Minutes of the staff meeting held in the office of State Health & Family Welfare Society (NRHM) Tripura under the chairmanship of Mission Director, NRHM Tripura on 8th August 2013 at 11.30 A.M.

The decision taken in the meeting are as follows:

1. One person shall be designated as Store in-charge, NRHM, at the Central Medical Store (CMS). That person will sit there and receive & distribute all goods and material other than vaccine and shall submit weekly stock position. BO (Procurement) to see for this arrangement and to put up file to MS, SH&FWS. The cold chain shall remain separate and under the Cold Chain Officer, DFWPM, as before.  
   [Action: MS, SH&FWS]

2. Sri. Bidhan Saha, SDACDA, henceforth will look after works of accounts part of NVBDCP in addition to his normal assignment unless new person is recruited.
   [Action: MS, SH&FWS, Tripura]

3. Now onwards, the duties of Smt. Jayanti bala Debbarma, will be reallocated. She will work under MO-RCH, NRHM Tripura.  
   [Action: MS, SH&FWS, Tripura]

4. All materials including IEC materials will be shifted to CMS under Store in charge. The Branch Officer, Procurement will look after Store in addition to Procurement. 
   [Action: BO, Procurement, NRHM, Tripura]

5. All Procurement shall be made by open tender only.
   [Action: BO, Procurement, NRHM, Tripura]

6. Review on the decision points of Regional review meeting held on 23rd & 24th July 2013 at Guwahati may be held in the last week of this month.
   [Action: SPM, NRHM, Tripura]

7. It has been noticed that, the staff under NRHM are not performing their duties with due diligence and care. This is for about all the sections under SH&FWS, Tripura. Accordingly it is decided that, henceforth all staff would work with due diligence and care and report to their respective reporting authorities within the time limit as fixed by the respective authority. Any deviation to this would be viewed seriously.

8. All the staff working under SH&FWS should attend office in time i.e, sharp at 10 A.M they should sign attendance.

Meeting ended with thanks to all.

(Doctor Sandeep A Mathot)  
Mission Director, NRHM  
Government of Tripura
Copy to:

1. The Member Secretary, SH&FWS Tripura for information and needful please.
2-3. The State Programme Officer, RCH/NVBDCP, Tripura for information and needful.
4-5. The Branch Officer-NRHM/AYUSH, Tripura for information and needful.
6. The Medical Officer, RCH, NRHM Tripura for information and needful.
7. The Cold Chain Officer, DFWPM, Tripura for information.
8. The Executive Engineer, NRHM Tripura for information and needful.
9. The Public Relation Officer, DFWPM, Tripura for information and needful.
10. The Branch Officer, Procurement, NRHM Tripura for information and needful.
11. The State Facilitator- Tripura, RRC-NE, Guwahati for information
12. The Consultant Community Mobilization- Tripura, RRC-NE, Guwahati for information
13. The Deputy Director- Finance, NRHM Tripura for information
14. The State Programme Manager, SH&FWS, Tripura for information
15. The State Finance Manager, NRHM Tripura for information
16. The Consultant- SH&FWS, NRHM Tripura for information
17. The Manager-MIS, NRHM Tripura for information
18. The State ASHA Programme Manager, NRHM Tripura for information
19. The NGO-Advisor, NRHM Tripura for information.
20. The Website Section of NRHM Tripura for information and uploading it to the website.

(Dr. Sandeep R. Gothod)
Mission Director, NRHM
Government of Tripura