 <p>NATIONAL HEALTH MISSION राष्ट्रीय स्वास्थ्य मिशन</p>	<p><b>State Program Management Unit</b> <b>Delhi State Health Mission</b> 6<sup>th</sup> Floor, A &amp; B-Wing, Vikas Bhawan-II, Civil Lines, Delhi-11054 Email ID : dshmspmu1@gmail.com Phone : 011-23812902-04</p>
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F. No. F6-11/23/2017-Estt./I/5054/2020

Dated : 29/5/2020

### Minutes of Meeting of Empowered/Executive Committee

I am directed to forward the minutes of meeting of the Empowered/Executive Committee constituted under Delhi State Health Mission under the Chairmanship of Principal Secretary, Health & Family Welfare Department, GNCTD/Chairman, State Health Society (Delhi) held on 19<sup>th</sup> May-2020 at 12 PM in the Conference Hall of the office of the Principal Secretary, Health & Family Welfare Department, GNCTD, 9<sup>th</sup> Floor, A-Wing, Delhi Secretariat, I.P. Extension, New Delhi-110002.

*M. K. Singh*  
29/5/2020

State Program Officer  
Delhi State Health Mission

Copy to :

1. PS to Principal Secretary (H&FW) GNCTD/Chairman, SHS (Delhi)
2. PS to Secretary Health, (H&FW) GNCTD
3. Addl. Commissioner (Health) EDMC, 419, Patparganj, Industrial Area, Delhi-110091
4. Addl. Commissioner (Health) SDMC, 18<sup>th</sup> Floor, Civic Centre, Delhi-110002
5. Addl. Commissioner (Health) NDMC, 18<sup>th</sup> Floor, Civic Centre, Delhi-110002
6. Director, Directorate General of Health Services, F-17, Karkardooma Complex, Delhi-110032
7. Director, Directorate of Family Welfare, 7<sup>th</sup> Floor, B & C-Wing, Vikas Bhawan-II, Civil Lines, Delhi-110054
8. Director (ISM&H), GNCTD
9. Director (Planning), GNCTD
10. Representative of Principal Secretary Finance), GNCTD 4<sup>th</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi-110002
11. Joint Secretary, Law & Justice, GNCTD
12. PA to Mission Director, Delhi State Health Mission
13. State Program Officer, Delhi State Health Mission

*M. K. Singh*  
29/5/2020

State Program Officer

## Minutes of Meeting of Empowered/Executive Committee

Executive/Empowered Committee of State Health Society (Delhi) was held on 19/05/2020 at 12 PM in Conference Hall of Principal Secretary, Health & Family Welfare, GNCTD, Delhi Secretariat under the Chairmanship of Chairman, State Health Society (Delhi).

The meeting was called for approval of Emergency COVID Response Plan in wake of COVID-19 Pandemic. COVID-19 was declared as a National Disaster by Govt. of India on 14.03.2020.

List of participants is enclosed as per **Annexure-1**.

Following issues were discussed.

### **Agenda Point No. 1: Approval of Emergency COVID Response Plan from 01.04.2020 to 30.06.2020 for onward submission to MoHFW, GoI**

Allocation of Funds received for COVID-19 during F.Y. 2019-20 along with matching state share as well as in f.y. 2020-21 (100 % CSS funded) for activities related to COVID -19 under new budget head B-31 is as per following detail :

Particular	(Rs. In crores)
GIA released by GOI during f.y. 2019-20	22.26
Matching state share in the ratio of 60 :40 for f.y. 2019-20	14.84
GIA released by GOI during f.y. 2020-21 (100% CSS)	255.12
Total available fund	292.22

As per D.O. No. Z-18015/19/2020-NHM-II/Part-I dated 23rd April 2020 received from Additional Secretary and Mission Director, NHM, MoHFW, GoI, planning has to be done for containment and treatment of COVID.

Accordingly, ECRP for Delhi is estimated to be Rs.291.62 Crores.

The plan has been approved by Executive Committee as per **Annexure-2**. Activity wise budget for the proposal is as below:

New FMR	Particulars	Budget (in Rs. lakhs)
<b>B.31</b>	<b>COVID 19 (Grand Total)</b>	<b>29,222.00</b>
B.31.1	Diagnostics including Sample Transport	6,758.75
B.31.2	Drugs and supplies including PPE and masks (Total)	7681.26
B.31.3	Equipment/ facilities for patient-care including support for ventilators etc. (Total)	10,868.64

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New FMR	Particulars	Budget (in Rs. lakhs)
B.31.4	HR (Existing and Additional) including incentives for Community Health Volunteers (Total)	1,000.00
B.31.5	Mobility Support (Total)	1,670.25
B.31.6	IT systems including Hardware and software, etc. (Total)	130.28
B.31.7	IEC/BCC (Total)	142.50
B.31.8	Training (Total)	41.30
B.31.9	Miscellaneous (Total)	1111.02

### Key proposals:

The following proposals related to COVID-19 activities have been approved by the competent authority i.e. Pr. Secretary (H&FW)/Chairman SHS (D) being the chairperson of executive committee/ State Health Society (Delhi):

#### a. Expenditure for Activities during COVID-19

Expenditure for all the approved activities for COVID-19 in dedicated COVID Hospitals/Health Centres/Care Centres will be paid by linked hospitals.

Funds for all the approved activities for COVID-19 will be transferred as advance to Hospitals by respective Mission Directors of Integrated District Health Society on the basis of their requirement dedicated bank account for NHM/NRHM.

All the payments incurred by Hospitals for COVID-19 may be paid preferably through PFMS.

**Executive Committee of SHS (D) ratified the modality for booking expenditure.**

#### b. Procurements done by CPA for COVID-19:

Executive Committee of SHS (D) was informed that the following procurements have been done/ in process for COVID -19 by CPA:

Particular	Planning	
	Qty	Amount (in Lakh)
Diagnostics including sample transport		
RT-PCR test kit	500 kits	672
VTM	1,10,000	275
PPE kits	120,000	840
N95	500,000	200
Ventilators	29	300
3 Layer Mask	1,400,000	132.30
Oxygen Concentrator	2000	1300.00
<b>Total</b>		<b>3719.3</b>

**Executive Committee of SHS (D) ratified the procurements done by CPA. It has been directed to keep an additional provision of Rs. 20 Crores for procurement of Ventilators in the ECRP.**

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**c. Lab testing for COVID-19 at Private Labs:**

Executive Committee of SHS (D) was informed about usage of private / designated labs approved by ICMR performing RT-PCR for testing COVID-19. Details order issued for rates/modality is as per **Annexure -3**.

Sample Taken By	Testing Kit provided by	Cost (in Rupees)
Private	Private	4500/-
Government	Private	3500/-
Government	Government	2200/-

Approx. Financial Implication for 1000 samples @Rs.3500/- per day for 3 months = Rs.3150 Lakhs.

*Executive Committee of SHS (D) ratified the decision to use Pvt. Labs along with rates. It has been directed to ensure that the tests are done from Private Labs only in case of non-availability of Govt. facility. All head of departments (CDMOs, Directors/ Medical Superintendents/ Medical Directors of hospitals etc.) are authorized for indenting and payments of Lab tests.*

**d. Payment of Dialysis Services.**

Empowered Committee was informed that M/s Deep Chand Dialysis Centre Pvt. Ltd. operating dialysis facility at Lok Nayak Hospital, Dr. Hedgewar Arogya Sansthan and Rajiv Gandhi Super Speciality Hospital (under PPP Dialysis Project, GNCT Delhi) has agreed to provide dialysis services to COVID-19 positive patients in Lok Nayak Hospital at existing tariff of Rs. 1183/- for sero negative and Rs.1435/- for sero-positive patients.

Rs. 75 lakh for "PPP Dialysis" for COVID-19 related activities has been provisioned in ECRP as sought by Nodal Officer.

*Executive Committee of SHS (D) ratified the funding for dialysis services at DGHS approved rates for COVID positive patients being referred to LN Hospital from any facility. Waiver Off of the Economic criteria in view of the COVID situation has also been ratified.*

**e. Payment of Accommodation/ food services / Sanitation for Doctors, nurses, paramedical and support staff deputed in COVID Care Centres/ COVID Health Centres and COVID Dedicated Hospitals.**

- (i) Accommodation- Operational guidelines/ SOPs for accommodation were issued by DSHM vide letter dated 05/05/2020 of hotel accommodation for Doctors, Nurses, paramedical and support staff of dedicated COVID-19 hospitals, COVID Health Centres, COVID Care Centres and COVID Test Centre's, accommodation and food services for Doctors, nurses, paramedical and support staff deputed in Public health facilities who are unable to commute due to lockdown (**Annexure-4**).
- (ii) Sanitation Services- Outsourcing of sanitation services at minimum wages of the state for outsourcing of unskilled labour.

Empowered Committee was informed that payment of Sanitation services for COVID Care Centre's/Quarantine Centre's (PTS Dwarka and DUSIB Flats Dwarka) outsourced from Sulabh Services in South-West district will be paid from COVID-19 funds.

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(iii) Kitchen Services - Kitchen/ food services in COVID Care Centre/Health Centre/ Hospitals or in the residential facilities where food is not available may be availed with ceiling at Rs.1000/- per person per day. (Including Breakfast+ Lunch+ Dinner+ tea -2 times).

*Executive Committee of SHS (D) ratified the proposal for Accommodation and Sanitation Services and approved the rates for Food/ Kitchen Services.*

**f. Hiring of Vehicles for field visits/ mobilization of staff/ transportation of samples**

Executive Committee was informed that several vehicles have been hired across directorates, districts and program divisions for field visits, mobilization of staff – to and fro from place of work to residence due to non-availability of public transport and transportation of samples.

State Units/ districts have hired different number of vehicles depending upon individual requirement. The vehicles have been hired at per day rates/ monthly hiring basis. The approx rates for vehicle hiring have been @ Rs.1500 per day/ Rs.40000 per month (including taxes).

*Executive Committee of SHS (D) ratified hiring of vehicles from GeM with payment as per actual rates subjected to a maximum limit of Rs.1500 per day/ vehicle or Rs.40000 per month/ vehicle.*

**g. Procurement of 536 pulse oximeters health facilities in Delhi (60 Seed PUHCs, 180 Delhi Government Dispensaries, 25 polyclinics and 2 UHCs)**

Executive Committee was informed that as a part of measures of containment and treatment of COVID, the saturation level of patients needs to be checked. Accordingly, 536 pulse oximeters have been procured @ Rs.1640/- with total financial implication of Rs.8,79,040/-.

*Executive Committee of SHS (D) ratified the procurement of Pulse Oximeters. It has been directed to ensure that rule position is justified as procurement has been done on Rate Contract of other organization.*

**h. Hiring of DTC buses for transportation of mobilization of healthcare staff and COVID suspected / positive cases**

Executive Committee was informed that DTC buses have been hired for mobilization of staff and transportation of transportation of COVID suspected / positive cases as per terms and conditions of DTC for Special Hire Buses as under:

Sr	Particulars	Low Floor Non-AC Buses (Rs.)	Low Floor AC Buses (Rs.)
1	Charges per K.M. (Garage to Garage)	60/-	75/-
2.	Minimum charges per bus per day	3000/- (Up to 50 KMs excluding detention charges)	8000/- ( Up to 106.6 KMs excluding detention charges)
3.	Detention charges per hour	400/-	800/-
4.	Night charges per bus per night (between 2300 hrs. to 0400 hrs.)	400/-	600/-
5.	Minimum cancellation charges per bus.	750/-	1000/-
6.	GST @ 18% and as applicable at that time.		

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It was proposed to approve Hiring of buses for:

- Transportation of staff to and fro from Hospital/ Health Centres etc
- Transportation of COVID suspected / positive cases to COVID Hospitals/ COVID Care Centres/ Health Centres.

*Executive Committee of SHS (D) ratified the hiring of Buses for Transportation of staff during the lockdown as per terms and conditions of DTC for Special Hire Buses. It has been directed to ensure economical use, proper utilization and fulfillment of all codal formalities.*

*One-time approved has been granted for mobilization of COVID suspected / positive cases in Markaz to COVID Hospitals/ COVID Care Centres/ COVID Health Centres.*

#### **i. Engagement of ambulances**

In -principle approval for hiring of 30 ambulances Delhi Arogya Kosh rates i.e. @ Rs.1000 for upto 10 km and Rs. 100 for every additional km/ambulance/day for transportation of COVID-19 suspected/confirmed cases was received.

Accordingly, work order was issued but only 7 ambulances were arranged (from M/s Medulance Healthcare Pvt. Ltd, M/s Kapoor Medical Centre and M/s Jeewak Ambulance Services) due to limited number of BLS ambulances available in Delhi and nearby States.

Further, M/s Rakkshak Kubera Solutions Pvt. Ltd was issued work order for provision of 15 ambulances on nomination basis. The same will be placed before the cabinet for post facto approval.

*Executive Committee of SHS (D) ratified engagement of ambulances.*

#### **j. Funds for integration of AYUSH system in management of COVID-19 pandemic**

*Executive Committee of SHS (D) was informed that a proposal requesting for funds for incurring expenditure on integration of AYUSH system in containment of COVID-19 was received from Director-AYUSH.*

The following activities have been proposed:

Sr.	Activity	Total Amount (Rs. in Lakhs)
1	Procurement of Medicines and Sundries	
	Homoeopathic	10
	Ayurvedic	100
	Unani	50
2	Procurement of PPE and other logistics	20
3	Hiring of Vehicles one each for 11 Districts	15
4	Contingency Expenditure (expenditure of training, telemedicine, etc.)	10
	<b>Total</b>	<b>205</b>

A file requesting for approval for vehicles and accommodation for AYUSH Medical Officers deputed for COVID 19 duties in 11 Revenue districts was received, which has been approved by the competent authority. It has been requested to include the budget in District wise proposals.

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*Executive Committee of SHS (D) approved to release a fund of Rs. 185 Lakh to AYUSH. Procurements of PPE and other logistics has not been approved and it has been directed to get the same indented from DGHS.*

**k. Mobilization of District Teams to ensure timely action and proper follow up of Home Isolation**

To ensure adoption of uniform pattern for taking care of COVID 19 patients and to prevent spread of infection during the lockdown, the COVID positive patient are being contacted by a team of trained field functionaries.

Mobility support for the team has been arranged by 5 Auto Rikshaw per District. Each Auto Rikshaw will be paid Rs. 1200/- per day.

The team of two members will be incentivized with Rs. 200 per patient visited, i.e Rs. 100 per team member. Further, an additional amount of Rs. 200 will be given for refreshments.

1 team will visit an average of 10 patients per day.

(Auto @ Rs.1200 X 30 days= Rs.36000/- per month.

Team incentives for 10 patients @ Rs. 200 (incentive) and Rs. 200 (refreshment)for 1 month =Rs.1,20,000)

The approximate financial implication will be Rs.312000/- for 2 months for 1 team.

For 11 IDHS with 5 teams each, approx expenditure will be Rs. 1,71,60,000/-.

*Executive Committee of SHS (D) ratified the proposal of Mobilization of District Teams.*

**l. Management of home quarantined COVID-19 patients**

Executive Committee of SHS (D) was informed that the management of home quarantined COVID-19 patients has been assigned to M/s Portea on nomination basis as per work flow approved by department of Health and Family Welfare, GNCTD at a cost of Rs. 6 Lakh for setup and Rs.1500 per patient for a total of 5000 patients.

The total financial implication of the project is Rs.81 Lakh.

*Executive Committee of SHS (D) ratified the Management of home quarantined COVID-19 patients by Portea. It has been directed to make payments on pro –rata basis on the number of patients managed. It has also been directed to re-tender if required or negotiate for rates in case of re-tendering.*

**m. Engagement of Human Resource on Short Term / adhoc basis**

In principle approval for engagement of Human Resource on short basis for COVID-19 duties has been received.

D.O dated 21<sup>st</sup> March 2020 may be shared with all Directorates and Integrated District Health Societies for delegation of powers for engagement to District Magistrates (**Annexure-5**).

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It was proposed to hire human resource initially till 30.06.2020 from the merit list of shortlisted candidates in AAMC Cell at State/IDHS level subjected to willingness of candidates for approved posts at rates as under:

Sr.	Post	Proposed Monthly remuneration
1	Medical Officer	Rs. 1 Lakh
2	ANM	Rs. 40,000
3	LT	Rs. 35,000
4	Pharmacist	Rs. 40,000
5	CDEO	As per minimum wages of the State
6	MTS/ Sanitation Staff	As per minimum wages of the State

*Executive Committee of SHS (D) approved the engagement of Human Resource on adhoc/ short term basis till 30.06.2020 on the rates proposed subject to proper utilization of in-position staff. It has been directed to make the payments on pro-rata basis as per actual no. of days attended.*

*Executive Committee approved engagement of candidates from available panel list of DSHM/AAMC Control Cell at State/IDHS.*

*The services may be extended, subject to approval of extension received from MoHFW, GoI.*

**Agenda Point No. 2: Request for release of Rs.9,43,56,800/- has been received from CATS**

Executive Committee of SHS (D) was informed that regarding the request dated 11.05.2020 received from Admin Officer, CATS vide which it has been informed that in line with Cabinet decision 2826 dated 22.04.2020, 60 BLS ambulances have been hired from M/s GVK EMRI Pvt. Ltd for 6 months to cope up with increased manifold number of patients due to COVID-19 pandemic.

The lease rent of ambulances is Rs. 50000/-per month per ambulance and operational expenses are Rs.1,98,000/-.

Also, 10 ambulances have been provided by Indian Army for transportation of COVID-19 /non COVID-19 patients to meet requirement during COVID-19. Expenditure of fuel will be required for these ambulances.

Rs. 5 Lakh has been requested to meet miscellaneous expenditure like medical consumables, repair and maintenance of these ambulances.

Rs.9.43,56,800/- has been requested for expenditure till October. Accordingly, it is proposed that Rs. 3 Crore may be kept for CATS till 30.06.2020 (Rs. 237.6 Lakh for operational charges, 60 Lakh for lease rent and 2.4 Lakh for Fuel and other misc. charges)

*Executive Committee approved reimbursement of lease rent and operational expenses of 60 Ambulances and fuel charges for army ambulances as per actual till 30.06.2020.*



**Agenda Point No. 3: Administrative Approval of Supplementary Program Implementation Plan 2019-20**

Empowered Committee was informed that approval of 1<sup>st</sup> Supplementary PIP for Delhi for the Financial Year 2019-20 has been received vide F.No M-11016/38/2020-NHM-II dated 18.03.2020. An additional amount of Rs. 25.78 Crores has been approved in 1st Supplementary PIP.

**Loyalty/ Experience Bonus:** Funds have been approved for Loyalty/Experience Bonus w.e.f 01.04.2019 for staff that is in continuous service under NHM including:

- 10% on the base salary of the staff >3<5 years of continuous service under NHM
- 15% on base salary of the staff >5 years of continuous service under NHM
- Additional 5% on base salary of the staff who have already received 10%bonus previous year and are falling into the experience bracket of >5 years from this year onwards.

As per Gol policy, loyalty/experience bonus may be given to all contractual engagements under Delhi State Health Mission.

*Executive Committee approved to extend Loyalty Bonus as proposed.*

**Other key approvals:-**

S. No.	Budget Head	Activity	Approved Budget (Rs. In lakh)	Remarks
1	5.1.1.1.g	Facility based newborn care centre (SNCU /NBSU /NBCC / KMC unit)	40.00	Approved. Activity for establishment of 30 bedded SNCU at LHMC
3	6.2.14.2	Procurement of Drugs (RNTCP)	170.00	Approved
4	6.4.3	Free Diagnostics for pregnant women under JSSK	300.00	Approved. State to share the proposed target with unit cost.
5	8.2	Annual Increment for all the existing positions	804.98	Approval of Rs.804.98 Lakh as experience bonus for staff who are in continuous service under NHM.
6	16.4.1.1	Salaries for staff on deputation (contractual staff under NIDDCP)	0.00	Not approved, decided in NPCC, under NIDDCP, one post each of Technical Officer, One Statistical Officer, and One LDC/Typist may be deputed from existing regular cadre.
7	16.4.4	PM HR Increment	125.62	Approved
8	18.4	Development of Model Early Intervention Centre / COE (under RBSK)	267.89	Approved for Development of Model Early Intervention Centre / COE (under RBSK) at LHMC & Associated Kalawati Saran Children's Hospital.

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S. No.	Budget Head	Activity	Approved Budget (Rs. In lakh)	Remarks
9	U.3.1.3.1	Other Non Monetary Incentives Costs (badge, uniform, ID, etc)	289.02	Approved
10	U.16.8.4	PM HR Increment	55.14	Approved

*Executive Committee approved dissemination of administrative approval of Supplementary PIP received from MoHFW, GoI and allocation of budgets accordingly. It has been directed to book expenditure of FY 2019-20 during the current financial year 2020-21 out of the committed liabilities of FY 2019-20 as per guidelines on Committed and Uncommitted Unspent Balances under National Health Mission (Annexure-6).*

**Agenda Point No. 4: Administrative Approval of State Program Implementation Plan 2020-21**

Approval of Delhi State PIP 2020-21 has been received vide F.No M-11016/38/2020-NHM-II dated 30.04.2020.

The total funds available for 2020-21 are as per following details:

Particulars	(Rs. In Crore)
	FY 2020-21
(a) GoI Support (Flexible Pool allocation including Cash and Kind)	134.12
(b) GoI Support for Incentive Pool based on last year's performance (assuming no incentive /reduction on account of performance)	28.11
(c) GoI Support (under Infrastructure Maintenance)	5.46
<b>Total GoI Support (a+b+c)</b>	<b>167.69</b>
UT Share (40%)	111.8
<b>Total Resource Envelope</b>	<b>279.49</b>

**Enhancement of monthly remuneration of contractual engagements under DSHM:** In principle 5% of the total HR budget is approved as lump sum for increment and an additional 3% of the total HR budget is approved as lump sum for HR rationalization (where proposed by the State).

As per GoI policy, an enhancement of 5% may be given to all contractual engagements under Delhi State Health Mission.

*Executive Committee approved annual enhancement of 5% to all contractual engagements under Delhi State Health Mission w.e.f 01.04.2020.*

**Other key approvals are submitted for consideration:-**

S. No.	Budget Head	Activity	Approved Budget (Rs. In lakh)	Remarks
1	7.4.1.1	The Opex for PTA and BLS ambulances were proposed @ Rs. 1.2 lakh per ambulance per month in place of Rs. 0.2 lakh	2419.20	Approved for 168 Ambulance @ Rs.1,20,000/- per month for 12 months

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S. No.	Budget Head	Activity	Approved Budget (Rs. In lakh)	Remarks
3	8.1.4	<b>Dental Staff</b> : 25 Dentists, Dental Hygienist and Dental Assistant was proposed for Polyclinics which are already functional	309.00	Approved 25 Positions for 12 months in principle.
4	U.18.2	AMMA: Only the cost of dentures was proposed	12.00	A sum of Rs.11 Lakh @ Rs.2,000/- per denture for 500 dentures is approved Rs.1 Lakh for IEC is approved with conditionality that existing dental vans will visit old age homes after conducting their regular camps and provide services to senior citizens including the provision of free denture.
5	15.2.1	Smartphone Based Auscope and Eudiometry For Field Screening under NPPCD is being proposed with financial implication of Rs 11 lakh	0.00	The proposal is not approved
6	U.6.2.1.2	Drugs for North MCD proposed in Supplementary PIP for Rs. 9 crore are being re-proposed.	1249.42	I. Approved Rs.295.16 Lakh for essential medicine and consumables to 22 MCW Centre Health Units & 7 Maternity Homes of East Delhi Municipal Corporations II. The annual drug require for the Primary Health Care Services of North Delhi Municipal corporation was projected in State PIP F.Y. 2020-21@ Rs.954.26 Lakh

**Executive Committee approved dissemination of administrative approval of State PIP received from MohFW, GoI.** The proposals which have not been approved in administrative approval of State PIP may be proposed in Supplementary PIP 2020-21.

**Agenda Point No. 5: Renewal of contract of contractual engagements under State Health Society (Delhi)**

The Contract for contractual engagements under SHS (D) has been renewed as per **Annexure- 7** for one year w.e.f 01.04.2020 to 31.03.2021.

**Executive Committee ratified the renewal of contract.**

**Agenda Point No. 6: Regarding re- appointment of statutory auditor for the f.y. 2019-20**

As per clause-15 of Request for proposal (RFP) for the f.y. 2018-19 regarding appointment of statutory auditor for SHS, DHS and all programs under NHM including NCD for Re-Appointment of auditor is re-produced as under:

“The auditor once appointed can continue for three years, subject to the satisfaction of the performance by the state and the State which wishes to re-appoint the same auditor shall have to seek the approval of the Executive Committee after obtaining the consent of the auditor.”

W.r.t above, MD DSHM, SHS has approved the re-appointment of the same Statutory Auditor M/s Amit Ray & Co, Chartered Accountant, Delhi for the f.y. 2019-20 @ 1,18, 000/- inclusive all. M/s Amit Ray & Co. was appointed through open tender in the year 2018-19.

Regarding above, an e-mail received from the CA firm showing inability to conduct statutory audit for the f.y. 2019-20 due to lacking the requisite staff due to COVID -19. To carry out the audit firm required to deploy additional staff to Delhi from other branch location with additional costing of Rs. 75000/- over and above the original cost.

*Executive committee directed to float a fresh tender for appointment of Statutory Auditor.*

**Agenda Point No. 7: Regarding appointment of Concurrent auditor for the f.y. 2019-20**

It is informed that concurrent auditor for the f.y. 2019-20 of state and district level finalized in the M/o Mar-2020 as per following firms with rate:

State /District	Name of Firm proposed for appointment as concurrent auditor	Amount of fees (in Rs. Per month)
East	M/S Arvind Rattan & Co.	3658
West	M/s KBDS & Co.	3658
North	M/s KBDS & Co.	3658
North-East	M/S Arvind Rattan & Co.	3658
Shahdara	M/S Arvind Rattan & Co.	3658
North-west	M/s KBDS & Co.	3658
South	M/s Jain V. & co.	3658
South-East	M/s Jain V. & co.	3658
South-West	M/s Jain V. & co.	3658
Central	M/s RSM & Associates	3658
New Delhi	M/s RSM & Associates	3658
State	M/s RSM & Associates	8850

Due to pandemic situation occurred due to COVID-19, the work of Concurrent audit for f.y. 2019-20 not yet started.

In view of the above facts, Executive committee may give directions regarding:

- Appointment of concurrent auditor for the f.y. 2019-20 along with work, remuneration etc.
- Re- Appointment of same auditor for the f.y. 2020-21.

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*Executive committee directed to float a fresh tender for appointment of Concurrent Auditor for 2020-21 .*

**Agenda Point No. 8: Financial progress under Delhi State Health Mission.**

The financial progress as per **Annexure-8** was submitted to Empowered Committee for appraisal.

*Financial progress under Delhi State Health Mission was noted by Executive Committee of State Health Society (Delhi).*



## ATTENDANCE

Subject : Meeting of Executive/Empowered Committee of State Health Society (Delhi)

Date : 19/05/2020

S. No.	Name	Designation & Department	Mobile No.	Email ID
1	Mr. H Rajesh	Pr. Secretary (H&FW)/ Chairman SHS (D)		
2	Padmini Singla	Secretary, Health & Family Welfare, GNCTD		pshealth@nic.in
10	Dr. Nutan Mundeja	State Program Officer, DSHM	9999888149	dshmspmu1@gmail.com
9	S.M. Ali	Mission Director, DSHM		
2	Mr. Manoj Kumar	Dy. Secretary, Finance		manoj.kr66@gov.in
3	Mr. Sandeep	Addl. Commissioner, North DMC	8448024802	
4	Dr. R. K. Manchanda	Director, AYUSH	9811014493	
6	Dr. Alka Gupta	Addl. DHA, South DMC	9810742201	addldhamcw@gmail.com
7	Dr. Venkatesh B. G.	CMO (Plan), East DMC	9717750144	dha.edmc@gmail.com
8	Sh. Sant Kumar	Dy. Director (Finance), DSHM	9910694376	
11	Dr. G. P. Singh	CMO (Plan), North DMC	9717787042	cmoplan@gmail.com
12	Dr. Ashok Rawat	MHO, North DMC	9811622821	amhoph@gmail.com
13	Dr. D Somashankar	Addl. MHO, PH East DMC	9968826953	addlmhoedmc@gmail.com
14	Dr. Mani Bhatia	SPM, DSHM	9873780770	dshmspm@gmail.com

47982/2020/SPM New FMR	Particulars	Total	
		Expected Physical Deliverables	Budget (in Rs. lakhs)
<b>B.31</b>	<b>COVID 19 (Grand Total)</b>		<b>29222.00</b>
			<b>6758.75</b>
<b>B.31.1</b>	Equipment for molecular tests		600.00
	Equipment for other diagnostics		217.03
	Reagent/ Diagnostic Kits including provision for sero-surveillance		436.00
	VTMs (Rs.250)	241200	603.00
	RT-PCR test Kit (Rs.134000)	1308	1752.72
	Lab Testing Pvt. Lab	90000	3150.00
	<b>Drugs and supplies including PPE and masks (Total)</b>		<b>7681.26</b>
<b>B.31.2</b>	Essential drugs including for COVID		1696.73
	Oxygen		2.50
	PPE (Rs.700)	415,642	2909.50
	N 95 Masks (Rs.50)	3,116,000	1558.00
	Triple layer Mask (Rs.10)	2,043,300	204.33
	Gloves	458,850	55.46
	Alcohol Rub (Rs.250 for 500 ML)	141,896	354.74
	Any Other		900.00
		<b>Equipment/ facilities for patient-care including support for ventilators etc. (Total)</b>	
<b>B.31.3</b>	ICU Bed		234.00
	Ventilators (Fixed / Portable) (@ Rs.15 Lakh)	171.00	2569.00
	Dialysis machines (Haemodialysis and Portable dialysis machines)		75.00
	Patient monitor/Multipara monitor with provision of invasive parameter measurements		1198.00
	Defibrillator / AED		498.00
	Mobile X-ray with CR system		0.00
	CT Scan		0.00
	USG (Portable)		0.00
	AHU including Ductless		0.00
	Flash Sterilizers		54.00
	Pulse Oximeter		9.00
	Flow meter		47.50
	ABG		262.50
	ECMO		400.00
	Equipment Maintenance/AMC etc.		0.00
	Autoclave and consumables, (e.g. biological indicators, tape indicators, etc.)		84.65
	Water Storage Capacity for storing water requirement for 48 hours		10.00
	Waste Storage Facility for Biomedical Waste, Covered Trolleys, Consumables for Bio-		92.22
	Waste storage facility for general waste and consumables		9.50
	Consumables for on-site disinfection of patients' linen		17.64
	Equipment for on-site disinfection of waste (Microwave or Autoclave)		86.00
	Creating adequate Hand-washing facilities at all facilities (sub-centre upwards)		61.70
	Disinfectant-Sodium Hypochlorite/Hydrogen Peroxide/Glutaraldehyde		55.03
	Isolation ward with Oxygen		0.00
	Isolation Room with Negative Pressure – 40 psi		500.00
	Holding & Screening in Emergency and OPD		25.00
	CSSD		60.00
	Mechanized Laundry		70.00
	Medical Gas Pipeline System/ Manifold/Other Infrastructure		5.00
	Infrastructure including residential, quarantine/isolation facilities		533.75
	Residential Facility for Hospital Staff		1717.50
	Drainage System with ETP		15.75
	Kitchen		415.00
Ambulance Parking		0.00	
Decontamination Area		2.00	
Mortuary		0.00	
New Construction (If any, please specify)		100.00	
Temporary construction (If any, please specify)		50.00	
Any other equipment		1383.40	

47982/2020/SPM	Particulars	Total	
		Expected Physical Deliverables	Budget (in Rs. lakhs)
<b>B.31</b>	<b>COVID 19 (Grand Total)</b>		<b>29222.00</b>
	Any other furniture		45.50
	<b>HR (Existing and Additional) including incentives for Community Health Volunteers (T</b>		<b>1000.00</b>
	Physician	0.00	0.00
	GDMOs	326.00	349.88
	Nurses/ANMs	111.00	66.90
	Laboratory Technicians	104.00	47.17
	Any other (Specialists)	3.00	3.83
<b>B.31.4</b>	Epidemiological Unit at District level-	0.00	0.00
	Support Staff:-	0.00	0.00
	Nursing orderly/Peon/MTS	161.00	55.54
	Sanitation Staff/Housekeeping staff	528.00	182.16
	Incentives for Front Line Workers- ASHA, ASHA facilitators, MPW (M/F), LH	0.00	155.64
	Incentives for Any Other Hospital Staff	0.00	0.00
	Data Entry Operation	0.00	0.00
	Pharmacist	284.00	138.88
	<b>Mobility Support (Total)</b>		<b>1670.25</b>
	Mobility Support for front line workers for active surveillance	70.00	83.95
	Mobility Support for hospital staff	585.00	715.70
<b>B.31.5</b>	Mobility support for Monitoring & Facility Readiness	219.00	263.25
	Mobility/Courier Services for Diagnostics including Sample Collection and	27.00	33.50
	Referral Transport	12.00	14.50
	Ambulance services	100.00	481.85
	Hearse Van	11.00	46.50
	Any Other	0.00	31.00
	<b>IT systems including Hardware and software, etc. (Total)</b>		<b>130.28</b>
	Hardware:-	0.00	0.00
<b>B.31.6</b>	Laptop	0.00	0.00
	Desktop	0.00	0.00
	Printer	0.00	3.00
	Telemedicine/Tele-radiology facility (Portea)	0.00	81.00
	Strengthening IDSP/HMIS/RCH/ COVID Portal (e-Sanjeevani)	0.00	25.00
	Any Other (Mobile for IDSP Control Room)	0.00	21.28
	<b>IEC/BCC (Total)</b>		<b>142.50</b>
	COVID/Health Helpline – 1075/104		10.00
<b>B.31.7</b>	Print/ Mass Media/Digital, etc.		54.00
	Community Radio		10.00
	Social Media interventions		10.00
	Printing: SOPs, Protocols, Posters, etc.		29.50
	Community Based Interventions		3.00
	Any Other		26.00
	<b>Training (Total)</b>		<b>41.30</b>
	Field surveillance, contact tracing, data management and reporting		0.70
<b>B.31.8</b>	Sampling, packaging and shipment of specimen		16.80
	Hospital infection prevention and control including use of appropriate PPEs and biomedical waste m		0.60
	Clinical case management including ventilator management, critical care management		0.00
	Dialysis		0.00
	Training of managers on managing quarantine and isolation facilities		2.30
	Community based training in Psycho –social care.		0.00
	Capacity building for VHSNC, RKS and MAS members- Preparedness, Mitigation and Response		0.55
	Infrastructure for Capacity Building		0.05
	Teaching and Training Aids including videos		0.30
	Any Other		20.00
	<b>Miscellaneous (Total)</b>		<b>1111.02</b>
<b>B.31.9</b>	Untied Funds to the Districts @1 Crore per district with 30% funds retained at	11.00	1100.00
	Any Other (AYUSH)	0.00	10.00
	Any Other (State)	0.00	1.02



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE GENERAL OF HEALTH SERVICES  
(NURSING HOME CELL)

3<sup>RD</sup> FLOOR, DGD BUILDING, S-1, SCHOOL BLOCK, SHAKARPUR, DELHI- 110092

F.No. 23/Misc/COVID-19/DGHS/NHC/2020/Pt-VI/5132-43.

Dated: 07/05/2020.

CORRIGENDUM

Indian Council of Medical Research has recently expanded the list of Private Laboratories performing Real-Time RT-PCR for COVID-19 testing in NCT of Delhi from existing 08 (Eight) Labs to 13 (Thirteen) Labs.

Further, Secretary (Health & FW) vide Order No. 52/DGHS/PH-IV/COVID-19/2020/prsecyhw/6922-7022 dated 06.05.2020 has issued directions to all the ICMR authorized Labs (Govt. & Pvt.) and all MSs/ MDs under H&FW Department to follow the guidelines for effective tracking and monitoring of every COVID-19 suspected case getting tested in various accredited labs across Delhi which includes the directions of Hon'ble High Court of Delhi dated 04.05.2020 in W.P. © No. 3031/2020 and CM Nos. 10549/2020 & 10550/2020.

Accordingly, Order No. 23/Misc/COVID-19/DGHS/NHC/2020/Pt-VI/4839-4849 dated 14.04.2020 and Guidelines/ SOP for payment of bills generated by private Labs issued vide letter No. 23/Misc/COVID-19/DGHS/NHC/2020/Pt-VI/4933-40 dated 22.04.2020 are being modified as below:

In case the number of samples collected is more than the combined capacity of government labs, the samples collected by the O/o Chief District Medical Officer; Government COVID-19 designated Hospitals; COVID Health Centres; COVID Isolation Centres and COVID Testing Centres shall be sent to private labs as per their allocated districts either through the concerned Chief District Medical Officer or through the concerned Director/Medical Director of the Government COVID-19 designated Hospital or through the Medical Director/ Medical Superintendent /CDMO with which COVID Health Centres (CHCs); COVID Isolation Centres (CICs) and COVID Testing Centres (CTCs) are linked.

The district wise allocation of private Labs is as under:

S. No	Districts	Designated private lab	Capacity (Samples/ day)	Contact Person	Mobile No. & Email Id
1.	North West	Dr. Lal Path Labs	4000	Mr. Anil Chandwani	8130888200 <a href="mailto:anil.chandwani@lalpathlabs.com">anil.chandwani@lalpathlabs.com</a>
2.	North			Mr. Anil Chandwani	8130888200 <a href="mailto:anil.chandwani@lalpathlabs.com">anil.chandwani@lalpathlabs.com</a>
3.	North East	Dr. Lal Path Labs	Not functional as on date	Dr. Gauri Agarwal	9810033483 <a href="mailto:dr.gauriagarwalsoi@gmail.com">dr.gauriagarwalsoi@gmail.com</a>
		*Genestrings Diagnostic Centre Pvt. Ltd.			
4.	Central	Sir Ganga Ram Hospital Clinical Lab Services, SGRH	80	Dr. Shalini	9971170997 <a href="mailto:chawlashalini9@gmail.com">chawlashalini9@gmail.com</a>
		Deptt. of Lab Services, Dr. B.L. Kapur Memorial Hospital	100	Dr. Purbi	9899094295 <a href="mailto:purbi.burman@blkhospital.com">purbi.burman@blkhospital.com</a>
5.	New Delhi	Oncquest Labs	200	Dr. Sarjana Dutt	9811214116 <a href="mailto:sarjana.dutt@oncquest.net">sarjana.dutt@oncquest.net</a>
6.	South	Dr. Dang's Lab	120	Dr. Leena Chatterjee	9810102458 <a href="mailto:leenachatterjee@drdangslab.com">leenachatterjee@drdangslab.com</a>
7.	South East	Laboratory Services Indraprastha Apollo Hospital	60	Dr. Mohit Chowdhry	8929700877 <a href="mailto:mohit_c@apollohospitalsdelhi.com">mohit_c@apollohospitalsdelhi.com</a>
		Lifeline Laboratory (functional by 06.05.2020)	350	Dr. Asha Bhatnagar	9810277997 <a href="mailto:lifelinelab@lifelinelaboratory.com">lifelinelab@lifelinelaboratory.com</a>

8.	East	Max Lab, Max Super Specialty Hospital, Saket	450	Dr. Poonam Das	9811209101 pdas@maxhealthcare.com
9.	Shahdara				
10.	South West	Prognosis Laboratories	150	Dr. Deepak Sadhwani	9818961114 care.prlworld@gmail.com
11.	West	City X-Ray & Scan Clinic Pvt. Ltd.	300	Dr. Sunita Kapoor	8800999400 director@cityxrayclinic.com
		Star Imaging & Path Lab Pvt. Ltd. (functional by 15.05.2020)	100	Sameer Bhati	9811182359 samcerbhati@starmaging.in
		*Deptt. of Laboratory Services, Action Cancer Hospital	Not functional as on date	Dr. Naveen Aggarwal	9811050577 drnagarwal@actioncancerhospital.com

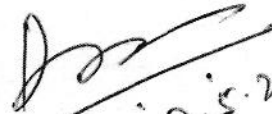
Note:

1. The samples collected at Delhi Government COVID-19 designated hospitals/CHC/ CIC/ CTC and by O/o Chief District Medical Officer shall be labelled and packed in the transport container provided by the Lab having requisite temperature as per protocol.
2. The collection centres / teams in Delhi shall fill the details on RT-PCR app only.
3. Henceforth, no manual Sample Requisition Form (SRF) shall be accepted
4. The runner of the designated private Lab shall receive the sample(s) only after confirming that the details have been filled on RT-PCR app. He shall give a receipt of the number of samples being transported.
5. The designated private Labs shall send the report within 24 hours, but not later than 48 hours in any case, on E-mail ID: [idsplabreporting@gmail.com](mailto:idsplabreporting@gmail.com)
6. The bills alongwith copy of the Form ID(s) and report of the test(s) shall be submitted by the private Labs to O/o CDMO-cum-Mission Director/ Director/Medical Director/ Medical Superintendent of the hospital from where the requisition for COVID-19 test has been made for payment purposes on a weekly basis.
7. In case the designated private lab of Districts at S.Nos. 4 to 11 does not receive the sample or has informed that it has already reached its maximum capacity, the sample may be sent to Dr. Lal Path Labs after confirmation with the Nodal Person of the said Lab regarding available capacity.
8. All samples collected by Private Labs from a public facility shall ensure that the reports are submitted timely i.e. within 24 hours, but not later than 48 hours, failing which the payment for the sample(s) tested will not be made.
9. No Labs shall collect sample more than 10% of its declared capacity, as overcrowding of samples leads to inordinate delays.

The private authorized / designated Labs shall be paid from the COVID funds released by Government of India under National Health Mission to Delhi State Health Mission at the following rates:

Sample taken by	Testing Kit provided by	Cost (in Rupees)
Private	Private	4500/-
Government	Private	3500/-
Government	Government	2200/-

This issues with the prior approval of the competent authority.

  
7.5.2020  
(Dr R. N. Das)

Medical Superintendent- Nursing Homes

F.No. 23/Misc/COVID-19/DGHS/NHC/2020/Pt-VI/ 5132-43.

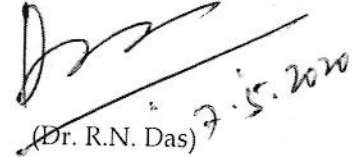
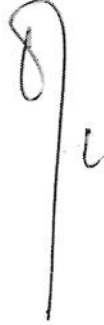
Copy to:

1. Secretary to Hon'ble Minister of Health, Govt. of NCT of Delhi

Dated 07/05/2020.

47982/2020/SPM

3. Mission Director, Delhi State Health Mission, A&B Wing, 6th Floor, Vikas Bhawan-II, Civil Lines, Delhi - 110054,
4. Director General Health Services, F-17, Karkardooma, Delhi- 110032
5. Medical Directors / Director of all COVID-19 designated Delhi Govt. Hospitals
6. Medical Superintendents of all Government Hospitals either owned and run by Delhi Government or run under autonomous mode
7. CDMOs of all 11 Districts of NCT of Delhi
8. Addl. Director, PH-IV, 3<sup>rd</sup> Floor, S-1, School Block, Shakarpur, Delhi- 110092
9. Dr. Gautam Kr. Singh, SPO (Adolescent Health), DFW
10. All District Surveillance Officers
11. Proprietors of all 13 private Labs authorized for COVID-19 testing in NCT of Delhi



(Dr. R.N. Das)

7.5.2020

Medical Superintendent Nursing Homes



## State Program Management Unit Delhi State Health Mission

6<sup>th</sup> Floor, A & B-Wing, Vikas Bhawan-II, Civil Lines, Delhi-11054

Email ID : dshmspmu1@gmail.com

Phone : 011-23812902-04

F10-12/9/2020-Estt. / I/5039/2020

Dated: 05/05/2020

To

The Mission Director  
All Integrated District Health Societies  
Delhi

**Subject: Operational and Financial Guidelines /SOPs for Accommodation hiring/ provision of Kitchen/ /Sanitation Services.**


Sir/Madam

I have been directed to forward the approved **Operational and Financial Guidelines /SOPs for Accommodation hiring/ provision of Kitchen/ /Sanitation Services** for the Hospital Staff and others for services for COVID Dedicated Hospitals, COVID Health Centres, COVID Care Centres, Hospitals and Districts through NHM funds.

The guidance note received from MoHFW which provides the framework for preparation and implementation of Emergency COVID Response Plan (ECRP) with details of activities necessary for effective emergency response (up to 30th June 2020) is attached for your perusal.

A request for Emergency COVID Response Plan for the period 01.04.2020 to 30.6.2020 has already been made and the same is still awaited. The same may be sent to State Program Management Unit for approval by Executive Committee under Delhi State Health Mission. The Monthly Expenditure Statement may be sent to Finance Section of State Program Management Unit, Delhi State Health Mission.

This issues with the approval of competent authority.

  
State Program Manager  
Delhi State Health Mission

F10-12/9/2020-Estt.

Dated: 05/05/2020

Copy to:

1. PS to Pr. Secretary (H&FW), GNCTD
2. PS to Secretary (H&FW), GNCTD
3. PA to Mission Director, DSHM
4. PA to Director, DGHS
5. PA to Director, DFW
6. All SPOs
7. Medical Directors/ Medical Superintendants- through concerned IDHS
8. DD (Finance)
9. DPMs/ DAMs- All IDHS

**Operational guidelines for accommodation of healthcare staff are as under:**

1. Approved type of accommodation along with rates is as under:

Sr.	Type of Staff	Type of Accommodation	Ceiling Rates / person/ day (including meals (Break Fast+Lunch+ Dinner and laundry))*
1	Doctors/Sr. Administrative Staff**	4 Star/ 5 Star	3500 (Including GST)
2	Nurses	Hotel Accommodation	2500 (Including GST)
3	Paramedics	Hotel Accommodation	2500 (Including GST)
4	Supporting Staff/CDEO/ Clerical Staff	Dharamshala/ Hotel	1500 (Including GST)

\* In case of any deviation from set rates, approval may be sought from competent authority for approval.

\*\* Senior Administrative Staff/CDEO/Clerical Staff from across the border deputed in Public Health facilities for essential hospital services

2. The list of category wise staff shall be approved by requisitioning authority.
3. The DM/CDMO/Hospital MD/MS must place order for the required accommodation as per eligibility in hotel / dharamshala
4. The work order must include the following points :
  - I. The payment shall be made on actual occupancies basis from the day the occupant occupies the room.
  - II. No advance payment shall be made.
  - III. Meals should be served to the occupants in the rooms in disposable plates/ containers which should be disposed as per Bio-Medical waste ensuring due protocols.
  - IV. The hotel shall deploy their security personnel in such a way so that movement of these occupants shall be restricted in the confined area.
  - V. The hotel staff should wear mask, hand gloves and take all other safety measures and maintain proper social distancing protocol.
5. The additional terms and conditions may be added as decided by the requisitioning authority

*inams*



विकास शील  
विकास सेवा  
VIKAS SHEEL  
The Government of India



सत्यमेव जयते

Annexure - 13

भारत सरकार  
स्वास्थ्य एवं परिवार कल्याण मंत्रालय  
नियोग बवन, नई दिल्ली - 110011  
Government of India  
Ministry of Health & Family Welfare  
Kirmian Bhavan, New Delhi - 110011  
Tel. : 011-23063506  
: 011-23061481 (T/F)  
E-mail : sheelv@nic.in

D.O. No. Z/18-10/NHM-1/Part  
Dated 21<sup>st</sup> March, 2020

Dear Sir/Madam,

At the outset I wish to compliment the efforts of your teams in containing, controlling and managing the COVID-19. Whereas, the HR teams have to re-purpose themselves to respond to COVID-19 challenge including a possible surge, it is also equally important to ensure that at least the core essential services such as immunization, care of pregnant women and newborns, children, elderly and frail or a control etc. are not compromised.

In such a scenario, it is necessary to make all our efforts to supplement the necessary HR such as doctors, nurses and multi-purpose workers (males and females). Please take note that flexibility has already been given to States/UTs for engagement of additional HR for 3-6 months vide my D.O. letter no. Z/18-10/NHM-1/Part, dated 15.03.20, vide which flexibility has been provided to States/UTs for appropriation of resources under NHM for management of COVID-19. Although, engagement of HR under the NHM is entirely in the domain of state governments, however, to meet the urgent need for additional HR, the states may explore avenues for -

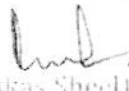
Delegation of powers to District Collector/Deputy Commissioners for engagement of HR including engagement of retired doctors, nurses, and multi-purpose workers and other necessary staff for clinical services.

The process for engagement of HR may be simplified. Processes such as walk-in interviews for engagement of additional HR through placement agencies, may also be explored.

It is reiterated that suitable provisions may also be made in the appropriate COVID FMR code (B.31.4) and a copy of the re-application order may please be shared with the Ministry.

warm regards

Yours sincerely

  
(Vikas Sheel) 21/3/20

1. Additional Chief Secretary/Principle Secretary/Secretary Health - All States/UTs.
2. Mission Directors - National Health Mission - All States/UTs.

एडस जानकारी ही बचाव है  
Talking about AIDS is taking care of each other  
www.mohfw.nic.in

### Guidelines on Committed and Uncommitted Unspent Balances under NHM

Under NHM the funds released to the States, if not spent, do not lapse at the close of the financial year but are carried over to the next financial year in the form of committed and uncommitted unspent balances.

#### Unspent Balances

Before understanding the concept of committed and uncommitted unspent balances, we need to understand about unspent balance. The total funds made available to a State/UT during a financial year (FY) less the expenditure incurred is calculated as / taken as unspent balance.

**Unspent Bal. = Total Funds available with the State (F.Y) - Exp. Incurred**



**Total Funds = Opening Bal. + Releases from GOI & State Share + Interest & other Receipts- Refunds made by State/UT (if any)**

The total funds made available comprises of the opening balance available plus the releases from GoI and State share (including those in transit) plus interest & other receipts less refunds made by the State/UT (if any). At the end of the FY the unspent balance may be in the form of Cash in hand, balance in bank and advances. Advances, if any, given to the Districts/other implementing agencies for any activity against which nil/partial utilization has been reported by the end of the year will also be considered as unspent balance.

#### Types of unspent balances:

Unspent balances can be categorized into - (a) Committed unspent balance and (b) uncommitted unspent balance. Both of these balances become part of the Resource envelope for the next year's PIP approval. Activities under committed unspent balances need revalidation to be spent in the next year as these were already approved in the previous year PIP.

Maximum amount of committed expenditure against an activity cannot exceed the approval for that particular activity less expenditure already incurred. The activities under committed unspent balance remain the same (based on RoP against which it



has been committed), whereas the uncommitted unspent balance is available towards new activities for next year.

#### **Committed Unspent Balances**

Committed Unspent Balance is the amount available against any of the activities which are one of the following:-

- a) **Paid to the various implementing agencies, peripheral units to carry out health related activities but expenditure has not been incurred or not reported and remained as advances.**

Advances given to District Health Societies/Blocks/CHCs/PHCs/HSCs for various activities but to the extent of expenditure not reported remained as committed unspent balances as the advances paid to subsidiary units are against the approved activities.

- b) **Carried out and completed during the year but the payment (partly or full) is yet to be made.**

In case of procurement of drugs and consumables, order has been placed, drugs have been delivered but payment has not been made as the drugs have been sent for testing. Hence, the activity can be demarcated as committed activity as the payment for the same will be made in the coming months.

Every effort must be made to clear all the liabilities of a financial Year within that year. However at times despite efforts bills for some of the vendors remain unpaid though the services/goods have been delivered.

- c) **May have been initiated, partly executed but not completed yet.**

- a) Construction for a health facility has already started or is underway but not completed by the end of the year and full payment has not been made. Hence, this activity may be shifted to next year and the funds may be demarcated as committed unspent.
- b) Materials printed for training, venue booked for training, expenditure on contingencies incurred, training of all batches not completed or partly completed etc.

- c) Advances given to SIHFW/SHSRC for an on-going training program which have not yet been completed
- d) **May have been ordered administratively but not delivered or completed.**
- In case of procurement of drugs and consumables, order has been placed, however drugs have not been delivered yet.
  - MoU signed mid-March and the first payment is to be made after 30 days of rendering services.

**Common Mistakes observed by the States in categorizing Committed unspent balances**

- Showing the salaries of yet to be recruited staff as committed unspent.
- Many states do not give details of an activity and write in the comments 'to be spent out of committed unspent'.
- An activity can be shown as committed if it is an already approved activity and its details are known. Activities which have not been approved cannot be clubbed with an approved activity and shown as committed unspent.
- Salary of a staff that worked in a financial year but not paid the dues by 31<sup>st</sup> March would be treated as committed unspent. Committed salaries must be released on or before 31<sup>st</sup> of March.

**Committed Unspent Balances**

Uncommitted Unspent balance is the amount remaining with the State/ UT at the end of the year after deducting the committed unspent balances from the total unspent balance.

$$\text{Uncommitted unspent Bal} = \text{Total unspent Bal} - \text{Committed unspent Bal.}$$

This will become a part of the Resource Envelope for the State/UT for the next FY.

**Interest Earned:**

Interest earned on NHM funds for amounts not likely to be expended during the financial year would be part of Uncommitted Unspent Balance and to be reported in the PIP for fresh approvals.

Further, the interest accrued on the funds provided to various Implementing agencies for civil works, procurement of drugs and supplies, equipments etc. would also be considered as a part of unspent balance if the funds remained unspent for more than a year period i.e. the funds being given to 3<sup>rd</sup> parties and remained as unspent balance for more than a year would form a part of uncommitted unspent balance.

**Reporting of unspent balances:****Reporting of Committed Unspent Balances:**

During the month of December-January the States are asked to furnish the Programme Implementation Plan (PIP) for the coming year, the States /UTs also project the likely committed and uncommitted unspent balance on 31<sup>st</sup> March as per the available information at that time and in view of the expected expenditure trends of the previous quarters. This information is used for PIP evaluation of the State /UT.

The Committed activities are against the ROP approvals of the current year or the earlier year and are to be reported for validation in the PIP and booking of expenditure to be done in the next financial year. Further, no fresh approvals are required for these activities.

However, at the end of each financial year, States/ UTs are required to furnish the exact amount activity-wise based on actual data which may be categorised as committed or uncommitted unspent balance accordingly. States should collate this information from all the spending centers and should provide this information to GOI.

Any unspent balance is always with reference to a particular date. Unspent balance to be reported at the end of the financial year is to be as on 31<sup>st</sup> March. Many a times error happens due to reporting of expenditure on an assumption basis.

The format in which the unspent balance is to be submitted is enclosed as Annexure.



## State Program Management Unit Delhi State Health Mission

6<sup>th</sup> Floor, A & B-Wing, Vikas Bhawan-II, Civil Lines, Delhi-11054

Email ID : dshmspmu1@gmail.com

Phone : 011-23812902-04

F. No. F1-19/1/2020-Estt./ 1/5007/2020

Date: 30/03/2020

### OFFICE ORDER

Approval of the Chairman, State Health Society (Delhi) is hereby conveyed for renewal of contract under Delhi State Health Mission for one year w.e.f. 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 on the same terms & conditions as the existing contract, for the following personnel:

S.No	Name of the employee	Designation	Initial Date of Joining	Program
1	Arvind Mishra	Communitization Officer	29-02-08	NUHM
2	Preeti Patel	Quality Assurance Consultant	01-10-19	NUHM
3	Alok Kumar Yadav	Logistics Consultant	02-03-12	NUHM
4	Deepmala	State ASHA Coordinator	14-10-13	NUHM
5	Roopak	State ASHA Coordinator	16-07-14	NUHM
6	Mukesh Kumar Gupta	State Finance Manager	01-09-14	NUHM
7	Dr. Mani Bhatia	State Program Manager	11-03-16	NUHM
8	Komal Mathur	State Accounts Manager	01-03-12	NUHM
9	Kuldeep Bhandari	MIS Asst./Sr. Data Asst.	05-03-12	NUHM
10	Swinka Jain	MIS Asst./Sr. Data Asst.	13-03-12	NUHM
11	Vipin Kumar	MIS Asst./Sr. Data Asst.	09-08-10	NUHM
12	Mansi	Graphic Designer	16-06-10	NUHM
13	Hina Ahmad	Stenographer	09-08-10	NUHM
14	Vandana Rawat	Stenographer	07-01-08	NUHM
15	Lukesh Sharma	Stenographer	01-03-12	NUHM
16	Priya Singh	Media Assistant	31-12-13	NUHM
17	Sunny Kumar	Establishment Clerk	01-12-10	NUHM

**Dr. Monika Rana**  
State Program Officer  
Delhi State Health Mission



11/9/20

No	Name of the employee	Designation	Initial Date of Joining	Program
18	Vinod Kumar	Establishment Clerk	20-09-10	NUHM
19	Somesh Kumar	Accounts Assistant	12-12-07	NUHM
20	Laloo Parsad	Accounts Assistant	08-11-12	NUHM
21	Mancesh	CDEO/Data Assistant	09-08-10	NUHM
22	Md. Irshad Ansari	CDIO/Data Assistant	09-08-10	NUHM
23	Vandana Singh	Peon	11-12-07	NUHM
24	Dr. Sonal Kumar	Medical Lecturer	11-01-07	RMNCH+A
25	Dr. Shashi Garg	Medical Officer	10-01-07	RMNCH+A
26	Dr. Indrani L.Sharma	Medical Officer	18-05-07	RMNCH+A
27	Dr. Kamaljeet Kaur	Medical Officer	09-01-07	RMNCH+A
28	Dr. Deepak Kumar	Medical Officer	19-11-19	RMNCH+A
29	Dr. Amrik Singh	Medical Officer	26-11-19	RMNCH+A
30	Dr. Rajkamal Kadyan	Medical Officer	27-11-19	RMNCH+A
31	Munish Arora	MIS Expert	19-11-12	RMNCH+A
32	Garima Sharma	Public Health Nurse	23-10-19	RMNCH+A
33	Bhawana	Pharmacist	17-01-13	RMNCH+A
34	Rakesh Bhardwaj	Account Assistant	13-06-02	RMNCH+A
35	Shuaib Hasan	Account Assistant	14-12-16	RMNCH+A
36	Bharti Madan	Establishment Clerk	05-03-12	RMNCH+A
37	Priya Sharma	Establishment Clerk	13-03-12	RMNCH+A
38	Mahesh	CDEO/Data Assistant	13-03-12	RMNCH+A
39	Sandeep Kumar	CDEO/Data Assistant	13-03-12	RMNCH+A
40	Vijay	Peon	10-12-07	RMNCH+A
41	Sanjay	Peon	07-12-07	RMNCH+A
42	Virender Singh	CDEO/Data Assistant	19-01-12	RMNCH+A
43	Sandeep Singhal	CDEO/Data Assistant	19-12-11	RMNCH+A
44	Sumeet Singh	CDEO/Data Assistant	19-12-11	RMNCH+A
45	Shyam Kumar	CDEO/Data Assistant	19-12-11	RMNCH+A

Dr. Monika Rana  
State Program Officer



*(Handwritten signature)*

S.No	Name of the employee	Designation	Initial Date of Joining	Program
46	Nawab Hussain	CDEO/Data Assistant	19-12-11	RMNCH+A
47	Rashmi	CDEO/Data Assistant	19-12-11	RMNCH+A
48	Brijesh Bhardwaj	CDEO/Data Assistant	20-12-11	RMNCH+A
49	Vijay Verma	CDEO/Data Assistant	26-12-11	RMNCH+A
50	Prakash Bora	CDEO/Data Assistant	19-12-11	RMNCH+A
51	Dr. Necti Babbar	Assistant Programme Officer	14-05-10	NTEP
52	Dr. T. J. Padmini	Medical Officer (STC)	25-04-05	NTEP
53	Dr. Necti Raj	TB-HIV Coordinator	02-12-19	NTEP
54	Dr. Kanika Bhardwaj Jain	DR TB Coordinator	02-12-19	NTEP
55	Dr. Aditi	Medical Officer (STC)	02-12-19	NTEP
56	Azra Jamal	ACSM / IEC Officer	17-04-15	NTEP
57	Kuldeep Kumar Arora	Accounts Officer/State Accountant	10-04-15	NTEP
58	Roop Lal	CDEO/Data Assistant	10-01-07	NTEP
59	Babita	Secretarial Assistant	01-04-03	NTEP
60	Zeeshan Sidiq	Microbiologist IRL	19-12-13	NTEP
61	Seema Dubey	Lab Technician	09-06-06	NTEP
62	Seema Sinha	CDEO/Data Assistant	27-05-11	NTEP
63	Sudha Verma	CDEO/Data Assistant	01-06-11	NTEP
64	Manoj Kr.Singh	Driver	22-07-03	NTEP
65	Dr. Harsh Hora	Medical Officer	09-12-19	NLEP
66	Dharamveer Verma	Non Medical Supervisor	01-04-05	NLEP
67	Shalini Dravaria	Administrative Assistant	01-11-10	NLEP
68	Rajeev Kumar	CDEO/Data Assistant	01-11-10	NLEP
69	Rajendra Dutt Joshi	State Accounts Manager	14-12-12	NPCB
70	Dr. Hansa Kundu	State Consultant, NTCP	12-12-17	NTCP
71	Subodh Kumar Jha	State Accounts Manager	15-11-17	NTCP

All concerned officials are hereby directed to submit their joining report and agreement at the time of joining on the existing terms and conditions.

Dr. Monika Rana




The contract will be valid from the actual date of joining.

(Abbreviations :- NUHM - National Urban Health Mission, RMNCH+A - Reproductive, Maternal, Newborn, Child & Adolescent Health, NTEP-National TB Elimination Program, NLEP- National Leprosy Eradication Program, NPCB - National Program for Control of Blindness and NTCP - National Tobacco Control Program)

*Monika Rana*  
30/03/2020

State Programme Officer  
Delhi State Health Mission

**Dr. Monika Rana**  
State Programme Officer  
Delhi State Health Mission  
Govt. of NCT of Delhi  
06th Floor, 'A' Wing, Vikas Bhawan-II,  
Civil Lines, Delhi-110054

F. No. F1-19/1/2020-Estt./

Copy to:

1. PS to Chairman, State Health Society (Delhi)
2. PA to Mission Director, Delhi State Health Mission
3. PA to DGHS, Delhi cum Vice Chairman SHS (D)
4. PA to Director, DFW, Delhi cum Vice Chairman SHS (D)
5. All concerned State Program Officer (RMNCH+A, NTEP, IDSP, NLEP, NPCB, NTCP)
6. Deputy Director (Finance), Delhi State Health Mission
7. All concerned official

*Monika Rana*  
30/03/2020

State Programme Officer  
Delhi State Health Mission  
Govt. of NCT of Delhi  
06th Floor, 'A' Wing, Vikas Bhawan-II,  
Civil Lines, Delhi-110054

*[Signature]*

*[Signature]*

Scheme	Unspent Balance as on 01.04.2019 (including advances)	Central Share (Including EBR if any) released during 2019-20. (Actual receipt in SHS Bank A/c)	State Share Released vis-à-vis column iii during th 2019-20	Total Available Fund (i+ii+v)	Actual expenditure During 2019-20	Unspent balance as on 01.04.202 (vi-vii)
	(i)	(ii)	(iv)	(vi)	(vii)	(viii)
<b>A. NRHM-RCH Flexible Pool</b>	<b>90.85</b>	<b>5.61</b>	<b>3.74</b>	<b>100.20</b>	<b>17.94</b>	<b>82.26</b>
<b>RCH Flexible Pool</b>	83.84	4.76	3.17	91.77	8.37	83.40
<b>Immunization :</b>						
Routine Immunization	6.40	0.40	0.27	7.07	6.66	0.41
Pulse Polio Immunization	0.21	0.40	0.27	0.88	2.88	-2.00
<b>Total Immunisation</b>	<b>6.61</b>	<b>0.80</b>	<b>0.53</b>	<b>7.94</b>	<b>9.54</b>	<b>-1.60</b>
<b>NIDDCP</b>	0.40	0.05	0.03	0.48	0.03	0.45
<b>Health System Strengthening under NRHM</b>	<b>82.41</b>	<b>35.80</b>	<b>23.87</b>	<b>142.08</b>	<b>63.09</b>	<b>78.99</b>
Other Health System Sterengthening covered under NRHM + NPPCD	44.55	31.78	21.19	97.52	63.09	34.43
Comprehensive Primary Health Care under HSS under NRHM						
ASHA Benefit Package	2.86	4.02	2.68	9.56		9.56
COVID-19	0.00					
<b>Undistributed GIA under RCH flexible pool</b>	35.00			35.00		35.00
<b>Total (NRHM-RCH Flexible pool)</b>	<b>173.26</b>	<b>41.41</b>	<b>27.61</b>	<b>242.28</b>	<b>81.03</b>	<b>161.25</b>
<b>B. National Urban Health Mission</b>	<b>47.44</b>	<b>14.02</b>	<b>9.35</b>	<b>70.81</b>	<b>48.56</b>	<b>22.25</b>
Other Health System Sterengthening covered under NUHM	47.44	14.02	9.35	70.81	48.56	22.25
Comprehensive Primary Health Care under NUHM						
<b>C. Flexible pool for Communicable Diseases</b>						
IDSP	1.48	0.64	0.43	2.55	0.45	2.10
NVBDCP	6.66	0.18	0.12	6.96		6.96
NLEP	0.87	0.46	0.31	1.64	1.12	0.52
RNTCP	40.56	6.36	4.24	51.16	19.56	31.60
NVHCP	0.00	0.13	0.09	0.22		0.22
<b>Total (NDCPs)</b>	<b>49.57</b>	<b>7.77</b>	<b>5.18</b>	<b>62.52</b>	<b>21.13</b>	<b>41.39</b>
<b>D. Flexible Pool for Non-Communicable Diseases</b>						
Nationa Programme for Control of Blindness (NPCB)	2.40		0.00	2.40	1.13	1.27
National Mental Health Programme (NMHP)	1.06		0.00	1.06		1.06
Helath Care for Elderly (HCE)	0.38		0.00	0.38		0.38
National Programme for Prevention & Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS)	3.77		0.00	3.77	0.12	3.65
National Tobacco Control Programmen (NTCP)	1.44		0.00	1.44	0.18	1.26
<b>Undistributed GIA under NCD flexible pool</b>	20.23	0.71	0.47	21.41	0.42	20.99
<b>Total (NCDs)</b>	<b>29.28</b>	<b>0.71</b>	<b>0.47</b>	<b>30.46</b>	<b>1.85</b>	<b>28.61</b>
<b>Sub Total NHM</b>						
<b>Health Mela</b>	0.43			0.43		0.43
<b>Infrastructure &amp; Maintenance</b>						
<b>Total</b>	<b>70.00</b>	<b>24.64</b>	<b>14.64</b>	<b>109.28</b>	<b>51.41</b>	<b>57.87</b>