

**Review of weekly tasks of the Division of PSACS on 03.11.2023**

<b>Name of Division</b>	<b>Tasks</b>	<b>Status</b>
Blood Transfusion Services and Lab Services Division	<ol style="list-style-type: none"> <li>1. To put up the file for the post of DD (LS) with Admin division.</li> <li>2. To attend conference at PGIMER, Chandigarh from 3 to 5 November, 2023.</li> <li>3. Inclusion of financial sheet of BTS in the dashboard.</li> <li>4. File regarding ACR of field staff to be put up.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Done.</li> <li>3. Done.</li> <li>4. File put by Monday i.e., 06.11.2023.</li> </ol>
Store Division	<ol style="list-style-type: none"> <li>1. Received and dispatched medicine.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> </ol>
Procurement Division	<ol style="list-style-type: none"> <li>1. Order for desktop, laptops, All in one and Printers.</li> <li>2. Finalization of process of IEC Vans.</li> <li>3. GeM bid for DBS card and Lancets.</li> <li>4. Hiring of vehicles to be finalized.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Done.</li> <li>3. Bid for DBS card and lancets to be done on Monday i.e., 06.11.2023.</li> <li>4. Done.</li> </ol>
Prevention Division	<ol style="list-style-type: none"> <li>1. Preparation of launch of mental health intervention on 8th Nov. 23</li> <li>2. File for training on mental health intervention on 8-9nov.23</li> <li>3. Submission of p-mpse meeting minutes</li> <li>4. Tour program of Program officers on pilot base.</li> <li>5. One truck supply for N/S to store.</li> <li>6. Distribution of HIV whole blood to store.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Done.</li> <li>3. Done.</li> <li>4. Pending.</li> <li>5. Done.</li> <li>6. Done.</li> </ol>
Administrative Division	<ol style="list-style-type: none"> <li>1. To put up file for advertisement of Recruitment of Medical Officers.</li> <li>2. To put up file of transfer of Medical Officers.</li> <li>3. To conduct DD (BSD) presentation and upload final merit list of candidates.</li> <li>4. Scrutiny of applications of AD (YA) and AD (D).</li> <li>5. To issue appointment order under DISHA and upload result order.</li> <li>6. To visit Antier Solutions for final demo of MLT Recruitment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Done.</li> <li>3. Pending.</li> <li>4. List to be uploaded on Monday i.e., 06.11.2023.</li> <li>5. Done.</li> <li>6. Done.</li> </ol>
Finance Division	<ol style="list-style-type: none"> <li>1. Updated expenditure status to be shared with all division.</li> <li>2. Payments to be released for various purchases and IEC activities on receipt of proposals.</li> <li>3. T.I. grants to be adjusted.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Payment to be by Tuesday i.e., 06.11.2023.</li> <li>3. Done.</li> </ol>
Strategic Information / Surveillance Division	<ol style="list-style-type: none"> <li>1. Final reports for Research projects to be collected.</li> <li>2. Demand for consumables for surveillance.</li> <li>3. SOCH Training of ART and STI.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Done.</li> <li>3. Done.</li> </ol>

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Information, Education and Communication Division	<p><b>IEC:</b></p> <ol style="list-style-type: none"> <li>1. Proposal for approval of funds for launching of Mental Health Intervention Programme.</li> <li>2. Proposal of Wall Painting in Jails.</li> <li>3. Release order to AIR.</li> </ol> <p><b>Mainstreaming:</b></p> <ol style="list-style-type: none"> <li>4. Sensitization trainings of Street vendors and SHG, in Coordination with Department of Local Government.</li> <li>5. Sensitization trainings of Safai Karmchari in coordination with Swachh Bharat Abhiyan, PMIDC.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done, on 31<sup>st</sup> October, 2023 proposal approved</li> <li>2. Done, on 2<sup>nd</sup> Nov, 2023 e-filed.</li> <li>3. Done, Work order issued on 3<sup>rd</sup> Nov, 2023.</li> <li>4. Done, two meetings have been conducted with Technical Director, Department of Local Government regarding planning of trainings of Street Vendors and SHG, in Coordination with Department of Local Government.</li> <li>5. Done, two meetings have been conducted with Project Director, PMIDC regarding planning of trainings of Safai Karmchari in Coordination with Swachh Bharat Abhiyan PMIDC.</li> </ol> <p>Note: Letter sent to State Legal Services authority on 1.11.2023 for conducting activities with PSACS.</p>
Care Support and Treatment Division	<ol style="list-style-type: none"> <li>1. To attend final demo by antier solutions on 31st October for MLT Recruitment.</li> <li>2. To attend budget and general proposal for Noora Health Care Companion program on 2nd November.</li> <li>3. Virtual meeting ARTCs to discuss October MPR.</li> <li>4. Supervisory visit to ARTC Hoshiarpur on 3rd November.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Done</li> <li>3. Done</li> <li>4. Done</li> </ol>
Basic Services and STI/ RTI Division	<ol style="list-style-type: none"> <li>1. Review meeting of sti division after 13th November.</li> <li>2. Submission of procurement demand for fictc and sa icte as discussed in review meeting.</li> <li>3. Tour plan for November month for bsd, sti and ssk.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Demand for procurement to be submitted on 06.11.2023.</li> <li>3. Tour is pending.</li> </ol>
Additional Project Director	<ol style="list-style-type: none"> <li>1. Uploading of all dashboards in portal.</li> <li>2. SCA meeting file to be resubmit.</li> <li>3. WAD file.</li> <li>4. Work up on recruitment post of DD (LS).</li> <li>5. Transfer of MO's.</li> <li>6. Procurement monitoring tool.</li> <li>7. File for GB meeting.</li> <li>8. IT PMU follow up.</li> </ol>	<ol style="list-style-type: none"> <li>1. Done.</li> <li>2. Done.</li> <li>3. Done.</li> <li>4. Done.</li> <li>5. Done.</li> <li>6. Done.</li> <li>7. Done.</li> </ol>

Name of Division	Tasks	Status
Additional Project Director	9. Preparation of WHP functions on 8 <sup>th</sup> , November 2023. 10. To prepare checklist of TI. 11. Division wise scorecard. 12. Committee room renovation. 13. File laptops and desktops. 14. PSACS display board.	8. Done. 9. Done. 10. Done. 11. Done. 12. Pending. 13. Done. 14. Pending.