

Transplant Authority of Tamil Nadu (TRANSTAN)
2ND Executive Committee Meeting Minutes

Minutes of the Second Executive Committee Meeting held on 22.02.2016 at 2nd Floor,
Conference Hall, Next to Revenue Secretary Room, Secretariat, Chennai - 9

The following members were present at the meeting.

Sr. No	Name	Designation
1	Dr.J.Radhakrishnan I.A.S.	Principal Secretary to Government, Health & Family Welfare Department
2	Thiru. K.Shanmugam I.A.S.	Additional Chief Secretary to Government, Finance Department
3	Thiru.P.W.C. Davidar I.A.S	Expert Advisor, Transplant Admin and Policy
4	Dr.Senthil Kumar I.A.S	Special Secretary to Government, Health and Family Welfare Department
5	Dr. V.P.Hari Sundari	Joint Director of Medical and Rural Health Services
6	Dr.R.Vimala	Director of Medical Education (In charge)
7	Dr.J.Amalorpavanathan	Member Secretary, TRANSTAN
8	Dr. R.Vimala	Dean, Madras Medical College
9	Dr. J.Isaac	Dean, Stanley Medical College
10	Dr.Sunil Shroff	MOHAN Foundation Representative, Chennai
11	Thiru. C.E.Karunakaran	NNOS Foundation Representative, Chennai

The Member Secretary, Transplant Authority of Tamil Nadu, Dr. J.Amalorpavanathan welcomed the members.

The agenda with detailed notes and the decision of the Executive Committee are as follows:

Sr. No	Agenda with detailed notes	Decision of the Executive Committee
1.	Confirmation of the minutes of the First EC meeting held on 16.04.2015 is placed before the EC for confirmation	Approved
2.	Report on Past Performance	Noted

Performance in Tamil Nadu from October 2008 to Jan 2016 :

Donor	740
Heart	181
Lung	88
Liver	692
Kidney	1343
Pancreas	4
Small Bowel	2
Major Organs	2310
Skin	29
Corneas	1127
Heart Valves	644
Blood Vessels	2
Total Organs	4112

Performance January to December 2014 Performance January to December 2015

Donor	135
Heart	41
Lung	15
Liver	129
Kidney	227
Pancreas	4
Small Bowel	1
Major Organs	417
Skin	12
Corneas	196
Heart Valves	102
Blood Vessels	0
Total Organs	727

Donor	155
Heart	64
Lung	36
Liver	152
Kidney	292
Pancreas	0
Small Bowel	1
Major Organs	545
Skin	14
Corneas	246
Heart Valves	82
Blood Vessels	2
Total Organs	889

No. of Hospitals presently doing transplants / No. of hospitals that joined the list in 2015

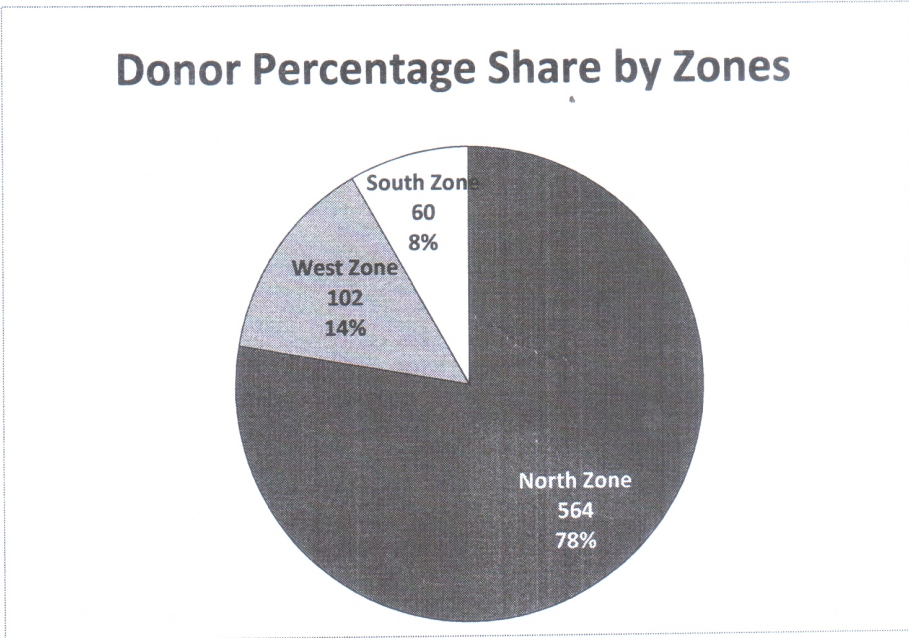
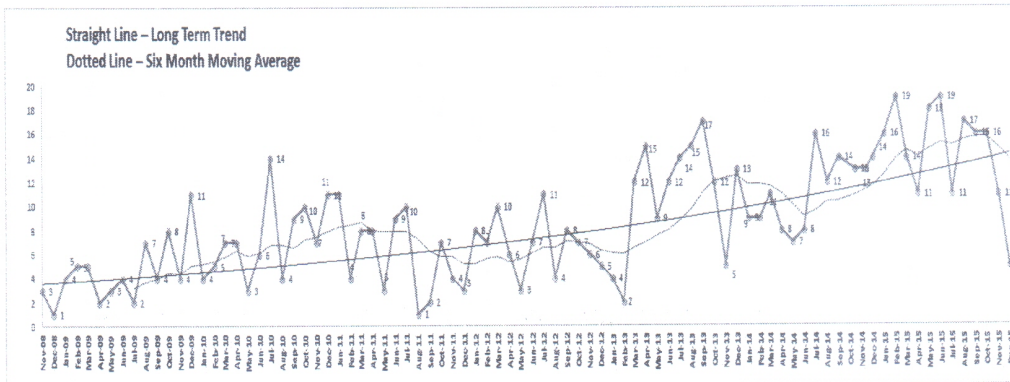
Zone	Liver	Kidney	Heart	Lung	Visceral
North	9 / 4	23 / 1	8 / 1	4	2
West	4 / 1	14 / 4	3	2	0
South	2	18 / 1	0	0	0

Other Activities :

- Liver Transplant Hospitals Meeting held on 26/02/2015 to discuss issues connected with donor liver distribution.
- Dr.J.Amalorpavanathan & team visited Govt Medical Colleges & Hospitals at Thanjavur, Salem, Dharmapuri, Madurai and Coimbatore in 2015 to start Donor Action Program.
- National Organ Donation Day was celebrated on 27/11/2015, Health & FW Minister Dr.C.Vijaya Baskar, Secretary, Health & FW Dr. J.Radhakrishnan, and Dr.J. Amalorpavanathan went to New Delhi on invitation from DGHS, New Delhi. Two donor families from Tamil Nadu were facilitated there.
- Donor Action Programs were conducted at Hindu Mission Hospital, Voluntary Health Services Hospital, Balaji Medical College & Hospital and Vijaya Hospital.
- Quarterly review of performance of Government Hospitals RGGGH & Stanley being carried out.
- Dr. Amalorpavanathan, NNOS Foundation and Mohan Foundation representatives held a meeting with the DGP; ADGP and Police Officers at DGP Head Quarters Chennai on 15/05/14 to discuss about providing Green Corridor when needed to transport organs
- Kidney Transplant hospitals Meeting held on 23/07/2015 to discuss issues connected with donor kidney distribution.
- Heart and Lung Transplant hospitals meeting held on 03/11/2015 to discuss issues connected with Urgent Heart & Urgent Lung distribution.
- Consultation meeting held on 23/12/2015 by TRANSTAN at Kilpauk Medical College & Hospital' with the Dean and HOD's of various department to discuss about establishing Tissue Banks under ROTTO.
- Meeting held with Nephrologists of kidney transplant hospitals on 12/01/16 to discuss the draft guidelines for allocation criteria for deceased donor kidney transplant by NOTTO.
- The Member Secretary has visited many States in the year 2015 when invited to

Performance Zone wise January to December 2015

Zone	Donors	kidney	Liver	Heart	Lung	Small Bowel	Heart Valves	Cornea	Blood Vessels	Skin
North	97	168	107	63	34	1	82	146	2	2
West	40	89	31	1	2	0	0	74	0	12
South	18	35	14	0	0	0	0	26	0	0
Total	155	292	152	64	36	1	82	246	2	14



	<p>promote deceased donor programs and explain how other States can adopt the Tamil Nadu model.</p> <ul style="list-style-type: none"> - Member Secretary made many visits in 2015 to Directorate of Health Services, Ministry of Health & Family Welfare, New Delhi in connection with the establishment of ROTTO/SOTTO - The TRANSTAN team is carrying out Awareness Programs / Sensitization programs within Tamil Nadu at various hospitals / organizations / institutions for promoting organ donation. 	
3.	<p>Plans for 2016 :</p> <ul style="list-style-type: none"> - To induct more Government Hospitals into the network and implement Donor Action Program in as many hospitals as possible. - Post transplant monitoring / data collection. To involve Social and Preventive Medicine Department of MMC or other similar agency in this exercise. - Establishing Tissue bank in Govt Hospital at Chennai and evaluate scope in other cities. - Stabilize functioning of ROTTO/SOTTO & interact with other states. - Institute of transplantation & Immunology Lab to be discussed and taken forward. 	<p>Approved</p> <p>Approved</p> <p>To start with a Tissue Bank at KMC – Approved</p> <p>Approved</p> <p>Options to be studied further and come up with a concrete proposal</p>

	<ul style="list-style-type: none"> - Organize a stake holders conference on Tissue Banking. - Carry out awareness programs mainly in Western / Southern districts to increase hospitals that would participate actively in the organ transplant program. - Training / Consultation / CME programs for Hospitals related to organ/tissue donation. 	Approved																																																								
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4	<p>Appointment of Auditor:</p> <p>“ N.Sathiyamoorthy & Associates ” have been appointed as statutory auditor for Transplant Authority of Tamil Nadu. They are the Internal Auditors for Tamil Nadu Medical Services Corporation Limited and were recommended by them. A professional fee of Rs.20000/- per annum + applicable service tax would be required to be paid for their service.</p> <p>Orders required: EC to approve the appointment of the Auditor and payment of fees.</p>	Approved																																																								
5	<p>Agenda No 6 : Budget for TRANSTAN</p> <p><u>Budget for 2015 – 16 and 2016 – 17</u></p> <p><u>Income</u></p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Particulars</th> <th>2015-16 (Actual+ Estimate)</th> <th>2016-17 Estimate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Patient Registration Fee</td> <td>15,00,000</td> <td>20,00,000</td> </tr> <tr> <td>2</td> <td>Hospital Registration Fee</td> <td>30,000</td> <td>50,000</td> </tr> <tr> <td>3</td> <td>Government Sanctioned Annual Budget</td> <td>10,00,000</td> <td>10,00,000</td> </tr> <tr> <td>4</td> <td>Government One-time Budget Allotment</td> <td>25,00,000</td> <td>-</td> </tr> <tr> <td>5</td> <td>Bank Interest</td> <td>4,00,000</td> <td>8,00,000</td> </tr> <tr> <td>6</td> <td>Transfer from TNMSC Account of CTP</td> <td>42,31,897</td> <td>-</td> </tr> <tr> <td></td> <td>From Central Govt</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>ROTTTO Manpower (Recurring)</td> <td>66,00,000</td> <td>66,00,000</td> </tr> <tr> <td>8</td> <td>Biomaterial Centre Manpower (Recurring)</td> <td>6,30,000</td> <td>6,30,000</td> </tr> <tr> <td>9</td> <td>ROTTTO Infrastructure (Non-Recurring)</td> <td>67,00,000</td> <td>-</td> </tr> <tr> <td>10</td> <td>Biomaterial Centre Infrastructure (Non-Recurring)</td> <td>70,00,000</td> <td>4,30,00,000</td> </tr> <tr> <td>11</td> <td>For Awareness Generation and Training (Non-Recurring)</td> <td>-</td> <td>15,00,000</td> </tr> <tr> <td></td> <td>Total</td> <td>3,05,91,897</td> <td>5,55,80,000</td> </tr> </tbody> </table>	S. No.	Particulars	2015-16 (Actual+ Estimate)	2016-17 Estimate	1	Patient Registration Fee	15,00,000	20,00,000	2	Hospital Registration Fee	30,000	50,000	3	Government Sanctioned Annual Budget	10,00,000	10,00,000	4	Government One-time Budget Allotment	25,00,000	-	5	Bank Interest	4,00,000	8,00,000	6	Transfer from TNMSC Account of CTP	42,31,897	-		From Central Govt			7	ROTTTO Manpower (Recurring)	66,00,000	66,00,000	8	Biomaterial Centre Manpower (Recurring)	6,30,000	6,30,000	9	ROTTTO Infrastructure (Non-Recurring)	67,00,000	-	10	Biomaterial Centre Infrastructure (Non-Recurring)	70,00,000	4,30,00,000	11	For Awareness Generation and Training (Non-Recurring)	-	15,00,000		Total	3,05,91,897	5,55,80,000	Approved
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Expenditure

S. No.	Particulars	2015-16 (Actual +Estimate)	2016-17 Estimate
1	Salaries	24,92,600	67,71,000
2	For Member Secretary, in-charge allowance as per rules till Oct 2016 and Salary from Nov 2016 as per rules	3,16,620	7,35,000
3	Conference, Travel, Stationery, Telephone and Other Expenses	6,00,000	34,00,000
	Non-Recurring		
4	Interior and Furniture for Office	-	22,00,000
5	Equipment for Biomaterial Center	-	45,00,000
6	Computers, Electrical, Electronics and Miscellaneous Items	-	20,00,000
7	Vehicle	-	15,00,000
	Total	34,09,220	2,11,06,000

6 Staffing of TRANSTAN office:

a) The Office of the TRANSTAN is staffed as follows:

- i) Member Secretary – 1
- ii) Chief Program Manager – 1
- iii) Senior Program Manager – 1
- iv) Project Manager – 1
- v) Associate Executives – 5
- vi) Accounts Officer – 1

b) The Staff salary break-up is as follows

Approved

STAFF SALARY BREAK UP AS ON 28/02/2016 (TRANSTAN)

S.No	Designation	Monthly Salary	Annual Salary
1	Chief Program Manager	40,000	4,80,000
2	Sr. Program Manager	38,500	4,62,000
3	Program Manager	32,000	3,84,000
4	Associate Executive	21,100	2,53,200
5	Associate Executive	21,100	2,53,200
6	Associate Executive	20,800	2,49,600
7	Associate Executive	20,800	2,49,600
8	Associate Executive	19,500	2,34,000
9	Accounts Officer	21,500	2,58,000
10	Registry Maintenance (MOHAN Foundation)	15,000	1,80,000
	Total	2,50,300	30,03,600

* Increment year on year based on assessment by NNOS Foundation ranges from 5 to 15%.

c) All the above staff are not employed directly but outsourced through NNOS Foundation from the date of functioning of TRANSTAN.

d) The functioning of the TRANSTAN Office and its responsibilities are listed out in Annexure 'A'. Similarly, job description to each of the positions held is listed in Annexure 'B'.

e) The TRANSTAN Office currently runs the entire Cadaver Transplant Program in an integrated manner and ensures full-fledged coordination as can be seen from Annexure 'A'. The office functions 24 x 7 and considering the fact that Tamil Nadu is now the No.1 State in India for the Cadaver Transplant Program, it is evident that the functioning of this office needs to be strengthened. Current issues of staffing and prolonged working hours to cope with the allocation of organ donation cases has led to pressure on the office and is being addressed

now.

In addition to the staff mentioned above, it is proposed to induct staff to the following positions to ensure that the TRANSTAN Offices functions in a stable and efficient manner.

Additional Staff (Proposed)

A.

S.No	Designation	Nos	Monthly Salary	Annual Salary
1	Program Manager	1	25,000	3,00,000
2	Associate Executive	3	18,000	6,48,000
3	Transplant Coordinator	2	18,000	4,32,000
4	Transplant Evaluator	2	18,000	4,32,000
5	Research Assistant	2	25,000	6,00,000
6	Accounts Assistant	1	12,000	1,44,000
7	Driver	1	15,000	1,80,000
	Total		2,28,000	27,36,000

Note:

* Salary for all the proposed staff will be paid out of funds received for ROTTO/SOTTO and all staff will be outsourced through NNOS Foundation & MOHAN Foundation.

* Additional staff are needed to handle the excessive work load being borne by a few; increased coordination work of organ allocation and utilization, data analysis etc.,

* ROTTO requires coordination with other states, more research and studies and publishing of papers that would guide existing and new hospitals in organ transplantation matters.

* Transplant Coordinators are necessary and will be specially trained and their

	<p>services will be utilized exclusively for Government hospitals. This will increase and lead to long-term stabilization of the cadaver organ transplant program in Government hospitals.</p> <p>* TRANSTAN will also need to utilize services of experts for various research and specialized studies for TRANSTAN responsibilities. The Member Secretary may be authorized to utilize such services based on prior approval from Expert Advisor & Secretary Health, subject to placing this at the next EC meeting.</p> <p>B. MEMBER SECRETARY</p> <p>* Currently, the Member-Secretary is not being paid for his services and is doing it entirely out of passion for the cause. The Member-Secretary is Director of the Institutes of Vascular Surgery and has been putting in hard work and extra hours in this program for the past five years.</p> <p>i) It is proposed to pay the Member-Secretary i/c allowance in line with Government norms and calculation from the 18th day of March 2015 on which TRANSTAN was formed.</p> <p>ii) It is proposed to continue his services from November 2016 after his retirement from government service, on contract, applying Government rules and provisions of last pay drawn minus pension for a period as determined by the EC. Provision for the same has been made in the budget.</p> <p>EC: To approve as proposed.</p>	
7	<p>ROTTA / SOTTO</p> <p>TRANSTAN is to function as the Regional-cum-State level Organ and Tissue Transplantation Organization to cover the four Southern States and the Union Territory. To begin with TRANSTAN will set up a State level Biomaterial Centre</p>	Approved

	<p>(Tissue Bank) in Chennai. Kilpauk Medical College & Hospital have been identified for establishing the Tissue Bank. The entire expenditure will be met with from ROTTO funds provided to TRANSTAN.</p> <p>Orders required - EC to approve.</p>	
8	<p>Consultant for interiors of TRANSTAN:</p> <p>The TRANSTAN Headquarters is being organized in the Omandurar buildings. It will include a Call Centre, Record Room, Reception, Conference Hall and a Training facility center. The main costs are being taken up by the maintenance fund of the Super Specialty Hospital. The entire office is to be designed and supervised in renovation by interior Designer Consultants. Three Quotations have been received. Lowest quote at a consultancy cost of Rs.65,000/-. The expenditure will be met by the TRANSTAN ROTTO/SOTO allocation which has earmarked funds for this purpose.</p> <p>Orders required - EC to approve.</p>	Approved
9	<p>Vehicle & driver for Transport :</p> <p>It is proposed to procure a SUV preferably a (Diesel) Innova to be used by TRANSTAN for official work, IEC, emergencies related to transplantation etc. Funds available from ROTTO/SOTTO is to be utilized for purchasing the vehicle; running costs and the driver are to be outsourced.</p> <p>Orders required - EC to approve.</p>	Approved
10	<p>Ratification required for inviting Prof. Russell Strong from Australia :</p> <ul style="list-style-type: none"> - Prof. Russell Strong from Australia was invited on 30th September 2015 to 04th October 2015 for Annual Oration in Chennai on behalf of TRANSTAN. - All expenses for the above visit & Oration were met through sponsorship and no funds were utilized from TRANSTAN account. <p>Orders Required : EC to ratify.</p>	Ratified

Approved.

Amalorpavanathan
25/12/16

Dr. J. Amalorpavanathan
Member Secretary
Transplant Authority of Tamilnadu
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[Signature]

(Principal Secretary.)
Health.

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