



**Present: Dr.T.K.Sreedevi, I.A.S.,  
Mission Director, MEPMA.**

**Procs.No MEPMA-NUHM/MAST/1/2017-SMC-SMID-MEPMA    Date : .06.2017**

**Sub: -** MEPMA-NUHM – Formation & Trainings of Mahila Aroghya Samitis (MAS) members through TOT Health –CRPs of 41 NUHM -ULBs – II Phase strengthening of MAS – member training on Orientation of NUHM and Book Keeping - –**Budget allocation** –verification by Head Office . detailed guidelines Follow up action – communicated – Regarding.

**Ref: -** 1. MOU between MEPMA & NHM Dated 22.04.2015  
2.Training calendar 2016-2017 .  
3. Rc No. 4429/NUHM-IF/NHM/TS/2014/Dt : 16.12.2015 from MD NHM to the MD MEPMA

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With Vide reference cited as per the MOU, MEPMA has formed the Mahila Aroghya Samitis (MAS) under National Urban Health Mission (NUHM) in 41 Urban Local Bodies.

As per the National Urban Health Mission (NUHM) the Mahila Aroghya Samitis (MAS) has to be formed with 50-100 Households and as per the Slum Level Federation (SLF) norms SLFs are covering MAS coverage 200-250 Households. Therefore two MAS per one SLF can be formed .The MAS will function under the over-arching control of SLF which is registered body under MACS (Mahila Abuduya Co-operative Act) and also has its own corpus.

In this connection as per the training calendar, training program me on Specific Module programme on MAS to Health –CRPs are conducted for41 ULBs of NUHM towns.

Accordingly detailed guidelines were communicated were communicated relating to follow-up action of Health CRPs vide in above said training programme

Further, during the year 2015-2016, it is proposed to impart MAS member level training to 41 NUHM ULBs of on facilitation of MAS and orientation of NUHM, through trained Health community resource persons. Health CRPs (TOT) (List Enclosed)

### **I. Objective:**

Objective of MAS member level training is

The major objectives of MAS are to:

- Provide a mechanism for the community to voice health needs, experiences and issues with access to health services.
- Generate community level awareness on locally relevant health issues and to promote the Acceptance of best practices in health by the community.
- Focus on preventive and promotive health care activities and management of untied fund.
- Support and facilitate the work of community service providers like ASHA and other Front line workers who form a crucial interface between the community and health Institutions
- Provide an institutional mechanism for the community to be informed of various health programmes and other government initiatives and to participate in the planning and implementation of these programmes, leading to better health outcomes.
- Organize or facilitate community level services and referral linkages for health services.

## **II. Target group:**

- All the members of Mahila Aroghys Samiti (MAS) member, covering all SLFs in all ULBs.
- @ 16-20 MAS members in each SLF meeting

## **III. Job chart of Health –CRP or ToT**

1. Formation of MAS: During SLF meeting give orientation to all SLF members on importance of MAS.
2. She should be able to map the existing ASHA in MAS and able encourage her to attend the MAS Meeting ( SLF Meeting) .
3. SLF OB shall select 20 members from SLF members for formation of MAS facilitated by Health –CRP( Tot)
4. Bank Account to be opened in the name of MAS-1 MAS-2 facilitated by Health –CRP.
5. Distribution of training Module and Registers ( Book Keeping on MAS ) to SLFs from ULBs
6. During the next month monthly meeting of SLF , training to be conduct to MAS-1, MAS-2 after the SLF meeting by Health TOT( list enclosed ) minimum of 3 years Book keeping on MAS .
7. Work done submit to the concern TLFs and TMC

### **Role of Urban ASHA :**

1. She will be the member secretary of Mahila Aroghya Samities ( MAS) at SLF and joint account will be opened in her name.
2. Urban ASHA should be attend the all monthly MAS Meetings and able to make book Keeping on Health of 14 registers with Health –CRP TOT.
3. **Resource fees to Urban ASHA : As per the guideline of NUHM, Urban ASHA will get resource fees of Rs 150/- per One MAS meeting i.e. Attending one SLF meeting total Resource fees will be Rs. 300/- ) from Health Department .**

## **IV. Day wise Schedule & content of the programme:**

### **The following topics are covered in the training:**

- Each MAS shall be provided with 2 book-let on the following topics i.e. 1). MAS module 2) MAS guidelines and facilitation of formation of MAS and opening of Bank Accounts 3) Providing Book Keeping of MAS
- Day wise session schedule training is worked out and the same is enclosed as **Annexure-1.**

Sl. No	Activity	Timeline	Responsible party
1	Organizing Town Level Federations (TLF) meeting with EC & OB members /COs/PRPs/DRPs & TOT Health –CRPs arriving at action plan town wise in the district ( <b>proforma -1</b> ) & procurement of available IEC material from DM&HO/others .		PD,MEPMA&ADMC – Disability specialist
2	Organizing Town level orientation programme to TOT -Health CRPs & CD staff by District Resource persons for Orientation to all SLF Presidents 1. arriving at slum wise action plan at town level ( Proforma II) 8. enabling the Health CRPs to prepare charts on the contents 3.Supplying the registers for maintaining the attendance and other remarks		ADMC / Health DRPs
3	Commencement of the training programme under the close monitoring of SLF and concerned TPrOs/PRP/Cos and DRPs		TOT Health CRPs

#### **VI. Commencement of the training programme:**

PD, IKP shall ensure that training would commence as per the action plan in the respective ULB. All the programmes shall be conducted at SLF meetings /poor settlement/cluster in suitable venue i.e., school, places of workshop or common meeting place available.

- The following cost norms shall followed for the remuneration towards training & town level orientation programme are as follows:

A) Remuneration to CRPs Health & others for conducting orientation programme at slum level is as follows:

PDs based on slum wise action plan shall release the remuneration amount to the A/Cs of respective TLFs .TLFs would in turn pay the remuneration to TOT Health CRPs, by reviewing their performance.

**VII. Budget:** The resource fees Rs 175/- will be provided to Health CRP TOT for attending the MAS Meetings per one SLF meeting. The Health –CRP tot (Master trainer) able to attend the meeting and train the MAS members along with Urban ASHA and both of them suppose to write the all 14 registers.

Budget is proposed to release to concern Health TOT to their individual accounts after verification from Head Office.

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Name of the town	Name of the TOT Health-CRPs	Name of SLFs Allotted	Name of the Urban ASHA	Date of SLF Meeting / MAS meeting scheduled	Date of Health CRP attended the first phase orientation meeting at MCRHRD	Health CRP TOT Bank Account	Total Budget Released
1	2	3	4	5	6	7	8

C) **Mobilization Fund to Town Level Federations (TLFs):** Conducting town level Federations (TLFs) meeting exclusively on activities on MAS, ASHA and Urban Health Nutrition Day under National Urban Health Mission (NUHM) by providing Rs 1000 per month per one year.

**VIII.Monitoring and supervision:**

Role of District Mission Co-ordinator ( DMC) Additional Mission Co-ordinator (ADMC) – Health & Disability

- DMC/ ADMC shall facilitate the training programme by co-ordinating with ULB staff from TLF to SLF level covering all NUHM ULBs.
- DMC/ADMC shall give information to District Medical Health Officer on training schedule of NUHM ULBs.
- Collect the IEC material from Health Dept and other sources on Mission / Indhradhanush and other National Health Programmes (NHP) for training programmes at ULB Level.
- Shall facilitate the Health –DRP to concern ULBs for TLF –orientation training programme
- ADMC shall facilitate to distribute the certificates to TOT Health-CRPs

Role of ToT Health Community Resource persons – Health :

- Resource persons shall conduct the training as per the schedule of the SLF meetings with out any deviation.
- She should be able to evaluate the Health Masa Nevedika submitted by the SLF EC & OB members.
- Resource person shall ensure that SLFs are sufficient informed well in advance about the training programme.
- Resource persons shall prepare the charts personally during orientation programme and use them while imparting training at slum level.
- Resource persons shall maintain attendance registers of all the MAS members attended.
- Resource persons shall attend the feed-back meeting convened by PD,IKP and receive remuneration through respective SLF.

**Role of COs:**

- COs shall prepare action plan in consultation with the TOT Health CRPs of their slums.
- COs shall see that training programme is conducted as per the convenience of SHG members and resource persons and not as per the convenience of others.
- As per the action plan arrived at their level, CO shall review with the resource persons every day
- COs shall take the responsibility of mobilizing the members as per the schedule

- COs shall ensure that the training is completed in the district as per the schedule and make the visits to all the towns for assessing the quality of the programme during SLF RPs review meeting/OB members meetings and send fortnightly report to the Mission Director, MEPMA with suggestions if any for taking up the programme smoothly.

### **Role of Town Mission Co-ordinator ( TMC) :-**

- Town Project officer/PRP shall conduct review once in a week with all the COs and the progress may be informed to the Municipal Commissioner and DPO concerned.
- TPrOs/PRPs shall also visit the SLF meeting while conduct of the training programme on NUHM by Health CRP

### **Role of PD MEPMA /Municipal Commissioner :**

- The Project Directors shall ensure that the member wise training is completed in the district as per the schedule and make the visits to all the towns for assessing the quality of the programme during SLF RPs review meeting/OB members meetings and send fortnightly report to the Mission Director, MEPMA with suggestions if any for taking up the programme smoothly.
- At the end of the programme , Project Directors, shall conduct feed back meeting with all the RPs,COs and TPrO and resource persons shall furnish the progress in the following **proforma III** to the Project Director along with the attendance registers of the members for training programme.
- And send the proposals to Head Office of MAS training programme and Town Level Orientation reports accordingly budget will release to the DPMU units .

### **IX. Feedback meeting:**

The Project Directors shall ensure that the following items shall be covered in feed back meetings, and to submit the report to Head Office , which shall be held after the trainings are completed in a town:

- MAS Meeting will be conducted in all SLF meetings with Urban ASHA and Health – CRP Tot ( Master trainer)
- Training impact will be that 14 MAS Health registers are updated
- Review of coverage of MAS members – trained on NUHM as per the action plan
- Attendance day wise batch wise review register
- Utilization of audio visuals during training
- Suggestions for effective implementation
- Payment to resource persons individually through SLF and obtain acquitances from SLFs.
- Handing over of the records in Project director's office

### **X. Record keeping:**

The Project Directors shall ensure that the records pertaining to the MAS member trainings on NUHM i.e., town level Action plans, attendance registers, progress reports are kept at the disposal of District units for audit purpose.

### **XII. Release of funds:**

Project Directors are requested to work out the action plan as explained above. Separate funds are being released towards training to MAS members under National Urban Health Mission –MAS training sub head. The details of Budget is enclosed.

Hence Finance Manager , MEPMA is requested to release an amount of Rs 3184500 ( Rupees thirty one Lakhs eighty four thousand and Five hundred only ) in favor of Project Directors , MEPMA towards MAS member trainings under NUHM community process as per the annexure .

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The Project Directors MEPMA are instructed to follow the guidelines closely with proper monitoring and send the training conducted at SLF level and send reports to Head Office.

**Note : Project Directors MEPMA are instructed to not to release the Budget to concern Health CRPs with out verification and approval from Head Office ,its only allocation Budget .**

Mission Director

To  
All the Project Directors, DPMUs, MEPMA in the State.  
Copy to the Finance Manager of this office.

## Releases of Funds towards MAS Member trainings under community process of NUHM

Sl.No	District	Total No of SLFs	Releases of Funds Rs 175 per SLF from Oct 2016 to March 2017	TLF monitoring fund for 6 months @ 1000 per month	Total Budget Releases	In Favour of
1	Adilabad	68	71400	6000	77400	Concern Project Directors
2	Mancherial-Total	127	133350	18000	151350	
3	Nirmal	73	76650	12000	88650	
4	Komarambheem	42	44100	6000	50100	
5	Jagityal	140	147000	18000	165000	
6	Karimnagar	116	121800	6000	127800	
7	Peddapalli	148	155400	6000	161400	
8	Sircilla	75	78750	6000	84750	
9	Khammam	162	170100	6000	176100	
10	Bhadradri Kothagudem	80	84000	12000	96000	
11	Mahabubnagar	107	112350	12000	124350	
12	Gadwal	34	35700	6000	41700	
13	Wanaparthy	43	45150	6000	51150	
14	Sangareddy	68	71400	12000	83400	
15	Siddipet	64	67200	6000	73200	
16	Yadadri	35	36750	6000	42750	
17	Nalgonda	155	162750	12000	174750	
18	Suryapet	127	133350	12000	145350	
19	Nizamabad	255	267750	24000	291750	
20	Kamareddy	40	42000	6000	48000	
21	Rangareddy	52	54600	12000	66600	
22	Medchal	59	61950	6000	67950	
23	Vikarabad	72	75600	12000	87600	
24	Bhupalapally	29	30450	6000	36450	
25	Jangaon	33	34650	6000	40650	
26	Mahabubabad	30	31500	6000	37500	

27	Warangalv(urban )	496	File No.MEPMA5N8HM/MAST/1/2017-SMC7-SMD-MEPMA-Part(2)	592800
	<b>TOTAL</b>	<b>2687</b>	<b>2866500</b>	<b>318000</b>
<b>Resource fees to Health -CRP Master trainer trained at MCRHRD ,Hyderabad</b>				



Sl.No	District	SNO	City	Total No of SLFs	Releases of Funds Rs 175 per SLF from Oct 2016 to March 2017	TLF monitoring fund for 6 months @ 1000 per month	Total Budget Releases
1	Adilabad	1	Adilabad	68	71400	6000	77400
2	Mancherial	2	Bellampally	32	33600	6000	39600
		3	Mancherial	57	59850	6000	65850
		4	Mandamarri	38	39900	6000	45900
			Total	127	133350	18000	151350
3	Nirmal	5	Bhainsa	27	28350	6000	34350
		6	Nirmal	46	48300	6000	54300
			Total	73	76650	6000	82650
4	Komarambheem	7	Kaghaznagar	42	44100	6000	50100
5	Jagityal	8	Jagityal	59	61950	6000	67950
		9	Koratla	48	50400	6000	56400
		10	Metpalle	33	34650	6000	40650
			Total	140	147000	18000	165000
6	Karimnagar	11	Karimnagar	116	121800	6000	127800
7	Peddapalli	12	Ramagundam	148	155400	6000	161400
8	Sircilla	13	Sircilla	75	78750	6000	84750
9	Khammam	14	Khammam	162	170100	6000	176100
10	Bhadradri Kothagudem	15	Kothagudem	38	39900	6000	45900
		16	Palvancha	42	44100	6000	50100
			Total	80	84000	12000	96000
11	Mahabubnagar	17	Badepally	22	23100	6000	29100
		18	Mahbubnagar	85	89250	6000	95250
			Total	107	112350	12000	124350
12	Gadwal	19	Gadwal	34	35700	6000	41700
13	Wanaparthy	20	Wanaparthy	43	45150	6000	51150

Sl.No	District	File No.	MEPMA-NUHM/MAST/1/2017-	SMC-SMID-MEPMA-Part(2)	Releases of Funds Rs 175 per SLF from Oct 2016 to March 2017	TLF monitoring fund for 6 months @ 1000 per month	Total Budget Releases
14	Sangareddy	21	Sangareddy	35	36750	6000	42750
		22	Zahirabad	33	34650	6000	40650
			Total	68	71400	12000	83400
15	Siddipet	23	Siddipet	64	67200	6000	73200
16	Yadadri	24	Bhongir	35	36750	6000	42750
17	Nalgonda	25	Miryalguda	81	85050	6000	91050
		26	Nalgonda	74	77700	6000	83700
			Total	155	162750	12000	174750
18	Suryapet	27	Kodada	44	46200	6000	52200
		28	Suryapet	83	87150	6000	93150
			Total	127	133350	12000	145350
19	Nizamabad	29	Armoor	30	31500	6000	37500
		30	Bodhan	42	44100	6000	50100
		31	Nizamabad	183	192150	18000	210150
			Total	255	267750	30000	297750
20	Kamareddy	32	Kamareddy	40	42000	6000	48000
21	Rangareddy	33	Badangpet	32	33600	6000	39600
		34	Shadnagar	20	21000	6000	27000
			Total	52	54600	12000	66600
22	Medchal	35	SCB	59	61950	6000	67950
23	Vikarabad	36	Tandur	41	43050	6000	49050
		37	Vikarabad	31	32550	6000	38550
				72	75600	12000	87600
24	Bhupalapally	38	Bhupalapally	29	30450	6000	36450
25	Jangaon	39	Jangaon	33	34650	6000	40650
26	Mahabubabad	40	Mahabubabad	30	31500	6000	37500
27	Warangalv( urban )	41	Warangal	496	520800	72000	592800
	TOTAL			2687	2866500	318000	3184500