

**Government of Jammu and Kashmir
General Administration Department
Civil Secretariat, Jammu.**

Subject: Constitution of UT Level Steering Committee, UT Level Task Force and District Level Task Force for implementation of various preparatory activities related to introduction of COVID-19 Vaccine.

Government Order No: 1069-JK (GAD) of 2020

Dated: 25.11.2020

Sanction is hereby accorded to the constitution of UT Level Steering Committee, UT Level Task Force and District Level Task Force for monitoring the planning and ensuring smooth implementation of various preparatory activities related to introduction of COVID-19 vaccine in the Union territory of Jammu and Kashmir:-

A. UT Level Steering Committee:

1.	Chief Secretary, J&K.	Chairperson
2.	Financial Commissioner, Health & Medical Education Department.	Convenor
3.	Principal Secretary to the Government, Home Department.	Member
4.	Principal Secretary to the Government, Revenue Department.	Member
5.	Principal Secretary to the Government, Social Welfare Department.	Member
6.	Principal Secretary to the Government, Housing and Urban Development Department.	Member
7.	Principal Secretary to the Government, Information Department.	Member
8.	Commissioner/Secretary to the Government, Transport Department.	Member
9.	Commissioner/Secretary to the Government, Labour & Employment Department.	Member
10.	Secretary to the Government, Department of Rural Development & Panchayati Raj.	Member
11.	Secretary to the Government, Department of School Education.	Member
12.	Secretary to the Government, Youth Services and Sports Department.	Member
13.	Secretary to the Government, Tribal Affairs Department.	Member

Terms of Reference:

(i) Preparatory phase:

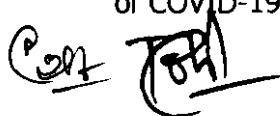
- Ensure active engagement of other line departments for various activities related to COVID-19 vaccine introduction as and when the vaccine is made available.



- Oversee the creation of database of Health Care Workers (HCWs) on COVID-19 Vaccination Beneficiary Management System (CVBMS) who will be prioritized for vaccination in the 1st phase.
- Review the preparatory activities in the UT in terms of cold chain preparedness, operational planning, communication planning, strategies for anticipated state specific challenges in terms of geographical terrain, network connectivity, hard to reach areas etc.
- Mobilize human / other resources and coordinate planning and other activities with other departments. Human Resources with expertise in medical / health may be utilized for vaccination while other Human Resource may be used for operational support, IEC, resource mobilization, community mobilization etc.
- Financial planning for COVID-19 vaccine introduction amongst HCWs followed by other priority socio-demographic groups.
- Explore utilization of Corporate Social Responsibility (CSR) for financing various activities related to COVID-19 vaccine introduction.
- Devising plan for utilization of Common Service Centres and other public infrastructure as per need.
- Review and ensure that regular meetings of UT Task Force (UTTF) and District Task Force (DTF) are held.

(ii) Implementation phase (upon availability of vaccine):

- Oversee the overall micro-planning and other operational aspects of COVID-19 Vaccine introduction.
- Ensure active involvement of all concerned departments and stakeholders as per their pre-defined roles in the process of COVID-19 vaccine introduction.
- Ensure early tracking of social media and other platforms for possible misinformation and rumours around COVID-19 vaccine that could impact the community acceptance for COVID-19 vaccine.
- Devise innovative strategies for improving community engagement 'Jan Bhagidaari' for improved coverage of COVID-19 vaccine.



- Regular review of coverage of COVID-19 vaccine and guidance to UT Task Force for corrective actions.
- Institute reward / recognition mechanism for achievement of best performing district / block / urban ward etc.

B. UT Level Task Force:

1.	Financial Commissioner, Health & Medical Education Department.	Chairperson
2.	Director, Family Welfare, MCH & Immunization, J&K.	Member Secretary
3.	Mission Director, National Health Mission, J&K.	Member
4.	Director, SKIMS Soura, Srinagar.	Member
5.	Principal, Government Medical College, Jammu / Srinagar / Anantnag / Baramulla / Doda / Kathua / Rajouri / SKIMS, Bemina.	Member(s)
6.	Director, Health Services, Jammu/Kashmir.	Member(s)
7.	Commissioner, Municipal Corporations, Jammu/Srinagar.	Member(s)
8.	Director, Social Welfare Department, Jammu/ Kashmir.	Member(s)
9.	Drug Controller, Drug & Food Control Organization, J&K.	Member
10.	Director, Indian System of Medicine, J&K.	Member
11.	Managing Director, J&K Medical Supplies Corporation Limited, J&K.	Member
12.	Representative of W.H.O.	Member

Terms of Reference:-

(i) Preparatory phase:

- Regularly monitor the progress of database of beneficiaries on COVID-19 Vaccination Beneficiary Management System (CVBMS).
- Provide guidance, including funding and operational guidelines, and fix timelines for districts to plan and implement COVID-19 vaccine introduction as and when vaccine is made available.
- Involve other relevant departments including ICDS, PRIs and key immunization partners such as UNDP, UNICEF, WHO, Rotary International, Reproductive, Maternal, Newborn, Child Health and Adolescent Health (RMNCH+A) lead partners and other organizations at UT level. CSOs including professional bodies such as IMA should also be involved.
- Review cold chain preparedness across the UT for possible introduction of COVID-19 vaccine and guide


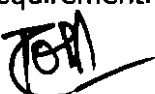
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strengthening measures for the same in view of increased cold chain space requirement.

- Identify vaccinators across government and private sectors so as to minimize disruption of Routine Immunization services while introducing COVID-19 vaccine.
- Planning and mapping of vaccination sessions where HCWs will be vaccinated during the 1st phase of COVID-19 vaccine roll out.
- Mapping human resources across departments that could be deployed for vaccination sessions for verification of beneficiaries, crowd management and overall coordination at session site.
- Communicate with District Magistrates (DM) for conducting meetings of District Task Force.

(ii) Implementation phase (upon availability of vaccine):

- Task districts for adherence to timelines for overall implementation of COVID-19 vaccine introduction as per the guidelines approved by NEGVAC and communicated from national level.
- Deploy senior UT level health officials to each district identified for monitoring and ensuring accountability framework. They should visit these districts and oversee the activities for the roll out of COVID-19 vaccine, including participation in DTFI meetings and assessment of district preparedness.
- Develop a media plan to address rumour mongering as well as vaccine eagerness. Ensure adequate number of IEC materials (as per prototypes) are printed and disseminated to districts in time.
- Involve youth organizations like NCC/NYKS/NSS for social mobilization of identified group of beneficiaries to be prioritized from time to time. On similar lines, ensure involvement of self-help groups.
- Regular review with districts and urban local bodies to review and resolve issues related to micro-planning, vaccines and logistics, human resources availability, training, waste management, AEFI and IEC / BCC.
- Review and need based approval of additional fund requirement.

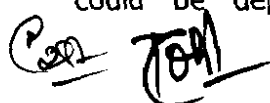
C. District Level Task Force:-

1.	District Magistrate (District Development Commissioner).	Chairperson
2.	Sr. Superintendent of Police.	Member
3.	Chief Medical Officer.	Member
4.	Chief Education Officer.	Member
5.	District Panchayat Officer.	Member
6.	District Social Welfare Officer.	Member
7.	District Information Officer.	Member
8.	District Immunization Officer (DIO).	Member Secretary
9.	District Officer, Youth Services and Sports.	Member

Terms of Reference:

(i) Preparatory phase:

- Monitor progress of database of beneficiaries on COVID-19 Vaccination Beneficiary Management System (CVBMS).
- Ensure training of all concerned Human Resource on COVID-19 Vaccination Beneficiary Management System (CVBMS)
- Monitor progress on key activities such as micro-planning, communication planning, cold chain and vaccine logistics planning. Accountability to be fixed for each activity at all levels.
- Planning and mapping of vaccination sessions where HCWs will be vaccinated during 1st phase of COVID-19 vaccine roll out.
- Involve other relevant departments including ICDS, PRI and key immunization partners such as UNDP, UNICEF, WHO, Rotary International, RMNCH+A lead partners and other organizations at district levels. CSOs including professional bodies such as IMA should be involved. Involve the local and religious leaders.
- Identify vaccinators across government and private sectors so as to minimize disruption of Routine Immunization services while introducing COVID-19 vaccine.
- Mapping human resources across departments that could be deployed for vaccination sessions for



verification of beneficiaries, crowd management and overall coordination at session site.

(ii) Implementation phase (upon availability of vaccine):

- Monitor the roll out of COVID-19 vaccine in the district for progress made and resolving bottle necks.
- Requisition of required human resource and infrastructure including vehicles if needed from other departments for implementation and monitoring.
- Ensure minimal disruption of other routine health services during rollout of COVID-19 vaccine.
- Ensure identification and accountability of senior officers in the blocks and the urban cities. They should visit these blocks and provide oversight to activities for roll out of COVID-19 vaccine including participation in training, monitoring, etc.
- Robust communication planning at all levels to address rumour mongering as well as vaccine eagerness. Ensure adequate number of printed IEC materials (as per prototypes) are printed and disseminated to blocks / planning units in time. Ensure that these materials are discussed and used in the sensitization workshops.
- Track Blocks and Urban areas for adherence to timelines for various activities required for introduction of COVID-19 vaccine.
- Ensure timely disbursement of funds at all levels.
- Share key qualitative and quantitative feedback at UT level for review.

By order of the Government of Jammu and Kashmir.

Sd/-

(Manoj Kumar Dwivedi)IAS

Commissioner/ Secretary to the Government

No. GAD(Adm)156/2020-IV

Dated:25.11.2020

Copy to the:

1. Financial Commissioner, Finance Department.
2. Financial Commissioner, Health and Medical Education Department.
The Department U.O. file is returned herewith.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Lieutenant Governor.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
8. All Commissioner/Secretaries to the Government.
9. Divisional Commissioner Jammu/Kashmir.

10. Director, Information, J&K.
11. All Deputy Commissioners.
12. Mission Director, National Health Mission, J&K.
13. Director Health Services, Jammu/Kashmir.
14. Director, Family Welfare and Immunization, J&K.
15. Director, Achieves, Archaeology & Museums, J&K.
16. Director, SKIMS, Soura, Srinagar.
17. Director, Indian System of Medicines, J&K.
18. Commissioner, Municipal Corporations, Jammu/Srinagar.
19. Director, Social Welfare Department, Jammu/Kashmir.
20. State Drug Controller, Drug & Food Control Organization, J&K.
21. Principal, Government Medical Colleges, Jammu /Srinagar /Anantnag /Baramulla/ Doda /Kathua /Rajouri /SKIMS, Bemina.
22. Managing Director, J&K, Medical Supplies Corporation Limited, J&K.
23. All Senior Superintendents of Police.
24. Representative of W.H.O.
25. General Manager, Government Press, Jammu/Srinagar.
26. Private Secretary to the Chief Secretary.
27. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
28. Government Order/Stock file/Website, GAD.


25.11.2020
(Rohit Sharma)KAS

Additional Secretary to the Government


25/11