

పట్టణ పేదరిక నిర్మూలన సంస్థ, తెలంగాణ

Mission for Elimination of Poverty in Municipal Areas

Department of Municipal Administration and Urban Development, Govt of TS



O/o the Mission Director, MEPMA,
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CIRCULAR

Sub: MEPMA-NUHM - Formation & Trainings of Mahila Aroghya Samitis (MAS) members through TOT Health -CRPs Follow up action - detailed guidelines- Regarding.

Ref: - 1. MOU between MEPMA & NHM Dated 22.04.2015

2. Training calendar 2015-2016

With Vide reference cited as per the MOU with NUHM, MEPMA has to form the Mahila Aroghya Samitis (MAS) under National Urban Health Mission (NUHM) in 41 Urban Local Bodies . The Mahila Aroghya Samitis (MAS) has to be formed covering 50-100 Households. Each SLF has to cover about 200-250 Households. Therefore two MAS per one SLF can be formed .The two MAS will function under the over-arching control of SLF which is a registered body under MACS. A separate joint account has to be opened for each MAS with SLF President as chairperson and Health CRP/ASHA as Secretary.

In this connection as per the training calendar, training programme on "Specific Module programme on MAS to Health -CRPs" are conducted for 12 ULBs of NUHM towns so far. Balance ULBs shall be covered shortly. As a follow-up to the above training programmes , it is proposed to facilitate formation of MAS at SLF level and orientation on NUHM to the MAS members through trained Health Community Resource Persons (HCRPs -ToT).

Objective

The main objectives of MAS are :

- To provide a platform for convergent action on social determinants and all public services directly or indirectly related to health.
- To provide a mechanism for the community to voice health needs, experiences and issues with access to health services.
- To generate community level awareness on locally relevant health issues and to promote the Acceptance of best practices in health by the community.
- To focus on preventive and promotive health care activities and management of untied fund.

- To 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
- To provide an institutional mechanism to the community for creating awareness on various health programmes and other government initiatives and to participate in the planning and implementation of these programmes, leading to better health outcomes.
- To organize or facilitate community level services and referral linkages for health services.

Training shall be imparted on the objectives of MAS, formation of MAS and their job chart along with book keeping to all the members of Mahila Aroghys Samiti (MAS) member, covering all SLFs in 41 NUHM ULBs .

The training shall cover the following topics

- 1). MAS module
- 2) MAS guidelines and facilitation of formation of MAS and ASHA role
- 3) Opening of Bank Accounts
- 4) Providing Book Keeping of MAS

Day wise session schedule training is enclosed as (annexure-II) and each MAS shall be provided with 2 book-lets and 14 registers to be maintained.

Time line & Preparatory activities for MAS member level training on NUHM

Sl No	Activity	Timeline	Officers Responsible
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 (proforma -1) & procurement of available IEC material from DM&HO/others .	One week after attending TOT training programme at Hyderabad .	PD,MEPMA&ADMC – Disability specialist
2	Organizing Town level orientation programme to SLF Presidents, TOT - Health CRPs & ULB staff by District Resource persons	TLF Meeting immediately after completion of activity-1	Health DRPs/ TMC

The following cost norms shall be followed

Sl No	Activity	Amount (Rs)	
1	Resource fee @ 750/- per day for 1person	750	Payable to DRPs by way of cheque
2	Refreshments @ 20/- per head for 40 participants	800	
3	Training hall		MC to arrange at the CRC in the ULBs
4	Stationery(charts, ,markers etc) and photos	1000	
5	Health CRPs attendance register-1	100	TMC
6	Banner	350	
	TOTAL	3000	

Remuneration to Health CRP ToT at SLF level

SNO	Activity	honorarium per day
1	SLF meeting	175/-
2	MAS –Online updation at SLF level	175/-
3	MAS member –Training at SLF level	175/-


The budget required for conducting orientation at TLF level are released as shown in(Annexure -2)

Project Directors are requested to work out the action plan as per proforma -1 for conduct of trainings and submit the reports for release of budget. Based on slum wise action plan PDs shall release the remuneration amount to the A/Cs of respective SLFs.SLFs would in turn pay the remuneration to TOT Health CRPs , by reviewing their performance. PD 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.

The Project Directors are instructed to follow the above instructions scrupulously with proper monitoring and send the training conducted reports to Head Office immediately after commencement of trainings .

Encl: Annexure


MISSION DIRECTOR


17/10/15

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

roforma-1- Action plan at ULB level :

ame of ie town	Name of the TOT Health- CRPs	Name .of SLFs Allotted	Date of SLF Meeting scheduled	Date of Health CRP attended the first phase of orientation meeting	Date of opening of Bank Account	Date of conduct of MAS orientation training	Total Remunera tion to be paid to the Health CRP- account
1	2	3		4	5	6	7

PD, MEPMA shall ensure that training would commence as per the action plan in the respective ULBs. All the programmes shall be conducted at SLF meetings.

A. 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. SLF OB shall select 20 members from SLF members for formation of MAS facilitated by Health –CRP(Tot)
3. Bank Account to be opened in the name of MAS-1 MAS-2 facilitated by Health – CRP.
4. Distribution of training Module and Registers (Book Keeping on MAS) to SLFs from ULBs
5. 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 .
6. Work done, submit to the concern TLFs and TMC

B.Role of Additional Mission Co-ordinator (ADMC) –Health & Disability

- ADMC shall facilitate the training programme by co-coordinating with ULB staff from TLF to SLF level covering all NUHM ULBs.
- 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.
- ADMC shall facilitate the Health –DRP to concern ULBs for TLF –orientation training programme
- ADMC shall facilitate to distribute the certificates to TOT Health-CRPs

C .Role of Tot Health Community Resource persons – Health :

- Resource persons shall conduct the training as per the schedule of the SLF meetings without any deviation
- 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.

D .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
- CO shall also take up the responsibility of identifying the suitable venue at slum and facilitate resource persons to conduct programme smoothly.

E .Role of Town Mission Co-coordinator (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

F.Role of PD IKP Urban:

- 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 .

Feedback meeting:

Annexure -2 -Budget -MAS member trainings-Phase-1

Sl.No.	District	No of NUHM-ULBs	NUHM -ULB	No of SLFs	No of TLFs	Target for MAS (2 MAS per SLF)	Proposed budget Rs 3000 for TLF - Orientation trg prog
1	2	3	4	5	6	7	8
1	Adilabad	7	Adilabad	62	2	124	6000
			Bellampalle	27	1	54	3000
			Bhainsa	25	1	50	3000
			Kagaznagar	38	1	76	3000
			Mancherial	53	1	106	3000
			Mandamarri	36	1	72	3000
			Nirmal	39	1	78	3000
District Total				280	8	560	24000
2	Karimnagar	6	Jagtial	56	1	112	3000
			Karimnagar	105	2	210	6000
			Koratla	47	1	94	3000
			Metpally	30	1	60	3000
			Ramagundam	145	2	290	6000
			Sircilla	70	1	140	3000
District Total				453	8	906	24000
3	Khammam	3	Khammam	162	2	324	6000
			Kothagudem	38	1	76	3000
			Palwancha	42	1	84	3000
District Total				242	4	484	12000
4	Mahabubnagar	5	Gadwal	33	1	66	3000
			Mahabubnagar	58	1	116	3000
			Shadnagar	20	1	40	3000
			Wanaparthy	43	1	86	3000
			Badepally	22	1	44	3000
District Total				176	5	352	15000
5	Medak	3	Sangareddy	33	1	66	3000
			Siddipet	58	1	116	3000
			Zahirabad	33	1	66	3000
District Total				124	3	248	9000

Sl.No.	District	No of NUHM-ULBs	NUHM -ULB	No of SLFs	No of TLFs	Target for MAS (2 MAS per SLF)	Proposed budget Rs 3000 for TLF - Orientation trg prog
6	Nalgonda	5	Bhongir	35	1	70	3000
			Kodada	39	1	78	3000
			Miryalaguda	81	2	162	6000
			Nalgonda	53	2	106	6000
			Suryapet	83	2	166	6000
District Total				291	8	582	24000
7	Nizamabad	4	Armoor	23	1	46	3000
			Bodhan	41	1	82	3000
			Kamareddy	32	1	64	3000
			Nizamabad	157	3	314	9000
District Total				253	6	506	18000
8	Ranga Reddy	4	Badangpet	15	0	30	0
			SCB	49	1	98	3000
			Tandur	40	1	80	3000
			Vikarabad	30	1	60	3000
District Total				134	3	268	9000
9	Warangal	4	Bhupalapally	27	1	54	3000
			Jangoan	32	1	64	3000
			Mahabubabad	26	1	52	3000
			Warangal	364	12	728	36000
District Total				449	15	898	45000
Grand Total				2402	60	4804	180000

Day wise Schedule

1. ప్రజా భాగస్వామ్యము మరియు సహజ ఆరోగ్యసమితి
(MAS) కార్యక్రమ - 30 min
2. వివిధ కాల ఆరోగ్య నిర్ణయకాల బాటిట్రామిక్ర - 30 min
3. దుర్బలతను క్లిం చేసుకోవటం - 30 min
4. MAS క్లిష్ట శ్రమ, సంయోగనము మరియు వర్షాట
విధానం - 30 min
5. MAS యొక్క ప్రధాన కార్యక్రమాలు - 30 min
6. ఆన్ లైన్ ఫండ్ మరియు దాని వివిధమైన సూత్రాలు - 30 min
7. ప్రాంతీయ స్థాయి పరిపాలనా వ్యవస్థ - 30 min