

19/08/07  
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**Minutes of the meeting of the trust for Planned Families by 2000 A.D.**  
**held in the chamber of the Chairman (Commissioner cum Secretary**  
**Health) on 1.8.07 at 11.30 A.M.**

The following were present:-

1. Mr.Dharam Pal , Commissioner cum Secretary Health - On Chair.
2. Mrs.Shanta Singh, Chairman SSWB - Member
3. Mr.V.Ranjit Kumar, Assistant Director Of Sports - do -
4. Mrs.Ramawati, NGO Representative - do -
5. Mr.Narayanan, Director NIC -Special invitee
6. Mr.Gautam Gupta, SSA - do -
7. Mr.R.C.Panda, Chief Manager Syndicate Bank - do-
8. Dr.Amitabh De, DD (Lep) & (Med) - Member Secretary

At the outset Chairman welcomed all the members and invitees. The member secretary informed the Chairman about the details of the Planned Family Scheme and the benefits under this scheme. The Chairman enquired about the timing of the last meeting and he was informed that the last meeting was held on 19<sup>th</sup> September 2006.He also enquired whether all the members have received the minutes of the last meeting .All members agreed to this. After vetting of the minutes of the last meeting by members Chairman enquired about the present status and implementation of this scheme. He was informed that the processing of applications under the planned family has been computerized. Then the chairman took up this specific agenda points:-

1. Delayed registration of the beneficiaries.
2. Providing of DEO & Software professional in TFPF cell.
3. Data hosting and networking issues.
4. Further simplification of the registration and issue of cheque to the beneficiaries.

During the discussion about pt.no.1, the Member Secretary informed the Chairman that in the gazette notification No.27, Dated. March 15 1996 (Flag A, pt.no.9.) it is stated that the girls attaining the age of 13 years during each year will be eligible for registration .As per this notification the eligible girls can be registered up to the age 21 years .But unfortunately after year 2000 registration of girls beyond 13 years was stopped thus depriving many beneficiaries from availing benefits of this scheme. The office of the planned family has received a number of applications for delayed registration of the beneficiaries up to 21 years, who can be registered in pursuance of the original policy. The Chairman enquired whether any direction/order is available with the Member Secretary for stopping the registration beyond 13<sup>th</sup> year .The Member Secretary informed that he joined recently and no document is available in the office specifically directing to stop registration at 13<sup>th</sup> year .On enquiring with the other Members of the trust they also denied having taken any such decision in the trust meeting for stopping delayed registration beyond 13<sup>th</sup> year up to 21 year .It seemed that such registration was stopped arbitrarily by the then Member Secretary who has expired since then. Hence the Chairman and all the member of trust resolved to continue the registration of girls till 21<sup>st</sup> year as per the guidelines contained in the gazette notification .The present pending applications in the office of the planned family will be registered immediately and subsequent applications will be dealt in a prospective way and those who have not attained their 21<sup>st</sup> birthday till date will be registered.

Regarding pt.no.2.The Member Secretary informed Chairman that initially the records of planned family were maintained manually by maintaining a number of registers. The process is cumbersome as searching of beneficiaries from the registers takes longtime and gives rise to a number of mistakes. The matter was further complicated because there is no clerical staff attached to the planned family section and office work is carried out by 2 ANM's and 1 L.H.V. posted in the section for field work. In view of the above it was decided in the previous Trust Body Meeting to fully computerize the functioning of the trust office, like registration of beneficiaries, verification, issue of registration cards to girls etc, in the Planned Family Section .In pursuance of the above decision 2 system has already been installed in the Planned Family Section and with the co-operation of Director NIC the software has been

developed and it is in the process of stabilization at present. All new registration is being done through the software only. The Member Secretary informed that for the smooth functioning of the above process the Planned Family Section needs to appoint at least 2 DEO's and 1 Software professional to look after the minor amendments and adjustments in the software. The appointment of D.E.O's has already been approved by the last Trust meeting. The Member Secretary requested the Chairman of the Trust Body to sanction the appointment of software professionals through NICS I a sister organization of NIC. Director NIC informed that he is ready to recruit 1 software professional and provide the same to the Planned Family Section if approved by the trust body meeting. The Chairman and the members approved the appointment of 1 software professional and 2 D.E.O's for a period of 1 year for implementation and full integration of software.

Regarding point no.3, Member Secretary requested Director NIC to explain the future planning for implementation of the software. Director NIC explained that the software is a fully web enabled one and if hosted in a web server it can be accessed by any client system throughout Andaman and Nicobar islands through internet/intranet. Thus registration and other functions can be carried out at a remote locality through internet/intranet facilitating easy and quick registration and other services to the beneficiaries. He also informed that software for birth and death registration has already been developed by NIC and is being pre-tested at the Directorate of Health Services. If permitted by Secretary Health both can be co-hosted in the same server. The Chairman enquired about the technical requirements for doing the same. Director NIC informed that a local server has to be installed at the Directorate of Health for hosting data. This server will be linked by NIC server through a lease line thus NIC server will host a virtual domain in its server on behalf of Director of Health. Andaman and Nicobar Administration has already proposed to implement an intranet in collaboration with the polytechnic encompassing all inhabited islands of Andaman and Nicobar by installing V-set links at strategic points. He said the same link can be utilized for both RBD and Planned Family registration and other services. It was suggested that at every P.H.C. one junior statistical person is available for registering RBD data. The same staff can be utilized for up-loading and down-loading the data after a short training. The Chairman enquired about the requirements of equipments for this project. He was informed one

server has to be purchased and installed at Directorate of Health. The sanction for which has already been obtained from the Secretariat. Only the sanction for the lease line has to be given by the Secretariat. The Chairman instructed the Member Secretary to take up the matter immediately with the appropriate authorities. The Member Secretary agreed to this.

Regarding the point no.4, the Member Secretary referred the matter to Director NIC for explanation. Mr. Narayanan said that at present registration list is generated by the Planned Family Section and a hard copy of the same (print out) is sent to Syndicate Bank for preparation of the cheques. The Syndicate bank prepares the cheque manually which causes a number of mistakes and some times duplicate cheques are issued. To eliminate this error he proposed that the software may be further developed so that the beneficiaries list is automatically submitted to the Syndicate Bank for issue of cheques and after issue of cheques the data base at the Directorate will also be automatically updated, thus eliminating any chances of issuing duplicate cheques. The Chairman enquired whether the process of issue of cheque can be eliminated totally and the benefits can be debited to the beneficiary account directly. The Member Secretary informed that the original gazette notification suggests opening of beneficiary account and debiting of the money in the same but it was seen that beneficiaries are not interested to open Bank account at the time of registration. They normally open an account when they receive the benefit cheques because they need to deposit sum money to open an account. The Chairman directed the Manager Syndicate Bank to search for the possibility of opening a zero balance account in the nearest bank as per the present norms. In case it is not possible trust may consider deposition of Rs.100 in the name of the beneficiaries at the time of registration. The manager Syndicate Bank enquired where the account is to be opened. The Chairman and members opined that an account should be opened at the nearest bank branch where the beneficiaries resides. The Chairman directed the branch Manager of Syndicate Bank to find out modalities of opening an account in the name of the beneficiary at the nearest bank branch where there is no Syndicate Bank Branch. The Chairman asked him to find out the modalities for doing the same and submit the report within a week to the Trust Body.

Mrs. Shanta Singh raised a point that registration of girls is less than the estimated number due to the lack of awareness among the beneficiaries .The Chairman directed the Member Secretary to launch an awareness campaign immediately through mass media as well as departmental staffs. The Member Secretary agreed to his suggestion and informed the Trust Body that immediate steps will be taken to create awareness among the beneficiaries and general public about the scheme.

✓Manager Syndicate Bank complained about shortage of space at the directorate for the full fledged functioning of a bank branch. He informed more facilities can be given at the bank if adequate space is provided. Chairman assured that he will take up the issue with director of health.

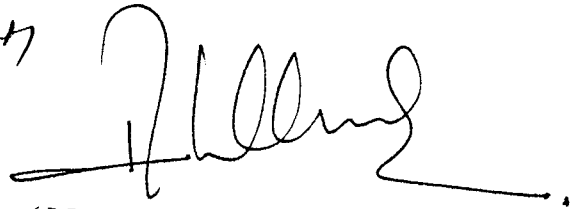
Finally the Chairman enquired whether audit has been done. He was informed that audit has not been carried out for a long period .He instructed the Member Secretary to initiate immediate steps for audit of the Planned Family account through Government/private agency as is stipulated in the directions contained in the gazette notification. The Member Secretary agreed to initiate immediate step for the same.

The meeting ended with the vote of thanks to the Chairman.

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**Copy Forwarded To:-**

1. The PS to Secretary (Health).
2. The Ps to Director (Health).
3. The Special Secretary ( RD & LSG ).
4. The Director (IP ).
- 5.. The Director ( Social Welfare).
- 6.. The Chairperson (SSWB)
7. The Director (Education).
8. Smti.Ramawati Barode,Social Worker.
- ✓9. Shri.K.Narayanan,Tech.Director & State Informatics Officer.
10. The Chief Manager,Syndicate Bank.
11. DD (Family Welfare).
12. Senior Accounts officer (Secretary)



( Member Secretary )

Trust For Planned Family By 2000 A.D.

F.No.1-2/TPPF/Meeting/2006/37 dt 10/8/07