



OPERATIONAL GUIDELINE FOR UTILIZATION OF CORPUS GRANTS TO RMRS/RKS

PHC/CHC/SH/SDH/DH]



Mission Directorate
National Rural Health Mission,
Department of Health & Family
Welfare,
Rajasthan



GUIDELINE FOR UTILISATION MRS/RKS GRANT AT DIFFERENT FACILITIES

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 & RMRS/ Rogi kalyan Samiti grant to undertake any innovative or responsive facility specific need based activity.

Every District /Zonal Hospital is given Rs 5 lac and civil hospital/CHC/SDH/DH/PHC is given Rs. 1 Lac as seed money which is to be used as per the recommendation of RKS/MRS Executive Committee and Governing Body.

PROVISION FOR PHCs under CORPUS GRANTS

PHCs are provided with Rs. 1 Lac - per annum as grant to RMRS/RKS for patient welfare.

PROVISION FOR CHC/SDH/SH

CHC/SDH/SH: are provided with Rs. 1 Lac - per annum as grant to RMRS/RKS for patient welfare.

PROVISION FOR DISTRICT HQR HOSPITAL

District Hqr. Hospital are provided with an annual corpus grant of Rs. 5 lakhs for RMRS/ RKS respectively.

SUGGESTED AREAS MRS/RKS GRANT CAN BE UTILISED:

Every District /Zonal Hospital is given Rs 5 lac and civil hospital/CHC/SDH/DH/PHC is given Rs. 1 Lac as seed money which is to be used as per the recommendation of RKS/MRS Executive Committee and Governing Body.

Each activity planned by the facility should have clear rationale so that the impact of the RKS/MRS grant can be assessed distinctively.

- Minor Repair to PHC/CHC/Hospital Building OT & Labour room, Neonatal ward, curtains to ensure privacy, repair of taps, installation of bulbs, which can be done at the local level.
- Septic Tanks/Toilets (construction, Repairing, Cleaning etc)
- Water storage tanks (procuring, installing, construction, repairing, cleaning etc)
- Installing, replacement and repair of water supply line.



- Whitewash/Distemper and paints
- Electric installation works.
- Arrangement of Bio-medical waste Management (bins, pits and disinfectants etc)
- To meet revolving fund advance for JSY/Referral Transport/UIP.

- **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.
- **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.
- Expenses towards provision of essential services for patients
- Ensure equity of access, in particular ensure that the poorest of sections, even destitute patients are able to access the facilities and achieve quality care comparable to what all patients achieve.
- Security arrangement
- Improved signages in the hospital
- Reception & Patient waiting hall amenities.
- Establishing a kitchen or outsourcing dietary arrangements for feeding patients and their attendants.
- Purchase or repair or washing of clothing for patient use (bed linen, mattress, any other amenity)
- Health education & other IEC activities to reach out key health messages.
- Arrangement for stay of poor patients and their attendants, etc.

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.

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, 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.

Referral transportation

- Provision may be made from this fund for transportation of emergencies to FRU/secondary referral unit within the district if cases could not be handled in referred institutions, then it may be referred to medical college within the state.
- Decision on extent of exemption of transportation cost & other conditions may be finalised at the Governing body meeting of RMRS/RKS.

Hospital linen & laundry services

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

- Out sourcing, following due procedure
- Strengthening its own unit by engaging DHOBI, procurement of mechanised/industrial laundry machine, construction of separate room for installation of machine, accessories for Pipe Water supply.
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Any expenses that are incurred towards affirmative actions that improve the access & care for the poor These would include

- Relaxation/exemption of blood transfusion cost from BPI cases as decided by governing body.
- Transportation of dead bodies to home especially in case of maternal death cases

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.

- **Strengthening of PCTS/internet activity**

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

Making MRS/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.

Establishment charges viz. change of bulbs, taps, fuel for generator, water for inverter, curtains to ensure provacy, office stationaries required for MRS/RKS record maintenance.

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 such circumstances may be awarded.
- **Awards may be given in recognition of her outstanding contribution in delivery of health services.**
Amount of award shali be decided by the Executive Committee, MRS/RKS of respective facility.

Audit fee & other incidental charges incurred towards procurement of given itmes

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/	Sub Divisional Hospital/SH	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.

Advance

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

Books of account

- The corresponding MRS/RKS Bank account shall have single cash book. But separate ledger account is to be maintained for different Programmes viz. untied fund, annual maintenance & MRS/RKS grant so that fund position under different head can easily be assessed easily.
- All vouchers relating to seed money expenditure to be kept in PHC, CHC and hospitals along with proceeding of Executive committee and governing Body meeting of RKS/MRS.
- Utilization certificate should be sent to Block Medical Officers and Chief Medical Officers on Quaterly basis before 7th of the following months
- It will be mandatory to present the detailed half yearly expenditure to the GB of RKS/MRS.
- UC shall have to be sent quarterly in prescribed utilization format

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 RMRS/ Rogi Kalyan Samiti (Governing Body and Executive Committee) for management of untied fund & annual maintenance grant.

MONITORING

RMRS/ 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).

Time/Periodicity of reporting(Financial/Activity)

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

Financial Reporting Requirements

- FMR/So Reporting (Format provided in Annexure I)
- Units in line with the guidelines from their reporting authorities should decide the cycle for SoE reporting.
- RKS accounts should ensure that by 28th of the current month he submits the monthly SoE to the supervisory unit in respect of RKS corpus grant.
- Even if in a particular month, there is no expense at the RKS, a nil SoE report should be submitted to the supervisory unit.
- In respect of reporting receipts, payments, income & expenditure for RKS as a whole, the accountant should report as per the mandate of the Samiti.

- **Utilization Certificate Reporting (Format provided Annexure II)**
- The RKS is required to submit the annual audit report along with the UC to the CMHO at DHS and Mission Director at SHS.

- **Other Financial statements**
- At the end of the year, the RKS is required to prepare the following accounting statements after closing its books of accounts
- Trial Balance
- Receipts & Payments
- Income & Expenditure
- Balance Sheet



Audit requirements (Statutory/Concurrent) as applicable

The MRS/RKS society is mandated to get its accounts audited annually by a statutory auditor (appointed for the same) within two months from the end of previous financial year. All the expenses for such audit shall be borne by the society.

Summary of Closing and Reporting Requirements for the MRS/RKS

S.No	Activity	Frequency	Cut-off date
1	Submission of monthly SoE to the supervisory unit	Monthly	28 th of the Month
2	Preparation of Receipts & payments Accounts and Income & Expenditure Accounts	Statements have to be prepared as per the mandate of the Samiti	
3	Preparation of Balance Sheet		
4	Submission of Annual Audit Report along with UCs of DHS and SHS	Annually	31 st May of the following year



Format of UC Reporting Form No. GFR – 19 A

Name of the RKS/RMRS : -----

Reproductive & Child Health Programme Phase II:

Utilization Certificate for the Year:

Date:

Sanction letter No. and Date	Purpose	Amount
(Please give here details of Sanction letter)	(Activity under RCH Phase II	(Amount of Sanction
1		
2		
3		

Certified that out of Rs. -----of grants – in – aids sanctioned during the Financial Year ----- in favour of the RKS/RMRS -----by the Block ----- vide letter nos. (given above 0 and Rs. ----- on account of unspent balance of the previous years (S), a sum of Rs. -----has been utilized for the purpose for which it was sanctioned and that the balance of Rs. ----- Remained as unutilized at the end of the year will be adjusted towards the grants in aid payable during the next financial year.

Further certified that I have satisfied myself that the conditions, on which the grants –in aid was sanctioned, have been duly fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned

- 1.
- 2.
- 3.

Signature of the RKS/RMRS
Accountant

Signature of Superintendent/
Mo in Charge



Format of SoE Reporting from RKS/ RMRS

S.No	Activity	A	B	C	D=(B+C)	E	F	G=(E+F)	H= (A+D- G) Unspent Balance
		Opening Balance Beginning of the year	Amount Received (In current FY till the previous Month	Amount Received During the Month	Total Amount Received (In current FY) Till date	Expenditure (In current FY) Till the previous Month	Expenditure During the Month	Total Expenditure (In current FY) Till Date	
1	RKS Corpus Grants								

	Cash Balance	Bank Balance	Advances	Total
Opening Balance at the beginning of the month				
Unspent Balance at the end of the month)				