

T-13011/38/2011-CC &V
Ministry of Health & Family Welfare
Government of India
(Immunization Division)

Dated: 14th September, 2012
Nirman Bhawan, New Delhi

To
Principal Secretaries
All States & UTs.

Sub: Terms of reference for constitution of State Task force Immunization (STFI) & District Task Force Immunization (DTFI)

As you are aware that the Government of India has declared 2012-13 as the "Year of Intensification of Routine Immunization" In this regard, Ministry of Health & Family Welfare proposes for urgently setting up a Task force in each state and District to critically review the current status of routine immunization, identify gaps and decide strategic actions to improve the coverage of Universal immunization programme (UIP).

The terms of Reference (TORs) for constitution of State and District Task Force Immunization (STFI & DTFI) are enclosed.

You are requested to kindly facilitate in setting up this institutional mechanism for improving and delivering high quality immunization coverage in the state.

Yours sincerely,



Dr Rakesh Kumar
Joint Secretary (RCH)

CC:

1. Mission Directors, NRHM.
2. Director Health Services
3. State Immunization officers.
4. WHO Representative to India.
5. DC (CH & I), MoHFW
6. DC (Imm), MoHFW
7. DC (UIP), MoHFW
8. PPS to AS & MD

State and District Task Force for Routine Immunization

The routine immunization coverage in India remains low with only 61% fully immunized children as per the recent Coverage Evaluation Survey. The overall coverage in India is low in comparison to many other countries and the number of districts with less than 50% fully immunized children remains high (239 districts). The low routine immunization coverage contributes to the high morbidity and mortality due to vaccine preventable diseases in the country.

In order to rapidly improve routine immunization coverage, the Government of India has declared 2012-2013 as the 'Year of Intensification of Routine Immunization'. Existing efforts are being intensified and a number of new initiatives are being taken to increase and sustain the coverage of routine immunization with particular focus on areas with low coverage. However, it is extremely important that these actions are closely monitored at the state and district level on a regular basis to identify and track the various activities to strengthen routine immunization coverage.

One of the important strategies that contributed to India's success in polio eradication was the use of real time monitoring data by the state and district health and administrative staff, through the task forces set up at the state and district level, to identify gaps in implementation of the polio campaigns and take suitable actions to plug those gaps. The MoHFW, Government of India is proposing that similar task forces should be urgently set up in each state and district for routine immunization to critically review the current status of routine immunization, to decide the strategic actions that should be taken to improve coverage and to monitor the implementation of these actions.

An outline of the State and District Task Force for immunization is provided below:

State Task Force for Immunization (STFI)

A state level task force for immunization should be constituted in every state with the objective of reviewing the routine immunization (RI) programme performance, identifying operational constraints and ensuring corrective operational steps to improve RI coverage. The composition and Terms of References (ToR) for the STFI are given below.

Membership:

The State Task Force for Immunization (STFI) should be constituted under the chairpersonship of Principal Secretary (Health), with the following as Members:

- Mission Director, NRHM
- Secretary (Panchayati Raj and Urban Development)
- Director Family Welfare (Member Secretary)
- Director ICDS
- Urban Nodal Officer
- State EPI Officer
- State Cold Chain Officer
- State IEC Officer
- Regional Team Leader/ Sub-Regional Team Leader/ State RIO/ State SMO, WHO-India (NPSP)

- Representative from UNICEF
- Representative of professional organizations (IAP/IMA etc.)
- Representative of other partner agencies, Civil Society Organizations and religious bodies.

Terms of Reference:

1. Review whether a District Task Force for Immunization (DTFI) has been formed in each district and is meeting regularly
2. Assess the routine immunization programme performance through a detailed review of monitoring data, coverage data (HMIS and MCTS) and occurrence of Vaccine Preventable Diseases (VPDs)
3. Review vacant positions at district and sub-district level, vaccine chain logistics and training status with a special focus on the high priority districts.
4. Review state and district plans for information, education and communication (IEC) for demand generation and community participation in routine immunization
5. Review issues related to fund distribution and Statement of Expenditure (SoE) pertaining to immunization
6. Decide specific, appropriate and time bound actions, based on field reports from state monitors and minutes of the meeting received from DTFIs with clarity on the persons responsible for taking these actions.
7. Involvement of appropriate non-health departments to ensure their support for improvement of routine immunization coverage in the state
8. Review the action taken report on the actions decided in the previous meetings

Note:

- The STFI should meet once every month
- An agenda for the meeting of the STFI should be prepared and circulated along with meeting notice
- The minutes of the STFI meeting should be sent to Additional Secretary and Mission Director (NRHM), MoHFW, Govt. of India after each meeting.

District Task Force for Immunization (DTFI)

A district level task force for immunization should be constituted in every district with the objective of reviewing the routine immunization (RI) programme performance, identifying operational constraints and ensuring corrective operational steps to improve RI coverage. The composition and Terms of References (ToR) for the DTFI are given below.

Membership:

A District Task Force for Immunization (DTFI) should be constituted under the chairpersonship of the District Magistrate with the Chief Health and Medical Officer as the Member Secretary. The other members should be as follows:

- District Immunization Officer
- District Panchayati Raj Officer
- Chairpersons of various Municipalities.
- Urban Health Officer
- District Project Officer- ICDS
- District IEC Officer/ District Health Education and Information Officer/ District Public Relations Officer
- District Surveillance Officer- IDSP
- District Programme Manager (NRHM)
- Representative from WHO-India (NPSP)
- Representative from UNICEF
- Representative of Professional bodies such as IAP/IMA etc.
- Other members as per need: Representative of Civil Society Organizations, and religious bodies etc.

Terms of Reference:

1. Assess the routine immunization (RI) programme performance through a detailed review of monitoring data, coverage data (HMIS and MCTS) and occurrence of Vaccine Preventable Diseases (VPDs) from Blocks and Urban planning units.
2. Review the quality of RI micro-plans, tracking and mobilization efforts, contingency plan for vacant sub-centres, training status and vaccine chain logistics etc. with a specific focus on the high risk areas
3. Review impact of the efforts for demand generation and community participation in RI
4. Decide specific, appropriate and time bound actions, based on RI monitoring feedback to improve immunization coverage and quality
5. Involve all non-health departments to ensure their support for routine immunization coverage improvement
6. Review the action taken report on the actions decided in the previous meetings

Note:

- The DTFI should meet once every month

- An agenda for the meeting of the DTFI should be prepared and circulated along with meeting notice
- The CMO should submit minutes of the meeting to STFI, within a week after each meeting.