



Minutes of the Meeting under Principal Secretary
RCH Conference Hall
Date: 29th August 2013

A meeting of all the Hospital Managers, District Programme Managers and District Accounts Manger was conducted on 29th August 2013 at RCH conference Hall, Namkum under the chairmanship of principal Secretary. Other dignitaries who were present in the meeting were Mission Director NRHM Jharkhand, Director In Chief, Directors, Director Finance, and deputy directors from the department. Major decisions made in the meeting are as follows.

1. The District Account Manager is directed to ensure implementation of Tally in the districts as well as the blocks within two months.
2. Director Finance is directed to ensure sorting of all the accounts related issues of the districts with state within 48 hours by email.
3. Civil Surgeons/ Deputy Superintendent must ensure that all files related to Hospital management of the District Hospitals is moved through the Hospital Managers.
4. Civil Surgeons/ Deputy Superintendent must ensure that the attendance of all the 3rd grade staff both regular and contractual are checked by and kept with Hospital Managers.
5. Civil Surgeon, District Programme Manager and Hospital Manager, Palamu, are directed to ensure shifting of all the departments in the new building within 4 days.
6. The Deputy Superintendent of Gumla, Dr Arjun Prasad's OPD/IPD details as Deputy Superintendent and as Pediatrician should be sent to the Principal Secretary by fax by the districts. CS Gumla to give explanation for absenteeism of the Gumla DS. Show cause notice to be issued to the DS Gumla seeking explanation for the District Superintendents irregular duty and regular absenteeism from his duty station.
7. SRCHO in consultation with the Civil Surgeon Gumla and MOIC *Sisai* are directed to make FRU *Sisai* functional within one month.
8. The Hospital Manager Gumla shall ensure that OPD/IPD of all the doctors placed in FRU *Sisai* should be sent to Principal Secretary, Mission Director and Dr Sumant Mishra by Fax.
9. SRCHO is directed to hold a meeting with Civil Surgeon and all the doctors of Gumla District and discuss the issues related to operationalisation of FRU at *Sisai* and submit the report immediately to the Principal Secretary and Mission Director.
10. Hospital Manager Gumla is directed to conduct a feasibility analysis for CCTV Camera, whether it is required at all in the hospital and send it to the state before procurement of the CCTV Camera.

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11. Civil Surgeon, Gumla is directed to rationalize the posting of Lab technicians at DH Gumla , as currently 9 Lab techs are placed in District Hospital and yet the District Laboratory does not work 24x7. Terminate the contract of not required.
12. The state is directed to send a State Enquiry Team to Gumla district for making a thorough enquiry into the indisciplinary activities of staff members at District Hospital and DPMUs.
13. The District Programme Manager is directed to send the Performance of all the staff placed at Gumla DH and FRU Sisai by Fax to Principal Secretary and Mission Director.
14. Gumla Hospital Manager shall reorganize all the Autoclavs and ensure it is made functional.
15. Hazaribagh district (Civil Surgeon) shall take action against Dr Sidharth who has not been performing Ultra Sound at the District Hospital for which he was even given choice posting.
16. State to take stringent action against Civil Surgeon Hazaribagh for not highlighting the issue of non performance of doctors to the state and hiding vital information's from the state.
17. The State and Civil Surgeon Hazaribagh must take action against Dr R K Jaiswal, Surgeon placed at DH Hazaribagh for non performance.
18. Hospital Managers are directed to send every month the OPD/IPD of each doctors placed in the DH and all the FRUs. DPMs to send the same where HMs are not positioned.
19. Hospital Managers are directed to send two years OPD/IPD of all the doctors at DH and FRUs.
20. Dr Sumant Mishra has been made the nodal officer for monitoring as well as absenteeism of all the doctors in the state. He is directed to submit a monthly report of OPD/IPD of all the doctors to the Principal Secretary. Office order should be issued accordingly.
21. The districts are directed to send the details of the amount spent on signage's across all facilities within 10 days to the state.
22. Quality Assurance Team under the Supervision of Dr Sumant Mishra Director Health are directed to undertake close monitoring of the status of all the equipments (working /not working/year of purchase etc) in all the health facilities in the districts . The Quality Assurance Team is also directed to prepare a reporting format and send monthly reports on this Reporting format to the Principal Secretary and Mission Director. This report shall be sent 1st week of every month without fail.

Compliance of the Last Meeting Directions

23. The Quality Assurance Team are directed to ensure that letter is issued from Mission Director to all the districts for increasing the limit of the Petty cash with District Superintendent from Rupees two thousand to Rs five thousands as some of the districts like Palamu have not made the compliance in this regard.
24. Civil Surgeons and District programme Managers of all the district must ensure that salary payment to class 3 & 4 staffs placed at the district hospital must be paid only after certification

- and verification from Hospital Managers (all regular + contract staff). The Quality Assurance Team is directed to ensure that letter is issued from Principal Secretary to all the districts.
25. The attendance register of all the third and fourth grade staff of District Hospitals must be kept with Hospital Managers.
 26. The Quality Assurance Team is directed to ensure that Letter is issued from Principal Secretary for inclusion of Hospital Managers as one of the members in Hospital Management Society as some districts like *Giridih, Deoghar, Latehar, Saraikela* etc have not yet made this compliance.
 27. Hospital Managers are directed to notify the Absenteeism of Doctors to the principal Secretary, Mission Director and the Civil Surgeons .
 28. State Quality Assurance Team is directed to send a copy of the FRU visit made by the districts as well as the state to the Principal Secretary and the Mission Director and also send the compliance reports every month to the Principal Secretary and the Mission Director.
 29. All Hospital Management Society related reports and files must be kept with the Hospital Managers.
 30. Districts are directed not to procure Biometric equipments as of now .This is because a new Adhar enabled Biometric Equipments has to be purchased for which rate contract is under process.
 31. All NRHM staff are directed to enroll themselves in *Adhar* and furnish their ADHAR numbers to their head office.
 32. The District Accounts Manager, Ranchi is directed to ensure payment of Training and Immunization programmes within a week their district.
 33. The District Accounts Manager are directed to ensure that the total number of accounts opened in the districts and blocks should not exceed the number specified in NRHM financial guidelines.
 34. The districts are directed to send their requisition for AMG and HMS additional funds to the state.
 35. All the districts are directed to ensure that Equipments worth Rs 1 lakhs and above should not be purchased without permission from the Principal Secretary /Mission Director.
 36. The equipments beyond the capacity of the hospitals to utilize them properly, should not be purchased by the districts.
 37. The districts are directed to prepare a plan for conducting the Camp in each Panchayat that is scheduled from 2nd September and also invite people from the state to attend it and sent the report of each Panchayat camp conducted with photos to the state.
 38. The districts are directed to send IEC expenditure status in their districts to the state as per IECs formats provided to them by 3rd of September 2013.
 39. The state IEC cell shall prepare a report on IEC activities that can be done by the districts and those that can be done by the state.
 40. The districts are directed to cancel those IEC orders that have not been completed on time.

- 41. The districts are directed to send an updated status of books of accounts of district and blocks.
- 42. The state is directed to prepare minimum level of performance indicators for HMs, DPMs, DAMs and DPCs must be prepared taking into account Timeliness/ Quality of work/Quantity of work (Measurable indicators)/Minimum error in data.
- 43. Clear Financial guideline related to accounts opening at the district and block level must be sent to the districts from the state (Director Finance, Mission Director, Director-in chief and Cell-in-Charge prepare a fresh guideline as per financial guideline of GoI for NRHM).
- 44. District Programme Managers are directed to monitor the submission of Annual Confidential Report of all the doctors in their districts. Follow up of how many doctors have submitted the ACRs and how many haven't must be completed within one week. The ACR format shall also be uploaded on the website.
- 45. Hospital Managers must regularly monitor the FRUs functioning and submit monthly report of FRU status to the state.
- 46. All NRHM Staff are directed to submit their *Adhar numbers* to the state by December as payment of salaries of all the staff from January 2014, would be made through CPSMS.
- 47. SPMU/ HR cell is directed to prepare NRHM Staff information Database of all the NRHM staff at the earliest, based on a standard one page datasheet to be filled in by all the NRHM Staff.
- 48. All Hospital Managers must ensure data quality in the HMIS report for their respective facilities.
- 49. The District Programme Management Unit shall be the custodians for all the NRHM files, including the Hospital Manager who shall be the custodian for all Hospital Management related files.
- 50. SPMU/HR cell must ensure that Minimum and Measurable level of Performance Indicators for all the NRHM staff is prepared within a month and shall be reviewed every 6 months.

Haisil Raja
Mission Director
(NRHM Jharkhand)

Memo No. 1234 (MD)

Date: 23.09.2013

CC: Principal Secretary, Department of Health & Family Welfare, Government of Jharkhand.
Director In Chief, Health, Government of Jharkhand.
Shri Ramkumar Sinha, Deputy Secretary, Department of Health and Family Welfare
Shri Rajesh Kumar Verma, Deputy Secretary, Department of Health and Family Welfare

Haisil Raja
Mission Director
(NRHM Jharkhand)

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