



పట్టణ పేదరిక నిర్మూలన సంస్థ, తెలంగాణ
Mission for Elimination of Poverty in Municipal Areas

Department of Municipal Administration and Urban Development, Govt of TS



Present: Sri M. Dana Kishore, I.A.S.,
Mission Director, MEPMA.

Proc. Roc. No. 431/MEPMA/TS/NUHM/2014

Date: .01.2016

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

Ref: - 1. MOU between MEPMA & NHM Dated 22.04.2015
2. Training calendar 2015-2016

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 programme on Specific Module programme on MAS to Health –CRPs are conducted for 41 ULBs of NUHM towns.

Accordingly detailed guidelines 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 platform for convergent action on social determinants and all public services directly or indirectly related to health.
- 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. 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

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.

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

Submitted to the Head Office

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 (proforma -1) & 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) 2. 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

Proforma-1- Action plan at ULB level :

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

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.

VII. Budget:

- 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:

SNO	Resource person	honorarium per day
1	Health -CRP Each cost-Rs-175 /-	175/- (Per Visit to SLF meeting
2	MAS -Online up dation	175/- per 2 MAS in one SLF
3	MAS -Training	175/- per 2MAS member in one SLF : will released After the complete formation of MAS in all SLFs

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.

B) **Resource fees to Health DRPs:** It is proposed to plan field level monitoring by empanelled Health –DRPs at SLF level, 5 SLFs per day covering 10 days per month. As per the guidelines Health –DRP Rs 750/- per day has to be followed.

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 Additional Mission Co-ordinator (ADMC) –Health & Disability

- ADCMC shall facilitate the training programme by co-ordinating with ULB staff from TLF to SLF level covering all NUHM ULBs.
- ADCMC 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.
- ADCMC shall facilitate the Health –DRP to concern ULBs for TLF –orientation training programme
- ADCMC 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 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.

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.

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 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 .

IX. Feedback meeting:

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

- 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 23,41,350 (Rupees twenty three Lakhs forty one thousand three hundred fifty only) in favor of Project Directors , MEPMA towards MAS member trainings under NUHM .

The Project Directors are instructed to follow the above instructions scrupulously with proper monitoring and send the training conducted at SLF level and send reports to Head Office.

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

Mission Director


24/2/16

Budget Releases

S.No	Name of the District	Total Budget releases	In Favour of
1	Adilabad	285000	PD Adilabad
2	Karimnagar	401775	PD Karimnagar
3	Khammam	211350	PD Khammam
4	Mahabubnagar	178800	PD Mahabubnagar
5	Medak	119700	PD Medak
6	Nalgonda	292425	PD Nalgonda
7	Nizamabad	242775	PD Nizamabad
8	Rangareddy	126450	PD Rangareddy
9	Warangal	483075	PD Warangal
	Total	2341350	

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20/11/16