



## GOVERNMENT OF KERALA

### Abstract

Health and Family Welfare Department - Nava Kerala Karma Padhathi II (Health Programme)- Organizational structures-Modified and Operational Guidelines -orders issued.

---

### **HEALTH AND FAMILY WELFARE (M) DEPARTMENT**

G.O.(Rt)No.526/2022/H&FWD Dated,Thiruvananthapuram, 08-03-2022

---

Read: 1) G.O (P) No. 10/2021/P&EA dated 01/08/2021

2) G.O (Rt) No. 2615/2021/H&FWD dated 23/11/2021

3) G.O (Rt) No. 221/2022/H&FWD dated 25/01/2022.

### ORDER

As per Government Order read as 1<sup>st</sup> paper above, Government have approved 'Nava Kerala Karma Padhathi II'. As per Government Orders read as 2nd and 3rd paper above, Government have constituted Department State Level Committee and nominated District Level Nodal Officers to lead the various programmes under Nava Kerala Karma Padhathi II.

Now Government are pleased to modify the composition of the Organisational structures and issue the operational guidelines for the smooth implementation of the Nava Kerala Karma Padhathi II- Health Programme as detailed below.

#### **A) Organisational structure at State Level**

The Organisational structure at the State Level shall be:

**1. NKKP-Health State Steering Committee:** This committee shall guide policy initiatives and activities of the NKKP2- Health Mission. The State Steering Committee shall meet every quarter to review progress of activities and to take decisions on programmatic direction. The composition shall be as follows:

1 Minister for Health & Family Welfare: Chairperson

2. Principal Secretary Health: Co-Chairperson

3. SMD NHM:

4. Director of Medical Education:

5. Director of Health Services: convener

6. Director (ISM): Member

7. Director (Homoeopathy):

8. All Additional Directors

9. Members of SLEC

10. Executive Director ,SHSRC

The Chairperson, NKKP-Health State Steering Committee shall conduct at least one meeting involving all District Panchayath President, Municipality and Corporation Chairperson and District Collector for advocacy and their support.

## **2) State Level Executive Committee (SLEC)**

**a) Composition: State Level Executive Committee (SLEC) shall have the following composition.**

1. Principal Secretary (Health): Chairman
2. State Mission Director (NHM): Vice-Chairman
3. Director of Health Services: Convener
4. Dr Shinu K S, Executive Director, SHSRC & Deputy Director (Medical)
5. Dr Jithesh V, Superintendent, Taluk Hospital Areekode, Malappuram
6. Dr Mathews Numpeli, Asst. Surgeon, FHC Ayyampuzha, Ernakulam
7. Dr Mahesh N, Asst. Surgeon, CHC Perumkadavila, Thiruvananthapuram
8. Dr Nikhilesh Menon R, Asst. Surgeon, Govt. Maharaja's Taluk Hospital, Karuvelippady, Ernakulam

### **b) Roles and Responsibilities of the State Level Executive Committee.**

The State Level Executive Committee (SLEC) shall be chaired by the Principal Secretary, Health & Family Welfare Department and convened by the Director of Health Services (DHS). Deputy Director (Medical), Directorate of Health Services shall coordinate the activities of the SLEC at the Directorate level. The primary role of the SLEC shall be to facilitate implementation and monitor the activities under the Navakerala Karma Padhathi II (NKKP II).

The roles and responsibilities of the State Level Executive Committee shall be

1. Provide support for the preparation of action plans of the prioritized interventions identified under NKKPII through the respective divisions. E.g., Lab network intervention shall be facilitated through Public Health Laboratories division.
2. Completing the remaining activities of Aardram Mission.
3. Preparation of guidelines and technical documents for implementing activities under NKKP II
4. Organising state-level training related to NKKP II and supervision of district-level training
5. Provide supportive supervision for the implementation of activities proposed under the NKKP II
6. Undertake quarterly review of activities at the State level and district-level.
7. Liaison with the program officers of Health at the state and district level for timely implementation of activities proposed under NKKP II.
8. Liaison with officers of other line departments for effective intersectoral coordination in implementing the programs under NKKP II.
9. The SLEC members shall visit the districts under their charge periodically to review the progress of proposed activities, provide hand-holding support to the district team, identify gaps/lacunae and aid in finding solutions for effective implementation. Documentation of all activities, preparation of activity reports and submission to the Chairman for review.
10. The SLEC members shall also be assigned charge of particular components of NKKP II. They shall attempt to build their capacity in that particular field to the best of their abilities so that they shall be able to function as experts in each areas under their charge.

11. Documentation of all activities, preparation of activity reports and submission to the Chairman for review.

The following members of SLEC shall be the Nodal Officer in charge of the districts mentioned against with responsibility of doing management in such a way that they will spend at least 3 days in a week for state level activities and field visits by managing their other responsibilities.

Sl. No.	Nodal Officers	Districts
1	Dr Shinu K S, Deputy Director (Medical) and Dr Mahesh N, Asst. Surgeon, CHC Perumkadavila, Thiruvananthapuram	Thiruvananthapuram, Kollam, Pathanamthitta and Alappuzha
2	Dr Mathews Numpeli, Asst. Surgeon, FHC Ayyampuzha, Ernakulam and Dr Nikhilesh Menon R, Asst. Surgeon, Govt. Maharaja's Taluk Hospital, Karuvelippady, Ernakulam	Kottayam, Idukki, Ernakulam, Thrissur, Malappurm and Palakkad
3	Dr Jithesh V, Executive Director SHSRC	Kozhikode, Wayanad, Kannur and Kasaragod

\* Subject distribution among the members of SLEC shall be as follows.

Sl. No.	Nodal Officers	Subject
1	Dr Shinu K S, Deputy Director (Medical)	Coordination DHS and State offices Aardram balance works follow up
2	Dr Mahesh N, Asst. Surgeon, CHC Perumkadavila, Thiruvananthapuram	Documentation Prevention campaign Annual Screening
3	Dr Jithesh V, Executive Director SHSRC	Disease elimination, Research – Operation research , documentation, analysis reports
4	Dr Nikhilesh Menon R, Asst. Surgeon, Govt. Maharaja's Taluk Hospital, Karuvelippady, Ernakulam	Lab network – Hub and Spoke model ONE Health
5	Dr Mathews Numpeli, Asst. Surgeon, FHC Ayyampuzha, Ernakulam	Cancer Control Pain and Palliative Care Elderly care

\*Additional themes will be appropriately entrusted among the above members.

- All these subjects are handled by the respective divisions and officers at the State and district level.
- The Nodal officer for the theme shall function as a facilitator along with respective officers to ensure timely planning, execution and monitoring is done.
- During the field visit, identify the critical issues and do trouble shooting with an approach ' learning by doing'.

### 3. NKKP II Health Mission Cell at Directorate of Health Services:

NKKP2 Mission cell shall be set up in the Directorate of Health Services with the

members of the State level executive committee coordinating the day-to-day activities.

Clerical and Office assistance shall be coordinated by ED, SHSRC by identifying Technical Assistance under NHM in consultation with SMD NHM.

The DHS as head of the NKKP II cell at DHS shall coordinate with the State NKKP Secretariat. DHS shall be assisted by Dr Mahesh to coordinate with the State NKKP Secretariat specially constituted for all the Missions.

#### **4. Working Groups**

The prioritized programmes under NKKP II in Health shall be planned and implemented by taking guidance of subject experts from within and outside the department. In order to collect and collate evidences, expert opinions and prepare draft guidelines, a working group shall be formed for each of the programmes in consultation with the respective dealing divisions of DHS. It shall be done in such a way that already existing groups to be involved and new members shall be co-opted rather than putting up parallel new groups.

The major thematic areas under which the programmes are undertaken in NKKP II in health shall be the following:

1. Disease elimination (Selected diseases)
2. District Cancer Control programme
3. Hub and Spoke model lab networking for diagnostics
4. Annual health check up
5. Healthy life campaign
6. Integrative medicine and research
7. Completion of works pending under Aardram
8. Infectious disease infrastructure
9. One Health Initiative
10. Elderly and Palliative care

#### **Composition of Working Groups**

1. Officer in charge of the programme at DHS: Chair
2. SLEC member in charge of the programme: Convener
3. Subject experts from the department / Government and private research institutions of repute / Private sector / NGOs / independent experts: Members
4. The total strength of the WG shall be limited to 15 members. If essential to include more members in special cases, this can be done with the approval of the SLEC.

### **B. The Organizational structure at District Level**

**Their composition and functions are as follows;**

#### **Organisational structure**

**1. District Steering Committee:** The District Development Committee (DDC) shall act as the District Steering group for NKKP II. The programmes under NKKP II in Health shall be reviewed every month in the meeting of the DDC. This shall be the apex body for guiding the activities of NKKP II within the Department of Health at the District level. The mandate of the DDC shall be to customise state level programs under NKKP II to suit the district specific needs considering the advantages and bottlenecks specific to that district. They shall provide guidance for convergence of other local initiatives with the activities

under NKKP II in the District.

**2. District Level Executive Committee:** This Committee shall guide the overall activities of the NKKP2 in the district on a day-to-day basis. The DLEC shall meet every month to review progress of activities and to take decisions on execution and implementation of NKKP2 priority projects in the districts. Guidelines, orders and SOPs issued by the SLEC shall be followed up for implementation of various projects. The composition of the DLEC shall be as follows:

- i. District Collector: Chairperson
- ii. District Medical Officer (Health):
- iii. District Programme Manager, NHM: Member
- iv. District Nodal Officer for NKKP II(Health): Convener
- v. District Medical Officers (ISM and Homoeopathy)
- vi. Principal of Govt. Medical College
- vii. Member of SLEC in charge of the District
- viii. Members of working group belonging to the district

**3. District Nodal Officers and their roles and responsibilities.**

The following officers shall be the District Nodal Officers for the district level activities of the Nava Kerala Karma Padhathi II.

Sl. No.	District	Nodal Officer
1	Thiruvananthapuram	Dr. Joy John, Assistant Surgeon, Family Health Centre, Kuttichal, Thiruvananthapuram
2	Kollam	Dr. Hareesh Mani P. H., Assistant Surgeon, Community Health Centre, Thrikkadavoor, Kollam
3	Pathanamthitta	Dr. Amjith Rajeevan, Resident Medical Officer, Taluk Hospital, Vythiri, Wayanad.
4	Alappuzha	Dr. Deevar Prahlad, Junior Consultant (Ortho), Taluk Headquarters Hospital, Chertha, Alappuzha.
5	Kottayam	Dr. Bhagyasree A R., Resident Medical Officer, General Hospital, Kottayam.
6	Idukki	Dr. Khayas E.K., Assistant Surgeon, Community Health Centre, Elamdesham, Idukki.
7	Ernakulam	Dr. Rohini C., Assistant Surgeon, Family Health Centre, Kuttampuzha, Ernakulam
8	Thrissur	Dr. Nibin Krishna, Assistant Surgeon, Primary Health Centre, Orumanayoor, Thrissur.
9	Palakkad	Dr. Salin K. Eliyas, Assistant Surgeon, Community Health Centre, Nenmara, Palakkad.
10	Malappuram	Dr. Firos Khan V., Assistant Surgeon, Family Health Centre, Chokkad, Malappuram.
11	Kozhikode	Dr. Shaji C K., Assistant Surgeon, Community Health Centre, Mukkom, Kozhikode.
12	Wayanad	Dr. Sushama P. S, Assistant Surgeon, Family Health Centre, Pozhuthana, Wayanad.
13	Kannur	Dr. Sachin K C, JAMO, Taluk Hospital Iritty, Kannur
14	Kasaragod	Dr. Suresan V., Junior Consultant (Pediatrics), Taluk Hospital Neeleswaram, Kasaragod.

The above District Nodal Officers shall work exclusively for the implementation and monitoring of activities related to NKKP II on working arrangement basis. The DHS and DMOs shall make alternate arrangements appropriately.

**Roles and responsibilities of District Nodal Officers shall be:**

1. Provide support for the preparation of district-specific action plans for implementing the programs of NKKP II
2. District level evaluation of activities and report to District Medical Officer and the SLEC
3. Organising district-level training related to NKKP II for all categories of staff
4. Provide support to DMO(H) for the implementation of all district-level activities under NKKP II
5. Organise periodic review of activities under NKKP II at the district-level
6. Liaison with the program officers of Health at the state and district level for timely implementation of activities proposed under NKKP II in the district.
7. Liaison with officers of other line departments and elected representatives for effective intersectoral coordination in implementing the programs under the NKKP II
8. Provide administrative and technical support to the peripheral health institutions for effectively implementing programs
9. Preparation of activity reports and submit to State committee and District Medical officer for review

**4. NKKP II Mission Cell (Health):** A designated Mission cell shall be set up in the DMO(H). The cell shall include the District Nodal Officer (Health) for NKKP II and other Program officers of the district. Clerical and Office assistance shall be provided by the DMO.

**C) Organization structure at Sub-district level**

The present structure to implement and monitor Health program/ projects at respective Health institution under concerned LSGI shall continue to monitor activities under NKKP2 – Health programme.

D. All necessary human resource, infrastructure and logistic support for the setting up and for the field activities shall be provided through NHM as per the existing norms.

(By order of the Governor)  
RAJAN NAMDEV KHOBRADE  
PRINCIPAL SECRETARY

To

All District Collectors

Director of Health Services, Thiruvananthapuram.

Director of Medical Education, Thiruvananthapuram.

State Mission Director, National Health Mission, Thiruvananthapuram.

Mission Director, National Ayush Mission, Thiruvananthapuram.

Co-Ordinator, Nava Kerala Karma Pathathi II.

Programme Implementation, Evaluation and Monitoring Department.

Local Self Government Department.  
Ayush Department.  
All District Medical Officers (Health)  
All District Programme Managers (National Health Mission)  
Dr Shinu K S, Executive Director, SHSRC & Deputy Director  
(Medical)  
Dr Jithesh V, Superintendent, Taluk Hospital Areekode, Malappuram  
Dr Mathews Numpeli, Asst. Surgeon, FHC Ayyampuzha, Ernakulam  
Dr Mahesh N, Asst. Surgeon, CHC Perumkadavila,  
Thiruvananthapuram  
Dr Nikhilesh Menon R, Asst. Surgeon, Govt. Maharaja's Taluk  
Hospital, Karuvelippady, Ernakulam.  
All District Nodal Officers, Nava Kerala Karma Pathathi II (Through  
DMO (H)).  
The Accountant General (A&E/Audit) Kerala, Thiruvananthapuram.  
Information &Public Relations (Web&News Media)Department for  
giving wide publicity.  
Stock File/Office Copy

Forwarded /By order

Section Officer

Copy to;  
The Private Secretary to the Hon'ble Chief Minister.  
The Private Secretary to the Hon'ble Minister (Health, Woman & Child Development)  
Personal Assistant to the Additional Chief Secretary, Health and Family Welfare  
Department.  
Personal Assistant to the Principal Secretary, Health and Family Welfare Department.