

## **GUIDELINES FOR USE OF SUB –CENTRE (SC) FUNDS UNDER NRHM**

National Rural Health Mission envisages providing fund to each sub centre with Rs. 10,000 as an untied fund to facilitate funding for urgent yet discrete activities that need relatively small sum of money and henceforth help in strengthening the sub centre. There is also a sum of Rs. 10,000 as maintenance grant for the sub centre in Government building. It is expected that from the available fund it will be ensured that sub centre will be able to provide services with sufficient quality. Secondly, this fund can also be used to improve village level social mobilization and community level activities. This fund will be utilized after the approval from the sub centre management committee.

## **COMPOSITION OF THE SC MANAGEMENT COMMITTEE**

The committee will consist of 8 -10 members (approx).

1. Gram Panchayat President – Chairman
2. Senior ANM – Member Secretary
3. Junior ANM – Member
4. Two Gram Panchayat Member out of which one will be woman
5. All Village Gaon Budha of the Sub Centre Area
6. One Government Employee like teachers, Gazetted officer or Panchayat employees

## **ROLES AND RESPONSIBILITIES OF THE COMMITTEE**

1. The committee will utilize the fund after taking resolution in the monthly meeting and also share the information of utilization of fund with the villagers during village meeting or public dialogue organized by Village Health & Sanitation Committee.
2. It will document all the resolution taken during the meeting and will maintain a separate register for it.
3. It will review the work done by the ANM as per the Sub Centre work plan.
4. It will ensure that the ANM resides in the Sub Centre quarter and if the quarter is not available then she should stay within 2 km from the Sub Centre.
5. The committee will manage the Sub Centre fund received and expenditure incurred relating to the activities undertaken.

## **GUIDELINES FOR USE OF SUB-CENTER (SC) UNTIED FUND UNDER NRHM**

An amount of Rs.10, 000/-per SC has been released for all the SC as per district list. The fund to be kept under Joint Bank/Post Office Account in the name of Sub-Centre Management Committee to be operated jointly by the Chairman (PRI members) & the ANM (Member Secretary) of committee.

### **The committee will utilize the amount for the following purposes:**

1. As part of the National Rural Health Mission, it is proposed to provide each sub center with Rs.10, 000 as an untied fund to facilitate meeting urgent yet discrete activities that need relatively small sums of money.
2. The fund shall be kept in a joint bank account of the ANM and President of the Gaon Panchayat.
3. Untied 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.
4. Suggested areas where Untied Funds may be used include:
  - Minor modifications to sub center- curtains to ensure privacy, repair of taps, installation of bulbs, other minor repairs, which can be done at the local level.
  - Ad hoc payments for cleaning up sub center, especially after childbirth.
  - Transport of emergencies to appropriate referral centers; like transporting pregnant woman or sick child in a hospital or any person who needs urgent medical care but don't have money to avail the transport facility.
  - Transport of samples during epidemics.
  - Purchase of consumables such as bandages, Dettol, Solar Light (if required), broom for Sub Center

- Purchase of bleaching powder and disinfectants for use in common areas of the village.
  - Labour and supplies for environmental sanitation, such as clearing or larvicidal measures for stagnant water.
6. Untied funds shall not be used for any salaries, vehicle purchase, and recurring expenditures or to meet the expenses of the Gram Panchayat.

### **RECORD KEEPING**

- The committee will maintain separate registers for Untied Fund.
- A log book needs to be maintained along with the name, address and signature of the person who has availed referral transport money from untied fund.

Mission Director, NRHM  
Khanapara, Guwahati -22

**SUB-CENTRE MAINTENANCE (ONLY FOR GOVT. BUILDING): -**

An amount of Rs.10, 000/- for each SC, functioning in the Govt. building, has been released as maintenance fund.

- The maintenance fund can be utilized for maintenance of SC buildings, functioning, gardening, toilets, painting & white washing of the facility, water supply.
- Whenever required a person can be hired for cleaning the Sub Centre @ Rs. 100 per day.
- Minor repairing of hospital building as required after approval of sub centre Committee.

**RECORD KEEPING**

- The committee will maintain separate registers for Maintenance Fund.

Mission Director, NRHM  
Khanapara, Guwahati -22

## UNTIED FUND FOR SD / MPHC / 24x7 PHC / BPHC

Untied Fund Rs 25,000/- is being released for each facility

Suggested areas where Untied Fund may be used include:

- Minor modifications to the Center- curtains to ensure privacy, repair of taps, installation of bulbs, other minor repairs, which can be done at the local level
- Patient examination table, delivery table, BP apparatus, hemoglobinmeter, copper-T insertion kit, instruments tray, baby tray, weighing scales for mothers and for newborn babies, plastic/rubber sheets, dressing scissors, stethoscopes, buckets, attendance stool, mackintosh sheet
- Provision of running water supply
- Provision of electricity
- Ad hoc payments for cleaning up the Center, especially after childbirth.
- Transport of emergencies to appropriate referral centers
- Transport of samples during epidemics.
- Purchase of consumables such as bandages in the Center
- Purchase of bleaching powder and disinfectants for use in common areas under the jurisdiction of the Centre.
- Labour and supplies for environmental sanitation, such as cleaning
- Larvicidal measures for stagnant water.
- Payment/reward to ASHA for certain identified activities
- Repair/operationalizing soak pits

The following nature of expenditures **should not be incurred** out of the untied fund:

- Purchase of training-related equipments, Vehicles etc.
- Engagement of full time or part time staff and payment of honorarium / incentives / wages of any kind.
- Purchase of drugs, consumables and furniture.

- Payments towards inserting advertisements in any Newspaper / Journal / Magazine and IEC related expenditure.
- Organizing “Swasthya Mela” or giving stalls in any Mela for ostensible purpose of awareness generation of health schemes / programmes.
- Payment of incentives to individuals / groups in cash / kind.
- Meeting any recurring non-plan expenditure.
- Taking up any individual based activity except in the case of referral and transport in emergency situations.

The Centers are required to take prior approval from Hospital Management Society before implementing the schemes from the untied funds. The centre shall have to send quarterly SOE and UC to District regularly. The account is also subject to supervision of State/District Officials as on when required.

#### **MAINTENANCE FUND FOR SD /MPHC / 24x7 PHC / BPHC**

- The maintenance fund can be utilized for OPD/indoor buildings, functioning toilets, gardening, painting & white washing of the facility, water supply maintenance. The fund for maintenance is Rs. 50,000/- per facility.
- Maintenance of Generator and POL
- Contracting out of services like cleaning of campus, Hospital Wards, etc.
- Minor repairing of hospital building as required after approval of Management Society.
- Maintenance of Electrical Installations and Instruments Sterilizers, Autoclave, Replacement of Bulbs, Tubes if needed to be done on priority.
- Engagement of contractual staffs like Sweeper (1) and driver for ambulance @ Rs, 1000 pm.
- Hospital Waste Disposal System like procurement of bins, trolley etc.

The Centers are required to take prior approval from Hospital Management Society before implementing the schemes from the untied funds. The centre shall have to send quarterly

SOE and UC to District regularly. The account is also subject to supervision of State/District Officials as on when required.

### **HOSPITAL MANAGEMENT COMMITTEE (ROGI KALYAN SAMITI)**

Fund for RKS of BPHC AND 24X7 PHC @ Rs 1 lakhs is being released.

Fund for RKS of remaining PHC/SD/ SHC @ Rs 16,000/- is being released.

The fund of the RKS may be utilized for the following purposes:

1. Identifying and solving the problems faced by the patients in facility;
2. Acquiring equipment, furniture, ambulance (through purchase, donation, rental or any other means, including loans from banks) for the hospital;
3. Expanding the hospital building, in consultation with and subject to any Guidelines that may be laid down by the State Government;
4. Making arrangements for the maintenance of hospital building (including residential buildings), vehicles and equipment available with the hospital;
5. Improving boarding / lodging arrangements for the patients and their attendants;
6. Entering into partnership arrangement with the private sector (including individuals) for the improvement of support services such as cleaning services, laundry services, diagnostic facilities and ambulatory services etc.;
7. Developing / leasing out vacant land in the premises of the hospital for commercial purposes with a view to improve financial position of the Society;
8. Encouraging community participation in the maintenance and upkeep of the hospital;
9. Promoting measures for resource conservation through adoption of wards by institutions or individuals; and,
10. Adopting sustainable and environmental friendly measures for the day-to-day management of the hospital, e.g. scientific hospital waste disposal system, etc.
11. Procurement of hospital lines, drugs if not adequately supplied from State Budget.

### **UNTIED FUND FOR FRU / CHC:**

Untied Fund for FRU & for CHC Rs 50,000/- is being released.

Suggested areas where Untied Fund may be used include:

- Minor modifications to the Center- curtains to ensure privacy, repair of taps, installation of bulbs, other minor repairs, which can be done at the local level
- Patient examination table, delivery table, BP apparatus, hemoglobinometer, copper-T insertion kit, instruments tray, baby tray, weighing scales for mothers and for newborn babies, plastic/rubber sheets, dressing scissors, stethoscopes, buckets, attendance stool, mackintosh sheet
- Provision of running water supply
- Provision of electricity
- Ad hoc payments for cleaning up the Center, especially after childbirth.
- Transport of emergencies to appropriate referral centers
- Transport of samples during epidemics.
- Purchase of consumables such as bandages in the Center
- Purchase of bleaching powder and disinfectants for use in common areas
- Under the jurisdiction of the Centre.
- Labour and supplies for environmental sanitation, such as cleaning
- Larvicidal measures for stagnant water.
- Repair/operationalizing soak pits

The following nature of expenditures **should not be incurred** out of the untied fund:

- Purchase of training-related equipments, Vehicles etc.
- Engagement of full time or part time staff and payment of honorarium / incentives / wages of any kind.
- Purchase of drugs, consumables and furniture.



- Payments towards inserting advertisements in any Newspaper / Journal / Magazine and IEC related expenditure.
- Organizing “Swasthya Mela” or giving stalls in any Mela for ostensible purpose of awareness generation of health schemes / programmes.
- Meeting any recurring non-plan expenditure.
- Taking up any individual based activity except in the case of referral and transport in emergency situations.

The Centers are required to take prior approval from Hospital Management Society before implementing the schemes from the untied funds. The centre shall have to send quarterly SOE and UC to District regularly. The account is also subject to supervision of State/District Officials as on when required.

**MAINTENANCE FUND OF FRU / CHC:**

- The maintenance fund can be utilized for OPD/indoor buildings, functioning toilets, gardening, painting & white washing of the facility, water supply maintenance. An amount of Rs.1 lakh has been released per facility as maintenance fund.
- Maintenance of Generator and POL
- Contracting out of services like cleaning of campus, Hospital Wards, etc.
- Minor repairing of hospital building as required after approval of Management Society.
- Maintenance of Electrical Installations and Instruments Sterilizers, Autoclave, Replacement of Bulbs, Tubes if needed to be done on priority.
- Engagement of contractual staffs like Sweeper (2) and driver for ambulance @ Rs, 1000 pm

The Centers are required to take prior approval from Hospital Management Society before implementing the schemes from the untied funds. The centre shall have to send quarterly SOE and UC to District regularly. The account is also subject to supervision of State/District Officials as on when required.

## **HOSPITAL MANAGEMENT COMMITTEE (ROGI KALYAN SAMITI)**

Fund for RKS of FRU and CHC @ Rs 1 lakhs is being released.

The fund of the RKS may be utilized for the following purposes:

1. Identifying and solving the problems faced by the patients in facility;
2. Acquiring equipment, furniture, ambulance (through purchase, donation, rental or any other means, including loans from banks) for the hospital;
3. Expanding the hospital building, in consultation with and subject to any Guidelines that may be laid down by the State Government;
4. Making arrangements for the maintenance of hospital building (including residential buildings), vehicles and equipment available with the hospital;
5. Improving boarding / lodging arrangements for the patients and their attendants;
6. Entering into partnership arrangement with the private sector (including individuals) for the improvement of support services such as cleaning services, laundry services, diagnostic facilities and ambulatory services etc.;
7. Developing / leasing out vacant land in the premises of the hospital for commercial purposes with a view to improve financial position of the Society;
8. Encouraging community participation in the maintenance and upkeep of the hospital.
9. Purchase of drugs, consumables and furniture
10. Promoting measures for resource conservation through adoption of wards by institutions or individuals.
11. Adopting sustainable and environmental friendly measures for the day-to-day management of the hospital, e.g. scientific hospital waste disposal system, etc.
12. Procurement of hospital lines, drugs if not adequately supplied from State Budget

The Centers are required to take prior approval from Hospital Management Society before implementing the schemes from the untied funds. The centre shall have to send quarterly

SOE and UC to District regularly. The account is also subject to supervision of State/District Officials as on when required.

### **HOSPITAL MANAGEMENT COMMITTEE (RKS)**

Fund for RKS of District Hosp @ Rs 5 lakhs & for SDCH @ Rs 1 lakhs is being released.

The fund of the RKS may be utilized for the following purposes:

1. Identifying and solving the problems faced by the patients in the facility;
2. Acquiring equipment, furniture, ambulance (through purchase, donation, rental or any other means, including loans from banks) for the hospital;
3. Expanding the hospital building, in consultation with and subject to any Guidelines that may be laid down by the State Government;
4. Making arrangements for the maintenance of hospital building (including residential buildings), vehicles and equipment available with the hospital;
5. Improving boarding / lodging arrangements for the patients and their attendants;
6. Entering into partnership arrangement with the private sector (including individuals) for the improvement of support services such as cleaning services, laundry services, diagnostic facilities and ambulatory services etc.;
7. Developing / leasing out vacant land in the premises of the hospital for commercial purposes with a view to improve financial position of the Society;
8. Encouraging community participation in the maintenance and upkeep of the hospital;
9. Promoting measures for resource conservation through adoption of wards by institutions or individuals; and,
10. Adopting sustainable and environmental friendly measures for the day-to-day management of the hospital, e.g. scientific hospital waste disposal system, etc.
11. Engagement of contractual staffs like Sweeper (3) and driver for ambulance @ Rs, 1500 pm.
12. Procurement of hospital lines, drugs if not adequately supplied from State Budget.

The Centers are required to take prior approval from Hospital Management Society before implementing the schemes from the untied funds. The centre shall have to send quarterly SOE and UC to District regularly. The account is also subject to supervision of State/District Officials as on when required.