

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

**Subject: Preparations for introduction of COVID-19 vaccine-  
constitution of Block Level Task Force(s) thereof.**

**Government Order No.1088-JK (GAD) of 2020  
Dated:02.12.2020**

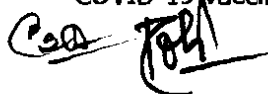
Sanction is hereby accorded to the constitution of Block Level Task Force for each Block for monitoring the planning and ensuring smooth implementation of various preparatory activities related to introduction of COVID-19 vaccine in the Union territory of J&K:

1.	Sub-Divisional Magistrate.	Chairperson
2.	Chairman Block Development Council.	Member
3.	Block Development Officer.	Member
4.	Block Medical Officer	Convener
5.	Child Development Project Officer.	Member
6.	Zonal Education Officer.	Member
7.	Representative of Public Works Department.	Member
8.	Representative of Animal Husbandry Department.	Member
9.	Representative of National Cadet Corps (NCC), if available.	Member
10.	Representative of Nehru Yuva Kendra Sangathan (NYKS), if available.	Member
11.	Representative of National Service Scheme (NSS), if available.	Member
12.	NGO working in Health Sector, if available.	Member

**Terms of Reference:-**

**(A) Preparatory phase:-**

- i) To monitor progress of database of beneficiaries to be shared with district for upload on Co-WIN Software.
- ii) To ensure training of all concerned human resources on Co-WIN Software.
- iii) To monitor progress on key activities such as micro-planning, communication planning, cold chain and vaccine logistics planning, besides fixing accountability for each activity.
- iv) To Plan and map vaccine sessions where Health Care Workers (HCWs) will be vaccinated during 1<sup>st</sup> phase of COVID-19 vaccine roll out.



- v) To involve all relevant departments including ICDS, PRIs and key immunization partners such as UNICEF, WHO, Rotary International, RMNCH+A lead partners, Civil Society Organizations, Non-Government Organizations at block level.
- vi) To identify vaccinators across government and private sectors so as to minimize disruption of Routine Immunization services while introducing COVID-19 vaccine.
- vii) To map human resources across departments that could be deployed for vaccination sessions for verification of beneficiaries, crowd management and overall coordination at session site.

**(B) Implementation phase (upon availability of vaccine):-**

- i) To monitor the roll out of COVID-19 vaccine in the block for progress made and resolve bottle necks.
- ii) To assess requirement of human resource and infrastructure including vehicles if needed from district and/or other departments for implementation and monitoring.
- iii) To ensure minimal disruption of other routine health services during rollout of COVID-19 vaccine.
- iv) To ensure supervision of vaccination sessions being conducted for COVID-19 vaccine.
- v) To ensure implementation of communication plan while addressing the local context and needs to address rumour mongering as well as vaccine eagerness. Maximize use of local influencers (including religious leaders) for countering misinformation.
- vi) To ensure that adequate number of IEC material pertaining to COVID-19 vaccination is displayed at prominent places and at session site.
- vii) To ensure adherence to timelines for various activities required for introduction of COVID-19 vaccine.
- viii) To ensure timely disbursal of incentives to ASHAs, AVDs involved in COVID-19 vaccination drive.
- ix) To share key qualitative and quantitative feedback at district 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:02.12.2020

Copy to the:

1. Financial Commissioner, Finance Department.
2. Financial Commissioner, Health & Medical Education Department. **The Departmental 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. Director, Achieves, Archaeology & Museums, J&K.
13. General Manager, Government Press, Jammu/Srinagar.
14. Private Secretary to the Advisor (F)/(B) & (BK) to the Lieutenant Governor.
15. Private Secretary to the Chief Secretary.
16. Private Secretary to the Commissioner/Secretary to the Government, General Administration Department.
17. Government Order/Stock file/Website, GAD.

  
02.12.2020  
**(Rohit Sharma)KAS**  
**Additional Secretary to the Government**

  
02/12