



OFFICE OF THE MISSION DIRECTOR  
NATIONAL HEALTH MISSION, ASSAM



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No:-NHM-18011/14/2024-PROC-NHM/ECF-50013/1111

Date: - 29/06/2024

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

To: 1. The Principal Secretary of Autonomous Council, BTC/DHAC/KAAC  
2. The District Commissioner (All Districts).  
3. The Joint Director of Health Services (All Districts).

Sub: - Operational Guideline for Supply Chain Logistic System, Contingency & Rent of Ware House) for the FY 2024-25 & 2025-26.

Sir/Madam,

With reference to the subject cited above, this is to inform you that the District wise physical & financial allocation along with operational guideline on NHM Free Drugs Services, Supply Chain Logistics System, Contingency and Rent of Drugs Warehouse for the FY 2024-25 & 2025-26 has been prepared for implementation of the activities as per the approval in the RoP 2024-26. The District wise budget allocations against each of the activity/FMR Code along with Operational Guidelines are enclosed herewith.

The Districts should strictly follow all financial norms, procedures and guidelines for implementation of the 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 to inform you that not to make any changes in the allocation among different FMR Code without approval of the undersigned. The Owner of the activity should be the one indicated in the ROP against each activity. He/ She will be responsible for implementation of the activities and performance both physical & financial within stipulated time schedule and should be reported every month.

You are therefore, requested to circulate the Operational Guideline for Supply Chain Logistic System for the FY 2024-26 to all concerned immediately & effective implementation.

Yours' sincerely,

Encl: As stated above.

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

Date:- 29/06/2024.

Memo No: NHM-18011/14/2024-PROC-NHM/ECF-50013/1112-19

Copy forwarded to the:-

1. The Commissioner & Secretary, Govt of Assam, Deptt. Of Health & FW, Dispur for kind information.
2. The Managing Director, AMSCL for information.
3. The Director of Health Services, Assam for information.
4. The Executive Director, NHM, Assam for information.
5. The Officer on Special Duty (OSD), NHM, Assam for information.
6. The Director of Finance & Accounts, NHM, Assam for necessary action.
7. The State Programme Manager/ Consultant Planning, NHM, Assam for information.
8. The DPM/DAM/DDS NHM, All Districts for information and necessary action.

Mission Director  
NHM, Assam

**ANNEXURE-'A'****Drug Warehousing & Logistics:****1) FMR Code: HSS.7-SI. No. 180.2****Name of the Activity: Supply chain logistic system for Drug Warehouse.****Activity Owner:**

- **At State HQ: Procurement Expert**
- **At District level: DDSM/DAM**

In ROP 2024-25, Rs. 242.55 Lakhs & ROP 2025-26, Rs. 266.72 Lakhs have been approved for distribution of Drugs, Surgicals & Consumables, other items etc. from State HQ to Districts and from District Drugs Ware House to peripheral health institutions (up to PCH level including MPHC, SD, SHC, UPHC etc.) including hiring of vehicles, labour charges, POL etc.

- For the purpose of hiring vehicle for transportation, Districts have to float tender through competitive bidding process by issuing advertisement in leading local newspaper as well as website of respective District Commissioner Office. For the purpose of tendering, a Tender Committee at District level is to be constituted where the Deputy Commissioner will be the approval Authority & the ADC (Health) will be the Chairman, Jt. DHS will be the Member Secretary & DPM, DDSM, DAM will be the member of the Committee & also any Member nominated by the District Commissioner (if deemed necessary).
- There must be a route map for the purpose of intra district transportation (transportation within the district) from District Drug Store to the peripheral hospitals (minimum up to the PHC level). There should not be any scope of sending medicines/surgicals from District Drug Store to designated Block PHC which is actually meant for CHC/FRU/PHC etc. in view of the fact that fund is here by issuing to the District Drug Store for smooth & uninterrupted flow of drugs/ surgicals/ equipment's/ hospital furniture's etc. up to the peripheral level. Exception will be entertained in case of programme drugs like IFA/Albendazole etc. or any items meant for implementation of program like brochure, leaflets, different type of registers. But a systematic co-ordination is to be established for smooth functioning of the Mission
- There must be a system of maintaining log sheet for the purpose of doing Transportation of essential commodities related to NHM/AMSCL/Health Deptt.
- Districts have to maintain all financial norms and procedures during utilization of these allotted funds for transportation.
- Utilization certificate of the allotted fund to be submitted to the Finance Division of NHM, Assam along with the monthly financial report.

Sl. No	Name of Districts	Fund allocation FY 2024-2025	Fund allocation FY 2025-2026
1	Baksa	6,00,000.00	6,00,000.00
2	Barpeta	7,00,000.00	7,00,000.00
3	Biswanath	3,00,000.00	3,00,000.00

Sl. No	Name of Districts	Fund allocation FY 2024-2025	Fund allocation FY 2025-2026
4	Bongaigaon	5,80,000.00	5,80,000.00
5	Cachar	7,50,000.00	7,50,000.00
6	Charaideo	3,00,000.00	3,00,000.00
7	Chirang	4,00,000.00	4,00,000.00
8	Darrang	7,50,000.00	7,50,000.00
9	Dhemaji	5,50,000.00	5,50,000.00
10	Dhubri	7,00,000.00	7,00,000.00
11	Dibrugarh	7,50,000.00	7,50,000.00
12	Dima Hasao	3,50,000.00	3,50,000.00
13	Goalpara	6,00,000.00	6,00,000.00
14	Golaghat	7,00,000.00	7,00,000.00
15	Hailakandi	4,50,000.00	4,50,000.00
16	Hojai	3,00,000.00	3,00,000.00
17	Jorhat	5,00,000.00	5,00,000.00
18	Kamrup Metro	5,00,000.00	5,00,000.00
19	Kamrup Rural	8,50,000.00	8,50,000.00
20	Karbianglong	5,00,000.00	5,00,000.00
21	Karimganj	6,25,000.00	6,25,000.00
22	Kokrajhar	6,00,000.00	6,00,000.00
23	Lakhimpur	5,50,000.00	5,50,000.00
24	Majuli	3,00,000.00	3,00,000.00
25	Morigaon	6,00,000.00	6,00,000.00
26	Nagaon	7,50,000.00	7,50,000.00
27	Nalbari	6,00,000.00	6,00,000.00
28	Sivsagar	6,50,000.00	6,50,000.00
29	Sonitpur	7,00,000.00	7,00,000.00
30	South Salmara-Mankachar	3,50,000.00	3,50,000.00
31	Tinsukia	7,50,000.00	7,50,000.00
32	Udalguri	6,00,000.00	6,00,000.00
33	West Karbianglong	3,50,000.00	3,50,000.00
<b>District Total(Rs)=</b>		<b>1,85,55,000.00</b>	<b>1,85,55,000.00</b>
34	State HQ	57,00,000.00	81,17,000.00
<b>Grand Total(Rs)=</b>		<b>2,42,55,000.00</b>	<b>2,66,72,000.00</b>

**2) FMR Code. HSS.7-SI. No. 180.3**

**A) Name of Activity: CONTINGENCY & MISCELLANEOUS EXPENSES OF DRUG WAREHOUSE: -**

**Activity Owner:**

- **At State HQ: Procurement Expert**
- **At District level: DDSM/DAM**

Both In ROP 2024-25 & ROP 2025-26, Rs. 72.00 Lakhs for each year have been approved for “Contingency & Miscellaneous Expenses” of 33 District Drugs Warehouse & 1 State Warehouse under FMR Code:HSS.7-SI. No. 180.3in ROP 2023-24.

- Allotted amount for each district for the FY 2024-26 are given in Table A & B accordingly for smooth functioning of a scientific District Drugs Warehouse. It may include repacking expenses, sanitation and cleanliness of warehouse, POL for generator set etc.
- Expenditures like office stationeries i.e. Paper, Printer Cartridge, Files along with Internet bill of DDWH to be obtained from the fund allotted under the FMR Code: HSS.7- SI. No. 180.3.
- Utilization certificate to be submitted to the Finance Division, NHM, Assam along with the monthly FMR.

**B) Name f the Activity: HOUSE RENT OF DDWH:-**

**Activity Owner:**

- **At State HQ: Procurement Expert.**
- **At District level: DDSM/ DAM**

In ROP 2024-26, an amount of Rs. 58.71 Lakhs (each year) has been sanctioned for house rent for ten districts. Fund for house rent have been approved for DDWH of Golaghat, Karimganj, Biswanath, , Hojai, Majuli, Nagaon, Charaideo, Kamrup, South Salmara-Mankachar & West Karbianglong.

- Expenditure on house rent of these above mentioned District Drugs Warehouse will be booked under FMR Code: HSS.7-SI. No. 180.3(ROP 2023-24).
- Payment to be made against the valid and approved agreement with the house owner by the respective District Health Society by following all financial norms and procedure.
- Utilization certificate to be submitted to the Finance Division, NHM, Assam along with the monthly FMR.

**C) Name f the Activity: CIVIL MAINTENANCE OF DDWH:-**

**Activity Owner:**

- **At State HQ: Procurement Expert.**
  - **At District level: DDSM/ DAM**
- Expenditure for Maintenance of ware houses and House Rent of Ware Houses will be booked under FMR Code: HSS.7-SI. No. 180.3 (ROP 2024-25 & 2025-26) according to **Annexure-I and Annexure-II** with the approval of MD, NHM.
  - The approved budget will be sanctioned to the District Health Society as per need and submitted justifications or repairing and renovation work will be done by NHM, Assam through Civil Construction Division on demand of the districts.

**DISTRICT WISE FUND ALLOCATION IS AS BELOW:-****Annexure-I (FY 2024-25)**

Sl. No	Name of District	Fund allocation for Contingency & miscellaneous expenses. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for House Rent. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for Civil Maintenance. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Total (In Rs)
					<b>FMR: HSS.7-SI. No -180.3</b>
1	Baksa	150,000.00	-	-	150,000.00
2	Barpeta	130,000.00	-	-	130,000.00
3	Bongaigaon	192,000.00	-	-	192,000.00
4	Biswanath	100,000.00	2,55,000.00	-	355,000.00
5	Cachar	203,000.00	-	-	203,000.00
6	Chirang	144,000.00	-	-	144,000.00
7	Charaideo	100,000.00	4,38,000.00	-	538,000.00
8	Darrang	150,000.00	-	-	150,000.00
9	Dhemaji	120,000.00	-	-	120,000.00
10	Dhubri	192,000.00	-	-	192,000.00
11	Dibrugarh	156,000.00	-	-	156,000.00
12	Dima Hasao	93,600.00	-	-	93,600.00
13	Goalpara	150,000.00	-	-	150,000.00
14	Golaghat	192,000.00	5,40,000.00	-	732,000.00
15	Hailakandi	78,000.00	-	-	78,000.00
16	Hojai	192,000.00	3,87,000.00	-	579,000.00
17	Jorhat	180,000.00	-	-	180,000.00
18	Kamrup Metro	192,000.00	-	-	192,000.00

Sl. No	Name of District	Fund allocation for Contingency & miscellaneous expenses. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for House Rent. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for Civil Maintenance. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Total (In Rs)
					<b>FMR: HSS.7-SI. No -180.3</b>
19	Kamrup	192,000.00	19,60,500.00	-	20,98,500.00
20	Karbi Anglong	78,000.00	-	-	78,000.00
21	Karimganj	150,000.00	2,15,000.00	-	365,000.00
22	Kokrajhar	150,000.00	-	-	150,000.00
23	Lakhimpur	150,000.00	-	-	150,000.00
24	Majuli	96,000.00	2,22,000.00	-	318,000.00
25	Morigaon	150,000.00	-	-	150,000.00
26	Nagaon	203,000.00	13,13,500.00	-	15,16,500.00
27	Nalbari	149,000.00	-	-	149,000.00
28	Sivsagar	150,000.00	-	-	150,000.00
29	Sonitpur	100,000.00	-	-	100,000.00
30	South Salmara-Makachar	160,000.00	360,000.00	-	520,000.00
31	Tinsukia	140,000.00	-	-	140,000.00
32	Udalguri	150,000.00	-	-	150,000.00
33	West Karbianglong	100,000.00	1,80,000.00	-	280,000.00
<b>District Total (Rs)=</b>		<b>48,32,600.00</b>	<b>58,71,000.00</b>	<b>0.00</b>	<b>1,06,49,600.00</b>
<b>State HQ</b>		<b>23,67,400.00</b>			
<b>GRAND TOTAL (Rs)=</b>		<b>72,00,000.00</b>			

N.B: As and when required, additional funds are to be sanctioned to the districts against specific tasks through letters and update the compiled budget sheet accordingly.

**Annexure-II (FY 2025-26)**

Sl. No	Name of District	Fund allocation for Contingency & miscellaneous expenses. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for House Rent. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for Civil Maintenance. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Total (In Rs)
					<b>FMR: HSS.7-SI. No -180.3</b>
1	Baksa	150,000.00	-	-	150,000.00
2	Barpeta	130,000.00	-	-	130,000.00
3	Bongaigaon	192,000.00	-	-	192,000.00
4	Biswanath	100,000.00	2,55,000.00	-	355,000.00
5	Cachar	203,000.00	-	-	203,000.00
6	Chirang	144,000.00	-	-	144,000.00
7	Charaideo	100,000.00	4,38,000.00	-	538,000.00
8	Darrang	150,000.00	-	-	150,000.00
9	Dhemaji	120,000.00	-	-	120,000.00
10	Dhubri	192,000.00	-	-	192,000.00
11	Dibrugarh	156,000.00	-	-	156,000.00
12	Dima Hasao	93,600.00	-	-	93,600.00
13	Goalpara	150,000.00	-	-	150,000.00
14	Golaghat	192,000.00	5,40,000.00	-	732,000.00
15	Hailakandi	78,000.00	-	-	78,000.00
16	Hojai	192,000.00	3,87,000.00	-	579,000.00
17	Jorhat	180,000.00	-	-	180,000.00
18	Kamrup Metro	192,000.00	-	-	192,000.00
19	Kamrup	192,000.00	19,60,500.00	-	20,98,500.00
20	Karbi Anglong	78,000.00	-	-	78,000.00
21	Karimganj	150,000.00	2,15,000.00	-	365,000.00
22	Kokrajhar	150,000.00	-	-	150,000.00
23	Lakhimpur	150,000.00	-	-	150,000.00
24	Majuli	96,000.00	2,22,000.00	-	318,000.00
25	Morigaon	150,000.00	-	-	150,000.00
26	Nagaon	203,000.00	13,13,500.00	-	15,16,500.00
27	Nalbari	149,000.00	-	-	149,000.00
28	Sivsagar	150,000.00	-	-	150,000.00
29	Sonitpur	100,000.00	-	-	100,000.00
30	South Salmara-Makachar	160,000.00	360,000.00	-	520,000.00
31	Tinsukia	140,000.00	-	-	140,000.00

Sl. No	Name of District	Fund allocation for Contingency & miscellaneous expenses. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for House Rent. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	Fund allocation for Civil Maintenance. (In Rs). <b>FMR: HSS.7-SI. No -180.3</b>	<b>Total (In Rs)</b>
					<b>FMR: HSS.7-SI. No -180.3</b>
32	Udalguri	150,000.00	-	-	150,000.00
33	West Karbianglong	100,000.00	1,80,000.00	-	280,000.00
<b>District Total (Rs)=</b>		<b>48,32,600.00</b>	<b>58,71,000.00</b>	<b>0.00</b>	<b>1,06,49,600.00</b>
<b>State HQ</b>		<b>23,67,400.00</b>			
<b>GRAND TOTAL (Rs)=</b>		<b>72,00,000.00</b>			

N.B: As and when required, additional funds are to be sanctioned to the districts against specific tasks through letters and update the compiled budget sheet accordingly.

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