

From

Project Director,  
State AIDS Control Society,  
U.T., Chandigarh.

To

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

Memo No. AIDS/99/1188-1202

Dated, Chandigarh the 17.9.99

**Subject :- Proceedings of the second meeting of the Governing Body of the State AIDS Control Society, Union Territory, Chandigarh held on 14.9.99.**

A copy of the proceedings of the second meeting of the Governing Body of State AIDS Control Society, Union Territory, Chandigarh held on 14.9.99 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.

Endorsement No. AIDS/99/1203-05

Dated, Chandigarh the 17.9.99

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, Sector-32, Chandigarh.

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

Endorsement No. AIDS/99/1206

Dated, Chandigarh the 17.9.99

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 110011, for information and necessary action please.

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

## **STATE AIDS CONTROL SOCIETY, U.T., CHANDIGARH**

### **Minutes of the Second Meeting of the Governing Body of the State AIDS Prevention and Control Society, Union Territory, Chandigarh held on 14<sup>th</sup> September, 1999.**

Second Meeting of the State AIDS Prevention and Control Society, Union Territory, Chandigarh was held on 14<sup>th</sup> September, 1999 in the Committee Room of the U.T. Secretariat, under the Chairmanship of Sh. Rakesh Singh, IAS, Finance Secretary cum Secretary Health and Chairman, State AIDS Prevention and Control Society, Union Territory, Chandigarh. The following members also attended the meeting.

1. Sh. M. Ramsekhar,  
Deputy Commissioner,  
U.T., Chandigarh.
2. Sh. K.A.P. Sinha,  
Joint Secretary Finance,  
Chandigarh Administration.
3. Dr. Joginder Singh,  
Director Health Services,  
Chandigarh Administration.
4. Sh. Prithi Chand,  
Director Social Welfare,  
Chandigarh Administration.
5. Dr. M.P. Minocha,  
Director Family Welfare,  
Chandigarh Administration.
6. Prof. S.P. Dhir,  
Joint Medical Superintendent,  
Government Medical College, Sector-32, Chandigarh.
7. Sh. Brahmjit Kalia,  
District Education Officer,  
Chandigarh Administration.
8. Sh. R. Kapur,  
Public Relation Officer,  
U.T., Chandigarh.
9. Dr. R.K. Sharma,  
Deputy Medical Superintendent,  
PGI, Chandigarh.

10. Dr. S. Prabhakar,  
President, IMA,  
Chandigarh Branch.
11. Dr. S.K. Sandhu,  
Vice President,  
Family Planning Association of India.
12. Dr. J.P.S. Sibia,  
Past Rotary Governor, Rotary International, Chandigarh.
13. Dr. N.K. Grover,  
Vice District Governor,  
Lions International, Chandigarh.
14. Dr. N.M. Sharma,  
Project Director, State AIDS Control Society,  
U.T., Chandigarh.

Shri Rakesh Singh, Health Secretary and Chairman of the State AIDS Prevention and Control Society, Union Territory, Chandigarh initiated the discussions. Project Director briefed the members about the implementation of the Second Phase of the National AIDS Control Programme. Thereafter, he placed the Agenda Items before the members for discussion and approval.

All the members took active part in the discussion and the following decisions were taken by the Governing Body on the Agenda placed before them :-

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

#### **CONFIRMATION AND REVIEW OF THE RECOMMENDATIONS OF THE FIRST MEETING OF THE GOVERNING BODY:-**

Members were informed that the State AIDS Prevention and Control Society, Union Territory, Chandigarh was got registered after completing all the formalities with Registrar of Firms and Societies, U.T., Chandigarh in May 1998. The additions and Amendments in the Memorandum of Association and Rules and Regulations of the Society were incorporated before submitting for Registration.

## **AGENDA ITEM NO. 2**

### **CONFIRMATION AND REVIEW OF THE PROCEEDINGS OF THE FIRST MEETING OF THE EXECUTIVE COMMITTEE OF THE STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH AND ACTION TAKEN THEREON.**

The Governing Body confirmed the proceedings of the first meeting of the Executive Committee of the State AIDS Prevention and Control Society, Union Territory, Chandigarh held on 29<sup>th</sup> January, 1999 and expressed satisfaction with the action taken. The members were informed that:-

1. The following posts have been filled with suitable staff in accordance with guidelines regarding qualifications and pay etc. received from NACO :-

(i) Project Director

(ii) Finance Officer

(iii) NGO Advisor

(iv) Accounts Assistants - Two

(v) Computer Literate Steno - Two

(vi) Statistical Assistant - One

The process has been initiated to fill up the following posts :-

(i) Deputy Director (Blood Safety)

(ii) Deputy Director (Training and Surveillance)

(iii) Assistant Director (IEC/Pub./Condom)

2. The process has been initiated for the purchase of consumables for Blood Bank, General Hospital, Sector-16 and Government Medical College, Sector-32, Chandigarh.

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For the purchase of Consumables etc. for Blood Banks a Sub Purchase Committee consisting of following members has already been constituted :-

- |  |          |
|--|----------|
| (a) Professor and Head Department of Haematology and Transfusion Medicine, Government Medical College, Sector-32, Chandigarh | Chairman |
| (b) Blood Transfusion Officer, Sector-16, Chandigarh   | Member   |
| (c) Finance Officer, State AIDS Control Society, Union Territory, Chandigarh   | Member   |

The main purchase committee consisting of following has been constituted :-

- |  |          |
|--|----------|
| (a) Director Health Services   | Chairman |
| (b) Project Director   | Member   |
| (c) Professor and Head Department of Haematology and Transfusion Medicine, Government Medical College, Sector-32, Chandigarh | Member   |
| (d) Blood Transfusion Officer, Sector-16, Chandigarh   | Member   |
| (e) Finance Officer, State AIDS Control Society, Union Territory, Chandigarh   | Member   |

The members were also informed that Laboratory Technician for Blood Bank, Government Medical College, Sector-32, Chandigarh will be selected soon on the basis of applications received through Professor and Head Department of Haematology and Transfusion Medicine, Government Medical College, Sector-32, Chandigarh.

3. Directors and Medical Superintendents of P.G.I., General Hospital and Government Medical College have already been requested to direct Head of the Department/Professor to refer HIV/AIDS cases suffering from Opportunistic Infections for free medicines to the State AIDS

Control Society and also refer Health Care Workers accidentally exposed to HIV/AIDS Positive patients for Ritro Viral drugs.

4. The three Intervention Projects sanctioned to NGO's during the first meeting of the Executive Committee are being implemented as under :-

**(a) Intervention Project for Counselling Services :-**

The first installment of grant has been released to Indian Red Cross Society, Chandigarh Branch and it has already initiated the process of appointment of Counsellors for three Blood Banks, three STD Clinics and two Voluntary Blood Testing Centres. After appointment these Counsellors will be imparted training and it is hoped that during the month of October these Counsellors will be in place.

**(b) Intervention Project for Truckers and Associates :-**

Truckers Project was sanctioned to SOSVA, an NGO. The first installment was released to SOSVA during March, 1999. Project Counsellor and Project Motivators have already been appointed by SOSVA. Need Assessment Study has already been completed and Awareness Camps and Medical Camps are being organised regularly and one to one contact approach is being undertaken in the Transport Area.

**(c) Intervention Project for Rickshaw Pullers :-**

Project for Rickshaw Pullers, was granted to Family Planning Association of India and the first installment of grant was released to them in March, 1999. Family Planning Association of India have already appointed the staff and has also completed the Need Assessment Study. Awareness/Medical Camps are being regularly organised in the target areas. The monthly Reports are being received regularly.

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**(d) Intervention Project for Street Children :-**

The Members of the Governing Body reviewed the decision taken in the first meeting of the Executive Committee of the State AIDS Control Society regarding Intervention Project for Street Children. The members decided that the Intervention Project for Street Children along with working children particularly working in Dhabas and Hotels may also be initiated through suitable NGO.

5. Two Computers have been purchased for Project Financial Management System as per NACO guidelines and specifications.

6. A suitable accommodation has been allotted to the Society in General Hospital, Sector-16, Chandigarh.

**AGENDA ITEM NO. 3**

**APPROVAL TO THE CONSTITUTION OF THE INFORMATION, EDUCATION & COMMUNICATION COMMITTEE FOR STATE AIDS CONTROL SOCIETY, U.T., CHANDIGARH.**

The Governing Body approved the Constitution of IEC Committee for State AIDS Control Society, U.T., Chandigarh for one year consisting of the following members to review and guide SACS for the implementation of the IEC Programme :-

- |  |   |          |
|--|---|----------|
| (a) Director Health Services, Chandigarh Administration  | - | Chairman |
| (b) Director Public Relations, Chandigarh Administration | - | Member   |
| (c) Director All India Radio ,Chandigarh                 | - | Member   |
| (d) Director Public Relation, Panjab University.         | - | Member   |



- |  |   |                  |
|--|---|------------------|
| (e) Project Director, State AIDS Control Society.                    | - | Member Secretary |
| (f) President Press Club, Chandigarh.                                | - | Member           |
| (g) Professor and Head, Dermatology and Veneriology, PGI, Chandigarh | - | Member           |
| (h) Two members to be nominated by the Chairman, SACS.               |   |                  |

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

##### **APPROVAL FOR CONDUCTING COMMUNICATION NEEDS ASSESSMENT STUDY**

The Governing Body approved that Communication Need Assessment Study may be carried out in U.T., Chandigarh through Institute for Development and Communication (IDC), Sector-22, Chandigarh as per NACO guidelines. The financial expenditure may be got approved from the Executive Committee. It was also decided that SACS officials should regularly (at least fortnightly) interact with Institute for Development and Communication (IDC), to monitor the progress of the study.

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

##### **APPROVAL FOR THE OBSERVANCE OF FAMILY HEALTH AWARENESS CAMPAIGN FROM 1<sup>ST</sup> DECEMBER TO 15<sup>TH</sup> DECEMBER 1999.**

The Governing Body approved the observance of Family Health Awareness Campaign as per NACO guidelines from 1<sup>st</sup> December to 15<sup>th</sup> December 1999. The detailed modalities for the observance of Family Health Awareness Campaign may be decided in the Steering Committee Meeting. Medicines for General patients attending Medical Camps may be arranged by the Director Health Services, Chandigarh Administration.

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

#### **APPROVAL FOR STARTING SCHOOL AIDS EDUCATION PROGRAMME IN UNION TERRITORY, CHANDIGARH.**

The Governing Body approved the starting of School AIDS Education Programme as per NACO guidelines in U.T., Chandigarh. It was decided that Education Department may instruct all the principals and Head of the Schools to take active part in the implementation of the School AIDS Education Programme in their respective schools. It was also decided that during the current year thirty Senior Secondary and Secondary Schools will be covered. The schools to be covered during 1999-2000 will be selected by DPI (Schools), Chandigarh Administration. Regular monitoring of the School AIDS Education Programme will be done by DPI (Schools) and State AIDS Control Society, U.T., Chandigarh. Two days intensive workshop may be organised for the principals and Representative Teachers of each school through competent organisation. One nodal teacher to be selected by the Principal should be Biology Science Teacher.

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

#### **APPROVAL FOR CONDUCTING STD CLINICS FACILITY SURVEY.**

The Governing Body approved the proposal to conduct STD Clinics Facility Survey to review the functioning and analyse the various factors responsible for under utilisation of services of all the STD Clinics functioning in Union Territory, Chandigarh as per NACO guidelines. For conducting this study it was approved that Professor, Dr. Bhushan Kumar, Head of Department, Dermatology and Veneriology, P.G.I., Chandigarh may be made coordinator and the following members may be included in the study team:-

- (1) Professor and Head, Department of Community Medicine, GMC, Chandigarh.
- (2) Professor and Head, Department of Obstetrics and Gynaecology, PGI, Chandigarh.
- (3) Professor and Head, Department of Dermatology and Veneriology, GMC, Chandigarh.

- (4) Professor and Head, Department of Community Medicine, PGI, Chandigarh.
- (5) Professor and Head, Department of Obstetrics and Gynaecology, GMC, Chandigarh.
- (6) Incharge, STD Clinic, General Hospital, Sector-16, Chandigarh.
- (7) Project Director, State AIDS Control Society, U.T., Chandigarh will be the Member Secretary.

For this study funds will be provided by SACS as per NACO guidelines.

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

#### **APPROVAL FOR SANCTION OF GRANT TO BLOOD BANK SOCIETY FOR THE DEVELOPMENT AND PRINTING OF IEC MATERIAL ON BLOOD SAFETY.**

The Governing Body approved the release of grant of Rs. 1.50 lacs for development and printing of the IEC Material on Blood Safety to Blood Bank Society, Chandigarh. The special focus of the IEC Material to be developed should be on HIV/AIDS and Safe Blood supply and for encouragement of Voluntary Blood Donation.

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

#### **APPROVAL OF THE AUDITED BALANCE SHEET FOR THE YEAR 1998-99.**

The Governing Body approved the Audited Balance Sheet for the year 1998-99. The Auditor for the next year 1999-2000 may be appointed after obtaining the approval of the Executive Committee.

## **AGENDA ITEM NO. 10**

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

The Committee ratified the following decisions approved by the Chairman, State AIDS Control Society, U.T., Chandigarh :-

- 10.1            Project Implementation Plan for the Second Phase of the National AIDS Control Programme, Union Territory, Chandigarh.
- 10.2            Appointment of staff on deputation and on contractual basis in the State AIDS Control Society, U.T., Chandigarh.
- 10.3            Appointment of M/s. N. Kumar Chhabra & Co. as Auditor for conducting the audit of the Annual Accounts of the Society for the year 1998-99.
- 10.4            Creation of a post of Deputy Director (Training and Surveillance) was recommended by NACO but in the First Meeting of the Executive Committee, this post was not approved. The Surveillance and Training are very important components of the Second Phase of the National AIDS Control Programme, therefore, this post has been created after obtaining the approval of the Chairman.

It was also decided that :-

- (1) Separate workshops for Barbers and Beauty Parlour workers may be organised to sensitize them regarding the prevention of HIV/AIDS.
- (2) HIV Kits for Eye Bank, P.G.I. may be arranged from NACO after obtaining the detailed proposal from Professor and Head, Department of Ophthalmology, PGI, Chandigarh.

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