Minutes of the meeting on House to House Survey for conducting Rapid Antigen Test for COVID-19 held in the Conference Hall of the District Magistrate and Collector of West Tripura District on 21st July, 2020 at 11:00 am under the Chairmanship of District Magistrate and Collector of West Tripura District

At the outset, the District Magistrate and Collector of West Tripura District welcomed all the participants. He further alarmed all the stakeholders to get themselves ready on war footing mode since the detection of COVID-19 positive cases in the State is on the rise.

The District Magistrate and Collector of West Tripura District further informed that, overall testing for COVID-19 using real time RT-PCR is increasing and simultaneously, it has been decided to start Rapid Antibody based Blood Test for COVID-19, reaching out to every Household of the District and identifying cases of ILI/ARI/SARI.

Accordingly, House to House Survey of identifying cases of ILI/ARI/SARI will commence immediately following which Antibody based Antigen Test for COVID-19 will be completed.

Thereafter, elaborate discussions on the measures taken to conduct a House to House Survey for conducting Rapid Antigen Test under West Tripura District, the following decisions were taken in the meeting:-

3. In case of Urban Area, AMC will prepare Action Plan separately. The concerned teams of AMC Area may follow the Immunization Micro Plan at Ward Level and submit to this office accordingly.
4. The District Action plan will be prepared by the District programme Manager, NHM under the direct supervision of the District Panchayet Officer, O/o the DM & Collector (West)
5. It is directed to constitute 04 Teams for each Village/GP/Ward for House to House Survey comprising of the Panchayet Secretaries/MPS/MPW/GRS/AWW/BLW/ASHA etc. House to House Survey Team should have maximum participation of personnel by maintaining Social Distancing.
6. The BLOs will be act as Supervisor/Monitoring Officer of the Survey Teams.
7. Necessary 01 (One) day training of the BLOs and Survey Team will be arranged by the Chief Medical Officer, West Tripura District in consultation with the SDM concerned.
8. The training programme will be conducted at Block or Sub-divisional Level in presence of PRI Members in case of Rural Areas and in case of Urban Area training may be conducted in presence of Ward Councillor by clubbing 02 or 03 Wards.
9. Training materials has to be prepared without further delay and the draft must be prepared by 22nd July, 2020, so that, approval can be given.
10. The Rural Area Survey will be conducted by utilizing ROR and in case of Urban Area through Ration Card.
11. The Migrant Labours/Construction Workers those who are stationed at various Camps/Construction Sites should also be included in the Survey.

Minutes continue to next page.............
12. The Survey Format will be devised by the Chief Medical Officer, West Tripura District and the same will be prepared in vernacular language.

13. The Chief Medical Officer, West Tripura District will also arrange for distributing Survey Format through the CHC/PHC/UPHC/HSC or AWC and complete the Survey within next 07 (Seven) days positively.

14. After Survey, the ILI/ARI/SARI cases will be immediately shifted to the Testing Centre for Rapid Antigen Test.

15. In order to ensure that all such cases are monitored and necessary action is initiated with respect to infectious disease management; details of all Rapid Antigen Test results shall be uploaded in the ICMR Portal on real time basis.

16. The Rapid Antigen Testing Centres will be set-up in Health Sub-centres/Schools/GPs/VCs etc which will be identified by the SDMs based on location and feasible connectivity. Care should be taken, so that, the Centre’s temperature should not be more than 30°C (AC is not required).

17. The Rapid Antigen Testing Centres will be established in the Government Building beyond the existing CHC/PHC/UPHC/HSC. The Chief Medical Officer, West Tripura District in consultation with SDM’s will ensure the same.

18. All the Medical related matter will be looked after by the Health and Family Welfare Department and at least 01 (One) Medical Officer must be present in each Covid-19 Testing Centre. It has been directed to utilise the Medical Officers of RBSK Team.

19. Health Care Workers doing the Rapid Antigen Test should use Gloves, Mask and Head Cover. The Chief Medical Officer, West Tripura District will arrange sufficient quantity of such protective kits for the Health Care Workers.

20. The Stickers will be printed by the O/o the DM & Collector (West) and distributed to SDM’s accordingly, as a mark of completing the House to House Survey, stickers will be affixed on the main entrance of each House.

21. The SDM’s are instructed to keep ready Ambulances 24X7 basis. If there is any shortage of Ambulance in the Sub-division other Vehicle may be utilized as Ambulance for transporting patients.

22. The SDM’s were instructed to draw-up a detailed Vehicle Movement Plan for transportation of COVID-19 positive persons to the Covid Care Centre/Covid Hospital in real time basis.

23. All the Covid-19 Positive cases found in the Covid-19 Testing Centre will be shifted immediately in the nearest Sub-division Level Covid Care Centre.

24. The SDM’s were instructed to guarantee that, each of the Sub-division Level Covid Care Centres/Quarantine Centres are ready in all aspect within 26th July, 2020 and it is also directed to engage GRS or DEO for Data Entry for each Covid-19 Antigen Test.

25. The SDM Sadar, Mohanpur and Jirania were further instructed to monitor and supervise each Covid care Centre/Quarantine Centres under their jurisdiction by taking necessary assistance from the Chief Medical Officer, West Tripura District and ensure the followings :-
   a. A dedicated Ambulance with driver (24X7 Service).
   b. Oxygen Cylinder.
   c. PPE Kits.
   d. Pulse Oxymeter.

26. The Chief Medical Officer, West Tripura District is also instructed to prepare Block Level Contact Tracing Team with the assistance of concerned BDO’s and organize necessary training of the Teams accordingly.
27. All expenditure to be incurred by the SDMs concerned, the SDRF Fund may be utilized and appropriate codal formalities should be adhere before accomplishing any expenditure.

Finally, the District Magistrate and Collector of West Tripura District asserted that, failure to adhere to any of the aforesaid instructions, appropriate action under the Disaster Management Act, 2005 will be initiated.

The Meeting ended by expressing gratitude from all the participants.

The List of the Participants enclosed.

(Dr. Sandeep N. Mahatme, IAS)
District Magistrate & Collector
West Tripura District

Copy To,

3. Additional District Magistrate and Collector-II, West Tripura District.
4. Senior Deputy Magistrate, O/o the DM & Collector, West Tripura District.
5. District Panchayet Officer, O/o the DM & Collector, West Tripura District.
6. Chief Medical Officer, West Tripura District.
7. Sub-divisional Magistrate, Sadar, West Tripura District.
8. Sub-divisional Magistrate, Mohanpur, West Tripura District.
10. Additional Sub-divisional Magistrate, Sadar, West Tripura District.
11. Assistant Collector, O/o the DM & Collector, West Tripura District.
13. District Health Officer, O/o the Chief Medical Officer, West Tripura District.
14. District Surveillance Officer, O/o the Chief Medical Officer, West Tripura District.
15. Block Development Officer, Jirania RD Block, West Tripura District.
16. Block Development Officer, Moahnpur RD Block, West Tripura District.
17. Block Development Officer, Bamutia RD Block, West Tripura District.
18. Block Development Officer, Lefunga RD Block, West Tripura District.
19. Block Development Officer, Mandwi RD Block, West Tripura District.
20. Block Development Officer, Belbari RD Block, West Tripura District.
21. Block Development Officer, Hazamara RD Block, West Tripura District.
22. Block Development Officer, Old Agartala RD Block, West Tripura District.
23. Block Development Officer, Dukki RD Block, West Tripura District.
24. State Programme Officer, UNDP, O/o the Mission Director, National Health Mission (NHM).
25. DIO, NIC, O/o the DM & Collector, West Tripura District.
26. District Programme Manager, O/o the Chief Medical Officer, West Tripura District.
27. Sub-divisional Programme Manager, O/o the DM & Collector, West Tripura District and MS, IGMH.
28. District Data Manager, O/o the Chief Medical Officer, West Tripura District.
29. District Data Manager, IDSP, O/o the Chief Medical Officer, West Tripura District.
30. Sri Anup Dey, LDC, O/o the DM & Collector, West Tripura District.

Copy also forwarded to,

1. PA to Additional Chief Secretary, (Secretary, Health and Family Welfare Department), Government of Tripura for kind information to Additional Chief Secretary please.
### Meeting on COVID-19 under West Tripura District

**Date:** 21st July, 2020  
**Day:** Tuesday  
**Time:** 11:00 am  

**Venue:** Conference Hall of the O/o the District Magistrate and Collector of West Tripura District

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Participants</th>
<th>Designation</th>
<th>Signature</th>
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<tbody>
<tr>
<td>1</td>
<td>Dr. Somdeep N. Mahatme (M)</td>
<td>DM &amp; CEO for (y)</td>
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<td>2</td>
<td>Dr. S. S. Jaiswal, IAS</td>
<td>Asst. Municipal Commissioner, AMC</td>
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<td>3</td>
<td>Asim Saha, TCS</td>
<td>ADM - II</td>
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<td>4</td>
<td>PRASUN DE, SDM, MNP</td>
<td>SDM - MNP</td>
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<td>5</td>
<td>Subhadity Dutta</td>
<td>SDM, TFlash</td>
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<td>6</td>
<td>Anil Pramanik, TCS</td>
<td>BDO, Old Agt.</td>
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<td>Subhodita Bhattacharyya, TCS</td>
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<td>8</td>
<td>Asim Saha</td>
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<td>Barry Bhusan Das</td>
<td>ASDM, Sadar</td>
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<td>10</td>
<td>B. Vashishnani</td>
<td>Assistant Collector</td>
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<td>11</td>
<td>Tridip Sorkar</td>
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<td>Upam Chakma</td>
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<td>Suresh A. Jangdi</td>
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<td>Bipul Das</td>
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<td>Makanboy Jhakko</td>
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<td>N. S. Chehme</td>
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<td>Karna D Debbarma</td>
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<td>21</td>
<td>Dr. Sonjoy Rudram</td>
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<td>Dr. Sripatim Bhowm</td>
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<td>Dr. Debashri Das</td>
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<td>Dr. Sangita Chatterborg</td>
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<td>Pinaki Purnai Bhatkai</td>
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<td>Shekhto Sakhroborty</td>
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<td>Anup Deb</td>
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<td>29</td>
<td>Mainak Kanti Bharmit</td>
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