



N0.SO(Dev;)I-7/PWD/2022/352-574 .  
GOVERNMENT OF BALOCHISTAN  
POPULATION WELFARE DEPARTMENT  
(Dev: Section)

OUR FAITH CORRUPTION FREE PAKISTAN

Dated 24<sup>th</sup> February, 2025

Subject: - MINUTES OF THE MONTHLY COORDINATION MEETING/FOLLOW-UP MEETING/PROGRESS UPDATES.

The Coordination Meeting (Follow-up Meeting/Progress Updates) was initially scheduled for February 11, 2025. However, due to essential tasks requiring the attention of the Director General's office, the DG requested a rescheduling. As a result, the meeting was postponed to February 20, 2025, and was held accordingly under the chairmanship of the Secretary, Population Welfare Department, on February 20, 2025, at 11:00 AM in the Secretary's office.

The following attended:

1.	Secretary, PWD (in chair)	8	Principal RTI, Quetta
2.	Director General PWD, Balochistan	9	Divisional Director, PWD Quetta
3.	Additional Secretary, PWD Secretariat		Deputy Director (Technical) PWD
4.	Director Admen	10	Assistant Director (IEC), PWD
5.	Deputy Director Admn PWD.	11	Focal person webpage, cLMIS and HR e.
6.	Section office budget	12	Section Officer Dev: PWD, Secretariat
7.	Section Officer II PWD, Secretariat	13	

2. The following agenda points were discussed and decisions taken:

S. #	Discussion/Decision	Responsibility/Focal Person & Time Line	Progress/updated status	06-01-2025
1	Status of newly appointed technical staff at desk/corner established by BHICIP	Director General and Director Admn	The Director (Administration) clarified that the 10 Corners handed over from BHICP have been finalized, with six currently operational. The staffing for two Corners in Killa Abdullah will be completed once the newly recruited CBFPW in the same area is finalized. The Corner in Panjpai will be finalized following a visit by the SDPWO Quetta and the Director (Administration). Meanwhile, the Corner in Dalbandin has already been inaugurated by the Secretary, Population Welfare Department, and the Corner in Nokundi will be finalized by the DPWO, Chagai.	Task partially Completed. The visit report by the SDPWO and Director Admn will be submitted on 3rd February, 2025
	Status of Procurement of	Director General. Director Admn.	The Director General, Population Welfare Department, stated that the	4th March, 2025

	contraceptive and medicine.		been finalized, and the vendor has been issued a supply order for contraceptives and general medicines. However, only a single bidder applied for the supply of contraceptives (condom). A market survey has been conducted, and the committee has submitted its report. The procurement committee is scheduled to meet on February 21 to finalize the process, after which the Secretary's office will be informed	
3	<p>Under PSDP ID Z2017.0132, worth of Rs. 875.00 physical and financial progress</p> <p>Under PSDP ID Z2019.0101 worth of Rs. 500.00 million physical and financial progress.</p>	Director General, Director Admn and Deputy Director Admn (Technical), Deputy Director (Technical)	<p>The financial disbursement to the recruited staff has been provided through PSDP Schemes, and the execution plan for activities has also been shared. The Deputy Director (Administration) further informed that under Project ID Z2017.0132, with a total worth of Rs. 875 million, an allocation of Rs. 152 million has been made, out of which Rs. 30.40 million has been released. Meanwhile, under the PSDP Scheme ID Z2019.0101, the allocated amount is Rs. 83.062 million, with Rs. 33.225 million already released.</p> <p>When the Secretary inquired about the utilization of the allocated funds by June 30, 2025, the PSDP team at the Directorate General office assured that the funds would be fully utilized. They also explained that the tender process for certain components is being prepared and will be advertised accordingly. Additionally, the procurement of vehicles will be discussed at the Directorate General office, and a decision will be finalized regarding the type of vehicle to be procured, following which approval will be sought from the competent authority</p>	The advertisement will be published on February 26, 2025, while the identification of the vehicle for procurement will be finalized and submitted.
4.	Execution plan and reporting of ECR register from the district.	Project Director, Deputy Project Director, Master trainers (Miss Habiba and Hashim)	The Director General explained that the training on the ECR register has been initiated with a structured plan and will be conducted division-wise. He also mentioned that the training for Service Providers in Quetta, Rakshan, and Loralai divisions has been completed. The training for the remaining divisions needs to be planned and will be completed in the coming month	The training plan will be developed by February 28, 2025, and the execution plan will commence on March 10, 2025.
5	Status of recruitment of Social	DG office and DPW Officer.	The Director General emphasized the urgency of finalizing the	The recruitment of social mobilizer

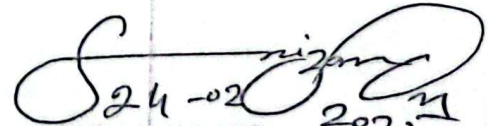
	Mobilizers, and reason for delaying of the process.		recruitment process for Social Mobilizers as soon as possible.	will be finalized till 21st March, 2025
6	Biannual magazine of population welfare department.	DG and Director Technical	The technical team stated that the magazine draft is nearly complete and only requires feedback and final revisions before publication	10th March, 2025
7.	Status of Quarterly newsletter from RTI.	Principle RTI	The Principal RTI presented the prepared magazine, which was appreciated. It was suggested that the next edition should be improved, with enhanced design and contributions from students. Additionally, it was decided that any officer who wishes to contribute an article to the magazine is encouraged to do so.	Task completed.
8	Compilation of Human resources data (Name, Nomenclature, DOB, date of Joining, training etc).	Director Adman, director PMCT and Director technical and	The human resource data is of great importance. It was shared that detailed information on human resources and training will be incorporated. The teams from the three sections will collaborate, compile the data, and finalize it accordingly	5th March , 2025
9	Verification of CBFPW though health department.	Director General, Director Adman and DPWOs.	The Director General shared that the task has been assigned to DPWOs to verify the recruited CBFPWs and submit the report to the DG office for salary processing. In this regard, the DG office will maintain close coordination with the DPWOs to ensure the verification and recruitment process is completed.	10th March, 2025
10.	Distribution of contraceptives received from WHO and UNFPA.	Director Technical	The Director General informed that UNFPA has provided 43,000 units of SAYANA Press self-injection to PWD. Since SAYANA Press has already been piloted in five districts of Balochistan, it will now be scaled up to an additional 12 districts. The districts have been finalized, and tasks will be assigned to directors to coordinate with the Health Department and PPHI for the scale-up.  It was also decided that the DG office will collaborate with the RIZ Consulting team to finalize the distribution and reporting mechanism. The steering committee on SAYANA Press will endorse the	15th March, 2025

			training and supportive supervision plan developed by RIZ Consulting. Additionally, the contraceptives received from WHO have been distributed and fully utilized	
11.	Job Description of B-16 and above and B-1-15.	Director Admn and Director technical	The job descriptions for BPS-1 to BPS-15 will be prepared by both directorates. The Director Admn will complete the non-technical cadre, while the Technical Section will finalize the technical cadre	5th March, 2025
12	Rent of building ( No. of district completed the tasks, no of Distt; in process, No of districts no action yet)	DG office (FM Section)	The rent issue has not yet been resolved by the district officers. The Secretary instructed that instead of DPWOs, the concerned accountant or relevant district official should be nominated to pursue rent cases. The FM section reported that 13 districts have completed the task, while 9 cases are in progress, and the remaining districts have not yet initiated the rent process. The Secretary, PWD, directed that a detailed report on rent cases be presented in the next meeting. Additionally, all districts with pending cases must complete the process, and those that have not yet initiated their cases should do so immediately	Next progress meeting.
13	Generation of monthly reports from district offices and compilation from directorate office.	Director PMCT	The performance reports are being generated by the districts; however, many DPWOs are not updating their contraceptive reports. It was decided that the Director PMCT will ensure the reporting of district offices by contacting those that have not submitted their reports. The submission of activity reports from district offices will also be ensured by section	10th March, 2025
14	Status of QESCO dues.	Additional Secretary, DG office	It was informed that almost all dues have been cleared, and a meeting will soon be held with the AS to finalize the remaining matters. It was also mentioned that some districts are facing issues with the payment of dues. The Secretary, PWD, stated that the budget allocated for electricity expenses is available in the DPWOs' budget, and any pending dues should be cleared accordingly	Task completed
15	Integration of FP service in Health Department.	Director Technical	The Secretary, PWD, shared details of his visit to Nushki and Chagai districts, where the integration of health and population services was ensured. He emphasized that	10th March, 2025.

			interest and ensure the integration of service delivery outlets within the health department's facilities. It was also instructed that a report should be generated detailing the number of FWCs integrated into health department service delivery outlets to date, including the district name and the location of each shifted service delivery outlet. The Director General will issue instruction for integration and submit report on next meeting	
16	Free medical camp at Jaffarabad.	Team of Director General Office	The task was postponed until April 2025, as it is not feasible to plan with Ramadan approaching	Postponed.
17	Bifurcation of Districts	DG and his team	The task was assigned to the FM section and the Section Officer (Budget) to work on it and ensure that the bifurcation cases are prepared and submitted to the concerned quarters	10th March, 2025
18	Registration of RMPs and Private Clinics	Director Technical	The Director Technical stated that the DPWOs have completed the format for collecting information on RMPs and private clinics. The Divisional Director Quetta mentioned that the registration format for RMPs has been provided to the Technical Section, and it is now required that the format be completed and the RMPs and private clinics be registered.	10th March, 2025
19	Reporting on web portal (Report for the quarter October to December, 2024)	Director PMCT	The Director PMCP stated that he was not aware of the web portal. The Divisional Director explained the background and the responsibilities previously assigned to the Director PMCT. In the end, it was decided that the web portal would be the responsibility of the Divisional Director and the data entry official, Mr. Hashim.	20th January, 2025
20	Monthly advance tour supportive supervision plan for district offices (new agenda)	Director PMCT	The PMCT section will devise an advanced tour plan and share it with the DG office team and DPWOs for implementation. The section will also review the format for supportive supervision, and the DPWOs' visit schedule will be shared on a monthly basis.	The format will be finalized till 10th March, 2025
21	Monthly advance tour plan for Mobile Service Units	DG office	The DPWOs will also prepare a monthly advance tour plan for Mobile Service Units and share it with the Director PMC and Director Technical. Both directorates will maintain close coordination and stay	22nd January, 2025.

			in touch with the DPWOs for the execution of the work plan		
22.	Translation of books in Balochi and Bravi and pashtoo	Secretary, Technical	Director	The Secretary, PWD, shared that a book on Family Planning and Islam has been written by him, while Dr. Afifa has been asked to translate the books and pamphlet on family planning into Balochi. Initially, the translation of PWD booklets was assigned to the Divisional Director, Quetta. However, in the meeting, he stated that while his writing skills in Brahvi are not strong, he would not be able to translate the books. Consequently, the task was assigned to the Director Technical, as she is a writer in the Brahvi language and has the capacity to write or translate the books into Brahvi	10th March, 2025
23.	Status of internet device for data management for eLMIS, ECR and Webporta	Director General Office		Mr. Muhammad Hashim said that he has received the device and is now able to work from home as well	Task completed
24.	Any other point raised by the participants	No new point was added in the meeting			

4. The next meeting will be held in March, 2025 in the office of the Secretary, Population Welfare Department. The meeting ended with vote of thanks from the chair.

  
(NIZAMUDDIN) 2025

(Section Officer Development)

Copy to:

P.S to Secretary, Government of Balochistan PWD, Quetta  
The PA Director General, PWD, Quetta  
The all members attended the meeting.  
Office Record.