

No. X-19014/310/2010 – NACO (NTSU)
Ministry of Health & Family Welfare
National AIDS Control Organization
(Department of AIDS Control)

6th Floor, Chandralok Building
36, Janpath, New Delhi - 110001
Dated 15th November 2010

Subject: Staff Structure and Qualification of DAPCU staff

It has been noticed that states are not following the prescribed pattern for hiring & remuneration of DAPCU staff.

It is absolutely necessary that all states follow the prescribed pattern of staff structure and recruit officers and staff of prescribed qualification and experience considering the fact that DAPCUs play a pivotal role in implementation and monitoring of NACP-III activities at service delivery points and among civil society. The qualification and experience of the staff has been framed taking this into account and it is imperative that people of competence and experience are positioned in the districts.

I am forwarding herewith a statement summarizing the staff structure of the DAPCU giving remuneration ranges, essential minimum qualification, mode of recruitment and a brief of roles and responsibilities assigned to each.

While making new appointments, it may be ensured that the remuneration is fixed at the minimum of the range only and the contract is only for one year. Further extensions could be considered based on evaluation after completion of each year and fresh contract issued with periodical increases as per NACO norms. *The performance format is appended. The DAO is overall recommending authority (wherever DPMs are from the health department, they will be doing the performance assessment of DAPCU staff and DPM's assessment shall be done by the nodal officer of SACS.*

The recommendation shall be-

- a. *Extension of contract*
- b. *Extension of contract for 3 months with instructions to improve performance (without increase of remuneration) If found satisfactory after 3 months, the remuneration may be revised as per norms from 4th month onwards for the contract period.*

This is in supersession of all previous orders on the subject. States are requested to meticulously follow this.

Please acknowledge the receipt of this letter.


(Benoy Choudhury)

Under Secretary to the Govt. of India

To,
Project Director
All State AIDS Control Society

Copy To
All Divisional Officers of NACO


श्री. बंनो चोडहुरी
अधीक्षक सचिव (NACO)
स्वास्थ्य एवं परिवार कल्याण विभाग
मंत्रालय, स्वास्थ्य & Family Welfare
भारत सरकार Govt. of India
नई दिल्ली-110001

Staff Structure, Qualification, Remuneration Range and Roles and Responsibilities of DAPCUs

Sl. No.	Name of the Post	Educational Qualification	Experience	Remuneration Range	Mode of Recruitment	Brief Roles & Responsibilities	Remark
1.	District AIDS Control Officer	(A) Medical Officer from State Cadre from the district entrusted with AIDS Control Program	Nodal Officer for AIDS Prevention and Control Program at district level may be appointed from among the available Additional District Medical officer/ Dy. CMHO (Health), or the district officer for Leprosy as In-charge of NACP activities in the district, as per the State Government notification.	Ex-Officio non-remunerative with additional charge		<ul style="list-style-type: none"> S/He would be overall in-charge and responsible for DAPCU and its functions. S/he would be central to framing and implementing the district level strategy for prevention and control of HIV / AIDS in the district under the supervision and guidance from District Collector, Chairman of DAPCC. S/He would assist the District Administration to put up a unified action plan for stabilizing and reversing the HIV/AIDS epidemic in the district by building convergence within the HFW sector and also with the different stakeholders present in the district. S/He would ensure the continuity of the supply chain, service delivery and implementation of directions of SACS. S/He would regularly report to District collector on the dash board, Submit monthly report to PD-SACS on physical, financial, epidemiological progress of the program. 	Wherever DPOs/DPMs are from Govt. Health Department on deputation there will not be a position of District AIDS Control Officer.


 Deputy Commissioner
 District Administration, NACCI
 District Health & Family Welfare
 Government of India

Sl. No.	Name of the Post	Educational Qualification	Experience	Remuneration Range	Mode of Recruitment	Brief Roles & Responsibilities	Remark
2.	District Program Officer or District Program Manager (1)	(A) Asst. Director Officer from State Centre Cadre with sufficient administrative experience OR (B) Medical professional in modern medicine with 2 years of experience in health programme implementation OR (C) Post graduate degree in Management with 3 years experience in health	Experience in Health Sector in Government service 2 years of field experience in HIV/AIDS Program or Health Program 3 years of field experience in HIV/AIDS Program or Health Program	As per the government rates applicable ₹22000/- – ₹30,000/- per month	Deputation On Contract	<ul style="list-style-type: none"> S/He would also coordinate condom promotion, Service demand generation campaigns with the support of district health and other department machinery. Undertake field visits <p>A Nodal Officer for AIDS Prevention and Control Program at district level may be appointed from among the available Additional District Medical officer/ Dy. CMHO (Health), or the district officer for Leprosy as In-charge of NACP activities in the district, as per the State Government notification.</p> <ul style="list-style-type: none"> S/He would be the overall in charge and responsible for the DAPCU and its functions. S/He will provide techno managerial support for training, reporting, monitoring, supervision of HIV/AIDS related activity assigned to the districts according to policy and guidelines of NACO and SACS S/he would be central to framing and implementing the district level strategy for prevention and control of HIV / AIDS in the district under the supervision and guidance from District Collector, Chairman of 	In case the states find it difficult to get people on deputation they should follow the option available at B to D


 Director, District Health Office,
 District Health Office,
 Ministry of Health & Family Welfare,
 Government of India
 New Delhi

Sl. No.	Name of the Post	Educational Qualification	Experience	Remuneration Range	Mode of Recruitment	Brief Roles & Responsibilities	Remark
		<p>programme implementation</p> <p>OR</p> <p>(D) Master Degree in Social Science or Life Science with 4 years field experience in HIV/AIDS or health</p>	<p>4 years of field experience in HIV/AIDS Program or Health Program</p>			<p>DAPCC.</p> <ul style="list-style-type: none"> S/He would assist the District Administration to put up a unified action plan for stabilizing and reversing the HIV/AIDS epidemic in the district by building convergence within the HFW sector and also with the different stakeholders present in the district. S/He would ensure the continuity of the supply chain, service delivery and implementation of directions of SACS. S/He would regularly report to District collector on the dash board, Submit monthly report on physical, financial, epidemiological progress of the program to PD-SACS and NACO S/He would coordinate for Condom promotion and service demand generation campaigns with the support of district health and other line department machinery along with program partners / components. Undertake field visits (at least 15 days a month) to identify and verify program related issues Coordinate preparation and implementation of District Action 	

Sl. No.	Name of the Post	Educational Qualification	Experience	Remuneration Range	Mode of Recruitment	Brief Roles & Responsibilities	Remark
3	M & E Assistant (1)	Graduate with computer knowledge Writing and Reading skill in English and Hindi (or local language) is compulsory	Experience candidates preferred	₹ 9200/- - ₹ 12000/-	Contractual	<p>Plan emphasizing implementation of NACP strategies and mainstreaming with NRHM.</p> <ul style="list-style-type: none"> Based on the field visits identify gaps/needs in the capacities of various facility personnel and communicate to SACS. Ensure district level support for training of staff as per guidance from SACS. Engage stakeholder consultation with govt. departments, NGO/CBO, PLHA. Coordinate IEC campaign especially for condom promotions, demand general and VBD. Institutionalized system of convergence with NRHM. Supervise the functions of HIV/AIDS facility centres <p>The role of M&E Assistant is to strengthen the DAPCU and assisting the DACO and DPM by monitoring all the HIV/AIDS related activities in the district and provide timely feedback to the District team for better execution of HIV/AIDS plans. The responsibilities of M&E Assistant are as follows:</p> <ul style="list-style-type: none"> Enter the data and send the completed reports to SACS/NACO on time. 	

(Handwritten signature)
 District In-charge, Family Welfare
 District Health Office, Durgam
 Hyderabad

Sl. No.	Name of the Post	Educational Qualification	Experience	Remuneration Range	Mode of Recruitment	Brief Roles & Responsibilities	Remark
4.	Account Assistant (1)	Graduate with computer knowledge. Preference to candidates with B.Com Writing and Reading skill in English and Hindi (or local language) is compulsory	Experience candidates preferred	₹ 9200/- - ₹12000/-	Contractual	<ul style="list-style-type: none"> Monitor submission of reports by various facility centers, review them and provide feedback to ensure that the reports submitted are filled correctly and completely and submitted on time Undertake field visits to verify the records, reports and registers (content and quality of information) in the centers Maintain the district dashboard and update it regularly. Update the team members about the district situation in the monthly team meetings S/He should carry out any other responsibility as assigned by DACO, DPO and SACS for programmatic purpose. 	<p>The Accountant will maintain the accounts of the DAPCC/ DAPCU.</p> <ul style="list-style-type: none"> S/He should maintain financial records of DAPCU such as Cash Book, Petty Cash Book etc. Prepare statements like SOE, Utilization Certificates for the advances received from SACS, make petty payments, Bank Reconciliation Statement etc. S/He will prepare the budget for the

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						<p>activities as per the given guidelines by SACS.</p> <ul style="list-style-type: none"> S/He will ensure fund flow for various activities under the District Action Plan and proper monitoring and report of fund utilization to DACO. Se/He will facilitate audit of the funds utilized by DAPCU through SACS. S/He shall facilitate SACS for financial management at respective facility centres in the district. Also follow up regarding funds devolved, utilised and balance available. S/He shall follow up with various Facility Centres in charge for timely submission of statement of accounts/expenditure and utilization certificate. S/He shall also follow up various Facility Centres in-charge for timely submission of Audited statement and compliance report to SACS. S/He shall make field visits for smooth function of the program as guided by DACO or DPO S/He should carry out any other responsibility as assigned by DACO, DPO and SACS for programmatic purpose. 	


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Sl. No.	Name of the Post	Educational Qualification	Experience	Remuneration Range	Mode of Recruitment	Brief Roles & Responsibilities	Remark
5.	Program Assistant (1)	Graduate with computer knowledge		₹ 9200/- – ₹ 12000/-	Contractual	<ul style="list-style-type: none"> Supporting the DACO and DPO in maintenance of files, records and coordination other day to day activities S/He shall make field visits for smooth function of the program as guided by DACO or DPO S/He should carry out any other responsibility as assigned by DACO, DPO and SACS for programmatic purpose. 	

Total Positions – 5 (Five Only)

Notes:

- The emoluments should be fixed only at the minimum indicated in the remuneration range when appointed.
- The annual increase in the remuneration should be given as follows:
 - DPM /DPO – ₹ 1000/-
 - M & E Assistant – ₹ 750/-
 - Accounts Assistant – ₹ 750/-
 - Program Assistant - ₹ 750/-
- The contract should initially be for one year and revised on annual basis. The above increases should be given after assessing their performance (format enclosed) and the contract for the subsequent years should be done with stipulated annual increases in remuneration.

Handwritten signature and text in the right margin, including a date stamp: 20/05/2018.

NATIONAL AIDS CONTROL ORGANIZATION

Performance Appraisal to be filled by DPM, M&E Asst, Account Assistant, Admin Asst., etc

<i>Name:</i>
<i>Current Designation:</i>
<i>Organization:</i>
<i>Monthly Remuneration:</i>
<i>Joining Date:</i>
<i>Period of Contract:</i>
<i>Current Assessment period ;(Last 11 months).</i>
<i>Educational Qualifications:</i>
<i>Experience:</i>
<i>Job Responsibilities(as per ToR's and Orders):</i>

SELF APPRAISAL

(To be filled by the DPM, M&E Asst, Account Assistant, Admin Asst., etc reported upon)

OVERALL SUMMARY OF PERFORMANCE:

Resume of work done during the period under report in line with job responsibilities contained in the appointment letter: (please be brief and to the point)

What are the activities which you carried out, which were outside the scope of your key responsibilities:

Factors which hinder your performance during the reporting period:

Please mention any special achievements or outstanding work done during the current appraisal period:

Remarks from DACO on overall performance:

Recommends for: *(tick on one)*

A: Extension of Contract

B: Extension of Contract for 3 months with an instruction to improve performance (without increase in emoluments)

C: Termination of Contract