



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**Health & Medical Education Department,**  
**Civil Secretariat, UT-Ladakh**

Phone No. 01982 - 257561 (O), Fax No. 257435, E.mail: [commrsecy-ladakh@gov.in](mailto:commrsecy-ladakh@gov.in)

**Subject: Constitution of State Steering Committee, State Task Force and District Task Force for COVID-19 Vaccination, 2020.**

**Reference:** D.O. No. 1940407/2020/IMMUNIZATION 26<sup>th</sup> October 2020 from Govt. of India, Department of Health and Family Welfare, Ministry of Health and Family Welfare.

**ORDER NO. 714**  
**DATED: 30-11-2020**

Government of India, has begun its preparation for possible introduction or COVID-19 vaccine and National Expert Group on Vaccine Administration for COVID-19 (NEGVAC) has been formed as the highest group that will guide the strategies for vaccine introduction. It is anticipated that initially the supply of vaccine will be limited in view of huge demand hence, prioritization of Socio-Demographics group will be done for vaccination and subsequently other groups will be included for vaccination.

In all likelihood, the COVID-19 vaccines introduction will span over a year with multiple groups being included subsequently starting from Health Care Workers (HWC). Therefore, it is important to create strong advisory and coordination mechanism at State and District level to guide the process of COVID-19 vaccine introduction while ensuring minimal disruption of other routine Health Care Services including Immunization.

Hence, sanction is hereby accorded to the constitution of State Steering Committee, State Task Force and District Task Force under COVID-19 Vaccination Campaign, 2020.

**A. State Steering Committee:**

1	Advisor to Hon'ble Lieutenant Governor, UT-Ladakh.	Chairman
2	GOC 14, Corps, Ladakh or his representative	Member
3	Commissioner Secretary, Health and Medical Education Department, UT-Ladakh.	Convenor
4	Commissioner Secretary, Finance Department, UT-Ladakh.	Member
5	Commissioner Secretary, Civil Aviation Department, UT-Ladakh.	Member
6	Commissioner Secretary, Housing & Urban Development Department, UT-Ladakh.	Member
7	Commissioner Secretary, Education Department, UT-Ladakh.	Member
8	Commissioner Secretary, Information Department, UT-Ladakh.	Member
9	Commissioner Secretary, Social & Tribal Welfare Department, UT-Ladakh.	Member



10	Additional Director General of Police, UT-Ladakh.	Member
11	Inspector General of Police, ITBP, Ladakh.	Member
12	Air Officer Commanding, 21 Wing, Ladakh.	Member
13	Secretary, Youth & Sports Department, UT-Ladakh.	Member
14	Secretary, Labour & Employment Department, UT-Ladakh.	Member
15	Secretary, Transport Department, UT-Ladakh.	Member
16	Secretary Tourism & Culture Department, UT-Ladakh.	Member
17	Secretary, Industry & Commerce Department, UT-Ladakh.	Member
18	Secretary, Rural Development & Panchayati Raj Department, UT-Ladakh.	Member
19	Secretary, Revenue Department, UT-Ladakh.	Member
20	Secretary, Disaster Management, Relief, Rehabilitation & Reconstruction Department, UT-Ladakh.	Member
21	Director Health Services, UT-Ladakh.	Member
22	Mission Director (NHM), UT-Ladakh.	Member
23	Director Ayush Department, UT-Ladakh.	Member
24	Director ICDS, UT Ladakh.	Member
25	Director Information Department, UT-Ladakh.	Member
26	Deputy Commandant, CISF, Ladakh.	Member
27	Deputy Commandant, CRPF, Ladakh.	Member
28	Any other person nominated by the chairperson	Member

**Frequency:** At least once in a month. Additional meeting may be held if required.

#### **Activities to be conducted:**

##### **1. Preparatory Phase:**

- Ensure native engagement of other line department for various activities related to COVID-19 vaccine introduction as and when the vaccine is made available.
- Oversight on creation of database of Health Care Workers (HCWs) on COVID-19 Vaccine Beneficiary Management System (CVBMS) who will be prioritized for vaccination in the first phase.
- Review of state's preparatory activities in terms of cold chain preparedness, operational planning, communication planning strategies for anticipated state specific challenges in terms of geographical terrain, Network connectivity in hard to reach area etc.
- Mobilize human/other resource and coordinate planning and other activities with other Departments. HR with expertise in medical/health may be utilized for vaccination while other HR may be used for operational support. IEC, Resource mobilization, community mobilization etc.
- Financial planning for COVID-19 vaccine introduction among HCWs followed by other Priority socio-demographic groups.
- Explore utilization of Corporate Social Responsibility (CSR) for financing various activities related to COVID-19 vaccine introduction
- Devising plan for utilization of Common Service Centers and other public infrastructure as per needed.
- Review and ensure that regular meetings of State Task Force (STF) and District Task Force (DTF) are held.



## **2. Implementation phase (upon availability of vaccine):**

- Oversight on overall micro planning other operational aspects of COVID-19 vaccine introduction.
- Ensure active involvement of all concerned department and stakeholders as per their pre-defined roles in the process of COVID-19 vaccine introduction.
- Ensure early tracking of social media and other platforms for possible misinformation and rumors around COVID-19 vaccine that could impact the community acceptance for COVID-19 vaccine.
- Devise innovative strategies for improving community engagement 'Jan Bhagidari' for improved coverage of COVID -19 vaccine
- Regular review of coverage of COVID-19 vaccine and guidance to STF for corrective actions
- Institute reward/recognition mechanism for achievement of best performing district/block/urban ward etc.

### **B. State Task Force:**

1	Commissioner Secretary, Health & Medical Education Department, UT Ladakh.	Chairperson
2	State Immunization Officer, UT Ladakh.	Member Secretary
3	Mission Director (NHM), UT Ladakh.	Member
4	Director Health Services, UT Ladakh.	Member
5	Director, Ayush, UT Ladakh.	Member
6	Director, ICDS, UT Ladakh.	Member
7	Director, Information Department, UT Ladakh.	Member
8	Director Education Department, UT Ladakh.	Member
9	Director Urban Development Department, UT Ladakh.	Member
10	Director Women & Child Development Department, UT Ladakh.	Member
11	Any other person nominated by the chairperson	Member

**Frequency of meeting:** At least once every fortnight. Additional meetings may be held as per needed.

### **Activities to be conducted:**

#### **Preliminary phase:**

- Regularly monitor the progress of database of beneficiaries on COVID-19 Vaccination Beneficiary Management system (CVBMS)
- Provide guidance, including funding and operational guidelines, and fix timelines for districts to plan and implement COVID-19 vaccine introduction as and when vaccine is made available
- Involve other relevant departments including ICDS, PRI and key immunization partners such as UNDP, UNICEF, WHO, Rotary International, Reproductive Maternal Newborn Child Health and Adolescent Health (RMNCH+A) lead partners and other organizations at state level. CSO's, including professional bodies such as IMA should also be involved
- Review cold chain preparedness across the state for possible introduction of COVID-19 vaccine and guide strengthening measures for the same in view of increased cold chain space requirement.



- Identify vaccinators across government and private sectors so as to minimize disruption of Routine Immunization services while introducing COVID-19 vaccine.
- Planning and mapping of vaccination sessions when HCWs will be vaccinated during the 1 phase of COVID-19 vaccine roll-out.
- Mapping human resources across departments that could be deployed for vaccination sessions for verification of beneficiaries, crowd management and overall coordination at session etc.
- Communicate with District Magistrates (DM) for conducting meetings of District Task Force.

### **1. Implementation phase (upon availability of vaccine):**

- Track districts for adherence to timelines for overall implementation of COVID-19 vaccine introduction as per the guidelines approved by NEGVAC and communicated from national level.
- Deploy senior state-level health officials to each district identified for monitoring and ensuring accountability framework. They should visit these districts and oversee the activities for the roll-out of COVID-19 vaccine, including participation in DTFI meetings and assessment of district preparedness.
- Develop a media plan to address rumor mongering as well its vaccine eagerness. Ensure adequate number of IEC materials (as per prototypes) are printed and disseminated to districts in time
- Involve youth organizations like NCC/NYKS/NSS for social mobilization of Identification of beneficiaries to be prioritized from time to time. On similar lines ensure involvement of self-help groups.
- Regular review with districts and urban local bodies to review and resolve issues related to micro planning, vaccines and logistics, human resource availability, training, waste management, AEFI and IEC/BCC
- Review and need based approval of additional fund requirement

### **C. District Task Force:**

1	District Magistrate/CEO, LAHDC Leh/Kargil.	Chairperson
2	Chief Medical & Health Officer, Leh/Kargil,	Responsibility
3	Medical Superintendent, District Hospital (SNM) & District Hospital Kargil.	Member
4	District Immunization Officer, Leh & Kargil.	Member Secretary
5	Senior Superintendent of Police, Leh & Kargil.	Member
6	Chief Education Officer, Leh & Kargil.	Member
7	Chief Planning Officer, Leh & Kargil.	Member
8	District Social Welfare Officer, Leh & Kargil.	Member
9	District Information Officer, Leh & Kargil.	Member
10	District Programme Officer (ICDS), Leh & Kargil.	Member
11	Deputy Chief Medical Officer, Leh & Kargil.	Member
12	District Health Officer, Leh & Kargil.	Member
13	Child Development Project Officer, Leh & Kargil.	Member
14	Any other person nominated by the chairperson	Member



**Frequency:** Weekly meetings.

Activities to be conducted:

**1. Preparatory phase:**

- Monitor progress of database of beneficiaries on COVID-19 Vaccination Beneficiary Management system (CVBMS)
- Ensure training of all concerned HR on COVID-19 Vaccination Beneficiary Management system(CVBMS).
- Monitor progress on key activities such as micro planning, communication planning. Cold chain and vaccine logistics planning accountability to be fixed for each activity at all levels.
- Planning and mapping of WWW: will be vaccinated during the 1 Phase of COVID-19 vaccine roll-out
- Involve other relevant departments including ICDS, PRI and key immunization partners such as UNDP, UNICEF, WHO, Rotary International, RMNCH+A lead partners and other organizations at district levels CSOs, including professional bodies such as IMA should be involved. Involve the local and religious leaders
- Identify vaccinator across government and private sectors so as to minimize disruption on Routine Immunization services while introducing COVID-19 vaccine.
- Mapping human resource across departments that could be deployed for vaccination sessions for verification of beneficiaries, crowd management, and overall coordination at session site.
- Monitor the roll-out at COVID-19 vaccine in the district for progress made and resolving bottleneck
- Requisition of required human resource and infrastructure including vehicles if needed from other departments for implementation and monitoring
- Ensure minimal disruption of routine health services during rollout of COVID-19 vaccine
- Ensure identification and accountability of senior officers in the blocks and the urban cities. They should visit these blocks and provide oversight to activities for rollout of COVID-19 vaccine including participation in training, monitoring etc.
- Robust communication planning at all levels to address rumor mongering as well as vaccine eagerness. Ensure adequate number of printed IEC materials (as per prototypes) are printed and disseminated to blocks/planning units in time. Ensure that these materials are discussed and used in these sanitization workshops.
- Track blocks and urban areas for adherence to timelines for various activities required for introduction of COVID-19 vaccine.
- Ensure timely disbursement of funds at all levels and share key qualitative and quantitative feedback at state level for review.

*Rigzian Sampheal*  
30/11/20

(Rigzian Sampheal) IAS  
Commissioner/Secretary,  
Health & Medical Education Deptt.  
UT-Ladakh

Copy to the:

1. Commissioner/Secretary, GAD UT-Ladakh for information.
2. Commissioner Secretary, Finance Department, UT-Ladakh for kind information.
3. Commissioner Secretary, Housing & Urban Development Department, UT-Ladakh for kind information.
4. Commissioner Secretary, Civil Aviation Department, UT-Ladakh for kind information.
5. Commissioner/Secretary Tourism & Culture Department, UT-Ladakh for information.



6. Commissioner Secretary, Education Department, UT-Ladakh for kind information.
7. Commissioner Secretary, Information Department, UT-Ladakh for kind information.
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18. GOC 14, Corps, Ladakh for kind information.
19. Deputy Commissioner/CEO, LAHDC, Leh/Kargil for information necessary action.
20. Senior Superintendent of Police, Leh/Kargil for information & necessary action.
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22. Mission Director (NHM), UT-Ladakh for information & necessary action.
23. Director Ayush Department, UT-Ladakh for information & necessary action.
24. Director, Social Welfare, UT Ladakh for information & necessary action.
25. Air Officer Commanding, 21 Wing, Ladakh for information
26. Deputy Commandant, CISF, Ladakh for information.
27. Deputy Commandant CRPF, Ladakh for information.
28. Technical Director, NIC UT-Ladakh for information and upload the order on UT website.
29. Chief Medical & Health Officer, Leh/Kargil, for information & necessary action.
30. Chief Education Officer, Leh/Kargil, for information & necessary action.
31. Chief Planning Officer, Leh/Kargil, for information & necessary action.
32. District Social Welfare Officer, Leh/Kargil for information & necessary action.
33. District Programme Officer (ICDS), Leh/Kargil, for information & necessary action.
34. Child Development Project Officer, Leh & Kargil, for information & necessary action.
35. Medical Superintendent, District Hospital (SNM) & District Hospital Kargil, for information & necessary action.
36. OSD with Hon'ble Lieutenant Governor, UT-Ladakh for kind information of the Hon'ble Lieutenant Governor.
37. OSD with Advisor to Hon'ble Lieutenant Governor, UT-Ladakh for kind information of the Advisor.
38. Private Secretary to Hon'ble Chief Executive Councillor, LAHDC, Leh/Kargil for kind information of the Hon'ble CECs.
39. Assistant Director Information, Leh/Kargil for information and necessary action.
40. Deputy Chief Medical Officer, Leh & Kargil, for information & necessary action.
41. State Immunization Officer, Leh/Kargil for information & necessary action.
42. District Immunization Officer, Leh & Kargil, for information & necessary action.
43. District Health Officer, Leh & Kargil for information & necessary action.