

**Minutes of the 15<sup>th</sup> meeting of the Executive Committee of the State AIDS Control Society, Chandigarh held on January 09, 2009 at 4.00 p.m. in the office of the Home Secretary, Chandigarh Administration, U.T. Secretariat, Sector-9, Chandigarh.**

**PRESENT**

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|----|--|------------------------------|
| 1. | Sh. Ram Niwas, IAS<br>Secretary Health-cum-Chairman<br>SACS  | Chairman                     |
| 2. | Sh. M. S. Bains,<br>Director Health & Family Welfare-cum-Chairman<br>Administrative Committee, SACS  | Member                       |
| 3. | Dr. Kavita Talwar<br>District Family Welfare Officer<br>Chandigarh Administration.   | Member                       |
| 4. | Mr. B.S. Negi<br>Deputy Superintendent of Police (Lines)<br>Chandigarh Administration  | (Representing SSP)<br>Member |
| 5. | Dr. Zora Singh<br>President, IMA<br>Chandigarh   | Member                       |
| 6. | Gp. Capt. P.S. Soni,<br>Hony. Secretary,<br>Servants of the People Society,<br>Lajpat Rai Bhawan, Sector 15-B, Chandigarh.                 | Member                       |
| 7. | Mr. Ranbir Singh,<br>Vice-President,<br>Chandigarh Network of People Living with HIV/AIDS.<br>International Hostel, Sector 15, Chandigarh. | Member                       |
| 8. | Dr. Vanita Gupta,<br>Project Director,<br>State AIDS Control Society,<br>Union Territory, Chandigarh.                                      | Member Secretary             |

**ALSO PRESENT**

- |    |  |
|----|--|
| 1. | Mr. Ashwani Dogra<br>Finance Officer<br>State AIDS Control Society<br>Union Territory, Chandigarh    |
| 2. | Mr. Preet Kanwal Singh<br>Dy. Dir (IEC)<br>State AIDS Control Society<br>Union Territory, Chandigarh |
| 3. | Mr. Sandeep Mittal,<br>Dy. Dir (TI),<br>State AIDS Control Society,<br>Union Territory, Chandigarh.  |

At the outset, the Chairman, SACS welcomed all the members and thanked everyone for attending the meeting. After that, item wise discussions were held on the placed agenda.

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

##### **CONFIRMATION OF THE PROCEEDINGS OF THE 14<sup>TH</sup> MEETING OF THE EXECUTIVE COMMITTEE, STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH.**

The proceedings of the fourteenth meeting of the Executive Committee held on 11.02.2008 were confirmed.

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

##### **ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN THE 14<sup>TH</sup> MEETING OF THE EXECUTIVE COMMITTEE**

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. On agenda item no. 7 of 14<sup>th</sup> EC meeting, worthy Chairman has advised the Director Health Services to put up the matter regarding social support for HIV affected/infected widows and children in the next year's financial plan of the Chandigarh Administration.

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

##### **ENHANCEMENT OF SALARY IN RESPECT OF MRS. POONAM BAKSHI, MONITORING & EVALUATION OFFICER (M&EO), MRS. RITU SHARMA, FINANCE ASSISTANT/ACCOUNTANT AND MR. SAPINDER SINGH, DRIVER SACS**

Executive Committee approved the consolidated salary of following staff members as per NACO guidelines:

- Mrs. Poonam Bakshi M&EO @ Rs. 23,000/- pm., w.e.f 01-12-2008.
- Mrs. Ritu Sharma, Accountant/Finance Assistant @ Rs. 13,000/- p.m. w.e.f. 18-11-2008
- Mr. Sapinder Singh, Driver @ Rs. 6000/- pm w.e.f. 18-11-2008.

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

##### **APPOINTMENT OF MR. RAKESH GILL AND MS. MEENU GOYAL AS FINANCE ASSISTANTS AT CONSOLIDATED REMUNERATION OF RS. 13,000/- PER MONTH IN THE SCALE OF RS. 13,000 - 17,000.**

Executive Committee approved appointment of Mr. Rakesh Gill and Mrs. Meenu Goyal as Finance Assistants @ Rs. 13,000/- p.m.

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

##### **ACTIONS TO BE TAKEN REGARDING STI COMPONENT**

1. Executive Committee has approved the re-appropriation of funds to the tune of Rs. 1.75 lakhs for the training of STI counselors and field visits for evaluating the STI clinics from the sub-component TI (1.1) to sub component STI (1.4).



2. Executive Committee approved the procedure for recruiting counselors in various divisions through conduction of walk-in interview by giving advertisement in the local newspapers. Regarding the salary of counselors, Worthy Chairman has suggested to put up a strong recommendation to NACO to restructure the salary of counselors, outreach workers & Project Managers working in TI Projects. A committee comprising of DHS, Project Director SACS and Secretary, SOPS was constituted to examine and make recommendations, to be put up to NACO.
3. Committee also approved to upgrade the Dermatology Clinics as STI clinics in Police Hospital, Sec. 26, ESI Hospital, Ramdarbar, Poly Clinic 45 and Civil Hospital Manimajra after getting approval in the Annual Action Plan from NACO.

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

##### **RELEASE OF GRANT-IN-AID TO PARTNER NGOS IMPLEMENTING TI PROJECTS AMONG CORE POPULATION**

The Executive Committee approved the release of grant-in-aid for the period December 01, 2008 to April 30, 2009 to TI projects.

The Executive Committee complimented the working of the 9 TI projects. A satisfactory evaluation report of NGOs and the implementation of TI projects have been submitted by the Department of Social Welfare, Chandigarh Administration.

#### **AGENDA ITEM NO.7**

##### **PRINTING OF IEC MATERIAL**

The Executive Committee approved the printing of IEC material (posters, folders, booklets, leaflets) in Hindi, Punjab & English language by following NACO approved purchase procedure for this purpose.

The Committee also approved the proposal of a consistent IEC campaign for fifteen days in February 2009, with a help of a fabricated van providing awareness with the help of magician/puppet show and the facility of free counseling and HIV testing.

It was also approved in the meeting that hoardings and free condom distribution boxes be placed in petrol pumps near highways in UT Chandigarh. Also, AIDS awareness messages through FM Radio & All India Radio be aired.

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

##### **REGARDING PURCHASE OF OI AND PEP DRUGS**

Executive Committee approved that the rates approved for placing the orders for OI & PEP drugs after following proper purchase procedure be valid for one year for further purchase of drugs (OI & PEP).

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

##### **MAINTENANCE OF OFFICE WEB SITE**

Executive committee approved the maintenance of office web site through payment of hosting charges and maintenance by student volunteers. The Committee was of the view that involving students in the maintenance of the web site proves very useful in creating awareness and sensitizing the young vulnerable population. An honorarium can be offered to the students. For the work done in 2008, the committee approved an honorarium of Rs. 1500 to the student volunteer.

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

##### **REGARDING MAINSTREAMING HIV/AIDS ACTIVITIES**

The Executive committee approved the proposals outlined under "Mainstreaming". "The Life Skill Education Programme" is to be implemented in Jan-Feb. 2009.

Orientation programme to sensitize the Police Staff of Chandigarh Police is to be planned and finalized in coordination with Mr. B.S. Negi, DSP (Lines).

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

##### **UPGRADATION OF BLOOD BANK, PGIMER TO A MODEL BLOOD BANK**

The proposal to upgrade the Blood Bank, PGIMER which is presently as BCSU to a model blood bank as per NACO guidelines was approved by the Executive Committee.

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

##### **UPDATE ON FINANCIAL POSITION OF CHANDIGARH SACS**

Project Director, SACS presented the financial position of Chandigarh SACS before the committee members.

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

##### **ANY OTHER ITEM WITH THE APPROVAL OF THE CHAIR**

Worthy Secretary Health-cum-Chairman SACS suggested that mass campaigns for spreading HIV/AIDS messages to the general community be held regularly. In this context, it was suggested that all the NGOs be brought on one platform and a mass awareness activity be organized in the form of rallies by school students, nukkad natak, dramas etc. It was also decided that the campaigns be organized at potential high risk urban slum areas like Bapu Dham Colony, Col No. 4 or Col. No. 5.


It was also decided that the Executive Committee meetings be held more frequently, once every quarter, in future.

The Executive Committee appreciated and approved the proposal to appoint ten PLHAs as outreach workers at ten ICTC centres.

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

  
Project Director  
SACS 12-1-09

  
DH&FW-cum-Chairman  
Administrative Committee SACS

  
Secretary Health-cum-Chairman  
SACS