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STATE PROGRAM MANAGEMENT UNIT  
DELHI STATE HEALTH MISSION  
GOVT. OF NCT DELHI  
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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.

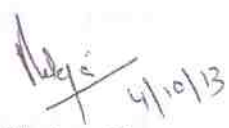
  
(Dr. Nutan Mundeja)  
State Program Officer

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

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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.



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- (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

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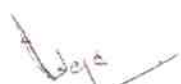
8. CEO Delhi Cantonment Board	Member
9. Addl. Commissioner (Department of Environment) MCD	Member
10. Medical Officer Health, NDMC	Member
11. Project Director Delhi State Aids Control Society -Nominee	Member
12. SPO PNDDT	Member
13. SPO RCH	Member
14. SPO Maternal Health	Member
15. SPO Child Health	Member
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



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19. SPO NLEP	Member
20. SPO RNTCP	Member
21. SPO, NVBDCP	Member
22. SPO IDSP	Member
23. SPO, NPCB	Member
24. SPO, NIDDCP	Member
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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.



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.



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#### **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.

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