



ৰাষ্ট্ৰীয় স্বাস্থ্য অভিযান, অসম



COMMUNITY PROCESSES GUIDELINES 2018-19

ৰাষ্ট্ৰীয় স্বাস্থ্য অভিযান, অসম



104

OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 - 2340236:: Fax No. 0361 - 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NRHM/CP/CORRESPONDENCE/2126/2016-17/15248

Date: 30 / 8 / 2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

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

Sub: Community Processes Operational Guidelines 2018-19.

Sir/Madam,

With reference to the subject cited above, this is to inform you that the district wise physical and financial allocation along with operational guidelines on Community Processes, NHM, Assam for financial year 2018-19 has been prepared for implementation of the activities in the State as per approval of GoI. The district wise budget allocations against each of the activity / FMR code along with guidelines are enclosed herewith.

The district should strictly follow all the financial norms and guidelines for implementation of the approved activities. For any clarification regarding implementation of the activities the respective owner of the activity may be contacted. Regarding any changes / developments in the implementation plan, the matter will be communicated to districts.

It is also to inform not to make any change in the allocation among different FMR codes without approval of the undersigned. Owner of activity should be the one indicated in the RoP against each activity. He/ She will be responsible for the implementation of the activities and the performance (both physical & financial) should be reported every month.

You are therefore requested to circulate the Community Processes Operational Guidelines 2018-19 to all the concerned immediately for immediate & effective implementation.

Yours sincerely,

(J.V.N. Subramanyam, IAS)
Mission Director
National Health Mission, Assam

Memo No: NRHM/CP/CORRESPONDENCE/2126/2016-17/

Dated: 30 / 8 / 2018

Copy to:

15249-15255

1. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society (All Districts) for information.
2. The Executive Director, NHM, Assam, for information.
3. Director, Finance & Accounts, National Health Mission, Assam for information.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**

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

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

-
4. The SPM, NHM Assam for information.
 5. PS to Hon'ble Minister of Health & Family Welfare for kind appraisal of Hon'ble Minister of Health & Family Welfare, Govt. of Assam.
 6. PS to Principal Secretary to Govt of Assam, Health & FW Department, Dispur for kind appraisal of the Principal Secretary.
 7. DPMU NHM Assam (All Districts), for information and necessary action.


Mission Director
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

ASHA Programme Implementation Guidelines

FY 2018-19



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Contents

Sl	Chapter / Activity	Page No	FMR Code
1	ABOUT an ASHA	4	**
2	SELECTION OF NEW ASHA	6	**
3	ROUTINE INCENTIVES OF RS. 1000/- TO ASHAS	10	3.1.1.6.1
4	INDUCTION TRAINING OF REPLACED / NEWLY SELECTED ASHAS	15	3.1.2.1
5	MODULE VI & VII TRAINING OF ASHAS	24	3.1.2.2
6	PLA TRAINING FOR ASHA SUPERVISORS & ASHA TRAINERS	37	3.1.2.3
7	5 DAYS REFRESHER TRAINING OF ASHAs	51	3.1.2.3
8	NIOS CERTIFICATION OF ASHAs	62	3.1.2.4
9	REFRESHER TRAINING OF ASHA SUPERVISORS	84	3.1.2.7
10	ASHA CONVENTION	94	3.1.3.3
11	HEALTH & WELLNESS CENTER MONITORING BY VHSNC MEMBERS	100	3.2.4.2
12	ROGI KALYAN SAMITI TRAINING	107	3.2.4.5
13	VILLAGE BASED INITIATIVE TO SYNERGIZE HEALTH WATER AND SANITATION (VISHWAS)	113	3.3.2
14	VHSNC UNTIED FUND	119	4.1.6
15	PRINTING OF ASHA MASTER CLAIM FORM	128	12.7.2
16	COMBINED TRAINING OF ASHAs IN RBSK BIRTH DEFECT IDENTIFICATION & FP-LMIS	131	3.1.2.5 & 3.1.2.6
17	MOBILITY SUPPORT FOR DCM & MONTHLY REVIEW MEETING OF ASHA SUPERVISORS	138	16.3



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

About Accredited Social Health Activist (ASHA)

One of the key components of the National Health Mission is to provide every village in the country with a trained female community health activist ASHA or Accredited Social Health Activist. Selected from the village itself and accountable to it, the ASHA will be trained to work as an interface between the community and the public health system.

"Strengthening the level of demand generation by the community from the perspective of health and sanitation solely depends on the expertise of the ASHA who is a voluntary worker chosen by the community."

Presently the state of Assam has the opportunity to boast on 30619 huge and dedicated workforce of ASHAs who are serving the community in terms of any health attention sought by the community. They are serving as a bridge between the community and health care service providers. The community also consider the ASHAs as the first and reliable port of call when there is any issue related to health arises. The ASHAs are mainly involved in facilitating the delivery process of a pregnant women right from the onset; they are keen to take care of the pregnant women by ensuring the full ante natal care services, they are also concerned about the completion of the immunization process of a child, they also have a strong desire to facilitate the family planning services etc.

Support structure:

Further to support the ASHAs both morally and technically in their assigned work the State has strength of 2877 nos. of ASHA Supervisors. Each ASHA Supervisor is supporting a team of 10-12 nos. of ASHAs and providing supportive supervision to achieve the targeted goals.

At the BPHC level there is Block Community Mobilizers who are positioned to support the ASHAs and ASHA Supervisors.

At District level District Community Mobilizers are placed who are responsible for guiding the BCMs, ASHA Supervisors and ASHAs. The State has strength of 27nos. of DCMs who are placed in all the 27 districts.

At State level there is community process cell that is responsible for implementation of the approved activities by the GoI. The cell is also involved in formulating the strategy against each task and rolling out of the same.



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Training:

To strengthen the capacities of the ASHAs, they have been trained under Module 1 to 5 for 23 days, round 1 to 4 of Module 6th and 7th for 20 days. The newly selected ASHAs have undergone induction training for 8 days prior to 20 days of round 1 to 4 of Module 6th and 7th. Through the contents of the training the confidence level of the ASHAs have boost up as they have gained subject wise knowledge and different skills to tackle the health related issues.

Pattern of ASHA incentive and payment mechanism:

As the ASHAs are the voluntary workers, they are entitled for different incentives against the particular task accomplished by her. At present there are 55 categories of activities assigned to them for which they are eligible to claim the incentive provided they complete the activity. Further there is also provision for claiming of routine 1000/- incentive per month against 8 nos. of activities. The State has developed a hand book of ASHA incentive manual mentioning the name and entitled amount for each of the 55 activities and the handbook has been shared with each of the ASHAs for their understanding. The State has also developed a ASHA online payment software through which all the incentives are paid to ASHAs through PFMS. For claiming of ASHA incentive they use the master claim form where all the 55 category of ASHA incentive has been mentioned.



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

SELECTION OF NEW ASHAs



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**

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

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

The Joint Director of Health Services &
Member Secretary , District Health Society
(Baksa, Barpeta, Bongaigaon, Chirang, Darrang, Dhubri, Goalpara, Kamrup Rural,
Karimganj, Kokrajhar, Morigaon, Nalbari, & Udalguri)

Sub: Selection of New ASHAs.

Sir/Madam,

With reference to the subject cited above, this is to inform you that as per RoP 2018-19 approval received & requirement, new ASHAs are being approved for your districts. Therefore you are requested to fill in the ASHAs in your districts as per ASHA selection guidelines and break-up annexed. The process once completed may be intimated with details to the undersigned.

Yours sincerely,

Enclosure: As stated above.

Sd/-
(J.V.N. Subramanyam, IAS)
Mission Director
National Health Mission, Assam
Dated: 30/8/2018

Memo No: NHM/CP/CORRESPONDENCE/2126

Copy to:

1. PS to Hon'ble Minister of Health & Family Welfare for kind appraisal of Hon'ble Minister of Health & Family Welfare, Govt. of Assam.
2. Principal Secretary (Autonomous council)/ Deputy Commissioner cum chairman, DHS, (Baksa, Barpeta, Bongaigaon, Chirang, Darrang, Dhubri, Goalpara, Kamrup Rural, Karimganj, Kokrajhar, Morigaon, Nalbari, & Udalguri) for kind information.
3. Executive Director, NHM, Assam, for information.
4. The Director, Finance & Accounts, NHM, Assam, for information
5. The District Programme Manager/ District Accounts Manager/ District Community Mobilizer, (Baksa, Barpeta, Bongaigaon, Chirang, Darrang, Dhubri, Goalpara, Kamrup Rural, Karimganj, Kokrajhar, Morigaon, Nalbari, & Udalguri) for information and necessary action.

Sd/-
Mission Director
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure – I

District Wise Allocation of New ASHAs		
Sl No	District	Allocation of New ASHAs
1	Baksa	15
2	Barpeta	45
3	Bongaigaon	10
4	Chirang	8
5	Darrang	14
6	Dhubri	75
7	Goalpara	10
8	Kamrup Rural	7
9	Karimganj	10
10	Kokrajhar	50
11	Morigaon	8
12	Nalbari	29
13	Udalguri	20
Total		301

Sd/-

Mission Director
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure – II

GUIDELINES FOR SELECTION OF NEW ASHA

As we all aware that the ASHA is the first port of call for any health related demands for the unreached living in the community, therefore keeping that in mind a well defined process should be adopted for selecting the right ASHA who will be responsive to the community whole heartedly. The following key points have to be followed while selecting an ASHA.

Selection Criteria:

- Emphasis will always be given on 1 ASHA per 1000 population. However in difficult, hilly and tribal belts the ratio may be relaxed depending on the habitation.
- The ASHA selected should be a woman resident of the concerned village in the age category of 25 to 45 years who should be a married /widow/divorced woman.
- She should have minimum education qualification up to 8th class , should have a very strong communication skill, leadership quality and willingness to reach to the community .The education criterion may be relaxed only if no suitable candidate is found.

Selection Process:

- The District health Society will designate a District Nodal Officer (ASHA Nodal Officer), who will ensure selection as per guideline.
- The district Nodal Officer should establish proper linkage with the NGOs and other departments for facilitating the selection.
- The District Health Society would also designate a Block Nodal Officer (preferably SDM &HO or 2nd MO of the Block who will be held responsible for facilitating the selection process.
- The District Nodal Officer will brief the Block Nodal Officer and ASHA Supervisor on the selection criteria and importance of proper selection.
- ASHA Supervisor will conduct focussed group discussion (FGD) with the community. In each FGD importance of selecting woman with interest in social work should be emphasised. ASHA Supervisor will visit same village three times to cover majority of population with focus on under privileged group, SC and ST population. After discussion they select name of three women and will hand over to Gram Sabha under signature of Block Nodal Officer.
- Subsequently meeting of the Gram Sabha should be covered to select one out of the three shortlisted names. The minutes of the approval process in Gram Sabha should be recorded. The name of the selected ASHA will be forward the same to District Nodal Officer. The District Nodal Officer will forward the same to the undersigned.

Sd/-

Mission Director
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

ROUTINE INCENTIVES OF RS. 1000/- TO ASHAS

FMR: 3.1.1.6.1



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

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

Sub: Monthly Routine Incentives to ASHAs.

Sir/Madam,

With reference to the subject cited above, this is to inform you that an ASHA receive a monthly routine incentive of Rs.1000/- per month on fulfillment of a set of activities (*annex-I*).

Therefore, you are requested to pay the ASHAs the monthly routine incentive based on actual claim submitted and also after proper verification of master claim forms and essential supporting documents. The details for payment of the monthly routine incentive of Rs.1000/- per month to ASHAs is annexed.

Note: Expenditure is to be incurred under FMR Codes: 3.1.1.6.1 (RoP 2018-19)

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

No: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. The Executive Director, National Health Mission, for information.
2. The Deputy Commissioner cum Chairman District Health Society for information. (All Districts)
3. The Director, Finance & Accounts, National Health Mission, for information.
4. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
5. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (All Districts) for information & necessary action.

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annex-I: District wise breakup for Routine Incentives for ASHA:

Sl	District	APPROVED		
		No of ASHA	District wise Allocation as per approved ASHA @1000 per ASHA for 12 Months	In Lakh
1	Baksa	935	11220000	112.20
2	Barpeta	1507	18084000	180.84
3	Bongaigaon	690	8280000	82.80
4	Cachar	1745	20940000	209.40
5	Chirang	717	8604000	86.04
6	Darrang	964	11568000	115.68
7	Dhemaji	746	8952000	89.52
8	Dhubri	1836	22032000	220.32
9	Dibrugarh	1218	14616000	146.16
10	Dima Hasao	238	2856000	28.56
11	Goalpara	1015	12180000	121.80
12	Golaghat	1030	12360000	123.60
13	Hailakandi	689	8268000	82.68
14	Jorhat	1210	14520000	145.20
15	Kamrup Metro	211	2532000	25.32
16	Kamrup Rural	1737	20844000	208.44
17	Karbi Anglong	1097	13164000	131.64
18	Karimganj	1193	14316000	143.16
19	Kokrajhar	1309	15708000	157.08
20	Lakhimpur	1036	12432000	124.32
21	Morigaon	911	10932000	109.32
22	Nagaon	2376	28512000	285.12
23	Nalbari	753	9036000	90.36
24	Sivasagar	1206	14472000	144.72
25	Sonitpur	1859	22308000	223.08
26	Tinsukia	1346	16152000	161.52
27	Udalguri	1045	12540000	125.40
Total:		30,619	367,428,000	3,674.28

Sd/-
Mission Director
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Guideline for payment of incentives for routine activities of ASHA:

FMR Code	Sl No	Activity	Rate of Incentive
B1.1.3.6.1	1	Mobilizing and attending Village Health and Nutrition Day	Rs 200/-
	2	Convening and guiding monthly Village Health Sanitation and Nutrition meeting	Rs 150/-
	3	Attending PHC Review Meeting	Rs 150/-
		a) Line listing of household done at beginning of the year and updated after every six months	Rs 500/- (Rs100x5)
		b) Maintaining village health register and supporting universal registration of births and deaths	
		c) Preparation of due list of children to be immunized updated on monthly basis	
		d) Preparation of list of ANC beneficiaries to be updated on monthly basis	
		e) Preparation of list of eligible couples updated on monthly basis	

For activity no 1: The ASHA will organize the VHND on the due date in her area. She will ensure proper cleanliness of the AWC before the scheduled date of the VHND. She will also prepare the due list of beneficiaries and ensure participation of the same on the day of VHND.

The ASHA Supervisor will ensure the proper arrangement of the VHND by the concerned ASHA and she will also verify the due list prepared by ASHA in coordination with the ANM and ensure participation during the day of VHND. She will certify in the prescribed format and forward it to the PHC accountant for payment. The amount should be transferred to the ASHA's account on the same day.

For activity no 2: The ASHA will fix the date of VHSNC meeting every month in consultation with the PRI member. She will prepare the agenda of the meeting on the basis of the need of the village. She will ensure the participation of the PRI member along with other members of the committee. The minutes and attendance sheet of the meeting convened should be maintained by the ASHA. The ASHA Supervisor will verify the minute and attendance sheet of the meeting and certify in the prescribed format and forward it to the PHC accountant for payment. The amount should be transferred to the ASHA's account on the same day.

For activity no 3: The ASHA should attend monthly meeting along with Dairy and HBNC Module. The ASHA Supervisor will maintain the attendance sheet and certify in the prescribed format and forward it to the PHC accountant for payment. The amount should be transferred to the ASHA's account on the same day.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

For activity no 4:

- a) The ASHA will maintain the linelisting in the dairy provided to her. The ASHA Supervisor will verify the line listing done by her concerned ASHAs and ensure the same in coordination with the ANM and PRI member. After verification she will certify the same in the prescribed format and forward it to PHC accountant for payment.
- b) The ASHA will maintain the village health register on monthly basis and ensure registration of each case of birth and death. The ASHA Supervisor will verify the village health registers of her concerned ASHAs and ensure the same in coordination with the ANM and PRI member. She will also ensure the registration of birth and death case reported by ASHA. After verification she will certify the same in the prescribed format and forward it to PHC accountant for payment.
- c) The ASHA will prepare the due list of children up to 16 years of age and record it on monthly basis. The due list needs to be presented during VHND and ensure the vaccination as per the due list. The ASHA Supervisor will verify the due list prepared by her concerned ASHAs in coordination with the ANM. After verification she will certify the same in the prescribed format and forward it to PHC accountant for payment.
- d) The ASHA will prepare the list of beneficiaries (pregnant women) for the ANC to be provided. During VHND she will ensure that the due ANCs are provided and will also follow up of the missed ANCs so that it can be provided at SC. The ASHA Supervisor will verify the list of beneficiaries (pregnant women) prepared by her concerned ASHAs in coordination with the ANM. After verification she will certify the same in the prescribed format and forward it to PHC accountant for payment.
- e) The ASHA will prepare the list of eligible couple in her village. It also needs to be ensured that the list is updated every month. The ASHA Supervisor will verify the list of eligible couple prepared by her concerned ASHAs in coordination with the ANM and PRI member. After verification she will certify the same in the prescribed format and forward it to PHC accountant for payment.

Financial:

- a) On receipt of the claims form from ASHA supervisor the PHC account BAM will verify the same and the payment shall be made by DBT.
- b) Separate register to be maintained for the purpose and all financial guidelines to be follow.

The expenditure shall be booked under FMR Code: **3.1.1.6.1 RoP 2018-19**

**Sd/-
Mission Director,
NHM Assam**



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

INDUCTION TRAINING OF REPLACED / NEWLY
SELECTED ASHAS

FMR CODE: 3.1.2.1



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**

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

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date:30/8/2018

From

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

The Joint Director of Health Services &
Member Secretary , District Health Society
(Baksa, Barpeta, Bongaigaon, Cachar, Chirang, Darrang, Dhubri, Dibrugarh,
Goalpara, Hailakandi, Kamrup Metro, Kamrup Rural, Karbi Anglong, Karimganj,
Kokrajhar, Lakhimpur, Morigaon, Nalbari, Sivasagar, Tinsukia & Udalguri)

Sub: Induction module training for replaced/newly selected ASHAs.

Sir/Madam,

With reference to the subject cited above, this is to inform you that few ASHAs are newly selected/replaced under your district. These new/replaced ASHAs needs to be trained on a 8 days induction module training to develop their required skills.

Therefore, you are requested to conduct the training at the earliest as per guidelines. Detail budget break-up, guidelines & agenda are annexed. Further, you are also requested to prepare a training calendar for the same and communicate to the undersigned for information.

Note: Expenditure is to be incurred under FMR code: 3.1.2.1 , RoP 2018-19

Yours sincerely,

Enclosure: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director

National Health Mission, Assam

Dated: 30/8/2018

Memo No: NHM/CP/CORRESPONDENCE/2126

Copy to:

1. PS to Hon'ble Minister of Health & Family Welfare for kind appraisal of Hon'ble Minister of Health & Family Welfare, Govt. of Assam.
2. Principal Secretary (Autonomous council)/ Deputy Commissioner cum chairman, DHS, (Baksa, Barpeta, Bongaigaon, Cachar, Chirang, Darrang, Dhubri, Dibrugarh, Goalpara, Hailakandi, Kamrup Metro, Kamrup Rural, Karbi Anglong, Karimganj, Kokrajhar, Lakhimpur, Morigaon, Nalbari, Sivasagar, Tinsukia & Udalguri) for kind information.
3. Executive Director, NHM, Assam, for information.
4. The Director, Finance & Accounts, NHM, Assam, for information
5. The District Programme Manager/ District Accounts Manager/ District Community Mobilizer, (Baksa, Barpeta, Bongaigaon, Cachar, Chirang, Darrang, Dhubri, Dibrugarh, Goalpara, Hailakandi, Kamrup Metro, Kamrup Rural, Karbi Anglong, Karimganj, Kokrajhar, Lakhimpur, Morigaon, Nalbari, Sivasagar, Tinsukia & Udalguri)for information and necessary action.

Sd/-

Mission Director

National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure – I

District wise budget breakup:

Induction Training District wise Breakup FMR: 3.1.2.1						
Sl. No.	District	New ASHA	Replace ASHA	Induction Training	Cost @ Rs. 4368 per participant	In Lakh
1	Baksa	15	5	20	87,367	0.87
2	Barpeta	45	-	45	196,575	1.97
3	Bongaigaon	10	-	10	43,683	0.44
4	Cachar	-	14	14	61,157	0.61
5	Chirang	8	3	11	48,052	0.48
6	Darrang	14	-	14	61,157	0.61
7	Dhubri	75	5	80	349,466	3.49
8	Dibrugarh	-	2	2	8,737	0.09
9	Goalpara	10	8	18	78,630	0.79
10	Hailakandi	-	1	1	4,368	0.04
11	Kamrup Metro	-	7	7	30,578	0.31
12	Kamrup Rural	7	2	9	39,315	0.39
13	Karbi Anglong	-	5	5	21,842	0.22
14	Karimganj	10	39	49	214,048	2.14
15	Kokrajhar	50	-	50	218,417	2.18
16	Lakhimpur	-	2	2	8,737	0.09
17	Morigaon	8	16	24	104,840	1.05
18	Nalbari	29	-	29	126,682	1.27
19	Sivasagar	-	4	4	17,473	0.17
20	Tinsukia	-	39	39	170,365	1.70
21	Udalguri	20	6	26	113,577	1.14
Total		301	158	459	2,005,063	20.05

Sd/-
Mission Director
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure – I

Model Budget Breakup for Induction training:

Budget Breakup Induction Training FMR Code: 3.1.2.1					
Budget Detail: Budget Details for ASHA 8 days Induction Module Training for 459 new and replaced ASHAs					
SI No	Component	Unit cost (inRs.)	Unit	Duration	Total Amount (inRs.)
1	TA to participants (subject to actual)	200	30	2	12000
2	DA to participants	100	30	8	24000
5	Accommodation for the participants including(L/F)	200	33	8	52800
6	Training material (Folder, pen, pad, highlighter etc)	50	33	1	1650
7	Foods (Breakfast, Working lunch, snacks &tea)	150	33	8	39600
8	Venue charge(If Needed)	1000	1	1	1000
Total for 1 batch (30 participants)					131050
Per Participant Cost					4368.33
Total amount for Induction training of 459 participants					2005065

Sd/-
Mission Director
NHM Assam



Annexure –II

Guidelines for conducting training on ASHA Induction Module for newly selected ASHAs

1. The participants of the training on “ASHA Induction Module” will be the newly selected ASHAs.
2. The contents of ASHA induction module will be covered in 8 days. The topics that have to be covered during the training are provided in agenda. (Annexure-I)
3. The training has to be residential and may be conducted at the BPHC/District level depending on the number of trainees (ASHAs).
4. Except for emergency situations no trainees will be allowed to stay outside during the training period. In emergency situations permission of leave have to be availed through the training in charge.
5. Only the district trainers of ASHA Induction module will impart the training to the new ASHAs.
6. The expenditure to be incurred as per NHM norms and within the limit of budget provision.
7. No honorarium will be allowed to any in house officials.
8. The activities which needs to be ensured before conducting the training, during the training and after the training are as below:

A) Before the training:

- I. Conduct a discussion with all the district trainers for effective rolling out of the training.
- II. Inform the ASHAs and resource persons about the date and venue of the training in advance
- III. Ensure the availability of ASHA induction module for all the participants and resource persons.
- IV. Ensure the availability of other training materials (training bag, pen, pencil, sharpener, eraser, art paper, sketch pen, markers, projector etc) as per the number of trainees.
- V. Ensure the availability of agenda and distribute among the trainees and resource persons.
- VI. Ensure proper sitting arrangements for the trainees in such a way so that while writing notes or exams they (the trainees) do not find it difficult.
- VII. Make arrangement for emergency medical services
- VIII. Make a plan of arrival and departure of the trainees and resource persons and also make necessary arrangement of their payments (TA/DA/RP Honorarium as per norms)

B) During the training:

- I. Provide the training schedule to each participant and resource persons and it should be ensured that the training should be started as per the stipulated time mentioned in the training schedule.
- II. Ensure that the attendance of the trainees is recorded
- III. It should be ensured that all the training materials are ready before starting the training.
- IV. Start the day with a prayer followed by recap of the previous day.
- V. The topics mentioned in the training schedule should be properly followed by the trainers.
- VI. The training should be conducted as per the training methods (role play, group discussion, lecture method etc) required depending on the topic that is going to be covered
- VII. While conducting the training the trainers should emphasize on adult learning method for more effective learning.
- VIII. For active participation of the trainees the trainers should focus on more question-answer session so that the group is engaged.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

-
- IX. Necessary Xerox materials should be provided to each trainee by the authority as per request of the trainers.
 - X. Entertainments like songs, recitation etc should be carried out among the participants for refreshing up their sessions.
 - XI. Evaluation should be conducted for the trainees to measure the depth of knowledge and skills acquired during the sessions learnt.

C) After the training:

- I. ASHAs should be allowed to go to the field and should be supported by the trainers of ASHA induction module (DCM, BCM, ASHA Supervisors etc) as well as who was present during the training (BPM, HE, BEE, LHV etc)
- II. On job support should be provided especially by the ASHA Supervisors and BCMs so that their confidence level is raised while interacting with the beneficiaries and necessary improvements can be made.
- III. While conducting VHND, VHSNC meeting etc they should be supported by the ASHA Supervisors and BCMs so that they are able to establish a good rapport with the community and other stake holders
- IV. They should be involved in the ASHA monthly meeting that is conducted in the PHC level as well as at the SC level and should be given enough space to raise their concerns and doubts and it should be ensured that their issues are addressed with utmost respect.

9. Documentation of the training:

- I. Attendance register should be maintained on daily basis. There should be provision of pre-lunch and post-lunch attendance of the trainees as well as the trainers.
- II. Group photographs of the training batch along with the banner should be taken. Each training activity inside or outside the training venue should be captured. If any role plays, group discussions are conducted during the training it should also be photographed and shared with the district as well as with the state.
- III. A summary report of the training under the signature of Jt. DHS/SDM & HO should be sent to state/district within 15 days of completion of training.
- IV. A training in-charge should be designated for ensuring the quality of the training and documentation of the training

10. Monitoring and supportive supervision:

- I. A district/block level monitoring committee should be constituted under the chairmanship of Jt DHS/SDM & HO for effective monitoring of the training thereby ensuring the quality of training

Note:

- ✚ The training guideline has to be followed strictly. Violation of the training guideline will lead to disciplinary action.
- ✚ Those who have undergone state level ToT on ASHA Induction Module will only conduct the ASHA training.

Sd/-

**Mission Director
NHM, Assam**



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure- III:

Agenda for 8 Days Induction Training:

Agenda for 8 days ASHA Induction Module

Day 1		
Time	Topics	Facilator
10.00 a.m. -11.00 a.m.	Welcome	
	Introduction/ Knowing Self	
11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -12.15 p.m.	Being an ASHA/ Activities of an ASHA	
12.15 a.m. -1.30 p.m.	Value system in Society and Role of ASHA	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -3.30 p.m.	Mechnism of ASHA Support and supervision	
3.30 p.m. -3.45 p.m.	Tea	
3.45 p.m. -5.00 p.m.	Adult Learning & Participatory Training	
Day 2		
9.30 a.m. -9.45 a.m.	Recap	
9.45 a.m. -11.00 a.m.	VHND & VHSNC - how to conduct meeting and role of ASHA	
11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -12.30 a.m.	Healthy Community & Understanding Health Rights	
12.30 p.m. -1.30 p.m.	Leadership Skill	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -3.30 p.m.	Communication skill	
3.30 p.m. -3.45 p.m.	Tea	
3.45 p.m. -5.00 p.m.	Decision Making skill	
Day 3		
9.30 a.m. -9.45 a.m.	Recap	
9.45 a.m. -11.00 a.m.	Negotiation Skill	
11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -12.30 a.m.	Coordination Skills	
12.30 p.m. -1.30 p.m.	Knowing anout Health , Hygiene and Illness	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -3.30 p.m.	Role of ASHA in common Health Problem	
3.30 p.m. -3.45 p.m.	Tea	
3.45 p.m. -5.00 p.m.	TB and role of ASHA	
Day 4		
9.30 a.m. -9.45 a.m.	Recap	
9.45 a.m. -11.00 a.m.	Malaria and role of ASHA	



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -1.30 p.m.	Maternal Health and role of ASHA	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -4.00 p.m.	Newborn Health and role of ASHA	
4.00 pm-5.00 p.m	Evaluation	
Day 5		
9.30 a.m. -9.45 a.m.	Recap	
9.45 a.m. -11.00 a.m.	Malnutrition Management - Role of ASHA	
11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -12.30 a.m.	Malnutrition Management - Role of ASHA	
12.30 p.m. -1.30 p.m.	Immunization and role of ASHA	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -3.30 p.m.	Assessment of Malnutrition - Plotting and Practice of Growth Monitoring Chart	
3.30 p.m. -3.45 p.m.	Tea	
3.45 p.m. -5.00 p.m.	Assessment of Malnutrition - Plotting and Practice of Growth Monitoring Chart	
Day 6		
9.30 a.m. -9.45 a.m.	Recap	
9.45 a.m. -11.00 a.m.	Common Child hood illness and role of ASHA	
11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -12.30 a.m.	Demonstration of hand washing technique and practice	
12.30 p.m. -1.30 p.m.	Demonstration of ORS preparation and practice	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -3.30 p.m.	Adolscent Health - Role of ASHA	
3.30 p.m. -3.45 p.m.	Tea	
3.45 p.m. -5.00 p.m.	Adolscent Health - Role of ASHA	
Day 7		
9.30 a.m. -9.45 a.m.	Recap	
9.45 a.m. -11.00 a.m.	RTI/STI and Role of ASHA	
11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -12.30 a.m.	RTI/STI and Role of ASHA	
12.30 p.m. -1.30 p.m.	HIV-AIDS and Role of ASHA	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -3.30 p.m.	ASHA drug Kit and process of refilling	
3.30 p.m. -3.45 p.m.	Tea	
3.45 p.m. -5.00 p.m.	How to conduct ASHA monthly meeting at PHC and SC level	
Day 8		
9.30 a.m. -9.45 a.m.	Recap	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

9.45 a.m. -11.00 a.m.	Preventing unwanted pregnancies - Role of ASHA	
11.00 a.m. -11.15 a.m.	Tea	
11.15 a.m. -12.30 a.m.	Method of Family Planning	
12.30 p.m. -1.30 p.m.	Safe abortion	
1.30 p.m. -2.15 p.m.	Lunch	
2.15 p.m. -2.45 p.m.	Discussion on ASHA incentive	
2.45 p.m. -4.15 p.m.	Final Evaluation	
4.15 p.m. -4.30 p.m.	Planning to work in field and valedictory (Tea to be served in between)	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

MODULE VI & VII TRAINING OF ASHAS

FMR: 3.1.2.2



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

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

Sub: 1st, 2nd & 3rd Round training of Module 6th & 7th for replaced/newly selected for Rural ASHAs.

Sir/Madam,

With reference to the subject cited above, this is to inform you that ASHA Module 6th & 7th has to be completed in 20 (5+5+5+5) days spread over 4 rounds. 8 days Induction module training of ASHAs has been completed in your district and newly selected ASHAs are utilizing their skills and knowledge learned during these training. To further develop their skills they need to be trained in Module 6th & 7th.

Therefore you are requested to conduct the 1st round, 2nd round & 3rd round of ASHA Module 6th & 7th training at the earliest. Details, guidelines and budget break-up are annexed. You are also requested to prepare a training calendar and communicate to be undersigned.

Note: Expenditure is to be incurred under FMR Code: 3.1.2.2 (ROP 2018-19)

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

Memo no: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society _____ (All Districts) for information.
2. The Executive Director, National Health Mission, for information.
3. The Director Health Services, Assam, for information.
4. The Director, Finance & Accounts, National Health Mission, for information.
5. The Programme Officers, SPMU, National Health Mission, for information.
6. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
7. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (All district) for information & necessary action

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
 Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
 Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I

District Wise Budget Breakup:

6th & 7th module Training Round 1,2 & 3										
Module 6 & 7 Round 1,2 & 3								Total Participants for Round 1,2 & 3		
Sl. No.	District	Round 1 Participants	Cost @ Rs. 2928 per participant	Round 2 Participants	Cost @ Rs. 2928 per participant	Round 3 Participants	Cost @ Rs. 2928 per participant	Total Participants for Round 1,2 & 3	Cost Total Participants for Round 1, 2 & 3	In Lakh
1	Baksa	20	58,560	20	58,560	20	58560	60	175,680	1.76
2	Barpeta	45	131,760	45	131,760	122	357216	212	620,736	6.21
3	Bongaigaon	10	29,280	10	29,280	44	128832	64	187,392	1.87
4	Cachar	31	90,768	31	90,768	31	90768	93	272,304	2.72
5	Chirang	20	58,560	20	58,560	20	58560	60	175,680	1.76
6	Darrang	14	40,992	14	40,992	28	81984	56	163,968	1.64
7	Dhemaji	9	26,352	9	26,352	70	204960	88	257,664	2.58
8	Dhubri	100	292,800	100	292,800	155	453840	355	1,039,440	10.39
9	Dibrugarh	2	5,856	2	5,856	13	38064	17	49,776	0.50
10	Dima Hasao	7	20,496	7	20,496	7	20496	21	61,488	0.61
11	Goalpara	18	52,704	18	52,704	18	52704	54	158,112	1.58
12	Golaghat	10	29,280	10	29,280	10	29280	30	87,840	0.88
13	Hailakandi	1	2,928	2	5,856	12	35136	15	43,920	0.44
14	Jorhat	106	310,368	106	310,368	426	1247328	638	1,868,064	18.68
15	Kamrup Metro	37	108,336	37	108,336	71	207888	145	424,560	4.25
16	Kamrup Rural	27	79,056	80	234,240	94	275232	201	588,528	5.89
17	Karbi Anglong	5	14,640	5	14,640	5	14640	15	43,920	0.44
18	Karimganj	49	143,472	49	143,472	88	257664	186	544,608	5.45
19	Kokrajhar	170	497,760	170	497,760	170	497760	510	1,493,280	14.93



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

20	Lakhimpur	2	5,856	2	5,856	33	96624	37	108,336	1.08
21	Morigaon	24	70,272	24	70,272	41	120048	89	260,592	2.61
22	Nagaon	60	175,680	598	1,750,944	598	1750944	1,256	3,677,568	36.78
23	Nalbari	29	84,912	29	84,912	51	149328	109	319,152	3.19
24	Sivasagar	4	11,712	4	11,712	34	99552	42	122,976	1.23
25	Sonitpur	35	102,480	35	102,480	52	152256	122	357,216	3.57
26	Tinsukia	39	114,192	39	114,192	39	114192	117	342,576	3.43
27	Udalguri	48	140,544	48	140,544	149	436272	245	717,360	7.17
Total		922	2,699,616	1,514	4,432,992	2401	7030128	4,837	14,162,736	141.63

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I

Model Budget Breakup:

Budget details for ASHA Module 6th& 7th Round 1,2 & 3 FMR: 3.1.2.2					
Sl No	Component	Unit cost	Unit	Duration	Total Amount
		(in Rs.)			(in Rs.)
1	TA to participants (subject to actual)	200	30	2	12000
2	DA to Participants	100	30	5	15000
3	Honorarium for Resource Persons	300	3	5	4500
4	Accommodation for the participants including(L/F)	150	33	5	24750
5	Training Material (Bag, Pad, Pen, Pencil, Highlighter etc.)	50	37	1	1850
6	Working lunch, snacks and Tea	150	33	5	24750
8	Venue hiring Charge	1000	1	5	5000
Total amount for one batch (in Rs.)					87850
Per participant Cost					2928.33
Total Participants for Round 1= 922					2699923.333
Total Participants for Round 2= 1514					4433496.667
Total Participants for Round 3= 2401					7030928.333
Total Cost of Round 1,2 & 3					14164348.33
In Lakh					141.64

Sd/-
Mission Director
NHM, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure- II:

Guidelines for conducting 1st round, 2nd round and 3rd round of ASHA Module 6th & 7th Training for newly selected/ replaced ASHAs

1. The contents of the ASHA training module 6th & 7th will be covered in four rounds over 20 days (5+5+5+5). Topics to be covered under four rounds of training are given in annexure I.
2. As the number of new ASHAs is not very high in the concerned district, hence the training may be conducted at district level. However the district may decide to conduct it in BPHC level also.
3. All the rounds of training will be of five days each and fully residential. No participant will be allowed to stay outside of the arranged venue as well as no leave will be granted (Excluding emergencies) during the training period.
4. In case of any emergency the trainee (ASHA) has to get the leave approved by the training in charge with full justification.
5. The accommodation arrangements for trainers as well as trainees have to be arranged nearby the training venue.
6. ASHA trainers trained at zonal level by State Trainers shall only conduct the ASHA training.
7. Each of the training days will start with recap of the previous day's activities.
8. **Pre-training**
 - 8.1 Intimate all the ASHAs about date and venue of training in advance.
 - 8.2 Plan for ASHAS arrival at training venue.
 - 8.3 Build a positive environment for training by making comfortable, secure and clean training venue and accommodation.
 - 8.4 Arrange all the materials required for imparting training .(Projector, white board marker, flipchart, cardboard, sketch pen, wiper etc. as per provided checklist)
 - 8.5 Make arrangement for emergency medical facilities.
 - 8.6 Ensure you have all the training materials required for conducting training and handover to trainers and trainees.
 - 8.7 Make the training session plan and give a copy to all resource Person and Participants.
 - 8.8 Make sure that the batch size should not exceed more than 30 participants
9. **During training**
 - 9.1 Training will be residential and all ASHAs should be present for all the session of the training which will enable them for practicing their learned skills after the formal session and discuss with their peers.
 - 9.2 Trainers should eat, sit, sing and play with ASHAs. This will give them feeling that they are the members of the group.
 - 9.3 There should be a u-shaped sitting arrangement so that more interaction can be conducted.
 - 9.4 Songs and games should be used as both relaxation techniques but also to inculcate a feeling of solidarity and oneness with each others.
 - 9.5 Share the training schedule with each participant.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

- 9.6 Trainers should ensure that all the training material required for training is available before starting the session.
- 9.7 Considering the educational back ground of ASHA s they are not used to long hour's class room teaching .The trainers should learn when the group is losing interest. The trainers should keep group engaged by asking questions which will promote active participation.
- 9.8 Training should start each day at the stipulated time.
- 9.9 Plan their departure in advance and make arrangement for payment etc.

10 Post Training :

- 10.1 ASHAs should be supported in the field by the DCM, ASHA Supervisor, BPM, BCM, LHV, BEE (Especially who have undergone training on module 6 & 7) so that the skill of ASHAs are improved.
- 10.2 During the monthly meeting of ASHAS at PHC level, ASHAs should be encouraged to raise their doubts and concerns, so that the issues and doubts can be addressed.

11 The Training should be under the supervision of a designated training in charge.

NOTE: Those who have been selected & Trained as ASHA module 6th & 7th trainers shall only conduct the training.

Sd/-
**Mission Director
NHM, Assam**



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III:

Agenda for 1st Round Training:

Total Time needed: (49 hrs. in 5 days)

Welcome & Introduction 0.30 hrs

Section 1: Being an ASHA – 3hrs

- Role of ASHA 30 mins
- Activities of ASHA 30 min
- Measureable outcomes of the ASHA Programme 30 min
- Essential Skills of an ASHA 30 min
- Qualities that make an ASHA effective 30 min
- ASHA support and supervision 30 min

Section 2: Working in the community & home visit during pregnancy - 11.30 hrs

- Talking with women in the community (practice) 1hr
- Using the Nischay Kit 1hr 30 min
- Determining the LMP and EDD using the printed chart 1hr 30 min
- Home visiting & necessary actions with the use of the pregnancy form- Part I 2hr
- Home visiting & necessary actions with the use of the pregnancy form- Part II 2 hr 30 min
- Health problem during pregnancy and referral 1 hr
- Birth preparedness 1 hr

Section 3: Delivery, maternal emergencies and referrals 5hr 30min

- Essential knowledge of birth companion 2hr 15 min
- Maternal care: introduction to obstetric emergencies and referral 1hr 30min
- Maternal care: readiness for emergencies 45min
- Completing the delivery form 1hr

Section 4: Home Based New Born Care: 11hrs

- Introduction to Home Based Newborn Care 1hr30min
- Immediate care at birth: initiation of breastfeeding and completing the delivery form[items 9a to 13] 1hr 30min
- Introducing effective breastfeeding practice 1hr 45 min
- How to measure newborn temperature 1hr
- How to weigh the newborn 2hr



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

-
- Care of the eyes, umbilical cord & skin 1hr
 - First examination of the newborn; filling the form part I 1hr
 - First examination of the newborn; filling the form part II 3hrs

Section 5: 1hr 30min

- Summary of the training 30 min
- Planning for work in the community 1hr

Section 6: 10hr

- Supportive monitoring skills
- Use of checklist

.....



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Agenda for 2nd Round Training of ASHAs:

Total Time needed: (35 hrs. in 5 days)

Review of field experience after the Training Workshop one: 1 hr 30 mins

Section 1: Making Home Visits to Newborns and Mothers: 5.20 hrs

- Post partum care: Home visits and the Home Visit Form: 1 hr 50 min
- Case presentation: Evaluating the ability to fill in the Home Visit Form: 1 hr

Section 2: Thermal Control: 7 hrs

- Why keep the newborn warm? : 1 hr 45 min
- How to keep the newborn warm? : 1 hr 45 min
- How to re-warm a cold baby? : 1 hr 45 min
- Control of newborn temperature in hot weather and management of fever: 1 hr 45 min

Section 3: Child health and Nutrition: 16 hrs

- Common childhood problems and the case management process: 1 hr.
- Assessing the sick child: Danger signs : 1 hr.
- Assessing and Classifying ARI, diarrhea, fever and malnutrition: 10 hrs
- Infant and Young Child Feeding: 3 hrs
- Immunization: 1 hr

Section 4: ASHA roles and Responsibilities: 6 hrs

Village health and Nutrition day (VHND) 2 hrs

What records do the ASHA maintain? 4 hrs

Section 5: 1.30 hr.

Training Workshop 2: Summary

Planning for work in the community

.....



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Agenda 3rd round training of ASHA Module 6th and 7th

Day:1			
Sl No	Time	Topic	Facilitator
1	30 minutes	Welcome & Introduction	
2	1 hr	Experience sharing of round 1 & 2 and field visit (Home visit) experience sharing by ASHAs	
3	3hr	Recap/Revision of contents of 1 st and 2 nd round training and skill revision (practice by ASHAs)	
4	30 minutes	Pre-training evaluation	
5	30 minutes	Planning for day 2	
Day:2			
1	15 minutes	Prayer and recap of previous day	
2	45 minutes	High risk assessment and the management of LBW/Pre-term babies Session1: Low Birth Weight/Pre-term and it's risk	
3	1 hr 15 min	High risk assessment and the management of LBW/Pre-term babies Session2: How to care for the LBW/Preterm and Newborn	
4	1 hr	High risk assessment and the management of LBW/Pre-term babies Session3: Feeding LBW and Pre-term babies	
5	1 hr 30 minutes	High risk assessment and the management of LBW/Pre-term babies Session4: Explaining care of LBW infant to mother	
6	1 hr 45 min	High risk assessment and the management of LBW/Pre-term babies Session5: Identifying high risk babies	
7	30 min	Planning for day 3	
Day: 3			
	15 minutes	Prayer and Recap of previous day	
	1 hr 30 min	Birth Asphyxia: Diagnosis and early management with mucus extractor Session 1: How to identify an asphyxiated baby at birth	
	2 hr	Birth Asphyxia: Diagnosis and early	



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

		management with mucus extractor Session 2: Managing asphyxia using mucus extractor	
	2 hr	Birth Asphyxia: Diagnosis and early management with mucus extractor Session 3: Assessment: Diagnosis and early management of birth asphyxia	
	30 min	Planning for day 4	
Day 4			
	15 minutes	Prayer and Recap of previous day	
	1 hr 30 min	Neonatal Sepsis: Diagnosis and Management with Cotrimoxazole Session 1: Diagnosis Neonatal Sepsis	
	1 hr 30 min	Neonatal Sepsis: Diagnosis and Management with Cotrimoxazole Session 2: Treating Neonatal Sepsis	
	1 hr	Neonatal Sepsis: Diagnosis and Management with Cotrimoxazole Session 3: Management of newborn with chest withdrawing	
	1 hr 30 min	Neonatal Sepsis: Diagnosis and Management with Cotrimoxazole Session 4: Filling in the forms	
	1 hr 30 min	Neonatal Sepsis: Diagnosis and Management with Cotrimoxazole Session 5: Assessment of case study	
	30 min	Planning for day 5	
Day 5			
	15 minutes	Prayer and Recap of previous day	
	1 hr 15 min	Women's Reproductive Health: Session 1: Safe abortion	
	1 hr	Women's Reproductive Health: Session 2: Family Planning	
	1 hr	Women's Reproductive Health: Session 3: RTI/STDs	
	1 hr	Evaluation of the ASHAs based on the contents taught (Written/oral)	
		Valedictory	



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Points to be noted:

- ✓ In between the sessions timings for tea-breaks and lunch break has to be decided and provided to the ASHAs accordingly.
- ✓ Showing of IMNCI video and video on chest withdrawing on day 3rd and on day 4th respective needs to be ensured.

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

PLA TRAINING FOR ASHA SUPERVISORS & ASHA
TRAINERS

&

REFRESHER TRAINING OF ASHA

FMR CODE: 3.1.2.3



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To: The Joint Director of Health Services &
Member Secretary, District Health Society,
(Barpeta, Baksa, Cachar, Chirang, Darrang, Dhubri,
Goalpara, Hailakandi, Karbi Anglong, Karimganj, Nagaon & Udalguri)

Sub: PLA training for ASHA Supervisor & ASHA Trainers.

Sir/Madam,

With reference to the subject cited above, this is to inform you that Participatory Learning and Action (PLA) is an approach that can help bring the community together to identify, understand and address common health problems of the community. The process comprises of a series of meetings, in which groups are encouraged to discuss, learn and engage in participatory decision-making that will enable them to take action to address local problems.

Therefore you are requested to conduct the PLA training for ASHA supervisor & ASHA Trainers (3 per BPHC) of your district at the earliest. Details guidelines and budget break-up is annexed.

Note: Expenditure is to be incurred under FMR Code: 3.1.2.7 RoP 2018-19

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

Memo no: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. The Executive Director, National Health Mission, for information.
2. The Deputy Commissioner cum Chairman District Health Society for information.
(Barpeta, Baksa, Cachar, Chirang, Darrang, Dhubri, Goalpara, Hailakandi, Karbi Anglong, Karimganj, Nagaon & Udalguri)
3. The Director, Finance & Accounts, National Health Mission, for information.
4. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
5. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (Barpeta, Baksa, Cachar, Chirang, Darrang, Dhubri, Goalpara, Hailakandi, Karbi Anglong, Karimganj, Nagaon & Udalguri) for information & necessary action.

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

District Wise Budget Breakup:

PLA Training of ASHA Supervisors & District ASHA Trainers (3per BPHC) FMR: 3.1.2.3						
SN	District	No of ASHA Supervisors	No of Blocks	Total Participants ASHA Supervisor + District ASHA Trainers (3 per BPHC)	Batches	Cost of Training @ 87850 per batch (Rop Approved)
1	Barpeta	149	7	170	6	527100.00
2	Baksa	97	6	115	4	351400.00
3	Cachar	162	8	186	6	527100.00
4	Chirang	55	2	61	2	175700.00
5	Darrang	82	4	94	3	263550.00
6	Dhubri	176	7	197	7	614950.00
7	Goalpara	97	5	112	4	351400.00
8	Hailakandi	67	4	79	3	263550.00
9	Karbi Anglong	96	8	120	4	351400.00
10	Karimganj	114	5	129	4	351400.00
11	Nagaon	204	11	237	8	702800.00
12	Udalguri	95	3	104	3	263550.00
TOTAL		1394		1604	54	4743900.00

Sd/-
Mission Director
NHM, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

Model Budget Breakup:

PLA Training of ASHA Supervisors & District ASHA Trainers (3per BPHC) FMR: 3.1.2.3					
SN	Component	Unit Cost	Unit	Duration	Total
1	TA for Participants subject to actual	200	30	2	12000
2	DA to Participants	100	30	5	15000
3	Honorarium for Resource Persons	300	3	5	4500
4	Accommodation for the participants including(L/F)	150	33	5	24750
5	Training Material (folder, note Pad, Pen, Pencil, Highlighter etc.)	50	37	1	1850
6	Working lunch, snacks and Tea	150	33	5	24750
8	Venue hiring Charge	1000	1	5	5000
Total amount for one batch (in Rs.)					87850.00
Total Amount for 54 batches of ASHA supervisors & District Trainers					4743900.00

Sd/-
Mission Director,
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure- II:

Participatory Learning and Action

Introduction of PLA: Participatory Learning and Action is an approach that can help to bring community together to identify, understand and address the common health problems in the community. The process comprises of a series of meeting cycles, in which group are encouraged to discuss, learn and engage in participatory decision-making that will lead to action to address local problems and also able to improve their problem-solving skill for better Reproductive, Maternal, New-born and Child Health.

Purpose of the module: This module will help ASHA/AS to learn the process of conducting PLA meetings systematically in your village to improve the health of the community. The focus of this module is to address the health issues, bases on your learning from the previous training modules such as ASHA training Module 6 & 7. As part of the PLA cycle, you will conduct meetings with community groups comprising of all women and men, adolescent girls and boys, pregnant and lactating women, other community health workers in your coverage area.

Conducts the PLA meeting by using the methodologies explained each section adapt as per local context and make the process as participatory as possible.

District trainer will be trained the ASHA Supervisors on using the module in three rounds of 5 days each. During the training the methodologies for conducting the meeting will be discussed in details. The First 2 rounds would cover details of 18 PLA meetings i.e 9 meetings per round and the 3rd round would cover methodologies for 10 meetings.

Phase of Participatory Learning and Action: PLA meeting cycle has four phases and each phase has several meetings, **In the first phase:** Participant will prioritize their problems by using picture cards. **In the Second phase:** Will discuss about possible solutions and come up with strategies.

Organizing the PLA meeting:

Every ASHA will organize one PLA meeting in her coverage area per month. The meeting should be organized in a manner that all community members find it convenient to attend the meeting. The meetings should be organize using the following **principles**.

- a) It is convenient for maximum people to attend the specifically members from marginalized communities.
- b) Location for the meeting can be alternated to cover the entire population.
- c) Location preferably in an open space where people can join in freely.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

- d) Participant of the community members to be non- incentivised.
- e) Duration of the meeting in between one to two hours.
- f) PLA meeting should be open for all.
- g) Meeting method will be facilitation, not didactic or teaching.
- h) Break down the barrier between expert and community.
- i) Regular review meeting with ASHA Facilitators gather the feedback to improve further meeting, opportunity for data maintain, bridging the gaps and taking corrective action.

Supportive Mechanisms

- 1) ASHA Facilitators will use monthly cluster meetings with ASHAs as a forum to introduce the PLA methods. The cluster meeting will also be used to practice and plan for PLA meetings as well as to discuss the issues in conducting the PLA meeting.
- 2) During the induction phase of PLA (First month), ASHA Facilitator will conduct 20 meetings in one month i.e one ASHA one meeting per ASHA.
- 3) In, subsequent months (Second month onwards), all ASHA Facilitators will conduct 10 PLA meeting with 10 different ASHAs in her Supervisor area. The remaining 10 ASHAs from neighbouring villages would participate in these meeting led by ASHA Facilitator. Base on their observation, ASHAs will conduct meeting on the same topic in her village in the same month independently. The PLA topic should be same for all ASHA under an ASHA Facilitator in a month.
- 4) In the next month, ASHA Facilitator would conduct meeting on the third topic in the other 10 villages (with ASHA who conducted meeting in their area independently) in the similar manner. Over a period of two months, a ASHA Facilitator will conduct 20 meetings, one meeting each with ASHA in her Supervisor area.

Rolling Out of PLA: (by using “ODD and EVEN” arrangement.)

- a) This arrangement will allow the ASHA Facilitators to conduct PLA meeting in 10 villages under her area, while the ASHAs of the village learn by observation.
- b) All the villages under the ASHA Facilitators will be numbered. (i.e1, 2,3....)
- c) For the First PLA meeting, the ASHA Facilitator will conduct 10 meeting in 10 “ODD” numbered villages (i.e 1,3,5,7 etc), while the ASHA of the particular villages will assist her (another AHSA) and learns.
- d) ASHA from “EVEN” numbered villages will also attend the above meeting and learn on- job.
- e) ASHAs of the neighbouring “EVEN” numbered villages after observing the meeting, she will conduct similar meeting in her village.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

- f) In the second month (meeting number 2), all ASHA Facilitators will conduct 10 PLA meeting in the “EVEN” numbered villages (2,4,6 etc), while the “ODD” numbered villages will now observe and conduct the meeting in their villages.
- g) Over a period of two months

Meeting Content:

- Meeting No. 1 Introduction to the PLA cycle
- Meeting No. 2 Understanding the issue inequity
- Meeting No. 3 Identifying common health problems in the community
- Meeting No. 4 Prioritizing the problems
- Meeting No.5 finding the causes and discussing the solution
- Meeting No. 6 Exploring and choosing feasible strategies
- Meeting No. 7 Taking responsibilities for implementing strategies
- Meeting No. 8 Village community meeting (i.e Big meeting like a festival where all the stake holders will invite and attend the meeting. ASHA and ASHA Facilitators will address the common problem for possible help from the stake holders means Deferent Depts)
- Meeting No.9 Strategies for improving nutrition among women
- Meeting No. 10 Complication during the Pregnancy and appropriate referral
- Meeting No. 11 Planning for safe birth
- Meeting No. 12 New complication and care practice
- Meeting No. 13 Post natal complication and care
- Meeting No. 14 Exclusive breast feeding practice
- Meeting No. 15 Management of high risk baby
- Meeting No. 16 Identification and classification of neonatal infection
- Meeting No. 17 Malnutrition in mother and child
- Meeting No. 18 Important of timely introduction of complementary feeding.

Sd/-
Mission Director,
National Health Mission, Assam



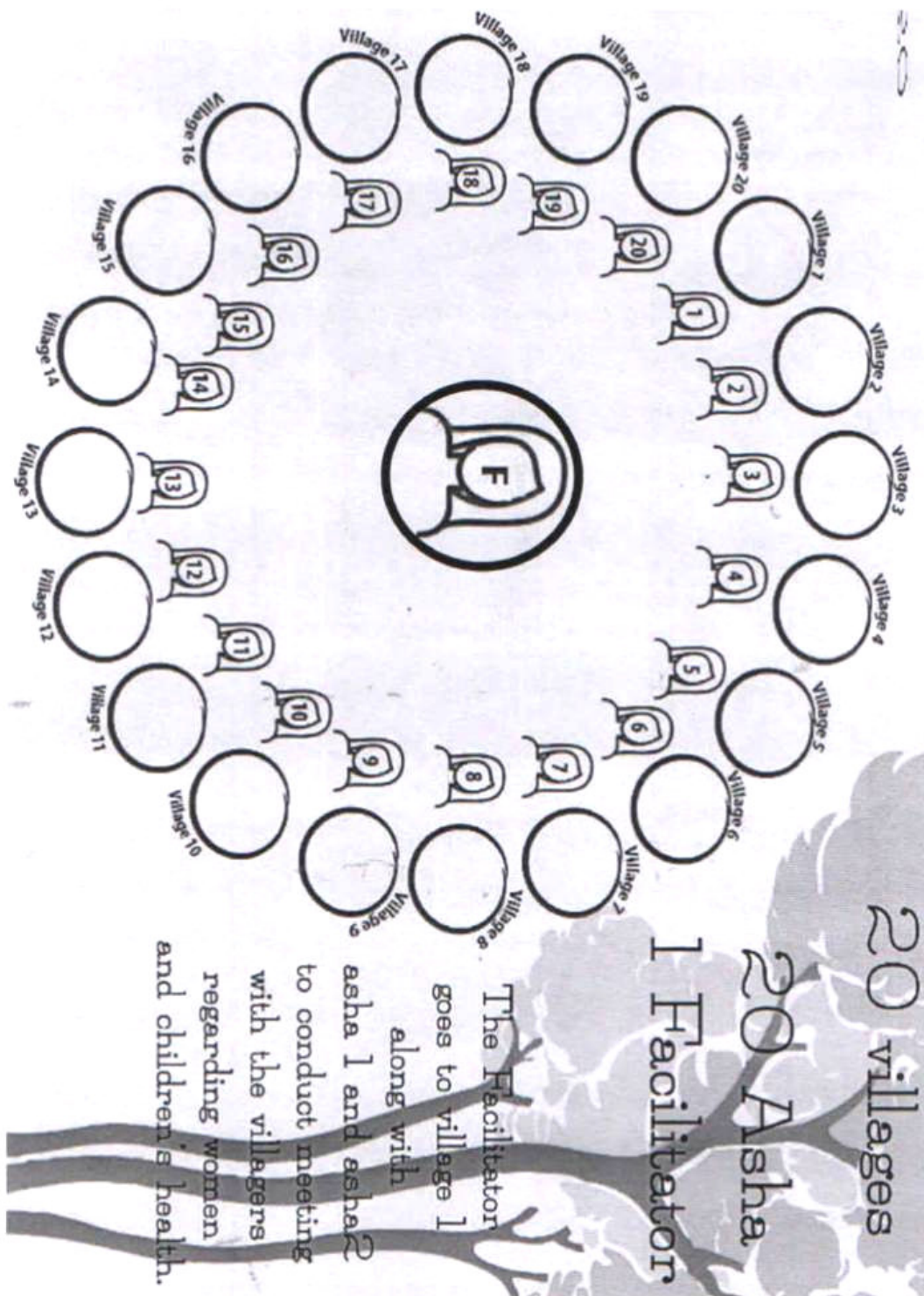
OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM

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

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

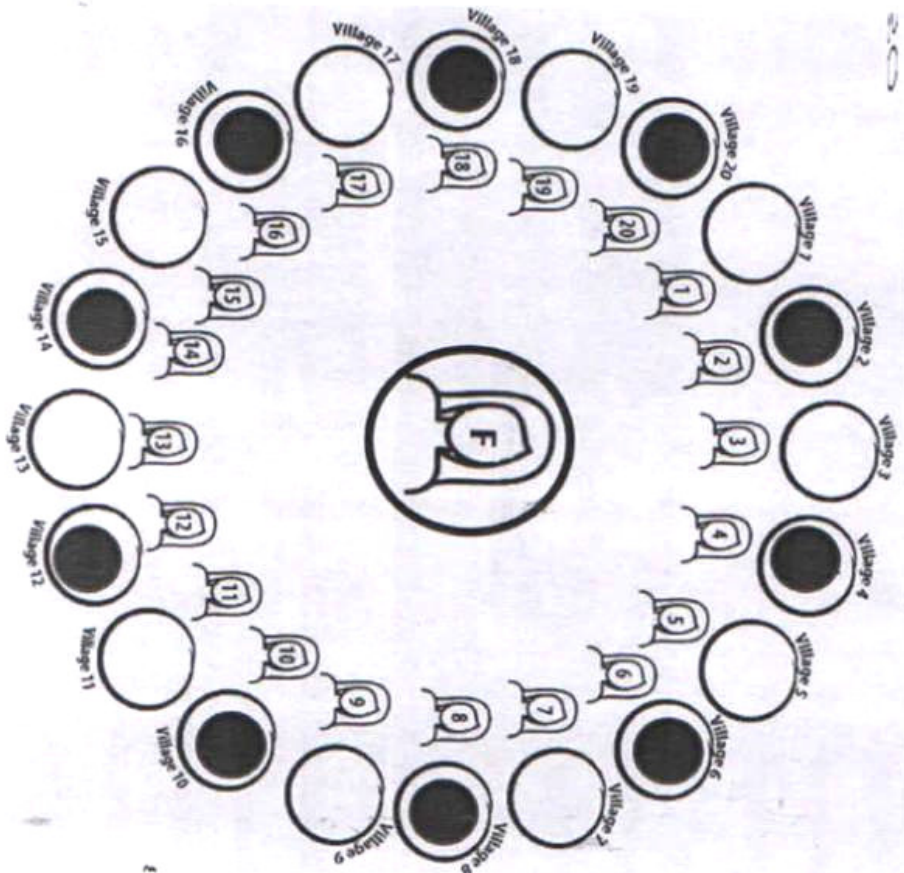
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III: Guiding Note:





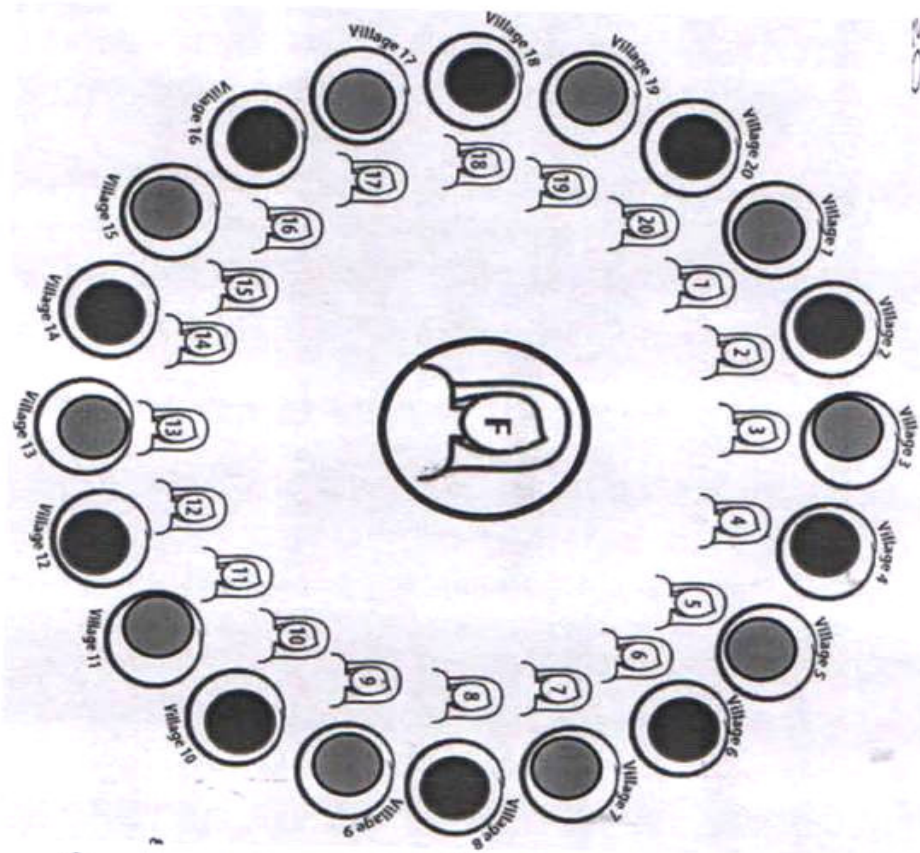
'ODD AND EVEN' DESIGN



- ASHA Facilitator conducts PLA meetings in **10 EVEN** numbered villages in the first month
- ASHAs from the neighbouring **ODD** numbered villages attend the meetings and get '**on-the-job training**'
- The '**on-the-job trained**' ASHAs then conduct PLA meetings in their own respective villages



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com



- In the second month, ASHA Facilitator continues the same process in the **ODD** numbered villages.
- 'On-the-job trained' ASHAs conduct PLA meetings in their respective **EVEN** numbered villages
- And the cycle continues



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Name of the Participant:

Marks:

Name of Block:

Name of District:

General Questions on PLA

Marks: (65)

- 1) How many meetings are there in the PLA meeting cycle? 1
- 2) How many phases does the PLA cycle have? 1
- 3) What is done in the third phase of the cycle? 1
- 4) How many round of training will the ToT at District level have? 1
- 5) How Many rounds of training will the ASHA Supervisors Undergo? 1
- 6) Mention any three principles used in PLA? 1
- 7) Mention 4 qualities that are required by an ASHA while conducting PLA meeting in the community? 1
- 8) If attendance in a PLA meeting is less than 10, cancelling the meeting and rescheduling the meeting is worthwhile? 1
- Ans: True / False (Make circle on right answer)
- 9) Name any 5 methodsthat are used for facilitating PLA meeting? 5
- 10) PLA helps to establish the problems in the community? 1
- Ans: True / False (make circle on right answer)

Questions related to meeting

- 11) What do you understand from the “piggy-back” game? (Make circle on right answer) 1
 - a. Community is responsible for solving problem.
 - b. Government is responsible for solving problem.
 - c. Both Government and community are responsible
 - d. All of the above.



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

-
- 12) PLA meetings are all about individual problem solving? 1
- Ans: True / False (Make circle on right answer)
- 13) After which question will the “women residing in the hard to reach area” stop in the Power walk game? 1
- 14) At the end of “Power Walk” game. (Make circle on right answer) 1
- a) Questions are first asked to the characters and then to the community.
- b) Questions are first asked to the community and then to the characters.
- 15) What is written behind all the problem picture cards? 2
- 16) Describe briefly the use of “Blank Cards”. 2
- 17) What do two pebbles in the voting game signify? 1
- 18) What is the correct sequence of Activities in the meeting on prioritizing common health problems in the community? 1
- a. To encourage women to recall the main discussion from the previous meeting (.....)
- b. Conducting the “Voting Game” for choosing the most common / serious problem in their community (.....)
- c) To help the participants identify the picture cards again (.....)
- d) Discussion regarding the local practices and beliefs of the prioritized problem. (.....)
- 19) On what basis will the community prioritize the problem? 1
- (Make circle on right answer)
- a. common in the community b. Serious/ risky c. All the above



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

20) Which among these should also be kept in mind while making stories using prioritized problem? (Tick mark relevant answers) 1

- a. Should be lengthy
- b. Happy ending
- c. Cultural practices leading to prioritized problem should be included.
- d. All the identified problems should be included

21) What is the purpose of 'But why' game? 1

22) Which game is played for arriving at solutions during the PLA cycle? 1

23) What is the purpose of 'But how' game? 1

24) What does the first brick in the "bridge game" represent? 1

25) Strategies for solving the prioritized problem will be identified by the (Make circle on right answer) 1

- a. Members attending the PLA meeting
- b. ASHA conducting the PLA meeting
- c: During the cluster review meetings

26) The ASHA will take all responsibility for implementation of strategies. 1

Ans: True / False (Make circle on right answer)

27) Name any three outcomes of the community meeting. 3

28) What do the colours in the chain game signify? 4

- a. Red
- b. Green
- c. Yellow
- d. Blue

29) What does the community learn from "Voting with the feet" game? 1

30) What are the three delays related to maternal deaths? 3

31) Pre-lacteal feed can lead to 2

32) Season when most newborn babies die? 1



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

-
- 33) “Sequencing” game is used for (Make circle on right answer) 1
- a. Planning for safe birth
 - b. Choosing appropriate referrals
 - c. Post natal care
- 34) Burping helps to? 2
- 35) High risk babies include (tick mark appropriate answers) 1
- a. Twins
 - b. Breech
 - c. Caesarean baby
 - d. Cleft lip
- 36) One month baby Rita has one big abscess; will be classified as (Make circle on right answer) 1
- a. PSBI
 - b. LBI
- 37) 5 days old new born has discharge from eyes (Make circle on right answer) 1
- a. PSBI
 - b. LBI
- 38) What is meant by the first 1000 days? 2
- 39) Intergenerational under nutrition cycle can be broken at these levels 1
- a. During pregnancy
 - b. in infancy
 - c. Adolescent period
 - d. All the above



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

5 DAYS REFRESHER TRAINING OF ASHAS
FMR: 3.1.2.3



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date:30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

The Joint Director of Health Services &
Member Secretary of District Health Society,
(Barpeta, Baksa, Cachar, Chirang, Darrang, Dhubri,
Goalpara, Hailakandi, Karbi Anglong, Karimganj, Udalguri, Dibrugarh, Golaghat,
Sivasagar & Tinsukia)

Sub: 5 days refresher training of ASHAs.

Sir/Madam,

With reference to the subject cited above, this is to inform you that 5 days refresher training ASHAs will be conducted in your district to refresh the skills obtained by them during previous rounds of module 6th & 7th.

Therefore, you are requested to conduct 5 days refresher training for ASHAs at the earliest. Details, guidelines and budget break-up are annexed. You are also requested to prepare a training calendar and communicate to be undersigned for information.

Note: Expenditure is to be incurred under FMR Code: 3.1.2.3 (RoP 2018-19)

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date:30/8/2018

No: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. The Executive Director, National Health Mission, for information.
2. The Deputy Commissioner cum Chairman District Health Society for information.
(Barpeta, Baksa, Cachar, Chirang, Darrang, Dhubri, Goalpara, Hailakandi, Karbi Anglong, Karimganj, Udalguri, Dibrugarh, Golaghat, Sivasagar & Tinsukia)
3. The Director, Finance & Accounts, National Health Mission, for information.
4. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
5. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (Barpeta, Baksa, Cachar, Chirang, Darrang, Dhubri, Goalpara, Hailakandi, Karbi Anglong, Karimganj, Udalguri, Dibrugarh, Golaghat, Sivasagar & Tinsukia) for information & necessary action.

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

District Wise Budget Breakup:

Refresher Training of ASHA Module 6 & 7				
SN	District	Total No of ASHAs	Batches	Cost of Training @ 87850 per batch (Rop Approved)
1	Barpeta	1507	50	4392500.0
2	Baksa	935	31	2723350.0
3	Cachar	1745	58	5095300.0
4	Chirang	717	24	2108400.0
5	Darrang	964	32	2811200.0
6	Dhubri	1836	61	5358850.0
7	Goalpara	1015	34	2986900.0
8	Hailakandi	689	23	2020550.0
9	Karbi Anglong	1097	37	3250450.0
10	Karimganj	1195	40	3514000.0
11	Udalguri	1045	35	3074750.0
12	Dibrugarh	1218	41	3566710.0
13	Golaghat	1030	34	3016183.3
14	Sivasagar	1206	40	3531570.0
15	Tinsukia	1346	45	3941536.7
TOTAL		17545	585	51392250.0

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I

Model Budget Breakup:

Budget Details: Refresher Training of ASHAs FMR: 3.1.2.3					
SN	Component	Unit Cost	Unit	Duration	Total
1	TA for Participants subject to actual	200	30	2	12000
2	DA to Participants	100	30	5	15000
3	Honorarium for Resource Persons	300	3	5	4500
4	Accommodation for the participants including(L/F)	150	33	5	24750
5	Training Material (folder, note Pad, Pen, Pencil, Highlighter etc.)	50	37	1	1850
6	Working lunch, snacks and Tea	150	33	5	24750
8	Venue hiring Charge	1000	1	5	5000
Total amount for one batch (in Rs.)					87850.00
Total Amount for 585 Batches of 15 Districts					51392250.00
Budget in Lakhs					513.92

Sd/-
Mission Director,
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II:

Guidelines for Conducting Refresher training for ASHAs

1. The contents of refresher training for ASHAs will be covered in 5 days. Topics to be covered are given in annexure I.
2. Training has to be arranged at the District level.
3. Training will be fully residential. No participant will be allowed to stay outside the arranged venue as well as no leave will be granted (Excluding emergencies) during the training period.
4. In case of any emergency, the trainee has to get the leave approved by the training in Charge with proper justification.
5. The accommodation arrangements for trainers as well as trainees have to be arranged at the District level.
6. Block Trainers trained at Zonal level by the State Trainers will only conduct the ASHA training. For the topic of RCH register & MCTS web portal, district may utilize the service of DDM & ADDM.
7. Each of the training days will start with recap of the previous day's activities.
8. Pre – training:
 - a. Intimate all the ASHAs about the date and venue of the training in advance so that they can be available prior to the training.
 - b. Inform the required set of trainer for the training and ensure their availability.
 - c. Inform all the ASHAs to bring the training aids provided during the earlier Modular training of 6&7 (Thermometer, Weighing scale, Flip book etc.)
 - d. Build a positive environment for training by making comfortable, secured and clean training venue and accommodation.
 - e. Arrange all the materials required for imparting training. (Projector, white board with marker, flipchart, cardboard, sketch pen, wiper etc. as per provided checklist)
 - f. Arrangement of Television/Desktop/Laptop must be kept at the training venue so that Skill CD along with videos on ARI, Diarrhoea, Breastfeeding can be displayed.
 - g. Make arrangement for emergency medical facilities.
 - h. Plan their departure in advance and make arrangement for payment etc.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

9. Before starting of the training
 - a. Conduct discussion with the trainers before the training for conducting effective and quality training.
 - b. Ensure about the availability of all the training materials required for conducting training and distribute the required materials to the trainee.
 - c. Make the training session plan and give a copy to all Resource Person and the participants.
 - d. Ideal batch size for the training is 30 participants in each batch.
10. Before Conducting training:
 - a. Training will be residential and all the ASHAs should be present for all the session of the training. This will give them an opportunity to recapture the practice of their learned skills after the formal session and discuss with their peers.
 - b. Trainers should eat, sit, sing and play with the participants and develop the supervisory skill in them.
 - c. Songs and games should be used as both relaxation techniques but also to inculcate a feeling of solidarity and oneness with each other.
 - d. Provide training schedule to each participants.
 - e. Trainers should ensure that all the training material required for training material required for training is available before starting of the session of the 1st day.
 - f. Skill CD should be shown to the participants and enough practice should be carried out.
 - g. Necessary practice materials should be prepared and distributed to both the trainees as well as trainers in local language.
 - h. The trainers should keep group engaged by asking questions which will promote active participation.
 - i. Training session should start each day at the stipulated time.
 - j. Conduct written and practical evaluation after completion of the training.
 - k. In the training, 1 session should be conducted on importance of MCTS registration. All the participants should be informed properly to support and explain ASHAs to collect self phone number of PW or husband and the same should be updated in the RCH register.
11. After the training:
 - a. ASHAs should be supported at the field by the DCM, BPM, LHV, ANM, BEE (especially who have undergone training on module 6 & 8) so that the ASHAs can improve their skills.
 - b. On the job support should be provided to the trainee.
 - c. During the monthly meeting, ASHAs are encouraged to raise their doubts and concerns so that it can be addressed.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

12. Documentation of the training:

- a. Attendance register should be kept at the training center where attendance of all the participants should be kept. All the participants should sign the attendance register before entering the training hall/venue in the morning hour and before leaving the class room after completion of the day session in the evening.
- b. Group photo of each batch along with the training banner should be taken and kept along with the attendance register as a record. Photographs of some other class room activities should be taken for documentation and same should be shared with the state.
- c. Pre and post test should be conducted and result should be kept as record. The same record should be shared with the state within 15 days of completion of the training along with the training report.
- d. A summary report of the training under the signature of the Jt. DHS cum Member Secy./ ASHA Nodal Officer should be sent along with the relevant photocopy of other necessary documents should be sent to state within 15 days of completion of the training.

13. Jt. DHS/ ASHA Nodal officer of the district will be in charge of the training and DPM/DCM/ DME will coordinate and ensure quality training program.

Note:

- ❖ The training guideline has to be followed strictly. Disciplinary action will be taken against those who will not follow the prescribed guideline.
- ❖ Those who have been selected & trained as ASHA module 6th & 7th trainers shall only take part as trainer in the training.

Sd/-
Mission Director
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III:

Agenda for Refresher training of ASHAs

Agenda for Refresher training ASHAs		
	Time	Topic
Day 1	9:00 am to 9:30 am	Welcome and Introduction
	9:30am to 10.30 am	Experience Sharing
	10:30am to 11:00 am	Determining LMP and EDD using the printed chart
	11:00 am to 11:15 am	Tea
	11:15 am to 12:15 am	Health problems during pregnancy and referral
	12:15 am to 01:00 pm	Preparing mother for delivery/ Birth preparedness
	1:00 pm to 1:45 pm	Lunch
	1:45pm to 2:30 pm	Maternal care: Introduction to obstetric emergencies and referral
	2:30pm to 3:00 pm	Maternal Care: Readiness for Emergencies
	3:00 pm to 3:30pm	Immediate care at birth, initiation of breastfeeding
	3:30pm to 3:45 pm	Tea
	3:45 pm to 4:30 pm	Introducing effective breast feeding practice
	4:30 pm to 5:00 pm	Care of the eyes, umbilical cord and skin
Agenda for Refresher training of ASHAs		
	Time	Topic



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Day 2	9.00 am to 9:30am	Recap of Previous day
	9:30 am to 10:00 am	How to measure the newborn temperature
	10:00 am to 10:30 am	How to weigh the newborn
	10:30am to 11:00 am	Why keep the newborn warm and how to keep the newborn warm
	11:00 am to 11:15 am	Tea
	11:15 am to 11:45 am	Control of newborn temperature in hot weather and management of fever
	11:45 am to 12:15pm	Common childhood problems and the case management process
	12:15 pm to 1:00 pm	Assessing the sick child : Danger signs
	1:00 pm to 1:45 pm	Lunch
	1:45pm to 2:30 pm	Assessing and Classifying ARI, diarrhea, fever and malnutrition
	2:30 pm to 3:00 pm	Infant and Young Child Feeding
	3:00 pm to 3:30pm	Immunization
	3:30 pm to 3:45 pm	Tea
	3:45 pm to 4:30 pm	High-Risk Assessment and the Management of Low Birth Weight/Preterm Babies
	4:30 pm to 5:00 pm	High-Risk Assessment and the Management of Low Birth Weight/Preterm Babies
Agenda for Refresher training of ASHAs		
	Time	Topic



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Day 3	9:00am to 9:30am	Recap of Previous day
	9:30 am to 10:30 am	Diagnosis and management of birth asphyxia
	10:30 am to 11:30am	Diagnosing and management of neonatal sepsis
	11:30am to 11:45 am	Tea
	11:45 am to 12:15 pm	Management of newborns with chest in-drawing
	12:15 am to 01:00 pm	Management of Acute respiratory infection (ARI)
	1:00pm to 1:45 pm	Lunch
	1:45 pm to 2:30 pm	Management of Diarrheal Disease
	2:30 pm to 3:00 pm	Malaria
	3:00 pm to 3:15 pm	Tea
	3:15 pm to 4:15 pm	Tuberculosis
	4:15 pm to 5:00 pm	Village health and Nutrition day (VHND)
Day 4	9:00 am to 9: 30 am	Recap of Previous day
	9:30am to 11:00 pm	Women's reproductive health (Revision of RTI/ STI, Safe abortion, family planning)
	11:00 am to 11:15 am	Tea
	11:15 am to 11:45 am	Understanding Gender, Patriarchy & Cycle of Violence
	11:45 am to 12:15 am	Signs and symptoms of violence, Consequences of Violence against Women
	Agenda for Refresher training of ASHAs	
	Time	Topic
	12:15 pm to 1:00 pm	Identifying women who are vulnerable to violence



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

	1:00pm to 1:45 pm	Lunch
	1:45 pm to 2:30 pm	Role of ASHA in addressing violence against women
	2:30 pm to 3:00 pm	Legal measures to prevent Violence against Women
	3:00 pm to 3:15 pm	Tea
	3:15 pm to 4:00 pm	VHSNC, Role & responsibility of ASHAs, meeting minutes
	4:00 pm to 5:00 pm	Revision of skills for Newborn and sick child (Viewing of Skill CD and practice e.g. Handwash, weighing & use of thermometer)
Day 5	9:00 am to 9:30 am	Recap of Previous day
	9:30am to 10:30 pm	Incentives of ASHA in different activities, ASHA Incentive Payment mechanism
	10:30 am to 11:00 am	ASHA Drug kit & refilling mechanism
	11:00 am to 11:15 am	Tea
	11:15 am to 1:00 pm	RCH register & MCTS web portal
	1:00pm to 1:45 pm	Lunch
	1:45 pm onwards	Evaluation, Valedictory/Disbursement of TA/DA to participants.



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

NIOS CERTIFICATION OF ASHAs

FMR: 3.1.2.4



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To: The Joint Director of Health Services &
Member Secretary, District Health Society,
(Darrang, Dhemaji, Dibrugarh, Golaghat, Jorhat, Nagaon & Sivasagar District)

Sub: Rolling out of ASHA certification process through NIOS.

Sir,

With reference to the subject cited above this is to inform you that the process of ASHA certification will be rolled out in your districts where during this phase 300 numbers of ASHAs have been planned to be certified after being undergone through examination process by the NIOS. Before the commencement of the examination by NIOS the above mentioned number of ASHAs will go through 6 + 6 Days of detailed residential refresher training which will be conducted by the accredited district ASHA trainers of your district at the NIOS certified District Training Site. A detail training plan and a brief note is attached herewith the letter for your reference. As communicated by NIOS on the last day of each batch training the practical examination for the ASHAs will be conducted, the theory part for all the above mentioned ASHAs will be conducted either by December 2018 or January 2019 by NIOS.

Therefore you are requested to conduct the 6 + 6 days refresher training of the ASHAs as mentioned above as per the training plan. The evaluation team of NIOS will communicate with the district for conducting the examination.

Note: Expenditure is to be incurred under FMR Code: 3.1.2.4 (Certification of ASHA by NIOS)

Yours sincerely,

Enclosed: As stated above

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

Memo No: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. Deputy Commissioner cum Chairman District Health Society (Darrang, Dhemaji, Dibrugarh, Golaghat, Jorhat, Nagaon & Sivasagar) District for information.
2. The Executive Director, National Health Mission Assam, for information.
3. The Director Finance & Accounts, National Health Mission Assam, for information.
4. The Regional Coordinator, NIOS Guwahati, Assam, for information.
5. PS to Principal Secretary to Govt of Assam, Health & FW Department, for favour of information.
6. The Programme Officer, DPMU (Darrang, Dhemaji, Dibrugarh, Golaghat, Jorhat, Nagaon & Sivasagar) District for information & necessary action.

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
 Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
 Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I

District wise Budget Breakup:

5+5 days Days refresher training for registered ASHAs												In Lakhs
Budget details for rolling out ASHA Certification process through NIOS FMR Code- 3.1.2.4												
		A	B	C=AxB	D	E	F	G	H=C+D+E+F	I=29600xG	J=H+I	
Sl	District	No of Participa nts	Per participa nts Training cost for 2 Rounds of refresher (6 Days +6 Days) Last day of each round by NIOS	Cost of Training	Fee for Examina tion center	Registra tion Fee New AVI	4 member s inspecti on cost for 5 DTS, per day 500/- per member	Batch es	District wise total fund allocation (Rs.)	Costing for 2 days external Evaluatio n of ASHAs by NIOS (Practical Skills Examinati on & theory examinati on Per batch @ 29600/-	Grand Total	
1	Nagaon	300	7810.00	2343000.00	10000.00	0.00	0.00	10	2353000.00	296000.00	2649000.00	26.49
2	Dhemaji	300	7810.00	2343000.00	10000.00	0.00	0.00	10	2353000.00	296000.00	2649000.00	26.49
3	Darrang	300	7810.00	2343000.00	10000.00	20000.00	2000.00	10	2375000.00	296000.00	2671000.00	26.71
4	Dibrugar h	300	7810.00	2343000.00	10000.00	20000.00	2000.00	10	2375000.00	296000.00	2671000.00	26.71
5	Golaghat	300	7810.00	2343000.00	10000.00	20000.00	2000.00	10	2375000.00	296000.00	2671000.00	26.71
6	Jorhat	300	7810.00	2343000.00	10000.00	20000.00	2000.00	10	2375000.00	296000.00	2671000.00	26.71
7	Sivsagar	300	7810.00	2343000.00	10000.00	20000.00	2000.00	10	2375000.00	296000.00	2671000.00	26.71
Total		2100	54670.00	16401000.00	70000.00	100000.00	10000.00	70	16581000.00	2072000.00	18653000.00	186.53

Sd/-
Mission Director
NHM, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

Model Budget Breakup:

Budget details for conducting ASHA Training under NIOS FMR Code - 3.1.2.4 (NIOS)					
S I	Component	Unit Cost (INR)	Unit	Duration	Total Amount (INR)
1	TA to participants (Subject to actual)	200	30	2	12000
2	DA to participants	100	30	6	18000
3	Honorarium to Resource persons	300	3	6	5400
4	Accommodation for the participants including (F/L)	200	35	6	42000
5	Training Material (Bag, Pad, Pen, Pencil, Highlighter etc.)	75	30	1	2250
6	Working lunch, snacks & tea	150	35	6	31500
7	Venue Hiring Charge	1000	1	6	6000
Total Amount for 1 Batch					117150
Total Amount per participant					3905
Total Amount per participant for 2 rounds of training (6 days+6 days)					7810

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
 Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
 Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II:

Agenda for 10- days Refresher Training for ASHA

ASHA CERTIFICATION

TIME	TOPIC
	DAY-1
30 min	Registration
30 min	Welcome and Experience Sharing
60 min	Overview of ASHA Certification programme- <ul style="list-style-type: none"> - Introduction to ASHA Certification programme - Objectives of the training workshop - Introduction to Supplementary book - Examination Strategy for ASHAs planned by State as internal evaluation and NIOS as external evaluation.
90 min	Being an ASHA <ul style="list-style-type: none"> - Roles of ASHA - Activities / Tasks of an ASHA. - Qualities that make an ASHA effective/ values of an ASHA - Filling of worksheet given in the Supplementary guide for this topic
90 min	Being an ASHA <ul style="list-style-type: none"> - Healthy community - Understanding rights and right to health - Filling of worksheet given in the Supplementary guide for this topic
90 min	Being an ASHA <ul style="list-style-type: none"> - Skills of ASHA – leadership and communication skills - Filling of worksheet given in the Supplementary guide for this topic
	DAY-2
30 min	Recap of previous day sessions
90 min	Being an ASHA <ul style="list-style-type: none"> - Skills of ASHA- decision making skills, negotiation skills and coordination skills - Filling of worksheet given in the Supplementary guide for this topic
90 min	Being an ASHA <ul style="list-style-type: none"> - Reaching the unreached - Filling of worksheet given in the Supplementary guide for this topic
180 min	Maternal Health <ul style="list-style-type: none"> - Pregnancy diagnosis, ANC components and danger signs/ complications during the antenatal period - Management of anemia - Filling of worksheet given in the Supplementary guide for this topic - Practice of calculating LMP / EDD - Practice of diagnosing pregnancy using Nishchay kit
	DAY-3
30 min	Recap of previous day sessions
45 min	Mock test / exam of sessions covered



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

120 min	Maternal Health <ul style="list-style-type: none"> - Birth preparedness for a safe delivery - Management of anemia - Identifying complications during pregnancy and delivery - Care during delivery - Filling of worksheet given in the Supplementary guide for this topic
60 min	Maternal Health <ul style="list-style-type: none"> - Post partum care including complications - Filling of worksheet given in the Supplementary guide for this topic
90 min	Newborn health <ul style="list-style-type: none"> - Care of baby at the time of delivery - Examining the new born at birth, 30 seconds and 5 minutes - Filling of worksheet given in the Supplementary guide for this topic - Practice for calculating the timing for new born- birth, 30 seconds and 5 minutes
60 min	Newborn health <ul style="list-style-type: none"> - Filling of home- visit form (using revised HBNC Forms)
	DAY-4
30 min	Recap of previous day sessions
180 min	Newborn health <ul style="list-style-type: none"> - Demonstration and practice of weighing the newborn - Demonstration and practice of measuring temperature - Demonstration and practice of umbilical cord care - Demonstration and practice of eye care - Filling of worksheet given in the Supplementary guide for this topic
90 min	Newborn health <ul style="list-style-type: none"> - Breastfeeding and common breastfeeding problems - Filling of worksheet given in the Supplementary guide for this topic
60 min	Newborn health <ul style="list-style-type: none"> - Demonstration and practice of Hand- washing
	DAY-5
30 min	Recap of previous day sessions
90 min	Newborn health <ul style="list-style-type: none"> - Keeping the newborn warm and the problem of hypothermia - Demonstration and practice of keeping newborn warm - Filling of worksheet given in the Supplementary guide for this topic
240 min	Practice of all skills covered during 5 days of training
60 min	Mock test / exam of sessions covered during 5 days of training
	DAY-6
30 min	Recap of previous day sessions (if training is continuous for 10 days)
120 min	Newborn health – sick newborn care <ul style="list-style-type: none"> - Identifying high risk baby - Breastfeeding low birth weight / pre term babies - Asphyxia diagnosis and management - Demonstration on use of mucus extractor



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

	- Filling of worksheet given in the Supplementary guide for this topic
60 min	Newborn health –sick newborn care <ul style="list-style-type: none"> - Neonatal sepsis- diagnosis and management - Filling of worksheet given in the Supplementary guide for this topic
120 min	Child care- child health and nutrition <ul style="list-style-type: none"> - Infant and young child feeding - Assessment of malnutrition - Nutrition counseling - Practice of using growth charts - Filling of worksheet given in the Supplementary guide for this topic
90 min	Child care- child health and nutrition <ul style="list-style-type: none"> - Update on immunization - Use of mother and child protection (MCP) card - Filling of worksheet given in the Supplementary guide for this topic
	DAY-7
30 min	Recap of previous day sessions
60 min	Child care- child health and nutrition <ul style="list-style-type: none"> - Assessing the sick child for danger signs and recognizing symptoms of common illnesses - Assessing and classifying fever - Demonstration and practice of measuring fever using thermometer - Filling of worksheet given in the Supplementary guide for this topic
90 min	Child care- child health and nutrition <ul style="list-style-type: none"> - Management of diarrheal disease - Demonstration of home based ORS and ORS packet - Filling of worksheet given in the Supplementary guide for this topic
90 min	Child care- child health and nutrition <ul style="list-style-type: none"> - Diagnosis and management of acute respiratory infection (ARI) - Demonstration of counting respirations (brief count) of the child - Filling of worksheet given in the Supplementary guide for this topic
60 min	Women's reproductive health <ul style="list-style-type: none"> - Safe abortion - Family planning - Filling of worksheet given in the Supplementary guide for this topic
60 min	Child care- child health and nutrition <ul style="list-style-type: none"> - Practice of home based ORS and ORS packet - Practice of counting respirations (brief count) of the child
	DAY-8
30 min	Recap of previous day sessions
120 min	Women's health & gender concerns <ul style="list-style-type: none"> - Gender and patriarchy and their linkages with violence - Forms of violence and life cycle approach of violence - Matrix of violence - Identifying women who are vulnerable to violence - Signs and symptoms and consequences of violence - Awareness, counseling and referral support to vulnerable women



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

	- Filling of worksheet given in the Supplementary guide for this topic
60 min	Women's reproductive health <ul style="list-style-type: none"> - Reproductive Tract Infections (RTIs) and Sexually Transmitted Infections (STIs) - Filling of Worksheet given in the Supplementary guide for this topic
90 min	Introduction to Infectious Diseases- Malaria <ul style="list-style-type: none"> - Key facts and treatment of Malaria - Demonstration of Rapid Diagnostic Test (RDT) Kit for Malaria (As per state context) - Demonstration of making a blood smear slide for Malaria (As per state context) - Filling of Worksheet given in the Supplementary guide for this topic
120 min	Introduction to Infectious Diseases- Malaria <ul style="list-style-type: none"> - Practice of Rapid Diagnostic Test (RDT) Kit for Malaria (As per state context) - Practice of making a blood smear slide for Malaria (As per state context)
	DAY-9
30 min	Recap of previous day sessions
60 min	Introduction to Infectious Diseases- Tuberculosis <ul style="list-style-type: none"> - Understanding spread of TB and diagnosis - Treatment of TB patients - Filling of Worksheet given in the Supplementary guide for this topic
120 min	Village Health Planning (VHSNC) <ul style="list-style-type: none"> - Filling of Worksheet given in the Supplementary guide for this topic
45 min	Mock test/ exam of sessions covered
180 min	Practice of all skills
	DAY-10
240 min	Internal Assessment by State- Skill Test- Essential/ compulsory skills and random skills including viva and demonstration
30-45 min	Theory/ Written Examination

Note: Please refer to Modules- Module-5, Module-6, Module-7, Induction Module, Mobilizing for action against Gender- Based violence, Village Health Sanitation and Nutrition Committee (VHSNC), Reaching the Unreached Brochure in addition to Supplementary guide during the Refresher Training.

The trainers may conduct the activities/ exercises / case studies given in the Trainer Notes for better understanding of the topic. Trainers must ensure that all the material required for each session is available before conducting the session. The material required for each session is given in the Trainer Notes and Supplementary guide.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III:

Address to District Trainers:

Dear District ASHA Trainers,

Darrang, Dhemaji, Dibrugarh, Golaghat, Jorhat, Nagaon & Sivasagar district

As you all know that 300 numbers of ASHAs from your respective districts have been chosen for the certification by NIOS in this phase of ASHA certification programme, hence we have a expectation that all the ASHAs will be certified by the NIOS with all your expertise guidance and regular & dedicated support.

We assume that the district ASHA trainers have emphasized on all the essential skills, random skills and demonstrations during the refresher training which is an essential part of ASHA certification. Again this is an earnest request to all the district ASHA trainers to pay more attention in the following skills as listed below to help them (ASHAs) in getting certified by the NIOS.

Essential skills

1. Hand washing
2. Keeping the newborn baby warm (wrapping the baby)
3. ORS preparation (Home-made and ORS packet)
4. Weighing the newborn baby
5. Temperature measurement



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Random skills including viva and demonstration

For Viva-

1. Tracking beneficiaries and updating MCH/MCP card
2. Diagnosing the Last Menstrual Period (LMP) and calculating Expected Date of Delivery (EDD)
3. Observation of newborn at birth, 30 seconds and 5 minutes for movement of limbs, breathing and crying
4. Conduct examination of newborn for abnormality
5. Provide care of eyes and umbilicus
6. Counsel for exclusive breastfeeding
7. Ability to identify hypothermia in newborns
8. Diagnose and management of newborn sepsis
9. Assessing grades of malnutrition (plotting and use of growth chart)
10. Diagnosis of dehydration and ability to ascertain if referral is required
11. Skill to make adaption of the message of six complementary feeding advises to each household
12. Signs of Acute Respiratory Infections (ARI) – during fever, chest in drawing, breath counting; and ability to manage mild vs. moderate ARI with Cotrimoxazole and refer the severe ones
13. Skill in counseling the mother for feeding during diarrheal episode
14. Testing for anemia and ensuring appropriate treatment
15. Counsel for delay in age of marriage, delay in age of first child bearing and in spacing the second child.

Demonstration

1. Diagnosing Pregnancy using Nishchay Kit
2. Diagnosis of Malaria-
 - a) Rapid Diagnostic Test (RDT) Kit
 - b) Blood Smear

NB: This is to be noted that one more round of refresher training will be conducted for the ASHAs before the commencement of NIOS certification at the District Training Sites accredited by the NIOS.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Internal Evaluation by State for ASHAs

The internal evaluation is expected to be undertaken during the 10 days Refresher training of ASHAs- either on last one and a half days or on last two days as decided by the State (this is included in the 10 days refresher training of ASHAs). The ASHAs are expected to be evaluated on Technical skills/Practical skills (Essential skills and Random skills including viva) and Theory. This is very similar to the evaluation of State and District Trainers. As given in the Supplementary guide, the maximum marks of this evaluation will be 30, with 50% pass percentage, coming to passing as 15 marks. All ASHAs getting 15 marks and above out of total 30 marks, will be considered pass in the internal evaluation.

The suggested modality of conducting the evaluation is as follows:

1. Technical (Practical) skills assessment:

The assessment of technical/practical skills can be conducted on any of the last two days of the training. The technical/practical skills assessment will be of 30 marks, as per the Supplementary guide.

It is expected to be conducted in 5 skill corners established for the skills demonstration. Skills corner should have required quantity of material/equipment's necessary to perform the demonstration. The technical/practical skills assessment has been divided into 2 parts-

A. Skill test I (Essential/Compulsory skills) and

B. Skill test II (Random skills including viva and demonstration)

A. Skill test I: The essential/ compulsory skill test will comprise of five essential/compulsory skills. Each of the skill carries 05 marks (*so total of 25 marks out of 30 marks*) and will involve steps, which needs to be performed in a correct sequence. *The Skill Checklist for ASHAs is annexed in this document.* The details of skills are mentioned in the table below-

S. No.	Name of the skills	Skill corner	Materials required
1	Hand washing (<i>can be conducted in the open premises</i>)	1 st skill corner	Bucket, mug, soap, running water and one volunteer (<i>for pouring the water</i>)
2	Temperature measurement	2 nd skill corner	Digital thermometer, spirit, cotton, baby mannequin, paper, pen/pencil and dustbin
3	Newborn weighing	3 rd skill corner	Weighing scale, cloth, baby mannequin, paper and



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

			pen/pencil
4	Keeping the Newborn warm	4 th skill corner	Baby mannequin and warm blanket
5	Preparation of ORS-using ORS packet and home-based ORS	5 th skill corner	ORS packet, clean water, spoon, laddle(<i>to mix the contents</i>), 200 ml glass, 1 litre jar/bottle, big bowl, salt, sugar, bucket and dustbin

Method:

- (i) All the ASHAs will be divided into four-five groups with 4-5 ASHAs allotted to one evaluator/examiner.
- (ii) Each of the 5 skill corners will have one examiner for assessment. ASHAs will demonstrate the required skill in that skill corner, one by one and proceed to the next skill corner. This will continue till each ASHA has demonstrated all the 5 skills. In this way, the assessment will be simultaneously conducted in the 5 skill corners.
- (iii) Each skill and steps involved in the skills are standardized by giving them equal marks. This indicates that-
 - Full marks for the step: If done as per the standards/checklist (*skill checklist for ASHA shared by NHSRC which is annexed in this document*). Each skill will be of 5 marks with 0.5 (1/2) marks allocated for each step
 - No marks for the Step: Not done as per the standards/checklist or any missing step

B. Skill test II: The Random skill assessment will include viva and demonstration. It will require the ASHA to perform any one skill from the list of random skills (*Trainers will have to prepare paper chits of all random skills and examiners will ask ASHAs to pick one chit*). Each skill carries 05 marks and will involve steps which needs to be performed in a correct sequence. The skills are-

For Viva-

- Tracking beneficiaries and updating MCH/MCP card
- Diagnosing the Last Menstrual Period (LMP) and calculating Expected Date of Delivery (EDD)
- Observation of newborn at birth, 30 seconds and 5 minutes for movement of limbs, breathing and crying
- Conduct examination of newborn for abnormality
- Provide care of eyes and umbilicus
- Counsel for exclusive breastfeeding



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

-
- Ability to identify hypothermia in newborns
 - Diagnose and management of newborn sepsis
 - Assessing grades of malnutrition (use of growth chart)
 - Diagnosis of dehydration and ability to ascertain if referral is required
 - Skill to make adaption of the message of six complementary feeding advises to each household
 - Signs of Acute Respiratory Infections (ARI) – during fever, chest in drawing, breath counting; and ability to manage mild vs moderate ARI with Cotrimoxazole and refer the severe ones
 - Skill in counselling the mother for feeding during diarrhoeal episode
 - Testing for anaemia and ensuring appropriate treatment
 - Counsel for delay in age of marriage, delay in age of first child bearing and in spacing the second child.

Demonstration*(the steps are given in the skill checklist for ASHA appended in this document)*

- Diagnosing Pregnancy using Nishchay Kit
- Diagnosis of Malaria *(in malaria endemic states)*
 - a) Rapid Diagnostic Test (RDT) Kit
 - b) Blood Smear

Method:

- (i) All the ASHAs will be divided into four-five groups. Each group will have 4-5 ASHAs allotted to one evaluator/examiner in one skill corner.
- (ii) From the given list of above random skills (including viva and demonstration), the ASHA will have to perform any one skill randomly picked through chits. The examiner will refer to the Module 6 and 7, to ask details about each topic. Each ASHA will answer the viva question or demonstrate the skill in that skill corner and the examiner will score them accordingly (out of 5 marks). In this way, the assessment will be simultaneously conducted in the 5 skill corners.
- (iii) The ASHA will be assessed based on the standardized steps as given in the Module 6 and 7 or skill checklist for ASHAs *(for demonstration only)* i.e.
 - Full marks for the step: If done as given in the Module 6 and 7 or skill checklist for ASHAs *(for demonstration only)*
 - No marks for the Step: Not done as given in the Module 6 and 7 or skill checklist for ASHAs *(for demonstration only)* or any missing step



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Please Note- The combined marks obtained by ASHAs from Skill test I (Essential/Compulsory skills) and Skill test II (Random skills including viva and demonstration)- from total of 30 marks, should be shared by state with NIOS as Internal Evaluation of ASHAs.

2. Theory assessment:

State may undertake theory evaluation of the ASHAs, as this will be a useful exercise/practice for the ASHA while sitting for the final external evaluation conducted by NIOS.

Theory examination can be of 30 marks and the allotted time can be 30-45 minutes. This can be administered on the last day of the Refresher training. The question paper can include various types/formats as decided by the State- Multiple Choice Questions; Fill the blanks, True/False, Match the following, Short answer type questions, Long answer type questions and Case studies. The marks of ASHAs theory examination should be recorded and maintained in a data base by the state for future reference

Method:

Theory question paper of 30 marks will be administered to the ASHAs and the time allotted will be 30-45 minutes.

Internal Evaluation Detail:

Type of Assessment	Maximum Marks	Pass Percentage	Pass Marks
Internal Evaluation by State	30 marks	50% of 30 marks	15 marks



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Appendix

Skill Checklists (For ASHAs)

Essential/Compulsory skill

1. Hand Washing - Demonstration

	Checklist	Marks allocated	Score
1	Remove rings, bangles and wrist watch	0.5	
2	Wet hands and forearm up to elbow and fingers	0.5	
3	<i>Apply soap on wet hands and forearm up to elbow and fingers-</i>	(02)	
i	Scrub hands	0.5	
ii	Scrub fingers/ thumbs	0.5	
iii	Scrub wrist	0.5	
iv	Scrub forearm	0.5	
4	Wash your hands thoroughly with clean water	0.5	
5	Do not use towel or any cloth to dry the hands	0.5	
6	Air-dry with hands up - elbow facing the ground	0.5	
7	Do not touch the ground or dirty objects after washing hands	0.5	
	Total	05	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Essential/Compulsory skill

2. Temperature Measurement– Demonstration

	Checklist	Marks allocated	Score
1	Take thermometer out and hold at broad end	0.5	
2	Clean the shining tip with cotton ball soaked in spirit	0.5	
3	Press the button to turn on thermometer. You may see “188.8” flash in the centre of the display window, then a dash (-), then the last temperature taken and then three dashes (---) and a flashing “F” in the upper right corner.	0.5	
4	Hold the thermometer upward and Place the shining tip in the centre of the armpit.	0.5	
5	Place your arm to support baby’s arm. Do not change the position	0.5	
6	Look at the display and Wait till continuous beeps are heard	0.5	
7	Remove thermometer if “F” stops flashing and number stops changing	0.5	
8	Read and record the temperature	0.5	
9	Turn off thermometer by pushing the round or colored button	0.5	
10	Clean the shining tip of the thermometer with a cotton ball soaked in spirit and Place thermometer back in the case	0.5	
	Total	05	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Essential/Compulsory skill

3. Weighing the newborn – Demonstration

	Checklist	Marks allocated	Score
1	Place the sling on scale	0.5	
2	Hold scale by top bar keeping the adjustment knob at eye level	0.5	
3	Turn the screw until its top fully covers the red and '0' is visible	0.5	
4	Remove sling from the hook and place it on a clean cloth placed on the ground/cot/table	0.5	
5	Place baby with minimum clothes in the sling and put the sling on hook	0.5	
6	Holding top bar carefully, as you stand up, lift the scale and baby off the ground till the knob is at eye level	0.5	
7	Read the weight	0.5	
8	Gently put the sling with baby in it, on the ground/cot/table and unhook the sling	0.5	
9	Gently take out the baby from the sling and hand over to the mother	0.5	
10	Record the weight and inform the mother about baby's weight	0.5	
	Total	05	



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Essential/Compulsory skill

4. Keeping the newborn warm – Wrapping the baby – Demonstration

	Checklist	Marks allocated	Score
1	Keep the room warm: (warm enough for adults)	0.5	
2	Close all windows in the room	0.5	
3	Before wrapping the baby make sure baby is dry	0.5	
4	Make sure baby is clothed properly and head is covered	0.5	
-5	Take a clean blanket Fold it from its top edge	0.5	
-6	Gently keep the baby on the blanket	0.5	
7	Cover the baby's head with the folded edge	0.5	
8	Wrap baby's foot with the blanket	0.5	
-9	Cover baby from either side of the blanket	0.5	
10	Give the baby back to mother and advise her to keep the baby close to herself	0.5	
	Total	05	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Essential/Compulsoryskill

5. ORS preparation – using ORS packet and home-based ORS- Demonstration

	Checklist	Marks allocated	Score
	Using ORS packet		
1	Check the expiry date of the ORS Packet and ensure that the ORS packet is not damaged	0.5	
2	Pour all the ORS powder into a container having capacity of 1 litre	0.5	
3	Measure 1 litre of clean drinking water (preferably boiled and cooled)	0.5	
4	Stir well until the powder is mixed thoroughly and check if the solution tastes like tears	0.5	
5	Inform the family that ORS should be stored in a closed container and should be used within 24hours of preparation.	0.5	
	Sub total	2.5	
	Homebased ORS		
1	Measure one glass (200 ml) of clean drinking water (preferably boiled and cooled)	0.5	
2	Add one leveled tea spoon of sugar in the glass of water	0.5	
3	Add one pinch (taken with three fingers) of salt in the glass of water	0.5	
4	Stir well until the powder is mixed thoroughly and check if the solution tastes like tears	0.5	
5	Inform the family that ORS should be stored in a closed container and should be used within 24hours of preparation.	0.5	
	Sub total	2.5	
Total		05	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Random Skill

1. Diagnosis of Pregnancy using Nishchay Kit - Demonstration

	Checklist	Marks allocated	Score
1	Collect the morning urine in clean and dry glass or in a plastic bottle	0.5	
2	Check for expiry date of the kit and ensure that the kit is intact	0.5	
3	Keep the Nishchay kit on a flat surface	0.5	
4	Take two drops of urine in the sample well	0.5	
5	Wait for 5 minutes	0.5	
6	If two violet color lines come in the test region (T), then the woman is pregnant	0.5	
7	If the violet colour line in the test region (T) is one only, then the woman is not pregnant	0.5	
8	Dispose the used Nishchay kit properly	0.5	
9	Depending on the following results of the test what advice will you give to the woman-	(1)	
i.	Negative result – Advice on family planning methods and help her choosing the most appropriate method	0.5	
ii	Invalid result- Repeat the test	0.5	
	Total	05	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Random Skill

2. Diagnosis of Malaria – Demonstration

a) Rapid Diagnostic Test (RDT) Kit

	Checklist	Marks allocated	Score
1	Check for expiry date of the kit. Open the foil pouch and check that the desiccant inside is still blue.If not, discard the test. Remove the test strip and the small tube or loop from the foil pouch and place them on clean dry surface Take out the buffer solution and the dropper. Place a new test tube in the multiple well plate	0.5	
2	Select the second or third finger of the left hand. Select the site of the puncture: Side of the ball of the finger, not too close to the nail bed	0.5	
3	Make a puncture at the site Allow the blood come up automatically. Do not squeeze the finger	0.5	
4	Place lancet in trash container	0.5	
5	Touch the tip of the tube or the loop to the blood drop on the finger and Let a small quantity of blood (a small drop) come up in the tube or the loop	0.5	
6	Touch the tube or the loop to the test strip just below the arrow mark to place the blood there. <i>If there is a paper, where Plasmodium falciparum is written, remove it and place the blood, where it was</i>	0.5	
7	Place tube/loop in the trash container	0.5	
8	Using the dropper, place 4 drops of buffer solution into a new test tube	0.5	
9	Now place the test strip containing blood in the buffer solution with the arrow pointing down.	0.5	
10	Observe after 15 minutes and record the result Place test strip and test tube in the trash container	0.5	
	Total	05	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

b) Blood Smear

	Checklist	Marks allocated	Score
1	Select the second or third finger of the left hand. Select the site of the puncture: Side of the ball of the finger, not too close to the nail bed	0.5	
2	Make a puncture at the site: Allow the blood come up automatically. Do not squeeze the finger	0.5	
3	Hold the slide by its edges	0.5	
4	Touch the drop of blood with a clean slide from below. Collect three drops for thick smear	0.5	
5	Touch another new drop of blood with the edge of a clean slide for preparing the thin smear	0.5	
6	Spread the first drop of blood with the corner of another slide to make a circle or a square about 1cm to make the thick smear	0.5	
7	Bring the edge of the slide carrying the second drop of blood to the surface of the first slide, wait until the blood spreads along the whole edge	0.5	
8	Push the slide forward by holding it at an angle of about 45° with rapid but not too brisk movement to make the thin smear	0.5	
9	Write with a pencil the slide number on the thin film, Wait until the thick film is dry	0.5	
10	Dispose of the lancet and cotton swabs in the trash container	0.5	
	Total	05	

.....



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

REFRESHER TRAINING OF ASHA SUPERVISORS

FMR: 3.1.2.7



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

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

Sub: 3 days refresher training for ASHA Supervisors.

Sir/Madam,

With reference to the subject cited above, this is to inform you that 3 days refresher training for ASHA supervisors will be conducted in your district to refresh the skills obtained by them during previous rounds of module 6th & 7th .

Therefore, you are requested to conduct 3 days refresher training for ASHA Supervisors at the earliest. The ANM of the concerned sub centre will also attend the training on last day so that joint efforts could accelerate health outcomes. A training impact assessment should be done at the beginning and at the end of 5 days. Details guidelines, agenda, and budget break-up are annexed. You are also requested to prepare a training calendar and communicate to be undersigned for information.

Note: Expenditure is to be incurred under FMR Code: 3.1.2.7 RoP 2018-19.

Yours sincerely,

Enclosed: As stated above.

Sd/-
(J.V.N. Subramanyam, IAS)

Mission Director,
National Health Mission, Assam
Date: 30/8/2018

No: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. PS to Hon'ble Minister of Health & Family Welfare for kind appraisal of Hon'ble Minister of Health & Family Welfare, Govt. of Assam.
2. The Commissioner Secretary to Govt of Assam, Health & FW Department, Dispur for information.
3. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society _____ (All district) for information.
4. The Executive Director, National Health Mission, for information.
5. Director, Finance & Accounts, National Health Mission, for information.
6. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (All district) for information & necessary action

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

District Wise budget breakup:

Refresher Training for ASHA Supervisor 3.1.2.7					
SN	District	No. ASHA Supervisor	Total no. of Training batches	Total Amount In Rs.	Total Amount in Lakh
1	Barpeta	149	5	287570.00	2.88
2	Baksa	97	3	173700.00	1.74
3	Bongaigaon	70	2	135100.00	1.35
4	Cachar	162	5	312660.00	3.13
5	Chirang	55	2	106150.00	1.06
6	Darrang	82	3	158260.00	1.58
7	Dibrugarh	114	4	220020.00	2.20
8	Dhemaji	73	2	140890.00	1.41
9	Dima Hasao	20	1	38600.00	0.39
10	Dhubri	176	6	339680.00	3.40
11	Goalpara	97	3	173700.00	1.74
12	Golaghat	101	4	202650.00	2.03
13	Hailakandi	67	2	129310.00	1.29
14	Jorhat	113	4	218090.00	2.18
15	kamrup Metro	18	1	34740.00	0.35
16	kamrup Rural	162	5	312660.00	3.13
17	Karbi Anglong	96	3	173700.00	1.74
18	Karimganj	114	4	220020.00	2.20
19	Kokrajhar	131	4	252830.00	2.53
20	Lakhimpur	106	4	204580.00	2.05
21	Morigaon	83	3	160190.00	1.60
22	Nagaon	204	7	393720.00	3.94
23	Nalbari	71	2	137030.00	1.37
24	Sivsagar	118	4	227740.00	2.28
25	Sonitpur	177	6	341610.00	3.42
26	Tinsukia	126	4	231600.00	2.32
27	Udalguri	95	3	173700.00	1.74
Total		2877	95	5500500.00	55.01

Sd/-

**Mission Director,
NHM Assam**



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

Model Budget Breakup:

3 days Refresher Training for ASHA Supervisor FMR: 3.1.2.7					
SN	Component	Unit Cost	Unit	Duration	Total
1	TA for Participants subject to actual	200	30	2	12000
2	DA to Participants	100	30	3	9000
3	Honorarium for Resource Persons	300	3	3	2700
4	Accommodation for the participants including(L/F)	150	33	3	14850
5	Training Material (folder, note Pad, Pen, Pencil, Highlighter etc.)	50	30	1	1500
6	Working lunch, snacks and Tea	150	33	3	14850
8	Venue hiring Charge	1000	1	3	3000
A	Total amount for one batch (in Rs.)				57900
B	Total amount for 3 days Refresher Training for ASHA Supervisor (Total 2877) in 95 Batches A*95				5500500

Sd/-
Mission Director,
NHM Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II:

Guidelines for Conducting Refresher training for ASHA Supervisors

1. The contents of refresher training for ASHA Supervisors shall be completed in 3 days. Both the module 6th and 7th shall be used as module for refresher training. The topics to be covered during the refresher training are mentioned in annexure I.
2. The Training has to be conducted at the BPHC level and it has to be fully residential. Accommodation arrangement for the trainees as well as the trainers has to be made at BPHC level.
3. Expect for the emergency ground, neither any leave will be granted nor shall any participant be allowed to stay outside the training venue during the training period.
4. In case of any emergency, the trainee has to get the leave approved by the training in charge with proper justification.
5. Block Trainers trained at Zonal level by the State Trainers will only conduct the ASHA Supervisors training. For the topic of RCH register & MCTS web portal, district may utilize the service of BDM.
6. Each of the training days will start with a prayer and recap of the previous day's activities.
- 7. Pre – training:**
 - a. Intimate all the ASHA Supervisors about the date and venue of the training in advance so that they can be available prior to the training.
 - b. Each BPHC shall meet with the trainers for effective planning of the training and ensure the availability of the trainers.
 - c. Inform all the ASHA Supervisors to bring the training aids provided during the earlier Modular training of 6 & 7 (Thermometer, Weighing scale, Flip book etc.)
 - d. Build a positive environment for training by making comfortable, secured and clean training venue and accommodation.
 - e. Arrange all the materials required for imparting training. (Projector, white board with marker, flipchart, cardboard, sketch pen, wiper etc. as per provided checklist)
 - f. Arrangement of Television/Desktop/Laptop must be kept at the training venue so that Skill CD along with videos on ARI, Diarrhoea, Breastfeeding can be displayed.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

- g. Ensure the availability of all the raining materials required for conducting the training.
- h. Make the training session plan and give a copy to all Resource Person and the Participants.
- i. The ideal batch size for the training should be restricted to 30 participants in each batch.
- j. Make arrangement for emergency medical facilities.
- k. Plan their departure in advance and make arrangement for payment etc.

8. During the training

- a. Prepare a training agenda and provide the same to each participants.
- b. Skill CD should be shown to the participants and enough practice should be carried out.
- c. Trainers should eat, sit, sing and play with the participants and develop the supervisory skill in them.
- d. Songs and games should be used as both relaxation techniques but also to inculcate a feeling of solidarity and oneness with each other.
- e. Necessary practice materials should be prepared and distributed to both the trainees as well as trainers in local language.
- f. The trainers should keep group engaged by asking questions which will promote active participation.
- g. Training session should start each day at the stipulated time.
- h. Conduct written/oral/practical evaluation during the training and after completion of the training.
- i. Games/energizers/entertainment programmes to be conducted throughout the training programme.
- j. During the training extra session on MDR, CDR, MCTS registration should be conducted. All the ASHA Supervisors should be explained on the importance of colleting self phone number of PW or husband and the same should be updated in the RCH register.

9. After the training:

- a. ASHA Supervisors should be supported at the field by the DCM, BPM, LHV, ANM, BEE (especially who have undergone training on module 6th & 7th) so that the ASHA Supervisors can improve their skills.
- b. On the job support should be provided to the trainee.
- c. After the training, the trainee should hand hold the ASHA during the field level activities.
- d. During the monthly sectoral level meeting, ASHA Supervisors are encouraged to raise their doubts and concerns so that it can be addressed.
- e. Special skill demonstration and practice should be conducted during the sectoral level ASHA meetings for improvement in skills and building confidence.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

10. Documentation of the training:

- a. Attendance register should be kept at the training center where attendance of all the participants should be kept. All the participants should sign the attendance register before entering the training hall/venue in the morning hour and before leaving the class room after completion of the day session in the evening.
 - b. Group photo of each batch along with the training banner should be taken and kept along with the attendance register as a record. Photographs of some other class room activities should be taken for documentation and same should be shared with the State/District.
 - c. Pre and post test should be conducted and result should be kept as record. The same record should be shared with the state within 15 days of completion of the training along with the training report.
 - d. A summary report of the training under the signature of the Jt. DHS cum Member Secy./ASHA Nodal Officer should be sent along with the relevant photocopy of other necessary documents should be sent to state within 15 days of completion of the training.
11. SDM & HO/BPHC I/C/Block ASHA Nodal officer of the block will be in charge of the training and BPM/BCM will coordinate and ensure quality training program.
12. District level officials including the Jt. DHS of the district and members of DPMU(DPM/DCM/DME/DDM/DAM) shall constitute a monitoring team and supervise the training programme in each of the BPHCs to ensure quality of the training conducted.
13. Note:
14. The training guideline has to be followed strictly. Disciplinary action will be taken against those who will not follow the prescribed guideline.
15. Those who have been selected & trained as ASHA module 6th & 7th trainers shall only take part as ASHA trainer in the training.

Sd/-
Mission Director
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III:

Agenda for Refresher training ASHA Supervisors		
Day	Time	Topic
Day 1	9:00 am to 9:30 am	Welcome and Introduction
	9:30am to 10.15 am	Experience Sharing
	10:15am to 10:45 am	Determining LMP and EDD using the printed chart
	10:45 am to 11:00 am	Tea
	11:00 am to 12:00 am	Health problems during pregnancy and referral
	12:00 am to 12:45 pm	Preparing mother for delivery/ Birth preparedness
	12:45 pm to 1:30 pm	Maternal care: Introduction to obstetric emergencies and referral
	1:30 pm to 2:00 pm	Lunch
	2:00pm to 2:30 pm	Maternal Care: Readiness for Emergencies
	2:30 pm to 3:00pm	Immediate care at birth, initiation of breastfeeding
	3:00pm to 3:30 pm	Introducing effective breast feeding practice
	3:30 pm to 4:00 pm	Care of the eyes, umbilical cord and skin
	4:00 pm to 4:15 pm	Tea
	4:15 pm to 4:45 pm	How to measure the newborn temperature
	4:45 pm to 5:15 pm	How to weigh the newborn
	5:15 pm to 5:45 pm	Why keep the newborn warm and how to keep the newborn warm



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Agenda for Refresher training of ASHA Supervisors

Day	Time	Topic
Day 2	9.00 am to 9:15 am	Recap of Previous day
	9:15 am to 9:30 am	Control of newborn temperature in hot weather and management of fever
	9:30 am to 10:00 am	Common childhood problems and the case management process
	10:00 am to 10:30 am	Assessing the sick child : Danger signs
	10:30 am to 10:45 am	Tea
	10:45 am to 11:15 am	Assessing and Classifying ARI, diarrhea, fever and malnutrition
	11:15 am to 11:45 am	Infant and Young Child Feeding
	11:45 am to 12:15 pm	Immunization
	12:15 pm to 12:45 pm	High-Risk Assessment and the Management of Low Birth Weight/Preterm Babies
	12:45pm to 1:15 pm	High-Risk Assessment and the Management of Low Birth Weight/Preterm Babies
	1:15 pm to 1:30 pm	Diagnosis and management of birth asphyxia
	1:30 pm to 2:00 pm	Lunch
	2:00 pm to 2:20 pm	Diagnosing and management of neonatal sepsis
	2:20 pm to 2:40 pm	Management of newborns with chest in-drawing
	2:40 pm to 3:00 pm	Management of Acute respiratory infection (ARI)
	3:00 pm to 3:20 pm	Management of Diarrheal Disease
	3:20 pm to 3:45 pm	Tea
	3:45 pm to 4:15 pm	Malaria
	4:15 pm to 4:45 pm	Tuberculosis
	4:45 pm to 5:15 pm	RCH register & MCTS web portal



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Agenda for Refresher training of ASHA Supervisors		
Day	Time	Topic
Day 3	9:00am to 9:15am	Recap of Previous day
	9:15 am to 9:45 am	Village health and Nutrition day (VHND)
	9:45 am to 10:15am	Women's reproductive health (Revision of RTI/ STI, Safe abortion, family planning)
	10:15 am to 10:45 am	Understanding Gender, Patriarchy & Cycle of Violence
	10:45 am to 11:15 pm	Tea
	11:15 am to 11:45 pm	Signs and symptoms of violence, Consequences of Violence against Women
	11:45 pm to 12:15 pm	Identifying women who are vulnerable to violence
	12:15 pm to 12:30 pm	Role of ASHA in addressing violence against women
	12:30 pm to 1:00 pm	Legal measures to prevent Violence against Women
	1:00 pm to 1:30 pm	VHSNC, Role & responsibility of ASHAs, meeting minutes
	1:30 pm to 2:00 pm	Lunch
	2:00 pm to 2:15 pm	Revision of skills for Newborn and sick child (Viewing of Skill CD and practice e.g. Handwash, weighing & use of thermometer)
	2:15 pm to 2:30 pm	Incentives of ASHA in different activities, ASHA Incentive Payment mechanism
	2:30 pm to 2:45 pm	ASHA Drug kit & refilling mechanism
	2:45 pm to 3:00 pm	Evaluation, Valedictory/Disbursement of TA/DA to participants
	3:30 pm to 3:45 pm	Tea



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

ASHA CONVENTION

FMR: 3.1.3.3



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

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

Sub: ASHA Convention & Award to ASHAs.

Sir/Madam,

ASHAs are the key personnel in the periphery of our healthcare system. Meeting with all ASHAs with key district official is necessary to understand field level issues/ grievance redressal. Hence, it is requested to conduct convention of ASHAs in each district . The guidelines, agenda and district wise budget details are enclosed.

You are therefore, requested to communicate the date of convention to the undersigned for information at the earliest.

**Note: The expenditure for conducting ASHA Convention should be incurred from
FMR code: 3.1.3.3, RoP, 2018-19.**

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director

National Health Mission, Assam
Dated: 30/8/2018

Memo No:

Copy to:

- 1) PS to Hon'ble Minister of Health & Family Welfare for kind appraisal of Hon'ble Minister of Health & Family Welfare, Govt. of Assam.
- 2) PS to commissioner Secretary to Govt of Assam, Health & FW Department, Dispur for favour of information.
- 3) Executive Director, NHM, Assam for information.
- 4) The Director, Finance & Accounts, NHM, Assam, for information
- 5) The Joint Director of Health Services, (All District) for kind information.
- 6) The Officers, SPMU, NHM, Assam for kind information.
- 7) The Officers, DPMU, NHM, Assam for kind information and necessary action.

Sd/-

Mission Director
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

District Wise Budget Breakup for ASHA Convention: Cost per ASHA:

ASHA Convention FMR:3.1.3.3				
Sl	District	No of ASHA	Allocation to District @ 483/- per ASHA	In Lakhs
1	Baksa	935	451758.34	4.52
2	Barpeta	1507	728128.148	7.28
3	Bongaigaon	690	333383.16	3.33
4	Cachar	1745	843121.18	8.43
5	Chirang	717	346428.588	3.46
6	Darrang	964	465770.096	4.66
7	Dhemaji	746	360440.344	3.60
8	Dhubri	1836	887089.104	8.87
9	Dibrugarh	1218	588493.752	5.88
10	Dima Hasao	238	114993.032	1.15
11	Goalpara	1015	490411.46	4.90
12	Golaghat	1030	497658.92	4.98
13	Hailakandi	689	332899.996	3.33
14	Jorhat	1210	584628.44	5.85
15	Kamrup Metro	211	101947.604	1.02
16	Kamrup Rural	1737	839255.868	8.39
17	Karbi Anglong	1097	530030.908	5.30
18	Karimganj	1193	576414.652	5.76
19	Kokrajhar	1309	632461.676	6.32
20	Lakhimpur	1036	500557.904	5.01
21	Morigaon	911	440162.404	4.40
22	Nagaon	2376	1147997.664	11.48
23	Nalbari	753	363822.492	3.64
24	Sivasagar	1206	582695.784	5.83
25	Sonitpur	1859	898201.876	8.98
26	Tinsukia	1346	650338.744	6.50
27	Udalguri	1045	504906.38	5.05
Total:		30,619	14793998.52	147.94

Sd/-
Mission Director
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II:

GUIDELINE FOR CONDUCTING “ASHA CONVENTION”

1. A 5 member district level committee should be constituted involving the chairperson of District Health Society as chairperson and Jt. DHS as member secretary.
2. The committee shall decide the date of ASHA convention and best available spacious venue in the district.
3. All the ASHA & ASHA Supervisor should be informed well in advance about the objectives, date and venue of convention within the budget provision.
4. Transportation facility (both pick up & drop back) should be arranged for all ASHA & ASHA Supervisor from Block to the venue of convention.
5. Emergency medical facility and security arrangement should be ensured at the venue.
6. Facility for drinking water and hygienic & clean wash room should be ensured at the venue.
7. All the ASHA & ASHA Supervisor should be provided with light refreshment ,tea and lunch etc.
8. Proper sitting arrangement should be ensured for all participants.
9. 3 nos. of best performing ASHA should be selected from the each BPHC of the district following the selection criteria for best ASHA and awarded. Refer the selection guideline placed at annexure III.
10. The date of ASHA convention should informed to undersigned in advance.
11. A brief reports, minutes, photographs etc. must be shared with undersigned within one week of completion of event.
12. The expenditure for conducting ASHA Convention should be incurred from **FMR code: 3.1.3.3, RoP 2018-19** as per guidelines and norms.

Sd/-

Mission Director
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Best performing ASHA selection guideline

Selection of best performing ASHA should be done by the Block selection committee under the chairman of the SDM&HO with the following members:

1. SDM & HO – Chairman
2. BPM – Member secretary
3. BAM – Member
4. BCM – Member
5. ASHA Supervisor(2 Nos)- Member

The committee will be responsible for selection of 3 nos. of best performing ASHAs following the below mentioned criteria based on performance during 2018-19:

- ✓ Highest number of attendance in VHND in her allotted area with coverage of minimum 90% to 100% beneficiaries (both children and pregnant women) for immunization.
- ✓ Highest number of coverage of beneficiaries for immunization during 3 rounds of SID.
- ✓ Highest number of attendance in VHSNC meeting with involvement of PRI member and other member of the VHSNC.
- ✓ Highest number of attendance in PHC/ sectoral level meeting.
- ✓ Highest number of institutional delivery supported and brought to the facility.
- ✓ Highest number of incentive claimed including the monthly routine incentive.

Note: While selecting the best performing ASHAs the committee shall go through a rigorous process and necessary documentation to be done and forwarded the same to the District level committee.

Sd/-

**Mission Director
National Health Mission, Assam**



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Model Agenda for District ASHA Convention

1. Various schemes supported by ASHAs and their involvement and performance.
2. Sharing analysis report of activity wise ASHA incentives and ASHA Payment System.
3. Problem of delay on ASHA Incentives.
4. Reference of poor coverage area to District Media expert for effective IEC.
5. The immediate ASHA Support Structure available at periphery and block level and their role, ASHA Help Desk, ASHA Rest room.
6. Grievances redressal of ASHAs, 104 ASHA Help line.
7. Feedback from ASHAs.
8. Any other District specific matters.

Sd/-
Mission Director
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

HEALTH & WELLNESS CENTER MONITORING
BY VHSNC MEMBERS
FMR: 3.2.4.2



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

The Joint Director of Health Services &
Member Secretary , District Health Society
(Baksa, Barpeta, Darrang, Dhubri, Goalpara, Hailakandi & Udalguri)

Sub: Roll out of H&WC Monitoring by VHSNC Members.

Sir/Madam,

With reference to the subject cited above, this is to inform you that Health & Wellness centres are a new approach to enhance primary health care to the community. For smooth functioning of the H & WC community level monitoring is necessary. Therefore to aid the same, a 2 days training of VHSNC members is planned in your district to equip the skills required by the VHSNC members to monitor the basic functioning of H & WC.

Therefore you are requested to conduct the 2 days training on H&WC Monitoring by VHSNC Members at the earliest. Details, guidelines and budget break-up are annexed. You are also requested to prepare a training calendar and communicate to be undersigned.

Note: Expenditure is to be incurred under FMR Code: 3.2.4.2 (ROP 18-19)

Enclosed: As stated above.

Yours sincerely,

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

Memo no: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society (Baksa, Barpeta, Darrang, Dhubri, Goalpara, Hailakandi & Udalguri) for information.
2. The Executive Director, National Health Mission, for information.
3. The Director Health Services, Assam, for information.
4. The Director, Finance & Accounts, National Health Mission, for information.
5. The Programme Officers, SPMU, National Health Mission, for information.
6. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
7. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (Baksa, Barpeta, Darrang, Dhubri, Goalpara, Hailakandi & Udalguri) for information & necessary action

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

District wise budget breakup:

H & WC Monitoring by VHSNC members FMR: 3.2.4.2							
Sl	Dist	H & WC	VHSNCs 5 per H&wc	Total Participants No of H&WCx5VHSNC perH&WC x3members per VHSNC	Batches for training @ 30 per batch	Total Cost	In Lakh
1	Baksa	17	85	255	8	259200.00	2.59
2	Barpeta	26	130	390	13	421200.00	4.21
3	Darrang	27	135	405	14	453600.00	4.54
4	Dhubri	78	390	1170	39	1263600.00	12.64
5	Goalpara	34	170	510	17	550800.00	5.51
6	Hailakandi	30	150	450	15	486000.00	4.86
7	Udalguri	10	50	150	5	162000.00	1.62
Total		222	1110	3330	111	3596400.00	35.96

Sd/-
Mission Director
NHM, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

Model Budget Breakup:

District Level Training of VHSNC members on H & WC Monitoring for Aspirational Districts					
FMR: 3.2.4.2					
SN	Component	Unit Cost	Unit	Duration	Total
1	TA for Participants subject to actual	250	30	2	15000
3	Honorarium to Resource person	500	3	2	3000
4	Working lunch, snacks and Tea	150	33	2	9900
5	Venue hiring Charge	1000	1	2	2000
6	Training Materials; bag, pen, writing pad, checklist	50	30	1	1500
7	Public Address system / genset hiring charge	1000	1	1	1000
Total amount for one batch @ 30 participants per batch(in Rs.)					32400
Total Amount for 111 batches= 3330 members= A x 111					3596400

Sd/-

Mission Director
NHM, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II:

Guiding Notes for rolling out H&WC Monitoring by VHSNC Members:

Batch Strength: 30 (+/- 5 members)

- The participants for the H&WC Monitoring by VHSNC Members training should be the 3 active & knowledgeable members from each VHSNC falling under the ambit of the Target Health & Wellness Center.
- No VHSNC & its members which is not covered by the H & WC should be included for the training.
- The training should be conducted only by the personnel trained during State ToT.
- The number of participants for each batch should be 30 per batch with an upper and lower limit of +5 or -5.
- The participants are to be informed well in advance regarding the training timing & venue.
- The venue should be located near the Health & Wellness Center for ease of access during the training.
- The training should accommodate at least 1 session each day for practical hand holding & practice.
- Prior to the training the trainers of the particular district should sit together & prepare the lessons to be covered during the training.
- A proper agenda for the training should be prepared and shared during the training.
- All the participants should be provided with the Tool developed, a pen, writing pad & folder.
- Arrangement of food (Breakfast, Lunch, Tea & snacks) should be taken care of.
- A training completion report is to be provided once the training has been completed.
- After the Participants have been trained the respective VHSNC Members they should undertake periodical visits in teams and assess the H & WC.
- The report generated by the tool may be shared with the BPHC I/C & BPMU/ DPMU
- The training calendar should be shared by the district to the undersigned.

Sd/-

**Mission Director,
National Health Mission, Assam**



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III: Training of the VHSNC members on Health and Wellness Centre (HWC)

Participants-VHSNC members

Batch size: 30

Number of days: 2

Facilitators: 2

Day 1

Time	Sessions	Remarks
11.00 am-11.30 am	Session 1: Introduction to the Ayushman Bharat <ul style="list-style-type: none"> Comprehensive Primary Health Care Health and Wellness Centres National Health Protection Scheme Atal Amrit Abhiyan 	Brief of the governments' initiative to provide primary health care, its major components and the entitlements under each initiative for the people.
11.30 am-12.30 pm	Session 2: Health and Wellness Centres <ul style="list-style-type: none"> What and where Health promotion and prevention Curative service provisions Service providers Referral services Role of the VHSNC members in strengthening the HWC functioning 	Details to be shared with the participants based on the HWC booklet
12.30 pm-1.00 pm	Session 3: Atal Amrit Abhiyan (National Health Protection Scheme) <ul style="list-style-type: none"> Provisions of the scheme Who can avail What are the benefits of the schemes How the people can avail its benefits 	Provide details of the scheme. Distribute the enrollment form, teach members on how to fill, where the eligible people can get treatment. Documentation required availing the benefits.
1.00 pm- 2.30 pm	Lunch	
2.30 onwards	Visit to the Health and Wellness Centre Objective- <ul style="list-style-type: none"> Know your service providers Understand the role of the service providers- Community Health Officer, Multipurpose Worker (M and F) and Lab technician Know about services provided Take a round of the HWC to observe- <ul style="list-style-type: none"> Services provided Facilities available <ul style="list-style-type: none"> ✓ Equipments ✓ Laboratory and Drug store ✓ Delivery room General area (sitting arrangements, toilet, water and electricity) Information display around the HWCs Citizen Charters 	



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Day 2

Time	Sessions	Remarks
11.00 am-12.00 noon	Session 1: Sharing of the experiences from the visit of the HWC	
12.00 noon-1.00 pm	Session 2: Understanding the monitoring tool	
1.00 pm- 2.30 pm	Lunch	
2.30 onwards	Session 3: Monitoring of the HWC (Visit to the Health and Wellness Centre to monitor) <ul style="list-style-type: none">• Members fill the monitoring tool by observations.• Discussion within the monitors of the findings on each component.• Sharing of the observations with the CHO and other staff members. Discuss the ways to resolve the gaps identified. Record the discussions and action points in the tool kit.• Briefing by the trainers on the follow up actions.	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

ROGI KALYAN SAMITI TRAINING

FMR: 3.2.4.5



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

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

Sub: Roll out of Rogi Kalyan Samiti training.

Sir/Madam,

With reference to the subject cited above, this is to inform you that Rogi Kalyan Samities are a vital part of a health institution to. A 2 day training of RKS members on Rogi Kalyan Samiti is hereby planned in your districts.

Therefore you are requested to conduct the 2 days training on RKS at the earliest. Details, guidelines and budget break-up are annexed. You are also requested to prepare a training calendar and communicate to be undersigned.

Note: Expenditure is to be incurred under FMR Code: 3.2.4.5 (ROP 18-19)

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

Memo no: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society_____ (All Districts) for information.
2. The Executive Director, National Health Mission, for information.
3. The Director Health Services, Assam, for information.
4. The Director, Finance & Accounts, National Health Mission, for information.
5. The Programme Officers, SPMU, National Health Mission, for information.
6. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
7. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (All district) for information & necessary action

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

District Wise budget breakup:

District wise Health Institution - Assam (As per RHS - 2017 Report)										
SI No.	Name of the District	PHC	CHC	SDH	DH	Total HI	Participants 4 per HI	No of Batches @30 per batch	Cost @ 34650/- per batch	In Lakh
1	Baksa	39	5	0	1	45	180	6.0	207900	2.079
2	Barpeta	50	8	1	1	60	240	8.0	277200	2.772
3	Bongaigaon	28	4	0	1	33	132	4.0	138600	1.386
4	Cachar	28	4	0	1	33	132	4.0	138600	1.386
5	Chirang	24	3	0	1	28	112	4.0	138600	1.386
6	Darrang	34	7	0	1	42	168	6.0	207900	2.079
7	Dhemaji	22	4	0	1	27	108	4.0	138600	1.386
8	Dhubri	42	8	2	1	53	212	7.0	242550	2.426
9	Dibrugarh	32	8	0	0	40	160	5.0	173250	1.733
10	Dima Hasao	11	2	0	1	14	56	2.0	69300	0.693
11	Goalpara	39	5	0	1	45	180	6.0	207900	2.079
12	Golaghat	40	4	1	1	46	184	6.0	207900	2.079
13	Hailakandi	13	3	0	1	17	68	2.0	69300	0.693
14	Jorhat	44	6	2	0	52	208	7.0	242550	2.426
15	Kamrup (Metro)	45	3	0	1	49	196	6.0	207900	2.079
16	Kamrup (Rural)	71	11	1	1	84	336	11.0	381150	3.812
17	Karbi Anglong	44	5	1	1	51	204	7.0	242550	2.426
18	Karimganj	27	7	0	1	35	140	5.0	173250	1.733
19	Kokrajhar	45	2	1	1	49	196	6.0	207900	2.079
20	Lakhimpur	25	8	1	1	35	140	5.0	173250	1.733
21	Morigaon	36	5	0	1	42	168	6.0	207900	2.079
22	Nagaon	78	17	0	1	96	384	13.0	450450	4.505
23	Nalbari	47	11	0	1	59	236	8.0	277200	2.772
24	Sivasagar	45	4	2	1	52	208	7.0	242550	2.426
25	Sonitpur	56	8	2	1	67	268	9.0	311850	3.119
26	Tinsukia	20	7	0	1	28	112	4.0	138600	1.386
27	Udalguri	24	5	0	1	30	120	4.0	138600	1.386
Total		1009	164	14	25	1212	4848	162.00	5613300	56.13

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

Model Budget Breakup:

District Level Training RKS Members					
FMR: 3.2.4.5					
SN	Component	Unit Cost	Unit	Duration	Total
1	TA for Participants subject to actual	200	30	2	12000
2	DA to Participants One time for 2 days	175	30	1	5250
3	Honorarium to Resource person	500	3	2	3000
4	Working lunch, snacks and Tea	150	33	2	9900
5	Venue hiring Charge	1000	1	2	2000
6	Training Materials; bag, pen, writing pad, checklist	50	30	1	1500
7	Public Address system / genset hiring charge	1000	1	1	1000
	Total amount for one batch @ 30 participants per batch(in Rs.)				34650
Total Amount for 162 batches= 4848 members= A x 162					5613300

Sd/-
Mission Director,
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II:

Guiding Notes for rolling out “Rogi Kalyan Samiti” training:

Batch Strength: 30 (+/- 5 members)

- The participants for the RKS training should be the (a) Facility In Charge, (b) One MO/Staff Nurse/LHV of the facility, (c) Accountant of the Health Facility & (d) One RKS member from other stakeholder departments like ICDS, PHED etc. Moreover the BPMU level personnel namely the *Block Programme Manager, Block Community Mobilizer, Block Accounts Manager & Block Data Manager* should participate in at least one batch of the 2 days training, preferably when the training is being conducted in his/her BPHC or nearby facility.
- The training should be conducted only by the person trained during State ToT.
- The number of participants for each batch should be 30 per batch with an upper and lower limit of +5 or -5.
- The participants are to be informed well in advance regarding the training timing & venue.
- The venue should not be located too far away for the participants as this would attract low attendance.
- Prior to the training the trainers of the particular district should sit together & prepare the lessons to be covered during the training.
- The training should be conducted as per the agenda provided, timings should be strictly maintained.
- All the participants should be provided with the RKS Module, a pen, writing pad & folder.
- Arrangement of food (Breakfast, Lunch, Tea & snacks) should be taken care of.
- A training completion report is to be provided once the training has been completed.
- After the Participants have been trained the respective health facilities should adopt the standard practices such as record keeping reporting etc. as mentioned in the RKS Module.
- Proper monitoring of the training should be done by representatives of the district so as to maintain the quality of the training.
- The training calendar should be shared by the district to the undersigned.

Sd/-

**Mission Director,
National Health Mission, Assam**



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III:

Agenda for RKS Training:

DAY 1		
Time /Date	Session/Activity	Speaker/Facilitator
9.00am - 9.15am	Welcome Address and Objective	
9.15am - 10.00am	Health care Service Delivery in India	
10.00am- 10.45am	National health Mission & Community Ownership	
10.45am - 11.00am	TEA BREAK	
11.00am to 11.45am	Issues and Challenges and how to make RKS more effective /Sikkim RKS assessment Findings	
11.45am to 12.30pm	Purpose and Objective of RKS	
12.30pm to 1.15 pm	Institutional Development Plan by RKS	
1.15 pm to 1.45 pm	Structure and Composition of RKS	
1.45 pm to 2.30 pm	LUNCH	
2.30 pm to 4:00	Ensuring equality and social inclusion in Delivery of Health	
4.00 pm to 4.15 pm	TEA BREAK	
4.15 pm to 5.15 pm	Functions of RKS	
DAY 2		
9.00 am to 9.30 am	RKS fund utilization and challenges	
9.30 am to 10.30 am	Financial Management and Accounting	
10.30 am to 10.45am	TEA BREAK	
10.45 am to 11.30am	Group Presentation by Group A *Health care Service Delivery in India *Purpose and Objective of RKS *Functions of RKS	
11.30 am to 12.30pm	Group Presentation by Group B * National Health Mission and Community Ownership *Ensuring Equity and Social inclusion in Delivery of Health Functions of RKS * RKS Fund utilization and its Challenges	
12.30 pm to 1.45 pm	LUNCH	
1.45 pm to 2.30 pm	RKS Training Roll Out Strategy	
2.30 pm to 3.15 pm	Feedback , Way forward & Valedictory	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

VILLAGE BASED INITIATIVE TO SYNERGIZE HEALTH WATER AND SANITATION (VISHWAS)

FMR: 3.3.2



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

The Joint Director of Health Services &
Member Secretary , District Health Society
(Cachar, Chirang, Dhubri, Goalpara, Hailakandi, Karbi Anglong, Karimganj & Nagaon)

Sub: Roll out of “VISHWAS” training to VHSNC Members

Sir/Madam,

With reference to the subject cited above, this is to inform you that “VISHWAS” Village Based Initiative to Synergise Health Water and Sanitation consists of 11 days campaign to be conducted by the VHSNCs to bring together the various health related aspects of a village. With this regard a two days training is planned in your district for better understanding & rollout of the Campaigns.

Therefore you are requested to conduct the VISHWAS training of the VHSNC members at the earliest. Details, guidelines and budget break-up are annexed. You are also requested to prepare a training calendar and communicate to be undersigned.

Note: Expenditure is to be incurred under FMR Code: 3.3.2 (ROP 18-19)

Enclosed: As stated above.

Yours sincerely,

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

Memo no: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society_____ (Cachar, Chirang, Dhubri, Goalpara, Hailakandi, Karbi Anglong, Karimganj & Nagaon) for information.
2. The Executive Director, National Health Mission, for information.
3. The Director Health Services, Assam, for information.
4. The Director, Finance & Accounts, National Health Mission, for information.
5. The Programme Officers, SPMU, National Health Mission, for information.
6. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
7. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (Cachar, Chirang, Dhubri, Goalpara, Hailakandi, Karbi Anglong, Karimganj & Nagaon) for information & necessary action

Sd/-

Mission Director,
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I

District Wise budget breakup:

VISHWAS Training to VHSNC Members FMR: 3.3.2				
SL	District	Batches	Cost	In lakh
1	Cachar	87	2048850.00	20.49
2	Chirang	39	918450.00	9.18
3	Dhubri	90	2119500.00	21.20
4	Goalpara	57	1342350.00	13.42
5	Hailakandi	39	918450.00	9.18
6	Karbi Anglong	55	1295250.00	12.95
7	Karimganj	59	1389450.00	13.89
8	Nagaon	110	2590500.00	25.91
Total		536	12622800.00	126.23

Model Budget Breakup:

VISHWAS Training to VHSNC Members FMR 3.3.2					
SL	Component	Unit Cost in Rs	Unit	Duration	Total
1	Honorarium to resource persons	375	2	2	1500
2	Accommodation to the participants including fooding & lodging, Lunch Snacks and Tea.	262.5	33	2	17325
3	Training Material (Bag, Pad, Pen, Pencil, Highlighter, Etc.)	112.5	32	1	3600
4	Hall Hiring Charge	562.5	1	2	1125
TOTAL for 1 batch of 30 participants					23550
TOTAL for 536 batches of 30 participants					12622800

Sd/-
Mission Director,
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II:

Guiding Notes for rolling out “VISHWAS” training:

Batch Strength: 30 (+/- 5 members)

- The participants for the VISHWAS training should be the **ASHA & other 4 young, active and knowledgeable members of the VHSNC**, if the VHSNC has more than 1 ASHA then both should be trained in the same.
- The training should be conducted only by the DCM/ BCM/ person trained during State ToT.
- The number of participants for each batch should be 30 per batch with an upper and lower limit of +5 or -5.
- The participants are to be informed well in advance regarding the training timing & venue.
- The venue should not be located too far away for the participants as this would attract low attendance.
- Prior to the training the trainers of the particular district should sit together & prepare the lessons to be covered during the training.
- A proper agenda for the training should be prepared and shared during the training.
- All the participants should be provided with the VISHWAS Module, a pen, writing pad & folder.
- Arrangement of food (Breakfast, Lunch, Tea & snacks) should be taken care of.
- A training completion report is to be provided once the training has been completed.
- After the Participants have been trained the respective VHSNCs should celebrate the VISHWAS campaign days in a ceremonial manner as per the Guidebook principles.
- The fund for celebrating the Campaign days may be used from the VHSNC untied fund.
- Proper monitoring of the training should be done by representatives of the district so as to maintain the quality of the training.
- The training calendar should be shared by the district to the undersigned.

Sd/-

Mission Director,
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III:

Agenda 2 days training on VISHWAS to VHSNC Members

Agenda of Training of Trainers on VISHWAS Campaign		
Time	Topic	Resource Person
Day 1		
9:00am -9:30am	VHSNC - A status update and introduction to VHSNC Guidelines 2013	
9:30 a.m. - 9:40 a.m.	Tea Break	
9:40 a.m. – 10:10 a.m.	An introduction to the Handbook of VHSNC members	
10:10am -11:10am	Background of VISHWAS Campaign	
	Structure of VISHWAS Campaign - An introduction	
11:10 a.m. – 12:00pm	Structure of VISHWAS Campaign - An introduction: Continued	
12:00pm-1:00pm	Campaign Day 1 - Annual Planning Day for VISHWAS Campaign	
1:00pm- 1:45pm	Lunch Break	
1:45pm – 2:30 pm	Campaign Day 2 - Village Health & Sanitation Day	
	(Components of Village Cleanliness and linkages between Hygiene, Sanitation and Health)	
2:30pm-3:15pm.	Campaign Day 3 - Open Defecation Free (ODF) Village Day	
3:15pm-4:00pm	Campaign Day 4 - Hand Washing Day	
4:00pm - 4:15pm	Tea Break	
4:15pm- 5:00pm	Campaign Day 5 - School and Anganwadi Sanitation Day	
End of Day 1		



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Agenda of Training of Trainers on VISHWAS Campaign		
Day 2		
9:00am-9:45am	Campaign Day 6 - Liquid and Solid Waste Management Day	
9:45am – 10:30am	Campaign Day 7 - Individual and Home Hygiene Day	
	(Safe water and food handling, better upkeep of drinking water)	
10:30am- 10:45am	Tea Break	
10:45am- 11:30am	Campaign Day 8 - Health Awareness Day / Healthy Life Style Day	
11:30am – 12:15pm	Campaign Day 9 - Vector Control Day	
12:15pm – 1:00pm	Campaign Day 10 - Celebration day for Swachhata Champions	
1:00pm – 1:45pm	Campaign Day 11 - Gram Sabha on Sanitation & Cleanliness	
1:45pm-2:30pm	Lunch Break	
2:30pm- 3:30pm	Support and Supervision and Reporting Systems	
	PRA Tools	
3:30pm – 3:40pm	Tea Break	
3:40 p.m. – 4:10 p.m.	Group Practice Sessions	
4:10 p.m-5:10pm	Written Exam	
5:10pm – 6:00pm	Discussion on implementation	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

VHSNC UNTIED FUND

FMR: 4.1.6



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To:

1. Deputy Commissioner /
Principal Secretary as Chairman DHS. (All Districts)
2. The Joint Director of Health Services &
Member Secretary , District Health Society,
_____ (All Districts)

Sub: Release of United Fund to VHSNCs for the FY, 2018-19.

Sir/Madam,

With reference to the subject cited above, I am to inform you that for release of untied fund to the VHSNCs for the financial year 2018-19 approval have been accorded as per the approval of ROP, 2018-19 under the **FMR Code 4.1.6**

You are, therefore, requested to release the untied fund to the VHSNCs of your district after adjustment of available unspent balance as early as possible by observing all financial norms & Procedures. The Districts will release grants from the available fund of District Health Society Account through electronic transfer within the earmark financial allocation enclosed at **Annexure-I**.

A district wise analysis of VHSNCs opening balance as on 1st April 2018 was made which revealed that a total of 199 VHSNCs are having fund above Rs. 10,000/- and a total of 385 VHSNCs having more than 7500/- which shall/ be looked upon before releasing the fund enclosed at **Annexure-II a & b**. The guiding notes for utilization of VHSNC fund is enclosed at **Annexure-III**

Further, you are requested to verify the existing list of VHSNCs before release of untied grant. A compliance report in this regard shall be submitted to the undersigned immediately after release of the grants. Accordingly SoE &UC shall be collected from the respective VHSNCs within the financial year, 2018-19 for consolidation and onward submission to the State Health Society, Assam.

Please ensure proper and timely utilization of the VHSNC funds so that all approved activities at the community level are taken up.

Enclosure: As stated above

Yours sincerely,

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Memo No: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. PS to Hon'ble Minister of Health & Family Welfare for kind appraisal of Hon'ble Minister of Health & Family Welfare, Govt. of Assam.
2. The Principal Secretary to Govt of Assam, Health & FW Department, Dispur for information.
3. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society _____ (All Districts) for information.
4. The Executive Director, National Health Mission, for information.
5. Director, Finance & Accounts, National Health Mission, for information.
6. DPM/ DAM/ DCM, NHM _____ (All Districts) for information & necessary action.

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I: VHSNC wise fund allocation will be provided in soft copy.

District Wise Allocation of Untied Fund for VHSNC under (FMR Code 4.1.6) of RoP- 2018-19							
Sl	District	Revenue Villages (Dist Wise)	VHSNC formed at District level	Average opening balance of District as on 1.4.18 All Inclusive	Average opening balance of District as on 1.4.18 excluding 7500+	Average Allocation Per VHSNC District wise (Excluding 7,500/- Above VHSNCs)	Requirement for Equitable fund of 7750/-per VHSNC excluding VHSNCs having 7500 as opening balance on 1.4.2018
1	Baksa	690	935	708.02	708.02	7042	6584249.00
2	Barpeta	835	1496	793.64	740.07	7010	10451795.00
3	Bongaigaon	563	666	459.97	435.67	7314	4864023.00
4	Cachar	1040	1605	541.96	425.1	7324	11639409.00
5	Chirang	508	701	752.5	689	7061	4928873.00
6	Darrang	561	912	1310	1156	6593	5934411.00
7	Dhemaji	1319	746	384.12	384	7365	5494946.00
8	Dhubri	1091	1798	725.7	684	7066	12676975.00
9	Dibrugarh	1348	1197	1707.7	1500	6249	7274619.00
10	Dima Hasao	695	238	1685.01	904	6845	1478631.00
11	Goalpara	829	970	2023.26	1944	5806	5585426.00
12	Golaghat	1125	981	1749.69	1431	6318	5958492.00
13	Hailakandi	331	681	571.04	505	7245	4904869.00
14	Jorhat	848	1105	1655.23	1168	6582	6970602.00
15	Kamrup Rural	1068	1675	2454	1896	5854	9343401.00
16	Kamrup Metro	216	211	547	547	7202	1519828.00
17	Karbi Anglong	2921	936	799.36	747	7003	6519630.00
18	Karimganj	936	1112	1395.07	1059	6690	7251463.00
19	Kokrajhar	1068	1313	612.42	553	7197	9406118.00
20	Lakhimpur	1184	1036	206.73	207	7543	7814827.00
21	Morigaon	632	904	1197.59	1111	6639	5948531.00
22	Nagaon	1412	2295	1691.46	1489	6321	14261258.00
23	Nalbari	456	742	1187.79	1073	6677	4907479.00
24	Sivasagar	875	1160	563.54	520	7230	8365231.00
25	Sonitpur	1876	1753	1183.72	1141	6609	11512919.00
26	Tinsukia	1168	1279	970.44	919	6831	8688693.00
27	Udalguri	800	1021	473.66	438	7312	7465892.00
TOTAL		26395	29468				197752590.00



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**

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

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-II(a): Analysis of VHSNCs having more than Rs. 10,000/- & Rs. 7500/- opening balance as on 1.4.2018.

VHSNCs having opening balance above Rs. 10,000/- & Rs. 7500/- as on 1.4.2018						
			A	B	C =(Ax10,000)	D =(B-C)
Sl	District	No of VHSNCs Having more than 7,500/- opening balance as on1.4.2018	No of VHSNCs Having more than 10,000/- opening balance as on1.4.2018	Above Rs. 10,000 accounts Total Amount	Per VHSNC x 10,000	Excess Fund above 10,000 Lying in Accounts
1	Baksa	0	0	0	0	0
2	Barpeta	5	4	74472.67	40000	34472.67
3	Bongaigaon	1	1	12624	10000	2624
4	Cachar	16	9	133074.5	90000	43074.5
5	Chirang	3	3	46914	30000	16914
6	Darrang	12	7	110674	70000	40674
7	Dhemaji	0	0	0	0	0
8	Dhubri	4	4	78401	40000	38401
9	Dibrugarh	33	4	44551	40000	4551
10	Dima Hasao	22	2	27627	20000	7627
11	Goalpara	8	4	60839	40000	20839
12	Golaghat	38	9	115429	90000	25429
13	Hailakandi	4	4	47003	40000	7003
14	Jorhat	46	27	420878	270000	150878
15	Kamrup Metro	0	0	0	0	0
16	Kamrup Rural	79	52	862976	520000	342976
17	Karbi Anglong	5	2	23496	20000	3496
18	Karimganj	28	21	341782.5	210000	131782.5
19	Kokrajhar	6	3	52850	30000	22850
20	Lakhimpur	0	0	0	0	0
21	Morigaon	8	6	71070	60000	11070
22	Nagaon	39	27	393234	270000	123234
23	Nalbari	7	5	76728	50000	26728
24	Sivasagar	3	3	52195.47	30000	22195.47
25	Sonitpur	11	0	0	0	0
26	Tinsukia	7	2	31842	20000	11842
27	Udalguri	0	0	0	0	0
Grand Total		385	199	3078661.14	1990000	1088661.14



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annex-II (b):

Comparative Statement of VHSNC Opening balance as on 1.4.2017 & 1.4.2018								
Sl	District	Revenue Villages (Dist Wise)	Comparison		Comparison		Comparison	
			Average opening balance of District as on 1.4.17	Average opening balance of District as on 1.4.18	No of VHSNC Having More Than Rs. 10,000/- opening balance as on 1.4.2017	No of VHSNC Having More Than Rs. 10,000/- opening balance as on 1.4.2018	Excess fund above 10,000 lying in accounts as in 1.4.2017	Excess fund above 10,000 lying in accounts as in 1.4.2018
1	Baksa	690	1715.26	708.02	4	0	33513	0
2	Barpeta	835	1663.17	793.64	25	4	132933.46	34472.67
3	Bongaigaon	563	1164.02	459.97	2	1	3311	2624
4	Cachar	1040	3683	541.96	23	9	193930	43074.5
5	Chirang	508	432.13	752.5	0	3	0	16914
6	Darrang	561	1744.25	1310	3	7	75499	40674
7	Dhemaji	1319	686	384.12	0	0	0	0
8	Dhubri	1091	1548.97	725.7	9	4	22195	38401
9	Dibrugarh	1348	5180.99	1707.7	5	4	24980	4551
10	Dima Hasao	695	1182	1685.01	7	2	6587	7627
11	Goalpara	829	3366.3	2023.26	108	4	265537.5	20839
12	Golaghat	1125	1901.8	1749.69	22	9	47949	25429
13	Hailakandi	331	258.51	571.04	0	4	0	7003
14	Jorhat	848	4368.02	1655.23	84	27	359099.5	150878
15	Kamrup Rural	1068	2881	2454	29	52	145064.25	342976
16	Kamrup Metro	216	964.85	547	0	0	0	0
17	Karbi Anglong	2921	1848.98	799.36	5	2	62936	3496
18	Karimganj	936	5900.52	1395.07	160	21	710701.5	131782.5
19	Kokrajhar	1068	1450.47	612.42	1	3	3797	22850
20	Lakhimpur	1184	174.68	206.73	0	0	0	0
21	Morigaon	632	3874.85	1197.59	77	6	403718	11070
22	Nagaon	1412	2367.55	1691.46	42	27	231908	123234
23	Nalbari	456	2774.95	1187.79	40	5	135009.5	26728
24	Sivasagar	875	710	563.54	4	3	24546	22195.47
25	Sonitpur	1876	5874.73	1183.72	95	0	404904.5	0
26	Tinsukia	1168	5416.28	970.44	12	2	39177	11842
27	Udalguri	800	511	473.66	0	0	0	0
TOTAL		26395	2357.20	1050.02	757	199	3327296.21	1088661.14
			State Average	State Average				



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-III

UNTIED FUND FOR VILLAGE HEALTH SANITATION & NUTRITION COMMITTEE (VHSNC)

NHM provides an annual untied fund 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. This may be in terms of money or labour.

Untied funds:

- The VHSNC can use these funds for any purpose aimed at improving the health of the village. Nutrition, education, sanitation, environmental protection, public health measures are key areas where this fund could be utilized. 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 facilities access to care. 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 could 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.
- VHSNCs will not be directed to contract with 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.



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

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 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 should 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 will 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 (SOE) should be maintained for 10 years.
- The VHSNC should be allowed a period of 12 months after transfer of the untied funds, to spend the funds . In case of delayed fund receipts VHSNCs need to be given a six month period 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.

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



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

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.

Sd/-

Mission Director
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

PRINTING OF ASHA MASTER CLAIM FORM

FMR: 12.7.2



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

**The Joint Director of Health Services &
Member Secretary , District Health Society
(All District)**

Sub: District level printing of Master Claim forms for ASHAs

Sir/Madam,

With reference to the subject cited above, this is to inform you that the master claim form for ASHAs shall be printed in you respective districts as per the specifications and rate per form as provided below.

Description	Rate per form
1/2 demy, 80 GSM Maplitho, Black & White both side printing	Rs. 1.40/- per form

The district wise breakup of budget is annexed. Therefore you are requested to commence the printing process of ASHA master claim form at the earliest.

Note: Expenditure is to be incurred under FMR Code: 12.7.2 (ROP 18-19)

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

Memo no: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. Principal Secretary of Autonomous Council/ Deputy Commissioner cum Chairman District Health Society_____ (All Districts) for information.
2. The Executive Director, National Health Mission, for information.
3. The Director Health Services, Assam, for information.
4. The Director, Finance & Accounts, National Health Mission, for information.
5. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
6. District Programme Manager/ District Account Manager/ District Community Mobilizer / District Media Expert, NHM, (All Districts) for information & necessary action.

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annexure-I:

District wise breakup for ASHA Master Claim form Printing:

District Wise ASHA Breakup FMR: 12.7.2							
SN	District	Total No of ASHAs	Total Urban ASHAs	Total Number	Master Claim forms required for 12 months	Description	Cost for Printing @Rs. 1.4/- per form
1	Baksa	935		935	11220	1/2 demy, 80 GSM Maplitho, Black & White both side printing	15708.00
2	Barpeta	1507		1507	18084		25317.60
3	Bongaigaon	690	50	740	8880		12432.00
4	Cachar	1745	81	1826	21912		30676.80
5	Chirang	717		717	8604		12045.60
6	Darrang	964		964	11568		16195.20
7	Dibrugarh	1218	81	1299	15588		21823.20
8	Dhemaji	746		746	8952		12532.80
9	Dima Hasao	238		238	2856		3998.40
10	Dhubri	1836	85	1921	23052		32272.80
11	Goalpara	1015	60	1075	12900		18060.00
12	Golaghat	1030		1030	12360		17304.00
13	Hailakandi	689		689	8268		11575.20
14	Jorhat	1210	55	1265	15180		21252.00
15	kamrup Metro	211	527	738	8856		12398.40
16	Kamrup Rural	1737		1737	20844		29181.60
17	Karbi Anglong	1097	32	1129	13548		18967.20
18	Karimganj	1195	30	1225	14700		20580.00
19	Kokrajhar	1307		1307	15684		21957.60
20	Lakhimpur	1036	35	1071	12852		17992.80
21	Morigaon	911		911	10932		15304.80
22	Nagaon	2383	100	2483	29796		41714.40
23	Nalbari	746		746	8952		12532.80
24	Sivsagar	1206	50	1256	15072		21100.80
25	Sonitpur	1859	90	1949	23388		32743.20
26	Tinsukia	1346	60	1406	16872		23620.80
27	Udalguri	1045		1045	12540		17556.00
TOTAL		30619	1336	31955	383460		536844.00

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Combined Training of ASHAs in RBSK Birth
Defect Identification & FP-LMIS
FMR: 3.1.2.5 & 3.1.2.6



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

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

Sub: Combined Training of ASHAs in RBSK Birth Defect Identification & FP-LMIS.

Sir/Madam,

With reference to the subject cited above, this is to inform you that a two day Combined Training of ASHAs on Birth Defect Identification under RBSK and FP-LMIS under Family planning will be conducted in your district to improve their skill set.

Therefore, you are requested to conduct the two day training as mentioned above at the earliest. Details, guidelines and budget break-up are annexed. You are also requested to prepare a training calendar and communicate to be undersigned for information.

Note: Expenditure is to be incurred under FMR Codes: 3.1.2.6 & 3.1.2.5 (RoP 2018-19)

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

No: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. The Executive Director, National Health Mission, for information.
2. The Deputy Commissioner cum Chairman District Health Society for information. (All Districts)
3. The Director, Finance & Accounts, National Health Mission, for information.
4. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
5. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (All Districts) for information & necessary action.

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annex-I:

District Wise budget breakup:

Combined Training of ASHAs in RBSK Birth Defect Identification & FP-LMIS FMR: 3.1.2.5 & 3.1.2.6					
Sl	District	Rural ASHA	Urban ASHA	Total ASHA	Per ASHA @ Rs. 641/-for 2 days
1	Baksa	935		935	599802.50
2	Barpeta	1507		1507	966740.50
3	Bongaigaon	690	50	740	474710.00
4	Cachar	1745	81	1826	1171379.00
5	Chirang	717		717	459955.50
6	Darrang	964		964	618406.00
7	Dibrugarh	1218	81	1299	833308.50
8	Dhemaji	746		746	478559.00
9	Dima Hasao	238		238	152677.00
10	Dhubri	1836	85	1921	1232321.50
11	Goalpara	1015	60	1075	689612.50
12	Golaghat	1030		1030	660745.00
13	Hailakandi	689		689	441993.50
14	Jorhat	1210	55	1265	811497.50
15	kamrup Metro	211	527	738	473427.00
16	Kamrup Rural	1737		1737	1114285.50
17	Karbi Anglong	1097	32	1129	724253.50
18	Karimganj	1195	30	1225	785837.50
19	Kokrajhar	1307		1307	838440.50
20	Lakhimpur	1036	35	1071	687046.50
21	Morigaon	911		911	584406.50
22	Nagaon	2383	100	2483	1592844.50
23	Nalbari	746		746	478559.00
24	Sivsagar	1206	50	1256	805724.00
25	Sonitpur	1859	90	1949	1250283.50
26	Tinsukia	1346	60	1406	901949.00
27	Udalguri	1045		1045	670367.50
TOTAL		30619	1336	31955	20499132.50

Sd/-
Mission Director,
National Health Mission, Assam



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Guidelines for FPLMIS Training

- Prepare a training plan, facilitate necessary approvals, organize trainings and ensure all necessary logistics as per GoI guidelines.
- Identify gaps and strengthen further trainings to ensure maximum learning and retention.
- Submit training report to district within seven days of completion of training.
- Compile training report of block and submit it to District FP nodal officer on a quarterly basis.
- Verify baseline data entered by ASHAs.
- Handholding of users to ensure indent, update of FP commodities is done through FP-LMIS.

Implementation:

Step 1 - Ground stock entry by block CHC/PHC stores

- Ground stock entry by CHC/ PHC/UPHC and associated facilities stores

- Block store keeper/store in-charge to enter ground stock as on date for all FP commodities.
- Block store computer operator to support in entering ground stock
- BMO/ or MO I/C to ensure ground stock entry
- After ground stock entry block may send their online indent to district as and when required.
- Block may receive supply online from district.
- Block may issue FP supplies to all associate facilities, Sub Centers and ASHAs

Step-2: Once ANM and ASHAs update their stock through SMS, block to receive indent and issue the stock to ANM and ASHAs and attached facilities through FP-LMIS.

- Block store keeper to receive, indent and issue FP commodities through FP-LMIS.
- Block MO I/c or equivalent to handhold the store personnel and ensure the use of FP-LMIS for indenting, receiving and issuing the FP supplies.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM**
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Monitoring and Supervision:

- Block MO I/c to handhold block store personnel identify the gaps and ensure proper implementation of FP-LMIS at their respective block, sub center and ASHA level.
- Block MO I/c to review the status of pupation in FP-LMIS during the monthly meeting on regular basis.

Development Partner:

- Support and facilitate state in roll out of trainings.
- Co-facilitate sessions during FP-LMIS trainings.
- After completion of trainings, support the state in roll out of FP-LMIS application at all levels.
- Handholding and mentoring of trained participants at district level for operationalizing FP-LMIS application.

Note: FP-LMIS URL ([www. uatfpdvdms.dcservices.in](http://www.uatfpdvdms.dcservices.in)), User Ids and dedicated number 9223166166 for Mobile SMS for training, demonstration and practice purposes will be used for trainings at all levels.

Agenda for ANM/ASHA Trainings

Duration	Session
9:00 am - 9.30 am	Overview of Logistics & Supply Chain Management under National Family Planning Program
9.30 am - 9.45 am	Tea Break
9.45 am –12.00 pm	Hands on Mobile App application Indent Issue Stock enquiry
12.00 pm – 12.30 pm	Lunch Break
12.30pm – 12.45 pm	Overview of Logistics & Supply Chain Management under National Family Planning Program
12.45 pm – 1:45 pm	Hands on Mobile App application Indent Issue Stock enquiry
1:45pm – 2:45pm	Recording and Reporting



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

RBSK Birth Defect Screening: Day 1:

Topic	Time	Resource person
Registration	9.45 am to 10.00 am	
Welcome Speech and Inauguration	10.00 am to 10.15 am	
Tea Break (10.15 am to 10.30 am)		
Overview of New born Screening for visible birth defect. Where screening will be done Role of ASHA	10.30 am to 11.15 am	
Screening Methodology Steps to be followed at Home Importance of Hand Washing	11.15 am to 11.45 pm	
Head to Toe Examination	11.45 pm to 12.45 pm	
What birth defects to be examined at Head -Describe the birth defects that are visible around head region (Neural Tube defect) - How to examine them - Importance of Folic acid in the prevention of Neural Tube Defect and How to use it	12.45 pm to 2.00 pm	
Lunch Break 2.00 pm -2.30 pm		
Photo session with Interaction(Use of Pictorial)	2.30 PM- 3.30 pm	
Wrap up	3.30 pm to 4.00 pm	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Day-2

Topic	Time	Resource person
Review of previous day sessions	10.00 am to 10.15 am	
Tea Break (10.15 am to 10.30 am)		
Defects at Spinal Cord	10.30 am to 11.00 am	
Defects to be seen in the Face like Down's syndrome	11.00 am to 11.30 am	
Defects related to Eyes like Congenital cataract, Coloboma of eyelid	11.30 am to 12.05 pm	
What to be examined over Ears, What to look over mouth and oral cavity.	12.05 pm to 12.35 pm	
Birth defects over abdomen	12.35 pm to 1.05 pm	
Defects of Limb (Limb reduction and Club foot)	1.05 pm to 1.35 pm	
Lunch Break (1.35 PM To 2.05 pm)		
Counselling of parents <ul style="list-style-type: none"> - What is birth defect - What to do if there is birth defect Where to go and what facilities are available	2.05 pm to 3.05 pm	



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005
Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238
Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

**MOBILITY SUPPORT FOR DCM & MONTHLY
REVIEW MEETING OF ASHA SUPERVISORS**

FMR: 16.3



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

No: NHM/CP/CORRESPONDENCE/2126

Date: 30/8/2018

From:

J.V.N. Subramanyam, IAS
Mission Director
National Health Mission, Assam

To

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

Sub: Mobility support for DCM & Monthly review meeting of ASHA Supervisors

Sir/Madam,

With reference to the subject cited above, this is to inform you that mobility support for the DCMs at district level along with monthly review meeting of ASHA Supervisors with BCM at block level, cost of travel & meeting expense is provided herewith as annexed.

Note: Expenditure is to be incurred under FMR Code: 16.3 (RoP 2018-19)

Yours sincerely,

Enclosed: As stated above.

Sd/-

(J.V.N. Subramanyam, IAS)
Mission Director,
National Health Mission, Assam
Date: 30/8/2018

No: NHM/CP/CORRESPONDENCE/2126

Copy to:-

1. The Executive Director, National Health Mission, for information.
2. The Deputy Commissioner cum Chairman District Health Society for information. (All Districts)
3. The Director, Finance & Accounts, National Health Mission, for information.
4. PS to Principal Secretary to Govt. of Assam, Health & FW Department, Dispur for favour of information.
5. District Programme Manager/ District Account Manager/ District Community Mobilizer, NHM, (All Districts) for information & necessary action.

Sd/-

Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annex 1: Mobility Support to DCM:

Monitoring & Mobility Support for DCM FMR: 16.3					
Sl	District	No of DCM	No of Days per month monitoring field visit	8 days for 12 Months	Approval @ Rs. 1000/- per day
1	Baksa	1	8	96	96000
2	Barpeta	1	8	96	96000
3	Bongaigaon	1	8	96	96000
4	Cachar	1	8	96	96000
5	Chirang	1	8	96	96000
6	Darrang	1	8	96	96000
7	Dhemaji	1	8	96	96000
8	Dhubri	1	8	96	96000
9	Dibrugarh	1	8	96	96000
10	Dima Hasao	1	8	96	96000
11	Goalpara	1	8	96	96000
12	Golaghat	1	8	96	96000
13	Hailakandi	1	8	96	96000
14	Jorhat	1	8	96	96000
15	Kamrup Metro	1	8	96	96000
16	Kamrup Rural	1	8	96	96000
17	Karbi Anglong	1	8	96	96000
18	Karimganj	1	8	96	96000
19	Kokrajhar	1	8	96	96000
20	Lakhimpur	1	8	96	96000
21	Morigaon	1	8	96	96000
22	Nagaon	1	8	96	96000
23	Nalbari	1	8	96	96000
24	Sivasagar	1	8	96	96000
25	Sonitpur	1	8	96	96000
26	Tinsukia	1	8	96	96000
27	Udalguri	1	8	96	96000
Total:		27	Cost		2592000

Sd/-
Mission Director,
National Health Mission, Assam



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

Annex 2: Monthly Review Meeting of ASHA Facilitators with BCM at Block Level

		A	B	C=AxB
SN	District	No. ASHA Supervisor	Unit Cost per ASHA Svr @ Rs.125/- for 12 Months= 125x12	Total Budget to District
1	Barpeta	149	1500	223500
2	Baksa	97	1500	145500
3	Bongaigaon	70	1500	105000
4	Cachar	162	1500	243000
5	Chirang	55	1500	82500
6	Darrang	82	1500	123000
7	Dibrugarh	114	1500	171000
8	Dhemaji	73	1500	109500
9	Dima Hasao	20	1500	30000
10	Dhubri	176	1500	264000
11	Goalpara	97	1500	145500
12	Golaghat	101	1500	151500
13	Hailakandi	67	1500	100500
14	Jorhat	113	1500	169500
15	kamrup Metro	18	1500	27000
16	kamrup Rural	162	1500	243000
17	Karbi Anglong	96	1500	144000
18	Karimganj	114	1500	171000
19	Kokrajhar	131	1500	196500
20	Lakhimpur	106	1500	159000
21	Morigaon	83	1500	124500
22	Nagaon	204	1500	306000
23	Nalbari	71	1500	106500
24	Sivsagar	118	1500	177000
25	Sonitpur	177	1500	265500
26	Tinsukia	126	1500	189000
27	Udalguri	95	1500	142500
Total		2877	Cost	4315500

Sd/-
Mission Director,
National Health Mission, Assam



Annex 3:

Guideline for Monthly Meeting of ASHA Supervisors at BPHC level

The monthly meetings of the ASHA Supervisors are very important as these meetings create a platform to discuss about the existing gaps that are identified in the work field and it also ensures the possible solutions to address the gaps. Further it enables the skills of the ASHA Supervisors as well as strengthens the supportive supervision mechanism. The following points may be emphasized in order to make the monthly meetings more effective and fruitful.

- The ASHA Supervisors should be invited for the meeting once in a month and ideally the venue should be the concerned BPHC.
- The ideal batch strength for the meeting should be 30 to 35 nos. If in case more nos. of ASHA Supervisors are there in the concerned BPHC the meeting may be called for 2-3 days depending on the no of ASHA Supervisors.
- The meeting should be convened by the concerned SDM & HO or MO I/c of the BPHC in presence of the DCM, BCM, BPM and emphasize should be given so that each and every activity carried out by them can be discussed thoroughly.
- There should be a specific agenda of such monthly meetings and it is to be designed in such a way so that every activity is covered with adequate time. The copy of agenda should be intimated to each ASHA Supervisors and resource person so that relevant reading/training materials can be carried to the meeting.
- While preparing the agenda it should be kept in mind that topic on family planning intervention (PPFP limiting method and male sterilization (NSV)) is also highlighted.
- There should be a session on capacity building of the ASHA Supervisors and it can be decided based on the performance of each ASHA Supervisor, gaps identified in the training. Different topics from ASHA 6th and 7th module can also be planned by the DCM/BCM in each monthly meeting and such session should be taken by the concerned trainers of that BPHC.
- There should also be a session on ASHA Performance Monitoring. The report submitted by the ASHA Supervisors to the BPHC should be reviewed and emphasize should be given to identify the weak ASHAs based on the performance of the 10 indicators highlighted in the report and strategy should be worked out to strengthen those weak ASHAs to improve the indicators.
- During the meeting HBNC should be the prime focus of discussion. The monthly reports of HBNC should be reviewed. The quality of information incorporated in the report should be thoroughly discussed and a monitoring committee may be formed to cross check the data provided in the reporting format by randomly visiting some of the households.
- The status of incentive payment including the Rs 1000/- routine incentive to ASHAs should also be incorporated in the agenda. The detail of nos. of ASHAs paid incentive in the previous month and also the reason for nonpayment of ASHAs should be discussed.
- Monthly VHND arranged by the ASHAs should be reviewed by the SDM & HO and other block officials during the meeting. The services provided and the gaps identified while conducting the VHND should be addressed.



**OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
Saikia Commercial Complex, G. S. Road, Christianbasti, Guwahati - 781005**

Ph. No. 0361 – 2340236:: Fax No. 0361 – 2340238

Website : www.nrhmassam.in E_mail ID : misnrhm.assam@gmail.com

-
- Activities of VHSNC including the VHSNC meeting should also be included in the agenda of the monthly meeting. The status of the VHSNC meeting should be discussed and the difficulties & challenges faced by them while convening the VHSNC meeting needs to be addressed by the block officials
 - The monthly meeting status of ASHAs at sector level as well as at the SC level should also be one of the topics in the agenda and should be discussed in detail so that issues/challenges faced by them can be addressed.
 - There also needs to be a discussion on supportive supervision mechanism and extensive exercise should be carried out to prepare the supportive supervisory plan by the ASHA Supervisors for the next month and it should be randomly verified.
 - Session on replenishment of drug kit can also be covered during the meeting as ASHA Supervisors are expected to assess the drug kit stock of their ASHAs. The stock status should be informed by the ASHA Supervisors to the MO I/c/BCM/BPM 4-5 days before the meeting so that systematic refilling process can be discussed during the meeting. Also the components of the drug kit needs to be provided in detail by the DCM/BCM.
 - New orders or guidelines pertaining to ASHA programme if any needs to be disseminated by Block officials during the monthly meeting. Also if any grievances are raised by them needs to be documented and forward the same to the district grievance committee for proper action and follow up.
 - The proceeding of the monthly meeting along with attendance sheet need to be recorded by the identified focal person and submitted to the SDM & HO, BPM, BCM for assessment of quality of the meeting convened and also it will help in reviewing the topics covered during the meeting.
 - The BCM of the BPHC should be the overall organizer of the meeting. In case BCM is not there BPM will be responsible for organizing the meeting.

Sd/-
Mission Director,
National Health Mission, Assam

.....