



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

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

Dated: Shimla-9, Sept., 2010

OFFICE ORDER

In super session of all earlier Guidelines issued from time to time regarding utilization of Untied Funds, Annual Maintenance Grant, Seed money at Primary Health Centre / Community Health Centre level and Seed Money at Civil Hospital / District Hospital / Zonal Hospital 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 Primary Health Centre / Community Health Centre Level

1. Annual Maintenance Grant (AMG)

- 1.1 As part of the National Rural Health Mission, each PHC and CHC is provided with ` 50,000/- and ` 1,00,000/- respectively as an Annual Maintenance Grant (AMG) fund to facilitate meeting urgent discrete activities that need relatively small sums of money.
- 1.2 The funds shall be kept in the RKS bank account, which will be operated as per RKS Guidelines.
- 1.3 The Executive Committee and Governing Body of the RKS by whatever name called (Governing Council, Body etc.) will approve decision on activities for which the funds are to be spent and will have the mandate to undertake and supervise the work to be undertaken from Annual Maintenance Grant.
- 1.4 Annual Maintenance Grant fund is to be utilised for maintenance and upkeep of the PHC and CHC. The list below in point 1.5 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 also be taken up depending upon the local need and requirement.

- 1.5 Suggested areas where Annual Maintenance Grant funds can be used include: -
 - 1.5.1 Minor modifications / repairs to PHC/CHC building including OT & Labour Room, Neonatal Ward, 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.
 - 1.5.2 Every kind of repair and renovation of PHC/CHC building including attached residences.
 - 1.5.3 Providing Boundary Wall / Fencing / Gate.
 - 1.5.4 Septic Tanks / Toilets (construction, repairing, cleaning etc).
 - 1.5.5 Water Storage Tanks (procuring, installing, construction, repairing, cleaning etc).
 - 1.5.6 Installing, replacement and repair of Water Supply Line.
 - 1.5.7 Whitewash / Distemper and Paints.
 - 1.5.8 Electric Installation works.
 - 1.5.9 Arrangement for Bio-Medical Waste Management (bins, pits and disinfectants etc).
 - 1.5.10 Improvement / repair of approach path to the institution.
 - 1.5.11 Landscaping, beautification of campus of Health Institution.
- 1.6 All expenditure to be incurred must be approved by the Executive Committee and Governing Body of the RKS.
- 1.7 Expenditure detail should also be displayed prominently in the PHC/CHC.
- 1.8 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 PHC/CHC Untied Funds if untied funds are available and not required for any specific untied fund activity.
- 1.9 In case the PHC/CHC has unspent balances under AMG from previous year, it can be used in current financial year by making a plan for entire

fund available at the PHC/CHC and getting it approved from the Executive Committee and Governing Board of the RKS.

- 1.10 If it is not possible to spend the available funds under AMG in a particular year, the amount will carry forward to the next financial year and will become part of next year's corpus available with RKS.

2. Untied Funds

2.1 As part of the National Rural Health Mission, each PHC and CHC is provided with ` 25,000/- and ` 50,000/- respectively as an untied fund to facilitate meeting urgent discrete activities that need relatively small sums of money.

2.2 The funds shall be kept in the RKS bank account, which will be operated as per RKS Guidelines.

2.3 The Executive Committee and Governing Body of the RKS will approve decision on activities for which the funds are to be spent.

2.4 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.

2.5 Un-tied Fund can be used for any health related activity in the PHC and CHC area except for activities mentioned in Para 2.6 below.

2.6 Untied fund shall not be used for any Full Time or Part Time employee salary, Honorarium, Incentive, Vehicle purchase, Equipments purchase, Giving any advertisements either in Print or Electronic media, Organizing Swasthya Mela.

7. Suggested areas where Untied funds may be used include:

7.1 Ad-hoc payments for cleaning up PHC and CHC, especially after childbirth where there is no sweeper or sweeper is on leave.

7.2 Transport of emergencies to appropriate referral centres.

7.3 Transport of samples during epidemics.

- 7.4 Purchase of consumables such as bandages etc. in PHC and CHC.
- 7.5 Purchase of medicines during emergency / epidemics / outbreaks.
- 7.6 Purchase of bleaching powder and disinfectants for use in common areas of PHC and CHC.
- 7.8 Labour and supplies for environmental sanitation, such as larvicidal measures for stagnant water.
- 7.9 Payment of Electricity and Water Bills which may be made from the untied fund if the funds for the same are not available under State Budget. For this purpose exclusive sanction from CMO / BMO should be obtained.
- 7.10 Provision of sitting arrangement and for examination (Chair / Benches / Durries / Table etc.) of patients, expectant mothers and children during their visit to PHC and CHC.
- 7.11 Provision of safe drinking water to patients by installing Aqua-Guard / Water Filters.
- 7.12 Provision of heating arrangement for patients during winter.
- 7.13 Provision of cooling during summer through fans.
- 7.14 Provision of sterilization of Equipments / Syringes through Kerosene oil / Heater / Single Burner Gas Stove (LPG).
- 7.15 Emergency Light, Torch, Cells, Bulbs, Soaps and other consumables etc.
- 7.16 Making / displaying 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.

7.17 Organization of Stakeholders' meetings, RKS meetings and Monthly meetings.

7.18 Repair of Furniture.

- 8 All expenditure to be incurred must be approved by the Executive Committee and Governing Body of the RKS.
- 9 Expenditure detail should be displayed prominently in the PHC and CHC.
- 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 PHC/CHC AMG funds if AMG funds are available and not required for PHC/CHC AMG activities.
- 11 In case the PHC/CHC 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 PHC/CHC and getting it approved from the Executive Committee and Governing body of the RKS.
- 12 If it is not possible to spend the available funds under Untied Funds in a particular year, the amount will carry forward to the next financial year and will become part of next year's corpus available with RKS.

3. Seed Money :

3.1 Every District / Zonal Hospital is given ` 5,00,000/- and Civil Hospital/ CHC / PHC is given ` 1,00,000/- per annum as seed money which is to be used as per the recommendation of RKS Executive Committee and Governing Body.

3.2 Suggested areas where Seed money can be used include: -

3.2.1 Minor modifications / repairs to PHC / CHC / Hospital building including OT & labour room, Neonatal ward, 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.

- 3.2.2 Every kind of repair and renovation of PHC / CHC / Hospital building including attached residences.
 - 3.2.3 Providing Boundary Wall / Fencing / Gate.
 - 3.2.4 Septic Tanks / Toilets (construction, repairing, cleaning etc).
 - 3.2.5 Water Storage Tanks (procuring, installing, construction, repairing, cleaning etc).
 - 3.2.6 Installing, replacement and repair of Water Supply Line.
 - 3.2.7 Whitewash / Distemper and Paints.
 - 3.2.8 Electric Installation works.
 - 3.2.9 Arrangement for Bio-Medical Waste Management (bins, pits and disinfectants etc).
 - 3.2.10 To meet revolving fund advance for JSY / Referral Transport / UIP.
 - 3.2.11 **On any activity that will help the RKS in augmenting its own funds/resources like investing in Laboratory, Radiology and ECG sections etc, creating Infrastructure for the purpose of income generation e.g. STD Booths, Patient's Attendants Sarai, Canteens, Chemist Shops etc.**
- 3.3 **Seed Money** shall not be used for any Full time or Part Time employee salary, Honorarium, Incentive, Vehicle purchase, Giving any advertisements either in Print or Electronic media, Organizing Swasthya Mela etc.
- 3.4 If it is not possible to spend the available funds under Seed Money in a particular year, the amount will carry forward to the next financial year and will become part of next year's corpus available with RKS.

4. General Guidelines for AMG, Untied Fund, Seed Money

- 4.1 All Vouchers relating to AMG, UF & Seed Money expenditure to be kept in PHC, CHC and Hospitals alongwith proceeding of Executive Committee and Governing Body Meetings of RKS.
- 4.2 Utilization Certificate should be sent to Block Medical Officers and Chief Medical Officers on quarterly basis before 7th of the following month.
- 4.3 While using Untied fund, Annual Maintenance Grant funds and Seed Money following clarification are made: -
 - 4.3.1 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 PHC, CHC and Hospitals areas and RKS EC & GB may authorize Member Secretary of RKS to do so. **Receipt of the worker will be sufficient for this purpose.** After approval of the payment by the RKS EC & GB, payment will be disbursed to the worker.
 - 4.3.2 There will not be any need to call for quotations for Untied Fund activities / Maintenance Work / Seed Money work if the RKS EC & GB approves the prevailing current rate that is being charged by the local artisans / workers / laborers for doing a particular type of work for example plumbing, whitewash, electrical fitting etc.) in that area.
 - 4.3.3 It will be mandatory to present the detailed half yearly expenditure to the GB of RKS.
 - 4.3.4 Purchase of goods upto monetary value not exceeding ` 3000/- (Three Thousand Rupees) only on each occasion subject to a maximum of ` 50,000/- (Fifty Thousand Rupees) in a financial year and to availability of funds may be made by without inviting quotations or bids, on the basis of a

certificate to be recorded by the authorized officer (Member Secretary of RKS Executive Committee) in the following format :-

“ I am personally satisfied that the goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price.”

4.3.5 Purchase of goods costing above ` 3,000/- (Three Thousand Rupees) only and upto ` 1,00,000/- (One Lac Rupees) only on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee (Executive Committee of RKS) subject to availability of funds. The said Committee shall survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the members of the Committee shall jointly record a certificate as under.

“ Certified that we, the following members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specifications and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question.”

4.3.6 When estimated value of the goods to be procured is upto ` 10,00,000/- limited tender system is to be adopted subject to availability of funds

4.4 Approval of RKS EC & GB will be sufficient to incur expenditure from the AMG, Untied Funds and Seed Money available at the PHC, CHC and Hospital level.

4.5 All expenditure to be incurred at the PHC, CHC and Hospital level will be decided by the RKS as per local need and not by higher office e.g. BMO, CMO Office.

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

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

Dated : - Shimla-9, Sept., 2010

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. The Nodal Officer (RKS) O/o. the Director Health Services, Shimla, H.P. for information please.
10. All the Sr. Medical Superintendents for information please.
11. The Principal, SHFWTC Parimahal, Shimla / RHFwTC Cheb, Distt. Kangra, H.P. for information please.
12. All Chief Medical Officers with the direction to circulate it to all the BMO's/MO's in the district for compliance.
13. All Sub Divisional Magistrates for information please.

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