS Control Society,  
Chandigarh

The meeting was chaired by the Special Secretary Health, Chandigarh Administration. At the outset, the Chairman welcomed all the members and thanked them for attending the meeting.

After this, the agenda was discussed item wise.

### **AGENDA ITEM NO. 1**

The proceedings of the 22<sup>nd</sup> meeting of the executive committee held on 29.03.2011 were confirmed.

### **AGENDA ITEM NO. 2**

The Executive Committee took note of the follow up action taken on the proceedings of the last meeting, and expressed its satisfaction on the same.

Regarding the IVRS project, the Chairman observed that the Counselors need to be given a refresher training to keep them updated with the HIV/AIDS programme.

### **AGENDA ITEM NO. 3**

#### **ANNUAL REPORT OF FY 2010-2011**

The Annual Report of Chandigarh SACS for FY 2010-11 was discussed. The Executive Committee expressed satisfaction and complimented the performance of CSACS.

### **AGENDA ITEM NO. 4**

#### **PRESENTATION OF AUDIT REPORTS OF FY 2010-11**

The Audit Reports of CSACS for the FY 2010-11 as below were read, discussed and adopted by the Executive Committee.

- Pool Fund
- Global Fund Round II
- Global Fund Round IV
- Domestic Budget for Surveillance

The Chairman suggested that a brief write up from the Chartered Accountants may be added to the audit reports.

## **AGENDA ITEM NO. 5**

### **PRESENTATION OF APPROVED ANNUAL ACTION PLAN 2011-12**

The Executive Committee took note of the approved Annual Action Plan for Chandigarh SACS for the year 2011-2012 and approved the activities as per AAP 2011-2012.

## **AGENDA ITEM NO. 6**

### **APPOINTMENT OF STAFF IN CSACS**

The Executive Committee approved that CSACS fill the following posts on annual contract through advertisement in the newspapers.

It was also decided that the range for age be 21-61 years. The Chairman directed that the job responsibilities of each position be clearly defined as well as the selection criteria be approved before initiating the recruitment procedure.

The vacancies to be filled are:

1. Deputy Director (Blood safety)
2. Deputy Director, M & E (Surveillance)
3. Deputy Director, IEC
4. Statistical Officer
5. Assistant Director (Documentation & Publicity)
6. Assistant Director (Procurement)
7. Administrative Assistant
8. Personal Assistant

## **AGENDA ITEM NO. 7**

### **APPOINTMENT OF STAFF IN PERIPHERAL UNITS OF CSACS**

#### **• Recruitment of Counselors for STI Gynae Clinics at Medical Institutes:**

The Executive Committee allowed CSACS to continue with the process for the appointment of 2 Counselors for STI Gynae Clinics at Medical Institutes.

#### **• Staff in Model Blood Bank, PGIMER:**

The Executive Committee allowed Model Blood Bank PGIMER to recruit 1 Lab Attendant, 1 Security, 1 Housekeeping and 1 Data Entry Operator at DC Rates through outsourcing as already approved by Secretary Health-cum-Chairman, CSACS. The qualifications for the post of Lab. Attendant to be provided by CSACS.

#### **• Appointment of Housekeeping Staff at CSACS:**

The Executive Committee decided that fresh quotations from outsourcing firms be invited through open advertisement for the purpose of appointment of housekeeping staff for CSACS office.



### **AGENDA ITEM NO. 8**

#### **RATIFICATION OF RELEASE OF GRANT-IN-AID TO STATE BLOOD TRANSFUSION COUNCIL (SBTC), UT, CHANDIGARH**

The Executive Committee ratified the release of Grant-In-Aid of ₹ 27,89,005/- (Rupees Twenty Seven Lakhs Eighty Nine Thousand and Five only) by Chandigarh SACS to State Blood Transfusion Council (SBTC), UT, Chandigarh.

### **AGENDA ITEM NO. 9**

#### **COMMUNITY CARE CENTRE**

The Executive Committee took note of the selection of the NGO, Child Survival India for running a Community Care Centre for People Living with HIV/AIDS at Khuda Ali Sher, Chandigarh.

The Chairman directed that the head office and activities of the NGO in Delhi be visited by the Project Director to assess its status and functioning. A report of the same to be submitted.

### **AGENDA ITEM NO. 10**

#### **RATIFICATION OF CLOSING OF DOMESTIC BUDGETARY SUPPORT (DBS)**

The Executive Committee ratified the closing of Domestic Budgetary Support and adopted the audited balance sheet of the FY 2011-12 pertaining to DBS.

### **AGENDA ITEM NO. 11**

#### **WEB SITE OF CHANDIGARH SACS**

The Executive Committee approved the process of re-designing and maintaining the website of Chandigarh SACS as per NACO approved National Shopping Procedure.

### **AGENDA ITEM NO. 12**

#### **IEC ACTIVITIES**

The Executive Committee approved the following IEC activities for the year 2011-2012

- **Production of story based 30 minutes episodes on different themes** – The proposal to relay 22 Story based 30 minutes Episodes on different themes related to HIV/AIDS through All India Radio from July 2011 to March 31<sup>st</sup>, 2011 @ ₹ 18600/- per episode inclusive of production charges was approved.
- **Special campaign over private FM's i.e. 94.3 My FM & 92.7 Big FM** – The proposal for 4 months special campaign over Private FM's i.e. 94.3 My FM & 92.7 Big FM was approved. The special campaigns would be held on important National Days related to HIV/AIDS and the National AIDS Control Programme.

- **Newspaper advertisement on special events** – The Executive Committee approved the insertion of advertisements in various newspapers on days depicting special events like WAD, VBDD, IYD & International Women's day as per approved budget in AAP 2011-12 of ₹ 3,00,000/-.
- **Spot and Scroll Advertisement over local cable TV Network** – The Executive Committee directed that fresh quotations be invited through newspaper advertisement for display of scroll and spot advertisement over Local Cable TV Network for the period from October 1, 2011 for the remaining 9 months of the campaign as per AAP 2011-12. It should be ensured that only the popular Local Cable TV Networks are selected.
- **Permanent Hoardings and Re-fabrication of Installed Hoardings** - The Executive Committee approved the activity.
- **Hiring of IEC Van** with folk performances was approved by the Executive Committee under condition that the expenditure be made at the minimum and only where required.
- **24 nos. of Folk performances/Nukkar Nataks,**

The Chairman advised that the college students also be involved through their theatre workshops to perform at Nukkar Nataks. The theme of prevention of female feticide through the RCH Programme could be done jointly with performances on awareness related to HIV/AIDS. The Executive Committee approved that CSACS also hire different folk troupes for performances

- **Printing** - Printing of IEC Material of various types was approved.
- **Newsletter** - Printing of bi-annual newsletter of CSACS was approved.
- **Repairing and Relocation of Condom Vending Machines (CVMs).** The proposal to repair the CVMs installed in Chandigarh as per requirement was approved.

The Chairman directed CSACS to focus on IEC activities as IEC is the key to prevent HIV/AIDS. A calendar of activities is to be submitted to the Chairman.

### **AGENDA ITEM NO. 13**

#### **TARGETTED INTERVENTION PROJECTS**

- **Release of grant-in-aid to State Training Resource Centre**

The Executive Committee approved to release the Grant-In-Aid to the State Training Resource Centre (STRC) through Director, PGIMER, Chandigarh.

- **Empanelment of NGOs/CBOs/Networks**

Approval was given by the Executive Committee to invite expressions of interest by various NGOs/CBOs through newspaper advertisement for empanelment of NGOs/CBOs/Networks. The process of empanelment be as per NGO/CBO operational guidelines.



- **Site Validation**

The committee approved the proposal for site validation in the two stages:-

First Stage:- Team of MPH students to conduct the preliminary process of site validation.

Second Stage:- The outcome and results of first stage will be validated by a second team of NACO approved trained evaluators.

**AGENDA ITEM NO. 14**

**RE-APPROPRIATION OF FUNDS WITHIN IEC COMPONENT**

The Committee ratified the re-appropriate amount of ₹ 1,41,691/- from IEC component 1.2.2.2. for intervention with out-of-school youth to component 1.2.2.1 for AEP as per approval by NACO.

**AGENDA ITEMS NO. 15**

**ANY OTHER POINT WITH THE PERMISSION OF CHAIR**

The Chairman advised that the college students be involved in all HIV/AIDS awareness activities. Chandigarh SACS to coordinate with the AIDS Awareness and Health Awareness committees as well as with the Red Ribbon Clubs of the Colleges to join in their activities as per the calendar of events planned by each College.

The meeting ended with a vote of thanks to the Chair.

*Meets*  
Project Director,  
CSACS 8/8/11

*for* *DFWO*  
DHS -cum-Chairman  
Administrative Committee  
CSACS

*AM*  
Special Secretary Health  
U.T., Chd. Administration