

(1)

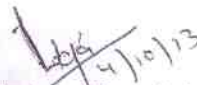


STATE PROGRAM MANAGEMENT UNIT  
DELHI STATE HEALTH MISSION  
GOVT. OF NCT DELHI  
6th Floor, 'A' & 'B'-Wing, Vikas Bhawan-II  
Near Metcalf House, Civil Lines, Delhi-110054  
Phone No. 011-23812903, 23812904  
Mailid: dshmspnu@gmail.com

F. No.F10/Estt./MOSHS (D)/178/DSHM/11-12/ 4817-4863 Dated: 04/10/2013

**SUBJECT: MINUTES OF THE MEETING**

I am directed to forward the minutes of the meeting of State Health Society (Delhi) held under the Chairmanship of Secretary (H&FW) at SPMU, DSHM on 25.09.2013 at 12.00 noon.

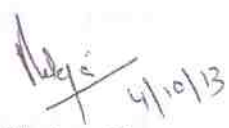
  
(Dr. Nutan Mundeja)  
State Program Officer

F. No.F10/Estt./MOSHS (D)/178/DSHM/11-12/ 4817-4863 Dated: 04/10/2013

Copy to:

1. PA to Secretary (H&FW)/Chairman, SHS (Delhi)- for information
2. Divisional Commissioner (Co-Chairperson), Govt. of NCT of Delhi.
3. Pr. Secretary (Finance), Govt. of NCT of Delhi- with the request to nominate an officer for the meeting.
4. Pr. Secretary (Planning), Govt. of NCT of Delhi - with the request to nominate an officer for the meeting.
5. Pr. Secretary (UD), Govt. of NCT of Delhi- with the request to nominate an officer for the meeting.
6. Joint Secretary (NRHM), Ministry of H&FW, Govt. of India.
7. Secretary-cum-Director (Social Welfare), Govt. of NCT of Delhi
8. Director (ISM&H), Govt. of NCT of Delhi
9. Director (Education), Govt. of NCT of Delhi
10. Secretary (NDMC), New Delhi Municipal Council
11. Additional Commissioner (Health), EDMC SDMC, NDMC (Delhi)
12. Additional Commissioner (Slums), EDMC SDMC, NDMC (Delhi)
13. Additional Commissioner (Deptt. of Environmental Sanitation), Municipal Corporation of Delhi
14. Director (CHEB), Directorate of General of Health Services, Govt. of India
15. Director, Directorate of Health Services, Govt. of NCT of Delhi
16. Director, Directorate of Family Welfare, Govt. of NCT of Delhi
17. Dean, Maulana Azad Medical College, New Delhi

- (2)
18. Chief Executive, Delhi Cantonment Board.
  19. Municipal Health Officer, EDMC SDMC, NDMC (Delhi)
  20. Director Health Administration, EDMC SDMC, NDMC (Delhi)
  21. MOH Family Welfare, New Delhi Municipal Council
  22. Chief Executive Officer, Delhi Jal Board
  23. Director/Health of the Deptt., Community Health Department, National Institute of Health & Family Welfare
  24. Director/Health of the Deptt., Community Health Department, Jawahar Lal Nehru University, New Delhi.
  25. Director, National Institute of Communicable Diseases, or his nominee
  26. Director (Medical), Employees State Insurance Corporation
  27. Additional Director (HQ), Central Govt. Health Scheme, Govt. of India
  28. Representative of Department of Health & Family Welfare, GOI
  29. Project Director, Delhi State AIDS Control Society
  30. All State Program Officers (RCH-II including Immunization T.B, Leprosy, Cancer Control, Blindness Control, Deafness Control, Iodine Deficiency, Mental Health Programs, Diarrhea Control, National Vector Borne Disease Control Programs (Malaria, Filariasis, Dengue, Japanese B encephalitis etc.), and Integrated Disease Surveillance Project), Pulse Polio Immunization
  31. NGO-SOSVA
  32. NGO-UHRC

  
(Dr. Nutan Mundeja)  
State Program Officer

**MINUTES OF THE STATE HEALTH SOCIETY (DSHM)**  
**MEETING HELD ON 25/09/2013**

State Health Society (DSHM) meeting was held on 25/09/2013 in the Conference Hall of SPMU, DSHM.

List of participants is annexed.

The proceedings and decisions are as follows:

**Agenda No.1-** The minutes of the SHS (D) meeting held on 22-07-2013 were confirmed.

**Agenda No.2-** Action taken report on the minutes of the State Health Society meeting held on 22/07/2013 was shared.

The SHS (D) decided that:

- (i) In line with the proposal submitted to GoI to enhance remuneration of contractual staff under RCH / MFP in place for 1- 3 yrs with DSHM by 5% similar proposals from the verticals programmes should be worked up by all State Programme Officers and sent to SPMU by 10/10/2013.
- (ii) All State Program Officers of disease control programmes to inform the district wise allocation plan for 2013-14 to MD (DSHM).
- (iii) State Health Society (Delhi) approved the proposal for Cold Chain Mechanics to be included in Supplementary PIP so as to ensure availability of one mechanic in every district.
- (iv) SHS (D) approved the opening of a separate sub-account for Non-communicable disease. Director, Health Services shall implement the programme approved under NCD flexipool with support from State Program Management Unit.



(4)

- (v) Director, Family Welfare to submit a comprehensive plan for implementation of Janani Shishu Suraksha Karyakaram (JSSK) in an efficient and accountable way, to the Health department to take it up with government.
- (vi) Online payment of monthly remuneration for all contractual engagement under Delhi State Health Mission should be done from September, 2013 onwards.  
SHS (D) approved the creation of email id ([dshremuneration@gmail.com](mailto:dshremuneration@gmail.com)) for contractual staffs to articulate their grievances relating to salary disbursement, which will be promptly responded by the State Programme Manager (DSHM). He will be responsible for the prompt and correct response to the said grievance within 3 working days of receipt of the grievance. In case the grievance is not settled in 3 days, the matter will be escalated to SPO (DSHM) and MD (DSHM) respectively. The above E-mail ID will be widely circulated, including through staff unions and on the website.
- (vii) DFW, DHS agreed to nominate officers who will be signatories along with Deputy Director-Finance (nominee of Mission Director) as per decision of SHS(D). The programme officers can take opinion of the Finance Division before seeking approval of the competent authority if required.  
SHS (D) requested DHS/DFW to inform their nominees in writing so that it can be intimated to the bank.

Action

**Agenda Point No.3:** State Health Society (Delhi) ratified the list of new recruitments under DSHM. (Annexure-1).

The job responsibilities of all new recruitments to be arrived and shared with all stake holders by the State Programme Manager.

**Agenda Point No.4:** State Health Society (Delhi) approved the proposal to reconstitute the Governing Body & Executive Committee of the State Health Society (Delhi) as per following details in order to improve programme implementation:-



**Governing Body**

1. Secretary (H&FW)/Chairman SHS (D)	Chairperson
2. Director, Directorate of Health Services	Vice-Chairperson(1)
3. Director, Directorate of Family Welfare	Vice-Chairperson(2)
4. Director (IS&MH)	Member
5. Representative of Secretary Finance	Member
6. Director Social Welfare, GNCTD	Member
7. Representative of Secretary UD	Member
8. Director (Education)	Member
9. Representative of DGHS GoI	Member
10. Representative of Department of H&FW GoI	Member
11. Dean MAMC / GTB	Member
12. One Chief District Medical Officer	Member
13. One Medical Superintendent	Member
14. One Municipal Health Officer	Member
15. Representative of NGO	Member
16. Mission Director	Convenor

Sl.No. 12 to 15 to be nominated by Chairperson, by rotation, every two years.

**Executive Committee**

1. Mission Director	Chairperson
2. Addl. Director, Directorate of Health Services	Vice- Chairman
3. Director, Directorate of Family Welfare - Nominee	Member
4. Director, IS&MH – Nominee	Member
5. Addl. Commissioner (Health) EDMC - 2 Nominee (Health Administration and Public Health)	Member
6. Addl. Commissioner (Health) SDMC - 2 Nominee (Health Administration and Public Health)	Member
7. Addl. Commissioner (Health) NDMC - 2 Nominee (Health Administration and Public Health)	Member

*Wey's*

(6)

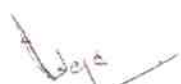
8. CEO Delhi Cantonment Board	Member
9. Addl. Commissioner (Department of Environment) MCD	Member
10. Medical Officer Health, NDMC	Member
11. Project Director Delhi State Aids Control Society -Nominee	Member
12. SPO PNDDT	Member
13. SPO RCH	Member
14. SPO Maternal Health	Member
15. SPO Child Health	Member
16. OSD IPPIP	Member
17. SPO FP	Member
18. SPO ARSH	Member
19. SPO NLEP	Member
20. SPO RNTCP	Member
21. SPO, NVBDCP	Member
22. SPO IDSP	Member
23. SPO, NPCB	Member
24. SPO, NIDDCP	Member
25. SPOs, DSHM	Member
26. Deputy Director (Finance), DSHM	Member
27. SPO, DSHM	Convenor

The above proposal may be taken by MD (DSHM) up through the administrative department to make necessary changes with the Registrar of Society after approval of the competent authority.

#### Agenda Point No.5

#### RNTCP –DTUS merger issues:

The State Health Society (Delhi) was informed that as per the decision of SHS (D) in 24/04/2013 (Agenda No. 5B) remuneration of RNTCP staff equal to DSHM category of contractual staff was proposed. As per the administrative approval of the PIP 2013-14



(6)

8. CEO Delhi Cantonment Board	Member
9. Addl. Commissioner (Department of Environment) MCD	Member
10. Medical Officer Health, NDMC	Member
11. Project Director Delhi State Aids Control Society -Nominee	Member
12. SPO PNDT	Member
13. SPO RCH	Member
14. SPO Maternal Health	Member
15. SPO Child Health	Member
16. OSD IPPIP	Member
17. SPO FP	Member
18. SPO ARSH	Member
19. SPO NLEP	Member
20. SPO RNTCP	Member
21. SPO, NVBDCP	Member
22. SPO IDSP	Member
23. SPO, NPCB	Member
24. SPO, NIDDCP	Member
25. SPOs, DSHM	Member
26. Deputy Director (Finance), DSHM	Member
27. SPO, DSHM	Convenor

The above proposal may be taken by MD (DSHM) up through the administrative department to make necessary changes with the Registrar of Society after approval of the competent authority.

#### Agenda Point No.5

#### RNTCP –DTUS merger issues:

The State Health Society (Delhi) was informed that as per the decision of SHS (D) in 24/04/2013 (Agenda No. 5B) remuneration of RNTCP staff equal to DSHM category of contractual staff was proposed. As per the administrative approval of the PIP 2013-14

*[Handwritten signature]*

received enhancements was approved for all categories of staff to the base level of RCH / MFP of Delhi State Health Mission except Lab technician and TBHV workers. However, the enhancement as allowed for DSHM contractual staff by 10% for contractual engagement for 3 to 7 years, 20% for contractual engagement for > 7 years along with EPF for all categories of staff was not allowed.

The supplementary PIP for RNTCP for parity to DSHM staff was sent for approval to GoI. The approval of supplementary PIP is awaited.

State Health Society (Delhi) opined that while efforts with GoI are continuing, a proposal to get the deficit amount from GNCTD by a Cabinet Proposal through the administrative department should be submitted and got approved as a priority by the STO (RNTCP). The SHS also felt that incase the approvals from GOI is not received, GNCTD has to step in to fill the gap and discontinuation of the proposed increase after a period of time will lead to increased complications.

In case no decision is received from GNCTD immediately due to impending elections, State Health Society (Delhi) authorised Chairman to take a decision regarding the proposal to give parity to 2 categories namely Lab technicians and TBHV of RNTCP to the base salary purely as an interim measure up to December 2013.

(B) State Health Society (Delhi) was informed that the operational issues of merger have been sorted out by repeated meetings and STO RNTCP to submit a ATR within a week to MD DSHM.

**Agenda Point No. 6: SHS – Implementation of NUHM**

State Health Society (Delhi) agreed in principle to implement NUHM. However a detailed self contained note to be sent to GNCTD regarding Financial, structural and other issues regarding implementation of NUHM.

As per the guidelines, the SHS of NRHM shall implement NUHM also with reconstruction. State Health Society (Delhi) approved constitution of a 'State Consultation Committee (NUHM)' consisting of following members to give its recommendations on the above issues.



18

State Consultation Committee (NUHM)

1. Director Family Welfare – Chairman
2. Two CDMOs – To be nominated by Chairperson/MD-DSHM
3. Two SPOs – To be nominated by the Chairperson/MD-DSHM
4. Three Representatives from MCD

The TOR for the committee will be issued with the approval of Chairperson, SHS. The committee may give its recommendations within 60 days of its constitution.

**Agenda Point No. 7:**

**Steering Committee Report was presented to the State Health Society (D).**

The SHS placed on record its appreciation to the members of the Steering Committee for deliberating on the demands of the contractual staffs in a comprehensive manner and submitting its recommendations.

**STATE HEALTH SOCIETY (D) APPROVED THE FOLLOWING RECOMMENDATIONS FOR IMPLEMENTATION:**

**MATERNITY LEAVE:**

The Committee recommended that the provisions of Maternity Benefit Act 1961 will only be applicable as per the contract entered with them.

However, SHS (D) considered the welfare of its contractual staffs and approved an extra one month leave which can be granted for complicated pregnancy cases based on records to be prescribed by the consulting doctor. This written advice of the doctor may also be allowed to be considered as a prescribed document.

An additional “leave without pay” can be condoned on case-to-case basis by the Mission Director of the respective society up to thirty days to both male and female contractual engagements.

(9)

#### **PROVIDENT FUND:**

GoI in its PIP has approved implementation of EPF as a purely voluntary measure from April 2013 onwards and steps are being taken to implement it. Hence, no further action required. The committee has not given any further recommendation on it.

#### **FORMATION OF CONTRACTUAL EMPLOYEES MANAGEMENT COMMITTEE:**

SHS (D) approved the formation of a "Contractual staff's Management and Grievance Redressal Committee" consisting of State Program Manager, HRD- Consultant & one representative from DFW. The committee also approved that an email id ([dshmgeneralgrievance@gmail.com](mailto:dshmgeneralgrievance@gmail.com)) may be created for receiving grievances of contractual staffs including gender related issues of workplaces. SPM to respond to the mails promptly with remedial actions. A fortnightly report to be submitted by SPM to MD DSHM.

#### **LEAVES:**

The committee recommended 20 days Earned leave and 10 days casual leave for a contractual duration of 12 months. The committee also recommended encashment of upto 50% EL and also that staff should be encouraged to take leave appropriately.

SHS (D) considered the recommendations and decided that 20 days EL, 10 days CL may be allowed in a contract period of 12 months. The staff may also be allowed to take ½ days casual leave only. It also decided that the 10 days earned leave may be credited in January at the starting of the contract and 10 days EL on July 1<sup>st</sup>. In order to provide maximum service to the patients, SHS (D) decided that encasement of maximum number of days EL at the end of each contract period subject to Labour Laws may be allowed. Apart from this SHS (D) also decided on extra one month leave without pay to be condoned on case to case basis by the Mission Director of concerned society.

#### **TRANSFER POLICY FORMATION:**

The committee had recommended inter district transfer on mutual exchange basis under DSHM after completion of 3 years of continues contract. The transfer to be effected, after recommendations of IDHSS/DSHM with the approval of SHS.

2/1/14

(10)

SHS considered the above recommendation and decided that inter district transfer on mutual exchange basis under DSHM to all categories of staff working under different IDHSs may be allowed for those who have completed 2 consecutive contract periods for specific conditions like those mentioned below as an experimental measure prior to the starting of next contract period from January-2014. The SHS also decided that the Chairperson of concerned IDHS may approve the inter district transfer at their own level instead of doing it at SHS level. The applications may be received upto November 15<sup>th</sup> and decided by December-15<sup>th</sup> 2013 so that the transfer gets effected at the starting of the next contract alongwith transfer of records of the contractual staff.

The following reasons are indicative which may be considered for inter district mutual transfer

- (a) Marriage
- (b) Change of residence of spouse/self
- (c) Distance from the residence

SHS (D) also decided that inter district mutual transfer will only be allowed one to one basis between two IDHSs only.

**SHS (D) approved the following recommendation to be referred to the Administrative Department/GNCTD.**

#### **MEDICAL FACILITY:**

The committee recommended to explore arranging medical cover through Government /private insurance company. The SHS decided that the matter may be referred to GNCTD through the administrative department for considering with respect to all contractual staffs in all societies autonomous body under DSHM.

#### **AGE RELAXATION IN DSSSB VACANCIES / BONUS MARKS:**

The committee recommended that society may recommend to the recruitment bodies under Delhi Govt. to considered age relaxation of upto 5 years for those who have served under

(1.1)

DSHM for 3 years or more and also to consider bonus marks depending upon the work experience with the society. SHS (D) decided to refer the matter to GNCTD through the administrative department for its consideration.

**ALLOWANCES LIKE UNIFORM, WASHING, PATIENT CARE:**

The committee has recommended that since they also perform a similar work in conditions and risks similar to other health category staffs, composite package including these may be considered. SHS (D) decided that in PIP 2014-15 these allowances may be worked out as part of consolidated remuneration for categories which are eligible. However, the matter may also be taken up with GNCTD with reasons and financial implications.

**SHS (D) approved the following recommendation to be referred to GoI**

**ENHANCEMENT OF REMUNERATION:**

The committee recommended that intra DSHM variations between the different programmes to be made similar for equivalent posts with same RRs in DSHM. It also recommended that the remuneration may be calculated and sent to GoI as basic pay of the pay band with grade pay and DA as on 31<sup>st</sup> December of the previous year. The SHS decided while the above formula may be adopted for sending the proposal in PIP, the previous experience has shown that such a massive increase is unlikely to be approved. However, SHS recommend that proposal for substantial increase to be sent to GoI and impressed upon them to approve the same.

**CAREER PROGRESSION:**

While the committee has recommended 5% enhanced remuneration for those who have got "excellent" grading (80%) in their performance appraisal format as recommended by the committee for 5 consecutive years. SHS (D) felt that it would be practically difficult to implement the above proposal. However, suitable career progression avenues within DSHM like certain supervisory post with appropriate Job description, being created for in service candidates with abolition of similar no. of lower grade posts, was approved for all major cadres, to be so reflected in next PIP. Suitable training programmes may also be arranged for different categories of contractual staffs.



**TRAVEL ALLOWANCES:**

While the committee has not given specific recommendations, SHS (D) decided that since for certain categories travel allowances has been approved by GoI in PIP 2013-14, SPOs may project the travel allowance requirements as per the duties to be performed to GoI for its approval.

Festival Bonus, Medical Leaves, HRA, LTC, Educational Allowances cannot be agreed upon as per the committee's recommendations as well as by SHS.

The committee also recommended Job descriptions, Performance appraisal for 5 categories of staffs under DSHM namely ANMs, PHNs, Pharmacists, CDEOs and Staff nurses. The SHS agreed to implement the recommendations and use it for the performance appraisal from October onwards and for renewal of contracts. The SHS also decided that State Programme Manager to arrive at similar Performance appraisal methods for other categories of staffs.

With reference to RRs, the issue will be placed before the SHS after analysis subsequently.

**Agenda Point No. 8:**

The following information is placed before SHS

SHS (D) was informed that about approval by GoI for filling up of the post of MD (DSHM) on deputation basis.

As per the earlier approval the bank account in ICICI of DSHM are to be closed. All SPOs should close the ICICI account and transfer the amount if any to Bank of India.

**Agenda Point No. 9:**

**Income tax calculation for the contractual staffs under DSHM:**

SHS approved the matter to be taken up with income tax department and uniform decision be taken for all staffs under DSHM with the approval of Chairman SHS (D). Since, the online application requires deduction to be made as per the IT Act, an interim decision to deduct 10% from all categories of staffs under DSHM who are drawing more than Rs. 20,000 per



(13)

month was approved. Any extra deduction to be done based on the advice from Income Tax department will be carried out in subsequent months if necessary.

The meeting ended with a vote of thanks to the Chair.

Wes

(15) (14)

LIST OF PARTICIPANTS

Sl.No.	Name	Designation	Department
1	Dr. D. Sanyal	CMO, (HQ) MCW SDMC	MCW (SDMC)
2	Dr. Ruby Kurien	CMO (HQ) MCW, SDMC	MCW (SDMC)
3	Dr. Amita	CMO	DFW
4	Dr. Ruby Sinha	CMO	DFW
5	Ms. Manju Sahoo	Dy. Director	Planning Department
6	Dr. Charan Singh	Addl. Director	DHS
7	Dr. MMS Brijwal	Addl. DHA	SDMC
8	Dr. S.K. Arora	Addl. Director (Health) & SPO (RNTCP)	DHS, RNTCP
9	Dr. S. Ailawadi	State M&E Officer	DSHM
10	Dr. Monika Rana	SPO	DSHM
11	Mr. Hardev Singh Chauhan	SPM	DSHM
12	Dr. Nilesh Ahuja	Deputy Director, ISM	DISMH
13	Dr. R.K.Batra	SPO (RCH)	DFW
14		Dy. Secy. (Finance)	Finance
15	Mr. M.K. Jain	SE (Plg.)	DJB
16	Dr. Saurabh Goel	Asst. Director, IDSP	NCDC
17	Dr. Megha	Deputy Director	NCDC, IDSP
18	Dr. Veenita Anand	R.O.	NIHFW
19	Dr. Ravi Prakash Gupta	Addl. DHA, M&CW	MCD
20	Dr. D.K. Dewan	Director	Family Welfare
21	Mr. Rajender Chorasias		MCD
22	Mr. M.K. Sateerja	SFM	DSHM
23	Dr. G.P. Singh	CMO (Plan)	North Municipal Corporation (Health Department)
24	Mr. S.D. Sharma	Dy. Director (Finance)	DSHM
25	Ms. Sita Ram	Ex. Director	DSHM
26	Dr. J.S. Purty	Addl. DHA	EDMC
27	Dr. B.K.Hazarika	Addl. MHO	SDMC
28	Dr. A.K. Saini	SPO (NPCB)	DHS
29	Dr. Sanjay Aggarwal	SPO	DFW
30	Dr. N.V. Kamat	Director	DHS
31	Dr. Nutan Mundeja	SPO	DSHM
32	Ms. Asha Bentur	HRD-C	DSHM
33	Dr. N. Vasantha Kumar	MD	DSHM

(13)

ANNEXURE-1

Newly selected / engaged candidates for SHS (Delhi) for the year 2013-14 are given hereunder:

SPMU		
Sl. no	Name of the candidate	Name of the post
1	Mr. Sita Ram	Executive Director
2	Ms. Sonia Wadhwa	State ASHA Coordinator
3	Dr. Yogesh Pande	State ASHA Coordinator
4	Mr. Dharmender Kumar Sahu	IEC/BCC Consultant
5	Md. Usman	Media Assistant
6	Ms. Jayshree Dash	State MIS Expert
IDSP		
1	Sh. Jitender Kumar	Consultant Finance
2	Ms. Shahid Akhtar Khan	Microbiologist
RNTCP		
1	Mr. Satya Vart	Storekeeper

Asha  
... HRD-C