

**MINUTES OF THE 27th MEETING OF THE EXECUTIVE COMMITTEE OF
CHANDIGARH STATE AIDS CONTROL SOCIETY, CHANDIGARH HELD ON
22.10.2012 AT 3:00 P.M. IN THE OFFICE OF SECRETARY HEALTH, CHANDIGARH
ADMINISTRATION, SECTOR 9, UT, CHANDIGARH**

PRESENT

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| 1. | Dr. Rajiv Vadehra, Director Health Services
Representing
Sh. Anil Kumar IAS
Secretary Health-cum-Chairman, CSACS
Chandigarh Administration | Chairman |
| 2. | Dr. G. Verma, District Immunization Officer
Representing
Dr. Soma
District Family Welfare Officer,
Chandigarh Administration | Member |
| 3. | Dr. Satnam Singh, President
FPAL- SEHAT Bhawan,
Site No. 3, Phase 3-A,
Sector 53, Mohali Branch, Mohali | Member |
| 4. | Sh. Ravinder Singh – Representing
President
Chandigarh Network of People Living with HIV/AIDS
International Hostel, Sector 15, Chandigarh | Member |
| 5. | Dr. Vanita Gupta,
Project Director,
Chandigarh State AIDS Control Society,
UT, Chandigarh | Member Secretary |

OFFICIALS FROM CHANDIGARH SACS

1. Mr. Vijay Kumar Vij,
Assistant Director (Finance)-cum-ADO,
Chandigarh State AIDS Control Society, Chandigarh
2. Mr. Sandeep Mittal,
Deputy Director (TI),
Chandigarh State AIDS Control Society, Chandigarh
3. Ms. Teenu Chopra,
Deputy Director (IEC),
Chandigarh State AIDS Control Society, Chandigarh

The meeting was chaired by the Director Health Services-cum-Chairman, Administrative Committee, CSACS as per directives of the Secretary Health-cum-Chairman, CSACS who was occupied with urgent administrative work.

At the outset, the Chairman welcomed all the members and thanked them for attending the meeting. The Project Director, Chandigarh SACS placed the agenda, item-wise, before the Executive Committee, for discussion. All the members took active part in

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the discussions and the following decisions taken by the Executive Committee are placed below.

AGENDA ITEM NO. 1

CONFIRMATION OF THE PROCEEDINGS OF THE 26th MEETING OF THE EXECUTIVE COMMITTEE OF CHANDIGARH STATE AIDS CONTROL SOCIETY, CHANDIGARH.

The proceedings of the 26th meeting of the Executive Committee held on 18.06.2012 were confirmed.

AGENDA ITEM NO. 2

ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN THE 26th MEETING OF THE EXECUTIVE COMMITTEE

The Executive Committee took note of the follow up actions taken on the proceedings of the last meeting, and expressed its satisfaction on the same. The following agenda points were further discussed

Agenda Item No. 4 – Proposed IEC Activities:

Sr. No. 10 - Government Departments may be requested to allow sensitization programmes on HIV/AIDS.

The Chairman directed that the date of the proposed programme be finalized and attendance from the Government Departments will be requested through letter from Secretary Health. The sensitization programme should be held in Tagore Theatre Sector 18 Chandigarh.

Agenda Item No. 5 – Salary Range of Drivers Working With CSACS

NACO has given a salary range for all staff working in the office of CSACS as well as the peripheral units. No salary range has been specified for Drivers.

NACO has allowed increments over the previous years salary in 3 categories, which is applicable to all contractual staff whose performance evaluation makes them eligible for renewing their annual contract.

Clarification to be taken from NACO:

The Executive Committee took note of the clarification given by NACO regarding annual raise for Drivers and approved the annual raise of Rs. 1250/-. The Committee also approved that the upper limits for salary to Drivers may be fixed at Rs. 12,000/- till such time that further instructions are received from NACO.

Agenda Item No. 6 – Maintenance of Office of Chandigarh State AIDS Control Society

The Chairman directed that a meeting of the SE/Executive Engineer of the Engineering Wing, C.P. Division No. 3, Sector 16, Chandigarh be convened in the O/o DHS to sort out the problem of maintenance of O/o Chandigarh SACS.

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AGENDA ITEM NO. 3

TI DIVISION

A. Honorarium to external Technical and Financial Experts for Joint Appraisal Team Visit for Empanelment of NGOs/CBOs and re-appropriation of funds:

The Executive Committee approved the proposal to allow honorarium @ ₹ 1,000/- per NGO to be evaluated, alongwith TA and accommodation expenses as per NACO protocol to the External Technical and Financial Members of the Joint Appraisal Team (JAT) for selection of NGOs for empanelment with Chandigarh SACS.

The Executive Committee also allowed re-appropriation of ₹ 1.38 lakhs from the component 1.2.2 – OST centre, to component 1.2.0 – JAT evaluation provided in the AAP 2012-13. The same should be conveyed to NACO.

B. Ratification

Re-appropriation of funds from migrant TIs to Review meetings:

The Executive Committee ratified the re-appropriation of funds amounting to ₹ 36,000/- from component 1.1.7 – TI projects among destination migrants to the component 1.1.11 – review meeting for TI projects which is in accordance with NACO Operational Guidelines.

AGENDA ITEM NO. 4

PROPOSED IEC ACTIVITIES

All proposed IEC activities were approved by the Executive Committee as presented in agenda item no. 4 as follows:

1. Red Ribbon Express is arriving on December 12th, 2012 and will depart on December 15th, 2012. In this regard, a State level Coordination Committee, under the Chairmanship of Secretary Health is to meet on 23.10.2012. All efforts will be made to ensure maximum participation and dispersal of awareness on HIV/AIDS. It is expected to incur an expenditure of about ₹ 4.00 Lakhs (Rupees Four Lakhs) for the entire activity. For carrying out the activity, ₹ 1.00 lakh for RRE is provided in the IEC component of AAP 2012-13. However, the rest of the amount will be utilized from component 1.2.1.1 Mass Media, 1.2.1.2 IEC Material Production, Replication and 1.2.1.3 Outdoor & Mid Media.
2. A Two days TOT workshop for ANMs will be conducted in association with NRHM in third week of November, 2012.
3. World AIDS Day, 1ST December, 2012 is planned to be observed with the help of partner NGOs of Chandigarh SACS, so that suitable awareness activities can be conducted throughout Chandigarh.
4. CSACS will participate in Chandigarh Carnival - November 23 to 25, 2012. CITCO will be requested to allow this activity.

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5. The following 6 community awareness programmes are planned for October – November 2012:-

S.NO.	Date	Venue	Name of partner NGO
1.	16.10.12	Near Govt. Primary School, New Indira Colony	CTI Project, PGIMER
2.	17.10.12	Satoshi Mata Mandir, Bapu Dham, Sector-26, Chandigarh	SEHAT (IDU) TI
3.	19.10.12	Plot no. 182/31, near Rajshree Hotel, Industrial Area Ph-I, Chandigarh	IPHA (MTI)
4.	21.10.12	Colony No. 5 near Govt. School, Chd.	SAFOSH
5.	31.10.12	Swarn Jayanti Sehari Rojgar Yojana (SJSRY) of Chandigarh unit	NRHM
6.	7.11.12	Industrial Area, Phase-II	ACF-II
7.	12.11.12	Industrial Area,	

6. Under the AEP Programme CSACS has already trained 107 Schools. Now 23 schools including 3 Kendriya Vidyalaya, 1 Jawahar Navodaya and 15 private schools (2 teachers from each school) will be trained in the month of November i.e. from 7.11.12 to 9.11.12. In this programme two teachers of class 9th & 11th from each school will be trained as Nodal Teacher of AEP.
7. One awareness programme for Chandigarh Police will be conducted in the third week of November, 2012 in Police Recruit Training Centre, Sector-26, Chandigarh.

AGENDA ITEM NO. 5

FINANCE DIVISION

1. Statutory Audit of Chandigarh State AIDS Control Society For The Period From 01.04.2012 To 30.09.2012

The Executive Committee allowed M/s Gandhi Minocha & Co., Chartered Accountants to conduct the additional half yearly statutory audit of Chandigarh State AIDS Control Society.

The Executive Committee also allowed this audit to be conducted by the above auditor @ ₹ 12,500/- in addition to statutory annual audit.

2. Re-Appropriation of Funds Within The Component

The Executive Committee allowed the re-appropriation of ₹ 1.5 lakh from sub comp 3.2.9 "Miscellaneous Expenditure" to sub comp 3.2.10 under the component 3.2 – "Institutional Strengthening".

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AGENDA ITEM NO. 6

STORAGE SPACE FOR CSACS OFFICE

The Chairman advised that space available in the dispensary of Sector 11 and Sector 24 be assessed for suitability to establish the store for Chandigarh SACS. If suitable, the DHS would assign the space to Chandigarh SACS.

AGENDA ITEM NO. 7

ADMINISTRATION DIVISION

- 1. Enhancement of Conveyance Allowance to the employees of CSACS**
- 2. Mobile Allowance to CSACS staff:**

The Director Health Services was of the opinion that the provision of conveyance allowance and Mobile Phone allowance to contractual staff should be the same for all National Health Programmes in Chandigarh. He directed that a meeting of the National Health Programmes be convened in his office to discuss this issue and arrive at a consensus so that a uniform rate of allowance is decided.

AGENDA ITEM NO. 8

BLOOD SAFETY DIVISION

Ratification of Funds – Case of Blood Mobile Van


The Executive Committee ratified the re-appropriation of funds of ₹ 50,000/- (Fifty Thousand Only) from the "Cost of Insurance" to "Cost for fuel and contingency" for Blood Mobile Van, as already approved by NACO.


AGENDA ITEM NO. 9


ANY OTHER POINT WITH THE PERMISSION OF CHAIR

The Director Health Services advised that the proposal for upgrading the existing Blood Bank in GMSH-16 to Blood Component Separation Unit be sent to NACO for approval. Space for the same will be ensured by GMSH-16. The proposal will be drafted by the Medical Officer Incharge, Blood Bank, GMSH-16 and submitted to Chandigarh SACS.

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


Project Director
CSACS 22/10/12


DHS -cum-Chairman
Administrative Committee
CSACS


Secretary Health
U.T., Chd. Administration