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Minutes of the 17th Executive Committee Meeting of State Health Society held on 30th October and 1st November 2017

The 17th Executive Committee Meeting of State Health Society was held on 30th October and 1st November 2017 at the Conference Hall of National Health Mission, Assam under the chairmanship of Shri Samir Kumar Sinha, IAS, Principal Secretary to the Govt. of Assam, Health & Family Welfare Department and Chairperson, Executive Committee, State Health Society.

The list of members present at **Annexure-I**.

The EC discussed on the following Agenda items:

- Welcome address by Mission Director, NHM, Assam
- Action Taken Report on decisions made in the 16th Executive Committee meeting held on 14th September 2016
- RoP approval for the FY 2017-18 and conditionalities
 - a) Financial Status – 2016-17 & 2017-18 (Apr-Sept.)
 - b) Status of Central and State Share
- HR Matters
 - a) Revised TA/DA Rate of NHM officials
- Civil works matters
 - a) Approval of additional construction works from Saving Fund
- Misc. matters
- Progress made under
 - a. NHM RCH/HSS/UIP, Assam
 - b. NHM Umbrella Programmes

At the outset, the Mission Director, NHM welcomed all the members of the committee for the meeting.

Record of proceeding of the meeting:

After threadbare discussion on the agenda items, the following decisions were made.

1. Health Systems approach:

The Executive Committee resolved that under the Health Systems approach the vertical programmes under NHM will be recognized as "NHM Umbrella Programme" to ensure better coordination. It was decided to issue a notification accordingly.

**[Action: Consultant(Planning), NHM]
Time: December, 2017**

2. **Capacity building workshop for Administrative Level officers of Health & FW Department:**

The Executive Committee recommended for capacity building workshop for administrative officials & officers of Health & FW Department for all level. The DHS, Assam shall coordinate with the Assam Administrative Staff College for training of the Jt. DHSs / Addl. CM&HOs / Superintendents, DHs / SDM&HOs, etc. in January - February 2018.

[Action: DHS, Assam, HRD, Training Coordinator, NHM]

Time: January-February, 2018

3. **New ambulance for 108 Mritunjy Services:**

The Chairperson, EC approved recommendation for submission of proposal for 150 new ambulances for 108 Mritunjy Services to the Govt. Proposal for 150 new ambulances along with cost proposal would be sent to the Govt. immediately at the approved rates.

[Action: PE (i/c108 Service&Spl. Consultant, NHM]

Time: December, 2017

4. **Utilisation of MMUs' X-Ray Machines and Mapping & Assessment of X-Machines:**

The EC suggested proposal for procurement of X-Ray Machines by NHM as per requirement. X-Ray Machines of earlier MMU vehicles may be utilized at DH/FRU etc. Mapping & assessment are to be done by the AE (Instrumentation) & Procurement Expert, NHM. Programme Executive (Ms. Mamta), NHM dealing with Free Diagnostics would coordinate this exercise with M/S Krsnaa Diagnostics and M/S TBS India deals with Bio-Medical Equipment Maintenance Programme.

[Action: Proc. Expert & AE(Inst), PE(Ms. Mamta), NHM]

Time: December, 2017

5. **Enhancement of remuneration of ASHA Supervisors:**

It was decided that the matter of enhancement of remuneration of ASHA Supervisor as per discussion in the NPCC shall be re-submitted to the GoI in the Supplementary PIP 2017-18.

[Action: Consultant(Planning)& HRD Consultant, NHM]

Time: December, 2017

6. Additional 129 Community Health Officer (CHO):

The EC recommended to propose additional 129 Community Health Officers (CHO) as mid level service providers for Health & Wellness Centre in Supplementary PIP.

[Action: Consultant(Planning)& HRD Consultant, NHM]

Time: December, 2017

7. Reserve list in the recruitment of contractual HR:

Director (F&A), NHM would examine the provision and admissibility of AFRBM Act, 2005 in regard to the contractual positions under the Society and maintenance of reserve list in the recruitment of contractual HR under the Society.

[Action: Director(F&A), NHM]

Time: December, 2017

8. Standing Counsel:

The EC recommended for review of the Standing Counsel's matter in light of the decision of the 15th EC Meeting to pay the standing counsel as per the State Govt. rates. It recommended for continuation of the existing approved rates till further orders since a retainer model is being followed by NHM.

[Action: Special Consultant, NHM]

Time: December, 2017

9. RoP approvals for the FY 2017-18:

The EC reviewed RoP approvals for the FY 2017-18. The EC suggested all activities should be implemented as approved in the ROP. The Chairperson, EC suggested full ownership of the Programmes by respective programme heads.

[Action: All Programme Heads, NHM]

Time: By March, 2018

10. Inter-pooling of funds approved under different umbrella programmes:

The EC discussed the proposal for inter-pooling of funds approved under different umbrella programmes to ensure that there is no shortage of funds for implementation for ROP approved activities by any performing programme. The Chairman enquired if Government of India guidelines allow this. MD NHM would find out the position and apprise.

[Action: MD, NHM]

Time: December, 2017



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11. Central Share fund for the FY 2016-17:

The EC suggested to take up the matter of Central Share fund amounting to Rs. 9.235 Crores for the FY 2016-17 which was not credited to the state exchequer with the Govt. of India by respective programme heads and Director, Finance & Accounts, NHM.

[Action: Director(F&A), NHM]

Time: December, 2017

12. Adjustment of Advances:

The committee resolved that all respective Programme Officers/ Department shall adjust any advances lying with them within 15 days by submission of the SOE/UC failing which the amount shall be refunded to the SHS Account. Director, Finance & Accounts shall process for issuing of D.O letter from MD, NHM/ Principal Secretary, H&FW Department to the respective Programme Officers/ Departments.

[Action: Director(F&A), NHM]

Time: December, 2017

13. Nodal Officers for PHC Ranking:

It was decided that Director of Health Services, Assam would notify Nodal Officers for PHC Ranking at State level as well as at District level. Additional DHS may be notified as Nodal Officer for PHC Ranking at State level. DHS, Assam shall also personally monitor the PHC Ranking to achieve the key conditionality of ROP for additional incentive.

[Action: DHS, Assam]

Time: December, 2017

14. Rationalization of the Human Resource:

MD, NHM presented the Human Resource for Health Indicators for the state. On the basis of the ratio in the districts among the various cadres and work load, it was recommended to rationalize the HR as per requirement from one district to another based on population norms & case load. Priority should be given to the High Priority Districts.

[Action: HRD Consultant, NHM]

Time: January, 2018

15. Recommendations of the HR Rationalization Committee:

The EC reviewed the recommendations of the HR Rationalization Committee for rationalization of the remunerations and steps for pay parity. The EC accepted the recommendations of the HR Rationalization Committee. The recommendation approved are in Annexure-A.

[Action: HRD Consultant, NHM]

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16. TOR Revision Committee:

The Executive Committee approved the proposal for constitution of the TOR Revision Committee under the chairmanship of MD, NHM for rationalization of job responsibilities of all contractual employees under the umbrella of NHM in accordance in the health systems approach.

[Action: HRD Consultant, NHM]

Time: January, 2018

17. Health Systems Approach in terms of programme management staff:

The Executive Committee approved the proposal for adoption of health systems approach in terms of programme management staff as far as applicable. Through the adoption of the Health System Approach, all programme management staff under different umbrella programmes would be merged as single Programme Management Unit with coordinated programme responsibilities.

It approved the proposal for amalgamation and reporting of all Finance, Data and IEC personnel to the Director Finance, MIS Manager and State Media Expert respectively for better coordination and uniformity in the umbrella programmes under NHM. Similarly, at the District Level, all Finance, Data and IEC personnel shall report to the District Accounts Manager (NHM), District Data Manager (NHM) and District Media Expert respectively. A detailed mapping of such manpower available will be done by Shri Benudhar Das, Jt. DHS (HQ) and HRD Consultant, NHM.

[Action: Jt. DHS(HQ) & HRD Consultant, NHM]

Time: 15 January, 2018

18. Performance benchmarks for all designations:

The EC agreed to the proposal for earmarking the performance benchmarks for all designations with defined process and outcome indicators by the TOR Revision committee for the performance appraisal of the NHM employees. Niti Aayog SATH initiative would be leveraged for this.

[Action: HRD Consultant, NHM]

Time: January, 2018

19. State NMHP Cell:

The EC approved the proposal for constitution of the State NMHP Cell at the NHM State HQ. The cell is to be constituted with following HR (rationalized from existing ROP approved positions)

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- 1 Psychiatrist (Specialist)-[Under FMR B.30.3.2 Specialist Psychiatrist]
 - 1 Programme Associate / Manager [Under FMR A.10.3.1 BPM]
 - 1 Accountant - [Under FMR A.10.1.7 Accountant at State HQ to be given Additional Charge]
 - 1 Administrative Assistant -[Under FMR A.10.1.11.1 at State HQ]

[Action: HRD Consultant, NHM]

Time: December, 2017

20. Exit age for contractual employees:

The EC resolved to fix the exit age for contractual employees of all programmes under NHM umbrella to 70 years. As per the 12th GB recommendation, the EC adopted the resolution to take the matter of exit of contractual employees above 65 years on case to case performance basis. All employees above 70 years working in NHM shall be asked to quit within 31st December, 2018.

[Action: HRD Consultant, NHM]

Time: December, 2017

21. Human Resource Information System (HRIS):

The EC in accordance to the GOI Key Conditionality resolved to adopt the HRIS System in total for Human Resource for Health Management. DME, DHS & DHS (FW) shall accordingly take necessary steps at their respective level in coordination with the MD, NHM, Assam.

- a) The details of all Human Resources for Health (Regular & Contractual) engaged for Administration, Service Delivery as well Programme Management and Support shall be available in the HRMIS Portal.
- b) All transfers and postings under Health & FW Department (both regular & contractual) shall be issued and given effect to through the Transfer Module in the HRMIS Portal only.
- c) The remuneration of contractual staff of all NHM umbrella programmes to be generated through the online pay slip module in the HRMIS Portal. The payment shall be made through PFMS only.

The pay slip generation of Regular Staff shall also be generated through the HRMIS Portal after due integration with the existing regular system.

- d) All remuneration related matters in respect of NHM (including umbrella programmes) shall be processed through the HRD Cell at State level and at District level, through the DPMU.

[Action: DHS, DHS(FW), DME, Assam, Director(F&A), MIS Manager & HRD Consultant, NHM]

Time: December, 2017



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22. Empanelment of HR Recruitment Agencies:

The EC recommended the empanelment of HR Recruitment Agencies already recommended by MOHFW, Govt for engagement of contractual HR under NHM with the approval of Govt. A bid in this regard shall be floated.

[Action: HRD Consultant, NHM]

Time: December, 2017

23. Revision of TA/DA for NHM employees:

The EC reviewed the revision of TA/DA for NHM employees as recommended by the committee and suggested to verify with the TA/DA norms as per 7th pay commission. The Chairperson, EC suggested re-examining the matter and submitting the proposal to the Chairman, EC.

[Action: Director (F&A), HRD Consultant, NHM]

Time: December, 2017

24. Common pooling of the ASHA Incentive funds:

The EC reviewed the ASHA Payment System under the umbrella programmes (i.e. RNTCP, NLEP, NPCB, NVBDCP, etc) and recommended to ensure uninterrupted fund flow for incentive payments to the ASHA through PFMS.

The EC approved common pooling of the ASHA Incentive funds across all umbrella programmes at the district & Block level. The approved amount for the Incentive Payments for different activities of ASHAs under NHM including all umbrella programmes would be combined and assigned to the Districts & Blocks for payment to the ASHAs directly based on the duly certified ASHA Claim Forms.

[Action: Director(F&A)& APM, NHM]

Time: December, 2017

25. Structuring of the existing health structure:

The EC also considered the structuring of the existing health structure in the H&FW Department.

It suggested the Primary Level care at SC and PHCs be administered by the DHS(FW) while the secondary level health institutions at CHC, FRU, SDH and DH level be administered by the DHS, Assam along with the implementation of the DCP & NCD Programmes. The tertiary level health institutions will be under control of the DME.

The Executive Committee recommended studying the restructuring proposal in detail and place in the next Executive Committee Meeting for consideration to

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recommend to the Governing Body and State Health Mission as per admissibility. DHS and DHS(FW) will move proposals accordingly.

[Action: DHS and DHS(FW), Assam]

Time: January, 2018

26. Amalgamation of co-located health institutions to the higher level institutions:

The EC also recommended the amalgamation of co-located health institutions to the higher level institutions with the merging and/or rationalization of the sanctioned posts with concurrence of the Govt. DHS and DHS(FW) to move the proposals accordingly which would be proposed to Govt. by a committee under MD, NHM. The gap of PHCs / CHCs so identified as per population norms shall be proposed to Govt. of India.

[Action: DHS and DHS(FW), Assam]

Time: January, 2018

27. Re-mapping of the Sub Centres:

The EC recommended the re-mapping of the Sub Centre areas to ensure that each area of the State is under one physical sub-centre and ANMs posted in the Sub Centre will be responsible for providing services in the area including outreach sessions and home visit. There will be no notional Sub Centers in the State. EC suggested constituting a committee under the Chairmanship of DHS (FW). The recommendation of the committee shall be submitted to Govt. for necessary order for further approval.

[Action: DHS(FW), Assam]

Time: December, 2017

28. Nomenclature of the PHC level health institutions:

The EC also recommended the revision of nomenclature of the PHC level health institution in Assam (i.e SHC, MPHC, New PHC, Riverine PHC, SD, etc) to PHC as per GoI norms with concurrence of finance Department in regard to the sanctioned regular posts. Govt. notification to be issued to effect the decision. DHS will make necessary proposal in consultation with MD, NHM.

[Action: DHS, Assam]

Time: December, 2017



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29. Linking of the MCTS ID with the issuance of the Birth Certificate:

The EC recommend piloting a project for linking of the MCTS ID with the issuance of the Birth Certificate in the selected high performing Blocks of the State. DHS, Assam would coordinate with State MCTS Consultant (MIS) for identification of the Blocks and issue necessary notification.

[Action: DHS, Assam]

Time: December, 2017

30. Making immunization of the children mandatory for admission into schools:

The EC deliberated on the proposal of making immunization of the children mandatory for admission into schools. The EC recommended deeper examination of the matter with involvement of the Education Department, PRIs, Administration and other line department, etc. to pilot in select district(s) in the state. Letter to DC from Principal Secretary, H&FW Dept, GoA to be issued.

[Action: DHS(FW), Assam]

Time: December, 2017

31. Utilisation of NOHP funds:

The EC approved the unutilized fund of previous years amounting to Rs. 10.53 lakhs lying with NOHP A/c shall be utilised against approved activities of the FY 2017-18. It was also decided that MD NHM would keep GOI posted in this respect.

[Action: Addl. DHS, Assam (i/c NOHP)]

Time: January, 2018

32. Renewal of the Society registration of the "State Health Society, Assam":

The EC resolved for the immediate renewal of the Society registration of the "State Health Society, Assam" under the Societies Registration Act, XXI of 1860.

[Action: Special Consultant, NHM]

Time: December, 2017

33. Indicator based performance analysis:

The EC approved the proposal of MD, NHM to adopt indicator based performance analysis of all NHM programmes. It has been decided to identify and finalize the "process indicators" as well as the "outcome indicators" /parameters for all NHM Components and programmes by the respective programme officer and submit to the MD, NHM within 10 days. State M&E Consultant will coordinate the matter.

[Action: All Programme Officer & MIS Manager, NHM]

Time: December, 2017

34. Data Quality:

The EC approved the proposal of MD, NHM to ensure the data quality of all reported data through HMIS and other sources. The MIS Manager shall orient all data handling personnel for quality check of the data.

[Action: MIS Manager, NHM]

Time: December, 2017

35. Sharing of data/health indicators:

The Chairperson, EC has resolved to share the data on specific health indicator daily with the districts in the WhatsApp Group of Health Administrators. MIS Manager shall accordingly share information to the Chairperson, EC regularly. MD, NHM informed that all data/ health indicators have been shared with the DHS, DHS(FW) as well as to the districts every month.

[Action: MIS Manager, NHM]

36. Awards for best performing Programme, District and Officials:

The EC suggested the institution of awards for best performing Programme, District as well as its Officials based on key performance indicators. The EC proposed for distribution of the awards through the Hon'ble Minister, H&FW, GoA in March 2018. The criteria for awards shall be communicated to districts within 15 days.

[Action: MIS Manager & HRD Consultant, NHM]

Time: December, 2017

37. Action plan for implementation of the activities:

The EC reviewed NHM umbrella programmes. The Chairperson, EC suggested to prepare and submission of action plan by the respective programme for timely implementation of the ROP approved activities. The action plan along with guidelines shall be communicated to districts within 15 days.

[Action: All Programme Officer/Heads]

Time: December, 2017

38. Additional construction works from saving funds:

The EC reviewed the proposals for additional construction works from saving funds of different approved construction activities in RoP and interest fund accrued in IDHI Account. The Chairperson, EC suggested to submit the proposal to the GOI for approval of additional construction works from savings funds and interest fund accrued in IDHI Account. After clearance from GOI, MD NHM would put up proposal for different activities from such saving / interest funds for approval of Chairman, EC and Hon'ble Minister, Health & FW, Govt. of Assam.

[Action: Special Consultant, NHM]

Time: December, 2017



39. Procurement of items, equipment etc.:

The EC asked the respective Programme Officers to ensure timely procurement of the approved items for their respective programmes. All Programme Officers & Component In-charges shall submit the guidelines and specifications of approved items along with draft Tender document to the procurement cell and coordinate with the Procurement Cell for ensuring timely procurement and delivery of the items.

The MD, NHM suggested to the Procurement Expert to communicate draft standard tender document format to the respective programme officers and also to hold an orientation meeting on procurement & tender procedures for all Programme Officers and Consultants.

[Action: Procurement Expert, NHM]

Time: December, 2017

40. 11th Common Review Mission:

The Chairperson, EC suggested in view of the ensuring 11th Common Review Mission visit to Goalpara and Nalbari Districts w.e.f 4th to 10th November 2017, all Programmes officers and staff at all levels to extend full support and cooperation to the visiting officials.

[Action: All Programme Officers/heads, NHM]

Time: 4th – 10th November, 2017

41. Review of progress of RMNCHA+ activities:

The EC reviewed the progress of RMNCHA+ activities for the year 2017-18 (April to September). As per score card prepared based on HMIS 16 Dashboard indicators, Nalbari, Kamrup Metro, Kamrup, Dibrugarh and Barpeta are the good performing districts while Dima Hasao, Karimganj, Chirang, Dhubri and Hailakandi identified as poor performing districts.

The EC expressed concern over poor performance of Dima Hasao, Nagaon, Kokrajhar, Karbi Anglong and Dhubri districts for early registration of pregnancies within 1st Trimester.

Similarly, Dima Hasao, Hailakandi, Kokrajhar, Chirang and Karimganj districts reported poor performance for pregnant women.

Poor performance of institutional delivery in Hailakandi, Dhubri, Karimganj, Baksa and Dima Hasao was also discussed in the meeting.

Poor performance of early initiation of breastfeeding in Dhemaji, Darrang, Jorhat, Sonitpur and Goalpara was also discussed.



Meeting also discussed poor performance of Jorhat, Sivasagar and Dhemaji to ensure 7 HbNC visit for the children born at home.

The EC also expressed concern over poor performance of family planning activities in Hailakandi and Karimganj district where TFR is very high.

The Chairperson, EC directed the concerned component heads to prepare district wise action plan to improve the performance. The Chairperson, EC also decided to review the progress periodically with the concerned districts.

[Action: Consultant MH, Consultant CH, APM, SFPC, NHM]

42. Review the progress of the health programmes and indicators:

The Chairperson, EC decided to review the progress of the health programmes and indicators with the Health officials of 8 High Priority Districts through Video Conference regularly.


[Action: MIS Manager & Consultant (Planning), NHM]

43. Bungalow Peon for EC Chairperson, MD and ED, NHM

The EC approved the proposal for providing bungalow peon for EC Chairperson, MD and ED, NHM, Assam as per Govt. approved rates.

[Action: HRD Consultant, NHM]

The meeting ended with vote of thanks from the Chair.

 29/01/18
(Samir Kr. Sinha, IAS)

Principal Secretary to the Govt. of Assam
Health & FW Department, Dispur

Members present in the deffered meeting of 17th Executive Committee of State Health Society, Assam on 01/11/2017 at 11:00 A.M. held at Conference Hall of Mission Directorate, National Health Mission, Assam, Christianbasti, Guwahati-5

Sl. No.	Designation	Designation in the Committee
1	Principal Secretary to the Govt. of Assam, Health & FW Deptt.	Chairman
2	Mission Director, NHM, Assam	Convenor
3	Director of Health Services, Assam	Member
4	Director of Health Services (FW), Assam	Member
5	Project Director, ASACS	Member
6	Regional Director, MoHFW, Govt. of India	Member
7	Director of AYUSH	Member
8	State Immunization Officer, Assam	Member
9	Director/Manager, Finance, NHM, Assam	Member
10	State Cold Chain Officer, Assam	Member
11	Programme Officer, NPCB, Assam	Member
12	I/C State Programme Officer, NHM, Assam	Member
13	State Programme Officer, IDSP, Assam	Member
14	State Programme Officer, NVBDCP/Malaria, Assam	Member
15	State Programme Officer, RNTCP, Assam	Member
16	State Programme Officer, NIDDCP, Assam	Member
17	State Programme Officer, NLEP, Assam	Member
18	State Programme Officer, NCD, Assam	Member