

From  
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MEPMA  
Telangana

To  
The Addl .Commissioner, UCD GHMC  
All the Project Directors  
MEPMA  
Telangana

Lr.no MEPMA/NUHM/UF/1/2017

Date : 03.2019

Sub : MEPMA –NUHM –Community Process MAS untied Fund – Activate the MAS accounts  
– submit the MAS proposals for releases of MAS untied Fund – Reg  
Ref : Action Plan -2018-19 -NUHM community Process .

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I Invite your kind attention to the Project Directors MEPMA, that as part of NUHM community Process in 42 Urban Local bodies ( ULBs ) total 6966 Mahila Aroghya Samithis MAS has formed under National Urban Health Mission and MAS untied fund was released in the year 2017-18 .

Further it is directed to activate MAS accounts with health saving fund to these accounts for emergency health out of pocket expenditure purpose.

Accordingly it is proposed to release the MAS untied fund through PFMS system this financial year 2018-19 including GHMC.

Hence the Additional Commissioner UCD GHMC and all the Project Directors MEPMA are requested to activate the MAS accounts by initiating separate Health savings along with regular savings at SLF level add the health saving amount into the MAS account and update in the MEPMA portal submit the MAS untied fund proposals by 9<sup>th</sup> April 2019 to MEPMA head office with following documents –

- SLF resolution for requesting the MAS untied fund
- SLF mapping ASHA Details
- Bank Pass book Xerox
- Current transaction Bank account sheet

Encl: Guidelines of utilization of MAS untied Fund

Sd/-  
MISSION DIRECTOR

Copy to  
The Additional Commissioner, GHMC,  
The Mission Director, MEPMA.

Digitally signed by T.K.  
SREEDEVI  
Date: 2019.03.30 16:55:50 IST  
Reason: Approved

# Untied Fund and Principles of Utilization-Guidelines of NUHM

## Annual Untied Fund

NUHM provides Rs.5, 000 ,as annul untied fund to MAS for undertaking different activities in their slum or coverage area. The untied fund will be directly deposited in the bank account of the MAS. This amount can be used for conducting fortnightly/monthly meeting of MAS. Sanitation and hygiene, meeting emergency health needs etc.

### 6.1 Purpose of Giving Untied Fund to MAS

The main purpose of the untied fund is not simply to spend it but to use it as a catalyst for community health planning and for executing the plan. It is expected that the MAS should leverage funds from other sources too.

Untied funds:

- ❖ Promote decentralization, i.e. allow the slum residents to take decisions about spending on community health.
- ❖ Create opportunities for the community to gain capacity for collective decision making around health.
- ❖ Provide support to the MAS in executing a plan of action. Any action plan developed by the MAS to address local issues would include some activities for which funds are required. Untied fund helps to undertake those activities requiring funds.
- ❖ Community is also encouraged to contribute a revolving fund to the MAS: which may be in terms of money or labour.

### 6.2 Principles of Utilization of Untied Fund

The MAS can use these funds for any purpose aimed at improving the health of the slum. Being an untied fund, it is to be utilized as per decision of the MAS. Nutrition education, sanitation, environmental protection, public health measures are key areas where this fund could be utilized.

Decision on the utilization of funds should be taken during the monthly MAS meeting and should be based on the following principles:

- ❖ The fund shall be used for activities that benefit the community and not just one or two individuals.

### 6.3 Management of the Untied Fund :

The management of untied fund is completely in the hands of the MAS. The decisions on utilization of untied funds will be related to the community health planning undertaken by the

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MAS. The utilization of the funds has to be transparent and should involve a participatory decision making process.


Decisions taken on expenditure should be documented in the minutes of the monthly MAS meeting .it is preferably adopted as a written resolution that is read out and then incorporated into the minutes of the MAS meeting where there was adequate quorum (minimum 50% of the members of the MAS).

The member secretary should be allowed to spend small amounts on necessary and urgent activities ,of up to Rs.500,for which details of activity and bills and vouchers should be submitted in the next MAS meeting and a post facto approval of the samiti taken. This is important for emergency cases.

For example, in one slum, a boy met with an accident while crossing the main road and was badly hurt. He had to be taken to the hospital immediately and his parents were out for work and there was no one to take care of him at home. The ASHA had the emergency fund with her ,so she and the Chairperson of the MAS took the boy immediately to the hospital for treatment and paid all the expenses.

#### **6.4 Accounting for the MAS Untied Fund**

- a. MAS has to present an account of its activities and expenditures in the bi-annual meetings of ULBs/U-PHCs in which the plan and budget of these bodies is discussed.
- b. The annual Statement of Expenditure (SOE) and Utilization Certificates (UCs) prepared by MAS, will be forwarded by the ASHA Facilitator to the U-PHC to City/District PMU.
- c. All vouchers related to expenditure will be maintained for up to three years .by the MAS and Should be made available to ULB, or audit or inspection team appointed by district authorities. After that the SOE should be maintained for 10 years.
- d. At the state level, disbursements done by the district/city /PMU will be treated as advances, and these advances will be treated as expenditures after the SOE for these advances have been Received.
- e. City/District Health Society will conduct financial audit of MAS account on a test sample basis annually as a part of auditing district accounts. However, state should progress towards social audit.
- f. in case of delayed receipt of untied fund, MAS needs to be given a six month period to spend funds beyond the end of the financial year . When final accounts are presented, unspent funds are to be regarded as unsettled advances. District should top-up MAS funds on the unsettled advances.

  
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### 6.5 Assessment of the Functioning of MAS

After its formation, MAS needs to be monitored at regular intervals on various parameters to assess its functional status. This can be done with the help of a tool known as the "MAS monitoring matrix"

- ❖ However in exceptional cases such as that of a destitute women or very poor, household, the untied fund could be used for health care needs of the poor household especially for enabling access to care. For example, MAS identified a suspected pneumonia patient who did not have money to go to the U-CHC for treatment .MAS provided funds for her treatment at the U-CHC and one of the members also accompanied her to the U-CHC.
- ❖ The fund shall not be used for works or activities for which an allocation of fund is already available through the urban local body or other department, For example the fund should not be used in activities like construction of drainage system or roads as these activities are already budgeted in the concerned department like PHED and PWD.
- ❖ In special circumstances the U-PHC or the City/ District PMU could give a direction or a suggestion to all MAS to spend on a particular activity ,but even then it should be approved first by the MAS.
- ❖ MAS will not directed, to contract with specific service providers for specific activities, regardless of the nature of the activity. For example, it MAS wants to engage someone for providing emergency transport services in the slum ,neither health department staff nor anyone else can direct it to give the contract to any particular service provider.
- ❖ All payments from the untied fund must be done by the MAS directly to the service provider without involvement of any third party.

#### Indicative list of activities that may be undertaken with the help of untied fund

- ❖ Slum level public health activities like cleanliness drive ,insecticide spraying etc.
- ❖ Awareness generation in the slum on various govt. schemes for urban poor like JSY, RSBY, JSSK, BSUP, RBSK, etc.
- ❖ Repair/installation of community water supply points like public taps, stand posts
- ❖ Minor repair of the community toilets to make them functional
- ❖ IEC/BCC activities like wall writing, puppet shows, film shows for awareness generation on MNCHN and WASH related issues
- ❖ Helping destitute women or very poor slum household in accessing health care
- ❖ Logistic arrangements for Urban Health and Nutrition Days (UHND)
- ❖ Paying for emergency transport when 102/108 services are not available.

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