

4. Operational Guideline for utilization of fund in Outreach camp under Tribal RCH for the Year 2021-22

Objectives:

- To reach the institutionally uncovered and underserved areas comprising of vulnerable tribal population.
- To provide quality health care services and continuum of care to the tribal areas
- Increase of antenatal coverage and immunization
- To provide primary health care services through a dedicated medical team
- Social mobilization for accepting institutional delivery
- Awareness to taken care of communicable and non-communicable diseases
- Referral service to be encouraged in the camps and ensuring follow-up.

Coverage:

- a) Geographically most inaccessible area/location
- b) Institutionally uncovered and underserved areas
- c) Vulnerable tribal population
- d) Deprived category of people from existing health care services

Operational Aspect:

- There should be monthly action plan for conducting Outreach camps that has to be submitted to the Jt, DHS for approval.
- Outreach camps to be conducted at pre identified locations
- Prior IEC to be done regarding the camp venue at least oneweek before camp through poster, banner etc. ASHA and AWW should be involved for Inter Personal Communication (IPC) for the said camp.
- IEC materials of various programmes of NHM including Umbrella programmes should be displayed in camp site.
- A dedicated technical team should provide the services. The team consist of
 1. 1 Medical Officer
 2. 2 nos ANM,
 3. 1 Pharmacist,
 4. 1 Laboratory technician,
 5. 2 MPW/ SW and
 6. 1 Grade IV
- Monthly progress reports on key deliverables along with financial achievements is to be send to the District Programme Management Unit through Block Programme Management Unit of NHM, Respective districts.

Scope of work :

- MCTS registration to be ensured for the beneficiary (Pregnant Women) comes to the camp.
- Provides Ante Natal, Post Natal check-ups, vaccination services and other RCH activities etc.

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- Emphasis on institutional delivery specially for normal delivery
 - Family planning services (including IUCD Insertion)
 - General health check-up and treatment.
 - Routine laboratory services.
 - Awareness to be generated for all National and State health programmes such as- Intensified Diarrhoea Control Fortnight/National Deworming Day/WIFS/ Vitamin-A supplementation programme/Intensified Pulse Polio Immunization etc.
 - Conduct disease surveillance.
 - Providing free drugs and consumables.
 - *(Drugs will be provided from NHM to the camps as per case load recorded of earlier sessions. Indent should be given to DDSM of respective district as per NHM format before 3 days of camp date.)

The expected Key Performance Indicator (KPI) for deliverables are as follows-

1. Tour Plan
2. Camp Attendance Register counter signed by BPM of Respective block and DPM, NHM
3. Photographs of Camp site
4. Report
5. Counselling

Sl No	Indicators	Outreach Camp	Remarks
1	Health check up	30 patient /per camp (minimum)	Indicator depend upon target population
2	Lab test conduct	15 test /camp	
3	ANC	2 per camp	
4	PNC	2 per camp	
5	Referral case	5 patient per camp	Follow up should be conducted
6	Mandatory services	OPD, ANC, PNC, Laboratory service, referral, IEC/BCC activity, Umbrella programme coverage etc.	Qualitative indicator to ensure all services

Yearly assessment of the activity will be done based on the aforesaid KPIs

Trainings:

- Orientation for Medical Officer and other Staff on programme/activity guidelines to be done at District as well Block level.
- Reorientations/ trainings for service providers on ANC, immunization, family planning services etc. along with umbrella programmes etc.

Documentation/Record keeping

- The DPMU will develop an action plan for utilization of fund following the norms and guideline given and get an approval from the District Health Society before utilizing the fund.
- All details of camp to be documented and counter signed by the Mo I/C of the Camp.
- Facts and records of services along with expenditure has to be documented as per NHM norms and should be provided as an when required for verification.

- NHM prescribed registers to be maintained for record keeping such as
 - Attendance register
 - OPD register
 - RCH register
 - High Risk Pregnancy Identification register,
 - Laboratory register
 - Drug stock and dispensing register,
 - Vehicle Log Book etc. any other register as per requirement can be maintained at camp site by I/C of the camp.
- Photographs of the camp.
- Block Programme Manager will regular monitor the activity of concerned Block PHC and submit the report to the District Programme Manager.

Reporting:

- The In-charge of the camp will be responsible to send the camp performance report counter signed and sealed by himself in the prescribed format of NHM, Assam to the Block Programme Management Unit along with a copy to District Health Society by next day of the camp. The BPMU will report the performance to the DPMU for onward submission of same to State Head Quarter.
- DPMU will send the physical and financial performance report on or before 5th of every month to the state head quarter in the FMR and physical performance reporting attached in annexure 1.

Financial Guidelines:

- Allotted fund Rs.11220/-percamp.
- Amount may be budgeted under the head "FMR Code: 2.3.1.7".
- The given fund will be utilized for conducting monthly outreach camps to fulfill the aforesaid objectives.
- The expenditure of every camp should reflect in FMR of every month.
- Submission of audited UC and SOE for every camp in monthly basis is to be ensured by DPMU of respective district to Accounts section of NHM, HQ.

Performance review

- Both physical and financial performance of each camp is to be reviewed every month at block level (BPMU) and quarterly at District level.
- Joint DHS will depute one representative from DPMU to visit a camp once in a month and one from BPMU in every camp.

Annexure 1:

Reporting format:

Guideline : Birth Waiting Home DimaHasao District

DimaHasao with more than 20% home delivery out of the total reported delivery and at the same time difficult geographical terrain Mother's waiting home is proposed so that the pregnant women of hard to reach areas like char areas can move to the hospital in advance or just before one or two days before the expected date of Delivery.

Infrastructure: Already 3 three nos of hospital quarter are available in the Civil Hospital Campus which may be utilized as birth waiting home. Additional cost for construction of waiting home is not required.

One birth waiting home may accommodate 2 PW along with one attendant each.

HR and Maintenance cost :

Sr. No	Details	Per unit cost (in Rs)	Total Number of Units	Fund required per month(in lakhs)	Total Budget for 1 year	Remarks (Justification of cost element)
1	Diet	150/- per day	12	0.54	6.48 (Lakhs)	Diet @ Rs 150/- per day for PW along with one attendant
2	Operational Cost/ Recurring cost	7000/-	12 months	0.07	0.84 (Lakhs)	Fund has been proposed for other recurring expenditure @ Rs 7000/- per month for 12 months
	HR & Maintenance Cost				7.32 (Lakhs)	

GUIDELINE : MATRI GHAR OF KarbiAnglong District 2021-22

Objective: Construction of 4 Nos. of MATRI GHAR (Birth waiting Home) for the Pregnant Women whose EDD is very close to 4 days or lesser at the nearest (FMR: 1.1.7.1)

Annexure 'A'

Annexure – A

GUIDELINE : CREATION & ESTABLISHMENT OF MATRI GHAR FOR PREGNANT WOMENS THROUGH OUTSOURCING AT VARIOUS LOCATIONS IN KARBI ANGLONG DISTRICT, ASSAM FOR THE F.Y. 2021-22

Name of proposed Matri Ghar	Items to be outsourced for per Matri Ghar	Establishment cost (in Rs.)	Cost per Month (in Rs.)	Cost per Annum (in Rs.)	Remarks
1. At Jongpha Rengma Village (Borpung, Tarapung, Borlangso) SC under Chowkikhola BPHC,	i). Rented House (6 bed capacity)/RCC Building with Dyna Roofing (Assam Type) ii). Electricity Consumption Bill	-	Rs. 15,000.00	Rs. 40,000.00 cost per month x 12 Months	Size of Rooms (2 no's)= 25 ft. x 18 ft., Toilet & Bathroom= 4 no's, Dining area (1no)= 10ft. x 14 ft., Size of Kitchen= 8 ft. x 12 ft., Waiting area= 10 ft. x 12 ft. For. 2KW load with 50% consumption=1000Watt x 16 Hrs= 15000Watt=15,00KW x 30 days=450KWH x Rs. 8 per unit=Rs.3,600.00+ Rs.200.00 Fixed Charge etc. =Rs.3800.00 per month
2. Samelangso SC under Howraghat BPHC	iii). Water supply provision	-	Rs. 5,000.00		Buying & carrying water to Matri Ghar form nearest source including labour charge etc.
3. Mohendijuwa SHC (Longnit) under Manja BPHC	iv) Diet for pregnant women's & attendants	-	Rs. 7,200.00		(2 times in a day x Rs. 150.00 cost per meal) x 4 days in a month x 6 no's of persons =Rs.7,200.00 per Hr.
4. Dhansiri MPHIC under Manja BPHC	v). Salary for Care Taker	-	Rs. 8,000.00		Purely on temporary basis
	vi). Maintenance Cost	-	Rs. 4,000.00		
	Running cost per Matri Ghar =				
	(A) For, 4 no's of Matri Ghar=		Rs. 40,000.00	Rs. 4,80,000.00	
	Procurements & installation of Furniture's i.e. Bed Mattress, Almirah, Lockers & minor wiring works etc. =	Rs. 1,00,000.00	Rs. 1,60,000.00	Rs. 19,20,000.00	
	(B) For, 4 no's of Matri Ghar=	4,00,000.00			
	Grand Total (A+B)=			=Rs. 19,20,000.00+4,00,000.00=Rs.23,20,000.00	

(Rupees Twenty Three Lakh Twenty Thousand only)