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OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM

Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S. Road, Guwahati-5

No. NHM-17017/1/2018-MIS-NHM/15290

Date: 01/09/2018

From: J.V.N. Subramanyam, IAS  
Mission Director, NHM, Assam

To: The Joint Director of Health Services cum Member Secy.,  
District Health Society, ..... (all districts), NHM

Sub: Programme Implementation Plan, HMIS, MCTS and M&E activities, FY2018-19.

Sir/Madam,

With reference to the subject cited above, the district wise physical & financial allocation along with Operational Guidelines on HMIS, MCTS and M&E activities for the FY 2018-19 (RoP: 2018-19) has been prepared for implementation of the activities in the state. Govt has approved for execution of different activities including meeting, training, mobility, printing, maintenance, internet connectivity, office expenses etc for the FY 2018-19. The district wise budget allocations against each of the activity/FMR code along with Operational Guidelines are enclosed herewith.


The district should strictly follow the all financial norms and guidelines for implementation of the approved activities. And for any clarification regarding implementation of the activities, you are requested to contact with respective owner of the activities. In case of any changes are made in the implementation plan, the matter will be communicated to districts.

It is to inform you that not to make any change in the allocation among different FMR codes without approval of the undersigned. Owner of the activity has been indicated in the Programme Implementation Plan against each of the activities. He/She will be responsible for implementation and performance (physical & financial) of these activities within stipulated time schedule.

You are, therefore, requested to circulate the Programme Implementation Plan, HMIS, MCTS and M&E activities to the all concerned immediately for timely implementation of the activities.

Yours sincerely,

Enclosure: As stated above.

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

Date: 01/09/2018.

Memo No. NHM-17017/1/2018-MIS-NHM/15291-99

Copy for information to:

1. P.S to the Hon'ble Minister, Health & FW, Assam, Dispur for kind appraisal to the Hon'ble Minister, Health & FW
2. P.S to the Principal Secretary to the Govt. of Assam, Department of Health and Family Welfare for kind appraisal of Principal Secretary.
3. Principal Secretary of the Autonomous Council/ Deputy Commissioner cum Chairman, District Health Society, ..... (all districts).
4. Executive Director, NHM, Assam
5. Director of Health Services Assam, Hengrabari, Guwahati-36.
6. Director, Finance & Accounts, NHM, Assam
7. State Programme Manager, NHM, Assam
8. All SPO/SNO, Consultant, SFM, Component In-charges, SPMU, NHM, Assam
9. District Programme Manager, ..... (all districts) for necessary action.

  
Mission Director  
National Health Mission, Assam

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES For the Financial Year 2018-19



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**National Health Mission, Assam  
Health & Family Welfare Department  
Government of Assam**

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E (21) ACTIVITIES FOR THE FINANCIAL YEAR 2018-19



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OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM

Saikia Commercial Complex, Sri Nagar Path, Near Post office Bus Stand  
G. S. Road, Christianbasti, Guwahati - 781005

No: NHM/MIS/FR/3566/2017-18/

Dated: 18/07/2018

## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

### General Guidelines:

- Sanction of fund should be communicated to Block PHCs and Health Institutions as per guidelines provided.
- Owner of the activity has been indicated in the District RoP against each of the activities. He/she will be responsible for implementation and performance (physical & financial) of these activities.
- District Data Manager and District Nodal M&E Officer / FMR owner will process the file for release of fund to lower level facilities and other expenditure at District HQ. Guidelines and fund break up statement should be kept in the file. File should be processed through DAM, DPM to Jt. DHS and if required to Principal Secretary/Deputy Commissioner cum Chairman District Health Society.
- Physical and Financial monitoring of these activities will be done by District Data Manager and District Nodal M&E Officer under the supervision of Jt. DHS and DPM. Assistant District Data Manager and Computer Assistant will extend full cooperation for implementation of the programmes.
- District Accounts Manager will keep record of all financial records including vouchers, etc for future verification as well as audit purpose.
- District Data Manager and District Nodal M&E Officer will prepare and submit monthly Physical and Financial progress report of these activities after cross verification and signature from Jt. DHS, DPM and DAM.
- All transactions to be made through DBT mode payment or Account Payee cheque only.
- All financial guidelines should be followed.

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E (213) ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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## A) Guidelines for Training cum review meeting for HMIS & MCTS at District level:

1. District wise detail fund breakup may be seen at Annexure – A
2. The expenditure should be booked under the head of account (FMR Code: 9.5.26.2 → Training cum review meeting for HMIS & MCTS at District level).
3. At least 1 district level 3 days combined training cum review meeting for HMIS & MCTS/RCH should be conducted per quarter out of this fund. That means 4 such training cum review meeting should be conducted in the year 2018-19.
4. District may take decision to change the plan as per requirement but the fund should not be utilized for other purpose. Similar review meetings may also be arranged out of the fund available.
5. HMIS & MCTS/RCH related training of Tea garden officials, Charitable & Private Hospitals can also be taken up under this activity.
6. Following topics should be included in the agenda:
  - **Orientation on Registers:**
    - Orientation on RCH Register
    - Importance of complete fill up of data in RCH Register
    - Updating of Eligible Couple
    - Orientation on Instruction Manual for ANM to record information in RCH Register
    - Orientation on other registers like OPD Register, IPD Register, Delivery Register, Referral Register, JSY Register etc
  - **HMIS**
    - Orientation on new HMIS Format and data definitions
    - Orientation on HMIS Web Portal
    - Discussion on Additional HMIS Formats
    - Discussion on HMIS Annual Infrastructure Format
    - Orientation on HMIS Web Portal
    - Discussion on new features of HMIS Web Portal
    - Hands on for data uploading, generation of report, and analysis of reports from HMIS Portal
    - Discussion on quality of data uploaded in the HMIS Web Portal for both Monthly Reporting format as well as Annual Infrastructure Format

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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- Data Validation Rules and Probable Outlier
- Synchronization of HR data uploaded in HMIS Annual Infrastructure format with HR-MIS and Annual Infrastructure format
- Analysis of uploaded data in HMIS Web Portal
- Analysis of performance based on 16 dashboard indicators
- Star Grading of CHCs
- Star Grading of PHCs
- Ranking of District Hospitals
- Review of performance based on HMIS data
- Max/ Min Report
- Review of timely uploading of HMIS data
- Analysis of data in Additional HMIS Format
- Discussion on Health Institutions showing negative trend of delivery, Home Delivery Pockets, ANC Performance, PNC Performance, JSSK Performance, Routine Immunization Performance, OPD & IPD Performance etc based on HMIS data.
- Review of quality of photographs uploaded for health facilities and other master information of the health facilities
- Orientation on GIS based HMIS Portal
  
- **MCTS/ RCH Portal**
  - Orientation on MCTS/ RCH Portal and ANMOL
  - Discussion on new features of MCTS
  - Utilization of data uploaded in MCTS Portal
  - Generation of MCTS Work-plan
  - Tracking of High Risk Pregnant Women and assignment of Responsible Officer
  - Analysis of data uploaded in MCTS Portal
  - Discussion on quality of data uploaded in the MCTS Portal
  - Hands on for data uploading, generation of report and analysis of reports from MCTS Portal
  - Review of MCTS Registration Status
  - Review of data updating status of MCTS
  - Review of performance based on MCTS

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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- Village mapping with health institutions
  - **Integrated MIS GIS System & Health Services Monitoring System**
    - Orientation on Integrated MIS GIS System and Health Services Monitoring System.
    - Capturing of Maternal and Infant Death Reporting System and analysis of uploaded data
    - Synchronization of Maternal and Infant Death report with HMIS to ensure data tally in both the systems
    - Orientation on HR-MIS System
    - Review of data uploaded in the VHND Monitoring System
    - Review of "ASHA Payment System" and comparison with performance reflected in the MCTS Portal.
    - Review of data uploaded in Drugs Stock Monitoring System and Supply Chain Management System
    - Review of data uploaded in the Civil Works System
    - Review of CHO Performance based on data uploaded in the online system
  - **Orientation on other IT systems:**
    - Review of data uploaded in the NIN-to-HFI Portal
    - NCD Portal
    - Review of SNCU online system
    - Orientation on Digital Payment System
  - **Other activities**
    - Review of other Programmes
    - Dissemination of new guidelines
    - Findings based on MCTS and HMIS data should be baseline of the District Level Review Meeting.
    - Facility wise performance review based on MCTS and HMIS data should be the main agenda of the review meeting.
7. The attendance registered is to be maintained and to be kept for future verification.

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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8. Photographs of the meeting to be kept for future verification.
9. After completion of each training cum review meeting, a report should be submitted to Mission Director, NHM, Assam along with photo copy of the attendance sheet, photographs and SOE&UC.
10. District will intimate Mission Director, NHM, Assam and State Level Observer one week ahead about the date and venue of the review meeting so that State observer can attend the review meeting.
11. Resource person from State may be provided for the training based on availability. Request letter for resource person should be sent at least one week ahead of the training.
12. The fund is allotted for expenditure incurred for arrangement of the training cum review meeting only. Refreshment of participants (Tea & Snacks, Working Lunch, etc, or any expenditure related to the review meeting may be incurred from the head of account).
13. As mentioned in the RoP 2018-19, expenses for food to participants, accommodation for trainers, accommodations for participants, incidental expenses and charges for venue hiring as per RCH norms subject to following extant rules.
14. At any circumstances, expenditure cannot be more than allotted fund.
15. No Honorarium for resource person will be paid for review meeting.
16. TA may be provided to participants as per rule, but DA should not be provided.
17. Residential facility with fooding for participants from outreach Health Blocks who needs night hold should be arranged out of the total fund allotted.
18. District Accounts Manger will maintain the Accounts as per rule for review meeting and all vouchers and supporting documents must be kept in record for audit purpose and future verification.
19. Roles of FMR owner:
  - Organize Training cum review meeting for HMIS & MCTS/RCH at District Level
  - Submit training report
  - Ensure proper booking of fund in consultation with District Accounts Manager
  - Maintaining Attendance Sheet, Photographs, Training Reports.

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

**Monthly Reporting format for Training cum Review Meeting at District Level:**  
(To be submitted 5<sup>th</sup> of every month):

Monthly Reporting format for Training cum Review Meeting at District Level (To be submitted 5 <sup>th</sup> of every month)							
Name of the District							
Reporting month							
Sl	Date(s) of training	Place of Training	Topics covered	Names of District(s)/ Block (s) participated	No. of officials attended		Total Amount Spent on Training (In Rs.)
					From District HQ	From Block	
DAM (Seal & Signature)		DDM (Seal & Signature)		DPM (Seal & Signature)		Jt. DHS (Seal & Signature)	

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

**Annexure -A**

**District wise breakup of fund for**

**Training cum review meeting for HMIS & MCTS at District level for the year 2018-19**

FMR Code: 9.5.26.2 → Training cum review meeting for HMIS & MCTS at District level

Sl	District Name	Number of Blocks	Number of participants per training to be conducted			Number of Trainings to be conducted	Budget Per Training (Rs.)	Total Budget (Rs. Lakhs)
			Trainees	District representatives	Trainees from blocks			
1	Baksa	6	2	5	12	4	Rs.60,000.00	Rs.2,40,000.00
2	Barpeta	7	2	5	14	4	Rs.62,732.00	Rs.2,50,928.00
3	Bongaigaon	4	2	5	8	4	Rs.45,827.50	Rs.1,83,310.00
4	Cachar	8	2	5	16	4	Rs.75,575.00	Rs.3,02,300.00
5	Chirang	2	2	5	4	4	Rs.40,000.00	Rs.1,60,000.00
6	Darrang	4	2	5	8	4	Rs.42,000.00	Rs.1,68,000.00
7	Dhemaj	5	2	5	10	4	Rs.51,462.50	Rs.2,05,850.00
8	Dhubri	7	2	5	14	4	Rs.70,000.00	Rs.2,80,000.00
9	Dibrugarh	6	2	5	12	4	Rs.40,000.00	Rs.1,60,000.00
10	Dima Hasao	3	2	5	6	4	Rs.35,000.00	Rs.1,40,000.00
11	Goalpara	5	2	5	10	4	Rs.55,000.00	Rs.2,20,000.00
12	Golaghat	5	2	5	10	4	Rs.60,000.00	Rs.2,40,000.00
13	Hailakandi	4	2	5	8	4	Rs.60,000.00	Rs.2,40,000.00
14	Jorhat	7	2	5	14	4	Rs.54,500.00	Rs.2,18,000.00
15	Kamrup (Metor)	5	2	5	10	4	Rs.50,000.00	Rs.2,00,000.00
16	Kamrup (Rural)	12	2	5	24	4	Rs.99,998.00	Rs.3,99,992.00
17	Karbi Anglong	8	2	5	16	4	Rs.75,203.00	Rs.3,00,812.00
18	Karimganj	5	2	5	10	4	Rs.55,000.00	Rs.2,20,000.00
19	Kokrajhar	4	2	5	8	4	Rs.50,000.00	Rs.2,00,000.00
20	Lakhimpur	6	2	5	12	4	Rs.63,802.00	Rs.2,55,208.00
21	Morigaon	3	2	5	6	4	Rs.40,192.50	Rs.1,60,770.00
22	Nagaon	11	2	5	22	4	Rs.96,000.00	Rs.3,84,000.00
23	Nalbari	4	2	5	8	4	Rs.55,000.00	Rs.2,20,000.00
24	Sivasagar	8	2	5	16	4	Rs.72,300.00	Rs.2,89,200.00
25	Sonitpur	7	2	5	14	4	Rs.94,000.00	Rs.3,76,000.00
26	Tinsukia	4	2	5	8	4	Rs.45,000.00	Rs.1,80,000.00
27	Udalguri	3	2	5	6	4	Rs.40,000.00	Rs.1,60,000.00
	<b>Total</b>	<b>153</b>	<b>54</b>	<b>135</b>	<b>306</b>	<b>108</b>		<b>Rs.63,54,370.00</b>

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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## B) Guidelines for Training cum review meeting for HMIS & MCTS at Block level:

1. District wise detail fund breakup may be seen at Annexure – B.
2. The expenditure should be booked under the head of account (FMR Code: 9.5.26.3 → Training cum review meeting for HMIS & MCTS at Block level).
3. One (1) day combined monthly training cum review meeting for HMIS & MCTS should be conducted out of this fund. That means minimum 12 such training cum review meeting should be conducted at every Health Block.
4. District / Block may take decision to change the plan as per requirement but the fund should not be utilized for other purpose.
5. HMIS & MCTS related training of Tea garden officials and Private Hospitals can also be taken up under this activity.
6. Following topics should be included in the agenda:
  - **Orientation on Registers:**
    - Orientation on RCH Register
    - Importance of complete fill up of data in RCH Register
    - Updating of Eligible Couple
    - Orientation on Instruction Manual for ANM to record information in RCH Register
    - Orientation on other registers like OPD Register, IPD Register, Delivery Register, Referral Register, JSY Register etc
  - **HMIS**
    - Orientation on new HMIS Format and data definitions
    - Orientation on HMIS Web Portal
    - Discussion on Additional HMIS Formats
    - Discussion on HMIS Annual Infrastructure Format
    - Orientation on HMIS Web Portal
    - Discussion on quality of data uploaded in the HMIS Web Portal for both Monthly Reporting format as well as Annual Infrastructure Format
    - Data Validation Rules and Probable Outlier
    - Synchronization of HR data uploaded in HMIS Annual Infrastructure format with HR-MIS and Annual Infrastructure format
    - Analysis of uploaded data in HMIS Web Portal

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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- Analysis of performance based on 16 dashboard indicators
- Star Grading of CHCs
- Star Grading of PHCs
- Review of performance based on HMIS data
- Max/ Min Report
- Review of timely submission and uploading of HMIS data
- Analysis of data in Additional HMIS Format
- Discussion on Health Institutions showing negative trend of delivery, Home Delivery Pockets, ANC Performance, PNC Performance, JSSK Performance, Routine Immunization Performance, OPD & IPD Performance etc based on HMIS data.
- Review of quality of photographs uploaded for health facilities and other master information of the health facilities
- Orientation on GIS based HMIS Portal
  
- **MCTS/ RCH Portal**
  - Orientation on MCTS/ RCH Portal
  - Training on ANMOL
  - Utilization of data uploaded in MCTS Portal
  - Generation of MCTS Work-plan
  - Tracking of High Risk Pregnant Women and assignment of Responsible Officer
  - Analysis of data uploaded in MCTS Portal
  - Discussion on quality of data uploaded in the MCTS Portal
  - Review of MCTS Registration Status
  - Review of data updating status of MCTS
  - Review of performance based on MCTS
  - Village mapping with health institutions
  - Updating of MCP Card and MCTS Id in the MCP Card
  
- **Integrated MIS GIS System & Health Services Monitoring System**
  - Orientation on Integrated MIS GIS System and Health Services Monitoring System.

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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- Capturing of Maternal and Infant Death Reporting System and analysis of uploaded data
  - Synchronization of Maternal and Infant Death report with HMIS to ensure data tally in both the systems
  - Orientation on HR-MIS System
  - Review of data uploaded in the VHND Monitoring System
  - Review of "ASHA Payment System" and comparison with performance reflected in the MCTS Portal.
  - Review of data uploaded in Drugs Stock Monitoring System and Supply Chain Management System
  - Review of CHO Performance based on data uploaded in the online system
- **Other activities**
- Review of decisions taken in last meeting
  - **Review of field visit report on data quality and other aspects**
  - Review of other Programmes
  - Dissemination of new guidelines
  - Findings based on MCTS and HMIS data should be baseline of the District Level Review Meeting.
7. Facility wise performance review based on MCTS and HMIS data should be the main agenda of the review meeting.
  8. The attendance registered is to be maintained and to be kept for future verification
  9. Photographs of the meeting to be kept for future verification.
  10. After completion of each training cum review meeting, a report should be submitted to Joint Director of Health Services with a copy to Mission Director, NHM, Assam along with photo copy of the attendance sheet, photographs and SOE&UC.
  11. Resource person from District will attend the training cum review meeting.
  12. The fund is allotted for expenditure incurred for arrangement of the training cum review meeting only. Refreshment of participants (Tea & Snacks, Working Lunch, etc, or any expenditure related to the review meeting may be incurred from the head of account.
  13. As mentioned in the RoP 2018-19, expenses for food to participants, accommodation for trainers, accommodations for participants, incidental expenses and charges for venue hiring as per RCH norms subject to following extant rules.
  14. At any circumstances, expenditure cannot be more than allotted fund.

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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15. No Honorarium for resource person will be paid for review meeting.
16. Block Accounts Manger will maintain the Accounts as per rule for review meeting and all vouchers and supporting documents must be kept in record for audit purpose and future verification.
20. Roles of FMR owner:
  - Organize Training cum review meeting for HMIS & MCTS at Block Level
  - Submit training report
  - Ensure proper booking of fund in consultation with Block Accounts Manager
  - Maintaining Attendance Sheet, Photographs, Training Reports.

### Monthly Reporting format for Training cum Review Meeting at Block Level:

(To be submitted by Block PHC to District HQ on 2<sup>nd</sup> of every month):

Monthly Reporting format for Training cum Review Meeting at Block Level (To be submitted by Block PHC to District HQ on 2 <sup>nd</sup> of every month) (Compiled report from District HQ to State HQ to be submitted by 5 <sup>th</sup> of every month)								
Name of the District								
Name of the Block PHC								
Reporting month								
Sl	Date(s) of training	Place of Training	Names of District(s)/ Block (s) participated	Topics covered	No. of officials attended		Total	Total Amount Spent on Training (In Rs.)
					From District HQ	From Block		
BAM		BDM		BPM		SDM&HO		
(Seal & Signature)		(Seal & Signature)		(Seal & Signature)		(Seal & Signature)		

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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## Annexure – B

### District wise breakup of fund for Training cum review meeting for HMIS & MCTS at Block level for the year 2018-19

FMR Code: 9.5.26.3 → Training cum review meeting for HMIS & MCTS at Block level

S. No.	District Name	Total Number of Health Block	Number of participants per training to be conducted			Number of Trainings to be conducted	Budget Per Training (Rs.)	Total Budget (Rs.)
			Block representatives	Trainees from PHCs	Trainees from SCs			
1	Baksa	6	30	40	157	72	Rs.4,000.00	Rs.2,88,000.00
2	Barpeta	7	35	51	264	84	Rs.4,675.00	Rs.3,92,700.00
3	Bongaigaon	4	20	29	84	48	Rs.3,020.83	Rs.1,45,000.00
4	Cachar	8	40	30	270	96	Rs.4,000.00	Rs.3,84,000.00
5	Chirang	2	10	26	86	24	Rs.5,000.00	Rs.1,20,000.00
6	Darrang	4	20	32	163	48	Rs.8,000.00	Rs.3,84,000.00
7	Dhemaj	5	25	21	98	60	Rs.4,620.00	Rs.2,77,200.00
8	Dhubri	7	35	47	246	84	Rs.5,000.00	Rs.4,20,000.00
9	Dibrugarh	6	30	31	231	72	Rs.5,000.00	Rs.3,60,000.00
10	Dima Hasao	3	15	10	65	36	Rs.9,000.00	Rs.3,24,000.00
11	Goalpara	5	25	41	151	60	Rs.3,920.00	Rs.2,35,200.00
12	Golaghat	5	25	40	144	60	Rs.5,000.00	Rs.3,00,000.00
13	Hailakandi	4	20	12	105	48	Rs.5,000.00	Rs.2,40,000.00
14	Jorhat	7	35	44	144	84	Rs.6,000.00	Rs.5,04,000.00
15	Kamrup (Metro)	5	25	23	51	60	Rs.4,000.00	Rs.2,40,000.00
16	Kamrup (Rural)	12	60	71	280	144	Rs.5,000.00	Rs.7,20,000.00
17	Karbi Anglong	8	40	44	145	96	Rs.3,000.00	Rs.2,88,000.00
18	Karimganj	5	25	29	218	60	Rs.8,000.00	Rs.4,80,000.00
19	Kokrajhar	4	20	46	161	48	Rs.8,000.00	Rs.3,84,000.00
20	Lakhimpur	6	30	33	156	72	Rs.5,000.00	Rs.3,60,000.00
21	Morigaon	3	15	38	123	36	Rs.5,460.00	Rs.1,96,560.00
22	Nagaon	11	55	84	354	132	Rs.7,000.00	Rs.9,24,000.00
23	Nalbari	4	20	52	121	48	Rs.4,400.00	Rs.2,11,200.00
24	Sivasagar	8	40	43	219	96	Rs.3,915.00	Rs.3,75,840.00
25	Sonitpur	7	35	60	275	84	Rs.8,000.00	Rs.6,72,000.00
26	Tinsukia	4	20	25	164	48	Rs.5,000.00	Rs.2,40,000.00
27	Udalguri	3	15	24	146	36	Rs.8,000.00	Rs.2,88,000.00
	<b>Total</b>	<b>153</b>	<b>765</b>	<b>1026</b>	<b>4621</b>	<b>1836</b>		<b>Rs.97,53,700.00</b>

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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## C) Guidelines for Mobility Support for HMIS & MCTS at District level for the year 2018-19:

1. District wise detail fund breakup may be seen at Annexure – C
2. The expenditure should be booked under the head of account (FMR Code: 16.6.2 → Mobility Support for HMIS & MCTS)
3. In the year 2018-19, it is proposed to go for structured verification of data by MIS/ Data persons posted at State, District and Block level.
4. State/ District/ Block Level Teams will be formed with the following officials:
  - State Team
    - State MIS Manager, NHM
    - Data Analyst, NHM
    - Programmer/ Data Manager, NHM
    - Data Manager (IDSP)
    - Data Person from umbrella programmes
  - District Team
    - District Data Manager (NHM)
    - Assistant District Data Manager (NHM)
    - District Data Manager (IDSP)
    - Data persons from / Representative from umbrella programmes
    - Block Data Manager of the respective Block PHC
    - BEE/ HE of the respective Block PHC
    - Data persons from / Representative from umbrella programmes of the respective Block PHC
5. Roles of State Teams:
  - There will be two teams from State Level and each team will visit at least 5 days per month.
  - Minimum 10 days visit from State level.
  - Data of minimum 2 facilities will be verified each day.
  - In addition to data verification, the teams will attend District/ Block level orientation meetings.
  - The teams will also hand hold data handlers during field visit and orient them about the data definitions.
  - The teams will also verify Registers, MCP Card, MCTS Work-plan etc during field visit.
  - The teams will also visit house of at least 2 beneficiaries for verification of data.

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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6. Roles of District & Block Teams:
  - There will be one team for each District and one team from each Health Block.
  - Each team which will visit at least 5 days per month.
  - Data of minimum 2 facilities will be verified each day.
  - In addition to data verification, the teams will attend Block level orientation meetings.
  - The teams will also hand hold data handlers during field visit and orient them about the data definitions.
  - The teams will also verify Registers, MCP Card, MCTS Work-plan etc during field visit.
  - The teams will also visit house of at least 2 beneficiaries for verification of data.
7. Tool kit for data validation will be shared for systematic validation of data quality. Till the tool kit is shared, the teams will cross the data uploaded in the HMIS web portal with the registers maintained at the facility. Verification of completeness and correctness of registers should be main agenda during field visit by the teams. The team will also guide the health workers about the guidelines, data definition and hand hold the ANMs and other health workers to correctly filled up the registers and correct reporting methodology.
8. The teams will submit monthly Tour Plan to the competent authority for approval. District Programme Manager will assess the Tour Plans and ensure that same facility is not visited by any team until all facilities are covered. However, State team will select facilities based on Desk Review of data uploaded in the HMIS/MCTS/ IDSP/ NVBDCP.
9. Every official will submit visit report along with verification format.
10. Field visit report will be linked with the performance appraisal of MIS/ Data persons posted at each level.
11. Data elements for which maximum variance occurs will be segregated and data definition and format of source register will be revisited for course correction. Special emphasize will be given for those data elements in the subsequent trainings at all levels.
12. The teams will also go for random cross verification of MCP Cards of the beneficiaries through House-to-house visit.
13. The teams will also visit PPP Tea Garden Hospitals and Charitable Hospitals under PPP.

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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14. Field visit report and Data variance reports will be one of the agenda of District Level HMIS Core Team Committee meetings.
15. Mobility support/ TA/DA should be paid to the team members as per rule from this head of account.
16. TA/DA should not be released if field visit reports are not submitted.
17. Total yearly expenditure should not exceed the allotted amount.
18. District/ Block Accounts Manger will maintain the Accounts as per rule for review meeting and all vouchers and supporting documents must be kept in record for audit purpose and future verification.
19. Roles of FMR owner:
  - Organize Training cum review meeting for HMIS & MCTS at District Level
  - Submit training report
  - Ensure proper booking of fund in consultation with District Accounts Manager
  - Maintaining Attendance Sheet, Photographs, Training Reports.

**Monthly reporting format to be submitted to State HQ by 5<sup>th</sup> of next month:**

Monthly Reporting format for MIS Mobility (to be submitted by 5 <sup>th</sup> of next month)							
Sl	Date of Visit	Team members (DDM/ ADDM/ DDDM-IDSP etc Name & Designation)	Mode of Travel	Health Institutions / VHND visited	Purpose of visit (Data validation/ Review Meeting/ Other official duty please mention)	Major observations during visit	Amount Spend
1				1.			
				2.			
				3.			
2				1.			
				2.			

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GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
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Annexure -C

Mobility Support for HMIS & MCTS at District level for the year 2018-19

FMR Code: 16.6.2 → Mobility Support for HMIS & MCTS at District level

S. No.	District Name	Amount (Rs. in Lakhs)
1	Baksa	1.440
2	Barpeta	1.440
3	Bongaigaon	1.440
4	Cachar	1.440
5	Chirang	1.440
6	Darrang	1.440
7	Dhemaj	1.440
8	Dhubri	1.440
9	Dibrugarh	1.440
10	Dima Hasao	1.440
11	Goalpara	1.440
12	Golaghat	1.440
13	Hailakandi	1.440
14	Jorhat	1.440
15	Kamrup (Metor)	1.440
16	Kamrup (Rural)	1.440
17	Karbi Anglong	1.440
18	Karimganj	1.440
19	Kokrajhar	1.440
20	Lakhimpur	1.440
21	Morigaon	1.440
22	Nagaon	1.440
23	Nalbari	1.440
24	Sivasagar	1.440
25	Sonitpur	1.440
26	Tinsukia	1.440
27	Udalguri	1.440
	<b>Total</b>	<b>38.880</b>

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GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
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D) **Guidelines for Printing of HMIS Formats:**

1. District wise detail fund breakup may be seen at **Annexure – D**.
2. **The expenditure should be booked under the head of account (FMR Code: 12.9.1 → Printing of HMIS Formats).**
3. Total yearly expenditure should not exceed the allotted amount
4. District will make arrangement of printing/ photocopy of Monthly HMIS Formats for SC, PHC, CHC, DH, etc and made available at all facilities.
5. 2 sets of formats for each Health Institution per month to be provided. One copy of the report to be submitted to higher level health institution and the other copy to be kept at the Health Institution for future verification.
6. **It should be ensured that, signed hard copy of the report is submitted to the higher level health institutions.** During submission of the report, data reported in the monthly report should be verified with the Register and verifier should also put his/her signature with comment "Verified" in the format.
7. **Second copy of the report should also signed by the in-charge of the facility and it should be properly kept in a file.**
8. **It should be ensured that facility wise monthly HMIS report of 100% health institutions i.e., Medical College, DH, SDCH, CHC, PHC, SC, etc are uploaded, forwarded and compiled within 15<sup>th</sup> of the following month without fail.**
9. Printing/Photocopy of Annual Infrastructure format should be done from this head of account. **It should be ensured that Annual Infrastructure report for the year 2018-19 of all health Institutions i.e., DH, SDCH, CHC, PHC and SC is uploaded in the HMIS Web Portal.**
10. As mentioned the approval of the State PIP 2018-19, printing should be done based on competitive bidding and by following Government protocols. Government of India is in the process of revision of HMIS formats, therefore it is advised not to print formats for the entire year in one go.
11. District will take decision whether the printing/ photocopy is done at District HQ or release the fund to Block PHC.
12. District Accounts manager will maintain the Accounts as per rule. All vouchers and supporting documents must be kept in record for audit purpose and future verification.

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GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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13. All financial norms should be followed and District Accounts Manager should update the Book of Accounts as per norms and submit the SOE and UC. A separate register may be maintained for this purpose.
14. Approval of Jt. DHS, DPM, DDM and DAM is mandatory before release of fund/ payment.
20. Roles of FMR owner:
  - Ensure availability of HMIS formats at all health facilities
  - Ensure proper booking of fund in consultation with District Accounts Manager
  - Maintaining proper stock of formats at all level
  - Ensure signed copy of the report is submitted to the higher level and one copy of the signed report is kept in file for future verification.

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

**Annexure -D**  
**District wise breakup of fund for Printing of HMIS Formats for the year 2018-19**  
FMR Code: 12.9.1 → Printing of HMIS Formats

Sl	District	DH		SDH		CHC		PHC		SC		Total number of formats to be printed	Amount (Rs. in lakhs)
		MIS Monthly	Infrast ructu re (Annual)	MIS Monthly	Infrast ructu re (Annual)	MIS Monthly	Infrast ructu re (Annual)	MIS Monthly	Infrast ructu re (Annual)	MIS Monthly	Infrast ructu re (Annual)		
1	Baksa	24	2	0	0	120	10	1008	84	3768	314	5330	0.262
2	Barpeta	48	4	24	2	288	24	1248	104	7080	590	9412	0.455
3	Bongaigaon	24	2	120	10	96	8	840	70	2520	210	3900	0.197
4	Cachar	48	4	0	0	264	22	1464	122	6960	580	9464	0.461
5	Chirang	24	2	0	0	120	10	624	52	2640	220	3692	0.181
6	Darrang	24	2	0	0	216	18	888	74	3864	322	5408	0.266
7	Dhemaji	24	2	0	0	144	12	624	52	2712	226	3796	0.186
8	Dhubri	24	2	48	4	144	12	1200	100	6168	514	8216	0.397
9	Dibrugarh	24	2	0	0	240	20	1200	100	7752	646	9984	0.477
10	Dima Hasao	24	2	0	0	48	4	312	26	1776	148	2340	0.113
11	Goalpara	24	2	0	0	264	22	1008	84	3696	308	5408	0.269
12	Golaghat	24	2	24	2	192	16	1560	130	4608	384	6942	0.348
13	Hailakandi	24	2	0	0	72	6	360	30	2880	240	3614	0.171
14	Jorhat	24	2	72	6	264	22	1752	146	4296	358	6942	0.355
15	Kamrup (M)	96	8	0	0	72	6	1104	92	1248	104	2730	0.149
16	Kamrup (R)	24	2	0	0	360	30	1656	138	7776	648	10634	0.518
17	Karbi Anglong	24	2	24	2	120	10	1152	96	4200	350	5980	0.295
18	Karimganj	24	2	0	0	312	26	840	70	5304	442	7020	0.339
19	Kokrajhar	24	2	24	2	96	8	1152	96	4272	356	6032	0.297
20	Lakhimpur	24	2	24	2	360	30	912	76	4632	386	6448	0.316
21	Morigaon	24	2	0	0	120	10	936	78	3648	304	5122	0.252
22	Nagaon	24	2	0	0	720	60	2040	170	10440	870	14326	0.699
23	Nalbari	24	2	0	0	360	30	1104	92	3792	316	5720	0.287
24	Sivsagar	24	2	48	4	216	18	2280	190	6432	536	9750	0.490
25	Sonitpur	48	4	48	4	504	42	2304	192	8880	740	12766	0.632
26	Tinsukia	24	2	0	0	696	58	2256	188	4416	368	8008	0.421
27	Udalguri	24	2	0	0	144	12	1104	92	3504	292	5174	0.258
	<b>Total</b>	<b>792</b>	<b>66</b>	<b>456</b>	<b>38</b>	<b>6552</b>	<b>546</b>	<b>32928</b>	<b>2744</b>	<b>129264</b>	<b>10772</b>	<b>184158</b>	<b>9.090</b>

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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### E) Guidelines for Printing of MCTS follow-up formats/ services due list/ work plan:

1. District wise detail fund breakup may be seen at **Annexure – E**.
2. **The expenditure should be booked under the head of account (FMR Code: 12.9.3 → Printing of MCTS follow-up formats/services due list/work plan).**
3. Total yearly expenditure should not exceed the allotted amount
4. District will release the fund to Block PHC or PHC/CHC where work plan is generated.
5. Procurement of Tonner/ Cartridge, etc required for printing of MCTS/ RCH work plan may be incurred from this head of account.
6. It should be ensured that work plan is generated and print out is handed over to all ANM and ASHA. Detail statement to be maintained in Register for future verification.
7. **Every monitoring officer must carry MCTS/RCH work plan during VHND visit.** Monitoring officer should cross verify the MCTS/RCH work plan with the register. Monitoring officer should also visit houses of at least two pregnant women/ mother to cross verify data.
8. Expenditure related to printing of MCTS/RCH follow up formats, service due list, work plan can be incurred from this head of account.
9. Printer tonner/ cartridge, paper required for printing of MCTS/RCH work plan can also be incurred from this head of account.
10. District/ Block Accounts manager will maintain the Accounts as per rule. All vouchers and supporting documents must be kept in record for audit purpose and future verification.
11. All financial norms should be followed and District/ Block Accounts Manager should update the Book of Accounts as per norms and submit the SOE and UC. A separate register may be maintained for this purpose.
12. Approval of Jt. DHS, DPM, DDM and DAM is mandatory before release of fund/ payment.
21. Roles of FMR owner:
  - Ensure availability of MCTS/RCH work plan at all ANM, ASHA and health facilities
  - Ensure availability of MCTS/RCH work plan with all monitoring officers
  - Ensure proper booking of fund in consultation with District Accounts Manager
  - Ensure availability of fund to ensure printing of MCTS/RCH work plan

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

**Annexure – E**

**District wise breakup of fund for Printing of MCTS / RCH follow-up formats/ services due list/ work plan for the year 2018-19**

12.9.3 → Printing of MCTS follow-up formats/services due list/work plan

Sl	District	Estimated number of pages of work plan to be printed	Amount (Rs. In lakhs)
1	Baksa	39,642	0.396
2	Barpeta	83,117	0.831
3	Bongaigaon	33,960	0.340
4	Cachar	104,941	1.049
5	Chirang	20,959	0.210
6	Darrang	45,768	0.458
7	Dhemaji	36,989	0.370
8	Dhubri	103,997	1.040
9	Dibrugarh	57,864	0.579
10	Dima Hasao	9,009	0.090
11	Goalpara	52,755	0.528
12	Golaghat	52,390	0.524
13	Hailakandi	48,539	0.485
14	Jorhat	47,116	0.471
15	Kamrup (Metro)	52,737	0.527
16	Kamrup (Rural)	62,820	0.628
17	Karbi Anglong	46,787	0.468
18	Karimganj	75,874	0.759
19	Kokrajhar	43,433	0.434
20	Lakhimpur	56,992	0.570
21	Morigaon	53,557	0.536
22	Nagaon	161,525	1.615
23	Nalbari	32,450	0.325
24	Sivsagar	48,921	0.489
25	Sonitpur	84,500	0.845
26	Tinsukia	63,222	0.632
27	Udalguri	37,992	0.380
	<b>Total</b>	<b>15,57,856</b>	<b>15.579</b>

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E  
ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

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**F) Guidelines for Maintenance of Computers & Accessories:**

1. District wise detail fund breakup may be seen at **Annexure – F**
2. **The expenditure should be booked under the head of account (FMR Code: 16.6.3 → AMC of Computer/ Printer/UPS)**
3. District Programme Management Unit will do the maintenance of computers & accessories of the District which are beyond warranty period. Amount is allocated as per approval and comment mentioned in the RoP 2018-19.
4. Computers provided to DPMU & BPMU will be maintained from this fund.
5. It must be ensured that, these equipments are not covered by post-sale warranty/ guarantee.
6. Total yearly expenditure should not exceed the allotted amount.
7. **Steps to be followed:**
  - **Step 1:** Check whether the machine is under warranty period or not. Generally Desktop Computers have 3 years of warranty and UPS & Printers have 1 year of warranty.
  - **Step 2:** If the machine is under warranty period then, inform the Customer Support Number which was provided during delivery of the items. If the problem not resolved within 7 days of lodging the complaint, then inform State MIS Manager ([misnrhm.assam@gmail.com](mailto:misnrhm.assam@gmail.com)) by email with the following information:
    - Name of the District:
    - Date of lodge of the complain:
    - Name of the Health Institution:
    - Name of the Contact Person:
    - Phone No of the Contact Person:
    - Make of the Computer (HP/ DEL/HCL/ Wipro/Acer etc):
    - Machine SI No:
    - Date of Installation of the Computer (If exact date is not available then mention Month & Year):
    - Name of the Non Functioning Part (CPU/ Monitor/ UPS/ Printer):
    - SI No of the Non functioning part:
    - Visible Problem:
    - Please note, all fields are mandatory to lodge complain.
  - **Step 3:** If the machine is beyond warranty period, then call any service engineer available in your locality to check the problem and sort out accordingly. It is

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

- advisable to call service engineer from the same organization of the manufacturer. For example, if the computer is HP make then call HP service engineer, if the make is HCL then call HCL service engineer as per availability.
- Step 4: Request the service engineer to submit an estimate for the work. District Data Manager will assess the justification of estimate and if required will verify the rate with the market price. If required, District Data Manager may discuss with District Information Officer of NIC about the rate.
  - Rates of all items including parts and services should be fixed through open tendering. As per approval of State PIP 2018-19, final rates are to be arrived as per DGS&D rate contract or after competitive bidding following Government protocols.
  - Step 5: Place formal order after approval from Jt. Director of Health Services through District Programme Manager and District Accounts Manager.
  - Step 6: Collect signed copy of completion certificate from the service engineer after completion of the work.
  - Step 7: If any parts is changed then the same should be maintained in the Stock Register.
  - Step 8: District Data Manager will have to certify in the body of the bill before releasing the payment.
  - Step 9: A separate register should be maintained as per format mentioned below. Any additional information considered as relevant may also be recorded.

Sl	Date	Machine SI No	Date of Insta llation	Name of the User of the Machine with Designation	Bill No & Date	Challan No & Date	If any parts changed				Service Charge (If any)	Total Amount
							Name of the Parts	Qty	Rate	Amount		

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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8. District Accounts manager will maintain the Accounts as per rule. All vouchers and supporting documents must be kept in record for audit purpose and future verification
9. District can empanel a local firm for maintenance of the computers & accessories. But all official procedures as per rule should be maintained for the selection process.
10. District can procure UPS, Printer, Monitor, antivirus etc from this fund if the service engineer and District Data Manager certify it as obsolete, damaged & is beyond economical repairing i.e., cost of repairing is approximately equal to new one or more. Necessary approval from District Health Society is mandatory before purchase. Proper records should be maintained in such cases.
22. Roles of FMR owner:
  - Ensure proper maintenance of all computers & accessories are timely repaired
  - Ensure proper record keeping
  - Ensure proper booking of fund in consultation with District Accounts Manager
  - Ensure that, procurement procedures and financial norms are followed.

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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## Annexure – F

### District wise breakup of fund for Maintenance of Computer & Accessories for the year 2018-19

FMR Code: 16.6.3 → AMC of Computer/ Printer/UPS

Sl. No	Name of the District	AMC of Computer at District Level			AMC of Computer at Block level				District allocation for AMC of Computer, Laptop, UPS, Printer
		No of Computers	Rate	Amount	No of Block	No of Computers	Rate	Amount	
1	Baksa	2	Rs.3,833.00	Rs.7,666.00	6	1	Rs.4,400.00	Rs.26,400.00	Rs.34,066.00
2	Barpeta	2	Rs.3,833.00	Rs.7,666.00	7	1	Rs.4,400.00	Rs.30,800.00	Rs.38,466.00
3	Bongaigaon	2	Rs.3,833.00	Rs.7,666.00	4	1	Rs.4,400.00	Rs.17,600.00	Rs.25,266.00
4	Cachar	2	Rs.3,833.00	Rs.7,666.00	8	1	Rs.4,400.00	Rs.35,200.00	Rs.42,866.00
5	Chirang	2	Rs.3,833.00	Rs.7,666.00	2	1	Rs.4,400.00	Rs.8,800.00	Rs.16,466.00
6	Darrang	2	Rs.3,833.00	Rs.7,666.00	4	1	Rs.4,400.00	Rs.17,600.00	Rs.25,266.00
7	Dhemaji	2	Rs.3,833.00	Rs.7,666.00	5	1	Rs.4,400.00	Rs.22,000.00	Rs.29,666.00
8	Dhubri	2	Rs.3,833.00	Rs.7,666.00	7	1	Rs.4,400.00	Rs.30,800.00	Rs.38,466.00
9	Dibrugarh	2	Rs.3,833.00	Rs.7,666.00	6	1	Rs.4,400.00	Rs.26,400.00	Rs.34,066.00
10	Dima Hasao	2	Rs.3,833.00	Rs.7,666.00	3	1	Rs.4,400.00	Rs.13,200.00	Rs.20,866.00
11	Goalpara	2	Rs.3,833.00	Rs.7,666.00	5	1	Rs.4,400.00	Rs.22,000.00	Rs.29,666.00
12	Golaghat	2	Rs.3,833.00	Rs.7,666.00	5	1	Rs.4,400.00	Rs.22,000.00	Rs.29,666.00
13	Hailakandi	2	Rs.3,833.00	Rs.7,666.00	4	1	Rs.4,400.00	Rs.17,600.00	Rs.25,266.00
14	Jorhat	2	Rs.3,833.00	Rs.7,666.00	7	1	Rs.4,400.00	Rs.30,800.00	Rs.38,466.00
15	Kamrup(M)	2	Rs.3,833.00	Rs.7,666.00	5	1	Rs.4,400.00	Rs.22,000.00	Rs.29,666.00
16	Kamrup(R)	2	Rs.3,833.00	Rs.7,666.00	12	1	Rs.4,400.00	Rs.52,800.00	Rs.60,466.00
18	Karbi Anglong	2	Rs.3,833.00	Rs.7,666.00	8	1	Rs.4,400.00	Rs.35,200.00	Rs.42,866.00
17	Karimganj	2	Rs.3,833.00	Rs.7,666.00	5	1	Rs.4,400.00	Rs.22,000.00	Rs.29,666.00
19	Kokrajhar	2	Rs.3,833.00	Rs.7,666.00	4	1	Rs.4,400.00	Rs.17,600.00	Rs.25,266.00
20	Lakhimpur	2	Rs.3,833.00	Rs.7,666.00	6	1	Rs.4,400.00	Rs.26,400.00	Rs.34,066.00
21	Morigaon	2	Rs.3,833.00	Rs.7,666.00	3	1	Rs.4,400.00	Rs.13,200.00	Rs.20,866.00
22	Nagaon	2	Rs.3,833.00	Rs.7,666.00	11	1	Rs.4,400.00	Rs.48,400.00	Rs.56,066.00
23	Nalbari	2	Rs.3,833.00	Rs.7,666.00	4	1	Rs.4,400.00	Rs.17,600.00	Rs.25,266.00
24	Sivasagar	2	Rs.3,833.00	Rs.7,666.00	8	1	Rs.4,400.00	Rs.35,200.00	Rs.42,866.00
25	Sonitpur	2	Rs.3,833.00	Rs.7,666.00	7	1	Rs.4,400.00	Rs.30,800.00	Rs.38,466.00
26	Tinsukia	2	Rs.3,833.00	Rs.7,666.00	4	1	Rs.4,400.00	Rs.17,600.00	Rs.25,266.00
27	Udalguri	2	Rs.3,833.00	Rs.7,666.00	3	1	Rs.4,400.00	Rs.13,200.00	Rs.20,866.00
<b>Total</b>				<b>Rs.2,06,982.00</b>	<b>153</b>			<b>Rs.6,73,200.00</b>	<b>Rs.8,80,182.00</b>

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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**G) Guidelines for Internet Connectivity at District Programme Management Unit and Health Institutions:**

1. District wise detail fund breakup may be seen at **Annexure – G**
2. **The expenditure should be booked under the head of account (FMR Code: 16.6.3 → Internet Connectivity through LAN/ data card)**
3. District will provide Internet Connectivity at District Programme Management Unit and other Health Institutions/ Data Entry points where required.
4. Total yearly expenditure should not exceed the allotted amount.
5. District Programme Management Unit will establish broad band internet connection with the best possible solution available at the District. District Programme Management Unit is free to use service from any Internet Service Provider. District should make necessary arrangement so that all members of District Programme Management Unit will get access to internet and they can check their email on daily basis. All members of District Programme Management Unit must check their official email account on daily basis. Internet connection should be used to upload HMIS data in the HMIS Web Portal and data entry in the Mother & Child Tracking System (MCTS). Data in the "Health Services Monitoring System" and "Integrated MIS GIS System" should be updated on regular basis. Monthly/ Quarterly/ Annual HMIS data and Facility wise Infrastructure data must be uploaded in the Ministry Web Portal on regular basis.
6. Data card bills of DDM, ADDM, BDM, ADDM etc involved in MCTS/ HMIS entry can also be incurred from this head of account after proper verification.
7. District will reimburse the monthly recurring cost of Internet connectivity for data uploading in the MCTS Portal. District will reimburse the amount to the concerned official responsible for data entry based on the Bill submitted by the official after proper verification and justification of Bill. User should put his/her signature in the Bill and duly certified that the "*Internet is used for data uploading in MCTS/ HMIS/ HSMS/ PFMS Portal and the Bill is paid by me*". A statement showing number of entry done should be enclosed along with the Bill. Payment should be made on actual. However, before releasing the fund it should be ensured that the resource is properly utilized. Bill for pre-paid/ post-paid connectivity, Bill for usage of Common Service Centre & Bill for usage of Internet café, etc may also be paid from this head of account for MCTS/ HMIS purpose. Any other expenditure which District may

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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found essential for implementation of MCTS and HMIS. But proper approval should be accorded before release of fund.

8. It should be ensured that, Internet bill is reimbursed for official purpose i.e. HMIS, MCTS, PFMS, HSMS etc only.
9. Without MCTS entry Internet bill should not be paid to ABPM/ BDM/BPM etc.
10. As mentioned in the approval of State PIP 2018-19, final rates of Internet services are to be arrived as per DGS&D rate contract or after competitive bidding following Government protocols.
11. District Accounts manager will maintain the Accounts as per rule. All vouchers and supporting documents must be kept in record for audit purpose and future verification.
12. All financial norms should be followed and District Accounts Manager should update the Book of Accounts as per norms and submit the SOE and UC. A separate register may be maintained for this purpose.
13. Approval of Jt. DHS, DPM, DDM and DAM is mandatory before release of fund.
14. Roles of FMR owner:
  - It should be ensured that, Internet connectivity is provided to all members of DPMU
  - It should be ensured that, fund is provided for each Data Entry points (DH, SDCH, CHC, PHC and Medical Colleges) for Internet connection so that data could be regularly uploaded in MCTS, HMIS and HSMS without any problem.
  - Reimbursement of bills are released on timely manner
  - Proper record keeping
  - Ensure proper booking of fund in consultation with District Accounts Manager
  - Total expenditure should not exceed amount allocated in District RoP. In case of shortage of allocated fund, it should be communicated to NHM State HQ along with SOE &UC.

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# GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

## Annexure -G

### District wise breakup of fund for Internet Connectivity Fund for the year 2018-19

FMR Code: 16.6.3 → Internet Connectivity through LAN/ data card

Sl. No	Name of the District	District Allocation for Internet Connectivity
1	Baksa	Rs.2,40,000.00
2	Barpeta	Rs.3,06,000.00
3	Bongaigaon	Rs.2,19,600.00
4	Cachar	Rs.2,53,200.00
5	Chirang	Rs.1,81,200.00
6	Darrang	Rs.2,05,200.00
7	Dhemaji	Rs.2,13,600.00
8	Dhubri	Rs.2,59,200.00
9	Dibrugarh	Rs.2,43,600.00
10	Dima Hasao	Rs.1,39,200.00
11	Goalpara	Rs.2,46,000.00
12	Golaghat	Rs.2,71,200.00
13	Hailakandi	Rs.1,47,600.00
14	Jorhat	Rs.3,20,400.00
15	Kamrup(M)	Rs.2,31,600.00
16	Kamrup(R)	Rs.3,91,200.00
18	Karbi Anglong	Rs.2,82,000.00
17	Karimganj	Rs.1,99,200.00
19	Kokrajhar	Rs.2,77,200.00
20	Lakhimpur	Rs.2,43,600.00
21	Morigaon	Rs.2,14,800.00
22	Nagaon	Rs.3,72,000.00
23	Nalbari	Rs.2,26,800.00
24	Sivasagar	Rs.2,46,000.00
25	Sonitpur	Rs.3,16,800.00
26	Tinsukia	Rs.1,69,200.00
27	Udalguri	Rs.1,60,800.00
	<b>Total</b>	<b>Rs.65,77,200.00</b>

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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H) **Guidelines for Other office expenditure for procurement of printer Toner/ Cartridge, etc:**

1. District wise detail fund breakup may be seen at Annexure – H.
2. **The expenditure should be booked under the head of account (FMR Code: 16.6.3 → Other office expenditure).**
3. Total yearly expenditure should not exceed the allotted amount
4. The fund may be utilized for other office expenditure related to M&E activities including procurement of printer tonner/ cartridge, paper, stationary items, etc.
5. District will take necessary step to release the fund to Block PHC, DH, Medical College, CHC, PHC, etc. Expenditure related to printing of HMIS/ MCTS reports, MCTS work plan, etc should be incurred from this fund. Though separate fund provided for printing of MCTS Work plan, but if required, this fund can also be used for printing of MCTS work plan.
6. Out of the total fund allotted, an amount of Rs. 2,500/- per month is earmarked for District M&E Cell of District Programme Management Unit of each district to meet up cost for printing & computer Stationary for District Programme Management Unit. Total amount for one year for each DPMU is Rs. 30,000/-.
7. Out of the total allotted fund, an amount of Rs. 1,500/- per month is earmarked for Block M&E cell of Block Programme Management Unit of each BPHC to meet up cost for printing & computer Stationary for Block Programme Management Unit. Total amount for each BPMU for one year is Rs. 18,000/-.
8. District will release fund to Medical College, District Hospital and CHC **where required**. Maximum ceiling of Rs. 1,000/- per month per Health Institution may be provided. Total amount for each Medical College, DH, SDCH and CHC will be Rs. 12,000/-. District will make the necessary breakup as per actual requirement.
9. District will release the remaining fund to PHCs (other than Block PHC) **where required**. Maximum ceiling of Rs. 500/- per month per PHC may be provided. Total amount for each PHCs (excluding BPHC) will be Rs. 6,000/-. District will make the necessary breakup as per actual requirement.
10. It should be ensured that work plan is generated and print out is handed over to all ANM and ASHA. Detail statement to be maintained in Register for future verification.
11. Every monitoring officer must carry MCTS work plan during VHND visit. Monitoring officer should cross verify the MCTS work plan with the register. Monitoring officer

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

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- should also visit houses of at least two pregnant women/ mother to cross verify data.
12. As mentioned in the approval of State PIP 2018-19, it should be ensured that rates should be arrived at per DGS&D or after competitive bidding following all Government protocols.
  13. Accounts manager will maintain the Accounts as per rule. All vouchers and supporting documents must be kept in record for audit purpose and future verification.
  14. All financial norms should be followed and Accounts Manager should update the Book of Accounts as per norms and submit the SOE and UC. A separate register may be maintained for this purpose.
  15. Approval of Jt. DHS, DPM, DDM and DAM is mandatory before release of fund/ payment.
  23. Roles of FMR owner:
    - Ensure availability of tonner/ cartridge, paper for HMIS, MCTS and other M&E work
    - Ensure proper feedback is provided from all level
    - Ensure sharing of HMIS/ MCTS reports to all stake holders
    - Ensure MCTS/RCH work plan at all ANM, ASHA and health facilities
    - Ensure availability of MCTS/RCH work plan with all monitoring officers
    - Ensure proper booking of fund in consultation with District Accounts Manager
    - Ensure availability of fund to ensure printing of MCTS/RCH work plan

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## GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19

### Annexure -H

**District wise breakup of fund for Other Office expenses including Procurement of Printer  
Tonner/ Cartridge, A4 Paper, etc. for the year 2018-19**

FMR Code: 16.6.3 → Other office expenditure

Sl. No	Name of the District	District allocation for other office expenditure for HMIS, MCTS and M&E activities
1	Baksa	Rs.4,20,000.00
2	Barpeta	Rs.5,28,000.00
3	Bongaigaon	Rs.3,06,000.00
4	Cachar	Rs.3,96,000.00
5	Chirang	Rs.2,52,000.00
6	Darrang	Rs.3,42,000.00
7	Dhemaji	Rs.2,82,000.00
8	Dhubri	Rs.5,10,000.00
9	Dibrugarh	Rs.3,78,000.00
10	Dima Hasao	Rs.1,68,000.00
11	Goalpara	Rs.4,08,000.00
12	Golaghat	Rs.4,02,000.00
13	Hailakandi	Rs.2,04,000.00
14	Jorhat	Rs.4,74,000.00
15	Kamrup(M)	Rs.3,00,000.00
16	Kamrup(R)	Rs.7,50,000.00
18	Karbi Anglong	Rs.3,84,000.00
17	Karimganj	Rs.4,38,000.00
19	Kokrajhar	Rs.4,20,000.00
20	Lakhimpur	Rs.4,02,000.00
21	Morigaon	Rs.3,54,000.00
22	Nagaon	Rs.8,28,000.00
23	Nalbari	Rs.4,80,000.00
24	Sivasagar	Rs.4,80,000.00
25	Sonitpur	Rs.5,88,000.00
26	Tinsukia	Rs.3,00,000.00
27	Udalguri	Rs.2,58,000.00
	<b>Total</b>	<b>Rs.1,10,52,000.00</b>

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Summary of allocation for the year 2018-19:

FMR	ASSAM RoP 2018-19	Particulars	RoP Approvals, 2018-19			Owner of the Activities			State HQ Allocation			Total Allocation against 27 Districts					
			Committed Unspent Amount (A)	Approved Budget (B)	Total Approval, 2018-19 (A+B)	At State HQ	At District Level	At Block level	Committed unspent Amount	Phy. Target	Fresh RoP approvals	Committed unspent Amount	Phy. Target	Fresh RoP approvals			
6.000		Procurement															
6.1.2.5		Procurement of equipment for ICT	231.140														
6.1.2.5.a		Tablets; software for H&WC and ANM/MPW	0.000	81.540	81.540	Manager -MIS				691			0.00	0	81.54	0.00	0.00
6.1.2.5.b		Tablets; software for implementation of ANMOL	0.000	149.600	149.600	Manager -MIS				1496			0.00	0	149.60	0.00	0.00
9.500		Trainings															
9.5.26		HMIS/MCTS Trainings		178.080													
9.5.26.1		Training cum review meeting for HMIS & MCTS at State level	0.000	17.000	17.000	Manager -MIS							0.00	2	17.000	0.00	0.00
9.5.26.2		Training cum review meeting for HMIS & MCTS at District level	0.000	63.540	63.540	Manager -MIS		DDM					0.00	0	0.000	0.00	63.54
9.5.26.3		Training cum review meeting for HMIS & MCTS at Block level	0.000	97.540	97.540	Manager -MIS		DDM	DDM				0.00	0	0.00	0.00	97.54

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

ASSAM RoP 2018-19	Particulars	RoP Approvals, 2018-19			Owner of the Activities			State HQ Allocation			Total Allocation against 27 Districts				
		Committed Unspent Amount (A)	Approved Budget (B)	Total Approval, 2018-19 (A+B)	At State HQ	At District Level	At Block level	Committed Unspent Amount	Phy. Target	Fresh RoP approvals	Committed Unspent Amount	Phy. Target	Fresh RoP approvals		
12	Printing														
12.900	Printing activities under HMIS/MCTS		89.260												
12.9.1	Printing of HMIS Formats		9.090	9.090	Manager -MIS	DDM	BD M	0.00	0	0.00	184158	0.00	0	0.00	9.09
12.9.2	Printing of RCH Registers	32.080	64.590	96.670	Manager -MIS			32.08	25834	64.59		0.00	0	0.00	0.00
12.9.3	Printing of MCTS follow-up formats/ services due list/ work plan	0.000	15.580	15.580	Manager -MIS	DDM	BD M	0.00	0	0.00	1557856	0.00	0	0.00	15.58
12.9.4	Any other (please specify)	0.000	0.000	0								0.00	0	0.00	0.00
14.000	Drug Warehousing and Logistics														
14.200	Logistics and supply chain														
14.2.2	Implementation of DV/DMS	0.000	153.350	153.350	Manager -MIS			0.00	1	153.350		0.00	0	0.00	0.00
16	Programme Management	15881.630													
16.600	HMIS & MCTS	901.580													

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

ASSAM RoP 2018-19	RoP Approvals, 2018-19			Owner of the Activities			State HQ Allocation			Total Allocation against 27 Districts			
	Particulars	Committed Unspent Amount (A)	Approved Budget (B)	Total Approval, 2018-19 (A+B)	At State HQ	At District Level	At Block level	Committed unspent Amount	Phy. Target	Fresh RoP approvals	Committed unspent Amount	Phy. Target	Fresh RoP approvals
16.6.1	HR Support for HMIS & MCTS												
16.6.2	Mobility Support for HMIS & MCTS	0.000	41.880	41.880	Manager -MIS	DDM		0.00	120	3.00	0.00	3240	38.88
16.6.3	Operational cost for HMIS & MCTS (incl. Internet connectivity; AMC of Laptop, printers, computers, UPS; Office expenditure; Mobile reimbursement)	0.000	713.790	713.790	Manager -MIS	DDM	DDM	0.00		528.70	0.00	0	185.09
16.6.4	Procurement of Computer/ Printer/ UPS/ Laptop/ VSAT	264.250	60.000	324.250	Manager -MIS			264.25	100	60.00	0.00	0	0.00
16.6.5	Call Centre (Capex/ Opex)	6.760	85.910	92.670	Manager -MIS			6.76	1	85.91	0.00	0	0.00
17.0	IT Initiatives for strengthening Service Delivery												
17.6	Implementation of Hospital Management	0.000	125.000	125.000	Manager -MIS	DDM		0.00		125.00	0.00	0	0.00

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**GUIDELINES FOR IMPLEMENTATION OF HMIS, MCTS AND M&E ACTIVITIES FOR THE FINANCIAL YEAR 2018-19**

ASSAM RoP 2018-19	RoP Approvals, 2018-19			Owner of the Activities			State HQ Allocation			Total Allocation against 27 Districts			
	Particulars	Committed Unspent Amount (A)	Approved Budget (B)	Total Approval, 2018-19 (A+B)	At State HQ	At District Level	At Block level	Committed unspent Amount	Phy. Target	Fresh RoP approvals	Committed unspent Amount	Phy. Target	Fresh RoP approvals
	System												
17.7	Other IT Initiatives for Service Delivery (please specify)	0.000	96.300	96.300	Manager -MIS	DDM		0.00		96.30	0.00	0	0.00
<b>National Urban Health Mission (NUHM)</b>													
U.16.7.1	ICT Initiatives												
U.16.7.1.2	Software (eHospital in 3 UCHs/ UPHCs)	0.000	18.650	18.650	Manager -MIS	DDM		0.00	3	18.65	0.00	0	0.00

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

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