



From
The Mission Director,
MEPMA,
Telangana

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

Sub:- MEPMA – Implementation of SUH, NUHM and Disability intervention –
Activities – Job chart to MEPMA Staff & Resource Persons of CBOs – Follow up
the monthly Review Job Chart of DMCs ,TMCs COs and RPs of CBOs and
update the Work done Report of DMCs to MEPMA Head Office – Special Shelter
– Reg.

Ref :- SUH & NUHM Guidelines

I invite your kind attention to the Project Directors, MEPMA that as per the
Government of India Guidelines of DAY-NULM , NUHM, SBM , activities to be monitored
by day wise at Field level.

In this regard, all the Project Directors are directed to follow up the Job Chart of
DMCs ,TMCs COs and RPs of CBOs in prescribed activities (enclosed) for implementation
of Shelter for Urban Homeless (SUH), National Urban Health Mission (NUHM) and
Sanitation related activities and submit the Monthly work done report of DMCs attested by
the PDs to MEPMA Head Office and Submit the Work done Report of TMCs COs and RPs
of CBOs to the Concern Municipal Commissioner of the ULBs

ADDL.MISSION DIRECTOR

Encl : Job chart of DMCs ,TMCs COs and RPs of CBOs

Copy to :

All the Municipal Commissioners for taking necessary action

Signature valid

Digitally signed by DA SARI
JOHN SAMSON
Date: 2019.09.20 14:50:47 IST
Reason: Approved

Job Chart of DMCs in implementation of Shelter For Urban Homeless & NUHM, PWD		Weekly Report
Sno	Activities	
1	Shelters under DAY NULM - work plan on sustainable model after 5years where O & M funds by DAY-NULM will be provided by Five years	
2	Updating the Current Status of Urban Homeless of all ULBs of concern District	
3	Follow up of Construction & Refurbishment of Shelters in time with Municipal Commissioners and ULB staff -the Delay is not permitted	
4	File process of DAY-NULM regular activities	
5	Follow up of Day to Day activities of DAY-NULM shelters	
6	Observation of Book Keeping- Maintenance of Shelter	
7	Daily Attendance -Bio metric	
8	Analysis of Shelter NGO - performance -Day wise	
9	Conduct of Shelter Management Committee meetings -Monthly	
10	Conduct of EC meetings at ULB level - Quarterly	
11	Conduct of District Co-ordination Meeting - Regularly	
12	Follow up of Regular Survey by ULBs - Quaterly	
13	Submitting the Success stories of Shelter Residents	
14	Weekly visit to Shelters of NULM and DAY -NULM	
15	Providing all entitlements to Shelter residents - Aadhar card , EPIC CARD pension, insurance	
16	Conducting the Regular medical camps at Shelter premises	
17	Mapping of Shelters with near by colleges	
18	Providing Skill training and job placements to Shelter residents where ever required	
19	Convergence activities with Anganwadi, Health Education , Municipi pal , Legal and Police Department	
20	Providing CC Cameras and Biometric Attendance	
21	Protection of Shelters assets provided by MEPMA funds	
22	If any issues has taken place in shelter immediate intimation to Head office	
23	Prior intimation to MEPMA Head Office on Removal of NGO and mention the remark of performance of the concern NGO	
	MAS Activities	
24	Conduct of MAS Meeting , with ASHA as a member secretary in Regular SLF Meeting in NUHM ULBs	
25	Monitoring of Health Committee in Non NUHM ULBs .	
26	organizing the regular Health Camps with Health Department and Private hospitals	
27	Monitoring of MAS Book keeping in all the ULBs	
28	Mapping of MAS With Anganwadi and UPHCs	
29	Monitoring of Urban Health Nutrition Days at Anganwadi Centers	
30	Monitoring of mapping of ASHAs in all the SLFs	
31	Sanitation : Collecting the data on best practices of sanitation related activities from SLFs, TLFs SHGs	
32	PWD : Collecting the data on eligible PWDs for SHG Formation	
33	Monitoring the Formation of SHGs of PWDs and access of income generative activities to all the PWDs	
34	Plan of Action of Revival of Default SHGs of PWD Groups	
35	Monitor the Functioning of TVS and monitor the book keeping	

S.no	Job Charof TMCs Implementation of Shelter For Urban Homeless & NUHM PWD
1	To submit the proposals for new shelters as per the survey report and follow the file process for establishment of shelters
2	Regular Follow up the shelters in construction as well as Refurbishment as per the time line under guidance of Municipal Commissioner - delay is counted in Job Performance
3	To conduct regular Social Audit on DAY-NULM shelters by TLFs
4	Follow up the instructions from DMG, TMC should monitor the Shelter in their ULBs
5	TMC is responsible for Functioning the DAY-NULM Shelters and covering all Urban Home less
6	Protection of Shelters assets provided by MEPMA funds
7	Daily monitoring the Biometric Attendance in the DAY-NULM Shelters
8	Plan of Action on Survey with COs and Municipal Staff
9	Daily Visit to Shelters -it will be monitor by the Bio metric in the shelters
10	Follow the instructions by Municipal Commissioner on monitoring of Shelters and submit the observation report to MC and DMG
11	Protection of Shelters assets provided by MEPMA funds - TMC is responsible for protection all amenities provided by MEPMA OR other source of funds
12	Daily attendance of Shelter Residents
13	Monitor the performance of the Shelter NGO
14	To cover the all urban Home less in the shelters and immediate rehabilitation to urban homeless near by shelters of DAY-NULM and other shelters
15	Facilitate the Information on Urban Homeless to all stakeholders -TLF, SLF , Police Department , Railway , Bus station , Colleges & Schools , Industries and other line department
16	Facilitate in gathering of all the members of Shelter Management Committee meetings and EC meetings
17	To conduct the Ward Level Committee meeting - DAY-NULM , NUHM ,SBM.
18	To conduct the regular review meetings with COs and Resource persons of SLF son Rehabilitation of shelter Residents
19	Conduct of monthly MAS Meeting in Regular SLF Meetings
20	Mapping of MAS With Anganwadi and UPHCs
21	Monitoring the MAS Book keeping through SLF RPs & ASHA
22	Regular attending the MAS meeting and UHND in Anganwadi Centers
23	Identification of Vulnerable pockets in slum areas and organizing the Health camps in this areas
24	Facilitation of SLF Health Masanividka in all the SLFs and promoting the Health Bulletin in SLF General Body meeting every year
25	Promoting the Health savings in all the SLFs
26	Conducting training to COs ,RPs & ASHAs on MAS Book keeping
27	Person with Disability Activities :
28	Formation of New SHGs of PWD by involving all the Asara Disability Pensions in the SHG fold
29	Providing the Banklinkage, SEP, skill training, Employment & Placement training to all the PWDs
30	Collecting the Data on need Based assessment report on Artificial Limbs, Aids & appliances and Surgery needed persons etc.
31	Revival of Default SHGs of PWDs
32	Conduct of TLBC Meeting focusing on the PWD issues
33	Functioning of TVS , attending the TVS Meeting and monitoring the Book keeping and yearly audit
34	Sanitation : Collecting the data on best practices of sanitation related activities from SLFs, TLFs SHGs
35	Promoting the Dry Waste Resource Centre by SLFs
36	Participation on Awareness activities related to Sanitation to SHGs
37	Maintaining the ODF +++ of ULBs
38	Planning of Activities related to SHG Livelihoods on Sanitation
39	Plastic Free ULB
40	Participating all the DAY -NULM Activities and updating in the DAY-NULM

