

STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH

SCO NO. 14-15, SECTOR 8-C, CHANDIGARH

PHONE NO. 544589-90, FAX 544563

From

The Project Director,
State AIDS Control Society,
Union Territory, Chandigarh.

To

1. ✓ Deputy Commissioner, U.T., Chandigarh. *Chauhan 29.6.2000*
2. ✓ Joint Secretary Finance, Chandigarh Administration. *29/6*
3. ✓ Joint Secretary Health, Chandigarh Administration. *60dhey Singh 29-6-2000*
4. ✓ Director Health Services, Chandigarh Administration. *29/6/2000*
5. ✓ Director Public Instructions (Colleges) Chandigarh Administration. *29/6*
6. ✓ Director Public Instructions (Schools) Chandigarh Administration. *29/6*
7. ✓ Director Social Welfare, Chandigarh Administration. *29/6/2000*
8. ✓ Director Public Relations, Chandigarh Administration. *60dhey Singh 29-6-2000*
9. ✓ Director Family Welfare, Chandigarh Administration. *29/6/2000*
10. ✓ Medical Superintendent, P.G.I., Chandigarh. *29/6*
11. ✓ Medical Superintendent, General Hospital, Sec. 16, Chandigarh. *29/6*
12. Medical Superintendent, Govt. Medical College & Hospital, Sec. 32, Chandigarh. *29/6/2000*
13. ✓ President, IMA, Chandigarh Branch. *29-6-2000*
14. President, Family Planning Association of India. *S.N. Sandhu 29/6/2000*
15. Dr. J.P.S. Sibia, Post Rotary Governor, Rotary International, Chandigarh.
16. Dr. N.K. Grover, Vice District Governor, Lions International, Chandigarh.

Memo No. AIDS/2000/1533-48

Dated, Chandigarh the 28.6.2000

A copy of the proceedings of the third meeting of the Executive Committee of the State AIDS Control Society, Union Territory, Chandigarh held on 19.6.2000 under the Chairmanship of Finance Secretary cum Secretary Health, Chandigarh Administration and Chairman, State AIDS Control Society, Union Territory, Chandigarh, is sent herewith for information and necessary action please.



Project Director,
State AIDS Control Society,
Union Territory, Chandigarh.

Endst. No.: AIDS/2000/1549-51

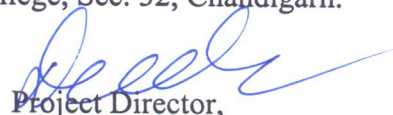
Dated, Chandigarh the 28.6.2k

A copy of the same is forwarded to the:-

1. P.A. Finance Secretary-cum-Secretary Health, Chandigarh Administration for kind information of the Officer please.

2. Director, P.G.I., Chandigarh.

3. Director Principal, Government Medical College, Sec. 32, Chandigarh.

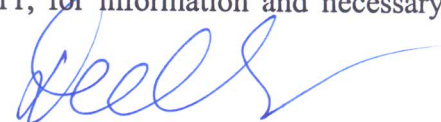


Project Director,
State AIDS Control Society,
Union Territory, Chandigarh.

Endst. No.: AIDS/2000/1552

Dated, Chandigarh the 28.6.2k

A copy of the same is forwarded to Additional Secretary and Project Director, National AIDS Control Organization, Ministry of Health & Family Welfare, Govt. of India, Room No. 344 'A', Nirman Bhawan, New Delhi 110 011, for information and necessary action please.



Project Director,
State AIDS Control Society,
Union Territory, Chandigarh.

Endst. No. : AIDS/2000/1553

Dated, Chandigarh the 28.6.2K

A copy of the same is forwarded to the all the officers of the State AIDS Control Society, Union Territory, Chandigarh for information and necessary action please.



Project Director,
State AIDS Control Society,
Union Territory, Chandigarh.

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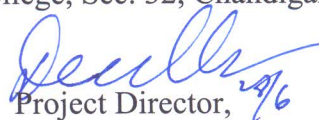
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Project Director,
State AIDS Control Society,
Union Territory, Chandigarh.

STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH

MINUTES OF THE THIRD MEETING OF THE EXECUTIVE COMMITTEE OF THE STATE AIDS PREVENTION AND CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH HELD ON 19.6.2000.

The third meeting of the Executive Committee of the State AIDS Control Society, Union Territory, Chandigarh was held on 19.6.2000 under the Chairmanship of Sh. Rakesh Singh, IAS, Finance Secretary-cum-Secretary Health and Chairman, State AIDS Control Society, Union Territory, Chandigarh. The following members also attended the meeting:-

1. Mr. Vivek Atray, Joint Secretary Finance, Chandigarh Administration.
2. Dr. Joginder Singh, Director Health Services, Chandigarh Administration.
3. Dr. M.P. Minocha, Director Family Welfare, Chandigarh Administration.
4. Dr. G.S. Kochhar, President, Indian Medical Association, Chandigarh.
5. Dr. (Mrs.) S.K. Sandhu, Vice President, Family Planning Association of India.
6. Dr. N.M. Sharma, Project Director, State AIDS Control Society, Union Territory, Chandigarh.

Sh. Rakesh Singh, Health Secretary, State AIDS Control Society, U.T., Chandigarh initiated the discussion. Thereafter, Project Director, State AIDS Control Society, U.T., Chandigarh placed the Agenda Items before the members, for discussion and approval. All the members took an active part in the discussion and the following decisions were taken by the Executive Committee on the Agenda placed before them:-

AGENDA ITEM NO. 1

CONFIRMATION OF THE PROCEEDINGS OF THE SECOND MEETING OF THE EXECUTIVE COMMITTEE OF THE STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH AND ACTIONS TAKEN THEREOF.

The Executive Committee confirmed the proceedings of the second meeting of the Executive Committee of the State AIDS Control Society, Union Territory, Chandigarh held on 10th January, 2000 and expressed satisfaction with the actions taken. The members were informed that:-

The following posts have been filled in the State AIDS Control Society, U.T., Chandigarh as per NACO guidelines:-

1. Project Director
2. Deputy Director(Training & Surveillance)
3. Deputy Director (Blood Safety)
4. Finance Officer
4. NGO Adviser
5. Admn. Officer cum Procurement Officer
6. Assistant Director (Pub/Doc/Condom)
7. Store Officer
8. Office Asstt. (LDC)
9. Accounts Assistant
7. Computer Literate Steno – Two
8. Divisional Assistant - One
9. Driver
10. Messenger

2. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, the following adjustments/amendments were made in the appointments of the officials already recruited in the State AIDS Control Society, Union Territory, Chandigarh in accordance with the instructions received from National AIDS Control Organization in the Scheme for the Prevention and Control of AIDS Phase-II :-

(a) Deputy Director (Training and Surveillance)

As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, Dr. Vandna Dewan, Deputy Director (Training & Surveillance) selected on contractual basis was adjusted against the post of Deputy

Director (Surveillance) with additional charge of Training in the pay scale of Rs. 10,000 – 15,200 plus usual allowances.

(b) Statistical Assistant

As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, Mrs. Poonam Bakshi, Statistical Assistant was adjusted against one of the posts of Divisional Assistant at fixed emoluments of Rs. 6,000/- per month.

(c) Accountant

As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, Mr. Mridul Bhargava, Accountant was allowed to draw fixed emoluments of Rs. 10,000/- per month against the post of Store Officer.

II. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, the following two officials were taken on deputation in the State AIDS Control Society, Union Territory, Chandigarh against the following posts :-

(a) Mr. Mahesh Bansal was taken on deputation from Electronics System Punjab Ltd. (100% Company of PSIDC) and adjusted against the post of Administrative Officer cum Procurement Officer in the scale of Rs. 6,500-10,500 plus usual allowances and his total emoluments were protected by giving him suitable start in the basic pay.

(b) Mr. Siya Ram, Peon in the Office of D.H.S was taken on deputation and adjusted against the post of L.D.C. in his own scale plus deputation allowance.

3. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, the following agencies were empanelled for State AIDS Control Society upto 31st March, 2001, to undertake IEC activities and Advertisement Campaigns:-

- (i) Interads Advertising (P) Ltd.
S.C.O. 841-842, Sector 22-A, Chandigarh.
- (ii) Crayons Advt. & marketing (P) Ltd.
2364, First Floor, Sector 23-C, Chandigarh

- (iii) Sargam Advertising (P) Ltd.
S.C.O. 15, Sector 20-B, Tribune Road, Chd.
- (iv) Ajanta Advertising Services,
1153, Sector 36-C, Chandigarh.

4. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, the Voluntary Health Association of Punjab, an NGO, was selected for undertaking School AIDS Education Programme in Union Territory, Chandigarh for the first year and was sanctioned an amount of Rs. 30,000/- for this project and Rs. 15,000/- was released as 50% advance to this NGO.

5. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, the following Intervention Projects submitted by NGOs were approved by the Executive Committee:-

(A) Intervention Project for awareness and prevention of HIV/AIDS/STDs alongwith syndromic management of STDs among Truckers :

As per the approval of the Executive Committee, the second installment of Rs. 2,39,235/- was released after adjusting unspent balance in March, 2000 to SOSVA for creating awareness and prevention of HIV/AIDS/STDs among Truckers, as per the revised pattern of NACO.

(B) Intervention Project for HIV/AIDS/STDs/RTIs for Rickshaw Pullers:

As per the approval of the Executive Committee, the second installment of Rs. 2,40,006/- was released after adjusting the unspent balance in February, 2000 for continuation of Intervention Project for Prevention and awareness of HIV/AIDS/STDs/RTI among rickshaw-pullers to Family Planning Association of India as per the revised pattern of NACO.

(C) Intervention Project for Migrant Population of Colony No. 4.

As per the approval of the Executive Committee, the first installment of Rs. 1,14,000/- was released to Jan Shikshan Sansthan in February 2000 to start the

Intervention Project for Prevention and Control of STDs/AIDS/RTIs among the migrant population of Colony No. 4.

(D) Awareness & Sensitisation camps for Jail Inmates of the Central Jail, Burail.

As per the approval of the Executive Committee, the first installment of Rs. 55,500/- was released to Indian Council of Social Welfare (Chandigarh Branch) in February, 2000 to start awareness and sensitisation camps for the Jail Inmates of the Central Jail, Burail.

(E) Interactive Voice Response System/Computerised Tele-Counselling Service.

As per the approval of the Executive Committee, the next installment of Rs. 1,77,119/- was released to Interactive Voice Response System Project undertaken by Servants of the People Society after adjusting the unspent balance in March, 2000. The total No. of calls received at 1097 since January, 1999 is 1,72,340.

(F) Motivation camps for Voluntary Blood Donation

As per the approval of the Executive Committee, the first installment of Rs. 84,000/- was released to Blood Bank Society to organise motivation camps for encouraging Voluntary Blood Donation in February, 2000

6. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, the Project Director started incurring of hospitality expenditure, amounting to Rs. 10,000/- at a time and maximum upto Rs. 50,000/- in an year from Operational Head (Contingency).

7. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, the Officials taken on deputation in the State AIDS Control Society, Union Territory, Chandigarh having their own vehicle were granted conveyance allowance at the following rates –

- (a) Officials having Scooter - Rs. 250/- per month
- (b) Officials having Car - Rs. 500/- per month

8. As per the approval of the Executive Committee, State AIDS Control Society, Union Territory, Chandigarh, three telephones were installed in the office of State AIDS Control Society, Union Territory, Chandigarh.

Fresh advertisement was given in the local newspaper to invite proposals for the following Intervention Projects from NGOs: -

- (a) Street Children.
- (b) Migrant Population.

AGENDA ITEM NO. 2

APPROVAL FOR AIDS AWARENESS THROUGH ALL INDIA RADIO.

The Executive Committee approved broadcasting of two messages each, in the morning, afternoon and evening transmissions and sponsoring of a Youth Programme "Baton Baton Mein" for University/College students on All India Radio. The Executive Committee also approved the cost of Rs. 5,13,412/- for one full year.

AGENDA ITEM NO. 3

APPROVAL FOR EXTENSION OF SERVICES OF STAFF UPTO 28.2.2001.

The Executive Committee approved that services of the staff working on deputation and on contractual basis may be extended upto 28.2.2001.

AGENDA ITEM NO. 4

RATIFICATION OF THE DECISIONS TAKEN BY THE CHAIRMAN OF THE STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH

The Executive Committee ratified the decisions taken by the Chairman, State AIDS Control Society, Union Territory, Chandigarh. The main decisions ratified were as under: -

- 4.1. **Renovation of the hired premises of the State AIDS Control Society, Union Territory, Chandigarh** - The hired accommodation of the office of the State AIDS Control Society was renovated through M/s. Comfits Interiors & Marketing after following National AIDS Control Organisation's procedures as under :-



S.No.	Item Description	COST (in Rupees)
1.	PVC Flooring 1.50 MM	37222.00
2.	Synthetic Carpet	35409.00
3.	Wipro Ceiling Lights	70040.00
4.	Armstrong Ceiling	198370.00
5.	Wall Surfacing	66812.00
6.	Aluminium Partitions	213921.00
7.	Aluminium Doors	28101.00
	Total	Rs. 649875.00

- 4.2. **Computer Networking** – Networking of the Computer Systems of the State AIDS Control Society were got done from A&T Teltron Ltd. after following National AIDS Control Organisation's procedures as under :-

S.No.	Item Description	COST (in Rupees)
1.	Compaq make Server P-III 500 MHZ	141682.00
2.	Compaq make WorkStation P-III 500 MHZ- 2 Nos.	161629.00
3.	Rack 9U Fan Tray with Electric Connections	16704.00
4.	UPS Off Line Rating 625 VA – 3 Nos.	29754.00
5.	Software Windows NT Server 4.0	39150.00
6.	24 Port Patch Panel, Patch Cord, UTP CAT 5 Cable, Information outlets with SMB/Face Plates, 8 Port HUB, Additional LAN Card	39968.00
	Total	Rs. 428887.00

- 4.3. **Installation of PBX System** – PBX System was installed through A&T Teltron Ltd. after following National AIDS Control Organisation's procedures as under :-

S.No.	Item Description	COST (in Rupees)
1.	Key Telephone System, KTS Config. for 9 P&T Lines and 24 Hybrid Digital Ext. (Lucent make)	167820.00
2.	Operator Console 34 BTN (Lucent make)	20376.00
3.	18 Button Key Telephone with Display –2 Nos	30338.00
4.	Tatafone-20 Nos	27168.00
5.	UPS 1 KVA Rating	19810.00
6.	Two Pair Cable in PVC Conduit/Channel	15848.00
	Total	Rs. 281360.00

- 4.4. Furniture for the Staff of State AIDS Control Society, Union Territory, Chandigarh** – Furniture for the Staff of State AIDS Control Society was purchased from M/s. Godrej & Boyce, Mfg. Ltd. amounting to Rs. 6,47,904/- after following National AIDS Control Organisation's procedures. ✓
- 4.5. Split ACs** – Eight Split ACs with 5 KVA Voltage Stabilizers were purchased from M/s. Carrier Aircon Ltd. at the DGS&D rate contract at the total cost of Rs. 3,25,480/- (Including installation Costs).
- 4.6. Purchase of a Photocopier** – A Photocopier Machine was purchased from Modi Xerox Ltd. on the DGS&D rate contract at the total cost of Rs. 1,72,055/.
- 4.7. Appointment of Auditor** – M/s. Vineet Khurana Associates, SCO 65, Sector 20-C, Chandigarh was appointed as an Auditor for conducting the audit of annual accounts of the Society for the year 1999-2000.
- 4.8. Pay of Doctor of Truckers Project** – Pay of the Doctor of the Truckers Project was increased from Rs. 4,000/- to Rs. 6,000/- per month on the advice of NACO.

AGENDA ITEM NO. 5

APPROVAL OF INTERVENTION PROJECTS SUBMITTED BY NGOS.

I. As per the NACO guidelines, the following Intervention Projects submitted by NGOs were approved by the Executive Committee: -

(A) Intervention Project for Barbers/Hair Dressers/Beauty Saloons of U.T., Chandigarh

The Executive Committee approved the project submitted by Citizens Awareness Group and Surya Foundation jointly to start Intervention Project for Barbers/Hair Dressers/Beauty Saloons of U.T., Chandigarh for prevention and control of HIV/AIDS/STDs, for one year, as under: -

Total Expenditure of the Project Implementation: 3.61 Lacs

Contribution by NGOs 10% : 0.36 Lacs

SACS Contribution 90% : 3.25 Lacs

It was also approved that 50% of the grant of the share of the State AIDS control Society, U.T., Chandigarh may be released to the NGOs.

This project is initially sanctioned for six months and the second installment will be released to NGOs after review of the performance of the project.

(B) Intervention Project for Street Children of U.T., Chandigarh

The Executive Committee approved the project submitted by Progressive Education Society to start Intervention Project for Street Children of U.T., Chandigarh for prevention and control of HIV/AIDS/STDs, for one year, as under :-

Total Expenditure of the Project Implementation : 6.34 Lacs

Contribution by NGO 10% : 0.64 Lacs

SACS Contribution 90% : 5.70 Lacs

It was also approved that 50% of the grant of the share of the State AIDS control Society, U.T., Chandigarh between the age group of 5 to 15 years may be released to the NGOs.

This project is initially sanctioned for six months and the second installment will be released to NGOs after review of the performance of the project.

(C) Intervention Project for Ram Darbar (Commercial Sex Workers, Intravenous Drug Users and Migrant Population) of U.T., Chandigarh

The Executive Committee approved the project submitted by Family Planning Association of India (Mohali Branch) to start Intervention Project for Ram Darbar

(Commercial Sex Workers, Intravenous Drug Users and Migrant Population) of U.T., Chandigarh for prevention and control of HIV/AIDS/STDs, for one year, as under :-

Total Expenditure of the Project Implementation :	7.08 Lacs
Contribution by NGO 10% :	0.71 Lacs
SACS Contribution 90% :	6.37 Lacs

It was also approved that 50% of the grant of the share of the State AIDS Control Society, U.T., Chandigarh may be released to the NGOs.

This project is initially sanctioned for six months and the second installment will be released to NGOs after review of the performance of the project.

II. The Committee approved the appointment of Two Doctors (One Male and One Female) on Part-time Contractual Basis at the fixed emoluments of Rs. 4000/- each to Jan Shikshan Sansthan for Migrant Population Project of Colony No. 4, instead of Rs. 200 per visit.

III. The Committee approved that the pay of the Co-ordinator appointed in the Counselling Project being undertaken by Indian Red Cross Society, U.T., Chandigarh may be enhanced from Rs. 5,500/- to Rs. 6,000 p.m. as per NACO guidelines.

AGENDA ITEM NO. 6

APPROVAL OF THE AUTHORITY STRUCTURE RECOMMENDED BY NACO.

The Executive Committee approved that Authority Structure recommended by NACO may be approved by amending Rules 8.2 and 11 of the State AIDS Prevention and Control Society, Union Territory, Chandigarh Rules (1998) as under:-

Approval Limits	To be Approved By	Mode of Payment	Cheques to be Signed by
Up to Rs. 5,000/-	Finance Officer jointly with any other Deputy Director	Cash or Cheque	Finance Officer jointly with Dy. Director (Blood Safety)
Up to Rs. 50,000/-	Finance Officer jointly with any other Deputy Director	Above Rs. 20,000/- only by Cheque	Finance Officer jointly with Dy. Director (Blood Safety)

Up to Rs. 1,00,000/-	Finance Officer jointly with Project Director	Above Rs. 20,000/- only by Cheque	Finance Officer jointly with Project Director
Up to Rs. 2,00,000/-	Finance Officer jointly with Project Director and Director Health Services cum Chairman, Administrative Committee	Above Rs. 20,000/- only by Cheque	Finance Officer jointly with Project Director
Above Rs. 2,00,000/-	-do- and Chairman, SACS or Executive Committee	Above Rs. 20,000/- only by Cheque	Finance Officer jointly with Project Director

The following decisions were also taken by the Executive Committee :-

(a) It was decided that Joint Secretary Health may be nominated as Ex-officio Member in the Governing Body and also in the Executive Committee.

(b) It was also approved that Advertisement for appointment of various staff in the Intervention Projects approved by State AIDS Control Society to various NGOs may be given by State AIDS Control Society, Union Territory, Chandigarh and representatives of NGOs may be actively involved in the selection procedures and panel of each post may be prepared and forwarded to the NGOs for appointment. The validity of panel may be for one year.

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