

## वित्तीय दिशा निर्देशन

कार्यक्रम का नाम – नियमित टीकाकरण

बजट/एफ0एम0आर0 शीर्ष(अनुलग्नक 1 के आधार पर)

जिला प्रतिरक्षण पदाधिकारी के कम्प्यूटर संचालक (Computer Assistant at District level) के मानदेय के मद में

एफ0एम0आर0 कोड संख्या – C.2.b

बजट क्रम संख्या/एफ0एम0आर0 कोड संख्या (अनुलग्नक 1 के आधार पर)

पार्ट – सी.

कार्यक्रम का संक्षिप्त विवरण (5 –10 वाक्य अधिकतम)

जिला प्रतिरक्षण पदाधिकारी के कार्यालय में स्थित नियमित टीकाकरण के डाटा के संकलन एवं रिपोर्ट तैयार करने हेतु नियुक्त कम्प्यूटर/डाटा संचालक के मानदेय के लिये इस राशि का उपयोग किया जा सकता है। विशेषकर RIMS/HMIS Software के तहत प्रति माह रिपोर्ट को अपलोड करना एवं प्रतिसप्ताह नियमित टीकाकरण के प्रपत्र – II में आर. आई. सेल राज्य स्वास्थ्य समिति को दो रिपोर्ट तिथिवार भेजना सुनिश्चित करेंगे। इसके अन्तर्गत जिला स्वास्थ्य समिति रू0 8,000 – 10,000/- रुपये प्रतिमाह की दर से निश्चित TOR के अनुसार कम्प्यूटर संचालक रख सकती है। *TOR वी प्रोसेडर फॉलो*

इकाई राशि (रू0 लाख में)

रू0 8,000 – 10,000/- रुपये प्रतिमाह जिला प्रतिरक्षण पदाधिकारी के कम्प्यूटर/डाटा संचालक हेतु।

वित्तीय दिशा निर्देशन

प्रत्येक जिला में जिला प्रतिरक्षण पदाधिकारी के लिये एक कम्प्यूटर सहायक को रखना एवं उनका नियमित रूप से भुगतान करना सुनिश्चित करें।

इस संदर्भ में यदि कोई पत्र पूर्व में प्रेषित किया गया हो (पत्र सं. तिथि के साथ उल्लेखित करें)

संबंधित कार्यक्रम अधिकारी / सलाहकार का नाम

डा.गोपाल कृष्ण, राज्य प्रतिरक्षण पदाधिकारी

संबंधित कार्यक्रम अधिकारी / सलाहकार का फोन नंबर

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बिहार सरकार

# State Health Society, Bihar राज्य स्वास्थ्य समिति, बिहार

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राष्ट्रीय ग्रामीण स्वास्थ्य मिशन  
(2005-2012)

**Dr. K.P.Ramaiah, IAS**  
Executive Director

To,  
All District Magistrates  
Bihar

File No: SHSB/RI/154/2007/RI/CM-122  
Dated : 26/8/2007

**Sub: Establishing RI Data Centers at district HQs.**

Sir,

For proper monitoring and supervision of R.I. Programme, Routine Immunization Monitoring System (RIMS) has to be established all over the state. For this, RI Data centers have to be established at every DIOs office in all districts HQ.

Therefore, you are requested to establish the RI data center at DIOs office in your district HQ by hiring a computer system and an operator. The terms of reference (TOR) for establishing data center is attached for your perusal.

For payment of R.I. Data Center funds would be make available to DHS as per attached TOR. The District Health Society would make the payments to RI data center only after ensuring satisfactory performance.

The RI data centers has to be operative by 30<sup>th</sup> August 2007.

Yours Sincerely,

(K.P.Ramaiah)

NATIONAL RURAL HEALTH MISSION



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**Terms of Reference for RI Data Center for DIO/ACMO Office**  
**Under Part-C RI Component - Bihar**

**RI Data Center**

1. RI Data Centers are to be established in all 38 districts of Bihar to support DIO/ACMO/CS for routine immunization. Under the RI Data center, following are to be provided:-

S.No.	Particulars
1.	P-IV Computer with UPS
2.	Laser Printer
3.	Fax
4.	Phone
5.	Internet Connection
6.	Inverter ( with four hrs Backup)/Generator
7.	Computer Operator Salary
8.	Misc.

Total Cost in Rs/month 5,000/- (Five Thousand only) per RI data center.

The person/agency providing the above equipment and the operator would be responsible for maintenance of the equipment.

**Computer Assistant**

**Profile:**

1. The Computer Assistant would be provided by the person/agency providing the equipment for supporting the CS / ACMO / DIO on only the Routine Immunization program in every district.
2. The RIMS software will be provided by WHO to the data center and the Computer assistants at the RI Data Centers would be trained through WHO in RIMS.
3. The RI Data Center set-up will be primarily responsible for implementing the Routine Immunization Monitoring System (RIMS) and the Routine Immunization Program data and Effective Vaccine Store Management (EVSM) data.

**Qualifications:**

1. The candidate must be of the age group of 22 – 32 years
2. The candidate should be a graduate.

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3. The candidate must have had a computer degree / diploma / certificate from a market recognized university / institute (Advanced Diploma in computer Applications (ADCA) etc).
  4. The candidate must be thoroughly acquainted with MS office.
  5. The candidate should have sound working knowledge of hardware.
  6. Experience of working in the Public health programs / Routine Immunization program / recognized health institutes would be preferred.

### **Primary Responsibilities**

- To work as a team member for Routine Immunization under leadership of CS / ACMO / DIO / Nodal Officer.
- Computer Assistant's primary responsibility is to collect and enter the weekly coverage reports from the PHCs / Sadar Hospitals / other reporting units, and thereby transfer the data to RIMS (Routine Immunization Monitoring System) application software. The Computer Assistant thereby provides the updated feedback to be briefed to the CS / ACMO / DIO / Nodal Officer.
- After the complete data has been entered into RIMS Software then the Computer Assistant has to upload the data on RIMS online application i.e. [www.rimsindia.org](http://www.rimsindia.org) by using the internet provided to them. In case if the internet connection is out of order, then the computer assistant would have to visit the nearest cybercafé / NIC office for forwarding the same every month before the deadline (1<sup>st</sup> Saturday of every month) & inform the DIO regarding the same. CS ACMO / DIO/Nodal Officer at district level will ensure that a mechanism is established regarding this and the cost will be borne by person/agency.
- Computer Assistant will also be responsible for providing feedback of analyzed RI data (from RIMS or otherwise), RI Session monitoring data, Special Immunization Week Related data & other data analysis as desired by district and state. The Computer Assistant would report to the DIO / ACMO / CS / Nodal Officer and provide the feedback to the Nodal Officer / Medical Officers In-charge (MO I/C) & other block level Statisticians / record keepers / Clerks.
- To assist DIO in maintenance of records related to his Supervisory Visits of Routine Immunization.
- The Computer Assistant would also be responsible for assisting the CS / ACMO / DIO in ensuring the collection of the RCH forms and preparing the district report. Such reports should be transmitted to the State Headquarters on a monthly basis

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(before the 1<sup>st</sup> Saturday of the next month) to [ribihar@yahoo.co.in](mailto:ribihar@yahoo.co.in) and also posted after due signatures to **Chief of Immunization Division, State Health Society, Bihar, Sheikhpura, Patna, Bihar**

- The Computer Assistant would also assist the DIO / ACMO in calculating and indenting vaccines and other logistics (ADS, Immunization cards, thermometers for ILR / DF etc.) as required for holding Immunization Sessions in the district / PHCs / Sub centers and outreach sessions. The CA will prepare the indent for vaccines and other logistics on behalf of the DIO / ACMO / CS and transmit it to the State Headquarters after their approval at [ribihar@yahoo.co.in](mailto:ribihar@yahoo.co.in)
- The Computer Assistant would also assist the DIO / ACMO / DIO in preparing the distribution list of vaccines to the PHCs on a rationalized scale. The computer assistant will maintain the data on EVSM from time to time as directed by DIO/ACMO/CS/SIO.
- The Computer Assistant would provide all assistance the CS / ACMO / DIO to ensure that all sessions are held with availability of all the Immunization materials required for holding a session.
- The Computer Assistant would **maintain a detailed list of the cold chain status every week**, and provide feedback to the DIO / ACMO and CS. These data would be collected by the Computer Assistant from the individual PHCs on a weekly basis. Such data should also be forwarded to the state on a weekly basis to [ribihar@yahoo.co.in](mailto:ribihar@yahoo.co.in)
- To assist DIO / ACMO / CS in **keeping track of Utilization Certificates / SoEs** regarding Part-C immunization component from the PHCs. The Computer Assistant would also assist the CS / ACMO / DIO in developing the monthly SoEs, so as to reach the state by the 1<sup>st</sup> Saturday of the next month. Such SoEs / UCs should be sent to the **Chief of Immunization Division, State Health Society, Bihar.**
- The Computer Assistant would also **coordinate on a regular basis with the Data Section** of the Routine Immunization division regarding data, requirements and any feedback from the districts at [ribihar@yahoo.co.in](mailto:ribihar@yahoo.co.in) .
- Assist the DIO / ACMO / CS in any other Routine Immunization related activities as desired by them.