Record of discussion of the meeting held on 26th July 2013 at 10:30 AM in the Office Chamber of the Mission Director, NRHM, Govt. of Tripura.

A discussion was held under Mission Director, NRHM, Govt. of Tripura on 26th July 2013 at 10:30 AM in his Office Chamber for timely execution of programmes/schemes especially Reproductive & Child Health (RCH) linking with fulfillment of key conditionalities and mandatory disclosures specified by the Ministry from time to time. Based on the discussions, following key action points were arrived as follows:

1. Systemize staffing pattern for effective implementation of RMNCH+A so that each Technical Component of RCH viz. Maternal Health (MH), Child Health (CH) & Immunization, Family Planning (FP), Adolescent Health (AH) & PNDT could be given responsible individually for supportive planning, implementation, monitoring & budgeting. In due course, concerned responsible person shall make an effort to improve the performance indicators of the assigned component by establishing coordination with Infrastructure, HR/Training, Procurement, IEC/BCC, Community Processes/ASHA, MIS and Finance & Accounts counterparts. Final reporting on respective components need to be routed towards State Programme Officer (FW&RCH).

   [Action:- SPO (RCH) & BO (NRHM)]

2. All forms of communication(s) received in the Society either through electronically or by post, whichever is earlier, need to be processed based upon the nature of urgency and routine communication within 2 (two) days by the concerned personnel dealing the subject to obtain decision/instructions from the appropriate authority. The supervising officer may also give specific instructions while marking such communication(s) to the concerned dealing assistant for processing. Regular supervision of the Receipt & Dispatch section needs to be done to ensure its pro-activeness and to complete their tasks within the time. Nothing to be kept pending for next day.

   [Action: Member Secretary, SH&FWS]

3. Similarly, reports and feedback to GOI with reference to directives with guidelines as periodically received on technical components need to be expedited on priority basis. Such directives with guidelines also needs to be made readily accessible to the Districts electronically which may be followed by communicating state specific instructions. Henceforth, Consultant, SH&FWS shall act as focal point to consolidate required status and facts to submit report as well as develop proposals for consideration of state specific strategy for adoption.

   [Action: Consultant, SH&FWS]

4. Within 20th of every month, facility wise analysis of each district i.e. OPD, IPD, ID, C-Section deliveries etc. needs to be submitted. Report upto the month of April 2013 has been consolidated and submitted. The next updated report needs to be submitted within 31st July 2013.

   [Action: MIS-Manager]

5. MO-RCH shall ensure district-wise schedule of School Health Check-up visits in place for all districts w.r.t the target set for 2013-14 and submit plan within 5 (five) days. Status of RBSK has to be geared up.

   [Action: MO-RCH]

Contd...P/2
6. MCTS shall be regularly reviewed every Saturday by MD, NRHM for at least half hour where all concerned should remain present with updated information/status. [Action: MIS Manager]

7. SPO (RCH) shall take lead role in implementation of Direct Benefit Transfer (DBT) under JSY scheme. This will be regularly reviewed every fortnight by MD, NRHM where all concerned should remain present with updated information/status. [Action: State Finance Manager]

8. Major issues which are required to be taken up with GOI along with the new proposal may be consolidated item-wise on immediate basis and put up within 3 (three) days. [Action: Consultant-SH&FWS]

9. Henceforth, adjustment against advances under any programme should be submitted by PO/ BO/ any officials within 3 (three) days without fail. All forms of bills raised for payments are also to be brought to the knowledge of Mission Director, NRHM with proper documentation. [Action: All Concerned]

10. A separate file to be maintained for issuing Show Cause notices. A general format needs to be developed for the purpose. Member Secretary, SH&FWS shall supervise development of a general format.

11. A system is to be put in place to obtain compiled and consolidated reports from all districts irrespective of programmes by 10th of every month. Member Secretary, SH&FWS shall issue necessary instructions to Districts illustrating the reports required to be submitted by the Districts.

12. Database of all ongoing/pending construction works (facility upgradation/new constructions) are to be maintained for each district and updated status of the same are also to be made available with CMOs by 1st week of each month. Advance tour schedule need to be put in place to conduct visits to districts to supervise; monitor and cross check any deviation of structure/plan & design of the ongoing/completed construction works. Concerned Engineer shall submit visit report with updated status by 30th of every month which will be further reviewed in the following month during state level monthly meetings. Housing Board is to be pursued for early expedition of ongoing construction of State Institute of Health & Family Welfare by December 2013. [Action: Executive Engineer]

13. Copy of utilization certificate (UC) for all construction works under NRHM received from different implementing agencies also need to be made available with Executive Engineer, DFWPM. [Action: State Accounts Manager]

Contd...P/3
14. Every month, one Junior Engineer of Engineering Cell may be assigned to reconcile the financial status and progress of construction works taken up under NRHM with the Account Section without fail. [Action: Executive Engineer/ State Accounts Manager]

Meeting ended with thanks to all.

(Dr. Sanjeev R. Bathod, IAS)
Mission Director, NRHM
Government of Tripura

No.F.3 (5-730)-FWPM/SHFWS/2008/Vol-II
National Rural Health Mission
State Health & Family Welfare Society, Tripura
Agartala

29 July 2013

Copy to:
1. The Director, Health Services, Government of Tripura for information.
2. The Director, Family Welfare and Preventive Medicine, Government of Tripura for information.
3. The Director, Medical Education, Government of Tripura for information.
4-11. The Chief Medical Officer, West/ Sipahijala/Khowai/Gomati/ South/Dhalai/ Unakoti/North District, Govt. of Tripura for information and needful.
12. The Member Secretary, SH&FWS Tripura for information and needful please.
13-14. The Branch Officer-NRHM/AYUSH, Tripura for information and needful.
22. The Medical Officer, RCH, NRHM Tripura for information and needful.
23. The Executive Engineer, NRHM Tripura for information and needful.
24. The Public Relation Officer, DFWPM, Tripura for information and needful.
25. The Branch Officer, Procurement, NRHM Tripura for information.
27. The Consultant Community Mobilization- Tripura, RRC-NE, Guwahati for information.
28. The Deputy Director- Finance, NRHM Tripura for information.
29. The State Programme Manager, SH&FWS, Tripura for information.
30. The State Finance Manager, NRHM Tripura for information.
32. The Manager-MIS, NRHM Tripura for information.
33. The State ASHA Programme Manager, NRHM Tripura for information.
34. The Assistant Programme Manager, SH&FWS Tripura for information.
35. The NGO-Advisor, NRHM Tripura for information.
36. The Website Section of NRHM Tripura for information and uploading it to the website.

(Dr. Sanjeev R. Bathod, IAS)
Mission Director, NRHM
Government of Tripura