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OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM  
Saikia Commercial Complex, Christianbasti, Guwahati-5

No. NHM/NCD/District ROP/2018-19/3768/22844

Date: 29./11./2018

From: J.V.N. Subramanyam, I.A.S  
Mission Director, NHM, Assam

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

Sub: Multi skilling of ASHA,ANM & MPW to operationlaize H&WCs for the F.Y -2018-19.

Ref: Letter No. NHM/NCD/District ROP/2018-19/3768, Dated-05/11/2018


Sir/Madam,

With reference to the subject cited above, the district wise operational Guidelines on Multi skilling training of ASHA,ANM & MPW to operationlaize H&WCs for the F.Y -2018-19 (RoP 2018-19) has been prepared for implemantion of the activity in the state. Gol has approved for execution of activity including Multi skilling of ASHA,ANM & MPW to operationlaize H&WCs (universal health check-up & screening) for the F.Y -2018-19. The district wise budget allocation against activity &FMR code along with the operational Guideline is enclosed herewith.

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

**You are therefore, requested to conduct the Multi skilling training of ASHA,ANM & MPW to operationlaize H&WCs immediately for timely implementation of the activity.**

Yours sincerely,

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

Date: 29./11./2018

Memo No. NHM/NCD/District ROP/2018-19/3768/22845-53

Copy for information to:

1. P.S to the Hon'ble Minister of 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 & FW 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, Componenet In-Charges, SPMU,NHM,Assam.
9. DPM/DPC/DAM.....(all districts) for necessary action.

  
Mission Director  
National Health Mission, Assam

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**Operational Guidelines (Supplementary) for Districts**  
**Health & Wellness Centre (HWC)**  
**Assam**

**Financial Year 2018-2019**

**State NCD Cell, Assam**  
*O/O The Mission Director,*  
*National Health Mission, Assam*  
*Saikia Commercial Complex, Christanbasti, Guwahati-5*



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FLC, NED

  
SPO, NED

**Brief Summary for Programme wise Budget allocation for District**

SI No	Programme	Sup. ROP 2018-19 Approval	State	District	Remarks if any
1	H&WC	138.20 L	61.766 L	76.434 L	
<b>Total Budget :</b>		<b>138.20 L</b>	<b>61.766 L</b>	<b>76.434 L</b>	



FLI, H&W



SPO, H&W

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**Name of Activity – Multi skilling (NCD) of ASHA, ANM & MPW to operationalize Health and Wellness Centres**

**Centres**

F.M.R. Code – 9.5.27.2

F.M. R. Owner- a) State Level: SPO NCD & Sr. Consultant Nursing

b) Dist. Level: DPO (NCD) , DPC (NCD) & DPM (Where District NCD Cell is not Established / Functional)

**Budget against Activity: Rs. 138.20 L**

**Guidelines for Activity:**

Amount Allocated for 691 H&WCs for Multi skilling (NCD) of ASHA, ANM & MPW to operationalize Health and Wellness Centres.

1. Multi skilling training (NCD) of ASHAs – 5 days
2. Multi skilling training (NCD) of ANM/MPW – 4 days
3. Last day Training of ASHA should be with combined with ANM & MPW of their respective subcentres

**A) Tentative Budget details per Batches:**

Budget Details for Multi skilling training (NCD) of ASHAs					
SI No	Component	Unit cost	Unit	Duration	Total Amount
		(In Rs.)			(In Rs.)
1	TA to participants ( subject to actual )	200	30	2	12000.00
2	DA to Participants	100	30	5	15,000.00
3	Honorarium for Resource Persons	300	3	5	4,500.00
4	Accommodation for the participants including(L/F)	150	33	5	24750.00
5	Training Material (Bag, Pad, Pen, Pencil, Highlighter etc.)	100	33	1	3,300.00
6	Working lunch, snacks and Tea	150	33	5	24,750.00
8	Venue hiring Charge	500	1	5	2,500.00
<b>Total amount for one batch (in Rs.)</b>					<b>86,800.00</b>

**B) Budget allocation details per District**

Budget Details for Multi skilling training (NCD) of ASHAs				
F.M.R:-9.5.27.2		Multi skilling training (NCD) of ASHA to operationalize H&WCs		
S.N	Districts	No of H&WCs	No of batches Targeted	Total Amount Allocated (in Rs.)
1	Baksa	17	3	2,60,400.00
2	Barpeta	24	4	3,47,200.00
3	Bongaigaon	19	3	2,60,400.00
4	Cachar	4	1	86,800.00
5	Chirang	7	1	86,800.00
6	Darrang	17	3	2,60,400.00
7	Dhemaji	7	1	86,800.00

  
FLE, NCD

  
SPO, NCD

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S.N	Districts	No of H&WCs	No of batches Targeted	Total Amount Allocated (In Rs.)
8	Dhubri	24	4	3,47,200.00
9	Dibrugarh	9	2	1,73,600.00
10	Dima Hasao	6	1	86,800.00
11	Goalpara	10	2	1,73,600.00
12	Golaghat	11	2	1,73,600.00
13	Hailakandi	20	3	2,60,400.00
14	Jorhat	18	3	2,60,400.00
15	Kamrup Metro	3	1	86,800.00
16	Kamrup Rural	22	4	3,47,200.00
17	Karbi Anglong	13	2	1,73,600.00
18	Karimganj	19	3	2,60,400.00
19	Kokrajhar	9	2	1,73,600.00
20	Lakhimpur	7	1	86,800.00
21	Morigaon	14	2	1,73,600.00
22	Nagaon	28	5	4,34,000.00
23	Nalbari	11	2	1,73,600.00
24	Sivsagar	13	2	1,73,600.00
25	Sonitpur	16	3	2,60,400.00
26	Tinsukia	5	1	86,800.00
27	Udalguri	10	2	1,73,600.00
28	State HQ	-	-	36,39,100.00
<b>Total</b>		<b>363</b>	<b>63</b>	<b>91,07,500.00</b>

### Agenda for Multi skilling training (NCD) of ASHAs

<b>Day 1</b>	Time
Introduction and Background to the Module	1 Hour
What are Non-Communicable Diseases and why are they important	1 Hour 30 Minutes
Importance of Health Promotion	1 Hour
Risk Factors for NCDs: Tobacco and Alcohol	2 Hours
<b>Day 2</b>	
Risk Factors for NCDs: Healthy Diet and Physical Activity	1 Hour 30 Minutes
Risk Factors for NCDs: Stress and Overweight	1 Hour
Role plays on Health Promotion	1 Hour 30 Minutes
Hypertension	2 Hours 30 Minutes

  
 RL, NCD

  
 SPO, NCD

<b>Day 3</b>	
Heart Attack and Stroke	1 Hour
Diabetes	2 Hour 30 Minutes
Cervical Cancer	1 Hour 30 Minutes
Oral Cancer	1 Hour 30 Minutes
<b>Day 4</b>	
Breast Cancer	3 Hours
Key Tasks of ASHA	1 Hour 30 Minutes
Orientation to Record format and Consent	1 Hour
Disease-specific healthcare services available facility-wise	1 Hour
<b>Day 5 - Joint training with ANM</b>	
Orientation to CBAC	1 Hour
Work Flow Process for screening and referral of NCD cases	1 Hour
Facility Visit	3 Hours
Evaluation	1 Hour 30 Minutes

**A) Tentative Budget details per Batches:**

Budget Details for Multi skilling training (NCD) of ANM/MPW					
SI No	Component	Unit cost	Unit	Duration	Total Amount
		(in Rs. )			( in Rs.)
1	TA to participants ( subject to actual )	200	30	2	12,000.00
2	DA to Participants	100	30	4	12,000.00
3	Honorarium for Resource Persons	300	3	4	3,600.00
4	Accommodation for the participants including(L/F)	150	33	4	19,800.00
5	Training Material (Bag, Pad, Pen, Pencil, Highlighter etc.)	100	33	1	3,300.00
6	Working lunch, snacks and Tea	150	33	4	19,800.00
8	Venue hiring Charge	500	1	4	2,000.00
<b>A</b>	<b>Total amount for one batch (in Rs.)</b>				<b>72,500.00</b>

  
F.L.L.(M)


  
S.P.O.(M)

B) Budget allocation details per District

Budget Details for Multi skilling training (NCD) of ANM/MPW of H&WCs				
F.M.R:-9.5.27.2		Multi skilling training of ANM/MPW to operationalize H&WCs		
S.N	Districts	No of H&WCs	No of batches Targeted	Total Amount Allocated (in Rs.)
1.	Baksa	17	1	72,500.00
2.	Barpeta	24	2	1,45,000.00
3.	Bongaigaon	19	1	72,500.00
4.	Cachar	4	1	72,500.00
5.	Chirang	7	1	72,500.00
6.	Darrang	17	1	72,500.00
7.	Dhemaji	7	1	72,500.00
8.	Dhubri	24	2	1,45,000.00
9.	Dibrugarh	9	1	72,500.00
10.	Dima Hasao	6	1	72,500.00
11.	Goalpara	10	1	72,500.00
12.	Golaghat	11	1	72,500.00
13.	Hailakandi	20	1	72,500.00
14.	Jorhat	18	1	72,500.00
15.	Kamrup Metro	3	1	72,500.00
16.	Kamrup Rural	22	1	72,500.00
17.	Karbi Anglong	13	1	72,500.00
18.	Karimganj	19	1	72,500.00
19.	Kokrajhar	9	1	72,500.00
20.	Lakhimpur	7	1	72,500.00
21.	Morigaon	14	1	72,500.00
22.	Nagaon	28	2	1,45,000.00
23.	Nalbari	11	1	72,500.00
24.	Sivsagar	13	1	72,500.00
25.	Sonitpur	16	1	72,500.00
26.	Tinsukia	5	1	72,500.00
27.	Udalguri	10	1	72,500.00
28.	<b>State HQ</b>	-	-	25,37,500.00
<b>Total</b>		<b>363</b>	<b>30</b>	<b>47,12,500.00</b>

**Agenda: 4 Days Multi skilling training of ANM/MPW (NCD)****Day 1**

Time	Topic
10.00 AM to 10.30 AM	Registration
10.30 AM to 12.00 PM	Introduction to CPHC and HWC
12.00 PM to 2.00 PM	Risk factors for Non-Communicable disease
2.00 PM to 3.00 PM	Lunch
3.00 PM to 4.00 PM	Common NCDs
4.00 PM to 4.30 PM	Tea



PLE, NCD



SPO, NCD



## Day 2

Time	Topic
10.00AM to 10.30 AM	Revision of Day 1
10.30 AM to 12.00 PM	Common cancers - screening
12.00 AM to 2.00 PM	Screening of Breast Cancer
2.00 PM to 3.00 PM	<b>Lunch</b>
3.00 PM to 4.00 PM	Screening of Oral Cancer
4.00 PM to 4.30 PM	<b>Tea</b>

## Day 3

Time	Topic
10.00 AM to 10.30 AM	Revision of Day 2
10.30 AM to 12.00 PM	Screening of Cervical Cancer
12.00 PM to 2.00 PM	Management of DM and HTN
2.00 PM to 3.00 PM	<b>Lunch</b>
3.00 PM to 4.00 PM	CBAC form, Record Keeping and Reporting
4.00 PM to 4.30 PM	<b>Tea</b>

## Day 4

Time	Topic
10.00 AM to 10.30 AM	Revision of Day 3
10.30 AM to 12.00 PM	Health Promotion
12.00 PM to 2.00 PM	CBAC form, Record Keeping and Reporting
2.00 PM to 3.00 PM	<b>Lunch</b>
3.00 PM to 4.00 PM	Roles and Responsibility of ANMs
4.00 PM to 4.30 PM	<b>Tea</b>

**Note:** ANMs/MPWs from 16 H&WCs of Priority 1 of 8 Districts (Baksa, Barpeta, Darrang, Dhubri, Goalpara, Hailakandi, Kamrup (R) and Udalguri has undergone training at State headquarter. Those ANMs/MPWs from these districts who have undergone this training will not be part of training at district level.



FLE, NCD



SPO, NCD