

# ANNUAL WORK REPORT

APRIL 2019- MARCH 2020

Regional Resource Centre for North East States

(Branch of NHRSC)

## 1. PUBLIC HEALTH PLANNING & EVIDENCE INCLUDING HUMAN RESOURCE FOR HEALTH

### **Key Deliverables:**

1. Organized National level workshop on New HMIS Portal User Acceptance Testing for NE States and Delhi in collaboration with Statistics division, MoHFW, GOI at Guwahati.
2. Organized Orientation Workshop on Key priorities in health for NE States.
3. Organized Regional level workshop and TOTs on New HMIS Portal for 7 (Seven) NE States along with Odisha and West Bengal in collaboration with Statistics Division, MoHFW, GOI at Guwahati.
4. Appraisal on PHP& E section of State PIP for 8 (Eight) NE states. Coordination with the States for SPIP preparation and supporting for proposing revised State PIP based on NPCC inputs within the given timeline.
5. Accompanied Joint Secretary (IEC), Ms. Rekha Shukla and visited State of Manipur and Nagaland. Attended Review meeting of NHM, Manipur and NHM, Nagaland chaired by Joint Secretary (IEC), MoH&FW, Govt. of India
6. Meeting of Multi disciplinary committee representing MoHFW, GOI with departmental officials, Govt of Nagaland; Peoples organization representatives and Eastern Nagaland legislator union to understand developmental issues and special needs of Eastern Nagaland District and necessary inputs have been incorporated in the final report.
7. Participated in 13<sup>th</sup> Common Review Mission Visit to the State of Meghalaya, Manipur, Gujrat and Chattisgarh. Final reports with necessary recommendations have also been submitted within the stipulated time line.
8. Supportive supervisory and mentoring visit to 5 (Five) Aspirational districts ; visits to health facilities in Kiphire District Nagaland, Chandel District Manipur , RiBhoi District Meghalaya , Namsai District Arunachal Pradesh and Mamit District Mizoram for supporting district officials in improving key health indicators of Aspirational District and submission of the reports to Aspirational Districts Unit, MoHFW ,NHSRC and states.
9. To monitor and supervise the IDCF activity in in 7 (Seven) NE states as National Mentor.
10. Attended Review meeting at Imphal, Manipur chaired by Minister of States , MoHFW, Govt. of India on 27<sup>th</sup> February 2020.
11. Attended Review meeting at Agartala, Tripura chaired by Joint Secretary (IEC), MoH&FW, Govt. of India on 28<sup>th</sup> February 2020 to oversee the level of preparedness for COVID 19 and for reviewing the implementation of NVBDCP, NLEP, etc.
12. Organised Two days sensitization workshop of selected Aspirational Districts of NE states (Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura) on 5<sup>th</sup> – 6<sup>th</sup> March, 2020 at Guwahati for further streamlining of activities.

Sl.	Area of Work	Activity	Timeline	Work Report
1	Workshop / Consultations on NHM / RMNCH+A program review	National Consultation on Roadmap for CPHC	8 <sup>th</sup> April 2019	Attended National Consultation on Roadmap for CPHC through Health and Wellness Centres. The meeting was held in partnership with WHO.
		Review meeting of NHM, Manipur chaired by Joint Secretary (IEC), MoH&FW, GOI.	12 <sup>th</sup> April 2019	Attended Review meeting of NHM, Manipur chaired by Joint Secretary (IEC), MoH&FW, Govt. of India. All Directors and Programme Officers, and other Disease Control programmes, wherein all the development partners also participated.
		Review meeting of NHM, Nagaland chaired by Joint Secretary (IEC), MoH&FW, GOI.	16 <sup>th</sup> April 2019	Attended Review meeting of NHM, Nagaland chaired by Joint Secretary (IEC), MoH&FW, Govt. of India. All Directors and Programme Officers were invited.
		Regional workshop for Rota virus vaccine introduction	8 <sup>th</sup> April 2019 25 <sup>th</sup> & 26 <sup>th</sup> April 2019	a. Organised preparatory meeting with development partners for Rota virus introduction in 6 NE states on 8 <sup>th</sup> April at RRC NE conference Hall. b. Regional workshop for Rota virus vaccine introduction for 6 NE states held in Guwahati on 25 <sup>th</sup> and 26 <sup>th</sup> April.
		Regional Review Meeting cum Advocacy Meeting on National Quality Assurance Programme for 8 NE States	21 <sup>st</sup> - 22 <sup>nd</sup> May 2019	Director RRC NE chaired 2 days Regional Review cum Advocacy Meeting on National Quality Assurance Programme for 8 NE States at IIBM, Guwahati wherein, the progresses made in the field by each NE States have been reviewed vis-à-vis PIP 2018 – 19 and 2019 – 20.
		HR Boot Camp in New Delhi	May 2019	Attended and Coordinated with NE States for their nominations to NHSRC New Delhi for HR Boot Camp.
		Dissemination of Community Model	14 <sup>th</sup> June 2019	Attended 'Dissemination of Community Model for Care & Control of Diabetes and Hypertension in East District of Sikkim.
		ERA-TAC	18 <sup>th</sup> to 20 <sup>th</sup> June 2019	Attended Workshop on 'Using Research Evidence for Policy-Making, Rapid Response Synthesis ERA-TAC', in New Delhi.
		Workshop on Key Priorities in Health	1 <sup>st</sup> July 2019	Organized Workshop on 'Key Priorities in Health for N.E States' in which priority areas of each States have been discussed for taking corrective measures.
		RRC NE Review Meeting	2 <sup>nd</sup> July 2019	Organized Annual Review Meeting of RRC-NE. Dr. Rajani Ved, ED, NHSRC chaired the meeting. Other Advisors and Sr. Consultant of NHSRC have participated. Reviewed the mid year performances of RRC NE and all contributed for further enhancement.
	Workshop / Consultations on NHM / RMNCH+A program	Identify determinants for Low IMR in Nagaland, Manipur & Mizoram	5 <sup>th</sup> July 2019	Attended consultation workshop to identify determinants for Low IMR in Nagaland, Manipur & Mizoram at Imphal, Manipur as expert. The meeting was organized by NHM, Manipur in collaboration with Child Health Division MoHFW, GOI and Unicef.
		Meeting on learning and achievements of Project Swasth Uttar Purv	July 2019	Attended dissemination meeting of the learning and achievements of Project Swasth Uttar Purv: Healthy North East under project for strengthening Human Resource and Systems Capacity for Public Health in NE states. The meeting was organized by North Eastern Council and Public Health Foundation of India.
		NHSRC GB Meeting	July 2019	Attended 15 <sup>th</sup> GB meeting of NHSRC at Nirman Bhawan, New Delhi.
		Meeting on Tuberculosis at Guwahati	August 2019	Attended meeting at Hotel Taj Vivanta on Corporates Round Table Conclave on Tuberculosis organised by Citizens Foundation, Assam.

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		Arunachal Pradesh MHM state Review meeting/ PPP review Meeting/ orientation cum review meeting on CPHC	28 <sup>th</sup> to 30 <sup>th</sup> August 2019	a. Attended PPP review meeting under NHM, Arunachal Pradesh at Naharlagun on 28 <sup>th</sup> August 2019 and contributed a lots during the discussion. b. Attended State level NHM review meeting with all program divisions under NHM, at Naharlagun on 29 <sup>th</sup> August 2019. c. Attended orientation cum review meeting on CPHC at Naharlagun on 30 <sup>th</sup> August 2019.
		Meeting of Multi disciplinary committee	September 2019	Meeting of Multi disciplinary committee representing MoHFW, GOI with departmental officials, Govt of Nagaland; Peoples organization representatives and eastern Nagaland legislator union to understand developmental issues and special needs of Eastern Nagaland District. Contributed the findings in the final report with recommendations.
		Regional Consultation on Emergency Response	September 2019	Regional Consultation on Strengthening public health sector's emergency preparedness for response in Meghalaya, Tripura, Sikkim and Assam
		Workshop on Operationalization of HWC	3 <sup>rd</sup> – 4 <sup>th</sup> October 2019	Attended 4 <sup>th</sup> Regional Workshop on Operationalization of HWCs under Ayushman Bharat at Guwahati
		Workshop on Healthcare management	18 <sup>th</sup> – 19 <sup>th</sup> October 2019	Attended Workshop on Healthcare Management at Mumbai
	<b>Workshop / Consultations on NHM / RMNCH+A program review</b>	Kayakalp Function	11 <sup>th</sup> October 2019	Attended Kayakalp award function for financial year 2018-2019 at Delhi on 11 <sup>th</sup> October 2019.
		High Level Committee meeting of Home affairs in Tripura	16 <sup>th</sup> October 2019	Attended High Level Committee meeting of Home affairs on behalf of MoHFW for the state of Tripura at Agartala.
		Innovation and best practice summit	16 <sup>th</sup> -18 <sup>th</sup> Nov. 2019	Attended Innovation and best practice summit at Gandhinagar, Gujrat.
		Regional review cum Workshop on HCT programmes	26 <sup>th</sup> -27 <sup>th</sup> Nov 2019	Regional review of Technical Intervention in health sector in NE States at Lily Hotel Guwahati along with the respective state officials and private players.
		Attended UHC meeting	12 <sup>th</sup> December 2019	Attended Universal Health Coverage Day Event organized by MoHFW, Government of India in partnership with WHO, USAID, Jhpiego.
		Soft skill training	9 <sup>th</sup> December 2019	Attended soft skill training of RRC-NE officials provided by external resource (Mr. Palash Kalita) at RRC NE.
		National consultation Workshop on BMW management	18 <sup>th</sup> &19 <sup>th</sup> Feb. 2020.	Attended National consultation Workshop on BMW management at NHSRC, Delhi.
		Dissemination workshop on CEmONC and LSAS	27 <sup>th</sup> February 2020	Attended national dissemination workshop on CEmONC and LSAS in Delhi on 27 <sup>th</sup> February
		Review meeting at Imphal, Manipur	27 <sup>th</sup> February 2020	Attended Review meeting at Imphal, Manipur chaired by Minister of States , MoHFW, Govt. of India on 27 <sup>th</sup> February 2020.
		Review meeting at Agartala, Tripura	28 <sup>th</sup> February 2020.	Attended Review meeting at Agartala, Tripura chaired by Joint Secretary (IEC), MoH&FW, Govt. of India on 28 <sup>th</sup> February 2020.

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2	Mentoring Visit to Aspirational districts	Mentoring Visit to Aspirational district: Ri Bhoi, Meghalaya State	May 2019	Visited Health Facility Umden PHC under Ri Bhoi district as a part of mentoring visits to Aspirational district and for facilitating SOP preparation for NQAS application.
		Mentoring Visit to Aspirational district to Manipur State	May 2019	Visited Health Facility Chandel DH, Komlathabi (Kapaam) PHC and HWC Sub Centre under Chandel district of Manipur as a part of Aspirational district visit.
		Mentoring Visit to Aspirational district	May 2019	a. Visited Health Facility Dantam PHC, Bongten PHC, Richenpong PHC, Gllshing DH, Bermiok SC under West Sikkim district as a part of mentoring visits to Aspirational district. b. Visited STNM Hospital in East Sikkim district.
		Desk Review for Aspirational district	May 2019	Prepared Health and Nutrition indicator of Aspirational district of 8 NE states. It was a part of back ground data for Aspirational District visit.
		Aspirational District debriefing meeting	13 <sup>th</sup> August 2019	Attended debriefing meeting of Ri Bhoi district (Aspirational District) Meghalaya chaired by Health Minister, wherein the road map has been drawn on the basis of the issues identified by RRC NE & UNICEF Team.
		Mentoring Visit to Aspirational district Health facilities visit in Chandel District , Manipur	25 <sup>th</sup> to 31 <sup>st</sup> August 2019	Visited Chandel Aspirational District of Manipur for supporting the district/facilities in implementation of the approved activities under NHM.
		Desk review for Chandel and Kiphire District	September 2019	Desk review for all health institutes for Chandel Aspirational district of Manipur and Kiphire Aspirational district of Nagaland.
		Analysis on high home delivery/low Immunization	September 2019	Analysis done for high home delivery pocket and low immunization coverage for Chandel aspirational district.
		Workshop on National Mentors on Aspirational District	8 <sup>th</sup> November 2019	Attended National Mentors Workshop on Aspirational District at Hotel The Grand, Vasant Kunj, New Delhi.
		Aspirational District meeting with district team. Kiphire	12 <sup>th</sup> November 2019	De-briefing with District Health Officials, Deputy Commissioner, Addl. Deputy Commissioner for having a POA on the basis of the issues identified.
		Mentoring Visit to Aspirational district Health facilities visit in Kiphire District , Nagaland	September 2019	Visited Kiphire Aspirational District of Nagaland for supporting the district/facilities in implementation of the approved activities under NHM
		Mentoring Visit to Aspirational district Supportive Monitoring Visit	November 2019	Visit to Kiphire Aspirational District as a Mentor and part of Aspirational District visit.
		Desk review on HMIS data for Mamit District and Analysis on high home delivery/low Immunization	December 2019	a. Desk review on HMIS and survey data data for Mamit Aspirational District and graphical and comparative analysis was done. b. Analysis done for high home delivery pocket and low immunization coverage for Mamit aspirational district
		Mentoring Visit to Aspirational district Health facilities visit in Mamit District , Mizoram	December 2019	Visited Mamit Aspirational District of Mizoram for supporting the district/facilities in implementation of the approved activities under NHM
		Sensitization workshop on selected Aspirational Districts of NE states	5th – 6th March, 2020	Organised Two days sensitization workshop on selected Aspirational Districts of NE states (Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Tripura) on 5th – 6th March, 2020 at Guwahati.

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		Mentoring Visit to Aspirational district Mamit District, Mizoram	17 <sup>th</sup> -20 <sup>th</sup> March 2020	a. Visited 2 PHC-HWC and 2 SC HWC in Mamit district in Mizoram. Briefing of the visit with the district officials done. b. Meeting with MD, NHM, Mizoram along with other state officials for sharing the findings of the visit.
		Meeting with Developmental partner - UNICEF	May 2019	Meeting with Health Specialist, UNICEF, New Delhi a proposal of the Consultation on Determinants of low IMR in Manipur and Nagaland was sent to ED, NHSRC for inputs.
			Mid Year Review Meeting	Attended Mid Year, 2019 (July) Review Meeting with Health Officer and Health Specialist of UNICEF at RRC NE.
				18 <sup>th</sup> December 2019
<b>3</b>	<b>Support to the States for Capacity Building</b>	National level Workshop on New HMIS Portal	6 <sup>th</sup> & 7 <sup>th</sup> June 2019	Organized National Level Workshop on New HMIS portal User Acceptance Testing Training for NE States and Delhi in which the new Integrated Health Intelligence Platform (IHIP) was discussed.
		TOT on new HMIS portal	8 <sup>th</sup> & 9 <sup>th</sup> July 2019	Attended TOT on new HMIS portal at Agartala, Tripura. The meeting was organized by NHM, Tripura in collaboration with Statistics Division MoHFW, GOI.
		Capacity Building on New HMIS Portal	6 <sup>th</sup> & 7 <sup>th</sup> August 2019	Organised Regional level workshop and TOT on New HMIS Portal for 7 NE states along with Odisha and West Bengal in collaboration with Statistics Division , MoHFW, GOI at Guwahati. IHIP co –coordinator from WHO gave an overview of the platform as resource person
		State TOT on CHO induction module	4 <sup>th</sup> – 7 <sup>th</sup> September 2019	a. Attended State TOT on CHO Induction module on CPHC Services organized by RRC-NE at IIBM, Guwahati. b. Prepared a presentation on Reporting / Recording system of HWC-SC and presented during State ToT on Induction Module for CHOs for NE States (4 <sup>th</sup> to 7 <sup>th</sup> September 2019), which was organized by RRC NE.
		Training on ISO Certification	5 <sup>th</sup> Nov 2019	Attended awareness training for ISO at RRC NE Guwahati
		National level Workshop on new HMIS portal	3 <sup>rd</sup> Dec 2019	Attended Workshop on new HMIS portal at New Delhi organized by Stats division, MOHFW, GOI.
		CRM Briefing at NHSRC and in Nirman Bhawan, New Delhi	11 <sup>th</sup> – 12 <sup>th</sup> & 16 <sup>th</sup> Oct. 2019	Attended debriefing meeting for NHM 13 <sup>th</sup> Common Review Mission visit at Delhi
		Meghalaya & Chattisgarh	October 2019	Attended pre CRM national briefing in New Delhi. Attended the 13 <sup>th</sup> CRM for the state of Meghalaya & Chhatisgarh from 17 <sup>th</sup> – 24 <sup>th</sup> October 2019.
		CRM Report	October 2019 Nov. 2019	a. Prepared and submitted report on 13 <sup>th</sup> CRM Field Visit of Chhatisgarh to team lead. b. Prepared and submitted report on 13 <sup>th</sup> CRM Field Visit of Meghalaya and further submit it to MoHFW, GOI
		Visit to Manipur State	April 2019	Accompanied Joint Secretary (RS) (IEC) and visited Health & Family Welfare Training Centre, HWC-SC, UPHC of Manipur and reviewing of implementation of different components under NHM and utilization of forward linkage fund.

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<b>Support to the States for Capacity Building</b>		Visit to Nagaland State	April 2019	Accompanied Joint Secretary (IEC), Ms. Rekha Shukla and visited UPHC, Seikhazou, School of Nursing Hospital of Nagaland state along with reviewing of implementation of different components under NHM and utilization of forward linkage fund.	
		Integrated Diarrhea Control Fortnight (IDCF) monitoring	May 2019	a. Visited Aspirational Districts in Tripura (Dhalai District) for monitoring IDCF activities as National Monitor. b. Attended District inauguration of IDCF at Ganchara Dadwash class school at Gandachara sub division of Dhalai district in Tripura. c. Visited Aspirational Districts in Nagaland (Kiphire) for monitoring IDCF activities as National Monitor.	
			June 2019		
			May 2019		Attended State inauguration of IDCF at Deorali AWC in East Sikkim District.
			NUHM facilities visit in Nagaland	June 2019	Visited Urban Health Facilities Seikhizou UPHC under Kohima district and Burma camp UPHC and Duncan Basti UPHC as a part of supportive supervision visit.
			Health facilities visit in South & West Tripura.	July 2019	Visited Sukanto Nagar SC (H&WC) of South Tripura district and Ashrampara UPHC (H&WC) of West Tripura District as a part of supportive supervision visit.
			Health facilities visit in West Garo Hills District, Meghalaya.	August 2019	Visited PHC Babadam, PHC Jeldopara and CHC Selsella at West Garo Hills District, Meghalaya as supportive mentoring visit on 7 <sup>th</sup> and 8 <sup>th</sup> August 2019.
			Visit to Mon and Longleng District , Nagaland.	8h to 12 <sup>th</sup> September 2019	Visit to Mon and Tuensang, as a member of Multi disciplinary committee representing MoHFW, GOI to understand developmental issues and special needs of Eastern Nagaland.
			Supportive Monitoring Visit: Functioning of HWC	30 <sup>th</sup> September and 1 <sup>st</sup> October 2019	Visited Seikhizou UPHC , Meriema and Thizama SHC-HWC and Program Study Centre at NHAK in Kohima, Nagaland
			Supportive Monitoring Visit	1 <sup>st</sup> October 2019	Visited 2 UPHC and Program Study Centre at Ganesh Das Hospital in Shillong , Meghalaya .
			Supportive Monitoring Visit in NUHM facilities.	13 <sup>th</sup> – 14 <sup>th</sup> February 2020	Visited Khanapara SD (UPHC), Serabbhati UPHC in Kamrup Metro and Dhing Gate UPHC in Nagaon district along with ADB TA (PWC) to see the implementation of NUHM and roll out of HWC (Urban) for support in strengthening of CPHC in Urban Areas.
			Visit CBMWTF at Guwahati	21 <sup>st</sup> February 2020	Visited Fresh Air CBMWTF at Guwahati to understand the operation of the plant on 21 <sup>st</sup> February 2020.
		Supportive Monitoring Visit in NUHM & NHM facilities.	16 <sup>th</sup> -19 <sup>th</sup> March 2020	Visited Sungtam DH, Ronglee PHC HWC, Lingtham SC-HWC , Gangtok UPHC and Arthing urban health post during 16 <sup>th</sup> -19 <sup>th</sup> March 2020.	

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	Support to the States	Visit to facilities in Assam to oversee level of preparedness for containing Covid 19 spread.	23 <sup>rd</sup> March & 24 <sup>th</sup> March 2020	Visited 16 (Sixteen) facilities/ locations in Assam to assess the preparedness for handling Covid 19 infection; Darang DH and Kharupetia CHC in addition to the followingsa :												
<table border="1"> <thead> <tr> <th>23.03.2020</th> <th>24.03.2020</th> </tr> </thead> <tbody> <tr> <td>i. Azara CHC-FRU</td> <td>i. Nagaon CH</td> </tr> <tr> <td>ii. Tolaram Bafna Civil Hospital</td> <td>ii. Bebejia CHC</td> </tr> <tr> <td>iii. Sonapur District Hospital</td> <td>iii. DPMU, Nagaon</td> </tr> <tr> <td>iv. Khetri CHC</td> <td>iv. Dhing Market Area Road</td> </tr> <tr> <td>v. Sonapur PHC</td> <td>v. Bus Terminus, Jagir</td> </tr> <tr> <td>vi. GNRC, North Guwahati</td> <td>vi. Goalpara CH</td> </tr> <tr> <td>vii. ISBT, Guwahati</td> <td>vii. Solace Hospital</td> </tr> </tbody> </table>				23.03.2020	24.03.2020	i. Azara CHC-FRU	i. Nagaon CH	ii. Tolaram Bafna Civil Hospital	ii. Bebejia CHC	iii. Sonapur District Hospital	iii. DPMU, Nagaon	iv. Khetri CHC	iv. Dhing Market Area Road	v. Sonapur PHC	v. Bus Terminus, Jagir	vi. GNRC, North Guwahati
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4	Project Implementation Plan	PHC star rating of Ri Bhoi District	May 2019	Prepared PHC star rating of Ri Bhoi District of Meghalaya based on HMIS.												
		Population Projection for the year 2019-20	June 2019	Prepared Population Projection, estimated PW, Delivery and Live Birth for 8 NE states for the year 2019-20.												
		Appraisal of State PIPs (PHP Part)	Jan- Feb 2020	Appraisal on PHP part of SPIP and Supplementary PIP of NE for FYs 2019-20 and 2020-21 of the 8 NE States.												
		NPCC Meeting	Jan- Feb 2020	Attended NPCC Meeting for 8 NE States.												
		Appraisal of Post NPCC PIP (PHP Part)	January 2020	Appraisal of Post NPCC PIP for 8 NE states.												
5	Human Resource	HR deployment status of Ri Bhoi District of Meghalaya	May 2019	Review HR deployment status in PHC star rating of Ri Bhoi district, Meghalaya & propose measures of HR rationalization / equitable distribution plan where ever applicable.												
		Preparation of 1 <sup>st</sup> draft of proposed HR Policy Manual	May 2019	Have completed the drafting of Recruitment guidelines along with various formats & SOPs to be followed in the process of recruitment. Also the grievance re-dressal mechanism along with means to deal with disciplinary issues has been completed .												
		Review of draft Job Responsibilities & Appraisal Formats of NHM staffs	May 2019	Study & review the draft Job Responsibilities & Appraisal Formats prepared by NHSRC New Delhi & submitted comments on the same.												
		HRMIS implementation status in Nagaland	June 2019	Visited Nagaland, State NHM Office to review the current status of HRMIS implementation in state												
		Evaluated of Answer Scripts of two position for Arunachal Pradesh	June 2019	Evaluated Answer Scripts for the positions of Consultant (Maternal Health) and Techno -Managerial Staff for the state of Arunachal Pradesh and submitted to competent authority.												
		HRMIS Implementation Status in Manipur	July 2019	Review of HRMIS implementation status done & report submitted - state has been advised to expedite implementation of the application												



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		Review the current recruitment status of Specialists	July 2019	Visited Manipur, State NHM Office & DHS to review the current status of Specialists in state & the steps taken by the State to fill vacancy. Review of Specialists & MO status done & report submitted
		HRMIS Implementation Status in Meghalaya	August 2019	Review of HRMIS implementation status done & report submitted - state has been advised to expedite implementation of the application
		Review the current recruitment status of Specialists	August 2019	Review of Specialists & MO status done in Meghalaya state & report prepared.
		Prepare Question Bank	August 2019	Prepared question bank for recruitment of 08 (eight) cadres in Arunachal Pradesh and submitted.
6	HMIS & Data Analysis	Annual HMIS data analysis	ongoing	Comparative factsheet of 8 NE states for 2017-18 and 2018-19 prepared and shared with the states
		Prepare quarterly state and district wise factsheet.	ongoing	State and district wise factsheet based on HMIS data triangulate with NFHS 4 data and shared with the states for 1 <sup>st</sup> 2 <sup>nd</sup> and 3 <sup>rd</sup> quarter 2019-20.
		Analysis on high home delivery/low Immunization	September 2019	Analysis done for high home delivery pocket and low immunization coverage for Chandel aspirational district.
		Analysis on high home delivery/low Immunization	October 2019	Analysis done for high home delivery pocket and low immunization coverage for Kiphire aspirational district.
		Proceedings of the Review Meeting held in Manipur and Nagaland.	April 2019	Shared the draft visit report along with the proceedings of the Review Meeting held in Manipur and Nagaland chaired by JS (IEC), MoH&FW, GOI to JS (IEC).
		Status of Public Health in NE States	April 2019	Prepared status report of 8 NE states along with critical issues for onward submission to NHSRC and MOHFW.
7	Documentation / Report update	a. Project Proposals of NE States, as forward by MoHFW/NHSRC for observations/ Comments. b. Submission of Reports to the Chairman of High Level Committee – Eastern Nagaland, TTAADC, Tripura	April 2019 to March 2020	<b>Manipur</b> -Response to proposals of Air Dispensary, Tele-medicine Project in Tamenglong district <b>Meghalaya and Mizoram</b> - Health Systems Strengthening Project, World Bank and proposal for an easily deployable, user friendly Mobile Hospital Unit Report on <b>Eastern Nagaland &amp; TTAADC, Tripura, Desk review for all the aspirational districts</b> and all the 8 NE States.
		IDCF Monitoring Visit	June 2019	Prepared Report of IDCF Monitoring for the State of Tripura & Nagaland and shared the report with child health div MoHFW, GOI.
		Aspirational District visit report	June 2019  September 2019 November 2019 December 2019	a. Prepared and sent Aspirational District visit report and Health Action Plan of Ri-bhoi District to Mission Director, NHM Meghalaya. b. Prepared and submitted field visit report on Chandel Aspirational district visit of Manipur. Also prepared a one pager for onward submission of report from MoHFW, GOI to Manipur state. c. Prepared and submitted visit report on Kiphire Aspirational district of Nagaland. Visit report was shared with state and MoHFW, GOI. d. Prepared draft visit report on Mamit Aspirational district of Mizoram.

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		Minutes on UAT workshop	June 2019	Prepared minutes for New HMIS Portal User Acceptance Testing for NE States and Delhi and submitted.
		Minutes on Key priorities on health of NE states	July 2019	Prepared minutes of Workshop on Key priorities on health of NE states and submitted.
		NUHM facilities visit report	July 2019	Prepared report on NUHM facility visit of Nagaland.
		Presentation on Trends of IMR and Various indicator	July 2019	Prepared and presented "Trends of IMR and Various indicators in Nagaland, Mizoram and Manipur" in consultation workshop to identify determinants for Low IMR in Nagaland, Manipur & Mizoram on 5th July 2019 at Imphal.
		Development issues and Special needs of the Eastern Nagaland	July 2019	A status report prepared on health services for Eastern Nagaland i.e. Kiphire, Longleng, Mon and Tuensang districts as requested by Ministry of Home Affairs through MoHFW.
		Minutes on Regional level Workshop on new HMIS portal	August 2019	Prepared minutes of Regional level Workshop and TOT on new HMIS portal for 7 NE states including Odisha and west Bengal and submitted.
		Prepared status of UPHC parameter under NUHM	September 2019	Prepared status report on UPHC parameter under NUHM for 8 NE states. Compiled key positive and key concern for NE states under NUHM.
		Report on review meetings held at Itanagar, Arunachal.	September 2019	Submitted the report of the Public Private Partnership (PPP) Review meeting on 28.08.2019, Review meeting of NHM on 29.08.2019 and Orientation cum review meeting of CPHC on 30.08.2019.
		Report on Eastern Nagaland	September 2019	Prepared report on Eastern Nagaland visit to understand developmental issues and special needs of Eastern Nagaland Districts.
		Report on HWC functioning	October 2019	Prepared report and PPT on functionality of HWC in Nagaland and submit it.
		PPT template for state presentation	February 2020	Prepared a PPT template which to be presented by State/ District during Aspirational District workshop during 5 <sup>th</sup> & 6 <sup>th</sup> March 2020. The template is shared with states.
		Presentation on Aspirational District	February 2020	Prepared a presentation on achievements and issues in Aspirational District to be presented during sensitization workshop for Aspirational District at Guwahati during 5 <sup>th</sup> & 6 <sup>th</sup> March 2020.

Sl.	Area of Work	Activity	Timeline	Work Report
8	Miscellaneous Activities	Monitoring/ Assessment	April 2019	Visited Sorbhog CHC and Kalgachia BPHC, in Barpeta District for 'Assessment of Readiness of Diagnostic Facilities in HWCs'.
		Selection of MLHP's in Nagaland	June 2019	Participated as an observer in the selection & screening of MLHP in NHM Nagaland and completed screening & selection of MLHP's under NHM Nagaland
		PPT on Reporting / Recording system of HWC-SC	4 <sup>th</sup> to 7 <sup>th</sup> September 2019	Prepared a presentation on Reporting / Recording system of HWC-SC and presented during State ToT on Induction Module for CHOs for NE States organized by RRC NE.
		Preparation for 13th EC meeting.	April 2019	Finalized the Agenda points and discussion notes for 13th EC meeting held in New Delhi.
		Campus interview	June 2019	Coordinated campus interview at NEHU, Shillong for Fellow HCT division.
		Inputs for GB Meeting	July 2019	Provided inputs for GB meeting of NHSRC and RRC-NE
		Recruitment of NHM consultants in NHM, Assam	Ongoing	Attended as a member of selection committee for selection of various posts in Assam (ongoing).
		100 Days Plan	July/August 2019	Prepared and updated progress Report of (PHP&E) 100 Days Plan of RRC-NE.
		Minutes, RRC-NE Review	July 2019	Preparation of Minutes (PHP&E section) of RRC-NE Review Meeting.
		Minutes- Programme Committee Meeting	July 2019	Preparation of Minutes (PHP&E section) of Programme Committee Meeting.
		NE status report	October 2019	Updated extracts of NE part received from MoHFW's regarding Annual report 2018-19 and submit it.
		Third Internal Audit for ISO 9001:2015 certification	13 <sup>th</sup> ,14 <sup>th</sup> and 27 <sup>th</sup> November 2019	<ul style="list-style-type: none"> <li>i. Third ISO Internal audit for CP div. was conducted, audit report and system non conformity report was prepared and submitted.</li> <li>ii. Prepared Quality objectives.</li> <li>iii. Update PHP&amp;E Division QMS Manual as per internal audit report.</li> <li>iv. Finalized QMS Manual of PHP&amp;E and completed External Audit for ISO Certification.</li> </ul>
		Annual Surveillance audit for ISO 9001:2015 certification		
Video Conference on HWC portal	November 2019	Attended video conference on HWC portal with NHSRC and all States for smooth implementation of the same.		

## **2. Community Processes Division:**

### **Key Deliverables:**

1. Attended Review Meeting in the States of Manipur and Nagaland chaired by JS (IEC), MoHFW for assessing the status of NHM implementation in the States, utilization of Forward Linkage fund and HWC commissioning.
2. Submission of State specific note on CP and CPHC for the States of – Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura. Preparation of NE States Progress in last five years for VHSNCs.
3. Field visit in Assam, Manipur and Nagaland.
4. Conducted “Assessment of Workload & Training of MPW (F) in context of CPHC at Udalguri, Assam and South District, Tripura along with Consultant NHSRC, New Delhi.
5. Visited Dibrugarh District in connection with HWCs supportive supervision and readiness of diagnostic facilities in referral linkage PHCs of HWC in Assam 2019.
6. Attended PSC interaction with MLHP in Agartala along with expert team and consultant NHSRC, New Delhi.
7. Visit to West Sikkim district as National Monitor for IDCF 2019.
8. Update of Note on CPHC for the States for NE States.
9. Visit to Sikkim for attending ‘Dissemination of Community Model for Care & Control of Diabetes and Hypertension in East District of Sikkim’.
10. Attended National ToT for Induction Module of MLHPs in New Delhi.
11. Attended Workshop on ‘Using Research Evidence for Policy-Making, Rapid Response Synthesis ERA-TAC’, in New Delhi.
12. Worked on report of ‘Assessment of Workload and Training of MPW (F) in Context of CPHC’.
13. Proof reading and correction of Assamese Script on ASHA programme for IVRS for National helpline with call-in facility to be implemented by MoHFW.
14. State ToT on Induction Module for CHOs (NE States) from 4<sup>th</sup> to 7<sup>th</sup> September 2019.
15. CP-CPHC update for NE States for Regional Workshop and CRM- Meghalaya, Manipur, Mizoram and Nagaland.
16. 13<sup>th</sup> Common Review Mission- Gujarat
17. Appraisal of Supplementary PIP 19-20- Mizoram, Nagaland, Sikkim, Arunachal Pradesh, Meghalaya, Manipur.
18. Appraisal of SPIP 2020-21- 08 NE States.
19. Dhubri Aspirational district visit- Assam.
20. Facilitating Induction training of CHOs Meghalaya and Monitoring of HWC-West Meghalaya.

Sl	Area of work	Activity	Time Line	Work Report
1	<b>Comprehensive Primary Health Care- Health and Wellness Centre (CPHC- HWC)</b>	Monitoring/Assessment	April 2019	Visited Sorbhog CHC, Balavita HWC-SC, Kalgachia BPHC, Chenga BPHC, Bhogdia SC, Kandapara (HWC-SC), Mandia BPHC (Model Hospital) Bhella MPHC and Barpeta Road FRU in Barpeta District for 'Assessment of Readiness of Diagnostic Facilities in HWCs'.
		Supportive supervision /Assessment in Assam & Tripura	May 2019	Field visit for 'Assessment of Workload and Training of MPW (F) in Context of CPHC'. Covered Borigoan Hatkhola SC – HWC, Mazkhuti SC – HWC, Barjhar Ashram SC – HWC, Fatasimalu SC – HWC, Bholatar no.3 SC – HWC & Mowamari SC – HWC under Udalguri district, Assam. Sukantanagar SC -HWC, Trishna SC HWC, North Sonaichari SC – HWC, Debipur SC – HWC, Rajapur SC -HWC and North Takma SC – HWC under South District, Tripura.
		Program Study Centre	May 2019	Visited <b>I.G.M Program Study Centre, CPCH</b> , Agartala along with consultant, NHSRC, New Delhi.
		Zoom Session on Ayushman Bharat portal (CPHC)	May 2019	Coordinate all NE State regarding Zoom session on AB-Portal.
		Status update on CPHC for VC	May 2019	Coordinated with NE States and updated status on CPHC along with issues and challenges for Video Conference on CPHC scheduled on 27 <sup>th</sup> May' 2019.
2	<b>ASHA Certification</b>	Accreditation of District training site	May 2019	Coordinated with Tripura State regarding accreditation of District training site as AVI under ASHA Project.
3	<b>Intensified Diarrhea Control Fortnight (IDCF)</b>	Monitoring IDCF activities at Manipur and Mizoram	May 2019	Visited West Sikkim District for monitoring IDCF activities as National Monitor.
4	<b>Meeting/Workshop/Training</b>	Review Meeting	April 2019	Field visit with JS, IEC, MoHFW, GoI at Regional Health & Family Welfare training centre, HWC – SC, UPHC – HWC in Manipur and attended the State officials review meeting presided by JS, IEC, MoHFW, Government of India.
			April 2019	Field visit with JS, IEC and Director at Seikhezou UPHC – HWC, School of nursing in Nagaland and attended the State officials review meeting presided by JS, IEC, MoHFW, Government of India.
			April 2019	Attended State coordination committee meeting on IDCF for NHM, Assam.
		Dissemination, Sikkim.	June 2019	Attended 'Dissemination of Community Model for Care & Control of Diabetes and Hypertension in East District of Sikkim' on 14-06-2019.
		National ToT, Induction Module, MLHP	June 2019	Attended National ToT for Induction Module of MLHPs in New Delhi from 25-06-2019 till 28-06-2019.

Sl	Area of work	Activity	Time Line	Work Report
		ERA-TAC	June 2019	Attended Workshop on 'Using Research Evidence for Policy-Making, Rapid Response Synthesis ERA-TAC', in New Delhi from 18-06-2019 till 20-06-2019.
		RRC-NE Review	July 2019	Attended RRC-NE Review by NHSRC. Presented achievements 2018-19 and Plan for 2019-20.
		Workshop on Key Priorities in Health in NE States		Attended Workshop on Key Priorities in Health in NE States organised by RRC-NE.
		National Conference on SBCC	August 2019	Attended National Conference on SBCC organized by Assam Don Bosco University from 8th to 10th August 2019.
		Preparatory work- State ToT on Induction Module for CHOs	August 2019	Official communication with States for identification and nomination of State Trainers and CHO (Manipur, Meghalaya & Sikkim). Follow-up with States. Preparatory work for the training (budget preparation, file work etc.). Coordinating with NHSRC & Administration section of RRC-NE for logistics management.
		State ToT on Induction Module for CHOs	September 2019	State ToT on Induction Module for CHOs for NE States was conducted during 4 <sup>th</sup> to 7 <sup>th</sup> September 2019.
		Fourth Regional workshop on Operationalization of Ayushman Bharat - Health and Wellness Centers	October 2019	Attended Fourth Regional workshop on Operationalization of Ayushman Bharat - Health and Wellness Centers on 3 <sup>rd</sup> & 4 <sup>th</sup> October 2019.
		ISO training.	Nov. 2019	Attended ISO training organised at RRC-NE.
		Induction Training of CHOs	November, December 2019	Facilitated Induction Training of CHOs organised by the State of Meghalaya in Shillong and West Garo Hills.
		External Assessors' Training	January 2020	Attended Inaugural Session of Inaugural Session of External Assessors' Training organised by RRC-NE (QI Division) at IIBM, Guwahati.
		Workshop on Social Audit	February 2020	Attended Workshop on Social Audit, organised by NHSRC to be held in New Delhi.
5	Programme Implementation Plan (PIP)	Supplementary PIP 19-20,	July, August, October, November 2019	Appraised Supplementary PIP 2019-20 of Mizoram, Nagaland, Sikkim, Arunachal Pradesh, Meghalaya, Manipur (CP-CPHC section) and shared comments with NHSRC.
		SPIP 2020-21	December 2019	Appraised SPIP 2020-21 for - Mizoram, Sikkim & Arunachal Pradesh.
			January 2020	Appraised SPIP 2020-21 -Mizoram, Assam, Sikkim and submitted comments to NHSRC. Appraised SPIP 20-21- Arunachal Pradesh, Tripura, Nagaland.
			February 2020	Attended Pre-NPCC and NPCC for the States of - Mizoram, Assam and Sikkim.

Sl	Area of work	Activity	Time Line	Work Report
			February 2020	Appraised SPIP 2020-21- Manipur, Tripura Meghalaya and submitted comments to NHSRC.
			February 2020	Attended NPCC for the States of – Arunachal Pradesh, Manipur, Nagaland, Meghalaya, and Tripura.
			February 2020	Reviewed and submitted SPIP post NPCC- Manipur, Mizoram, Assam and Sikkim.
			February 2020	Updated State wise SPIP issues for discussion during NPCC Meetings for the States of Arunachal Pradesh, Manipur, Nagaland, Meghalaya, and Tripura.
			February 2020	Facilitated the States of Manipur and Nagaland for revised SPIP proposal under NUHM for Comprehensive Primary Health Care.
	Post NPCC	March 2020	Submitted post NPCC comments for the state Mizoram, Arunachal, Assam, Nagaland, Tripiura, Sikkim.	
6	Field Visits	Assessment of Aspirational District	September 2019	Field visit for assessment of Namsai Aspirational District, Arunachal Pradesh.
		13 <sup>th</sup> CRM	October 2019	Visited the State of Gujarat for 13 <sup>th</sup> Common Review Mission.
		Aspirational district Dhubri, Assam	November 2019	Visited Dhubri Aspirational district visit, Assam with team of MoHFW, GoI. Debriefing meeting with Mission Director, NHM, Assam.
		Monitoring of HWC	December 2019	Visited Health & Wellness Centre in West Garo Hills, Meghalaya.
		Supportive supervision for CPHC, Tripura	March 2020	Visited 14 HWC in West, South and Dhalai districts of Tripura to monitor/support implementation of CPHC HWC.
		Visit to facilities in Assam to check for preparation of Covid 19 infection	23 <sup>rd</sup> March & 24 <sup>th</sup> March 2020	Visited 16 (Sixteen) facilities/locations in Assam to assess the preparedness for handling Covid 19 infection:
7	Report/Update	ASHA BI-Annual update	April, May 2019	Coordinated with the States of Nagaland, Mizoram and Sikkim regarding Bi-Annual update (July-December 2019 in new format).
		ASHA-HBNC Training Report	April 2019	Coordinated with NE States for ASHA-HBNC Training Report and submitted Report of – Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura and Sikkim to NHSRC.
		Status of CP-CPHC	April 2019	Prepared note on CP-CPHC (including ASHA Certification & HBYC), Disease Control Programme and issues for the states – Assam, Manipur, Meghalaya, Mizoram, Nagaland and Tripura.
		VHSNC/MAS/RKS Training	April 2019	Coordinated with States and prepared training status of VHSNC, MAS and RKS for the States of – Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland and Sikkim and submitted to NHSRC.
		Field visit report	April 2019	Submitted the Barpeta field visit and Manipur & Nagaland visit report and Minutes of Review Meeting.

Sl	Area of work	Activity	Time Line	Work Report
		Annual Report	April 2019	Prepared Annual Work Report (CP) and submitted to higher authority for onward submission to NHSRC.
		RoP (19-20) approval for Tele-consultation-Telemedicine	April 2019	Compiled RoP approval 2019-20 for ECHO-Telemedicine-Tele-consultation and submitted to NHSRC.
		Update on ASHA Training on 6 <sup>th</sup> -7 <sup>th</sup> Module	April 2019	Coordinated with NE States for information on ASHA-HBNC Training (for NITI Aayog).
		Status of CP-ASHA Matrix	May 2019	Prepared note on CP- ASHA Matrix for NE States.
		HWCs visit Report	May 2019	Report submitted regarding HWC visit at Dibrugarh.
		Status update- training of VHSNC, MAS & RKS	April 2019	Coordinated with NE States for update on training of VHSNC, MAS, RKS and submitted update for the States of - Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim.
		IDCF	June 2019	Prepared Report of IDCF Monitoring in the State of Sikkim and submitted to MoHFW, GoI.
		CPHC	June 2019	Prepared Note on Comprehensive Primary Health Care for the States of Arunachal Pradesh, Assam, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim and Tripura in view of the visit of Union Minister, WCD, GoI.
		CP	June 2019	Prepared checklist for CP for the eight NE States and submitted to NHSRC.
		CPHC update	July 2019	Preparation of Progress Report of CP-CPHC and Work Plan for Governing Body Meeting.
			July 2019	Updated CPHC Status for NE States.
			July 2019	Updated information on PPP run facilities, involvement of Medical College in mentoring of HWCs and Health Campaign for NE States and submitted to NHSRC.
		Report writing	July 2019	Worked on report of 'Assessment of Workload and Training of MPW (F) in Context of CPHC' – Assam part.
		ASHA Bi-Annual, July '19 update	August, September 2019	Followed- up with NE States for ASHA Bi-Annual, July 2019 Update. Submitted update for the States of Meghalaya and Nagaland to NHSRC. Coordinated with States of Arunachal Pradesh, Assam, Manipur, Mizoram and Tripura.
		Report writing	August 19	Report of Assessment of Workload of MPW (F) in context of CPHC (for Udalguri District, Assam).
		Report of State ToT on Induction Module for CHOs	September 2019	Completed draft report of Report of State ToT on Induction Module for CHOs and shared with ED, NHSRC for final vetting.



Sl	Area of work	Activity	Time Line	Work Report
		Update on HWC	October 2019	Prepared a draft on HWC update on NE states for the Fourth Regional Workshop on Operationalization of Ayushman Bharat - Health and Wellness Centers at Guwahati and sent to MoHFW and NHSRC.
		Report writing	October 2019	Updated and submitted pre-CRM brief information of 4 NE states (Mizoram, Nagaland, Meghalaya and Manipur) and submitted to NHSRC.
		Aspirational district visit report- Namsai, Arunachal Pradesh	November 2019	Completed and submitted Aspirational district visit report, Namsai, Arunachal Pradesh (CP & CPHC part).
		Assessment of workload of MPW (F) in context of CPHC	November 2019	Completed report on 'Assessment of workload of MPW (F) in context of CPHC' – Udalguri District, Assam. Submitted report to NHSRC.
		13 <sup>th</sup> Common Review Mission- Gujarat	November 2019	Completed 13 <sup>th</sup> Common Review Mission- ToR -6: Community Processes, ToR-1: CPHC (partially supplemented) and submitted to Team Leader.
		Aspirational district visit report- Dhubri, Assam.	November 2019	Completed and submitted Aspirational district visit report, Dhubri, Assam.
8	Others	Proof reading of IVRS Script- Assamese	July 2019	Proof reading and correction of Assamese Script on ASHA programme for IVRS (Interactive Voice Response System) for National helpline with call-in facility to be implemented by MoHFW.
		100 Days Plan	July 2019	Updated progress Report of (CP-CPHC) 100 Days Plan of RRC-NE.
		Updation of QMS Manual, CP	July 2019	Updated the ISO QMS Manual, Quality Objectives of CP Division and shared with QI Division, RRC-NE.
		State Observer for PSC	July 2019	Coordinated with NE States for nomination of State Observer for Programme Study Centres.
		Minutes, RRC-NE Review	July 2019	Preparation of Minutes (CP-CPHC section) of RRC-NE Review Meeting.
		Minutes- Programme Committee Meeting	July 2019	Preparation of Minutes (CP-CPHC section) of Programme Committee Meeting.
		Updating 100 days work plan (CP division)	August 2019	Updated 100 days work plan for CP Division.
		Contac detail of DNO, HWC (NE States)	August 2019	Follow-up with NE States for sharing contact detail of District Nodal Officers for CPHC with MoHFW.
		Status Paper - State wise Compilation of report for upcoming 4 <sup>th</sup> Regional Workshop on Operationalization of AB_HWCs in NE States	September 2019	Compiled Status Paper on Operationalization of AB_HWCs in NE States will be ready by 27 <sup>th</sup> September 2019.

Sl	Area of work	Activity	Time Line	Work Report
		Updating 100 days work plan (CP division)	September 2019	Updated 100 days work plan for CP Division.
		Interview, NHM, Assam	Sept. 2019	Attended interview for the Post of District Media Expert, NHM, Assam as Panel Member.
		Internal audit for CP Division. QMS Manual, CP Division-Revision 03	November 2019	Internal audit for CP Division for ISO Certification completed and accordingly QMS Manual (03 Revision) completed.
		Internal Audit for ISO Certification for- Administration & PHP & E	Nov 2019	Conducted Internal Audit of Administration Division and PHP & E Division along with other team members.
		NHM, Assam Interview	Dec 2019	Attended interview of NHM, Assam as panel member.
		Preparatory work for Workshop	December 2019	Preparatory work (preparing training material, follow-up with States for nominations & itinerary etc.) for CPHC Workshop scheduled during 10 <sup>th</sup> -11 <sup>th</sup> & 13 <sup>th</sup> & 14 <sup>th</sup> December (workshops had to be postponed later due to disturbed situation due to CAA).
		Monitoring of PSC by State Observer	December 2019	Communication to States (Arunachal Pradesh, Manipur, Mizoram & Sikkim regarding Monitoring of Programme Study Centre for CPCH) by State Observers.
		HWC Monitoring by Medical College	December 2019	Status updated on monitoring of HWC by Medical Colleges and submitted to NHSRC.
9	Others	Question Paper for Entrance Examination	January 2020	Prepared Question Paper for Entrance Examination for the State of Arunachal Pradesh (as requested) and shared with State.
		Preparation for the CPHC workshop	February 2020	Coordinated with the States of Arunachal Pradesh Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura for Two Days Workshop for District Nodal Officers on CPHC-HWC on 3 <sup>rd</sup> -4 <sup>th</sup> March 2020 (1 <sup>st</sup> batch) and 6 <sup>th</sup> -7 <sup>th</sup> March 2020 (2 <sup>nd</sup> batch)
		Intimation Bharatnet Programme	February 2020	Sent intimation letters to the North Eastern states regarding Bharatnet programme in the Gaon Panchayats of each states.
		Status update on CPHC	February, March 2020	Updated status on CPHC-HWC and issues for the NE States and submitted.

### **3. QUALITY IMPROVEMENT DIVISION**

#### **Key Deliverables:**

1. Technical Support to NE states for implementation of National Quality Assurance programme –
  - a. Fifteen (15) Health Facilities in NE States (4 DHs, 8 PHCs and 3 UPHCs) are NQAS certified at national level, another 4 PHCs are NQAS Certified at State level.
  - b. Thirteen (13) DHs are LaQshya certified at national level.
2. Organized five days Second Regional External Assessors' Training on National Quality Assurance Standards to increase the pool of qualified External Assessors.
3. Organized two days Regional Review cum advocacy meeting on National Quality Assurance Programme for 8 NE states.
4. Support NE states in implementation of Kayakalp, Mera Aspataal and Swachh Swasth Sarvatra.
5. Conducted study on Sustenance of Kayakalp initiative in Mizoram
6. Participated in 13<sup>th</sup> Common Review Mission Visit to the State of Manipur
7. Facilitated ISO Certification of RRC-NE
8. Appraisal on QI section of State PIPs for 8 NE States for FY 2020-21.

<b>S1</b>	<b>Area of work</b>	<b>Activity</b>	<b>Timeline</b>	<b>Work Report for April 2019 to March 2020</b>
1.	Meeting and Workshop	Regional Review Meeting cum Advocacy Meeting	21 <sup>st</sup> - 22 <sup>nd</sup> May 2019	Organized two days Regional Review cum Advocacy Meeting on National Quality Assurance Programme for 8 NE States at IIBM, Khanapara, Guwahati
		National Consultation Workshop on QA Programme	18 <sup>th</sup> – 19 <sup>th</sup> June 2019	Attended two days National Workshop on Sustenance and scale up of National Quality Assurance Programme: Challenges and Roadmap ahead held at NHSRC, Delhi. Presented the challenges in preparing facilities in NE States for NQAS certification.
		National level Workshop on New HMIS Portal	6 <sup>th</sup> June 2019	Attended National Level Workshop on New HMIS portal User Acceptance Testing Training for NE States and Delhi.
		Workshop on Key Priorities in Health	1 <sup>st</sup> July 2019	Attended Workshop on 'Key Priorities in Health for N.E States' held at IIBM, Khanapara, Guwahati
1.	Meeting and Workshop	Internal Review Meeting	2 <sup>nd</sup> July 2019	Attended Meeting on Internal Review of Divisions in RRC-NE held at IIBM, Khanapara, Guwahati
		Aspirational District debriefing meeting	13 <sup>th</sup> August 2019	Attended debriefing meeting of Ri Bhoi district (Aspirational District) Meghalaya chaired by Health Minister with Director RRC- NE and Senior Consultants, RRC-NE
		Workshop on Operationalization of HWC under Ayushman Bharat	3 <sup>rd</sup> – 4 <sup>th</sup> October 2019	Attended 4 <sup>th</sup> Regional Workshop on Operationalization of HWC under Ayushman Bharat at Guwahati
		Workshop on Healthcare management	18 <sup>th</sup> – 19 <sup>th</sup> October 2019	Attended Workshop on Healthcare Management at Mumbai
		CRM debriefing meeting	11 <sup>th</sup> – 12 <sup>th</sup> October 2019	Attended debriefing meeting for NHM 13 <sup>th</sup> Common Review Mission visit at Delhi
		Workshop on National Mentors on Aspirational District	8 <sup>th</sup> November 2019	Attended National Mentors Workshop on Aspirational District at Hotel The Grand, Vasant Kunj, New Delhi.
		Regional review cum Workshop on Technical Intervention in HCT programmes in NE states	26 <sup>th</sup> -27 <sup>th</sup> November 2019	Attended Workshop on Regional review cum Workshop on Technical Intervention in HCT programme of NE States at Lily Hotel Guwahati.
		Soft skill training	9 <sup>th</sup> December 2019	Attended soft skill training of RRC-NE officials provided by external resource (Mr. Palash Kalita) at RRC NE.
		Meeting with Developmental partner – UNICEF	18 <sup>th</sup> December 2019	Attended meeting with UNICEF officials chaired by Director RRC-NE to take a stock of the activities undertaken in the current year and to have a road map for future.
		Meeting with Shri P Parthiban Secretary (Health) cum MD, NHM, Arunachal Pradesh	25 <sup>th</sup> February 2020.	Meeting with Shri P Parthiban Secretary (Health) cum MD, NHM, Arunachal Pradesh along with Director RRC-NE regarding proposal for establishment of Common Biomedical Waste Management Treatment Facility at papumpare, Arunachal Pradesh

Sl	Area of work	Activity	Timeline	Work Report for April 2019 to March 2020
		National BMW Workshop	18 <sup>th</sup> February 2020.	Attended National consultation Workshop on BMW management at NHSRC, Delhi
		NPCC Meeting, Tripura	17 <sup>th</sup> February 2020	Attended NPCC meeting of Tripura for FY 2020-21 at Nirman Bhawan, New Delhi on.
		Sensitization workshop for Aspirational District	5 <sup>th</sup> March 2020.	Attended Sensitisation Workshop on high focused Aspirational districts of North East States at Novotel, Guwahati.
2.	Training and Capacity Building	Internal Assessors Training for NQAS	24 <sup>th</sup> -26 <sup>th</sup> April 2019	Supported NHM Nagaland for conducting three days State level Internal Assessors Training as resource Persons.
			7 <sup>th</sup> – 9 <sup>th</sup> May 2019	Supported NHM Mizoram in conducting three days State level Internal Assessors Training for NQAS as resource persons.
		NUHM training	11 <sup>th</sup> - 12 <sup>th</sup> June 2019	Supported NHM Manipur in conducting two days State level Orientation training on NQAS and NUHM.
		Kayakalp Swachh Bharat Abhiyan Training	13 <sup>th</sup> – 14 <sup>th</sup> June 2019	Supported NHM Manipur in conducting two days State level Swachh Bharat Abhiyan Training for Kayakalp.
		HMIS portal training	6 <sup>th</sup> August 2019	Attended TOT on new HMIS portal held at IIBM, Guwahati.
		State TOT on CHO induction module	4 <sup>th</sup> – 7 <sup>th</sup> Sept 2019	Attended State TOT on CHO Induction module on CPHC Services organized by RRC-NE at IIBM, Guwahati.
		Orientation Training on Sexual Harassment of women	26 <sup>th</sup> -27 <sup>th</sup> Sept 2019	Attended Orientation training on Sexual harassment of women at work place at NIPCCD, Guwahati.
		Awareness training on ISO Certification	5 <sup>th</sup> November 2019	Attended awareness training for ISO at RRC NE Guwahati
		External Regional Assessors' Training under National Quality Assurance Standards	27 <sup>th</sup> to 31 <sup>st</sup> January 2020	Organized Second External Regional Assessors' Training under National Quality Assurance Standards, XV batch at IIBM Guwahati from
		Internal Assessor cum Service Provider Training, Arunachal Pradesh	25 <sup>th</sup> to 27 <sup>th</sup> February 2020	Facilitated three days Internal Assessor cum Service Provider Training at Arunachal Pradesh as resource.
		CPHC Workshop, Assam.	March 2020	Attended CPHC workshop for district nodal officers for Manipur, Mizoram, Nagaland and Tripura
3	Field Visit	NQAS Assessment of UPHC at Nagaland	26 <sup>th</sup> April – 27 <sup>th</sup> April 2019	Conducted NQAS external assessment of UPHC Seikhazou in Kohima, Nagaland.
		NQAS Assessment of PHC at Meghalaya	22 <sup>nd</sup> -23 <sup>rd</sup> July 2019	Conducted NQAS Assessment of PHC Marngar in Ri- Bhoi District (Aspirational District) of Meghalaya and also mentored and handhold the facility staff in preparation for NQAS Certification.

Sl	Area of work	Activity	Timeline	Work Report for April 2019 to March 2020
3.	Field Visit	NQAS Assessment of UPHC at Meghalaya	April, May and July 2019	Baseline NQAS Assessment of following UPHCs at Meghalaya has been conducted to meet DLI 5 target of Asian Development Bank. Out of 19 UPHCs in Meghalaya, 6 facilities are assessed by MOHFW/NHSRC consultants, 10 by RRC-NE consultants and 2 UPHCs (Chutwakhu UPHC and Ladthadlaboh UPHC) by State officials. Prepared Report on comparison of NQAS Assessment scores of the 16 UPHCs. <b>A. East Khasi Hill District</b> i. Demseniong UPHC ii. Jaiaw UPHC iii. Umsohsun UPHC iv. Mawpat UPHC v. Upper Mawprem UPHC vi. Lower Mawprem UPHC vii. Dongkharmalki UPHC <b>B. West Garo Hills District</b> viii. Dobasipara UPHC ix. Sampalgre UPHC x. Matchakolgre UPHC
		Visit to Tinsukia District at Assam	7 <sup>th</sup> – 9 <sup>th</sup> May 2019	Visited CH Tinsukia, FRU Doomdooma and MPHC Bordirak for supporting NQAS activities,
		IDCF Monitoring	28 <sup>th</sup> – 31 <sup>st</sup> May 2019	Visited Aspirational Districts in Manipur (Chandel District) and Mizoram (Mamit District) for monitoring IDCF activities as National Monitor.
		Visit to Ri-Bhoi District, Meghalaya	1 <sup>st</sup> July 2019	Visited PHC Umden (NQAS Certified) and PHC Marngar in Ri-Bhoi District of Meghalaya with Advisor, QI, NHSRC.
		Visit to Aspirational District – Ri Bhoi	11 <sup>th</sup> September 2019	Visited Nongpoh DH at Ribhoi District, Meghalaya as supportive mentoring visit for LaQshya Certification
		Visit to West Garo Hills District, Meghalaya	7 <sup>th</sup> – 8 <sup>th</sup> August 2019	Visited PHC Babadam, PHC Jeldopara and CHC Selsella at West Garo Hills District, Meghalaya as NQAS supportive mentoring visit.
		Aspirational District Visit, Arunachal Pradesh	23 <sup>rd</sup> -28 <sup>th</sup> September	Visited to Health facilities at Namsai District (Aspirational district) in Arunachal Pradesh for developing District Health Action Plan and for improving Aspirational district Health and Nutrition indicators as per NITI AYOg.
3.	Field Visit	CPHC Monitoring, Assam	30 <sup>th</sup> September and 1 <sup>st</sup> October 2019	Visited 4 UPHCs in Assam - Gotanagar, Sarabhathi, Khanapara and Choonsali at Assam for monitoring implementation of CPHC services.
		CPHC Monitoring, Manipur	28 <sup>th</sup> September & 1 <sup>st</sup> October 2019	Visited 2 PHCs in Manipur - Leimapokpam and Thanga, 2 UPHC – HWCs Mantripukhri and Minuthong and 2 SHC-HWCs- Leimarem and Thinungei for monitoring implementation of CPHC services.

Sl	Area of work	Activity	Timeline	Work Report for April 2019 to March 2020
		13 <sup>th</sup> CRM Visit	17 <sup>th</sup> – 24 <sup>th</sup> October 2019	Visited Chandel District of Manipur for participating and support in 13 <sup>th</sup> Common Review Mission.
		Visit to Arunachal Pradesh	28 <sup>th</sup> -30 <sup>th</sup> August 2019	Visited Itanagar, Arunachal Pradesh with Director RRC- NE to support the state in State Certification of GH Pasighat under LaQshya and send the application for National Assessment.
		Kayakalp Assessment at Mizoram	2 <sup>nd</sup> December – 7 <sup>th</sup> December 2019	Visited to health facilities (1 DH, 2 CHCs, 11 PHCs) in two districts of Mizoram (Aizawl East and Mamit) for data collection of study on ‘Sustenance of Kayakalp initiative in Mizoram’ and also supporting Aspirational District Programme.
		Visit to CBMWTF, Guwahati	21 <sup>st</sup> February 2020	Visited Fresh Air CBMWTF at Guwahati to understand the operation of the plant.
		Visit to PHCs in Manipur	2 <sup>nd</sup> and 3 <sup>rd</sup> March 2020.	Visited PHC Saikul at Kangpokpi district Manipur and PHC Leimapokpam at Bishnupur District Manipur for handholding the facility staff for closing the gaps identified during assessment done by state officials.
		Visit to PHCs in Meghalaya	11 <sup>th</sup> and 12 <sup>th</sup> February 2020.	Visited PHC Babadam and PHC Bansangre at Garo Hills District, Meghalaya.
		Visit to Mizoram	17 <sup>th</sup> -20 <sup>th</sup> March 2020	<ul style="list-style-type: none"> <li>i. Visited Mamit DH for LaQshya and NQAS certification for six departments – LR, MOT, Emergency, IPD, Laboratory and Blood Bank. Also visited PHC-HWC Rawpuicchip in Mamit district. Briefing of the visit with the district officials done.</li> <li>ii. Visited Aizawl Civil Hospital to assess the preparedness for applying for NQAS Recertification.</li> <li>iii. Meeting with MD, NHM, Mizoram along with other state officials for sharing the findings of the visit.</li> </ul>
		Visit to facilities in Assam to check for preparation of Covid 19 infection	23 <sup>rd</sup> March 2020	Visited 14 (Fourteen) facilities/ locations in Assam to assess the preparedness for handling Covid 19 infection
4	Document Review	Document Review for NQAS Certification	April to December 2019	<p>Reviewed documents for NQAS Certification for the following facilities:</p> <ul style="list-style-type: none"> <li>i. PHC Ledo, Tinsukia, Assam</li> <li>ii. PHC Doulashal, Assam</li> <li>iii. UPHC Chaporigaon, Assam</li> <li>iv. DH Goalpara, Assam</li> <li>v. PHC Atharabola, Tripura</li> <li>vi. PHC Taibandal, Tripura</li> <li>vii. PHC Chachubazar, Tripura</li> <li>viii. PHC Jampui, Tripura</li> <li>ix. PHC Ashrampara, Tripura</li> <li>x. PHC Behiang, Manipur</li> <li>xi. DH Thoubal, Manipur</li> </ul>

Sl	Area of work	Activity	Timeline	Work Report for April 2019 to March 2020
				<ul style="list-style-type: none"> <li>xii. DH Churachandpur, Manipur</li> <li>xiii. UPHC Seikhazou, Nagaland</li> <li>xiv. PHC Bhagyapur, Assam</li> <li>xv. PHC Kathiatoli, Assam</li> <li>xvi. PHC Golokganj, Assam</li> <li>xvii. UPHC ITI, Mizoram for conditionality closure</li> <li>xviii. Babadam PHC, Meghalaya</li> <li>xix. Marngar PHC, Meghalaya</li> </ul>
5.	Document Review	Document Review for LaQshya Certification	April to December 2019	<p>Reviewed documents for NQAS External Assessment of following facilities under LaQshya:</p> <ul style="list-style-type: none"> <li>i. DH Nagaon MCH, Assam</li> <li>ii. SDH Pathshala, Assam</li> <li>iii. CH Mangaldai, Darrang Assam</li> <li>iv. CH Ravi Ram Boro Hospital, Baksa Assam</li> <li>v. DH Sonapur, Assam</li> <li>vi. DH Kokhrajara, Assam</li> <li>vii. CH SMK, Nalbari, Assam</li> <li>viii. CH Haflong, Dima Hassao, Assam</li> <li>ix. CH Dhemaji, Assam</li> <li>x. CH Demow, Sivsagar, Assam</li> <li>xi. DH Thoubal, Manipur</li> <li>xii. DH Churachandpur, Manipur</li> <li>xiii. DH Bishnupur, Manipur</li> <li>xiv. SDH Belonia, Tripura</li> <li>xv. DH Dhalai, Tripura</li> <li>xvi. DH Mamit, Mizoram</li> <li>xvii. CH Aizawl, Mizoram</li> <li>xviii. GH Pasighat, Arunachal Pradesh</li> <li>xix. DH Dhalai, Tripura for conditionality closure.</li> </ul>
6.	Kayakalp	Kayakalp award function	11 <sup>th</sup> October 2019	Attended Kayakalp Award function for Financial year 2018-2019 at Delhi
		Kayakalp training	14 <sup>th</sup> November 2019	Attended Kayakalp Swachh Bharat Abhiyaan training for CHO at Imphal, Manipur as resource person.
		Follow-up with NE States	Ongoing	Follow-up with 8 NE States on the progress of Kayakalp assessment for FY 2019-20
7.	PIP appraisal	Appraisal on QI part of SPIP of the NE States	Ongoing	Appraisal on QI part of SPIP for FYs 2019-20 and 2020-21 of the 8 NE States
8.	ISO 9001:2015 Certification of RRC-NE office	Management Review Meeting	April 2019	Prepared Report for 2 <sup>nd</sup> Internal Audit of RRC-NE and management Review meeting was held on 5 <sup>th</sup> April 2019



Sl	Area of work	Activity	Timeline	Work Report for April 2019 to March 2020
8.	ISO 9001:2015 Certification of RRC-NE office	Third Internal Audit for ISO 9001:2015 certification	13 <sup>th</sup> ,14 <sup>th</sup> and 27 <sup>th</sup> November 2019	<ul style="list-style-type: none"> <li>i. Third ISO Internal audit plan prepared and disseminated</li> <li>ii. Audit was conducted, audit report and system non conformity report was prepared</li> <li>iii. MRM conducted and minuted</li> <li>iv. Continual Improvement Report prepared, Action taken report of client Satisfaction survey prepared and compiled, Prepared Quality objectives and progress so far assessed.</li> </ul>
		Annual Surveillance audit for ISO 9001:2015 certification	29 <sup>th</sup> November 2019	Facilitated conduct of annual surveillance audit of RRC-NE by external auditor, Shri Pradeep Sahai.
9.	Others	Prepared MCQs Question bank	April 2019	Prepared Multiple choice questions for question bank of External Assessors Training under quality Assurance & shared with QI Division of NHSRC.
		Video Conference for QA Programme	16 <sup>th</sup> May 2019	Attended video conference with QI team at NHSRC regarding provision of technical support to States in implementation of National QA Programme.
		Video Conference on HWC portal	20 <sup>th</sup> May 2019	Attended video conference on HWC portal with NHSRC and all States.
		Inputs for GB Meeting	July 2019	Provided inputs for GB meeting of NHSRC and RRC-NE
		Dissemination of Guideline /Letters	July 2019	<ul style="list-style-type: none"> <li>i. Disseminated D.O letter from MOHFW regarding uploading of Good and innovative Practice in the state</li> <li>ii. Disseminated revised NQAS Checklist (LaQshya subsumed) to 8 NE States</li> <li>iii. Disseminated revised Kayakalp guideline and checklist including checklist for HWC to 8 NE States</li> </ul>
		Contact details of DH in NE states	July 2019	Collected and compiled the complete contact details of district hospitals in 8 NE states and shared with NHSRC for onward submission to MOHFW, GOI.
		Contact details of state health officials in NE states	July 2019	Collected and compiled the complete contact details of Secretary/Principal Secretary, Director Health Service and Mission Director NHM of all 8 NE states and shared with NHSRC for onward submission to MOHFW, GOI
9.	Others	Developed checklist for cleanliness	August 2019	Developed a checklist on cleanliness of key areas of district hospital as requested by state QA Nodal officer, Manipur and shared with state.
		Developed Checklist on QA programme	19 <sup>th</sup> August 2019	Developed a Checklist for assessing implementation of National Quality Assurance Programme in Public Health facilities.
		Disaster Management Plan	August 2019	Drafted Disaster Management Plan including ambulance monitoring checklist for PHC Atharabola, Tripura and shared with the facility I/C.

<b>Sl</b>	<b>Area of work</b>	<b>Activity</b>	<b>Timeline</b>	<b>Work Report for April 2019 to March 2020</b>
		IEC on RMC	5 <sup>th</sup> August 2019	Disseminated IEC on Respectful Maternity Care developed by state of UP to the 8 NE states
		Incentives on NQAS certification	16 <sup>th</sup> August 2019	Supported in dissemination of letters regarding incentives on NQAS Certification of Health facilities including LaQshya with the 8 NE States.
		Support to NHM Assam in recruitment process	August 2019	Supported NHM Assam in recruitment of District Consultant for Vector Borne Disease control Programme as a member of interview panel.
		Tender Committee Meeting	Sept 2019	Attended Tender Committee meeting of RRC-NE
		QA Report	October 2019	Prepared Report on status of implementation of National Quality Assurance Programme including Kayakalp, LaQshya and Mera Aspataal in NE States for Annual Report 2019-20.
		CQSC data	December 2019	Follow up with all the 8 NE States for collection of CQSC data
		Question Papers for External Assessors' Training	January 2020	Prepared slides for spotting examination, 100 Multiple Choice Questions and a Case study and shared with NHSRC.
		Mamit Aspirational District Report	January 2020	Prepared Mamit Aspirational District Visit Report
		Mizoram Kayakalp Assessment Report	January 2020	Prepared Kayakalp Assessment Report of Mamit, District Mizoram
		Dissemination of guidance note on NQAS recertification	February 2020	Dissemination of guidance note on recertification of NQAS certified facilities with NE States
		Annual Strategic Workshop	22 <sup>nd</sup> February 2020	Attended RRC-NE officials annual Strategic Workshop on 22 <sup>nd</sup> February 2020
9.	Others	NITI AAYOG Report	February 2020	Commented on NITI Aayog DH Assessment Report
		Screening of answer sheets of post training evaluation test	February 2020	Completed first level screening of the answer sheets of post training evaluation test of second Regional External Assessor Training for NQAS and submitted to advisor, QI, NHSRC.

#### **4. HEALTH CARE FINANCING & HEALTH CARE TECHNOLOGY**

##### **Key Deliverables**

1. Concurrent Evaluation of Bio- Medical Equipment Management & Maintenance Program (BEMMP) and Free diagnostic services under PPP mode in Meghalaya (August 2019) and evaluation of BEMMP and In- House diagnostic services in Papum Pare District, Arunachal Pradesh (September 2019).
2. Organized Regional Review cum workshop on HCT Programme in Guwahati on 26<sup>th</sup>& 27<sup>th</sup> November 2019 for NE states
3. Participating in 13<sup>th</sup> Common Review Mission and report submission (State –Tamil Nadu).
4. Visited Manipur to ascertain the readiness status of state regarding In House Dialysis services (July 2019), requirement of dialysis machines from Fair Fax under CSR. Report submitted to NHSRC.
5. Submission of State specific note on HCT program for the States of – Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura
6. Supportive supervision visit to Ri-Bhoi (aspirational district) district of Meghalaya.
7. Attended advance training on Health Technology Assessment at Department of Health Research MoHFW
8. Study on the readiness of diagnostics facilities in referral linkage PHCs of HWC in Assam” in Dibrugarh District.
9. Visited Meghalaya to attend pre bid meeting in Shillong for PPP run health facilities in Meghalaya.
10. Attended consultation workshop to identify determinants for Low IMR in Nagaland, Manipur & Mizoram on 5th July 2019 at Imphal, Manipur as expert.
11. A status report prepared on health services for Eastern Nagaland i.e. Kiphire, Longleng, Mon and Tuensang districts as requested by Ministry of Home Affairs through MoHFW.
12. Assessment of CT scan services in North Tripura district of Tripura and Dima Hasao district of Assam ( September 2019).
13. Regional Workshop on Operationalization of Ayushman Bharat Health & Wellness Centre held at Guwahati during 3rd & 4<sup>th</sup> October 2019 was attended.
14. SHC-HWC supportive supervision was done in Sikkim and Tripura in collaboration with MOHFW.
15. A draft plan was prepared for Nagaland state regarding In house FDI implementation based on Desk review and gap analysis.

Sl.	Area of Work	Activity	Timeline	Work report
1	State PIP	Appraisal of PIP 2020-21	January, February 2020	Appraised PIP 2020-21 for all NE states.
		Attended NPCC meeting	January, February 2020	Attended NPCC meeting in New Delhi for all NE states except Arunachal & Mizoram. Post NPCC comments are made for all NE states.
		Appraisal of Post NPCC PIP 2020-21	January, February & March 2020	Appraised Post NPCC PIP 2020-21 for all NE states.
		Appraisal of Supplementary PIP 19-20.	October, November 2019	Appraised Supplementary PIP 2019-20 of Mizoram, Tripura, Arunachal Pradesh and Meghalaya (HCT section) and shared comments with NHSRC.
2	Study/ Evaluation	Development issues and Special needs of the Eastern Nagaland	July 2019	A status report prepared on health services for Eastern Nagaland i.e. Kihire, Longleng, Mon and Tuensang districts as requested by Ministry of Home Affairs through MoHFW.
		Ascertain the readiness of diagnostics facilities in referral linkage PHCs of HWCs.	April , May 2019	Study on the readiness of diagnostics facilities in referral linkage PHCs of HWC in Barpeta district , Dibrugarh District Assam
		Assessment of BEMMP and free Diagnostics Services (FDI) Evaluation in Meghalaya under PPP mode and for Arunachal Pradesh FDI under In house model	July, August , September 2019	Bio Medical Equipment Maintenance Programme and Diagnostics Services Evaluation in Meghalaya and Arunachal Pradesh. Draft Report submitted to Director RRC-NE.
3	CRM	13th CRM	October 2019	Visited the State of Tamilnadu for 13th Common Review Mission.
		CRM report	November 2019	Drafting of 13th CRM report for the state of Tamil Nadu and submitted
4	<b>Meeting / Workshop</b>	IDCF Meeting	April 2019	Attended State coordination committee meeting on IDCF for NHM, Assam.
		Regional workshop for Rota virus vaccine introduction	April 2019	Attended Regional workshop for Rota virus vaccine introduction for 6 NE states held in Guwahati on 25 <sup>th</sup> and 26 <sup>th</sup> April. Organised preparatory meeting with development partners for Rota virus introduction in 6 NE states on 8th April at RRC NE conference Hall.
		Workshop to identify determinants for Low IMR in Nagaland, Manipur & Mizoram	July 2019	Attended consultation workshop to identify determinants for Low IMR in Nagaland, Manipur & Mizoram on 5th July 2019 at Imphal, Manipur as expert. The meeting was organized by NHM, Manipur in collaboration with Child Health Division MoHFW, GOI and Unicef

Sl.	Area of Work	Activity	Timeline	Work report
		Innovation and best practice summit	16th -18th November 2019	Attended Innovation and best practice summit at Gandhinagar, Gujrat.
		BEMMP Programme	May 2019	Attended Orientation workshop on BEMMP Programme at Imphal.
		Workshop on Key Priorities in Health	July 2019	Attended workshop on 'Key Priorities in Health For N.E. States' held at IIBM, Khanapara, Guwahati.
		Debriefing Meeting of Ri-Bhoi Aspirational District	August 2019	Facilitate to organize debriefing meeting on Aspirational District (Ri Bhoi) visit report and preparation of District Health Action Plan in Meghalaya. The meeting was chaired by Health Minister in presence of DC, Director of Health service, Director RRC-NE, other state and district officials, UNICEF representatives and Senior consultants, RRC-NE
		National Mentor Workshop on Aspirational District	November 2019	Attend National Mentor workshop on Aspirational District Supportive Supervision on 8th November 2019 at Delhi
		Pre bid meeting in Meghalaya	June 2019	Attended pre bid meeting in Shillong for PPP run health facilities in Meghalaya.
		Ascertain the status for Dialysis services	June 2019	Visited NEIGRIMS, Civil Hospital East Khasi Hills, Nazrath Hospital Shillong, Meghalaya to know the status of Dialysis services. Analyze its patients load and find if more machine needed
		Ascertain the readiness of state for Dialysis services	July 2019	Visited Manipur for getting status on its readiness for the implementation of PM National Dialysis Programme and requirement of dialysis machines from Fair Fax under CSR. Report submitted to NHSRC.
		Workshop to identify determinants for Low IMR in Nagaland, Manipur & Mizoram	July 2019	Attended consultation workshop to identify determinants for Low IMR in Nagaland, Manipur & Mizoram on 5th July 2019 at Imphal, Manipur as expert. The meeting was organized by NHM, Manipur in collaboration with Child Health Division MoHFW, GOI and Unicef.
5	Field Visit	Evaluation BEMMP and diagnostic services, diagnostic services in HWC-SC in Namsai district, Arunachal Pradesh.	September 2019	Assessment of BEMMP, diagnostic service, diagnostic service in HWC-SC and current status of AERB Tender process in Arunachal Pradesh during 22nd September- to 27th September 2019).

Sl.	Area of Work	Activity	Timeline	Work report
		Visit for Assessment of CT scan services in Tripura.	September 2019	Assessment of CT scan services in North Tripura district of Tripura and Dima Hasao district of Assam.
		Assessment of Aspirational District	September 2019	Assessment of Namsai Aspirational District, Arunachal Pradesh during 24 – 27th September 2019.
		Aspirational District	May, June, October 2019	Visited Aspirational District Ribhoi, Meghalaya as MoHFW, Govt of India National Mentoring Team members, and the report shared with Aspirational District Unit, MoHFW, Govt of India. Aspirational District Visit to Mamit , Mizoram
		IDCF Monitoring visit	April 2019	Visited Ri-Bhoi District in Meghalaya for IDCF monitoring and report submitted to IDCF secretariat MoHFW, Govt of India.
		Visit to facilities in Assam to check for preparation of Covid 19 infection	23 <sup>rd</sup> March & 24 <sup>th</sup> March 2020	Visited 14 (Fourteen) facilities/ locations in Assam to assess the preparedness for handling Covid 19 infections
6	<b>CPHC and HWC</b>	Supportive Monitoring Visit on HWCs in Tripura and Sikkim	October 2019	Supportive Supervision visit in HWC in Tripura and Sikkim with Consultant from MOHFW.
7	<b>Documentation/ Report/ Desk Review</b>	Presentation on Trends of IMR and Various indicator	July 2019	Prepared presentation on “Trends of IMR and Various indicators in Nagaland, Mizoram and Manipur “
		Status update on BMMP as per state dashboard	Ongoing	Monthly status updation for BMMP equipment detail as per Dashboard for NE states.
		Desk Review	October 2019	Gap analysis was done for Laboratory equipment in Nagaland to strengthen present In-house diagnostic services.
		Workshop on HCT Programme	26th – 27th November 2019	Organized Regional Review cum Workshop on Technical intervention in HCT Programme for NE states was held at Guwahati during 26th & 27th November 2019.
		Preparation of write up on Implementation Status of HCT programs in NE States	April 2019	Prepared brief report on progress of implementation of HCT programme for the States of – Assam, Manipur, Meghalaya, Mizoram, Nagaland, Tripura along with critical issues & shared with the Director, RRC-NE states for onward submission to NHSRC and MOHFW.
		Data analysis on FDI	November 2019	Supported NHM Assam regarding secondary data analysis on FDI

Sl.	Area of Work	Activity	Timeline	Work report
8	<b>Capacity Building</b>	Workshop on Operationalization of HWC under Ayushman Bharat	3rd – 4th October 2019	Attended 4th Regional Workshop on Operationalization of HWC under Ayushman Bharat at Guwahati from 3rd – 4th October 2019
		Dissemination workshop	December 2019	Attended Dissemination workshop on FDI new guidelines, in NIHFW ,New delhi
		Training on Health Technology Assessment	May 2019	Attended advance training on Health Technology Assessment at Department of Health Research MoHFW, New Delhi
		HMIS Portal Training	August 2019	Attended ToT on New HMIS Portal held at IIBM, Guwahati on 6th August 2019.
9	Others	ISO certification	November 2019	Prepared revised QMS of HCF & HCT division for the ISO certification of RRC-NE.
		Internal Audit of CP	November 2019	Conducted Internal Audit of CP Division along with other team members
		Updation of QMS Manual, HCT	July 2019	Updated the ISO QMS Manual, Quality Objectives of HCT Division and shared with QI Division, RRC-NE.
		Analyzed approved amount in RoP 2019-20 under PPP mode	September 2019	Analyzed approved amount in RoP 2019-20 of different programmes run under PPP mode for NE states

## 5. Work Report [RRC, NE Administration]

Sl.	Area of Work	Timeline	Work Report/Status
<b>General Administration :</b>			
1.	Tendering & empanelment	April'19	<p>The following agreements were extended :</p> <ol style="list-style-type: none"> <li>Hiring of Air/ Train ticket booking agency</li> <li>Hiring of office vehicles.</li> <li>Engagement of security agency.</li> <li>Hiring of generator set.</li> <li>Supply of stationeries.</li> <li>Printing agencies.</li> <li>Rent of generator set.</li> </ol> <p>The Empanelment with various Hotels were extended (Hotel Ginger, Guwahati &amp; Agartala, Hotel Shoolin Grand, Hotel Lily, Hotel Aster Premier, Hotel Aaryan Aatithya, Hotel Palacio, Novotel etc)</p>
		June,2019	<ol style="list-style-type: none"> <li>Tendering of “Hiring of Air &amp; Rail ticket booking agency” was opened. However, no agency was selected.</li> <li>Tendering for “Hiring of generator set provider” was completed. Agency selected.</li> <li>Empanelment of supplier of office stationery was completed.</li> </ol>
		July19	Initiated the process of empanelment of Indian Railway Catering & Tourism Corporation for air ticket booking.
		October'19	Entered into agreement with Indian Railway Catering & Tourism Corporation for air ticket booking.
		March'20	Processing for extension of various contractes.
2.	Preparation of RFP	September'19	Prepared the draft Request for proposal for Study of Conclusive Contributing Factors for Low IMR in Mizoram, Nagaland and Manipur .
3.	Observation of Independence Day	August'19	Independence Day was observed at RRC, NE on 15 <sup>th</sup> August'19.
4.	Annual Stock Taking	July'19 to Sept'19	The Annual Stock taking was completed and report duly submitted.
5.	Condemnation of assets	November& December'19	The condemnation process of the assets written off after Annual Stock taking was initiated.
6.	Fire Drill	August'19	Fire drill is conducted on 9 <sup>th</sup> August'19. Report of the Fire drill was prepared and shared with all staffs & NHSRC, Delhi.
7.	Pest Control	July'19	A pest control was done on 20 <sup>th</sup> July'19 at RRC, NE office.
		March'20	Pest control was done on 1 <sup>st</sup> March'20
8.	Standing Committees	April'19	The RTI Committee & the Grievance redressal committee were revised.
9.	Insurance	May,2019	Insurance for all office assets for fire and burglary was done.
10.	Administrative Assistance	April to March'20	<p>The followings are the regular activities of the admin division :</p> <ol style="list-style-type: none"> <li>Security Services are monitored.</li> <li>CCTV cameras are monitored.</li> <li>Generator set is maintained for regular supply of power.</li> <li>Arrangement of transport to staffs and visitors as and when required.</li> </ol>



Sl.	Area of Work	Timeline	Work Report/Status
			<ul style="list-style-type: none"> <li>v. Maintained log book of office vehicles.</li> <li>vi. Arrangement of accommodation of visitors.</li> <li>vii. Maintenance of office kitchen.</li> <li>viii. Maintenance of office stationery. Issue of stationery upon receipt of requisition.</li> <li>ix. Maintenance of Stock Register.</li> <li>x. Maintenance of regular water supply.</li> </ul>
11.	ISO Certification of RRC,NE	July'19	QMS Manual of administrative division was revised.
		November'19	<ul style="list-style-type: none"> <li>i. Took part in internal audit held under ISO process.</li> <li>ii. Revised the QMS Manual</li> <li>iii. Coordinated the External Audit held under ISO.</li> </ul>
12.	Support during workshops & Meetings	April'19 to March'20	<p>Support such as preparation of Event Approval Form, arrangement of meeting venue, banner, registration kits, arrangement of accommodation &amp; transport of participants, photographs, preparation of participant list &amp; assisting in preparation of minutes extended during the following meetings &amp; workshops :</p> <ul style="list-style-type: none"> <li>i. Regional Review cum Advocacy meeting for NQA Programme for NE States held on 21<sup>st</sup> &amp; 22<sup>nd</sup> May'19.</li> <li>ii. North East Regional level workshop on new HMIS portal held during 6<sup>th</sup> to 7<sup>th</sup> June'19.</li> <li>iii. Orientation of key priorities of health for NE held on 1<sup>st</sup> July'19</li> <li>iv. Review meeting of RRC,NE held on 2<sup>nd</sup> July'19</li> <li>v. ToT on new HMIS portal held on 6<sup>th</sup> to 7<sup>th</sup> August'19.</li> <li>vi. Review workshop on HCT held on 26<sup>th</sup> to 27<sup>th</sup> Nov'19.</li> <li>vii. External Assessor's Training held during 27<sup>th</sup> to 31<sup>st</sup> January, 2020.</li> <li>viii. Strategic workshop held on 22<sup>nd</sup> February'20</li> <li>ix. Sensitization workshop on High focused Aspirational districts of the NE held during 5<sup>th</sup> &amp; 6<sup>th</sup> March,2020.</li> <li>x. CP-CPHC workshop held on 3<sup>rd</sup> and 4<sup>th</sup> and 6<sup>th</sup> &amp; 7<sup>th</sup> March'20</li> </ul>
13.	Procurement & Maintenance of various equipments & items	May'19	A digital voice recorder was purchased for use in meetings.
		Sept'19	Ceiling fan was purchased.
		Dec'19	<ul style="list-style-type: none"> <li>i. Another digital voice recorder was purchased for use in meetings.</li> <li>ii. A white board stand was purchased for RRC,NE Conference hall</li> <li>iii. A PDF Converter was purchased (software).</li> </ul>
		March'20	i. Pendrives were purchased for PHP workshop
14.	File Index Register	April'19 to March'20	The File Index Register of RRC, NE is updated and a complete list of files at RRC, NE (all divisions) is maintained centrally in the File Index register.
15.	Tour Reports	April'19 to March'20	The Tour Reports of all Consultants (programmatic) are collected after review of Director, RRC-NE and is maintained centrally with Office Secretary.
16.	Relocation of RRC,NE office building	July'19 to Dec'19	The EOIs for relocation of RRC, NE office buildings were floated and recommendation of the tender committee was forwarded to NHSRC, Delhi. The matter is under review at MOHFW.
		March'20	Approval received from MoHFW. Acceptance of EoI issued to the selected party.

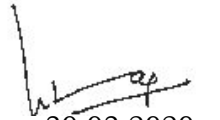
Sl.	Area of Work	Timeline	Work Report/Status
<b>IT</b>			
1.	Maintenance of RRC,NE Website	2019 – 20	The RRC, NE website is being updated regularly.
2.	Updating the Google groups	2019 – 20	Regularly update the Google groups as soon as any employee left/join the organization.
3.	Bio metric attendance	2019 – 20	Report generated from the bio metric attendance machine every month for the staff.
4.	Internet Service	2019 – 20	Monitor the internet service and trouble shoot if there is any or communicate with the ISP for uninterrupted service.
5.	Wi-Fi	2019 – 20	Maintain the Wi-Fi service so that it can be accessible from the every corner of the office.
6.	IT support on Skype meetings held at RRC-NE	2019 – 20	Provide IT facility to the Sr. Consultants /Consultants at the Skype meetings held at RRC-NE.
7.	IT Facility provided at Zoom conference system	2019 – 20	To communicate with every district level of All India Zoom conference system is introduced. Supported IT facility at Zoom Conference system at Different time of Interval.
8.	IT troubleshooting	2019 – 20	Provided support for troubleshooting of various IT issues faced by Consultants.
9.	Repairing of Laptops of RRC-NE	2019 – 20	Repairing of non functional laptops of RRC-NE was done. Contacted service centre and problems were detected. Now, non functional laptops are under condemnation process.
10.	Support IT facility & photography at meetings & workshops	May, 2019	Regional Review cum Advocacy meeting for NQA Programme for NE States held on 21 <sup>st</sup> & 22 <sup>nd</sup> May'19
		June'19	North East Regional level workshop on new HMIS portal held during 6 <sup>th</sup> to 7 <sup>th</sup> June'19.
		July'19	i. Orientation of key priorities of health for NE held on 1 <sup>st</sup> July'19 ii. Review meeting of RRC,NE held on 2 <sup>nd</sup> July'19
		August'19	i. ToT on new HMIS portal held on 6 <sup>th</sup> to 7 <sup>th</sup> August'19
		Nov, 2019	i. Review workshop on HCT held on 26 <sup>th</sup> to 27 <sup>th</sup> Nov'19.
		January'20	i. External Assessor's Training held during 27 <sup>th</sup> to 31 <sup>st</sup> January, 2020.
		March'20	i. Sensitization workshop on High focused Aspirational districts of the NE held during 5 <sup>th</sup> & 6 <sup>th</sup> March,2020. ii. CP-CPHC workshop held on 3 <sup>rd</sup> and 4 <sup>th</sup> and 6 <sup>th</sup> & 7 <sup>th</sup> March'20
11.	Backup the workshop documentation and support to the staff for compiling the report	April'19 to March'20	Provided the workshop documents to all the participants through pen drive or via mail. After finishing the workshop the documents are keep as back up for future reference.
12.	Maintenance of toner cartridge of printers	April'19 to March'20	i. Checking the toner level of the printers on daily basis and solved the issues (if any) faced by the staff. ii. Raised requirement for various toner cartridges from time to time to the admin division.
13.	Renewals of software	April'19	All antivirus were updated from console level.
		Nov, 2019	Tally ERP 9 Gold software license was renewed on November, 2019.

Sl.	Area of Work	Timeline	Work Report/Status
<b>Human Resource</b>			
1.	Manpower Position	March'20	RRC, NE has total 20 Staffs as on March'20 (13 Technical, 7 Admin). The Manpower Position being shared with NHSRC, Delhi on monthly basis.
2.	Recruitment	April'19	<ul style="list-style-type: none"> <li>i. Dr. Pankaj Thomas, Sr. Coultant-PHP &amp; E and Ms. Tasha Mahanta, Consultant-HRH joined. Their joining formalities were completed and contract duly signed.</li> <li>ii. Recruitment process for Fellow- HCT was initiated (ToR prepared)</li> <li>iii. Organized Campus Interview for the position of Fellow- QI at Assam Downtown University on 30<sup>th</sup> April'19</li> </ul>
		May'19	<ul style="list-style-type: none"> <li>i. Organized interview for the position of Consultant- HCT on 24<sup>th</sup> May'19</li> <li>ii. Advertisement for the position of Consultant-PHP &amp; E was floated on 13<sup>th</sup> May'19</li> </ul>
		June'19	<ul style="list-style-type: none"> <li>i. Organized Campus Interview for Fellow- HCT at North East Hill University, Shillong on 10<sup>th</sup> June'19.</li> <li>ii. Fellow- QI &amp; Fellow- HCT joined during June'19</li> <li>iii. Mr. Iqbal Hussain, Consultant- HCT joined. Joining formality completed as well as orientation duly given.</li> </ul>
		August	<ul style="list-style-type: none"> <li>i. Organized interview for the position of Consultant- PHP &amp; E and Senior Consultant-CP</li> </ul>
		September'19	<ul style="list-style-type: none"> <li>i. Advertisement for the position of Consultant- PHP &amp; E was floated on 26<sup>th</sup> September'19</li> </ul>
		October	<ul style="list-style-type: none"> <li>i. Dr. Devajit Bora joined as Sr. Consultant-CP</li> </ul>
		November'19	<ul style="list-style-type: none"> <li>i. Shortlisting of the applications received for the position of Consultant- PHP &amp; E was completed and sent to NHSRC for approval.</li> <li>ii. Ms. Sandhani Gogoi, Consultant- CP joined. Orientation given.</li> </ul>
		January'20	<ul style="list-style-type: none"> <li>i. Dr. Gursimrat Kaur Sandhu joined as Consultant- PHP &amp; E. Orientation given</li> </ul>
		3.	Welfare Box
4.	Soft Skill Training	December'19	A training of Soft Skills was organized with participation of all staffs of RRC,NE.
5.	Monthly meetings	2019 – 20	Monthly meeting of all staffs are organized & minuted every month to discuss the monthly work plan and work report.
6.	Attendance	2019 – 20	Attendance of RRC, NE is being maintained through Bio Matric System.
7.	Activity Record	2019 – 20	Activity Sheets from all Director, Sr. Consultants & Consultants (Programme) are collected on monthly basis for keeping record of the activities performed (programmatic)
8.	HR Files & Leave Record	2019 – 20	<ul style="list-style-type: none"> <li>i. HR Files of each staff is maintained and updated.</li> <li>ii. Leave Records are maintained as per NHSRC guidelines. The leave record is duly submitted to Director, RRC-NE on monthly basis for information and signature.</li> </ul>
9.	Release of Staff	2019 – 20	The following staffs of RRC,NE were released upon resignation : <ul style="list-style-type: none"> <li>i. Mr. W. Imo Singh, Consultant- CP released on 3<sup>rd</sup> June'19.</li> <li>ii. Ms. Tasha Mahanta, Consultant- HRH released on 13<sup>th</sup> Nov'19.</li> <li>iii. Ms. Mousumi Roy, Consultant- QI released on 9<sup>th</sup> Dec'19</li> </ul>
10.	Issue of various certificates/ NOCs	2019 – 20	Various certificates (certificate of consolidated pay, NOC etc) were issued to staffs as and when requested & approved.
11.	Holiday List	Dec'19	The holiday list of RRC, NE was prepared and shared with all.

Sl.	Area of Work	Timeline	Work Report/Status
<b>Accounts :</b>			
1.	Statutory Audit	May'19 to July'19	The statutory Audit of RRC, NE was completed by M/S P. Gaggar & Associates and the Audit Report was duly submitted to NHSRC, Delhi during July'19.
2.	Release of payments	2019 – 20	Proceed payments (regular) for the followings : i. Consolidated Pay. ii. Travel Advances & Travel Claims. iii. Bills raised by vendors. iv. Bills of workshops & meetings.
3.	Submission of expense statement & Fund Request	2019 – 20	Statement of expenditure of RRC, NE is being shared with NHSRC on monthly basis and fund requests are being made accordingly.
4.	Preparation of Budgets	2019 – 20	Regularly prepared budget of various activities undertaken by the programme divisions of RRC,NE.
5.	Preparation of TDS & handling deposits	2019 – 20	TDS were deducted regularly subsequently deposited. TDS Return is filed on quarterly basis through Bansal Aggarwal & Co.
6.	Regular Activities	2019 – 20	Daily closing of Cash Book. Fixed Asset Register Updation
7.	Change of Bank Signatory & Administrator of Internet Banking	April'19	Mr. Bhaswat Kr. Das, Sr. Consultant-HCF & HCT was added as the third signatory in RRC, NE bank account (SBI).
8.	Regional Collaborative Centre, Dibrugarh Financial Statements	Dec'19	The financial statements submitted by Regional Collaborative Centre, Dibrugarh are duly checked.
		March'20	Visited Regional Collaborative Centre, Dibrugarh and prepared a report. Also, assisted in preparation of the work plan of FY 2020-21

**Financial report of RRC-NE (1st April, 2019 to 29<sup>th</sup> March 2020)****Rs in Lakh**

<b>Sl.</b>	<b>Division</b>	<b>Approved Budget 2019-20</b>	<b>Total Expenditure (April to 29<sup>th</sup> Feb'20)</b>	<b>Percentage (%) of Utilization</b>
1	PHP & Evidence including HRH & HMIS	47.00	38.48	81.87%
2	CP	30.05	24.89	82.83%
3	QI	38.00	28.53	75.05%
4	HCT & HCF	15.00	13.40	89.34%
5	Admin (HR)	202.87	135.07	66.58%
6	Admin (Genl)	62.19	46.75	75.17%
	<b>Total</b>	<b>395.11</b>	<b>287.11</b>	<b>72.66%</b>

  
30.03.2020