



GOVT. OF ASSAM
OFFICE OF THE DISTRICT COMMISSIONER, BONGAIGAON
[CONFIDENTIAL BRANCH]

Email Id : dc-bongaigaon@nic.in

Date: 13/10/2025

No.BNC/DC/2022/03/2171

To,

1. The Assistant Commissioner (Health) i/c, Bongaigaon.
2. The Joint Director of Health Services, Bongaigaon.
- ✓ 3. The District Informatics Officer, NIC, Bongaigaon.

Sub: Forwarding of letters/minutes-regarding.

Ref: Minutes No.651750 dtd.02/10/2025.

Sir/Madam,

With reference to the subject cited above, I am forwarding herewith a copy the Minutes of the meeting received from the Director of Health Services (FW), Assam Swasthya Bhawan, Hengrabari, Guwahati-36 regarding the Minutes of the review meeting on Field Findings from TICA Team which is self-explanatory.

In this regard, you are requested to look into the matter and take necessary action.

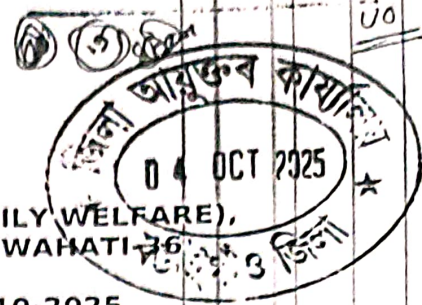
Encl: As stated above.

Yours faithfully,


District Commissioner,
Bongaigaon,
District Commissioner
Bongaigaon

AC /o Health

GOVERNMENT OF ASSAM
DIRECTORATE OF HEALTH SERVICES (FAMILY WELFARE),
SWASTHYA BHAWAN, HENGRABARI, GUWAHATI-781003



No. 651750

Dated- 02-10-2025

Minutes of the Review Meeting on Field Findings from TICA Team

Venue: DHS(FW) Conference Hall

Date of Meeting: 27th August, 2025

Time: 01:45 PM to 04:45 PM

Chairperson: Shri Kamaljit Talukdar, ACS, DHS (FW), Assam

Participants:

- Shri Kamaljit Talukdar, ACS, DHS (FW), Assam
- Dr. Digen Ch. Roy, Joint Director (UIP), Assam
- Dr. Anuradha Barthakur, Joint Director (MCH), Assam
- Dr. Sabita Das, Assistant to DHS(FW), Assam
- District Monitors from Medical Colleges & Hospitals.
- Dr. Joydeep Das, Program Manager, PMU
- Dr. Nagen Sarma, SMO, WHO-NPSP
- Dr. Sukamal Basumatary, SPO, UNDP
- Dr. Maulik Shah, Health Officer, UNICEF
- Dr. Sourabh Upadhyay, State RI & Cold Chain Consultant, UNICEF Assam
- Ms Sujata Manna, Project Officer Review, UNDP
- Ms Yileutie, Project Officer, UNDP
- Sri Mridul Kumar Nath, Data Analyst, PMU
- Sri Parthajit Chintey, Documentation Expert, PMU
- SriKishore Barman, Social Scientist, PMU
- Ms Kasmita Sarma, Social Scientist, PMU

A Review Meeting on field findings from TICA Team and District Coordinators was held on 27th August, 2025, chaired by DHS(FW), Assam, at DHS(FW) Conference Hall. The meeting reviewed field observations and gaps in Routine Immunization (RI) services across districts. Emphasis was given on addressing zero-dose children, strengthening micro-planning, due-list generation under U-WIN, and ensuring essential logistics. District-specific challenges, corrective actions, and strategies for better community engagement and supportive supervision were discussed to improve overall immunization performance.

Key Discussion Points:

TICA - Objectives

- District visits by the Medical College Resources.
- Observations and corrective measures taken by Districts.
- Improvement in Immunization coverage
- Identifying and reaching ZERO DOSE (ZD)
- Addressing vaccine equity challenges

Se. C. Talukdar
Jt. Director
Health
D/O. Boyagin
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Observations:

- Medical College Resources (District Coordinators) during visits to RI sessions have identified largely the quality aspects of Immunisations.
- Gaps in Microplanning formats: 20-25 % gaps in most of the SC forms has been reported. (Example Barpeta - 2, Biswanath Chariali - 4, Cachar - 10)
- Gaps in U-WIN portal reporting: In 29 % session sites, ANMs have not generated the Due-list from the U-WIN portal
- Gaps in Practices by ANM: Paracetamol syrups were not available (Dhubri and Jorhat) during the visits. Only in 64 % session sites, ANMs were providing the 4 key messages.
- Other areas: Anaphylaxis Kits were not available in 7 session sites, Inj. Adrenaline beyond expiry dates in 5 centres. 39 session sites were not tagged with an AEFI centre.

Action points:

- State Nodal Officer & Asstt DHS Dr Sabita Das and Project Manager Dr Joydeep Das shall ensure that the observations made during the district visits are promptly communicated to the concerned District teams and ensure that corrective actions are taken and reported to the State team.
- Specific observations regarding quality of immunisation sessions and UWIN practice deficiencies should also be marked to all districts for information and compliance.
- PMU team will immediately develop a standardized format for sending the observations of the District coordinators to the respective district by the State team. The format should also have reporting enclosure for submission of Action taken report by the district team.
- District officials to immediately address the gaps and ensure availability of microplanning formats and timely generation of Due-Lists. District teams also to ensure every session site is equipped with a complete Anaphylaxis Kit with Inj. Adrenaline before each round of immunization activities.
- Any repeat observation by the District coordinators in a particular district should be red-flagged and highlighted in the reports.
- The PMU officials should also extensively visit the HRAs and review immunisation gaps. The monthly tour programme of PMU officials should be submitted by PM to DHS (FW) for the forthcoming month by the last week of current month. Reports by the PMU officials are to be submitted within 3 days of return from tour.

DHS(FW), Assam suggested the following additional points:

- **Review of catchment areas:** District monitors of Medical colleges will review catchment areas to identify drop-outs and left-outs in immunization.
- **Immediate corrective action:** Immediate action required to address

field visit findings (microplanning gaps, U-WIN due-list generation, availability of Anaphylaxis Kits, validity of Adrenaline stock).

- **SNID 2025:** Strengthen supervision, monitoring, and community engagement to ensure full preparedness for SNID 2025.

- **Way forward areas of intervention:**

- Special strategies for HRAs: Special strategies and tailored planning will be implemented in 1000/4476 existing HRA lists.
- Flexible right pricing strategy: To support costs of transportation to frontline workers. PMU to prepare base document with costing work outs and ensure early submission.
- HRA mapping: To include SC name, population coverage, manpower availability, distance from the CCP, road connectivity, tentative cost with justification.
- PMU TICA will also initiate work for early implementation of the Call Centre Unit. PM will hold discussion with chairperson of PMU and take necessary steps for its operationalisation.

◦ The meeting ended with vote of thanks from the Chairperson.

Digitally signed by
KAMALJIT KUMAR TALUKDAR
Date: 02-10-2025 17:39:40
Secretary, Health Services, Hengrabari, Guwahati-36

Memo No. 651750

Dated- 02-10-2025

Copy forwarded for kind information to:

1. The Commissioner & Secretary, Health &FW Department, Dipsur, Ghy-06
2. The Mission Director, NHM, Assam, Saikia Commercial Complex, Guwahati-5.
3. The Principal Secretary ,BTAD, KAAC, Dima Hasao Autonomous Council.
4. The District Commissioner, all districts.
5. The Director of Health Services, Assam.
6. The Director of Medical Education, Khanapara, Guwahati.
7. The Executive Director, NHM, Assam.
8. CDC, all districts.
9. ADC Health, all districts.
10. The Joint Director Health Services (MCH), Hengrabari, Guwahati-36.
11. The Joint Director Health Services (UIP), Hengrabari, Guwahati-36.
12. The Asstt. To Director Health Services (FW), Assam, Hengrabari, Guwahati-36.
13. The Joint Director of Health Services, all districts.
14. The Addl. CM&HO (FW), all districts.
15. The DIOs, all districts.
16. The DPMU/BPMU, all district.
17. The TICA Team .
18. SPO UNDP, Assam
19. SMO, WHO-NPSP, Guwahati, Assam

20. Health Officer, UNICEF, Assam
21. State RI and Cold Chain Consultant, UNICEF
22. Office copy for record.

signed

Assam

Guwahati-36

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Director of Health Services (FW),
Swasthya Bhawan, Hengrabari,