

(ii) Powers and duties of Officers and employees of CSACS

Sl. No.	Category of the Post	Powers & Duties
1.	Project Director	<ul style="list-style-type: none"> • Overall In-charge of the programme • Policy issues at the State level • Planning, monitoring and supervision through field visits of all interventions • Monthly review meetings of AAP and Financial matters. • Human Resources at State & District levels – filling up of vacancies, preparation of training plans and monitoring the quality of training • Sanctioning funds for various interventions • Donor Coordination - quarterly • Liaison with other departments and sectors for mainstreaming • Other functions as illustrated in LoU • Ex-officio secretary of Governing body of SACS
2.	Dy. Director (STI/ICTC)	<ul style="list-style-type: none"> • Implementation of the guidelines relating to STD service delivery the State • Ensuring good quality of service delivery in public and private sector • Ensuring good environment that provides confidentiality to patients • Linkages with TI NGOs, RMPs in villages, Ayurvedic Practitioners, Private Practitioners, Health facilities etc. • Ensure Collaboration with professional Associations and Departments of STI/PSM in Medical Colleges • Preparing and executing Training Plan of all personnel relating to STI <ul style="list-style-type: none"> • Intensive touring, review and monitoring • Planning, scaling up, monitoring and supervision of implementation of ICTC/PPTCT/HIV-TB programme in the state. • Make regular field visits to ICTCs in the state, especially to poorly performing centers. • Organize monitoring – by monthly review meetings of District Supervisors and quarterly of all Counselors of ICTCs. • Liaison with NRHM including RNTCP, JSS scheme etc. through monthly meetings • Training of counselors and LTs • Prepare projections of rapid test kits, consumables and prophylactic Nevirapine and their logistic management
3.	Dy. Director (Blood Safety & Quality Assurance)	<ul style="list-style-type: none"> • Implementation of Action Plan on Blood Safety in their states. • Development of Annual Action Plan on Blood Safety • Conducting supervisory visit and monitoring of Blood Banks • Liaise with State Drug Authority for licensing of Blood banks and renewal of license • To develop voluntary blood donation programme in the state with involvement of District Collectors, IRCS, NGOs, CBOs, Voluntary Organisations • To supervise the activities of State Blood Transfusion Council • Conducting Training programme for Blood Bank medical and para-medical staff on Blood safety and Laboratory services

		<ul style="list-style-type: none"> • To device system for implementation of External and Internal Quality Assessment Schemes • To liaise with States for External and Internal Audit of Blood Banks. • To assist NRL and SRLs for EQAS in blood banks and laboratories in their own states. • To submit quarterly report on Blood safety activities to NACO • Any other work as assigned by Project Director, SACS
4.	Consultant (Voluntary Blood donation)	<ul style="list-style-type: none"> • Implementation of operational guidelines on voluntary blood donation programme of NACO in their states. • Conducting awareness programmes and workshops on voluntary blood donation with active coordination with State Chapter of IRCS, Red Ribbon Clubs, Voluntary organizations, NGOs, CBOs, • To develop strategies for promotion of voluntary blood donation • To liaise with District Collectors for fixing a date in each districts for organizing camps. • To liaise with Medical Officers of NACO supported Blood Banks in the state for holding camps. • To assist SACS for development of voluntary donation programme in their own states • To monitor the financial expenditure for organizing the camps • To submit report upon completion of assignment • Any other work as assigned by Joint Director (BS)
5.	Quality Manager (BS)	<ul style="list-style-type: none"> • To support JD (BS) and DD (QA) for preparing reports and documents • To assist JD (BS) and DD (BS) in implementation of Blood Safety activities and Quality Assurance programmes • To assist Programme Officers of SACS for preparing quarterly report • To assist Joint Director (BS) in implementation of regulatory framework in Blood Banks • Liaise with State Drug Authority for licensing of blood banks and their renewal • To identify areas of constraints in blood banks for licensing purpose and report to Health officials and JD (BS) for necessary corrective measures • To inspect blood banks along with State Drug Authority. • To expedite the grant of license for proper functioning of blood banks • To address all the legal issues of blood transfusion services. • To submit quarterly report of license status of their blood banks to NACO • To make supervisory visit to blood banks along with officials of NACO and Blood Safety division of SACS or SBTC. • Any other work as assigned by Joint Director (BS)
6.	Quality Manager (LS)	<ul style="list-style-type: none"> ➤ Quality Manager functions as a “State Laboratory Program Manager” ➤ Quality Manager is programmatically: <ol style="list-style-type: none"> 1. The Link between NACO & SACS. 2. The Link between SACS & SRL/NRL. 3. The Link between SRL & NRL. 4. The Link between SRLs & ICTC laboratories. 5. The Link between Lab Tech. & SACS. ➤ Quality Manager in SACS is a system’s link which will facilitate the co-ordination of every laboratory related activity at the state level. <ul style="list-style-type: none"> ▪ To act as a focal person for lab services, in SACS. ▪ Coordination of release of funds to NRLs and SRLs at the beginning of every financial year. ▪ Maintenance of contacts of all NRLs, SRLs and linked centres of SRLs.

		<ul style="list-style-type: none"> ▪ Maintenance of record and facilitation of workshops of NRLs and SRLs. ▪ Facilitation of TA/DA of technicians for training and workshops through SACS. ▪ Maintenance of record of lab technician training of the state in coordination with incharge ICTC. ▪ Information on cold chain maintenance of kits in the state and facilities for the same in the state. ▪ Maintenance of record of Kit stock position at ICTCs and blood banks. ▪ Facilitation of linkage plan of SRLs with peripheral testing centres. ▪ Maintenance of list of experts of microbiology in the state for consultation on technical issues. ▪ Ensure annual maintenance contracts on laboratory equipment under use by the programme. ▪ Facilitate proper complaint redressal on kits and maintenance of records of the same. ▪ Awareness of all guidelines related to lab and blood safety. ▪ Documentation of EQAS related to NRLs, SRLs and peripheral testing centres under intimation to NACO. ▪ Any other special laboratory related issue which requires coordination with SACS. ▪ To look after all activities related to CD4 testing, trainings & Logistics of kits. ▪ To look after all activities related to EID testing, trainings & Logistics of kits. ▪ To look after all activities related to Viral Load testing, trainings & Logistics of kits. ▪ Any other work assigned by PD/APD,JD(BS&QA). <p><u>The QM must know the following statistical figures of the programme</u></p> <ol style="list-style-type: none"> 1. How many State Reference Laboratories are there in my state? 2. How many total ICTCs are there in my state? 3. How many functional ICTCs are there in my state? 4. How many ICTCs are under each SRL of my state? 5. How many Laboratory Technicians are currently working in my states ICTCs/SRLs? 6. How many Laboratory Technicians vacancies are unfilled in my state ICTCs/SRLs? 7. How many trainings each Laboratory Technician must go every year?(either new/old LT) 8. How many modules are there to be taught to Laboratory Technicians in training program? 9. How many days training is conducted for ICTC Laboratory Technician? 10. How many training centers are there for ICTC Laboratory Technician Training? 11. How many training centers are there for Partec Machine CD4 Laboratory Technician Training? 12. How many training centers are there for CD4 FACS Count Machine training for Laboratory Technicians? 13. How many training centers are there for CD4 FACS Calibur machine training for Laboratory Technicians? 14. How many ICTC LTs are trained each month (monthly figure)? 15. How many ART Centers are there in the state? 16. How many CD4 testing Centers are there in the state? 17. How many CD4 testing machines are there in the state (location & type of machine) 18. What is the approximate CD4 test consumption of each CD4 testing lab per month?
--	--	--

		<p>19. What is the no. of patients tested each month at each CD4 testing center?</p> <p>20. How many viral load testing centers are there in the state?</p> <p>21. How many EID testing Laboratories are there in the state?</p>
7.	Consultant (CST)	<ul style="list-style-type: none"> • Ensure implementation of the operational guidelines and treatment protocols in all Govt. and Pvt. Facilities. • Annual Plan for CST: Sites for New Centres & Preliminary Assessment, Physical targets and budgetary requirements. • Release of funds and monitoring of expenditure to ART Centres CCC (through implementation partners, wherever applicable). • Procurement and supply of drugs required for management of OIs • Monitoring supply and consumption of ARV drugs, CD4 machines, CD4 kits, PEP etc. for NACO and regular reporting to NACO • Appointment of staff in new centres • Organizing training of personnel of ART Centres and CCCs and all hospital staff involved in patient care to reduce stigma & discrimination. • Monitoring of ART Centres, Link ART Centres and CCCs (including periodic visits) • Monthly meetings of Nodal Officers of ART Centres • Quarterly meetings of doctors of ART centers to review qualitative aspects of the programme • Review work of Regional Coordinators
8.	Dy. Director (M&E and Surveillance)	<ul style="list-style-type: none"> • Develop state M&E plans and implement M&E activities including surveillance with in state and report to national M&E • Be responsible for timely collection of data on CMIS, surveillance , and other sources and data quality • Prepare state level reports, provide data to State Government, provide analysis and evidence to guide the programme decisions. • Technically and professionally guide, supervise and support data collection for M&E indicators from the districts. • Organize need based trainings on M&E.
9.	M&E Officer	<ul style="list-style-type: none"> • Supporting the development of targets and monitoring programme achievements on regular basis through the use of the dashboard indicators. • Ensuring that all reporting units in the state are using CMIS, Updating the CMIS masters used to register al functioning reporting units including blood banks, STD clinics, ART centres, ICTCs , NGO's etc. • Establish a mechanism for timely and error free reporting to NACO; Flagging issues related to reporting protocols and software; Organise training • Responding to the information needs from NACO. Providing feedback to reporting units. • Supporting preparations of periodic reports.
10.	Statistical Officer	<ul style="list-style-type: none"> • Compiling and collating data at state level. Data cleaning, validations and flagging issues. • Maintaining the database of all relevant information for the program. Supporting data entry.

		<ul style="list-style-type: none"> • Preparing analysis framework for periodic analysis of the data . • Working on statistical analysis of the data, preparation of the reports, presentations as and when needed. • Assisting in making CMIS operational and conducting trainings for data entry operators.
11.	DD(TI)	<ul style="list-style-type: none"> • Promote the involvement of NGOs/CBOs in targeted intervention / HIV / AIDS intervention programme • Plan and ensure the saturation of coverage of 'core target and Bridge population" through scaling up of TIs • Conduct regular field visits to Monitor the progress of the TI projects and facilitate the technical inputs to the NGO/ CBO partners from time to time. • Identify the training needs of each TI and facilitate programme in collaboration with TSU • Maintain regular liaison with all stakeholders (government, civil society/NGO and donors) • Monitor progress of TI as per financial and physical indicators • Conduct quarterly meetings with TI NGOs at state or regional level. • Periodic appraisal of the progress and reporting in the form of monthly reports. • In consultation with M&EO, maintain, update and retrieve database of information generated from implementing partners. • Ensure the performance appraisal of TI project staff through implementing NGOs along with annual review process.
12.	Dy. Director(IEC)	<ul style="list-style-type: none"> • Assist in preparation of Annual Action Plan as per IEC strategy under NACP III and ensure its implementation
13.	Asstt. Director(doc. publicity)	<ul style="list-style-type: none"> • Assist in organizing development of IEC materials, its dissemination and availability at different service points • Liaison with NRHM for possible convergence in dissemination of messages • Sensitize and engage media and health journalists on issues pertaining to HIV/AIDS. • Assist in advocacy of different stakeholders such as political leaders, Panchayats and other key influencers. • Undertake supervisory field visits to monitor and evaluate IEC programmes • Ensure production and dissemination of SACS Newsletter • Any other activity related to IEC as assigned from time to time
14.	Consultant (Youth Affairs)	<ul style="list-style-type: none"> • Create a youth profile in the context of HIV, keeping in mind their vulnerability factors • Design interventions for creating awareness for behaviour change and enhancing access to services • Implement specific district-based programmes for vulnerable youth at the community level • Mobilize support of multiple stakeholders like key Government Ministries /Departments, Corporate sector and Civil society organizations and establish systems that will sustain initiatives being undertaken • Coordinate youth programmes being implemented by donors, other Government Departments etc. • Monitor programme activity and achieve indicators laid down • Provide technical inputs in preparation of the HIV related IEC for the Youth • Facilitate the formation of Red ribbon clubs in the State

		<ul style="list-style-type: none"> • Undertake field trips at district /village level to monitor the implementation and identify the gaps/needs. • Provide support to national initiatives on Youth • Facilitate in the implementation of the Link Worker Scheme in the districts • Coordinate with various State Youth agencies (Government and Non government) to conduct HIV awareness among the youth
15.	Consultant (Civil Society Mainstreaming) (Rs25000-35000)	<ul style="list-style-type: none"> • Coordinate with key Government Ministries /Departments, Corporate sector and Civil society organizations for mainstreaming HIV/AIDS into their policies and programmes • Provide technical support to the mainstreaming partners in preparing and facilitating implementation of their annual action plans by mainstreaming HIV/AIDS • Provide technical inputs in preparation of the HIV related IEC for the Civil society and Mainstreaming • Provide support to national initiatives on civil society and mainstreaming Undertake field trips at district /village level to monitor the implementation and identify the gaps/needs.
16.	Admn. Asstt.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
17.	Personal Asstt.	Assist officers in day to day work and all other work entrusted from time to time.
18.	Office Asstt. (LDC)	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
19.	Driver	Driving office vehicle and ensuring that the vehicles are maintained properly
20.	Messenger	Dak distribution, support to office and all other work entrusted from time to time.
21.	Computer Literate Steno	Assist officers in day to day work and all other work entrusted from time to time.
22.	Divisional Asstt.	Help Divisional officers in file maintenance, initiate correspondence and all other work entrusted from time to time.
23.	AD (Procurement)	<ul style="list-style-type: none"> • All procurement matters relating to SACS • Ensure adherence to Procurement guidelines in all purchases • Inventory control • Reporting to NACO periodically
24.	Stores officer	<ul style="list-style-type: none"> • Assist AD (proc) in store related matters • Inventory control • Maintenance of registers/ records
25.	Procurement Assistant	Help Ad(proc) in contract process, file maintenance, initiate correspondence and all other work entrusted from time to time.
26.	AD(Finance)	<ul style="list-style-type: none"> • Overall responsible for financial management including budgeting, funds management, compliance with reporting requirement and audit of SACS. • Assist Project Director of SACS and have overall responsibility for all finance and accounts procedure • Develop financial capabilities and capacities in implementing agency to deal with the finance and account procedures • Liase effectively with NACO on financial matters • Advise the Board/Governing body on all financial matters especially on financial policy and strategic issues • Keep the Project Director informed about financial position and financial performance of the project • Preparation and approval of budget and financial projections/ forecasts • Ensure development of satisfactory financial and accounting policies and procedures for the project and its adherence to these policies and

		<p>procedures</p> <ul style="list-style-type: none"> • Ensure development and operation of a satisfactory finance management system for the project • Ensure that an effective system of internal controls is operational • Ensure smooth flow of funds to all levels of the project organisation, payment to various parties, and ensure adherence to service standards. Ensure effective cash management including short-term forecasting. • Act as Treasurer of the Society • Any other work assigned by PD
27.	Finance Assistant/ Accountant	<p><u>Major Responsibilities</u> (<i>reporting to Finance Officer</i>)</p> <ul style="list-style-type: none"> • Smooth and timely conduct of internal audit and statutory audit • Review reports of DACS • Budgeting • Smooth and timely release of funds to field units • Preparation and submissions of reimbursement claims • Complying with reporting requirements • Receipt and scrutiny of claims received from the DACS • Consolidation (through CFMS) for sending it to NACO • To carry out other tasks as assigned by management from time to time