

MINUTES OF THE TENTH MEETING OF THE GOVERNING BODY OF STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH HELD ON AUGUST 18, 2010 AT 4:00 P.M. IN THE OFFICE OF SECRETARY HEALTH-CUM-CHAIRMAN CSACS, CHANDIGARH ADMINISTRATION, SECTOR 9, UT, CHANDIGARH.

PRESENT

Sh. Ram Niwas, IAS Secretary Health, Chandigarh Administration	Chairman
Capt. P.S.Shergill, ADC R/o Deputy Commissioner Chandigarh Administration	Member
Dr. Soma Rani R/o Director Health & Family Welfare Chandigarh Administration	Member
Sh. Chanchal Singh, DEO R/o Director Public Instructions (Schools) Chandigarh Administration	Member
Sh. J.Kaur, CDPO R/o Director Social Welfare Officer Chandigarh Administration	Member
Dr. Soma Rani R/o District Family Welfare Officer Chandigarh Administration	Member
Prof. A.K.Gupta Medical Superintendent PGIMER, Chandigarh	Member
Dr. R.K.Bansal Medical Superintendent GMCH, Sec-32, Chandigarh	Member
Dr. Anil Garg State T.B.Programme Officer T.B.Control Society, UT, Chandigarh	Member
Dr. Lakshmi R/o Dr. Rajesh Kumar, Professor & Head, School of Public Health, PGIMER	Member
Dr.Manmohan Kaur, President FPAI-Mohali Branch	Member
Dr. Vanita Gupta Project Director, Chandigarh State AIDS Control Society, Chandigarh	Member Secretary

## **SPECIAL INVITEES**

Sh. Baldev Singh,  
Assistant Director (Finance), CSACS

Dr. Archana Mohan,  
Consultant (CST), CSACS

Sh. Sandeep Mittal,  
Deputy Director (TI), CSACS

Sh. Preet Kanwal Singh,  
Deputy Director (IEC), CSACS

Sh. Manoj Chawla,  
Store-cum-Procurement Officer, CSACS

Secretary Health-cum-Chairman CSACS welcomed all the members to the 10<sup>th</sup> meeting of the Governing Body of CSACS. Project Director, CSACS placed the agenda items before the members for discussion and approval. All the members took active part in the discussion and the following decisions item wise, were taken by the Governing Body.

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

**CONFIRMATION OF THE PROCEEDINGS OF THE NINTH MEETING OF THE GOVERNING BODY, CHANDIGARH STATE AIDS CONTROL SOCIETY, CHANDIGARH**

The proceedings of the ninth meeting of the Governing Body held on October 28, 2009 were confirmed.

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

**ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN THE NINTH MEETING OF GOVERNING BODY**

The Governing Body took note of the follow up actions taken on the proceedings of the last meeting and expressed satisfaction on the same.

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

**WORKSHOP OF SRLs ON PROCESS OF QUALITY**

The Governing Body approved the 4 day National level workshop of SRLs on process of quality to be organized by Chandigarh State AIDS Control Society from 28<sup>th</sup> September 2010 to 1<sup>st</sup> October 2010, in the UT Guest House, for states of



Jammu & Kashmir, Haryana, Punjab, Delhi, Rajasthan, HP and Chandigarh. Approximate expenditure of Rs.2.50 lacs to be incurred during this workshop would be debited to Blood Safety sub component 1.5.2, (Training) during the current financial year 2010-2011, as directed by NACO.

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

##### **RENEWAL OF CONTRACT FOR HIRING PEONS THROUGH PRIVATE CONTRACTOR**

In response to query by Chairman regarding administrative charges being levied by the current service provider, Ascenture Management Services Pvt. Ltd., the Assistant Director (Finance), CSACS clarified that 7.66% was being charged as administrative charges by the firm.

The Chairman directed that fresh quotations be called for contracting of service agency for hiring of housekeeping services. In this regard, the Medical Superintendents of PGIMER, GMSH-16 & GMCH-32 may be requested to share the names of the agencies they have contracted and the administrative charges they are paying for similar hiring of services. The salary of the staff would be at DC rates as for Chandigarh Administration.

It was also decided that till this process of fresh contraction of hiring agency is completed, the present system could continue in order to ensure, smooth functioning of the office.

#### **AGENDA ITEM NO. 5**

##### **SELECTION OF STATUTORY AUDITOR & INTERNAL AUDITOR**

The Governing Body allowed the selection process as per NACO procedure for selection of Statutory Auditor & Internal Auditor for the financial years 2010-11, 2011-12 & 2012-13.

#### **AGENDA ITEM NO. 6**

##### **LEAVE SALARY CONTRIBUTION AND PENSION CONTRIBUTION**

The Governing Body approved the depositing of arrears amounting to Rs. 10,00,000/- approximately in respect of Leave Salary and Pension Contribution for Ex-regular employees and current regular employees for the period from 01.01.2006 to 31.03.2009. Also, approval was accorded for depositing Leave Salary and Pension Contribution for current year i.e. 2010-2011 on quarterly basis.

## **AGENDA ITEM NO. 7**

### **RATIFICATIONS**

**7.1 Revised Remuneration of ICTC & Blood Bank Staff as per approval in the 19<sup>th</sup> Executive Committee meeting held on 24.05.2010**

**7.2 Ratification of re-appropriation of Rs.12, 000/- towards grant-in-aid to ART Centre, PGIMER.**

**7.3 Counseling Project (IEC BUDGET) to be continued through IRCS from April 2010 to October 2010**

**7.4 Ratification of all decisions taken in the 2 Executive Committee Meetings**

The Governing Body approved all decisions taken in the Executive Committee meeting held on 11.01.2010 & 24.05.2010, under the chairmanship of Secretary Health-cum-Chairman, CSACS.

## **AGENDA ITEM NO.8**

**AUDIT REPORTS OF CHANDIGARH STATE AIDS CONTROL SOCIETY, CHANDIGARH**

**8.1 Statutory Audit**

**8.2 Internal Audit of NGOs & Peripheral Units**

The Governing Body read, confirmed and adopted the audited financial statements including Balance Sheet, Income & Expenditure Account and Receipt & Payment Account of the Statutory Audit and Internal Audit of NGOs and Peripheral Units for the Financial Year 2009-10.

The Chairman indicated that the work of the NGOs should also be independently audited by the AC (UT). A committee for the same would be constituted by the Chairman.

**8.3 Internal Audit of CSACS by NACO**

The Governing Body was informed about the awaited Audit report by Internal Auditor, of CSACS for Financial Year 2009 – 10.

## **AGENDA ITEM NO.9**

**PERMISSION TO INITIATE PROCUREMENT OF ONE MOBILE ICTC VAN AND RECRUIT STAFF FOR THE SAME AS PER APPROVED ACTION PLAN FOR 2010-2011**



The Governing Body allowed recruitment of staff and one Mobile ICTC Van by following NACO guidelines as per budget allowed in the Approved Action Plan for 2010-2011.

#### AGENDA ITEM NO.10

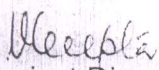
##### **10.1 PROCUREMENT OF EQUIPMENTS FOR BCSU, SEC-37 (BLOOD COMPONENT SEPARATION UNIT)**

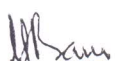
The Governing Body approved to re-initiate the procedure for procurement of equipments for BCSU, Rotary & Blood Bank Society Resource Centre, Sector 37-A, Chandigarh. NACO approved shopping procedure will be followed. The Chairman directed that the NACO Financial Rules be followed for the procurement of equipments.

##### **10.2 PROCUREMENT OF EQUIPMENTS FOR MODEL BLOOD BANK, PGIMER CHANDIGARH.**

The Governing Body approved to re-initiate the procedure for procurement of equipments for Model Blood Bank, PGIMER. NACO approved shopping procedure will be followed. The Chairman directed that the NACO Financial Rules be followed for the procurement of equipments.

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

  
Project Director  
CSACS 18/8/10

  
DH&FW-cum-Chairman  
Administrative Committee  
CSACS

  
Secretary Health-cum-  
Chairman  
CSACS