To

Principal Secretary to Government of Punjab
Department of Rural Development & Panchayats,
Punjab, Chandigarh.

Managing Director
Punjab Health Systems Corporation, Mohali

Director Health & Family Welfare
Punjab, Chandigarh

Memo No. 118/01-6HB-I/25852-54
Dated, Chandigarh, the 8th December 2005.

Subject: Management of 1310 Subsidiary Health Centres (SHCs) i.e. Rural Dispensaries (RDs) by engaging 1310 nos. of Doctors by Zila Parishad (ZPs)/ Panchayati Raj Institutions (PRIs).

The Governor of Punjab is pleased to accord approval as per following:

i. For all the 1310 SHCs/RDs, 1310 of doctors will be engaged by ZPs on service contract on relationship basis by entering into a contract with individual doctor. The contract agreement from legal point of view should be in such a form that the doctors so engaged at any point of time can not claim permanent absorption in the Government. So, legal opinion be sought by Department of Rural Development and Panchayats before engagement of such doctors. The Directors Health & family welfare has already forwarded a draft contract in this regard to Director Rural Development and Panchayats. However, in view of modifications approved by the CMM for entering into contract with an individual doctor instead of through service provider, modified draft contract agreement will be forwarded by Director Health and Family Welfare, which may be finalized by Director Rural Development and Panchayats after the same is legally vetted.

ii. The doctors engaged by ZPs will work in SHCs/RDs on as is where is basis.

iii. Approximately 899 regular doctors presently posted in 1310 SHCs/RDs will be shifted to other Health Institutions of the Department of Health and Family Welfare.
iv. Each SHC/RD will be provided with the basic medicines @ Rs. 7500/-
p.m. funds for which will be placed at the disposal of ZPs.

v. The available manpower of pharmacists in SHCs/RDs will be shifted
to other Health Institutions of the Department of Health & Family
Welfare.

4. While carrying out such arrangements, following issues/procedures have been
approved.

i. Capacity of the Zila Parishads to run 1310 subsidiary health
centers in the state: Director rural Development & Panchyats
informed that the case for merger of staff of DRDAs with ZPs is under
active consideration of Government. With this merger, requisite staff
for managing the SHCs i.e. will be available with ZPs and the ZPs will
be fully capable to run 1310 SHCs in the state.

ii. Availability of medicines in the subsidiary health center: The
expert committee of doctors will finalize a list of the vital and essential
basic medicines to be made available in the SHCs. The Punjab Health
Systems Corporation will coordinate medicine purchase activities,
which will include constitution of expert committee, assessment of
requirement for medicines and other supplies, calling/evaluation of
tenders, implementation of the contracts and distribution of medicines
on the basis of indents to be placed by various ZPs.

Special cells to be created in each ZP will coordinate the demands and
placement of indents for the medicines for each SHCs. ZPs as well as
SHCs will maintain separate records for receipt and distribution of
medicines. Local Gram Panchayats, Authorities of ZPs and the Local
Health Authorities (LHA) can check the availability and distribution of
the medicines and other supplies. The Finance Department will provide
funds to the tune of Rs. 7500/- p.m. per subsidiary Health Center for
purchase of medicines.

For dispensing the medicines, the Zila Parishad concerned will place
the medicines at the disposal of the Gram Panchayat of the Village in
which the SHC/RD is located. The Gram Panchayat will issue the
medicines the doctor concerned on weekly or fortnightly basis. The
doctor concerned shall maintain proper record of the receipt and
dispensing of medicines, which will be checked by the Sarpanch and
one other Panchayat member jointly before issuing next installment of
medicines. One of these i.e. Sarpanch or Panchayat member shall be
the member of the Schedule Castes. The available manpower of
Pharmacists in SHCs/RDs will be shifted to other health institutions of
the Department of Health & Family Welfare.

iii. Implementation of National Programmes: Primary level health
institutions not only provide health care but also assistance in
implementing several programmes aimed at control of specific disease
well as other priority areas such as Family Planning and Aids Control
and doctors earlier posted at the primary level dispensaries supervised
activities in the field with regard to these programmes through field
level functionaries. It may not be possible now to follow the same
system on account of the diminishing number of field workers and also as doctors proposed to be appointed on service contract could, perhaps, no longer be held fully accountable for such purposes. Therefore, that such activities in relation to the above mentioned programmes as had to be undertaken entirely within the rural dispensaries, would continue to feature in the charter of the doctors responsibilities as per the terms and conditions of the service contract. However, other activities that had to be undertaken at field level would need an alternate delivery model for which the Directorate of Health & Family Welfare would draw up a separate proposal.

iv. Coordination between sub centers subsidiary Health centers and other higher institutions: The services of SHCs are quite important in coordinating various activities with sub centers for implementation of above-mentioned National Disease Control Programmes, Immunization Programmes, IEC activities and also with secondary level health institution for establishment of referral system. Each of the doctors so engaged for SHCs will be given orientation programme/induction training for implementation of various National Programmes and other programmes and also regarding the referral system to be followed in curative health services being taken care by secondary and tertiary level health institutions.

The training part will also include the mechanism to be followed for coordinating activities with sub centers and other higher institutions. These training will be given in the state institution of health and F.W. Mohali/Training Annexes.

The Department of Rural Development & Panchayats will draw a separate budget of such induction trainings.

v) Coordination between Zila Parishad, Local Health Authorities I.E. Civil surgeons, SMOs and State Health Authorities: The civil surgeon of the district and Sr. Medical Officer of the block (Local Health Authorities) from time to time will be intimating to the special cells created in the ZPs as regard to activities being carried under ongoing National/ State Disease Control programmes, new instructions/ work plans to be carried in implementation of such programmes and commencement of new activities/programmes. The Local Health Authorities will also give feedback regarding achievement of benchmarks and performance of various doctors engaged through service contracts regarding their contributions in implementation of various disease control programmes, immunization programmes and IEC activities. Based upon these communications the special cells in ZP will circulate such instructions to the doctors engaged for SHCs. The feedback data given by the Local Health Authorities will be utilized by these cells in the administrative working and for management of service contracts (Renewal etc.).
For the purpose of reporting on the benchmarks, achievements & performance of the doctors, Directorate of Health & Family Welfare will devise a proforma for quarterly reports.

vi) Benchmarking for the doctors engaged by the Zila parishads on service contract on retainer ship basis for the subsidiary health centres: In order to inculcate the concept of accountability and monitoring, output parameters and benchmarks will be fixed for each activity to be carried by the doctors to be engaged by ZPs. Benchmarks will be recommended by a committee of the specialist doctors and the committee will keep on reviewing these benchmarks keeping in view the local area requirements. Managing Director, Punjab Health systems corporation, Director Health Services and Director Rural Development & Panchayats will finalize the Benchmarks recommended by the Expert committee.

vii) Emergency duties in case of natural and man made disasters and duties in the interest on state: Sometimes, department of Health & family welfare has to deploy additional doctors for lacking the emergencies due to an made and natural disaster. Special deployments have to be made to tackle outbreaks of water borne and other diseases etc. The doctors engaged by the Zila Parishads will perform these duties and will also support other functional activities ordinarily being undertaken by the department of Health & Family Welfare.

3. A list of 1310 SHCs/RDs is being provided by Directorate of Health & Family Welfare separately to you.

4. In future, also the posts of Medical Officers in SHCs/RDs as and when they fall vacant may be filled in accordance with this procedure so that work does not suffer.

5. This issues in accordance with the approval granted by CMM as conveyed by the Department of General Administration (Cabinet Affairs Branch) Punjab vide their Endst No. 1/160/2005-1Cabinet/4960, dated 19.08.2005 and Endst No. 1/232/2005-4Cabinet/6578, dated 23.11.2005.

Sd/-
Joint Secretary Health

A copy is forwarded to the Secretary (Coordination) for kind information of Chief Secretary, Punjab Department of General Administration (Cabinet Affairs Branch).

Sd/-
Joint Secretary Health
To

The Secretary to Govt. of Punjab
Department of General Administration,
(Cabinet Affairs Branch), Chandigarh.

I.DNo.1/18/01-6HB-I/ Dated, Chandigarh, the

A copy is forwarded to the Principal Secretary to the Chief Minister, Punjab,
Chandigarh for the kind information of Hon’ble Minister, Punjab.

Sd/-
Joint Secretary Health
To

The Principal Secretary to
Chief Minister, Punjab, Chandigarh.

I.D. No. 1/18/01-6HB-1/
Dated, Chandigarh, the

A copy is forwarded to the Principal Secretary to Government of Punjab, Department of Finance, Chandigarh for information and necessary action please.

To

The Principal Secretary to Government of Punjab,
Department of Finance, Chandigarh.

I.D. No. 1/18/01-6HB-01/
Dated, Chandigarh, the

A copy each is forwarded to the following for information and immediate necessary action.


ii. Director Rural Development and Panchayats, Punjab.

iii. Director Health Services & Family Welfare, Punjab, Chandigarh.

Sd/-

Joint Secretary Health