



ROGI KALYAN SAMITI



GUIDELINE FOR UTILISATION OF UNTIED FUND, ANNUAL MAINTENANCE GRANT & RKS GRANT AT DIFFERENT FACILITY LEVEL

Health Sector reform under the National Rural Health Mission (NRHM) aims at increasing the functional, administrative and financial autonomy of various field units. Accordingly provisions have been made for these field units at different levels in the form of untied fund, annual maintenance grant & Rogi Kalyan Samiti grant to undertake any innovative or responsive facility specific need based activity.

PROVISION FOR PHC (New)

- ◆ PHC (N)s are provided with Rs.25,000/- per annum as untied fund for local health action. Apart from that every PHC (N) has also been given an annual maintenance grant of Rs.50,000/- for improvement and maintenance of physical infrastructure.

PROVISION FOR PHC/CHC/AH

- ◆ **PHC/CHC/UGPHC/AH** are provided with Rs.50, 000/- per annum as untied fund for local health action & Rs. 1 lakh as grant to RKS for patient welfare.

PROVISION FOR SUBDIVISIONAL HOSPITAL/DISTRICT HQR HOSPITAL

- ◆ Every subdivisional hospital & District Hqr. hospital are provided with an annual corpus grant of Rs.1 lakh & Rs. 5 lakhs for RKS respectively.

UTILISATION OF FUNDS GIVEN UNDER DIFFERENT HEADS AS FLEXI POOL

- ◆ Untied fund may be spent to meet shortage of fund required to complete an activity planned under annual maintenance grant/RKS fund & vice versa.

For example: - Electrification of a unit might need more funds than what has been allotted under this head "Annual maintenance grant" in a financial year. In such case untied fund/RKS may be used to complete the project.

- ◆ The activities planned under above three heads are overlapping to a degree that they can be treated as synonymous.

SUGGESTED AREAS WHERE UNTEID FUND, ANNUAL MAINTENANCE GRANT, RKS GRANT CAN BE UTILISED:

Given below are some of the **suggested activities** which can be taken up with the fund. Other than these activities, RKS may take up any activity based on local specific needs with the given funds except activities mentioned in **annexure-A**. Each activity planned by the facility should have clear rationale so that the impact of the untied fund/annual maintenance /RKS grant can be assessed distinctively.

I. Towards improvement & maintenance of physical infrastructure at hospital such as:

- ◆ **Repair /Maintenance work:** Patch work at wall & floor, flooring /tiling wherever required, white washing/distempering, fixing of grill / gate, cow catchers at appropriate place, renovation of toilets, partition wall wherever required, front elevation of hospital building for decent look, ceiling of roof, developing rack for keeping records or any other type of routine repair can be taken up with this fund.
- ◆ **PHD work:** Fixing up basins, motor pump, water tank, pipe connection etc. can be taken up with this fund.



- ◆ **Carpentry work** : Repair of door/windows or change of these items if required, cupboard for keeping records, consumables etc. can be taken up with this fund.
 - ◆ **Electrification** : New electrical connection, change of wiring, replacement of boards, switches, creating new light posts etc. can be taken up with this fund.
 - ◆ **Denting /Painting** of grill, gate, door, windows, hospital bed etc. can be taken up with this fund.
 - ◆ **Alternative electricity supply** : Purchase/Repair/ Maintenance of inverter, solar home lighting system, generator etc. can be taken up with this fund.
 - ◆ **Maintaining clean Hospital Environment** : Construction / Operationalisation of soak pit, sharp pit, drainage systems, platform at tube well, spittoons at strategic points, meeting related expenses on gardening at hospital premises viz. barbed wire fencing, boundary wall if required, placing long concrete benches etc. can be taken up with this fund.
 - ◆ **New construction viz.** kitchen, garage, cycle stand, toilet, attendant's rest shed, Shops, canteen in the hospital premises etc. can also be built with this fund. Baby/mother/handicapped friendly measures in hospital such as lift, ramp etc. can also be taken up with this fund.
- II) Routine repair & maintenance work can also be taken up at residential quarters owned by department as well as administrative buildings.**
- III) Repair maintenance of available equipment, instrument, furniture:** Any equipment, instrument furniture (medical & office) which need repair/maintenance but has not covered under AMC/CMC can also be made functional using this fund following due procedure. Modalities has been detailed in the section "FINANCIAL PROCEDURES FOR UTILISATION OF UNTIED FUND & ANNUAL MAINTENANCE GRANT."
- IV) Repair/Maintenance of Govt. owned DHH/SDH/PHC/CHC/AH vehicle& ambulances** : Minor Repair/replacement of any parts, change of tyre, tube & battery shall be as per the rules of Govt. of Orissa.
- V) Maintenance of cleanliness, sanitation & beautification of campus**
- Out-sourcing of hospital housekeeping & cleanliness services, Ad hoc payment for cleaning of centres after child birth, meeting day to day expenses on maintaining cleanliness viz. Brooms, Bleaching powder & Disinfectants, Buckets, Mugs, Spade, Waste disposal bins, Monthly/Bimonthly campus cleaning drive involving local volunteers, wall hanging & clock at waiting space, clearing of larvicidal measures for stagnant water etc.
- VI) Purchase of minor medical Equipment /Instruments:** Patient examination table, delivery table, haemoglobin meter, instrument tray, baby tray, Neonatal ambubag & mask, weighing scale for baby & mothers, dressing scissor, stethoscope, BP apparatus, attendant's stool, mackintosh sheet, instrument cabinet, baby mucus sucker, IV stand, Baby cradle, thermometer, torch etc can be purchased if not available or in good working condition.
- VII) Provision of Essential amenities** : Water cooler, water heater, room heater, water purifier, mobile Charger points, chairs/Benches for Patient to be fixed at waiting place, purchase/repairing of fans, wall



clocks, Audio system, Television, low voltage stabiliser 50-280 Volt capacity, consultation table & chair for doctor, dispensing table for pharmacist, Almirah for keeping records etc. etc can be purchased with this fund.

VIII) Quality assurance programme : Any expenses that are to be incurred towards achieving quality standards especially of NAABH or ISO or any other recognised accreditation.

IX) Referral transportation

- ◆ Provision may be made from this fund for transportation of emergencies to FRU/secondary referral unit within the district. If the client could not be handled in the referred institution, then s/he may be referred to medical college/ other institution having the required facilities within the State.
- ◆ Cases viz. complicated delivery cases which could not be handled at the respective Institution, accident cases viz. Snake bite, burning, road accidents etc. need specialised care at higher institution, sick infants need specialised care other than PAUSTIKAR DIVAS, can be referred on priority basis.
- ◆ Decision on extent of exemption of transportation cost & other conditions may be finalised at the Governing body meeting of RKS.

X) Hospital linen & laundry services

Frequent change of linen & its effective laundering is an accepted measure in controlling cross infection. This services can be made functional by following means

- ◆ Outsourcing, following due procedure
- ◆ Strengthening its own unit by engaging DHOBA, procurement of mechanised/industrial laundry machine, construction of separate room for installation of machine, accessories for Pipe Water supply, ensuring means for Collection & Transportation of linen etc.

XI) Security arrangements may be made for the hospital: All necessary provisions may be made for best use of these human resources by introducing entry card system, development of Booths at strategic points etc. Suitable agencies may be outsourced or security guards may be engaged for the purpose following due procedures.

XII) Any expenses that are incurred towards affirmative actions that improve the access & care for the poor. These would include -

- ◆ **Purchase of drugs & consumables** provided the items are in the essential list approved for that facility. The provision is used only to meet temporary gaps arising because of logistic failures & not as a substitute to state/central budgetary grants. Such provision should be made only for those belonging to below poverty line & processing such documents like BPL card/Antodaya yojana card/Annapurna yojana card/certificate from Sarpanch/Counsellor etc.
- ◆ **Arrangement for social worker/volunteer/NGO to attend especially marginalised people** like orphans, HIV patients abandoned by his/her family, poor patients who can not afford to stay with them during treatment at hospital. Amount of honorarium to social worker /volunteer/NGO may be decided by the governing body, RKS.
- ◆ **Relaxation /exemption of blood transfusion cost from BPL cases as decided by governing body.**



◆ **Support health needs of freedom fighters**

Support may be provided in terms of referral transportation cost, free medicine & diagnostic services as required, cost for meeting incidental expenses during the stay in the hospital & also for engaging social worker to look after him/her in absence of family support.

◆ **Transportation of dead bodies to home especially in case of maternal death cases.**

XIII) Telephone connection & meeting its recurring cost limited to Rs.250/- per month or as decided by the Governing body at PHC (N) may be met from this fund.

XIV) Epidemic preparedness/management

Funds can be utilised on the following heads:

Mobility cost

- ◆ DOL cost for Mobile medical teams
- ◆ Hiring of vehicles for Mobile medical teams
- ◆ DOL cost for field supervision & monitoring
- ◆ Hiring of Motor boat/Country boat for medical relief when the same is not available through District Revenue Authorities
- ◆ Transport of samples during emergencies

Opening of Medical relief centre

- ◆ Whenever temporary medical relief centre is to be opened at places other than health institutions i.e. Schools / Panchayat Office or at any Govt premises, DOL cost for transportation of equipments, instruments, medicines & disinfectants shall be met from this fund.
- ◆ Prioritisation of expenditure towards storage & transportation of safe drinking water.
- ◆ Provision of emergency light.
- ◆ Camp expenses @ Rs.50/- per day per person engaged.

TA/DA of employed Staff

- ◆ TA/DA is admissible as per the Govt. of Orissa norm to the personnel i.e. medical, paramedical, drivers & other staff engaged in field work.

Medicine & disinfectants

- ◆ Local purchase of essential medicine & disinfectants can be made following due procedures as mentioned in the guideline. Medicine can be dispensed to all irrespective of economic status during such epidemic situation.

Health education

- ◆ Group meeting can be organised involving the deployed staff in the area. But no refreshment cost shall be booked from this fund.

XV) House on rent is permissible for keeping drugs & other essentials at Block PHC. Agreement must be made with the house owner following Government norm.



XVI) Making RKS functional through conducting regular Meetings

Meeting expenses can be borne from this fund. Suggested Cost norm @Rs.200/- per Executive Committee meeting & Rs.500/- per Governing Body meeting.

XVII) Establishment charges viz. Change of bulbs, taps, fuel for generator, water for inverter, curtains to ensure privacy, office stationaries required for RKS record maintenance, payment of electricity dues if any etc can be paid from this fund.

XVIII) Any consultancy cost for making it's developmental plan or for planning in any above areas. Help of Professional social workers, hospital administrators, Architect etc. will be beneficial in this regard.

XIX) Health education through using Audio video aid in the hospital, one to one /group counselling mostly at PPC, IEC activities to reach out key health messages to those who come to the facility for treatment or as attendants.

XX) Sign ages at different sites can also be put as required/intimated from time to time so as to make it easier for patients to locate services.(Annexure-C)

XXI) Reward/Incentive to ASHA for promoting health seeking behaviour:

ASHAs may be provided with incentives as per the criteria laid below

◆ **Award for special occasion:**

ASHA who reports outbreak of epidemic to MO, PHC (N)/Block PHC and work sincerely/satisfactorily under such circumstances may be awarded.

◆ **Awards may be given in recognition of her outstanding contribution in delivery of health services.**

Amount of award shall be decided by the Executive Committee, RKS of respective facility.

XXII) Printing of prescription slip, OPD register if not available /supplied from State budget/NRHM.

XXIV) Disability prevention & medical rehabilitation of leprosy cases

◆ Self Care Kit may be made available at facility level which constitute of plastic buckets, pumic stone, oil (vegetable oil), splints, MCR footwear etc.

◆ **Transportation cost towards referral cases for reconstructive surgery**

All these expenditure may be met after exhausting Patient Welfare Fund that is available under NLEP.

XXV) Incentives schemes of following nature may be introduced

◆ Provision of baby mosquito net for each institutional delivery in malaria prone areas .

◆ Award to private vehicle carrier for highest referral to respective hospital.

XXVI) Audit fee & other incidental charges incurred towards procurement of given Items.

PLANNING/APPROVAL

Developing annual action plan & budget is the first step in utilising untied fund, annual maintenance grant & RKS grant. The Planning process shall be initiated by the Member Secretary. The plan has to be approved by the Governing Body before implementation. The plan must be based on the gaps identified in



providing quality health Services in the respective institutions. It should be in tune with the funds available at respective institutions in the given financial year. It can be revised after review in quarterly Governing Body meeting. Expenditure will strictly be made in accordance with the approval.

Format

ANNUAL ACTION PLAN & BUDGET

District : _____ **Block :** _____
PHC (N) : _____ **Year :** _____

Sl. No	Issues Identified	Activities Planned	Time line				Person Responsible	Budget			Total budget	Remarks
			Q1	Q2	Q3	Q4		RKS	UF	AMG		

Signature Member Secretary

Asst. Secretary

Signature of Treasures

Signature of other members present :-

N.B. :- Since there is substantial fund flow to the districts to be utilised for the centres under NRHM/RCH-II & other programmes, the untied funds/annual maintenance grant should not duplicate what is/can be taken up under other programme.

In case of exigency/emergency, the following office bearers can sanction a specified amount as mentioned below.

Office Bearer of Executive Committee	Type of expenditure	Block PHC/CHC/AH & PHC(N)	Sub Divisional Hospital	District Hqr. Hospital
Chairperson	Non-recurring expenditure	10,000	15,000	25,000
	Recurring expenditure	5,000	10,000	20,000
Member Secretary	Non-recurring expenditure	2,500	3,500	5,000
	Recurring expenditure	1,500	2,000	3,000

Any expenditure which has not been approved in the annual action plan & budget can be put up with reasons for post facto approval by the Governing body.



Execution of planned activities :

Civil work

Civil Work as detailed in page 10-12 of this guideline.

Other than civil work

Approved activities under untied fund/AMG/RKS grant shall be executed by the Executive Committee or by their authorised representative. No prior approval of district authorities is required if the same is within the scope of the guideline.

FINANCIAL PROCEDURES FOR UTILISATION OF UNTIED FUND & ANNUAL MAINTENANCE GRANT & RKS GRANT

Bank Account

Untied fund & annual maintenance grant shall be kept in the bank account of the Rogi Kalyan Samiti (RKS) concerned. All Bank operations /signing of cheque shall be made by following members of respective RKS.

Sl. No	Level	New approved signatories
1	DHH	CDMO & ADMO (Med)
2	Sub Divisional Hospital	SDMO & Senior most Medical Officer
3	Block PHC/CHC/AH	Medical Officer(I/c)& senior most Medical Officer or AYUSH Doctor or BPO or Pharmacist in that order as decided by Governing Body
4	PHC(New)	Block Medical Officer (I/c) & MO(I/c)of PHC(N) or AYUSH doctor or Pharmacist in that order, who is the Member Secretary-cum-treasurer of respective RKS

Advance

Member Secretary/ Asst. Secretary / Treasurer of RKS can keep cash up to Rs.1500/- in hand to meet urgent requirements.

Books of account

The corresponding RKS Bank account shall have single cash book. But separate ledger account is to be maintained for different Programmes viz. untied fund, annual maintenance & RKS grant so that fund position under different head can easily be assessed.



Procurement/Purchase Procedures for items other than drugs & equipment

For PHC(N)/Block PHC/CHC/AH/SDH/DHH

- ◆ Items may be purchased directly from the shop with value \leq Rs1000/-.
- ◆ Value of purchase $>$ Rs1000/- but \leq Rs10000/- at a time must be purchased after obtaining a minimum of three (3) quotations from potential local suppliers. These may be compared & order may be placed on the lowest quotation after due approval by the Member Secretary of respective RKS. This comparative Statement must be kept for record.

For purchases above Rs 10,000 /-

(a) For PHC(N)

- ◆ For purchase $>$ Rs.10000/- & \leq Rs.50000/- at a time, the PHC (N) shall have to prepare action plan for the proposed expenditure & place it before MO (I/c). The quotation may be obtained by the respective Block Medical officer from minimum three (3) potential suppliers & compared. The order may be placed to lowest bidder after approval of Purchase Committee exists at Block level. The purchase order as well as payment will be made by respective PHC (N). (Template in Annexure-D)
- ◆ The Block level Medical officer may convene the meeting of Purchase Committee for each PHC (N) separately or for different PHC (N)s at a time. It may be mentioned that as funds have been provided separately to each of the PHC (N) as untied fund, they may be taken as separate heads of account & they can plan & spend as per their delegation of financial power under OGFR.

(b) For Block PHC/CHC/AH/SDH/DHH

- ◆ Value $>$ Rs.10000/- but \leq Rs.50000/- must be purchased after obtaining minimum three (3) quotations from potential local suppliers. These may be compared & order may be placed on the lowest quotation after due approval of the purchase committee concerned. This comparative statement must be kept for record.(Template in Annexure-D)

Purchase /Procurement of minor equipments /instruments & medicines

- ◆ The district shall facilitate the purchase of equipment /instruments & medicines by issuing approved rates for each item indicating list of suppliers from where they can be procured.
- ◆ If needed such equipments/instruments may be stocked at district ware house from where facilities can procure the required items. Purchase mela may also be organised for facilitating the process of procurement.
- ◆ But equipment/instrument value \leq Rs.1000/- may be purchased directly from any authorised dealer at any point of time.
- ◆ Small quantities of medicine can be purchased from any local firms/stores at approved rate finalised for local purchase.
- ◆ Cost towards floating tender in news paper for this purpose may be booked from NRHM interest money.
- ◆ Untied funds are not to be diverted for centralised procurement.



Procurement through EPM and DGS & D rate contract:

- ◆ Furniture items are generally available under EPM rate contract. The list of items and registered supplier under EPM rate contract can be found from District Industries Centre (DIC), situated in each district. Order can be directly placed with the suppliers having valid EPM rate contract for concerned items without any quotation call. But this must be properly recorded in the Purchase Committee proceedings.
- ◆ Purchase can be made from the DGS & D rate contract holders for medical equipments instruments and other items. The details can be found from the website i.e. <http://dgsnd.gov.in>. The authorised dealers of the said manufacturers registered with DGS & D can be found from market sources. The order can be placed with authorised dealers of the manufacturer registered with DGS & D. The quotation call is not necessary for purchases under DGS & D rate contract. But this must be recorded in the proceedings of Purchase Committee meeting.

Executing procedures relating to repair/renovation & new construction work under Untied Fund/Annual Maintenance Grant/RKS Grant

I. Project Finalisation

Rogi Kalyan Samiti have full control over the affairs of the society & have the authority to exercise & perform all powers, acts & deeds in consistent with the aims & objectives of the society & so also for civil constructions. Governing body takes policy decision for the society which is implemented by the Executive committee. But the meetings of these committees are not being held regularly & this process needs time to be regularised. So in spite of availability of funds, developmental initiatives are not being implemented at time of requirement. So MO-cum Member secretary shall also have given the power to take decisions with regards to repair/renovation works of **routine/essential nature & those especially proposed for development of hospital building & its premises. These works can be taken up directly by the order of Medical officer(I/c)**. In such cases, Executive & Governing body shall be kept informed when it sits.

Examples of routine/essential nature of work:

Patch work at wall & floor, white washing/distempering, repair of door/windows or change of these items if required, denting /painting of grill, gate, door, windows, hospital bed, electrical & PHD work as required, construction / operationalisation of soak pit, sharp pit, drainage systems, platform at tube well, spittoons at strategic points etc.

II. Estimate preparation

For projects < Rs10000/-

- ◆ No estimation is required by Junior Engineer for projects cost less than Rs10000/-. These projects can directly be implemented under the supervision of MO(I/c).

For projects cost ≥ Rs.10000/-

- ◆ Junior Engineer shall visit the site for preparation of estimate.
- ◆ Estimation should be done as per current schedule of rates.

No contingency, watch, ward & works supervision charges shall be deducted from the project cost.



Authority	Financial Limit/Power	Remarks
No Technical Sanction required	< Rs10000/-	
JE, NRHM	Rs.10000/- - Rs50,000/-	Junior Engineer has to initiate the file for technical sanction from appropriate authority as per given cost norm.
Asst. Engineer, NRHM of concerned Zone	≤ Rs.2,00,000/-	

IV. Administrative approval

Authority	Financial limit	Remarks
MO(I/c)-cum-Member Secretary	Up to Rs.50000/-	After technical sanction, Junior Engineer shall submit the projects cost ≥ Rs10000/ - to appropriate authority for administrative approval.
CDMO	Up to 5.00 lakhs	

V. Work Execution

a) For estimated cost < Rs10000/-

- ◆ Project costing < Rs10000/- may be executed directly under the supervision of MO (I/c). Necessary formalities shall be observed for procurement of required materials as per FMG (also detailed in the RKS guideline at page). Labour payment shall be paid as per current schedule of rates using HR format (Annexure-A).
- ◆ Expenditure statement with regards to such projects must be **certified by minimum 2 members of RKS including MO (I/c)-cum-Member Secretary**. These statements must be kept for record.
- ◆ These projects shall be executed by any authorised representative as decided by the MO (I/c)-cum-Member Secretary.

Total cost of executed projects under such arrangement shall **not exceed beyond 20% of the total allotment** under head RKS Grant, AMG & Untied Fund to the institution per annum.

b) For estimated cost ≥ Rs.10000/-

Procedure for selection of potential contractor/construction agency: Competitive bidding as per cost norm

For estimated cost > Rs.10,000/- to ≤ Rs.50,000/-

- ◆ Necessary processing for selection of eligible bidder shall be done at **block level for respective Block PHC/CHC & PHC(N)s under its administrative control**. This activity shall be facilitated by BPMU under the supervision of MO(I/c).
- ◆ Quotation call notice may be displayed at local notice boards at given locations viz. notice board of CDMO office, concerned block PHC/CHC, Block Office & at facility where works are to be executed for wider circulation.



- ◆ But quotation shall be received at block PHC/CHC only.
- ◆ The quotation received (minimum 3 quotations) shall be compared which must also be approved by Purchase Committee (herewith named as tender committee for the purpose) at block level.

For estimated cost > Rs.50,000/- but ≤ Rs.2,00,000/-

- ◆ Project cost > Rs.50,000/- but ≤ Rs.2,00,000/- shall be processed at district level.
- ◆ Tender may be invited centrally at district level through open advertisement in any two local News paper. Cost of advertisement shall be met from NRHM interest money/paper cost /interest money on EMD& security amount with respect to the projects collected from tenderer. The same procedure as mentioned above shall be followed for selection of eligible bidder.

Prescribed Fees

- ◆ Paper cost(as per slab), EMD (1%) must be collected as per OPWD code from all the tenderers.
- ◆ The tenderer whose tender is selected shall also make an initial security deposit @ 1% of the tendered amount.
- ◆ Prescribed charges as collected shall be deposited in ZSS(NRHM) account maintained at District & block level respectively.

VI. Agreement & Work Order

F2 agreement shall be signed between MO (I/c) concerned of the proposed facility where works is to be convened & eligible bidder following due procedures. Work order shall also be issued by the same authority who have signed on the agreement.

Copy of the signed agreement & work order must be sent to block/ district office respectively for record & further processing of the file as per cost norm.

VII. Preparation of Bill: All measurements shall be recorded in MB books & thereafter bill should be prepared by Junior Engineer.

VIII. Check Measurement: All measurement shall be checked by Asst. Engineer concerned.

IX. Arithmetical Check: DAM at district level/BADA at block level shall check the bill arithmetically & prepare the statement of deduction as per applicable taxes & royalty as per norm.

X. Payment

i) Payment shall be made by MO (I/c)-cum-member secretary of respective institution where projects have been taken up.

ii) Release of running Bill

- ◆ Running bill shall be released on request of executing agency/Contractor.
- ◆ Payment shall be made on the proportion of work completed & after keeping check measurement certificate from competent authority & processed bills for payment.

iii) Release of Final Bill: Payment shall be made after receiving following records:

- 1) Check measurement certificate of competent authority
- 2) Processed bills for payment



3) Project completion certificate of MO(I/c)concerned

Payment shall be made after deduction of appropriate tax & royalty as suggested & as per processed bill.

Work Execution Departmentally

These work can also be executed departmentally following OPWD code & government statutory orders.

Procedure for minor Repair/ Maintenance of Medical Equipments, Instruments & Furniture

Quality care depends upon the availability of appropriate equipments, materials & services. Timely repair/maintenance of available medical equipments/instruments/furniture is critical to ensure efficiency of the system.

Modalities for repair/maintenance:

a) Through Manufacturer or its service associate:

Repairing of any equipment/instrument/furniture should ideally be done through manufacturer of the particular machine or its service associate.

Procedures:

- ◆ Ask for invoice
- ◆ Approve it in the Purchase Committee
- ◆ Issue of work order

b) Through any Service out let

Repairing may be done through any service out let having appropriate service registration number observing OGFR rule.

c) By Bio-Medical technician engaged under NRHM

Institutions need not have to pay any service charges or cost of replaced items in case repaired by Bio-Medical technician engaged under NRHM.

Terms & condition for repair/maintenance

◆ Compilation of the fact sheet

The history of the equipment/instrument/furniture like date of installation, cost of machine at the time of purchase, present approximate cost of the machine in the market & estimated cost of repair should be compiled before repair. The nature of the problem for each defective equipment/instrument/furniture as reported by the user also needs to be recorded.

◆ Approval in Rogi Kalyan Samiti

The proposal of repair must be placed before executive committee, RKS for approval. The committee may approve the proposal after physical inspection of proposed equipment/instrument/furniture which need repair/maintenance.

◆ Permissible limit for repair/maintenance

The repair/maintenance cost of any defective equipment should not exceed 10 % of the purchase cost in a financial year.

Repairing should be taken only for the equipment/instrument/furniture whose purchase cost is ₹ Rs 5 lakhs.



- ◆ The supplier/firm has to undertake repair/maintenance within the warranty period without any payment.
- ◆ **Approval of DHS(O) should be taken in the following cases:**
 - i) If the repairing cost is more than 10% of the purchase cost of the equipment/instrument/furniture in a financial year.
 - ii) If the age of the equipment/instrument/furniture is more than 10 years old & requires repairing.
 - iii) Any defective equipment/instrument/furniture whose purchase cost is more than 5 lakhs.
- ◆ Service agency must certify satisfactory functioning the part replaced/repared for the next six (6) months.
- ◆ Payment can only be done after approval of the purchase committee.
- ◆ Defective parts after replacement should be kept in record for auditing

Suggested procedure for selection of agencies for outsourcing of hospital housekeeping & cleanliness services at sub district level

- ◆ Governing Body may assign the responsibility to Executive Committee for selection of suitable agency(SHG/NGO etc.) for the task .
- ◆ Consequent upon which, Executive committee may call meeting of representatives of SHGs/NGOs operating in the local area. At least 3 such local Agencies must have to participate in the meeting for taking any positive decision. They must be briefed about the assignment. Factors viz. performance & distance of the agency from respective PHC (N) may be considered while selecting any agency for the task. Proceedings of the meeting must reflect the details of selection procedure & logic behind selecting an agency for the task. Engagement order may be issued to selected agency by the Member Secretary.

Other procedures to be strictly followed

- ◆ All payments exceeding Rs.1000 must be paid through cheque.
- ◆ Cheque book and counter foil must be kept with the Member Secretary with due intimation to the Treasurer.
- ◆ Due stock entry certificate may be obtained before payment.

Remuneration:

No remuneration shall be paid in any form to any of the office bearers or members of the Rogi Kalyan Samiti (Governing Body and Executive Committee) for management of untied fund & annual maintenance grant.

Inventory Management:

- ◆ The assets procured under the Untied funds should be entered in the Inventory Register with Inventory number. (Example - UNTIED FUND/PHC (N)/Block PHC, _____/name of the asset/0001).
- ◆ The inventory numbers should be written with paint on the assets.

MONITORING

Rogi Kalyan Samiti will have the mandate to undertake and supervise the work to be undertaken from untied fund & annual maintenance grant. Problems if any arise with regards to implementation of the activities are to be resolved in Governing Body of respective Block PHC/ PHC (N).



Report

Financial Report: UC shall have to be sent quarterly in prescribed utilisation format - 7A of Govt of Orissa. (Annexure-B)

Activity Report: This report must be furnished by the Member Secretary on quarterly basis. (Format Communicated earlier)

Time /Periodicity of reporting (Financial/Activity)

Period(Quarterly)	Submission of the report	
	At Block	At District
April-June	By 2 th July	By 5 th July
July-Sept	By 2 th October	By 5 th Oct
Oct-Dec	By 2 nd January	By 5 th Jan
Jan-Mar	By 2 nd April	By 5 th April

For any Clarification Contact:

Nodal Officer, RKS, Ph. No.-(0674) 2392479/2392488



ANNEXURE-A

The following nature of expenditure should not be incurred out of the Untied fund/Repair Maintenance Grant/RKS Grant:

- ◆ Office equipments, furniture, training-related equipments, procurement of vehicles etc.
- ◆ Payments towards inserting advertisements in any Newspaper/Journal/Magazine and IEC related (Especially out house activities)expenditure.
- ◆ Organizing “Swasthya Mela” or giving stalls in any Mela for ostensible purpose of awareness generation of health schemes/programmes.
- ◆ Contractual appointment

No contractual appointment should be allowed to be given under the scheme unless the post has been duly approved in the programme implementation plan (PIP).

The following activities shall not be done from the untied fund as a routine, but in special circumstances with the approval of executive committee, ZSS.

- a) **Contracting in skilled /unskilled staff of any sort or of services of any sort required on temporary basis can be done to meet the service guarantees in the hospital.** Vacancies may be filled up by daily wages from empanelled list *
 - ◆ against CL/EL on daily wages without the approval of ZSS but consensus must be made in the Governing body meeting & reflected in any of its proceedings & annual action plan & budget.

*** Procedure for empanelment:**

- ◆ Block PHC will invite application from eligible candidates
 - ◆ Block purchase committee (to be referred to as Block Selection Committee for this purpose) will scrutinise the applications & prepare a merit list
 - ◆ Daily wages will be paid as per Government scheduled rate
 - ◆ Block PHC has to coordinate this recruitment process
- b) Incentives schemes to reward good performances or those working at higher work loads, or in difficult circumstances. This should be measurably shown to increase the quantity or quality of services provided and should be subject to verification by an agency external to that facility.
 - c) Taking up any individual based activity, except in the case of referral and transport in emergency situations.



ANNEXURE – B

O.G.F.R. VOL – II FORM O.G.F.R. – 7 A (See Rule 172)

Form of Utilisation Certificate for the year 200_____

I hereby certify that the grant placed at my disposal / at the disposal of _____, in the year _____ and the amount available for expenditure during the said year were as follows :

- | | | | |
|----|--|---|-----|
| 1. | (a) Unspent balance to the end of the year | - | Rs. |
| | (b) Grant received during the year of | - | Rs. |

Quote the number and date of authorization issued by Accountant General, Orissa whenever it is depended on such authority and in other cases only the number and date of sanction and designation of sanctioning authority.

- | | | | |
|------------------------------------|---|---|-----|
| | Total | - | Rs. |
| II. Expenditure during the year :- | | | |
| (i) | Out of unspent balance as in I (a) above | - | Rs. |
| (ii) | Out of the grant referred to in I (b) above | - | Rs. |
| | Total | - | Rs. |
| III. | Unspent balance at the end of the year | - | Rs. |

2. I further certify that the expenditure of Rs. _____ shown as expenditure in the year _____ has been utilized solely onunder my charge within the jurisdiction of _____, and for no other purpose and that the sum of Rs. _____ (.....) shown as balance at the end of the year _____ is available for expenditure and no part of it has been diverted to other purposes.

3. I further certify that a list of works on which the expenditure of Rs. _____ has been incurred and the amount spent on each has been prepared and is maintained in my office.

(Signature with Date & Seal)



ANNEXURE-C

SAMPLE SINAGES

STAND IN
18"X18" 18"X6"

CLIMB CAREFUL
12"X12"

PLEASE KEEP CLEAN
12"X12"

No smoking
It is against the law to smoke in these premises.
18"X12"

ATTENTION!!!
SEGERATE WASTE BEFORE DISPOSING

INCINERATION & DEEP BURIAL

- Soiled bandage/Soiled Plaster Cast
- Dressings & Cotton Swabs
- Pathological Tissues
- Placenta & other Anatomical Waste

18"X6"

DANGER HIGH VOLTAGE
18"X6"

DO NOT ENTER
12"X12"

NO SMITING
12"X12"

AUTOCLAVING/MICROW AVING/CHEMICAL TREATMENT (I V sets/Tubes & Blood & uriene bags ,Discarded Specimens & Cell Cultures Vaccines)
12"X12"

Autoclaving/Shredding/C hemical Treatment

- Needles & Syringes
- Scalpel & Blades
- Broken Glass & other Sharps

18"X18"

BIOHAZARD
12"X12"

SAVE WATER
12"X6"

Secured Land Fills

- Paper & Plastic Bags/Packages
- Unsoiled Plaster Casts
- Kitchen Wastes & Other General Wastes

12"X12"

60"X 36"

8"X8"

8"X8"

Do not use mobile phones
12"X12"





ANNEXURE - D

Template

QUOTATION CALL NOTICE

Quotation Call for :
 Date of Quotation Call :
 Last date and time of submission of Quotation :
 Date & Time of opening of quotation :

Sealed quotations are invited from eligible supplier/ manufacturer of following items as mentioned below. The supplier/ manufacturer should be registered with Orissa Sales Tax Dept. for sales tax or Central Excise of Customs Dept. for service tax, wherever applicable. The TIN No., service tax clearance certificate must be attached with the quotation. The quotation need to be reached in due time and date as mentioned above.

Brief Description of Item	Specification if any	Quantity	Delivery conditions	Payment term

Asst. Member

**Member Secretary
Rogi Kalyan Samiti,**

Comparative Statement :

SI No	Name of the Item	Name of the Supplier	Furnish or not TIN No./Service/ Sales tax clearance certificate	Whether as per the specification or not	Whether agreed to all terms & conditions or not	Remarks
1						
2						

Recommendation:

Signature of purchase committee members :



SUPPLY ORDER

To

M/s.

Sub : Supply of _____ to hospital _____

Ref. : Your quotation dated _____

Sir,

I am directed to inform you that your quotation for supply of above item/s has been accepted by the competent authority.

You are requested to accept the purchase order and supply the items as per the terms and conditions of quotation call, failing which order stand cancelled.

Yours Faithfully
Member Secretary
Rogi Kalyan Samiti