

GOVERNMENT OF ASSAM
HEALTH & FAMILY WELFARE DEPARTMENT
DISPUR, GUWAHATI-781006

No-HLA 264/2020/10

Dated: Dispur, the 17th May 2021

SOP to be followed in the COVID Vaccination Centres (CVCs)

Vaccination against COVID is ongoing in all the districts of Assam, strictly as per the guidelines issued by Government of India from time to time. Further, Assam Government has also procured and distributed vaccine for 18-44 age group in all districts.

In order to ensure strict discipline, COVID appropriate behaviour and smooth vaccination process in all Covid Vaccination Centres (CVCs) so that vaccination against COVID in Assam is people friendly and safe, the following SOP is being issued:

1. One Additional Deputy Commissioner shall be made the Nodal Officer of the Covid vaccination drive in the district. He will ensure proper upkeep and maintenance of the CVCs, including general cleanliness and COVID appropriate behaviour in the CVCs and supervise by regular CVC site visits.
2. The Additional Deputy Commissioner shall coordinate with the Joint Director of Health Services, District Immunization Officer (DIO) and District Programme Manager of NHM for ensuring a smooth vaccination process in the District and also supervise vaccine availability, distribution and wastage, if any. He/she shall also monitor and ensure the regular and prompt updating of transfer/uses/sessions of vaccines in the eVIN.
3. The Additional Deputy Commissioner shall coordinate with the District Commandant, Home Guard of the District and ensure deployment of Home Guards in each CVC for averting any untoward incident at the CVCs, for following COVID appropriate behaviour at the CVCs etc.
4. The Additional Deputy Commissioner shall coordinate with District Media Expert (DME), NHM for addressing vaccine related issues that are raised in both print/electronic and social media and give timely and correct response at every instance without delay.
5. The District will give adequate publicity to the list of CVCs and publish it regularly in social media pages and prominent places.
6. Uniform hoardings should be put up in all the Covid Vaccination Centres (CVCs) with instructions on Covid Vaccination, COVID appropriate behaviour to be followed in the CVCs, various guidelines related to vaccination, effects/ adverse reactions of vaccines and general dos and don'ts related to COVID vaccination for the benefit of vaccination beneficiaries.
7. Drinking water shall be provided to waiting beneficiaries in each CVC and other necessary services like sitting facility, sanitation etc shall be provided by District administration. A maximum amount of Rs 3,000 shall be utilised by each CVC, depending upon the number of persons vaccinated from the centre on daily basis. The expenditure related to

standardization of CVCs and beneficiary services shall be provided by NHM/DHS FW to the districts as per the actual need.

8. Further, the vaccinating team, who are engaged in these CVCs shall be provided timely refreshments including breakfast/lunch/tea as per the time of the day by the district administration.
9. Deputy Commissioners shall take effective steps to avoid vaccine wastage by regular monitoring and enquiry in case of wastage. Those centres where vaccine wastage is more, shall be closed and such centres may be moved to other needy urban areas so that effective implementation of vaccination can be done.
10. The overall responsibility of smooth implementation of COVID vaccination shall be with the Deputy Commissioner and ADC in charge of vaccination shall report any issues related to vaccination on regular basis for immediate resolution at the district level through District Task Force for vaccination.

This order shall come in to force with immediate effect.

Sd/-

(Anurag Goel IAS)

Principal Secretary to the Government of Assam

Health & Family Welfare Department

Dated: Dispur, the 17th May 2021

Memo No: HLA 264/2020/10-A

Copy to:

1. Chief Secretary, Assam.
2. Director General of Police, Assam.
3. Principal Secretary to Hon'ble Chief Minister, Assam.
4. Chief Executive Officer, Assam State Disaster Management Authority.
5. Mission Director, National Health Mission, Assam.
6. All Deputy Commissioners for necessary action.
7. All Superintendents of Police for necessary action.
8. Director of Medical Education, Assam
9. Director of Health Services, Assam.
10. All Principals/ Superintendents, Medical College Hospital.
11. All Joint Directors of Health Services/ District Surveillance officers for necessary action.
12. P.P.S to Hon'ble Chief Minister for kind appraisal of Hon'ble Chief Minister.
13. P.S to Hon'ble Health Minister for kind appraisal of Hon'ble Health Minister.
14. Any other concerned.

Handwritten signature
Joint Secretary to the Government of Assam
Health & Family Welfare Department