

GOVERNMENT OF ASSAM
HEALTH & FAMILY WELFARE DEPARTMENT
DISPUR, GUWAHATI-6

No. HLA 497/2021/13

Dated Dispur, the th 29 May, 2021

SOP for COVID vaccination of persons without ID Card/On-site registration in CoWIN for vaccination of age group 18-44 years.

In continuation of the SOPs on Covid Vaccination issued by Health & Family Welfare Department Govt of Assam, this SOP has been prepared on the basis of the guidelines issued by Govt of India so as to facilitate COVID vaccination for beneficiaries without ID Card as well as facilitating On-site registration in CoWIN for vaccination of age group 18-44 years.

A) Holding of Special Sessions for beneficiaries without ID Card

- 1) District Immunization Officer can create special sessions for Beneficiaries without Identity Cards like Prisoners, Old age home members, sadhu/saints, inmates in mental health institutions, road side beggars, people residing in rehabilitation centres, etc.
- 2) District Task Force may identify such groups of persons in respective districts not having any of the prescribed individual Photo ID Cards with assistance from concerned government department, organizations like department of minority affairs, social justice, social welfare etc.
- 3) Key Facilitator may also be identified for each such group. The Key Facilitator must have a valid and active mobile phone and must also have at least one of the seven mandated ID cards.
- 4) A district nodal officer preferably the ADC I/C Vaccination may be designated by the DTF, for identification of Key Facilitators, preparation of vaccination plan, identification of CVCs where vaccination sessions are to be organized, preparation of vaccination schedule, communication of vaccination schedule to the identified groups/beneficiaries and mobilization of beneficiaries as per vaccination plan.
- 5) District Immunization Officer (DIO) will be responsible for organization of vaccination sessions at identified CVCs for providing coverage to the identified groups.
- 6) Identified CVCs must have laptop/printer and must provide vaccination certificate in hard copy.
- 7) Vaccinator can add beneficiary On-Spot and register them without Identity card
- 8) Mobile number and Valid ID of Key Facilitator will be entered. Key Facilitator has to provide one time password to initiate the session.

9) Separate CVC session should be created for 45 + age group for Gol supply vaccine and 18-44 year age group with state procurement vaccine.

10) The CoWIN system will provide the facility for creation of special vaccination sessions for this purpose. The session will have following features:

- Registration of as many beneficiaries as are to be covered (subject to the limit of session capacity), without mandatory capturing of Mobile Number and Photo ID Card, through facilitated cohort registration.
- All vaccination slots in such special sessions will be reserved for vaccination of such facilitated cohorts.
- This facility will only be available at government CVCs.
- Information such as name, year of birth (as provided by the beneficiary) and gender will be entered in the CoWIN system for the beneficiaries.
- The Key Facilitator shall verify the identity of the beneficiaries.
- Digital vaccination certificates are to be provided to the beneficiaries, preferably at the Vaccination Center itself.

B) On-site registration in CoWIN for vaccination of age group 18-44 years.

Health & Family Welfare Department, Govt of Assam has decided to facilitate COVID 19 vaccination through On-site registration and appointment for 18-44 year age group in Govt. CVCs only for the time being in Tea Garden areas that do not have access to smart phones for appointment/slot booking.

Govt. CVC On-Site Registration and Appointment for 18-44-year age group and Eligible beneficiaries

1) Tea Gardens areas


CVCs to be created separately for On-site registration and appointment:

- Sessions to be scheduled on separate or alternate days.
- Carefully plan for the capacity while scheduling sessions for on-spot registration.
- On-site registration sessions are advisable to be conducted at Tea gardens to:
 - a. Avoid overcrowding
 - b. Provide opportunity for those at rural areas to get vaccine as many may be deprived of technology/smart phones to book an appointment.

| Dos | Don'ts |
|--|--|
| <p>On-site registration for 18-44-year age group sessions is to be scheduled only at Tea Gardens areas and slots are to be reserved for those people who do not have access to smartphones for appointment.</p> <p>This is to be overseen and the beneficiary will be mobilized by village headman/ASHAs and under the supervision of Circle Officer.</p> <p>For Tea Gardens, both permanent and temporary eligible beneficiaries are to be included.</p> <p>ASHAs to identify the eligible beneficiaries.</p> | <p>No On-site registration and appointment for 18-44 year age group sessions for urban area.</p> <p>* Only exception shall be for special category personnel recommended specifically so, by Social Welfare Department, represented by District Social Welfare Officer of the District, who are without any ID card.</p> |
| <p>School /community hall/club are to be taken as COVID 19 Vaccination centre.</p> | |
| <p>Update the vaccine stock and set the capacity for on-spot registration.</p> | <p>Sessions should not be scheduled without the vaccine stock updation.</p> |
| <p>CVCs to be separated from online registered CVCs.</p> | |
| <p>If both sessions are to be scheduled at one CVC, then schedule the sessions on alternate days.</p> | <p>Scheduling of sessions for on spot and online registration is not to be mixed.</p> |
| <p>Community should be carefully and properly informed about the session days particularly for 18+ on-spot registration sessions in order to avoid chaos and mismanagement.</p> | |
| <p>Keep the vaccination team informed well in advance for 18+ on spot registration sessions.</p> | <p>Avoid spreading of wrong information about the sessions scheduled.</p> |
| <p>Will be advisable if a particular vaccination team is assigned only for 18+ on-site registration CVCs or sessions to avoid confusion.</p> | |
| <p>Only Govt CVC is applicable for the vaccination</p> | <p>No Pvt CVC is allowed to do vaccination on spot in the identified areas</p> |

All Deputy Commissioner/ ADC (Vaccination & Testing) are to ensure facilitation of these sessions for beneficiaries without ID Card as well as On-site registration in CoWIN for vaccination of age group 18-44 years in the Tea Garden Areas.

This SOP comes into force with immediate effect


**Principal Secretary to the Govt of Assam
Health & Family Welfare Department,**

Memo No. HLA 497/2021/13-A

Dated Dispur the 29th May, 2021

Copy to:

- 1) The Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary to the Govt. of Assam, Panchayat & Rural Development Department.
- 2) The Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary to the Govt. of Assam, Urban Development Department.
- 3) The Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary to the Govt. of Assam, Social Welfare Department.
- 4) The Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary to the Govt. of Assam, Welfare of Plain Tribes and Backward Classes Department.
- 5) The Additional Chief Secretary/ Principal Secretary/Commissioner & Secretary to the Govt. of Assam, Tea Tribes Welfare Department
- 6) The Principal Secretary to the Hon'ble Chief Minister, Assam, Dispur
- 7) The Mission Director, National Health Mission Assam, Saikia Commercial Complex, , Christianbasti, Guwahati-5.
- 8) The Director of Health Services, Assam, Hengrabari, Guwahati-36
- 9) The Director of Medical Education, Assam, Khanapara, Guwahati -22
- 10) The Director of Health Services (FW), Assam, Hengrabar, Guwahati -36.
- 11) The Deputy Commissioner, all districts for favour of kind information & necessary action.
- 12) The Joint Director of Health Services, all Districts for favour of kind information & necessary action.
- 13) Addl. CM&HOs/DIOs , all districts for favour of kind information & necessary action.
- 14) SO to the Chief Secretary, Assam, Dispur, Guwahati-6
- 15) PPS to the Hon'ble Chief Minister, Assam, Dispur, Guwahati-6
- 16) PS to the Hon'ble Minister, Health & Family Welfare, Assam, Dispur


**Principal Secretary to the Govt of Assam
Health & Family Welfare Department,**