

**HEALTH & FAMILY WELFARE DEPARTMENT
GOVERNMENT OF TRIPURA**

No. 3(5-2676) FWPM/SHFWS/2013

August, 13

MEMORANDUM

The National Rural Health Mission, Tripura has decided to improve upon maternal and child health services under NRHM through ASHAs **by utilizing ASHA Varosha Divas as the platform of skill development, performance monitoring and also introducing monthly fixed incentive payment day for motivating ASHAs.**

1. ASHA Varosha Divas is **to be organized in last week (25th to 30th /31st) of each month and one fixed date for each Health Facility should be pre-notified by concerned District by 25th August, 2013 for the whole Financial Year 2013-14** (if there is holiday on the fixed date in any month, then it will be held on next day). The same is to be publicized among ASHAs, Facilitators and also PRI and it will be uploaded in public portal (tripuranrh.m.gov.in). The programme schedule in ASHA Varosha Divas is as follows:

DAY	9.00 -9.30	10.00 am – 1.30 pm	1.30 pm to 2.00 pm	2.00 pm to 3.30 pm
ASHA Varosha Divas	Registration by all ASHAs and Facilitators	Performance Monitoring & Skill Development Session	Break	Cheque Payment to ASHAs (Fixed Day Payment)

2. **The performance based Incentives payment to all ASHAs is to be made on the day of ASHA Varosha Divas organized each month in every health facility throughout the State.**
3. The detailed ROADMAP for monthly ASHA Incentive Payment process in fixed day is shown below:

SL	WHAT	WHEN	WHO	WHERE
1	Submission of Incentive documents / papers of activity performed during 21st of preceding month to 20th of current month	1 st to 20 th of Each Month	ASHA	Certified and verified copies to AAA @ Health Facility
2	Closing date of submission of incentive documents	20 th of Each Month (Sl. 1.- 2) : To be facilitated and ensured by ASHA Facilitator	ASHA	
3	Preparation for payment through cheque/ bank transfer	20 th -25 th of each Month	AAA	@ Health Facility by AAA
4	Payment of ASHA incentives	25 th to 30 th /31 st of Each Month (Sl 3-4) : To be ensured by MO /IC and ASHA Nodal Officer	AAA	@ ASHA Varosha Divas by AAA
5	Report Generation (Standard Format Enclosed)	1 st to 5 th of each Month To be ensured by ASHA Programme Manager	AAA & ASHA Nodal Officer	@ Health Facility

Contd... P/2



Contd... P/1

4. The certified documents for consolidation of ASHA Incentives for a month will be submitted to Administrative cum Accounts Assistant (AAA) of the PHC. ASHA Nodal Officer of the PHC will be nodal person to monitor and supervise the whole payment process of the facility. The certification & verification process of ASHA Incentives documents is shown below:

VHND	JSY (including ANC) & Immunization	HBNC	Family Planning / Disease Control Programme / Others incentives	ASHA Vaosha Divas
Concerned ANM, AWW and mandatorily signed by MPS	Certified by concerned ANM and to be cross-checked & signed by HMIS Assistant of the facility	Certified by concerned ASHA Facilitator & ANM	Certified by ANM	Attendance Register to be maintained and certified by AAA & ASHA Nodal Officer

5. **The standard format (Annexure-1) for tracking incentives of individual ASHA (as Month wise ASHA Incentive register)** is enclosed, which mandatorily to be maintained in soft and hard both by concerned Administrative cum Accounts Assistant (AAA) of Health Facility during compilation of incentives (preparation of cheques) and as well as during report generation. The monthly register and reporting format should be mandatorily duly signed and verified by respective ASHA Nodal Officer of the Facility and MO/IC both and should be available in hard copy in the facility.
6. **It is mandatory for all ASHA Nodal Officers and concerned HMIS Assistant to be present in each ASHA Varosha Divas in every month.** ASHA Nodal Officers will discuss programme issues and HMIS Assistant will discuss on ASHA wise Work plan for achieving 100% registrations of all in MCTS database.
7. The sub-centre wise performance to be measured for ASHA on the basis of 10 indicator in ASHA Varosha Divas. The non and poor performing (need support) ASHAs are to be identified on the basis of 10 indicator report of last six months and one to one training support programme is to be imparted to identified poor-performing ASHAs in ASHA Varosha Divas.
8. **The new monthly ASHA Reporting Format at Annexure-2 (to validate with HMIS/MCTS) for the period of 21st of preceding month to 20th of current month** will be submitted to each Health Facility by MPW (M/F) of respective Sub-Centre and ASHA Faciliator jointly by 30th of every month positively. The Chief Medical Officers of the Districts should ensure the same and also to ensure that **monthly meeting with ASHA Facilitators is to be held from 1st to 5th of every month** at District / Sub-Divisional level. The prime role of ASHA Programme Manager will be to validate 10 Indicator Format-1 reports for the aforesaid period of each month with new Format attached herewith for data collection before compilation of reports in Format-3.

This is as per approval of Health & Family Welfare Department vide u no. 1127/- Min-HFW/13, Dated 13.08.13. This will come into effect from the month of September, 2013 in all Health Facilities throughout the State.


(B. Bastore)

Deputy Secretary to the
Government of Tripura

ENCLO:

1. Annexure – 1 (ASHA Incentive Format by AAA)
2. Annexure – 2 (Monthly ASHA Reporting Format by MPW & ASHA Faciliator jointly)

Copy Forwarded to:

1. The P.S to Hon'ble Minister for Health & Family Welfare, Government of Tripura for kind information.
2. The Additional Chief Secretary to the Government of Tripura for kind information.

Copy to:

1. The Director, Health Services, Government of Tripura for information.
2. The Director, Family Welfare & P.M, Government of Tripura for information.
3. The State Programme Officer, RCH/NLEP/RNTCP/NVBDCP/NPCB/NIDDGP/IDSP for information and necessary action.
4. The Chief Medical Officer, West/ Khowai/ Sepahija/ South/ Gomati/ Dhalai/ Unokoti/ North for information and necessary action.
5. The State ASHA Nodal Officer, NRHM, Tripura for information and necessary action.
6. The Website section for publication of Memorandum in web portal.


14.08.13
Deputy Secretary to the
Government of Tripura