

Minutes of the 14th meeting of the Executive Committee of the State AIDS Control Society, Chandigarh held on Feb 18, 2008 at 3.00 p.m. in the office of the Home Secretary, Chandigarh Administration, U.T. Secretariat, Sector-9, Chandigarh.

PRESENT

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| 1. | Sh. Krishna Mohan, IAS
Secretary Health-cum-Chairman
SACS | Chairman |
| 2. | Sh. M. S. Bains,
Director Health & Family Welfare-cum-Chairman
Administrative Committee, SACS | Member |
| 3. | Sh. Satish Joshi
Under Secretary (Finance), Finance Deptt
Chandigarh Administration | Member |
| 4. | Dr. Zora Singh
President, IMA
Chandigarh | Member |
| 5. | Gp. Capt. P.S. Soni,
Hony. Secretary,
Servants of the People Society,
Lajpat Rai Bhawan, Sector 15-B, Chandigarh. | Member |
| 6. | Ms. Puja Thakur,
President,
Chandigarh Network of People Living with HIV/AIDS,
International Hostel, Sector 15, Chandigarh. | Member |
| 7. | Dr. Vanita Gupta,
Project Director,
State AIDS Control Society,
Union Territory, Chandigarh. | Member Secretary |

ALSO PRESENT

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| 1. | Mrs. Neelam Khanna
Finance Officer
State AIDS Control Society
Union Territory, Chandigarh |
| 2. | Mr. Anurag Naresh
Dy. Dir (IEC)
State AIDS Control Society
Union Territory, Chandigarh |
| 3. | Mr. Sandeep Mittal,
NGO Advisor,
State AIDS Control Society,
Union Territory, Chandigarh. |

At the outset, the Chairman, SACS welcomed all the members and thanked everyone for attending the meeting. After that, item wise discussions were held on the placed agenda.

AGENDA ITEM NO. 1

CONFIRMATION OF THE PROCEEDINGS OF THE 13TH MEETING OF THE EXECUTIVE COMMITTEE, STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH.

The proceedings of the thirteenth meeting of the Executive Committee held on 26.04.2007 were confirmed.

AGENDA ITEM NO. 2

ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN THE 13TH MEETING OF THE EXECUTIVE COMMITTEE

The Executive Committee took note of the follow-up action taken on the proceedings of the last meeting and expressed its satisfaction on the same. On agenda item no. 3(b) of 13th EC meeting, it was decided that a counselor should visit Burail Jail for counselling of the inmates once a month and as required by the jail authorities.

AGENDA ITEM NO. 3

CREATION OF THE POST OF RECEPTIONIST IN SACS, UT, CHANDIGARH

Executive Committee approved the appointment of a receptionist in SACS, UT, Chandigarh on contract basis. The qualifications approved were graduation with computer literacy. The salary would be on DC rates. The contract would be renewed after every 89 days.

AGENDA ITEM NO. 4

AWARENESS THROUGH BUS BACK PANELS

Executive Committee decided that this activity may be dropped for this financial year and should be taken up in future if required.

AGENDA ITEM NO.5

APPROVAL FOR GLOW SIGN BOARDS AT ISBT

Executive Committee decided that this activity may be dropped for this financial year and new proposal be submitted in 2008-09.

AGENDA ITEM NO.6

PROVIDING FACILITIES OF RECREATION ROOM AT COMMUNITY CARE CENTRE

The establishment of a recreation room at Community Care Centre, Khuda Alisher was approved as it would provide PLHAs an opportunity for creative activities. Also, it could serve as a place to provide night shelter to attendants & patients. The matter of new construction is to be taken up with the authorities. In case, new construction is not permitted, a pre-fabricated glass & aluminium structure could be placed in a suitable space on the premises.

AGENDA ITEM NO.7

SOCIAL SUPPORT FOR HIV AFFECTED/INFECTED CHILDREN

Executive Committee decided that a request may be sent to National AIDS Control Organization, New Delhi for providing additional funds for social support for HIV affected/infected children. HIV affected/infected widows should also be included. In case NACO is unable to give funds for this activity, funds should be allocated from Health Department, Chandigarh. Provision should be made in the budget of the Health Department for 2008-09. The approved amount is Rs. 700/- P.M. per affected/infected child and Rs. 1000/- P.M. per affected/infected widow. The funds should be disbursed by SACS, Chandigarh after verification of the beneficiary.

AGENDA ITEM NO.8

RECOMPOSITION OF STAFF OF DROP-IN CENTRE

Executive Committee approved the appointment of Ms. Puja Thakur as Counselor, Drop-in Centre, taking into account her experience, commitment to work and the certification from the Department of Community Medicine approving her training & capability. Mrs. Meena Vij is appointed as field worker in the position vacated by her. Mr. Ranbir Singh would continue as male counselor in the Drop-in Centre. The two positions, Project Coordinator and office assistant which are at present occupied by Non PLHAs are to be re-advertised with preference offered to PLHAs. In case suitable PLHA is not found the post can be filled by Non PLHA and then weightage shall be given to experience in working for PLHAs.

AGENDA ITEM NO.9

RELAXATION OF QUALIFICATION CRITERIA FOR THE POST OF DEPUTY DIRECTOR (STD)

Executive committee approved the request sent to NACO regarding relaxation in qualification criteria. Present incumbent may continue till further directives from NACO.

AGENDA ITEM NO.10

RELAXATION OF QUALIFICATION CRITERIA FOR THE POST OF DEPUTY DIRECTOR (T&S)

Executive committee approved the request sent to NACO regarding relaxation in qualification criteria. NACO is to be requested to allow SACS, Chandigarh to continue the post of DD(T&S) on contract. Present incumbent may continue till further directives from NACO.

AGENDA ITEM NO.11

EVALUATION OF TI PROJECTS

The proposal for conducting evaluation of TI projects as per NACO guidelines was approved by the Executive Committee. The evaluation should be completed on time, as directed by NACO.

AGENDA ITEM NO.12

EXTENSION OF PROJECT ON INTERACTIVE VOICE RESPONSE SYSTEM

Project on IVRS was approved to be extended for the financial year 2008-09. While responding to a request from Capt. P.S. Soni, Honorary Secretary, Servants of People Society, the NGO that runs the IVRS project, regarding raise in salary of the staff, Project Director, SACS suggested that the salary of 2 counselors and 1 project co-ordinator working in IVRS project may be enhanced by Rs. 1000/- only. The raise would be w.e.f March 1, 2008. The Executive Committee approved the proposal.

AGENDA ITEM NO.13

GRANT-IN AID TO RED RIBBON CLUBS FORMED IN COLLEGES

As it is unlikely that Red Ribbon Clubs would be able to have independent activities within March 2008, it was suggested that one mega event involving the Red Ribbon clubs be done by SACS in the current financial year.

AGENDA ITEM NO.14

INCENTIVES FOR CELEBRATION OF DIWALI

Executive Committee deferred the case to be put up in next EC meeting.

AGENDA ITEM NO.15

FIXATION OF SALARY OF STAFF

The case for fixation of salary of staff may be sent to NACO as per NACO's directives vide letter no. A11011/124/2007-NACO (A) dated 13th Feb, 2008. The Executive Committee empowered the Performance Review Committee to suggest the new salary fixation.

AGENDA ITEM NO.16

FIXATION OF SALARY FOR THE POST OF ACCOUNTANT

The case for fixation of salary of Accountant may be sent to NACO as per NACO's directives vide letter no. A11011/124/2007-NACO (A) dated 13th Feb, 2008. The Executive Committee empowered the Performance Review Committee to suggest the new salary fixation.

AGENDA ITEM NO.17

SHIFTING OF OFFICE OF STATE AIDS CONTROL SOCIETY

The Executive Committee decided that a request be sent to NACO to increase the budget for accommodation due to increase in staff strength. Secretary Health –cum-Chairman, SACS assured that the board of ICCW would be requested to give some relaxation in rent to SACS.

AGENDA ITEM NO.18

ESTABLISHMENT OF A NEW ART CENTRE

The Executive Committee approved the setting up of a new ART Centre in Government Medical College & Hospital, Sec-32, Chandigarh. NACO is to be approached with the proposal after receiving willingness from GMCH-32.

AGENDA ITEM NO.19

ESTABLISHMENT OF A NEW COMMUNITY CARE CENTRE

The Executive Committee approved the setting up of a new Community Care Centre in the building vacated by Kendriya Vidyalaya, Sec-31, Chandigarh as it is closer to Government Medical College & Hospital, Sec-32, Chandigarh. Secretary Health has already asked the DEO, Chandigarh to prepare the case.

AGENDA ITEM NO. 20

PURCHASE OF COMPUTERS FOR ICTCS

The Executive Committee approved the purchase of computers, printers and UPS for nine ICTCs. EC also approved purchase of one additional computer, printer and UPS for the new ICTC to be established in CHC, Sec-45, Chandigarh. Also, the committee approved the appointment of one Lab Technician & one Counselor for the new ICTC.

AGENDA ITEM NO. 21

RATIFICATION OF THE DECISIONS TAKEN BY CHAIRMAN, SACS, UT, CHANDIGARH

The Executive Committee ratified the following decisions taken by Secretary Health-cum-Chairman, SACS:-

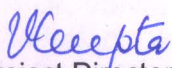
1. Establishment of new ICTC at Poly Clinic, Sector 45, Chandigarh
2. Test for fixing of salary of counselors & Laboratory Technicians of ICTCs
3. Creation of additional post of one Lab. Tech. for ICTC, Deptt. of Immunopathology, PGIMER, Chandigarh
4. Appointment of one Divisional Assistant in State AIDS Control Society, Chandigarh and one counselor each in a) Rotary Blood Bank, b) PPTCT, PGI c) Blood Bank, PGI
5. Re-strategisation of TI Projects


AGENDA ITEM NO. 22

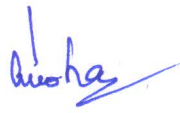
ANY OTHER ITEM WITH THE APPROVAL OF THE CHAIR

1. **Appointment of a part time pathologist for Community Care Centre** Executive Committee approved the appointment of a part time pathologist for Community Care Centre, Khuda Alisher @ Rs. 3000/- per month. The doctor should visit the Community Care Centre thrice a week to oversee the functioning of the laboratory. It was also suggested that the DH&FW could explore the possibility of deputing a pathologist from the Health Department. As the lab functions in the afternoon, the doctor can visit after working hours. Travel Allowance could also be given to that doctor in addition to the honorarium of Rs. 3000/- P.M.
2. **Imprest Account:-** Imprest money of Rs. 15000/- was allowed to be drawn by SACS, Chandigarh.
3. **Procurement of testing kits/consumables/drugs:-** Reference Agenda Item no. 5 of the 11th Executive Committee Meeting held on 14.2.2006 regarding decision taken that Rate Contract should be valid for one year for HIV Testing kits/consumables provided that the firm certifies that the same items are not supplied to any other State Government at lower rate than the rate quoted while making purchase, it was decided by the committee that similarly validity of a Rate Contract may also be approved for one year for purchase of other Testing kits and Drugs at the same Rate Contract provided that the condition set above is fulfilled

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


Project Director
SACS


DH&FW-cum-Chairman
Administrative Committee
SACS


Secretary Health-cum-Chairman
SACS