

MINUTES OF THE EIGHTH MEETING OF THE GOVERNING BODY OF STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH HELD ON JULY 30, 2008 AT 4:00 P.M. IN THE COMMITTEE ROOM, MUNICIPAL CORPORATION, SECTOR 17, CHANDIGARH.

PRESENT

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| 1. | Dr. Roshan Sunkaria, IAS
Secretary Health,
Chandigarh Administration. | Chairman |
| 2. | Dr. Manjeet Singh Bains
Director Health & Family Welfare,
Chandigarh Administration. | Member |
| 3. | Mr. Satish Joshi, F&PO
Chandigarh Administration | Member |
| 4. | Mrs. Khushinder Sharma
District Education Officer
Chandigarh Administration. | Member |
| 5. | Dr. Kavita Talwar
District Family Welfare Officer,
Chandigarh Administration. | Member |
| 6. | Sh. Gian Chand
Social Welfare Department
Chandigarh | Member |
| 7. | Dr. R. K. Sharma
Dy. Medical Superintendent,
PGIMER, Chandigarh. | Member |
| 8. | Dr. Usha Bishnoi
Medical Superintendent
GMSH, Sec-16, Chandigarh | Member |
| 9. | Dr. M. K. Sharma,
MD, Epidemiologist, GMCH,
Sector 32, Chandigarh. | Member |
| 10. | Dr. P K Sridhar, STO
T.B. Control Society,
U.T., Chandigarh. | Member |
| 11. | Mr. Ranbir Singh,
Vice President,
Chandigarh Network for Positive People,
Drop-in-Centre, International Hostel,
Sector 15, Chandigarh. | Member |
| 12. | Gp. Capt P. S. Soni,
Director,
Servants of People Society
Lajpat Rai Bhawan, Sec-15,
Chandigarh. | Member |

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| 13. | Mrs. Raminder Kalsi,
Hony. General Secretary,
All India Women's Conference (AIWC),
286, Indira Gandhi Bhawan,
Sector 11, Chandigarh | Member |
| 14. | Sh. Jagbir Singh, DSP (Line)
Chandigarh Administration | Member |
| 15. | Dr. Vanita Gupta,
Project Director,
State AIDS Control Society,
Union Territory, Chandigarh. | Member Secretary |

Project Director, SACS welcomed all the members and apprised them of the current status of HIV/AIDS in the city before placing the agenda items before them. All the members took active part in the discussion and the following decisions were taken by the Governing Body (GB).

AGENDA ITEM NO. I

CONFIRMATION OF THE PROCEEDINGS OF THE SEVENTH MEETING OF THE GOVERNING BODY

The proceedings of the seventh meeting of the Governing Body held on June 21, 2006 were confirmed. Thereafter, the Governing Body took note of the follow up action taken on the proceedings of the last meeting.

AGENDA ITEM NO. II

ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN THE SEVENTH MEETING OF GOVERNING BODY

Action taken report was read and approved by the Governing Body. Dr. M. K. Sharma, MD, Microbiology, GMCH raised the issue regarding installation of Condom Vending Machine (CVM) in Sec-35 which was clarified by PD and Gp. Capt. Soni that 2 CVMs were already installed in Sec-34 which is a better location.

AGENDA ITEM NO. III

FINANCIAL PROGRESS REPORT OF THE STATE AIDS CONTROL SOCIETY FOR THE FINANCIAL YEAR 2007-2008.

Financial progress report of the State AIDS Control Society i.e. Budget sanctioned by NACO, expenditure incurred in various components of Annual Action Plan and balance were shared with the members of the Governing Body. It was taken as read, adopted and confirmed.

AGENDA ITEM NO. IV

APPROVAL OF THE AUDITED BALANCE SHEET FOR THE FINANCIAL YEAR 2006-07 AND APPRAISAL OF THE STATUS OF THE BALANCE SHEET FOR THE FINANCIAL YEAR 2007-08

Governing Body approved the audited balance sheet for the financial year 2006-07 and was apprised of the balance sheet of financial year 2007-08. The audit for the year 2007-08 is in progress. The audited statement shall be placed before the Governing Body in the next meeting.

AGENDA ITEM NO. V

APPROVAL OF EXISTING IEC ACTIVITIES AND DECISIONS REGARDING NEW INITIATIVES

1. Awareness through Private FM Radio was approved by Governing Body. Worthy Secretary Health pointed that FM radio is the best mode of awareness. Therefore, more funds can be utilized for this purpose. The GB was of the opinion that funds could be diverted from other heads like printing of IEC material, newspaper advertisement, training etc.
2. Governing Body approved the proposal to start two new radio programmes on AIR each of 30 minutes duration, twice a month, one for youth and one for women. Gp. Capt. Soni suggested that the programmes could involve a live question-answer session. The question-answers could also be recorded in a session between the guest speaker and the moderator of the programme.
3. Governing Body approved the replacement of the old tin plates with messages on HIV/AIDS which are placed in all the health institutions of Chandigarh.
4. Approval was given by the Governing Body to hold three HIV/AIDS awareness campaigns with the support of Directorate of Field Publicity and Songs & Drama Division.
5. Governing Body approved the purchase of a set of exhibition panels
6. Printing of T-shirts, Caps, Red Ribbons, Banners, Calenders, Brochures etc was approved. However, the Chairman pointed that the T-shirts, Caps should be printed in smaller quantity and only for special occasions like VBDD, WAD.
7. Governing Body allowed the evaluation of the IEC activities. The evaluation may be done in collaboration with the Department of Mass Communication, Sociology and Statistics, Panjab University.
8. Training of Police Personnel, Adult Education Programme Co-ordinators was approved. Regarding training of Police Personnel, Mrs. Raminder Kalsi, raised the issue regarding the problems faced by the peer

educators working in TI projects for IDUs as police does not allow them to carry new and old syringes. In response to this, DSP requested a list of peer educators which would be communicated to the local police so that such problems are avoided in future. He also said that a meeting of SHOs of the respective areas can be held with the concerned officers of SACS to discuss the issue. Gp. Capt. Soni stated that there is an urgent need to sensitize SHOs and police personnel.

9. Approval was accorded to request MD, CTU for allowing the Bus Back Panels and Glow Signs to be displayed at ISBT, Sec-17 and ISBT Sec-43, free of cost. The display boards will be provided by Chandigarh SACS.
10. Governing Body approved newspaper advertisements on important days like VBDD, WAD. Part of the Rs.2.00 Lacs sanctioned for this activity may be saved and transferred to other activities like spots on FM radio.
11. Governing Body approved the release of grant amounting to Rs. 3 lacs in favour of Servants of People Society, Chandigarh for running the Interactive Voice Response System Project.

AGENDA ITEM NO. VI

GRANT-IN-AID TO RED RIBBON CLUBS FORMED BY VARIOUS COLLEGES IN CHD

Release of grant-in-aid in the pattern proposed in the agenda for Red Ribbon Clubs was approved. 25% of Rs. 10,000/- would be released to the college as advance and the rest of the expenditure would be reimbursed after the activity. Secretary Health pointed out that more colleges should be motivated to form Red Ribbon Clubs.

AGENDA ITEM NO. VII

WRITE OFF THE COMPUTER PROCESSING UNIT, LASER JET PRINTER, STI MEDICINE AND CDS LOST IN THEFT CASE OCCURRED AT THE FIELD OFFICE OF NGO SEHAT ON THE INTERVENING NIGHT OF AUGUST 23-24, 2007

Governing Body approved that SACS write off the material lost in theft in the field office of NGO SEHAT on the intervening night of August 23-24, 2007.

AGENDA ITEM NO. VIII

APPROVAL FOR GRANT-IN-AID TO THE PARTNER NGOS IMPLEMENTING TI PROJECTS

- a) Approval to release grant-in-aid to partner NGOs implementing TI Projects was accorded. Secretary Health suggested that there should be more supervisory visits from SACS to NGO's office to monitor the activities being under taken by them. Dr. P K Sridhar, STO commented that he was also a member of the supervisory

team from SACS and during his visit, he had found the NGOs' performance was excellent.

- b) Release of grant-in-aid in two installments was also approved. The split-up of the grant for various NGOs implementing TIs is as per table below:

Grant-in-aid to be released to partner NGOs from July 1, 2008 to April 30, 2009								
S. No.	Name of NGO	Theme of TI	Module A	Module B	Module C	Module D	Module E	Total
1	FPAI, Mohali	FSWs	210,000	0	484,250	0	224,000	918,250
2	SOPS	FSWs	210,000	0	484,250	0	186,500	880,750
3	SOFOOSH	FSWs	210,000	0	499,250	0	199,000	908,250
4	Yuvsatta	FSWs	210,000	0	499,250	0	224,000	933,250
5	SOPS	MSM	210,000	0	612,250	13,750	224,500	1,060,500
6	FPAI, Panchkula	MSM	210,000	0	582,250	12,500	212,000	1,016,750
7	IPHA	Compo site	210,000	0	484,250	5,000	205,250	904,500
8	AIWC*	IDUs	243,000	1,024,500	26,500	0	0	1,294,000
9	SEHAT*	IDUs	243,000	1,103,250	26,500	0	0	1,372,750
	Total		1,956,000	1,777,750	3,698,750	31,250	1,475,250	9,289,000

- c) New TI projects among migrants and truckers were also approved by the Governing Body.
- d) Governing Body agreed to issuing the identity cards to the staff working in TI projects in consultation with Police Department, Chandigarh Administration.
- e) Relaxation in qualification for the post of Project Manager and Nurse as suggested in the agenda for appointment in TI projects was also approved.

Project Manager:- PG in Public Administration, Economics, Home Science, MBA, Rural Development or MBBS or Graduate in any discipline and possessing three years of experience on similar or higher post as potential candidates for the post of Project Manager. These qualifications are in addition to those already approved i.e PG in Anthropology, Sociology, Social Work and Psychology.

Nurse:- Candidates having Diploma in Nursing may also be considered in addition to those having degree of Bachelor of Nursing.

AGENDA ITEM NO. IX

RATIFICATION OF THE DECISIONS TAKEN WITH APPROVAL OF SECRETARY HEALTH-CUM-CHAIRMAN, SACS

The Governing Body ratified the following decision taken by the Chairman, State AIDS Control Society, U.T., Chandigarh.

IX.1 Discontinuation of TI Project

The Governing Body approved the discontinuation of the following two TI projects :-

Name of the NGO	Theme	Discontinued W.e.f
VOICE	Rural Migrants	April 30, 2008
VOICE	Urban Migrants	June 30, 2008

IX.2 CONTINUATION OF PROJECTS UNDER CARE, SUPPORT AND TREATMENT:-

Governing Body approved the continuation of the following projects under Care, Support and Treatment:-

1. Community Care Centre
2. Drop-in Centre
3. ART Centre

IX.3 ADVERTISEMENTS ON SITI CABLE:-

Governing Body approved the HIV/AIDS awareness through SITI Cable. 10 spot advertisements and one scroll advertisement every day was approved at a budget of Rs.5.5 lacs.

AGENDA ITEM NO. X

ESTABLISHMENT OF A NEW COMMUNITY CARE CENTRE

Approval was accorded for release of an advertisement inviting Expressions of Interest (EOI) for setting up of one new Community Care Centre.

AGENDA ITEM NO. XI

ESTABLISHMENT OF A NEW STAND ALONE ICTC CENTRE AT POLICE HOSPITAL AND TWO NEW FACILITY INTEGRATED CENTRES FOR F.Y. 2008-09 AT PANJAB UNIVERSITY AND INDIAN TIBETAN BORDER POLICE, COMPOSITE HOSPITAL

Governing Body approved the establishment of two new facility integrated centres for 2008-09 at Panjab University and Indian Tibetan Border Police, Composite Hospital. One new stand alone ICTC centre at Police Hospital is to be approved by NACO.

Approval was also accorded to include the tenth ICTC in CHC, Sector-45 while utilizing the budget sanctioned for 9 ICTCs by NACO. The case to rectify the missing tenth ICTC in the AAP is to be taken up with NACO.

AGENDA ITEM NO. XII

DISSEMINATION OF SENTINEL SURVEILLANCE DATA ROUND 2007 FOR EVIDENCE BASED PLANNING TO INITIATE NEW SERVICES UNDER ACTION PLAN FOR THE YEAR 2008-09

Governing Body was apprised of Sentinel Surveillance Data Round 2007 for planning to initiate new services under Action Plan for the year 2008-09

AGENDA ITEM NO. XIII

PUBLICATION OF NEWS BULLETIN OF STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH.

The publication of news bulletin of SACS on half yearly basis at an approximate cost of Rs.30,000 per issue was approved.

AGENDA ITEM NO. XIV

PURCHASE OF COMPUTERS

The Governing Body approved the purchase of two computers for SACS, Chandigarh. The Chairman directed that the purchase may be made through open tenders, as has been done in Eye banks recently.

AGENDA ITEM NO. XV

XV.1 HONORARIUM TO SACS STAFF

The honorarium as an incentive towards encouraging the staff when they work on holidays or perform duties other than normal office duties was approved. The honorarium would be given as per Government norms.

XV.2 APPOINTMENT OF STAFF ON LEAVE VACANCY.

Approval was given to appoint staff on leave vacancy. The salary to be given to the replacement staff would be the same as for the regular contractual employee who is on leave without pay for that period.

XV.3 APPOINTMENT OF CONTRACTUAL STAFF IN TI/PERIPHERAL UNITS.

It was decided in the Governing Body that staff already working in any of the TI/Peripheral Units/office of SACS would be barred from applying to other positions at the same level within the programme for atleast one year from their date of joining their place of posting. There is no bar for applying for higher position.

XV.4 CONTINUATION OF CONTRACTUAL STAFF: DA/ACCOUNTANT AFTER APPROVAL FROM PERFORMANCE REVIEW COMMITTEE.

Four positions of DA, one of Steno and one of Accountant which have been approved by NACO and allowed to continue on contract with the office of Chandigarh SACS were also approved by the Governing Body. The above staff would be appointed on contract for one year to be renewed after performance review. The salary offered would be at the rate approved by NACO i.e Rs.10,000/- for the DA and Steno and Rs. 10,400/- for the Accountant. The case to fix the date of release of revised salary as per National AIDS Control Programme, Phase-III would be decided separately. The case is to be taken up on file. In the mean time the salary may be given from the date of the approval letter received from NACO i.e 7th July,2008.

XV.5 PROTECTION OF PAY AND SCALE IN RESPECT OF SH. ASHWANI DOGRA, AC(F&A) WORKING AS FINANCE OFFICER ON DEPUTATION FROM CHANDIGARH ADMINISTRATION.

The Governing Body approved that Sh. Ashwani Dogra , Finance Officer Chandigarh SACS draw his salary at his present pay scale of Rs. 7220-11660/-. NACO would be requested to consider his post as Group-A post for the period that he is on deputation with Chandigarh SACS.

AGENDA ITEM NO. XVI

IEC PROJECT FOR COUNSELLING SERVICES ON HIV/AIDS IN STI CLINICS, BLOOD BANKS, MOBILE ICTC VAN.

The Governing Body approved the continuation of IEC project for counseling services for mobile ICTC van. The performance of the three counselors presently working in this project would be evaluated. The one counselor who would perform best would be allowed to continue.

AGENDA ITEM NO.XVII

NEW OFFICE OF CHANDIGARH SACS

The Secretary Health directed that the office of Chandigarh SACS be shifted at the earliest to the basement of International Youth Hostel, Sec:15-A, Chandigarh. The funds for repair/renovations of the space in the IYH could be met from the budget provisions for office and administrative expenditure of SACS and DAPCU. Re-appropriation of funds would be communicated to NACO. The CPWD, Chandigarh Administration would also be requested to repair/paint the rooms. If not possible, Secretary Health committed that the Municipal Corporation, Chandigarh would help in the repair/renovations/painting of the space.


AGENDA ITEM NO.XVIII

ANY OTHER ITEM WITH THE PERMISSION OF THE CHAIR

1. Mrs. Raminder Kalsi and Gp. Capt Soni requested that the qualification for the post of Accountant in TI projects may be relaxed. This decision is to be taken only after consultation with NACO as it require relaxation of qualification set in the guidelines given by NACO.
2. Governing Body approved an allowance of Rs. 300/- per month to Project Director, SACS to cover expenditure on mobile phone used for official work.

The meeting ended with a Vote of Thanks to the Chair and the members.


Project Director
SACS


DH&FW-cum-Chairman
Admn. Committee
SACS


Secretary Health-cum-Chairman
SACS