



GOVERNMENT OF KERALA

**Abstract**

HEALTH AND FAMILY WELFARE DEPARTMENT—EUROPEAN COMMISSION SUPPORTED  
SECTOR INVESTMENT PROGRAMME—“DEFINE/RE-DEFINE THE JOB RESPONSIBILITIES  
OF VARIOUS EMPLOYEES UNDER KERALA HEALTH SERVICES—UNIFORM PATTERN  
FOR CONFERENCES AT SUB CENTRE, PRIMARY HEALTH CENTRE/BLOCK  
PRIMARY HEALTH CENTRE/COMMUNITY HEALTH CENTRE”—  
APPROVED—ORDERS ISSUED

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HEALTH AND FAMILY WELFARE (FW) DEPARTMENT

**G. O. (P) No. 132/2004/H&FWD. Dated, Thiruvananthapuram, 23rd June, 2004.**

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*Read :—*Lr. No. RCH2/21119/2004/DHS dated -4-2004 from the Director of Health Services.

**ORDER**

As envisaged in the European Commission Sector Investment Programme Project Document Government are pleased to approve the project to “Define/Re-define the Job responsibilities of various employees under Kerala Health Services uniform pattern for conferences and review meetings at various levels of primary health care institutions”—appended to this order.

By order of the Governor,

M. N. GUNAVARDHANAN,  
*Additional Secretary to Government.*

To

The Director of Health Services, Thiruvananthapuram.

The Technical Secretary (SRC), Directorate of Health Services,  
Thiruvananthapuram.

Shri S. C. Srivastava, Director, D C, Government of India.

Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi-110 011.

Mr. Indrajit Pal, Programme Advisor, ECTA—Office D-127, Panchsheel Enclave,  
New Delhi-110 017.

All District Medical Officers.

Stock file/Office Copy.

GCPT. 3/3049/2004/DTP.

ANNEXURE

**Uniform Pattern for conferences and review meetings  
at various levels of Primary Health Care Institutions**

CONFERENCES AT THE SUB CENTRE LEVEL

- Mid Monthly Review meeting .. *Duration* : Half Day (Afternoon)  
(Half Day Zonal) *Date* : Between 14th and 17th of every  
month  
*Venue* : Sub centres, in rotation  
*Organized by* : LHI/HI  
*Participants* : All Field Staff in the zone  
*Agenda* : Review of work till date  
and modify the plan, if necessary
- Full Day Zonal Meeting .. *Duration* : One Full Day  
*Date* : Last working day of every month  
*Venue* : Sub centres, in rotation  
*Organized by* : LHI/HI  
*Participants* : All Field Staff in the zone  
*Agenda* : Review of preceding month's  
activities, consolidation of reports,  
tentative planning for succeeding  
month

CONFERENCES AT MINI PRIMARY HEALTH CENTRE

- Monthly Review meeting .. *Duration* : One Full Day  
*Date* : 1st or 2nd Working day (to be  
decided region-wise)  
*Venue* : Mini Primary Health Centre  
*Organized by* : Medical Officer  
*Participants* : All Staff members, Sectoral  
Supervisor from ICDS and Medical  
Officer and/or Supervisor representing  
the Block PHC/CHC  
*Agenda* : Review of field activities,  
consolidation and approval of reports,  
Continuing Education, approval of  
plan for the succeeding month, review  
of over all functioning of the centre  
and any other matters



ICDS Sectoral Meeting (Though .. not directly organized by the Health Services, these meetings are crucial for Primary Health Care Institutions)

*Duration* : Date and venue fixed by ICDS Sectoral Supervisor

*Organized by* : Sectoral Supervisor of ICDS

*Participants* : All JPHNs, JHIs, LHI and HI and Medical Officer of Mini Primary Health Centre or Medical Officer for the Block Primary Health Centre along with the regular participants from ICDS

*Activities of Health Staff* : Collect and consolidate all the Monthly Monitoring Reports of AWWs, Conduct Continuing Education Session, discuss and co-ordinate the field level activities in the sector

#### CONFERENCES AT BLOCK PRIMARY HEALTH CENTRE/CHC LEVEL

Monthly Review Meeting ..

*Duration* : One Full Day

*Date* : 2nd or 3rd Working day of every month (to be decided region wise)

*Venue* : Block Primary Health Centre/CHC

*Organized by* : Medical Officer in charge

*Participants* : All Staff members including the Medical Officers and Supervisors from all the Mini Primary Health Centres in the area, Child Development Project Officer (ICDS) and ICDS Supervisors and representative from the District Office

*Agenda* : Review of field activities, consolidation and approval of reports including those of Mini Primary Health Centres, Continuing Education, Co-ordination of activities with the ICDS, approval of plans—including those of Mini Primary Health Centres—for the succeeding month, review of overall functioning of the centre and any other matters

- Supervisory Conference .. *Duration* : Half Day (Forenoon)  
*Date* : 6th working day (Day following monthly review at the district)  
*Venue* : Block Primary Health Centre/CHC  
*Organized by* : Medical Officer in-charge  
*Participants* : All Supervisors including those from Mini Primary Health Centres  
*Agenda* : Dissemination of information received during monthly review meeting at the District, with special emphasis on date and timings of various camps etc. Modifications to approved plans, based on such information
- ICDS Project Level Meeting .. *Duration* : Date and venue fixed by ICDS  
 (Though not directly organized by the Health Services, this meeting is crucial for Primary Health Care Institutions) Project Officer  
*Organized by* : Child Development Project Officer  
*Participants* : All Supervisors and the Medical Officer in-charge of Block Primary Health Centre/CHC  
*Activities of Health Staff* : Conduct Continuing Education Session, discuss and co-ordinate the field level activities in the Project

#### CONFERENCES AT DISTRICT LEVEL

- Monthly meeting of Supervisory .. *Duration* : One Full Day  
 Officers *Date* : 5th Working day of every month  
*Venue* : DMO Office  
*Organized by* : District Medical Officer  
*Participants* : Charge Medical Officers of Block PHCs, Mini PHCs (Only in quarterly meetings), Deputy DMO. Mobile Unit Medical Officers, RCH

Officers, LHS, HS, District Programme Officers, Superintendent of Taluk Hospitals and District Hospitals, Medical Officer in-charge of PP Units, District Food Inspector, Social Welfare District Programme Officer, Administrative Assistant, District Mass Media Officer.

*Agenda* : Review of various programmes, Review of field activities, Assessment of work, Co-ordination of activities, Plan for month etc.

District level Programme Officers ..  
meeting

*Duration* : Half Day

*Date* : 1st Working day of every month

*Venue* : DMO Office

*Organized by* : District Medical Officer

*Participants* : RCH Officers, Deputy DMO, District Programme Officers, District Mass Media Officers

*Agenda* : Briefing of Senior Medical Officers Conference decisions, Plan for activities in the month etc.