



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM

Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-781005

Website: <https://nhm.assam.gov.in> :: Phone No: 0361-2340236/39 :: Email Id: mdnrhmasm@gmail.com

No: NHM/CAH/Misc/14-15/2155/Part II/ 3684
(ECF: 68131)

Dated: 10 / 6 /2022

From: Dr. M.S. Lakshmi Priya, IAS,
Mission Director,
National Health Mission, Assam

To: The Joint Director of Health Services &
Member Secretary, District Health Society
(All Districts)

Sub: Revised guidelines for Village Health Sanitation & Nutrition Committee (VHSNCs)

Sir/ Madam,

With reference to the subject cited above this is to inform you that the existing Village Health Sanitation & Nutrition Committee guidelines have been partially revised in order to ensure effective functioning of the Committees. The revision also includes:

- Fixation of the date of VHSNC meetings, i.e. the meetings shall henceforth be conducted on the 15th of every month,
- The VHSNCs shall conduct Jan Samwad (every 6 months), where the VHSNC shall publicly share all the records and works done during the last 6 months that has led to the betterment of public health and health determinants.

Hence you are requested to implement the revised guidelines regarding VHSNCs in your respective districts.

Yours sincerely,

Enclosed: Annexure – I.

(Dr. M.S. Lakshmi Priya, IAS)
Mission Director,

National Health Mission, Assam

Date: 10 / 6 /2022

Memo No: NHM/CAH/Misc/14-15/2155/Part II/ 3682-87

Copy to:

1. The Principal Secretary (Autonomous council)/ Deputy Commissioner cum chairman, District Health Society, for kind information.
2. The Executive Director, NHM Assam, for information.
3. The OSD, NHM Assam for information.
4. The Director, Finance & Accounts, NHM Assam, for information.
5. P.S. to the Principal Secretary, Health & FW Department, Govt of Assam, for kind appraisal of the Principal Secretary, H & FW Deptt.
6. The DPMU, NHM (All Districts) for information and necessary action.

Mission Director,
National Health Mission, Assam



335^a

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ANNEXURE - I

Revised guidelines for VHSNC committees

Village Health Sanitation and Nutrition Committee (VHSNC) under NHM Assam is a community led platform to work collectively for the betterment of health and health determinants of a village. It is a committee based on the principles of local self-governance, where the community can make decisions based on their local healthcare needs. VHSNCs are also a platform to have convergence with various other line departments and to prepare and achieve positive health outcomes.

So in order to facilitate effective functioning of VHSNCs the existing guideline is modified and mentioned below:

Guidelines for conducting the VHSNC Meeting:

- The date of VHSNC meetings should be fixed on the 15th of every month. This will ensure efficient planning and better attendance of the committee members, as all the members will know the fixed date of the meeting and will keep themselves available. The DCM, BCMs ASHA Supervisors and ASHAs should ensure that the meetings are held on that particular date without fail.
- Out of the total members, at least 2/3rd members should attend the VHSNC meeting. The presence of the VHSNC President (PRI member) is a must. ASHA has to facilitate maximum attendance.
- The VHSNC meeting should preferably be held at a community hall or open space where the members as well as other persons can witness the entire process. This will ensure voluntary participation and dissemination of important information amongst others for healthy living.
- The VHSNC meeting should be conducted by following the VHSNC Handbook for Members. However, any other emerging health issues are always encouraged to be discussed
- The VHSNC **meeting minutes** should be prepared during the meeting and ASHAs should be responsible for keeping the minutes and they will get it signed from the members at the end of the meeting.
- **The VHSNC meeting minutes, cash book & statement of expenditure should be kept in the format as suggested in the VHSNC Handbook for Members. (refer annexures)**
- The District & Block officials need to attend maximum VHSNCs as per the plan prepared to ensure quality discussion in the meeting. For this Block should prepare a VHSNC meeting plan and need to visit listed VHSNCs in a phased manner.
- The State Nodal officer for the district and team also need to attend the VHSNC meeting during their District visit.
- ASHA Supervisor and BCM must attend VHSNC meeting to observe / understand and to add value added support. The findings of such meetings should be uploaded in the Swasthya Sewa Dapoon portal.



334^a

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- CHOs are to attend all VHSNC meetings fall under the SC-HWC and need to discuss issues related to overall healthcare improvement of villagers, sharing of relevant health information etc. Thus CHO can become custodian of health for the villages.
- VHSNC members need to explore / mobilize local resources so as to solve many of their listed problems or seek intervention from higher authority that requires attention.
- There should be at least **50% women members** in the committee.
- At the end of every 6 months, on the day of VHSNC meeting (i.e. 15th day of 6th month) a **Jan Samwad** should be conducted by the VHSNC committee where the committee will share all the records and works done during the last 6 months publicly and will also take guidance for better performance in coming days. The Block level personnel must attend the Jan Samwads and should add important information, direction during the samwad.

Guidelines for the VHSNC Untied fund:

NHM provides a maximum annual untied fund of Rs. 10,000/- to all the VHSNC. The main purpose of the untied fund is to use it as a catalyst for the improvement of Health Scenario at the village level. It is expected that the VHSNC should leverage funds from other source too. Every village is encouraged to contribute additional funds to the Village Health Sanitation and Nutrition Committee (VHSNC). This may be in terms of money or labour.

- The VHSNC can use these funds for any purpose aimed at improving the health scenario of the village. Nutrition, education, sanitation, environmental protection, public health measures are key areas where this fund could be utilized. However any other need based activities can also be taken up by the VHSNC after proper ratification of the proposal by the VHSNC members.
- Decision on the utilization of funds should be taken during the VHSNC meetings and should be used on the following principles:
 - The fund shall be used for activities that benefit the community and not just one or two individuals.
 - However, in some cases such as that of a destitute women or very poor household, the untied grants could be used to meet their health care needs and healthcare facilities accessible. For example, one VHSNC identified a suspected pneumonia patient who did not have money to go to the CHC for treatment. The VHSNC provided funds for her treatment at the CHC and one of the members also accompanied her and her family to the CHC for support.
 - The fund shall not be used for works or activities for which an allocation of fund is available through PRI or other departments and duplication of activities on which funds are used should be avoided. For example, the fund should not be used in activities like construction of roads or drainage system in the village as these activities are already budgeted in their respective departments like Rural development, PHED or Forest Department.
 - In special circumstances the district can give a direction or a suggestion to all VHSNC to spend on a particular activity –but even then, it should be approved first by the VHSNC.

333^e

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- VHSNCs will not be directed to give work to specific service providers for specific activities, regardless of the nature of the activity. If the VHSNC wants to engage someone for providing emergency transport, neither health department staff nor anyone else can direct it to buy the machine from any particular shop or give the contract for referral transport to any particular service provider.
- All payment from the untied grant must be done through the VHSNCs directly to the service provider. This means that no one, not even the health department staff can collect money from the VHSNC for payments to a service provider. The VHSNC should not make any payments directly.

Managing the Untied Fund:

- The management of fund is completely in the hands of VHSNC.
- The utilization of the funds has to be transparent and should involve a participatory decision-making process.
- Decision taken on expenditure should be documented in the minutes during meetings. It is to be preferably adopted as a written resolution that is read out and then incorporated into the minutes in the meeting where there was adequate quorum.
- The member secretary should be allowed to spend small amounts on necessary and urgent activities, of up to Rs. 1000, for which details of activity, bill and vouchers should be submitted in the next VHSNC meeting and a post facto approval of the committee will be taken. This is important for emergency cases.

Accounting for the Untied Village Fund:

- VHSNC has to present an account of its activities and expenditures in the Bi-annual meeting of Gram Sabha and the quarterly meeting of the Gram Panchayat in which the plan and the budget of the Gram Panchayat is discussed.
- The Annual Statement of the Expenditure, prepared by VHSNC, will be forwarded by the Gram Panchayat to the appropriate block level functionaries of NHM.
- All vouchers related to expenditures must be maintained for upto three years, by the VHSNC and should be made available to Gram Sabha, or audit or inspection team appointed by district authorities. After that the Statement of Expenditure should be maintained for 10 years.
- The VHSNC should be allowed a period of 12 months after transfer of untied funds, to spend the funds. In case of delayed fund receipts, VHSNCs need to be given six-months to spend funds beyond financial year end. When final accounts are presented unspent funds are to be regarded as unsettled advances and district will top-up funds on the unsettled advances.
- The PRI member (President) and ASHA (Member Secretary and convener) should keep monthly records of any kind of expenditure incurred and which should be only through proper VHSNC meeting decision (2/3rd of members present). The Cash book, vouchers and meeting minutes should be maintained synchronously on a monthly basis. Unless extremely necessary, withdrawal of lump amounts from the account should be avoided but should be done in smaller amounts as per need.



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Indicative list of activities that may be undertaken with the help of untied fund

The VHSNC should prepare the plan to address the health and its determinant issues in the village area. The suggestive expenditure of the annual untied fund is given below:

- As a revolving fund from which households could draw in times of need to be returned in installments thereafter.
- For any village level public health activity like cleanliness drive, sanitation drive, school health activities, ICDS, Anganwadi level activities, household surveys etc.
- In extraordinary case of a destitute women or very poor household, the village Health, Sanitation & Nutrition Committee untied grants could even be used for health care need of the poor household.
- The untied grant is a resource for community action at the local level and shall only be used for community activities that involve and benefit more than one household. Nutrition, Education & Sanitation, Environmental Protection and Public Health Measures shall be key areas where these funds could be utilized.
- Every village is free to contribute additional grant towards the Village Health Sanitation & Nutrition Committee. In village where the community contributes financial resources to the VHSNC untied grant of Rs. 10,000/-, (subject to budget provision in RoP) additional incentive and financial assistance to the village could be explored. The intention of this untied grant is to enable local action and to ensure that Public Health activities at the village level receive priority attention.
- In order to tap the malaria incidents, fund can be utilized in source reduction for the reduction of breeding of mosquitoes.
- Incidental expenses (tea, biscuits in monthly VHSNC meetings)
- Emergency transport for poor patients – where regular arrangements fall.

All the above activities are indicative only. The untied fund is provided to the VHSNC is to use for activities which will promote collective good. This fund is given to the VHSNC to use, as they deem proper. The committee has the responsibility towards the community and should utilize the fund with utmost transparency and accountability. The district/ BPHC should not place undue restrictions or give ad-hoc directions with regard to the use of untied funds.

Mission Director,
National Health Mission, Assam



ANNEXURES

Annexure 1: VHSNC Monthly Meeting Attendance Record

Village Health and Sanitation Committee, Village: _____ GP: _____

Block: _____ Meeting Date: _____ Meeting Time: _____

Meeting Chaired by: _____

Sl. No.	Name*	Hamlet/ Post	Signature

*Mention details of special invitee if any.

Annexure 1b: VHSNC Monthly Meeting Minutes Record

Agenda Item	Key discussions**	Decisions Taken	Name of individuals assigned responsibilities	Financial allocations, if any with stated details

**Specify issues in objection or support of the Agenda item.

Sign of Member Secretary:

Sign of Chairperson:

Annexure 2: Cash Book for VHSNC

- The cash book of the VHSNC is to be maintained for recording of income & expenditure of the VHSNC.
- This cash book is totally maintained by the VHSNC Member Secretary cum Convener (ASHA) with the help of AWW/ANM/Chairperson of VHSNC.
- One part (PART 1) of the cash book comprises income of the VHSNC (untied fund, donation, other source) and other part (PART 2) of the cash book comprises expenditure.

PART 1- Income Details - (To be Maintained on Left Side of the Cash Book)

Sl. No.	Opening Balance	VHSNC Untied Fund Received- Donation or Untied (Amount)	Details of Funds Received by the VHSNC-Donation or Untied - (Cheque no./Draft no./Cash)	Date of the details donation/ income (To be written red ink)	Source of donation/ income	Sign of Member Secretary

PART 2- Expenditure Details - (To be Maintained on Right Side of the Cash Book)

Sl. No.	Amount of Fund Spent by VHSNC	Details of Funds Spent by the VHSNC- (Voucher No. Bill No.)	Date of the expenditure (To be written red ink)	Activity on which funds were spent	Signature of Member Secretary

Annexure 3: VHSNC Statement of Expenditure

Sl. No.	Period of Activity (Date/Month)	Name of Activity	Purpose (including details on beneficiaries and location of activity)	Details of expenditure (rates of items, break-up of expenses)	Total expenditure on Activity
Total expenditure (All Activities)					
Total amount received					
Total unspent amount					
(a) Total amount at hand/cash					
(b) Total amount in bank					