

STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH
INTERNATIONAL YOUTH HOSTEL, (NEAR PGIMER), MADHYA MARG, SEC 15, CHANDIGARH
PHONE NO. 2544589, 2544563, FAX NO. 2700171

To

Special Secretary Finance,
Chandigarh Administration,
Chandigarh

Director Health & Family Welfare,
Chandigarh Administration

District Family Welfare Officer
Sector 22 C,
Chandigarh

Senior Superintendent of Police
Union Territory, Chandigarh

Secretary,
Servants of the People Society,
Lajpat Rai Bhawan, Sector 15,
Chandigarh

Mr. Ranvir Singh,
Vice President
Chandigarh Network of Positive People
International Hostel, Sector 15,
Chandigarh

Memo No. SACS/Admn/2009/ 2284-89

Dated:- 7/5/09

Subject: - Proceedings of the 16th meeting of the Executive Committee of the State AIDS Control Society, Union Territory, Chandigarh.

A copy of the proceedings of the 16th meeting of the Executive Committee of State AIDS Control Society, Union Territory, Chandigarh held on 27.04.09 at 11.00 A.M in the office of Director Health Services-cum-Chairman, SACS, Government Multispeciality Hospital Complex, Sector 16, Chandigarh is enclosed herewith for information and further action please.

Keeps
Project Director, 7/5/09
State AIDS Control Society,
Union Territory, Chandigarh.

Endst.No.SACS/Admn/2009/ 2290

Dated:- 7/5/09

A copy of the above is forwarded to the P.A to Secretary Health, Chandigarh Administration for information of the Officer, please.

Keeps
Project Director, 7/5/09
State AIDS Control Society,
Union Territory, Chandigarh.

Endst.No.SACS/Admn/2009/ 2291

Dated:- 7/5/09

A copy of the same is forwarded to Additional Secretary & Director General, National AIDS Control Organisation, Govt. Of India, Ministry of Health & Family Welfare, 9th Floor, Chandralok Building, 36 Janpath, New Delhi-110001, for information and necessary action please.

Keeps
Project Director, 7/5/09
State AIDS Control Society,
Union Territory, Chandigarh.

MINUTES OF THE 16TH MEETING OF THE EXECUTIVE COMMITTEE OF THE STATE AIDS CONTROL SOCIETY, CHANDIGARH HELD ON APRIL 27, 2009 AT 11.00 A.M. IN THE OFFICE OF THE DIRECTOR HEALTH & FAMILY WELFARE, CHANDIGARH ADMINISTRATION, GMSH 16, U.T. CHANDIGARH.

PRESENT

- | | | |
|----|--|--|
| 1. | Sh. M. S. Bains,
Director Health & Family Welfare | Chairman
Administrative Committee
SACS |
| 2. | Dr. Kavita Talwar
District Family Welfare Officer
Chandigarh Administration. | Member |
| 3. | Mr. K.I.P. Singh
Deputy Superintendent of Police (Crime)
Chandigarh Administration | (Representing SSP)
Member |
| 4. | Gp. Capt. P.S. Soni,
Hony. Secretary,
Servants of the People Society,
Lajpat Rai Bhawan, Sector 15-B, Chandigarh. | Member |
| 5. | Mr. Ranbir Singh,
Vice-President,
Chandigarh Network of People Living with HIV/AIDS,
International Hostel, Sector 15, Chandigarh. | Member |
| 6. | Dr. Vanita Gupta,
Project Director,
State AIDS Control Society,
Union Territory, Chandigarh. | Member Secretary |

ALSO PRESENT

1. Mr. Ashwani Dogra
Finance Officer
State AIDS Control Society
Union Territory, Chandigarh
2. Mr. Preet Kanwal Singh
Dy. Dir (IEC)
State AIDS Control Society
Union Territory, Chandigarh
3. Mr. Sandeep Mittal,
Dy. Dir (TI),
State AIDS Control Society,
Union Territory, Chandigarh.

The meeting was chaired by the Director Health Services-cum-Chairman, Administrative Committee, SACS.

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 15TH MEETING OF THE EXECUTIVE COMMITTEE, STATE AIDS CONTROL SOCIETY, UNION TERRITORY, CHANDIGARH.

The proceedings of the fifteenth meeting of the Executive Committee held on 9.1.2009 were confirmed.

AGENDA ITEM NO. 2

ACTION TAKEN REPORT ON THE DECISIONS TAKEN IN THE 15TH 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.5, The Executive Committee decided that the recommendations drafted by the Constituted Committee for restructuring the salary of TI Projects' staff to be sent to NACO for consideration, also include all other NGOs contracted by SACS for other projects like Drop in Centre, Community Care Centre etc..

On agenda item no. 13 of 15th EC meeting, worthy Chairman has advised that a cycle rally for mass awareness be held in the month of May, 2009 in the evening (preferably from 4 PM to 7 PM). It was decided that this Rally will cover all slum areas/colonies of TI projects as well as urban areas. The rally may be flagged off from three different sites and converge at Sector 17 Plaza. Light refreshment to be given to all the participants.

AGENDA ITEM NO. 3

RE-APPROPRIATION OF FUNDS - RATIFICATION THEREOF.

Executive Committee approved the re-appropriation of funds as per details given in the agenda item.

AGENDA ITEM NO. 4

ACTION REGARDING TI PROJECTS

1. Refund of un-utilized grant-in-aid

Executive Committee approved the action taken by SACS to have the unused GIA of TIs refunded to SACS by 31st March,09 i.e. closing of financial year and to release the same to the TIs in April,09 for 1 month till the completion of the annual contract.

2. Evaluation of NGOs

Executive Committee approved to continue the existing TI projects till 30.05.2009 by when it was expected that the evaluation and restructuring procedure would be complete.

3. Administrative approval for continuation of Project beyond April 30, 2009

Executive committee gave the administrative approval to continue the 13 existing TI projects w.e.f. May 1, 2009 on the basis of report of external evaluation of TIs.

4. Revision in the qualification of outreach workers deputed in TI projects

Worthy Chairman has approved the revised qualification for eligibility to the post of outreach workers in the TI projects as under:-

- a. Candidates possessing Senior Secondary Certificate (Class XII) should have a minimum of three years experience in the field of Health & Social Development OR
- b. Matriculate (Class X) candidate belonging to target population should have worked as Peer Educator in the TI projects for a minimum of one year.

Preference will be given to Graduates and experienced candidates.

These revised qualifications are to be communicated to NACO.

AGENDA ITEM NO.5

PLACEMENT OF COUNSELORS AT GYNAE STI CLINIC UNDER IEC COUNSELING PROJECT

In view of the strict Budget parameters approved by NACO in Annual Action Plan 2009-10, the Executive Committee approved the appointment of only One Counselor in the IEC Project being implemented by the Indian Red Cross Society, Chandigarh. The Budget for the salary would be met from the IEC Component under Allocation for "Prevent New Infections", sub-component 1.2.1.3 or 1.2.1.1.

AGENDA ITEM NO.6

PROVISION FOR MOBILE PHONE CHARGES FACILITY

The Executive Committee approved the allowance for mobile phones @ Rs. 300/- net per month including rental value, clip charges, call charges and tax etc. for the Programme Officers & Assistant Programme Officers of SACS.

List of Officers are below:

Deputy Director(BS), Deputy Director(STI), Deputy Director(TI), Deputy Director(IEC), C(VBD), C(CST), C(CSM), C(YA), AD(F), M&E O, QM, AD(D/P) & SO.

Approval for the Project Director for the same allowance has already been accorded by the Governing Body in its 8th meeting on 30th July, 2008.

AGENDA ITEM NO.8

NEW OFFICE BUILDING FOR CHANDIGARH SACS

The Executive Committee approved the purchase of office furniture, equipment and also approved the required renovation and refurbishing of new premises. The expenditure is to remain within the budget allocation sanctioned to SACS under sub-component Institutional Strengthening. Proper approved procurement procedure will be followed.

Worthy Chairman has also suggested that in communication address of new premises, the location may be mentioned as 'near PGIMER'. A formal inauguration of new premises may be done and Secretary Health and other related Departments may be invited.

AGENDA ITEM NO.9

REMUNERATION OF DRIVER FOR MOBILE ICTC/MOBILE IEC VAN

The Executive Committee decided that the post of mobile ICTC van driver be converted to a contractual post with salary at the same rate as the other contractual drivers employed by SACS i.e. @ Rs.6,000/- per month. The new post is to be advertised and recruitment procedure followed. The present post be terminated.

AGENDA ITEM NO.10

CONTRACTUAL SALARY FOR QUALITY MANAGER

The Executive committee approved the revision in salary of Quality Manager, SACS as per NACO guidelines, vide fax no.A11011/93/07-NACO (Admn) dated 19.08.2008. The minimum of the scale of Rs. 15,000 - 25,000/- per month i.e. Rs.15,000/- be given w.e.f. 19.8.2008, being the date of the notification from NACO.

AGENDA ITEM NO.11

ACTIVITIES PERTAINING TO IEC

1. Extension of AIDS Helpline (Interactive Voice Response System)

The Executive committee approved the proposal of extension of AIDS Helpline (Interactive Voice Response System) being implemented by the NGO, Servants of the People Society. The fresh contract would be drawn after an evaluation of the present project. New innovations are to be incorporated. The DD(IEC) is to monitor the record of calls and answers given by the counselors.

2. Rented glow sign boards on railway station

The Executive committee approved putting up 5 (FIVE) rented glow sign boards on the platform at railway station, Chandigarh. Proper purchase procedure to be followed.

3. Three days workshop for developing theme specific IEC material for most at risk population

Three days workshop for developing HRG population theme specific IEC material is approved.

AGENDA ITEM NO.13

ANY OTHER ITEM WITH THE PERMISSION OF CHAIR

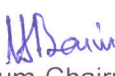
1. The proposal to change the logo "CARE" is approved by the Executive Committee. It was decided that the Chandigarh logo of 'HAND' be incorporated. The designing of the logo be done by placing SACS and Red Ribbon if possible on the palm.

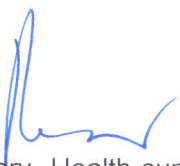
2. Continuation of contractual staff

Executive committee approved continuation of contractual staff employed in SACS, as per NACO guidelines till the time that their annual performance is evaluated. The evaluation should be done on time, at the end of the One year contract period for each employee.

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


Project Director
SACS


DH&FW-cum-Chairman
Administrative Committee
SACS


Secretary Health-cum-Chairman
SACS