



**NATIONAL RURAL HEALTH MISSION
HEALTH AND FAMILY WELFARE DEPARTMENT
HIMACHAL PRADESH.**

No. HFW-H (NRHM)/Guidelines/2009-10

Dated : March, 2010

OFFICE ORDER

In supersession of all earlier guidelines issued from time to time regarding utilization of Untied Funds and Annual Maintenance Grant at Health Sub-Centre level, the following financial guidelines are hereby issued. These shall come into force with immediate effect.

Financial Guidelines for Utilization of Annual Maintenance Grant and Untied Funds at Sub Centre Level

A). Annual Maintenance Grant (AMG)

1. As part of the National Rural Health Mission, each sub-centre is provided with Rs. 10,000/- as an Annual Maintenance Grant (AMG) fund to facilitate meeting urgent discrete activities that need relatively small sums of money.
2. The funds shall be kept in a bank account which will be operated jointly by the Health Worker and head of the VHSC. Till VHSC is constituted, Pradhan Gram Panchayat will continue to be the co-signatory of this account.
3. Decision on activities for which the funds are to be spent will be approved by the Village Health and Sanitation Committee (VHSC) and be administered by the Health Worker. In areas where the sub-centre is not co-terminus with the Gram Panchayat (G.P.) and the sub-centre covers more than one Gram Panchayat, the VHSC of the Gram Panchayat where the Sub-Centre is located will approve the Action Plan. The funds can be used for any of the villages, which are covered by the Sub-Centre.
4. Annual Maintenance Grant fund is to be utilised for maintenance and upkeep of the Sub-Centre. The list below gives only an idea to clarify that all repair and maintenance activities can be taken up with these funds. The list is only illustrative. Any other work can be taken up depending upon the local need and requirement.

5. Suggested areas where Annual Maintenance Grant funds can be used include :-
 - i) Minor modifications / repairs to Sub-Centre for example curtains to ensure privacy, repair of taps, installation of bulbs, other minor repairs including repair of furniture, which can be done at the local level. All types of repairs and maintenance can be carried out with these funds at the Sub-Centre.
 - ii) Every kind of repair and renovation of Sub-Centre building including attached residences of Health Worker.
 - iii) Providing Boundary Wall / Fencing / Gate
 - iv) Septic Tanks / Toilets (construction, repairing, cleaning etc.)
 - v) Water Storage Tanks (procuring, installing, construction, repairing, cleaning etc.)
 - vi) Installing, replacement and repair of Water Supply Line
 - vii) Whitewash / Distemper and Paints
 - viii) Electric Installation works.
 - ix) Arrangement for Bio-Medical Waste Management (bins, pits and disinfectants etc.)
 - x) For making payments of electricity, water bills.
 - xi) For ad-hoc cleanliness of Sub-Centre especially after childbirth..
5. All expenditure to be incurred must be approved by the VHSC and its detail shall be given to the Gram Sabha.
6. Expenditure detail should also be displayed prominently in the Sub-Centre.
7. In case Annual Maintenance Grant (AMG) fund has been exhausted in a particular financial year but fund is required for maintenance activities, it can be done with Sub-Centre Untied Funds if untied funds are available and not required for any specific untied fund activity.

8. In case the Sub-Centre has unspent balances under AMG from previous year, same can be used in current financial year by making a plan for entire fund available at the Sub-Centre and getting it approved from the VHSC.

B.) Suggested Areas for Utilization of Untied Funds

1. As part of the National Rural Health Mission, each sub-centre is provided with Rs. 10,000/- as an untied fund to facilitate meeting urgent discrete activities that need relatively small sums of money.
2. The funds shall be kept in joint bank account to be operated by the Health Worker and Head of the VHSC. Till VHSC is constituted, Pradhan Gram Panchayat will continue to be the co-signatory of this account.
3. Decision on activities for which the funds are to be spent will be approved by the Village Health and Sanitation Committee (VHSC) and be administered by the Health Worker. In areas where the sub-centre is not co-terminus with the Gram Panchayat (G.P.) and the sub-centre covers more than one Gram Panchayat, the VHSC of the Gram Panchayat where the Sub-Centre is located will approve the Action Plan. The funds can be used for any of the villages, which are covered by the Sub-Centre.
4. Un-tied funds will be used only for the common good and not for individual needs, except in the case of referral and transport in emergency situations.
5. Un-tied fund can be used for any health related activity in the Sub-Centre area except for activities mentioned in Para 6.
6. Untied fund shall not be used for any salaries, vehicle purchase or to meet the expenses of the Gram Panchayat.
7. Suggested areas where Untied funds may be used include :
 - Minor modifications / repairs to Sub-Centre for example curtains to ensure privacy, repair of taps, installation of bulbs, other minor repairs including repair of furniture, which can be done at the local level. All types of repairs and maintenance can be carried out with these funds at the Sub-Centre.

- Ad-hoc payments for cleaning up Sub-Centre, especially after childbirth.
 - Transport of emergencies to appropriate referral centres.
 - Transport of samples during epidemics.
 - Purchase of consumables such as bandages etc. in Sub-Centre.
 - Purchase of medicines during emergency / epidemics / outbreaks.
 - Purchase of bleaching powder and disinfectants for use in common areas of the village.
 - Labour and supplies for environmental sanitation, such as larvicidal measures for stagnant water.
 - Provision of sitting arrangement and for examination (Chair / Benches / Durries / Table) of patients, expectant mothers and children during their visit to Sub-Centre, Village Health and Nutrition Days and Immunization sessions.
 - Provision of safe drinking water to patients by installing Aqua-Guard / Water Filters.
 - Provision of heating arrangement to patients during winter.
 - Provision of cooling during summer through fans.
 - Provision of sterilization of Equipments / Syringes through Kerosene oil / Heater / Single Burner Gas Stove (LPG).
 - Emergency Light.
 - Making IEC material (Sign Boards etc.) on various NRHM Schemes like Janani Suraksha Yojna (JSY)/ Referral Transport / Immunization Schedule / Rashtriya Swasthya Bima Yojna (RSBY) and various National Health Programmes..
8. All expenditure to be incurred must be approved by the VHSC and its detail shall be given to the Gram Sabha.
 9. Expenditure detail should be displayed prominently in the Sub-Centre.
 10. In case un-tied fund has been exhausted in a particular financial year but fund is required for untied fund activities, it can be done with Sub-Centre AMG funds if AMG funds are available and not required for Sub-Centre AMG activities.

11. In case the Sub-Centre has unspent balances under untied funds from previous year, same can be used in the current financial year by making a plan for entire fund available at the Sub-Centre and getting it approved from the VHSC.

C). General Guidelines

- 1 Vouchers to be kept in Sub-Centre alongwith proceeding register of Village Health and Sanitation Committee.
- 2 U.C. may be sent to Block Medical Officers quarterly.
- 3 While using Untied fund and Annual Maintenance Grant funds following clarification are made :-
 - a) All Skilled / Un-skilled workers who are doing any of the work like Carpentry, painting, electrical fittings, plumbing, masonry, sanitation, labour work etc. can be engaged for these activities at a rate which are prevailing at that time in Sub-Centre area and VHSC can authorize Health Worker to do so. **Receipt of the worker will be sufficient for this purpose.** After approval of the payment by the VHSC, payment will be disbursed to the worker.
 - b) There will not be any need to call for quotations for untied fund activities / maintenance work if the VHSC approves the prevailing current rate that is being charged by the rural artisans / workers / labourers for doing a particular type of work for example plumbing, whitewash, electrical fitting etc. etc.) in that area.
 - c) It will be mandatory to present the detail yearly expenditure to the Gram Sabha.
 - d) In case a Sub-Centre wants to purchase a particular item from the open market for the Sub-Centre which costs more than Rs. 3000/- (per unit) in that case the quotations may be obtained.
- 4 Approval of VHSC will be sufficient to incur expenditure from the AMG and Untied Funds available at the HSC level.
- 5 All expenditure to be incurred at the HSC level will be decided by the VHSC as per local need and not by higher office e.g. BMO, CMO Office.

**Mission Director
National Rural Health Mission
Himachal Pradesh.**

Copy to :

1. The Private Secretary to Hon'ble Health Minister, Shimla, H.P. for information please.
2. The Principal Secretary (Health) to the Govt. of Himachal Pradesh, Shimla, H.P. for information please.
3. The Director Health Services, Shimla, H.P. for information please.
4. The Director, Social Justice and Empowerment Department, Shimla-9, H.P. for information please.
5. The Director, Rural Development and Panchayati Raj, Shimla-9, H.P. for information please.
6. The Director of Health and Safety Regulation, Shimla, H.P. for information please.
7. All Deputy Commissioners / Additional Deputy Commissioners / Additional District Magistrates for information please.
8. All the Joint Directors / Deputy Directors / State Programme Officers / Officers on Special Duty in Directorate of Health and Family Welfare, Shimla-9, H.P. for information please.
9. All the Sr. Medical Superintendents for information please.
10. The Principal, SHFWTC Parimahal, Shimla / RHFWTC Cheb, Distt. Kangra, H.P. for information please.
11. All Chief Medical Officers with the direction to circulate it to all the BMO's/MO's / Sub-Centres in the district for compliance.
12. All Block Development Officers for information please.
13. All Pradhan, Gram Panchayats for information please,
14. All VHSC Committees for information please.
15. Mr. N. R. Thakur, President, Multi-Purpose Health Services Karamchari Mahasangh, C/o. CMO Mandi, H.P.
16. Mr. Satish Shukla, Sr. Vice President, Multi-Purpose Health Services Karamchari Mahasangh, C/o. Civil Hospital Tauni Devi, Distt. Hamirpur, H.P.
17. Mr. Rajinder Thakur, General Secretary, Multi-Purpose Health Services Karamchari Mahasangh, C/o. Health Sub-Centre Boul, P.O. Khurwian, Tehsil Bangana, Distt. Una, H.P.

**Mission Director
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Himachal Pradesh.**