

MINUTES OF THE 18TH EXECUTIVE COMMITTEE MEETING
OF STATE HEALTH SOCIETY, ASSAM
DATED ON 15TH AND 22ND JUNE 2018

18th Executive Committee Meeting of State Health Society, Assam was held on 15th and 22nd June 2018 at the Conference Hall of National Health Mission, Assam under the Chairmanship of Samir Kumar Sinha, IAS, Principal Secretary to the Govt. of Assam, Health & Family Welfare Department and Chairperson, Executive Committee, State Health Society.

list of members present were placed at **Annexure-A**.

meeting commenced with the welcoming of all the members of the committee by Sri J.V.N Ramanyam, IAS, Mission Director, NHM Assam. The Agenda items discussed were as follows :

- Action Taken Report on decisions made in the 17th Executive Committee meeting held on 30th October & 1st November 2017
- Financial Progress
- Human Resource matters
- Infrastructure matters
- Miscellaneous matters
- Progress made under NHM

After threadbare discussion on the agenda items, the following resolutions were adopted:

1. The Executive Committee reviewed the referral transport services and decided to auction 108 ambulances within two months which were already condemned and utilization of 100 good condition ambulances of 108 services for Adarani Services in the State and also recommended utilization of 50 ambulances as Hearse Van in the state after replacement of 150 new ambulances.

[Action by: DHS, Assam & Special Consultant, NHM]

2. The conditions of X-Ray machines of Mobile Medical Units were reviewed by the Executive Committee. MD, NHM informed that portable X-Ray machines are almost non-functional except 4 machines. The Executive Committee recommended utilization of working X-Ray machines for diagnostic services.

[Action by: SPM2 & Asst. Engineer (Instrumentation), NHM]

3. **Reserve List for recruitment of positions under NHM:** It was discussed that against most of the contractual positions both clinical and managerial under NHM Assam, the candidates selected sometimes do not join for want of specific place of posting or contractual employees applying simultaneously under various positions in other missions of the Government. In order to circumvent the need to re-advertise the ROP approved positions again due to non-joining of some selected candidates and loss of valuable service time to the public health facilities, a minimum reserve list is being maintained so that the reserve candidates as per their order of merit could be placed for appointment. Since all positions under NHM are purely contractual subject to termination with 1 month notice, in the matter of maintenance of reserve list under the AFRBM Act, EC decided to refer the matter to the Finance Department through the Health & FW Dept. by NHM, Assam as a case of special dispensation for the reserve against these positions.

EC also recommended to take a legal opinion on the applicability of reserve list provisions under AFRBM and send a proposal comprehensively to the finance department for special dispensation.

[Action by: HRD Consultant, NHM]

Enhancement of Remuneration of ASHA Supervisors: MD, NHM informed that GoI has not accorded revised honorarium of ASHA Supervisors. The Executive Committee recommended to place the matter of ASHA Supervisors' honorarium to the State Govt. for additional amount required for release of revised honorarium and also to take up the matter with the Govt. of India.

[Action by: SCM, NHM]

Adjustment of Advances: The meeting reviewed the advance fund position of NHM for FY 2017-18. MD, NHM informed the house that Rs. 46.46 cr. are lying as advances as on 10-06-2018 against different agencies/programme. Out of which, Rs. 15.482 cr. was advance against procurement of Adult JE Vaccine during the FY 2013-14 which was out of RoP approval. The Executive Committee recommended proposing the same in State Budget for considering as special case and Chairperson suggested the matter may be discussed with Addl. Secretary & MD, MoH&FW, Govt. of India during his visit to the state.

The EC also recommended penalty to be imposed as per clause against unutilized amount lying with the implementing agencies and also ask to submit SoE/UC immediately or refund unutilized amount to the State Health Society.

The Chairperson EC suggested for examining the advance against Narayana Hrudayalaya and State Institute of Health & Family Welfare.

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

The Executive Committee recommended to constitute a high level committee to strengthen the State Institute of Health & Family Welfare, Assam under the Chairpersonship of Commissioner & Secretary H& FW with MD-NHM, ED-NHM, DHS, DHS (FW), DME, Principal (SIH&FW) and other Senior Govt. officials as Members. The committee shall examine and recommend for creation of posts for SIHFW as well as developing the SIHFW as a State of the art Training Facility in the State for H & FW Department Assam.

[Action by: Commissioner & Secretary H & FW, Assam]

The Executive Committee recommended that DHS and DME shall jointly examine the gap of sanctioned posts of Staff Nurses in the various health facilities and Medical Colleges and recommend to the Govt. for creation of additional posts under DME as well as DHS, Assam by July 2018.

[Action by: DHS & DME, Assam]

Executive Committee further recommended that the Staff Nurses engaged under NHM at the Medical Colleges would be rationalized in a phased manner to the periphery health institutions from 1st October 2018 to December 2018 in order to ensure availability of Nurses in the periphery health institutions as per the framework of NHM. The nurses posted under NHM in medical colleges will be utilized for maternal and child health along with SNCU and other programmatic requirements only from Dec 2018 onwards.

[Action by: HRD Consultant, NHM]

The Executive Committee recommended to formulate a Transfer Policy for the employees under Health & Family Welfare Department both regular cadre and contractual basis.

A Rationalization Committee would be constituted and all transfers for both regular & contractual staffs have to be recommended by the committee. The committee would sit once every year or as necessary in case of emergency. All transfers shall be done through the online transfer module only as part of HRMIS Implementation.

Notification shall be issued for freezing of transfer & posting of Laboratory Technicians till the meeting of the rationalization committee. Full authority shall be given to MD, NHM for deployment of laboratory technicians.

[Action by: HRD Consultant, NHM]

9. The EC approved the rationalization of the Laboratory Technicians for roll out of NHM Free Diagnostic Services. The Committee recommended till the multi-skilling training of the Laboratory Technicians are completed, the Laboratory Technicians in the specialized services may be continued and alternate interim arrangements be made. ASACS Laboratory Technicians shall be assigned additional workload to conduct other tests apart from HIV test.

[Action by: HRD Consultant, NHM]

10. The Executive Committee suggested for the implementation of the Online Transfer Module and Online Pay Module for regular cadre along with maintenance of HR data in the HR-MIS Portal which is already in practice under NHM, Assam. The Commissioner & Secretary Health-A will ensure implementation of the same.

[Action by: Commissioner & Secretary, GoA, DHS & DHS (FW)]

1. The Executive Committee decided that IDSP Microbiologist shall do infection control surveillance in health facilities. To monitor infection control of all SNCU & Wards swabs shall be taken every month.

[Action by: SSO, IDSP]

2. The meeting discussed about functioning of JE/AES unit of Assam Medical College, Dibrugarh. The Executive Committee recommended that the DME shall move proposal for creation of posts in the JE/AES unit, AMCH. MD, NHM requested the Govt. for the release of funds to the Hospital Management Committee, AMCH as Grant-in-Aid for functioning of JE/AES unit as well as for payment of salaries to contractual staff which has been duly considered. The unit will function as a full fledged JE unit under the AMCH along with the existing contractual staff with overall supervision from Principal AMCH. DME will issue necessary orders to this effect. SPO NVBDCP and DME Assam will ensure optimal functioning of the same within 2 months.

[Action by: DME, Assam, SPO NVBDCP]

The Executive Committee recommended that office memorandum shall be issued from the Govt. regarding limiting of the Hospital Management Societies from engagement of hospital staff from the HMC/RKS funds and necessarily seeking prior permission from the Govt. before any such recruitment. This was necessitated due to the huge staff being recruited by HMS not paying minimum wages which is in violation of the labour laws creating future liabilities on the Government. DHS will move the same to the Government for DH and below while DME will move the proposal for all medical colleges within 1 month to the government. Till such time no new recruitments shall be made from the HMS and necessary instructions will be issued from DHS and DME.

[Action by: DHS & DME, Assam]

HUMAN RESOURCE MATTERS:

Salary Rationalisation Proposal: The 18th Executive Committee approved the recommendations of the HR Rationalization Committee Meeting dated 4th June 2018 held under the chair of MD, NHM on revision of pay, payment of negotiable remuneration for certain positions and other HR issues and recommended for placement before the GB for appraisal. Minutes of the Meeting enclosed at Annexure-A.

[Action by: HRD Consultant, NHM]

Revision of TA-DA for NHM Employees: The Executive Committee in principle approved the recommendations for revision of TA/DA for the employees under State Health Society and the District Health Societies (except the TA on transfer/ Transfer allowance) as below

(A) Entitlement – Daily Allowance

Level	Within State		Outside State	
	Existing Rate (2006-07)	Proposed Rate	Existing Rate (2006-07)	Proposed Rate
I-A	Rs. 300	Rs. 1250	Rs. 750	Rs. 1750
I-B		Rs. 1250		Rs. 1750
II	Rs. 200	Rs. 1000	Rs. 500	Rs. 1250
III	Rs. 150	Rs. 750	Rs. 400	Rs. 1000
IV	Rs. 100	Rs. 500	Rs. 300	Rs. 750

DA on tour of District Officials within the District will be entitled as follows: ½ DA for travel beyond 40 Kms and 1 full DA for travel beyond 80 Kms in a day with 6 hour absence from HQ.

(B) Entitlement – Accommodation

Level	Within State		Outside State	
	Existing Rate (2006-07)	Proposed Rate	Existing Rate (2006-07)	Proposed Rate
I-A	Rs. 750	Rs. 4000	Rs. 3000	Rs. 7000
I-B	Rs.750	Rs. 3000	Rs. 3000	Rs. 6000
II	Rs.500	Rs. 2000	Rs. 2000	Rs. 4000
III	Rs.300	Rs. 1200	Rs. 1500	Rs. 3000
IV	Rs.200	Rs. 800	Rs. 800	Rs. 1500

NB: Subject to actual in respect of accommodation. **Details in Annexure-B**

[Action by: HRD Consultant, NHM]

The above will be put up for approval before the next GB meeting.

Qualification criteria relaxation to fill up the vacant posts due to non availability of manpower: The 18th Executive Committee accepted the recommendation for relaxation of certain qualification norms for some technical posts under NHM such as in DEIC early interventionist etc..due to non availability of the requisite specialized qualified manpower in

the market. This relaxation can be done by the technical committee headed by MD NHM without diluting the requirements of the job profile. GOI consultation shall be made where ever deemed fit.

[Action by: HRD Consultant, NHM]

Further, the 18th Executive Committee suggested that DME shall look into the requirement of specialised courses in the state and recommend steps to the Government for initiating of those specialized courses in the state. DME will submit proposals to the Government in this regard within 3 months.

[Action by: DME, Assam]

- 16. Pool Consultants for Umbrella Programmes:** The 18th Executive Committee approved the implementation of the health systems approach for the Programme Management Staff of the State & District Health Societies. The detailed revised TORs shall be prepared for the Pool Consultant and other designations within one month by the nominated committee.

[Action by: HRD Consultant, NHM]

- 17. District Nodal officer for NCD Programme:** The 18th Executive Committee approved the proposal for nomination of a Regular Doctor of the rank Senior. M & HO or above, preferably posted at the District HQ as District Nodal Officer, NCD at each District for planning, implementation and monitoring of the NCD Programme with rolling out of the Govt of India priority programmes for FY 2018-19 - Health & Wellness Centres and Comprehensive Primary Health Care.

[Action by: DHS Assam and HRD Consultant, NHM]

- 18. Merging of all counselor posts under ARSH, FP, NTCP etc:** The 18th Executive Committee approved the proposal of merging of the Counsellor positions under various programmes as a single pool.

[Action by: HRD Consultant, NHM]

- 19. Issues regarding qualification and salary of NMHP staff:** The 18th Executive Committee recommended to examine the qualification of the 17 employees engaged under State Support NMHP and explore the possibility to engage them in similar level positions under NMHP, NHM subject to vacancy, qualification criteria and availability of budget.

[Action by: SPO, NMHP & HRD Consultant, NHM]

- 20. Promotional prospects for NHM employees:** The 18th Executive Committee examined the proposal for career progression and promotional prospects to the NHM employees in line designations.

The Executive Committee recommended that the employees should compete in open pool for the posts against the advertisements and due weightage for their experience in NHM would be accorded in addition to their interview performance during the selection process. The NHM employees on being selected in higher level positions would be eligible for the benefit of pay protection.

[Action by: HRD Consultant, NHM]

- 21. ESIC Registration of State Health Society:** The 18th Executive Committee recommended the registration of the State Health Society under the ESIC Act as per statutory norm.

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

22. **Minimum Wages to the Support Staff:** The 18th Executive Committee approved the recommendation of the HR Rationalization Committee, to pay the Minimum Wages as per the Minimum Wages Act (as amended time to time) to the Staff engaged under NHM on Lump Sum basis like Gr IV, DEIC staff etc..

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

23. **Overtime allowance to the Support Staff at State HQ:** The 18th Executive Committee approved the proposal for paying of overtime allowance to the State HQ Support Staff (Gr-IV) @ Rs. 30 per hour working after completion of 8 hours of duty / after 6:00 PM with maximum ceiling of Rs. 1500/- per month.

[Action by: HRD Consultant, NHM]

24. **Lump Sum Fund for HHM's Office for engagement of Managerial Associates:** The 18th Executive Committee approved the proposal of Rs. 80,000/- pm under Programme Management Budget Head for engaging 2 Managerial Associates at the Office of the Hon'ble Minister, H&FW, Govt. of Assam & Co-Chairperson, State Health Mission, Assam

[Action by: HRD Consultant, NHM]

25. **Execution of Bond:** The 18th Executive Committee approved the proposal of signing and execution of bond for Rs. 2 lakhs for 1 year compulsory service under NHM for any NHM employee, post the sponsorship for any outside state training / exposure visit which costs the mission more than Rs 50000/-

[Action by: HRD Consultant, NHM]

INFRASTRUCTURE MATTERS:

26. **Functioning of Newly Constructed Health facilities under NHM:** The Executive Committee recommended the functioning of newly constructed health facilities by 15th August 2018. Accordingly HR and equipment/furniture are to be provided for functioning of new health facilities. MD, NHM informed that MCH Wing (Nalbari & Darrang) will be made functional within 1st week of July 2018.

[Action by: HRD Consultant & Asstt. Engineer (Instrumentation), NHM]

27. **Sanction of schemes against in-built savings of various approved schemes:** The Executive committee suggested for placing of the proposals in the next GB meeting with proper justification.

[Action by: Spl. Consultant & SE(CW),NHM]

28. **Approval of schemes from infrastructure fund refunded by Districts:** The Executive committee in principal approved and suggested that proposals be placed before the next GB meeting with proper justification.

[Action by: Spl. Consultant & SE(CW),NHM]

29. **Withdrawal of schemes due to non-availability of land:** The Executive committee in principle approved and suggested that proposals be placed in the next GB meeting with proper justification and intimate to the GoI.

[Action by: Spl. Consultant & SE(CW),NHM]

30. **Infrastructure issues:** The Executive Committee noted the various infrastructure issues.

31. **Approval of work allotment against advance action of SHM in 2017:** The Executive Committee reviewed the progress of newly approved infrastructure works and recommended that the revised proposal be communicated to the GoI with implication of GST and additional reinforcement provided by IIT, Guwahati.
[Action by: Spl. Consultant & SE(CW),NHM]
32. **Shifting of Chandrapur CHC (Model Hospital) to Golakganj LAC:** The Executive committee agreed upon the proposal and suggested to place the same in the next State Health Mission meeting.
[Action by: Spl. Consultant & SE(CW),NHM]
33. **MCH wing at Kokrajhar in the new Medical College:** The Executive Committee accepted the proposal. MCH Wing being a part of the Medical College is proposed to shift its location from RNB Civil Hospital Campus to the proposed location of the Medical College.
[Action by: Spl. Consultant & SE(CW), NHM]
34. **Advance action for works in principle approved in RoP 2017-18:** The Executive Committee suggested action to be initiated after approval received from GoI.
[Action by: Spl. Consultant & SE(CW),NHM]
35. **Approval of L1 rate for CAMC of Solar Power Plant installation:** The rate quoted by M/S Mahindra Susten (TERI identified vendor) is Rs 216.73 Lakhs Excluding tax and rate quoted by the NHM tendered L1 is Rs 181.14 lakhs for a CAMC of 3 years for 23 nos. of solar power plants installed in various locations in Dhemaji and Lakhimpur by TERI. The Executive Committee agreed with the proposal of L1 rate for CAMC of Solar Power Plant installation subject to budget provision.
[Action by: Spl. Consultant & SE (Elect), NHM]

MISCELLANEOUS MATTERS

36. **Creation of New District Health Units:** The Executive Committee recommended creation of New District Health Units in new districts of the state. The Chairperson directed DHS, Assam to move a proposal to the Govt. within 1 month. Accordingly, HR for DPMU of these new districts to be proposed in PIP.
[Action by: HRD Consultant & DHS, Assam]
37. **Linking School admission with Immunization coverage:** The Executive Committee recommended the proposal for linking compulsory immunization coverage with school admission. The Executive Committee suggested notification shall be issued from Govt. in consultation with the Education Department.
[Action by: DHS(FW), Assam]
38. **NHM own building at Khanapara:** The Executive committee accepted the proposal for constructing NHM building at SIHFW campus, Khanapara and suggested that proposal be placed in the next GB and State Health Mission meeting.
[Action by: Spl. Consultant & SE(CW),NHM]

9. **Constitution of expert committee for prescription of drugs by CHOs:** The proposal for constitution of expert committee for prescribing drugs by CHOs under the Chairmanship of ED, NHM with DME (Co-Chairperson), DHS (Member Secretary), Drug Controller, Representative of RRC-NE, OSD(AMSCL) and respective programme heads as member was accepted by Executive Committee. The committee will move its recommendations to be submitted to Government.

[Action by: DSM(HQ), NHM]

10. **Merging of State run schemes with Samarth Assam:** The proposal for merging of different State Govt. schemes i.e “Sushrusha”, “Assam Arogya Nidhi”, “Free treatment of Children with CHD”, “Sneha Sparsha” under the Samarth Assam Scheme was agreed by the Executive Committee. The Chairperson suggested preparing a comprehensive proposal and submitting the same to the Govt.

[Action by: Consultant (Child Health)/ Special Consultant NHM, State Nodal Officer, Samarth Assam]

11. **Status of Blood Bank:** The status of the blood banks of the state were reviewed by the Executive Committee. The progress of newly constructed blood banks/Blood Storage Units approved under NHM was also reviewed. MD, NHM focused on the non functioning of the blood bank at Dhubri Civil Hospital due to non finalization of site. The original site proposed for the said construction within the Civil Hospital campus is subsequently within the master plan of upcoming Medical College. The District Authority now proposed another location which is 2.5 km away from Dhubri Civil Hospital and dismantling of old building at site.

Therefore the Executive Committee recommended for shifting of Blood Bank with BCSU from Dhubri Civil Hospital to Golaghat Civil Hospital where Blood Bank with BCSU is most essential.

[Action by: Consultant (MH) & Spl. Consultant, NHM]

Following recommended were further made by the Executive Committee:

- a) One Sr. Health Officer to be deputed as State Nodal Person for State Blood cell and blood Services. Proposal to be submitted by MD NHM

[Action by: MD NHM and DHS, Assam]

- b) Constitution of Monitoring Committee and action plan to be prepared for proper functioning of Blood Banks and BSUs.

[Action by: PD, ASACS]

- c) Action Plan for rollout free blood services as per the letter received from Additional Secretary & MD, MoH&FW, GoI.

[Action by: PD, ASACS]

- d) Inclusion of Blood Storage Units (BSU) at E-Blood Bank Management Information System.

[Action by: PD, ASACS]

12. **Drugs Position:** The current drug status in the state was also reviewed. The Chairperson suggested ensuring the availability of essential drug in all public health facilities. MD, NHM responded that Drugs Monitoring system has already been introduced and monitored regularly through online inventory management system.

[Action by: DSM(HQ), NHM]

13. Maintenance of proper institutional record of all PPP run programme shall be ensured for future reference.

[Action by: Special Consultant and SPM, NHM]

14. Pending tender status of Civil Works, Equipment etc were noted by the Executive Committee.

15. **Suggestive Options/ Breakup of the Proposal for ASHA incentive @ Rs 1000/- per month per ASHA on the basis of announcement made by Govt. of Assam:** The Executive Committee reviewed the proposals of ASHA honorarium @ Rs. 1000/- per month each which has been approved in State Budget 2018-19.

After threadbare discussion, the executive committee recommended performance based ASHA incentive @ Rs 1000/- per month each with the following conditions –

Sl	Activity	Amount
1	Line Listing of Adolescent and linkage with WIFS	100
2	Identification of SAM Children using MUAC Tape	50
3	Line listing of Screened children under RBSK by MHT in her area	50
4	Facilitation of High Risk Pregnancy identification and line listing	100
5	Follow up of Full ANC with complete routine examination of each pregnant women	100
6	Mobilization for screening of HIV of all pregnant women	50
7	Identification of Malaria/Dengue/JE cases and line listing	100
8	Identification of TB Cases and line listing	100
9	Updating of MCP Card and ensuring opening of bank A/c of beneficiary registered in her area	50
10	Participation in NCD screening in her area	100
11	Ensuring supplement of IFA to under 5 children and line listing	50
12	Follow-up of full immunization with JE, MR, Rota Virus, Vitamin A etc and line listing	100
13	Identification of number of under 5 children with diarrhea traced and distributed ORS during the month and line listing	50
Total		1000

The Chairperson asked to prepare the guidelines and submit to Govt. for approval.

[Action by: SCM, NHM]

16. **Filling-up of Vacant positions under NVBDCP:** Jt. DHS cum SPO, NVBDCP informed to the house that 9 (nine) numbers of District Malaria Officer (DMO) are lying vacant in the state. The Chairperson asked to DHS, Assam to take necessary step for filling-up of vacant position of DMO posts.

[Action by: Jt. DHS(NVBDCP) & DHS, Assam]

RNTCP: The Executive Committee reviewed the issues raised by AS&MD, MoHFW, GoI during his visit on 20th June 2018. The meeting recommended to take following urgent steps:

- a) To improve TB notifications at all levels including in private hospitals and clinics, steps should be taken.
- b) Advertisement shall be published in newspapers to address all private hospitals and pharmacists for TB notifications & TB eradication by 2020.
- c) A D.O. letter shall be issued to all private hospitals and pharmacies for mandatory registration of all TB cases.
- d) Review meetings shall be organised with Drugs Inspectors where reporting is poor at district level under Deputy Commissioner.
- e) Notice to be issued through State TB Officer to private pharmacies if TB cases not reported at all levels.
- f) Services of Mobile Medical Units shall be utilized to increase TB notifications in tea gardens.
- g) Check list shall be provided to the districts for covering all important points of RNTCP programme for effective monitoring and re-evaluation of the programme.
- h) Timely release of financial support to the TB patients through Nikshay and PFMS shall be ensured.
- i) Vacant posts of District TB Officers shall be filled up.

[Action by: Jt. DHS (RNTCP) & DHS, Assam]

The meeting concluded with vote of thanks from the Chair.



(Samir K. Sinha, IAS)
Principal Secretary to the Govt. of Assam
Health & FW Department, Dispur