

## ABSTRACT

Establishment of 34 Drop in Center in 32 Districts (3 center in Chennai) in the State under Tamil Nadu State AIDS Control Society and to accord sanction for a sum of Rs.2,41,06,000/- Permission granted - Orders-Issued.

---

### HEALTH AND FAMILY WELFARE (EAPI-2) DEPARTMENT

G.O.(Ms).No. 51

Dated: 10.02.2020

Thiruvalluvar Aandu – 2051

Vigari, Thai – 27

Read:

From the Project Director, Tamil Nadu State AIDS Control Society letter No.004678/GIPA/TANSACS/2010, dated: 04.10.2019.

### ORDER:

In the reference read above, the Project Director, Tamil Nadu State AIDS Control Society has stated that Tamil Nadu State AIDS Control Society is the first and foremost organization in the country to establish in the year 1994 for extending of Comprehensive Care and Support services to the People living with HIV/AIDS (PLHIV's) and only state in the Country to provide all sorts of welfare to the PLHIV Community and is implementing the National AIDS Control Programme (NACP) fully funded project through National AIDS Control Organization, New Delhi, which is currently in its fourth phase. TANSACS works under the vision released by National AIDS Control Organization (NACO) through the National Strategic Plan on HIV/AIDS and STI, 2017-2024 towards ending AIDS as a public health threat by 2030.

2. The Project Director, Tamil Nadu State AIDS Control Society has stated that Tamil Nadu State AIDS Control Society providing Lifelong free ART medication and extends treatment and care through 55 ART Centers in the State. In addition, 174 Link ART centers are acting as drug dispensing units closer to their homes. Apart from providing ARV medications and treatment for opportunistic infection, the needs of the PLHIVs are also being addressed through various psychosocial and social welfare entitlements through the DAPCU LED Single window model. At present there are about 1.20 lakhs of people living with HIV/AIDS in the state, registered and getting treated at the ART Clinics.

3. The Project Director, Tamil Nadu State AIDS Control Society has further stated that Tamil Nadu State AIDS Control Society has convened a State Level Consultative Meeting with the representatives of HIV positive networks, under the Chairmanship of the Hon'ble Health and Family Welfare Minister of Tamil Nadu on 21/09/2019. During the meeting, the PLHIV representatives presented their grievances before the Hon'ble Minister, Health & Family Welfare of Tamil Nadu.

Among all the grievances, the PLHIV representatives requested as their most valuable demand to the Hon'ble Health Minister is reviving of Drop in Center Project for the People Living with HIV/AIDS (PLHIV's) welfare of the State, with the financial support especially from the State.

4. The Project Director, Tamil Nadu State AIDS Control Society has also informed that Drop in Centers (DICs) which were in existence till 2013, fully funded by the National AIDS Control Organization during NACP-Phase III Programme. It was the first referral points for ensuring People Living with HIV/AIDS (PLHIVs) to receive correct and consistence knowledge on Treatment Adherence, Education and Positive living. These centers were managed by the Registered State level and District level Network of positive people to provide correct information on Positive prevention, Identification of their skills and organize related training for economical development through various meeting so as to provide moral support and to improve their quality of life. There were 38 Drop in centers in the state closely linked with ART centers, Community Care Center and Integrated Counseling and testing Centers. The National AIDS Control Organization (NACO), New Delhi was providing support to run the (DIC) services in the state. Since 30/06/2013 the DIC Program has been withdrawn by NACO due to the closure of the NACP- III period.

5. The Project Director, Tamil Nadu State AIDS Control Society has further stated that at present in-order to cater the PLHIVs at the grass root level, in the National AIDS Control program (NACP-IV), under the aegis of Care and Support, in support from external agency (i.e) HIV AIDS Alliance India, New Delhi as Primary Recipient (PR), CSC VIHAAN project is being implemented in the State through the District level HIV positive Networks (DLNs) as State Sub Recipient (SSR). Even though this program is being implemented right now with 30 District Level Net Works(DLN's), which has not covered the entire state as it was in existence till 2013 in the State. In order to address the various psychosocial needs and social welfare entitlements and even to provide terminal care and support to the People Living with HIV/AIDS (PLHIV's), the Drop in Center (DIC) services are very essential, as requested by the HIV positive network representatives, since it provides a stable enabling environment and continuum care and support services to the PLHIVs during the last stages in their lives.

6. The Project Director, Tamil Nadu State AIDS Control Society has also forwarded the main objectives of reviving and functioning of Drop in Center (DIC) services in the State as detailed below:-

- Provide sustainable counseling and support services.
- Organize Support Group Meetings.
- To Provide Psychosocial support to PLHIVs.
- Linkage with Care & Support service providers.
- Linkage with Government schemes.
- Assisting them in coping with issues.
- Create an Enabling Environment for obtaining services from the Government and Private institution.

7. The Project Director, Tamil Nadu State AIDS Control Society has also stated that this Drop in Center (DIC's) shall be located nearby to Government Medical College Hospitals/Head Quarters Hospital/ART center, with good campus facilities. This proposed revival of Drop in Center (DIC's) shall be implemented by adopting the following guidelines strategy which was adopted and followed till 2013.

Drop in Center shall be implemented with the (State/Dist Level) registered HIV Positive Networks only.

- HIV Positive Networks (State / Dist) should be registered in the Society Registration Act 1976.
- State / District level HIV Positive Networks should be possessed with eligible 12AA, 80G exemptions, timely renewal of IT and its receipt in proper.
- Priority shall be given to the State or District Level Network who was an existing partner during the NACP III, without any drop outs / withdrawals in implementation of Drop in Center till NACP III programme.
- Presently they should be in active in providing service to the PLHIVs in their respective jurisdictions.

8. The Project Director, Tamil Nadu State AIDS Control Society has stated that in order to revive the Drop in Center (DIC) project in the State, covering all the districts and 3 Drop in Centers exclusively to cover North, South and Central part of the Chennai District, 34 Drop in Centers (DIC) and has therefore requested the Government to issue necessary orders to establish Drop in Center Project in the State with the full Financial support, by sanctioning of necessary recurring funds provision of Rs.2,41,06,000/- (Rupees Two crore, Forty One lakhs and Six thousand only) per annum in the new head of account to meet out the requirement of 34 Drop in Centers proposed.

9. After careful examination, the Government have decided to accept the proposal of the Project Director, Tamil Nadu State AIDS Control Society and ordered as follows:-

- i. The Project Director, Tamil Nadu State AIDS Control Society is permitted to establish 34 Drop in center project in 32 Districts (3 Center in Chennai) in the State along with the proposed Human Resources / list of DIC at District wise /Budget / Terms of reference as Annexed (I to IV) to this Government order.
- ii. Sanction is accorded for a sum of Rs.2,41,06,000/- (Rupees Two crore forty one lakhs and six thousand only) as recurring expenditure per annum to establish 34 drop in Center in the state.

10. The expenditure sanctioned in para 9 above shall be debited to the following head of account.

2210 Medical and Public Health - 01 Urban Health Services – 200 – Other Health Schemes – State's Expenditure JD Establishment of Drop in Centre In the State – 309 Grants in aid-01 Grants for Current Expenditure

Old: (DPC 2210-01-200-JD-30901)

IFHRMS: (DPC 2210-01-200-JD-30901)

11. The Director of Medical Education is Estimating, reconciling and Controlling Authority for the new head of account at para 10 above.

12. The Pay and Accounts Officer/Treasury Officers concerned are directed to open a new head of account.

13. The expenditure sanctioned in para-9 above shall constitute an item of "New Service" and the approval of Legislature will be obtained in due course. Pending approval of the Legislature, the expenditure may be initially met by drawal of an advance from the Contingency Fund. The Director of Medical Education is

directed to calculate the actual amount required for the period upto next Supplementary Estimates and apply for sanction of the same as advance from the Contingency Fund to Finance (BG.I) Department directly in Form A appended to the Tamil Nadu Contingency Fund Rules 1963 along with a copy of this order. Orders for sanction of an advance from the Contingency Fund will be issued from Finance (BG.I) Department. The Director of Medical Education is requested to send necessary explanatory notes to include the above expenditure in the Final Supplementary Estimates for the year 2019-2020 to Finance (Health – II) Department at the appropriate time without fail.

14. This order issues with the concurrence of Finance Department vide its U.O.No.1569/Health-II/2020, dated: 06.02.2020 and ASL No.2987 (Two thousand nine hundred and eighty seven)

**(BY ORDER OF THE GOVERNOR)**

**BEELA RAJESH  
SECRETARY TO GOVERNMENT**

To

The Project Director, Tamil Nadu State AIDS Control Society, Chennai-8.

All District Collectors.

The Mission Director, National Health Mission, Chennai-6

The Director of Medical and Rural Health Services, Chennai-6

The Director of Medical Education, Chennai-10

The Director of Public Health and Preventive Medicine Chennai-6

The Accountant General (A&E) Chennai-18

The Accountant General (Audit) Chennai-35

The Pay and Accountant Officer (East) Chennai-5

The Pay and Accountant Officer (South) Chennai-35

All Treasuries concerned.

Copy to:


The Special Personal Assistant to Hon'ble Minister (Health and Family Welfare)  
Chennai-9

The Finance (Health-II/BG-I/BG-II) Department, Chennai-9

The Health and Family Welfare (Data Cell) Department, Chennai-9

SC/SC

**//FORWARDED BY ORDER //**

  
**SECTION OFFICER**  
SB  
14/2/2020

Annexure -I

G.O.(Ms) No.51, Health and Family Welfare (EAPI-2) Department, dated: 10.02.2020

Details of Human Resources for the Drop in Centers (DICs) - 2019		
S.No	Particulars	Number of Staffs in Place
1	Project Co-ordinator	1 Number
2	Peer Counselor	1 Number
3	Out Reach Workers cum Field Staffs	2 Numbers
4	Accountant (Part time)	1 Number

BEELA RAJESH  
SECRETARY TO GOVERNMENT

// True Copy//

*B. Rajesh*  
SECTION OFFICER  
GB  
14/2/2020

Annexure -II

G.O.(Ms) No.51, Health and Family Welfare (EAPI-2) Department, dated: 10.02.2020

List of DICs Implementation at District wise (34 DICs)		
S.No	District	Number of DIC for Implementation
1	Ariyalur	one center
2	Chennai	North reigion (one center)
3	Chennai	Southern reigion (one center)
4	Chennai	Central reigion (one center)
5	Coimbatore	one center
6	Cuddalore	one center
7	Dharmapuri	one center
8	Dindigul	one center
9	Erode	one center
10	Kanchipuram	one center
11	Kanniyakumari	one center
12	Karur	one center
13	Krishnagiri	one center
14	Madurai	one center
15	Nagapatinam	one center
16	Namakkal	one center
17	Nilgiris	one center
18	Perambalur	one center
19	Pudukkottai	one center
20	Ramanathapuram	one center
21	Salem	one center
22	Sivagangai	one center
23	Thanjavur	one center
24	Theni	one center
25	Thiruvallur	one center
26	Thiruvarur	one center
27	Tirupur	one center
28	Trichy	one center
29	Tirunelveli	one center
30	Thiruvanamalai	one center
31	Toothukudi	one center
32	Virudhunagar	one center
33	Villupuram	one center
34	Vellore	one center

BEELA RAJESH  
SECRETARY TO GOVERNMENT

// True Copy//

*B. Rajesh*  
SECTION OFFICER

CSB  
14/2/2020

Annexure -III

G.O.(Ms) No.51, Health and Family Welfare (EAPI-2) Department, dated: 10.02.2020

Budget Estimate for Drop in Centers (DICs) - 2019			
S.No	Particulars	Budget Break up in @ Rs.	Tentative Budget for a Month
1	Project Co-ordinator	10000 X 12	120000
2	Counselor	8000 X 12	96000
3	Out Reach Workers	8000 X 2 X 12	192000
4	Accountant (Part time)	4000 X 1 X 12	48000
5	Support Group Meeting (Twice in a month)	3000 X 6	18000
6	Advocacy Meeting	1500 X 12	18000
7	Get to Gether (twice annually)	10000 X 2	20000
8	Advisory Committee Meeting (once in Year)	One Time	5000
9	IEC Materials & Documentation	One Time	10000
10	Emergency & Referrals, On Need basis for PLHIV Welfare	Annually	8000
11	Local Travel Conveyance (PCO - 1000 /- ORWs I & II - each 1500 /- per month)	4000 X 12	48000
12	EB & Water Charges	1000 X 12	12000
13	Stationeries	500 X 12	6000
14	Communication	1000 X 12	12000
15	Office Maintainence	500 X 12	6000
16	Rent	7500 X 12	90000
Total Budget per center			7,09,000

For 34 centers = Rs. 2,41,06,000/- (Rupees Two crore forty one lakh and six thousand only)

**BEELA RAJESH**  
**SECRETARY TO GOVERNMENT**

// True Copy//

*B. Jayashree*  
**SECTION OFFICER**  
14/2/2020

Annexure –IV

G.O.(Ms)No.51, Health and Family Welfare (EAPI-2) Department, dated: 10.02.2020

TERMS OF REFERENCE (TOR) FOR STAFFS OF DROP IN CENTER 2019

PROJECT CO-ORDINATOR

**Educational Qualification:-**

- Minimum in Graduation (BA, BSC, BBA, Diploma, etc) with skills in computer knowledge and 5 years experience in the Health professions.
- Preferences may be given to PLHIVs with suitable qualification as stated above.

Roles & Responsibilities

- The Project co-ordinator is the overall in-charge of the DIC and is responsible for functioning of the project as per DIC operational guidelines and performance indicators
- The Project co-ordinator is tasked with achievement of the project deliverables as per project targets.
- The Project co-ordinator will be based at the field office and organize weekly review meeting and supervise work of all other staffs.
- Establish linkages with other referral services, stake holder meetings, and advocacy.
- Organize in house capacity building of the other staff.
- Project co-ordinator to travel to DIC programme implementation like supervision of Peer Counsellor / ORWs and interaction with PLHIVs.
- Assist DLN Heads to organize advocacy and linkage activities.
- Analyze the progress of the project activities and share the same with action points in the monthly project staff meeting to SACS
- Assess the capacity building requirements of project staff and communicate the same with SACS.
- Conduct weekly / biweekly/monthly review meetings with project staff.
- Report to head of the project (DLN) and nodal officer in SACS
- Timely submission of monthly program performance data in SIMS/CMIS or other reporting format.
- Submission of SOEs & Provide data / information required for preparation of reports.



## PEER COUNSELOR

### Educational Qualification:-

- Minimum 12<sup>th</sup> Pass with skills in writing and in learning.
- 5 years experience in the Health professions or in DLN s as Facilitator and in counseling aspects.
- Preferences may be given to PLHIVs with suitable qualification as stated above.

### Roles & Responsibilities

- Familiarity with issues related to PLHIV communities and their families.
- Strong communication and mobilization skills.
- Ability to work in small teams, and flexible ways of working.
- Proficiency in report writing, case study compilation.
- At least 10 days in the field visit required.
- Demonstrate condom use, counsel on condom negotiation skills.
- The Peer counselor shall also be responsible for motivating the clients for regular General Medical Checkups, referral of clients to ICTC, STI clinic, ART, etc.
- The Peer counselor shall also be responsible for orientation of ORWs on counseling techniques and coordinate the outreach based BCC and psychosocial support activities.
- The Peer counselor shall also look into the counseling requirement of PLHIVs and spouses of PLHIVs and motivating them to avail the HIV related services (STI treatment, ICTC, etc).
- Overall management capacity to monitor, report and guide the team under him/her in absence of Project Co-ordinator or any other task provided by the team.

## OUT REACH WORKER

### Educational Qualification:-

- Minimum 8<sup>th</sup> to 10<sup>th</sup> Pass with skills in writing and in learning.
- 5 years experience in the Health professions or in DLN s as Facilitator and in counseling aspects
- Preferences may be given to PLHIVs with suitable qualification as stated above.

### Roles & Responsibilities.

- The ORW will be responsible for preparing micro-plans for each home visit (LFU Tracking and regular follow-ups).
- Monitoring the implementation of the plans and review of the plans.
- Facilitate outreach activities as per the required norms of the project.
- Ensure micro plans and line listing on (LFU Tracking / Missed and regular follow-ups).
- Updated on monthly basis and the same is shared with project
- Should discuss with the Peer counselor on a monthly basis to understand the (LFU Tracking / Missed and regular follow-ups) or sites with poor service uptake.
- Should discuss with the community members and other stakeholders in preparing micro plan ensuring that field level support is ensured for smooth implementation of the project.
- The ORW will be In-charge of outreach and supportive supervision of PLHIVs in, counseling, linkages etc.
- Should ensure at least 20 days of field visits in a month to assigned areas and to the nearest preferred providers, ICTCs/FICTCs where the referrals are made.
- The ORW will identify and use preferred providers for delivering the project services after due training by SACS.
- The ORW will maintain records of free condoms received from the project and distributed by self to PLHIVs or outlets. Counseling. Reporting: •
- Report to Project Co-ordinator
- Supervision and Monitoring Skills, Team Building Skills, Good listening skills.

### PART TIME ACCOUNTANT

#### Educational Qualification:-

- Graduation in Economics, Statistics and Commerce. Trained in basic of computer software applications.
- Preference may be given to PLHIVs with suitable qualification as stated above.

### Roles & Responsibilities

- Report to Head of the DLNs / Project Co-ordinator / of the DIC project.
- Timely submission of monthly program performance data in SIMS / CMIS or other reporting format.

- Preparation and submission of SOEs.
- Provide data / information required for preparation of reports.
- Compile field level information for operational reports when required by SACS.
- Assist in preparation, writing and editing of all reports required by SACS. For example specific Support Group meeting, Advisory meeting, Annual Report, Field Study Reports, and Event reports etc.
- Verify the Bills and Voucher of timely basis with related to travel to the project area / monthly various activities for purposes related to DIC programme implementation like work with Project CO-Ordinator / Peer counselor/ ORWs
- Updating of Tally / Book of Expenditure and records related to DIC.

BEELA RAJESH  
SECRETARY TO GOVERNMENT

// True Copy//

*B. Rajesh*  
SECTION OFFICER

S 15  
142 2020

