



भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
निर्माण भवन, नई दिल्ली - 110011  
Government of India  
Ministry of Health & Family Welfare  
Nirman Bhavan, New Delhi - 110011

वन्दना गुरनानी, भा.प्र.से.

**Vandana Gurnani, I.A.S.**

अपर सचिव एवं मिशन निदेशक (रा.स्वा.मि.)  
Additional Secretary & Mission Director (NHM)

D.O.No.1940407/2020/IMM  
Dated the 24<sup>th</sup> November 2020

*Dear Colleague,*

Reference may be made to letter of even number dated 26<sup>th</sup> October 2020 wherein ToRs were shared for formation of State Steering Committee, State Task Force and District Task Force for structured review of preparedness for COVID-19 vaccine introduction at state and district level.

I have been informed that most of the States and Districts have already constituted above mentioned committees / task forces and are conducting regular meetings to provide guidance on various preparatory activities like assessment of cold chain space and its augmentation, preparation of database of HCWs for upload on Co-WIN software, mobilization of the pan sectoral response involving all concerned government departments / NCC / NGOs etc.

With an aim to further decentralize planning and preparedness for roll-out of vaccine, Block Task Force (BTF) for COVID-19 Vaccine Introduction also needs to be constituted. The BTF has to be chaired by Sub-divisional magistrate / Tehsildar and convened by Block MO I/c with the representation of Government Departments, Development partners, NGOs, Local Influencers and Religious Leaders at Block Level. The detailed ToR of BTF is enclosed herewith.

You are requested to kindly direct the concerned officials to constitute Block Task Force as detailed above on priority basis. I look forward to your support towards preparations for introduction of COVID-19 vaccine in our country.

*with warm regards*

Yours sincerely,

( Vandana Gurnani )

Enclosure: As above

To

**Additional Chief Secretary / Commissioner / Principal Secretary, Health & Family Welfare, All States/UTs**

Copy to

Mission Director-NHM, All States/UTs